



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Investigative Operations & Search Warrant Procedures	 Nationally Accredited 1986	
	CHIEF OF POLICE <i>Signature on file</i>		
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This document contains information regarding technical and operational protocols which are subject to protection under Public Records Laws. Seek guidance from the Legal Advisor prior to any release.

AUTHORITY/RELATED REFERENCES

FS Chapter 933, Search and Inspection Warrants
 General Order 14, Cash Management
 General Order 18, Criminal Investigations
 General Order 33, Jurisdiction, Mutual Aid and Investigative Task Forces
 General Order 42, Impounding and Controlling of Property and Evidence
 General Order 49, Seizures and Forfeitures
 General Order 62, Management of Confidential Informants
 General Order 72, Search and Seizure

ACCREDITATION REFERENCES

CALEA Chapters 43, 46, 84

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POLICY

Members are responsible for adhering to the Department's established protocols in the planning, execution and documentation of investigative operations and search warrant service.

DEFINITIONS

Confidential Informant (CI): A person who cooperates with the Department confidentially in order to protect the person or the Department's intelligence gathering or investigative efforts. This includes a person who seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime in which a sentence will be or has been imposed; and who is able, by reason of their familiarity or close association with suspected criminals, to: make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation, supply regular or constant information about suspected or actual criminal activities to the Department, or otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

Contraband: An illegal or suspected illegal item, even if the item is illegal only by virtue of the present circumstances (e.g., firearm offenses involving convicted felons, controlled substance possessed without a valid prescription, otherwise lawful item used as drug paraphernalia).

Event Deconfliction: A process of determining when law enforcement personnel are conducting investigative operations in close proximity to one another at the same time.

Investigative Operation: A Department-approved pre-planned action which provides a controlled atmosphere where members can observe criminal activity,

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discover evidence, make arrests or establish probable cause for search/arrest warrants.

Operations Plan: A documented detailing of the methods and tasks of certain investigative operations and search warrant services, recorded on one of three PD Forms based on the type of operation/service.

Operations Supervisor: The single designated supervisor responsible for maintaining full operational control during the execution of an investigative operation or search warrant service.

Secured: For the purpose of a search warrant service, any location 1) under the control of law enforcement which has been cleared of persons, or 2) where investigative efforts have determined it is objectively reasonable to believe the location is unoccupied.

(Search) Warrant Service: A Department-approved pre-planned execution of a search warrant.

Target: A person, location or object when the focus of an investigative operation.

Unsecured: For the purpose of a search warrant service, any location not considered secured as defined above.

PROCEDURES

I. GENERAL INFORMATION

- A. This written directive is applicable to all sworn members regardless of assignment or rank.
- B. Each investigative operation and warrant service shall be well planned in accordance with applicable written directives, legal guidelines and relevant training to ensure:
 1. Necessary staffing and proper supervisory span of control,
 2. Clearly established goals and objectives,
 3. Clearly established operational roles of members and other participants (e.g., other agency law enforcement officers, CIs), and
 4. Member and participant safety.

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- C. Members are responsible for referring to and following the PD Form utilization and supervisory approval mandates of the Operations Plan Approval Matrix (PD 427).
 - 1. All investigative operations and warrant services require supervisory approval prior to operation/service action.
 - 2. Not all investigative operations and warrant services require an operations plan.
 - 3. Members are not authorized to conduct an investigative operation or a warrant service without supervisory approval.
- D. Each investigative operation and warrant service shall have only one Operations Supervisor.
- E. The Operations Supervisor is responsible for ensuring the completion of an after-action report (AAR) for each investigative operation and warrant service where the approval level was the Bureau Commander or higher.
 - 1. The AAR will address outcomes, successes and problems of the operation.
 - 2. The supervisor is responsible for ensuring the AAR is completed in a timely manner.
 - 3. The AAR shall be maintained in a secure file archive within the bureau with operational control of the operation/service.

II. PD FORM UTILIZATION AND APPROVAL PROCESSES

PD Forms –

- A. The **Operations Plan Approval Matrix (PD 427)** is used by members in determining which PD Form is required and the supervisory approval level needed for the particular investigative operation or search warrant service.
- B. The **Search Warrant Service Operations Plan (PD 432)** is utilized for pre-planned search warrant service of an unsecured target.

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- C. The **Risk Analysis/Threat Assessment (PD 107)** is utilized to determine the risk factors involved in the search warrant service of an unsecured target. The completed PD 107 will accompany the PD 432 up the chain of command in the review/approval process.

- D. The **Street Operations Briefing Plan (PD 433)** is utilized for the following investigative operations:
 - 1. Street-level buy-bust operations,
 - 2. Street-level buy-walk operations,
 - 3. Prostitution operations,
 - 4. ICAC traveler intercepts, and
 - 5. Stolen property intercepts.

- E. The **Controlled Investigation Operations Plan (PD 434)** is utilized for the following investigative operations:
 - 1. Controlled buys/deliveries utilizing a confidential informant (CI) and/or an undercover officer, and
 - 2. Controlled meetings.

Approval Processes –

- F. Members responsible for creating the operations plan are responsible for submitting the appropriate plan/PD Form and other required documentation to their Unit Supervisor for consideration of approval.

- G. The Unit Supervisor who receives the operations plan is responsible for the following:
 - 1. Reviewing the plan and any supporting documents to ensure it properly addresses the protocols of this written directive and other applicable policies (e.g., General Order 62, Management of Confidential Informants),
 - 2. As needed, offer critique and direct any needed changes to the plan, and

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3. If the operations plan meets the standard set in subsection 1 above, approve the plan and forward it and any supporting documents to the Section Commander.
- H. The Section Commander who receives the operations plan is responsible for the following:
1. Reviewing the plan and any supporting documents to ensure it properly addresses the protocols of this written directive and other applicable policies,
 2. As needed, offer critique and direct any needed changes to the plan, and
 3. If the operations plan meets the standard set in subsection 1 above, approve the plan and forward it in an electronic format to the appropriate levels of authority (based upon the PD 427) for questions, comments, and consideration of approval.
- I. Supervisors shall not approve operations plans which do not meet the standards of this written directive and other applicable policies.
- J. A final approved hard copy version of the operations plan, including the approvals of all authorized members, shall be maintained in a secure file archive within the bureau with operational control of the investigative operation or warrant service.
- K. The affected Section Commander, in consultation with the highest level of approval authority required by the PD 427, may grant *verbal approval* for the execution of an investigative operation or warrant service when it is operationally necessary and not practical to complete the operations plan prior to execution; however:
1. The mandates of this written directive and other applicable policies shall be adhered to, and
 2. The Section Commander is responsible for ensuring the operations plan is completed as soon as practical after the operation/warrant service.

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III. EVENT DECONFLICTION

- A. The Operations Supervisor is responsible for contacting their counterpart at the Leon County Sheriff's Office (LCSO) for event deconfliction in advance of:
1. Search warrant service on an unsecured target, and
 2. The following investigative operations:
 - a. Decoy operations,
 - b. Buy-bust operations,
 - c. Buy-walk operations, and
 - d. Street operations.
- B. Event deconfliction with the United States Drug Enforcement Administration and the United States Postal Service shall occur as needed (e.g., search warrant service, fugitive apprehensions) and be facilitated by the member assigned as the task force officer for the respective federal agency.
- C. The information authorized for release is limited to only that which is required to determine if there is an event conflict.
- D. All event deconfliction activities shall be documented in the operations plan by the member conducting the agency contact(s) and include the agency representative contacted.
- E. The Operations Supervisor is responsible for:
1. Determining the severity of the conflict, and
 2. Determining whether to continue, cancel or modify the plan.
- F. Any discovered conflict not resolved by the Operations Supervisor shall be brought to the attention of the affected Section Commander as soon as possible for further action.

IV. INVESTIGATIVE OPERATIONS – PLANNING

The members responsible for creating the operations plan, and the supervisors in the approval process, are responsible for ensuring the tasks and actions listed below are completed in the planning phase of an investigative operation.

- A. Reasonable consideration is given to suspected, known or plausible risks, and any special hazards facing all persons participating in the operation and other persons who may be in the area.
- B. In the selection of the operation location, reasonable consideration is given to the safety for all persons participating in the operation (and other persons who may be in the area).
- C. Alternate locations are considered as contingencies in the event the original location is no longer desirable.
- D. All needed communications equipment (e.g., technical equipment, police radios, cellular telephones) is tested to ensure operational functionality – to include testing at the operation location if deemed warranted because of environmental factors at the location (e.g., dense tree canopy).
- E. A specific police radio talk group is designated for member communications during the investigative operation.
- F. Reasonable consideration is given to the need for the inclusion of members from specialized work units (e.g., Tactical Apprehension and Control Team, Career Criminal Unit).
- G. When possible, surveillance is established on key locations before the operation for an assessment of counter-surveillance, environmental suitability and unforeseen threats or indications which would dictate alterations to the operations plan.
- H. Audible signals and non-verbal signals are established, and made known to each involved member, to indicate:
 - 1. When members are to approach and detain a suspect, and
 - 2. The need for emergency assistance.

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- I. The Operations Supervisor shall make a determination regarding having uniformed officers in marked patrol vehicles for use in the operation.
- J. An arrest team is assigned to the operation to make arrests and transport prisoners.
- K. A security team is assigned to provide for the safety of persons involved in the operation (e.g., members, other law enforcement personnel, CIs).
- L. Confirmation of all target(s).
- M. Event deconfliction as outlined in section III above.

V. INVESTIGATIVE OPERATIONS – SPAN OF CONTROL

When determining the supervisory span of control, the Section Commander shall evaluate factors such as the number of involved members, operational tasks/assignments and the complexity and risks of the operation.

- A. Where possible, the span of control for each supervisor should not exceed five to seven members performing *specific individual tasks* or two teams comprised of no more than five to seven members on each team performing *operational functions*.
 - 1. Specific individual tasks may include perimeter points, surveillance roles and undercover capacities.
 - 2. Operational functions may include arrest team, surveillance team and safety team.
- B. Members performing specific individual tasks shall interact directly with the Operations Supervisor.
- C. Teams performing operational functions shall be led by team leaders who interact with the Operations Supervisor on behalf of their team.
- D. Upon evaluation of the complexities of the operation, the Section Commander may alter the supervisory spans of control.
- E. The Section Commander or another lieutenant shall assume operational authority when the complexity of the operation exceeds the

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capabilities of the designated Operations Supervisor or the operation involves significant high-risk factors.

VI. INVESTIGATIVE OPERATIONS – BRIEFING

- A. Prior to the execution of the investigative operation the lead investigator and the Operations Supervisor shall hold a briefing on the operation.
 - 1. All members involved with the plan execution are required to attend the briefing unless excused by the Operations Supervisor.
 - 2. The Operations Supervisor may allow attendance via a telephone conference call when operationally necessary.
 - 3. Non-members may attend the briefing only when approved by the Section Commander.
- B. The briefing shall address the elements of the operations plan to include, at a minimum, the information listed below.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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4. Identification and explanation of specific roles and assignments of each involved member.
 5. Introduction of other persons involved in the operation who may be unknown to participating members.
 6. Identification of the Operations Supervisor.
 7. Identification and/or confirmation of the following areas/locations:
 - a. Operations location(s),
 - b. Staging area(s), and
 - c. Debriefing location.
 8. A discussion of reasonable and practical contingencies and options to enhance the safety of those involved in the operation.
 9. A reminder of safety issues including the mandatory wearing of body armor and identifying insignia during the operation.
 10. Reviewing the audible signals and non-verbal signals for detention and emergency situations.
 11. Identification of the police radio talk group for involved members.
 12. A reminder of any response to resistance protocols regarding detentions and protection of members and others.
- C. The Operations Supervisor is responsible for ensuring a copy of the operations plan and all pertinent information is provided to all involved members.
- D. The operations plan for the investigative operation, including the sign-in roster of all persons in attendance, shall be maintained in:
1. A secure file archive within the bureau with operational control of the operation, and
 2. The official case file.

VII. INVESTIGATIVE OPERATIONS – EXECUTION

The involved investigators and the Operations Supervisor are responsible for ensuring the tasks and actions listed below are completed in the execution phase of an investigative operation.

- A. Proper notifications are made to the Watch Commander, LCSO Watch Commander and CDA Shift Supervisor.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- G. The following additional execution protocols are applicable for decoy operations (see definition in Appendix Three):

[REDACTED]

[REDACTED]

[REDACTED]

- H. The following additional execution protocols are applicable for the utilization of flash money (i.e., an amount of authorized currency to be displayed, but not delivered, to a suspect for the purpose of proving the ability to accomplish the transaction):

- 1. Members shall adhere to the flash fund protocols of General Order 14 (Cash Management).

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2. All serial numbers of the flash money shall be photocopied prior to utilization.
3. If possible, flash money shall be kept separate from any illicit drugs involved in the operation.
4. Electronic surveillance shall be utilized when flash money is part of the operation.

VIII. INVESTIGATIVE OPERATIONS – OPERATIONS SUPERVISOR

- A. The Operations Supervisor shall ensure critical operational roles are equitably distributed among members to ensure maximum effectiveness.
- B. During operations involving multiple agencies where the Department is the primary agency, the Operations Supervisor shall ensure members occupy designated key and critical assignments to ensure accountability of action and outcomes.
- C. The Operations Supervisor in consultation with the Section Commander shall implement appropriate operational contingencies when the operation deviates from the approved operations plan.
- D. Regarding the continuation of an operation which has deviated from the approved plan, the Operations Supervisor and the Section Commander:
 1. Are responsible for ensuring the safety of all involved persons remains the main factor in deciding whether or not to continue the operation, and
 2. Shall prioritize safety considerations of all involved persons prior to continuing an operation whenever there is a significant deviation from the approved plan.

IX. SEARCH WARRANT PROCEDURES – FOR OFFICERS

- A. The protocols of this section are applicable to officers assigned to the Patrol Operations Bureau to assist them in coordinating with the appropriate investigative bureau when obtaining and serving search warrants.

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- B. The protocols of this section support investigative coordination protocols outlined in General Order 18 (Criminal Investigations).
- C. Officers seeking to obtain and, if applicable, serve a search warrant shall:
 - 1. Obtain approval from their immediate supervisor prior to taking investigative steps to obtain the warrant,
 - 2. Follow the applicable provisions of FS Chapter 933 (Search and Inspection Warrants), and
 - 3. Coordinate with the appropriate investigative lieutenant based upon the crime classification:
 - a. Persons – Persons Section Commander
 - b. Property – Property Section Commander
 - c. Traffic – Special Operations Assistant Bureau Commander
 - d. Drug/Vice – Special Investigations Section (SI) Commander
 - e. Any other classification – SI Commander
- D. In addition to the protocols of subsection C above, if the search warrant *service* is for an unsecured residential or commercial location, officers shall:
 - 1. Complete a Risk Analysis/Threat Assessment (PD 107), and
 - 2. Based upon the final score, coordinate with Special Investigations and/or the Tactical Apprehension and Control (TAC) Team Commander.

X. SEARCH WARRANT PROCEDURES – OBTAINING THE WARRANT

- A. Establishing Probable Cause –
 - 1. Search warrants are obtained when probable cause is established to the satisfaction of a judge indicating certain evidence is being kept in a particular location protected by the Fourth Amendment of the United States Constitution.

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2. Probable cause can be developed by utilizing investigative methods which include, but are not limited to, one or more of the following:
 - a. A valid controlled buy,
 - b. Surveillance, trash pulls or parcel intercepts by investigators,
 - c. Information and/or evidence obtained during criminal investigations by undercover officers,
 - d. Corroborated information from a concerned private citizen,
 - e. Information from other law enforcement agencies,
 - f. Background intelligence information,
 - g. Information provided by arrested persons,
 - h. Information from CIs,
 - i. Contraband observed in plain view during routine police operations, and
 - j. K-9 alert.

B. Affidavit Preparation and Review/Approval –

1. Having established probable cause, the member is required to prepare a search warrant affidavit.
2. The affidavit represents the official petitioning to the judge for a search warrant.
3. Its content resembles, but is not identical to, that of the actual warrant:
 - a. The affidavit must include a legal description of the location.
 - 1) A legal description is a detailed physical appearance description of the location and an easy to understand list of directions on how to get to the location from a nearby intersection of reference as the starting point.

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- 2) A supervisor must verify the legal description by actually driving to the location by way of the directions described in the affidavit.
- 3) Subsection 2) above does not apply when any of the following are applicable:
 - a) Doing so would jeopardize the secrecy of the service,
 - b) The location is known to the verifying supervisor from visits within the past three months, or
 - c) The residence is under the control of law enforcement.
- b. The affidavit must include a description of the potential evidence to be seized and used as evidence.
- c. The affidavit should include a brief description of the member's relevant law enforcement experience and training.
- d. The reason(s) the member believes the probable cause is valid and evidence is still present at/in the location.
- e. What times and days the member requests be available to execute the service including or excluding the day or night and any day of the week including Sundays.
4. Upon completion of an affidavit the member shall submit the document(s) for review and consideration of approval to their Unit Supervisor, or another supervisor within their bureau, prior to presentation for review by the Section Commander (or if more appropriate, the on-duty Watch Commander).
 - a. Acting supervisors are not authorized to approve search warrant probable cause affidavits.
 - b. Should the case involve specific sensitivity or security concerns the Section Commander may approve deviations from this protocol in consultation with the Bureau Commander.
5. Only after approval by the Sector Commander shall the document(s) be submitted to the Department's Legal Advisor for legal review.

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C. Warrant Forms –

1. Warrant forms, updated to reflect current preference and practice as needed, include:
 - a. A detailed legal description,
 - b. Who can execute the warrant,
 - c. What can be searched (e.g., residence, vehicle, curtilage, luggage),
 - d. Items to be seized and brought before the court, and
 - e. An order to:
 - 1) Leave a copy of the search warrant on the premises searched or given to the person responsible for the location or item,
 - 2) Seize and properly document the evidence so prosecution may be initiated, and
 - 3) Leave an inventory list of items seized.
2. Members shall ensure the warrant forms are properly completed prior to submitting them for supervisory review.

D. Judicial Approval –

1. After chain of command and legal approval, the member (affiant) shall deliver the signed affidavit and two copies of the warrant form to the judge's office.
2. Typically with two hours, a judge will examine the affidavit and search warrant forms and, if finding the probable cause sufficient, sign the warrant forms, making it a valid search warrant.
3. After normal working hours in exigent and emergency situations (e.g., after normal office hours during an active homicide investigation) the member may meet with a judge for approval of a search warrant.

XI. SEARCH WARRANT SERVICE – PLANNING

- A. The lead investigator is responsible for assessing the target location to determine if it is secured or unsecured (see definitions above), and shall:
 - 1. Consult with the appropriate section commander (or if more appropriate, the Watch Commander) to seek approval in classifying the target location as secured or unsecured, and
 - 2. If deemed secured, articulating the reason for such determination in an offense report related to the warrant service.
- B. In the event the target is secured, an operations plan and risk analysis/threat assessment are not required.
- C. Before a warrant can be served on an unsecured target, an operations plan must be completed, reviewed and approved and a briefing held to advise all participating members of the circumstances pertaining to the warrant.
 - 1. The PD Form to use is the PD 432 (Operations Plan).
 - 2. The review and approval processes are outlined in section II above.
 - 3. The briefing protocols are outlined in section XII below.
- D. The lead investigator is responsible for obtaining relevant and available information about the target(s) prior to the briefing. Examples of relevant information include, but are not necessarily limited to:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- F. The lead investigator should determine the appropriate time for the warrant service.
- G. The Operations Supervisor is responsible for ensuring the activities and tasks listed below are completed.
 - 1. A supervisory assessment of the threats involved in the warrant service is performed by completion of a PD 107.
 - 2. Adequate support personnel and equipment are assigned to the operation.
 - 3. If the warrant service involves multiple agencies where the Department is the primary agency, ensure members occupy designated key and critical assignments to ensure accountability for actions and outcomes.
 - 4. A communications talk group is designated for routine and emergency traffic.
 - 5. The lead investigator has properly confirmed the target(s).
 - 6. Secondary checks of the Investigative Resource Checklist of the PD 432 are completed the day of the warrant service in an effort to ensure the situation at the target is consistent with the situation the day probable cause was established.

XII. SEARCH WARRANT SERVICE – BRIEFING

- A. In the event the target is already secured by law enforcement personnel, a briefing is not required.
- B. Except as noted in subsection A above, prior to the execution of a search warrant, the lead investigator and the Unit Supervisor shall hold

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a briefing with all personnel including the Section Commander or other lieutenant who will be involved in the execution of the warrant.

- C. The briefing shall include elements of both the search warrant affidavit and the operations plan to include the following:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- D. The operations plan for the warrant service, including the sign-in roster of all persons in attendance, shall be maintained in a secure file archive within the bureau with operational control of the warrant service.

XIII. SEARCH WARRANT SERVICE – EXECUTION

- A. Contemporaneous with the warrant service, proper notifications shall be made to the Watch Commander, LCSO Watch Commander and the CDA Shift Supervisor.
- B. Members serving the warrant at a residence or a commercial location not open to the public shall knock and provide sufficient time for the occupants to comply (in accordance with current law at the time of the service) unless the approach is compromised or other exigent circumstances exist.
- C. Alone, potential destruction of evidence is not an exigent circumstance.
- D. Forced entry into a residence or a commercial location will only occur on the order of the Operations Supervisor or designee and only then after the announcement of “Police, Search Warrant!” has been made in

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- a loud, clear voice unless the circumstances defined in subsection B above are met.
- E. All occupants found within the warrant service location may be handcuffed or otherwise secured to protect members and evidence, if there is reasonable belief the persons are related to the crime being investigated or evidence being sought.
 - F. The location shall be photographed or videotaped at the beginning of the warrant service to document the conditions at the time members arrived.
 - G. The warrant shall be read to the occupant(s) of a residence.
 - H. The identity, address and physical descriptions of all persons found in the location shall be documented in the offense report for the incident (original or supplemental).
 - I. The Forensic Specialist or other designated member is responsible for documenting the locations where all evidence is found (and by whom) and shall:
 - 1. Photograph and/or make a video recording of the position of evidentiary items before impounding, and
 - 2. Impound the evidentiary items in compliance with General Order 42 (Impounding and Controlling of Property and Evidence).
 - J. After the completion of the warrant service, the Operations Supervisor shall make reasonable efforts/arrangements to ensure the location is left in a secure manner, by:
 - 1. For unoccupied locations, taking prudent measures to secure doors and windows damaged during the warrant service, or
 - 2. For occupied locations, leaving the location in the care of the owner or a responsible person designated by the owner.
 - K. The location shall be photographed or videotaped again at the conclusion of the warrant service to document the conditions at the time members left.

XIV. TEMPORARY STORAGE OF SEARCH WARRANT EVIDENCE

- A. With the approval of the Operations Supervisor, SI investigators may temporarily store unprocessed evidence from a search warrant in the Temporary Evidence Storage Room. SI investigators will secure the evidence with the SI-maintained lock and key systems.

- B. With the approval of a Section Commander or Bureau Commander, investigators may temporarily store unprocessed bulk evidence from a search warrant in a Unit Supervisor's office, and if such temporary storage is approved, the responsible investigator(s) shall ensure:
 - 1. The office used is locked and secured by the Unit Supervisor or the lead investigator,
 - 2. Department-approved evidence tape is placed on the office door and door frame, as done for packaging evidence, and
 - 3. The evidence tape is dated and initialed by at least two sworn members.

- C. The following items shall not be stored in a Unit Supervisor's office as bulk evidence:
 - 1. United States currency,
 - 2. Narcotics,
 - 3. An individual item with a value of more than \$1,000.00,
 - 4. Jewelry,
 - 5. Firearms, and
 - 6. Any item which needs refrigeration.

- D. The LERMS Property Quick Entry protocols outlined in General Order 42 are still applicable for items temporarily stored in a Unit Supervisor's office.

- E. The involved Unit Supervisor shall ensure the temporarily stored evidence is properly removed and processed through the Property and Evidence Unit on the next regular work day.

XV. SEARCH WARRANT PROCEDURES – NON-SERVICE AND FILING

- A. If the search warrant is not served within ten (10) calendar days of being signed by the judge, it is no longer valid and re-application is required to obtain a new warrant.

- B. The original affidavit and search warrant must be delivered to the Clerk of the Circuit Court within ten (10) calendar days after the warrant service.

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OPERATIONS BRIEFING

- ❑ Lead Investigator and Operations Supervisor hold a briefing.
- ❑ Background of case, suspect(s), location and other relevant factors.
- ❑ Special attention to threats, weapons, violence and other relevant concerns.
- ❑ Specific roles and assignments.
- ❑ All members need to know all information, maps, photos, videos, etc.
- ❑ Ensure all members know the Operations Supervisor.
- ❑ Designate teams and team leaders.
- ❑ Introduce involved persons unknown to participating members.
- ❑ Ensure all members know staging and/or de-briefing locations.
- ❑ Discuss safety and mandatory body armor/attire.
- ❑ Discuss response to resistance issues/concerns.
- ❑ Discuss audibles/Non-verbals.
- ❑ Discuss role of any uniformed members involved.
- ❑ Designated talk group.
- ❑ Technical Operations Unit needed? Involved? (CI, flash money, etc.).
- ❑ Affected Section Commander, in consultation with the highest level of approval authority required by the PD 427, may grant *verbal approval* for the execution of an investigative operation or warrant service when it is operationally necessary and not practical to complete the operations plan prior to execution.

ROLE OF THE SUPERVISOR

- ❑ Single Operations Supervisor.
- ❑ Determine appropriate spans of control with safety and coordination in mind.
- ❑ Do the Section or Bureau Commander need to be involved in operation?
- ❑ Determine need for high-risk designation; does TAC need to be involved?
- ❑ Confirm the location and suspect(s).
- ❑ No conflicting LE operations in area (deconfliction protocols).
- ❑ Review assignments for equitable distribution of workload tasks.
- ❑ Ensure only members are responsible for key and critical assignments.
- ❑ Review all documents to ensure proper completion and approval.
- ❑ Consult with Section Commander for any alterations or deviations to the plan.
- ❑ Safety/Safety/Safety...cancel plan when appropriate.
- ❑ Operations Supervisor is responsible for the investigative operation; review everything.
- ❑ Complete after action report and keep with archived operations plan.

NOTIFICATIONS

- ❑ Follow the Command Staff Notification Protocol of bureau with operational control of plan execution.
- ❑ TPD WC and LCSO WC.
- ❑ Consolidated Dispatch Agency.
- ❑ Document notifications in the plan (date, time, who notified, and by whom).

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**GENERAL ORDER 87 – INVESTIGATIVE OPERATIONS &
SEARCH WARRANT PROCEDURES**

Appendix Two

**SEARCH WARRANT SERVICE CHECKLIST
(FOR UNSECURED LOCATIONS)**

SITUATION ASSESSMENT

- Verify warrant validity and jurisdiction.

PLANNING AND EXECUTION

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

DOCUMENTATION AND APPROVAL

- PD 432 (Operations Plan) required.
- Complete PD 107 PRIOR to plan execution.
- Allow appropriate time for review and approval.
- Send to Unit Supervisor for approval.
- Unit Supervisor sends to Section Commander for approval.
- As required, the Section Commander sends the operations plan (in an electronic format) to the appropriate levels of authority (based upon PD 427) for questions, comments and consideration of approval.
- Final hard copy of approved plan and any alterations kept as official record.

OPERATIONS BRIEFING

- Lead Investigator and the Operations Supervisor shall hold a briefing.
- Background of case, suspect(s), locations and other relevant factors.
- Special attention to threats, weapons, violence, other relevant concerns.
- Specific roles and assignments.
- All members need to know all information, maps, photos, videos, etc.
- Designate teams and team leaders.
- Introduce involved persons unknown to participating members.
- Who is the Operations Supervisor?
- Staging and/or de-briefing locations?

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- ❑ Discuss Safety and Mandatory body armor/attire.
- ❑ Response to Resistance issues/concerns?
- ❑ Discuss Audibles/Non-verbals, and are uniformed members involved?
- ❑ Designated talk group.
- ❑ Technical Operations Unit needed? Involved?
- ❑ Affected Section Commander, in consultation with the highest level of approval authority required by the PD 427, may grant *verbal approval* for the execution of an investigative operation or warrant service when it is operationally necessary and not practical to complete the operations plan prior to execution.

ROLE OF THE SUPERVISOR

- ❑ One overall Operations Supervisor.
- ❑ Determine appropriate spans of control with safety and coordination in mind.
- ❑ Do the Section/Bureau Commander need to be involved in warrant service?
- ❑ Determine need for high-risk designation; does TAC need to be involved?
- ❑ Confirm the location and suspect(s).
- ❑ No conflicting LE operations in area (deconfliction protocols).
- ❑ Review assignments for equitable distribution of workload tasks.
- ❑ Ensure members are responsible for key and critical assignments.
- ❑ Review all documents to ensure proper completion and approval.
- ❑ Consult with Section Commander for any alterations or deviations to the plan.
- ❑ Safety/Safety/Safety...cancel plan when appropriate.
- ❑ Operations Supervisor is responsible for the warrant service, review everything.
- ❑ Complete after-action memorandum to attach to final archived plan.

NOTIFICATIONS

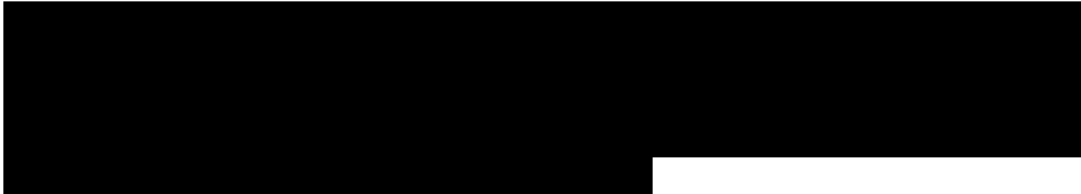
- ❑ Follow the Command Staff Notification Protocol of bureau with operational control of warrant service.
- ❑ TPD WC.
- ❑ LCSO WC.
- ❑ Consolidated Dispatch Agency.
- ❑ Document notifications in the plan (date, time, who notified, and by whom).

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Appendix Three

TYPES OF INVESTIGATIVE OPERATIONS

A. Buy-bust Operation –



B. Buy-walk Operation –



C. Controlled Delivery Operation –



D. Decoy Operation –



E. ICAC Traveler Operation –



F. Reverse Narcotics Operation –



G. Street Operation –



**GENERAL ORDER 87 – INVESTIGATIVE OPERATIONS &
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Appendix Four

SURVEILLANCE OPERATIONS

I. GENERAL INFORMATION

- A. The procedures of Appendix Four augment the investigation operation protocols of this written directive.
- B. Surveillance operations encompass the secretive continuous watching of persons, vehicles, places or objects to obtain information concerning the activities of persons suspected of criminal activity.
- C. Narcotics surveillance is often spontaneous and requires an immediate reaction with a minimum of pre-planning.

D. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

E. The Technical Operations Unit (TOU) may provide assistance and coordination in surveillance operations and it is the responsibility of the lead investigator or Unit Supervisor to coordinate with the TOU when their assistance is needed.

F. Recording Surveillance Data –

1. One member of the surveillance team shall be designated to make a record of the surveillance in the event criminal activity or criminal intelligence is detected.
2. A complete log will be submitted to the lead investigator, as needed.

II.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Surveillance Relief –

- a. Members conducting static surveillance shall alternate positions regularly if possible.
- b. If one officer has been spotted, he/she shall drop out without adversely affecting the surveillance.
- c. Surveillance involving multiple members provides greater opportunity for observing the activities of the surveillance environment without sacrificing the coverage required for surveillance of the primary target.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**GENERAL ORDER 87 – INVESTIGATIVE OPERATIONS &
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Appendix Five

UNDERCOVER OPERATIONS

I. GENERAL INFORMATION

- A. The procedures of Appendix Five augment the investigation operation protocols of this written directive.

- B. The use of undercover officers in criminal investigations is a valuable investigative tactic; however, such use can pose unique challenges to members and involve issues not normally encountered during other investigations.

█ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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IV. IDENTIFYING PERSONS AND SUSPECT CONTACT

Identifying Persons –

- A. Every reasonable effort must be made to ensure persons identified as being involved in illegal activity be identified as fully and accurately as possible.
- B. Members shall make use of every applicable investigative resource available.
- C. Methods of identification include the following:

[REDACTED]

[REDACTED]

[REDACTED]

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Suspect Contact –

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

[REDACTED]

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

