



MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES

Subject
TASK FORCE DEVELOPMENT

Policy Number
ED-1

Effective Date
08-02-23

Related Information

GC-7, *Transfer of Personnel*
GE-1, *Supply Requisition, Procurement, and Inventory*
GE-3, *Property Management and Evidence Control*
GF-5, *Incident Report Guidelines*
GJ-5, *Crime Scene Management*
GJ-33, *Significant Operations*

Supersedes

ED-1 (04-25-18)

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the development and use of a task force.

POLICY

It is the policy of the Office to ensure that through the continuous evaluation of existing crime data, developing crime trends may be observed and acted upon. As a crime pattern develops, it may become apparent to the Office that formation of a task force would be an appropriate response.

DEFINITIONS

Task Force: A temporary grouping of law enforcement personnel having skills and resources suited to target a particular criminal activity. A task force may be formed within the Office or may be composed of personnel from multiple federal, state, and local law enforcement agencies. A task force shall not be confused with a significant operation as defined in Office Policy GJ-33, *Significant Operations*.

PROCEDURES

1. **Types of Crimes Effectively Addressed with a Task Force:** Types of crimes which may require the effective use of a task force include, but are not limited to, the following.
 - A. Driving Under the Influence (DUI);
 - B. Homicide;
 - C. Sexual Assault;
 - D. Robbery;
 - E. Burglary;
 - F. Narcotics;

- G. Gangs;
 - H. Trafficking in Stolen Property;
 - I. Auto Theft;
 - J. Fugitives from Justice; and
 - K. Terrorist Threats.
2. **Written Request for a Task Force:** Once it has been determined, based on source crime data, that formation of a task force is the most appropriate course of action to target a particular criminal activity, an Office memorandum requesting the creation of a task force shall be forwarded through the chain of command to the Chief of Enforcement or designee, as specified in Office Policy GD-6, *Standardized Memorandum Format*. A task force shall not be confused with a significant operation as defined in Office Policy GJ-33, *Significant Operations*.
- A. The Office memorandum for a task force shall contain the following information:
 - 1. A description of the criminal activity;
 - 2. Crime data supporting the request;
 - 3. The proposed solution;
 - 4. Recommended agencies, personnel, and justification;
 - 5. The task force goals and objectives;
 - 6. The estimated date of implementation;
 - 7. The projected duration of the task force; and
 - 8. The estimated funding costs and identification of available resources, including staffing, equipment, and sources of funding.
 - B. **Sources of Crime Data:** Sources of crime data information within or outside of the Office include, but are not limited to, the following:
 - 1. Support Services Bureau;
 - 2. Investigations Bureau;
 - 3. Patrol division personnel; and
 - 4. Specialized units in other law enforcement agencies.
3. **Implementation of a Task Force:** Careful structuring, defining of authority, responsibility, accountability, and an objective evaluation of the results obtained are essential to all task force operations. To ensure the intended issues are adequately addressed, a comprehensive project plan shall be prepared prior to the implementation of a task force.

- A. When a task force is formed within the Office, responsibilities to be addressed in a comprehensive project plan should include the following:
1. Clearly defined goals and objectives of the task force;
 2. Defined authority and responsibility consistent with the project's goals and objectives;
 3. Selection of the task force commander based on their qualifications including, but not limited to, the following:
 - a. A comprehensive law enforcement background with extensive experience in criminal investigations; and
 - b. Strong leadership capabilities and good judgment in tactical decision making.
 4. Selection of task force members should be in accordance with Office Policy GC-7, *Transfer of Personnel*;
 5. Establish accountability with each member of the chain of command for the task force;
 6. Establish a liaison with the Maricopa County Attorney's Office;
 7. Maintain proper procedures for obtaining and documenting of evidence collected by task force members, as specified in Office Policy GE-3, *Property Management and Evidence Control* and Office Policy GJ-5, *Crime Scene Management*;
 8. Arrange for the distribution of any proceeds that are acquired during the operation, such as vehicles, property, monies from reverse operations, and case restitution;
 9. Develop a schedule of how often statistical and project evaluation reports shall be completed; and
 10. Maintain proper procedures for grant funded purchases, as specified in Office Policy GE-1, *Supply Requisition, Procurement, and Inventory*.
- B. A comprehensive project plan for a multi-agency task force must address the same issues; however, three factors which must be addressed differently are authority, responsibility, and accountability. The best way to ensure that all participating agencies have a clear understanding of their role in these areas is through an inter-agency agreement with each agency.
1. The authority for the command of a multi-agency task force must be vested in one person, the task force commander. All participating agencies must agree that the task force commander assumes the responsibility for the task force operation and that their personnel will work within the guidelines established by the commander. The task force commander is determined by the Memorandum of Understanding (MOU) signed between the entities involved in the task force.
 2. Each member of the task force must have their responsibilities and chain of command specifically defined, consistent with the goals and objectives of the task force.
 3. Each member is held accountable for their actions, not only to the task force commander, but also to their own law enforcement agency.

4. **Operational Reports:** Operational reports concerning a task force will be generated by the task force commander or designee, at the intervals indicated in the project plan. These reports shall be generated at least once per calendar year.
 - A. Operational reports shall contain a narrative evaluation of the results of the operation in light of the purpose, goals and objectives, and other issues delineated in the project plan. The evaluation shall specifically recommend continuation, modification, or termination of the operation and clearly outline the facts and circumstances which justify these recommendations. Operational reports may also contain statistical information related to the operation which may be of assistance in evaluating its results.
 - B. Operational reports written or received from the task force commander shall be forwarded through the chain of command to the Chief of Enforcement or designee.
 - C. Copies of all operational reports shall be provided to all involved agencies.

5. **Task Force Termination:** Task forces will normally be terminated when all stated goals and objectives have been accomplished, at the end of the planned duration, when an emergency situation occurs such as an operational compromise, or when other factors exist which indicate that the task force is no longer necessary.
 - A. Considerations when terminating a task force include, but are not limited to, the following:
 1. Ensuring all *Incident Reports (IR)* and the *IR Supplement* are completed, as specified in Office Policy GF-5, *Incident Report Guidelines*;
 2. Planning arrests and transportation of persons arrested;
 3. Completion of investigations currently being conducted; and
 4. Return of resources to the appropriate agencies.
 - B. A task force effectiveness report shall be developed when a task force is terminated. This report shall include the number of suspects arrested, the number of officers used and the agency they represent, the number of days/hours expended, the amount of property recovered, and a detailed account of any problems encountered.
 - C. Task force effectiveness reports written, or received from the task force commander, shall be forwarded through the chain of command to the Chief of Enforcement or designee.
 - D. Copies of all task force effectiveness reports shall be provided to all involved agencies.