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Effective: 07/23/2001	Updated: 06/18/2025		
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I. Purpose

The purpose of this order is to establish an investigative structure and guidelines to effectively deal with the suppression of offenses such as vice and organized crime that are not normally investigated by traditional police resources.

II. Policy

It is the policy of the Ann Arbor Police Department to vigorously record, investigate, and seek prosecution in all cases involving vice and organized criminal activity. It is the duty and responsibility of all police department personnel to constantly be alert for such activity and take appropriate action. While minor vice violations may be effectively addressed at the patrol level, offenses of a greater magnitude, and all cases involving alleged organized criminal activity shall be referred to and investigated by Detective Bureau.

III. Organization and Detective Administration

A. The Detective Bureau has the primary responsibility for the investigation of vice and organized crime activity in the City of Ann Arbor to include but not limited to:

1. The criminal intelligence functions
2. Illegal gambling operations
3. Illegal prostitution and pornography
4. Corruption
5. Extortion/bribery
6. Organized criminal activity
7. Auto theft investigation.



IV. Operations

A. Processing Department Reports

A Detective Bureau supervisor shall review offense reports received from the Patrol Section and decide as to whether the case should be assigned for follow-up, or whether the information should be recorded for intelligence purposes.

B. Vice/Organized Crime Complaints and Information

1. Most of the information regarding vice and organized criminal activity comes to the Ann Arbor Police Department's attention by way of other law enforcement agencies or citizen complaints. Therefore, it is imperative



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that all such information be recorded, reviewed, and appropriate action taken.

2. All completed reports shall be assigned to the Detective Bureau for review to determine if the information is of such a nature and importance that it should be investigated, maintained as intelligence, or discarded. The decision to investigate will be made based on case screening, solvability factors, the totality of the information, and the availability of department resources. If it is to be investigated, the Patrol supervisor shall assign the report to the Detective Bureau. The detective assigned the report shall take appropriate action as necessary to complete a successful investigation.
3. Vice/organized crime information, tips, and complaints shall be maintained in the following manner.
 - a. Tips, miscellaneous unsubstantiated information, or information that will not be immediately investigated will be assigned a consecutive tip number, assigned by a Detective Bureau police professional assistant and placed in a tip book. Information contained in the tip book will be evaluated each January. Tip information will not be retained longer than the preceding calendar year plus one.
 - b. Information or complaints that warrant investigation shall be assigned.
4. Anonymous information/complaints/tips shall receive the same attention as those received from known sources.
5. In certain situations, it may be appropriate to apprise the reporting/complaining party of the status of their complaint. The decision to inform the citizen about any action taken on a case, rests with a Detective supervisor. This will normally only be made in situations where release of such information would not hamper the law enforcement effort.

C. Covert Operations

1. When it is necessary to conduct covert operations and/or surveillance of individuals engaged in or suspected of involvement in criminal activity, the following techniques can be employed:
 - a. Surveillance
 - b. Reverses
 - c. Decoy

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- d. Undercover operations
 - e. Covert camera's
- 2. Covert operations will be only undertaken with the permission of the Detective Bureau Lieutenant.
- 3. The assigned Detective Bureau command officer shall be responsible for the immediate and overall administration and operation of a covert operation and shall report directly to the Detective Bureau Lieutenant.
- 4. Prior to any covert operations taking place the Detective Bureau command officers in charge of the operation shall create a safety plan for the operation. The following should be considered:
 - a. Familiarizing personnel with the objectives and details of the operation, the neighborhood, or target area.
 - b. Determining operational procedures for observation, monitoring, and recording, of arrests and high risk entries.
 - c. Establishing means of routine and emergency communication.
 - d. Providing relief, backup, security, and perimeter protection for personnel.
- D. The Detective Bureau command officer must ensure that all intelligence gathering, and analysis of functions are performed in accordance with all applicable federal and state laws. Due to the potentially sensitive nature of the information that is collected and reviewed, appropriate steps should be taken to ensure that the information confidential and not available to personnel unless there is an investigative need.
- E. The Detective Bureau Lieutenant shall keep the Office of the Police Chief notified of special investigations, their status and completion. The Office of the Police Chief must be notified when covert operations are undertaken and completed in writing.