

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Receiving and Processing Complaints		CHAPTER/SECTION NO.: 30.1,30.2	
EFFECTIVE DATE: 12/11/01		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 43.1.1,43.1.2		Revised 9/05/03	

30.1 Policy

- 30.1.1 Complaints alleging vice or organized criminal activity may be received by any member of this agency and forwarded to the Investigations Section using the Sheriff's Office case report or memo form. If the original complaint was received from an informant, the information will be forwarded to an investigator for an evaluation of the submitted information as directed in Policy.

30.2 Procedures

- 30.2.1 Organized Crime or Vice Activity:
- A. Any Office member receiving information should document the preliminary information i.e. complainant contact information, suspect or location information etc. on the appropriate case report or memo form.
 - B. Information may be forwarded through the chain of command or directly to the Investigations Section Lieutenant or designee.
 - C. Investigations Section Lieutenant or designee will assess the information and determine investigation needs and assign appropriate personnel and case number.
 - D. The Investigations Section Lieutenant will "Privatize" or "Hide" (Versaterm Computerized Record System)all computerized records

related to an active case, if appropriate.

- E. Investigations Section Lieutenant or designee will coordinate information received with the Professional Standards Section regarding file maintenance, case report status, file tracking and dissemination of intelligence information. **Refer to WCSO P&P 37, Criminal Intelligence.**
- F. Investigations Section will be responsible for conducting both the preliminary and follow-up investigation of reported organized crime and vice activity.
- G. Investigations Section Lieutenant or designee will maintain non-computerized records related to the investigation in a secured and locked file.
- H. The Investigations Section lieutenant and Operations Bureau Captain will be notified if the Patrol Section has initiated organized crime and/or vice investigations.
- I. Information pertaining to an outside agency or jurisdiction, should be directed to the appropriate investigative agency.

30.2.2 Narcotics Investigations:

- A. Other than simple possession cases handled by patrol deputies or drug possession cases evolving from other investigations by the Investigations Section, cases involving drug violations are the overall responsibility of the Weber-Morgan Narcotic Strike Force (WMNSF).
- B. Information received by clerks or deputies should be forwarded to the WMNSF using the appropriate case report or memo form.
- C. WMNSF personnel will assign the information using a narcotics "T" Case number which is privatized in the Versaterm Computerized reporting system; and a secure file is maintained by the WMNSF in Offices with

secured and limited access by WMNSF administrative and investigative personnel.

- D. The WMNSF Commander will have overall supervision of such investigations and assignment of dedicated supervisors and personnel.

30.2.3 When complaints of a sensitive nature have been received they:

- A. Should be assigned a case number through Weber Area Consolidated Dispatch Center.
- B. Should be maintained in the Investigations Section file or Intelligence File (see WCSO P&P 37, Criminal Intelligence) until the completion of the case at which time it may be forwarded to the Records Unit.
- C. As determined by the Investigations Section Lieutenant, will not be forwarded to the records section until the case is completed or deemed appropriate.
- D. will be secured by the Lieutenant in a locked filing cabinet in the Lieutenant's office until completion. Only the Investigations Section Lieutenant or his designee will control access to these sensitive files.

30.2.4 Preliminary and follow up investigation methods employed in the course of vice, drug or organized crime investigations may include the following:

- A. Contact complainants, victims, informants to obtain/verify information related to suspects, associates, vehicles, locations, type of activity, methods of operation, and other background data.
- B. Identify suspects and conduct criminal history and other personal background information searches to develop a suspect profile.

- C. Confer with prosecuting attorney's regarding criminal elements of offenses being investigated.
 - D. Assess personnel needs and resources required to conduct the investigation.
 - E. Develop a plan of action which may include but is not limited to:
 - 1. Surveillance
 - 2. Undercover operatives
 - 3. Electronic surveillance (pursuant to court order)i.e. phone tap, tracking beacon, etc. (not to be construed to mean typical radio/electronic transmitter "bug" worn by an undercover agent or informant, supervised, and in the presence of suspect/s during surveillance)
 - 4. Informants
 - 5. Communication with other local, state, and/or federal enforcement agencies. This information shall be recorded and maintained in the investigative file.
 - 6. Search Warrants, Investigative subpoenas
 - F. Documentation of investigation activities using appropriate case report or written statement formats.
 - G. Verification of criminal offenses and accurate documentation of elements necessary to gain conviction.
- 30.2.5 Victims associated with vice, drug or organized criminal activities will, if applicable, be notified of the status of their case as it pertains to the arrest of suspects, suspension or closing of an investigation.
- 30.2.6 Complainants/witnesses involved in vice, drug and organized crime cases may be notified of developments in the investigative process on a "need to know" basis. Final determination concerning the release of information to such persons will be made by the Investigations

Section Lieutenant or WMNSF Commander as appropriate.

30.2.7 Record of Information Received/Disseminated

- A. Sensitive information may include criminal intelligence related to active criminal suspects, vice, narcotics or organized crime.
- B. Record of information received from outside agencies should, unless otherwise directed, be maintained in:
 - 1. an Intelligence Case report/file
 - 2. a narcotics "T" case report/file
- C. Record of information received from or disseminated to outside agencies should, unless otherwise directed, be maintained using the Sheriff's Office **Criminal Intelligence Information Tracking/Dissemination** form. The form:
 - 1. Specifies the date of receipt of the information; and the source, description and reliability of the information.
 - 2. Shall remain with the case file and be updated when file information is disseminated to other agencies.
 - 3. Documents the purging of file information.
 - 4. Will be maintained by the Investigations Section Lieutenant or designee or the Professional Standards Section Lieutenant or Inspector Sergeant or their designees.
- D. Purging of File Information:
 - 1. Files subject to annual review
 - 2. Files may be purged with the approval of the Professional Standards Section Lieutenant, the Investigations Section Lieutenant or their designees.

3. Purging procedures are specified in WCSO P&P Chapter 37.

30.2.8 Authorized Reporting/Records Forms/Formats:

- A. WCSO Case Report or Versaterm Format
- B. WCSO Supplementary Report or Versaterm Format
- C. WCSO Division or Bureau Memo, Bulletins
- D. WCSO Intelligence Information
Tracking/Dissemination Form
- E. WCSO Intelligence Information Dissemination
Cover Sheet