



**DIRECTIVE: 2.1**

<b>SUBJECT:</b> Drug, Organized Crime and Vice Division			<b>Number of Pages:</b> 14			
<b>DISTRIBUTION:</b> All Personnel	<b>AMENDS:</b> N/A	<b>THIS ORDER CANCELS:</b> N/A				
<b>DATE OF APPROVAL:</b> 4/4/2017	<b>DATE OF ISSUE:</b> 4/7/2017	<b>APPLICABLE ACCREDITATION STANDARDS</b>				
<b>ISSUED BY:</b> Bobby L. Cummings, M.S. Chief of Police Reviewed: 9/2/2016		42.2.7 82.3.5	43.1.1	43.1.2	43.1.4	

# DRUG, ORGANIZED CRIME AND VICE DIVISION

The responsibility of the Drug, Organized Crime and Vice Division, is the investigation into the obtaining, transporting, and delivery of illegal drugs and contraband. This includes the use of covert investigative techniques to enforce the drug laws.

This Division shall also investigate gambling activity, prostitution, racketeering, illegal sale of alcoholic beverages, the distribution or sale of obscene or pornographic material, and any other form of organized crime activity.

The 24-hour Drug Watch Hotline was established to receive and record complaints of illegal drug activity. It shall be the responsibility of the Drug, Organized Crime and Vice Division to investigate the drug watch complaints. The Drug Watch Hotline number is 302-888-1800.

A. Commanding Officer

The Commanding Officer is responsible for the coordination and supervision of all investigations conducted by the Drug, Organized Crime and Vice Division. The Commanding Officer is directed and supervised by the Inspector of Investigative Operations.

In addition to any special assignments that he might receive from the Inspector of Investigative Operations, he will perform the following tasks:

1. Shall ensure the utilization of as much crime related information as possible for all



investigations.

2. Shall directly supervise all criminal investigations.
3. Shall supervise all electronic surveillance investigations.
4. Shall authorize the need to search and seize property.
5. Shall be responsible for submitting a written monthly report summarizing complaints, investigations, and arrests.
6. Shall be responsible for individual officer's personnel files.
7. Shall be responsible for the medical examiner's drug file.
8. Shall ensure appropriate funding and resources are in place to support the operation, of the Drug, Organized Crime and Vice Division. This will include, but not be limited to, decoy and undercover operations.
9. Shall establish goals and objectives for the Drug, Organized Crime and Vice Division relating to the performance of the unit. The goals and objectives will be reviewed and revised as necessary, but at least on an annual basis.
10. Shall be responsible for coordinating and administering various local, state, and federal grants.
11. Shall maintain and be responsible for an inventory of all equipment assigned to the Drug, Organized Crime and Vice Division.
12. Shall ensure that assigned equipment is maintained and properly secured. Assigned equipment shall not be utilized or loaned without proper authorization of the Commanding Officer or designee.
13. Shall coordinate Drug, Organized Crime and Vice operations of other Divisions. Operations shall not be commenced without prior authorization of the Commanding Officer or designee.
14. Shall communicate, coordinate, cooperate and exchange information with other divisions and agencies in an effort to eliminate rather than displace organized crime and vice problems from one community to another.
15. Shall assume the duties of the Narcotic Control Officer in his absence.



16. Shall maintain a record of information conveyed to and received from outside agencies in relation to vice and organized crime control in order to evaluate the effectiveness of past operations, which can enhance the development of present and future strategies.
17. Shall be responsible for the controlled access, security, and maintenance of the confidential informant file.
18. Shall conduct inspections to determine adherence to procedures used for the control of property on a semi-annual basis.
19. Whenever a new narcotic control officer is designated, an inventory of property, to ensure that records are correct and properly annotated, shall be conducted jointly by the newly designated control officer and the outgoing control officer and a designee of the Chief of Police to ensure that records are correct and properly annotated.

B. Vice Squad Lieutenant/Administrative Officer

The Vice Squad Administrative Officer reports to the Commanding Officer of the Drug, Organized Crime and Vice Division. He will provide general supervision to the Vice Squad Supervisors and Investigators. In addition to any special assignment that he might receive from his Commanding Officer, he will perform the following task:

1. Shall be responsible for an efficient and effective Asset Forfeiture Program.
2. Shall be responsible for the accounting of all funds utilized by the Drug, Organized Crime and Vice Division, including but not limited to audits and reports of expenditures.
3. Shall prepare a monthly report to the commanding officer listing administrative information, arrest and seizure information.
4. Shall be responsible for completing daily personnel sheets, maintaining attendance records including comp time, sick time and vacation time.
5. Shall be responsible for the maintenance of the Vice Squad office.
6. Shall oversee the daily operations of the Division and supervise the Vice Squad Sergeant(s) and Safe Streets Sergeant(s).
7. Shall complete and submit a "To-From Memorandum" before the end of the shift.

C. Vice Squad Sergeant:

The Vice Squad Sergeant reports to the Vice Squad Lieutenant of the Drug, Organized Crime and



Vice Division. He will provide general supervision to the officers assigned as Vice Squad Investigators.

He shall be responsible for the supervision and assigning of all investigations, including but not limited to, narcotics, gambling, and prostitution cases. To ensure effective and efficient investigations, the vice squad supervisor shall evaluate the accuracy and credibility of initial information, to determine the priority in which complaints are investigated.

In addition to any special assignment that he might receive from his Commanding Officer, he will perform the following tasks:

1. Shall supervise the submission of all investigative reports submitted by members of the Drug, Organized Crime and Vice Division.
2. Shall be responsible for recording and assigning Drug, Organized Crime and Vice complaints received from citizens, other agencies and the Drug Watch Hotline that are substantiated and unsubstantiated by investigation. (for further see 2.1-K)
3. Shall be responsible for reviewing search warrant applications and approving the execution plans.
4. Shall ensure that all investigators are properly equipped and dressed when conducting investigations or executing search warrants.
5. Shall be responsible for conducting pre-raid briefings detailing search warrant information and assigning tasks for the execution of the search warrant.
6. Shall be responsible for coordinating and communicating with assisting units of other divisions or outside agencies.

D. Narcotic Control Officer:

The Narcotic Control Officer reports to the Commanding Officer of the Drug, Organized Crime and Vice Division.

In addition to any special assignments that he might receive from his Commanding Officer, he will perform the following tasks:

1. Shall be responsible for maintaining and securing all controlled substances.
2. Shall be responsible for all drugs turned over to the Medical Examiner's Office for analysis and for court proceedings.



3. Shall be responsible for drugs that are needed for court appearances.
4. Shall be responsible for the maintenance of logbooks, paperwork, toxicology reports and destruction orders.
5. Shall be responsible for maintaining and ensuring that only authorized personnel have access to:
  - Drug lockers,
  - Drug safe, and
  - All other records.
6. Shall assist on drug and vice investigations.
7. Shall be responsible for the security of evidence from electronic surveillance investigations.
8. Maintain all records pertaining to assets, including but not limited to vehicles and property.
9. Maintain records of all vehicles and real property seized by the division.
10. Shall be responsible for maintaining records of all vehicles currently in use by the division, including seizure information, registration information and copies of the titles.
11. Shall be responsible for maintaining an accurate inventory of vehicles stored in the warehouse.
12. Shall be responsible for the disposition of vehicles. This will include vehicles going to auction, being sold wholesale or vehicle being returned to their owners.
13. Shall act as a liaison with the motor vehicle shop for the division to assist with the maintenance of the divisional vehicles.

F. Vice Squad Investigator:

The Vice Squad Investigator reports to the Vice Squad Sergeant assigned to the Drug, Organized Crime and Vice Division. He shall be responsible for the investigation of narcotic, gambling, and prostitution cases. In addition to any specific assignment that he might receive from his Supervisor, he will perform the following tasks:

1. Shall actively investigate all cases brought to or referred to the attention of the Drug, Organized Crime and Vice Division.



2. Shall be responsible for maintaining case files and during the course of an investigation, submit a report with appropriate information contained therein.
3. Shall obtain receipts from the Support Services Division for drugs secured as evidence and maintain those receipts according to existing procedures.
4. Shall acquire information through surveillance.
5. Shall be responsible for the preparation of search warrants.
6. Shall be responsible for submitting search warrant applications and execution plans to a supervisor for approval.
7. Shall be responsible for all departmental equipment required by Departmental or Divisional Policy when conducting investigations or executing search warrants.

G. Investigative Procedures:

1. Investigations are developed from many sources, such as:
  - a. Drug Watch Complaints
  - b. Police and other agencies
  - c. Citizen complaints
  - d. Informants
  - e. Defendants
2. Investigators who are either assigned a case or who initiate one on their own will conduct a full and complete investigation. The investigation will be conducted in a timely manner. Full written documentation is to be completed as an aid to the prosecution of the defendant(s).
3. All self-initiated investigations must have the prior approval of a supervisor.
4. During the investigation, officers will follow all departmental policies, divisional policies, federal, state and local laws concerning, but not limited to: search warrants, confidential informants, buy money, reports and other investigative functions.
5. Investigating officers will maintain a "note book" [REDACTED] [REDACTED] other information relevant for documenting the development of the investigation. Entries should be made in a timely fashion.
6. Once an investigation is approved, investigators will obtain a red number. This records and



maintains an account of the number of investigations conducted by the unit. After receiving a red number, the investigator will start the investigative report. Additional information will be included in the report as it develops.

7. Investigators should develop and record probable cause for possible search warrants.
8. Investigators will use surveillance and intelligence gathering as essential elements of each investigation.
9. Investigators may use the full power of the subpoena through the Attorney General's Office.
10. The C.I.O (chief investigating officer), or arresting officer will be held responsible for ensuring that an arrested subject is interviewed.
11. The C.I.O. is responsible for obtaining all supplement reports, which have resulted from the execution of a search warrant that will be needed for court purposes.
12. Following the execution of a search warrant, team arrest activity, multi-arrest operations, or other types of operations that have resulted in arrest action being taken, the C.I.O./A.O. will check "ALL" arrest reports, ensuring that the charges are correct, that all court papers are completed, and that all evidence and/or found property is properly tagged and submitted before the unit goes out of service. A supervisor will be advised of all arrest activity and will review "all" paper work prior to it being submitted by the C.I.O. and/or A.O.
13. The C.I.O is responsible for exhausting all investigative leads and completing all investigative functions. Once all leads, functions, searches, arrests, and civil seizures are completed the case is to be given to a supervisor for review.
14. The C.I.O is responsible for insuring that seized weapon(s) are processed, [REDACTED] [REDACTED] for court purposes prior to it being needed for court.
15. The C.I.O. is responsible for having any photographs, DVD's drawings, statements or other physical and/or technical components of the investigation prepared for trial.
16. The C.I.O. is responsible for scheduling the felony intake per departmental policy. Every effort is to be made to schedule the intake during on-duty hours.
17. During all search warrants, team arrests or unit multi-arrest operations, every member of the unit will assist in whatever task is required and/or needed to complete the arrest procedure or search.



18. The C.I.O. will present all information regarding the [REDACTED] to a supervisor prior to the execution of a search warrant(s) and any other types of warrants to be served. Information regarding entrance(s), possible escape routes, children and other facts that should be considered in executing the warrant will be presented.
19. Investigator(s) must have approval by a supervisor prior to rendering assistance to other divisions within the department and other police agencies or law enforcement agencies requesting assistance.
20. Investigator(s) must have approval by a supervisor prior to requesting the assistance of an outside agency to assist in an investigation. This includes the use of undercover, surveillance, and backup officers.
21. Drug investigations can incorporate the use of [REDACTED]. Investigations can be enhanced by the use of [REDACTED].

H. Search Warrants, Search Warrant Execution plans and GPS Court Orders:

1. Search warrants and their plan for execution will follow standard departmental procedures as outlined under WPD directive 6.91.
2. Whenever an Investigator intends to utilize a GPS tracking device, He will inform a supervisor of the details of the investigation and receive prior approval. The investigator will then write a GPS order using the standard application form and present the order to a Deputy Attorney General for review prior to having the order signed by a judge. No GPS tracking units will be utilized without a court order.

I. Security of Records:

Records of active investigations shall be maintained by the Drug, Organized Crime and Vice Division separate from the Department's central records system.

J. Confidential Informants:

The Drug, Organized Crime and Vice Division shall maintain a confidential informant file. A folder shall be maintained on each confidential informant and will include, at a minimum, the following information:

\* [REDACTED]



\*

The confidential file shall be secured and access controlled by the Commanding Officer of the Drug, Organized Crime and Vice Division.

K. Confidential funds for the control of vice and organized crime:

1. Funding for the account will be supplied from confidential funds or Special Law Enforcement Assistance Funds (SLEAF).
2. Funds Accounting System:
  - a. The Chief of Police
    - (1) Will establish and maintain a checking account for the confidential funds account.
    - (2) A transaction register will be maintained documenting monetary advances to individually designated officers.
  - b. Command officers designated by the Chief of Police will be responsible for maintaining and distributing confidential funds for matters pertaining to official business of the Agency.
  - c. Amounts to be paid to informants will be approved by the Vice Squad Commander prior to initiation of covert transactions or receipt of information of covert transactions.
  - d. Receipts for payment shall include:
    - (1) [REDACTED]
    - (2) [REDACTED]
    - (3) [REDACTED]
    - (4) [REDACTED]
    - (5) [REDACTED]
    - (6) [REDACTED]
    - (7) [REDACTED]
  - e. Approval by the Chief of Police is required for single expenditures over [REDACTED] if paid to a single informant in a single instance.



- f. A quarterly audit and report of expenditures shall be conducted by the Vice Squad Commander or designee.

L. Criteria for Assigning Investigations:

The following criteria will be met when considering the investigation of vice, drug, and organized crime complaints:

- \* The accuracy and validity of the information.
- \* The nature of the criminal activity.
- \* The scope and relative importance of the problem.
- \* The quantity of information and leads available.
- \* The Agency resources available.
- \* Operational problems, if any.

M. Drug Detection K-9 Team

The Drug Detection K-9 handler and the K-9 are considered a specialty team for locating and confiscating illegal narcotics.

The K-9 Dog is trained to search [REDACTED]

The following procedures and restrictions shall be used by the K-9 handler prior to any search:

1. [REDACTED]
  - [REDACTED]



- [REDACTED]

c. If the K-9 Team is called to respond to a search, it will be the responsibility of the K-9 handler to determine if a search will be conducted. After a search is conducted, the investigation officer will be given a copy of a Wilmington Police K-9 post search report, documenting the actions of the K-9 search.

d. AT NO TIME WILL THE K-9 DOG BE USED TO SEARCH PEOPLE [REDACTED]

N. Safe Streets Unit

The primary objective of the Safe Streets Unit is to reduce the recidivist rate of individuals, who are committing violent crimes, and who are currently on probation or parole. The objective of this Unit will be to monitor the supervision restrictions placed on these individuals and to reduce non-compliance with these restrictions, which greatly impacts violent crimes committed by many of these subjects. The Unit will consist of a joint effort between Officers of the Wilmington Police Department and Officers of the State of Delaware Adult Probation and Parole. The Unit will form a joint task force working under the authority of the Governor for the State of Delaware, for the purpose of reducing recidivism by individuals who are currently on probation or parole. Reducing the opportunity for these individuals to commit violent crime will thereby enhance the quality of life for the Citizens of the City of Wilmington, and the State of Delaware.

O. Safe Streets Sergeant

The Safe Streets Sergeant is directed and supervised by the Vice Squad Lieutenant. In addition to any special assignments received from the Lieutenant, and in the normal chain of command, the Safe Streets Sergeant will perform the following tasks:



1. Shall supervise all cases assigned to subordinates working the Safe Streets Task Force. In addition, shall receive, review, and forward all incident reports written by subordinates during their tour of duty.
2. Shall ensure that all subordinates are inspected prior to their tour of duty, and that each member is fit for duty in accordance with the guidelines set forth by the Commanding Officer of the Drug, Organized Crime and Vice Division, and Directive 6.3 of the Police Officer's Manual.
3. Shall investigate any use of force complaints by subordinates of this Department, as well as investigate jointly with the Office of Probation and Parole and uses of force involving Officers from that Agency. Supervisors will write reports on any investigative action taken and submit them through the chain of command.
4. Shall maintain a daily attendance log and is responsible for submitting personnel sheets on a daily basis, and address payroll needs on a daily basis.
6. Shall ensure that subordinates are conducting random checks of adult probationers and parolees and that arrest procedures regarding new changes and probation/parole violations is followed according to guidelines set forth by the Commanding Officer of the Division.
7. Shall prepare monthly statistical report according to guidelines set forth by the Commanding Officer of the Division.

P. Safe Streets Investigator

The Safe Streets Investigator is directed and supervised by the Safe Streets Sergeant. In addition to any special assignments received from the Safe Streets Sergeant, in the normal chain of command, the Safe Streets Investigator will perform the following tasks:

1. Shall be responsible for conducting random checks of adult probationers and parolees for [REDACTED], conditions of probation and parole as ordered by the Courts, and warrant/capias service associated with probation and parole.
2. Shall handle any new arrest charges initiated through contacts with individuals throughout the operation of the Task Force. Any violations of probation or parole will be handled by the probation/parole Officer.
3. Shall handle any Court appearances required as a result of new arrest charges. Any Court appearances required because of probation/parole violation will be handled by the



probation/parole Officer.

4. Shall report on any and all action taken during an investigation or arrest, and report on that action according to existing procedures.
5. Shall be responsible for the preservation and submission of any evidence obtained as a result of a criminal arrest made by the Task Force.
6. Shall assist uniform and other investigative units in [REDACTED]

Q. Registered Sex Offender Investigator

The Registered Sex Offender Investigator reports to the Safe Streets Sergeant. In addition to any special assignments received from the Safe Streets Sergeant, in the normal chain of command, the Registered Sex Offender Investigator shall be responsible for the following tasks:

1. Shall be responsible for maintaining the sex offender database which lists all current registered sex offenders (RSO's) living within the City of Wilmington and listing their specific tier.
2. Shall be responsible for confirming residence status for all (RSO's) on a regular basis. [REDACTED]
3. Shall be responsible for signing an arrest warrant when a violation of the sex offender registry laws are confirmed. The investigator will also make attempts to have the warrant served when possible.
4. Shall be responsible for community notifications when a Tier 2 or Tier 3 (RSO) moves into an area.

R. Investigative Task Force:

Occasionally, investigators from the Drug, Organized Crime, and Vice Division may be assigned to participate with another law enforcement agency as a member of a task force dealing with major crimes, organized crime, vice crime, or intelligence activities. Prior to any such assignment, the Chief of Police will be notified and give approval to proceed. (CALEA 42.2.5a)

Any agreement with another agency must include the following: (CALEA 42.2.5a-c)

1. Identification of the purpose of the task force.



2. A definition of the authority and responsibilities of each member.
3. Establishment of accountability.
4. Identification of available resources.
5. An evaluation of the results.
6. An evaluation of continued necessity of the task force.

