

DIRECTIVE 43.1
VICE, DRUGS AND ORGANIZED CRIME
ADMINISTRATION AND OPERATIONS

Issue Date: 05/12/2020	By Order of Chief of Police
Rescinds: (Issue 08/27/2015)	CALEA Standards
Pages: 9	Referenced: 43.1.1; 43.1.2; 43.1.3; 43.1.4 & 43.1.5

This directive consists of the following sections:

- [**43.1.1 Complaint Management**](#)
- [**43.1.2 Records, Storage and Security**](#)
- [**43.1.3 Confidential Funds**](#)
- [**43.1.4 Equipment, Authorization and Control**](#)
- [**43.1.5 Covert Operations**](#)

POLICY AND PROCEDURE:

It is the policy of the Miami Township Police Department to maintain a criminal investigative function that includes investigation of vice, drug and organized crime activities. While it is the policy of the Miami Township Police Department to fix specific functional accountability for such investigative activities to the Detective section, every employee shares responsibility for suppressing all forms of vice, drug and organized crime. The department will actively seek the assistance of the community and its citizens in finding methods to support enforcement efforts and suppress all forms of vice, drug and organized crime.

[43.1.1 Complaint Management](#)

[Procedures for Receiving and Processing Complaints](#)

The Chief of Police will designate a person to maintain and oversee the intelligence operations. The designee will coordinate, administer, and direct department activities concerning Vice Control, Drug Enforcement and Organized Crime Control.

When an employee receives information of vice, drug or organized crime activity, they will record such information on an Intelligence Information Form. The employee will forward the intelligence information form to the Detective Supervisor for review. The Detective Supervisor will review the information and determine if the information should be assigned for immediate investigation or filed as intelligence information. It shall be the responsibility of the Detective Supervisor to ensure a prompt investigation is conducted. Should the information be deemed as intelligence, it will be analyzed, classified, and maintained as indicated in this directive.

In order to evaluate the accuracy and credibility of the initial information, determine the scope and relative importance of the problem, and establish the framework for an investigation, the following questions should be considered in determining which offenses are investigated:

- Is the information credible?
- What is the criminal nature of the problem and do we have jurisdiction?
- How important and what is the scope of the problem?
- What information is available to conduct the investigation?
- What investigative techniques are to be utilized?
- Does this agency have sufficient resources to conduct the investigation?
- What possible operational problems exist or may arise?

Upon evaluation of the information, it is determined that investigative action is necessary and this agency is able to conduct an adequate investigation, the Detective Supervisor shall proceed with the investigation utilizing department investigative procedures specified in this directive, 43.1.5.

Upon evaluation of the information, it is determined that investigative action is necessary, and this agency is unable to conduct an adequate investigation, the Detective Supervisor shall contact an appropriate agency to assist in, or to conduct an investigation into the information obtained. Should, upon evaluation, the information be determined to warrant only classification as intelligence information, and it is determined that this department would be unable to conduct an appropriate investigation into the incident should sufficient information be developed to conduct an investigation, the Detective Supervisor shall contact an appropriate enforcement agency and convey to such agency the information obtained.

When such information indicates a criminal trend or criminal activity and such information should be disseminated to line officers for their safety or other need to know reason, the Detective Supervisor shall prepare a memo and forward such information to all supervisors indicating the information to be dispersed.

[Maintaining a Record of Complaints Received](#)

The nature of vice, drug and organized crime investigations and the considerable amount of undercover work involved in controlling these offenses contribute to the sensitivity of related records. All intelligence information received shall be maintained in a secure file under the control of the Detective Supervisor. Upon evaluation of the information, it is determined that investigative action is necessary and this agency is able to conduct an adequate investigation, the Detective Supervisor shall assign a Detective to the case. Any additional information collected during the investigation shall be maintained in a secure file under the control of the person assigned the investigation. Upon completion of the investigation and if an offense is founded, the Detective shall prepare a NIBRS offense report that shall be forwarded to the records section for processing. Should the

intelligence report be classified as a permanent intelligence file, a temporary intelligence file or a working file, the information shall be purged following the guidelines established for purging Intelligence Files [Directive 40.2.3].

If an inquiry is made for information pertaining to a vice, drug or organized crime ongoing investigation, that information should be released only by the investigating officer. Should the investigating officer be unavailable, the dissemination of that information may be made by the Detective Supervisor. Dissemination of information shall be made in accordance with [Directive 40.2.3].

Maintaining a Record of Information Conveyed & Received to Outside Agencies

Upon evaluation of the information, it is determined that investigative action is necessary, and this agency is unable to conduct an adequate investigation, the Detective Supervisor shall contact an appropriate agency to assist in, or to conduct an investigation into the information obtained. Should, upon evaluation, the information be determined to warrant only classification as intelligence information, and it is determined that this department would be unable to conduct an appropriate investigation into the incident should sufficient information be developed to conduct an investigation, the Detective Supervisor shall contact an appropriate enforcement agency and convey to such agency the information obtained.

Whenever a joint investigative effort is being conducted with another agency, the Detective Supervisor may permit a free flow of information between the investigative units without his expressed approval of all requests. Documentation requirements shall still be followed for any intelligence information that is disseminated.

Procedures for Advising the Chief of Police of Activities

A written report shall be submitted quarterly by the Detective Supervisor to the Chief of Police summarizing complaints, investigations and arrests involving vice, drug or organized crime; providing such activity has taken place.

Whenever a protracted investigation is conducted, the Detective Supervisor shall, no less than monthly, forward a written report to the Chief of Police on the status of the case.

43.1.2 Records, Storage and Security

All intelligence information shall be maintained in a secured file under the control of the Chief's Designee. Intelligence information collected during the investigation shall be maintained in a secured file under the control of the person designated to oversee the intelligence files. Active investigations shall be maintained under the control of the case investigator. Upon completion of the investigation and adjudication the file shall be forwarded to the records section for filing. Such information shall be purged following the guidelines established for purging Intelligence Files [Directive 40.2.3].

43.1.3 Confidential Funds

Special investigative funds shall be available to support the vice, drug and organized crime activities.

Special Investigative Funds

The Miami Township Police Department does maintain a Special Investigative Fund. Distribution of Special Investigative Funds may only be made with the approval of the Chief of Police or the Special Investigation Funds Agent and then only in accordance with this policy.

- The information from an informant has a direct bearing on the seizure of illicit drugs and or controlled substances or the seizure of stolen property.
- Information from an informant leads directly to the apprehension of a fugitive or persons being sought by this or any other department.
- The information to be obtained has a direct bearing on the arrest and or prosecution of a felony or misdemeanor case or information that leads to an arrest or prosecution which clears multiple criminal acts.
- To help fund and conceal the identity of undercover officers during covert operations.

Special Investigative Funds Account

The Special Investigative Fund account shall be maintained by the Township Fiscal Officer in accordance with applicable law.

The Special Investigations Fund Agent shall maintain a department account of SIF monies not to exceed three thousand dollars (\$3,000.00). The department account shall be restored to the maximum amount whenever the department account is reduced to five hundred dollars (\$500.00) or less.

The Chief of Police shall requisition additional monies from the Township Fiscal Office as needed to maintain the department account, upon advisement by the Special Investigations Fund Agent of the need to restore the account to its authorized level.

An entry shall be made into the accounting ledger and a receipt issued upon receiving monies into the fund from any source. The Special Investigations Fund Agent may receive monies into the department SIF account.

The Special Investigations Fund Agent shall maintain the departmental records and receipts for all departmental transactions involving SIF monies. An account ledger shall be maintained showing the initial balance, credits, debits and the cash amount on hand.

Distribution of Special Investigative Fund Monies

Disbursement for investigative purposes shall only be made after approval by the Special Investigations Fund Agent or the Chief of Police. Disbursements in an amount of one thousand dollars (\$1,000.00) or more require approval of the Chief of Police.

The Officer receiving the monies shall obtain a receipt upon receiving such monies. An entry will be made by the Special Investigations Agent into the accounting ledger of the disbursement transaction. The accounting ledger shall contain the date of the distribution, the reason for the distribution, the amount of the distribution and department case number of the offense for which the monies are being used (if applicable). Distributions to confidential informants shall include the informants Department Confidential Informant Registry Number.

Should the monies be used for multiple purchases of drugs or articles, a voucher completed by the officer making the purchase shall be made of each individual disbursement from the original total amount. The voucher shall be returned to a person authorized to receive SIF monies and an entry of the transaction made into the fund accounting ledger.

Should the officer be using the monies for payment to a confidential informant, the officer shall complete a voucher and have the confidential informant place an inked impression of their right thumb on the face of the receipt.

Payment to persons other than the registered confidential informants require the person to which payment is made to provide the officer making such payment with a social security number which shall be verified by the officer prior to payment of any monies. All such transactions require the payment to be witnessed by one additional officer who shall also sign the voucher.

The Township Fiscal Officer or a person designated by the Township Fiscal Officer shall audit the Special Investigative Fund quarterly and a written report shall be submitted to the Chief of Police.

43.1.4 Equipment, Authorization and Control

The use of surveillance/undercover equipment shall only be authorized by a sworn supervisor. Prior to the authorization for use of such equipment the authorizing supervisor shall review the circumstances that require the use of such equipment.

It shall be the responsibility of the authorizing supervisor to ensure that the surveillance/undercover equipment is acquired and distributed to the proper individuals. The authorizing supervisor shall be responsible to account for the proper operation and return of such equipment.

Department surveillance/undercover equipment shall be issued only by signature on a

sign out sheet indicating what equipment is being issued. The equipment will be signed in upon its return indicating the item and date of return. Additionally, any problems with, damage to, or repairs necessary, shall be documented on the sign in sheet.

The officer(s) utilizing such equipment shall be responsible for the use and care of such equipment while in their custody.

43.1.5 Covert Operations

The Miami Township Police Department has the necessary resources to conduct short-term limited covert operations. Covert Operations shall be conducted only with the approval of a sworn supervisor and upon coordination with the Detective Supervisor.

Surveillance Operations

The Detective Supervisor will be responsible for coordinating and planning organized crime and vice control surveillance. Guidelines for planning operations shall include:

- Crimes and victims will be analyzed to determine the nature and scope of personnel, equipment and activities required to safely and effectively conduct the operation.
- Probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information, that will affect the manner of surveillance and potential prosecution will be identified and analyzed.
- Officers involved in the surveillance operation will be familiarized with the neighborhood or target area.
- Operational procedures will be determined for observation, arrests, and "tails" to ensure the continuity between the planning and the conduct of the surveillance operation.
- Required expense funds will be afforded to officers.
- Means for routine and emergency communication will be established.
- Equipment and/or vehicles appropriate for the operation will be provided. This will include weapons and surveillance equipment.
- If needed, a plan shall be prepared for the relief of officers, should the surveillance continue over an extended period of time.
- Prior to the operation, the Clermont County Prosecutors Office may be consulted to determine the legal ramifications of the surveillance.
- Surveillance, undercover, and decoy operations may be affected singularly or simultaneously during the investigation of organized crime, vice or other criminal offenses.
- The Detective Supervisor shall notify the communications center and the patrol supervisor of the nature and location of the operation prior to implementation, as circumstances dictate.

Undercover Operations

Undercover operations shall be planned in accordance with the department guidelines established in this section. The guidelines include:

- All suspects that are a target or become the target of the undercover operation will be identified and analyzed. This identification and analysis will include a determination of their criminal history, known associates, weapons proficiency, and any other available background information that would be important for members conducting the operation to be aware of.
- Contact will be made with the suspects when determined appropriate and necessary, when all necessary and reasonable precautions are taken.
- The neighborhood or target area where officers will work will be analyzed and surveyed prior to infiltration to determine and identify hazardous and potentially dangerous areas. Locations for surveillance points will also be identified.
- Officers involved in the operation will be provided with false identity as necessary.
- The confidentiality of officers' false identity will be maintained in the following manner:
 - Only officers involved in the operation will have the information, in addition to the Chief of Police and the Detective Supervisor.
 - Copies of the credentials provided to the officers will be kept in a locked file in the office of the Chief's designee in charge of intelligence.
- Officers involved in the operations will be provided necessary funds.
- Officers involved in the operation will be provided necessary equipment to include, vehicle, weapons, communications equipment and surveillance equipment. When and wherever possible, video equipment and cameras will be used to record the undercover operation.
- Means for routine and emergency communications will be established. This will be determined on a case-by-case basis.
- Prior to the operation, a meeting with the prosecutor's office may be scheduled to determine the legal ramifications of the operation.
- Depending on the purpose of the undercover operation, arrests will be made when all the legal requirements to substantiate a legal arrest have been met. Arrests will depend upon the purpose of the undercover operation.
- No arrest is to be made without the assistance of another officer, unless exigent circumstances exist which would warrant such action.
- Officers involved in undercover operations will be closely supervised by the Detective Supervisor.

Decoy Operations

Decoy operations will be planned in accordance with the guidelines established in this section. Victims, crimes and crime locations will be analyzed with the assistance of

Intelligence information to determine the modus operandi of the perpetrators. When appropriate, officers will disguise themselves to resemble victims. A determination will be made based on the analysis of the situation deploying an adequate number of backup officers for security and protection. Operational procedures for each operation will be developed to determine appropriate locations for observation and arrest. Other guidelines include:

The prosecutor may be consulted as needed to determine the legal ramifications.

Communications may be established through the use of body mikes, radios, and/or recording devices. Whenever practical, cameras and or recording devices will be used to record the decoy operation.

Participating personnel will be identified beforehand with a complete description of their vehicles and clothing provided to all involved personnel.

The shift supervisor will be advised about the operation and location so appropriate support is available.

Raid Operations

Raids will be conducted in accordance with the guidelines established in this section. The guidelines are:

Authorization for a raid must be obtained from the Chief or Detective Supervisor.

A sworn supervisor is responsible for supervising and coordinating any raid.

Strategies and tactics for approaching, entering, securing, and leaving the target of the raid will be developed prior to the raid. These strategies and tactics shall consider officer safety in determining manpower needed.

When conducting raids and search warrants, non-uniformed personnel will be required to wear readily identified apparel (i.e., hats, jackets) so that their identity will be known to uniformed officers. Deviation from this rule may be granted by the supervisor in charge of the operation.

Uniformed officers will be utilized and when possible, be the first officer in view when the subjects of the raid are made aware of the operation.

A search for any evidence that is a target of the raid will be thorough and systematic. Evidence and contraband will only be seized in accordance with the law and according to the department guidelines.

Appropriate equipment to successfully and safely complete the raid will be issued, including, weapons, vehicles, communication and audio and visual monitoring equipment and undercover or decoy supplies.

As necessary, specialized support units may be utilized. Appropriate communications will be established and maintained with any support units.

Suspects arrested will be transported to the Miami Township Police Department or the Clermont County Jail to be processed. If necessary, arrangements will be made for detaining and processing arrested subjects at the scene if mass arrests are anticipated.

The use of forcible entry will be determined prior to the commencement of the operation. Forcible entry will be utilized when necessary, if efforts to gain entry without the use of force have failed. The use of force in confronting suspects will be in accordance with department procedures.

If medical assistance is required, officers will utilize the emergency medical services of the Miami Township Fire Service. If warranted, emergency medical services personnel shall be placed on standby.

Documentation of all activities associated with the raid will be required. This documentation should be in the form of offense reports where violations of law are observed or arrests are made. Appropriate supplemental reports shall be prepared by any officer involved in the operation.

Prior to the commencement of any raid, a briefing session shall be conducted to acquaint all personnel involved in the raid with the particulars of the raid operation. A debriefing session may be held at the conclusion of a raid.