


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 303	Section: CRIMINAL INVESTIGATIONS	Effective Date: SEPTEMBER 2022
Title: VICE, DRUGS AND ORGANIZED CRIME		
Accreditation Standards: OPR.03.01, OPR.03.02, OPR.03.03, OPR.03.04		
Review Date: JANUARY 2024	Total Pages: 3	Chief of Police: 

I. VICE, DRUG, ORGANIZED CRIME COMPLAINTS

- A. The Criminal Investigations Section (CIS) Commander is responsible for the supervision of officers assigned to the vice control function. The Special Investigations Unit (SIU) is responsible for the vice control function.

In controlling vice activities, enforcement actions should concentrate on the following:

1. Illegal use and sale of controlled substances;
2. Prostitution;
3. Illegal sale and distribution of pornography;
4. Illegal gambling;
5. Illegal sale and use of alcoholic beverages.

Any complaints received by the Department concerning vice or organized crime shall be documented with an incident based report and forwarded to the Special Investigations Unit (SIU). Organized crime shall encompass all gangs and criminal enterprises. The Special Investigations Unit will review the report and determine if the information should be assigned for investigation or classified as intelligence. To determine which cases to investigate, the SIU may consider the following:

1. Is the original intelligence information valid;
2. What is the criminal nature of the problem;
3. How significant is the problem;
4. What lead information exists;
5. What investigative techniques must be used;
6. Does the agency have sufficient resources;
7. What possible operational problems exist?

After these questions are answered, a decision can be made on whether the case should be investigated further and what investigative methods should be utilized. If the report requires further investigation an investigator will be assigned. All leads will be pursued until a satisfactory conclusion to the case is obtained. If the information is deemed as intelligence, the SIU will ensure it is analyzed and classified accordingly.

- B. Unless the investigation is covert, all vice and organized crime investigations shall be documented in accordance with General Order 602 Records.

A covert investigation shall be authorized and supervised by the Special Investigations Unit supervisor. The supervisor will keep all confidential reports in a secured file within the section. The supervisor will be responsible for ensuring the case is handled promptly and that all documentation is completed. Once the case is brought to a conclusion all documentation will be forwarded to the Records Section.

- C. All vice and organized crime complaints substantiated by investigation will be maintained in Records. Reports will be forwarded to the Records Section at the conclusion of the case. Information collected during an investigation will remain in the SIU files.

- D. The SIU is responsible for the cooperation and deployment of all efforts of enforcement against vice and organized crime activities. A free flow of information will enhance and improve present and future strategies in combating vice and organized crime.

II. ACTIVE VICE AND ORGANIZED CRIME FILES

The SIU will maintain active covert investigations filed in a locked file cabinet. Access to the cabinet is limited to the SIU Sergeant and the Criminal Investigation Section Commander and Sergeant. Vice and Narcotic complaints are given a tracking number. Upon initial investigation and a determination that there is sufficient information to support the investigation, a case number is assigned.

III. SURVEILLANCE AND UNDERCOVER EQUIPMENT

The Department has limited use for undercover or surveillance equipment. Necessary equipment may be obtained through various sources on a temporary basis. Whenever this equipment is used, the officer will ensure constitutional safeguards are maintained and court established guidelines are followed. Supervisory responsibility for the care and use of this equipment will rest with the CIS Commander. All surveillance and undercover equipment will be signed for on LPD Form 536, *CIS Equipment Sign-Out*.

IV. SURVEILLANCE, UNDERCOVER, DECOY AND RAID OPERATIONS/COORDINATION OF INFORMATION

- A. The SIU is responsible for coordinating, planning, and implementing surveillance, undercover, decoy, and raid operations. Guidelines for these operations should include:
1. Authorization from the Field Operations Division Commander or the Chief of Police, who will designate a single person to supervise the operation;
 2. Analysis of the crimes, victims, and suspects. The analysis of suspects should include criminal history, known associates, weapons usage, habits, vehicles, method of operations, or other available background information;
 3. Surveying the target area to identify potential hazards and locations for surveillance, and establishing strategies and tactics for approaching, entering, securing, and leaving the target area;
 4. A briefing to familiarize all participating personnel with the objective and details of the operations, as well as one another's clothing, vehicles, and roles, to eliminate the possibility of not being recognized as an officer during the operation;
 5. Determining operational procedures including methods for observation and surveillance, as well as planning for arrests with defined responsibilities assigned to each officer involved. If mass arrests are expected, the Loudoun County Adult Detention Center shall be notified and the appropriate arrangements made;
 6. Coordinating high-risk entries with the Leesburg Police Department Tactical Unit and/or Virginia State Police Tactical Unit;
 7. Determining required funds;
 8. Establishing routine and emergency communications for officers involved in the operation;
 9. Planning for necessary equipment and vehicles appropriate for the operation;
 10. Planning for the overlap of personnel if surveillance is required over an extended time period;
 11. Ensuring that sufficient backup security and perimeter protection is coordinated. The operation shall be implemented only when the predetermined number of covering officers are available for deployment;
 12. Ensuring that the confidentiality of such operations is maintained;
 13. Ensuring that all necessary and reasonable precautions have been taken, prior to contacts with suspects;
 14. Assigning specific areas or persons for officers to search and seize evidence from;
 15. Authorization for, and planning the use of force to gain entry during police raids when necessary. Such authorization is only given after reasonable efforts to gain entry have been exhausted, or exigent circumstances exist which necessitate a confronting suspects shall be in accordance with General Order 223;
 16. Alerting the Loudoun County Fire and Rescue Services and summoning them to the scene if medical assistance is required;

17. Notifying the team supervisor of the action so that he or she will be able to closely monitor all phases of the operation;
 18. Monitoring all phases of the operation by the supervisor of the operation who is responsible for the police action;
 19. Informing uniformed officers that they shall not acknowledge any undercover officer. Only after the contact is initiated by the undercover officer may the uniformed officer recognize the undercover officer. (See "Recognition of Casual Clothes Personnel" in this General Order)
- B. The undercover narcotics investigator may be provided with a false identity and necessary credentials.
- C. When an investigator compiles active information that vice or organized crime is present within the Town, that investigator shall notify the SIU. If upon review it is determined that the activity may be of long-term duration or if the patrol force may need to have knowledge of the information, the SIU shall meet with the Criminal Investigation Section supervisor and the Field Operations Division Commander. The discretion of the Field Operations Division Commander shall dictate the dissemination of the information to the patrol units. The Field Operations Division Commander will notify the Chief of Police concerning incidents of this nature.
- D. The SIU Sergeant or designee will serve as liaison between the Leesburg Police and the Loudoun County Sheriff's Office. He or she will work with the Loudoun County Sheriff's Office and ensure that a free flow of information will be disseminated to and from both agencies.
- E. The CIS Commander or designee will assign investigators to attend the various regional interdepartmental meetings on a regular basis. Attendance will facilitate the two-way flow of information between all represented agencies in the region.
- F. Recognition of Casual Clothes Personnel.
1. It is very important that members in casual clothes be properly identified when required to exercise covert responsibilities. Members in casual clothes will, when present at crime scenes, calls for service, or whenever it is necessary to be prominently identified, conspicuously display their badge.
 2. The Communications Section shall be notified when it is anticipated that casual clothes personnel will be present at a crime scene or call for service.
 3. Officers will use extreme caution when confronting suspected casual clothes personnel. A position of advantage (cover) should be attained prior to issuing a challenge. Officers shall state in a loud and clear voice, "Police - Don't Move." Officers will proceed with caution until the subject's identity has been confirmed.
 4. Tentative Recognition Signal.
 - a. When an officer in casual clothes is challenged by an officer they shall remain motionless unless given a positive directive otherwise. Challenged officers shall obey the commands of the officer, which may entail submission to arrest.
 - b. The challenged officer will not attempt to produce identification unless and until so instructed. If circumstances permit, officers may verbally announce their identity and state the location of their badge and credentials.
 - c. Officers should ask the challenging officer to repeat any directions or questions that are unclear and should not argue.
 - d. When directed by a challenging officer to raise their hands over their head, a challenged officer in casual clothes will immediately comply by straightening their arms over their head, crossing them at the wrists with the palms forward and the fingers widespread.