

# UW Whitewater Police



## Surveillance, Undercover and Decoy Operations

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Special Instructions: CALEA 43.1.5			
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### I. Purpose

To provide procedures for conducting or participating in surveillance, undercover, and decoy operations.

### II. Definitions

**Decoy:** A technique that disguises a plainclothes police officer as a potential crime victim with constant surveillance being maintained by plainclothes officers.

**Surveillance:** The continuous or periodic watching of persons, vehicles, and places or objects.

**Target:** A person, business, vehicle, weapon, or email address.

**Undercover:** An investigative technique and capability employed in order to infiltrate criminal activity through covert means in an attempt to determine the nature and extent of illegal activities.

### III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that when deemed appropriate, the Department will conduct covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in narcotics, vice, organized crime, and other types of crimes. This may include decoy, undercover, and surveillance activities designed to infiltrate and establish an association with those individuals suspected of being engaged in criminal activity.

Undercover and Decoy assignments may be approved when circumstances need a covert deployment to assist in the investigation. This should be done with safety for all parties involved at the forefront of the operation. Supervision, planning, and teamwork are essential to a good undercover operation.

Surveillance can be used to determine or verify a violation, verify the reliability of an informant and information, collect evidence to make an arrest or get a search/arrest warrant, locate suspects or wanted persons, identify individuals involved in crimes, and establish relationships

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between suspects, accomplices, and associates, determine methods of operation, and prevent the completion of a violation

## IV. Procedure

- A. **Authorization and Supervision:** Surveillance, undercover, and decoy, operations shall only be initiated with the approval of the Chief of Police, Assistant Chief of Police, or their designee.
  - 1. If the case is investigated primarily by UWW PD Sworn Staff then the Assistant Chief of Police will oversee the operation.
  - 2. If the case is investigated by a joint task force or county drug unit it may be supervised by the officer appointed to run that unit.
- B. Prior to any undercover operation, every effort should be made to fully identify the target and to contact neighboring departments to ensure no other law enforcement agency has an active case on the same target.
- C. **Safety Related and Other Procedures:** Prior to initiating surveillance, undercover, or decoy operations, the Assistant Chief of Police, or their designee shall:
  - 1. Analyze all available intelligence information pertaining to the operation. This information may include, but is not limited to:
    - a. Review files as they relate to victims and crimes.
    - b. Determine the range and extent of the criminal activity involved.
    - c. Identify the modus operandi of the crimes.
    - d. Determine the location of the criminal activity.
    - e. Determine the actions of the victims.
    - f. Be aware of any peculiarities identified with the victims.
    - g. Be aware of any peculiarities identified with the crime locations.
  - 2. Identify and analyze probable offenders, their habits, associates, vehicles, modus operandi, and all other pertinent information. This information may include, but is not limited to:
    - a. Review files relating to offenders to determine names and aliases, physical descriptions, photographs when available, and known and suspected associates.
    - b. Determine the range and extent of suspected crimes and activities in which the offenders are involved, and include their modus operandi.
    - c. Be familiar with offenders' vehicle(s) and potential routes.
    - d. Be aware of other pertinent information such as personal habits, alcohol or narcotics use, tendency towards violence, knowledge or suspicion of police surveillance, and ability to elude police surveillance.
  - 3. Anticipate when and where initial contact with suspect(s) will be made.
  - 4. Analyze the neighborhood surrounding the target area. This information may include, but is not limited to:
    - a. Actual reconnaissance of the area.

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- b. Geographic and socio-economic make-up of the population.
  - c. Normal dress and language for the area.
  - d. Suitable vantage points.
  - e. Traffic conditions and patterns.
  - f. Areas that may prove hazardous to the undercover investigators.
5. Secure necessary equipment to carry out the operations. This may include, but is not limited to:
    - a. Cover equipment so that investigators involved can blend into the area of the operation.
    - b. Cameras and binoculars.
    - c. Recording equipment and/or listening devices and radios.
    - d. Vehicles.
  6. Determine communication channel(s) or other appropriate communication methods, especially emergency communications.
  7. Determine legal ramifications of the operation by seeking advice and/ or warrants from the District Attorney's Office when appropriate.
  8. Develop plans and guidelines. This plan may include, but is not limited to:
    - a. When and where arrests are to be affected.
    - b. Who shall determine the arrest situation.
    - c. Designation of arrest teams.
    - d. Who shall participate in arrests.
    - e. Participation or nonparticipation of undercover investigator.
  9. Ensure adequate police personnel are available for the safety of personnel involved in surveillance, undercover, or decoy operations.
  10. Ensure adequate supervision is provided.
  11. Advise the on-duty supervisor and/or Officer in Charge (OIC) of operations. If the operation is to be conducted within another agency's jurisdiction, the OIC shall contact the OIC for that agency and provide prior notification.
- D. **Reporting:** All operations shall be documented with an incident report. This will be placed in our records management system and the Assistant Chief or the primary officer can restrict access to the incident report. This will prevent it from being released or restrict access to the information to only those allowed access.