




COLUMBIA POLICE DEPARTMENT

“Policing Excellence through Community Partnerships”

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Subject: <i>Organized Crime, Vice and Narcotics Control</i>		
Amends/Supersedes: <i>Section 05, Chapter 04, Organized Crime, Vice and Narcotics Control 2008</i>	Chief of Police: 	
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1.0 DIRECTIVE

The Columbia Police Department will prevent the spread of organized crime, vice, and illegal drug activities. While the investigation and suppression of such crimes may require the use of specialized under cover units, it is the responsibility of all members of the Department to support enforcement efforts directed toward the suppression of all crimes.

2.0 ORGANIZED CRIME AND NARCOTICS UNIT (OCN)

The Columbia Police Department’s Organized Crime and Narcotics Unit (OCN) consists of one full-time investigator and temporarily assigned patrolman (agents) and/or investigators as needed and as department manpower allows. The personnel assigned to this unit answer to the OCN Sergeant and Captain of the Special Operations Division.

3.0 OCN AREAS OF RESPONSIBILITY

3.1 Organized Crime

Organized crime is defined as the organization of a group of persons engaging in criminal activity for the purpose of providing a continuing financial profit. These activities include but are not limited to:

- Loan sharking
- Corruption
- Extortion and/or bribery
- Vice and theft activities that are operated by organized crime
- Other continuing criminal activity by groups for a financial gain

3.2 Vice

Region Operations will be responsible for detecting and monitoring vice activities in it’s’ areas of responsibility. Upon request from Region Operations, OCN will provide technical and personnel support in the enforcement of laws pertaining to the following vice activities:

- Prostitution
- Pornography
- Gambling
- Illegal use and sale of alcoholic beverages

Upon the discovery of any vice related activities a request will be submitted to the OCN Supervisor for assistance. The Supervisor will then contact the requesting unit to determine what resources will be required.

The OCN Sergeant will assign an agent (or agents) to determine the following:

- Evaluating the accuracy and credibility of the initial information.
- Determining the scope and relative importance of the problem.
- Determining the criminal nature of the problem.
- Determining what lead information exists.
- Determining what investigative technique might be used.
- Determining if sufficient resources exist to launch the investigation.

3.3 Narcotics

The OCN is responsible for the investigation of illegal drug activities.

4.0 OPERATIONAL ACTIVITIES

The Organized Crime and Narcotics Unit will conduct the following organizational activities.

4.1 Processing Information and Complaints

All information or complaints relating to organized crime or illegal drug activity will be forwarded to the Sergeant in charge of the unit having responsibility or his designee. All information or complaints will be documented on a Complaint Form and/or an Incident Report if necessary. Information or complaints will be investigated to the fullest extent possible, including preliminary surveillance to validate complaints. A complaint will be handled as either: Intelligence, Sustained, or Not Sustained. A record of all complaints made by citizens will be maintained the unit for a period of one (1) year.

No investigation or surveillance, other than preliminary, will be initiated by the OCN until the receiving Agent submits an initiation memo to an OCN supervisor containing:

- Major objectives of the investigation
- Method that will be used
- An estimate of the investigative funds required
- Manpower and equipment required
- Nature of undercover role (if applicable)
- Expected duration of the investigation

The unit will maintain a file containing copies of all Complaint Forms. The unit will also maintain a file for reports containing the exchange of information between this agency and other law enforcement agencies. A review of this file can be used to evaluate the effectiveness of past operations, which can enhance the development of present and future strategies.

Due to the considerable amount of undercover work involved in the enforcement of organized crime, vice and illegal drug activities, records of active investigations/operations are highly sensitive and will be securely

maintained by the unit, separate from central records.

4.2 Intra-Agency Exchange of Information

The supervisors of the Organized Crime and Narcotics Unit will ensure that there is a continuous exchange of information between their units and the remainder of the Department through the Weekly Crime Meeting with Criminal Investigations supervisors, members of the Community Response Teams, Gang Unit and OCN.

The members of the Organized Crime and Narcotics Unit will provide the patrol officers with information regarding their activities as well as receive information from the patrol officers regarding activities in their patrol areas.

4.3 Investigations

Upon receipt of information concerning organized crime or illegal drug activities, the unit supervisor and Division Captain will determine if an investigation or operation is to be initiated.

The decision to conduct an investigation or operation will be based on the supervisors' professional judgment, as well as the following:

- Evaluating the accuracy and credibility of the initial information.
- Determining the scope and relative importance of the problem.
- Determining the criminal nature of the problem.
- Determining what lead information exists
- Determining what investigative technique might be used.
- Determining if sufficient resources exist to launch the investigation.
- Analysis of the target area, crime types and victim/suspect population obtained from the Crime Analysis Unit.

All investigations conducted by Organized Crime and Narcotics Unit personnel will be in accordance with the procedures, directives and the unit's SOP.

It is the responsibility of the OCN supervisor to request the assistance of additional departmental units or, if deemed necessary, assistance from outside agencies if such assistance is required for the successful completion of an investigation or operation. The OCN supervisor will act as coordinator for the Columbia Police in any joint operation involving an outside agency.

All OCN operations are considered to be confidential. No information concerning information received or unit operations will be disseminated outside of the unit's immediate chain of command without the express permission of the unit supervisor.

The supervisors of the Organized Crime and Narcotics Unit will submit, through the Special Operations Division Captain, a monthly report to the Chief of Police of each unit's activities within the City of Columbia. The report will include a summary of complaints, investigations, operations, arrests and seizure of contraband, vehicles and currency. Written goals and objectives for the Organized Crime and Narcotics Unit will be developed annually by the supervisor of the unit in conjunction with the budgetary process. These goals and objectives will be realistic and measurable and disseminated to each officer in the unit.

5.0 PRELIMINARY VALIDATION OF COMPLAINTS

Covert (undercover), preliminary surveillance, and immediate arrest (buy/bust) situations used to validate drug activity complaints will utilize the following procedures:

- OCN supervisor will be notified of and approve all validation operations.
- OCN equipment will be signed out per OCN guidelines if it is needed for the operation.
- At all times, agents conducting validation activities will maintain contact with Central Communications.
- All validation activities will be conducted by a minimum of two (2) agents or police officers.

6.0 OPERATIONAL PLANS

The unit will maintain the resources and capabilities of conducting covert investigations/operations for the control of crimes related to its' area of responsibility. A written operational plan will be prepared by the unit supervisor prior to conducting or participating in extended crime surveillance, undercover operations, decoy operations, or raids. The OCN Sergeant must approve the written plan before being implemented. All operations will be conducted in accordance with the OCN Guidelines and Raid Book.

6.1 Covert (Undercover) Operations

Before any extended covert operation is conducted by the OCN, the unit supervisor will complete a written operational plan that may include, if applicable, but not be limited to provisions for the following:

- Identifying and analyzing suspects and their habits, associates, vehicles, methods of operation, or any other pertinent information.
- Making contacts with suspects.
- Analyzing neighborhood or target area where officers will work.
- Supplying officers with false identities and necessary credentials.
- Maintaining confidentiality of officers' false identities.
- Supplying officers with expense funds.
- Supplying officers with equipment needed for covert operations.
- Establishing a means for routine and emergency communications.
- Determining legal ramifications.
- Providing guidelines for arrest.
- Providing backup security for officers.
- Providing for close supervision.

6.2 Surveillance Operations

Before any extended surveillance operation is conducted by the OCN, The unit supervisor will complete a written operational plan that may include, if applicable, but not be limited to provisions for the following:

- Analyzing crimes and victims.
- Identifying and analyzing probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information.
- Familiarizing the officer with the neighborhood or target area.
- Determining operational procedures for observation, arrests, and "tails".
- Supplying officers with expense funds.
- Establishing means of communications.
- Selecting equipment or vehicles.
- Providing relief for officers involved in surveillance activities.
- Determining legal ramifications.

The authorization, distribution and use of surveillance and undercover equipment will be in accordance with the established procedures.

6.3 Decoy (Vice) Operations

No decoy operation will be conducted with the assistance of OCN until the Regional supervisor completes a written operational plan. The written operational plan must contain, if applicable, but not be limited to provisions for the following:

- Analyzing victims, crimes, and crime locations.
- Disguising officers to resemble victims.
- Determining the number of back-up officers for security and protection.
- Developing operational procedures, such as observation and arrest.
- Determining legal ramifications.
- Establishing communications.
- Identifying participating personnel.
- Notifying patrol commander responsible for target area.
- Providing close supervision.

6.4 Raids

No OCN raids will be conducted until the unit supervisor completes a written raid plan. The raid plan must contain, but not be limited to, provisions for the following:

- Granting authorization for the raid.
- Designating a single person as supervisor and coordinator.
- Developing strategies and tactics for approaching, entering, securing and leaving target area.
- Searching for and seizing evidence and/or contraband.
- Selecting equipment.
- Selecting and communicating with specialized support unit.
- Arresting suspects.
- Authorizing use of force.
- Requesting medical assistance.
- Providing for documentation.

Raids may be executed without a written plan only under exigent circumstances. The Special Operations Captain will be notified of the raid and the exigent circumstances as soon as it is possible to do so and a written After Action report of the raid will be completed.