

DALTON POLICE DEPARTMENT

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Subject Surveillance and Undercover Procedures			
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I. Policy

It is the policy of the Dalton Police Department to utilize surveillance and undercover operations to detect and deter criminal activity while ensuring the safety of both civilians and Officers and protecting the Constitutional rights of all persons involved.

II. Operations Plans

Surveillance or undercover operations, which meet the following criteria, shall require an operations plan:

- A. “Buy / Bust” operations where, once a purchase is made, an arrest will be attempted immediately.
- B. Any operation where an Officer of the Dalton Police Department or an undercover Officer from another agency is directly involved in the transaction.
- C. An operation with a known violent offender or known armed offenders or where current information suggests an elevated risk to Officers.
- D. Any operation where an illegal substance or item is purchased in an amount that requires authorization from the Chief of Police or his / her designee.
- E. Any surveillance operation where the intent is to affect an arrest during the operation.

III. Surveillance Operations

- A. Preparation
 - 1. A detailed plan of the surveillance target is a critical beginning to every successful surveillance or stakeout operation.
 - 2. A Supervisor shall be designated as in charge of the operation and shall ensure the planning function is completed prior to the operation.

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3. Advanced intelligence gathering shall be the first step in the plan. This is achieved through interviews of informants, concerned citizens, other law enforcement personnel, and personal observations.
4. The initial intelligence survey shall include the following:
 - a. A ride-by observation of the target
 - b. A determination of manpower, equipment, and logistical needs
 - c. Preparation of a safety statement (i.e. knowledge of weapons or possible threats to officer safety)

B. Deployment

1. The surveillance team will normally consist of inside and outside teams. In case of vehicular surveillance, it may consist of numerous one or two member teams.
2. The Supervisor shall be responsible for the exchange of information between teams, and in the event of an arrest, he / she shall coordinate the effective arrest of the suspect while ensuring safety guidelines are met.
3. In the event one of the teams is detected, the Supervisor shall take the necessary steps to replace this team with another.
4. The surveillance teams are designated to enforcement actions only with the tactical plan and shall not be called off to enforce less serious infractions of the law. Such infractions shall be handled by an Officer not assigned to the team.
5. All weapons shall be maintained in a ready condition at all times during the surveillance operation, and policy GO88-5.1, Use of Force, shall be adhered to at all times.
6. Uniformed Officers and back-ups shall be summoned as soon as possible following the crime and arrest. All plain-clothes Officers shall be easily identifiable as law enforcement to the back-ups or other responding Officers.

IV. Undercover Operations

- A. All subjects that are a target of the undercover operation shall be identified prior to the operation. This identification may include criminal histories, known associates, weapons proficiencies, and any other available background information.
- B. The neighborhood or target area of the operation shall be surveyed prior to the operation to determine and identify hazardous and potentially dangerous areas as well as locations of surveillance points.

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- C. A review of the information on the target(s) and locations shall be conducted to determine manpower and equipment needs for the location.
- D. A briefing shall be conducted prior to the operation with all participating personnel to familiarize everyone with the objective, location, and targets of the operation.
- E. Personnel involved in the operation shall be provided the necessary equipment to conduct the operation.
- F. Provisions for routine and emergency communications shall be established, and, if possible, audio transmitters should be used.
- G. Depending on the purpose of the undercover operation, arrests shall be made only when all requirements to substantiate a legal arrest have been met. The decision to arrest may depend on the purposes of the undercover operation as well as the strategic impact the arrest may have upon the overall investigation.
- H. In order to ensure a safe and successful outcome, no arrest shall be made or attempted without sufficient manpower and / or equipment.
- I. Officers involved in undercover operations shall be closely monitored by a Supervisor.

V. **Decoy Operations**

- A. Prior to any decoy operation, a review of the crime and crime locations shall be conducted to determine the modus operandi of the target(s). The review shall be used to determine manpower and equipment needs for the operation. A determination shall be made on the appropriate number of backup Officers for security and protection.
- B. Procedures for each operation shall be developed based on contributing factors. Other measures include:
 - 1. Provisions for routine and emergency communications shall be established.
 - 2. A briefing shall be conducted prior to the operation with all participating personnel for familiarization with the objective, location, personnel, arrest signals, and any other significant factor relating to the operation.
 - 3. Notification of the Watch Commander shall be made to ensure patrol units are aware of the location of the operation.
- C. Officers involved in decoy operations shall be closely monitored by a Supervisor.

VI. **Specialized Equipment**

- A. The Department has access to portable electronic equipment that may be required to carry out surveillance, undercover, and / or decoy operations. Any devices used for covert electronic recording / monitoring shall be used in accordance with policy

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GO03-7.8, Covert Electronic Recording and Monitoring. Other types of equipment may include night vision and thermal imaging devices.

- B. Approval for the use of any specialized equipment shall be requested from a Supervisor prior to use.
- C. The approving Supervisor shall ensure that the requesting Officer uses the device in accordance with Departmental policy and the manufacturer's recommended procedures.
- D. The Criminal Investigations Division Commander or his / her designee shall maintain a log and inventory of all Departmental specialized equipment maintained in the Criminal Investigations Division. The Patrol Division Commander or his / her designee shall maintain a log and inventory of all Departmental specialized equipment maintained in the Patrol Division.

VII. **Reporting**

Details of surveillance, undercover, and decoy operations shall be documented in incident or supplemental reports by participating personnel upon completion of the operations.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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