

**East Lansing Police Department  
Policy & Procedure**

<b>Subject: Special Investigations and Operations</b>	<b>ELPD Policy #: 400-12</b>
<b>Effective Date: March 1, 2022 Revised Date:</b>	<b>Distribution: Sworn Personnel</b>
<b>MACP Accreditation Standard : Special Investigations and Operations</b>	<b>MACP Standard: 4.5.1 &amp; 4.5.2</b>

**I. PURPOSE**

The East Lansing Police Department (ELPD) realizes the importance of investigating all types of crimes and incidents. It is the purpose of ELPD to investigate or resource these investigations out to an appropriate agency when applicable.

**II. POLICY**

The East Lansing Police Department (ELPD) investigates reports involving vice, drugs, and organized crime to the fullest extent possible. Investigations may be referred to a task force, outside agency, or handled within the department by evaluating accuracy and credibility of the initial information and determining the scope and relative importance of the problem.

**III. DEFINITIONS**

“Drug control” involves distribution and/or sale of illegal and controlled substances.

“Organized crime control” involves unlawful activities by members of groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit; or engaged in supplying illegal goods or services, prostitution, drugs, liquor, weapons or other unlawful conduct that may include intimidation or corruption.

“Vice control” involves prostitution, illegal use/sale of alcoholic beverages, and the distribution/sales of obscene and pornographic materials.

**IV. PROCEDURES**

Initial complaints involving vice, drugs, and organized crime control will be handled by the officer who receives it. The officer will document their investigation in a police report. If the complaint is evaluated to involve a scope or importance beyond the resources of the officer receiving the information, consideration shall be given to involving a task force detective, outside agency,

or ELPD detective. The officer receiving the information shall work with his/her supervisor in making this determination. (4.5.1 a,b)

The CICET Lieutenant or his/her designee will be notified whenever vice, drug, or organized crime complaint is referred to a detective, task force, or outside agency. The CICET Lieutenant or his/her designee shall maintain records of all such complaints. (4.5.1c)

The CICET Lieutenant or his /her designee shall maintain a record of complaints received regarding vice, drugs, or organized crime that are investigated by ELPD or referred to outside agencies. These records shall be accessible to authorized personnel only. While these complaints will have a police report number assigned, the actual records of an active investigation should be under the control of the CICET Lieutenant or his/her designee and authorized personnel only. (4.5.1d)

The department report system (SRMS) allows reports that contain confidential or sensitive information that could impair the investigation to have restricted access. In those cases, access to the computerized records will be restricted upon supervisor approval.

The CICET Lieutenant or his/her designee is responsible for providing quarterly updates of all investigative activities involving vice, drugs, and organized crime control to the Chief of Police. (4.5.1f)

## **V. EQUIPMENT**

ELPD may allow the use of surveillance and undercover equipment.

Specialized equipment must be signed for by the officer or detective using it. A log shall be maintained by the CICET Lieutenant or his/her designee for all equipment used for surveillance or undercover operations. The log will include the following information, if applicable:

Type of equipment and serial number.

Type of case and incident number.

Check in/out date.

Signature of officer or detective utilizing the equipment.

## **VI. COVERT OPERATIONS (4.51e, 4.5.2)**

ELPD personnel may engage in surveillance, undercover, decoy, and raid operations. The Chief of Police or his/her designee shall be notified of any covert operations.

All personnel engaged in covert operations should be familiar with the objectives and details of the operation. Contingency procedures must be considered for all types of operations. Examples of these procedures include, but not limited to:

Communications

Observations

Documentation, recording, and reporting

Command and control

Suspect contact procedures

Arrest procedures

High risk entry plans (Raid Plan)

Operational De-escalation procedures (MI-HIDTA) 4.5.1e)

Medical Emergencies

Raid authorization

Search and seizure of evidence and contraband

Additional considerations should be given as to:

Knowledge of the neighborhood or target area

Locations of nearest hospitals

Provisions for relief, backup, security, and perimeter

Supplication of false ID for officers or detectives

Use of Force

Finance and funding

## **VII. CANCELLATIONS**

None

Authorized By:

  
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Kim Johnson, Chief of Police