

REFERRAL OF COMMUNITY MEMBERS TO THE SPECIAL INVESTIGATIONS DIVISION

6005.1 PURPOSE

This procedure establishes guidelines for bringing witnesses and visitors to the Special Investigations Office.

6005.2 BACKGROUND

Due to the nature of the business conducted by the Special Investigations Division, sensitive material is exposed or is discussed in the Special Investigations Division offices. On occasion, the office is visited by operators or agents. Because of the nature of their work, they should not be compromised by having their identity exposed to the general public.

6005.3 PROCEDURE

The following procedures shall be followed with respect to witnesses and visitors visiting the Special Investigations Division office:

1. No one suspected of a crime shall be brought to the Special Investigations offices for interview or examination.
2. All persons who contact the desk officer or Records personnel requesting a Vice or Narcotics officer shall be asked to remain in the Police Department lobby until personnel from the Special Investigations Division is contacted. Prior to contacting the Division, the following information shall be determined:
 - (a) Subject's name.
 - (b) Nature of his/her business (Vice problem, narcotic problem, ABC applicant, dance permit, etc.) Thereafter, the information shall be provided to the Special Investigations Division, who will determine the next steps.