

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

ENVIRONMENTAL CRIMES INVESTIGATIONS (ECU)

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL STANDARD OPERATING PROCEDURES MASTER INDEX

SUBJECT

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ENVIRONMENTAL CRIMES DETAIL



City of Miami



DANIEL J. ALFONSO
City Manager

ENVIRONMENTAL CRIMES INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

M III
Unit Commander

1-29-16
Date

Second Quarter
Inspection:

M III
Unit Commander

4-6-16
Date

Third Quarter
Inspection:

M III
Unit Commander

8-10-16
Date

Fourth Quarter
Inspection:

M III
Unit Commander

12-29-16
Date

Annual
Inspection:

M III
Unit Commander

12-29-16
Date

RECEIVED
MAY 23 2017

PROFESSIONAL COMPLIANCE SECTION



City of Miami



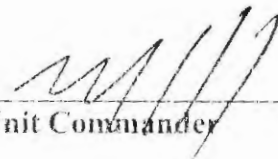
DANIEL J. ALFONSO
City Manager

ENVIRONMENTAL CRIMES INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:



Unit Commander

1-4-17
Date

Second Quarter
Inspection:



Unit Commander

4-3-17
Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Unit Commander

Date

PROFESSIONAL CERTIFICATION SECTION
MAY 23 2017



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	_____	_____
	Unit Commander	Date
Second Quarter Inspection:	<u>Det. K. Baker #0232</u>	<u>4/25/19</u>
	Unit Commander	Date
Third Quarter Inspection:	_____	_____
	Unit Commander	Date
Fourth Quarter Inspection:	_____	_____
	Unit Commander	Date
Annual Inspection:	_____	_____
	Section Commander	Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

To: All personnel of the Environmental Crimes Investigation Detail.

This S.O.P. is established to provide guidelines for the operation and management of the City of Miami Police Department's Environmental Crimes Investigation Detail.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. The Lieutenant in charge of the General Investigations Unit will arbitrate conflicts between documents.

Lt. K. Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

To enforce environmental laws as well as other laws within the state of Florida, Miami-Dade County, and City of Miami. This will be accomplished by facilitating a cooperative effort between the police and the citizens who reside, work and visit the City of Miami.

II. GOALS

Investigate crimes against the environment along with the investigation of criminal violations concerning the illegal dumping of hazardous materials.

Work with internal units within the Miami Police Department as well as outside agencies concerning environmental crimes and/or violations.

To initiate operational plans of problem areas, to conduct educational and community related programs on Environmental Protection.

To enforce the Florida Litter Law, the illegal handling and disposal of hazardous materials, and federal environmental acts, laws and regulations.

Katherine Baker #0232
Lt. Katherine Baker
Commander
General Investigations Unit

4/25/19
Effective Date



III. **OBJECTIVES**

To identify environmental crimes violators through investigative activities, calls for service, and patrol officer's awareness.

To discourage and reduce the commission of offenses related to Environmental Crimes.

To educate department members as well as citizens of the City of Miami on Environmental Laws.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF A UNIT COMMANDER

- A. Assume overall command and authority for the Environmental Crimes Detail.
- B. Ensure that all tasks are completed according to Unit S.O.P.s and Departmental Orders.
- C. Authorize temporary and permanent changes to Unit S.O.P.s.
- D. Determine and implement policies regarding assigned tasks and arbitrate conflicts which arise among employees.

Lt. K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- E. Establish duty hours for employees.
- F. Ensure completion and authorization of administrative tasks.
- G. Be present on search warrants, large tactical operations and other situations as deemed necessary.
- H. Adjust schedule so as to maximize time to adequately command the Unit.
- I. Review all investigative reports.
- J. Identify goals and objectives for the Unit.
- K. To coordinate and direct activities of the personnel.
- L. To ensure that written correspondence is within departmental guidelines and complies with policy.
- M. To ensure that all daily, weekly, and monthly reports are properly prepared and forwarded on time.
- N. Identify training needs of Unit personnel.
- O. Identify organizational deficiencies within the Unit and take corrective action as needed.
- P. Coordinate the evaluation of Unit systems to ensure desired results.
- Q. Review incoming material for appropriate action and/or assignment.
- R. Review outgoing material for content and quality.
- S. Delineate areas of responsibility and allocate resources accordingly.
- T. Respond, on a 24-hour-a-day-basis, to incidents of a serious nature which may occur within the District.
- U. To attend meetings as directed.
- V. To prepare studies and special reports as directed.
- W. Direct the development of policies and procedures as needed to maximize productivity.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- X. Investigate City vehicle accidents involving supervisors.
- Y. Review Response to Resistance Reports involving unit personnel.
- Z. Review reports of injury to Unit personnel.
- AA. Brief Section Commander about any major incidents.
- BB. To oversee the case assignment function which is performed by the Unit's Supervisor.

II. DUTIES OF THE ENVIRONMENTAL CRIMES DETAIL SUPERVISOR

- A. Keep the Unit Commanding Officer informed of the progress of any investigation, including all major cases and crimes of interest.
- B. Plan Unit's current, continuing and future activities:
- C. Maintain direction and control of Unit's members for:
 - 1. Use of equipment
 - 2. On-duty appearance
 - 3. Court appearance
 - 4. Public contacts
 - 5. Attendance and punctuality
 - 6. Attitude towards assignment
- D. Take into consideration the individual officer's experience when making assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Unit members.
- G. Guide, direct and review the activities of personnel assigned to him/her.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- H. Ensure compliance with Departmental Orders and regulations, Standard Operating Procedures, applicable laws, and lawful orders of superior officers.
- I. Responsible for the work product of his/her Unit, including the correction of spelling and grammar, press releases, 301's, supplements, special bulletins, reviewing/assigning, terminating investigations based on solvability factors.
- J. On crime scenes, the Supervisor will maintain a leadership role and coordinate the activities of his/her personnel and support personnel.
- K. Perform administrative tasks, as the Unit Commanding Officer deems necessary.
- L. Maintain a file on each member assigned to him/her. These personnel files will be available for periodic review by the Unit Commanding Officer.
- M. Supervisor's LRMS/Premier One: This provides procedures for tracking cases assigned to team members, to ensure timely completion of supplementary reports, to show a record of cases assigned per member to aid in case assignment.
- N. Responsible for submitting statistical information for the monthly report.
- O. Required to attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.
- P. Required to actively work with the State Attorney's Office, Public Defender's Office, and other concerned state and federal agencies and individuals in order to eliminate unnecessary court appearance for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court-related appearances during on-duty hours. Prefiles must be on-duty.
- Q. Become cognizant of their investigators' court-related appearances with the intended purpose of securing successful prosecutions. Contact should be made with the State Attorney's Office to receive feedback on investigator's work product. Supervisors will be responsible for taking action to eliminate further case preparation problems. This may take the form of closer supervision or additional training.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- R. Ensure that his/her personnel are:
 - 1. Familiar with current case laws concerning Investigations (i.e., line-ups, confessions, searches, etc.)
 - 2. Contribute to the efficient and effective means of obtaining Unit objectives.
- S. Generate the required reports to include, but not limited to, the following:
 - 1. Monthly Activity Report
 - 2. Monthly EML Verifications
 - 3. Personnel Performance Evaluation
 - 4. Annual Vacation Request
- T. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).
- U. When appropriate, submit the necessary documentation to nominate members of the Unit for the Officer of Month Award.
- V. Counsel Unit members when necessary (i.e., apply progressive discipline when taking action).
- W. Ensure that personnel monitor their radios and are available to assist other units in investigations or emergency assistance calls.
- X. Respond to major crime scenes to assist their personnel with the investigation and provide proper guidance.
- Y. Responsible for checking the CAD Report on a monthly basis to ensure that all reported cases have been properly assigned (Investigations Detail only).
- Z. Maintain the proper flow of case and departmental reports .
- AA. Ensure that deadlines are met on reports.
- BB. Prepare a monthly activity report.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- CC. Develop inter-unit cooperation.
- DD. Assume the administrative duties of the Unit commanding Officer (i.e., filing and other office duties).
- EE. Maintain communication with outside agencies.
- FF. Ensure that all detectives have a notepad with investigative notes for each day.
- GG. Responsible for maintaining a case log, which provides a procedure for tracking cases assigned to each member. This procedure ensures timely completion of supplementary reports and shows a record of cases assigned to each member (Investigations Detail only).
 - 1. The Supervisor will maintain a case assignment log sheet for each one of the Unit's members.
 - 2. Only assigned cases will be listed.
 - 3. The log will include case number, victim, type of offense, date assigned, and date supplement completed.
 - 4. The completed supplementary report is received and reviewed by the Unit Supervisor.
 - 5. It will be the supervisor's responsibility to maintain and condense log pages as necessary.
- HH. Review and approve all reports and information generated by members prior to submission or sending through channels.
 - 1. These reports and information will include, but not be restricted to, Reports of Investigation, Supplemental Reports, Reports of Long-Distance Telephone calls, information to be submitted for Daily Bulletins, and any other paperwork.
 - 2. The intent of this SOP is to ensure that the Supervisor is aware of what his/her respective investigators are doing and to review these areas for quality, accuracy, and possible adverse consequences.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

Supervisors are required to correct any deficiencies when identified.

- II. Coordinate and supervise joint task/operations and inspections with internal units of the Miami Police Department as well as outside agencies.

III. DUTIES OF AN ENVIRONMENTAL CRIMES DETAIL DETECTIVE

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed by this Unit.
- B. Follow the direction of his/her supervisor, Detail's S.O.P.s, and D.O.s.
- C. Follow up on all complaints regarding Environmental Crimes.
- D. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- E. Conduct surveillances in an attempt to apprehend any and all offenders in problem areas.
- F. Work in a plain-clothes capacity to increase the probability of arrests.
- G. Coordinate joint task/operations and inspections with internal units of the Miami Police Department as well as outside agencies.
- H. To assist other officers with their assigned duties and develop/maintain liaison with other agencies.
- I. Assist in maintaining the office files.
- J. Responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State, and local laws, Departmental Orders, and Standard Operating Procedures.
- K. Must respond to crime scenes when required and coordinate all aspects of a criminal investigation in conjunction with support units.
- L. Coordinate the creation of inner and outer perimeters for crime scene preservation.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- M. Interview witnesses, victims, etc.
- N. Interview suspects for the intended purpose of securing sworn confessions taken under Miranda Warnings.
- O. Maintain a complete and detailed notebook of daily activities in chronological order. (Adequate notes taken by the investigator are considered a prerequisite to the future completion of 301's, Supplemental Reports, notes for court presentations, overall evaluation of the activities generated in an investigation, etc.) (Investigations only.)
- P. Prepare 301 Reports on significant incidents and ongoing investigations. (These 301's will be prepared prior to the investigator's completion of his/her tour of duty. The investigator will follow the proper format to ensure uniformity.) (Investigations only.)
- Q. Maintain case files pertaining to investigations.
- R. Work closely with the State Attorney's Office in order to effectively prosecute cases.
- S. Investigate illegal dumping sites to generate information to determine its origin.
- T. Contact Solid Waste for clean-up/removal at illegal dumpsites.
- U. Conduct neighborhood canvass when appropriate.
- V. Prepare proper photo lineups and video lineups as prescribed by statutes when appropriate. (Investigations only.)
- W. Become proficient in the area of interrogation.
- X. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.
- Y. Become familiar with the capabilities and limitations of the polygraph. (Investigations only.)
- Z. Become familiar with telephone and U.S. Mail traces. (Investigations only.)
- AA. Coordinate with Communications the releasing of BOLO information.

**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- BB. Detectives will obey all Departmental Orders and Unit Standard Operating Procedures.
- CC. Detectives will immediately report all missing/damage of police property and assigned police vehicles.
- DD. Cultivation and use of informants.
- EE. Become familiar with procedures of the following internal and external agencies:
 - 1. Identification Unit
 - 2. Juvenile Unit
 - 3. Internal Affairs Unit
 - 4. Miami-Dade Police Department Lab
 - 5. Emergency Room at local hospital(s)
 - 6. State Attorney's Office
 - 7. U.S. Attorney's Office
 - 8. F.B.I.
 - 9. D.E.A.
 - 10. Customs
- FF. Become proficient in taking sworn statements with digital recorders.
- GG. Become familiar with the AFIS Fingerprint System.
- HH. Attend Patrol Roll Calls on a monthly basis or as deemed necessary to provide training and/or to exchange information with uniform personnel on current crime problems and offenders (CALEA 42.2.6).

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

S.O.P. 1

DUTY HOURS

The duty hours for the Environmental Crimes Investigation Detail are 0700 – 1700 hours.

The duty hours for the Environmental Crimes Investigation Detail may vary and are determined by the Unit Commander.

DRESS

The dress code requirement for the Environmental Crimes Investigation Detail is civilian attire.

All Environmental Crimes Investigation Detectives must have one uniform available at all times.

Lt. K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

TAKE HOME RENTAL VEHICLES

S.O.P. 2

SUBJECT: Take home rental vehicles

PURPOSE: To establish directives to be adhered to by all Detail personnel assigned a take home vehicle.

SCOPE: In order to ensure that all take home rental vehicles are being utilized properly and in accordance with Departmental Orders, it will be necessary that the following directives be followed:

1. General responsibilities
 - A. The Unit Commander shall have the authority to assign or deny any member the use of a take home rental vehicle.
 - B. Vehicles may be driven to and from work and may be used for off-duty court appearances or special details approved by the Unit Commander.
 - C. Vehicles may only be driven by a member of the Environmental Crimes Investigation Detail, unless emergency circumstances occur that require someone else to operate the vehicle.

Lt. K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
TAKE HOME RENTAL VEHICLES

(Continuation)

D. Investigators assigned vehicles will restrict their use to the South Florida counties of Dade and Broward. Special permission must be obtained from the Unit Commander or his/her designee to expand this directive.

E. Investigators will operate their assigned vehicles in a responsible manner obeying all traffic laws. Investigators will not operate their vehicles while under the influence of alcoholic beverages or drugs.

F. Investigators will be responsible for all tickets issued during the performance of their duties.

G. Parking tickets will be dealt with immediately through established clearing procedures.

H. Any investigator who will be off for a period of two weeks or more shall notify his/her supervisor and/or Commanding Officer, who will make a decision regarding the vehicle's status.

I. If an investigator is involved in an accident, the investigator will notify a Unit Supervisor, who will notify the Unit Commander. Each investigator will follow the procedures outlined in the Departmental Orders for motor vehicle accidents.

J. If a vehicle is involved in an accident outside Dade County, the Florida Accident Report shall be completed by the police department having jurisdiction. The investigator shall notify the Unit Commander and his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents.

II. Use and Maintenance

A. Investigators assigned a rental vehicle shall not utilize the vehicle for making routine traffic stops or high-speed pursuits.

B. Each investigator has a blue light which will be carried while operating his/her undercover rental vehicle.

C. Use of rental vehicles during take-downs involving other vehicles will be utilized at the discretion of the Unit Supervisors and/or Unit Commander.

STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
TAKE HOME RENTAL VEHICLES

(Continuation)

D. It will be the responsibility of the investigator to maintain his vehicle, keeping it clean, and ensuring routine maintenance.

E. Investigators shall be responsible to see that all routine maintenance and general check-ups are done by notifying the rental company of necessary maintenance or repairs.

F. All assigned vehicles shall undergo preventive maintenance and general check-ups every 3,000 miles as per rental company procedures. It shall be the responsibility of the investigator to notify the rental company that a 3,000 mile inspection is required and to obtain a schedule for delivering the vehicle to the rental company.

G. Unit Supervisors shall be responsible for inspecting the vehicles of investigators under his/her command.

H. Investigators shall at all times operate their vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.

I. Investigators shall not leave city issued equipment in their rental vehicle overnight, nor should they leave city issued equipment in plain view when vehicle left unattended.

III. Purpose of Vehicle Program

A. To ensure a quick and dependable response by investigators in the event of a call out for duty.

B. To provide investigator with an assigned vehicle in which to carry police related equipment.

C. To ensure maximum effectiveness during surveillances.

City of Miami



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ENVIRONMENTAL CRIMES DETAIL
STANDARD OPERATING PROCEDURES
CODE ENFORCEMENT INSPECTOR

S.O.P. 3

SUBJECT: Code Enforcement Inspectors

PURPOSE: To establish guidelines on working with the Environmental investigation Detail's attached Code Enforcement Inspector.

SCOPE: This S.O.P. covers procedures of the Environmental Crimes Investigation Detail Code Enforcement Inspector.

The Code Enforcement Inspector is attached to the Environmental Crimes Investigation Detail from the City of Miami N.E.T.

The Code Enforcement Inspector, although attached to the Environmental Crimes Investigation Detail, reports directly to the Chief of Code Enforcement. The Code Enforcement Inspector sends a daily activity report to the Chief of Code Enforcement. The Code Enforcement Inspector must follow the City Code while conducting his duties.

K.K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
CODE ENFORCEMENT INSPECTOR**

(Continuation)

While attached to the Environmental Crimes Investigation Detail, the Code Enforcement Inspector will issue fines on cases in relation to the City Code while working with the Environmental Crimes Investigation Detail Investigators.

The inspector takes pictures of the violation and determines if and which fine is applicable according to the evidence found, if any. The inspector retrieves any documentation available from the environmental crime scene for preparation of his case.

In an illegal dumping case where the inspector locates evidence from a dump pile that has a city address and is determined to be the origin of the dumper, the inspectors will make a copy of the evidence for his case file and the Environmental Crimes Investigation Detail will retain the original for further criminal investigation.

When the Code Enforcement Inspector writes a solid waste ticket or any other ticket pertaining to the City Code or the Zoning Ordinance in relation to Environmental Investigations, a copy must be forwarded to the Environmental Crimes Investigation Detail. The inspector is also responsible for maintaining a log or record of all his/her paperwork and cases in relation to the environmental protection investigations.

The Code Enforcement Inspector must submit written statements on any cases involving him/her directly as a witness or as an investigator and include it in the criminal case file.

Other duties of the Code Enforcement Inspector include, but are not limited to, surveillances, interviewing of witnesses and taking statements.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

ILLEGAL DUMPING

S.O.P. 4

SUBJECT: Procedures for conducting illegal dumping investigations.

PURPOSE: To describe the necessary requirements and procedures for conducting an illegal dumping investigation.

SCOPE: This S.O.P. will outline the proper steps to be taken when information is obtained of a violation of law within the Florida Litter Law and which may necessitate investigation, opening of case files, arrests and post arrests investigations, filing with the State Attorney Office.

These are the investigation procedures of the Environmental Crimes Investigation Detail when handling illegal dumping cases residential or business. This is to be used only as a guide.

Katherine Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
ILLEGAL DUMPING

(Continuation)

When first identifying a dump/pile site, the unit will proceed in the following manner:

1. Search for any evidence that may lead to the origin of the dumper.
2. If that evidence is found, the Code Enforcement Inspector will issue a civil fine.
3. An Investigator will request a case number from the dispatcher and complete an incident report.
4. An Investigator will then take pictures of the pile.
5. Measurements of the pile shall be: Length x Width x Height = Cubic Square Feet
6. Determine if the case is a felony or a misdemeanor.
7. Any illegal dumping over 100 cubic feet, weight of over 500 lbs, any hazardous materials, any construction debris of any size or amount, any dumping of any size or content from a commercial vehicle all constitute a felony under Florida State Statute 403.413 Florida Litter Law.
8. Any illegal dumping of under 100 cubic feet but over 27 cubic feet, more than 15 pounds but under 500 pounds, other than industrial or hazardous waste will constitute a Misdemeanor of the first degree, Florida Litter Law Statute 403.413.
9. An Investigator will determine the presence of any hazardous wastes, construction materials, etc.
10. Using the evidence extracted, the investigator will attempt to identify any witnesses in the area that may have seen the illegal dumper.
11. If there are no witnesses, the Investigator may proceed to contact the source of the dump from the evidence obtained and by conducting interviews.
12. If the Investigator makes contact with the person responsible for the dumping, the Investigator may interview the subject after reading Miranda Rights. All sworn statements will be recorded and/or written.
13. If a confession is obtained based on the information given and meeting all the elements of the case, an arrest will be made.
14. A background check of the subject or business should be obtained and included in the case file.
15. The subject may be brought to the station for processing of paperwork and photos. "Environmental Crimes" will be written on top of all reports, arrest forms and on the pink copy.
16. The Investigator does not call for a pre-file. The State Attorney's Office automatically sets the pre-file for the Investigators when they receive the arrest reports.
17. The Defendant will be transported to Jail.
18. The Investigator will then prepare a case file, preferably electronic, which will include all 301's, arrest reports, cost recovery, pictures of evidence, recordings, fines, statements, etc. The case file will be utilized for the pre-file conference and all other criminal/civil proceedings.

STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES**ILLEGAL DUMPING**

(Continuation)

19. On post arrests, arrangements will be made with solid waste for the pick up of the dump pile. The Solid Waste Department will issue a fee to the Defendant for the pick up.
20. When an arrest is made, and the case is closed, the Investigator will classify the case as "Closed by Arrest."
21. When the case is still open the Investigator will classify the file as "Pending Further Information."
22. In cases where a witness calls police but has no tag information or subject information, cannot identify the subject, the subject does not admit to the dumping and there is no evidence found, the case is classified as "No Further Information." The area will be monitored for any future dumping.
23. In cases where the witness has seen a subject and that subject has been tracked down by the Investigator and the subject does or does not admit to the dumping, a picture should be taken of the subject and a photo line-up has to be prepared to show to the witness for identification purposes.
24. In cases where witnesses, inspectors, or patrol officers come into contact with a dumping in progress prior to the arrival of the Detail members, a statement from the inspector, officer and witness should be obtained to determine if there is a case or not and include it in the case file for the prefile where they should be present.
25. In cases where the Environmental Crimes Investigation Detail comes in contact with an illegal dumping in progress.
26. In cases where a vehicle is used in a dumping and the defendant is the owner, a V.I.P. package will be prepared. If the defendant is not the owner, a regular tow will be done.

If there are any questions regarding issues of environmental crimes, contact the State Attorney Office Environmental Crimes Unit who would forward the investigator to the on-call State Attorney or Chief Prosecutor.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL
STANDARD OPERATING PROCEDURES
CASE FILES

S.O.P. 5

SUBJECT: Case files

PURPOSE: To outline the procedures for storing case files.

SCOPE: To set forth effective procedures for the filing and storing of all case files.

I. Case files are made on all assigned cases. Electronic filing is the preferred filing method, if applicable. When completed, they are placed in the detail files in chronological order according to case number. When applicable, case files will include the following reports:

- A. Summary sheet, in duplicate
- B. Witness and evidence lists, if the case is complex
- C. Incident Report

K.K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/2019

Effective Date



**STANDARD OPERATING PROCEDURES: ENVIRONMENTAL CRIMES
CRIMINAL INVESTIGATIONS PROCEDURES**

(Continuation)

- D. Arrest Report
- E. Supplementary Reports
- F. Copy of Affidavit(s)
- G. Copy of the Trial Memorandum
- H. Warrant request
- I. Notice of Constitutional Rights
- J. Crime Scene Search Report
- K. Laboratory Reports
- L. Evidence receipt(s)
- M. Sworn statement of victim and witnesses, signed
- N. Sworn statement of offender, signed
- O. Photographs and Notes
- P. Video footage
- Q. Recorded statements

II. It is the responsibility of the case investigator to see that the State Attorney's Office has a copy of the entire case file. Case files will be made on any case requested by the State Attorney's Office.

III. Case files and all records therein will be maintained and secured within the Detail's office. Closed cases will be stored at a secure centralized location.

IV. Cases will be purged according to State of Florida Records Retention Laws.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ENVIRONMENTAL CRIMES DETAIL

STANDARD OPERATING PROCEDURES

CRIMINAL INVESTIGATIONS PROCEDURES

S.O.P. 6

SUBJECT: Criminal investigations procedures

PURPOSE: To establish guidelines for handling criminal investigations.

SCOPE: This S.O.P. is for the purpose of instructing officers assigned to the Environmental Crimes Investigation Detail on the proper procedures for conducting criminal investigations.

I. New investigators will be required to attend an Interviews & Interrogations training class at the earliest available date.

II. Information Development

The original report constitutes the basic source of information received by the investigator. All reports shall be reviewed by the Supervisor of the Detail to discover any valuable criminal intelligence, such as emerging crime patterns or modus operandi. Other sources which shall be utilized to develop investigative information including, but not limited to:

J. K. Baker #0232

Lieutenant Katherine Baker
Commander
General Investigations Unit

4/25/19

Effective Date



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- A. Area canvass/public interviews
 - B. Criminal Intelligence Bulletins
 - C. Crimestopper Tips
 - D. Seminars and meetings with other agencies
 - E. Uniformed police officers
 - F. Media
 - G. Confidential Informants
 - H. Bulletin
 - I. Crime Analysis System
- III. Interviews and Interrogations:
- A. Statements shall be obtained in a constitutionally correct manner to preclude inadmissibility due to insufficient warning. In every instance where warnings are applicable, the full warning shall be read from a prepared text and, if practicable, signed by the suspect.
 - B. If circumstances necessitate that constitutional warning be given verbally, the investigator shall note time, date and location where the rights were given and included this information in the appropriate case report.
 - C. When confessions are recorded:
 - 1. An introduction shall be given by the investigator stating date, time, location, and case number.
 - 2. Inform the subject or witness that the statement is being recorded and have it acknowledged on tape.
 - 3. Constitutional rights shall be read by the investigator.
 - 4. The subject shall be asked to identify him/herself stating name, residence address, phone number, date of birth, and place of employment.

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D. When witness statements are tape recorded, they shall include all of the above basic information, except the reading of the constitutional rights.

IV. Collection of Physical Evidence:

- A. All evidence collected shall be obtained in a constitutionally correct manner.
- B. Collected evidence shall be properly described and identified on a property receipt form with the chain of custody documented.
- C. All property and/or evidence shall be turned in to the Property Unit prior to the end of the tour of duty.

V. Criminal Background Investigations:

- A. Investigators frequently conduct criminal and background investigations that relate to criminal activity, vice related offenses and/or the licensing of businesses.
- B. An employee shall not participate in an unassigned investigation, regardless of source, which is unusual, protracted, or not in the employee's normal course of duties without approval of a supervisor in his/her chain of command. Such approval shall be requested in advance and in writing when possible, or at the earliest practicable time after initiation of the investigation.
- C. The Lieutenant determines whether criminal activity is involved and if evident, the extent of such activity.
- D. Sources of information:
 - 1. Police reports, warrants and citation/summons
 - 2. National Crime Information Center/ Florida Crime Information Center computer systems
 - 3. Federal agencies such as the Federal Bureau of Investigations, Drug Enforcement Administration, Department of Treasury, and the Environmental Protection Agency
 - 4. State agencies such as the Florida Department of Law Enforcement, State Comptroller, Attorney General and Secretary of State Office
 - 5. Local Law Enforcement Agencies

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6. Private organizations such as the National Insurance Crime Bureau, credit card and banking institutions, insurance companies, local chapters of the American Society of Industrial Security, and local licensing bureaus.
7. Public records
8. Public utilities
9. Crime Analysis systems

E. Information for an investigation may be obtained from the following:

1. Booking photographs: This file contains photographs of arrested persons to which a police identification number has been assigned and is maintained by the Miami-Dade Police Department (MDPD). Officers who request copies of photographs shall furnish the following:
 - a. Subject's name
 - b. Miami-Dade County Jail Number and Criminal Identification Number
 - c. Physical description data
 - d. Number of photographs desired
 - e. Requester's name, station, or section of assignment and the telephone number
 - f. Method of pick up (personal, email or mail).

Photographs in the file may be used for construction of a photograph line-up to be viewed by crime witness/victims.

2. Criminal History Files: Criminal History Files consist of arrest records of subjects booked at Miami-Dade County correctional facilities. A file is maintained on each person arrested. Information may be obtained by providing the subject's name, race, sex, and date of birth or approximate age. Officers may obtain copies of a Miami-Dade County jail booking record or Complaint/Arrest Affidavit. Copies of the Federal Bureau of Investigations Record may also be obtained.
3. Nickname or Street Name File: This file contains nicknames and street names of subjects that have come to the attention of the department. Information may be retrieved from the CARE computer system.
4. Photographs from Driver License Files:

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Photograph from Driver and Vehicle Information Database (DAVID) may be obtained through computer access.

F. Disposition of Information:

1. The investigation may have as its goal an arrest, the filing of charges with the State Attorney's Office or U.S. Attorney's Office, or the development of intelligence information.
2. Information collected will be reviewed periodically by the lead investigator and the Unit Supervisor and discussed with the State Attorney's Office. A decision will be made regarding the continuation and direction of the investigation.
3. The purging of criminal and intelligence information will be done in compliance with the department's schedule of retention, pursuant to Florida Statutes.

G. Surveillance:

1. Investigators shall not violate the right to privacy, or other constitutional rights, of an individual while conducting a surveillance.
2. A complex or long-term surveillance requires the approval of the appropriate investigative Unit Supervisor, while legal authorization may be required for an electronic surveillance.