

**U.S. Immigration and Customs Enforcement
OFFICE OF TRAINING AND DEVELOPMENT**

**ICE Academy
Enforcement and Removal Operations**



Surveillance

Lesson Plan

Field Operations Training Program

Control Page

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NOV 2010

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Record of Changes

Date of Change	A=Add. M=Mod. D=Del.	Description of Change	Reason for Change	Approved By (FN, LN, Operational Unit Chief or IMU Representative)
09-2008		Initial Development		b6, b7c CDI Advanced Training Section, ERO Academy
05-2010	M	Changed instructor responsibilities, materials, number of role players, vehicles. Laboratory		b6, b7c CDI, Advanced Training Section, ERO Academy
09-2010	M	Formatted Lesson Plan with OTD format. Added news sections regarding techniques vocabulary.	Major Revision to Course	b6, b7c CDI, Advanced Training Section, ERO Academy

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LESSON DESCRIPTION

I. LESSON TITLE

Surveillance

II. PROGRAM/COURSE TITLE

Field Operations Training Program

III. DESCRIPTION

Surveillance is a valuable tool the ERO officer can utilize in order to locate a fugitive. It can also be used to verify the existence of a legal violation and gather intelligence, verify intelligence obtained by other sources, and find evidence in support of a search and arrest warrant.

This lesson is taught primarily in an outdoor environment with the instructor giving direction and feedback as the student demonstrates various techniques.

IV. TERMINAL PERFORMANCE OBJECTIVE

- Condition:** Given a passenger vehicle, radio, gps, maps, and a description and photograph of the target individual
- Behavior:** ERO personnel will display fundamentals of surveillance, intelligence gathering, and note taking
- Criterion:** accordance with the ERO Surveillance Laboratory Checklist and ICE policies and procedures

V. ENABLING PERFORMANCE OBJECTIVES

- A. EPO #1: Review and record the different types of surveillance and terminology
- B. EPO #2: Analyze and complete the proper steps to prepare for surveillance and evaluate what equipment will be needed
- C. EPO #3: Document required information in proper note taking format
- D. EPO #4: Demonstrate surveillance procedures and techniques
- E. EPO #5: Apply the procedures to locate a lost target and lost team members
- F. EPO #6: Be aware of officer and public safety when performing surveillance

IV. LENGTH OF LESSON

PRESENTATION (Including Demonstration)	STUDENT PRACTICE	STUDENT EVALUATION	TOTAL
1.5 hours	4 hours	30 minutes	6 hours

LESSON ADMINISTRATION

I. LESSON TITLE

Surveillance

II. RISK MANAGEMENT PLAN (If Required)

All personnel will follow traffic safety laws at all times

Local law enforcement will be notified that the exercise will be conducted in their jurisdiction

Property management of shopping malls visited will be notified of the exercise being conducted on their property

Locations and contact numbers of local medical centers will be provided to instructors and students

Sensitive areas such as schools and places of worship will be avoided

Only government vehicles or government rental vehicles will be used

Any accidents or injuries will be reported to the Section Chief or Unit Chief

III. FACILITY REQUIREMENTS

FLETC mock housing area (urban, multi-level housing)

IV. TRANSPORTATION REQUIREMENTS

16 total vehicles. 10 will be provided by FLETC. 6 will be government provided rental cars assigned to the class. The remaining vehicles will be provided by the ERO Academy or students who drove a government vehicle to the training.

V. REQUIRED STAFF

- 4 instructors to lead segments

VI. ACADEMY PROVIDED TRAINING AIDS/EQUIPMENT

- 16 Government vehicles, including ICE staff vehicles
- 4 role players
- Photographs of the role players
- 16 Radios
- 16 GPS
- 12 Binoculars

VII. STUDENT PROVIDED EQUIPMENT

- Participant workbook
- Government cell phone
- Civilian clothing

VIII. STUDENT HANDOUTS/MATERIALS

Photograph and description of the surveillance target individual

IX. ATTACHMENTS

- Diagrams
- Role player surveillance laboratory instructions
- Letters to local law enforcement offices
- Four surveillance routes

X. REFERENCES

- U.S. Department of Homeland Security, Federal Law Enforcement Training Center Training Directorate Enforcement Operations Division. (2003). *Surveillance* (ST 5095). Glynco, GA: Federal Law Enforcement Training Center.
- [b6, b7c] U.S. Immigration and Customs Enforcement, Detention and Removal Operations Training Division. (2010). *Surveillance* (DRO 7080.02). Charleston, SC: ICE Academy.
- U.S. Department of Homeland Security, Federal Law Enforcement Training Center Training Directorate Enforcement Operations Division. (2003). *Documentation, report writing*. Glynco, GA: Federal Law Enforcement Training Center.
- Ashford, Jeremy. August 2010. *Surveillance* (Powerpoint). Government Training Institute. Denmark, SC.
- US vs. Hinton, 719 F.2d 711 (4th circuit 1983)
- David L. Foltz, Jr., vs Commonwealth of Virginia, Record No. 0521-09-04 (Court of Appeals of Virginia 2010)
- Puleo, J. Immigration and Naturalization Service, Office of Operations. (1993). *Enforcement activities at schools, places of worship, or at funerals or other religious ceremonies* (HQ 807-P). Washington, DC: Retrieved from http://intranet.ice.dhs.gov/doclib/sites/dro/memos/pdf/hq807_p.pdf

INTRODUCTION

Instructor Notes: *RAPPORT AND OPENING STATEMENT*

Welcome students to class; state the title of the lesson, and the lesson description from the syllabus. The lead instructor must introduce himself/herself and all co-instructors if these parties are unknown to the students. Make students feel comfortable.

Ask students if there are any questions from the previous lessons.

I. Motivation

Surveillance is a valuable tool the ERO officer can utilize in order to locate a fugitive. It can also be used to verify the existence of a legal violation and gather intelligence, verify intelligence obtained by other sources, and find evidence in support of a search and arrest warrant.

Conducting surveillance is time intensive and difficult even under ideal circumstances. This is because of the limitations the officer must place on their movement and activities to avoid detection. The officers will make every effort to remain discrete.

Even if the individual under surveillance is unaware and makes no attempt to avoid it, it may take several attempts to successfully gather the information needed. Following a person or vehicle in this manner is not a pursuit.

II. Objectives

A. Terminal Performance Objective(s)

- Condition:** Given a passenger vehicle, radio, gps, maps, and a description and photograph of the target individual
- Behavior:** ERO personnel will display fundamentals of surveillance, intelligence gathering, and note taking
- Criterion:** in accordance with the ERO Surveillance Laboratory Checklist and ICE policies and procedures

B. Enabling Performance Objectives

- EPO #1: Review and record the different types of surveillance and terminology
- EPO #2: Analyze and complete the proper steps to prepare for surveillance and evaluate what equipment will be needed
- EPO #3: Document required information in proper note taking format
- EPO #4: Demonstrate surveillance procedures and techniques
- EPO #5: Apply the procedures to locate a lost target and lost team members
- EPO #6: Be aware of safety and legal issues when performing surveillance

III. Advance Organizer of Main Ideas

This block of instruction combines instruction from vehicle operations, tactics, radio operating and safely recreates, as much as possible, a likely surveillance scenario.

The goal of the surveillance is to gather the information needed to bring about a successful conclusion to the case. Surveillance provides officers with an information and psychological advantage that the target has unknowingly provided them.

IV. Review of Prerequisites

- Instructors and students must be familiar with 4th Amendment
- Students must be familiar with the government issued radios
- Students must be able to operate a motor vehicle

V. Agenda

- Instructors will give the surveillance presentation.
- Instructors will discuss the different surveillance techniques
- Students will conduct the surveillance by following a roleplayer
 - Roleplayer will travel on foot and vehicle at different locations
 - Instructors will debrief that student on their performance
- The lesson is complete
- Students will be assessed on this block of instruction during the practical exercises

INSTRUCTION

I. Explanation

Instructor Notes: Since this exercise uses vehicles off of the training facilities, it is important to stress to students that they obey traffic laws. Care should be taken so that the general public is unaware of that the exercise is being conducted. Sensitive areas such as schools or churches should be avoided.

A. Review of Safety Brief

1. Explain to the student that safety is paramount. The surveillance should be stopped if at any time the student or instructor believes the conditions are unsafe.
2. The surveillance can be stopped and restarted if the target individual or vehicle is lost. This will allow the student to continue the surveillance and continue to apply the principles and concepts of the course.

Instructor Notes: Instructors should ensure all students have their contact information if an emergency arises.

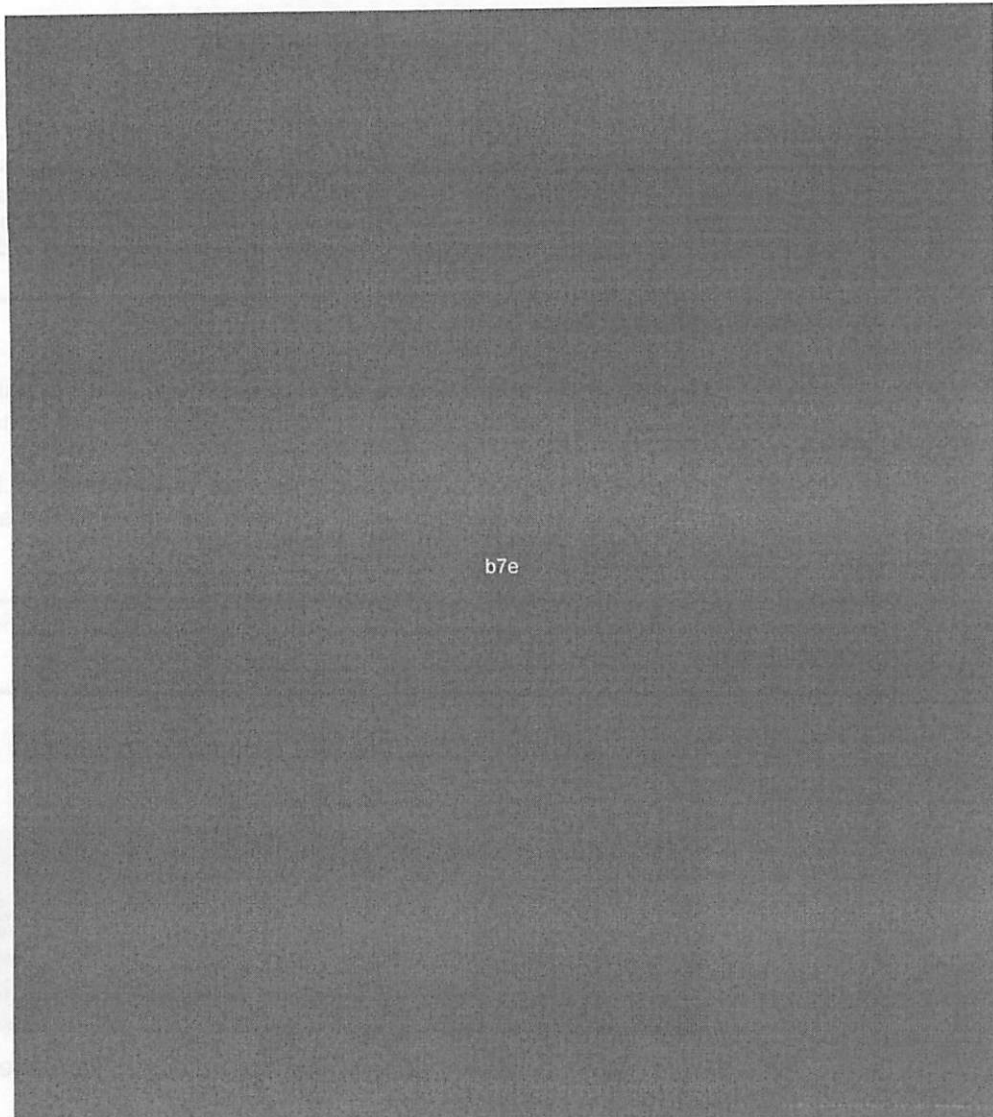
B. EPO #1: Review and record the different types of surveillance and terminology

1. Types of surveillance

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2. Terminology that surveillance teams should use to increase communication efficiency and avoid confusion.

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C. EPO #2 Analyze and complete the proper steps to prepare for surveillance and evaluate what equipment will be needed

1. Objective of the surveillance dictates how it will be conducted and the resources that will be needed. Surveillance may need to be conducted several times to obtain the necessary information.
 - a. Confirm leads
 - b. Confirm reliability of information source
 - c. Locate vehicle, residence, business
 - d. Assessment of factors for enforcement action (animals, fences, crime, nearby school or church)
 - e. Maintain surveillance on a residence or business while an arrest warrant is obtained

2. Team Preparation and support
 - a. Designation of the team leader
 - b. Support from a fixed control base (field office, Sector)
 - c. Number of personnel
 - d. Surveillance teams - composition and designation
 - e. Shift hours - anticipated term of surveillance dictates shift hours
 - f. Designate vehicle initial drivers and foot surveillance teams
 - g. Develop and designate rules of engagement

3. Three Phases of the surveillance
 - a. Planning

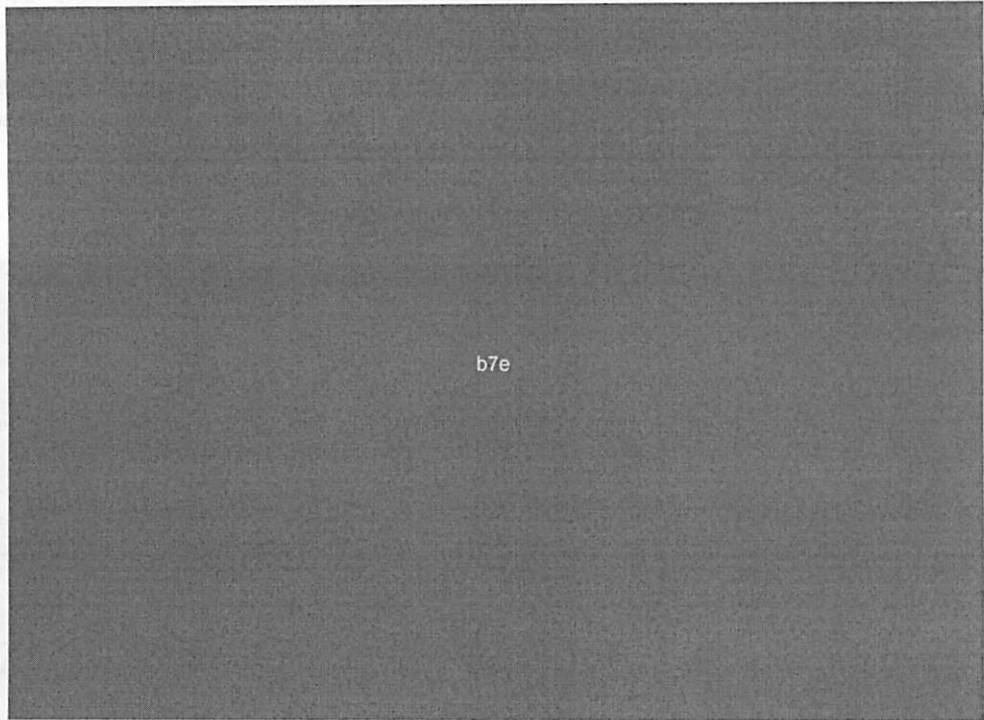


- b. Conducting the surveillance



- c. After action report
 - (1) Surveillance officers will document what actions were taken on the surveillance and was observed
 - (2) The case agent will review, evaluate and consolidate reports submitted by the surveillance team

4. Equipment: dictated by the type of surveillance. Having the following items available helps the officer conduct the surveillance under unpredictable circumstances



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5. Clothing appropriate to the area of operation is important to remain discrete.
a. Team leader needs to designate:



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b.

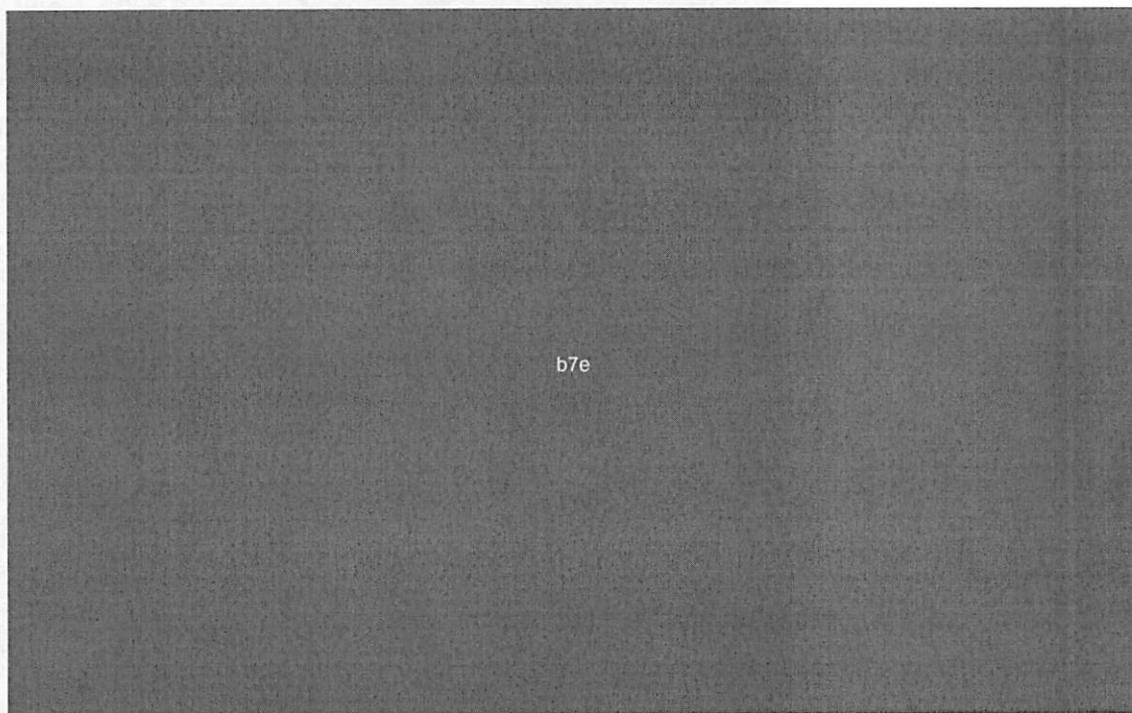


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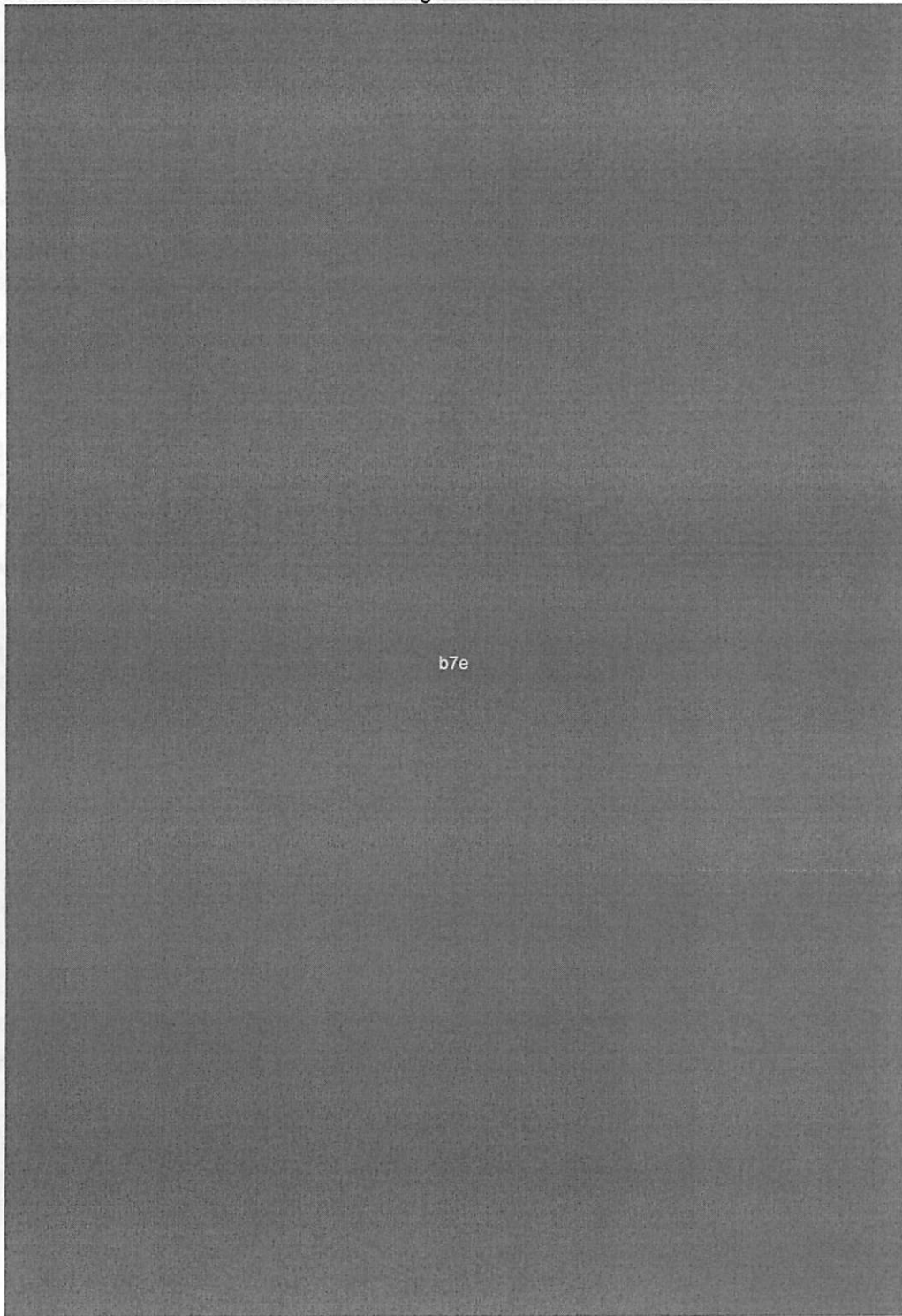
D. EPO #3: Document required information in proper note taking format

1. Note taking is essential to detail what occurred during the surveillance.
 - a. Notes should be factual and should not contain analysis or opinion.
 - (1) Notes should be taken as soon as it is possible after an event has occurred.
 - (2) Notes should record the time and date of each significant occurrence
 - (3) Notes will be kept for court purposes because they may be subpoenaed.
 - (4) The route driven during vehicle surveillance needs to be documented in case the target is lost or team members are lost.
 - b. A designated note taker should be assigned
 - (1) Allows surveillance members to focus on following the target.
 - (2) Report information to designated note taker.
 - (3) Note taker duties can be shifted based on the location of the team and notes can be consolidated at the end.
 - (4) Allows the drivers to focus on driving and safety. Note taker acts as the cover officer, watching out for hazards and threats.
 - c. The information documented will be used for operations planning

E. EPO#4: Demonstrate surveillance procedures and techniques

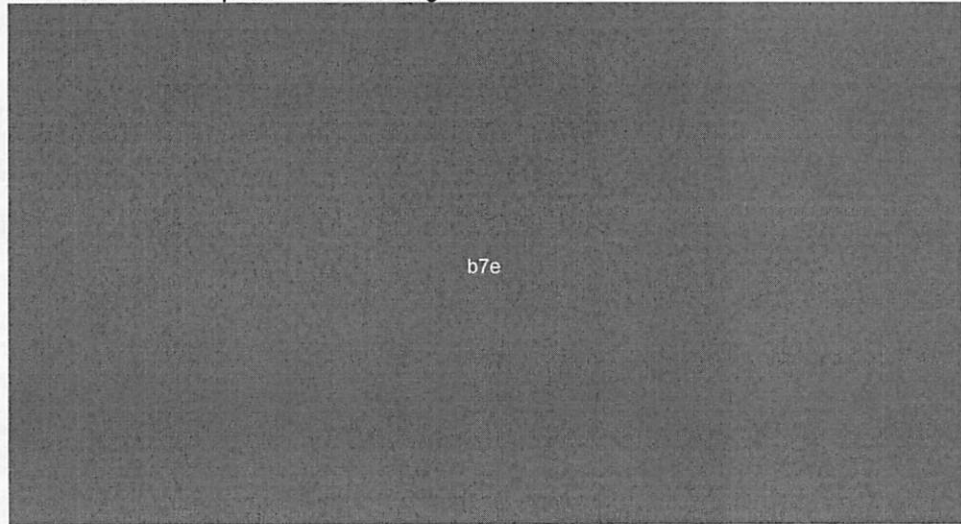


2. Coordination and communication among surveillance team members



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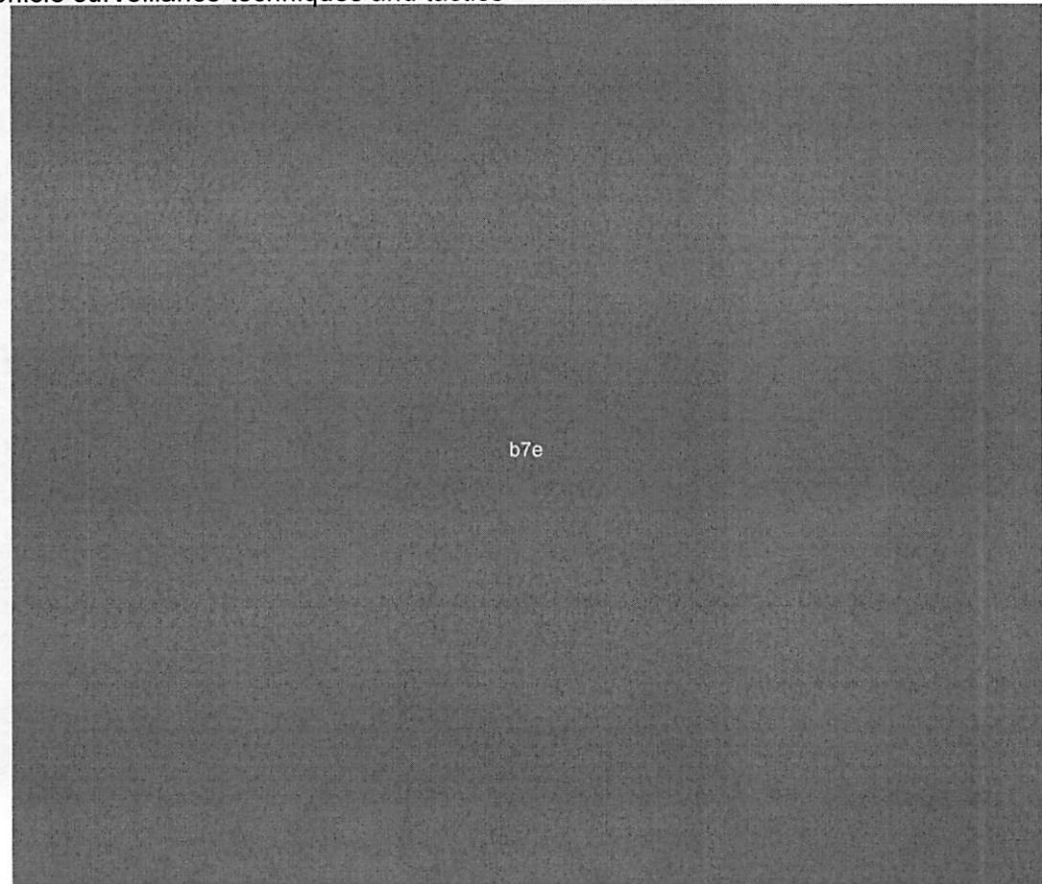
3. Behavior and travel pattern of the target



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Instructor Note: Surveillance techniques should be demonstrated using the PowerPoint or dry erase board to help the student visualize the concept. Examples of how and where the techniques can be used can be diagrammed on a board to demonstrate application in possible scenarios the students may encounter.

4. Vehicle surveillance techniques and tactics



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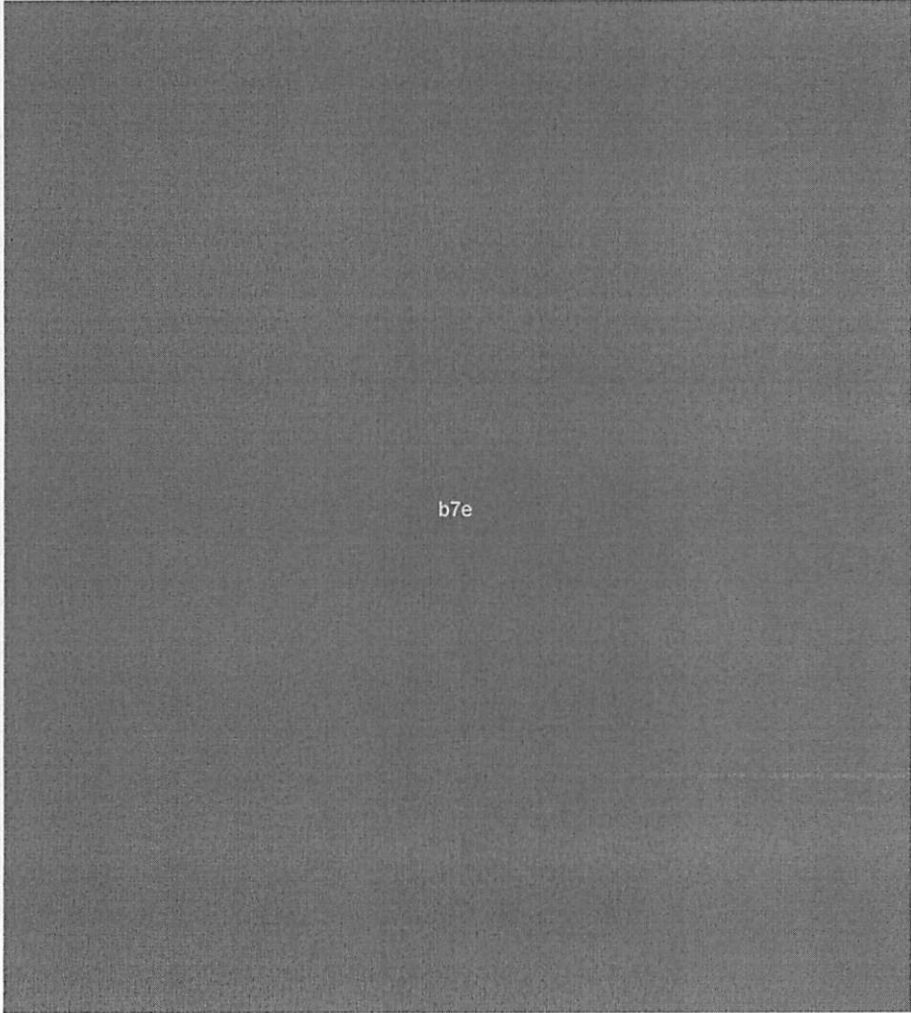
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9.

F. EPO#5: Apply the procedures to locate a lost target and lost team members

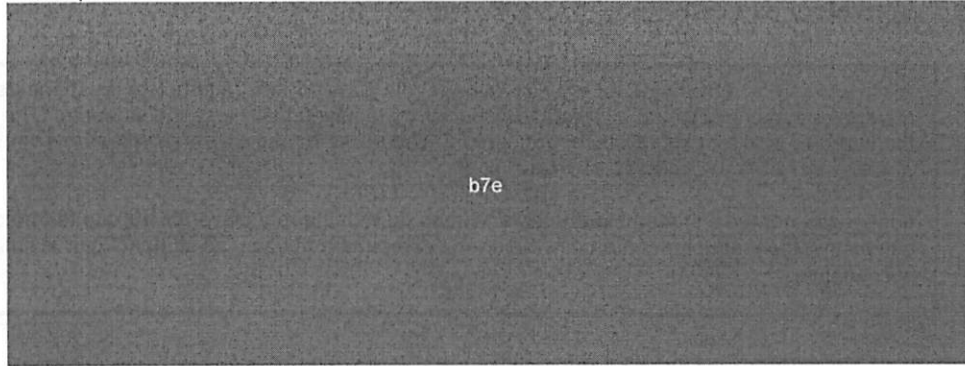
1. Due to traffic rules, patterns, traffic volume and environment conditions, it is normal for surveillance team members to become separated

a. Procedures to link lost members with the team in a vehicle surveillance



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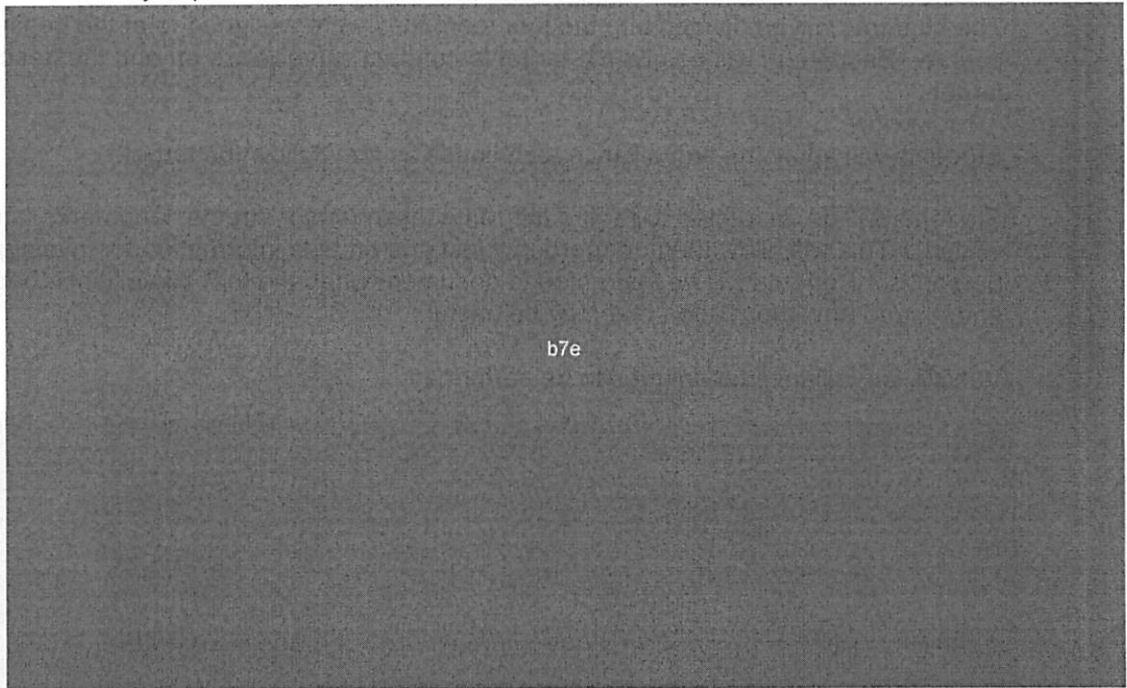
2. Techniques to locate a lost surveillance target



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G. EPO#6: Be aware of safety and legal issues when performing surveillance

1. Safety is paramount and the responsibility of all team members.



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II. Instructor Demonstration

Instructors will provide a presentation and photograph of the roleplayers prior the students starting the laboratory exercises.

- A. The area to be travelled by each team in the surveillance exercise will be discussed.
- B. Radios and GPS will be issued and their use demonstrated by the instructors.
- C. Students will be given access to computers so they can research the surveillance areas and obtain maps.

D. Instructors will be available to discuss planning and strategies the students can use for the laboratory exercise.

Instructor Note: The instructor will ride with the role player/driver. Instructors must ensure the driver/role player obeys traffic laws and does not try to intentionally lose the students. The purpose of the exercise is to test surveillance, not pursuit. The surveillance exercise will avoid sensitive areas such as schools and places of worship.

If the instructor feels students are unable to keep up with the role player/driver due to traffic or weather conditions, the instructor can modify the speed and pattern of travel so students can maintain the surveillance.

I. Student Practice

There is a lab to practice the surveillance techniques.

The students will be divided into the four team they were assigned to at the beginning of the course. Each team will be given a target to conduct surveillance on and the description of the target.

Students will apply the surveillance techniques as they follow the target.

Students will be instructed to record the route taken (major streets, landmarks, and places visited). This will allow them to regroup if lost and provide information for investigative purposes. Students will be instructed to document when the foot surveillance began and ended, and any information that may be useful.

Vehicle surveillance techniques to be performed:

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IV. Feedback and Remediation

The instructor shall use the ICEA ERO Surveillance Laboratory Checklist to document the successful completion of the block of instruction. In addition, subsequent to the completion of the surveillance, the instructor shall call "out of role" to stop the action and complete a debriefing of the student to discuss areas of difficulty with specific aspects of the surveillance.

Remediation will be conducted on spot during the exercise. If the students do not apply the technique, the instructor will call out of role, explain the technique, and reset the scenario so the students can apply it.

CONCLUSION

I. Summary of Main Ideas

The student has been shown goals and the proper manner in which to conduct surveillance.

II. Integration

Surveillance is a valuable tool the ERO officer can utilize in order to locate a fugitive. It can also be used to verify the existence of a legal violation and gather intelligence, verify intelligence obtained by other sources, and find evidence in support of a search and arrest warrant. Officers will use the intelligence gathered by surveillance to increase officer safety and to successfully arrest the target.

In many cases the officer will conduct surveillance based on information gathered from the Mandatory Checks – like what you learn in the Sources of Information classes

While on surveillance, if the officer has to make an arrest, the officer may need to use defensive tactics, restraining suspects or any number of the other skills that are taught in this course.

III. Objective(s)

ERO officers will obtain the information for their field operations case while avoiding detection by the target of the surveillance. This can be challenging because of the limitations the officer must place on their movement and activities to avoid detection. Even if the individual under surveillance is unaware and makes no attempt to avoid it, it may take several attempts to successfully gather the information needed.

This lesson is taught primarily in an outdoor environment with the instructor giving direction and feedback as the student demonstrates various techniques.

Instructor should ask the class if they have met the objectives by posing the question to the group and then asking for a student to tell what they learned about that objective.

For example:

“What was one of your largest take-aways from this exercise?”

“Tell me when you would want to use surveillance”

IV. Motivation

This block of instruction safely recreates, as much as possible, a surveillance scenario.

You used driving, observation, and communication skills while conducting surveillance on an individual with an unfamiliar pattern of travel in this training environment. Travelling off of the training site to unfamiliar environments and locations with unpredictable variables simulated

the challenges of conducting surveillance. You had to analyze and assess the impact information obtained using surveillance will have on an upcoming field operation.

Training yourself under these conditions increases the likelihood that these skills will be there for you when you need them most in the field.

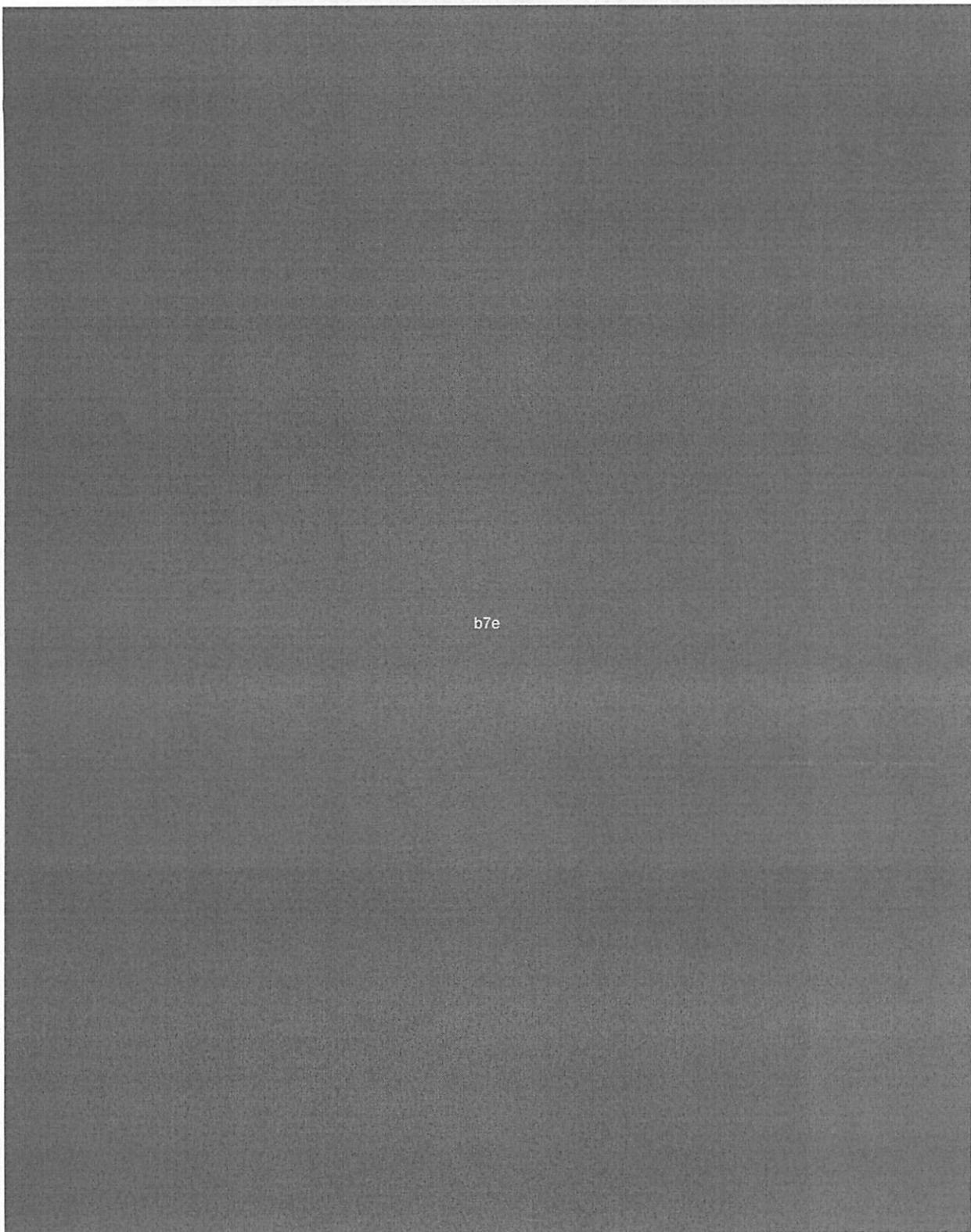
V. Test of Final Activity

Informally, the instructor shall use the ICEA ERO Surveillance Laboratory Checklist to document the successful completion of the block of instruction and any remediation.

Students will be assessed during the practical exercises at the end of the course. Students will be required to perform surveillance on the three target locations the night before the practical exercise takes place and record information/intelligence gathered during that surveillance.

INSTRUCTOR NOTES FOR LAB EXERCISES

I.



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II.

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ERO Surveillance Laboratory Checklist

I.

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