

COVINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

Subject: SURVEILLANCE PROCEDURES

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I. Purpose

To establish procedures for the conducting of stakeouts or other surveillance projects by patrol and investigative officers of the Covington Police Department.

II. General Policy

- A. All organized stakeouts and surveillances must be approved by the Captain of Investigations and/or the Chief of Police.
- B. Organized stakeouts and surveillances must be conducted by the Investigative Division and/or designated personnel.
- C. All equipment for stakeouts and surveillances such as binoculars, unmarked cars, zoom scope, night scope, etc, shall be maintained by the Criminal Investigations Division, except those items available to the department through other sources. Equipment can only be used for police-related activities and must be accompanied by CID personnel.
- D. All personnel involved in a stakeout must wear a bulletproof vest except under the specific authorization of the Captain of Investigations and/or the Chief of Police.
- E. Organized stakeouts and surveillances may only be conducted when reliable information pertaining to the possible commission of a crime, or when collected information indicates that a crime may possibly be committed at a specific location.

III. Procedures

In conducting a surveillance or stakeout operation, the following procedures must be followed:

- A. Analysis of crime and victims in order to establish patterns and M. O. of the crime and the victims so that the operation can be effective.

- B. A full description of all probable offenders, with photographs when available. As much information should be gathered about the offender, as possible, including habits, association, vehicle, etc.
- C. Familiarize stakeout officers with the neighborhood or target area, so that they will be aware of possible danger/cover areas that will benefit them in the surveillance.
- D. The Captain of the Criminal Investigative Division will instruct the stakeout team when an arrest is to be made and how offenders should be followed.
- E. The Chief of Police must approve all expenses incurred during a stakeout operation before disbursement or reimbursement.
- F. Communication will be conducted on a separate police frequency designated by the Criminal Investigative Division Captain and will be monitored by Covington-Newton Co. 911 Center.
- G. Equipment and vehicles will be chosen according to the type of surveillance to be conducted.
- H. The Criminal Investigative Division Captain shall be responsible for scheduling manpower to provide relief for officers during an extended surveillance.
- I. Surveillance involving organized crime or vice investigations will be conducted with advice from the District Attorney's Office.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police