

SUBJECT: Surveillance and Technical Team

EFFECTIVE DATE: October 17, 2007

PURPOSE: To establish an on-call Tactical Crime Suppression Unit Surveillance and Technical Team (SATT). Further, to provide procedures to initiate the response of the team and its members.

POLICY: The TCSU Surveillance and Technical Team is intended to enhance the capabilities of the member cities to conduct surveillance of targets (particularly in cases of short notice); investigate fatal or serious personal injury crashes; collect evidence and provide expertise or manpower at major crime scenes or search/arrest warrants; or, other incidents as approved by the director of TCSU. Such incidents shall only be of a short-term nature. Assignment to the team will be done via call out by the member agency requesting additional manpower based on the incident type. (See “Callout”)

- I. Team Configuration/Assignment
 - A. The SATT shall consist of eight criminal investigators, three evidence technicians, and three technical/advanced accident investigators.
 1. The evidence technicians, technical accident investigators, and criminal investigators assigned to the team must have the appropriate training and qualifications to do the job specified.
 2. All SATT team members will work under the direction of the incident commander who initiated the call out of the team.
 3. The Incident Commander will be responsible for establishing protocols for SATT team members with regard to investigatory assignments as well as evidence gathering procedures.
 - B. Each TCSU agency will designate an on-call investigator to serve on the team.
 1. In the event of a callout, the TCSU supervisors shall be contacted and requested to initiate a callout of the requested team members – See “Callout”;
 2. Additionally, member agencies are encouraged to assign a criminal investigator, evidence technician, or a technical accident investigator to be on call in the event of a call out of the SATT Team;

3. The evidence technician and accident investigator will be assigned from separate agencies as much as possible so as not to place a burden on any one agency;
- C. The team or portions of the team may be called out for short-term, short-notice incidents. Such incidents may include, but not be limited to:
1. Responses to rapidly developing intelligence which requires surveillance;
 2. Covert operations;
 3. Fatal or serious personal injury crashes;
 4. Major crime scenes or incidents which necessitates immediate processing and follow-up;
 5. The immediate need to serve a search or arrest warrant;
 6. Other incidents as approved by the TCSU director.
- D. Depending on the type of incident, the SATT Team requests shall require the following types of specialized personnel be available for call out:
1. Criminal Investigator;
 2. Technical Accident Investigator;
 3. Evidence Technician

II. Call Out

- A. The supervisor of the agency initiating a call out must first contact the TCSU director (or his designate) with information as to the nature of the call out. Other information shall also be required:
1. Anticipated time required of the team;
 2. The numbers and types of personnel required from the team;

3. The team need not be called out in its entirety. As examples: only an advanced/technical accident investigator or evidence technician may be needed; or, perhaps the agency only requires the assistance of a two-person surveillance team.
- B. It shall be the sole discretion of the TCSU director (or designate) to authorize the call-out and in what strength and specialties.
- C. Upon authorization, it is the responsibility of the initiating agency to contact TCSU agencies for the team members required. The following procedure shall be followed:
1. In order to initiate the callout, the initiating agency shall utilize “Code Red” to announce the SATT Team request.
 2. The communications center of the initiating agency shall utilize the following announcement to begin the call out:

“This is the (Agency Name) requesting a SATT Team call out for a (Incident Type) that occurred at (Incident Location). The (Agency Name) is requesting (Number and Type of Investigators) respond to a command post located at (Command Post Location). All TCSU Supervisors need to contact (Incident Commander) at telephone number (Incident Commander’s telephone Number) immediately. All TCSU Supervisors need to respond to this call out within 10 minutes.”

Below is an example of a SATT Team callout request:

“This is the Centerville Police Department requesting a SATT Team call out for a fatal traffic accident that occurred on I-675 at Loop Rd. The Centerville Police Department is requesting three technical crash investigators respond to a command post located on I-675 just south of the Loop Rd. bridge. All TCSU Supervisors need to contact Captain Bruce Robertson at telephone number 902-1659 immediately. All TCSU Supervisors need to respond to this call out within 10 minutes.”

3. Upon receipt of the Code Red call out, all TCSU Supervisors shall be responsible for supplying the names of the requested personnel to the Incident Commander who initiated the SATT Team callout.
4. The Incident Commander initiating the call out shall make the final determination as to when the request has been satisfied.

5. If additional equipment is necessary beyond what the agent would normally be expected to carry/provide, this must be specified;
 6. The agency contacted is then responsible for the call out of its respective personnel per the agency's own policies/procedures.
- D. The call-out shall be done in accordance with existing mutual aid and TCSU policy in terms of chain-of-command, reimbursement and other personnel and administrative issues.
 - E. The initiating agency must complete the required TCSU report(s) per existing TCSU policy and procedure.
 - F. The TCSU director is responsible to provide a report of any SATT call-out(s) at the following Executive Board meeting.
 - G. Any agency not able to meet the approved call-out must provide a report as to the reasons at the following Executive Board meeting.
 - H. The SATT Team policy shall be periodically reviewed to ascertain if the policy needs to be revamped based on the experiences of the after action briefings conducted by agencies utilizing the policy.

III. Prohibitions

- A. Under no circumstances will the SATT be used for a long-term project without prior majority approval of the TCSU Executive Board.
- B. Under no circumstances will the SATT be used for the purposes of providing personnel to the initiating agency to supplant overtime or meet needs for which the agency has the necessary resources.

Sample Wording

“This is the (_____) requesting a SATT Team call out for a (_____) that occurred at (_____). The (_____) is requesting (_____) respond to a command post located at (_____). All TCSU Supervisors need to contact (_____) at telephone number (_____) immediately. All TCSU Supervisors need to respond to this call out within 10 minutes.”

Director David Williams

