

City of Johns Creek Police Department

<i>Subject:</i>	Special Investigations – Administration and Operations	<i>Number:</i>	02-38
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PURPOSE:

Establish this Department's Special Investigations Function and ways to address concerns voiced by the community. Specifically, vice, drugs, organized crime, community concerns and street level crimes.

DEFINITIONS:

A. Undercover Operations - Employed or engaged in secret investigations; the use of a pretext to gain the confidence of persons involved in criminal activities; implies anyone engaged in this type of activity must have the ability to establish a relationship with the suspect in order to determine the nature of his or her activities. An undercover operation may encompass several types of assignments which may include, but are not limited to:

1. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



B. Decoy Operations - Any one of a various number of techniques for simulating real life scenarios with surveillance maintained by officers in a position to make arrests.

C. Raid - A large scale invasion of a building or area for a lawful purpose, i.e., search warrant, arrest of an armed or violent offender.

D. Surveillance - The overt and/or covert, continuous or periodic watching of persons, vehicles, locations, or objects to obtain information concerning the activity and/or identity of an individual or group. Surveillance of people involved in a criminal investigation will be conducted in compliance with SOP and in such a manner that bystanders will not be endangered as a result of surveillance operations and the suspects are unaware of the surveillance. Surveillance is defined as the secretive observation of a person, place or vehicle and is a basic police technique that can be used by all units of the Department. Surveillance can be used effectively to gather information or evidence of illegal activity, or in the case of a stakeout, to apprehend criminals after a pattern has been identified.

All detectives and officers are encouraged to use surveillance of known trouble spots and known violators as part of their efforts to suppress crime and arrest suspects in their area.

POLICY: (02-38)

The Johns Creek Police Department is committed to the suppression of all aspects related to vice, drugs, organized and street level crimes perpetrated in the City.

The Community Response Team (CRT) is identified as the division responsible for conducting investigations, planning operations and maintaining records concerning organized crime, vice, drugs, community concerns, and street level crimes. The Community Response Team shall coordinate with CID in assisting with burglaries, robberies, entering auto, auto theft, etc. within the City, when requested. CRT shall work closely with the criminal intelligence unit to identify trends, patterns and receive case assignments as necessary.

The Community Response Team (CRT) will exert every effort and resource necessary in the suppression in the elimination of those organized elements that perpetuate and prey upon the willing, unwilling and unwitting citizens in this city.

The complexity of operations and geographical considerations such as cases crossing multiple jurisdictions may call for coordinating this function with pertinent Federal or State Agencies, any of their Task Forces, or any other local law enforcement agencies. This agency has officer(s) assigned to the Atlanta High Intensity Drug Trafficking Area Task Force (Atlanta HIDTA), as well as the Johns Creek Alpharetta Forsyth Drug Task Force (JCAF DTF).

Scope: Applicable to all officers and employees of the Johns Creek Police Department.

PROCEDURES:

Special Investigations Function and Administration (02-38-01)

- A. Vice and drug activities can exist in any community and thus require a law enforcement response. Organized crime activities are not restricted to large urban areas, but can exist in any community where it is possible for a group of persons to establish an organization for criminal enterprise that provides financial profit. Street level crimes are an everyday occurrence within any police jurisdiction and there is a need to address them in either a covert or overt fashion.
- B. The CRT Commander is responsible for coordinating and overseeing the vice, drug, organized crime, addressing community concerns, and street level crimes control functions.
- C. The CRT Commander may assign as many officers as part of a unit for carrying out agency goals and objectives in this area.
- D. CRT shall conduct surveillance operations, criminal intelligence activities, the investigations of alcohol violations, informants, and confidential funds management.
- E. CRT shall maintain specialized equipment and vehicles.
- F. CRT's confidential fund budget shall support the functions of the organized crime, vice and street level crimes investigations.
- G. The CRT Commander may seek assistance from other units when necessary.
- H. The vice control function shall address those illegal activities of concern in the community. Activities such as:
 - 1. Prostitution
 - 2. Illegal use and/or sale of alcoholic beverages
 - 3. Distribution and sale of obscene or pornographic materials.
 - 4. Human Trafficking
- I. The drug control function focuses on the distribution/sale of illegal and controlled substances.
- J. The organized crime control function shall address unlawful activities by members of the organized groups or association engaged in or promoting any offense for profit and/or supplying illegal goods and services. Activities such as:
 - 1. Extortion
 - 2. Theft and fencing operations
 - 3. Loan sharking
 - 4. Labor racketeering
 - 5. Illegal gambling
 - 6. Prostitution rings
 - 7. Illegal trafficking in controlled substances and liquor
 - 8. Illegal weapons
 - 9. Fraud
 - 10. Bribery and corruption
 - 11. Trafficking

- K. When requested or assigned the Community Response Team shall address the unlawful behavior either of groups or individuals in activities such as:
 - 1. Residential and/or Commercial Burglaries
 - 2. Robberies
 - 3. Theft from Vehicles
 - 4. Automobile Theft
- L. The CRT Commander shall establish annual written goals and objectives relating to performance of organized crime, vice, drugs, and street level crimes functions. There shall be coordination with the Criminal Intelligence Function.
- M. Goals shall be realistic, as explicit as possible, and in concert with agency resources. Objectives shall be reasonably obtainable, quantifiable and shall be reviewed and revised as necessary. These goals and objectives are in written form and disseminated to all applicable personnel.
- N. The CRT Commander shall keep the Division Major and Chief of Police informed on all active investigations on a monthly basis, or immediately if necessary. Furthermore, during monthly staff meetings, the CRT Commander shall discuss current problems and actions, summarizing complaints, investigations, and arrests.

Receiving and Processing Complaints (02-38-02)

- A. The CRT Commander with assistance from the Criminal Intelligence Unit will receive and process all complaints for vice, drug, organized crime, community concerns and street level crimes.
 - i. CRT will use the intelligence management module to maintain a database of each complaint received by the Johns Creek Police Department and:
 - ii. CRT will investigate each complaint to the fullest extent possible.

B. [REDACTED]

C. [REDACTED]



Records and Exchanging Information (02-38-03)

- A. The Criminal Intelligence Unit shall maintain a record of complaints from the confidential tip line and email. All complaints received that are sustained by investigation shall be a matter of record in the appropriate files.
- B. Records relating to intelligence gathering, vice and organized crime investigations are to be maintained separately from the central records system and maintained by the Criminal Intelligence Unit. It is recognized that the nature of vice and/or organized crime offenses and the considerable amount of undercover work involved in controlling these offenses contribute to the sensitivity of related records. The records will have limited access to only authorized personnel.
- C. There shall be periodic evaluation of existing records to review and update as needed. There shall also be periodic analysis to evaluate the potential problem, the identified community problem and the public attitudes toward the problem. When information is determined to be unsubstantiated through investigation or collaborating complaints, the file may be purged from active status. The CRT Commander along with the Criminal Intelligence Commander shall ensure all files are retained and destroyed in accordance with applicable state and federal laws
- D. It is recognized that control and suppression of vice, drugs, and organized crime often involve cooperation with other law enforcement agencies, and can be better accomplished with a concerted and coordinated effort by various components in the agency. Therefore, this agency shall maintain liaison with federal, state, and other local law enforcement agencies for the purpose of exchanging information and coordinating investigations when appropriate.
- E. The Criminal Intelligence Unit and other designated personnel will maintain a record of information conveyed to and received from outside agencies. This will typically be accomplished through the intelligence management activity, but can also occur through email, intelligence meetings and bulletins.
- F. There will be communication, coordination, and cooperation with other agency functions, especially patrol and other investigators, to insure the exchange of appropriate information for both intelligence and operation activities. This is accomplished through roll-call briefings, staff meetings, and posting of certain information through the intelligence bulletin process.

Conducting Special Investigations (02-38-04)

A. CRT/ JCAF Task Force shall be responsible for conducting all follow-up investigations related to vice, drugs, and organized crimes.

B. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Specialized Investigative Equipment (02-38-05)

A. [REDACTED]

[REDACTED]

[REDACTED]

Specialized Investigative Operations (02-38-06)

A. The Community Response Team (CRT)/ JCAF Task Force shall conduct specialized investigative operations. These operations include surveillance, undercover, decoy, and raid operations.

B. [Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

- [Redacted]

[Redacted text block]

- purchase or attempted purchase of narcotics is to be made;
2. Any operation utilizing an undercover officer or informant, during which an introduction to a target is to be attempted;
 3. Any operation involving a target that is suspected of conducting illicit activities crossing jurisdictional boundaries;
 4. Any special operation that will involve the service of a search warrant or arrest warrant;
 5. Any operation that will involve a buy/bust or takedown;
 6. Any other operation that the case agent or Drug Task Force supervisor deems necessary to deconflict.

[REDACTED]

[REDACTED]

[REDACTED]

Investigative Task Forces (02-38-08)

A. The Johns Creek Police Department, when applicable, will assume an active role in various Federal, State, and local Task Forces formed as a mutual effort among agencies having concurrent or adjoining jurisdiction. A Memorandum of Understanding (MOU) shall be executed between the Johns Creek Police Department and participating agencies prior to participation in the task force. The MOU shall describe:

1. Purpose of the Task Force
2. Participating agency authority and responsibilities
3. Establish accountability and supervision guidelines for personnel and resources assigned to the task force
4. Identify resources to be contributed to the Task Force by each participant in the MOU.

B. Task force participation shall be based upon a specific purpose and an identified need as determined by the Chief of Police or designee. Personnel assigned to a task force will submit a monthly status report to their respective supervisor to assist in evaluating the results and the need for continued operation(s). The Chief of Police will have the final authority to continue or suspend participation in any Task Force.

Career/Serious Offenders (02-38-08)

It is policy that the Community Response Team and the Criminal Investigations Division make every attempt to identify those offenders who are considered habitual/serious offenders. All cases in which a habitual or serious offender is involved or identified shall be noted in the case file.

In identifying habitual and serious offenders, the following criteria will be utilized. A habitual or serious offender will be defined as:

1. A habitual/career offender is any person who has been previously convicted three times under the laws of this state of felonies or under the laws of any other state or the United States of crimes which would be felonies if committed within the state (OCGA 35-3-30).

It is the responsibility of all Department personnel to obtain and develop information on those suspected of being habitual or serious offenders. This information will be used to identify, classify and analyze criminal activity conducted by habitual or serious offenders in order to target and otherwise assist in their investigation and prosecution.

The District Attorney's Office will be notified on all cases involving a habitual/serious offender, such notification shall be noted on the case file checklist.

42.1.5
43.1.1-5