

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES		
Chapter 43	Vice, Drugs, and Organized Crime	
Date Initially Effective: 11/17/1994	By the Order Of: Ted D. Sauls Jr., Chief of Police	
Date Revised: 07/29/2023	Date Reissued: 10/03/2023	Page 1 of 10

43.1 Administration and Operations

The Greenville Police Department is dedicated to the suppression of organized crime and vice activities within the community. It is the position of the Greenville Police Department that every police officer support and enforce laws and regulations governing the suppression of all forms of organized crime and vice activities.

The Greenville Police Department will use all available legitimate means to investigate and apprehend individuals, groups, or organizations engaged in organized crime and vice activities. The Department's Special Investigations Unit (SIU) is assigned primary investigative and enforcement responsibilities for organized crime and major case narcotics enforcement. The Special Investigations Unit (SIU) functions within the Criminal Investigations Bureau and reports through the Criminal Investigations Bureau chain of command. The Criminal Intelligence Unit is responsible for collecting information and identifying career criminals. The Gang Unit are assigned primary responsibility for aggressively combating street and gang crimes. The Neighborhood Policing Unit is primarily responsible for assignment to a specific area in order to address social harms within the area, and to create an environment conducive to economic development. The Criminal Intelligence Unit, Gang Unit and Neighborhood Policing Unit are all components of the Special Operations Bureau.

Organized Crime and Vice Activities

Organized crime and vice activities investigated by designated units of the Greenville Police Department, include, but are not limited to:

- Illegal sale and distribution of controlled substances
- Illegal gambling operations
- Illegal sale and distribution of alcoholic beverages
- Prostitution and vice activity
- Organized gang activity
- Human Trafficking

43.1.1 RECEIVING AND PROCESSING COMPLAINTS

CALEA Standard: 43.1.1 (Complaint Management)

All complaints concerning vice/narcotics and organized crime received by Greenville Police Department personnel will be recorded in the Computerized Dispatch System (CAD) as a call for service. Depending on the nature of the complaint, it may be:

- Assigned/dispatched for immediate action/investigation
- Forwarded to another appropriate unit or agency for review/investigation. Documentation of referral should be made.
- Linked to a current investigation
- Considered "informational" and forwarded to appropriate units/personnel

Personnel receiving or reviewing complaints should consider the following to determine if a complaint is valid or false, and actionable or informational:

- Is the original information valid?
- What is the criminal nature of the complaint?
- How important is the problem?
- What lead information exists?
- What investigative techniques might be used?
- Does the Greenville Police Department have sufficient resources?
- What possible operational problems exist?

Appropriate unit supervisors shall maintain investigative case status control systems for all cases under active investigation by their respective units. The case status control system shall include:

- Assigned Investigator
- Case number
- Victim's name
- Date reported and date follow-up is due
- Case status

Vice and Organized Crime Complaint Database and Investigations

Officers assigned to the Gang Unit shall maintain records of vice and organized crime information and intelligence pursuant to guidelines outlined in Greenville Police Department Policy and Procedures. Documented information shall be used to help maintain an awareness of existing or potential problems with the community. Guidelines for purging criminal intelligence files are also outlined in Chapter 40 of the Greenville Police Department Policy and Procedures.

The Chief of Police shall be briefed as necessary by appropriate unit supervisors or Bureau Commanders concerning vice, drug, gang, and organized crime, contingency procedures for all investigative operations, and on the outcome of the investigative operations.

43.1.2 MAINTAINING INVESTIGATIVE FILE SECURITY

CALEA Standard: 43.1.2 (Records Storage and Security)

If not previously entered into CAD, upon assignment for active investigation, all vice, drug, and organized crime complaints shall be assigned a case number through the CAD system. The officer assigned to investigate a complaint shall submit an incident report to the Records section providing sufficient information to establish the active status of the case without compromising the investigation. All additional records, reports, computerized data, and investigative documents relating to active organized crime, drug, and vice investigations shall be maintained in a secure location within the assigned officer's unit. Access to records, reports, and information from active organized crime and vice investigations shall be on a need-to-know basis as authorized by the Chief of Police or designee and shall be for the purpose of conducting official investigations by Greenville Police Department personnel.

Confidential Informant Files

Designated personnel in the Special Investigations Unit will maintain confidential informant files on all informants. Informant files shall be maintained in a secure location. Access to the informant files shall be limited to personnel authorized by the Chief of Police, Criminal Investigations Bureau Deputy Commander, or a designee. Access to the confidential files shall only be authorized as necessary for criminal investigative activities conducted by the Greenville Police Department or as otherwise authorized by the Chief of Police. Greenville Police Department Policy and Procedures, Chapter 42 outlines procedures for the management and control of informants.

43.1.3 SPECIAL OPERATIONS FUNDS

CALEA Standard: 43.1.3 (Confidential Funds), 17.4.2(Cash Funds/Account Maintenance), 17.4.3(Independent Audit), 11.4.1 (Administrative Reporting Program)

Integrity of Special Operations Account Funds

The Greenville Police Department maintains special investigations funds to provide money to support enforcement efforts in the areas of organized crime, drug, and vice control.

Greenville Police Department Policy and Procedures, Chapter 42, establishes guidelines for an accounting system and the use and management of special funds, including the payment of informants. At least quarterly a report of expenditures shall be prepared and submitted to the Chief of Police. An independent audit of special investigations funds shall be conducted annually each calendar year by the Office of Internal Affairs.

Submission of receipt after payment of funds shall be documented on the Report of Special Funds Expenditure report and must include:

- Amount of payment
- Purpose of payment
- Paying officer's name
- Receiving informant's code number
- Date of payment
- Case number, if applicable

43.1.4 SURVEILLANCE AND UNDERCOVER EQUIPMENT

CALEA Standard: 43.1.4 (Equipment Authorization and Control)

Due to the ongoing operations and nature of various investigative duties within the Department, specialized units including SIU, and the Special Operations Bureau may have specialized surveillance and undercover equipment assigned to them. All specialized surveillance and undercover equipment assigned to a unit shall be maintained and secured in that unit's office. Unit supervisors may grant authorization for the use of the equipment. If requested, specialized equipment and/or personnel to operate the equipment shall be provided to assist other Greenville Police Department personnel in surveillance and undercover operations in legitimate law enforcement efforts.

Unit supervisors to which the equipment is assigned are responsible for the equipment and are also responsible for:

- Maintaining specialized equipment inventory
- Maintaining the equipment in proper working order
- Keeping the equipment secure when not in use
- Tracking the equipment including extended assignment, loans to other units or agencies, repairs and discontinued use.

The Electronic Surveillance Unit (ESU) is an additional aid for Criminal Investigations Bureau detectives. The ESU is staffed with officers who specialize in different areas of electronic expertise and who are cross trained in all fields. They serve on the ESU in an "as needed" capacity in addition to their regular assignments. The purpose of the ESU is to assist in the gathering of evidence, subsequent arrest and successful prosecution of criminals who have violated the North Carolina or Federal Law. This Unit will assist other investigative and intelligence gathering units within the Department. Additionally, ESU will provide technical collaboration and support to other state, county, local and federal law enforcement agencies in the region.

CIB detectives will be supplied with specialized electronic equipment needed to capture evidence for a successful case conclusion and prosecution. Case specifics and equipment used by the ESU are of a confidential nature. Upon request, technical assistance will be provided in the field if an investigation leads a detective to believe a

communications intercept is needed. Expert advice is also provided, as it pertains to state and federal law governing these types of investigations, and additionally facilitates that portion of an investigation. Members of the ESU receive training in the use of specialized equipment requiring special investigative and technological skills and shall receive additional training through the State Bureau of Investigation.

43.1.5 CONTINGENCY PROCEDURES FOR SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

CALEA Standard: 43.1.5 (Covert Operations)

The Greenville Police Department has the capacity to conduct covert operations for the control of vice, drug, and organized crime activities through the investigative activities of the Special Investigations Unit and the Special Operations Division. Undercover, surveillance, and decoy operations shall be coordinated by and/or conducted by an appropriate unit supervisor.

Guidelines for Initiating and Conducting Covert Operations

Vice, drug, or organized crime undercover or decoy operations plans shall be completed prior to an operation and shall include the provisions identified in this directive. The operations plan is the foundation and first step in the investigative process. The plan must be thorough, in writing, and must show the intended direction of the investigation. The plan will be linked to a case number as soon as a case number is assigned. The appropriate unit supervisor shall be responsible for ensuring the plan is complete and approved. The supervisor's signature on the plan shall indicate plan approval and authorization. Minimum provisions for investigative operations planning shall include the following:

- **Intelligence Gathering**
Prior to beginning an operation, case agents should develop intelligence on which to base operational procedures, resource needs, target options, etc. Intelligence gathered during the course of the operation should be documented and forwarded to those with need to know and /or right to know authority.
- **Legal Ramifications**
When appropriate, the District Attorney's Office and/or Assistant City Attorney shall be contacted to determine possible legal ramifications of the operation. The written plan should outline the District Attorney and/or Assistant City Attorney's role (if any) in the operation. This includes discussing any prosecutorial or liability problems that may exist or develop. The written plan and/or investigative report should indicate the dates and times of meetings or conversations with the District Attorney's Office or Assistant City Attorney and include a summary of the meeting or conversation. Copies of warrants should be attached to the plan if available.
- **Objectives and Details of the Operation**
All covert operations shall be well planned and involved personnel briefed prior to implementation. The briefing shall include the objective and details of the operation in compliance with the guidelines established by this directive. All pertinent site characteristics shall be reviewed. The officers involved shall be familiarized with the objectives and details of the operation, the neighborhood, or target area. The neighborhood or target areas of operation shall be analyzed and surveyed prior to infiltration to identify potential hazards, possible threats, and possible surveillance points. The type of surveillance to be used (moving, stationary, etc.) should be identified. The plan should include a detailed map with routes in and out of the area indicated as needed. Descriptions of individuals at the location to be searched shall be provided in the plan. Surveillance operations must be based on an articulable suspicion that the person, place or thing under surveillance is involved in criminal activity. Organized crime and vice decoy operations are viable options in response to identified repetitious criminal activity.
- **Determining Operational Procedures**
Operational procedures shall be determined to address surveillance, counter-surveillance, and high-risk entries. Plans for approaching, entering, securing, and leaving the search location shall be stated. Written details regarding assigned surveillance areas, responsibility, initiation and termination should be included. Conditions and procedures for making arrests shall be stated including the transportation and destination of the arrestee. If the operation will not immediately result in an arrest, the written plan shall state such. Procedures for observation of the operation and arrest shall be developed for each operation.

The investigating police officers and undercover police officers conducting covert operations shall document all pertinent activities and observations made relative to the criminal activity being investigated.

- **Expense Funds**

Expense money shall be provided as necessary from the special investigation funds. This should be stated in the written plan. All necessary operating funds shall be provided

- **Communication**

The means for routine and emergency communication among involved personnel shall be established. Communications with specialized support units shall be established. The plan shall state that radio communications will be conducted on a specific frequency. If any other means of communication is to be used, the plan should indicate the method, i.e., cellular phone.

- **Equipment and Vehicles**

Equipment and vehicle needs shall be determined and appropriate arrangements made and documented on the written plan. Provisions shall be made to discuss, select, and prepare specialized equipment to be used, such as, rams, pry bars, protective clothing, etc. The names of personnel assigned to drive vehicles and vehicle descriptions shall be included in the plan.

- **Officer Safety**

All personnel working the operation and their assignment shall be listed in the plan. An appropriate number of officers will be determined and deployed based on the analysis of the situation to provide backup and perimeter security. A selection of personnel such as patrol officers, specialized units, etc. shall be predetermined as needed for the operation. Assignment of responsibilities and duties of all members involved, such as internal and external security, entry teams, evidence collection, etc. shall be prearranged. For any extended or prolonged operation, the operation supervisor shall ensure contingency plans are made for relieving officers and providing breaks.

- **Officer Identity**

Undercover and surveillance officers should be provided with false identities, disguises, and necessary credentials as required by the operation. When appropriate, decoy officers may disguise themselves to better blend in with their surroundings. Personnel participating in decoy operations shall be identified prior to the operations with a complete clothing and/or vehicle description.

- **Confidentiality and Cover**

Every effort shall be made to maintain overall confidentiality and cover of the officers involved in the operation. The confidentiality of officers acting in undercover capacities will be maintained by limiting that knowledge to a need-to-know and right-to-know basis. The written plan should note who knows and who is authorized to know undercover officer's identities. Appropriate supervisors, Bureau Commanders, Deputy Chief, and the Chief of Police always have the right to know.

- **Authorization**

Major organized crime, decoy, vice surveillance, raid or undercover operations shall not be initiated without the knowledge and approval of the appropriate Bureau Commander(s). All personnel shall adhere to the guidelines in Greenville Police Department Policy and Procedures, Chapter 4 governing the authorized Response to Resistance and Aggression. Due to the nature of decoy, sting, or reverse sting operations, they require in-depth advance planning and documentation. Dependent upon the extent of the operation, approval from the Chief of Police, Assistant City Attorney, and District Attorney may be necessary. The appropriate Bureau Commander will make that determination.

- **Designating Supervision**

The appropriate unit supervisors shall be responsible for overseeing, coordinating, and supervising investigative operations conducted by their respective units. The supervisor shall notify the on-duty Watch Commander of the operation. The written plan should state which supervisor(s) shall be overseeing the operation.

- **Providing Close Supervision**

The unit supervisor assigned and identified in the written plan shall be responsible for close supervision of all aspects of the operation.

- **Contacts with Suspects**

Methods for making initial and subsequent contacts with the target by the officer or undercover officer and any necessary precautions shall be determined and specified on the written plan. Initial contact will usually be through an informant and the plan shall state the appropriate information for subsequent contacts.

- **Emergency Assistance**

Consideration of the need for support from outside agencies including medical and firefighting capabilities. Such potential shall be reviewed in the planning of the operation and contingency plans shall be included for contacting emergency assistance personnel should it become necessary.

Executing Search Warrants and Raids

All search warrants obtained by Greenville Police Department personnel shall meet the statutory requirements set forth in North Carolina General Statute 15A-241 through 15A-246. All search warrants and raids shall be executed with the authorization of the responsible unit's commander or a designee. The police officer who is the principal investigator in a case shall have the responsibility for the execution of the search warrant or raid, subject to review and control of that police officer's commander or a designee. All raid team personnel shall adhere to the guidelines in Greenville Police Department Policy and Procedures, Chapter 4 governing the authorized Response to Resistance and Aggression.

Prior to the execution of a search warrant requiring entry into any structure or any other raid or high-risk situation a risk assessment matrix should be completed. Once the risk assessment matrix has been completed the case agent or officer in charge will complete a raid plan (GPD 39:07-20) and conduct a briefing with all officers involved. The briefing shall address the following concerns:

- Officer/team assignments including: entry, security, surveillance, transportation, evidence, etc.
- Target location(s) and description(s) and surrounding area information
- Communications
- Cautions
- Equipment/vehicle needs
- Other assistance: Fire/EMS, air support, K-9, etc.

All non-uniformed personnel shall wear approved raid jackets or other approved apparel readily identifying them as Greenville Police Officers. Uniformed police officers shall be used whenever possible as the first officer in view when occupants of the location to be searched are made aware of the operation. Officers executing search warrants or other raid or high-risk situations shall wear appropriate protective vests. The case agent or officer in charge may request assistance from the Emergency Response Team.

Searching for and Seizing Evidence or Contraband

The assigned case agent or officer in charge shall ensure the integrity of evidence recovered during a search. The search location should be photographed and/or videotaped before the search for evidence or contraband begins. Only those police officers designated should actively search for evidence or contraband. If an officer locates evidence or contraband to be seized, that officer should not move the evidence and should immediately contact the evidence collection officer to collect evidence. The evidence collection officer should provide that the evidence is photographed in its original location and collected pursuant to guidelines established in the Greenville Police Department Policy and Procedures. The evidence collection officer should maintain a log of seized property indicating the following information for each item seized:

- The date and time of the search
- The Case Number
- The location of the search
- Description of the evidence
- Location from which the evidence was seized
- Time of recovery
- The locating officer(s)
- The seizing officer

Coordination of Department and Interagency Efforts

Unit supervisors shall brief the appropriate Bureau Commander as necessary on active investigations or significant intelligence information. Supervisors of the units conducting the investigations shall be responsible for requesting and coordinating organized crime, gang, and vice control efforts with other law enforcement agencies. Whenever possible, the Greenville Police Department will assist other law enforcement agencies to the fullest extent possible in investigations into narcotics, organized crime, gang, and vice activities.

Case Investigation Documentation

The police officer who is the case agent or officer in charge shall ensure that all search warrant or raid activities are properly documented on a Greenville Police Department incident report with a corresponding case number. If the search warrant is part of an ongoing investigation, that investigation's case number shall be used. The primary case agent shall complete a detailed investigative report at the conclusion of any operation. The report should include, at a minimum: intelligence gathering techniques and results, operational plan and assigned personnel, and results of the operation. The authorizing supervisor should review and approve the report prior to submission.

43.1.6 VIOLENT CRIMINAL APPREHENSION TEAM

CALEA Standard: 42.2.4 (Investigative Task Forces)

The Violent Criminal Apprehension Team, hereafter known as VCAT, has a primary purpose to assemble together as needed to aid ongoing investigations in the recovery of the most violent fugitives who are fleeing from law enforcement within the City of Greenville. Targets of the VCAT are limited to those fugitives who are wanted by members of the Department or other fugitives who are believed to have fled to Greenville, but are wanted by other law enforcement agencies. Primarily, the VCAT's targets are fugitives who are wanted for murder, rape, felonious assaults, and armed robbery. However, assistance may be provided in other types of serious felony cases or in special circumstances, such as missing persons. VCAT members are not responsible for conducting an investigation into a crime, but are available to assist with locating a fugitive who may not otherwise be found. The VCAT is an "immediate reaction" team that is comprised of specially trained officers, or officers with specific skills who are qualified and are available on an on-call, as-needed basis, in addition to their full-time duties. Although the team is mostly comprised of Greenville Police Officers, it is an element of the NCSBI's Fugitive and Missing Persons Task Force, and as such, will be available with approval, to assist with apprehending fugitives anywhere within North Carolina.

Activation of the VCAT is at the discretion of the Chief of Police, or his designee. Aiding in the apprehension of fugitives requires members to maintain a working relationship with the U.S. Marshal's Service, DEA, FBI, U.S. Secret Service, NCSBI Fugitive and Missing Person Task Force, and the Pitt County Sheriff's Office. Additionally, select members may be assigned to various Federal and State Task Force positions. The team's leader shall be designated by the CIB Commander, and shall report all VCAT activities directly to the CIB Commander or his designee. Activities conducted by VCAT will comply with requirements of other Investigative Task Forces as outlined in Greenville Police Department Policies and Procedures Chapter 42.

Selection of Team Members

Members of the team typically are a combination of individuals selected based on their specific full-time assignment. Personnel assigned to the Warrant Unit, DEA, ESU, and the U.S. Marshal's Service are required to receive specialized training as part of their normal assignment and based on their abilities and skills are selected to serve on VCAT.

Skills and Required Training

It is crucial to the apprehension of a known, violent fugitive that every means possible is used to track, locate, and arrest a fugitive without endangering officers and the public further. Therefore, the training and/or skills members independently may possess prior to becoming a member, should include:

- Electronic surveillance capabilities
- Cellular phone analysis
- Knowledge and ability to navigate various social media platforms

- Vice and narcotics operations
- Criminal investigations
- Interview/interrogation techniques
- Tactical planning and operations
- Fugitive investigative techniques
- High-Risk apprehension tactics

Additional specialized training may include:

- National Domestic Communications Assistance Center (NCDAC) Project Pinpoint/Cellular Analysis Seminar
- NCSBI/FBI Cellular Analysis and Records Exploitation Class
- Pen-Link Cellular Analysis Training (CAT)
- Quarterly Training Provided by the SBI Fugitive and Missing Person Task Force

It is the goal of the VCAT leader to schedule a monthly training session and ensure each member is aware of any recent changes regarding pertinent legal updates and/or any changes to apprehension tracking and tactics. As available, and with the approval of the CIB Commander, members may request to attend additional training provided by outside sources. As additional skills and training are successfully obtained by a member, the member may perform additional duties on behalf of the team with the approval of the team's leader.

Equipment

Equipment to aid apprehension efforts may be individually assigned to a team member. The team's leader is responsible for equipment assigned to the team and shall ensure it is maintained in proper working order. Each member of the team is assigned a smart phone that is provided by the Department which will be used to facilitate electronic surveillance and provide (24) twenty-four-hour e-mail contact with others. Although all officers who are team members are issued uniforms, they shall not be worn during any VCAT operation and plain clothes shall be worn. During actual apprehension efforts, each member shall have in their possession their department-issued badges and shall wear an outer garment that is approved tactical clothing bearing the appropriate police insignia visible on both the front and back.

Members may, based on assignment, be provided an undercover take-home vehicle. Each member is responsible for following all policies and procedures required while operating an undercover vehicle. All members are issued personal body armor, tactical vest and holster which are all required to be worn during operations. Other equipment includes, but is not limited to, the following:

- Ballistic shield
- Entry tools
- Leg shackles
- Transport belts
- Surveillance equipment

Equipment maintained by a member while on the team shall be returned to the team leader at such time the member is no longer serving on VCAT.

Requesting VCAT Assistance

Any member of the department or member of the NC SBI's Fugitive and Missing Persons Task Force with a warrant for a fugitive/missing person that they have been unable to locate and arrest or who has a missing person's case they believe should warrant additional assistance, may contact the VCAT Team Leader, the CIB Commander, or the CIB Deputy Bureau Commander. The Team Leader shall be notified in all cases that involve a Class G or higher felony warrant, any warrant for a violent crime, or if an investigator believes a VCAT review is needed. If the case is accepted, a VCAT detective will be assigned to work with the primary officer/detective in the case. The requesting officer shall have prepared prior to requesting assistance, as much information as possible regarding the wanted fugitive/missing person, and shall immediately provide all the information to the VCAT member assigned to assist.

Emergency Response Team (ERT) Notification and Deployment

Based on the information provided, VCAT members may request the assistance of the ERT. A Risk Assessment Matrix shall be completed and subsequently reviewed by the CIB Commander or CIB Deputy Commander. The CIB Commander or Deputy Commander shall notify the Chief or Deputy Chief of Police of the Risk Assessment Matrix recommendation. The ERT Commander shall decide if ERT should be activated. Use of the ERT is solely for the purposes of a take-down and arrest of a fugitive. If ERT is activated the VCAT leader shall:

- Brief command staff on pertinent information about the fugitive to include the basis for an ERT request
- Contact the ERT leader and provide a briefing on the situation
- Work with the ERT to complete the arrest of the fugitive

Operational Procedures for Arrests within the City Limits

It is the responsibility of the VCAT leader to establish a call-out schedule. An up-to-date log of cases assigned to the team shall be maintained and the results documented on the log by the team leader. The VCAT leader will ensure the team assumes primary apprehension responsibility in order to prevent other members of the Department from duplicating efforts. Once assigned a case, the team member shall complete a comprehensive fugitive investigation work-up which should identify likely locations where the fugitive may be living or frequenting in order to determine where apprehension efforts should be focused.

As needed, or at least monthly, the VCAT will meet to gain new perspectives and discover new avenues to seek in order to aid ongoing investigations.

An ESU member will coordinate all electronic surveillance requests and shall ensure all reporting and proper billing requirements are met. Furthermore, the ESU member is required to work with the member from the SBI's Task Force to ensure proper legal compliance is achieved. Personnel from the Greenville Police Department are prohibited from conducting electronic surveillance operations without first coordinating with the ESU detective.

The member assigned shall also:

- Maintain a hard copy of the form
- Maintain a timeline for each case
- Document all efforts to apprehend
- Refer to the hardcopy should a need arise requiring the apprehension of the same subject again at a later time
- Communicate regularly the status of all ongoing investigations during the monthly meeting
- Complete any needed case assignments
- Notify the ESU immediately if information is obtained that requires the use of court-authorized electronic surveillance
- Ensure that all court orders are properly obtained prior to any surveillance

After a comprehensive case file has been completed, the VCAT will direct investigative efforts immediately toward locating the fugitive subject. The case file created is a supplement to the primary officer's case. Documented investigative efforts include, but are not limited to:

- Interviewing associates
- Interviewing family members
- Interviewing significant others
- Conducting electronic surveillance
- Conducting social media searches
- Using other available resources
- Following up on personal leads or leads by other members

Once the location of the fugitive/missing person has been determined, the team leader will immediately designate members to assemble in order to conduct an apprehension briefing. When possible, a service copy of the warrant should be obtained prior to attempting to serve a warrant on a fugitive. The apprehension briefing shall include:

- Fugitive/missing person's name
- Fugitive/missing person's location
- Fugitive/missing person's description
- Nature of the warrant
- Fugitive/missing person's history
- Weapon information
- Specific team member assignments (i.e., containment or entry/arrest assignment)
- A distribution of copies of the fugitive/missing person's photo and a photo of the target location

Once a fugitive's location is found and service of a warrant is imminent, the VCAT leader shall be notified and when possible, the team leader or designee shall be present for the apprehension of the fugitive. Also, notification shall be made to Communications and the on-duty Watch Commander. If possible, a VCAT member will establish surveillance of the fugitive's location prior to the approach of perimeter containment officers or the arrival of an entry/apprehension team and shall provide immediate updates on pertinent information. The surveillance officer should also assist in determining if additional assistance with containment is needed.

Using radios or department-issued cellular phones for communications shall be continuous throughout the operation. All members of the team shall be prepared to identify themselves by badge and/or department-approved tactical clothing with police insignia visible both front and back.

Those assigned to provide containment of a structure shall be prepared to:

- Covertly surround the location and provide a 360-degree containment
- Enter the structure only if directed to by the entry/apprehension team
- Provide the fugitive/missing person's clothing description and any other urgent facts that would aid in the safe apprehension of the fugitive/missing person

Those assigned to attempt warrant service on a fugitive in a vehicle shall:

- Provide 360-degree containment
- Monitor the safety of the public
- Monitor the likelihood of a foot or motor vehicle pursuit
- Complete the arrest once the fugitive in the vehicle is contained

Those assigned as the entry/apprehension team shall include at least two officers who shall enter the structure in order to locate the fugitive/missing person. Immediate identification as a police officer is required by all officers entering the structure and before taking enforcement action. Once the fugitive/missing person is located or in custody, containment officers shall be notified.

After the apprehension of a fugitive, the primary investigator may obtain a search warrant in an attempt to gather more evidence. Additional charges resulting from the arrest or search will be handled appropriately and by the primary investigating officer, unless otherwise agreed upon by the VCAT officer.

Out of City Limits Operations

Operations that are out of City's jurisdiction shall only be conducted with the approval of the CIB Commander, designee, and the VCAT leader. All out-of-city operations are covered under the active Mutual Aid Agreement between the Department and the NCSBI Fugitive and Missing Person Task Force. All participating officers shall operate by the authority outlined in the Mutual Aid Agreement. When necessary and practical a DCI message will be sent to the outside agency holding jurisdiction, if needed, for mutual aid. In the event the location is not yet known, the VCAT leader who is also the designated task force officer, shall act as the primary officer and shall coordinate efforts with the other agency's contact officer regarding apprehension and extradition of the fugitive.

Once the location is known, proper procedures and protocol for containment and arrest shall be followed depending upon the type of location (structure or vehicle).