

## Pasco Police Department Policy Manual

<b>VICE, DRUGS AND ORGANIZED CRIME</b>	<b>Chapter No. 43</b>
<b>Effective Date:</b> <b>04/01/2018</b> <b>Revised Date: 11/09/2018</b>	<b>Reference:</b>

### 43.1.1 NARCOTICS, VICE, AND ORGANIZED CRIME REPORTING

The Pasco Police Department recognizes that valuable information regarding narcotics, vice, and/or organized crime may come from diverse sources. Complaints can be reported using a variety of methods.

If the complaint report has an active case status, the case is referred to the appropriate unit for follow-up investigation. If the investigating officer or detective is not available, the sergeant overseeing the investigation receives the inquiries.

#### Procedures for Receiving and Processing Complaints

##### Complaint information will be documented by

- A. A patrol officer in a case report and forwarded to the officer's Field Operations Sergeant for review.
- B. Sensitive cases may originate with Investigative Services Division (ISD) or Street Crimes Unit (SCU). In those cases, the assigned detective will obtain a case number and write the face sheet information and coding.
- C. The Records Unit may assign a case number for reports of vice, drugs or organized crime.

##### Processing Complaint

- A. The Field Operations Sergeant will forward the report to ISD.
- B. The Investigative Services Sergeant(s) will review the report and determine if the report is for information purposes or if it requires further investigation.
- C. For additional investigation the sergeant:
  - Enters it into a computerized case tracking system.
  - Assigns the report to a detective who evaluates the complaint and determines:
    - The accuracy of the original complaint.
    - The criminal nature and community impact of the problem versus other pending investigations.

**Pasco Police Department Policy Manual**  
Chapter No. 43 Vice, Drug and Organized Crime

- Workability of leads and how investigating leads may affect department operations.
- The nature of the complaint and our ability to use resources within and outside of the agency.

After evaluation, the detective discusses the case with the sergeant. Using the detective's opinion and the above criteria, the sergeant determines whether to investigate further, refer it elsewhere or close the case.

**Preliminary Investigation**

The assigned detective verifies the information in the original report, and begins to develop new information. This may involve:

1. Contacting the reporting party, witnesses, Metro Drug Task Force, Violent Crimes Task Force, DEA or surrounding police agencies that have information that may benefit the investigation.
2. Surveillance
3. Undercover operations
4. Electronic monitoring
5. Informant management

Detectives report the status of investigations to their sergeant regularly. It is the sergeant's responsibility to evaluate the need for re-distributing other cases to different detectives. This continues until the case is cleared or closed.

**Outside Agency Information**

Information received from outside agencies is kept until the case is cleared or closed. Information of value remains with the case or is documented in the report when the investigation is cleared or closed. Destroy documents of no investigative value.

**Advisement to Chief of Police**

The sergeant will regularly update the Support Operations Captain on current operations. The Support Operations Captain will be responsible for ensuring the Chief of Police or designee is advised of activities.

**43.1.2 RECORDS, STORAGE, AND SECURITY**

**Definition**

Active Case: An active case is defined as a case that requires additional investigation. A completed case that is only awaiting a lab report for filing of criminal charges is not considered active.

### **Active Case Files**

Detectives maintain a working file that may include complaints of narcotics, vice or organized crime and information collected during their investigation. All information relevant to the case will be attached to the original case file. The investigating detective should take the necessary precautions to limit access of their working files to other investigators, their direct supervisor and the Support Operations Captain. The detective's working file should be stored in a location where access is limited to the assigned detective, immediate supervisor and the division captain. Original records are kept in the case folder. Access can be restricted by the Lead Records Clerk and limited access can be granted to specific department personnel on a case by case basis.

### **Closed Case Files**

At the conclusion of the investigation, the case detective forwards the official case documents to the Records Unit for filing. The Records Unit Supervisor has the capability to lock individual cases and select access as needed.

#### **43.1.3 CONFIDENTIAL FUNDS**

A confidential investigative fund exists for supporting criminal investigations. Monies from this account are for payment of informants, purchasing drugs or contraband as evidence and surveillance activities and equipment. Fund control and operation are the responsibility of the Support Operations Captain.

#### **43.1.4 EQUIPMENT, AUTHORIZATION AND CONTROL**

The Pasco Police Department possesses minimal inventory of undercover and surveillance equipment. This equipment is stored in the detective equipment room. Investigation Sergeants are responsible for maintaining a system of controls for equipment. Only those employees with the specialized training necessary to operate this equipment are authorized to check it out.

When using listening and recording equipment, department personnel will follow specific legal requirements that are mandated per [RCW 9.73](#). Equipment of this nature will only be used pursuant to written judicial or command authorization. Listening and recording operations will be conducted under the direction of a sergeant or a detective trained in the use and operation of the equipment. The SCU Sergeant is responsible for filing all reports required by [RCW 9.73](#).

Surveillance, technical or other sensitive equipment may be borrowed from other agencies. The employee must first document the content and circumstances of the request to their supervisor. Once approval is given and the equipment borrowed, the employee will return the equipment as soon as possible.

#### **43.1.5 COVERT OPERATIONS**

The ISD and SCU units, DEA Task Force Officers, Violent Crime Task Force Officers and the Metro Drug Task Force have the capacity to conduct covert operations involving vice, drugs and/or organized crime. Other commissioned members of the department may help if the case investigators cannot adequately handle the operation. Such operations may include decoy,

**Pasco Police Department Policy Manual**  
Chapter No. 43 Vice, Drug and Organized Crime

undercover and surveillance operations. Outside agency operations will be supervised by their designated supervisor or lead personnel.

The SCU or ISD Sergeant screens and authorizes all vice, drug, and organized crime surveillance, undercover, decoy and raid operations. Once approved, a patrol or investigation sergeant closely supervises the operation. The assigned sergeant is responsible for reporting the outcome of the operation to the Support Operations Captain.

Operations planning procedures include the following:

- A. Analysis of crimes and victims to decide the nature and number of personnel, equipment and activities required for conducting the operation safely and effectively. Study the suspects, if known, to identify their habits, associates, vehicles, methods of operation or any other information that may affect the operation.
- B. The sergeant evaluates all pertinent legal issues that apply to the operation. Consult the Franklin County Prosecutor's Office and/or the City Attorney if legal questions arise that are outside the scope of the supervisor's role.
- C. When appropriate, the operation supervisor requests the assistance of specialized units [i.e., Regional SWAT, K-9 units, Evidence Technician, etc.], or outside agency support. Make these requests directly to the affected unit supervisor with as much advance notice as possible.
- D. All officers, both within and outside the Pasco Police Department, are involved in a pre-operation briefing. During this briefing all aspects of the operation will be discussed interactively among members, including contingency planning.
- E. The raid/operation supervisor ensures that all officers working in an undercover capacity will have cover support at a 2:1 officer(s) to violator ratio. Additionally, the raid/operation sergeant will safeguard the confidentiality of all undercover officers by arranging false identification when needed.
- F. Investigative funds are available to officers and detectives.
  - Additional personnel or funds needed for an investigation must receive approval from the Support Operations Captain before proceeding.
  - All undercover operations and use of surveillance equipment must be approved by the immediate supervisor and the division captain.
- G. Identify means for communications, both locally and with outside agencies.
- H. Acquire equipment and/or vehicles necessary for the operation.
- I. Arrange scheduled intervals of relief for all employees involved in extended surveillance operations.

**Pasco Police Department Policy Manual**  
Chapter No. 43 Vice, Drug and Organized Crime

- J. When possible, uniformed officers are the first in view when the targets are contacted. During raids and serving search warrants, all non-uniformed personnel wear department raid jackets or protective vests identifying them as police officers.
- K. Identify all personnel assigned to search for evidence before execution of a raid or search warrant. The case investigator is responsible for assignments pertaining to the search and recovery of physical evidence during special operations.
- L. When requiring medical assistance, use the emergency medical services of the local fire department.

### **43.2.1 DECONFLICTION OF OPERATIONS**

#### **Definitions**

Deconfliction: A process of notifying a central location of a planned operation prior to its execution, which will enhance officer safety by preventing officers from accidentally targeting another law enforcement officer or compromising another investigation.

Planned Operation: A tactical activity or operation that requires a personal appearance at a predetermined location. These activities include, but are not limited to, the service of search and arrest warrants, narcotics purchases or sales and sting operations.

Western States Information Network (WSIN): A centralized information system located in Sacramento, California, where law enforcement agencies can report information regarding the identification of criminal suspects and conduct deconfliction for planned operations. This includes the Federal High Intensity Drug Trafficking Area (HIDTA) information system.

#### **Policy**

This deconfliction procedure applies to departmental units that engage in planned operations including, but not limited to, Investigations and Street Crimes Units.

Any exemption or deviation from this procedure or a request from a detective or officer to maintain a higher level of confidentiality should be considered on a case by case basis and must be approved by a captain.

#### **Deconfliction Procedure**

Types of planned operations that should be deconflicted are those that involve:

- Suspects who are known gang members;
- Suspects or groups engaged in on-going criminal activities involving serial property crimes such as auto theft rings, financial crime rings, burglary rings and organized retail theft;

**Pasco Police Department Policy Manual**  
Chapter No. 43 Vice, Drug and Organized Crime

- Suspects in high profile cases such as homicide investigations, robberies and hate crimes;
- Suspects in drug investigations such as those involving drug units.

Whenever reasonably possible, the detective or officer should contact/notify local jurisdiction(s) or agencies that may be affected by a planned operation.

In addition to deconfliction at the local level, the assigned detective or officer should report certain types of planned operations to the WSIN Watch Center at 1 (800) 952-5258 either by telephone or via the internet at least two hours prior to the planned operation, whenever practical.

The WSIN deconfliction service is provided 24 hours a day, 7 days a week. The assigned detective or officer should provide the following information to the Watch Center if known:

1. Date and time of planned operation;
2. Nature of the operation;
3. Location of operation, including any staging areas;
4. Information about the suspect(s), including full names, aliases or street names, physical descriptors, vehicle information, telephone and pager numbers;
5. Lead and participating agency names;
6. Name and office of the assigned detective, including cellular telephone number.

The detective or officer should request notification of any other planned law enforcement activities occurring within one mile of the planned operation. If the WSIN Watch Center detects another law enforcement activity occurring within the distance specified by the detective or officer of the planned operation, WSIN will notify both law enforcement agencies and encourage contact with one another to deconflict.

The assigned detective or officer should notify their direct supervisor when notification to WSIN has been made and document the notification in their case narrative.