

UW Whitewater Police



Vice, Drugs and Organized Crime

Number: 43.1.1	No. Pages: 2		
Special Instructions: CALEA 43.1.1			
Approved By: Chief Kiederlen	Effective Date: 10/26/2023	Revised Date: New	Revision number:

I. Purpose

To provide procedures for the investigation of vice, drugs, and organized crime activities.

II. Definitions

Drugs: For the purposes of this policy, "drugs" refers to high-level drug investigations as determined by the Chief of Police, Assistant Chief of Police, or designee.

III. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that all complaints of vice, drugs, or organized crime will be recorded and investigated to the fullest extent possible.

IV. Procedure

A. Receiving, Processing, and Investigating Complaints of Vice, Drugs and Organized Crime

1. UWWPD may receive or initiate complaints of vice, drugs, and organized crime activity in a variety of ways, including but not limited to:
 - a. Telephone calls to Dispatch Center(s);
 - b. Patrol, investigative, or administrative personnel;
 - c. Mail;
 - d. Direct observation, social media, or other electronic means;
 - e. Personal contact;
 - f. Anonymous complaints received in any of the manners above;
 - g. Reports from concerned citizens;
 - h. Crime Stoppers Tips
2. All complaints shall be processed in a timely manner, using normal investigative routing methods.
3. Patrol officers shall be responsible for conducting a preliminary investigation of vice, drugs, and organized crime activity when complaints are received through dispatch or directly observed.
4. All preliminary reports on criminal activity are reviewed by the Detective and/or Assistant Chief of Police or designee for follow-up investigation. The Assistant Chief

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of Police will route cases involving vice, drugs, and organized crime to a detective when deemed necessary.

5. Follow-up investigations shall be conducted based upon an evaluation of the following: validity of the information received; criminal nature and relative importance of the reported problem; availability of leads, Departmental resources, and techniques; and operational feasibility.
- B. Records Maintenance:
 1. The Department shall maintain records of all complaints of criminal activity received. Information shall be recorded on one or more Departmental forms including, but not limited to: dispositions, incident reports, UWW Police Cover Sheets, and memoranda. Tips, such as Crime Stoppers Tips, should generally not be included in reports or dispositions.
 2. When a crime is involved and an officer has acted, the officer shall document all pertinent information in an incident report.
 3. Ongoing investigations that are to remain confidential shall be noted as such so that they do not get included in the Daily Crime, Activity, and Fire logs.
 4. The Assistant Chief of Police or designee shall review unsubstantiated complaints of vice, drugs, or organized crime activity.
- C. The Assistant Chief of Police or designee shall be responsible for maintaining a record of information conveyed to and received from outside agencies. Information received from another agency shall be recorded, reviewed, and stored on the records management system. Dissemination to other Departmental components shall occur as needed. Such information may be exchanged through shift briefings, memoranda, electronically, or individual briefings. Information provided to another agency should be noted in the incident report and include the following: nature of the information conveyed; agency and person receiving the information; name of the conveying officer; and date/time the information was conveyed.
- D. The Assistant Chief of Police shall inform the Chief of Police of all vice, drug, and organized crime cases. Due to the sensitivity of these investigations, the update may be verbal when necessary. In ongoing significant or long-term cases where an arrest has not been made, the Chief of Police shall be updated, as needed.