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CALEA STANDARDS

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Purpose

It shall be the policy of the Canton Police Department to conduct criminal investigations for the purpose of clearing crimes by arrest/or complaint; to prosecute law breakers; and to recover stolen property.

Whenever members of this department conduct an investigation that requires the interrogation of a suspect, or an interview connected therewith, all constitutional and statutory rights guaranteed under the law shall be afforded to the individual.

The Canton Police Department will ensure that there is a screening of all reported offenses to assure adequate follow-up investigation whenever appropriate.

Procedure

I. Uniform Patrol Conducting Preliminary Investigations 42.1.4 (1A)

Most preliminary investigations will be conducted by members of the patrol force since they are usually the first persons to arrive at the scene and can start the investigation without delay. Patrol officers should pursue the initial investigation at the scene until such time that it seems unlikely to produce additional benefits.

It may frequently be possible and desirable for patrol officers to conduct limited follow-up investigations of some crimes. It is the policy of the Canton Police Department to train, authorize, and encourage members of the patrol to follow up on cases they were initially dispatched to. Officers who take this initiative will become a better police officer. Many times the name of a perpetrator may be known and an interrogation while the incident is still fresh and before evidence of

a crime can be destroyed, may be advantageous. Minor larcenies and assaults, and other misdemeanors not requiring specialized expertise, are examples of crimes that may be followed up by preliminary investigating officers.

A. Guidelines For Conducting *PRELIMINARY* Investigations

All officers assigned to conduct a preliminary investigation shall make every effort to obtain as much information as possible during this stage of the investigation. It will frequently be possible to bring an investigation to a satisfactory conclusion at this point, thus lessening the need for a follow-up investigation. **42.2.2**

The first officer assigned to a preliminary investigation shall: **42.2.1 (2A-G)**

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|--|----------|
| 1. Ascertain if the suspect is still in the area and if armed; | A |
| 2. Proceed to the scene promptly and safely; | P |
| 3. Render assistance to the injured; | R |
| 4. Effect the arrest of the criminal; | E |
| 5. Locate and identify witnesses; 42.2.1 (2B) | L |
| 6. Interview the complainant and witness; 42.2.1 (2E,F) | I |
| 7. Maintain crime scene and protect the evidence; 42.2.1 (2C) | M |
| 8. Interview or Interrogate the suspect(s); 42.2.1 (2G) | I |
| 9. Note all conditions, events, and remarks; 42.2.1 (2A) | N |
| 10. Arrange for the collection of evidence; 42.2.1 (2D) | A |
| 11. Report the incident fully and accurately; | R |
| 12. Yield the responsibility to the follow-up investigator. | Y |

B. Serious Or Complex Investigations 42.1.4

Serious or complex preliminary investigations requiring special handling shall be assigned to investigative personnel when delay will not hamper the investigation. On such occasions, the uniformed officers should protect the scene from contamination and request a specialist at once. It should be recognized that exceptions should be made when it is advantageous to have investigators in plain clothes respond initially. When determining whether or not to conduct a follow-up investigation, the officer shall consult with his/her supervisor who shall consider the following circumstances:

1. Seriousness of the crime;
2. Whether delay will make the investigation more difficult
3. Workload of the shift on duty; and
4. Number of personnel presently on duty.

C. Criminal Investigation Procedures

Whenever practicable, members of the department shall follow the below listed procedures when investigating a crime committed, or an incident which has taken place requiring police action:

1. Information Development

The primary purpose of a preliminary investigation is to identify and arrest the offender, when appropriate and consistent with the law. This is usually accomplished by the gathering of information. Information may be obtained from physical evidence as well as from people or testimonial evidence. Both sources should be used. An investigating officer should always conduct an investigation within the bounds of the law and with all due respect to the persons and the property with whom he comes in contact with.

Investigating officers should maintain a notebook and, at a minimum, take the down the following information:

- a. Time of assignment/arrival;
- b. Weather conditions, when pertinent to the investigation;
- c. Approximate time of crime, and by whom and when it was discovered;
- d. Identities of other officers present;
- e. Name, address, telephone numbers (including cell phone) of the victim(s) and/or witnesses;
- f. Hour, date, and location of the interview;
- g. Description of the suspect, particularly unusual characteristics such as past violent behavior;
- h. Brief statements as to what a witness saw or heard;
- i. Important measurements and a crime scene sketch, when warranted;
- j. List of property and valuables taken or destroyed, if known;
- k. Any other information the officer believes may be useful in apprehending the criminal. **42.2.1 A**

2. Major Crime Occurrences

Patrol officers responding to a major crime occurrence shall immediately notify the Shift Supervisor, who shall respond to the scene and notify or cause to notify necessary investigative personnel. **42.1.4**

- a. Investigators shall be available to respond to a major crime 24 hours a day, seven day a week. **42.1.1 (II, III)**
- b. There shall be a posted schedule of investigators who are on call.
- c. The schedule shall be posted in the dispatch area and in the Criminal Investigation Unit as well. **42.1.1**

In the event that there are no detectives on duty, the Shift Supervisor shall notify the OIC of the Criminal Investigative Unit (CIU) or his/her designee who shall determine if a response by detective bureau personnel is necessary.

3. Unattended Death

In cases of suspicious sudden death or homicide, the Shift Supervisor or the desk officer shall notify a member of our CIU, the Office of the District Attorney and the Office of the Medical Examiner. After each notification is made, a log entry will be made by the desk officer or Shift

Supervisor. In some instances, a family member may request a member of the clergy or a particular funeral home. Every effort should be made to accommodate this request. (Refer to Policy, Dead Bodies)

4. Rape and Sex Related Crimes

In cases of rape and sex-related crimes, the Supervisor in charge of the Family Services Unit (FSU) will be notified. In addition, a member of the CIU will be notified if one is working at that time. If an officer trained and assigned to the FSU is already on duty, he/she may begin the preliminary investigation. If not, and an officer in the CIU is working, he/she will start the investigation.

II. Case Management and Controls

A. Assigning of Case Investigations / Follow-up

When assigning case investigations to personnel, Shift Supervisors will consider any specialized skill, knowledge, or ability that may be needed in the investigation of such case, and assign the case to the appropriate investigator. Such specialized skills may include, but are not limited to: fingerprint technology, photography, juvenile offenders, rape and sexual abuse investigation and arson investigation. **42.1.2; 42.1.4 (1B)**

B. Case Status

The Officer in Charge of the CIU and FSU shall supervise the status of case assignments and shall ensure there's an administrative designation for each case. He shall designate the status of the case in the IMC System. (See Records Policy for further information) **42.1.3 (3 A,B)**

C. Criteria For Suspending Investigative Efforts

A designation of INACTIVE shall not be made without the evaluation by the investigating officer of the following: **42.1.2**

1. Absence of further leads or solvability factors.
2. Unavailability of investigative resources.
3. Negative interviews with victims/witnesses.
4. Inconclusive physical evidence found at the scene of the crime/incident.
5. The exhaustion of all other information sources.
6. The degree of seriousness of the offense/incident.

Solvability Factors in a case would include, but not be limited to, clear video footage, accurate witness statements, and physical evidence of the crime.

In all cases, the case officer shall obtain the approval of the OIC of the CIU prior to the suspension of investigative efforts.

D. Crime Victim Notification Of Status

It shall be the responsibility of the assigned investigator to personally notify the victim of a major crime of any changes in the status of a case. An official notification shall be made in person, by telephone, or by mail. The notification to the victim shall be made whenever the case changes from PENDING INVESTIGATION to INACTIVE or UNFOUNDED. Adequate explanation of the reason for the change shall be made to the victim by the assigned investigator. The investigator making the victim contact shall note this on his/her report (See Victim/Witness Policy). **55.1.1**

E. Case File Maintenance

All original active investigative reports and statements including preliminary investigative reports, records of statement, the results of any examinations of physical evidence and the case status reports shall be maintained and filed in the CIU or FSU depending on the nature of the crime. **42.1.3 (3C)**

Files may be removed from the case file drawer by the case officer, by the Court Liaison Officer, or by other CIU/FSU personnel for any legitimate purpose. No case file shall be removed from its depository without a “sign out” card system being used. The assigned case number shall be the incident number assigned to the file at the time it is originated. These files shall not be made public in accordance with Canton Police Department Regulations.

42.1.3 (3D)

Confidential cases involving rape and sexual assaults shall be maintained in a separate limited access file cabinet in the FSU. This file cabinet shall be kept locked at all times when not in actual use and access to the keys shall be limited to rape investigation officers and the OIC CIU/FSU. All other cases, when closed or suspended, shall be periodically consolidated into the central records system. **42.1.3 (3D)**

F. Investigative Case Control System

The OIC’s of both the CIU and FSU shall maintain, or cause to be maintained, a recorded case status control system. The information contained therein shall include the case number, the subject matter, the investigator assigned, and the administrative designation of the case, as required (e.g. open, suspended or closed). **42.1.3 (3A,B)**

G. Case-Screening System/Solvability Factors

Cases to be followed-up will be determined by the OIC CIU or FSU, or his designee, who shall base such determination on factors such as the degree of seriousness and solvability factors of the case in addition to the specialized skill, knowledge and ability of the investigating officer. **42.1.2**

H. Case Progress Reporting

Investigators will periodically report the progress of investigations assigned to them to the OIC CIU or FSU, or his designee. Such reports shall be made at the convenience of the OIC. It shall be the responsibility of such Supervisor to determine if additional resources shall be expended in the investigation of such cases.

I. Case File Types and Purge Process

Investigative files will be maintained in the case file draw cabinet located in the CIU or in the FSU, depending on who is investigating the case. The investigative files will be maintained in the *active* section and remain there until the case has been investigated to a conclusion as determined by the OIC CIU/FSU. Upon the conclusion of the investigation (if it is suspended or closed), the files will be removed and shredded or consolidated into the central records system. The files destruction shall be conducted under the direction of the OIC CIU/FSU, and in accordance with all applicable Mass. Gen. Laws and the state's Records Retention Schedule. **42.1.3 (3E)**

III. Follow-Up Investigations

Follow up investigations are usually the result of the report review process. The criteria used to determine if a follow-up investigation will be conducted includes, but is not limited to, the nature and seriousness of the offense, solvability factors, and the availability of department resources.

It shall be the responsibility of the OIC CIU/FSU, or his designee, to determine how many investigators are assigned to any particular investigation, and how many hours is expended thereon. **42.1.4**

Renewable resources, such as photographic supplies, fingerprint equipment, videotapes, and other equipment and supplies, may be used during the course of the investigation at the discretion of the individual investigator. Such use, however, shall be periodically monitored by the OIC CIU/FSU, or his designee.

A. Principal Investigator

Any supervisory officer of the CIU or FSU who assigns a follow-up investigation shall designate one particular investigator as the Principal Investigator/Case Officer. The pertinent information on the case, along with the Principal Investigator's name, shall then be entered into the Department's computer. This process will provide for appropriate accountability for each case.

B. Guidelines For Conducting Follow-Up Investigations

At the discretion of the OIC CIU/FSU, the following listed procedures should be used as a guide when conducting complicated investigations. Investigators shall conduct as thorough an investigation as possible, including as many of the following steps as appropriate, although all of the steps may not be necessary in every investigation: **42.2.2; 42.2.3**

1. Review and analyze all previous reports prepared in the preliminary phase; **42.2.2 (2A)**
2. Conduct additional interviews with victims, witnesses, reporting parties, and preliminary investigating officers, if necessary; **42.2.3(2D)**

3. Conduct interviews and/or interrogations of all suspects; **42.2.2 (2D)**
4. Review departmental records for incidents of a similar nature for the purpose of developing a suspect; **42.2.2 (2B,I)**
5. Review results from laboratory examinations; **42.2.2 (2C)**
6. Seek additional information from informants or from officers from this and neighboring police agencies **42.2.2 (2E)**
7. Plan, organize, and conduct crime scene searches for the purpose of gathering additional physical evidence **42.2.2 (2F,G); 42.2.1 C**
8. Check criminal records of potential suspects; **42.2.2 (2J)**
9. Identify and apprehend suspects; **42.2.2 (2H)**
10. Interview apprehended suspects in order to determine involvement in, and clearance of, other crimes; **42.2.2 (2I)**
11. Arrange for dissemination of pertinent information obtained to other components and agencies, as appropriate;
12. Assist the Assistant District Attorneys in preparing cases for court presentation; **42.2.2 (2K)**
13. Assist in prosecution of cases in District or Superior Court.
14. Document in a timely manner, in the Department's computer system, all relevant investigative measures that have been completed.

C. Field Report/Investigative Checklist

To ensure that critical factors are not overlooked, an investigative checklist listing the above steps will be available for the investigator. The Form will be used at the discretion of the OIC CIU/FSU. **42.2.4**

D. Second Contact/Victims, Witness, Complainants

Investigators shall maintain a policy of a "second contact" with principals involved in a case requiring a follow-up investigation whenever possible. The contact should be timely to ensure the building of public confidence in the department, as well as indicating a genuine concern about the welfare of the victim and others involved in the case. This procedure may result in the receipt of information leading to the clearance in a case.

E. Investigative Task Forces

Whenever it is necessary for this Department to form a task force to deal with a particular crime, type of crime, or series of incidents, a memorandum and/or an Operational Plan shall be issued explaining the activities of the task force **42.2.5**

The memorandum and Operational Plan will identify: the purpose of the unit; the commanding officer; define the authority, responsibilities and written agreements of the task force; a starting and ending date; and the requirement that the commanding officer of the task force submit a report to the OIC CIU/FSU at the conclusion of the assignment evaluating its results and giving recommendations. **42.2.5 (3A,B,C,D,F,FI)**

In the event that the task force will involve a lengthy assignment, the officer assigned to the task force will report verbally to the OIC CIU/FSU or the Chief's designee at least every two months, and more frequently if necessary, on the status of the task force. The OIC CIU/FSU shall determine, based upon the circumstances, if any written report will be required. The Chief of Police will ultimately decide resources expended on all task force activities. Based upon the reports received, the Chief of Police will evaluate the results and determine whether participation in the task force shall continue. **42.2.5 (3F)**

These procedures will apply for multi-jurisdiction task forces as well.

An exception to this procedure shall be whenever the assignment of personnel to a task force is of a confidential nature. **42.2.7 D,E**

F. Background Investigations

Background investigations may be used for criminal investigations, employment, or licensing purposes. Investigations of this nature shall be conducted discretely and with special precautions.

The use of information and the purging of records shall be the responsibility of the OIC CIU/FSU, unless the background check was made as a result of the request of another licensing agency.

The use of information obtained shall be limited to legitimate law enforcement functions, and shall only be disseminated on a need-to-know basis within the department. Approval for dissemination of licensing and/or employment background investigation information to an agency outside the police department shall be obtained from the Chief of Police or his designee. Upon conclusion of an investigation, only that information specific to a criminal case shall be kept, and such information will be maintained in a secure fashion. **42.1.3 (3C)**

IV. Interviews/Interrogations 42.2.1 B

A. Interrogations

All officers shall strictly adhere to the policy of the department prior to any interrogation of suspects. Miranda warnings shall be given to persons subjected to custodial interrogations in an unhurried manner to assure that the suspect has heard and understood what constitutional and statutory rights he or she is entitled to. Miranda warnings shall be read from an approved Miranda Card or from a Canton Police Department Miranda Form. A suspect who requests that aid or presence of an attorney shall not be questioned until the attorney is present, regardless of when the request is made. A suspect's request to summon, meet with, or speak to his attorney shall not be delayed or denied. **44.2.0 (2C,D,E); 44.2.3**

It should be remembered that a waiver of Miranda warnings may be suppressed because of language understanding difficulties, youthful age of the suspect, mental health condition, and drug or alcohol consumption by the suspect, wounds, shock or other medical impairment, and the lack of a clear, understanding, intelligent, and competent waiver.

No coercion, threats, or promises shall be used under any condition to obtain a confession, statement, or admission from any individual.

The officer may take voluntary statements after a valid waiver of Miranda warnings, or whenever a voluntary statement is made when the Miranda warnings are not a prerequisite for admissibility in court.

When a suspect voluntarily makes a statement, officers do not have to prevent him from continuing to talk. Voluntary statements:

1. Are those not made in response to questioning by an officer;
2. Are statements made by a suspect of his or her own free will;
3. May be taken after a suspect is in custody and before or after actual interviews or interrogations, so long as the statements are clearly voluntary. **42.2.1**

4. Interview Techniques 42.2.0 (2A)

To promote the success of the interview, the investigator should remember that peculiar characteristics of witnesses may affect their statements (for example; hysteria, belligerence, evasiveness, age, etc.), and that the officer's own demeanor- the use of tact, patience, reassurance, etc. – is very important. When conducting an interview or an interrogation, officers shall do so in an area in

which distractions are limited or eliminated. The following minimum standards for interviewing will be maintained:

- a. Questions should be simple and in plain language;
- b. Only one question at a time should be asked;
- c. Avoid questions that imply an answer;
- d. Avoid sarcasm, rudeness, or antagonism;
- e. Avoid interruptions. **42.2.1 B**

5. Technical Aids For The Detection Of Deception

Technical aids for the detection of deception may be used in an investigation if appropriate. The Canton Police Department will seek assistance from other law enforcement agencies that have detection of deception devices, and investigators trained and certified for operation of such devices as necessary. Examiners must be graduates of institutions providing training for this purpose. A copy of the Examiner's Certificate is to be included in the Case File. **42.2.6 (1A,B,C)**

No unauthorized personnel shall be allowed to use such technical aids for investigations.

V. Court Prosecutions

The ultimate goal when an investigation is conducted is to identify, arrest, or bring into court by means of a complaint, and assist in the successful prosecution of, the offender in a court of law. **42.2.2 (2H)**

All suspects who are arrested by means of this department shall be arraigned as soon as reasonably possible following the arrest.

A. Court Dismissals

In the event that any action is dismissed in court, or the prosecutor declines to prosecute because of alleged mishandling by a Canton Police Officer, the OIC of the CIU/FSU shall review the case and take immediate corrective action by personally speaking to the officer involved. If the OIC is satisfied that the officer understands his error and that it will not be repeated, this action will be sufficient. The Lieutenant that oversees that Unit shall be made aware of the court action and the follow-up action with the involved officer.

In the event that the particular Lieutenant feels that the error has resulted from a fault in the policies and procedures of the Canton Police Department, he shall refer the matter to the Deputy Chief for appropriate review.

B. Habitual/Serious Offenders

Definition of Habitual Offender

For the purposes of this procedure, a habitual offender shall be defined as anyone twice convicted of a crime and sentenced and committed to prison, in this or in any other state, or once in this state and once in another state, for terms of not less than three years each, and does not show that he had been pardoned for either crime on the grounds that he was innocent, shall, upon conviction of a felony, be considered a habitual offender.

In order to be more effective and efficient in the prosecution of habitual and serious offenders, the Court Liaison Officer will use the following criteria:

1. Those individuals charged with:
 - a. Crimes of violence;
 - b. Serious repeat offenders;
 - c. Crime posing the greatest threat to the public, and fall under Mass. Gen. Law, Chap. 90, Sec. 22F;

Will be identified and designated as habitual or serious offenders.

2. It will be the responsibility of all officers to inform the department Court Liaison Officer if they know or have reason to believe an individual is a habitual offender. It will be the responsibility of the Department Court Liaison Officer to check with the probation department on the status of the offender and to take appropriate action, such as obtaining complaints and/or having citations written that are warranted. The Department Court Liaison Officer is to also notify the District Attorney of the offender's status.

VI. Shift Briefing

Because of the importance of sharing information with offices on patrol, detectives will attend the morning and afternoon roll calls unless they are previously assigned to other duties by the OIC CIU/FSU. Detectives will brief patrol officers on important cases and activities of the detective bureau and/or the Family Services Unit. **42.2.4**

VII. Drugs, Vice, Gangs and Organized Crime

A. Coordination 2.1.4

The OIC of CIU will coordinate the intelligence and operational activity including safety plans with the Department and with outside agencies such as DEA and ATF for Drugs, Gangs, Organized Crime and Vice Control functions. This will be accomplished through the Criminal Investigative Unit as they will have the overall responsibility for enforcement activities, and will receive, coordinate, and share intelligence information related to these functions with other law enforcement agencies. **43.1.4 (1A,B,C)**

B. Files

Because of the highly sensitive nature of the information and intelligence received regarding Drugs, Organized Crime and Vice, all substantiated investigations and activity reports shall be filed independently from the normal offense reports/central records system. These reports shall be filed in the Investigative Feature in IMC. Hard copies and case folders will be secured in an independent file cabinet, one in CIU and one in FSU. Access to these reports will be limited to Superior Officers and those officers working in CIU or FSU. **43.1.1 (2B); 43.1.2 (1A,B)**

When upon review or investigation, information or intelligence is found to be unverified, misleading, obsolete, or otherwise unreliable; the OIC CIU/FSU shall purge the material from the files. **43.1.2**

C. Investigation

All complaints received by the Department regarding Drugs, Gangs, and Organized Crime or Vice activity shall be analyzed by the OIC CIU in order to determine if the need for investigation exists. This analysis process should be based on: **43.1.1 (2A)**

1. Whether the original intelligence information is valid;
2. What the criminal nature of the problem is;
3. The importance of the problem with relation to the community;
4. The existence of lead information;
5. The investigative techniques which will be required;
6. The resources needed internally and externally; and,
7. The potential operational problems.

A record of all complaints received by this agency will be maintained by the OIC CIU. The complaint information will be included with each case folder regardless of whether it is being investigated or is ruled out. **43.1.1 (2B)**

The responsibilities for both the preliminary and follow-up investigations lie with the Criminal Investigation Unit. All officers or employees who receive complaints or reports of Drug Sales, Gang Activity, and Organized Crime or Vice activity shall obtain as much information as possible. Detectives assigned to investigate Drug Sales, Gang Activity, and Organized Crime or Vice activity shall submit reports as needed and as determine by the OIC CIU. **43.1.1 (2E)**

D. Information to Department Personnel

As a general rule, information regarding Organized Crime and Vice Operations will be withheld from offices until such time as the OIC CIU decides that their involvement is necessary for successful disposition of a matter. All officers should understand that this policy is required due to the confidentiality that is ordinarily needed to achieve success.

E. Liaison With Other Agencies 2.1.4

The OIC CIU may act as liaison with other agencies such as DEA and ATF regarding Organized Crime or Vice activity operations or he/she may designate a detective to perform that function. A record of all information received from outside and conveyed to agencies and their liaisons will be maintained by the OIC CIU and available for review at any time by the Lieutenant in Charge of CIU, the Deputy Chief or the Chief of Police. **43.1.1 (2C, 2D); 43.1.4 (1A,B,D)**

F. Undercover or Decoy Operations

Decisions to conduct covert or overt operations shall be made by the OIC CIU with the approval of the Lieutenant in charge of CIU based on evaluations of the investigative evidence. This includes surveillance activities and equipment and possible use of informants involving formally organized outside investigative units such as the Mass State Police Organized Crime Unit, the FBI and any other specially formed task force. It involves coordination and cooperation with federal, state, or county prosecution units. The OIC of CIU will coordinate the intelligence and operational activity including safety plans with the Department and with outside agencies. The OIC of CIU will supervise all CPD officers during these operations. **43.1.1 (2E); 43.1.4 (1A,B,C,F)**

If an Organized Crime or Vice control activity requires the use of these ploys, it shall be the responsibility of the OIC CIU to enlist the assistance of a larger agency which has established criteria, experience, and personnel trained for this type of operation. The Mass State Police Organized Crime Unit and the FBI are two agencies CPD can turn to for assistance. This shall be done with the knowledge and approval of the Chief of Police. **43.1.4 (1A,B)**

G. Raids

The OIC CIU must grant authorization for any planned Drug, Organized Crime or Vice control raids. The Lieutenant in charge of CIU will have knowledge of all planned raids. He/she will act as supervisor or coordinator, or will designate a detective to do so.

All planned raids must have a pre-determined plan that will include: **43.1.4 (1 C)**

1. Making sure of the legalities of affidavits and search warrants, and obtaining them;
2. Developing strategies and plans for approaching, entering, searching, and leaving the target; (Note, Use of Force will always be as according to Policy)
3. Selecting the necessary equipment and personnel required to affect the raid such as night vision goggles, binoculars, and equipment used to look under locked doors;
4. Develop a reliable communications plan;

5. Preparing for the processing of potential arrests and evidence control by ensuring the proper back-up personnel and transportation equipment is available;
 6. Arranging for evidence gathering and control;
 7. The selection and outlining of responsibilities for any specialized support units such as the Mass State Police. Ensure communication capability with these units;
 8. Anticipating the potential need for medical assistance, and ensuring documentation of this assistance;
 9. Conducting a de-briefing and critique session with all involved personnel upon completion.
- If the NORPAC Task Force is utilized for any of the four listed operations; surveillance, undercover, decoy and raid operations, the NORPAC Guidelines will be followed in addition to Canton PD's Rules, Regulations and Policies and Procedures. **41.3.4 (1A)**
 - See Enclosed Addendum
 -

H. Unit Reports

The detective in charge of the investigation shall submit a written report to the Chief of Police, the Lieutenant in charge of CIU, and the OIC CIU as needed and called for regarding Drug, Organized Crime or Vice Control activity including any surveillance, undercover and/or decoy operations. This report shall include and summarize all complaints, intelligence, and arrests. **43.1.1 (2D, 2E); 43.1.4 (1D)**

I. Equipment Use, Authorization and Control 43.1.3

All officers within the Canton Police Department are authorized to use any of CPD's surveillance and undercover equipment that is available; members of the CIU have primary usage. **(5A)** Such equipment includes but is not limited to: Covert Camera, Night Vision Goggles, and the Pin Hole Camera. Each officer is to sign out and in each piece of equipment used (being sure to include date and time). **(5B)** This equipment will only be used for legitimate police purposes as authorized. **(5C)**

If our agency does not have a piece of equipment that is needed, the OIC CIU will be notified and made aware. He, or his designee, will request the use of that equipment from another agency. *Only those officers assigned by the OIC CIU will have the authority to use another agencies' equipment.* Written documentation of such use will be made in the individual case file noting the date and time of such use(s) and the officer(s) using the equipment. In addition, the date the equipment was returned will be noted in the file. *Another agencies' equipment will only be used for legitimate police purposes as authorized.* Examples of other agencies that have assisted CPD in the past have been the Mass State Police, Plymouth County Sheriff's Office, Boston P.D. and Milton PD. **43.1.3 (5A,C)**