

Burleson Police Department

Administrative Policy and Procedures

Number: 06-002

Document Title: Vice, Drugs and Organized Crime

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CALEA Standards Referenced: 43.1.1; 43.1.2; 43.1.4; 43.1.5

ISSUING AUTHORITY: _____

I. Processing Vice, Drugs, and Organized Crime Information:

Organized crime and vice activity will be investigated by members of the Criminal Investigations Section and/or authorized personnel (e.g. Task Force).

[43.1.1a]

A. It is the duty and responsibility of every Burleson Police officer while on or off duty or otherwise engaged in normal day-to-day police activities to be on the look-out for signs of the existence of organized crime or vice activities within the community. Vice, Drug, and Organized Crime complaints and information shall be submitted to the Criminal Investigations Supervisor. The officer receiving the information, to establish credibility, may conduct preliminary investigations. Follow-up investigation will be conducted by a detective or referred to the appropriate outside agency. [43.1.1.c]

1. All incoming information will be recorded in writing in the form of an incident report or memo, which should include:
 - a. The activity suspected
 - b. Identifying information of persons involved
 - c. Location(s) of activity
 - d. Day, date, times of occurrence
 - e. Description of vehicles involved
 - f. Any additional relevant information
2. Upon receipt of the complaint, the CIS Supervisor will:
 - a. Document the receipt of the complaint in the intelligence log. [43.1.1b]
 - b. Evaluate the complaint to determine if there is a need for additional action or investigation.
 - c. Make disposition of the complaint either through assignment, referral, or suspension / closure.
 - d. Document the disposition of the complaint in the intelligence log, e.g. referred, suspended / closed, or assigned.
3. Given the complex nature of these types of investigation, vice, drugs, and organized crime complaints will be primarily referred to

the Johnson County Task Force for review, investigation, and follow-up. [43.1.1c]

4. In the event a complaint is assigned to a detective for follow-up, it will be the responsibility of the assigned detective to obtain a case number for the investigation and maintain security of the file while the investigation is active. The Detective shall ensure access to the file is limited to authorized personnel only until an indictment is obtained or the case is closed. [43.1.2]
5. Timely, complete, and concise reports will be made to the appropriate supervisors for case filing or case closure. Should an investigation of this nature exceed 90 days in duration, a quarterly report will be submitted to the Chief of Police until the closure of such investigation. [43.1.1d]
6. Complaints will be maintained and filed by the CIS Supervisor or his designee. If determined that a complaint has no value as either intelligence or for potential prosecution it will be purged from the file. Annually the CIS Supervisor will ensure the file is reviewed for outdated information. Complaints deemed outdated will be purged from the file. [43.1.2]

B. Distribution of Surveillance and Undercover Equipment [43.1.4]

1. The Burlison Police Department does not currently possess special surveillance equipment; however, in the event that such equipment is acquired sworn employees assigned to surveillance or undercover activities may contact the CIS Supervisor and check out special equipment, if any, that may be available. The requesting officer should discuss with the CIS Supervisor the nature of the assignment (if allowed) so that the proper equipment can be issued.
2. The CIS Supervisor shall ensure the requesting officer is proficient in the operation of the equipment before it is released to the officer.
3. The CIS Supervisor shall ensure that the special equipment is in working order before it is released for field use.
4. The CIS Supervisor shall examine special equipment as it is returned to ensure its working order.
5. In the absence of the CIS supervisor, a person appointed to assume command of that section shall be authorized to release the equipment after complying with all of the above.

C. Organized Crime and Vice Surveillance / Undercover Operations [43.1.5]

After initiating an investigation of organized crime and/or vice activities surveillance may be used to include, at a minimum, the following:

1. Analyzing the crime and victims
2. Identifying the offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information.
 - a. Provide list or information sheets to all participating officers for familiarization
 - b. Update list immediately as facts change
 - c. Include tendencies of the suspects, especially violent offenders
3. Familiarize the officers with the neighborhood or target area.
 - a. Provide maps or briefings utilizing maps
 - b. Provide blue prints of buildings or brief thoroughly from a diagram or blue print
4. Determine operational procedures for observation, arrest, surveillance and high-risk entries.
 - a. Observation / surveillance must be done as carefully as possible so as not to alert the offender
 - b. Designate officers to do the actual arrest, officers to secure the scene, and officers to do the crime scene (if applicable).
5. Supplying officers with expense funds. [\[43.1.3\]](#)
The City budget provides for confidential funds and disbursement, which must be approved by the function supervisor and accounted for as follows:
 - a. Funds will be requested in writing.
 - b. Receipts will be signed for the funds.
 - c. The reason for the funds will be indicated, e.g., informant paid, information received, goods/evidence purchased, etc.
6. Establish means of communication.
 - a. If ordinary means (radio, telephone) of communication are not possible, other means must be established, e.g., message drops, secret person-to-person information exchanges, etc.
7. Selecting equipment or vehicles
 - a. Surveillance equipment and/ or vehicles should be selected according to specific requirements of the particular investigations.
8. Providing relief
 - a. Surveillance, because of its sedentary nature, is arduous work. Every effort should be made to have at least two officers working the case at a time. Relief personnel should be provided every 4 – 8 hours, if practical.
9. Determining legal ramifications
 - a. Eye to source observation /surveillance is acceptable with limited legal considerations.

- b. All electronic surveillance activities should be cleared / authorized by the proper judicial authorities.
 - c. A close liaison will be maintained with the District Attorney's office during this type of investigation.
 10. Officers assigned to covert investigations will be provided with false identification so as not to reveal their "true" identity. This identification may be in the form of a Texas Drivers License furnished by the Texas Department of Public Safety Drivers License Division. Officers assigned to area law enforcement Task Forces may be required to carry credentials issued by the Chief Law Enforcement Officer of the county in which the task force operates in order to participate in their function.
 11. As a matter of routine, all components of the department will have access to all information developed on any offense being investigated. Some information may be held on a "right and need to know" basis, but will be released if appropriate.
 12. Employees of the Burleson Police Department shall be instructed not to discuss assignments in any way with persons outside the department. Officers' names and the nature of any covert assignment are considered CONFIDENTIAL information.
 13. Any officer assigned to a covert operation within the city limits of Burleson shall be provided with a sufficient number of back-up officers as deemed necessary to ensure, as much as possible, the officer's safety. An officer in an undercover situation will not make contact with a suspect(s) without back up.
 14. On all covert operations, a supervisor of the rank of Sergeant or above shall be assigned as the "Officer in Charge" of the mission. He shall provide immediate supervision to the officers involved and shall report directly to the Chief of Police or his designated representative.
- D. **Conducting Vice / Organized Crime Raids [43.1.5]**
Vice/Organized crime raids conducted by the Burleson Police Department will be done only after either Patrol or the Criminal Investigation Section has obtained sufficient evidence. The Chief of Police (or his /her designee) if the Chief is not available will give the final authorization for a raid.
1. The Operations Bureau Captain, or if unavailable their designee, will have the responsibility for supervising and coordinating the raid operation. Using investigative information and available resources, the Operations Bureau Captain will:
 - a. Select trained and experienced personnel for approaching, entering, searching, and securing target.
 - b. Select all the appropriate equipment to be used which will be maintained at the police department in a state of operational readiness.

- c. Coordinates with Patrol Supervisor for:
 - 1. Transporting and booking of arrested suspects
 - 2. Communications with other support units
 - 3. Notification of ambulance and fire personnel when applicable
 - d. Coordinate with outside agencies for the information or assistance.
 - 2. The Crime Scene Search and seizure of evidence and contraband will be conducted by members of the Criminal Investigations Section or by officers assigned by that Section.
 - 3. The Operations Bureau Captain or their designee will hold a final briefing with involved personnel prior to the raid. The Operations Bureau Captain will remind all personnel involved of stated law and departmental policies on use of force.
- E. Debriefing
As soon as practical, a debriefing will be conducted for participants in any raid, tactical operation, or large-scale operation.