

NEW CANAAN POLICE DEPARTMENT

SUBJECT: ORGANIZED CRIME AND VICE CONTROL

GENERAL ORDER NUMBER: 89-9-62

FILE: OPS 5

Law Enforcement

I PURPOSE/POLICY

The purpose of this general order is to establish guidelines for enforcement of organized crime, drug and vice related activities.

It is the policy of the New Canaan Police Department to suppress these types of activities within the Town of New Canaan.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this general order. It is the additional responsibility of the Commander of the Operations Division and the Commander of the Investigative Section to ensure compliance.

III PROCEDURES (ORGANIZATION & ADMINISTRATION)

A The Commander of the Investigative Section shall be responsible for the coordination, administration and direction of the vice, drug and organized crime control functions of the police department.

1. The vice and drug control function will address the following activities of concern to the community;
 - a. The illegal sale and distribution of liquor and/or tobacco
 - b. The sale and distribution of illegal and/or controlled substances
 - c. Illegal gambling operations
 - d. Illegal prostitution and pornography
 - e. Any other vice related activities that may be reported or discovered
2. The organized crime function will focus on unlawful activities by members of organized groups and/or associations and include:
 - a. Extortion, and/or bribery
 - b. Theft and fencing operations
 - c. Labor racketeering and/or loan sharking
 - d. The supplying illegal goods and services (i.e., prostitution, drugs, liquor, weapons)
 - e. Any other organized crime activities that may be reported or discovered, including those including intimidation or corruption

3. The investigative section will have the primary responsibility of conducting ongoing investigative and intelligence-gathering efforts concerning vice, drug and organized crime related activities.
4. The goal and objective of the vice, drug and organized crime function will be to aggressively identify and investigate reports of activities such as those listed above. These goals and objectives will be reviewed as needed by the Commander of the Investigative Section.

IV PROCEDURES (RECEIPT, PROCESSING & MAINTAINING COMPLAINTS)

- A. The following procedure will be used for receiving and processing vice, drug and organized crime complaints.
 1. When an officer receives information regarding vice, drugs or organized crime activities, the officer will record the information on an Incident/Arrest Report form. (If there has not been a formal complaint received with regard to the stated activity, there should **not** be an entry made in Computer Aided Dispatch, as a result, no case number recorded on the report form). Once completed, the officer will forward the report to the Commander of the Investigative Section.
 - a. Using the case screening criteria in General order 89-7-60, Criminal Investigation, the Commander of the Investigative Section will review the report and determine whether the case should be assigned for investigation or classified as intelligence information. If further investigation is warranted, an investigator will be assigned. If the information is deemed to be strictly intelligence, the Investigative Section Commander will process it according to General Order 89-10-63, Criminal Intelligence.
 - b. When a vice, drug or organized crime complaint is assigned for investigation, the following guidelines will be used:
 - 1) Preliminary Investigations - The goal of the preliminary investigation should be to develop information which corroborates the information contained in the initial report. This may involve making neighborhood contacts, contacting other agencies which might be familiar with the persons or situations and interviewing parties who might be privileged to information.
 - 2) Follow-up Investigations - During the follow-up investigation, the investigator must continue to develop and verify information. All leads will be pursued until the investigation is either closed or suspended, pending the receipt of additional information.
 - 3) Assignment and tracking of follow-up investigations will be the responsibility of the Commander of the Investigative section (re. general order 88-14-58 Criminal Investigation). All information developed during the investigation will be recorded and submitted to the Commander of the Investigative Section for review.
 - a) The Commander of the Operations Division will be notified when pertinent vice, drug or organized crime information is received or developed.
 - 4) When deemed appropriate by the Commander of the Investigative Section, surveillance techniques may be employed to gather information.
- B. All complaints received involving vice, drug and organized crime activities will be maintained in a separate and secure file by the Commander of the Investigative Section in accordance with General Order 89-10-63, Criminal Intelligence. Upon conclusion of an investigation, all reports and other documentation will be forwarded to the Records Unit for filing, with the exception of the following:
 1. Confidential information on informants used in vice, drug or organized crime investigations will be maintained in a separate file in accordance with General order 89-8-61, Informants.

2. A record of information conveyed and received to and from outside agencies relative to vice, drug and organized crime activities will be maintained by the Commander of the Investigative Section in accordance with General Order 89-10-63, Criminal Intelligence.
- C. The Commander of the Investigative Section will be responsible for ensuring that information pertaining to vice, drugs and organized crime activities is disseminated within the Department, as appropriate. Said commander shall also be the designated liaison officer responsible for ensuring that such information is exchanged with federal, state and local agencies.
1. Departmental members will periodically attend meetings such as the Fairfield County Detectives Association as a means to provide for an orderly and timely exchange of information between regional departments and criminal justice agencies.

V PROCEDURES (FUNDING & EQUIPMENT)

- A. The police department will maintain a special investigative fund for the purpose of payment of investigative expenses incurred in active vice, drug and organized crime investigations. The responsibility for management of the fund will rest with the Commander of the Investigative Section. Procedures for control of the fund are outlined in General Order 89-8-61, Informants.
- B. The Commander of the Investigative Section, or his/her designee shall be responsible for the authorization, distribution and use of all surveillance and undercover equipment maintained by the police department.
1. The Commander of the Investigative Section, or designee, must authorize the use of the equipment prior to its being used outside the Department's jurisdiction, or placed on loan to another department or agency.
 2. In the event that any equipment is lost or damaged, the officer responsible shall, as soon as practical, submit a written report detailing the incident to the Commander of the Investigative Section pursuant to General Order 97-3-105, Departmental Property, Damage, Destruction or Loss.
 3. The use of any surveillance or undercover equipment shall comply with all applicable state and federal laws.

VI PROCEDURES (COVERT, UNDERCOVER, DECOY, SURVEILLANCE & RAID OPERATIONS)

- A. Due to the size of the New Canaan Police Department and the community with which we serve, any covert, undercover, surveillance or decoy operations conducted by the department must be limited in scope. Therefore, when it is determined that any of these techniques are appropriate, the Police Department will first assess the applicability of requesting assistance from the Connecticut State Police Narcotics Task Force or other appropriate law enforcement agency in conducting any necessary operations.
1. The Chief of Police, or designee, shall determine when to utilize such assistance. Contact information is as follows:
 - a. **Connecticut State Police Statewide Narcotics Task Force**
Hours: Monday-Friday 0800-1600 hours
(203)834-9042(Commanding Officer)
After Hours, Weekends, Holidays
1-800-837-9994
 - b. **Stamford Police Department Special Services, Narcotics Section** (203) 977-5885

2. When initiated, the police department shall provide any assistance as requested during the operation. This assistance may include
 - a. Supplying officers with false identity, disguises, and necessary credentials.
 - b. Supplying surveillance equipment, as available.
 - c. Supplying expense funds (re., General order 89-8-61, Informants).
- B.** On those limited occasions when it is determined by the Chief of Police or his designee, that requesting the assistance of an outside agency is not appropriate or feasible, the department may choose to conduct covert, decoy, undercover, surveillance or raid operations under the following guidelines for such operations.
1. The Commander of the Investigative Section, based upon the approval of the Chief of Police, or designee, will be responsible for planning and coordinating organized crime, drug, vice control operations. Additional responsibilities shall include maintaining confidentiality and close supervision of an operation. Procedures for conducting such operations include:
 - a. Crimes, victims and suspects will be analyzed with the Intelligence Unit's assistance to determine the nature and scope of personnel, equipment and activities required to safely and effectively conduct the operation. It should also address probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information that will effect the manner of surveillance and potential prosecution will be identified and analyzed.
 - b. Prior to the operation, the States Attorney's Office will be consulted to determine the legal ramifications of the operations.
 - c. Officers involved in the operation will be familiarized with the objectives, details of the operation, the neighborhood and/or target area.
 - d. Operational procedures will be determined for observations, arrests, and surveillances in order to insure continuity between the planning and the execution of the operation.
 - e. Required expense funds will be afforded to officers in accordance with General Order, 89-8-61, Informants.
 - f. Establish means for routine and emergency communication (i.e., cellular telephones, pagers, and radio communications systems etc.).
 - g. Equipment and/or vehicles appropriate for the operation will be provided. This will include weapons and surveillance equipment outlined in section V,B of this general order.
 - h. Provide relief for officers assigned to operations that are expected to continue for an extended period of time. Additional provisions will, be made for backup security and perimeter protection, if applicable.
 - i. Obtain coordination and assistance from others both within as well as external to the department.
 - j. If a decoy operation is the targeted operation, personnel performing the decoy role will be staffed from an assisting agency as mentioned in section VI, A,1.
 2. Operations entailing raids shall be well planned prior to implementation, and will be conducted in accordance with the following guidelines:
 - a. Authorization for a raid shall be the responsibility of the Chief of Police, or his designee.

- b. The Commander of the Operations Division shall be responsible for the pre-raid planning, overall supervision, coordination and confidentiality of a raid. In the commander's absence, another command officer shall be assigned this responsibility.
 - 1) As part of the pre-raid planning the Commander of the Operations Division will, when appropriate, confer with the Commander of the Investigative Section, S.R.T. leader, and uniformed patrol shift supervisor(s) on-duty at the time of the raid.
 - 2) Pre-raid considerations shall include:
 - a) Strategies and tactics for: approaching and securing target areas/subjects, officers, and public safety issues,
 - b) Analysis of crime types, victims and suspects.
 - c) Determining legal ramifications.
 - d) Establishing operational procedures and responsibilities for observation, arrests surveillance, and types of entries, (including manpower requirements and providing for officer relief).
 - e) Selection of equipment and/or vehicles, including routine and emergency communications equipment.
 - f) Providing for backup security and perimeter security for officers.
 - g) Determining appropriate levels in the use of force regarding target entry.
 - h) Formulating procedures regarding the locating, documenting, and collecting of evidence.
 - i) Providing/requesting medical assistance.
 - j) Coordinating any assistance from both inside and outside the department.
- c. The Commander of the Investigative Section shall be directly responsible for;
 - 1) Providing for close supervision of the operation.
 - 2) Familiarizing all raid participants with the objectives, details of the operation, the neighborhood, and/or target areas.
- d. The Special Response Team (S.R.T.) leader shall be responsible for planning operational procedures for low/high risk entry and inner perimeter security in accordance with the guidelines established in the Special Response Team Manual.
- e. The uniformed patrol shift supervisor shall be responsible for.
 - 1) Coordinating external emergency and other services(i.e., E.M.S., Fire etc.).
 - 2) General/outer perimeter security, including crowd and traffic control.
 - 3) Providing backup personnel, when necessary.
 - 4) Transporting and/or processing of arrestees.

- f. When conducting raids, non-uniformed personnel will be required to wear police department issued raid jackets and hats. Deviations from this requirement may be granted by the Commander of the Investigative Section.
3. A search for any evidence, which is the result of surveillance and/or raid operations, will be thorough and systematic. Evidence and contraband will only be seized in accordance with the law and according to the guidelines established in General Order 89-11-64, Collection and Preservation of Evidence. When and wherever possible, video equipment and cameras will be used to record an operation. This will assist in documenting compliance with applicable laws and directives.
 4. The procedures involving the use of force, warrant service, and requesting/ rendering of medical assistance during an operation shall be in accordance with General Orders 89-17-70, Use of Force and 91-2-90, Legal Process.
 5. If medical assistance is required, officers will utilize the emergency medical services of the Town of New Canaan.
 6. Suspects arrested will be transported to the police department to be processed in accordance with General Order 89-20-73, Prisoner Transport.
 7. Documentation of all activities associated with an operation will be required. This documentation should be in the form of incident/arrest reports where violations of law are observed or arrests are made, and include supplemental reports by all officers involved in the operation.
- C. The Commander of the Investigative Section shall notify the Chief of Police (via in person, e-mail , telephone) prior to initiating any significant organized crime, drug or vice operation.
1. The Chief of Police shall also receive a briefing from the Commander of Investigations at the end of each organized crime, drug or vice operation, detailing the accomplishment of objectives, arrests made, evidence or assets seized and needs to improve future operations
 - a. At the discretion of the Chief of Police, concluded organized crime, drug or vice operations may be discussed at monthly staff meetings.

VII DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VIII EFFECTIVE DATE

This general order approved by the Police Commission on November 20,1991 and is effective January 1, 1992.
 Revised June 1997
 Revised February 1998
 Revised June 2000
 Revised August 2003
 Revised August 2009
 Revised November 2011

Per Order,

Edward J. Nadriczny
 Chief of Police