

Hamden Police Department

General Orders

Policy Number: 018-002

Effective Date: August 01, 2005

Section: Detective Division

Rescinds:

Title: Organized Crime and Vice
Control.

Approved By:

Approval Date:

PURPOSE

To establish guidelines for enforcement of criminal law in the area of organized crime and vice related activities.

POLICY

The suppression of organized crime and vice within the Town of Hamden is the responsibility of every member of the Department and as such the Hamden Police Department is committed to this end.

Procedures

A. Command Responsibilities.

1. The commander of the Detective Division shall be responsible for coordinating and overseeing the investigation of vice and organized crime activities.
2. The Commander of the Detective Division shall also be responsible for communication, coordination and cooperation with the Commanders of the other Department Divisions for the purpose of exchanging information related to vice and organized crime intelligence and operational activities.

B. Street Crime Responsibilities.

1. Will have the primary responsibility of conducting ongoing investigative and intelligence gathering efforts concerning organized crime activities, including groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering or any offense for profit, or engaged in supplying illegal goods and services, such as gambling, pornography, prostitution, illegal trafficking in liquor or weapons and other unlawful conduct that may include the illegal use of force, fraud, bribery or corruption.

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2. Shall also be responsible for the investigation of criminal activity directly related to prostitution, illegal sales and distribution of liquor and tobacco, illegal gambling and any other organized crime activities that may be reported or discovered.

C. Operations.

1. Initiation of Complaints.

- a. Any officer receiving a complaint concerning suspected vice or organized crime activity will submit a report on a CIR to include all pertinent information such as, suspects, location of offenses, dates and time of occurrences, witnesses.
- b. The completed report will be forwarded to the Detective Division Commander for analysis and determination of course of action.

- i. Due to the fact investigations into vice and organized crime offenses can often involve large expenditures of time, money and effort, each case must be evaluated regarding the following:

- a. Accuracy and credibility of the initial information
- b. The relative importance of the problem.
- c. What investigative techniques might be used.
- d. The availability of resources and personnel
- e. Potential operational problems.

ii. Records.

- a. All investigative files and records, a copy of which will be maintained by the Detective Division. Original copies of reports are to be kept in the Records Division.
- b. Access to the above records and files will be limited to":
 1. Chief of Police or designate
 2. Detective Division Commander
 3. Detective Division personnel and other Department members designate by the Chief of Police on a case by case basis.
 4. Members of other law enforcement agencies who have been authorized by the

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Chief or his designate to review said records.

iii. Investigative Procedures.

a. Investigating personnel will utilize all standard investigatory procedures and any other specialized procedures which may be necessitated by circumstances surrounding the investigation. These specialized procedures may include the following:

1. Undercover operations.
2. Covert surveillance.
3. Use of paid informants.
4. In agency personnel utilization.
5. Any other legal means of obtaining relevant information or evidence.

b. Investigating personnel shall be responsible for the use and accountability of all surveillance and electronic equipment assigned to the Street Crime/Detective Division.

1. Department personnel, with the permission of the Chief of Police, may participate in investigative or covert operations outside the Hamden Police Department for the purpose of enforcement of organized crime, vice related activities and other criminal related investigations.
2. The Detective Division Commander will be responsible for communication, coordination and cooperation between the Department and any outside agency involved.

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iv. Informants.

- a. The use of informants is a traditional police practice used to gather information concerning organized crime and vice activities. To properly monitor their use, Street Crime and Detective Division personnel will maintain a confidential file on each informant which will include:
 1. Biographical and background information.
 2. Criminal history, if any.
 3. Payments made to the informant.
 4. A brief synopsis of the information received from the informant.
 5. Code number assigned to each informant.
 6. Informant files and intelligence information will be secured in a locked cabinet located in the Street Crime and Detective Divisions. Access will be limited to personnel assigned to the each Division.

- b. Because there are certain dangers in the use of informants and in order to minimize the risk involved, the following procedures will be adhered to when utilizing informants.
 1. Unless absolutely unavoidable, Street Crime and Detective Division personnel will not meet an informant without first notifying a Division supervisor that the meeting is going to take place. A minimum of two officers will be present at all meetings with informants.
 2. If circumstances dictate the presence of only one officer, the officer will be equipped with surveillance equipment, which will be monitored by a back up unit.
 3. Juveniles will not be used as paid informants.
 4. Patrol officers obtaining information from informal sources during routine patrol will not be governed by the above directive however, the use of informants on a formal basis by patrol officers should be

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coordinated with the officer's supervisor.

- v. Confidential Expenditure Fund.
 - a. Personnel assigned to the Street Crime and Detective Division shall have access to a Confidential Expenditure Fund to be used for undercover purchases on contraband, payments to informants and other expenses directly related to vice and organized crime investigation.
 1. Responsibility for the management of the Confidential Expenditure Fund shall rest with the Commander of the Detective Division. Request for funds will be submitted to the Detective Division Commander or his designee prior to payment.
 2. Expenditures in excess of \$100.00 must be approved by the Chief of Police or his designee.
 3. The Detective Division Commander shall also be responsible for the day to day operation of the fund and will be responsible for documenting each expenditure from the fund.
 4. The Detective Division Commander shall submit an audit and a report of expenditures of the Confidential Expenditure Fund to the Chief of Police on a quarterly basis.

- vi. Equipment.
 - a. The Detective Division Commander shall be responsible for the use and accountability of all surveillance and undercover equipment maintained by the Department.

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- b. The Chief of Police, Detective Division Commander and personnel assigned to the Detective Division and Street Crime Unit shall be the only members of the Department authorized to have access to any surveillance and undercover equipment.
 - c. Approval of the Detective Division Commander or his designee must be obtained before any such equipment is used outside the Department's jurisdiction or placed on loan to another Department.
 - d. In the event that any equipment is lost or damaged, the responsible officer shall, as soon as possible, submit a written report detailing the incident to the Detective Division Commander.
 - e. The use of any surveillance or undercover equipment shall comply with all applicable state and federal laws.
- vii. Liaison with outside agencies.
- a. In order to maintain liaison with law enforcement agencies in adjoining jurisdictions and agencies having concurrent jurisdiction, the Detective Division Commander will designate an officer under his command to attend the monthly Detective Association meeting.
 - b. Officers assigned to these meetings will be responsible for gathering information for presentation and returning urgent information to the Detective Division.
- viii. Surveillance, Undercover and Decoy Operations.
- a. Before undertaking any of the above mentioned assignments, a detailed plan should be formulated.

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- b. The plan will include analyzing and identifying the crime, victims, suspects and locations, including identifying and analyzing the habits, associates, vehicles used, methods of operation and other pertinent information about suspect.
 - c. Further, it will include familiarizing personnel with the target area, selecting proper equipment and vehicles to be used, determining operational procedures, providing back up for undercover personnel, provide close supervision and procedures for pulling undercover operatives out in an emergency.
 - d. Finally the plan will include operational procedures for arrests and searches, supplying expense money, making necessary notifications to other Divisions in the Department.
- ix. Search Warrant Execution.
- a. The execution of approved search warrants involving vice or organized crime connections will be standardized as much as possible.
 - b. One supervisor with the rank of Sgt or above will supervise and coordinated the execution of the warrant.
 - c. Individual officers will be assigned as recorders, searchers, photographer and collectors of evidence.
 - d. A pre raid meeting will be held to discuss and develop tactics for approaching, entering, securing and leaving the target.
 - e. Photos will be taken of the target immediately upon entering, after the scene is secured, and upon leaving the target.
 - f. If support units are necessary they are to be arranged.
 - g. Proper equipment will be selected to insure the safety of the operation.
 - h. In all cases involving forced entry, all statutory requirements will be met.

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D. Status Reports.

1. The Detective Division Commander shall be responsible for ensuring that the Chief of Police is kept informed concerning current vice and organized crime problems and investigations.
2. The Detective Division Commander shall submit a monthly status report to the Chief of Police.

E. Command Succession.

1. During the absence of the Detective Division Commander or other designated supervisor, the senior detective will assume all duties and responsibilities of the Street Crime and Detective Divisions.