

Organized Crime, Vice and Narcotics

1138.1 PURPOSE AND SCOPE

The purpose of this policy is to identify, analyze, disseminate, and effectively use information to pursue illegal activities within the jurisdiction of the UMBPD.

1138.2 POLICY

It shall be the policy of the University of Maryland, Baltimore Police Department (UMBPD) that all members will adhere to the guidelines for dealing with organized crime information as identified in this directive.

1138.2.1 DEFINITIONS

Informant - The term informant is defined as any non-law enforcement person who, by reason of their familiarity or close association with criminals, supplies regular or constant information about criminal activities to a police officer.

Confidential Informant - An informant who provides confidential information and does not wish to be known as the source of the information is considered as a "Confidential Informant".

Read-Out - The Read-Out refers to information made available for all personnel during Roll Call. Information on serious crimes, crime trends, faulty alarms, traffic problems, and administrative issues are examples of information made available for the daily Read-Out.

1138.3 BACKGROUND

The UMBPD shall make every effort to suppress and control organized crime, vice, and narcotics activities. To that end, it shall be the responsibility of sworn members of the organization to enforce laws related to organized crime, vice and narcotics violations. UMBPD sworn members shall handle inquiries and complete initial police reports and follow-up investigations as necessary.

1138.4 ORGANIZED CRIME CONTROL

1138.4.1 RESPONSIBILITIES

- (a) The UMBPD organized crime, vice, and narcotics function is administered by the Deputy Chief of Police or authorized designee. The Deputy Chief of Police or authorized designee is responsible for coordinating and overseeing organized crime control and enforcement. The Investigations Divisions Supervisor (ID Lieutenant) or designee will also maintain a record of information conveyed to and received from UMBPD personnel, private citizens, and outside agencies. The primary objective of this function being the ability to identify, analyze, disseminate, and effectively utilize information related to organized crime, vice, and narcotics within the jurisdiction of the University.
- (b) The Investigations Division will be the primary investigators and will use funds provided by the Deputy Chief of Police for this purpose. The UMBPD will also coordinate with

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the Baltimore Police Department and coordinate the use of any specialized equipment as needed.

1138.4.2 RESPONSIBILITIES OF POLICE OFFICERS

- (a) Police officers may receive information on, or complaints regarding organized crime, vice, or matters of police intelligence that demand a police investigation. Crimes that may lend themselves to organized crime may include:
 - 1. Corruption, extortion, bribery;
 - 2. Illegal sale and distribution of liquor, tobacco, firearms, or controlled substances;
 - 3. Prostitution and pornography;
 - 4. Gambling;
 - 5. Theft/possession and sale of stolen goods;
 - 6. Loan sharking or labor racketeering; and
 - 7. Terrorism, subversive activities, and civil disorders.
- (b) Police Officers receiving such information, or taking a citizen complaint in reference to such activity will prepare an Incident Report which should include at minimum, the following information:
 - 1. The type of illegal activity, location, names, and addresses of suspects involved and information concerning the activities which may be a threat to the University community.
 - 2. The name, address, and telephone number of the reporting person unless anonymity is requested.
- (c) All information shall be forwarded to the Investigations Division Supervisor Commander to determine whether the reported information:
 - 1. Relates to an ongoing investigation (if so, ensure the new information is incorporated);
 - 2. Is new information of significant worth requiring a preliminary investigation;
 - 3. Is new information of significant worth which should be disseminated and/or coordinated with other investigative agencies or
 - 4. Is new information, but does not warrant investigative efforts unless additional information is developed.
- (d) The reporting officer receiving the initial complaint will not immediately conduct a preliminary or follow-up investigation but will personally contact the Shift Supervisor in reference to the reported information. The Shift Supervisor will notify the Shift Commander (Patrol Lieutenant) who will notify the Operations Commander.

1138.4.3 INVESTIGATION DIVISION RESPONSIBILITIES

- (a) The criminal investigator responsible for follow-up investigations will report all organized crime, narcotics, and vice complaints to the Investigations Division

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Supervisor, who will notify the Deputy Chief of Police through the chain of command to keep him/her informed of the progress of the investigation.

- (b) All information will be reviewed with the Investigations Division Supervisor to determine if the complaint is within the jurisdiction of the UMBPD. If the complaint is within the jurisdiction of the UMBPD, the Investigations Division Supervisor and the assigned criminal investigator will determine the extent of resources to be committed to the investigation using the following guidelines:
 - 1. Validity of original intelligence information;
 - 2. Criminal nature of the problem;
 - 3. Importance of the problem;
 - 4. Existing lead information;
 - 5. Proper investigative techniques;
 - 6. Suitability of the department's resources to conduct the investigation; and
 - 7. Existence of possible operational problems.
- (c) If an investigation has begun, the assigned investigator will submit follow-up reports to the Investigation Division Supervisor every seven days, as in any other follow-up investigation.
- (d) The Investigations Division Supervisor or designee will ensure the security and confidentiality of all organized crime, vice, and narcotics intelligence, informants, investigations, and files.
- (e) The a Investigations Division Supervisor will coordinate with the Operations and Support Services Commanders to ensure that the department utilizes all its resources to bear on vice, narcotics, and organized crime problems. This may be done orally or in writing as the situation warrants. The assigned investigator will relay information to the patrol section by attending Roll-Call or posting a notice on the "Read-Out".
- (f) If it is determined that the investigation will go outside of the jurisdiction of the UMBPD, all information pertaining to the investigation will be forwarded to the appropriate jurisdiction. However, the identity of informants will be kept confidential.

1138.5 RECEIVING COMPLAINTS AND MAINTAINING RECORDS

1138.5.1 RECEIVING/PROCESSING COMPLAINTS

- (a) Each complaint received will be submitted on an Incident Report to the Investigations Division Supervisor for preliminary investigation based on the following criteria:
 - 1. Perceived accuracy and validity of the information;
 - 2. Nature of criminal activity;
 - 3. Scope and relative importance of the problem;
 - 4. Quantity of information and leads available;
 - 5. Investigative techniques necessary;

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6. Department resources available; and
 7. Operational problems.
- (b) Criminal investigators, with the concurrence of the Investigations Division Supervisor, will conduct investigations on all reports involving narcotics, surveillance, vice and organized crime. A report (i.e., Incident Report, memorandum, etc.) shall be submitted upon the completion of the operation.

1138.5.2 RECORDS REQUIRED

- (a) All narcotics, vice and organized crime complaints received will be recorded and entered into the CAD System. The Investigations Division Supervisor will maintain a record of all narcotics, vice and organized crime complaints received by the UMBPD.
- (b) The Investigations Division Supervisor will maintain a separate file in which current intelligence information and active case files pertaining to narcotics, vice, organized crime and intelligence activities are maintained separate from the central records system. Suspended or closed case files which contain no sensitive source information may be purged from the files as the information becomes outdated, is of no further use, or is determined to be false.
- (c) The Investigations Division Supervisor will maintain a record of information conveyed to and received from outside agencies in regards to narcotics, vice and organized crime control. Security of narcotics, vice, organized crime and intelligence information is essential. Such information should be distributed within the UMBPD and to other criminal justice agencies on a need-to-know basis.
- (d) The Investigations Division Supervisor is also responsible to maintain liaison with federal, state and local law enforcement agencies for the exchange of intelligence information and for the planning of any joint enforcement activities.

1138.6 INFORMANTS, FUNDS AND EQUIPMENT

1138.6.1 INFORMANTS

The UMBPD will maintain a confidential file on each informant to include biographical and background information, criminal history records, payments made to informants, information received from informants, informant's involvement in operations and the informant number. A secured, restricted and controlled access to confidential files is also required (see Policy 603 - Informants for further information).

1138.6.2 AUTHORIZATION, DISTRIBUTION AND USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT

- (a) The Chief of Police or authorized designee will make the determination to use surveillance equipment. The UMBPD will coordinate with the Baltimore Police Department or Maryland State Police if the use of specialized equipment is needed. All reports of narcotics, vice and organized crime will be analyzed in an attempt to ascertain patterns and trends, possible future victims, offenders, methods and other pertinent data. If an investigation is initiated, the Investigations Division Supervisor will:

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1. Choose a team familiar with the area involved whenever possible. If this is not possible, the officer in charge will ensure that the selected team has ample opportunity to familiarize themselves with the area without compromising the operation.
 2. Insure that the team members are aware of procedures for conducting site observations including "tails" on foot or in vehicles and for making arrests. It should be clear at the start whether the surveillance should be dropped to avoid discovery or continued regardless of discovery. Sufficient backup should be provided for surveillance and arrests.
 3. Determine the communications requirements in advance and arrange for acquiring the equipment necessary to complete the operation.
 4. Provide adequate support equipment and vehicles while maintaining accountability.
 5. Establish an orderly system for relief of teams when operations are ongoing over long periods ensuring the security of the team members and the operation.
 6. If necessary, consult with the legal department for the University of Maryland Baltimore or the Attorney General's Office.
- (b) Authorization from the Chief of Police or authorized designee will be obtained if the request for use of surveillance equipment has to be obtained from another agency. The Chief of Police will insure that the use of the equipment is appropriate, legal and a part of the approved plan. The Chief of Police or authorized designee will also ensure that the officers assigned to operate the equipment understand how to operate and maintain the equipment.

1138.7 INVESTIGATIONS/DISSEMINATION OF INFORMATION

1138.7.1 SPECIAL INVESTIGATIONS

- (a) If the need arises, investigators may be assigned to participate with one or more law enforcement agency as a member of an investigative task force dealing with major crimes, vice, narcotics, or intelligence activities within the University community. Prior to any such assignment the Chief of Police or designee will communicate with the agency responsible for the task force for coordination and cooperation efforts. Task force participants will be thoroughly briefed prior to the assignment.
- (b) Prior to officers being assigned to investigative task forces, the Chief of Police must have executed task force agreements addressing issues that include identifying purposes, defining authority and responsibilities as well as written agreements establishing accountability, identifying available resources, evaluating task force results and the necessity of continued operations.
- (c) Multi-agency task force administration and operations responsibilities rest with the initiating or controlling agencies with the assistance of supporting agencies.

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- (d) Officers assigned to multi-agency task forces are assigned to the Office of the Chief of Police for the duration of the investigation and will keep the Chief of Police or authorized designee briefed on their activities.
- (e) Officers assigned to multi-agency task forces will abide by the directives of the initiating or controlling agencies. Incidents of conflicting directives between the UMBPD and initiating or controlling agencies will be resolved between the Chief of Police and the controlling agencies.

1138.7.2 CRITERIA FOR INVESTIGATION

Each complaint received will be submitted in writing on the appropriate report and will be assigned for investigation based on the validity of original intelligence information, criminal nature of the problem, importance of the problem, existing lead information, investigative techniques required, available resources and possible operational problems.

1138.7.3 PLANNING AND RESPONSIBILITY

- (a) The Investigations Division Supervisor is responsible for ensuring adequate and appropriate planning involving vice, narcotics and organized crime surveillance as well as undercover decoy and raid operations.
- (b) The Investigations Division Supervisor is also responsible for facilitating and coordinating the relationships with appropriate law enforcement agencies.
- (c) Major operations conducted with or at the request of UMBPD personnel must receive approval of the Chief of Police prior to the operations being conducted.
- (d) Surveillance operations that are relatively limited in scope and duration conducted with UMBPD personnel may be approved by the Investigations Division Supervisor.
- (e) Special operations planning must consider issues and provisions that include:
 - 1. Analyzing information on crimes, victims and suspects;
 - 2. Determining legal ramifications;
 - 3. Familiarizing the officer with the neighborhood or target area;
 - 4. Determining operational procedures for observation, safety procedures, arrests, surveillance and high risk entries;
 - 5. Supplying officers with expense funds;
 - 6. Establishing means of routine and emergency communication;
 - 7. Selecting equipment or vehicles;
 - 8. Providing relief, backup security and perimeter protection for officers;
 - 9. Supplying officers with false identity, disguises and necessary credentials;
 - 10. Maintaining overall confidentiality and cover;
 - 11. Obtaining authorization for the raid and use of force;
 - 12. Designating a single person as supervisor and coordinator;

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13. Providing close supervision;
 14. Making contacts with suspects;
 15. Searching for and seizing evidence and/or contraband;
 16. Requesting medical assistance; and
 17. Obtaining coordination and assistance from others inside and outside the UMBPD.
- (f) The Investigations Division Supervisor is responsible for keeping the Chief of Police informed on narcotics, vice and/or organized crime information through the chain of command. Such information can be in the form of written memoranda, or verbal communications.

1138.7.4 COMMUNICATION, COORDINATION, COOPERATION AND DISSEMINATION OF INFORMATION

Patrol and investigations personnel will maintain timely communications and coordinate investigative activities with other components of the UMBPD. The exchange of information shall include intelligence and other information as appropriate. The communication, coordination and cooperation are accomplished through routine scheduled meetings by the Bureau Commanders, Investigations Division Supervisor, Shift Commander, and Criminal Investigators, and will often include a review of field reports, investigative follow-up reports and other informational sources.