

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 12

October 30, 2008

SUBJECT: SURVEILLANCE APPROVAL PROCEDURE

Procedure: This Order provides a standardized surveillance approval process and the centralized storage of approved surveillance requests. Prior to conducting surveillance for approved investigations, Major Crimes Division (MCD) personnel shall obtain approval from the Commanding Officer, MCD.

Employee's Responsibility. When requesting MCD surveillance assets, or prior to initiating surveillance on a subject, the Investigating Officer (I/O) shall be responsible for ensuring that a MCD Surveillance Request is completed prior to conducting surveillance (see attachment). All pertinent information shall be entered on the Surveillance Request to provide surveillance personnel with the appropriate background information on the subject.

Upon completion of the Surveillance Request, the I/O shall submit the completed form to their immediate supervisor for review and approval. The form shall then be forwarded to the Officer in Charge of the respective section for approval.

NOTE: Surveillance conducted during spontaneous situations without an approved Surveillance Request, should be documented on the chronological record of the case. Any subsequent surveillance of the subject will require adherence to these procedures.

Supervisor's Responsibility. Supervisors shall ensure that the Surveillance Request is properly completed and approve the request by affixing his/her signature to the form. The completed Surveillance Request shall then be submitted to the Commanding Officer, MCD for approval. The approved request shall be forwarded to the Officer-in-Charge, Surveillance Support Section (SSS).

Officer in Charge Responsibility-Surveillance Support Section. The Officer in-Charge, SSS, shall ensure that an approved Surveillance Request is completed prior to assigning MCD-SSS personnel to a case.

NOTE: During exigent circumstances, the Commanding Officer, MCD may provide verbal approval for surveillance. A Surveillance Request shall be completed as soon as practicable by the Investigating Officer.

In addition, the Officer in Charge, SSS, shall ensure that all MCD Surveillance Requests are properly stored and maintained. A copy of the Surveillance Request should be kept in the Investigator's case package. Only one approved request is required per subject.

Case No. _____

Date _____

MAJOR CRIMES DIVISION SURVEILLANCE REQUEST

REQUESTING UNIT: _____

DATE SUBMITTED TO C.O. MCD _____

C.O. APPROVAL _____

SURVEILLANCE TEAM ASSIGNED _____

I/O INFO. (NAME, EXT, CELL NO., PAGER)

NAME (LAST NAME FIRST)

OP. LIC. NO.

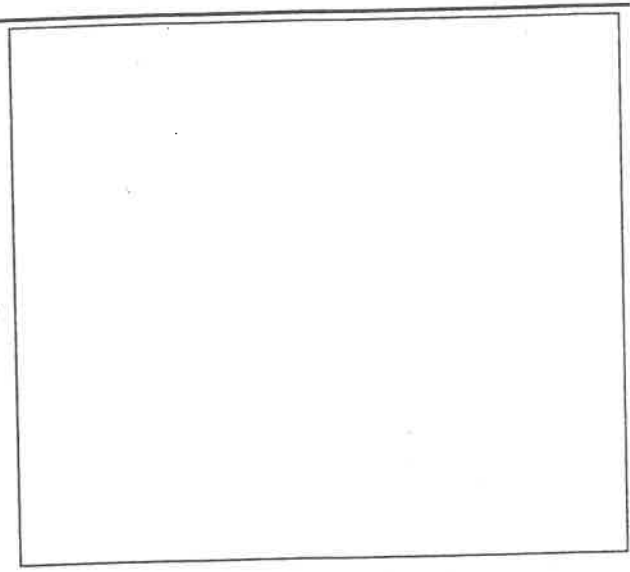
RESIDENCE ADDRESS

OTHER ADDRESSES AND HANGOUTS

WORK ADDRESS AND WORK INFO.

PHYSICAL DESC.

PROPERTIES



VEHS.	YEAR	MAKE	MODEL	TYPE	COLOR	LIC.
1						
2.						

ASSOCIATES

GOAL OF THE SURVEILLANCE

CRIMINAL NEXUS

NEXUS TO CITY/COUNTY OF LOS ANGELES

M.O. INFORMATION

BACKGROUND CHECK (AWWS, UTILITIES, DMV, LA CLEAR {1-800-LA CLEAR}, ETC.)

Requesting Div/Unit Supervisor Approval: _____, Serial No.