



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-25 APPROVED: _____
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SUPERSEDES: 10/1/2003 Reviewed/Revised: May 1, 2010

SUBJECT: **Vice, Drugs, and Organized Crime**

I. PURPOSE:

To define the investigative responsibilities and to establish procedures for handling vice, narcotics and organized crime cases and criminal intelligence.

II. POLICY:

While this Department has limited exposure to high profile cases, it is the policy of this Department to effectively identify, analyze, disseminate and utilize criminal intelligence information related to criminal activity and to make every effort to suppress and control organized crime, vice and narcotics activities.

III. DEFINITIONS:

- A. Criminal Intelligence. The end product of a process that converts individual items of information either into evidence or, more often, into insights, conclusions, or assessments, perhaps less solid than fact but always more helpful than raw information, that can form the basis for the development of law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis, is disseminated to appropriate units of the agency.
- B. Drug Control. The distribution/sale of illegal or controlled substances.
- C. Organized Crime. The addressing of unlawful activities by members of organized groups or associates engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engaged in supplying illegal goods and services, prostitution, drugs, liquor, weapons – or other unlawful conduct that might include intimidation or corruption.
- D. Vice Control. This may include the control of prostitution, illegal use/sale of alcoholic beverages, and the distribution/sale of obscene and pornographic materials.

IV. PROCEDURES:

- A. Specific policies for receiving, processing, and investigating vice, drug, and organized crime complaints.

1. Complaint Receipt.
 - a. Intelligence information may be received from several sources such as, anonymous tips, private citizen observations or knowledge, officer's observation, media sources, electronic information, etc.
 - b. Upon receipt of information of a criminal nature occurring within the jurisdiction of this Department concerning organized crime, gang, vice or narcotics activity, Department employees will complete a memorandum detailing the information received and forward the memorandum to the Investigations Unit.
 - c. Information received from other law enforcement agencies will be documented and forwarded in the same manner.
 - d. Any information that is received regarding an actual offense that occurs in this jurisdiction will be documented on a crime/incident report form, and will be assigned to Investigations for follow-up.
 - e. Each complaint received shall be documented and investigated to the fullest extent possible.
 2. Maintaining records of complaints received.
 - a. Command Staff shall obtain a "confidential" ARMS report number for the recording of any complaints received via memorandum.
 - b. Those incidents recorded in a standard ARMS report will be tracked using the original report number. The information will then be filed in a separate and secure location, with limited access (Investigations personnel only).
 3. Maintaining a record of information conveyed to and received from outside agencies.
 - a. Any information received that relates to activities in other jurisdictions will be forwarded to that jurisdiction for assessment and follow-up, and a copy of information that was forwarded will be maintained on file.
 - b. Information received from other jurisdictions will be forwarded directly to the Investigations Unit and handled as outlined in 2(b) above: *Maintaining records of complaints received*.
- B. Records and reports relating to active vice, drug, and organized crime investigations are to be securely filed and maintained separately from the central records system.
1. Command Staff will maintain a secure file on all information received in relation to vice, gang, organized crime and narcotics complaints.

2. This file will include memorandums forwarded from department personnel, as well as documented information received from other agencies.
 3. Also included in the file will be information from any source that has been validated and relates to organized crime activities, gang activities, vice activities, narcotics activities or other subversive activities occurring within the Department's jurisdiction.
 4. All active investigations will be assigned a DR number, but the file on the on-going investigation will be maintained by Investigations Unit rather than in Records to ensure that the investigation does not become compromised. Access to this file will be restricted to the Investigators and Command Staff.
 5. Intelligence information will be purged from the file when it is no longer considered criminal intelligence, i.e., it is no longer valid, an arrest has been made, or it is determined to be false.
- C. Procedures for advising the Chief of Police in relation to vice, drugs, and organized crime activities.
1. Command Staff will advise the Chief of Police of any information that is received on vice, drug, organized crime and gang activities, and will personally provide updates on any on-going investigations.
 2. Command Staff will make a record of the dissemination of information to the Chief of Police or to any person/agency.
 3. The information provided to the Chief of Police shall be verbal, unless otherwise directed by the Chief of Police. Written communications on sensitive matters of this nature shall be limited.
- D. Surveillance and undercover activities and the authorization, distribution, and use of surveillance and undercover equipment.
1. Personnel Resources.
 - a. This Department will on occasion conduct covert surveillance operations when the operation does not require extensive personnel resources.
 - b. This Department does not have the personnel resources to conduct an extended, in-depth organized crime, vice or narcotics investigation. If it is determined that an investigation is beyond the capabilities of our limited resources, the Chief will be notified.
 - c. The Chief will evaluate the case and investigation, and if deemed necessary, will request that the case be forwarded to the appropriate outside law enforcement agency for follow-up.

- d. In such cases, the Chief will designate an Investigator to serve as liaison with the agency.
2. Equipment.
 - a. This Department has limited specialized equipment for surveillance and undercover operations.
 - b. The Investigations Unit shall control all specialized surveillance and undercover equipment deployment.
 - c. The Chief of Police shall be the authorizing authority for use of specialized surveillance and undercover equipment, which includes:
 - 1) cameras and video equipment designed for covert monitoring of locations; and
 - 2) the use of additional specialized equipment borrowed from other law enforcement agencies for use on the campus.
 - d. Detailed records shall be established by the deploying investigator that includes:
 - 1) circumstances and reason for deployment;
 - 2) date authorized for deployment;
 - 3) date of deployment;
 - 4) type of equipment deployed, including identifying information such as serial numbers;
 - 5) exact location deployed; and
 - 6) time and date equipment removed.
 - e. Only officers specifically trained in the use and deployment of specialized/covert equipment may utilize it.
 - f. Command Staff will assign an investigator who will be responsible for maintaining all surveillance, undercover, and specialized equipment in a condition of operational readiness.
- E. Procedures for conducting surveillance, undercover, decoy, and raid operations.
1. On occasion, officers from this Department may be assigned to work with outside agencies in undercover, decoy, or intelligence operations.
 - a. Officers assigned in this status will be under the supervision of the commander of the unit where they are assigned.
 - b. These officers will maintain contact with this Department as arranged at the time of the assignment, to provide updates on their status.
 2. Operational Plans. If the Department does become involved in an in-depth organized crime, vice, or narcotics investigation, a written operational plan will be completed by the assigned supervisor. The plan will include:

- a. All written police reports and intelligence information;
 - b. Suspect(s) list including name, description, vehicle description, place of residence, known associates, criminal history and recent photographs;
 - c. A list of officers involved in the operation listing their assignment, type of equipment being used by the officer, the weapons each officer is carrying, and vehicle assignment; and
 - d. A detailed accounting of the planned action.
3. Prior to execution of any surveillance, undercover, decoy or raid operations the supervisor in charge of the detail will plan for all the following that are applicable, and brief all persons involved:
- a. Analyzing the crime(s), victims, suspect and others involved;
 - b. Determining legal ramifications;
 - c. Familiarizing officers with the objectives of the operation, the target area and surrounding area;
 - d. Determining operational procedures for observation, arrests, surveillance and high risk situations;
 - e. Supplying officers with needed equipment;
 - f. Establishing routes of approach and alternate routes;
 - g. Establishing routine and emergency communications;
 - h. Providing relief, backup security and perimeter protection;
 - i. Providing for false identification documents, disguises and necessary credentials;
 - j. Maintaining confidentiality and cover;
 - k. Establishing authorization for the detail and use of force measures;
 - l. Designating a single person as supervisor and coordinator;
 - m. Providing close supervision;
 - n. Making contact with suspects;
 - o. Searching and seizing evidence and contraband;
 - p. Requesting medical assistance and establishing routes to medical facilities;
 - q. Coordinating and obtaining assistance from outside agencies, if needed; and
 - r. Selecting equipment and vehicles and assigning personnel based on expertise.
- F. Criminal intelligence function procedures established to ensure legality and integrity of operations.
1. Procedures for ensuring information collected related to criminal intelligence is limited to criminal conduct and relates to activities that present a threat to the community include;

- a. All criminal intelligence information shall be forwarded to the Investigations Unit for coordination, accountability and security.
 - b. Upon receipt of this type of information, Command Staff will assess the veracity of the information and ensure the information received is limited to criminal conduct and relates to an activity that presents a threat or potential threat to the community.
 - c. Command Staff, when presented with criminal intelligence information may at any time:
 - 1) review the information with the Chief of Police as to the impact of the data collected on the University community; and
 - 2) seek advice from the prosecutor's office as to the legal and criminal ramifications of the information known.
2. Descriptions of the types or quality of information that may be included in the Criminal Intelligence System.
- a. Intelligence information may include anonymous tips, private citizen observations or knowledge, officer's observation, media sources, electronic information, criminal records information, and information received from other law enforcement agencies and the prosecutor's office.
 - b. The quality of the information shall be determined by its relationship to criminal activity and the potential for use in providing a safer community environment.
3. Methods for purging out-of-date or incorrect criminal intelligence information.
- a. Intelligence information will be purged from the file when it is no longer considered criminal intelligence, i.e., it is no longer valid, an arrest has been made, or it is determined to be false.
 - b. Purging of any criminal intelligence information shall be the responsibility of Command Staff.
 - c. Purged information shall be shredded.
4. Procedures for the utilization of intelligence personnel and techniques.
- a. The guidelines for the use of intelligence personnel and techniques shall be as outlined in Section IV, Paragraphs D and E of this order: *Surveillance and undercover activities and the authorization, distribution, and use of surveillance and undercover equipment; Procedures for conducting surveillance, undercover, decoy, and raid operations.*

b. All activities of this nature will be coordinated by Command Staff and approved by the Chief of Police.

G. Procedures for the safeguarding of criminal intelligence information and the secure storage of intelligence records separate from all other records.

All records related to criminal intelligence shall follow the guidelines established in this written directive, Section IV, Paragraph B: *Records and reports relating to active vice, drug, and organized crime investigations are to be securely filed and maintained separately from the central records system.*

V. APPENDICES: None.