THEFT TEAM

B. Procedures

1. The Theft Team shall provide follow-up investigation in all reported cases of theft (vehicle, vehicle parts, retail, general and embezzlement).

NCIC/CCIC ENTRY AND CANCELLATION VERIFICATION

B. Procedure

1. NCIC/CCIC Entry Verification

This procedure applies to entries of all Articles, Vehicles, License Plates, Guns, Runaways, Missing Persons, Boats, etc. Warrants are verified under a separate procedure.

"Verification" pertains to how we check the accuracy of NCIC/CCIC entries as they are entered and just after the entry is made. (By contrast “validations” are follow up examinations of entries that are done months or years later to determine if the record should remain on NCIC/CCIC.)

First Level Verification: Police agents shall ensure that accurate and proper information is documented in police reports. If discrepancies exist they are to be pointed out in the narrative of the report. (Example: If the reporting party to a theft of a license plate is not the registered owner the agent must address the discrepancy or determine what the correct license plate number is prior to entry.)

Second Level Verification: The PD Wants Dispatcher (Channel 4) shall ensure that data received from police agents is accurately entered. They shall obtain “listing” information on vehicles and license plates from DMV and check the agent’s data for accuracy. If discrepancies are found they are to be noted and resolved by contacting either the agent who requested the entry or a Communications Section supervisor.

The PD Wants Dispatcher shall then print one hard copy of the entry information, (one original copy only). If the item entered is a vehicle or license plate, the corresponding listing from DMV shall also be printed on the same page if possible. The TTY number is to be written on the top left corner and the complete CR number written on the top right corner of this printout.

A rubber stamp (shown below) will be placed on the printout and the dispatcher who performed the verification shall sign on line #1.

NCIC/CCIC Verification-ORIGINAL – this document goes to Records

#1 Comm. Ctr.______________ name, emp#, date ← Red Ink Stamp

#2 Det/Tech______________ name, emp#, date
This document will then be sent to the Investigation Division in the next mail transmittal.

**Third Level Verification:** The assigned detective or investigative technician will review the accuracy of the entry made against the original report, DMV listing and/or by other means necessary and then shall sign the verification on line #2.

This original document will then be sent promptly to the Records Section for storage. Copies, if they are needed, can be made but the original printout must be promptly sent to the Records Section.

2. **NCIC/CCIC Cancellation Verification**

This procedure applies to cancellations of all Articles, Vehicles, License Plates, Guns, Runaways, Missing Persons, Boats, etc. Warrants are canceled under a separate procedure.

When cancellations from NCIC/CCIC occur the PD Wants Dispatcher shall tape the entry index card from their file (for the article vehicle or person entered) onto the appropriate cancellation report form and complete the form with the required data, including the dispatchers signature.

The cancellation report form shall then be forwarded to the Investigation Division in the next mail transmittal.

The assigned detective or investigative technician for the case will ensure that the proper cancellation has occurred, sign the form and forward it directly to the Records Section for filing.

Copies, if they are needed, can be made but the original printout must be promptly sent to the Records Section.

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8242 MOTOR VEHICLE THEFT INVESTIGATIONS

B. **Procedure**

1. It shall be the responsibility of the investigator assigned a vehicle theft case to verify that the license plate and vehicle identification numbers have been entered into CCIC/NCIC accurately.

2. The victim(s) or reporting parties of stolen vehicles that have been recovered shall be notified promptly of the recovery of their vehicle by the Communications Section. If notification cannot be made by the Communications Section, the recovery report prepared by the Communication Section shall note this and upon receipt of this report by the Theft Team, it will become the responsibility of the assigned investigator or the supervisor to make the notification promptly. If this notification cannot be made personally, then notification by mail to the victim's last known address shall be sufficient.
3. When a vehicle is on "hold" or until a search warrant is executed, the investigator in charge of the case shall be responsible for immediately notifying (in person) the Records Section when the processing or search has been completed and the vehicle is available for release. In the absence of the investigator, his supervisor shall assume this responsibility.

8250 BURGLARY TEAM

B. Procedure

1. The Burglary Team shall provide follow-up investigation in all reported cases of burglary, criminal mischief, and criminal trespass of structures, as well as other classes of criminal offenses as they may be assigned.

2. The Pawn Detail, as part of the Burglary Team, coordinates Pawn Shop Management to include follow-up investigation and case filing of violations, inspections of stores, maintain the pawn transaction data base and background investigation of owners and managers.

3. The Burglary Team shall provide follow-up investigation of cases of domestic violence reports as it pertains to property crimes, which includes burglary, criminal mischief and trespass to structures.

8252 PAWN SHOP MANAGEMENT

B. Procedure

1. The Pawn Detail is a part of the Property Investigation Section and is responsible for the initial and follow-up investigation of all pawnshop violations. The Pawn Detail is also responsible for initial and follow-up investigations from secondhand businesses and valuable article businesses in the city. Complete and accurate case management and filings guidelines shall be used in the investigation of violations at these businesses.

2. The Pawn Detail shall conduct monthly inspections of all pawnshops to insure compliance with City Ordinances and state statutes.

3. The Pawn Detail shall complete background investigations on persons applying for new or transferred ownerships and of all store managers of pawnshops.

4. The Pawn Detail shall participate in crime prevention efforts in order to inform and educate pawnshop personnel about pro-active burglary prevention and pawnshop violation management.

5. The Pawn Detail shall be responsible for timely and accurate reporting of details for billing and statistical purposes.

8260 SPECIAL INVESTIGATIONS UNIT

B. Procedure

1. The Special Investigations Unit shall be responsible for the investigation of all commercial vice activities relating to prostitution, bookmaking, gambling, liquor, and pornography.
2. The Special Investigations Unit shall complete extensive background investigations on persons applying for new or transferred ownership or management of establishments selling liquor, malt or vinous spirits, masseurs (licensed), and other special backgrounds as requested by the chief of police.

3. The Special Investigations Unit shall monitor and investigate the activities of organized crime. In addition to vice-control functions, the section shall be responsible for investigating corruption, labor racketeering, extortion or bribery, loan sharking, gang activities, and subversive/terrorist activities.

4. The Special Investigations Unit is responsible for maintaining informational liaison with other law enforcement agencies to facilitate the timely exchange of information and intelligence relating to terrorism. Private agencies and organizations will be included in information exchange as necessary.

8262 NARCOTICS UNIT

B. Procedure

1. The Narcotics Unit shall be responsible for investigating all narcotics activities. Narcotic activities shall include enforcement of all laws and statutes relating to narcotic drugs, dangerous drugs, controlled drugs, or prescription violations.

2. The Narcotics Unit shall normally file all felony narcotic cases (including those developed by patrol) with the exception of those involving juveniles.

3. The Narcotics Unit shall investigate other special requests as directed by the chief of police.

8270 REPORTING (SPECIAL INVESTIGATIONS UNIT)

B. Procedure

1. The Special Investigations Unit may maintain files on cases of specific interest to the team. Records and reports of active vice, organized crime, or other sensitive investigations are maintained within the unit and maintained separately from the department records system.

2. Intelligence information may be provided to other law enforcement personnel on a need-to-know basis only. A record of information conveyed to other agencies and received from other agencies is maintained.

3. The initiation of, addition to, or destruction of any Vice file requires the approval of a Special Investigation Unit sworn supervisor.
4. The Special Investigations Unit may institute such forms and associated procedures as may be necessary to record and report intelligence information within the unit. Criminal complaints pertaining to vice, organized crime, terrorist related or other activity coming to the attention of the unit are recorded on department offense/incident reports and forwarded to the Records Section at the time when potential disclosure would not affect the case investigation.

5. The Special Investigations Unit will be the primary police department entity for the timely dissemination of terrorist related information and intelligence. General information will be made available on a routine basis through the Colorado Information Analysis Center (CIAC), the FBI Joint Terrorism Task Force (Denver Field Intelligence Group), Rocky Mountain Information Network (RMIN), regular meetings of the Metro Area Intelligence Group (MAGIC), or other entities responsible for the facilitation of information sharing.

When time is of the essence, specific intelligence or information will be relayed to the proper agency by the most expedient means. SIU detectives may be contacted at anytime to provide assistance in relaying the information/intelligence to the proper agency or task force.

6. At the end of each month, the supervisor of the Special Investigations Unit shall submit a report to the Section Commander concerning prostitution related activities, massage parlor investigations, alcohol related investigations, background investigations, criminal intelligence, and other unit related activities.

8271 INVESTIGATIVE FUNDS

B. Procedure

1. The investigative fund account is closely monitored. When it is necessary to replenish the fund, a request memo for replenishment of funds is completed and submitted to the Commander for approval and issuance. Investigative funds are budgeted as miscellaneous expenses in the Crimes Against Property budget. Unlike other financial transactions, an investigative fund request can be obtained within one day when the circumstances dictate.

2. Annually, the fund is audited. Therefore, the logbook and cash-on-hand shall always tally to ensure proper accounting. A checking account has been established for payment of certain bills, which require that the creditor not know our identity or association with the City of Lakewood.

3. When a new agent is assigned to the unit, he/she is given a certain amount of money for investigative funds. When money is spent, the finance accounting memorandum is completed for reimbursement of the moneys spent. This memorandum also is used for advance requests. The
memorandum becomes a permanent record of how the investigative funds have been used.

4. When an agent leaves the unit, the money is returned to the fund.

5. Listed below are some of the expenditures that are paid from the 399 account:
   a. Narcotic buys and dangerous drug buys.
   b. Prostitution and pimping investigations.
   c. Liquor and beer used for investigations.
   d. Informant fees.
   e. Motels or apartments for investigative purposes.
   f. Food for suspects and informants.
   g. Drinks during bar investigations.
   h. Emergency equipment needed during field situations.
   i. Gasoline on extended investigations where agents cannot return to the City shops.
   j. Money used for gambling investigations.
   k. Undercover post office rental.
   l. Telephones used in undercover investigations.
   m. Money for various undercover criminal investigations.
   n. Other related "props" used for undercover investigations.
   o. Cover charges to enter various types of establishments to conduct investigations.
   p. Certified copies (titles).
   q. Parking while undercover.

C. Rule

Cash held by agents is subject to inspection or audit at any time: agents shall not use City money for personal reasons.
B. Procedure

1. The Special Investigations Unit is responsible to investigate the following:
   a. Offenses related to morals as listed in Colorado Revised Statutes except public indecency and indecent exposure.
   b. Organized crime activities
   c. Gambling activities
   d. Liquor law and regulation violations
   e. Civil disturbances, labor disputes, and riots
   f. Subversive groups and organizations
   g. Terrorist groups

2. Agents may be detached from their regular assignments and assigned to special assignments or task forces as the chief of police may authorize.

8273 UNDERCOVER PROCEDURES

A. Policy

In order to obtain information and evidence regarding criminal activities, it may be necessary that the department utilize undercover operators. Such operators shall not become "agents provocateurs" or engage in entrapment.

The use of a news media cover by an agent to obtain intelligence information is not an acceptable form of undercover activity. Once a police agent is discovered in such a role, particularly in a crowd-control situation, legitimate members of the media become suspect and could possibly be exposed to danger. In addition, such undercover activity does damage the trust, which should exist between members of a free society and the news media, which serves them.

C. Rule

1. Agents shall not pose as members of the news media.

2. Undercover agents shall not be deployed in riot situations, except in a support function.

3. Surveillance or intelligence gathering related to legitimate political activities is prohibited.

4. Agents shall not operate as agents provocateurs.