


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	New: 04-30-2024
	Title: Surveillance, Undercover, Decoy, and Raid Operations	No. 8.7
	Issuing Authority: Chief Joseph McNeil	Issued: 04-30-2024
	Reference: 2.5.7, 3.2.2e, 3.2.9	

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PURPOSE:

The purpose of this policy is to establish procedures for the use of surveillance, undercover operations, decoy operations, or raid operations as part of any investigation.

POLICY:

It is the policy of the Stratford Police Department to conduct surveillance, undercover, stakeout, decoy, and raid operations within the constraints of state and federal law, and these operations shall be carried out with due regard for the safety of all involved.

Definitions

Surveillance: Observing or listening to persons, places, or activities—usually in a secretive or unobtrusive manner—with or without the aid of electronic devices such as cameras, microphones, recorders, binoculars, night vision, or similar devices for the purpose of gathering evidence of a crime or to accumulate intelligence about suspected criminal activity.

Surveillance and undercover equipment: Any device or related equipment specifically designed for clandestine activities. Such devices may include hidden cameras, GPS tracking devices, and eavesdropping devices. This section does not include the use of routine equipment such as standard cameras or communication devices such as portable radios and cellular phones.

- **Forms of Surveillance (3.2.2e)**
 - **Monitoring:** Short-term, preliminary observation of activities of an individual, group, or organization for purposes of gathering information. Generally, for purposes of determining whether a criminal investigation should be opened, monitoring includes but is not limited to, transient observation of suspicious persons or activities.
 - **Covert Surveillance:** The continuous or prolonged observation of a targeted individual, group, or organization by clandestine means for the purpose of gathering information

relative to an open criminal investigation. Often, this involves the use of invasive tactics such as electronic or related forms of eavesdropping.

- Undercover Activities: Any investigative activity involving the use of an assumed name or cover identity by an employee of the Stratford Police Department or another Federal, state, or local law enforcement organization working with the Stratford Police Department.
- Undercover Operation: An investigation involving a series of related undercover activities over a period of time by an undercover employee. For purposes of this policy, a "series of related undercover activities" generally consists of more than three separate contacts by an undercover employee with the individual(s) under investigation.
 - However, undercover activity involving sensitive or fiscal circumstances constitutes an undercover operation regardless of the number of contacts involved.

Decoy Operation: An investigation involving a police officer disguised as a potential crime victim and placed in an area where he or she is likely to be victimized. While decoy tactics are used in response to particular crime/victim patterns, blending techniques are employed to allow the police officer to move freely on the street in surveillance roles as well. The primary objective is to effect quality arrests with no increased danger to police or citizens.

PROCEDURES:

Investigators shall have prior training in undercover operations. No department personnel shall be assigned to work as an undercover investigator without first receiving proper training in such investigations and being familiar with these procedures. No officer shall work or be assigned to work undercover drug investigations without supervision.

At all times another police officer shall accompany the undercover officer or be in such close proximity so as to provide proper coverage and protection under the existing circumstances. The covering officer shall be responsible for the safety and performance of the undercover officer. An effort will be made to keep the undercover officer in view, if possible. The undercover officer shall contact and advise the covering officer of any change in previous plans.

The covering officer will also be jointly responsible with the undercover person for the identification of suspects from whom narcotics or controlled drugs have been purchased. Identification shall be made prior to or at the time of purchase, or as soon as possible after the purchase. Identification of accused or suspects shall not be made solely on the basis of informant's identification but shall be supported by additional independent information.

The undercover officer, the covering officer, or a supervisor shall beforehand agree as much as possible on a method of procedure for each undercover assignment. They shall be certain that the covering officer knows the identity of the informant with whom the undercover officer is working. They shall also agree on the places and times the undercover officer will be working. They shall also plan in advance a final meeting place and shall meet after each purchase or attempted purchase. Radio contact shall be maintained whenever possible.

The undercover officer shall advise the covering officer, via radio, of his progress and location. The undercover officer shall not carry narcotics or controlled drugs from one assignment to another.

Outside Agencies

Officers temporarily transferred to other agencies to work undercover, will follow all rules and regulations established by that agency.

Narcotics Purchases

The undercover officer shall record the serial numbers of all currency used to purchase narcotics or contraband. The serial numbers of currency seized during drug arrests may then be compared, in the event conspiracy charges or additional evidence is desired. Recovered money will be held as evidence of the sale charged.

Department funds recovered during a search with a warrant shall not be subject to In-Rem procedures but after final court disposition, shall be returned to the department account.

Safety of the undercover officer is of paramount concern and activity should be terminated rather than endanger the investigator.

Whenever possible, drug purchases from violators shall be made by police officers instead of informants to protect the identity of the informant and eliminate the dangers inherent in informant buys.

Weapons

Undercover officers may be armed while actively working. When not being worn by undercover officers, weapons will not be placed where they are exposed to the view of other persons.

Weapons shall not be stored in a glove compartment or other areas of a vehicle where they may be viewed by other police officers that may stop the undercover officer.

Arrest of Undercover Officers

Undercover officers shall not reveal their identity when faced with an arrest or summons for a motor vehicle violation if such identity would compromise an investigation. If officers are arrested or summoned, they shall contact and advise their commander as soon as possible.

Public Appearances by Undercover Officers

Undercover officers will refrain from engaging in any public appearance, which might tend to jeopardize his position with the unit. Authorization may be granted by the Detective Bureau Commander.

Surveillance, Undercover, Decoy, and Raid Operations

- When deemed appropriate, covert operations will be conducted in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in criminal activities.

- Information relating to criminal activities involving the planned or potential use of surveillance, undercover, decoy, or raid operations shall be recorded on an incident report. The report shall be directed through the chain of command to the Detective Bureau Commander, who shall determine if the information should be assigned for investigation or classified as criminal intelligence information.
- If information on an investigation relating to criminal activities involving the planned or potential use of surveillance, undercover, decoy, or raid operations is received from or distributed to any other law enforcement agencies, the source, recipient, mode of transmission as well as the specific information involved shall be documented in the report.
- The Detective Bureau Commander shall assign appropriate personnel to investigate or analyze such information. The Detective Bureau Commander shall brief the Chief of Police or designee as soon as possible when information indicates the possibility of a serious crime.
- An officer working in an undercover role will not be the case officer for the investigation. The case officer, along with the Detective Bureau Commander, will be responsible for the coordination of the operation. The undercover officer's primary responsibility is to act in the covert role.
- The undercover officer should not become involved in an arrest while acting in a covert capacity. If a situation arises that an undercover officer must take police action, he/she should extract himself as soon as cover officers arrive and take control (2.5.7).

Records

- Records relating to active investigations, including incident reports, shall be maintained securely by the Detective Division. Security will be maintained by locking out access to the reports in the reporting system, protecting the reports, and maintaining paper reports and other hard copy documentation in a secure location in the Records Division or Detective Division.
- Information may be released for law enforcement purposes relating to the investigation on a "need-to-know basis" as authorized by the Chief, Deputy Chief and/or the Detective Bureau Commander.
- No information pertaining to any active investigations shall be released to non-law enforcement personnel without prior approval of the Chief of Police or designee.

Surveillance and undercover equipment

- Surveillance and undercover equipment will be maintained and controlled by the Detective Bureau Commander. The deployment and use of such equipment will be authorized, overseen, and recorded by the Detective Bureau Commander when deemed necessary and appropriate for a criminal investigation.
- Surveillance and undercover equipment shall not be authorized for personal or other use without proper training prior to use.
- Surveillance and undercover equipment shall not be authorized for personal or other use not related to a criminal investigation (3.2.9).

Covert and surveillance operations

- Covert operations may be authorized and initiated by the Detective Bureau Commander.
- Unless otherwise directed by the Detective Bureau Commander, covert operations will be under the direct supervision of the Detective Bureau Commander.
- The Detective Bureau Commander is responsible for ensuring that covert operations are conducted in accordance with this policy, all applicable written directives, and all applicable state and federal laws.
- The Detective Bureau Commander may also seek assistance from other agencies for such operations.

Conducting Raids

- Raid activities must be approved by the Chief or designee, for high-risk warrant and/or apprehension operations.
- Prior to the execution of any covert operation, covert surveillance, search warrant, or raid, the Detective Bureau Commander shall hold a pre-execution meeting to develop strategies and tactics for approaching, entering, and leaving the target location for an Operations Plan. In the event that an operation is determined to be “high risk,” the Special Response Team Commander shall be utilized for tactical assistance in accordance with department policy 9.3 (Special Response Team).
- Immediately following the pre-execution meeting, the Detective Bureau Commander shall complete an Operations Plan and submit it to the Deputy Chief for approval. The Operations plan shall consist of the following criteria:
 1. Situation / Mission – This section will define the type of operation (i.e., Arrest, Search Warrant, Surveillance, Raid / Decoy), the target location(s), and the overall concept of the operation.
 2. Subject / Target – This section will identify the subject(s) / target(s) of the operation. This section should include all demographic information for the subject as well as photographs, descriptors, caution statements, and any other relevant information.
 3. Execution – This section will identify all law enforcement participants in the operation as well as their assignments. There shall be an overall summary of the primary plan for execution as well as a review of any relevant policies, statutes, and case law.
 4. Administration & Equipment – This section shall consist of the following categories:
 - Personal Protective Equipment (PPE) being utilized
 - Weapons and Ammunition being utilized
 - Clothing and Equipment
 - Safety Procedures
 - Handling of Injured - For search warrant executions and raids, the on-duty and backup medics shall be advised of the operation and location to be on standby for immediate response.
 - Projected use of Confidential Funds
 5. Communications – This section shall identify the on-scene commander of the operation and radio communications channels being employed during the operation.
 - Pre-execution meetings will be held to develop strategies and tactics for approaching, entering, and leaving the target location.

- During instances where members of the Stratford Police Department assist in covert activities in another jurisdiction, Stratford officers shall follow the Stratford Police Department guideline, to the extent reasonably and ethically necessary, given the information provided by the other agency.

Immediately preceding the execution of any Operations Plan, the designated On-Scene Commander shall conduct a Pre-Operations Briefing with all participants to perform an Operations Plan review and equipment checks as appropriate.

Confidential funds

Funds used to support vice, drug, and organized crime control functions shall be utilized following the policy proscribed in SPD Policy and Procedure 8.2 – Criminal Investigations.

Reporting Requirements

All investigations that involve covert operations shall have an accompanying supplemental report at the completion of the operation that details the results of the operation(s) and any future activities if applicable.

Inspections, Audits, and Accreditation

The Deputy Chief is responsible for conducting inspections of covert operations to ensure adherence to procedures set forth in this SPD policy, (8.7) - Conducting Surveillance, Undercover, Decoy, and Raid Operations.

The Detective Bureau Commander shall provide yearly proofs of adherence to POSTC Standard 2.5.7 and upload said proofs into Power DMS.