



Alexandria Police Department

Directive 11.23



VICE & NARCOTICS ENFORCEMENT

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11.23.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines concerning the enforcement of vice and narcotics laws.

It is the policy of this Department to suppress narcotics, vice, and organized crime-related activities and to create a negative impact on the financial gains of persons engaged in such activities. It is our policy to develop intelligence on individuals and establishments for the purpose of designing operational strategies to investigate, arrest, prosecute, and convict for violations of federal, state, and local laws.

11.23.02 RULES AND RESPONSIBILITIES

A. Vice/Narcotics (V/N) is specifically responsible for the detection, arrest, and prosecution of individuals engaged in:

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances;

2. Illegal gambling;
3. Prostitution;
4. Pornography and obscenity;
5. Alcohol violations; and
6. Cell-phone forensics

B. The Vice/Narcotics Commander is responsible for the overall management of narcotics and vice enforcement activities. This includes the following units

1. Vice;
2. Drug Task Force; Electronic Surveillance Detail, and
3. Narcotics.

C. The Vice/Narcotics Operations Sergeant is responsible for:

1. Supervising all investigations concerning violations of narcotics, vice, and alcohol laws;
2. Ensuring that deconfliction is completed and appropriately noted on the operations plan;
3. Conducting a rolling annual review of each active informant file; and
4. Completing the Daily Incident/Arrest report.

D. The Vice/Narcotics Administrative Sergeant is responsible for:

1. Managing the special investigative funds account;
2. Formulating and administering the Vice/Narcotics budget;
3. Overseeing patrol-initiated narcotics case jackets;
4. Submitting monthly and quarterly reports;
5. Supervising detectives handling electronic surveillance-related functions;
6. Supervising Vice/Narcotics detectives assigned to task forces; and
7. Other support functions as deemed appropriate.

- E. All officers are responsible for the enforcement of vice and narcotics violations that occur in their area of responsibility. Officers will monitor locations where these offenses are likely to occur and take appropriate action when violations are observed.
- F. Officers wishing to seize drug assets for forfeiture are responsible to coordinate their efforts with the Vice/ Narcotics Operations Sergeant.
- G. Officers will forward any intelligence concerning Vice/ Narcotics matters to the Operations Sergeant via departmental email.
- H. Officers are responsible for forwarding narcotics case jackets (via the Case Review Officer) to Vice/Narcotics within four (4) days of an arrest.
- I. The Watch Commander must contact the Vice/Narcotics Commander or designee prior to executing search warrants relating to vice or narcotics.
- J. Vice/Narcotics detectives will aid other officers when specialized assistance is needed concerning the investigation of vice or narcotics violations.
- K. The Information Services Section (ISS) Commander is responsible for ensuring that copies of all vice or narcotics related Virginia Uniform Summonses (VUS) and Central Criminal Exchange Records (CCRE) are forwarded to the Vice/Narcotics Operations Sergeant.
- L. All Vice/Narcotics records will be maintained in accordance with Police Directives 3.6A - Security of Arrest Records, and 3.6B - Release of Information from Reports and Records. This information will be made available to other law enforcement officers as needed.

11.23.03 CALLBACK OF VICE/NARCOTICS PERSONNEL

- A. After normal working hours, the decision to call back Vice/Narcotics personnel rests with the Watch Commander. The seriousness of the incident, along with the ability of on-duty personnel to successfully complete the investigation, should be taken into consideration.
- B. The Watch Commander will contact the Vice/Narcotics Commander. Direct contact with Vice/Narcotics detectives is not to be made without the approval of the Vice/Narcotics Commander.
- C. Vice/Narcotics call-back will be made in the following order:
 - 1. Vice/Narcotics Commander

2. Operations Sergeant

3. Administrative Sergeant

D. A Vice/Narcotics supervisor will contact a Vice/Narcotics detective if the callback is warranted.

11.23.04 [Redacted]

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By Authority Of:

**Michael L. Brown
Chief of Police**