

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	SPECIAL INVESTIGATIONS	NUMBER:	6.5.1
		ISSUED:	12/11/2009
SCOPE:	All Sworn Personnel	EFFECTIVE:	12/11/2009
DISTRIBUTION:	General Orders Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 4 th EDITION STANDARDS: 6.5.1	

INDEX AS: Asset Forfeiture, State and Federal
 Confidential Informants/Funds
 Drug Crimes
 Organized Crime
 Search Warrants, Special Investigations
 Special Investigations
 Vice Crimes

PURPOSE: The purpose of this written directive is to establish guidelines for the organization, administration, and implementation of the department's vice, drug and organized crime investigations.

This Order consists of the following numbered sections:

- I. POLICY
- II. PROCEDURES

I. POLICY

A. It is the policy of this department that its officers are responsible for investigating and suppressing illegal vice, narcotics, and organized crime activities within the community by identifying persons active in these illegal activities; developing intelligence on these activities; and assisting in the prosecution of such offenders. This department places special emphasis on those illegal activities that target the youth of the community. On a case-by-case basis some investigations may be referred to other investigative agencies with concurrent jurisdiction.

II. VICE, DRUGS, AND ORGANIZED CRIME PROCEDURES

A. Goals and Objectives

1. To conduct investigations that will lead to the arrest and successful prosecution of persons involved in drug trafficking, vice, and organized crime, which will deter individuals from conducting such activities in Port Washington, Wisconsin.
2. To establish and maintain a comprehensive intelligence network of persons involved in drugs, vice, and organized crime in and around our community and to disseminate this intelligence to other officers in other jurisdictions, as necessary.
3. To educate the community to the consequences of use and abuse of dangerous drugs.
4. To encourage community support of the department's efforts in the enforcement of drugs, vice, and organized crime.

B. Authorization

1. All sworn officers of the Port Washington Police Department are authorized to enforce all laws dealing with drugs, vice, and organized crime; however comprehensive investigations will be primarily the responsibility of the members of the Ozaukee County Joint Drug Task Force.
2. Investigations into drugs, vice, and organized crime, will be coordinated by the department's liaison to the Ozaukee County Drug Task Force.

C. Investigation Coordinator Responsibilities

1. To evaluate complaints of drugs, vice, and organized crime.
2. Serve as liaison to drug, vice, and organized crime officers/units in other jurisdictions.
3. Supervise, direct, and assist any officer conducting investigations involving drugs, vice, and organized crime.
4. Keep current of legal and technical issues concerning the enforcement of drugs, vice, and organized crime.
5. Arrange and/or perform training to department personnel relative to drugs, vice, and organized crime.
6. Establish and maintain an intelligence file.

D. The Captain of Police Operations shall be responsible for the following:

1. Control informant registration and activities.
2. Control disbursements of confidential funds.

E. Procedures for Receiving and Processing Complaint

1. When a call taker answers a telephone call where the caller is giving information regarding drugs, vice, or organized crime, the call taker will forward the call to a sworn officer.
 - a) The officer will obtain as detailed information as possible and either forwards the information to the investigation officer by memo, or leave an incident report considering the confidentiality.
 - b) If the caller refuses to speak to anyone other than the call taker, the call taker will get as detailed information as possible, and forward this information by memo to the investigation Officer.
 - c) Information conveyed to and received from outside agencies regarding drugs, vice, or organized crime will be handled in the same manner.

F. Officers Receiving Complaints in Person

1. Officers receiving information about drugs, vice, or organized crime while on patrol, on a call for service, or while doing other activity will obtain as detailed information as possible. Depending on the circumstances, officers may act on the information, have a call for service entered by the dispatcher and other units assigned, or forward the information by memo, intelligence report, or incident report to the investigation division supervisor. This will depend on the urgency, how complicated the investigation will be, or the need for confidentiality.
2. The need for specialization in certain investigations is recognized. Should patrol officers encounter matters beyond their expertise, or if investigations that involve drugs, vice, or organized crime are going to be extended in duration, the Lieutenant that supervises that Officer should be contacted to assign appropriate personnel.

G. Maintaining Records

1. Active investigations shall remain open until the investigation is completed and all arrests made.
2. Open records requests regarding reports pertaining to drugs, vice, or organized crime shall be brought to the attention of the Captain of Police Administration prior to release of those records.

H. Confidential Funds

1. Confidential funds will be available for purchasing contraband/evidence, paying informants, and investigative expenses not otherwise covered by other department monies. Refer to General Order 6.3.2: Informants.

2. The confidential funds and detailed records pertaining to such shall be kept by the Captain of Police Operations and shall be periodically audited and checked for accuracy.

I. State and Federal Asset Forfeiture

1. The Captain of Police Operations shall see that all matters pertaining to asset forfeiture will be properly dealt with according to applicable state and/or federal laws.

J. Undercover Operations

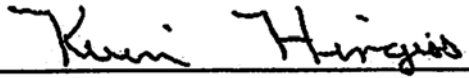
1. Due to inherent risks involved in undercover operations, officers working in an undercover capacity will receive additional training and instruction to minimize those risks.
2. Officers working in an undercover capacity shall have at least one back-up/surveillance officer assisting them at all times while working in an undercover capacity.

K. Execution of Search Warrants

1. Due to the potential risks involved in the execution of search warrants, the supervisor in charge of a search warrant being executed will determine whether or not to utilize the Special Weapons and Tactics (S.W.A.T.) Unit. All search warrants that are considered to be "*high risk*" will automatically require a S.W.A.T. Unit response. Low risk search warrants can be executed by other officers available and instructed in detail by the supervisor in charge as to their assignments and responsibilities at the pre-search warrant meeting.
2. S.W.A.T. Unit search warrant entries at times will warrant the use of specialized weapons and/or equipment, and procedures. The procedures and types of weapons and equipment used will be determined by the Supervisor of the S.W.A.T. Unit
3. Search Warrant Attire: All officers participating in a search warrant execution will be in uniform.
 - a) Pre-search Warrant Meeting: A pre-search warrant meeting will be held to develop strategies and tactics for approaching, entering, securing, and leaving the target location.
4. Authorization for the use of force will be restricted by General Order 5.1.1: Use of Force and General Order 5.1.2: Use of Deadly Force. Any special use of force considerations will be discussed and highlighted during the pre-search warrant meeting.

APPROVED:

DATE:



Chief Kevin Hingiss

7/21/16

Revised 7/12/16