

**COLUMBIA POLICE DEPARTMENT**  
**INFORMATIONAL MEMO**

TO: All Personnel

FROM: Ken Burton, Chief of Police

REF: Narcotics Search Warrant Service – Policy Change Notice Update

DATE: 05-17-10

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**Effective immediately**, the following changes are in effect regarding the service of narcotic search warrants.

A Bureau Commander (Captain) or the Investigative Commander will oversee and be responsible for the decision making process on serving a narcotic search warrant.

Prior to serving the search warrant, the Bureau Commander (Captain) or Investigative Commander will receive a briefing about the warrant; review all available intelligence related to the warrant; decide how the warrant will be served; assess potential danger to officers, innocent bystanders, and suspects; and identify what law enforcement purpose is obtained by serving the warrant.

Once probable cause has been established to obtain a search warrant for narcotics, the target location will be kept under surveillance. If the surveillance is interrupted or compromised for any reason, service of a search warrant may not be authorized, or the manner in which it is served may be changed. Surveillance must include all available information to include the presence of children and animals.

Dynamic entry into a residence will be restricted. Dynamic entry is a very intrusive way to serve a search warrant, and less intrusive ways must be considered first. All available intelligence at our disposal shall be used to attempt to mitigate unnecessary risk to any person. Children being present will be strong evidence that dynamic entry should not be considered except under the most extreme circumstances.

Narcotic related search warrants must be served within eight hours of receiving the warrant. If eight hours pass, the service of the warrant must be re-approved, through the Deputy Chief or his designee.

Our policy regarding the use of paid informants to establish any element of probable cause to search a private residence is being reviewed. The Investigative Commander will be taking a more active role and will routinely audit every informant and transaction.

Officers will identify and obtain arrest warrants to be served in conjunction with search warrants, whenever possible.