COLUMBUS POLICE DEPARTMENT

General Order 43: Vice, Drugs and Organized Crime

CALEA Standards: 43.1.1
                         43.1.5
Replaces: General Order 43 effective December 9, 2014
Effective date: December 12, 2017

43.1   Administration and Operations

43.1.1 Complaint Management

A. Receiving and Processing Complaints – All information received regarding vice and drugs will be accepted from anyone and should be forwarded to the ILP Unit by the employee accepting the information. All information regarding organized crime activities will be handled in accordance with General Order 40.2.3.

B. Officers assigned to the Narcotics Division will be responsible for entering all information received into a designated database.

   1. Officers assigned to the Narcotics Division and/or ILP Unit will determine how to respond to the complaint based on the following:

      a. The case priority of the division;

      b. The significance of the complaint reported;

      c. The source of the complaint;

      d. The likelihood that the complaint is valid;

      e. Whether the investigative techniques required are within the abilities of the division; and

      f. The time, money, and effort that will be expended to investigate the complaint.

   2. The Narcotics Division will maintain a case log for any investigated complaints that are determined to be legitimate.

C. Information conveyed to and received from outside agencies will be handled in accordance with General Order 43.1.1(A) and 43.1.1(B).

D. Reporting activities to the Chief of Police – Every month the Narcotics Sergeant will deliver a monthly report for the Narcotics Division through his/her chain of command to the Chief of Police. The monthly report will include the following:

   1. A monthly activity report, which will include:

      a. Total expenses, and a breakdown of the expenses; see General Order 17.4.2(F)(2);

      b. Total cases opened, and a breakdown of the cases; and

      c.   Total cases filed with the prosecutor's office.

2. A copy of the ledger for the confidential cash fund; see General Order 17.4.2(A)(3);

3. Receipts for amounts received and disbursed by the confidential cash fund; see General Order 17.4.2(B) and 17.4.2(D); and

4. The division's case log; see General Order 43.1.1(B)(2).

43.1.5 Covert Operations

Guidelines for covert operations are established to ensure the success of the operations and the safety of personnel involved. Covert operations include surveillance, undercover and decoy operations. Investigators should utilize all available information when planning a covert operation. A plan will be created by the investigator designated as the lead investigator and communicated to all participants in the operation; operation plans are only required to be in writing when required by a supervisor.

A. Authorization to conduct covert operations

1. Sworn personnel are authorized to conduct surveillance operations in the performance of their sworn duties.

2. Narcotics Detectives and sworn members of the ILP Unit are authorized to conduct undercover and decoy operations, and may at their discretion utilize other employees and informants in such covert operations.

B. Supervision – Except sworn members of the Narcotics Division and ILP Unit, before any personnel conduct a covert operation, the personnel shall notify a supervisor in their chain of command. The supervisor shall be given all of the facts surrounding the operation to including, but not limited to:

1. Objective for the covert operation;

2. Location;

3. Hours of operation;

4. Who will be participating;

C. Safety procedures;

1. All personnel assigned to a covert operation should have the following:

        a.   Appropriate number of assisting or backup officers;

        b.   Appropriate communications with other officers or dispatch;

        c.   For any extended or prolonged operation, the operation supervisor shall ensure contingency plans are made for relieving officers and providing breaks.

2.   Safety considerations for covert operations include, but are not limited to:

        a.   Identification, or attempted identification, of target(s);

        b.   Location of operation, if available;

        c.   Location of nearest hospital;

        d.   Designated means of communication;

        e.   Individual investigator/officer instruction and assignments;

        f.   Rescue signal or code;

        g.   Appropriate number of surveillance officers;

        h.   Contingency plans;

        i.   Vehicle descriptions of officers, confidential informant(s), and target(s);

        j.   Ability to visually identify the officers, confidential informant(s), and target(s); and

        k.   Advisement that certain types of undercover and decoy work may involve concealment or elimination of weapons or other equipment that does not allow for immediate activation consistent with regular training.

D. Reporting requirements

1.   Covert operations are required to be documented if it results in information or an event that is required to be documented by another directive.

Acceptance by Columbus Police Department Captain's Board:

Date: _____   _____
                                             Jonathan L. Rohde, Chief

Attest: _____
                                             Matthew Todd Harry, Deputy Chief

_____   _____
Sandy LaBarbera, Chief's Secretary   Michael Richardson, Uniform Captain

                                             _____
                                             Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

Date: _____   _____
                                             Jim Lienhoop, Mayor

Attest: _____
                                             Mary Ferdon, Member

_____   _____
Luann Welmer, Clerk-Treasurer   John Pickett, Member

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                                             Jim Strietelmeier, Member

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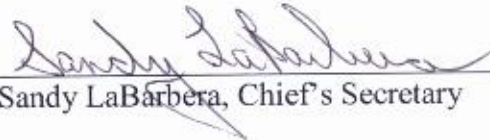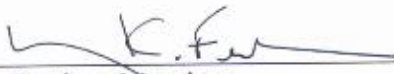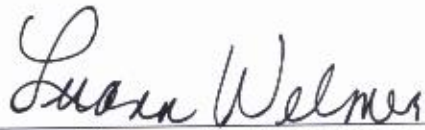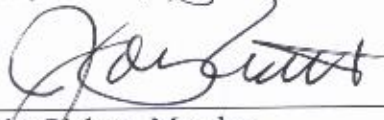   Brenda Sullivan, Member

Acceptance by Columbus Police Department Captain's Board:

Date: 12-12-2017

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Jonathan L. Rohde, Chief

Attest:

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Matthew Todd Harry, Deputy Chief

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Sandy LaBarbera, Chief's Secretary

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Michael Richardson, Uniform Captain

_____
Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:
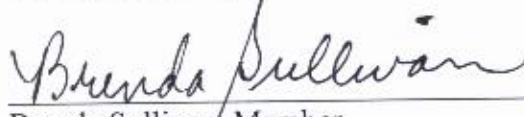
Date: 12/12/2017

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Jim Lienhoop, Mayor

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