

S.O.P. 632
Dated 06/16/11
Review 06/16/13

DRUGS AND VICE DIVISION
S.O.P



SUBJECT: Drugs and Vice Division Technical Operations Unit

PURPOSE: To provide an established policy for the implementation of electronic surveillance equipment and technically trained personnel.

POLICY: The use of electronic surveillance equipment will be determined in accordance with this S.O.P.

PROCEDURE and RESPONSIBILITY:

I. Mission:

The primary responsibility of the Drugs and Vice Division Technical Operations Unit will be to provide support to all RU's in the Portland Police Bureau, with prioritization of resources to be determined by the Captain of the Drugs and Vice Division.

The secondary responsibility of the Drugs and Vice Division Technical Operations Unit will be to provide support to outside law enforcement agencies if equipment and personnel are available.

The Drugs and Vice Division Technical Operations Unit will be supervised by a Drugs and Vice Division Sergeant. The division Captain will have overall command of the Drugs and Vice Division Technical Operations Unit.

II. Equipment Application/Training and Certification:

All Technical Operators are responsible for maintaining, installing and monitoring the following; Body wires, GPS Tracking devices, Video recording equipment, Drop Vehicles and communications intercept equipment. In addition, technical operators will be responsible for research and development of any and all equipment associated with technical investigations.

The installation, maintenance and removal of all video equipment that is deployed in a high voltage environment will be conducted by Technical Operators who are defined by PPB as “Qualified Employees” under OSHA federal regulations 1910.269 and Oregon Occupational Safety and Health Division Rule 1910.269. Each calendar year the Captain of the Drugs and Vice Division will draft a memorandum for each employee defined as a PPB “Qualified Employee”.

All PPB “Qualified Employees” under the above listed standards will attend an annual refresher course offered through the National Technical Investigators Association (NATIA).

Planned installations of “vehicle tracking devices” will be done by a minimum of two (2) members of the PPB Technical Operation Unit. One installer **must be** a member permanently assigned to the PPB Technical Operation Unit. The other installer can be a PPB member assigned as a “Detached Technical Support Officer”. At least two (2) additional sworn PPB members will assist in the installation, acting as a rescue team. A PPB Sergeant will be notified of all installations and preferably be present.

A “Hasty Installation” of “vehicle tracking devices” must be done by a minimum of two (2) PPB employees. At least one (1) of the installers will be a permanent or detached member of the PPB Technical Operation Unit. At least two (2) additional sworn PPB members will assist in the installation, acting as a rescue team. A PPB Sergeant will be notified of all installations and preferably be present.

The definition of an **Installation** as used in this S.O.P shall be; any installation, removal, or maintenance (to include battery replacement) of any piece of technical equipment.

All permanently assigned Technical Operators will maintain a current membership in good standing with NATIA, which is responsible for creating and providing instruction of standards used in the field of technical investigations and operations.

All permanently assigned PPB Technical Operators will strive to gain the Certified Technical Investigators Certificate through attending on-going advanced training offered by NATIA.

All permanently assigned PPB Technical Operators should attend a minimum of one (1) NATIA sponsored conferences and/or Specialized

Certification courses annually.

All technical equipment that is deployed by the Technical Operation Unit will be in accordance with both State and Federal law.

The Technical Operation Unit Sergeant and the Captain of the Drugs and Vice Division will consult with the City Attorney on an annual basis to discuss any changes to State and Federal law as it pertains to equipment deployed/used by the Technical Operation Unit.

III. Equipment Requests

1. All officers assigned to the Drugs and Vice Division who requests the use of electronic surveillance equipment shall submit an equipment request form to the Division Lieutenant. (See attached Appendix A). If a court order is required to use the equipment, a copy of the affidavit and warrant will be attached.
2. All officers not assigned to the Drugs and Vice Division, who are requesting the use of Drugs and Vice Division electronic surveillance equipment, will contact the supervisor in charge of the Technical Operations Unit, and fill out the equipment request form and submit it to the Division Lieutenant. (See attached Appendix A). If a court order is required to use the equipment, a copy of the affidavit and warrant will be attached.
3. All requests from outside PPB will be approved by the Drugs and Vice Division Captain.

EDWARD HAMANN
Captain
Drugs and Vice Division

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APPENDIX A

REQUEST FOR ELECTRONIC SURVEILLANCE EQUIPMENT

Date of Request: _____

Person Making Request: _____

Phone: _____

Division: _____

Type of Equipment: _____

Projected Duration: _____

Location: _____

Special Considerations: (i.e. paranoid suspect): _____

Brief Summary of Case: _____

Court Order Required? Yes _____ No _____

If "yes" please attach affidavit and warrant

Approved/Denied Reason for Denial _____

Sergeant/Supervisor _____ Date: ____/____/____

Approved/Denied Reason for Denial _____

Lieutenant/Supervisor _____ Date: ____/____/____

NOTE:

§ 181.575¹

Specific information not to be collected or maintained

No law enforcement agency, as defined in ORS 181.010 (Definitions for ORS 181.010 to 181.560 and 181.715 to 181.730), may collect or maintain information about the political, religious or social views, associations or activities of any individual, group, association, organization, corporation, business or partnership unless such information directly relates to an investigation of criminal activities, and there are reasonable grounds to suspect the subject of the information is or may be involved in criminal conduct. [1981 c.905 §8]

Note: 181.575 (Specific information not to be collected or maintained) was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 181 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.