

**MOBILE POLICE DEPARTMENT
MOBILE, ALABAMA**

GENERAL ORDER #43

02/05/2005

SUBJECT: NARCOTICS AND VICE

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**43.1.1 RECEIVING, PROCESSING, AND INVESTIGATING NARCOTICS AND VICE
COMPLAINTS**

Complaints regarding narcotics and vice crimes will ordinarily be recorded on an incident report and forwarded to the Narcotics and Vice Unit. These reports should be considered confidential and released to department personnel on a need-to-know basis only.

Assignment for investigation will ordinarily be based on the following criteria:

1. Perceived accuracy and validity of information.
2. Nature of criminal activity.
3. Scope and relative importance of alleged activity.
4. Quantity of information and leads available.
5. Investigative techniques necessary.
6. Available resources.
7. Other operational considerations.

Every narcotics and vice crime complaint made, regardless of source, that is substantiated by investigation will be recorded and entered into the agency computer system. Periodic analysis of narcotics and vice complaints by the Narcotics and Vice Unit should be accomplished to identify possible trends and public attitudes and perceptions toward these categories of crimes.

A. Inter-Agency Cooperation:

Control and suppression of narcotics and vice crime often requires close cooperation with other law enforcement agencies. A file of relevant correspondence and assistance received from or provided to other agencies will be maintained in the Narcotics and Vice Unit. Information contained in the file will be considered confidential and releasable to department personnel on a need-to-know basis only.

B. Intra-Agency Cooperation:

Agency personnel will forward to the appropriate investigative unit any information they may receive concerning vice or narcotics. This information may be submitted on an incident report.

Dispatchers receiving narcotics and vice information that does not warrant completion of an incident report will forward the information to the investigative unit for review.

Additionally, exchanges of information concerning vice and narcotics crime will be encouraged at regularly scheduled operations meetings between detectives and patrol personnel.

43.1.2 RECORDS AND REPORTS

Active narcotics and vice records will be maintained in a secure file by the Narcotics and Vice Unit Commander. Access will be limited to these files by the commander. These records will normally have an assigned case file number reflected in the computer system.

The Narcotics and Vice Unit Commander shall maintain a secured, restricted, confidential file on each informant to include, but not be limited to the following:

1. Biographical and background information.
2. Criminal history records if any.
3. Payments made to informant.
4. Information received from informant.
5. Informant's involvement in operations.
6. Code name or number of each informant.

43.1.3 CONFIDENTIAL FUNDS

This agency operates a confidential fund in support of narcotics and vice crime investigations. This fund comes under the direct control of the Narcotics and Vice Unit Commander.

The Chief of Police is responsible for department management of the confidential fund and must specifically approve payments. The Narcotics and Vice Unit Commander will ordinarily be assigned operational control of the fund.

Submission of requests for funds prior to payment and submission of receipt after payment shall include:

1. Amount and purpose of payment.
2. Officer's name.
3. Informant's name or code number.
4. Information or material purchased.
5. Subsequent law enforcement action.
6. Date.
7. Case number.

A quarterly audit and report of expenditures shall be conducted.

For payments in excess of \$250.00, approval must come from the Captain, Special Investigations Section.

43.1.4 SURVEILLANCE AND UNDERCOVER EQUIPMENT

The use of specialized surveillance and undercover equipment will be controlled by the Narcotics and Vice Unit Commander.

A list of available surveillance and undercover equipment will be maintained within the Narcotics and Vice Unit. To prevent unauthorized use or loss of the equipment, department members will sign for the equipment they use. Loss or damage to the equipment will be explained in writing by the officer responsible for the property to the Narcotics and Vice Unit Commander. Use of surveillance or undercover equipment must have prior approval of the Narcotics and Vice Unit Commander.

43.1.5 SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

The Narcotics and Vice Unit supervisors shall be responsible for coordinating and planning surveillance, undercover, decoy, and raid operations.

A. Surveillance Operations:

Surveillance operations should be well planned prior to implementation. Guidelines for planning operations include:

1. Analyzing crimes and victims to determine the nature and scope of personnel, equipment, and activities required to safely and effectively conduct the operation.
2. Identifying and analyzing probable offenders and their habits, associates, vehicles, methods of operation, or any pertinent information which may affect the manner of surveillance and potential prosecution
3. Familiarizing officers involved in the surveillance with the neighborhood and target area. Whenever practical, surveillance officers should conduct a drive-by prior to the initiation of the surveillance.
4. Determining operational procedures for observation, arrests, and the use of surveillance vehicles to ensure the continuity between the planning and the conduct of the surveillance operation.
5. Supplying required expense funds to officers in accordance with established department procedures.
6. Establishing means for routine and emergency communications.
7. Selecting equipment, to include:
 - a. Weapons.
 - b. Vehicles.
 - c. Communications equipment.
 - d. Audio and visual monitoring equipment.
8. Providing relief for officers involved in the operation over an extended period of time, so that the surveillance may continue.

9. Consulting with the prosecutor, should the legality of an issue arise during surveillance.
10. Notifying the local agency of the location and type of operation that is underway, if appropriate.
11. Familiarizing all personnel participating in the operation with each other.

B. Undercover Operations:

Undercover operations will be directed towards narcotics and vice investigations. Undercover operations shall require a plan of action to include the following:

1. Identifying and analyzing suspects.
2. Making contacts with suspects.
3. Analyzing the neighborhood or target area where officers will work.
4. Supplying officers with false identities and necessary credentials.
5. Maintaining confidentiality of officer's false identity.
6. Supplying officers with expense funds.
7. Supplying officers with equipment.
8. Establishing a means for routine and emergency communications.
9. Determining legal ramifications.
10. Providing guidelines for arrest.
11. Providing back-up security for officers.
12. Providing for close supervision.

C. Decoy Operations:

The decision to initiate a decoy operation will be based on an analysis of crimes, victims, locations, frequency of activity, probable offenders, methods of operation, and any other pertinent information.

Decoy operations shall require a plan of action to include the following:

1. Analyzing victims, crimes, and locations.
2. Disguising members to resemble victims.
3. Backup for security and protection.
4. Observation and arrest procedures.
5. Determining legal ramifications.
6. Establishing communications procedures.
7. Identifying participating personnel.
8. Notifying the patrol commander of the target area.
9. Providing for supervision.

D. Raids:

The supervisors of the Narcotics and Vice Unit shall be responsible for the coordinating and planning of raids evolving from investigations conducted by the Narcotics and Vice Unit investigators. The unit commander shall have the authority to grant or deny authorization for the raid and may delegate a subordinate to supervise the operation. Raids shall be well-planned prior to implementation.


Guidelines for planning raids include:

1. Developing strategies and tactics for approaching, entering, securing and leaving the target of the raid.
2. Searching for and seizing evidence and/or contraband.
3. Selecting equipment required for the conduct of the raid, to include:
 - a. Weapons.
 - b. Vehicles.
 - c. Communications equipment.
 - d. Audio and visual monitoring equipment.
 - e. Undercover or decoy support.
4. Selecting and communicating with specialized support units.
5. Arresting suspects.
6. Authorizing use of force.
7. Requesting medical assistance.
8. Providing for documentation.

43.1.6 STATUS REPORTS TO THE CHIEF OF POLICE

The Narcotics and Vice Unit Commander will submit a quarterly status report to the Chief of Police summarizing complaints, investigations, and arrests relative to narcotics and vice crime activities.

By order of:


Lawrence L. Battiste, IV
Chief of Police