

	<p style="text-align: center;">MEDFIELD POLICE DEPARTMENT</p>	<p style="text-align: center;">POLICY NO. 2.05</p>
<p style="text-align: center;">NORPAC TASK FORCE</p>		
<p style="text-align: center;">MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 2.1.3, 42.2.2</p>		<p>DATE OF ISSUE: 06/04/2023</p> <p>EFFECTIVE DATE: 06/04/2023</p> <p>REVISION DATE: 11/07/2025</p>
<p style="text-align: center;">ISSUING AUTHORITY:</p> <p style="text-align: center;">Michelle Guerette Chief of Police</p>		

BACKGROUND:

The Norfolk County Police Anti-Crime Task Force, or NORPAC, is a multi-agency task force formed in 1987 under a grant by the US Department of Justice. It is the mission of NORPAC to provide investigative support to its member police departments, using a cooperative multi-agency approach in their investigations of drug distribution, organized crime, serial crime, violent crime, crimes committed by traveling criminals, and fugitives. NORPAC is a decentralized task force in that its detectives work day-to-day in their own communities, teaming up on multi-agency investigations on a case-by-case basis.

[42.2.5]

Under a Memorandum of Agreement (MOA) signed by its member chiefs of police, eligibility for membership in NORPAC is restricted to police departments in Norfolk County. As of the date of this policy, NORPAC is comprised of the police departments of Canton, Dedham, Foxborough, Medfield, Millis, Needham, Norfolk, Norwood, Plainville, Sharon, Stoughton, Walpole, Westwood, Wellesley, and Wrentham.

The NORPAC Task Force is administered by the Norwood Police Department.

POLICY:

The Medfield Police Department is a member of the NORPAC Task Force. All members of the Department will adhere to the policies and procedures of the NORPAC Task Force when participating in NORPAC investigations and operations.

PROCEDURES:**Command and Authority**

Director - A senior police executive serves as the Director of the Task Force. The responsibilities of the Director include coordination of the mission, goals and objectives of the Task Force, operational oversight, liaison to the chiefs of police of the member agencies, administration of the MOA, selection of equipment to be purchased with grant funds, coordination of Task Force training and meetings, Public Information Officer for the task force, preparation and filing of applications for federal and state funding, and submission of an annual report to the chiefs of police.

Financial Officer - A ranking police detective serves as the Financial Officer of the Task Force. The responsibilities of the Financial Officer include supervision of the receipt and disbursement of funding received from the federal or state government or other sources, and the approval of purchases as determined by the Director, purchase and maintenance of shared equipment, and the collection, storage, and timely reporting of financial data if required by government agencies providing funding.

Task Force Supervisors - Task Force Supervisors are ranking police detectives appointed by the Director. The responsibilities of Task Force Supervisors include review and approval of operational plans and search warrants, and tactical oversight of the execution of search warrants, undercover operations and anticipated enforcement events.

Any member agency may request assistance from any other member agency for assistance with an investigation into drug distribution, organized crime, serial crime, violent crime, crimes committed by traveling criminals, or the locating and apprehending of fugitives, or for any valid law enforcement purpose including but not limited to investigative or technical assistance. Police officers participating in any multi-agency investigation by the Task Force shall act under the direction and command of the agency leading the investigation.

In the event that the focus of an investigation shifts from one municipality to another, or if for some other valid purpose, the lead agency may relinquish command to another member agency. In that event, officers participating in the investigation shall be notified of the shift in command.

In cases where one member agency controls a confidential informant whose assistance is expected to result in enforcement action in another jurisdiction, detectives of both departments must coordinate the investigation. No anticipated enforcement event shall occur in any jurisdiction without the approval of that jurisdiction's police department.

In all cases where the lead agency anticipates a drug transaction involving an undercover detective, or that a Task Force investigation will conclude with an arrest or raid, the lead agency will advise the Director, or one of the Task Force Supervisors in advance. The Director or Task Force Supervisor will review plans for the event, including the written operational plan, to ensure that NORPAC standards have been

met. No member agency will conduct an undercover encounter, raid, or anticipated enforcement event without the presence of a Task Force Supervisor.

Mutual Aid and Extraterritorial Authority [42.2.5b]

Under the terms of the NORPAC MOA, the member chiefs of police have invoked Massachusetts General Law Chapter 40, section 8G and requested the assistance of each of the other signatory chiefs and their departments in the conducting of law enforcement, and have consented to provide the services of their departments for the same purpose. Under the terms of the MOA, full police authority is conveyed to every police officer of every member agency in every municipality that is a member of NORPAC. However, nothing in the MOA authorizes a member agency to conduct law enforcement or provide police service in another jurisdiction without the consent of the Chief of Police of that municipality.

Any officer of a member agency who makes an arrest outside his territorial jurisdiction, but within the jurisdiction of another member agency, shall, as soon as practicable, turn his prisoner over to an officer of that department for processing. Should the Chief of Police or officer in charge of a police department deem such an arrest to be unreasonable, unlawful, or without probable cause, nothing shall require him or her to book or process the arrest.

Any officer who makes an arrest outside his territorial jurisdiction for a crime over which his department does not have jurisdiction, shall provide to the member agency where the crime occurred full and complete information about his investigation and arrest, including but not limited to a written report. Each member agency shall ensure that the arresting officer is available for any and all necessary court appearances.

All police officers acting pursuant to a request for assistance, or who are performing law enforcement duties outside their territorial jurisdiction, shall adhere to the rules, regulations, policies and procedures of their own department. Should a situation arise whereby an officer is asked by another department to perform a task or duty which is in violation of the rules, regulations, policies or procedures of the officer's department, he or she shall immediately notify said commanding officer that he or she cannot perform the task.

Investigations and Operations

The detectives of the Medfield Police Department are responsible for the development of intelligence about criminal activity occurring in our jurisdiction, and for the initiation of investigations to address that activity. Officers who learn of such activity are to notify detectives in a timely fashion. Any detective who receives information about criminal activity that effects, or has the potential to affect, the jurisdiction of any other department that is a member of the NORPAC Task Force shall notify that department in a timely fashion. Detectives of the two departments should assess the information and determine whether a Task Force investigation should be opened.

In all cases where the Department's detectives undertake a multi-agency investigation into drug distribution, organized crime, serial crime, violent crime, crimes committed by traveling criminals, or the apprehension of a fugitive wanted for such crimes, the lead agency shall notify the Director or one of the Task Force Supervisors. It shall be the responsibility of the case detective to keep the Director or Task Force Supervisor apprised of the status of the investigation, and to notify him or her of any change in the status of the investigation. Task Force Supervisors are responsible for keeping the Director apprised of the status of all ongoing NORPAC investigations, and for alerting him to matters that require his attention.

Due to the size of the Task Force, it is anticipated that there are sufficient resources to undertake numerous investigations simultaneously. However, should there be a need to prioritize the assignment of manpower or equipment, the Director shall apply the following criteria:

1. The subject's propensity for violence;
2. The threat to public safety posed by the subject or criminal activity;
3. The degree to which the investigation is time-sensitive;
4. The effectiveness with which an agency can conduct the investigation without the use of Task Force resources; and
5. The potential for impact on the quality of life in the Task Force region.

It shall be the policy of this department to maintain membership in the New England State Police Information Network (NESPIN). Detectives should forward to NESPIN information relative to subjects engaged in narcotics trafficking, organized crime, or major criminal activity that traverses jurisdictional boundaries. It is the responsibility of the detectives of this department to ensure that information or intelligence meets the criteria set forth in 28 CFR 23. During the early stages of any NORPAC investigation into narcotics trafficking, organized crime, or major criminal activity that traverses jurisdictional boundaries, the case detective should query the primary targets of the investigation through NESPIN, and make any further use of the resources of NESPIN as the investigation warrants.

Given their complexity and inherent danger, operations involving an anticipated enforcement event or utilizing an undercover officer require the prior approval and presence of one of the designated NORPAC Task Force Supervisors. While case detectives and their department supervisors are responsible for conducting and management of individual investigations, Task Force Supervisors are responsible for ensuring that NORPAC Task Force protocols are adhered to and operational standards are maintained.

Prior to requesting resources for a Task Force anticipated enforcement event or undercover operation, the case detective must obtain approval from a Task Force Supervisor. In seeking approval, the case detective must submit to the Task Force Supervisor a written NORPAC Operational Plan on a form prescribed by the Director. If

the operation involves a search or arrest warrant, the case detective must also submit a copy of the affidavit and warrant application.

The Task Force Supervisor must review the submitted materials in a timely fashion and has the authority to approve or disapprove the Operational Plan. The Task Force Supervisor will notify the case detective of his or her findings as soon as possible. No detective shall submit a case to a Task Force Supervisor for approval if it has been denied by another Supervisor. All appeals will be handled personally by the Director.

In reviewing cases, Task Force Supervisors must determine whether the plan is safe, determine whether additional resources are needed, determine whether the investigation has been conducted according to Task Force standards, confirm that any informant utilized has been registered, and confirm that any affidavits and applications have been properly prepared.

The detectives of this Department shall use the event de-confliction services of the New England High Intensity Drug Trafficking Area's (HIDTA) Investigative Support Center for all anticipated enforcement events and undercover encounters involving the NORPAC Task Force. It is the responsibility of the case detective to ensure that the investigation has been deconflicted prior to his or her submission of the Operations Plan to the Task Force Supervisor and to note the deconfliction number on the NORPAC Operational Plan. No Task Force Supervisor may approve an operation if the Operational Plan does not reflect the assigned deconfliction number.

A Task Force Supervisor, preferably the one who approved the operation, must be present for any anticipated enforcement event or undercover encounter. Prior to executing the operation, the case detective will conduct a briefing for all involved law enforcement personnel in the presence of the Task Force Supervisor. Except in unusual circumstances, uniformed officers from the jurisdiction where the operation will take place should be present for the briefing and assist with any arrests, stops or searches.

At the briefing, the case detective must provide all attending personnel with, at a minimum:

1. The identities and descriptions of subjects whose arrests are anticipated;
2. A description, and if available a photograph, of any premises, vehicle or person to be searched or seized;
3. Details about evidence being sought;
4. A copy of any search or arrest warrant; and
5. A copy of the Operational Plan which should include a plan for the safe and efficient execution of any stop, arrest or search.

Detectives participating in anticipated enforcement events with the NORPAC Task Force should wear soft body armor and carry on their person a department approved firearm and handcuffs. Detectives must also wear raid jackets, shirts or vest carriers with the

word POLICE emblazoned on them for identification purposes. If a situation arises where an arrest or stop must be made unpredictably, and before the detective can don identifiable clothing, he or she should affix his or her shield on an outer garment.

When stopping subjects or entering buildings to conduct searches, detectives should identify themselves verbally, unless doing so would jeopardize their safety. Blue lights should be used when stopping vehicles whenever possible.

Detectives acting in an undercover capacity shall carry department-approved firearms. If a situation arises whereby it is not practical for the undercover detective to carry a firearm, then the detective must seek permission from the Task Force Supervisor overseeing the operation to dispense with the carrying of a weapon.

Detectives of this Department who work undercover are responsible for obtaining approval from the Chief of Police to carry undercover weapons and for qualifying with their weapons pursuant to department policy.

Detectives are encouraged to undertake strategies designed to enhance the impact of their investigations. As such, they should employ all lawful and appropriate methods to interrupt patterns of illicit activity by:

1. Encouraging the owners of properties used by criminals to evict or remove them, including by steering them towards documents in the public domain that would support eviction;
2. Seeking to hold targets without bail if they have committed crimes while out on bail or recognizance;
3. Following arrest, informing probation and parole officers of violations targets have committed and supplying appropriate documentation to support probation surrender or parole revocation;
4. Seizing and pursuing forfeiture of conveyances, assets, and items used to facilitate drug distribution;
5. Keeping neighbors living near raided properties apprised of law enforcement efforts to interrupt criminal activity and seeking information from them by conducting post-raid neighborhood canvasses; and
6. Referring known addicts and customers of arrested targets to drug treatment.

Informants

All member agencies of the NORPAC Task Force, including this Department, have adopted uniform policies and procedures on the use of confidential informants. Detectives of this department shall adhere to this department's policy on **Confidential Informants** at all times, including when participating in an investigation as a member of NORPAC.

Reporting

Detectives of this department are responsible for the coordination and oversight of police reports in those cases where the Department is prosecuting one or more defendants for offenses committed in Norwood.

If a detective of this department seizes significant evidence, obtains an admission or confession, makes an observation material to the prosecution of the offense, or performs any other task that is likely to be needed for the presentation of the case in court, he or she shall write a report. If the report pertains to a case being prosecuted by another law enforcement agency, the detective should provide for an entry to be made in the daily log as "Assist Other Agency", enter the defendant's identity into IMC, and prepare a narrative. A copy of the narrative must be forwarded to the prosecuting police department in a timely fashion.

Upon the conclusion of any investigation that utilizes NORPAC resources, the Task Force Supervisor overseeing the investigation will ensure that copies of the following documents are forward to the Director in a timely fashion:

1. NORPAC Case Reporting Summary;
2. Police report(s);
3. If the case generated a search warrant(s) a copy of the affidavit, application and warrant, including the warrant return; and
4. Any news articles about the case.

The Director will review submitted documentation on every case and maintain files containing copies of the above documents. He will evaluate these documents for results and determine the need for continued operation of the Task Force. **[42.2.5c]**

During the first week of January, April, July and October, the Detective Sergeant will ensure that a quarterly report summarizing this Department's participation in the NORPAC Task Force is forwarded to the Director.

Responsibilities of Member Agencies

The detectives of the NORPAC Task Force are the primary responsibility of the police departments that employ them. In this regard, member agencies are responsible for the supervision, training, and management of their detectives and for the salaries, overtime and benefits of its personnel while they are providing assistance to another NORPAC member agency.

Member agencies are responsible for ensuring that their detectives utilize appropriate accounting principles when handling official advance funds and for implementation of policies and procedures that ensure that informants are properly managed in accordance with the standards recited above. Specifically, member departments must issue and enforce the model policy on confidential informants provided to them by the NORPAC Task Force.

Radio System

The NORPAC maintains a radio channel to be used exclusively by the NORPAC Task Force. Member agencies may utilize the channel in cruisers and portable radios assigned to its detectives, detective supervisors, and Chief of Police only. Employees of this department shall not divulge or publish information such as frequencies, private line codes, or satellite and repeater locations to anyone outside the Task Force.

Public Information Officer

In the case of a NORPAC investigation, or operation that results in charges filed by this Department, the Department Public Information Office (PIO) shall be responsible for all public information duties. Detectives receiving media inquiries regarding a NORPAC investigation for which this Department is not the lead agency shall refer the inquiry to the PIO for the lead agency.

The Director of the NORPAC Task Force serves as the PIO for the Task Force, and in that capacity issues periodic releases regarding such issues as grant awards, regional drug trends, and the accomplishments of the Task Force.

Civil Forfeiture

Any and all assets shared with or forfeited to any member agency of the NORPAC Task Force under the provisions of MGL 94C-47, 21 USC 881, or any similar law, become the sole property of that department and no member agency is required to share those assets with any other member agency. In the event that a department other than the department to which assets are awarded or forfeited provides an unusually high level of assistance or service, the Chief of Police of that department may request a share of the assets. Requests shall be made to the Chief of Police of the department that has received the assets, and that chief has sole authority to decide whether or not to share them.

Should more than one member agency qualify for the sharing of assets seized pursuant to 21 USC 881 or any similar federal provision, nothing prevents each department from applying for their share of those assets.