

# THURMONT POLICE DEPARTMENT

## GENERAL ORDER

Date Issued: June 19, 2006

Effective Date: June, 19, 2006

Order No: Chapter 29.0

Authority: Chief of Police

Gregory L. Eyer

Manual Page No:

Subject: **VICE, DRUGS, AND ORGANIZED CRIME**

Replaces Page No:

CALEA Standard: Chapter 43

Distribution: **ALL**

Amended:

Number of Pages: 8

Related Documents: *Criminal Investigations*

Rescinds:

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

### I. PURPOSE:

The purpose of this order is to establish guidelines and procedures for the Vice, Drugs, and organized Crime function of the Thurmont Police Department.

### II. POLICY:

It shall be the policy of the Thurmont Police Department to commit Department resources toward the investigation and suppression of vice, drugs, and organized crime by establishing the responsibility for addressing this problem.

### III. DEFINITIONS:

VDOC - will refer to Vice, Drugs, and Organized Crime.

FCNTF - Frederick County Narcotics Task Force.

### IV. PROCEDURE:

#### A. PROGRAM RESPONSIBILITY:

1. The responsibility for VDOC will be that of the Criminal Investigations function. The Deputy Chief of Police, Investigations Supervisor, shall be responsible for coordinating the activities

of this function.

**B. GOALS AND OBJECTIVES:**

The following general goals and objectives are to be used as a guideline by the Deputy Chief of Police:

1. To identify VDOC activities within the jurisdiction of the Thurmont Police Department.
2. To identify those persons involved in VDOC activities within the jurisdiction of the Thurmont Police Department.
3. To investigate VDOC cases that have the potential for solvability and prosecution.
4. To maintain a good working relationship with other agencies involved in the investigation of VDOC activities.

**C. THE VDOC FUNCTION INCLUDES:**

1. The gathering of information related to:
  - a. Organized Crime;
  - b. Vice activities;
  - c. Subversive activities;
  - d. Terrorist activities; and
  - e. Civil disorders.
2. The analysis of the information gathered.
3. The dissemination of the information gathered to other members of the Department or other law agencies when appropriate.
4. The maintenance of files on the information gathered.
5. The investigation of vice activities to include:
  - a. Prostitution;
  - b. Gambling;

- c. Illegal use and/or sale of alcohol; and
  - d. Distribution and sale of obscene or pornographic material.
6. The investigation of Organized Crime, to include those persons or organized groups engaged in or promoting:
- a. Extortion;
  - b. Theft;
  - c. Fencing;
  - d. Loan sharking;
  - e. Labor racketeering; and
  - f. Any offense for profit.
7. The investigation of Organized Crime to include those persons or organized groups engaged in supplying illegal goods and services such as:
- a. Gambling;
  - b. Prostitution; and
  - c. Illegal trafficking of liquor or weapons.
8. The investigation of persons or organized groups involved in other unlawful conduct, such as:
- a. Fraud;
  - b. Bribery; or
  - c. Corruption.
9. Forwarding all pertinent information relating to narcotics to FCNTF, and working in cooperation with FCNTF when directed to do so.
10. The Chief of Police, or his designee, shall be made aware of the existence of, and the ongoing status of, any vice, drug or Organized Crime investigations.

**D. RECEIVING AND PROCESSING OF VDOC COMPLAINTS:**

- 1. Members of the Department receiving a complaint or information regarding VDOC activity shall document that information. Such documentation will be either on a filed report form,

follow up report, or in the form of an interoffice memo. This documentation will include as much information as possible, but at a minimum:

- a. The source of the information, to include the name of the person giving the information when known;
  - b. The particulars of the information; and
  - c. Any actions taken regarding the information.
2. Nothing herein precludes Officers from taking those preliminary actions as needed regarding any information received or any vice/organized crime activity observed, nor does it preclude them from making arrests where warranted.
  3. All information received by members of the Department regarding VDOC activity shall be promptly forwarded to the Deputy Chief of Police. Field Supervisors clearing reports concerning VDOC activity shall forward those reports to the Deputy Chief of Police.
  4. The Chief of Police will review and evaluate all information and reports concerning VDOC activities. That information which is valid shall be retained in the VDOC files, and that information or those reports meeting investigation criteria will be assigned to personnel for investigation and to complete incident reports if not already completed.
  5. The Department has limited resources within which adequately conduct VDOC operations that require special expense funds, or investigations that require false identities, disguises, vehicle and specific VDOC operations. In cases requiring such resources the Deputy Chief of Police shall contact the FCNTF for narcotics cases, or the Frederick County Sheriff for other VDOC offenses other than narcotics related cases. Other agencies such as the Secret Service, F.B.I., DEA or A.T.F. may also be contacted as the discretion of the Deputy Chief of Police at determined by investigation type as necessary.

**E. INVESTIGATIVE CRITERIA:**

1. All complaints concerning VDOC activities made to the Department will be investigated, based on the following criteria:
  - a. Accuracy and creditability of the information;
  - b. Importance and scope of the problem;
  - c. Criminal nature of the problem;
  - d. Existence of workable leads;
  - e. Expenditure of time, money and effort required and the expected results;

- f. Operational problems; and
- g. Availability of sufficient resources to conduct the investigation.

**F. LEGALITY AND INTEGRITY OF VDOC OPERATIONS:**

1. Personnel assigned to VDOC cases will conduct investigations only when assigned to by the Deputy Chief of Police.
2. All VDOC investigations, both preliminary and follow up, shall be conducted in accordance with the investigative guidelines found in GO entitled Criminal Investigations.
3. All specialized equipment assigned to the Department and those techniques unique to the Department will be utilized ONLY for the conducting of properly assigned investigations and activities.
4. Only that information concerning those activities which are of a criminal nature and/or which present a threat to the community will be investigated, gathered, retained/or disseminated.
5. Only that information which is connected to the intelligence, VDOC functions of the Department will be included in the VDOC files. Information which cannot be confirmed or substantiated will not be added to the files.

**G. VDOC RECORDS:**

1. Those records and reports pertaining to intelligence information and active vice/organized crime activities shall be maintained with the Investigations Supervisor. These records and reports are maintained separately from the Central Records Division.
2. Those records maintained by the Investigations Supervisor will be retained by use of case files and/or computer. These case files and computer disks shall be secured by means of a locked file cabinet within the Deputy Chief of Police's office, when not in use.
3. Access to VDOC activity records is limited and restricted to:
  - a. Personnel assigned to VDOC investigations;
  - b. Investigation Supervisor;
  - c. Deputy Chief of Police;
  - d. Chief of Police; and
  - e. Need to know basis.
4. Any other access to these records must be authorized by the Deputy Chief of Police.

5. Those VDOC complaints made by citizens which are substantiated by investigation shall be documented and maintained by the Investigative Supervisor.
6. Whenever information is received from or conveyed to another agency, that fact shall be documented on the case file.

**H. EXCHANGE OF INFORMATION:**

1. That information developed and compiled by a VDOC investigation, which is received from another agency which indicates criminal trends or which may be of use to other components or which necessitates the assistance of other components shall be forwarded to the Deputy Chief of Police. The source of such information shall be recorded, if possible.
2. The Deputy Chief of Police shall review and evaluate this information and if in agreement, he/she shall forward the information to the appropriate Supervisor. Information should be provided to other Supervisors when it has been determined that the information would increase their effectiveness of enforcement and deterrent efforts.
3. This information may be forwarded and disseminated by:
  - a. Staff meetings;
  - b. Patrol briefings;
  - c. Personal contact; and
  - d. Memorandum.
4. Information shall be released only with the authorization of:
  - a. Deputy Chief of Police;
  - b. Chief of Police; and
  - c. A record shall be kept of any VDOC information that is released to other agencies.
5. At no time shall VDOC information be made available for review by members of the media or other members of the Department who do not have a need to know.

**I. INTER-AGENCY COOPERATION:**

1. Officers assigned to the VDOC responsibility within the Department shall establish and maintain a liaison with other law enforcement agencies (federal, state and local) for the purpose of exchanging information relating to VDOC crimes. Officers should establish a personal contact with at least (1) one individual in each of these agencies to facilitate and

encourage the free exchange of information.

2. Officers shall cooperate with other agencies or task forces operating within the Department's jurisdiction. This cooperation may be in the form of:
  - a. Information exchange;
  - b. Participation in combined operation; and
  - c. Hosting or attending meetings for the express purpose of information exchange relating to VDOC activities.

**J. SPECIALIZED EQUIPMENT:**

1. Specialized surveillance equipment is maintained by or allocated by the Investigation Supervisor, as directed by the Deputy Chief of Police. Any use of this equipment must be authorized by the Deputy Chief of Police and the equipment shall be distributed as directed by the Deputy Chief of Police or Designee. This specialized equipment includes:
  - a. Audio-visual monitoring equipment.
  - b. This equipment shall be utilized ONLY by personnel who have received prior training in its care and proper use.
  - c. Requests for other specialized equipment shall be made through mutual aid procedures.

**K. INVESTIGATIVE REPORTS:**

1. The use of covert actions, informants and confidential funds shall be done in accordance with the GO for Investigations.

**ATTACHMENTS :**

**DOCUMENT DATES :**

*Amended Date:*

*Review Date:*

*Review Date:*

*Review Date:*

*Rescinds:*

*Order Written by: Sergeant Shawn Tyler*

*Order Edited and approved by: Chief Gregory L. Eyster*

*CALEA Standard Included in this Order  
Chapter 43 Vice, Drugs, and Organized Crime*