

YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Vice and Organized Crime	NUMBER: GO 2-27
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1 **INDEX WORDS**

- 2
- 3 Confidential funds/Special Investigations (SIU) Funds
- 4 Decoy operations
- 5 Equipment, special surveillance/recording
- 6 Intelligence
- 7 Organized crime
- 8 Raids
- 9 Vice
- 10 Undercover operations

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12 **POLICY**

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14 The York County Sheriff's Office is charged with the enforcement of all criminal statutes

15 relating to drugs, vice, and organized crime. The Sheriff is firmly committed to the suppression

16 of all types of these crimes. To prevent the spread of vice conditions, deputies will take

17 aggressive enforcement against all vice activities. See [GO 2-16](#), Drug Enforcement, for

18 additional information specifically related to illegal drug/narcotics enforcement.

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20 **PURPOSE**

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22 To provide investigative guidelines and to establish procedures and policies regarding vice, drug,

23 and organized crime.

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25 **PROCEDURES**

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- 27 • In its commitment to suppress vice, drugs, and organized crime in York County, the
- 28 Sheriff's Office focus will include:
- 29 ○ Organized crime activities that may include, but are not limited to: loan sharking,
- 30 labor racketeering, corruption, extortion and/or bribery, theft/fencing rings; illegal
- 31 sale and distribution of liquor and tobacco, illegal sale and distribution of controlled
- 32 substances, illegal gambling operations, illegal prostitution and pornography, or
- 33 firearms violations.
- 34 ○ Vice crime activities may include, but are not limited to: illegal sale and distribution
- 35 of liquor, tobacco, or controlled substances (drugs); illegal gambling operation; or
- 36 prostitution and pornography.

- 37 ▪ All deputies will share the responsibility to suppress and enforce the laws against
38 drugs, organized crime and vice activities.
39

- 40 • The Sheriff has assigned responsibility for organized crime and vice enforcement
41 operations to the Investigations Commander. He or she will function as the primary
42 contact point of coordination and planning for vice, drug, and organized crime
43 enforcement activities.
- 44 • The Investigations Commander will brief the Sheriff on all major operations pertaining to
45 Vice/Narcotics and Organized Crime.
- 46 • Organized crime activities listed above are primary targets for agency enforcement,
47 investigative, and suppression efforts. Such activities are not restricted to large urban
48 areas, but can exist in any community where it is possible for a group of persons to
49 establish an organization for criminal activity that provides a continuing financial profit.
- 50 • Vice activities listed above will be primary targets for agency enforcement, investigative,
51 and suppression efforts. Vice activities may be under the control of organized crime or
52 may be run as strictly a local operation.
- 53 • The Investigations Commander and Patrol Commander will coordinate efforts to ensure
54 that vice, drug, and organized crime complaints are properly received, processed, and
55 investigated.
- 56 • Deputy sheriffs and non-sworn personnel will report all information coming to their
57 attention concerning organized crime, drug, or vice crime activities directly to either the
58 Commander of Investigations, Investigative Lieutenant or a York County Drug
59 Enforcement Officer. Information from the public will be directed through the same
60 channels.
- 61 • A file shall be kept in a secure location of initial complaints on drug, vice and organized
62 crime activities.
- 63 • Such reports may be oral or in writing and will be kept completely, confidential.
- 64 • Such information will become the basis for investigative efforts as appropriate. Results
65 should be communicated back to originating deputies who provide useful information
66 when possible, without disclosing sensitive information or jeopardizing investigative
67 outcomes.
- 68 • Upon review by the Commander of Investigations, organized crime and vice/ narcotics
69 investigations or enforcement activities, may be assigned for investigation to patrol shift
70 supervisors and their assigned deputies. Strict confidentiality of information will be
71 maintained and only those with a need-to-know will be informed of such enforcement
72 activity.

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74 **VICE, DRUG, ORGANIZED CRIME, AND INTELLIGENCE ACTIVITIES**
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- 76 • The Commander of Investigations serves as the Sheriff's Office focal point for the
77 coordination of vice, drug, organized crime, and intelligence activity.
- 78 • Information will be received from patrol deputies and investigators, as well as from
79 citizen complaints or informants.

- 80 • The Commander of Investigations and/or the Investigative Lieutenant will evaluate such
81 information and determine the appropriate investigative response using, but not limited
82 to, the following criteria:
- 83 ○ Perceived accuracy and validity of the information;
 - 84 ○ Nature of criminal activity;
 - 85 ○ Scope and relative importance of the problem;
 - 86 ○ Quantity of information and leads available;
 - 87 ○ Investigative techniques necessary;
 - 88 ○ Sheriff's Office resources available;
 - 89 ○ Operational problems, if any.
- 90
- 91 • The Sheriff's Office's capacity to conduct special operations for the control of vice, drug,
92 and/or organized crime or to conduct intelligence operations is limited. However,
93 through cooperative relationships with federal, state, and other local law enforcement
94 agencies special operations such as decoy, undercover, and surveillance activity can be
95 effectively planned and accomplished.
- 96 • Normally, drug enforcement officers will be responsible for the preparation of written
97 operations plans for approval by the Commander of Investigations or his designee. Plan
98 prerequisites are listed below.
- 99 • Decoy operations plans will include, at a minimum:
- 100 ○ Analyzing victims, crimes, and crime locations;
 - 101 ○ Disguising deputy to resemble victims;
 - 102 ○ Determining the number of backup deputies for security and protection;
 - 103 ○ Developing operational procedures such as observation and arrest;
 - 104 ○ Determining legal ramifications;
 - 105 ○ Establishing constant communications;
 - 106 ○ Identification by designation;
 - 107 ○ Notifying the shift supervisor and deputy responsible for the target area;
 - 108 ○ Providing close supervision and identifying how to request medical assistance.
- 109
- 110 • Undercover operations plans will include, at a minimum:
- 111 ○ [REDACTED]
 - 112 ○ [REDACTED]
 - 113 ○ [REDACTED]
 - 114 ○ [REDACTED]
 - 115 ○ [REDACTED]
 - 116 ○ [REDACTED]
 - 117 ○ [REDACTED]
 - 118 ○ Establishing a means for routine and emergency communication;
 - 119 ○ Determining legal ramifications;
 - 120 ○ Providing guidelines for arrest;
 - 121 ○ Providing back up security for deputies;
 - 122 ○ Providing for close supervision;
 - 123 ○ Providing perimeter protection;

- 124 ○ Designating a single person as supervisor and coordinator.
125
- 126 ● Crime surveillance operations plans will include, at a minimum:
■ [REDACTED]
■ [REDACTED]
■ [REDACTED]
- 130 ○ Familiarizing the deputy with the neighborhood or target area;
131 ○ Determining operational procedures for observation, arrest, and "tails";
■ [REDACTED]
- 133 ○ Establishing a constant means of communication;
134 ○ Selecting equipment or vehicles;
135 ○ Providing relief, and
136 ○ Determining legal ramifications.
- 137
- 138 ● Raids may also be conducted in support of vice, organized crime or intelligence
139 operations.
- 140 ● All raid plans require the advance approval of the Commander of Investigations or his
141 designee, and will include at a minimum:
142 ○ Designating a single person as supervisor and coordinator;
143 ○ Developing strategies and tactics for approaching, entering, securing, and leaving
144 target;
145 ○ Searching for and seizing evidence and/or contraband;
146 ○ Selecting equipment; personal equipment will include wearing body armor;
147 ○ Selecting and communicating with specialized support units
148 ○ Arresting suspects;
149 ○ Authorizing use of force;
150 ○ Requesting medical assistance; and
151 ○ Providing for documentation.
- 152
- 153 ● The Investigations Commander or his designee shall provide to the Sheriff the status of
154 major on-going investigations concerning vice, organized crime, and intelligence
155 problems, actions taken or planned to control, and summarizing complaints,
156 investigations, and arrests.
- 157 ● The commanding officer of the regional drug task force or the drug enforcement section
158 leader shall submit a written report to the Sheriff on a quarterly basis outlining activities
159 specifically relating to illegal drug enforcement.
- 160 ● The Investigations Commander will maintain separate, secure files in which current
161 intelligence information and active case files pertaining to vice, drug, organized crime,
162 and intelligence activities are maintained.
- 163 ● Security of vice, organized crime, and intelligence information is essential. Such
164 information should be distributed within the department and to other criminal justice
165 agencies only on a need-to-know basis.

- 166 • The Investigations Commander is responsible to maintain liaison with federal, state and
167 local law enforcement agencies for the exchange of intelligence and for the planning of
168 any joint enforcement activities.
- 169 • The Investigations Commander will brief the Patrol Commander and any affected shift
170 supervisors on special operations; however, discretion may be used in disseminating
171 information in instances that may jeopardize a tactical operation.

172 **CONFIDENTIAL FUNDS**

- 175 • Expenditures justified in the investigations budget provide for the establishment of a
176 confidential/SIU fund to support the operation and investigation of vice, drug, and
177 organized crime control functions such as, but not limited to, paying informants,
178 purchasing contraband as evidence, and expenses for surveillance activities and
179 equipment. (See [GO 2-16, Drug Enforcement](#)).
- 180 • The Investigations Commander is responsible for administration and disbursement of
181 confidential/SIU funds and:
 - 182 ○ Maintain and secure the funds according to local policies and all appropriate laws.
 - 183 ○ Properly disburse and deposit funds and maintain appropriate bookkeeping and banking
184 practices.
 - 185 ○ Maintain a secure file of all transactions (with restricted access) and purge records as
186 legally required.
 - 187 ○ The Investigations Division Commander shall not expend more than \$ 1,000.00 on any
188 single purchase without the specific authorization of the Sheriff or his designee.
 - 189 ○ The Chief Deputy shall conduct a quarterly audit of the confidential fund.
 - 190 ○ The confidential funds custodian may disburse funds for the following purposes:
 - 191 ▪ Payments to informants.
 - 192 ▪ Purchase of illegal drugs, contraband, or other evidence to advance an investigation.
 - 193 ▪ Expenditures for undercover operations.
 - 194 ▪ Flash money
 - 195 ▪ Purchases of food and beverages for informants.
 - 196 ▪ Purchase of equipment on an as needed basis. This may include, but not
197 limited to: batteries, audio/video tapes, and wiring for electronic equipment
198 repair.
 - 199 ❖ Purchases should not exceed \$75.00 without approval of the confidential funds
200 custodian.
 - 201 ▪ In the furtherance of any investigation when deemed necessary by the Investigations
202 Division Commander, Chief Deputy or Sheriff.
 - 203 ▪ Temporary funds for extraditions which are reimbursed by the Secretary of the
204 Supreme Court of Virginia.
 - 205 ▪ Any other purpose as deemed necessary by the Sheriff or his designee.
- 206 • Documentation
- 207 ○ Deputies may request confidential/SIU funds either verbally or in writing.

- 210 ○ The Investigations Division Commander shall prepare a receipt and the requesting
- 211 deputy shall sign the receipt upon receiving the funds.
- 212 ○ Deputies who receive confidential funds shall prepare an expense report to account for
- 213 all money received from the account. Receipts for purchases shall be obtained. The
- 214 report shall include:
 - 215 ■ Informant control number if funds were used to pay an informant or name of
 - 216 individual funds was paid to if not a registered confidential informant.
 - 217 ■ Signature of witness when funds are paid to an informant.
 - 218 ■ Date of the expenditure.
 - 219 ■ Name of business where funds were spent
 - 220 ■ Copies of receipts.
 - 221 ■ Type of investigation.
 - 222 ■ Case number.
- 223
- 224 ○ The deputy expending confidential/SIU funds shall prepare the expense report as soon
- 225 as practical and submit it to the Investigations Division Commander.
- 226 ○ When practical, the informant shall initial a receipt of funds on the expense report.
- 227 ○ [GO 2-11, Informants](#), requires deputies to have the informant sign for money received,
- 228 along with a witness, whenever possible.
- 229 ○ Unexpended funds shall be returned to the custodian who shall issue the deputy a
- 230 receipt.

231 **SURVEILLANCE EQUIPMENT**

- 234 ● Organized crime and vice investigations often require special surveillance and recording
- 235 equipment.
- 236 ● The Investigations Commander is responsible for determining equipment needs,
- 237 authorizing, inventorying, distributing, and monitoring the use of specialized equipment.
- 238 Further, he or she shall ensure the timely reporting of damage or loss, and ensure that all
- 239 specialized equipment is in proper working order.
- 240 ● The Investigations Division maintains a limited amount of surveillance equipment
- 241 including but not limited to:
 - 242 ○ Audio transmitters
 - 243 ○ Audio/video recording systems
 - 244 ○ GPS tracking devices
- 245 ● The Investigations Division Commander or his designee shall:
 - 246 ○ Assign surveillance equipment on a permanent or temporary basis as needed.
 - 247 ○ Determine the best location to limit access to unused surveillance equipment.
 - 248 ○ Be responsible for the tracking and inventory or surveillance equipment.
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- 250 ● Procedures
 - 251 ○ If any deputy of the York County Sheriff's Office or any other agency has a need to
 - 252 use any surveillance equipment currently assigned to the Investigations Division, they
 - 253 shall:

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- Request either verbally or in writing from the Investigations Division Commander or his/her designee, Authorization for the use of the equipment.
 - Under no circumstances shall surveillance equipment be loaned to any outside agency without the authorization of the Investigations Division Commander.
 - Loan of surveillance equipment outside of agency
 - Generally, the lending of equipment outside the agency will be strongly discouraged.
 - In the event that it is approved, the procedures outlined below shall be followed:
 - ❖ The requesting agency shall submit a written request to the Sheriff or his designee for approval.
 - ❖ If the requested equipment requires a York-Poquoson Sheriff's Office employee to be present to operate the equipment. This request will be handled in accordance with existing Mutual Aid Agreements.
 - ❖ Equipment shall only be loaned for a specified time period.
 - ❖ When the equipment is returned, it will be inspected and tested.
 - Use of surveillance equipment
 - Once appropriate authorization is given, the individual assigned to operate or install the equipment undertakes the full responsibility for proper and legal use of all equipment.
 - Operations involving the use of surveillance equipment shall be kept confidential.
 - **The constitutional rights of individuals being surveilled are paramount. Therefore, if required, search warrants or court orders shall be obtained prior to the use of surveillance equipment.**
 - This policy is in no way meant to discourage the use of the available electronic equipment. It is meant to assure that the proper and legal applications according to the Code of Virginia and Federal Statutes are abided by every member of the York-Poquoson Sheriff's Office.