



VICE, DRUGS & ORGANIZED CRIME

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I. GENERAL CONSIDERATIONS AND GUIDELINES

Vice, drugs, and organized crime are quality of life issues which can disrupt a neighborhood or an entire community. Police responses to such complaints may include direct patrol interdiction, relying on confidential informants, and assigning police officers as undercover agents.

Obtaining and documenting reports of such activity are important first steps in addressing such problems. The reports may begin an investigation or augment an existing investigation. The true value of such information may never be realized if it does not reach the investigator or entity that needs it.

The purpose of this policy is to provide guidance in reporting and forwarding such complaints.

II. POLICY

It is the policy of this department that reports of vice, drug and/or organized crime activities in this community shall be documented and forwarded to the investigative function for further investigation or intelligence purposes.

III. PROCEDURES

A. Vice, Drug and Organized Crime Complaints [43.1.1(a)]

1. RECEIPT [43.1.1(B)]

All vice, drug and organized crime complaints, including information conveyed by outside agencies, shall be provided with an incident number and

2.03 VICE, DRUGS & ORGANIZED CRIME

recorded on the department's preliminary investigation form whenever possible. [43.1.1(c)]

Telephone, mail, e-mail, and anonymous tips shall be provided with an incident number and transposed to a preliminary investigation form by the person taking the tip.

Any log entries accompanying the tip shall be entered with minimal information to avoid disclosing the name, address, or other identification of the target.

2. PROCESSING

Preliminary investigation forms shall be forwarded to the detective supervisor for review and a determination as to the immediate action to be taken.

Information which is found to be pertinent to another agency will be forwarded to the appropriate contact within that agency. [43.1.1(c)]

- 1) The person disbursing such information shall include a record of such information in the incident report attached to the receipt of the information.
- 2) Any other applicable logging of such information shall also be accomplished. See the department policies on **C.O.R.I** and **Criminal Intelligence**.

The Investigations Supervisor shall keep the Chief of Police apprised of all active vice, drug, and organized crime investigations. [43.1.1(d)]

It is the responsibility of all supervisors to notify the Chief of Police of any incidents where there may be a question as to the agency's liability or which may result in heightened community interest. Supervisory discretion must be used in judging the severity of the incident in determining whether the notification must be made immediately or if the notification may wait for the Chief's next scheduled duty day. The Chief shall be contacted by using the cell phone number listed on the personnel contact list. If no response is received, the home phone number shall be used.

B. Records ***[43.1.2]***

1. SECURITY: Access to records for active vice, drug and organized crime investigations shall be maintained apart from central records, and physically and digitally secured from unauthorized access by the Lieutenant.

Hard copies and paper records shall be stored in the detective area.

Electronic files shall be secured by password or software privilege settings.

2. Access shall be limited to the following authorized personnel:

Chief of Police;

2.03 VICE, DRUGS & ORGANIZED CRIME

Investigations Supervisor;

Investigators and others assigned to the investigation.