



Fitchburg State University Police Department

Subject: SPECIAL INVESTIGATIVE OPERATION	
Reference: IACLEA: 13.2.1, 13.2.5 MPAC: 43.1.5, 43.1.1	
Effective Date: February 3, 2021	Review Date:
By Order of: Michael J. Cloutier, Chief of Police	

General Order

13.2

PURPOSE:

The purpose of this policy is to provide guidance and instruction on surveillance operations and other special investigations such as vice, drugs, and criminal activities that are planned and carried out on a large scale.

POLICY:

It is the policy of the Fitchburg State University Police Department that reports of vice, drug and/or organized criminal activities on the university campus shall be properly documented and forwarded to the Chief of Police.

PROCEDURE:

A. Surveillance and Undercover Equipment

1. The Chief of Police may authorize members working within an investigative capacity to use department surveillance and undercover equipment. If the Fitchburg State University camera system is to be utilized, its use shall conform to the University's "Video Management Solution Use Policy" as referenced in the Fitchburg State University Police Department policy (See G.O.12.4 VIDEO SURVEILLANCE)
2. All department surveillance and undercover equipment shall be stored in the evidence room and under the control of the Detective Sergeant. Equipment shall be used for

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legitimate police investigations as authorized by the Chief of Police, or designee, and shall be signed out prior to its use and signed back in with the department's detective.

3. Equipment borrowed from another agency shall follow the same guidelines as stated above.
4. Subjects being surveilled shall have a report generated in the record management system detailing the following information:
 - a. The reason for the surveillance;
 - b. The duration or anticipated duration of the surveillance;
 - c. The location of the surveillance;
 - d. The result and/or evidentiary result of the surveillance.
5. When a surveillance operations is foreseen to be complex or includes multiple officers, a written surveillance plan should be utilized which includes means of communication to include alternate radiofrequency.
6. All documentation should be managed in such a way as to maintain the integrity of the investigation, the safety of the officers, and to meet legal and institutional requirements.
7. Department members conducting surveillance shall regularly update their shift supervisor, who will forward all updates up the chain of command.
8. Surveillance of department members for the purpose of internal investigations shall comply with the G.O. 4.2.1 COMPLAINT INVESTIGATIONS.
 - a. Documentation of internal investigations shall be shared only between the investigating member of the command staff and the Chief of Police.

IACLEA 13.2.1

A. Vice, Drug and Organized Crime Complaints

1. Receipt of Information
 - a. All vice, drug, and organized crime complaints, including information from outside agencies, shall be provided be entered into the Computer Aided dispatch system with a call for service. An incident number and report shall be generated in the department's record management system.
 - b. Any log entries accompanying the tip shall be entered with minimal information to avoid disclosing the name, address, or other identification of the suspect(s) or the provider of the information. This information shall be forward to the Detective Sergeant and Lieutenants.
2. Processing

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- a. Preliminary investigating information will be provided to the detective, or officer, assigned to investigate. He/she shall review the initial information and make a determination as to any action to be taken, in conjunction with a supervisor.
- b. Information that is found to be pertinent to another agency will be forwarded to the appropriate contact within that agency after consultation with the Chief of Police, or designee. The person distributing such information shall include a record of such information in the incident report attached to the receipt of the initial information.
- c. The Chief shall be kept abreast of any vice, drug, or organized crime investigation in a timely manner of if new development are made in the investigation. This includes any incidents that may require a Timely Warning Notification, or other notification to the campus community, following Clery guidance and investigatory exemption.
- d. Investigations of vice, drug, or organized crimes shall follow the same investigative procedures as list in G.O. 13.1 INVESTGATIVE SERVICES.

3. Records

- a. 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. Hard copies and paper records shall be stored by the investigating officer/detective in a locked file.
- b. Access to such files shall be limited to the following authorized personnel:
 - i. Chief of Police;
 - ii. Lieutenants
 - iii. Detective Sergeant or investigating officer

IACLEA 13.2.5

Approval:



Chief of Police

02/03/2021
Date