

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *ORGANIZED CRIME & VICE CONTROL* **Procedure: 4.501**

**Date Issued:**

**Revised:**

### **PURPOSE:**

To outline the Department's efforts in coordinating and overseeing vice control and organized crime enforcement functions.

To establish an organized crime and vice component within the Department's Criminal Investigations Unit.

### **POLICY:**

It is the policy of the Police Department to make every effort to suppress vice, and organized crime operations within the community. The Police Department is committed to the suppression of organized crime and vice activities. It will be the responsibility of every member of the Department to take an active role in the identification, apprehension, and prosecution of individuals involved in organized crime or vice offenses.

### **PROCEDURE:**

#### ***ORGANIZED CRIME ADMINISTRATION***

1. The Criminal Investigations Division supervisor will have the primary responsibility for the organization, direction and control of the Department's organized crime and vice control function. A primary responsibility of this unit is to identify and investigate the following activities:

- Illegal gambling
- Prostitution and pornography
- Illegal sale and distribution of tobacco and liquor
- Illegal fencing and/or theft ring operations
- Loan sharking
- Corruption
- Labor racketeering
- Drugs/Narcotics

2. The Criminal Investigations Division supervisor is responsible for establishing

and maintaining procedures for the communication, coordination and cooperation with other Department functions and components. The following procedures will be followed:

The Criminal Investigations Division supervisor will brief the Division Commanders and the Chief of Police on ongoing investigations or significant intelligence information. Supervisors from the patrol units will be advised of operations on a need to know basis.

Intelligence information will be released to affected units to inform and assist in those operations where joint efforts are required.

During joint efforts the Criminal Investigations supervisor will assume responsibility and direction of the operation. Requests for personnel from the other components will be addressed to the Chief of Police for approval.

The Criminal Investigations Division supervisor is responsible for coordination between the Department and other law enforcement agencies whenever a joint operation is planned and implemented. A liaison will be established between the Criminal Investigations Division supervisor and other criminal justice agencies involved in organized crime and vice control activities. These include, but are not limited to the following:

- Federal Bureau of Investigation
- Drug Enforcement Administration
- Other Law Enforcement agencies

U. S. Customs  
Internal Revenue Service

3. The Criminal Investigations Division supervisor will ensure that all aspects of the investigation into organized crime and vice control operations conform to legal requirements. A special liaison will be established with the County Prosecutors, Office of Special Prosecutions to assist in preparing sensitive cases. Assistance from the United States Attorney General's Office should also be sought, as appropriate, before and during such operations. The Criminal Investigations Unit supervisor will ensure that communication levels are maintained, efforts coordinated, and full cooperation established and maintained between those special units and the Department.

**ORGANIZED CRIME AND VICE COMPLAINT**

1. The Department is committed to investigating organized crime and vice complaints. Each complaint received will be logged in using the Department's complaint report numbering system.

2. When a complaint is received, a patrol officer, if appropriate, will be dispatched to conduct a thorough preliminary investigation, and to document all factual and relevant information. If immediate action is required the officer will contact his Supervisor who will contact the Criminal Investigations Division supervisor. If immediate follow up is not required the report will be forwarded to the Criminal Investigations Division for review and follow up.

3. Officers will use the General case report form when documenting organized crime and vice complaints. Completed reports, once approved by the officer's supervisor and a Staff Officer, will be forwarded to the Records Unit. Original offense reports will be maintained in the Records Unit. The Criminal Investigations Division supervisor will assign organized crime and vice complaints to a Detective for follow up investigation.

4. The Criminal Investigations Division supervisor will review the complaint and

preliminary investigation and determine the need and extent of follow-up investigation required.

5. Investigations of organized crime and vice complaints will often require considerable expenditures of time, money and effort. Therefore, it is imperative that complaints be evaluated as to their accuracy and credibility. Efforts will be made to determine the scope and relative importance of the complaint. To aid in determining the scope of effort to be used in the investigation of organized crime and vice complaints the following criteria will be considered:

- the validity of the information;
- the criminal nature of the problem;
- the significance of the problem;
- the sufficiency of investigative leads;
- the investigative techniques that can be utilized;
- resources available to investigate the complaint;
- the extent of any operational problems; and
- what law enforcement agency should have primary investigative responsibility.

6. Personnel assigned to follow-up an organized crime or vice case will conduct a thorough investigation and attempt to substantiate the reported information. Once substantiated the investigator will notify the Criminal Investigations Division supervisor.

7. The supervisor will determine the scope of the investigation, method, and whether it will be handled solely by Department personnel or if the need exists to seek assistance from an outside law enforcement agency specializing in the type of investigation identified. Investigative techniques and

methods will be determined by the nature and extent of the criminal activity.

Criminal Investigations Division supervisor

Contact officer of the informant

7. All documents, files, notes, and reports completed by the officer will be forwarded to the Criminal Investigations Unit supervisor for review and approval.

Investigators conducting parallel investigations

**ORGANIZED CRIME AND VICE FILES**

**ORGANIZED CRIME & VICE CONTROL FUNDS**

1. The Criminal Investigations Division supervisor will maintain a separate record and filing system of active vice and organized crime investigations from the central records system. These files will be stored in a secure location with access limited to individuals approved by the Chief of Police.

1. The Department maintains a special fund to support operational efforts in the area of organized crime and vice investigations. Funds are designated for buying contraband as evidence, surveillance expenses and other related activities. The Criminal Investigations Division supervisor is responsible for the maintenance and accountability of this fund.

2. Files will be maintained by the Criminal Investigations Unit supervisor that record information conveyed to and received from outside agencies about vice and organized crime control. A copy of requests for information will also be maintained in the file.

2. Fiscal and procedural management of this fund will include the following:  
authorization of one person as responsible for the system;

submission of request for funds prior to payment;

3. Informants used for organized crime and vice activities will be secured in a separate file maintained by the Criminal Investigations Unit supervisor. The file on each informant will include:

submission of receipt after payment to include: the amount and purpose of payment; officer's name; information or material purchased; subsequent law enforcement action, if any; date; case number;

biographical and background information;

approval by the Chief of Police on all expenditures; and

criminal history record;

payments made to informants;

information received from informants;

**COVERT OPERATIONS**

informant's involvement in operations;

1. The Department has sufficient capacity to conduct limited covert operations for the control of vice and organized crime violations. 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 organized crime and vice activities.

code name or number of each informant; and

secured, restricted and controlled access.

4. Access to these files is limited to the following personnel:

Chief of Police and Command Staff

2. The Chief of Police must authorize the use of surveillance and undercover equipment. Once approved, the Criminal Investigations Division supervisor will arrange the procurement and distribution of

the equipment. Only equipment authorized by the supervisor will be used during surveillance and undercover operations.

3. Covert operations may include decoy, undercover, and surveillance activities designed to investigate complaints and determine the extent and degree of criminal activity.

4. Covert operations will be coordinated and supervised by the Criminal Investigations Division supervisor, and will operate legitimately. Advice from the Prosecutors Office will be sought, where appropriate.

**ORGANIZED CRIME AND VICE SURVEILLANCE**

1. A surveillance for an organized crime or vice activity will not be initiated unless there is a justifiable suspicion to support the decision. Surveillance operations, for the purpose of this procedure, means the planned, long term observation of people or locations believed to be involved in criminal activity.

2. Prior to initiating a surveillance operation, the Criminal Investigations Division supervisor will:

- obtain approval from a Staff Officer
- analyze all available intelligence information pertaining to the operation, (crime and victim analysis);
- identify and analyze probable 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 for surveillance teams;
- establish a means of communication;

select needed and specialized equipment and vehicles;

provide adequate relief for surveillance team; and,

contact the Prosecutors Office for any legal advice.

**ORGANIZED CRIME AND VICE OPERATION RAIDS**

1. All raids conducted on organized crime or vice targets should be conducted pursuant to a warrant, but may be conducted without a warrant upon necessity and with legally and judicially sufficient probable cause. A raid will only be initiated with the approval of the Chief of Police, or in his absence, a Staff Officer. Before conducting any raid, the following provisions will be met:

- obtain authorization from the Chief of Police or his designee
- coordinate strategy with Emergency Response Team Supervisor
- 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,
- select and establish communication needs for main and alternate radio frequencies, and provide radios to assisting personnel;
- arranging for assistance from specialized support units
- arranging for the actual arrest and processing of suspects;
- determine the level of resistance expected and the level of force required to overcome the resistance;
- arrange for standby medical assistance; and,

provide for proper incident documentation on the appropriate report forms.