

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

PROPERTY AND EVIDENCE MGMT SECTION

# City of Miami



EMILIO F. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

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**City of Miami Police Department**  
**STANDARD OPERATING PROCEDURES**



**PROPERTY & EVIDENCE**  
**MANAGEMENT SECTION**

# City of Miami


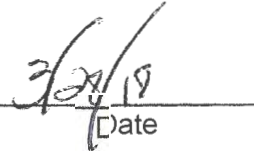




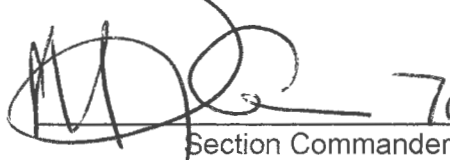


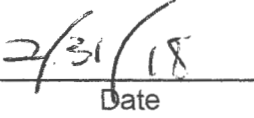


EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	 Section Commander	 Date
Second Quarter Inspection:	 Section Commander	 Date
Third Quarter Inspection:	 Section Commander	 Date
Fourth Quarter Inspection:	 Section Commander	 Date
Annual Inspection:	 Section Commander	 Date



# City of Miami

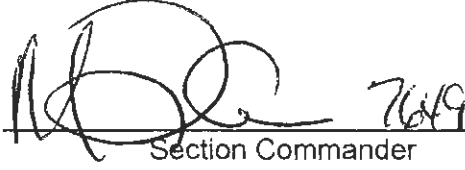






EMILIO L. GONZALEZ, Ph.D.  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	 Section Commander	<u>7/29/19</u> Date
Second Quarter Inspection:	 Section Commander	<u>7/29/19</u> Date
Third Quarter Inspection:	 Section Commander	<u>7/29/19</u> Date
Fourth Quarter Inspection:	 Section Commander	<u>10/1/19</u> Date
Annual Inspection:	 Section Commander	<u>1/2/20</u> Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	<u>Mrs. Wind. Lee #1104</u> Section Commander	<u>MAR 18, 2020</u> Date
Second Quarter Inspection:	_____ Section Commander	_____ Date
Third Quarter Inspection:	_____ Section Commander	_____ Date
Fourth Quarter Inspection:	_____ Section Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### LETTER OF PROMULGATION

**To: All Property & Evidence Management Section Personnel**

The varied duties and responsibilities of the Property and Evidence Management Section necessitate the creation of Standard Operating Procedures. These are directives which require specific actions on the part of the employees. These procedures will describe all tasks, both complicated and rudimentary.

All personnel are required to know and adhere to these Standard Operating Procedures. The procedures set forth here are supplementary to the Departmental Orders and at no time will they supersede any Departmental Order. Any conflict arising between Standard Operating Procedures and Departmental Orders will be resolved in favor of Departmental Orders. When existing conflicts are identified they shall be brought to the attention of the Property and Evidence Management Section Commander.

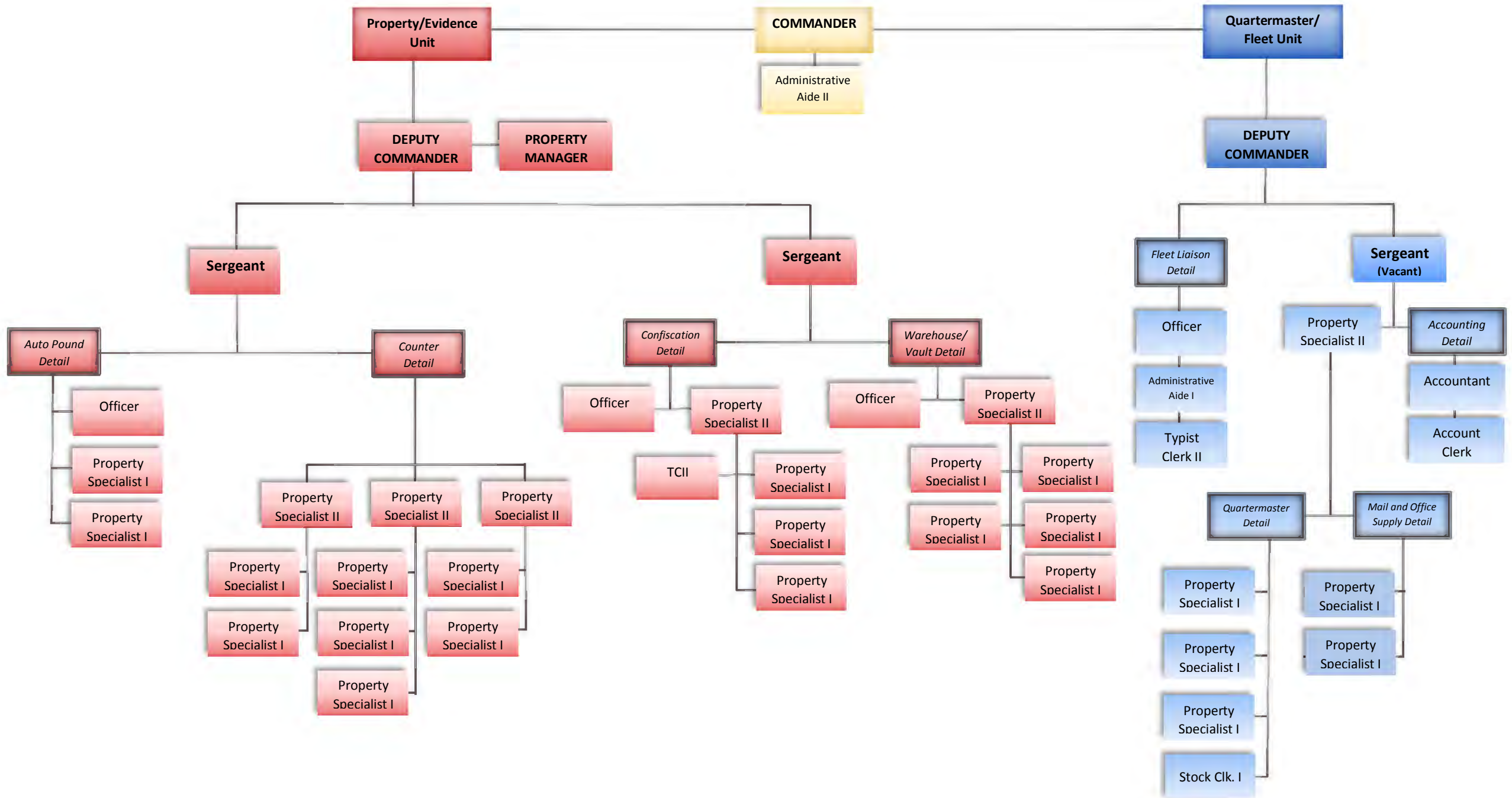
Each element is responsible for maintaining office copies of their Standard Operating Procedures and shall make said copies readily available to members of the staff.

Commander  
Property & Evidence Mgt. Section

Effective Date 10/5/17



# PROPERTY AND EVIDENCE MANAGEMENT SECTION ORGANIZATIONAL CHART



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

#### MISSION

The mission of the Property & Evidence Management Section is to provide a comprehensive program of services for employees and the general public by utilizing the most modern and efficient procedures available for the processing, recording, storing, and dispensing of properties and other items on a daily basis.

#### GOAL I

To employ the most effective and efficient techniques and procedures necessary in performing property services for the police and public.

#### OBJECTIVES

- I. To maintain and regularly update the Property and Evidence Management Section Standard Operating Procedures.
- II. To monitor each detail for efficiency and provide for new and positive change.
- III. To provide for a system of inventory and control of all fixed assets of the Police Department.

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17





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## SOP C Mission, Goals, and Objectives (Continued)

- IV. To provide for pick-up and delivery of departmental mail, as well as the ordering and distribution of office supplies.

**GOAL II**

To supply the Police Department with an efficient and secure storage facility for all evidence, property and valuables that are obtained by the Department.

**OBJECTIVES**

- I. To provide for the storage of impounded vehicles and boats.
- II. To provide for the storage of all items received from the police officers through secured vault and warehouse facilities.

**GOAL III**

To provide a system that will allow effective retrieval and disposition of property of both the Department and citizens alike.

**OBJECTIVES**

- I. To receive, review and maintain property receipt folders on all property brought into the Police Department.
- II. To review all case dispositions and sign for confiscation of those items no longer needed for criminal court proceedings.
- III. To dispose of items by destruction, auction, city use, or in the case of money, by bank deposit.

**GOAL IV**

To maintain the integrity of the Department by ensuring that the designed safeguards are followed for the protection of valuable property.

**OBJECTIVES**

- I. To provide a secure facility for tracking and storage of valuable items
- II. To provide a check and balance system for personnel concerning security procedures and areas.

**GOAL V**

To supply and maintain the best uniforms and equipment available to all of the Department's Police Officers and civilians that are required to wear uniforms.

**OBJECTIVES**

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SOP C Mission, Goals, and Objectives (Continued)

- I. To inventory and service all riot control items
- II. To issue uniform chits to department personnel annually.
- III. To provide for prompt replacement of all lost or damaged equipment.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

#### DUTY HOURS


The Property and Evidence Management Section is comprised of the Quartermaster and Fleet Unit and the Property and Evidence Unit. The Quartermaster and Fleet Unit consists of the Fleet Liaison Detail, the Quartermaster Detail, the Mail and Office Supply Detail, and the Accounting Detail. The Property and Evidence Management Unit consists of the Confiscation Detail, the Auto Pound Detail, the Vault/Warehouse Detail, and the Counter Detail.

All civilians have a 9-hour schedule with a 1 hour unpaid lunch break and work Mondays through Fridays. The Counter Detail has 1 shift, with each Property Specialist having predetermined hours and assignments to ensure adequate coverage and efficiency. Any of the following duty hours may be changed at the discretion of the Property and Evidence Management Section Commander and in accordance with departmental needs.

#### **I. Property and Evidence Management Section Duty Hours**

0600 - 1700 Hours (Monday-Friday)

(Continued)

 7649

Commander  
Property & Evidence Mgt. Section

Effective Date 8/10/19



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## Property &amp; Evidence Mgt Section S O P D: Duty Hours and Dress (Continued)

- II. **Counter Detail** (Monday - Friday)  
0600-1500 Hours    0700-1600 Hours    0800-1700 Hours  
*Supervisor begins and ends 15 minutes earlier.*
  
- III. **Vault and Warehouse Detail** (Monday - Friday)  
0600-1500 Hours    0700-1600 Hours    0800-1700 Hours
  
- IV. **Auto Pound Detail** (Monday - Friday)  
0600-1600 Hours
  
- V. **Accounting Detail** (Monday - Friday)  
0700-1600 Hours
  
- VI. **Confiscation Detail** (Monday - Friday)  
0700-1600 Hours    0800-1700 Hours
  
- VII. **Quartermaster Detail** (Monday - Friday)  
0700-1600 Hours    0800-1700 Hours
  
- VIII. **Mail and Office Supply Detail** (Monday - Friday)  
0700-1600 Hours    0800-1700 Hours
  
- IX. **Fleet Liaison Detail** (Monday - Friday)  
0600-1600 Hours

**DRESS OF PERSONNEL**

All Property and Evidence Management Section Personnel must wear uniforms issued by the Miami Police Department. The normal working uniform for Property and Evidence Management Section personnel will be a short sleeve navy blue polo shirt with the City of Miami Police Department patch embroidered on the chest and black "BDU" cargo utility trousers. For special events, civilians may wear their "Class A" or "Class B" uniform. Sworn Property and Evidence Management Section Personnel may wear the navy Miami Police polo and BDU pants, or their "Class A" or "Class B" uniform. All uniforms must be worn as indicated in the Departmental Orders.

The Property and Evidence Management Section personnel dress requirements must be adhered to unless otherwise directed by the Section Commander.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

The Property and Evidence Management Section consists of the following classifications:

- |                         |                        |
|-------------------------|------------------------|
| LIEUTENANT              | ADMINISTRATIVE AIDE II |
| POLICE PROPERTY MANAGER | ACCOUNTANT             |
| SERGEANT                | ACCT. CLERK            |
| OFFICER                 | TYPIST CLERK II        |
| PROPERTY SPECIALIST II  | PROPERTY SPECIALIST I  |
| ADMINISTRATIVE AIDE I   | STOCK CLERK I          |

#### I. LIEUTENANT

The Police Lieutenant is assigned as Deputy Commander of the Property and Evidence Management Section.

- A. Provides continual on-the-job training to subordinates
- B. Directs the administrative personnel

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



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## SOP E Duties and Responsibilities of Members (Continued)

- C. Resolves matters of conflict between the public and Property and Evidence Management Section procedures
- D. Develops and revises procedures when necessary
- E. Manages and implements the various projects necessary to facilitate unit efficiency
- F. Assists the Unit Commander with administrative tasks
- G. Prepares vacation and employee duty hour schedules
- H. Addresses complaints from both the public and police
- I. Reviews incoming and outgoing mail
- J. Interviews job applicants
- K. Organizes and prepares the various monthly reports
- L. Oversees the security of the Section
- M. Maintains the necessary tickler systems
- N. Supervises vault access during duty hours
- O. Maintains alarm and key access to vault and bins
- P. Reviews and signs attendance and overtime forms
- Q. Monitors and adjusts procedures to ensure maximum operational efficiency of assigned details
- R. Maintains key access to money under Confiscation's control
- S. Reviews and develops budget for areas of responsibility
- T. Assists the Property and Evidence Management Section Commander with special projects
- U. Resolves employee conflicts
- V. Assumes the duties of the Property Commander during his absence

II. POLICE PROPERTY MANAGER

## SOP E Duties and Responsibilities of Members (Continued)

The Police Property Manager is assigned to the Property and Evidence Management Section.

- A. Coordinates the activities of various details within the Section
- B. Develops equitable workloads for personnel
- C. Reviews procedures and systems semiannually
- D. Reviews and develops budget requests for Unit needs
- E. Acts as a liaison between the Department and the State Attorney's Office in regards to property
- F. Is the Custodian of Record for the court
- G. Answers subpoenas regarding evidence held in police custody
- H. Revises procedures and implements necessary organizational changes for development of personnel
- I. Interviews job applicants
- J. Monitors activities for all details and projects of the Section
- K. Answers police and public complaints
- L. Incoming and outgoing mail
- M. Resolves matters of conflict between the public and Standard Operating Procedures of the Section
- N. Oversees the financial accounting and monitoring of several funds
- O. Prepares vacation schedules
- P. Oversees work schedules
- Q. Manages any other situation that develops, as it pertains to Property and Evidence Management Section responsibility

III. SERGEANT

Each Sergeant supervises specific details, so each has responsibilities unique to his assignment. The following is a list that outlines the responsibilities of each Sergeant:

- A. COUNTER DETAIL

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## SOP E Duties and Responsibilities of Members (Continued)

1. Oversees and provides security
2. Performs all supervisory and administrative functions related to the detail and as directed by the Deputy Commander.
3. Attends to personnel needs
4. Represents the Property and Evidence Management Section in meetings when a superior officer is not available
5. Appears in court as the Property Custodian
6. Screens new employee applicants
7. Checks for completeness and accuracy of receipts of evidence and personal property
8. Checks for completeness and accuracy of vehicle computer entry and computer expungement printouts entered by Property Specialists
9. Ensures that special cash funds are issued only to authorized personnel
10. Ensures that all security checks made by the Property Specialists are being conducted thoroughly and accurately
11. Ensures that refrigeration equipment used to store perishable evidence is operational
12. Monitors the Property Specialists to ensure that professionalism and courtesy are displayed when interacting with both the police and public
13. Maintains 108-C vault keys and monitors the security of same
14. Ensures that valuables, money, guns and narcotics are properly transferred to the vaults
15. Assists both Property Specialist I and II's when necessary
16. Makes decisions concerning property release if conflicts arise
17. Ensures that the Counter functions efficiently, properly and professionally
18. Investigates, completes, and responds to ticklers that are within the area of responsibility of the Counter Detail



## SOP E Duties and Responsibilities of Members (Continued)

## B. VAULT/WAREHOUSE DETAIL

1. Oversees and provides security for the vaults, work area, and the main entrance to the Property and Evidence Management Section
2. Performs supervisory and administrative functions
3. Attends to personnel needs
4. Checks subordinate's work for accuracy
5. Reviews all log books for completeness
6. Is responsible for the security of the three vaults
7. Assists Property Specialists assigned to the detail when necessary
8. Makes decisions concerning disposition of items released
9. Provides for implementation of any changes that are necessary for improvement
10. Reviews personnel files to determine the items that can be subject to disposition
11. Is responsible for physically retrieving money, valuables, guns, and narcotics that are to be confiscated
12. Supervises sorting general merchandise for auction after confiscation

## C. CONFISCATIONS DETAIL

1. Supervises the activities of the Section Accountant, Typist Clerk II and Auto Pound Property Specialists
2. Supervises destruction of confiscated items not suitable for sale
3. Checks and verifies signatures for confiscation by officers on the property receipt
4. Supervises sale and destroy manifests for merchandise
5. Arranges transportation of auction merchandise to City Purchasing Agent
6. Supervises counting and recording of confiscated monies on the City Finance Collection Report

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## SOP E Duties and Responsibilities of Members (Continued)

7. Responsible for sending monies to the Finance Department
8. Supervises the sorting of confiscated firearms for destruction
9. Arranges and supervises the destruction, by burning, of narcotics
10. Prepares affidavit and manifest for Circuit Court, and copy to D.E.A., after destruction of narcotics
11. Supervises preparation of manifest to City Purchasing Agent for public auction of bicycles
12. Provides for implementation of any changes that are necessary for the efficiency of the detail
13. Arranges with City Purchasing Agent for confiscation of articles for Police Department use
14. Responsible security of areas within the detail and Section as a whole

## D. AUTO POUND DETAIL

The following is a list that outlines each specific set of responsibilities for each detail:

1. Accompanies the Accountant during the monthly and semi-annual audit of the Auto Pound to assure accuracy and investigate any discrepancies
2. Responsible for security of areas within the detail and Section as a whole
3. Responsible for the daily administrative tasks associated with subordinates
4. Provides for implementation of any changes that are necessary
5. Supervises the auto auction with the assistance of any necessary police officers
6. Physically inspects and prepares Forfeiture Vehicles Assessment Reports
7. Monitors the Forfeiture Vehicle Maintenance Program
8. Verifies the monthly Vehicle Inventory and ensures that any discrepancies are corrected
9. Resolves disputes/discrepancies associated with claim checks

## SOP E Duties and Responsibilities of Members (Continued)

10. Monitors the Vehicle Hold Investigator Notification program
11. Functions as liaison between the Auto Pound and other departmental elements in reference to all Auto Pound related matters

IV. OFFICER

The Police Officers works in the Fleet Liaison, Confiscation, Auto Pound, and Vault and Warehouse details, sharing a joint responsibility with the Sergeants in regards to security. The Police Officer also assists with daily tasks unique to their detail of assignment, and participates in Section operations when necessary.

V. PROPERTY SPECIALIST II

Property Specialist II is a non-sworn supervisory position, typically assigned to each shift of the Counter Detail. It's their responsibility to oversee and assist the Property Specialist I's. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. Property Specialist IIs assigned to the Counter Detail have the following duties:

- A. In the absence of the sworn shift supervisor, The counter PSII assumes the duties of shift supervisor
- B. Oversees all counter-related functions
- C. Supervises and reviews work performed by Property Specialist I's.
- D. Assists the shift Supervisor in preparing employee evaluations
- E. Ensures that subordinates adhere to the Section's Standard Operating Procedures and Departmental Orders
- F. Provides training and guidance to Property Specialist I's
- G. Ensures that all security checks are made in accordance with the designated schedule
- H. Ensures that all the valuable item drops are made in accordance with procedure
- I. Shares responsibility with the shift Supervisor for vault security
- J. Provides for shift coverage and ensures that manpower requirements are met
- K. Physically assists the Property Specialist I's whenever necessary

VI. PROPERTY SPECIALIST I

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## SOP E Duties and Responsibilities of Members (Continued)

Property Specialist I performs a variety of tasks with differing responsibilities depending on their detail of assignment. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. The duties of PSI's according to their area of assignment are the following:

## A. COUNTER DETAIL

1. Counts cash register drawer
2. Responsible for complete and accurate entry of all computer data
3. Accurately documents all found property, personal property and evidence taken into custody by the Section
4. Mails notices to owners of found property
5. Responsible for following all Section Standard Operating Procedures
6. Responsible for identifying Section inefficiencies and advising Supervisors
7. Provides additional coverage for Sting Operations
8. Responsible for completion of all related administrative reports
9. Responsible for meeting all organizational requirements for the position and detail

## B. VAULT/WAREHOUSE DETAIL

1. Monitors the security of the vaults
2. Prepares all evidence to be sent to the Crime Lab via narcotics courier
3. May appear in court as a Property Custodian
4. Organizes and stores all vault items received on a daily basis
5. Monitors and maintains all vault logs
6. Receives, sorts, distributes and stores all evidence returning from lab
7. Retrieves and releases vault items to be released, for court or for viewing and completes the appropriate reports and log entries.
8. Retrieves items listed on manifest for confiscation process

## SOP E Duties and Responsibilities of Members (Continued)

9. Monitors the detail for efficiency, difficulties, and training requirements
10. Assists disposition supervisor when necessary
11. Assists counter personnel when necessary

## C. AUTO POUND DETAIL

1. Responsible for ensuring that the Auto Pound and storage area at 270 N.W. 2 St. are kept clean and orderly
2. Receives and processes vehicles and boats for impoundment
3. Releases impounded vehicles and boats when presented with authorization from the counter
4. Maintains and monitors all logs for vehicle and boat impoundment
2. Assists in preparing vehicles for auction
6. Responsible for maintenance of forfeiture vehicles
7. Assists in resolution of discrepancies related to vehicles and claim checks
8. Responsible for security of Auto Pound
9. Enters impoundment information in FCIC for all vehicles received at the Auto Pound
10. Prepares and sends letters of notification to owners of all vehicles that are ready to be released
11. Conducts monthly inventory of all impounded vehicles and boats
12. Maintains and monitors claim checks, warehouse reports and all related records
13. Implements the Vehicle Hold Investigator Notification Program
14. Assists with claim check discrepancy resolution
15. Responsible for the security and orderliness of the Vehicle Data Entry work area

## D. CONFISCATION DETAIL

## SOP E Duties and Responsibilities of Members (Continued)

1. Prepares and processes vault items for confiscation
2. Prepares manifested merchandise for confiscation, auction and/or destruction
3. Prepares manifest for all guns to be destroyed
4. Prepares manifest for bicycles to be auctioned
5. Assists in moving auctionable items to auction site
6. Prepares manifest for computer "hit" items
7. Assists in preparing vehicles for auction
8. Responsible for maintaining files that reflect disposition of confiscated merchandise
9. Issues supplies and/or tools when necessary
10. Responsible for physical security of the workspace, as well as the security of the warehouse area
11. Assists in moving guns to be destroyed
12. Responsible for the destruction of evidence no longer needed when court process is complete
13. Assists the Counter Detail when necessary
14. Monitors, enters and updates computer information regarding impounded vehicles and boats
15. Maintains and monitors all logs appropriate to vehicle and boat impoundment

## D. QUARTERMASTER DETAIL

1. Assists Property Manager with all responsibilities
2. Organizes and maintains records of equipment issued to all police officers
3. Issues and receives equipment to over 1,200 officers when appropriate paperwork is submitted

## SOP E Duties and Responsibilities of Members (Continued)

4. Monitors and directs uniform disbursement
5. Prepares all necessary reports relevant to the detail
6. Assists the Counter Detail when required
7. Monitors the detail for efficiency and advises Property Manager when necessary
8. Issues and maintains locker keys
9. Maintains an account book on all revenues received for lost and damaged police equipment
10. Orders all police equipment necessary to adequately supply the police department

## E. MAIL AND OFFICE SUPPLY DETAIL

1. Delivers mail to various units throughout the police department
2. Orders and delivers all necessary forms and office supplies from the City of Miami stock room
3. Distributes all certified and registered mail
4. Handles the receiving and issuance of all packages delivered from outside vendors
5. Handles all print shop requisitions and supplies from General Services Administration
6. Maintains a filing system of all records regarding supplies
7. Picks up mail from the U.S. Post Office
8. Assists with the Counter Detail when required

VII. ACCOUNTANT/ACCOUNT CLERK (Assists Accountant)

- A. Updates computer Property Inventory System on changes to property receipts
- B. Reconciles fund balances for journals maintained on each fund
- C. Prepares the Monthly Activity Report
- D. Checks deposit receipt, prepared by Confiscations, against finance ticket

## SOP E Duties and Responsibilities of Members (Continued)

- E. Checks funds received from Auto Pound releases and prepares finance ticket
- F. Prepares all other reports when requested, such as the Narcotics Reports, etc.
  
- G. Performs clerical duties when requested

VIII. ADMINISTRATIVE AIDE II

- A. Works directly for the Property Commander and Deputy Commander, assisting other employees in the Section when necessary
- B. Responsible for processing, submitting, and updating payroll for the Property and Evidence Management Section
- C. Creates and maintains personnel files
- D. Creates and updates P-Sheets
- E. Records monthly overtime statistics in an Excel spreadsheet
- F. Types and edits correspondence and other documents that may be printed on city letterhead or Redline Memorandum
- G. Completes "Ticklers"
- H. Ensures that the Section's Standard Operating Procedures and Departmental Orders are up to date and meet formatting and other accreditation requirements
- I. Submits entries to be published in MPD's Official Bulletin
- J. Updates the Section's EML as personnel changes occur
- K. Prepare the Section's Weekly Report
- L. Orders supplies
- M. Creates Purchase Orders
- N. Notifies MPD personnel when fuel cards are received
- O. Ensures that all employee evaluations are complete and submitted in a timely manner
- P. Utilizes office equipment such as computer, typewriter, multi-line telephone, copier/scanner, and fax machine
- Q. Retrieves and distributes mail



## SOP E Duties and Responsibilities of Members (Continued)

- R. Creates a variety of tables, charts, forms, signs, etc.
- S. Performs other related duties as assigned by the Property and Evidence Management Section Commander

IX. STOCK CLERK I

- A. Picks up and sorts the mail in the mornings in addition to any other mail that comes in throughout the day
- B. Assists the Mail and Supply Property Specialist with restocking the mailroom supplies and paperwork when they are low
- C. Picks up forms from GSA, county courthouses, and the S.O.S building
- D. Accepts delivery shipments that come in and checks them to make sure nothing is missing or damaged
- E. Sends out packages that are brought down from the various units to be shipped out
- F. Assists other details within the Property and Evidence Management Section such as the Vault/Warehouse, the Counter, and Quartermaster, if there are no pressing matters in the mailroom at the time
- G. Fields questions from other employees and helps them find the supplies they are looking for
- H. Delivers packages; if delivery isn't possible, contacts recipient via email or telephone to notify them that their package is ready for pick up in the mail room

X. TYPIST CLERK II

- A. Performs data entry
- B. Maintains and organizes files
- C. Answers office telephone and makes calls
- D. Compiles statistics for weekly reports
- E. Types routine correspondence
- F. Assists superiors with various office duties

14

SOP E Duties and Responsibilities of Members (Continued)

G. May perform other duties related to area of assignment

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

### PROGRAMS, PROJECTS, OR FUNCTIONS

#### I. Programs

1. Ongoing training via schools

#### II. Projects

1. Section Commander's Monthly Audit/Inspection
2. Monthly Uniform Contract Expenditure Monitoring
3. Monthly Audit of Imprest Funds
4. Capital Improvement Report
5. Auto Pound Report
6. Shotgun/Radio Inventory
7. Junk Car Inventory
8. Bicycle Inventory

#### III. Functions

1. Resolving Dispositions



Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

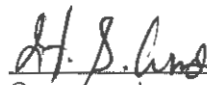
## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

#### UNIT POLICIES

- I. All members of this Section are governed by the Civil Service Rules and Regulations, Departmental Orders, Official Bulletins, and any other directives received from those empowered to issue them. All personnel are responsible for reading and being cognizant of all applicable directives.
- II. The supervisors of each shift are responsible for each member of their shift. Supervisors are required to handle any complaint or investigation that is generated on their shift and report to the Property and Evidence Management Section Commander with the findings.
- III. Whenever possible, a Property and Evidence Management Section supervisor will be in the office at all times.
- IV. Members of the Department not assigned to this Section are required to sign in and out on the log located at the entrance of the Property and Evidence Management Section.

(Continued)

  
 \_\_\_\_\_  
 Commander  
 Property & Evidence Mgt. Section  
 Effective Date 6/5/17



S.O.P. G: Unit Policies (Continued)

- V. Whenever a new commander is assigned to the Property and Evidence Management Section, an inventory of property will be conducted jointly by the newly designated commander and the outgoing commander. The inventories include but are not limited to:
  - A. Key sign out cards
  - B. Floor safe contents
  - C. Vault safe contents
  - D. Confiscations safe contents

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 1

**SUBJECT:** DAILY ATTENDANCE SHEET

**PURPOSE:** To list the procedures for appropriately recording the attendance of Property and Evidence Management Section personnel and maintaining these records.

**SCOPE:** The secretary assigned to the Property and Evidence Management Section, utilizing a monthly master schedule, will prepare the Property and Evidence Management Section daily attendance sheets. They will be prepared prior to the 20th of each month for the next month. Any change in "E" days made on a shift level should be submitted on an AVO to the secretary prior to the 20th day of the month.

- I. Entries (posted under the following categories):
  - A. Command and administrative personnel.
  - B. Personnel assigned to the Fleet Liaison Detail.

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 8/10/19



2

## Property &amp; Evidence Mgt. Section S.O.P. # 1 Daily Attendance Sheet (Continued)

- C. Personnel assigned to the Quartermaster Detail.
- D. Personnel assigned to the Mail and Office Supply Detail.
- E. Personnel assigned to the Accounting Detail.
- F. Personnel assigned to the Confiscation Detail.
- G. Personnel assigned to the Auto Pound Detail.
- H. Personnel assigned to the Vault and Warehouse Detail.
- I. Personnel assigned to the Counter Detail.

II. Utilization

The Property and Evidence Management Section Daily Attendance Sheet will be utilized to record attendance for each day. It will be distributed and maintained as follows:

- A. If the Daily Attendance Sheets cannot be secured in a desk, room 108-c may be utilized to assure safekeeping.
- B. The Daily Attendance Sheets will be reviewed and endorsed by each supervisor to ensure accuracy:
  - 1. Section Commander
  - 2. Deputy Commander
  - 3. Property Manager
  - 4. Sergeant
  - 5. Accountant
  - 6. Property Specialist II (or senior Property Specialist I if a PSII is not working)

The above listed personnel will sign the daily attendance sheet for each employee that they supervise and indicate their status, if not present that day: "EO", "V", "I", "IF", "D", "K", "W", "IW" and "VW", "Jury Duty", "Training", etc.

III. Maintenance

The original Property and Evidence Management Section Daily Attendance Sheet will be maintained by the secretary for payroll purposes, then placed in the Unit files for a period of two years.

3

Property & Evidence Mgt. Section S.O.P. # 1 Daily Attendance Sheet (Continued)

The original Property and Evidence Management Section Daily Attendance Sheet will be maintained in a monthly booklet form by the secretary for payroll purposes, then placed in the Unit files for a period of two years.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

**S.O.P:** 2

**SUBJECT:** SECURITY CONTROL

**PURPOSE:** To establish guidelines for maintaining the secure handling, processing, and storage of property at all times.

**SCOPE:** Property and Evidence Management Section security is absolutely essential, and is a responsibility to be shared by all section personnel. The importance of the items maintained in the section mandates that security control be monitored at all times.

- i. Property and Evidence Management Section personnel are required to conduct all business over the service counter. Only out of necessity, or during an emergency, will persons other than Property and Evidence Management Section personnel be allowed to enter. Those persons allowed to enter the Property and Evidence Management Section must be accompanied by personnel assigned to the Section and must complete and sign the Visitor Entry Log.

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



## Property &amp; Evidence Mgt. Section S.OP. # 2: Security Control (Continued)

- II. Property and Evidence Management Section door #115 must remain locked at all times. Persons other than Property and Evidence Management Section personnel entering the Property and Evidence Management Section for any reason are required to sign the Visitor Entry Log, including name, date, time of entry, reason for entry and time of departure.
- III. Non-Property and Evidence Management Section personnel are prohibited from entering the Property and Evidence Management Section from the Quartermaster area, Room #105. The main entrance, Room #108, will be as an entrance and exit.
- IV. Property and Evidence Management Section personnel are required to be available for contact by the Section whenever leaving the workspace on a temporary basis.
  - A. Personnel will provide a destination and return time whenever possible.
- V. Property and Evidence Management Section personnel working an eight hour shift are required to be available for duty at all times. Personnel will be allowed to eat when time permits. All personnel working a nine hour shift will be allowed one (1) hour to eat.
- VI. The Confiscation area is restricted to all personnel except on a need to enter basis. Confiscation will remain locked at all times unless someone from the detail is present.
- VII. Auto Pound Security
  - A. No one shall be permitted to enter the Auto Pound without being accompanied by Property and Evidence Management Section personnel.
  - B. Gates to the Auto Pound are to be locked after leaving.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

**S.O.P.**        3

**SUBJECT:**    USE OF CITY VEHICLES ASSIGNED TO PROPERTY SECTION

**PURPOSE:**    To identify the vehicles utilized throughout the Property Section and as well as their designations for use.

**SCOPE:**        Several vehicles are assigned to the Property Section and all are essential for its efficient operation. It is necessary for all personnel to ensure that they are utilized properly and for their intended purpose.

I.    Property Vehicles Will Be Assigned To Each Detail

- A.    A vehicle will be assigned to the Confiscation Detail. This vehicle will be used to transport items to GSA for auction and as transportation to and from the Confiscation area of the Auto Pound.
- B.    A vehicle will be assigned to the Quartermaster and Mail and Office Supply Details. This vehicle will be used to pick up mail and office supplies from the print shop.
- C.    A vehicle will be assigned to the Warehouse Detail. This vehicle will be used for the transportation of bicycles and large warehouse items to/from the Auto

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



2

## Property &amp; Evidence Mgt. Section S.O.P. # 3: USE OF CITY VEHICLES (Continued)

Pound storage area. This vehicle may also be used as a loaner for non-Property Section personnel.

- D. A vehicle will be assigned to the Counter Detail. This vehicle will be used for conducting Auto Pound security checks and as transportation to the Auto Pound for vehicle intake and release.
- E. A vehicle will be assigned to the Counter Detail. This vehicle will be used for releasing bicycles or Bulk items from the Auto Pound. This is the primary vehicle loaned out to other units upon request and subject to availability.
  - 1. Units will present an AVO to the Counter Detail stating the reason for usage and anticipated time required.
  - 2. The person checking out the vehicle will complete the vehicle sign out log. Its secondary use will be to transport narcotics and guns to the appropriate locations for destruction.
- F. A vehicle will be assigned to the Auto Pound. This vehicle will be used by the Auto Pound Specialist and Officer for transportation to the secondary Auto Pound facility, the station, and other government offices for auction proceedings.

II. Inspections of Unit Vehicles

- A. It will be the responsibility of the supervisors to conduct monthly inspections for their Detail's vehicles.
- B. The monthly inspection report (see appendix A) will be completed and sent to the Property Section Commander by the 15th day of each month. Each Detail will keep a file copy of the inspection report.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 4

**SUBJECT:** FIRE EVACUATION AND DRILLS

**PURPOSE:** To outline procedures for safely exiting the building during a fire or fire drill.


**SCOPE:** Evacuation Instructions

All personnel (except those designated with specific assignments) will immediately proceed to the nearest exit and leave the building. Do not use the elevators. They will proceed to the first floor where the doors will remain open. Assemble on the grassy area to the South (N.W. 3 St. side) of the Police Department complex. Remain with other personnel from your unit for accountability purposes.

I. Fire Marshal Duties

- A. The Quartermaster Detail Property Specialist will be assigned to the South employee entrance door on the first floor. They are responsible for advising persons not to enter the building due to fire.

(Continued)

  
 \_\_\_\_\_  
 Commander  
 Property & Evidence Mgt. Section

Effective Date 8/10/19



## Property &amp; Evidence Mgt. Section S.O.P. # 4 Fire Evacuation and Drills (Continued)

- B. The Mail and Supply Property Specialist will be assigned to the West employee entrance door on the first floor. They are responsible for advising persons not to enter the building due to fire.
  - C. The Confiscation Detail Property Specialist will be assigned to the South service entrance door on the first floor. They are responsible for advising persons not to enter the building due to fire.
  - D. Designated alternates will be assigned to the previously listed three (3) posts to ensure coverage during any emergency.
  - E. After each drill, an Inter-Office Memorandum will be directed to the Property and Evidence Management Section Commander by each post, reporting the results.
- I. Sworn Personnel Duties
- A. During a fire drill, the Counter Detail Sergeant will:
    - 1. Be responsible for evacuation of personnel from the counter area.
    - 2. Remain in the counter area until the fire drill is completed.
    - 3. To facilitate future building evacuations due to emergency alarms, the Counter Detail Sergeant (or alternate) will be responsible for opening the southeast gate (unless a subsequent message negates the alarm):
      - a. Sergeants
      - b. Alternate: Property Specialist IIs
      - c. The southeast gate key will be kept on the Counter Supervisor's key ring.
      - d. Duplicate keys to the southeast gate will be kept in the Property and Evidence Management Section Commander's office and the Building Maintenance Supervisor's office.
  - A. During a fire drill, the Confiscation Detail Sergeant will:
    - 1. Be responsible for evacuation of personnel from the rear storage area and the closing of all doors leading into the area.
    - 2. Proceed to counter area and remain there until the fire drill is completed.

3

Property & Evidence Mgt. Section S.O.P. # 4 Fire Evacuation and Drills (Continued)

3. After each drill, an After-Action Report will be directed to the Property and Evidence Management Section Commander by each sergeant.

II. Property and Evidence Management Section Commander Duties

- A. The Property and Evidence Management Section Commander, or his designee, within five (5) working days after the fire drill, will present a written critique to the Assistant Chief of the Administration Division.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

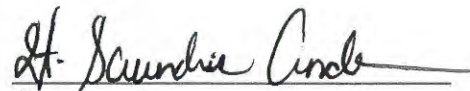
S.O.P. 5

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To establish procedures for mobilizing the Property Section during a civil disorder.

- SCOPE:
- I. Procedures (Incidental to an ordered mobilization)
    - A. The Property Section Commander (or designee) will direct that the Section assume an Alpha/Bravo configuration.
      - 1. The shift hours will be:
        - a. Alpha shift - 0700 to 1900 hours
        - b. Bravo shift - 1900 to 0700 hours

(Continued)



Commander  
Property & Evidence Mgt. Section

Effective Date 7/28/17





2

## Property &amp; Evidence Mgt. Section S.O.P. # 5 Emergency Mobilization (Continued)

2. Only sworn personnel will enter this configuration
  - a. Non-sworn will maintain their regular shift schedule (Unless the Section commander directs otherwise)
- II. Assignment Schedule
  - A. A schedule of assignments for sworn personnel will be prepared for emergency mobilization situations.
- III. Equipment/Supply Squad
  - A. During a mobilization, it is necessary to equip a multitude of Field Forces, etc. This will be addressed by the equipment/supply squad.
  - B. Responsibilities:
    1. Distribution of needed supplies such as arrest forms, flex cuffs, radio batteries, spare protective gear, etc., to Field Force Commanders via the Unit van.
      - a. The van will be manned by two sworn personnel.
    2. Coordination and pick-up of protective gear from other agencies, if needed.
    3. Assurance that all take-home radios are collected (during roll calls) and brought into the Quartermaster/Fleet Unit.
- IV. Issuance of Protective Gear
  - A. Field Force Kits and crowd-dispersal gas will only be issued to Field Force Commanders (or designee).
    1. They will sign the log kept with these items.
  - B. Quartermaster Detail will make available surplus protective gear bags. Names of all personnel who require protective gear bags (due to their failure to bring in their issued bag) will be submitted to the Property Quartermaster/Fleet Unit Commander.
  - C. Protective Shields (35 per Field Force) and batons will be made available by the Quartermaster Detail.
    1. Field Force Commanders will sign the log for these items.

3

Property & Evidence Mgt. Section S.O.P. # 5 Emergency Mobilization (Continued)

2. The protective shields are kept in the K-9 pen and in the caged area under the stairwell behind entrance door 120.
    - a. The keys are kept in the Imprest Fund safe.
  3. The batons are kept in the gear room.
- D. Responsibility for preparation/issue:
1. During business hours-Quartermaster Detail.
  2. After business hours-Counter Detail.
- V. Emergency Mobilization List (EML)
- A. A current EML will be maintained and updated monthly.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: HURRICANE EMERGENCY PROCEDURES

PURPOSE: To establish responsibilities and procedures for the orderly and efficient mobilization of personnel when a hurricane is imminent.

SCOPE: I. Mobilization

- A. All personnel are subject to recall to duty when it becomes evident that the Miami area may be threatened by hurricane force winds.
- B. The Property Section Commander will activate the Section's Emergency Mobilization Procedures for all personnel to begin twelve (12) hour shifts until cancelled by the Commander of the Business Management Section. The Department's Hurricane Response Plan will be utilized and available in the Administrative Office.

(Continued)

*[Handwritten Signature]*

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



2

## Property &amp; Evidence Mgt. Section S.O.P. # 6 Hurricane Emergency (Continued)

II. Responsibilities of Unit Commander/or Designee

- A. The Unit Commander shall assign sufficient personnel to the Counter to handle all related needs.
- B. Unit personnel will initiate actions for the security needs of the Unit as follows:
  - 1. Sand bag entry in appropriate areas.
  - 2. Secure entire first (1st) floor; access will be through second (2nd) floor only.
  - 3. Secure Auto Pound area.

III. Duties When Hurricane Imminent

- A. When it becomes apparent that the hurricane will strike the Miami area, the following procedure will be followed:
  - 1. All evidence stored on shelves in the Vault and Warehouse area will be moved upward on shelf.
  - 2. If the hurricane becomes a Category Four storm, flooding on the 1st floor basement level is probable. All computer equipment must be moved to a higher floor (classroom #3 in the Training Unit). If this site is not available, any acceptable upper floor location will be used.

IV. QUARTERMASTER DUTIES

- A. Field Force kits will be located in the Property Section, and must be signed out by a lieutenant. Each Field Force kit contains standard equipment needed for emergency mobilization. It is the Quartermaster's responsibility to inventory the following main items when the kits are issued and upon return: wrist bands, tear gas, smoke grenades, binoculars, tear gas neutralizers, Polaroid camera, film and staplers. For any item that needs to be replaced, the replacement form must be turned into the Quartermaster Detail and will forward this to the Emergency Planning Specialist advising of the deficiencies.

V. MISCELLANEOUS EQUIPMENT

- A. The Quartermaster Detail will assist the equipment Major

3

Property & Evidence Mgt. Section S.O.P. # 6 Hurricane Emergency (Continued)

to ensure that the required number of cots or air mattresses, food, water needs and indoor portable toilets have been delivered to the three substations during hurricane emergencies.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 7

**SUBJECT:** EMPLOYEE OF THE MONTH

**PURPOSE:** To provide recognition for a worthy Property and Evidence Management Section employee each month.

**SCOPE:** I. Nomination Procedure

- A. Nominations are to be handwritten on an Inter-Office Memorandum to the Section Commander.
- B. Nominations are to be submitted by the 7th of the month for work accomplishments made during the previous month.
- C. Any member may nominate any other member of the Property and Evidence Management Section (peer, subordinate, or superior)
- D. Memorandums are to be detailed to the extent that a selection can be made among multiple qualified nominees.

(Continued)

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



Property & Evidence Mgt. Section SOP 7 (Continued)

II. Selection Procedure

- A. The nomination memorandums will be reviewed by the Unit Commander, who will be solely responsible for selecting an employee of the month.
- B. A Selection Bulletin will be prepared designating the employee and describing the accomplishments.

III. Award Procedure

- A. The employee of the month will receive a certificate of achievement.
- B. A photograph of the employee will be taken.
- C. The Employee of the Month will have his/her photo displayed, along with the Selection Bulletin, on a display board adjacent to the Property and Evidence Management Section entrance (Door 108).

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: EQUIPMENT ROOM SECURITY AND MAINTENANCE

PURPOSE: To ensure the security and orderly condition of the Equipment Room.

SCOPE: I. Equipment inclusive of shotguns and carbines, field force kits, O.C. spray canisters, etc. in addition to supplies, e.g. biohazardous protection, first aid, forms, etc. are stored in the Equipment Room. To provide for the secure and orderly storage of all such items, the following requirements are to be adhered to:

- A. The Equipment Room will be locked at all times when not in use.
- B. Shotguns and carbines shall be locked up and secured at all times, when not being issued or returned.
- C. All other equipment and supplies will be maintained in a neat and orderly fashion.

II. To ensure compliance with this procedure, the Counter Detail Property Specialist supervisor or in his absence, the acting supervisor and/or Senior Property Specialist at the start of his tour of duty will conduct a physical inspection of the Equipment Room.

A. Report in writing to the Section Commander any and all instances of non-compliance.

*H. Secundus Amor*

Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17





# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY & EVIDENCE MANAGEMENT SECTION

### STANDARD OPERATING PROCEDURES

S.O.P. 9

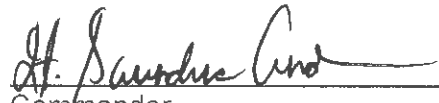
SUBJECT: HANDLING FIREARMS INSIDE THE PROPERTY & EVIDENCE MANAGEMENT SECTION

PURPOSE: To establish guidelines for the safe handling of firearms while under the care of the Property and Evidence Management Section.

SCOPE: The Property and Evidence Management Section is responsible for receiving, processing, storing and releasing firearms. This includes firearms turned in by officers at the counter and city issued firearms maintained in inventory. The following procedures are applicable to all Property and Evidence Management Section details that may require the handling of any firearm. "Firearm" means any weapon which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive.

- I. Making safe any and all firearms in the custody of the Property and Evidence Management Section.
  - A. All firearms will be visually and physically checked by:

(Continued)



Commander  
Property & Evidence Mgt. Section

Effective Date 6/5/17



2

## S.O.P. 9: Handling Firearms inside the Property &amp; Evidence Mgt. Section (Continued)

1. Putting the safety on, if applicable.
  2. Removing the magazine, opening the cylinder or opening the port area.
  3. Visually looking into the chamber area and into the barrel making sure there are no projectiles.
  4. Placing a finger into the chamber area and barrel making sure there is no projectile.
  5. All firearms will have flex cuff placed in such a manner, making the firearm inoperable (ex. flex cuff through the barrel, through the magazine port, through the chamber area) before being bagged or boxed.
  6. Firearms will not be accepted by counter personnel until the above procedures are adhered to with the flex cuffs in place. Counter personnel can assist with the flex cuffing if necessary.
  7. Firearms will be visually checked by both counter personnel and the officer before its final acceptance.
- II. All firearms that cannot be bagged or boxed will be visually and physically checked by every person making contact with said firearm. This includes all property personnel and anyone receiving a firearm from property, other than civilians who are picking up their personal firearms. Firearms will be visually checked by each person every time the firearm is handled.
- III. All firearms being returned to citizens will be visually and physically checked by the counter person, before being handed to a citizen. The flex cuffs will be left on and the weapon brought to 2nd floor desk and given to person.