

VICE, DRUGS, AND ORGANIZED CRIME

19.1 ADMINISTRATION AND OPERATIONS

PHILOSOPHY: Vice, narcotics, and the organized criminal groups and gangs operating in these and other criminal activity often are related to many types of crime that may seem random. Therefore, in the attempt to take a stand against crime the Lakewood Police Department must address vice, narcotics, gangs, and organized crime. The Police Department has created the Special Operations Section to focus on this type of criminal behavior.

19.1.1 Narcotics, Vice, and Organized Crime Complaints

Principle: The Lakewood Police Department recognizes that valuable information regarding vice, narcotics, and/or organized crime may come from diverse sources. The following practices have been developed to ensure that these complaints are investigated to the fullest extent possible.

- A. **Receiving and Processing Complaints:** Citizens may submit a complaint of vice, narcotic, or organized crime and/or gang activity by calling 911, via the City's on-line Customer Request System, or by calling the Tip line. Complaints dispatched by SOUTHSOUND 911 will be handled as a call for service and may be referred to a Tip Team member if warranted. If a service request involves vice, narcotic, or organized crime/gang activity, the form shall be forwarded to the Special Operations Section Sergeant for review. The Special Operations Sergeant will review the complaint and, if necessary, assign it to a Special Operations investigator or a Narcotic Tip Team member for further investigation.
 1. Reliable information should be developed by reviewing the original complaint and taking the necessary steps to verify it. This may involve conducting neighborhood checks, contacting other agencies, or interviewing parties who may have privileged information. When it is deemed appropriate, surveillance techniques may be employed to gather information.
 2. If the preliminary investigation provides reliable information that vice, narcotic, or organized criminal activity is occurring, a follow-up investigation will be conducted. This investigation will be conducted to pursue criminal charges against involved parties.
- B. **Records of Complaints Received:** Information collected in the course of the investigation will remain in the Special Operations files and be purged according to Washington State guidelines.
- C. **Outside Agency Contacts:** Only members of Special Operations, the Criminal Intelligence Unit, or the CIU Lieutenant will disseminate information from active Special Operations files to outside agencies.
- D. **Procedures for advising the Chief of Police:** The Special Operations Sergeant will meet as needed with the CIU Lieutenant to provide updates on all current operations and significant activities. The CIU Lieutenant will report as needed to the Chief of Police via the chain of command summarizing any major narcotic, vice, and organized crime investigations undertaken by Special Operations.

19.1.2 File Maintenance and Security

Principle: All records and reports of active vice, drugs, organized crime and undercover investigations shall be kept secured in the Special Operations offices. When an internal inquiry pertaining to any of the suspects listed in the reports is received, it shall be handled by the case officer assigned to the investigation. In the event the case officer is not present, the Special Operations supervisor shall review the request on a "need to know" basis before disseminating the information.

19.1.3 Confidential Funds

Principle: The Lakewood Police Department will budget for and maintain a special investigative fund for the purpose of payment of investigative expenses incurred in narcotics, organized crime, gang, and vice investigations. The maintenance of the fund will be the responsibility of the Special Operations Sergeant, who will maintain journal and ledger entries. Practices for control of this fund are outlined in Standard 7.4.2.

19.1.4 Surveillance/Undercover Equipment

Principle: The Lakewood Police Department balances an individual's right to privacy with the necessity of conducting thorough criminal investigations. Therefore a supervisor must approve the use of specialized surveillance or undercover equipment for the applicable investigation. In addition, personnel will follow established laws regarding listening and recording devices. See RCW's 9.73.030, 9.73.040, 9.73.090 and 9.73.230.

19.1.5 Special Operations Practices

Principle: Only members of CIU and the Intelligence Unit are authorized to conduct the below listed special operations, although nothing in this chapter shall restrict an officer's ability to conduct routine observation of suspicious individuals or circumstances while on routine patrol. The Special Response Team (SRT) may provide assistance when approved by the Assistant Chief.

Practices:

- A. Technical Surveillance (use of technological devices for surveillance): Members will obtain prior approval of the Special Operations Sergeant or designee through the appropriate chain of command when planning a technical surveillance operation. At times, surveillance operations may arise quickly eliminating the opportunity to obtain prior approval. In these incidents, notification will be made to the Special Operations Sergeant or designee as soon as practical.
 1. Operations Approval: The case officer is responsible for obtaining supervisory approval for the operation. The supervisor shall consider the following factors:
 - a. Staffing: In determining the number of members that will be utilized to conduct surveillance in a safe and effective manner, the following will be considered:
 - The number of surveillance targets
 - The anticipated distance and amount of time for the surveillance
 - The time of day when the surveillance is to be conducted
 - The locations of where the surveillance is to be conducted
 - The nature of the crime(s) being investigated
 - The history of the surveillance targets
 - Surveillance objectives
 - Nature of the crime(s) being investigated
 - Safety Hazards or cautions
 - General or anticipated areas of where the surveillance may lead
 - Any specialized surveillance equipment that will be utilized
 2. Operations Briefing: Prior to conducting planned surveillance operations, the case officer will conduct an operations briefing that includes all involved law enforcement personnel.
 3. Communications: When practical it will be the responsibility of the case officer to notify local jurisdictions and HIDTA of surveillance operations that are being conducted outside the City of Lakewood. The case officer is responsible for coordinating all communication prior to and during the surveillance operation. It will be the responsibility of the case officer to release any secured radio frequency at the completion of the surveillance operation and to make certain all law enforcement members are accounted for and notified of the operations completion.

- B. Raid Operations: Lakewood SRT should be utilized to conduct all raids or execute search warrants when a significant threat has been determined to exist, as determined through the use of the Threat Matrix. Recognizing that SRT has established practices and procedures for conducting raids, the following practices are to be utilized by members of the Lakewood Police Department in operations where SRT is not utilized.
1. Staffing: In determining the number of members that will be utilized to conduct a raid in a safe and effective manner, the following will be considered:
 - The number of suspected targets.
 - The locations of where the raid is to be conducted.
 - The nature of the crime(s) being investigated.
 - The history of the targets.
 - The size and or complexity of the structure being raided.
 2. Operations Plan: A threat assessment and an operations plan will be completed by the case officer and reviewed by the Special Operations Sergeant or designee prior to execution of the plan.
 - a. Plan Content: The written operations plan will include the below listed information.
 - Operation objectives.
 - Target(s)
 - Nature of the crime(s) being investigated.
 - Safety Hazards or cautions.
 - Specific location(s) of where the raid is to take place.
 - All of the law enforcement members involved in the operation including their radio call numbers, cell phone numbers, pager numbers and vehicle descriptions.
 - The appropriate radio frequency that will be utilized.
 - Any specialized equipment that will be utilized.
 - Any search warrants that the raid will be conducted under.
 - Specific assignments of each involved member.
 3. Operations Briefing: Prior to conducting any raid operation a briefing will be conducted. Only those members attending the briefing will participate in the raid. The Special Operations Sergeant and/or designee will attend all raid briefings and be at the scene of all raids.
 4. Communications: The Special Operations Sergeant or designee is responsible for coordinating all communication prior to and during the operation. It will be the responsibility of the Special Operations Sergeant or designee to release any secured radio frequency at the completion of the operation and to make certain all law enforcement members are accounted for and notified of the operations completion.
 5. Additional Requirements: Plainclothes members will be required to wear their protective vests, and visible "police" insignia to easily identify themselves as police officers. .

6. Debriefing: A debriefing will follow all operations. The case officer will meet with each member who participated in the operation, in order to determine the member's actions and if that member will be required to submit a written report related to the investigation.
- C. Decoy Operations: Members will obtain prior approval of the Special Operations Sergeant or designee when planning a decoy operation. The case officer responsible for organizing the decoy operation will prepare a written plan.
1. Operations Plan: The written operations plan will include the below listed information when applicable.
 - Operation objectives
 - Target(s)
 - Nature of the crime(s) being investigated
 - Safety Hazards or cautions
 - Specific location(s) of where the Decoy Operation is to take place
 - All of the law enforcement members involved in the Operation including their radio call numbers, cell phone numbers, pager numbers and vehicle descriptions.
 - The appropriate radio frequency that will be utilized.
 - Any specialized equipment that will be utilized.
 - The decoy member(s) involved, what he/she will be wearing, and the vehicle he/she will be driving
 - The specific area the decoy will be operating at as well as designated arrest locations.
 - Pre-determined arrest signals to be utilized by the decoy.
 2. Operations Briefing: Prior to conducting any decoy operation, a briefing will be conducted by the Case Officer/Detective or designee. All members involved in the operation are required to attend the briefing. Members that do not attend the briefing will not be allowed to participate in the operation.
 3. Surveillance Teams: Surveillance units will not normally participate in arrests of targets.
 4. Arrest Teams: Arrest team members not in uniform and in unmarked vehicles will wear police raid jackets, badges, and protective vests. Arrest teams may take a secondary role as surveillance teams.
 5. Decoys: Only sworn officers will be selected and selection will be based on the type of operation being conducted. At times the agency may utilize members from other jurisdictions to act as decoys. All decoys will be required to attend a briefing conducted by the case officer/detective and supervised by the Special Operations Sergeant prior to being involved in any decoy operation. This briefing will include the below listed information:
 - Undercover surveillance of decoys will be maintained at all times
 - At no time will a decoy operate outside the designated area
 - At no time will a decoy enter into a target(s) vehicle
 - Decoys will maintain visual contact with the surveillance vehicle
 - Decoys will not place themselves in situations that would restrict visual observations by the surveillance team
 - Decoys will not lean into open vehicle windows or place themselves close enough to a vehicle that would allow them to be pulled into the vehicle by a target
 6. Debriefing: A debriefing will follow all operations. The case detective will meet with each member who participated in the operation, in order to determine the member's actions and if that member will be required to submit a written report related to the investigation.

- D. Under Cover Operations: Only those department members that have successfully completed the WSCJTC Undercover Operations Course #8011, or similar course, will be allowed to operate in an undercover capacity. Any member conducting an undercover operation whereas the criteria legally meets the one party consent laws pursuant to RCW 9.73, should consider the use of an electronic listening/recording device. If it is determined by the undercover member that the use of the listening/recording device would create a substantial risk to the safety of the undercover member, the device will not be utilized. Each situation will be evaluated to determine the level of risk involved with the use of such device. Members will obtain approval of the Special Operations Sergeant or designee prior to conducting an undercover operation. The case detective is responsible for completing the operations plan and obtaining supervisory approval for the operation.
1. Operations Plan: The written operations plan will include the below listed information when applicable.
 - Operation objectives.
 - Target(s).
 - Nature of the crime(s) being investigated.
 - Safety Hazards or cautions.
 - Specific location(s) of where the Undercover Operation is to take place.
 - All of the law enforcement members involved in the Operation including their radio call numbers, cell phone numbers, pager numbers and vehicle descriptions.
 - The appropriate radio frequency that will be utilized.
 - Any specialized equipment that will be utilized.
 - The undercover member involved, what he/she will be wearing, and the vehicle he/she will be driving.
 - If the undercover officer is armed or wearing a ballistic vest.
 2. Operations Briefing: Prior to conducting any undercover operation, members will conduct an operations briefing that includes the review of the operations plan. All participants of an undercover operation including the undercover member will be required to attend the operations briefing prior to participating in any undercover operation.
 3. Communications: It will be the responsibility of the case officer/detective to notify local jurisdictions of undercover operations that are being conducted outside the City of Lakewood. The case officer/detective is responsible for coordinating all communication prior to and during the undercover operation. It will be the responsibility of the case detective to release any secured radio frequency at the completion of the operation and to make certain all law enforcement members are accounted for and notified of the operations completion.
 4. Debriefing: A debriefing will follow all undercover operations. The case officer/detective will meet with each member who participated in the operation in order to determine the member's actions and if that member will be required to submit a written report related to the investigation.