

Bowie City Police Department - General Orders



TITLE: DIRECTED RESPONSE TEAM		NUMBER: 453
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X_NEW _ AMENDS _ RESCINDS		DATE:

AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS 43.1.1, 43.1.2, 43.1.5,	TOTAL PAGES 6
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I. POLICY

The policy of the City of Bowie Police Department is to use its resources in the most effective and efficient manner to accomplish its mission. The application of dedicated resources on crime and other community problems has proven to be one of the most effective law enforcement practices. Therefore, the Department shall maintain a Directed Response Team, for both uniform and plainclothes assignments. The emphasis of DRT will be the identification of community problems and the development of enforcement strategies to effectively deal with these problems.

II. PURPOSE

The purpose of this Order is to outline the responsibilities of the Directed Response Team and to set forth the procedures for managing this valuable resource.

III. PROCEDURES

A. DRT will work directly under the supervision of the DRT Supervisor who shall work with the Criminal Investigations Section and Community Services Section and report to the Investigative Services Division Commander. All officers, supervisors and Commanders are encouraged to keep the DRT Sergeant informed of problem areas in the City which would benefit from the utilization of DRT.

B. Target areas will be identified by the DRT Sergeant. The selection of a target area may be based upon several factors, to include:

1. Major criminal incident(s);
2. An increase in criminal activity;
3. An increase in calls for police service; and,
4. A heightened fear of crime within a particular community which would require increased police presence.
5. Organized crime activity.

C. DRT will also be used in other special operations of the Department when the Investigative Services Division Commander deems appropriate. These activities include, but are not limited to:

1. Community Services Events
2. Sobriety Check Points;

3. Bike Patrol,

4. Roadside Safety Checks.

D. Patrol officers and CIS investigators who have information concerning known offenders in the target areas, or who have obtained warrants for suspects living in the target areas, are encouraged to contact DRT for assistance in locating, surveilling and/or apprehending these individuals.

E. The CIS Sergeant will coordinate with the DRT Supervisor and provide additional resources, as needed, to ensure the safety of the DRT officers in the completion of their assignments.

F. Investigative Services Division Commander and Patrol Division Commander shall coordinate efforts prior to DRT's redeployment to patrol functions. The Patrol Commander will attempt to fill minimum staffing requirements through the use of other units and overtime officers.

G. The DRT Sergeant will report all significant incidents to the Investigative Services Division Commander.

IV. REQUEST FOR ASSISTANCE

A. Should an incident occur during a shift for which the services of DRT, its covert vehicle and/or equipment are needed, the on-duty Shift Supervisor will contact the DRT Sergeant and make a request for assistance. If the DRT Sergeant is not working, the request will be made directly to the Investigative Services Commander.

B. The DRT Supervisor shall inform the Shift Supervisor of any previously planned activity for the day. Although the DRT Supervisor should attempt to honor as many requests for assistance as practical, the decision process as to what need is more important at the time should rely heavily on the safety of officers and which crime is more serious in nature.

C. While on assignment, and depending upon the location and nature of a call, the DRT Supervisor may also direct DRT to respond to an incident until a sufficient number of patrol officers have arrived on the scene. Once the scene is assumed by Patrol, the DRT Supervisor will coordinate response and resources with the Shift Supervisor.

VI. DRT MEMBER RESPONSIBILITIES

A. Once a particular area or problem has been identified for problem solving, the DRT Supervisor will be responsible for coordinating the appropriate activity in the target area. DRT will be responsible for identifying, locating and apprehending individuals who are found to be committing crimes in the target area.

B. DRT officers will make periodic contact with the CIS investigators and Task Force Officers in an attempt to identify suspects or problems in the target area.

C. Once an arrest has been made, DRT officers shall interview each arrestee and attempt to identify and locate other suspects who may be committing crimes in the City. DRT officers shall take a digital photograph of each arrestee and maintain this photo log for use by all Department officers.

VII. DRT SUPERVISOR RESPONSIBILITIES

A. The DRT Supervisor shall be responsible for the coordination of all Section functions. Such functions shall include but are not limited to:

1. Scheduling daily activities, training dates and court dates;

2. Maintaining liaisons with CIS, Task Force Officers and Patrol supervisors; and,

3. Keeping the CIS Sergeant and the Investigative Services Division Commander apprised of daily activities, as well as any significant incident(s).

B. Work in conjunction with the Criminal Investigations Section (CIS) or outside agencies when requested.

1. Identify and document known or suspected persons involved in criminal activities utilizing intelligence files.
2. Substantiate, by investigation, reports made by citizens.
3. Communicate with other agencies, witnesses, and informants regarding these activities.
4. Review existing case files for similarities and connections.
5. Thoroughly investigate every case, seeking arrest and prosecution.
6. Maintain accurate and organized records which allow referencing the past and future similar complaints and activities. (CALEA 43.1.1.b)

C. Documentation: When crime information is received, it shall be well documented, indicating the source, the activity, pertinent dates and times, the name of the person receiving the information, and any other beneficial information.

1. Offenses and arrests shall be documented in the normal manner.
2. A copy of any patrol originated incident or arrest report involving actual or suspected drug or criminal activity shall be forwarded to the DRT Supervisor.

D. Intelligence File: The DRT Supervisor shall maintain a file on or enter drug and crime information received from Department sources, outside agencies, and citizens within the intelligence files. The DRT Supervisor shall coordinate investigations based on such information as warranted. (CALEA 43.1.1.c)

- a. The file shall be secure and maintained separately from other Departmental files, yet available on a need-to-know basis determined by the CIS or DRT supervisors to individuals requesting the information. (CALEA 43.1.2)
- b. This file shall be purged of information not actively being used for investigative purposes by January 15th of each year.
- c. The DRT Supervisor is responsible to disseminate intelligence information received by Department employees to allied agencies when appropriate. This information should be shared directly with the appropriate unit of the allied agency (homicide, drug, counter terrorist, etc.)

E. The DRT Supervisor is a first-line supervisor and shall be responsible for reviewing all police reports written by DRT officers. The DRT Supervisor shall conduct monthly equipment inspections and annual evaluations for all officers assigned to the Section. The DRT Supervisor shall complete a weekly report detailing the activity of the Unit.

F. Investigative Factors: crime complaints shall be investigated to the fullest extent possible. Several factors may be used by the DRT Supervisor to determine the extent and intensity of the investigation. These factors include but are not limited to the following:

1. Solvability factors;
2. The relative importance of the problem to the community and the Department;
3. The availability of staffing and resources to conduct a proper investigation;
4. The expertise to conduct a proper investigation; and,
5. The validity of intelligence information.

G. Covert Operations: When the need to conduct any surveillance, undercover, or decoy operation has been determined, the DRT Supervisor shall obtain prior approval from the Investigative Services Commander and take into consideration the following: (The DRT Supervisor shall, as necessary, consult with members of this Department and allied agencies in formulating plans for an effective operation. Not every item indicated below will apply to each operation). (CALEA 43.1.5)

1. The type of crime shall be analyzed to develop any type of pattern.
2. Possible offenders will be identified and studied along with their methods of operation, habits, vehicle used, and other pertinent information. Suspects will be contacted and interviewed when appropriate.
3. The target area of the operation will be identified and officers will be familiarized with this area, if necessary. The on-duty Shift Supervisor shall be notified of the operation, when appropriate.
4. The DRT Supervisor will conduct a briefing with all officers involved prior to beginning any covert operation. This briefing will include all pertinent information on the operation.

VIII. COOPERATION BETWEEN DEPARTMENTAL COMPONENTS

The identification and control of criminal activities can best be accomplished by mutual cooperation between all Departmental components and allied agencies. (CALEA 43.1.5)

1. Employees receiving information on drug or crime or suspecting these activities, have the responsibility to make this information known to their supervisors by filing out an Intelligence Information Form. The following procedures shall be followed when information is received or suspected:

- a. The employee shall fill out the Intelligence Information Form as completely as possible.
- b. Once complete the form shall be forwarded to the on-duty Shift Supervisor for approval, unless the receiving officer is of higher rank.
- c. The on-duty Shift Supervisor shall forward the Intelligence Information Form to the Investigative Services Division Commander.
- d. The Investigative Services Division Commander shall forward the original form to the appropriate Unit and a copy to the DRT Supervisor.

2. Division Commanders should ensure an exchange of relevant information through Departmental memorandums and at regularly scheduled staff meetings.

3. Special meetings may be conducted as needed to exchange information concerning on-going or possible investigative efforts.

4. Information received concerning illegal alcoholic beverage activity shall be submitted to the Maryland Liquor Board. It is the responsibility of the officer receiving this information to ensure that it is disseminated to the DRT Supervisor for processing and forwarding to the Maryland Liquor Board.

IX. USE OF INFORMANTS BY DRT MEMBERS: See Order 410 Confidential Informants.

X. CONFIDENTIAL INFORMANT FUNDS AND BUY MONEY: See Order Criminal Investigations SOP

XI. STOLEN PROPERTY EVIDENCE PURCHASES

A. Stolen Property Purchases: The most common form of evidence purchase will be the sale method between suspect(s) and undercover DRT members or a CI. Prior to the DRT member of CI purchasing stolen property, the member shall:

1. Obtain permission of the Investigative Services Division Commander before any evidence items are purchased from suspected violators.

2. Use only approved Confidential Informant Funds (CIF) for evidence purchase. The previously photocopied funds utilized for evidence purchase will be placed in the original offense report prepared by the investigating officer.

B. Photocopying of CIF Funds: Occasionally, DRT members may be placed in a position of purchasing stolen property in an undercover capacity, without first photocopying the CIF funds. Purchases of evidence items in these circumstances will not be completed without cover surveillance. In such circumstances, the investigating officer will include within his/her incident report the specific reasons why the CIF funds were unable to be photocopied, and shall:

1. Immediately notify the DRT Supervisor of the circumstances.

2. Provide a copy of the written incident report to the DRT Supervisor upon completion of the report who shall forward to the Investigative Services Division Commander.

XII. DRT EQUIPMENT

A. DRT officers are prohibited from using rental covert vehicles while working in a supplemental patrol capacity.

B. DRT officers may be provided access to specialized equipment from other Departmental components due to the nature of their assignment. They may utilize this equipment when approved by the appropriate Division Commander, and after proper training and proficiency has been demonstrated.

XIII. UNIFORM STANDARDS

A. When working uniformed assignments, DRT officers shall wear the uniform of the day. All other grooming and uniform standards apply as stated in Order 327 Uniform and Equipment.

B. When working in a covert capacity, DRT officers will have police identification readily available.

XIV. WORK SCHEDULES

Due to the nature of their assignment, the work schedule of DRT will be subject to change, often with little notice. Every effort will be made by the DRT Supervisor to provide as much notice as possible to Unit officers of any schedule change.

XV. STAFFING SHORTAGES

In times of staffing shortages, it may become necessary to reassign members of the DRT Unit to front line functions. During those times the CIS Detectives may need to assume some of the responsibilities of DRT members in critical investigations.