

	PARADISE VALLEY POLICE GENERAL ORDER Confidential Investigations; Use of Undercover Officers	Order Number
		43.3 Date 12-01-14

43.3 Confidential Investigations; Use of Undercover *Officers*

- A. Certain vice, drug and organized crime investigations *may* require confidential investigations using undercover *officers*. All such investigations *shall* be approved prior to their initiation by the *Chief* or designee.
 1. An Operation's Plan *must* be completed and approved by the *Chief* or designee prior to initiation of the operation.
 2. An After Action *report must* be completed and presented to the *Chief* or designee upon completion of the operation.
- B. The *reports* related to these investigations *shall* be assigned a number from the central records system, but *shall* be filed in a secure location. Access to these records *shall* be limited to authorized persons (as identified by the *Chief* or designee).
- C. As necessary, a confidential fund *may* be maintained to support the operations of the undercover *officers*. Control of the fund is assigned to the *supervisor* of the undercover *officers*. All such funds *shall* be strictly controlled, tracked and accounted for by the *supervisor* with documentation created for every transaction. This fund *shall* be subject to annual audit by a person designated by the *Chief*.
- D. If the agency has possession of or uses surveillance and undercover equipment, it *shall* only be used with approval of a *supervisor* and as required by law. Use for anything other than approved police operations in compliance with all legal requirements is prohibited. Each piece of equipment *will* be signed out by a *supervisor* to an individual *officer* who *shall* be responsible for the care and custody of the equipment and its return at the conclusion of the operation.
- E. The use of previously *seized* drugs in such investigations *shall* occur only with the approval of the County Attorney or U.S. Attorney who *will* be responsible for any resulting prosecutions, if there is a pending or completed prosecution involving the drugs that are to be used.
- F. Generally, no surveillance, undercover, decoy or raid operation conducted by the *Department*, or participated in by *Department officers*, *should* be conducted without a detailed plan. The plan *should* be in accordance with the operational unit's written operating procedures and General *Orders*, and *should* detail the standard considerations



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for such operations, including the following (as applicable dependent on the facts of the situation) standards:

1. familiarizing *officers* with the objectives and details of the operation, the neighborhood, or target area;
2. determining operational procedures for observation, *arrests*, surveillance, documentation and/or video/audio recording, and high-risk entries;
3. supplying *officers* with expense funds;
4. establishing means of routine and emergency communication;
5. providing relief, backup, security, and perimeter protection for *officers*;
6. supplying *officers* with false identity, disguises, and necessary credentials;
7. obtaining authorization for the raid and use of force;
8. designating a single person as a *supervisor* and coordinator;
9. making contacts with suspects;
10. *searching* for and seizing *evidence* and/or contraband;
11. obtaining coordination and assistance from others both inside and outside of the *Department*;
12. meeting *Department* report requirements.