

	POLICY & PROCEDURE	SERIES # 728	PAGE 1 OF 2
	<b>USE OF SURVEILLANCE AND UNDERCOVER EQUIPMENT</b>		EFFECTIVE DATE <b>01/25/16</b>
			OVERSIGHT Investigations
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P # 728 dated 05/30/98.	

I. PURPOSE:

To establish a system for the accountability, authorization, distribution, storage, repair and use of surveillance and undercover equipment.

II. POLICY:

It is the policy of the Hampton Police Division to maintain a system for the control of surveillance and undercover equipment which will provide accountability and prevent unauthorized use of such equipment.

III. PROCEDURE:

A. ACCOUNTABILITY, DISTRIBUTION AND AUTHORIZATION FOR USE OF SURVEILLANCE/UNDERCOVER EQUIPMENT

1. Due to the sensitive nature and liability attached to the utilization of surveillance equipment, supervisors are responsible for monitoring the circumstances under which subordinates use the equipment. Use of surveillance/undercover equipment will be authorized by the supervisor.
2. Equipment sign-out logs will be maintained to establish accountability for equipment.
3. Selection of vehicles for undercover surveillance operations will be at the discretion of the Commander of Investigative Services or his designee.
4. Officers from other units requesting to use vehicles (for surveillance or other activity) assigned to Investigative Services must receive supervisory approval.

B. STORAGE, MAINTENANCE, AND REPAIR OF EQUIPMENT

1. Surveillance and undercover equipment will be stored in secure, limited-access areas of the respective Investigative Service units. Storage areas will be locked with access provided by Investigative Services Unit Supervisors or the designated equipment techs.

APPROVED:  
CHIEF OF POLICE



2. Upon the discovery that surveillance/undercover equipment has been damaged or is in need of repair, the officer will report such facts to the supervisor or equipment tech who issued the equipment. Reporting, repair and maintenance will be made in accordance with existing procedures.

C. USE OF SURVEILLANCE/UNDERCOVER EQUIPMENT FROM OTHER AGENCIES

The Division also has access to a variety of specialized surveillance/undercover equipment through the HIDTA, ROCIC, Virginia State Police, and a variety of other outside law enforcement agencies. This equipment is only available to specially trained members of the Division and use of this equipment must be coordinated through the Special Investigations Unit Commander or his designee.

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