

VICE, DRUGS & ORGANIZED CRIME

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. 2.03	ISSUE DATE: _05/09/16
	EFFECTIVE DATE: _05/09/16
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 43.1.1; 43.1.2	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

Vice, drugs, and organized crime are quality of life issues which can disrupt a neighborhood or an entire community. Police responses to such complaints may include direct patrol interdiction, relying on confidential informants, and assigning police officers as undercover agents.

Obtaining and documenting reports of such activity are important first steps in addressing such problems. The reports may begin an investigation or augment an existing investigation. The true value of such information may never be realized if it does not reach the investigator or entity that needs it.

The purpose of this policy is to provide guidance in reporting and forwarding such complaints.

II. POLICY

It is the policy of this 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.

III. PROCEDURES

A. Vice, Drug and Organized Crime Complaints [43.1.1(a)]

1. RECEIPT [43.1.1(B)]

- 1) All vice, drug and organized crime complaints, including information conveyed by outside agencies, shall be forwarded to the OIC of Special Criminal Investigation Unit via email and if it is a time sensitive matter a phone call is required. [43.1.1(c)]

- 2) Telephone, mail, e-mail, and anonymous tips shall be forwarded to the OIC of Special Criminal Investigation Unit via email and if it is a time sensitive matter a phone call, by the person taking the tip.

2. PROCESSING

- 1) All information shall be forwarded to the Criminal Investigations Supervisor or designee via email for review and a determination as to the immediate action to be taken.
- 2) Information which is found to be pertinent to another agency will be forwarded to the appropriate contact within that agency. [43.1.1(c)]
- 3) The person disbursing such information shall include a record of such information in the log entry to the receipt of the information.
- 4) Any other applicable logging of such information shall also be accomplished. See the department policies on **C.O.R.I** and **Criminal Intelligence**.
- 5) The Investigations Supervisor shall keep the Chief of Police apprised of all active vice, drug, and organized crime investigations. [43.1.1(d)]

B. Records [43.1.2]

1. SECURITY: Access to records for active vice, drug and organized crime investigations shall be maintained apart from central records, and physically and digitally secured from unauthorized access.
 - 1) Hard copies and paper records shall be stored with the unit OIC and classified as appropriate (Law Enforcement Only (LEO); Sensitive, Secret or Top Secret).
 - 2) Electronic files shall be secured by password or software privilege settings.
2. Access shall be limited to the following authorized personnel:
 - 1) Chief of Police;
 - 2) Investigations Supervisor;
 - 3) Investigators and others assigned to the investigation.