

A. **PURPOSE.** To establish procedures for requesting assistance from cellular service carriers in locating devices being used/possessed by subjects who are the focus of law enforcement investigations.

B. **DEFINITIONS:**

1. *Exigent Circumstances:* Articulable IMMEDIATE danger of death or serious physical injury to any person.
2. *Non-Exigent Circumstances:* All other incidents where locating a subject is desired but lacks an “immediate” danger of death or serious injury.

C. **SPECIFIC REQUIREMENTS:**

1. Assigned Patrol Units shall:
 - a. Obtain necessary information regarding the incident to assist in determining if the circumstances fall into either the exigent or non-exigent categories.
 - b. Determine the number assigned to the device and cellular carrier if possible.
 - c. Contact a patrol supervisor or Watch Commander for review and further implementation of request if warranted.
2. Patrol supervisor shall contact the Watch Commander and advise of the request and circumstances involved.
3. Watch Commander shall:
 - a. Review all requests received to determine if the incident involves exigent or non-exigent circumstances.
 - b. During normal business hours, contact a Detective Unit Supervisor for investigative personnel assistance to initiate location efforts.
 - c. During non-business hours, make a direct request to the Emergency Communications Center if circumstances are deemed “exigent”
 - (1) Contact a Detective Unit supervisor for review and possible response of investigative personnel.

- (2) In the event that no immediate investigative response is needed, ensure the report is assigned to the appropriate team, i.e.; MCT / FST for proper follow up.

4. Emergency Communications Center shall:

- a. Upon receiving request from the Watch Commander initiate the location request.
- b. Provide units assigned to the incident the results of the request and all additional updates received.
- c. Forward forms used for the request to the Detective Unit for investigator follow up.

5. Detective Unit Personnel shall:

- a. Assist patrol units with obtaining location information as it relates to specific incidents.
- b. Ensure that required cellular service carrier paperwork is completed for exigent after hours requests.
- c. Seek supervisor approval for non-exigent investigative follow up requests.
- d. Shall maintain a log of all device location attempts made.