	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: O2504 Page: 1 of 4 Distribution: All
Title: VICE, DRUGS, AND ORGANIZED CRIME		Section: Investigations
Issued: 11/29/2011	Effective: 12/07/2011	Revised: 09/25/2015
Rescinds: All Previous	Amends:	
CALEA References: 43.1.1, 43.1.2, 43.1.4		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to provide members with direction for investigating vice, drug and organized crime complaints.

II. Policy

All sworn members of the department have the responsibility for identifying, investigating and suppressing vice and organized criminal activity. The Investigations Section shall be responsible for coordinating the effort to identify and combat these criminal activities.

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III. Definitions

A. **Vice Activity:** Immoral habits that threaten the peace and dignity of society. Vice activity may include, but is not limited to, illicit sexual activity, narcotics and dangerous drugs, gambling and alcohol violations.

B. **Organized Crime:** Any united element of criminal activity so structured as to operate as a complete unit.

IV. Regulations

A. All members shall comply with the reporting process outlined in this General Order regarding suspected vice, drugs, and/or organized crime [A].

V. Procedures

A. Reporting and Assignment of Investigations

1. All officers should be prepared to identify activities and occurrences associated with organized crime, vice or drug activity and submit such information for appropriate follow-up. Officers should be aware of the fact that organized crime, vice and drug activities are not always recognized by the public as such, but may be referred to during the reporting of other criminal activity or complaints. Activities that should be submitted for review will include, but are not limited to the following (43.1.1a, 43.1.1b):
   a. Illegal sale and distribution of liquor.

b. Sale and delivery of controlled substances.
c. Gambling operations and like activities.
d. Prostitution and sale or distribution of pornography.
e. Labor racketeering.
f. Fencing and/or theft rings.
g. Illegal sale or possession of firearms.
h. Loan sharking.

2. Officers who receive drug, organized crime or vice activity information will report such information to the Investigations Section Commander or a specified designee in one of the following formats (43.1.1b, 43.1.1c):

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a. An Intelligence Report (APD FORM 40) should be completed regarding information that is generally unverified and sensitive in nature. Such information may lack definitive identifiers, involve on-going activities, or fail to meet, without additional investigation, the elements of a crime; or
b. An offense report should be completed in the event a crime has actually occurred and is being reported, or occurs in the officer's view. Such reports shall be submitted in accordance with standard reporting guidelines.

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c. Intelligence reports will be maintained in the intelligence file. Offense reports will be maintained in the departments' records management system (43.1.1b).

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3. All vice, drug and organized crime reports or intelligence received from other agencies will be forwarded to the Investigations Section Commander or a specified designee who will maintain a file of the information and assign it for investigation if necessary. The information should be submitted using an Intelligence Form (APD Form 40) (43.1.1c).
4. The Commander or specified designee will review the reports and pertinent information received by officers from this agency or an outside agency and will maintain, analyze and direct follow-up on reports of this nature. (43.1.1b, 43.1.1c).

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5. The Investigations Section Commander will brief the Chief of Police on new drug, vice, or organized crime investigations and/or information as needed at weekly Command Staff Meetings, unless more time sensitive notification is warranted (43.1.1d).
6. Should the Investigations Section Commander order a follow-up investigation, such investigation will comply with department policy applicable to any criminal investigation.

B. Records: Storage and Security

1. The nature of vice, drug and organized crime investigations require that the department restrict access to records of active investigations. Until case completion, information, reports and all work generated during the investigation of vice, drug and organized crime activities will be securely

maintained separately from the department's records management system (RMS) by the Investigations Section Commander or specified designee and limited to review by the following individuals (43.1.2):

a. The Chief of Police.
b. The Investigations Section Commander.
c. A person specified, if applicable, by the Investigations Section Commander to receive, analyze and maintain reports of this nature.
d. Investigator(s) assigned to follow-up (case specific).
e. County Attorney and/or designated assistant.

2. During active vice, drug and organized crime investigations, case numbers are assigned by the Communications Division. The investigating officers will enter only the nature of the case and general location into RMS in order to link the case number with the report. Actual reports will be maintained and secured in the Investigations Section (43.1.2).
3. Should the information concerning organized crime, vice or drug activity be deemed "intelligence information," such information will be kept in the intelligence file pursuant to General Order O2509 Criminal Intelligence and will comply with State and Federal law, State and Federal regulations and established department policy regarding maintenance of intelligence records.
4. Authority to restrict disclosure of certain records and information is contained in KSA 45-221. Disclosure of such records and information is not required if such disclosure would:
   a. Reveal the identity of any undercover agent or confidential informant;
   b. Interfere with any prospective law enforcement action, criminal investigation or prosecution;
   c. Reveal confidential investigative techniques or procedures not known to the general public;
   d. Endanger the life or physical safety or any person; or
   e. Not be in the public interest.

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5. The Investigations Section Commander or designee will maintain a record of vice, drug or organized crime information conveyed to outside agencies (43.1.1c).

C. Equipment: Authorization and Control (43.1.4)

1. The Department will provide the equipment necessary to conduct surveillance and undercover activities during the investigation of vice, drug and organized crime, which will be maintained by the Investigations Commander.

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2. Such equipment may be expensive and sophisticated. Consequently all special equipment utilized for such operations will be strictly accounted for, authorized and distributed by the Investigations Commander. Accountability will be accomplished through the use of a sign out/sign in log or other documentation.

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3. Members will not be authorized to use the equipment until they have received proper training and the subsequent use will be in accordance with the training received.