

LCS Unit Order 15

LANCASTER STATION

UNIT ORDER # 15

STATIC SURVEILLANCE

PURPOSE:

Surveillance operations are an important tool for the prevention of crime, the apprehension of criminals and the maintenance of safe communities. This order has been developed to improve officer safety by promoting consistency, enhancing accountability and standardizing many aspects of “static surveillance” operations.

This order defines “static surveillance” operations and provides operational guidelines for personnel.

SCOPE:

This order applies to all personnel assigned to Lancaster station.

ORDER:

There are two basic types of surveillance, static (fixed post) and mobile. This order applies only to pre-planned static surveillance operations and does not impact short duration “site surveys,” containments, general patrol activities nor spontaneous posting of personnel at fixed locations (i.e. the immediate placement of a unit at a fixed location in response to a crime broadcast).

Static Surveillance defined: A covert observation of person(s), places, vehicles and/or activities of suspected or known criminal offenders from a fixed location.

When a surveillance is necessary, the personnel involved shall complete an operations plan outlining the surveillance in its entirety. Once completed, the operations plan shall be approved by the unit commander or his designee.

The operations plan should include all appropriate information pertinent to a safe and successful operation. Examples of such information would include photographs (when available) of known suspects and undercover personnel (wearing the clothing they will be deployed in), and known hazards in and around the area to be surveilled. This material may be included in the form of attachments.

The on-duty watch commander, field sergeant, watch deputy, and all personnel participating in the surveillance operation shall be briefed as to the contents of the operations plan and shall be provided a copy of said plan. It is recommended all on-duty patrol personnel, including any field supervisors, be briefed regarding the type and duration of the operation being conducted.

A surveillance log shall be maintained. The log shall include all pertinent data related to the operation including start/end times of the surveillance, use of video and audio recordings, and all contacts by undercover personnel as well as detentions or arrests related to the operation.

The use of video and or audio recording devices is strongly encouraged during all surveillance operations.

A supervisor at the rank of sergeant or above, shall be present at all surveillance operations.

The operations plan and log shall be retained in the original case file under the file number assigned to the operation. When arrests are made, team members and detectives are encouraged to provide these documents to the District Attorney at the time of filing.

Unit Commander Responsibilities:

The unit commander is responsible for ensuring personnel under their command are advised of this order,

receive such training necessary to properly implement this order and adhere to its contents. Furthermore, this order establishes minimum standards for static surveillance operations. The unit commanders may impose more stringent protocols when deemed necessary by individual circumstances.
