

 Lexington Police Department	Subject: Investigative Special Operations					Policy Number:	
	Accreditation Standards: Reference: 17.5.3; 43.1.4; 43.1.5					43B	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised			Revision Dates:		1/24/19		Effective Date: 12/1/15
By Order of: Mark J. Corr, Chief of Police							

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GENERAL CONSIDERATIONS AND GUIDELINES

Police responses to situations involving vice, drugs, and organized crime often require the use of investigative and intelligence assets in order to obtain a successful prosecution. This may include the need to conduct investigative special operations, such as surveillance, decoy, or undercover operations. The purpose of this policy is to provide guidance in planning, conducting and reporting investigative special operations.

It is the policy of the Lexington Police Department that reports of vice, drug and/or organized crime activities in this community shall be documented and forwarded to the investigative function for further investigation or intelligence purposes.

PROCEDURES

A. Operations [\[43.1.5\]](#)

1. Assessing Need

When the need to conduct any surveillance, undercover, decoy operation or raid has been determined, the supervisor shall take into consideration the following:

- a. The type of crime or activity;
- b. Known offenders:
 - i. Their criminal history and other background;
 - ii. Methods of operation;
 - iii. Weapons and potential for violence;
 - iv. Vehicles used;
 - v. Other pertinent information; and
- c. The targeted areas, hazards, access, and escape routes.

2. Planning and Conducting Operations

The supervisor or case officer will conduct a briefing with officers involved prior to beginning any operation. This briefing will include all pertinent information on suspect(s), locations and officer responsibilities by way of a tactical action plan.

Tactical action plans shall be discussed and shall include such items as:

- a. Personnel to be involved;
- b. The use of outside agencies (Regional Drug Taskforce, NEMLEC, etc.). The Supervisor or case officers will be responsible for obtaining assistance from outside agency, if necessary;
- c. Selecting vehicles and equipment;
- d. Establishing means of routine and emergency communications;
- e. Providing protective back up of undercover operatives (if applicable), perimeter security and relief for officers;
- f. Determination of guidelines for observation and arrest(s) for the operation;
- g. Providing necessary investigative expense funds;
- h. Providing officers with false identification and necessary undercover credentials, if the Chief of Police authorizes undercover credentials;
- i. Making provisions for maintaining confidentiality of the undercover detective/officer's identity during extended investigations;
- j. Visual/Verbal Bust Signal and Visual/Verbal Distress Signal, which will be documented on the Tactical Action Plan; and
- k. Medical access, including the method for quickly accessing emergency medical assistance.

Information shall be disseminated on a "need to know /right to know" basis to protect the confidentiality and identity of the undercover officers involved.

3. High Risk Operations: High risk missions, arrests, and raids shall be planned and supervised prior to and during implementation. Planning should include but not be limited to the following:

- a. Designation of a single person as supervisor and coordinator of the operation and other function supervisors if appropriate;
- b. Obtaining authorization for the high risk mission;
- c. Advice from the District Attorney's Office, if appropriate;
- d. Initial briefing sessions and de-briefings;
- e. Methods of selection, coordination, cooperation and communication with specialized support units, including notification of the Communications Center and Watch Commander;
- f. The development of strategies and tactics for approaching, entering, securing and leaving the target;
- g. Methods for making contact with or arresting the suspect; and
- h. Methods for searching for, documenting, and seizing evidence.

B. Notes and Log Book

1. Since the activities observed during surveillance may later become part of the evidence in a trial, or perhaps become the basis of a subsequent interrogation, it is highly important that a record of observations should be made.
2. A surveillance log and a chronological record of the activities of both the officer and the target shall be made for each surveillance conducted. Such logs shall be filed with other investigative materials.

C. Surveillance Equipment [\[43.1.4\]](#)

1. Surveillance equipment is available from a variety of sources to support such operations. Sources include:
 - a. This department;
 - b. The New England State Police Network (N.E.S.P.I.N.);
 - c. Northeastern Massachusetts Law Enforcement Counsel (N.E.M.L.E.C.);
 - d. Other neighboring police departments.
2. Surveillance equipment maintained by this agency shall be maintained in operational condition, ready to be issued, by the custodian of such equipment. [\[17.5.3\]](#)
3. Surveillance equipment may be used if authorized by the Chief of Police or designee.
4. Equipment may be obtained by requesting same from the Lieutenant Detective.
5. Equipment may be used only for legitimate police purposes as authorized.
6. Equipment shall be used in accordance with manufacturer's instructions or as instructed by the equipment provider.

D. Reporting

1. The supervisor of each operation shall ensure that a report of each operation is filed as part of the case file.
2. Security of and access to such reports shall be controlled. For further information see Department policy **43A-Vice, Drugs and Organized Crime**.