

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number INV-016
	Subject Pen Register/Trap and Trace, and Ping	
	Special Instructions Replaces INV-016 dated March 1, 2015	Effective Date April 4, 2024

I. PURPOSE

This guideline establishes appropriate procedures for using a Pen Register/Trap and Trace (PRTT) and Ping during criminal investigations.

II. POLICY

A PRTT/PING during criminal investigations should only be considered if the evidence obtained can substantially increase the probability of bringing the investigation to a successful conclusion or apprehension.

III. PROCEDURE

A. All requests to install a PRTT/PING must be written to the Drug Enforcement Section (DES), Technical Services Unit (TSU) Supervisor for review and approval.

1. All requests must contain the following information:

- a. Details of the investigation, including, but not limited to: the crime(s) being committed, names of suspects (if known), how the use of PRTT/PING will advance the investigation, and the names of all agencies involved in the investigation; and
- b. Service provider and account identifiers on which the PRTT/PING is to be placed.

B. The TSU Supervisor (or designee) shall:

- 1. Notify the investigating officer of the Approval or Denial of the request.
- 2. Make the proper Search Warrant template(s) available to the Investigating Officer.

C. The investigating officer, after receiving notification of approval, shall begin steps for securing the search warrant:

- 1. If the search warrant is submitted to the court and denied, the investigating officer shall immediately notify the TSU Supervisor.
- 2. If the search warrant is obtained, the investigating officer shall:
 - a. Immediately notify the TSU Supervisor (or designee) and complete the TSU online request form at the following link: <https://forms.office.com/g/fQrXmiiQEK>, and forward a copy of the search warrant.

D. The TSU Supervisor (or designee), after receiving the original search warrant, shall:

- 1. Coordinate the submission of the search warrant to the service provider; and

E. The TSU Supervisor (or designee) shall oversee the general operation of the PRTT/PING.

F. Upon expiration of the search warrant, the TSU Supervisor (or designee), shall:

1. Coordinate the removal/termination of the PRTT/PING with the service provider.

G. The requesting officer is responsible for retaining any evidence collected for investigative purposes, including historical records provided by service providers and ping emails.

H. Indiana State Police personnel assigned as Task Force Officers with a federal agency may also follow the policies and procedures in place by the designated federal agency.

I. In certain exigent circumstances, the Indiana State Police may find it necessary to initiate the use of a PRTT/PING technique. However, in accordance with IC 35-33-5-12, the law enforcement officer or law enforcement agency shall seek to obtain an order issued by a court based upon a finding of probable cause not later than seventy-two (72) hours after the initial use of the real-time tracking instrument.

J. This procedure will be used with all relevant federal and state laws, department regulations, rules, policies, and procedures.