


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 034-B		TITLE: Special Operations Unit	
EFFECTIVE DATE: June 5, 2009	NO. PAGES: 3	REVIEWED/REVISED: August 8, 2019	
REFERENCE: CALEA 40.2.3		RESCINDS:	
 Sheriff of Monroe County			

- I. **PURPOSE:** The purpose of this general order is to establish guidelines for safe and effective surveillance operations, undercover operations, decoy operations and drug raids to include loan sharking, labor racketeering, corruption, bribery, extortion, theft, fencing rings, illegal sale and distribution of liquor, tobacco and controlled substances, illegal gambling operations, illegal prostitution and pornography, firearms and other related criminal activity. These activities are investigated by the Special Operations Unit.
- II. **POLICY/PROCEDURE:**
- A. Receiving/Conveying Information
1. The Special Operations Unit shall maintain a log of all information/complaints received from within and outside of the Monroe County Sheriff's Office (MCSO). This log will also include a record of all information conveyed to and received from outside agencies.
 2. Regardless of the source, all information/complaints will be maintained in the computerized criminal intelligence database. A Memorandum of Information Received (MOIR) number will be assigned by a crime analyst, and a computerized MOIR will be generated and forwarded to the unit sergeant or lieutenant so they can determine the proper dissemination of the information.
 3. The Sheriff will be apprised of the Special Operations Unit's activities through the chain of command. In addition, the unit lieutenant shall submit a monthly report summarizing the unit's activities to the Sheriff via chain of command.
- B. Records:
1. All MOIRs will be assigned a MOIR number. All reports generated will be assigned a case number. If any paper copies of Special Operations active investigation reports are generated they will be maintained in a secure file within the Special Operations Unit's office. This file will be maintained separately from the Central Records system. All electronic Special Operations records and reports of active investigations will be maintained in a password-protected restricted electronic file. These files are not accessible through the Central Records system. [CALEA 40.2.3 c]
 2. Purging of criminal and intelligence information will be done in accordance with MCSO schedules of retention and F.S. Chapter 119. [CALEA 40.2.3 d]

- C.** The Special Operations Unit will maintain a standard operation procedure (SOP) manual within the Marathon office. The SOP manual will be reviewed, at least annually, by the unit lieutenant to ensure compliance or for any revisions.[CALEA 40.2.3 e]
- D.** The SOP manual will outline how to conduct and/or participate in surveillance, undercover, decoy and raid operations. At a minimum, the SOP manual will describe:
1. The level or authority that can approve an operation
 2. The single person in command of each operation
 3. Routine and emergency communications
 4. Notification of the patrol supervisor responsible for the target area
 5. Confirmation of the target location
 6. How to identify and make contact with the suspect(s)
 7. Proper documentation necessary
- E.** Use Of Undercover Deputy Sheriff
1. MCSO recognizes that the use of undercover deputy sheriffs is sometimes required to obtain information and/or evidence on criminal activity.
 2. Undercover deputies will not:
 - a. Become agent provocateurs or engage in entrapment
 - b. Commit acts in violation of the law or fail to perform their duties imposed by law
 - c. Pose as news media members in order to obtain evidence or information
- F.** Surveillance/Undercover Equipment
1. Surveillance is sometimes needed as a productive part of investigative functions.
 2. All surveillance and undercover equipment will be maintained within a locked cabinet and/or a secure room in the Special Operation Unit's office.
 3. The unit sergeant must authorize, in writing, the use of the equipment. Detectives must sign the equipment control log when checking equipment out of the room/cabinet and returning equipment to the room/cabinet.
 4. Investigators will not violate the constitutional rights to privacy of persons while conducting the investigation.
 5. Audio, video or electronic surveillance will not be conducted without legal authorization where applicable and in compliance with state statues or federal guidelines.
- G.** Confidential/Investigative Funds
1. Confidential funds to support the Special Operations Unit are budgeted within the Sheriff's Office budget. The Special Operations Unit will maintain a working account.

2. Additional funds will be requested through the chain of command to the Finance director and approved by the Sheriff or his/her designee. These funds will be subject to continuous audit and will be approved by both the unit sergeant and the unit lieutenant.

Monroe County Sheriff's Office
Confidential/Investigative Funds Receipt

Date: _____

M C SO ID#: _____

Detective's Name: _____

Detective's Signature: _____

I HEARBY ACKNOWLEDGE RECEIPT OF:

\$

UNITED STATES CURRENCY

CHECK NUMBER: _____

**INVESTIGATIVE FUNDS WILL BE USED FOR:
HEADQUARTERS TO COMMANDERS:**

MAINTENANCE OF FUND

FLASH ROLL

COMMANDERS TO DETECTIVES:

EXPENSES

CONFIDENTIAL INFORMANT PAYMENT

CASE NUMBER: _____

CONFIDENTIAL INFORMANT NUMBER: _____

APPROVAL: _____ DATE: ____/____/____

RECEIVING MEMBER: _____ DATE: ____/____/____

PRINT YOUR NAME

DISBURSING MEMBER: _____ DATE: ____/____/____

PRINT YOUR NAME