

## 232. OPERATIONAL PLANS FOR SPECIAL INVESTIGATIONS AND SPECIAL OPERATIONS



### RICHFIELD POLICE DEPARTMENT POLICY

Effective Date: 04/14/89  
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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

The purpose of this Policy is to establish plans for conducting surveillance, undercover operations or warrant service involving investigative personnel and patrol personnel.

### II. POLICY

The Department members will conduct surveillance, undercover operations or warrant service in an organized manner, to minimize risks and ensure that the Constitutional rights of all are not compromised.

### III. PROCEDURE

#### UNDERCOVER, OPERATIONS

##### Authority and Responsibility

Undercover, operations may not be initiated without the approval of the Police Chief or other staff member. No such operation may be initiated unless there is articulable suspicion that the targeted person(s) or location(s) is/are involved in criminal activity.

Prior to initiation, undercover operations should be coordinated with the Investigative Section Lieutenant. The Investigative Section Lieutenant or designee, normally the case investigator, is responsible for the detailed planning and implementation of procedures.

##### Establishing Limitations

Staff will work with the case investigator to establish any specific, immediate, and long term limitations of the operation.

The cost-effectiveness of the operation should be analyzed in terms of budgetary and personnel needs.

##### Expense Funds

The Deputy Chief is to ensure that expenses incurred are within the established budgetary limitations. All expenses must be properly receipted and submitted before reimbursements are granted.

##### Operational Procedures

A staff member, or designee, normally the case investigator, is responsible for determining operational procedures for the operation to include:

- 1) Assuring that involved personnel are familiar with the neighborhood and/or target area.
- 2) Locating vantage points for observation purposes.
- 3) Supervising the preparation and distribution of reports and/or diagrams.

- 4) Determining operation procedures for arrests and surveillance and briefing involved personnel as necessary.
- 5) Selecting and/or assigning vehicles and other equipment in cooperation with appropriate Section Lieutenants.
- 6) Establishing means of communication and informing shift supervisors of the methods used.
- 7) Providing guidelines for arrests.
- 8) Providing for personnel relief in conjunction with the Patrol Section Lieutenant and shift supervisors.
- 9) Providing officers with false identity and necessary credentials.
- 10) Providing back-up security for officers.
- 11) Arranging for the disguising of officers to resemble victims.

### **WARRANT SERVICE**

Warrants may not be initiated without the approval of either the Police Chief, or a Command Staff member. No warrant is to be conducted without the proper legal/court authority.

Prior to initiation, warrant service operations should be coordinated with the Investigative Section Lieutenant. The Investigative Section Lieutenant or designee, normally the case investigator, is responsible for the detailed planning and implementation of procedures.

Warrants are not to be conducted unless the Investigative Section Lieutenant or designee is on-scene to coordinate the operation and provide close supervision. The patrol sergeant shall be on-scene to provide proper supervision.

The Investigative Section Lieutenant or designee is responsible for determining operational procedures for the warrant service. The operational plan should be reviewed by the on-duty patrol sergeant. The operational plan should include:

- 1) Developing clear strategies and tactical plans for the warrant service, including: approach avenues; entry and exit techniques, and; perimeter and interior security.
- 2) Ensuring that adequate police personnel are available for the operation.
- 3) Applying for and obtaining search and/or arrest warrants.
- 4) Locating vantage points for observation purposes.
- 5) Supervising the search for evidence and/or contraband.
- 6) Determining where prisoners will be booked and incarcerated.
- 7) Preparing and distributing appropriate diagrams and available photographs of involved people, target areas, and the target layout.
- 8) Ensuring that all involved police personnel are thoroughly familiar with the tactical plan, intended target area, victims, offenders, and the likelihood of resistance.
- 9) Selecting and/or assigning vehicles and other equipment in cooperation with the appropriate Section Lieutenants.
- 10) Attending to prisoner transportation needs.
- 11) Establishing means of communication and informing the shift supervisor and dispatch of the methods used.
- 12) Assuring that the use of force is discussed with personnel involved in the operation.
- 13) Supervising the arrest of suspects;
- 14) Selecting and communicating with specialized support units.

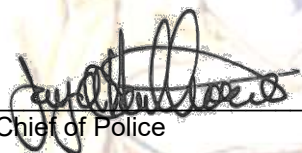
When Richfield S.W.A.T. is employed to conduct a warrant, the responsibility for tactical strategies, plans, and arrest procedures lies with the S.W.A.T. Commander or his designee.

Once entry is gained and the situation is "Code – 4", the on-scene supervisor is responsible for:

- 1) Summoning medical assistance, if needed.
- 2) Assigning personnel to:
  - a) Prisoner security.
  - b) Room searches.
  - c) Evidence collection and inventory.
  - d) Prisoner transportation.
- 3) Exit and security of the premises upon completion of the operation.

The Investigative Section Lieutenant or designee is responsible for ensuring that the elements listed above are included in documentation concerning any such operation.

By Order Of:

  
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Chief of Police