

119. SPECIAL INVESTIGATIONS UNIT: ORGANIZATION AND ADMINISTRATION



RICHFIELD POLICE DEPARTMENT POLICY

Effective Date: 04/14/89
No. of Pages: 3
Serial Number: 10-019
Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

It is the purpose of this Policy is to establish procedures and guidelines which govern the Special Investigations Unit (S.I.U.) organization and administration.

II. POLICY

The Richfield Police Department has established a Special Investigations Unit (S.I.U.) to initiate and handle investigations of narcotics related crime, gang activity, vice activity and any other special enforcement activity deemed necessary by the Chief or his designee.

The Department supports efforts to reduce narcotics related crime, vice activities, gang activity and other special enforcement activity implemented to address specific crime trends. The Special Investigations Unit (S.I.U.) will be responsible for the investigation of information and/or initial Departmental reports of these activities.

III. PROCEDURE

For purposes of this Policy, in instances when S.I.U. personnel are assigned to a task force, the terms *unit* and/or S.I.U., are synonymous with the term *task force*.

SUPERVISION OF S.I.U. OPERATIONS

Overall governance of the unit's operations, including the setting of investigative priorities and general operating procedures are vested in the Police Chief or his designee.

The unit supervisor will be the Investigative Section Lieutenant. The unit supervisor will direct the day-to-day activities of the Special Investigations Unit including:

- 1) Assignment of investigations and other tasks.
- 2) Scheduling of personnel.
- 3) Review and approval of investigative reports.
- 4) Supervision of personnel.
- 5) Coordination and assignment of training.
- 6) Coordinate Unit activity with other agencies.
- 7) Act as principal liaison between the S.I.U. and County and City Attorneys' offices in the screening and presentation of cases.
- 8) Initiate budget and related requests through the Deputy Chief.

- 9) Be responsible for maintenance and upkeep of unit property and equipment, including the unit's office.
- 10) Establishing the dress code for personnel assigned to the unit.

S.I.U. OBJECTIVES AND GOALS

The S.I.U.'s ultimate goal is the elimination of narcotics/gang related crimes, vice activities and specific crime trends within the community. Listed below are the objectives relating to the performance of the S.I.U.:

- 1) To identify narcotics/gang related crimes and vice activity occurring in the City of Richfield.
- 2) To use intelligence information to actively initiate narcotics/gang related crimes and vice investigations.
- 3) To investigate narcotics/gang related crimes and vice cases that have substantial potential for solvability and prosecution
- 4) To maintain files regarding narcotics/gang related crimes, vice, and related intelligence information.
- 5) To investigate specific crime trends as they occur throughout the city and/or assist the investigative unit when needed.
- 6) To conduct any criminal investigation and/or other task(s) when assigned.

These goals and objectives will be reviewed as part of the annual staff inspection and revised as necessary.

Additional objectives may be determined through the Department's annual staff inspection and may be more specific, quantifiable, and measurable.

S.I.U. OVERTIME

Personnel assigned to the Special Investigations Unit are allowed almost unlimited flexibility in the hours they choose to work as their regular duty shift. Because of this flexibility, they are expected to adjust their hours to minimize overtime.

To minimize the need to pay overtime the following rules apply to personnel assigned to the Special Investigations Unit.

- 1) Personnel should plan ahead and adjust their hours to work surveillance, conduct search warrants, drug buys, vice related activities, and any other activity that can be planned or anticipated ahead of time. This includes work with other agencies. Overtime will not be paid for tasks that are not exigent in nature.
- 2) Personnel should coordinate their hours with each other. This will reduce the need to pay overtime to someone who must assist another that is working significantly different hours.
- 3) Planned overtime on weekends should receive prior approval by a member of the Command Staff.

It is understood that even with the best planning, situations will arise where operations have been planned, hours adjusted, and due to arrests or some other circumstance, more than the normally scheduled daily hours will be necessary to conclude the operation. It is not the intention of this General Order to limit overtime in situations where there is a compelling reason for extended work hours. The Deputy Chief and Section Lieutenant will determine whether circumstances were compelling.

S.I.U. QUARTERLY AUDIT

Department policy requires a Quarterly S.I.U. Status Report and Audit Report of Expenditures. This report is due in January (Oct-Dec), April (Jan-Mar), July (Apr-Jun), and October (Jul-Sept.). This report is routed to the Chief and includes:

- 1) Buy Fund balance from previous audit, additional funds received, less receipted expenditures, and projected cash balance per date of audit. The cash balance on hand is audited from both the S.I.U. office and the Investigative Section Lieutenant's office, which should equal the projected cash balance above.
- 2) Richfield Confidential Fund balance from previous audit, additional funds received, less receipted expenditures, and projected cash balance per date of audit. The cash balance on hand is audited from both the S.I.U. office and the Investigative Section Lieutenant's office, which should equal the projected cash balance above.
- 3) Number of cases investigated and number of arrests made.
- 4) Controlled substances recovered including description, amount, and estimated value.
- 5) A summary of the audit, with any discrepancies listed.

By Order Of:



Chief of Police