


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 7.10</p>	<p>Date of Issue</p> <p>02/23/2016</p>	<p>Effective Date</p> <p>02/23/2016</p>	<p>Revision Date</p> <p>03/12/2018</p>
<p>Subject: VICE, DRUGS AND ORGANIZED CRIME</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Vice, Drugs and Organized Crime</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the Rabun County Sheriff's Office policies and procedures to be taken in receiving, processing and investigating Vice, Drugs and Organized Crime information.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that all Sheriff's Office employees are required to report information they receive, either by direct observation or second-hand report, concerning any suspected or actual occurrences of vice, drugs, or organized crime activity.

DISCUSSION

The members of the Rabun County Sheriff's Office have a legal and moral obligation to the citizens of Rabun County to actively work to suppress such illegal activities as vice, drugs, and organized crime.

DEFINITIONS

Drugs — The illegal use, sale, distribution, and manufacture of controlled substances.

Organized Crime — The participation by members of an organized group or street gang in any illegal activity to included extortion, theft, fencing, loan-sharking, labor racketeering or other offenses for profit such as: supplying illegal goods or services, prostitution, drugs, liquor, weapons and/or the illegal use of force, fraud, bribery, or corruption.

Vice — Activities such as prostitution; illegal sale, manufacture and consumption of alcohol; manufacture, sale, or distribution of obscene or pornographic materials.

I. RESPONSIBILITIES

1. Criminal Investigations Division Captain or designee is responsible for the over-all management of the Sheriff's Office's vice, drug and organized crime program.
2. The Criminal Investigations Division Captain shall designate a deputy to be responsible for gathering, analyzing, safeguarding, and disseminating information concerning vice, drugs, and organized crime activities and for providing necessary support to preliminary and follow-up investigations.
3. The Sheriff, and the Chief Deputy, or his designee will be made aware of all large scale vice, drug, and organized crime activity within Rabun County or that which directly affects Rabun County in any way. He or his designee and Chief Deputy, will be notified as to the nature of the activity, persons involved and a complexity of this activity. The Sheriff will determine if other notifications will be made at that time. Notification of the Sheriff or designee will be made by the Chief Deputy through the Criminal Investigations Commander or designee.

II. PURCHASE EVIDENCE PURCHASE INFORMATION

1. The Rabun County Sheriff's Office will often utilize money in odor to further investigation(s), this money will be referred to as purchase evidence purchase information funds or PEPI.
2. PEPI will be withdrawn from the bank from the drug seizure account at the discretion of the Sheriff or his designee as needed throughout an investigation.
3. Money withdrawn from this account to be used as PEPI is not required to be spent immediately, but if not spent immediately will be secured in a secured environment which will be determined by the Sheriff or his designee.
4. Anytime funds for PEPI are with drawn there will be a PEPI receipt completed showing date and amount completed and stored by the sheriff or his designee and will be maintained as long as deemed necessary to the Sheriff.
5. When PEPI is spent in the furtherance of an investigation there will be a PEPI expenditure completed and a CI payment receipt if applicable and these completed forms will be stored in the PEPI expenditure folder which will be maintained by the Sheriff or his designee. A yearly review of PEPI expenditure will be completed by the designee of the Sheriff. The Sheriff may at any time conduct a review of the PEPI funds and the records tracking the withdrawal and expenditure of PEPI.
6. When PEPI expense forms are completed they will be triplicated, a copy will be maintained in the PEPI expenditure folder, a copy will be maintained in the CI file if applicable, and a copy will be given to the investigator completing the PEPI expense. If PEPI used to purchase an item for the drug investigation a receipt will also be turned in with the expense form.
7. PEPI may be used for a number of things such as CI controlled buys, undercover operations, the payment of CI's and the purchase of items needed in an investigation. The Sheriff's or his designee must approve all PEPI expenses.

III. RECORDS MAINTENANCE AND SECURITY

1. All records, reports, or information relating to active vice, drug, and organized crime investigations will be maintained in the Criminal Investigation Division or sub-unit and kept separate from all other records and case files with the exception of the initial report. An initial report containing limited details of the active case must be

filed with the Records Division at the inception of the case. Upon closure of the case, the case will be submitted to the Records Division.

2. All records and reports will be assigned a file number in accordance with the procedures in the Criminal Investigation Division.
3. Should an investigation require an Incident Report, it will be prepared in accordance with Sheriff's Office policies and procedures or the procedures of the affected unit.
4. Investigators assigned to actively investigate vice or organized crime cases will be required to return all investigative files and related materials to the storage area when such documents are not in use.
5. Information pertaining to illegal drug activity or investigations shall be maintained by the Criminal Investigations Division.

IV. CRITERIA FOR INVESTIGATIONS

1. All complaints of organized crime and vice will be investigated to the fullest extent practicable. Investigations will remain open after the following guidelines are considered:
2. Is the original report valid and can the information be substantiated?
3. Can the criminal nature of the problem be determined?
4. How important is the problem to the general public?
5. What investigative leads exist?
6. What investigative techniques are required?
7. Does the Sheriff's Office have sufficient resources to conduct the investigation?
8. Is there another investigative agency that has primary jurisdiction over, and interest in, the situation?

V. PURGING INFORMATION

1. Information on vice, drug, and organized crime that is contained in the files of the Criminal Investigation Division or sub-unit shall be reviewed and purged in accordance with the procedures in the Criminal Investigation General Order.
2. Information contained in the files of active or completed investigations shall be maintained in accordance with the Sheriff's Office records retention schedule.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County

