

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 489-I

REFERENCE STANDARDS: 41.1.3 43.1.1 43.1.2
43.1.4 43.1.5 46.2.8

SUBJECT: Vice, Intelligence, Narcotics, and Organized Crime

POLICY: It shall be the policy of this department to investigate all reports dealing with vice, organized crime, and narcotic activities within this community.

PURPOSE: To establish effective administrative operational procedures dealing with vice related activities, intelligence information, organized crime elements, and narcotic investigations within the Village of Hanover Park.

I. VICE, INTELLIGENCE, NARCOTICS, AND ORGANIZED CRIME INVESTIGATIVE ASSIGNMENTS

- A. It is the responsibility of the Investigative Supervisor to assign specific personnel to conduct criminal investigations into allegations of:
1. Vice Activities
 - a. Gambling
 - b. Prostitution
 - c. Pornography
 2. Organized Crime
 - a. Loan Sharking
 - b. Labor Racketeering
 - c. Corruption
 - d. Extortion
 - e. Bribery
 3. Narcotics
 - a. Possession
 - b. Sale
 - c. Distribution
 - d. Manufacturing

4. Liquor Control
 - a. Unlawful Sale
 - b. Distribution
 - c. Village Ordinance Violations
5. Any specialized assignment from the office of the Chief of Police, Deputy Chief of Operations or the Deputy Chief of Support Services.

B. Criteria for Assignment

1. Any and all official departmental complaints/reports made to the department. (43.1.1a)
2. Any and all anonymous complaints of vice, organized crime, or narcotics activity. (43.1.1a)
3. Any and all on-view, or self-initiated observations, or verbal information. (43.1.1a)
4. Any and all allegations of this type of criminal activity from informants and other outside sources of information including other federal, state, county, or local law enforcement agencies. (43.1.1c)

C. All reports and information received on vice, organized crime, narcotics, and intelligence operations shall be analyzed and exchanged through the Investigative Bureau intelligence files and through any other available resources on the federal, state, county or local levels.

D. All cases shall be terminated only through arrest, or at the completion of all intelligence-gathering procedures, or at the completion of a thorough investigation with the approval of the Investigative Supervisor.

E. Copies of all cases, with or without arrest, will be retained by the Investigative Supervisor in the intelligence files. (43.1.1b)

F. Active case files will be maintained with the Investigative Supervisor's office in a separate secure file. (43.1.2)

G. The Investigative Supervisor will be responsible for the dissemination of pertinent information to department components.

II. PROCEDURES FOR COVERT AND CRIMINAL INTELLIGENCE OPERATIONS AND RAIDS (43.1.5)

A. Covert operations are investigative techniques employed by law enforcement agencies in order to infiltrate criminal activity in an attempt to determine the nature and the extent of illegal activities.

- B. The objectives in conducting covert operations are as follows:
1. To obtain evidence against suspected criminal elements.
 2. To escalate the investigation to a higher or wider scale for presentation to the proper prosecutorial agency.
- C. Covert operations will be conducted by method of an operational plan that has been approved by the Deputy Chief of Operations. The written plan will be in the form of an Operational Plan (Appendix A). (43.1.5a)
1. The first priority of an operational plan is consideration for the safety of the personnel involved as well as the general public. (43.1.5c)
 2. The second priority will be the attainment of the investigative objective.
- D. Prior to any undercover operation, every effort should be made to fully identify the target and to contact the following departments to ensure no other law enforcement agency has an active case regarding the same target. (46.2.8a,c) All deconfliction contacts made shall be documented in the Operational Plan. (46.2.8b,c) Any identified conflicts will be brought to the attention of the Investigations Supervisor or the SOG Sergeant. (46.2.8b,c)
1. North Central Narcotics Task Force (NCNTF) (46.2.8d)
 2. DuPage Metropolitan Enforcement Group (DuMEG). (46.2.8d)
 3. Drug Enforcement Administration (DEA) (applicable on reverse operations only). (46.2.8d)
 4. Chicago High Intensity Drug Trafficking Area (HIDTA). The investigator shall contact Chicago HIDTA via the HIDTA Deconfliction Submission form, (Appendix B). Telephone or email contact is also an acceptable method of contact. The investigator shall include the completed Chicago HIDTA Deconfliction Submission form (if applicable) or a copy of the email notification with the report paperwork. (46.2.8d)
- E. Covert operations will be conducted by Investigations personnel and the plan will provide at a minimum:
1. The designation of an operational coordinator, usually this will be the Investigative Supervisor or his designee. (43.1.5b)
 2. Provision for close supervision, at a minimum the Investigative Supervisor, of all aspects of the planning and execution of the covert operation. (43.1.5b)
 3. Analyzing the crime and the victims, along with identifying possible subjects, their habits, associates, vehicles and method of operation.
 4. All legal ramifications will be checked prior to any operation with the State's Attorney's Office for the appropriate county or other appropriate legal authority.
 5. Briefing and debriefing of all personnel to ensure that officers involved understand the objective and details of the operation. (43.1.5c)
 6. Officers that are involved will be familiar with the neighborhood, dwelling or target area in order to develop strategies and tactics for approach, entry, securing and leaving a target area. (43.1.5c)

7. Establishing a means whereby both routine and emergency communications, to include primary and secondary radio systems, telephones, cellular phones, electronic and hand signals, rendezvous points and time limits. Consideration will be given to ensure communications with field patrol units and other specialized support units or jurisdictions. (43.1.5c)
8. Selecting, obtaining and assigning special equipment and vehicles to include, but not limited to radios, electronic alarms, cellular phones, photographic, video and sound equipment will be the responsibility of the Investigations Commander. The Investigations Commander or his designee will ensure that all equipment and vehicles are distributed and assigned to the appropriate personnel and will be accountable for the return of equipment and vehicles at the conclusion of the operation. (43.1.5b)
9. Specific procedures will be set up to provide for both the target scene and for perimeter surveillance and back-up personnel to ensure the safety and protection of the undercover officers. Procedures will include at a minimum, time limits for activities, limits on location changes, and prearranged arrest signals. The operational coordinator will ensure proper relief of personnel involved. (43.1.5c)
10. When deemed necessary by the Investigative Supervisor, officers will be provided with undercover/covert identities, necessary supporting documents and/or other disguises. (43.1.5c)
11. The confidentiality and cover of undercover officers and the entire operation must be maintained by limiting the dissemination of information regarding the operation ("need to know" basis). (43.1.5c)
12. Establish operational procedures for observation, mobile surveillance by foot and vehicle and the procedures and methods of arrest. Contingency plans will include provisions for high-risk entries and arrest, to include the use of the NIPAS Emergency Services Team (EST). (43.1.5c)
13. Considering the hazards that are involved in undercover work, contact with the suspect(s) should be kept to a minimum, and all contact with suspect(s) will be documented on appropriate reports. (43.1.5d) When informants are used, they will be thoroughly briefed concerning their particular activity or involvement to include what they are to say and do during contact with the suspect(s).
14. Searching for and the seizure of evidence and/or contraband may necessitate the assigning of Evidence Technicians.
15. Arrangements should be made for standby medical assistance and identification of the closest emergency medical facility in the event of injury to any participant or suspect. (43.1.5c)
16. Notification and coordination of patrol and other operational units, along with other participating or affected agencies will be done by the operational supervisor. (43.1.5b)
17. No raid will be conducted without the prior approval of the Deputy Chief of Operations. (43.1.5a) Those raids considered to be high risk in nature may require the assistance of the NIPAS EST. (43.1.5c) Authorization for

the type and use of force that is to be used will be approved by the Deputy Chief of Operations. (43.1.5a)

18. The operational supervisor will ensure for the proper documentation and reporting of the incident has been completed. (43.1.5d)

III. COVERT SURVEILLANCE VEHICLE (41.1.3) (43.1.4)

- A. The surveillance van is a specialty vehicle assigned to the Criminal Investigations Section of the Operations Division. The primary use of the surveillance van is for covert stationary surveillance, observation, and recording of subjects under investigation.
- B. Protocols, Procedures, and Limitations of Use
 1. The vehicle will be stored inside the Public Works Butler Building when not being used for surveillance purposes.
 2. The electrical power cord will be attached to the vehicle when the vehicle is not being used for surveillance purposes.
 3. The vehicle will remain locked at all times when unattended.
 4. The vehicle, its components and capabilities will not be demonstrated or shown to persons outside the Hanover Park Police Department without the prior approval of the Chief of Police or a Deputy Chief of Police.
 5. All damage to the vehicle and/or its equipment shall be reported to the Lieutenant of Investigations.
 6. Only Hanover Park Police Department employees who have been properly trained in the use of the surveillance vehicle and its equipment will be permitted to use the surveillance vehicle. (41.1.3b)
 7. The Intelligence Officer will conduct monthly inspections of the surveillance vehicle and its equipment and provide a written report to the Lieutenant of Investigations. (41.1.3c)
 8. The surveillance vehicle will not be used to deploy an arrest team.
 9. The surveillance vehicle will not be used for any purpose without prior approval of the Chief of Police or a Deputy Chief of Police.
 10. The surveillance van will not be used in mobile surveillance, only stationary.
 11. All requests for use of the surveillance vehicle, including those from within the department, will be directed to the Lieutenant of Investigations or the Special Operations Group Sergeant. The Lieutenant of Investigations or the Special Operations Group Sergeant will prepare and submit an operational plan to the Chief of Police or a Deputy Chief of Police, and will include, at a minimum, the following information:
 - a. Name of the law enforcement agency making the request.
 - b. Nature of the investigation/operation.
 - c. Target of the surveillance.
 - d. Location of the surveillance operation.
 - e. Schedule of the surveillance, including the anticipated total duration of the surveillance operation.

- f. Operational protocols and rules of engagement that will protect the operational integrity of the surveillance vehicle.
 - g. Availability of properly trained Hanover Park Police Department personnel to operate the surveillance van and equipment.
- C. The above issues must be discussed with the personnel operating the vehicle prior to the use of the vehicle. History has demonstrated that once a covert vehicle is “burned”, its usefulness and effectiveness is greatly diminished. In some cases, the vehicle becomes useless. Very clear “rules of engagement” must be established regarding what the surveillance officer will do when he or she observes criminal activity from within the surveillance vehicle. Some surveillance targets who suspect that they are being watched will go to great lengths to attempt to draw a response from the surveillance team in an effort to identify the surveillance team, their vehicles and their locations.
- D. In the event that an incident occurs which jeopardizes the confidentiality of surveillance vehicle, notification to the Chief of Police through the chain of command must be made as soon as practical.

III. INTELLIGENCE OPERATIONS

- A. Officers assigned to the Investigative Bureau will perform the intelligence function for the Hanover Park Police Department in the area of vice, organized crime, and narcotics. The Investigative Supervisor will directly supervise the function.
- B. The intelligence files retained by the Bureau will be stored in a secure office with access limited to the investigators, the Investigative Supervisor, Deputy Chief of Operations, and the office of the Chief of Police.
- C. Information gained will be fully investigated, and if substantiated, shall be retained by the Investigative Bureau only if limited to criminal conduct and presenting a threat to the community as prescribed in Illinois State Statutes.
- D. Informants utilized in the intelligence effort shall be guided by the procedures set forth in Directive # 485-I, providing for all appropriate safeguards. (43.1.3)
- E. Intelligence files will be purged when new information is gained which either terminates or contradicts previous information. An annual review of the files will be utilized to terminate inactive files.
- F. Intelligence operations within the Hanover Park Police Department shall be part of the function of the Investigative Bureau. Equipment, personnel, vehicles, and procedures shall be governed by Sections I and II of this Directive.

IV. REPORTING (43.1.1d)

- A. The Investigative Supervisor shall submit a written status report to the Chief of Police and Deputy Chief of Operations on a quarterly basis.
- B. The Investigative Supervisor shall meet with the Deputy Chief of Operations to keep him updated on active cases on a regular basis.