

CHAPTER 2
DRUG TASK FORCE PARTICIPATION
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CHAPTER 2

DRUG TASK FORCE PARTICIPATION

1. PURPOSE. California suffers a significant portion of the nation's illicit drug trade. A substantial amount of illegal substances imported and/or produced are transported over the state highway system where the Department has jurisdiction. Conventional law enforcement methods have failed to stem the importation, cultivation, and manufacture of these illegal substances. Many state and local law enforcement agencies are, for various reasons, unable to successfully combat the drug problem alone. As a result, many agencies, including the California Highway Patrol (CHP), are combining their personnel, intelligence, and resources into multiagency task forces in an attempt to impact this problem. This chapter is designed to establish departmental policy and procedures for involvement in drug task forces.

2. POLICY.

a. General. It is the Department's policy, when requested and when there is a legitimate role, to participate in multiagency drug task force (DTF) operations.

b. Legitimate Role. The following are some of the elements which should be considered in determining the legitimacy of CHP's participation in a multiagency DTF:

(1) Normal patrol operations which place the Department in a position to interdict the highway transportation of drugs in large quantities.

(2) Enhancing traffic safety by impacting the availability of illegal drugs, thereby reducing the number of persons who drive while impaired.

(3) Enhancing officer safety by obtaining current, first-hand intelligence and information from the task force officer.

(4) Utilizing skills in drug use recognition (e.g., criminal apprehension program, vehicle theft, hazardous materials investigations).

(5) The benefits of statewide resources regarding communications networking, intelligence, and standard methods of operation.

c. Final Determination. The Assistant Commissioner, Field, makes the final determination as to whether participation in a task force is legitimate.

3. CHP 100DTF, DRUG TASK FORCE PERSONNEL ACTIVITY.

a. Report Submission. All officers temporarily or permanently assigned to a DTF shall record their activity on the CHP 100DTF, Drug Task Force Personnel Activity. (All required forms can be located on the CHP Intranet Web site.)

(1) The total hours recorded by a participating officer on the CHP 100DTF shall correspond daily with the regular and overtime hours recorded on their CHP 415, Daily Field Record, excluding call-back time.

(2) The CHP 100DTF will represent activity for the entire calendar month.

(3) The CHP 100DTF shall be completed at the end of the month, signed on Side 2, and turned in to the officer's task force commander for review no later than the 5th day following the end of the preceding month. This should give sufficient time to obtain the task force seizure statistics necessary to complete the CHP 100DTF.

(4) The task force commander, after review, shall initial the CHP 100DTF on Side 2 and make appropriate comments. The completed CHP 100DTF shall be forwarded to the officer's CHP supervisor no later than the 10th day following the end of the preceding month.

(5) A copy of the CHP 100DTF shall then be forwarded to the Division coordinator to be received no later than the 15th day following the end of the preceding month.

b. Report Preparation - Side 1. Side 1 of the CHP 100DTF shall be prepared as follows:

(1) Daily entries shall be made by investigating officers no later than the start of the next working day.

(2) All officers will record their activity time spent each day in the section captioned, Officer Activity Hours.

(a) Narcotics Investigations. The amount of time spent in the investigation/arrest of all narcotic violations.

(b) Administrative. The amount of time spent on administrative duties is summarized in this category. This includes, but is not limited to, court and time used preparing for court, training provided and training received, meetings, reports or paperwork not included in other categories.

- (c) Surveillance. The amount of time spent on surveillance during narcotics investigations.
- (d) Evidence. The amount of time spent marking, documenting, collecting, analyzing, and storing evidence in narcotics investigations.
- (e) Overtime Hours. The amount of time worked in excess of a normal shift and reported as paid or compensating time off overtime under Special Code 97.
- (f) Authorized Absences. All sick leave, other authorized leave time and annual leave, except holidays, is to be recorded here. This category shall also be used to record time spent on any temporary nondrug task force-related assignment or time expended attending nondrug task force-related training.
- (g) Total Hours. The total activity time spent each day and month while performing the duties of a member of a multiagency DTF.

(3) All officers shall record their task force activity on the CHP 100DTF by entering, in the appropriate categories, the number of Arrests/Complaints, Clandestine Labs, Warrants Executed, etc., under each date. One incident may require more than one category of activities to be listed when appropriate. For example, an arrest where a clandestine laboratory exists would require two entries.

- (a) Arrests/Complaints. The number of individuals taken into physical custody or having a complaint filed against them resulting from a task force investigation.
- (b) Clandestine Labs. The number of seized clandestine laboratories which existed for the manufacture of one or more types of illicit drugs.
- (c) Warrants Executed. The number of individual warrants executed against persons or property resulting from a DTF investigation.
- (d) Asset Forfeitures Initiated. The number of asset forfeiture cases initiated by the task force.
- (e) CHP Assists. The number of assists provided to other CHP personnel.
- (f) Allied Agency Assists. The number of assists provided to allied agencies.

- (g) Buys. The total number of buys initiated by the task force.
 - (h) Initial Informant Contacts: The total number of initial informal contacts conducted by the task force.
 - (i) Total. The total activity accomplished each day and month while performing the duties of a member of a multiagency DTF.
- (4) All drugs seized by the task force for the month shall be recorded under the appropriate category.
- (a) Cocaine. The total gram weight of all cocaine seizures.
 - (b) Heroin. The total gram weight of all heroin seizures.
 - (c) Lysergic Acid Diethylamide. The total number of dose units/hits of all Lysergic Acid Diethylamide (LSD) seizures.
 - (d) Marijuana. The total gram weight of all marijuana seizures.
 - (e) Methamphetamine. The total gram weight of all methamphetamine seizures.
 - (f) Other. Any other drug not listed above. Enter the name and appropriate gram weight/number of dose units/hits for the item seized.
- (5) All property seizure activity for the month shall be recorded under the appropriate category.
- (a) Firearms. The total number of firearms seized for the month.
 - (b) Currency. The total dollar amount of currency seized for the month.
 - (c) Stolen Vehicles. The total number of stolen vehicles recovered for the month.
 - (d) Conveyances Seized. The total number of conveyances seized for the month. (Other than stolen.)
 - (e) Real Estate. The total estimated dollar value of all real estate seized for the month.
 - (f) Other. Any other seizure not listed above (e.g., pagers, cellular phones, cloned cellular phones, etc.). Enter a description of the item and the appropriate number/amount seized for the month.

c. Report Preparation - Side 2. Side 2 of the CHP 100DTF shall be used as follows:

(1) Officers are required to provide narrative information which adequately describes their activity. Significant seizures and complete investigation narratives may be summarized and attached to the CHP 100DTF.

(2) Significant seizures for reporting purposes shall meet the following El Paso Intelligence Center criteria:

- (a) 5,000 grams or more of cocaine.
- (b) 28 grams or more of heroin.
- (c) 100 dose units or more of LSD.
- (d) 100,000 grams or more of marijuana.
- (e) 1,000 grams or more of methamphetamine.
- (f) 500 grams or more of crack cocaine.
- (g) \$100,000 or more of cash.

(3) Record all authorized absences other than regular days off (such as vacation, sick leave, etc.).

(4) Whenever possible, note the details of any major arrest and/or seizure of drugs in collective amounts of one ounce or more. Details shall include:

- (a) Number of individuals arrested.
- (b) Type of drug.
- (c) Collective (total) weight of drug seized.
- (d) Amount of cash seized, if any.

(5) If more space is needed for additional comments by the officer and/or their task force commander, supplemental pages of Side 2 may be attached and numbered accordingly.

(6) The officer shall sign their name to the bottom of Side 2 in the space designated "Officer's Signature" before turning it into their task force commander at the end of the month.

(7) The officer's task force commander shall put their signature in the space designated "Task Force Supervisor's Signature" and note any appropriate comments in the space provided under "Task Force Supervisor's Comments."

(8) The officer's CHP supervisor shall put their signature in the space designated "CHP Supervisor's Signature" and note any appropriate comments in the space provided under "CHP Supervisor's Comments." Additionally, the CHP supervisor should complete the "Critical Tasks Observed" sections in accordance with procedures outlined in HPM 10.10, Performance Appraisal Manual, Chapter 3, Performance Appraisal Process for Officer, California Highway Patrol.

(9) The CHP commander shall put their signature in the space designated "Commander's Signature" upon review.

4. CHP 98A, DIVISION DRUG TASK FORCE SUMMARY REPORT.

a. Report Submission. The CHP 98A, Division Drug Task Force Summary Report, shall be submitted quarterly to Field Support Section to arrive no later than the 25th calendar day following the end of the previous quarter.

(1) The total activity and hours expended in each category by all DTF officers shall correspond with the combined totals from each officer's monthly CHP 100DTF.

b. Report Preparation. The CHP 98A shall be prepared as follows:

(1) Division coordinators will total and record the activity data and time on the CHP 98A in the column spaces provided for each month of the quarter. The total of all months of the quarter shall appear in the appropriate boxes under the "Quarter Total" column.

(2) To eliminate the possible duplication of statistics, Division coordinators should carefully review all submitted CHP 100DTF forms to ensure their accuracy.

(3) A narrative report shall be written on a supplemental memorandum with additional pages attached when necessary. Division coordinators are encouraged to coordinate with task force officers to ensure adequate information is supplied on CHP 100DTFs. This narrative report shall include a description of all significant drug-related investigations, arrests, trends, and seizures.

(4) Division coordinators may include an evaluation of the Division's DTF program along with information and suggestions which could benefit the program.

5. OVERTIME. California Highway Patrol officers assigned to DTF should be limited to 20 hours of paid overtime per month, excluding court-related overtime. Additional paid overtime may be approved at the discretion of the Division chief.

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