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POLICY/PROCEDURE NUMBER: 10-S.O.-023

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SUBJECT: INVESTIGATION OF VICE, DRUGS, AND ORGANIZED CRIME

EFFECTIVE DATE: March 21, 2022

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IACLEA STANDARDS: 12.2.2, 13.2.1, 13.2.5

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Alfredo B. Fernandez, Chief of Police

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## I. PURPOSE

To define the investigative responsibilities and procedures for handling vice, narcotics and organized crime cases and criminal intelligence. This includes conducting or participating in surveillance operations, covert details, and high-risk warrant service execution.

## II. POLICY

It is the policy of the 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 investigation and enforcement of the distribution/sale of illegal or controlled substances.
- C. Organized Crime: 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. 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 citizens' 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 the Department concerning organized crime, gang, vice or narcotics activity, officers will complete a RIMS report detailing the information received and forward a copy to the appropriate Investigations Unit Supervisor, Commander, and Deputy Chief.
- 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 in a crime/incident report, 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.

Those incidents recorded in a standard RIMS report will be tracked using the original RIMS case/report number.

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 in the applicable case file.
- b. Information received from other jurisdictions will be forwarded directly to the Investigations Unit and handled as outlined in 2(a) 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. The Investigations Sergeant will maintain a secure file on all information received in relation to vice, gang, organized crime and narcotics complaints.

2. This file will include reports 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 case number, but the file on the ongoing 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, Command Staff, and Chief of Police.
  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. The Deputy Chief will advise the Chief of Police of any information that is received on vice, drug, organized crime and gang activities, and will personally provide timely updates on any ongoing investigations.
  2. He/she will make a record of the dissemination of information to the Chief of Police or to any person/agency in memo format and include the documentation within the case file.
  3. Information provided to the Chief of Police shall be oral, unless otherwise directed by the Chief of Police. Written communications on sensitive matters of this nature shall be limited.
- D. Information gathering, covert activities, and the authorization, distribution, and use of information gathering techniques, surveillance, and covert equipment.
1. Personnel Resources
    - a. This Department will on occasion conduct covert information gathering 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 department resources, the Chief of Police will be advised and a request will be made of her/him to authorize a formal mutual aid request be made of an appropriate law-enforcement agency that possesses the needed resources for intervention.
    - c. The Chief of Police will evaluate the case and investigation, and should an approval be given in requesting mutual aid, she/he will advise which agencies shall be contacted and designate an investigator to serve as a liaison with the mutual-aid agency.

## 2. Equipment

- a. The Department has limited specialized equipment for information gathering, surveillance, and covert operations.
  - b. The Investigations Unit shall control the deployment of all specialized information gathering, surveillance, and covert operational equipment.
  - c. The Chief of Police shall be the authorizing authority for use of specialized surveillance and covert equipment, which includes:
    - 1) cameras, video, and audio 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 documented by the deploying investigator and maintained in the case file 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 investigators and officers trained/familiarized in the use and deployment of specialized/covert equipment may use it.
  - f. The Investigations Sergeant is responsible for maintaining all surveillance, covert, and specialized equipment in a condition of operational readiness. Said equipment is stored within room 225C of the Investigations Unit.
- E. Procedures for conducting or participating in information gathering, surveillance, covert, decoy, and high risk warrant service execution (i.e., raid) operations as approved by the Chief of Police.
1. On occasion, department investigators and/or officers may be assigned to work with outside agencies in covert, decoy, or intelligence operations.
    - a. Investigators/officers assigned in this status will be under the supervision of the commander of the unit in which they are assigned.
    - b. These investigators/officers will maintain contact with the Department as arranged at the time of the assignment, to provide updates on their status and that of the case.
  2. Operational Plans. If the Department does become involved in an in-depth organized crime, vice, or narcotics investigation, to include surveillance operations, covert details, or high-risk warrant service execution, a written operational plan will be completed by a police supervisor or member of the

Command Staff as assigned/approved by the Chief of Police. The plan will include:

- a. Authority and issuance of command structure.
  - b. All written police reports and intelligence information;
  - c. Suspect(s) list including name, description, vehicle description, place of residence, known associates, criminal history and recent photographs;
  - d. 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
  - e. A detailed accounting of the planned action(s) to include all applicable information described within section IV.E.3 of this policy cited below.
3. Prior to execution of any investigation, covert, decoy or raid operations, the commander or supervisor in charge of the detail will plan for all the following that are applicable, and brief all persons involved with the investigation:
- a. Authority and lines of command and supervision, designating a single person as supervisor and coordinator;
  - b. Analyzing the crime(s), victims, suspect and others involved;
  - c. Determining legal ramifications;
  - d. Familiarizing officers with the objectives of the operation, the target area and surrounding area;
  - e. Determining operational procedures for observation, arrests, surveillance and high-risk situations;
  - f. Supplying officers with needed equipment;
  - g. Establishing routes of approach and alternate routes;
  - h. Establishing routine and emergency communication protocols, providing an operational communications plan for officer safety and efficient operations;
  - i. Providing relief, backup security and perimeter protection;
  - j. Providing for false identification documents, disguises and necessary credentials;
  - k. Maintaining confidentiality and cover;
  - l. Establishing authorization for the detail and use-of-force measures;
  - 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 that 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, the Investigations Unit Commander 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. The Investigations Unit Commander when presented with criminal intelligence information shall:
    - 1) Review the information with the Deputy Chief and Chief of Police as to the impact of the data collected on the University community and/or that which may have a negative impact 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 citizens' 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 the Investigations Sergeant upon approval of the Chief of Police.
  - c. Purged information shall be shredded.
4. Procedures for the use of intelligence personnel and techniques.
- a. The guidelines for the use of intelligence personnel and techniques shall be as outlined in Paragraphs D and E of this order: Information gathering, surveillance, and covert activities and the authorization, distribution, and use of surveillance and covert equipment; Procedures for conducting information gathering, surveillance, covert, decoy, and raid operations.

- b. All activities of this nature will be coordinated by the Investigations Unit Commander and approved by the Chief of Police.
5. For further details on legal and integrity matters involving vice, narcotics, and organized crime investigatory operations, see the State Attorney General's California Department of Justice Criminal Intelligence Systems: A California Perspective report on the department's police server "P:\Data\Forms."
- G. Documentation regarding all operational and administrative components of this policy will be gathered and/or written in an after-action report by the Investigations Sergeant or supervising officer at the conclusion of the investigative operation. The Investigations Unit Commander will provide command oversight of the documentation process throughout the operation and approve the final report prior to its submission to the Chief of Police.
  - H. 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, 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.
  - H. If the Chief of Police deems it necessary to acquire funding to support a vice, drug or organized-crime control function, she/he will request mutual aid as the Department does not have confidential fund accounts to support such operations.