

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 09/28/2017	Supersedes Policy Dated: 10/06/2015	Rescinds:	SOG Number:
Accreditation Index: 17.4.2, 43.1.1, 43.1.5 ¹			404.1
Part Title: Operations		Chapter Title: Vice Operations	
Chief of Police:			

Narcotics, Organized Crime, and Vice

I Policy

Although it is the responsibility of each sworn member of the Springfield Police Department to enforce and investigate all criminal activity including vice, narcotics, and organized crime; the Special Investigations Section (SIS) has been established specifically to respond to white-collar crime, money laundering, drug trafficking, vice, economic, and organized crime activities. The Springfield Police Department will monitor these sophisticated criminal organizations and will utilize appropriate investigative strategies in conjunction with other involved law enforcement agencies to identify members, develop criminal cases for prosecution of offenders, and dismantle the organization. ²

II Definitions

III Procedure

1 CHARACTERISTICS AND EXAMPLES

- 1.1 Organized crime groups are characterized by:
 - 1.1.1 A goal to perpetuate the life of the group
 - 1.1.2 Financial or economic gain
 - 1.1.3 Advancement of power or influence
 - 1.1.4 Criminal activity
- 1.2 Organized crime groups may utilize intimidation, violence, or political corruption to advance its goals.

1 *5th Edition* references removed from all CALEA standard citations, per Policy Change Order 17-036.

2 Policy Statement revised, punctuation corrections, per Policy Change Order 17-036.

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2 INVESTIGATIONS ³

- 2.1 The SIS will routinely investigate vice, organized crime and drug trafficking activities including:
 - 2.1.1 Manufacturing, distributing and possession of controlled substances (illicit drugs);
 - 2.1.2 Illegal sale or distribution of firearms and explosives;
 - 2.1.3 Prostitution;
 - 2.1.4 Pornography;
 - 2.1.5 Illegal gambling;
 - 2.1.6 Loan Sharking;
 - 2.1.7 Corruption;
 - 2.1.8 Violations of municipal ordinances pertaining to adult entertainment;
 - 2.1.9 Gang-related crimes of violence and vandalism.
- 2.2 All intelligence information and complaints shall be reviewed and evaluated by the appropriate SIS supervisor for possible assignment. (CALEA 43.1.1(a))
- 2.3 The SIS supervisor will assign and/or authorize investigations based on the following criteria: (CALEA 43.1.1(a), CALEA 43.1.5(a and b))
 - 2.3.1 Nature of intelligence/complaint;
 - 2.3.2 Validity;
 - 2.3.3 Availability of resources;
 - 2.3.4 Priority.

3 REPORTS AND RECORDS

- 3.1 All members of the department are responsible for reporting any suspected vice, narcotics, or organized crime activities. A thorough preliminary investigation will be conducted in a manner similar to all other criminal investigations and shall include witness information and statements. The SIS shall evaluate all information received and investigate crimes in conjunction with other investigative units. (CALEA 43.1.1(a))
- 3.2 All complaints of vice, narcotics, and organized crime shall be documented in the appropriate police report form. (CALEA 43.1.1(a))
- 3.3 The Crime Analysis Unit shall analyze available intelligence and assist investigators in identification of criminal organizations, networks, their activities, and characteristics of targeted victims.
- 3.4 Each Special Investigations case file shall include full documentation of all correspondence or other information sent and received to/from outside agencies.

³ Section 2 revised; wording, punctuation, and capitalizations changes; per Policy Change Order 17-036.

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(CALEA 43.1.1(c))

- 3.5 All active, open cases involving vice, drug and organized crime investigations shall be locked in a secure storage unit by the case investigator. The case file will not be placed in Central Records until it is presented to the prosecutor's office for review or is suspended.
- 3.6 The SIS shall track and document statistical information and maintain a complete log of all vice, narcotics, and organized crime complaints. (CALEA 43.1.1(b))

[REDACTED]

4 Section 4 revised and reorganized; punctuation, capitalization, and wording changes; per PCO 17-036.

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[REDACTED]

5 INVESTIGATIVE FUNDS ⁵

- 5.1 Responsibility for direct accounting and maintenance of investigative funds rests with the sergeant of each unit within SIS.
- 5.2 The SIS sergeants will ensure that sufficient funds are disbursed to provide for timely access by investigators.
- 5.3 All officers assigned to SIS can be account holders and are permitted to draw an advance from these funds. (CALEA 17.4.2(e))
 - 5.3.1 All other Springfield Police Department officers may request funds from an account holder on a case-by-case basis, subject to availability. The request will be evaluated and approved by the SIS Commander or

5 Section 5 revised; punctuation, capitalization, and terminology changes; per Policy Change Order 17-036

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an SIS supervisor.

- 5.3.1(a) The officer making the expenditure shall submit a written account, with receipts whenever practical, to the account holder who will reflect the expense on their Investigative Expense Record (SPD Form # 01-IN-0367).
- 5.4 The amount given in advance will be based on operational needs as determined by the SIS supervisors.
- 5.5 Investigative funds are issued to an investigator by SIS supervisors in the form of a check. (CALEA 17.4.2(c))
 - 5.5.1 All checks will require two signatures before they are issued to an investigator.
 - 5.5.2 Those approved to sign the Special Investigation Unit (SIU) checks are the Section Commander, SIU Sergeant, SIU Corporal, and the SIS Office Administrator. Those approved to sign the Narcotics Unit checks are the Section Commander, Narcotics Unit Sergeant, Narcotics Unit Corporal, and the SIS Office Administrator.
 - 5.5.3 Cash transfers from one account holder to another are to be avoided except under unusual circumstances. Such transfers must have prior approval of the SIS Commander or SIS supervisors.
- 5.6 When the investigator receives the check, they shall sign an advanced funds receipt detailing the investigator's name, check number, date, and the amount of the advance. (CALEA 17.4.2(b))
 - 5.6.1 The investigator shall retain the original receipt for their records.
 - 5.6.2 The issuing supervisor shall maintain the copy.
- 5.7 Investigative funds must be stored in a locked bank bag, which shall be kept in a locked storage unit, except when the funds are removed for actual use or when otherwise necessary due to the nature of the investigation.
- 5.8 Investigative funds may be used for case expenses. (CALEA 17.4.2(c))
 - 5.8.1 Case expenses have a limit of \$300.00 on any one particular case, without prior approval by the SIS Commander or an SIS supervisor. All case expenses must have an assigned case number.
 - 5.8.1(a) Examples of case expenses include:
 - ██████████ ██████████ ██████████ ██████████ ██████████ ██████████
 - ██████████
 - 5.8.1(a.2) Undercover expenses (food, drink, motel, etc.);
 - 5.8.1(a.3) The purchase of supplies, services, minor equipment, or other items needed for the investigation that cannot or should not be acquired through normal

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5.10.3(a) After approving the expense reports, each supervisor is responsible for making the proper entries in the appropriate database.

5.10.3(b) Each supervisor will keep the original expense report for their files and return the approved copy to the investigator.

[REDACTED]

5.10.4 If an SIS supervisor finds that an expense report does not balance, they shall conduct a thorough investigation immediately. In the event that the discrepancy is not resolved through the supervisor's investigation; the SIS Commander, CID Commander, and ISSB Commander shall be notified of the disparity in the expense report.

6 SEARCH WARRANT SERVICE ⁶ (CALEA 43.1.5)

6.1 All search warrants will be served in accordance with RSMo Chapter 542.

6.2 Investigators are required to complete an operations plan and forward it to the appropriate SIS supervisor for review and approval prior to the service of the warrant.

6.3 Unless otherwise directed by the SIS Commander, the Special Response Team (SRT) will be utilized on all high-risk search warrants.

6.4 All search warrants requiring dynamic entry and/or special clearing techniques will be executed by SRT.

6.5 The case investigator shall notify the SRT Supervisor and provide the information necessary for a comprehensive Tactical Entry Plan including a copy of the:

6.5.1 Operations plan;

6.5.2 Search Warrant, Affidavit, and Complaint.

7 INTERUNIT AND INTERAGENCY COORDINATION AND ASSISTANCE ⁷ (CALEA 43.1.5)

7.1 SIS officers assigned to a federal or multi-jurisdictional task force will act as liaisons for the Springfield Police Department and will coordinate interagency activities with the appropriate SIS supervisor. Requests by a task force for assistance from other sections or units within the Springfield Police Department will be made by an SIS supervisor to the appropriate commander or supervisor of the other section or unit.

⁶ Section 6 revised, unnecessary wording removed and capitalization change, per Policy Change Order 17-036.

⁷ Section 7 revised, capitalization changes for consistency, per Policy Change Order 17-036.

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8 EXECUTIVE COMMAND REPORTING PROCEDURES ⁸(CALEA 43.1.1(d))

8.1 The SIS Commander or their designee is responsible for completing a monthly report in reference to the activities and investigations of the SIS. The SIS Commander will forward the completed report through the chain of command to the Chief of Police. This report will include:

- 8.1.1 Complaints;
- 8.1.2 Investigations;
- 8.1.3 Arrests;
- 8.1.4 Municipal Court Summons (ordinance violations);
- 8.1.5 Search Warrants;
- 8.1.6 Seizures (contraband);
- 8.1.7 Seizures of cash and property eligible for Federal forfeiture;
- 8.1.8 Cases presented for prosecution;
- 8.1.9 Training;
- 8.1.10 Personnel changes or activities;
- 8.1.11 Other pertinent information.

9 EQUIPMENT, TECHNICAL SUPPORT, ELECTRONIC SURVEILLANCE ⁹ (CALEA 43.1.5)

9.1 Authorized Use of Surveillance and Undercover Equipment

- 9.1.1 Department surveillance and undercover equipment will be used to obtain intelligence information and/or evidence for a criminal investigation.
- 9.1.2 The manner in which the equipment is issued will not violate Federal or State Law.

9.2 Security and Storage of Surveillance Equipment

- 9.2.1 Specialized surveillance equipment is available at the SIS office.
- 9.2.2 All SIS surveillance equipment will be stored in a secure location when not in use.
- 9.2.3 The SIS Commander will assign investigators within their section as technical support officers.
 - 9.2.3(a) Technical support officers will receive specialized electronic surveillance equipment training and maintain surveillance equipment in a state of operational readiness.
 - 9.2.3(b) Technical support officers shall report all deficiencies to

8 Section 8 revised, routing of monthly activity report updated, per Policy Change Order 17-036.

9 Section 9 revised; minor reorganized and wording changes, per Policy Change Order 17-036.

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the SIS Commander or SIS supervisors.

- 9.2.4 The SIS Commander, or their designee, will conduct a semiannual inspection of surveillance equipment and inventory records.
- 9.2.5 Any person using the surveillance equipment shall be required to sign in and sign out surveillance equipment on an established equipment log and record the date, time, make, and serial number of the equipment.
- 9.2.6 Requests for use of SIS surveillance equipment from officers not assigned to SIS must first be approved by their lieutenant. All requests received by SIS must be approved by the SIS Commander.

10 GRAFFITI MONITORING AND INVESTIGATION PROCEDURE ¹⁰

10.1 Initial Dispatch and Response

- 10.1.1 Reports of graffiti vandalism will be taken by Telcom personnel if the incident is not in progress.
- 10.1.2 The Telcom employee taking the report shall attempt to identify the property owner and ascertain if they wish to prosecute.
- 10.1.3 If the graffiti is located on public property, Telcom employees will notify the City Public Information Office so the location can be placed on the list for graffiti eradication.

10.2 Classification

- 10.2.1 The SIS Sergeant, with knowledge of gang culture, will routinely check the RMS to locate graffiti reports, review those reports, and classify them as “Gang Graffiti” or “Other Graffiti”.
- 10.2.2 If classified as “Other Graffiti”, the SIS Sergeant will notify the Property Crimes Sergeant of the case.
 - 10.2.2(a) The Property Crimes Sergeant will review the case for possible assignment.
- 10.2.3 If classified as “Gang Graffiti”, the SIS Sergeant may assign an SIS investigator to take photographs of the graffiti and complete the case follow-up.
 - 10.2.3(a) The SIS investigator shall notify the Crime Analysis Unit by e-mail if the graffiti is gang related and reference the original case number.
 - 10.2.3(a.1) The Crime Analysis Unit shall retain the information for intelligence purposes.

IV Attachments

¹⁰ Section 10 revised; wording, punctuation, and capitalization changes; per Policy Changes Order 17-036.