

COVINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

Subject: UNDERCOVER OPERATIONS

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I. Purpose

To establish procedures for undercover and covert operations in the enforcement of organized crime and vice activity.

II. Responsibility

The Criminal Investigation Division shall have the responsibility for conducting vice and organized crime undercover operations.

III. Procedures

A. When a complaint is received, the following actions will be taken.

1. Identify suspects through the use of:

- a. Criminal history.
- b. Date of birth.
- c. Informants.
- d. Address.
- e. Method of operation.
- f. Suspect vehicle.
- g. Associates.

B. The CID Captain or Lieutenant will evaluate the neighborhood or target area where officers will be conducting the undercover operation to determine:

1. Safety for the officers/citizens.
2. Location points for backup officers.

3. Location points for surveillance.
 4. Possible utilization of houses, buildings, cars, etc., which may be used in the operation.
 5. Preparations for proper radio communication, if required.
- C. The CID Captain or Lieutenant shall provide each officer involved in the undercover operation with the proper equipment needed to effectively carry out the operation. The Captain or Lieutenant may distribute funds, when necessary, from the informant fund for use in the operation.
 - D. In those operations which may require false identification, the officer(s) involved in the operation will be provided with the necessary credentials to conceal his true identity. False identification will only be issued and carried upon the approval of the CID Captain or the Chief of Police.
 - E. The CID Captain and the Chief of Police must be notified prior to the engagement of department personnel in an undercover operation, other than officers assigned to DEA Task Force.
 - F. Upon completion of an undercover operation, the officer involved will complete all necessary reports which could include an incident report, timeline, seized funds report, etc.
 - G. The CID Captain will maintain close contact with the District Attorney's Office during any undercover operation to ensure complete compliance with legal standards.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police