



ANDERSON COUNTY  
SHERIFF'S OFFICE

GO - 218

## GENERAL ORDERS

## NARCOTICS

**PURPOSE:**

This directive establishes guidelines in the investigation of organized crime and vice activities, and identifies positions responsible for conducting the investigation of such crimes. While the investigation of organized crime and vice activities may require the use of specialized undercover units, it is the responsibility and duty of all deputies to support enforcement efforts directed toward the suppression of organized crime and vice.

**VICE CONTROL:**

Vice control is a full-time activity administered through the Narcotics Unit of Special Operations. The Special Operations Division Commander is responsible for coordinating and supervising vice control and enforcement efforts.

**Responsibilities of the unit include:**

1. Illegal sale and distribution of controlled substances
2. Illegal gambling operations
3. Illegal sale and distribution of alcoholic beverages
4. Illegal prostitution and pornography

**GOALS AND OBJECTIVES** – Annually, Special Operations develops written goals and objectives for vice control in conjunction with the development of Sheriff's Office goals. Goals are realistic, quantifiable, measurable, and disseminated to all deputies within the Narcotics Unit.

**ORGANIZED CRIME:**

Organized crime is defined as the organization of a group of persons engaging in criminal activity for the purpose of providing a continuing financial profit. The Narcotics Units is responsible for investigating the following organized crime activities:

1. Loan sharking
2. Labor racketeering
3. Corruption
4. Extortion
5. Theft activities that are operated by organized crime

**VICE, NARCOTICS AND  
ORGANIZED CRIME  
OPERATIONS:**

All information or complaints relating to narcotics and organized crime activities are to be referred to Special Operations-Narcotics Unit. Information and/or complaints can be documented on Lead Sheet forms or in incident reports.

**REPORTS AND RECORDS** – All reports of organized crime or vice are to be investigated to the fullest extent possible. Records of all substantiated vice and organized crime complaints by citizens are maintained within the Narcotics Unit. Investigations involving vice and organized crime activity

are to be conducted in accordance General Order 213 (Criminal Investigations).

The considerable amount of undercover work involved in the enforcement of vice and organized crime offenses contributes to the sensitivity of these records. Because of this, records of active vice and organized crime investigations are maintained by the Narcotics Unit, separate from the central records. While active, access to these records is limited to law enforcement personnel with a need-to-know. Informant files are maintained in accordance with General Order 216 (Informants).

The Narcotics Unit is to maintain a record of vice and organized crime control information given to and received from outside agencies. This record of correspondence and assistance facilitates an effective evaluation of past interagency operations.

**INFORMATION EXCHANGE** – Division commanders are to ensure a continuous exchange of information on vice and organized crime throughout the Sheriff's Office. The Narcotics Unit is to maintain a cooperative relationship with other organized crime/vice investigative and prosecution units adjacent to Anderson County.

**INFORMATION EVALUATION** – Upon receipt of information concerning vice or organized crime activities, the Narcotics Unit supervisor is to determine if an investigation is to be initiated. If an investigation is not warranted, the information is evaluated for Criminal Intelligence Information storage. Evaluating information for investigative purposes is based on the following criteria:

1. Evaluating the accuracy and credibility of initial information
2. Determining the scope and relative importance of the problem
3. Determining the criminal nature of the problem
4. Determining what lead information exists
5. Determining what investigative techniques might be used
6. Determining if sufficient resources exist to launch an investigation

**COVERT OPERATIONS** – The Narcotics Unit is to maintain resources capable of conducting covert operations for the control of vice and organized crime. Guidelines for planning undercover operations include:

- Identifying and analyzing suspects and their habits, associates, vehicles, methods of operation, or any other pertinent information
- Making contact with suspects
- Analyzing neighborhood or target area where deputies will work
- Supplying deputies with false identities and necessary credentials
- Maintaining confidentiality of deputies' false identities
- Supplying deputies with expense funds
- Supplying deputies with equipment needed for covert operations

- Establishing a means for routine and emergency communication
- Determining legal ramifications
- Providing guidelines for arrests
- Providing back-up security for deputies
- Providing for close supervision

**DECOY OPERATIONS** – Special Operations is responsible for coordinating and planning decoy operations. Planning guidelines include:

- Analyzing victims, crimes, and crime locations
- Disguising deputies to resemble potential victims
- Determining the number of back-up deputies needed for security and protection
- Developing procedures for observation and arrest
- Determining legal ramifications of operation
- Establishing communications
- Identification of participating personnel
- Notifying Uniform Patrol Commander responsible for target area
- Providing close supervision

**RAIDS** – Raids evolving from surveillance, covert or decoy operations are to be planned and coordinated by the Case Agent and/or the Narcotics Commander and his supervisors. Raids evolving from other than vice and narcotics operations are to be coordinated by the appropriate Division Supervisor. In all cases, the following guidelines apply to raid operations:

1. Notification of and authorization from the affected Division Commander
2. Designation of a single supervisor as responsible for supervising the actual raid
3. Developing strategy and tactics for approaching, entering, securing, and leaving the target area
4. Searching for and seizing evidence and/or contraband
5. Selecting specialized equipment, such as battering rams
6. Selecting and communicating with specialized support units
7. Arrest and transportation of suspects
8. Instructions on use of force
9. Arranging for standby medical assistance and providing for documentation

**Monthly Reporting** – Narcotics Unit supervisors are to submit, through their division commander, reports to the Sheriff regarding the status of vice and organized crime activities.

Approved by:  
John S. Skipper, Jr., Sheriff