

Procedure

12.2

**EFFECTIVE
DATE
4-21-17**

**Eugene
Police Department**



Specialized Investigative Equipment

12.2.1 PURPOSE AND SCOPE

The Special Investigations Unit (SIU) has the responsibility for the Eugene Police Department of providing specialized investigative equipment, including electronic surveillance assistance to investigations requiring such equipment. This procedure provides directions for the request of both electronic surveillance equipment and technically trained personnel.

12.2.2 RESPONSIBILITIES OF SPECIAL INVESTIGATIONS UNIT

- a. To ensure such requests are provided within the parameters of police policy and state and federal laws.
- b. To provide assistance with technically trained personnel as requested and when available.
- c. To remain trained and up to date with current case law regarding the use and installation of electronic equipment and will confer with the city attorney regarding changes to case law.

12.2.3 RESPONSIBILITIES AND PROCEDURES FOR PERSONNEL

- a. Equipment borrowers
 1. Obtain permission from the appropriate unit supervisor to borrow specialized investigative equipment assigned to that unit, and follow whatever check-out procedures are applicable.
 2. Ensure that you are knowledgeable of how to use the equipment before actually using it.

3. Notify the unit supervisor from whom you borrowed the equipment if it fails to work, or if it becomes damaged in any way. The unit supervisor will then complete a Blue Team entry for the damaged equipment.

12.2.4 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL

a. Unit Supervisors

1. Review and approve all requests to lend any specialized equipment assigned to your unit to other personnel or units.
2. Do not lend highly specialized or complicated equipment without sending a trained unit member, who is familiar with the equipment, to operate it for the borrowing unit. If this is not possible, authorization of the Division Lieutenant or Captain must be obtained to lend the equipment.
3. Do not check out any specialized equipment to anyone who is not trained in its operation and maintenance.
4. Log all instances where you loaned equipment outside your unit. Include who borrowed it, time and date of check-out and return, and any problems encountered.

12.2.5 SURVEILLANCE SERVICES

a. SIU is responsible for maintaining, installing and monitoring of the following:

- Body wires
- GPS tracking devices
- Video recording equipment, and
- Communications intercept equipment.

In addition SIU will research and develop equipment associated with technical investigations. SIU may also be utilized for physical surveillance.

1. The installation of video recording equipment in high voltage type environments will be conducted by qualified personnel trained and employed in this field. The installation will be directed and witnessed by the SIU detective responsible for the installation.
2. The installation of vehicle tracking devices will be conducted by at least one SIU detective and one sworn officer specifically assigned to installing the device. At least two additional sworn officers will be assigned to the operation as a rescue team. Either the SIU sergeant, the supervisor of the requesting unit, or watch commander will be briefed on the installation and preferably be in

the area of the installation. The term “installation” will include the removal, maintenance, and changing batteries of the device.

3. The placement, and monitoring of body wires will normally be conducted by at least one SIU detective. The requesting unit will provide one sworn officer to witness the placement of the body wire, also monitor the wire, and if recorded, take possession of the recording after the operation. An exception can be made with the approval of the Investigations Lieutenant.
4. SIU can be requested for covert physical surveillance if units need additional assistance in this area. Physical surveillance needs, to include the monitoring of locations and moving surveillance, will be assessed on a case-by-case basis. Normally, surveillance will be conducted by no less than two sworn officers. SIU will develop and maintain a list of sworn officers who have shown an interest and proficiency in physical surveillance. Personnel on this list will be given preference for such assignments.

12.2.6 SURVEILLANCE REQUESTS

- a. Requests for technical assistance and personnel will normally be limited to felony investigations. Exceptions, such as officer or citizen safety or others, will be considered on a case-by-case basis.
- b. All requests will be submitted on the request form (See Appendix 12.2A). Requests will go through the requester’s chain of command to the Chief of Police for approval. If a court order is required for the equipment requested, a copy of the signed affidavit and warrant will be attached to the request.
- c. In the event of a request for surveillance in exigent circumstances, SIU will accommodate the request while the paperwork is being routed through the chain of command.

12.2.7 RETENTION AND TRACKING OF REQUESTS

- a. Request forms will be stored for two years if no criminal or civil relevance to the resulting information obtained from the surveillance request was obtained. In all other cases the form will be retained for the same period as the corresponding criminal or civil reports. The Chief’s Executive Assistant will be the custodian of the original approved request form. A copy of the approved request form will be delivered to the SIU Sergeant.
- b. Long term surveillance will be reviewed with the requesting individual, their supervisor, and the SIU supervisor every thirty days. If the surveillance is to continue, the request form will be updated and routed to the Chief of Police as a notice of continued surveillance.

- c. The requesting unit will be responsible for picking up any recorded data every thirty days, at the time of the review for continued surveillance. The requesting unit will be responsible for the proper handling of such data at that time.

PETE KERNS
Chief of Police