

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *SPECIAL OPERATIONS*

**Procedure:** 4.414

**Date Issued:**

**Revised:**

**PURPOSE:**

To outline the Department's response to special and covert operations.

VIP protection;  
disaster;  
civil disorder;  
civil defense emergencies;

**POLICY:**

The Police Department will employ measures to resolve special operations incidents and events that are reasonable, effective, and consistent with the Department's resources and mission.

Special operations that will be handled by an outside agency are:

**DEFINITION:**

A special operation is any occurrence requiring police intervention that places demands on department personnel and support resources beyond normal operational requirements.

bomb disposal; and,

**PROCEDURE:**

***SPECIAL OPERATIONS***

1. Officers will respond immediately to any incident requiring an emergency call for police service. Most special operations incidents are handled by the Department until the severity of the situation is assessed, the immediate threat is minimized and the resolution requirements are defined.

3. Special operations that require an immediate response will be handled by the patrol shift on duty at the time. The on duty Supervisor will be responsible for coordinating the response, the initial assessment of the incident, and notifying the appropriate personnel.

2. After the incident has been assessed the special operation may be resolved either by the Department, by the Department with the assistance of another agency, or by an outside agency entirely.

4. All requests for assistance from the Criminal Investigations Division for deployment in special operations to supplement other department components must be approved by the Criminal Investigations Unit supervisor, a Staff Officer, or the Chief of Police. Requests for assistance in stakeouts, saturation patrols, or other operations should be documented with an explanation of the special operation to be addressed.

Special operations the Department is prepared to handle by itself are:

emergency response team  
bomb threats;  
undercover surveillance/stakeouts;  
and  
coverage of special events.

5. Special operations that do not require an immediate response are delegated by the Chief of Police to the appropriate officer(s) or department component for necessary action.

Special operations the Department will normally handle with the assistance of another agency are:

6. Patrol Supervisors may utilize Criminal Investigations Officers when the patrol shift cannot adequately handle an

emergency special operation, event or incident.

7. Once an operation is undertaken, it will be the responsibility of the supervisor in charge of the operation to coordinate all functions and components of the operation and maintain cooperation between them.

**COVERT OPERATIONS**

1. When deemed appropriate, the Department will conduct covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in criminal activities.

2. Covert operations may include undercover or surveillance activities designed to infiltrate and establish associations with those individuals suspected of criminal operations.

3. Covert operations will be coordinated and supervised by the Criminal Investigations Division supervisor and operated in a legitimate manner seeking advice from the Prosecutors office when appropriate.

4. The Chief of Police will approve all undercover operations.

5. The Criminal Investigations Division supervisor will brief the on-duty Supervisor, if appropriate, concerning the operation before its initiation. Patrol units should be advised to be available for backup assistance, or to stay clear of the area, depending on the situation and circumstances.

**UNDERCOVER OPERATIONS**

1. The Criminal Investigations Division supervisor will be responsible for addressing the following concerns before initiating an undercover operation:

identification and analysis of the suspect(s);

provisions for initiating contact with the suspects;

a full analysis of the neighborhood surrounding the area;

establishing false identities, if applicable, for the officer(s) assigned to the undercover position;

maintaining confidentiality of officer's false ID;

providing the necessary expense funds;

procuring necessary equipment;

establish routine and emergency communications between the undercover officer and surveillance officers;

determine the legal considerations of the operations and seek advice from the Prosecutor, if necessary.

develop the overall plan for the operation, including the guidelines for arresting the suspect(s);

ensure that adequate backup police personnel are available for the safety of the undercover officer; and,

ensure that close supervision is provided throughout the operation.

2. Vehicles and equipment needed for a surveillance will be determined by the Criminal Investigations Division supervisor. If the vehicles currently provided by the department cannot be used, arrangements will be made with the appropriate federal, state, or county agency.

3. The Chief of Police must approve any request to contact another agency for use of surveillance vehicles or equipment.

**SURVEILLANCE/STAKEOUT**

1. The Criminal Investigations Division supervisor will establish the plan of operation before initiating a surveillance/stakeout. The plan will consider the following:

analyze all available intelligence information pertaining to the crime and subject of the surveillance;

identify and analyze offenders and their habits, associates, vehicles,

methods of operation, and any and all pertinent information;

familiarize assigned officers with targeted areas for surveillance;

establish operational procedures, for observation, tails, and effecting the arrest;

provide expense funds, as needed (tolls, meals, etc.);

establish the primary and secondary means of communication;

ensure close supervision;

provide adequate relief; and,

determine any legal ramifications and contact the Prosecutors Office for advice.

**DECOY OPERATIONS**

1. Decoy operations must have prior approval of the Chief of Police.

2. The Criminal Investigations Unit supervisor must be on the scene to provide for close supervision of the operation.

3. The Criminal Investigations Unit supervisor is responsible for addressing the following concerns prior to initiating any decoy operation:

an analysis of victims profiles, crime M.O., location, day and time;

provide appropriate disguises for participating officers, if required;

provisions for sufficient back up for safety;

develop an operational plan consistent with the activity, determining points of observations, and the method of arrest;

identify potential legal problems of the operation and seek advice from the Prosecutors Office;

establish the communications channel(s) or other appropriate

communications method, especially emergency communications for fast response by back up officers;

identify all personnel involved in the operation and assign call numbers or false identification, if required;

inform all on duty patrol personnel of the operation; and

ensure close supervision is provided throughout the operation.

**CONDUCTING RAIDS**

1. Raids should only be conducted pursuant to a warrant, but may be conducted without a warrant upon necessity and with legally and judicially sufficient cause. A raid will only be initiated with the approval of a Staff Officer.

2. Before conducting any raid the following provisions will be met:

obtain authorization from the Chief of Police;

a supervisor will be designated as raid coordinator;

establish strategies and tactics for approaching, entering, securing, and leaving the target;

determine the evidence and/or contraband which will be the object of the search and subsequent seizure;

select and secure any specialized equipment needed to carry out the raid, (battering ram, sledge hammer, etc.);

select and establish communication with specialized support units; arranging for the arrest and processing of suspect(s);

determine the level of resistance expected and the level of force required to overcome the resistance;

provide for the completion of all required reports necessary to properly document the incident.