



University of Wisconsin–Madison Police

Policy: 43.1

SUBJECT: DRUGS, GANGS, PROSTITUTION & ORGANIZED CRIME

EFFECTIVE DATE: 06/01/10

REVISED DATE: 10/26/16; 10/01/17

REVIEWED DATE: 12/31/11

STANDARD: CALEA 43.1.1 – 43.1.5

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POLICY:

The University of Wisconsin–Madison Police Department shall establish procedures and responsibilities related to the investigative methods used in drug, organized crime, gang, and prostitution control operations.

DEFINITIONS:

“Prostitution” is a generic legal term for criminal offenses involving solicitation for sexual acts.

PROCEDURE:

43.1.1 RECEIVING, PROCESSING, AND INVESTIGATING COMPLAINTS OF CRIMINAL ACTIVITY

The following shall specify procedures for receiving, processing, and investigating prostitution, drug, and organized crime complaints:

- A. The Department may receive or initiate complaints of prostitution, drug, gang, and organized crime activity in a variety of ways, including: telephone calls to communications, patrol, investigative or administrative personnel; mail; confidential informants; direct observation; and personal contact. All complaints shall be processed in a timely manner, using normal investigative routing methods.
- B. Patrol officers shall be responsible for conducting a preliminary investigation of drugs, prostitution, and organized crime activity when complaints are received through the communications center, directly observed or initiated through assigned confidential informants.
- C. All preliminary reports on criminal activity are reviewed by the Investigative Services Captain or designee for follow-up investigation. The Investigative Services Captain routes cases involving drugs, prostitution, and organized crime to the detective assigned to tracking these cases.
- D. Follow-up investigations shall be conducted based upon an evaluation of the following: validity of the information received; criminal nature and relative importance of the reported problem; availability of leads, Departmental resources and techniques; and operational feasibility.
- E. The Department shall maintain records of all complaints of criminal activity received. Information shall be recorded on one or more Departmental forms including, but not limited to: dispositions, incident reports, and memoranda.
- F. Cases involving active drug, organized crime, gang, and prostitution investigations are confidential and will not be released without approval from the Chief of Police.
- G. When a crime is involved and an officer has taken action, an incident report with an assigned case number shall be used to record all pertinent information. The report shall be filed in the central records system and purged in accordance with the established retention schedule.
- H. The Investigative Services Captain or designee shall review unsubstantiated complaints of drug, prostitution, or organized crime activity.
- I. The Investigative Services Captain or designee shall be responsible for maintaining a record of information conveyed to, and received from, outside agencies. Information received from another agency shall be recorded, reviewed, and placed into the appropriate investigative or central records filing system. Dissemination to other Departmental

components shall occur as needed. Such information may be exchanged through roll-call sessions, memoranda, electronic mail or personal briefings. Information provided to another agency should be noted in the respective file and include the following: nature of the information conveyed; agency and person receiving the information; name of the conveying officer; and date/time the information was conveyed.

- J. The Investigative Services Captain shall inform the Chief of Police of all significant gang, prostitution, drug and organized crime cases during the Captains / Chiefs meeting. Due to the sensitivity of these investigations the update may be verbal when necessary. In on-going significant or long-term cases where an arrest has not been made, the Chief of Police shall be updated, as needed.

43.1.2 MAINTAINING INVESTIGATIVE FILE SECURITY

The following governs procedures for maintaining secure files in active gang, prostitution, drug, and organized crime investigations:

- A. All reports and documents regarding active prostitution, drug, or organized crime investigations shall be maintained in a locked file cabinet or secure computer file. These files shall be maintained separately from all other Department records. The Investigative Services Captain is responsible for the integrity of the files and access is limited to the following:
 - 1. Chief of Police.
 - 2. Assistant Chief
 - 3. Field Services Captain
 - 4. Those individuals actively involved in investigating prostitution, drug, or organized crime.
- B. Drug, prostitution, and organized crime case files shall be regularly reviewed, updated, corrected, and/or purged by the intelligence investigator(s) and approved and monitored by the Investigative Services Captain.
- C. Files which are not related to criminal conduct or activities that present a threat to the community will be terminated and purged by the Investigative Services Captain. Out-of-date criminal intelligence information and incorrect information will be purged from intelligence records and may be released to the central records system upon approval of the Investigative Services Captain. Information shall be reviewed and validated for continuing compliance with submission criteria before the expiration of its retention period. All intelligence information is retained and purged in compliance with 28 Code of Federal Regulations Part 23.

43.1.3 CONFIDENTIAL FUND AVAILABILITY

The following outlines confidential fund availability for drug, prostitution, or organized crime investigations:

- A. The Department's budget may provide for a confidential fund to support the operations of the drug, prostitution, and organized crime control function. Such money may be used for one or more of the following: paying confidential informants; purchasing contraband as evidence; surveillance activities; equipment; and associated expenses.
- B. All confidential funds shall be strictly administered and audited in accordance with state statutes, University procedures, and Departmental directives.

43.1.4 CONTROL AND USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT

The following shall govern procedures associated with the authorization, distribution, and use of surveillance and undercover equipment:

- A. Special surveillance and undercover equipment shall be securely stored and/or maintained in a state of operational readiness. Such equipment may include listening and recording device, cameras and related lenses, radios, telephones, night-scopes and binoculars, and service or duty accessories.
- B. The Investigative Services Captain is responsible for authorization, distribution, and use of surveillance and undercover equipment. The Investigative Services Captain will maintain a check in/out list for surveillance and undercover equipment. This equipment includes IP cameras, CCTV equipment, office decoy items, and alarm equipment. Only personnel assigned to the investigative camera team are authorized to deploy the equipment and only after approval from the Investigative Services Captain or designee. Use of equipment will be limited to active and current investigations.

- C. The use of any specialized intelligence equipment is limited to those officers who have been trained in the safe, effective, and legal use of such equipment.

43.1.5 SURVEILLANCE, UNDERCOVER, DECOY, AND RAID OPERATIONS

The following governs procedures regarding surveillance, undercover, decoy, and raid operations for drug, prostitution, and organized crime investigations:

- A. Surveillance, undercover, decoy, and raid operations regarding gang, drug, prostitution, or organized crime investigations shall only be initiated with the approval of the Investigative Services Captain or the Patrol Lieutenant.
- B. Prior to any undercover operation, every effort should be made to fully identify the target and to contact neighboring departments to ensure no other law enforcement agency has an active case on the same target.
- C. Prior to initiating surveillance, undercover, or decoy operations, the Investigative Services Captain, the Patrol Lieutenant, or designee shall:
 - 1. Analyze all available intelligence information pertaining to the operation (e.g., crime and victim analysis). This information may include, but is not limited to:
 - a. Review files as they relate to victims and crimes.
 - b. Determine the range and extent of the criminal activity involved.
 - c. Identify the modus operandi of the crimes.
 - d. Determine the location of the criminal activity.
 - e. Determine the actions of the victims.
 - f. Be aware of any peculiarities identified with the victims.
 - g. Be aware of any peculiarities identified with the crime locations.
 - 2. Identify and analyze probable offenders, their habits, associates, vehicles, modus operandi and all other pertinent information. This information may include, but is not limited to:
 - a. Review files relating to offenders to determine names and aliases, physical descriptions, photographs when available, and known and suspected associates.
 - b. Determine the range and extent of suspected crimes and activities in which the offenders are involved, and include their modus operandi.
 - c. Be familiar with offenders' vehicle(s) and potential routes.
 - d. Be aware of other pertinent information such as personal habits, alcohol or narcotics use, tendency towards violence, knowledge or suspicion of police surveillance, and ability to elude police surveillance.
 - 3. Anticipate when and where initial contact with suspect(s) will be made.
 - 4. Analyze the neighborhood surrounding the target area. This information may include, but is not limited to:
 - a. Actual reconnaissance of the area.
 - b. Geographic and socio-economic make-up of the population.
 - c. Normal dress and language for the area.
 - d. Suitable vantage points.
 - e. Traffic conditions and patterns.
 - f. Areas which may prove hazardous to the undercover investigators.
 - 5. Secure necessary equipment to carry out the operations. This may include, but is not limited to:
 - a. Cover equipment so that investigators involved can blend into the area of the operation.
 - b. Cameras and binoculars.
 - c. Recording equipment and/or listening devices and radios.
 - d. Vehicles.
 - 6. Determine communication channel(s) or other appropriate communication methods, especially emergency communications.
 - 7. Determine legal ramifications of the operation seeking advice and/ or warrant from the District Attorney's Office when appropriate.
 - 8. Develop plans and guidelines, should an arrest result. This plan may include, but is not limited to:
 - a. When and where arrests are to be effected.
 - b. Who shall determine arrest situation.
 - c. Designation of arrest teams.
 - d. Who shall participate in arrests.
 - e. Participation or nonparticipation of undercover investigator.

9. Ensure adequate police personnel are available for the safety of personnel involved in surveillance, undercover, or decoy operations.
10. Ensure adequate supervision is provided.
11. Advise on-duty Officer in Charge of operations. If the operation is to be conducted within another agency's jurisdiction, the officer in charge for that agency shall be given prior notification.
12. All operations must be documented through an incident report.