

PALM BEACH GARDENS POLICE DEPARTMENT		
SURVEILLANCE OPERATIONS		
POLICY AND PROCEDURE 3.2.10		
Effective Date : 07/30/2015	Accreditation Standards: CALEA 4.3.1.4, 4.3.1.5 CFA 11.02a	Review Date: 07/01/2016

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PURPOSE: To establish guidelines for conducting surveillance operations.

SCOPE: This policy applies to all members.

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: Whenever surveillance operations are conducted, this department shall do so to ensure officers safety and to ensure that objectives of the investigation are obtained. Investigations may include organized crime, narcotics, decoy (convert) activities, burglars, vice suspects, etc. Surveillances an investigative technique helps to identify principals and co-conspirators involved in criminal activities.

PROCEDURES

1. SURVEILLANCE OPERATIONS RESPONSIBILITY

- a. Surveillance activities shall be supervised and coordinated through the Investigations Bureau.
- b. Supervisors of surveillance activities are responsible for briefing, when necessary:
 - i. The Chief of Police
 - ii. Assistant Chiefs
 - iii. Bureau Majors
- c. The agencies Tactical Crime Suppression Unit (TAC) and/or Detectives will conduct surveillance activities when required.

2. SURVEILLANCE OPERATIONS FACTORS

- a. The following factors should be considered when considering initiation of a surveillance activity:
 - i. Operation goals?
 - ii. Obtaining objectives?
 - iii. Targeted area: neighborhood location and surroundings?
 - iv. Identity of targeted suspect(s)?
 - v. Availability of necessary equipment?
 - vi. Backup equipment, if needed?
 - vii. Funds availability?
 - viii. Potential legal problems and resolutions for them?

- ix. When, if and how arrests will be made?
- x. Backup security?
- xi. Supervision?
- xii. Relief of investigators or teams.

3. PREPARATION AND EQUIPMENT

- a. The designated Sergeant participating in the surveillance operations should complete a surveillance plan of operation (not part of the case file) that should contain what is currently known about the suspects, if applicable or available, through an identification and analysis of:
 - i. Suspect(s) activities and crimes.
 - ii. Their working and neighborhood environment/habit.
 - iii. Known vehicle(s) involved in the case.
 - iv. Known associates.
- b. In studying information relating to the suspects, the investigation should focus on:
 - i. Names and aliases used by suspects.
 - ii. Detailed physical descriptions, including photos, if available.
 - iii. Any identifying characteristics and mannerisms.
 - iv. Habits and normal routines of suspects.
 - v. Probability that suspects will try to elude surveillance.
- c. The investigator(s) should be knowledgeable about the scope and extent of crimes and activities in which the suspects are involved.
- d. Familiarization should be made by investigators of the operating area through the use of:
 - i. Maps
 - ii. aerial photos
 - iii. video (if available)
- e. Determination of operational procedures shall be made for:
 - i. observation;
 - ii. arrest;
 - iii. "tails";
 - iv. communications;
 - v. selection of equipment and vehicles;
 - vi. expense funds;
 - vii. legal ramifications;
 - viii. providing relief;
 - ix. briefing investigators on goals/objectives of the operation;
 - x. maintaining surveillance files/chronological log of suspects activities;
 - xi. the objectives of the operation that may include:
 - 1. obtaining evidence only;
 - 2. obtaining information only;
 - 3. arrest
 - xii. assuring that the investigator is properly prepared for the assignment;
 - xiii. the subject, who has been researched and a background investigation conducted to include:
 - 1. address used or available;

2. family, associates and friends;
 3. vehicle registrations;
 4. vices, occupation and hobbies
- f. The operational plan shall be:
- i. Available to the Chief, Assistant Chiefs, Bureau Majors and other “need to know” supervisors.
 - ii. Updated when required.
- g. Moving surveillance may be conducted on foot or in vehicles, with adequate manpower, communications and aerial assistance, if practical.
- h. Electronic surveillance of suspect's private conversation over the telephone or within the confines of his/her home/business shall be in accordance with FSS 934, and shall be approved through the chain of command.
- i. Arrests in conjunction with surveillance will be conducted in accordance with arrest policy and FSS 901.
- j. Documentation of surveillance(s) should be made by the lead investigator.
- i. Surveillance report(s) may be forwarded up the chain of command for review and to the Chief of Police, when necessary.

4. Glossary

Surveillance - mode of investigation using overt and/or covert, continuous or periodic observation of persons, vehicles, locations, or objects to obtain information relevant to activities and/or identities of an individual or group.

INDEX AS:

- SURVEILLANCE OPERATIONS

RESPONSIBILITY INDEX

- INVESTIGATIONS BUREAU MAJOR
- SERGEANTS
- TAC AGENTS
- DETECTIVES

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APPROVED:



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