

PALM BEACH GARDENS POLICE DEPARTMENT

SURVEILLANCE EQUIPMENT

POLICY AND PROCEDURE 3.2.11

Effective Date :

06/05/09

Accreditation Standards:

CALEA 43.1.4
CFA 26.01M

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1. Responsibility
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PURPOSE: To establish a system for authorization, distribution, and use of surveillance and undercover equipment.

SCOPE: This policy and procedure applies to all members having access to and use of surveillance equipment.

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: The Department provides surveillance equipment for use in properly authorized investigations only. Any member, who utilizes surveillance equipment in violation of the law, or for any purpose other than a properly authorized investigation may be subject to disciplinary action. Members shall maintain strict control of surveillance equipment.

PROCEDURES

1. RESPONSIBILITY

- a. The TAC Unit Sergeant is responsible for the security and issuance of all department electronic surveillance equipment.
- b. All surveillance equipment will be stored in secured locations.
- c. Any officer who, in the course of assigned duties, requires the use of electronic surveillance equipment will inform their Supervisor via a memo or oral communication concerning the details of the investigation and the need for the equipment.
- d. The Investigations Division Assistant Chief will notify the Chief of Police when an officer makes or intends to make application for a court-authorized wire intercept as defined in Florida Statutes Chapter 934.

2. AUTHORIZATION OF USE

- a. All usage of electronic surveillance equipment shall be authorized by the Investigations Bureau Major or designee via a memo up the chain of command.
- b. If the Investigations Bureau Major or designee approves the use of electronic surveillance equipment in an investigation, he or she will contact the TAC Unit Sergeant and arrange for issuance of the equipment to the investigating officer.
- c. The TAC Unit Sergeant will document/ log the equipment for use and have the receiving investigating officer sign for the equipment.
 - i. The TAC Unit Sergeant or designee will ensure that the investigating officer is familiarized with the

proper operation and care of the equipment.

- d. The equipment will be returned to the assigned authority immediately upon completion of the particular investigation.
- e. The assigned authority or designee will take custody of the equipment upon its return by the investigating officers and complete the electronic surveillance equipment log reflecting the return of the equipment.
- f. Electronic surveillance equipment loan requests by other agencies.
 - i. Requests to borrow electronic surveillance equipment from the Palm Beach Gardens Police Department must be made by the head of the requesting law enforcement agency. i.e., Chief, Sheriff, or agent in charge. Any exigent requests will be approved by the TAC Unit Sergeant.
 - ii. The requesting agency representative will sign a receipt that fully describes the particular equipment they are requesting to borrow.
 - iii. The TAC Unit Sergeant or designee will also sign the equipment loan receipt and issue the equipment as outlined within this directive.
 - iv. Completed electronic surveillance equipment log sheets and equipment loan receipts will be retained by the TAC Unit Sergeant or designee in accordance with the Florida Department of State Records Retention Schedule.
 - v. Audits of department electronic surveillance equipment will be conducted periodically as designated by the Investigations Bureau Major.

3. ELECTRONIC MONITORING DEVICES

This Department maintains but is not limited to the following devices:

- a. Unitel Transmitting Device (Not covered under Chapter 934)
- b. Vehicle Tracking Device (Not covered under Chapter 934)
- c. Telecommunications Intercept Device

4. GLOSSARY

Surveillance Equipment: Any electronic, mechanical, or other device or apparatus which can be used to intercept a wire or oral communication as defined in Chapter 934 of the Florida Statutes; and any other equipment so designated by the Chief of Police. Any electronic monitoring device or apparatus which is not defined under Chapter 934 will be the sole responsibility of the TAC Unit Sergeant for use and storage.

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- CHIEF OF POLICE
 - ASSISTANT CHIEFS
 - INVESTIGATIONS BUREAU MAJOR
 - TAC UNIT SERGEANT

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APPROVED:



Stephen J. Stepp
Chief of Police

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Date