

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION
STANDARD OPERATING PROCEDURES
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CRIMINAL INVESTIGATIONS DIVISION



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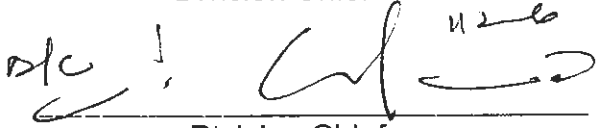
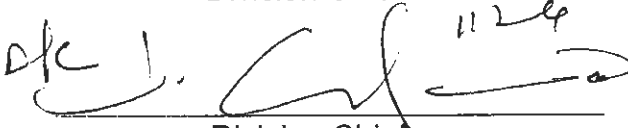


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CRIMINAL INVESTIGATIONS DIVISION

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ENDORSEMENT SHEET

First Quarter Inspection:	<i>DJC</i>  ¹¹²⁴	<u>1/9/17</u> Date
Second Quarter Inspection:	<i>DJC</i>  ¹¹²⁶	<u>4/17/17</u> Date
Third Quarter Inspection:	<i>DJC</i>  ¹¹²⁴	<u>8/16/17</u> Date
Fourth Quarter Inspection:	_____	_____
Annual Inspection:	_____	_____



City of Miami



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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, CRIMINAL INVESTIGATIONS DIVISION

These procedures are established to provide guidelines for the cooperation and management of the Criminal Investigations Division, City of Miami Police Department.

Procedures incorporated in the Standard Operating Procedures are not meant to supersede, but will supplement published Departmental Orders or Administrative Directives.

Personnel assigned to the Criminal Investigations Division are required to read and abide by the procedures as set forth by the undersigned.

Each Section of the Criminal Investigations Division has a separate SOP manual for procedures that are unique to their section.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8-15-17
Effective Date



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CRIMINAL INVESTIGATIONS DIVISION

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DUTY HOURS AND DRESS

I. DUTY HOURS

- A. The duty hours for the day shift are 0700 to 1700 hours. The duty hours for afternoon shift are 1500 to 0100 hours. The duty hours for midnight shift are 2100 to 0700 hours (if applicable).
- B. A duty roster or "P" Sheet is made on the first of each month listing the hours of work assigned to an investigator, his/her days off and his/her call number.
- C. Due to the nature of the Investigations Division work, the above duty hours are flexible and are always subject to change.

Jorge Colina
Assistant Chief
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80.15.17

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DUTY HOURS AND DRESS

(Continuation)

II. DRESS

- A. All personnel in the Division wear civilian clothes; all will have either uniforms or coveralls available for emergency field use.
- B. All personnel will conform to the appearance code outlined in the Departmental Orders for plainclothes assignments. Exceptions to this will be the nature of work that is involved.
- C. Clothing will be commensurate with the type of work to be completed during working hours.

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CRIMINAL INVESTIGATIONS DIVISION

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DUTIES AND RESPONSIBILITIES OF MEMBERS

I. It is the responsibility of the Criminal Investigations Division Chief to provide leadership and direction. He/she will ensure that maximum effectiveness is achieved in the accomplishment of the Division's mission. His/her specific functions are as follows:

A. Responsibilities of Investigations Commanders:

1. The Commanding Officers will maintain an environment that encourages the development of motivation and competence in their subordinates.
2. The Commanding Officers are responsible for the development, implementation and ongoing evaluation of administrative, operational and controls procedures that facilitate compliance with Departmental Policy.
3. The Investigations Unit Commanding Officers will be advised and respond to all major scenes (i.e. politically sensitive cases, cases of major interest to the community and news media and cases where allegations have been leveled against police personnel).

Jorge Colina
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Criminal Investigations Division

8.15.17

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

4. The Commanding Officers are responsible for the overall direction of the investigative process.
5. The Commanding Officers will continually evaluate the performance of his/her immediate subordinates.
6. The on-going evaluation and control of overtime expenditures is the direct responsibility of the Investigations Division Commanding Officers.
7. Commanding Officers will be familiar with Civil Service Rules and Regulations; in particular, Rules 9, 13, 14 and 15.
8. Be familiar with the Police Department Rules and Regulations.
9. Be familiar with the Miami Police Department's Departmental Orders.
10. Be familiar with the Section level S.O.P.'s.
11. Be responsible for creating and animating respective unit S.O.P.'s.
12. Be responsible for maintaining unit level S.O.P.'s.
13. Contribute to the efficient and effective obtainment of the section objective, especially those pertaining to the individual unit of assignment.
14. Properly maintain monthly work schedules and daily "P" sheets.
15. Properly schedule holiday staffing.
16. Properly schedule and maintain vacation schedules for the respective unit.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

17. Ensure the proper maintenance of notebook.
 18. Ensure the proper completion and submission of departmental annual Performance Evaluations.
 19. Ensure the proper completion of the Monthly Activity Report.
 20. Ensure the proper control and reporting of overtime.
 21. Ensure the proper reporting of unit level weekly activities.
 22. Ensure the proper briefing of important affairs on a daily or weekly basis as needed by the Division Chief.
 23. Ensure the proper utilization of section assigned vehicles.
 24. Ensure that reports or documents are prepared in a timely fashion.
- B. Notification of the Section Commander will be made, while on or off duty:
1. Whenever a departmental report is generated involving an Investigations Division command level officer (lieutenant or above). These reports include Response to Resistance, Discharge of Firearms, Vehicle Accident, etc.
 2. Whenever an Investigations Division member is admitted into a hospital, for any reason, while on duty.
 3. Any other time, on or off duty, when a Investigations Division member desires the assistance of a command level officer to deal with a professional or personal issue.
 4. Regarding all major scenes (i.e. politically sensitive cases, cases of major interest to the community and news media).

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- II. The Investigations Division Supervisors are responsible for guiding, directing and reviewing the activities of personnel assigned to their respective shifts. They will ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedure, applicable law and lawful orders of superior officers.
 - A. Duties and Responsibilities of Criminal Investigations Division supervisors:
 - 1. The supervisor is responsible for the work product of his shift, including the correction of spelling and grammar, completion of worksheets, press releases, 301's supplementary reports and special bulletins.
 - 2. The supervisor will ultimately be responsible for the work product of his squad. On crime scenes, the supervisor will maintain a leadership role and coordinate the activities of their investigators and support personnel. The supervisor will be responsible for informing the Unit Commander of all major cases and crimes of interest; however, this will not negate their primary role.
 - 3. In addition to their primary supervisory duties, the supervisor will perform such administrative tasks as the Unit Commander deems necessary.
 - 4. Supervisor's notebook: This will be maintained on all personnel assigned to the supervisor's team. This notebook will be available for periodic review by the Unit Commander.
 - 5. Supervisor's Premier ONE: This provides a procedure 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.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- a. Each supervisor will maintain a case assignment log sheet for each one of their team members.
 - b. List only assigned cases.
 - c. Include case number, victim, and type of cases as indicated.
 - d. Enter "Date Assigned" for each case at the same date and time assignments are made.
 - e. Enter "Date Supplemented" on the date that the completed supplementary report is received and reviewed by the team supervisor.
 - f. It will be the supervisor's responsibility to maintain and condense log pages as necessary.
6. Supervisors will be responsible for submitting statistical information for monthly and weekly reports.
 7. Supervisors will be required to attend regularly scheduled unit meetings and be prepared to discuss current open and ongoing investigations.
 8. Each supervisor will be required to actively work with the State Attorney's Office, Public Defender's Office and other concerned agencies and individuals in order to eliminate unnecessary court appearances for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court related appearances during on duty hours.
 9. Supervisors should become cognizant of their investigators' court related appearances with the intended purpose of securing successful prosecutions. Contact should be made

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

with the State Attorney's Office to receive feedback on investigators' case preparation. If a prosecution is not successful due to an investigator's work product, supervisors will be responsible for taking actions to eliminate further case preparation problems. This may take the form of closer supervision or additional training.

10. In addition to providing assigned investigators with guidance and routine supervision, unit supervisor duties shall also include, but are not limited to the following:
 - a. Be familiar with the City of Miami Rules and Regulations.
 - b. Be familiar with City of Miami Police Departmental Orders.
 - c. Be familiar with the Criminal Investigations Division S.O.P. requirements.
 1. Contribute to the efficient and effective means of achieving Division objectives.
 2. Generate required Investigations Unit reports to include, but not limited to the following:
 - a. Weekly Activity Report
 - b. Monthly Work Schedule
 - c. Quarterly Vehicle C.A.L.E.A. Inspection Report
 - d. Annual Vacation Reports
 3. Ensure that daily work schedules, "P" Sheets, are signed and distributed on a timely basis.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

4. Ensure annual evaluations and, where applicable, probationary reports are completed and submitted each month.
5. When appropriate, submit the necessary documentation to nominate members of the unit for the Officer of the Month Award.
6. Ensure that personnel under his/her supervision monitor their radios and are available to assist other units in matters pertaining to the Criminal Investigations Division.
7. Respond to major crime scenes to assist their personnel in the investigations and to provide proper guidance.
8. Ensure all reports generated and information submitted by investigators are reviewed and approved by the respective unit supervisor or his/her designee prior to submission through channels.

These reports and information will include, but will not be restricted to, worksheets, reports of investigation, supplemental reports, reports of long distance telephone calls made, information to be submitted for daily bulletins, etc.

The intent of this SOP is to ensure that the shift supervisor is aware of what his/her respective investigators are doing and to review these areas for quality, accuracy, and any possible adverse consequences. Supervisors are required to correct any deficiencies when identified.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

B. Criminal Investigations Division Supervisors will be expected to respond to the following scenes:

1. At the request of any Criminal Investigations Division investigator who needs assistance.
2. Any scene in which a Criminal Investigations Division investigator is injured or involved in an accident.
3. Any situation in which a Criminal Investigations Division investigator is required to generate a Response to Resistance Report or an investigator is involved in a shooting.
4. All scenes in which Criminal Investigations Division personnel are executing a search warrant.

III. The Criminal Investigations Division Investigators are responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State and Local Laws, Departmental Rules and Regulations, General Orders and Standard Operating Procedures.

A. Police investigators are responsible for performing, but not limited to, the following duties:

1. Responding to scenes of crimes when required and coordinating all aspects of criminal investigations with all support unit.
2. Coordinating the creation of inner and outer perimeters for crime scene preservation according to CIS directives.
3. Interviewing of witnesses, victims, etc.
4. Interviewing of suspects for the intended purpose of securing sworn confessions taken under Miranda warnings.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

5. Coordinate the identification and collection of physical evidence.
6. Maintain a complete and detailed notebook of daily activities in chronological order. Adequate notes taken by the investigator are vital in the completion of reports of investigation (301's) supplemental reports, notes for court presentations and the overall evaluation of the activities generated in an investigation, etc.
7. Prepare 301 reports on all cases where the investigator feels the severity of the crime warrants documentation. These 301's will be prepared prior to the investigator's completion of his/her tour of duty. The investigators will follow the proper format to ensure uniformity. (Refer to 301 Distribution SOP #9.)
8. Conduct neighborhood canvasses when appropriate.
9. Prepare proper photo line-ups and video line-ups as prescribed by statutes when appropriate.
10. Become proficient in the area of interrogation.
11. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.
12. Coordinate and conduct surveillances.
13. Become familiar with the capabilities and limitations of the polygraph.
14. Coordinate Wanted flyers for Departmental Bulletins.
15. Become familiar with telephone and U.S. Mail traces.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

16. Coordinate with Communications the release of BOLO information.
17. Cultivation and use of confidential informants.
18. Become familiar with procedures of the following internal and external resources:
 - a. Patrol Section
 - b. Identification Unit
 - c. Office of Professional Compliance
 - d. Virtual Policing Unit
 - e. National Auto Theft Bureau
 - f. Miami-Dade Lab
 - g. Emergency Room at J.M.H.
 - h. State Attorney's Office
 - i. U.S. Attorney's Office
 - j. F.B.I.
 - k. D.E.A.
 - l. Customs

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

19. Become proficient in taking sworn statements with tape recorders and through a stenographer.
 20. Become familiar with the automated Fingerprint Identification System (A.F.I.S.)
 21. Become versed with securing Unlawful Flight to Avoid Prosecution (U.F.A.P.) Warrants through the F.B.I.
 22. Answering the telephone.
 23. Ensure the C.A.L.E.A. Investigative checklist is within the case file.
- B. Police Investigators will be responsible for ascertaining if a suspect was incarcerated during times of the investigative incident. This shall be accomplished in the following manner.
1. Lead Investigator or designee will physically go to the Turner Gilford Knight Center Correctional Facility and obtain copies of all the prisoner's records.
 2. The date, time and person spoken to at the jail will be recorded in the following manner:
 - a. 301 Report placed in case file
 - b. Personal notebook
 - c. Supplementary Report
- IV. Responsibilities of Clerical Personnel
- A. Answering the telephone
1. The phone shall be answered "Investigations Unit, Ms. Name." Inquiries will be resolved or directed to the clerk, investigator, sergeant, or lieutenant, as the problem requires.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

2. When an investigator is not at their desk, a request will be made of the caller to leave their name and phone number so the investigator may call him/her back. If the person calling does not wish to leave a number and will call back, a message will be left on the investigator's desk.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

DETECTIVE BADGES

- I. It is the responsibility of each unit commander to ensure a proper manner on how a detective's badge is displayed. Prohibited Use: The Criminal Investigations Division badge will not be worn under any circumstances while in uniform.

Criminal Investigations Division Badges:

1. It is intended that this Standard Operating Procedure will apply to all detectives within the Criminal Investigations Division.
2. All detectives will wear their badge prominently displayed at all times while on duty but the following exemptions may apply with the express permission of the individual's supervisor or commander. The exemptions are:
 - a. Plain clothes officers undertaking operational duties away from police premises when those duties make it inappropriate to be identified as an officer;

Jorge Colina
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Criminal Investigations Division

8.15.17

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STANDARD OPERATING PROCEDURES: DETECTIVE BADGES
(CONTINUED)

- b. Detectives whose core role requires anonymity, other than when on police premises,
 - c. When situations arise that require detectives to exercise their judgment and remove the badge for the duration of a particular set of circumstances. As soon as practical, the badge will be displayed.
 - d. Undercover officers,
 - e. Any other circumstances expressly authorized and which are not covered above.
3. The Criminal Investigations Division Chief will issue a detective badge to authorized personnel assigned to the Criminal Investigations Division. No other person shall possess such a badge.
- a. Once a detective has a change of assignment to another division, he/she will return their assigned badge to the Section Commander.
 - b. Section Commanders will maintain an inventory of all assigned detective badges.
 - c. Section Commanders will advise of any changes in detective badge issuance to the Property Unit.
 - d. The Property Unit will also maintain an inventory of all assigned detective badges, and physical control of the any surplus badges.

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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: RADIO MONITORING PROCEDURES

PURPOSE: To maintain a uniform radio monitoring policy.

- SCOPE:
- I. All Investigators will adhere to the following radio procedures:
 - A. Monitor the appropriate working channels while on duty.
 - B. Check out of service on a "10" signal or other appropriate signal when not monitoring the radio.
 - C. Note times, signals and other important information in investigator's notebook or on the worksheet.

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8.15.11

Effective Date



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S.O.P. 2

SUBJECT: WORKSHEETS/NOTEBOOK

PURPOSE: To maintain a record of each investigator's daily activity.

- SCOPE:
- I. A detailed summary of all daily activity will be recorded in the following manner:
 - A. Each investigator will complete a daily CIS worksheet or maintain an investigator notebook noting their daily activity.
 - B. The worksheet or notebook will include the following daily activity of the investigator:
 - 1. Investigator's name, date, city vehicle number, mileage, etc.
 - 2. Duty hours.
 - 3. The time, location and brief summary of activity.

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10-12-17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2
(continuation)

4. All incident numbers of investigations.
5. All pertinent information in reference to an arrest.

C. Worksheet Flow

1. Worksheets will be turned in to the sergeant on a daily basis.

City of Miami



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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: DAILY "P" SHEETS

PURPOSE: To provide procedures for the preparation, distribution and filing of the daily attendance roster.

SCOPE: The "P" Sheet, or the daily attendance roster, shall reflect the daily status of all personnel. It will serve as a record of assignment as well as for dispatching purposes by the Communications Center.

- I. The Unit Secretary, utilizing a monthly master schedule, will prepare the daily "P" Sheets. Entries will be posted under the following categories.
 - A. Commanding officer on duty
 - B. Administrative personnel on duty
 - C. Personnel and supervisors on duty

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8.15.17

Effective Date



City of Miami¹



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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: VEHICLE USE AND EQUIPMENT

PURPOSE: To ensure proper use of assigned vehicle and equipment.

SCOPE: I. Parking in the Police Compound

Members of the Criminal Investigations Division are not to park civilian or police vehicles at the transfer point, nor park on the ramp leading to Prisoner Processing unless actually in the process of transporting a prisoner. No vehicle will be parked in the "on duty" parking slots more than one hour.

Should it be necessary to deliver a large number of items of evidence to the Property Unit, an on duty Patrol C.O. will be notified to obtain necessary permission for parking at transfer point.

II. Traffic Stops and High Speed Pursuit

DK
 *1124*

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8-15-17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 4
(continuation)

No Criminal Investigations Division vehicles will engage in the high speed pursuit of fleeing vehicles. Criminal Investigations Division vehicles will be governed by Departmental Rules and Regulations concerning traffic stops and high speed pursuits.

II. Vehicle Equipment

All Investigations Division vehicles will be equipped with the necessary tools and emergency equipment to assist in investigations.

The emergency equipment is to be used for routine investigative functions and vehicle inspections. The emergency equipment may be used for pulling over vehicles to inspect the vehicles' identification numbers and ownership documents when sufficient reason exists to warrant suspicion that the vehicle is stolen. All vehicle stops of this nature should be made with traffic and officer safety in mind.

Emergency equipment will not be used to engage in high speed pursuit of fleeing vehicles.

City of Miami



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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: MONTHLY ACTIVITY REPORTS

PURPOSE: To maintain a record of the number of monthly cases received, assigned and cleared.

SCOPE: A monthly activity report is due on the seventh working day of the month listing the activity of the detail.

- I. Detail cases received
 - A. Classification of cases
 - B. Number of cases received
 - C. Number of cases unfounded
 - D. Number of cases assigned

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STANDARD OPERATING PROCEDURES: S.O.P. 5
(continuation)

- E. Number of cases cleared
- F. Percentage of clearance

This report is a valuable tool for determining the workload of the unit, its performance, and identifying any deficiencies.

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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: SUBPOENAS

PURPOSE: To establish a procedure for the acceptance and distribution of subpoenas to members of the Division.

SCOPE: All subpoenas, both for Civil and Criminal court proceedings, and all court related matters.

I. Procedures for Acceptance of Subpoenas

A. Investigators' Responsibilities

1. Investigators will sign-on to the Miami-Dade County E-Notify Court System at the beginning of each workday and check for their subpoenas.
2. Investigators will resolve any late service of subpoenas or conflicts in scheduling by contacting the issuing authority and Court Liaison.

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Criminal Investigations Division

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STANDARD OPERATING PROCEDURES: S.O.P. 6
(continuation)

B. Supervisors' Responsibilities

1. The supervisor is the subpoena sergeant for his/her Detail.
2. The supervisor will ensure that each subordinate working that day checks the computer for his/her subpoenas.
3. The supervisor or a designee in his absence will also check the subpoena listing in the computer on a daily basis.
 - a. The supervisor or designee will ensure that the subordinate is notified of a subpoena prior to the reporting date.
 - b. If the subordinate cannot be contacted, the supervisor or designee is responsible for notifying the issuing authority and Court Liaison.

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S.O.P. 7

SUBJECT: COURT ATTENDANCE

PURPOSE: To eliminate the large amount of failure to appear for court and to ensure that the court liaison office is notified of any changes in court appearances.

SCOPE: I. Due to the frequency in which "Court Liaison Error" is cited as the reason for "Failure To Attend" court related appearances, the following measures will be adhered to:

A. Whenever a member of C.I.D. makes arrangements to reset a court related obligation, he/she will do the following:

1. Immediately notify the Court Liaison Unit.
2. Note the date, time, name and extension of Court Liaison member notified on his/her worksheet for that day.

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Criminal Investigations Division

8.12.17

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STANDARD OPERATING PROCEDURES: S.O.P. 7
(continuation)

- B. When a member receives a Court Liaison tickler indicating a missed court appearance and the tickler is in error, the member will submit a Communications Tape Request Form to the Communications Section. The form should identify the date, time and telephone line the conversation with Court Liaison personnel occurred. Obtaining this information enables the member to prove notification to Court Liaison was made.

- C. Failure to follow the prescribed procedures will eliminate "Court Liaison Error" as a valid excuse.

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STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: MEDIA RELATIONS

PURPOSE: To acquaint Criminal Investigations Division personnel with the current policy governing the Public Information Office.

SCOPE: The nature of the Investigations Division mission generates frequent contact with representatives of the media.

- I. Generally an open and frank relationship with the media is desirable. Care should be taken to release only information that is not prohibited by law, will not harm or embarrass innocent persons, and will not hamper the investigative effort.
 - A. Some specific information that would only be known to the perpetrator should always be held back to aid in subsequent interviews of suspects.
 - B. Some specific information which should not be released includes:

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Criminal Investigations Division

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STANDARD OPERATING PROCEDURES: S.O.P. 8
(Continuation)

1. References to informants and their personal info
2. Confessions
3. Names of Juvenile victims/suspects
4. Name, address or identifying characteristics (of victims of Sexual Battery)

II. Written Press Releases

- A. The press release form, R.F. #18, will be completed on any cases that are newsworthy.
- B. The press release should contain the following basic information:
 1. How police were alerted
 2. Date, time and location of incident
 3. Name, age and sex of victim (excluding Special Victims Unit incidents, i.e. child abuse, sexual battery)
 4. Offender's name, age and sex (unless offender is a juvenile)
 5. Charges against offender
 6. Case number

STANDARD OPERATING PROCEDURES S.O.P. 8
(Continuation)

7. A brief description of the incident. The expression of personal opinions and sentiments is not a professional response within the parameters of criminal investigations. The police Code of Ethics and Rules and Regulations call for maintaining the security of sensitive and confidential information obtained by official duty performance. Release of such information only serves to create embarrassment and unnecessary public exposure to victims, relatives and witnesses.

C. After supervisory approval, the following distribution is made:

1. Original to Public Information Office
2. Copy to Case File
3. Copy to Patrol Commander
4. Copy to Division Chief Press Release Board
5. Copy to Section Commander

On major crime scenes, a representative of the Public Information Office will generally be present to establish liaison with the media.

III. Press Conferences and Interviews by Appointment

A. In most cases, the Investigations Unit Commanding Officer or Section Commander will represent the department when the issue deals with trends of major cases.

STANDARD OPERATING PROCEDURES S.O.P. 8
(Continuation)

- B. The shift supervisor or lead investigator may be designated by the commander to deal with the press on specific cases.

IV. Public Information Office

- A. Requests from the media for interviews should be routed through the Public Information Office. Members of the media appearing at the station should be instructed to report to the Public Information Office.

City of Miami



DANIEL J. ALFONSO
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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: REPORTS OF INVESTIGATION – 301'S

PURPOSE: To provide a method for the reporting and documentation of investigative efforts.

- SCOPE:
- I. Reports of Investigation (301's) are intended to:
 - A. Update the commander, supervisors and investigators with the most current information in on-going investigations.
 - B. Provide a report of the progress of an investigation for documentation purposes.
 - C. Provide necessary information to complete the Supplementary Report.
 - D. Provide information in the Case File for review, as conditions require.

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Assistant Chief
Criminal Investigations Division

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STANDARD OPERATING PROCEDURES: S.O.P. 9
(Continuation)

II. When an investigator responds to a scene and assists, a 301 will be completed. The 301 will be reviewed by the respective supervisor and placed in the Commander's "Immediate Reading File" prior to the end of a tour of duty.

III. A 301 Report will be completed for any incident or regarding information of apparent interest or value to the unit.

IV. 301 Distribution

A. The original (white) is submitted to the Unit Commander for review. After review by the Lieutenant and Section Commander, it is placed in the case file.

B. A copy is placed on the 301 clipboard for unit members' review. This copy remains on the clipboard for 30 days and then is filed monthly for one year.

It is the responsibility of all Unit members to review the 301 Board daily.

C. A copy is kept by the investigator as a working copy.

V. Format for Initial 301 Report

A. Date/Time – Date and time incident occurred. If it has been an ongoing situation, list the time period in which that incident took place and list the last date it occurred.

B. Location – location of incident.

STANDARD OPERATING PROCEDURES: S.O.P. 9
(Continuation)

C. Victim

1. Race, ethnic background, sex (B/L/F, B/Jamaican, W/L/M, B/H/M, W/Am/F, etc.)
2. Name
3. Date of birth or age
4. Address and phone number

D. Offender

1. Race, ethnic background, sex
2. Name or nicknames of offender(s) or suspect(s)
3. Date of birth or approximate age
4. Home address or business address, location frequented if address is not known, phone number
5. Height, weight
6. If at large, clothing description or distinguishing features
7. Relationship to victim

E. Witness

1. Race, ethnic background, sex
2. Name
3. Date of birth or age
4. Address/phone number

STANDARD OPERATING PROCEDURES: S.O.P. 9
(Continuation)

- F. Vehicle – Offender’s vehicle description
 - 1. Approximate year and make, if known
 - 2. Tag number
 - 3. Color of vehicle
 - 4. Any distinguishing features
- G. Weapon – Make, Caliber
 - 1. Description, if not recovered
- H. Narrative – Self Explanatory

Include in the narrative if the case involves personnel from another department or institution. Also, include any other important notifications such as Internal Affairs.

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STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: SUPPLEMENTARY REPORTS


PURPOSE: To provide a method for the recording of investigative efforts.

SCOPE: The completed supplementary report provides a summary of the investigation. All assigned cases require the preparation and submission of a supplementary report.

The following guidelines will assist in the proper preparation of the supplementary report.

I. First Supplementary Report

The first supplementary report of any investigation shall be completed within thirty days of the case being assigned.

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STANDARD OPERATING PROCEDURES: S.O.P. 10

(Continuation)

- II. Supervisors are responsible for ensuring that cases are reviewed to determine their status, and that supplementary reports are submitted according to the guidelines of this SOP.
- III. All supplementary reports will be completed in Premier ONE and will include the following applicable information:
 - A. Supplementary Report Number
 1. First supplementary report, second supplementary report, etc.
 - B. Classification (Original Offense/Incident)
 1. Type or write the same classification or "remains the same" as on original report.
 2. Classification changed from _____ to _____. This is in the event the classification is changed.
 - C. Status (what is the current status of investigatory efforts).
 1. Case cleared by arrest of offender. (CBA)
 - a. List name, DOB, address, phone number, charge and date of arrest. Note if there are other offenders.
 2. Cleared by E.C.A.
 - a. Meet ECA requirements. (see SOP 11, #11)
 - b. List name, DOB, address, phone number, height and weight.

STANDARD OPERATING PROCEDURES: S.O.P. 10
(Continuation)

3. Case WISS

- a. Investigation complete
- b. Warrant obtained
- c. Case remains open, pending arrest of offender. Explain details in narrative.

4. Case unfounded. (UNF)

- a. A crime did not occur
- b. Allegations are of a civil nature
- c. Crime occurred outside our jurisdiction.

5. Case filed N.F.I.

- a. All investigatory leads have been exhausted and the investigation has reached a dead end. Explain details in narrative.

D. Victim

1. Name, DOB, address, telephone and any other information available. (Ex: business information, parents, etc.)

E. Offender

1. Name, DOB, address, social security number, telephone number, warrant number, date of arrest and charges. Include all information available.

F. Weapon

1. Gun, serial number – knife, description. Include all information available.

STANDARD OPERATING PROCEDURES: S.O.P. 10
(Continuation)

G. Vehicle

1. Victims or offenders, if used in crime.

H. M.O.

I. Witness List

1. Name, IBM, Reporting Officer, MPD Patrol
2. Name, IBM, Arresting Officer, MPD Patrol
3. Name, IBM, Investigations Unit, Lead Investigator.
4. Detective _____, IBM, MPD, IU, assisted with investigation.
5. I.D. Technician
6. Doctors (Fire Rescue Squad)
7. Civilian Witness – Name, address, age, business address, what they did or saw

J. Evidence

1. Examples
 - a. Photographs
 - b. Gun, knife (describe)
 - c. Specimens from J.M.H.

K. Scene

1. Examples

STANDARD OPERATING PROCEDURES: S.O.P. 10
(Continuation)

- a. Single family home located at 601 N.W. 2 Street.
- b. Open field behind 1300 N.E. 2 Avenue.
- c. Room #6 in the rooming house located at 1200 N.W. 2 Avenue.

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CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: CRITERIA FOR CLEARING CASES

PURPOSE: To ensure uniform reporting, the following will be regulations used to determine the classification of cases closed.

SCOPE: I. Cases Cleared by Arrest (CBA)

A. For crime reporting purposes, an offense is "Cleared by Arrest" or solved when at least one (1) person is:

1. Arrested and,
2. Charged with the commission of the offense or a lesser related charge.

B. A clearance by arrest can be taken when the offender is a person under 18 and he/she is cited to appear in juvenile court or before other juvenile authorities.

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STANDARD OPERATING PROCEDURES: S.O.P. 11
(Continuation)

This clearance can be taken even though no actual physical arrest was made. Keep in mind that it is the number of offenses cleared and not the number of persons arrested that is counted. It makes no difference how many persons are arrested. There can be no more offenses cleared in one month than the number of offenses that occurred, unless you are recording clearances for offenses which were reported in prior months. Several crimes may be cleared by the arrest of one person. A supplementary report is required when an arrest is made. The investigation is considered completed when a supplementary report is turned in.

II. Exceptional Clearances (ECA)

A. In certain situations, where everything possible has been done to clear a case and all the following questions can be answered affirmatively, then the case can be cleared as E.C.A.

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge and prosecution?
3. Do you know the exact location of the offender so that you could take him/her into custody now?
4. Is there some reason beyond police control that stops you from arresting, charging and prosecuting the offender?

STANDARD OPERATING PROCEDURES: S.O.P. 11
(Continuation)

B. Examples are as follows:

1. Suicide of the offender; (the person responsible is dead).
2. Double murder; (two persons kill each other).
3. Deathbed Confession; (the person responsible dies after making confession).
4. Offender killed by police or citizen.
5. Confession by the offender already in law enforcement custody or serving a sentence. (This actually is a variation of a true clearance by arrest. You would not "apprehend" the offender, but he/she would be prosecuted on a new charge.)
6. The victim refuses to cooperate in the prosecution. (This action alone does not unfound the offense. The answer must still be "yes" to the first questions under exceptional clearances concerning identify, information and location.)
7. Warrant is outstanding for felon but before being arrested the offender dies. (The method of death is irrelevant.)
8. Extradition denied.

NOTE: The recovery of property does not clear a case. Supplementary reports are required for all E.C.A.'s.

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STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: Obtaining Statements from Defendants

PURPOSE: To furnish basic guidelines to be used when taking statements from defendants.

SCOPE: To ensure the taking of a thorough, proper and complete statement in all Investigations Section cases.

- I. Orally advise the defendant of their Miranda Rights on the record so that their responses thereto may be recorded.
- II. "Let the record reflect" that you are submitting to the defendant a written Constitutional Rights Waiver Form and allow the defendant ample opportunity to read it over and ask any questions they may have regarding the form.
- III. Then, should the defendant agree to answer your questions, have them initial their response to each Constitutional Warning on the form and indicate that the defendant has reviewed and understands the form.

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STANDARD OPERATING PROCEDURES: S.O.P. 12
(Continuation)

Have the defendant verbally or orally acknowledge on the record that it is their signature on the bottom of the Constitutional Warning Form and they have agreed to answer your questions. Then you and any witnesses sign the form also.

- IV. Begin the interview by using the following format (can be modified as needed):
 - A. Name and address
 - B. On (date) were you arrested for the crime of (offense)?
 - C. On (date of offense) at approximately (time of offense) did you have occasion to be in the vicinity of (location of offense)?
 - D. Was anyone with you and if so, whom?
 - E. What occurred on this date, time and location? (At this point have the defendant describe in detail exactly what occurred, in narrative fashion, and elicit by further questioning all of the elements of the crime if the defendant is, in fact, confessing to the crime. Example: If the alleged crime is the burglary, elicit how entrance was obtained, what were his or her intentions, was there permission, and what, if anything, was taken or done while inside the structure or conveyance).
 - F. Determine if anyone else was involved in the crime or aided, abetted, encouraged, or solicited in the commission of the crime.
 - G. Ask the defendant if there is anything else he desires to state which would make his statement more truthful, complete or accurate in any way whatsoever.

STANDARD OPERATING PROCEDURES: S.O.P. 12
(Continuation)

- H. Ask the defendant if each and every response that he gave was given freely and voluntarily and without any threat or coercion.
- I. Determine where the property, tools or weapons are.
- V. When the basis of the statement is a specific crime or crimes, confine the questioning to these matters thereby deleting any irrelevant material which later may be deemed prejudicial.
- VI. Be sure to forward a copy of the statement to the Assistant State Attorney handling the case so that the statement can be made a part of the case file.
- VII. Take the statement at a reasonable hour if possible, and in as relaxed an atmosphere as possible in order to further assure the court that the interview was conducted pursuant to the defendant's Constitutional Rights.
- VIII. If you do not have a stenographer or court reporter available, audio and/or video record the interview and have it initialed and secured in the case file.

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STANDARD OPERATING PROCEDURES

S.O.P. 14

SUBJECT: LINEUPS AND PHOTOS IDENTIFICATION

PURPOSE: To provide assigned Investigations Division personnel with guidelines concerning the preparation and use of photographic lineups.

SCOPE: I. Introduction

The identification of a person involved in a criminal offense is a crucial stage of the investigative process. The procedures utilized have a profound effect on the outcome of a prosecution.

A. The purpose of viewing photos is twofold.

1. To establish innocence of an accused or suspected person.

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2. To establish implication of a person involved in a crime.

II. Photo Lineups

- A. Photo lineups should be prepared within legal guidelines to be able to withstand strong cross examination.

1. Many criminologists maintain that eye witness identifications are very unreliable. It is incumbent upon the investigator to ensure that photo line-ups are properly prepared, displayed and preserved.
2. During cold investigations which constitute the greater part of our assignments, corroborative physical evidence is scarce. Thus, eye witness identification is sought generally through the use of photographs.

- B. When testifying, whether it is at a deposition or a trial, the investigator must be prepared to accurately describe the method used to gain the identification in the exact manner in which it was obtained.

1. Keep in mind that any variation or conflict in testimony between the investigator and the witnesses will be scrutinized. The investigator has to be aware that all testimony under oath must be truthful and accurate, lest it be viewed as perjury.

- C. Use of photographs for identification purposes.

STANDARD OPERATING PROCEDURES: S.O.P. 14
(Continuation)

1. The use of photographs for identification purposes prior to an arrest is permissible provided the suspect's photograph is grouped with at least five (5) other photographs of subjects of the same general description.
2. When police or jail photos (Mug Shots) are used, the area of the picture showing the sign bearing the name of the institution, date, photo number, etc., should be obscured with masking tape or other nontransparent tape so that every photo in the group is of uniform appearance.
3. If possible, all photographs shown to the witness should be preserved so that the exact group of photographs from which the identification was made can be presented in court. If actual preservation of the photos is not possible, adequate records should be kept. If practical, a photograph of the photo layout should be taken.
4. Each witness should view the photographs independently, out of the presence of other witnesses.
5. Photographs will be properly signed by the identifier indicating the date and time identification was made. The folder containing the six (6) photographs used in identifying the offender, shall become a permanent part of the case file, and will be submitted along with supplementary reports pertaining to the case for supervisory review and concurrence. It shall be incumbent upon the Investigations Division supervisor to ensure that the above described guidelines are strictly followed.

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STANDARD OPERATING PROCEDURES

S.O.P. 15

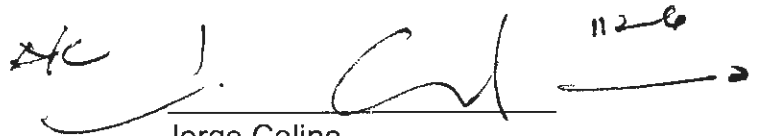
SUBJECT: CASE FILES

PURPOSE: To outline the procedures for storing case files.

SCOPE: To set forth procedures for storing case files.

- I. Case files are prepared on all cases assigned for investigation. When completed, they are placed in the corresponding file for that year in numerical order. They are not to be removed from the office except when taken to court or to a deposition.

When applicable, a case file will include the following reports:

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- A. Offense Report
 - B. 301's
 - C. Arrest Report
 - D. Property Receipts
 - E. Supplementary Reports
 - F. Affidavits/Recorded Statements From Witnesses
 - G. Photo Lineups
 - H. Constitutional Rights Form
 - I. Offender's Statement
 - J. Photographs
 - K. Crime Scene Reports
 - L. Laboratory Reports
 - M. Notes
 - N. CD or DVD
 - O. Transcripts of Confessions/Interviews
 - P. Any other information relevant to the investigation
- II. It is the responsibility of the lead investigator to provide the State Attorney's Office with copies of any reports or other documents requested.

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STANDARD OPERATING PROCEDURES

S.O.P. 16

SUBJECT: PROCEDURE FOR CONDUCTING A STAKEOUT

SCOPE: To describe the necessary requirements for conducting a stakeout by Investigations Division personnel.

When information is obtained by an investigator that is indicative of a violation of law (felony) occurring at a probable time and location, the circumstances of which may necessitate that a surveillance or "stakeout" be conducted, the following procedures shall be followed:

I. Procedures

- A. The investigator will notify their supervisor of the need to conduct a stakeout. The supervisor will contact the commander of the Investigations Division and request the assistance of a Tactical Detail.

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(Continuation)

1. The stakeout will be conducted in accordance with the Investigations Division S.O.P.'s.
 2. Should the Tactical Detail not be available to assist, the stakeout will be conducted in the following manner.
- B. The investigator will obtain all possible information concerning the anticipated incident, including but not limited to: type of crime, location time, method, number of offenders (names if known and criminal history), description (including clothing, tattoos, identifying characteristics, etc.), vehicles, routes of ingress and egress, etc.
- C. This information will be presented to the appropriate supervisor who will ascertain whether a "stakeout" is warranted.
1. If affirmative, a tentative plan of surveillance will be formulated by the investigator and supervisor. Each possible action by the suspect(s) should be considered at this meeting and a contingency plan developed.
 2. This plan, along with contingencies, will be presented to the commanding officer for approval prior to implementation.
 - a. Should the Unit Commander be unavailable for plan approval, the Section Commander will be contacted. If the Unit or Section Commander is unavailable, then an available CIS Unit Commander shall be consulted for plan approval.

STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

- b. The Commander approving the plan will consider notification of units such as Patrol Commander, SWAT, Traffic, PIO, etc.
- D. The use of information provided by informants is frequently utilized in stakeout situations. It is therefore incumbent upon the approving Commander to consider this information and evaluate it carefully.
 - 1. Reliability, motivation, involvement, and entrapment are but a few of the necessary considerations.
 - 2. Informant participation shall be avoided if at all possible. However, if the situation is unavoidable, an Assistant State Attorney will be consulted and their instructions taken under advisement.
- E. Review and approval of all stakeout situations must be obtained prior to implementation as indicated above.
- F. All stakeouts conducted will be recorded on a 301 Report and reflected in the case supplementary report.

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STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: ASSISTANT STATE ATTORNEY (24 HOUR DUTY ASSIGNMENTS)

PURPOSE: To establish guidelines for contacting Assistant State Attorneys when assistance is needed.

- SCOPE:
- I. On-Duty State Attorney
 - A. The State Attorney's Office has an on-call Assistant State Attorney to provide assistance with search warrants.
 - B. During normal office hours (Monday-Friday, 0800-1700), investigators needing advice can call the front desk of the State Attorney's Office at (305) 547-0100.
 - C. The Homicide Unit has a duty roster of all on-call Assistant State Attorney's with their phone numbers for after-hours assistance.

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STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: REDUCING CHARGES OR PLEA BARGAINING

PURPOSE: To keep an accurate record of the original charges filed and the charges of conviction.

SCOPE: Whenever an investigator is consulted by an Assistant State Attorney in reference to reducing charges filed to a lesser offense or when certain charges are dropped in exchange for guilty pleas, the investigator shall document such information on a memorandum to file with the following information.

- I. Name of Defendant
- II. City Case Number
- II. Original Charges Filed
- III. Charge Upon Conviction
- IV. Assistant State Attorney

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(Continuation)

V. Defense Counsel

VI. Comments

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STANDARD OPERATING PROCEDURES

S.O.P. 19

SUBJECT: SEARCH WARRANTS

PURPOSE: To provide general guidelines concerning Search Warrants.

SCOPE: To set forth procedures for obtaining and executing Search Warrants.

I. Obtaining Search Warrants

- A. Search Warrants will be obtained after consulting the State Attorney's Office to determine if there is probable cause.
- B. Investigations Division supervisors will direct the investigation and have personal knowledge of the factual information constituting the probable cause of Warrant Affidavits.

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(Continuation)

- C. Investigations Division supervisors will personally verify and identify the locations in the Warrant Affidavit.
- D. Investigations Division supervisors will personally review Warrant Affidavits and signed Warrants to ensure that all information is correct.

II. Search Warrant Briefings

- A. The lead investigator (usually the affiant of the warrant) and his/her supervisor will completely brief the Detail and Unit or Section Commander prior to serving the Warrant.
- B. The briefing will include all information on the crimes committed, the persons involved, the location(s) being searched, and the property, evidence, or contraband to be seized.
- C. The briefing will cover a layout of the location to be searched and a plan for execution of the Warrant.
- D. The Commander will review the Warrant and supporting documents to completely familiarize him/herself with the case.

III. Execution of Search Warrants

- A. All search warrants obtained by Investigations Division personnel will require the presence of a unit sergeant or above during the execution of the warrant.

STANDARD OPERATING PROCEDURS: S.O.P. 19

(Continuation)

1. SWAT will be utilized to assist in the operation, when necessary.
2. The SWAT Commander will be notified as far in advance as possible that SWAT will be needed for this purpose.
3. CIS Commanders may waive the SWAT requirements by assuming responsibility for proper accomplishment of the mission.
4. The on-duty Patrol Commander will be notified that CIS will service a Search Warrant.
5. It will not be necessary to advise patrol officers of the location of the target until the briefing.
6. Communications (Complaint Sergeant) will be advised immediately after the execution of a search warrant.
7. If a search warrant is to be executed outside the Miami Police Department's jurisdiction, the appropriate Police Department will be notified.

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S.O.P. 20

SUBJECT: GRANTING TIME OFF

PURPOSE: To provide guidelines on granting time off.

SCOPE: Regular duty and court overtime.

I. Non Sworn Personnel

A. A Sergeant will approve/disapprove time off (E/O, V, I, IF, etc.) for all clerical personnel.

B. Once time has been approved, the Sergeant will make the appropriate notation on the "P" Sheet and place his/her initials next to the notation.

II. Sworn Personnel

A. The respective Detail Supervisor will approve/disapprove all time off (E/O, V, etc.) for his squad members and other Detail members except during an emergency.

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S.O.P. 21

SUBJECT: VACATIONS

AUTHORITY: Investigations Division personnel are granted vacations under guidelines set forth under the Departmental Orders.

PURPOSE: To outline procedures for scheduling vacation.

SCOPE: To develop an efficient program to schedule personnel for their earned vacations.

I. Consideration

- A. All employees are entitled to an annual vacation. Every effort will be made to satisfy the employee in his/her choice selection of vacation dates.
- B. Vacation periods are authorized after unit needs are analyzed. Considerations are:

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STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

1. Manpower shortages such as illness.
2. Late replacement of transferred personnel.
3. Disciplinary actions.
4. Other situations that affect the Unit's efficiency.

II. Policy

- A. Vacations may be taken during any month of the year.
- B. When practical, vacations shall start on the first of the month and terminate on the last day of the same month.
- C. The present level of staffing provides for 1/12 of assigned personnel to be allowed vacation during a given month.
- D. During June, July and August, vacation requests will not be allowed to exceed thirty days.
- E. All scheduling of vacations and schedule changes must be approved by the Unit Commander who, at his discretion, may deviate from the aforementioned policy in emergency or special situations.
- F. During the last week of December and the first week of January, no vacations will be scheduled without the authorization of the Assistant Chief of the Investigations Division.

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STANDARD OPERATING PROCEDURES

S.O.P. 22

SUBJECT: OVERTIME

PURPOSE: To provide guidelines for the authorization, documentation and utilization of overtime.

SCOPE: Regular duty and court overtime.

I. Regular Duty Overtime

There are two basic types of regular duty overtime utilized within the Investigations Division.

A. Extension of regular duty

Generally, overtime will be granted only to complete vital tasks that cannot wait until the next tour of duty. Overtime will be granted only to the lead investigator unless additional personnel are needed and only with prior approval of the Unit Commander or his/her designee.

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STANDARD OPERATING PROCEDURES: S.O.P. 22
(Continuation)

Examples of such tasks are as follows:

1. Completing interviews or sworn statements.
2. Obtaining and executing warrants when timely action is essential.
3. Securing evidence.
4. Completing essential paperwork, Arrest Reports, Initial Reports of Investigation (301).
5. Completing crime scene tasks such as area canvass, directing I.D. in scene processing, etc.

B. Recall to Duty

Personnel may be called in while off-duty for the following reasons:

1. To pursue new leads or vital tasks that cannot wait until the next tour of duty.
2. To interview arrestees that are willing to give statements on a case or provide valuable information on other cases.

The following guidelines will assist the supervisors in the proper utilization of overtime:

C. All Investigations Division Cases

1. The supervisor or senior investigator who leads the initial response to the incident will take the following action:
 - a. Evaluate all available information as quickly as possible and notify the Unit Commander or Criminal Investigations Section

STANDARD OPERATING PROCEDURES: S.O.P. 22
(Continuation)

Commander with facts of the investigations. Any expenditure of three (3) hours or less of "extended tour of duty" overtime will be at the discretion of the shift supervisor. It will be his/her responsibility to ensure that the overtime is needed.

- b. Any "Extended Tour of Duty" overtime in excess of three (3) hours, any "Recall to Duty" overtime or "E" Day overtime shall only be worked with the prior approval of the Unit Commander or higher authority.

- D. The following consideration will be made when making recommendations for granting overtime:
 - 1. Supervisors will be accountable to justify recommendations for granting overtime.
 - 2. Commanders will be accountable to justify decisions to grant overtime.
 - 3. Careful consideration of all factors will be made to authorize only needed overtime.
 - 4. Overtime will not be granted to do necessary casework that can wait to be done on regular scheduled duty time.
 - 5. There will be no change in regular hours which directly or indirectly result in overtime.
 - 6. There will be no scheduled training which directly or indirectly results in overtime unless prior approval is obtained from the Unit Commander.
 - 7. Scheduling of personnel will be done to provide the most personnel on duty during hours necessary for service to the public and to reduce overtime.

8. There will be no regular overtime granted on "E" days except at the express direction of a Unit Commander.
9. Assignment of major case overtime (to remain on duty or for call-in) will be done using the minimum necessary manpower.

II. Court Overtime

- A. All personnel will comply fully with all Departmental Orders relating to court procedures.
- B. Court appearances and depositions will not be rescheduled from on-duty hours to off-duty hours.
- C. When arrangements are made to meet with prosecutors or public defenders, every attempt is to be made to meet during the investigator's regular duty hours.
- D. It is the responsibility of the investigator to notify the Court Liaison Detail immediately of any change in a scheduled court-related appearance.
- E. Scheduled court-related appearances take precedence over schools, training, or any other activity. Investigators may attempt to reschedule depositions that conflict with important work activities.
- F. The Section Commander may amend this procedure at any time. Such amendment will determine the need to revise this written procedure or to accompany this procedure with a copy of the superseding order.
- G. Each member will be required to write on the back of the Court Attendance Report (overtime slip) that they attempted to change all pre-trial conferences and meetings with the State Attorney's Office to on-duty and explain why this could not be done.

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 23

SUBJECT: INFORMATION SECURITY

PURPOSE: To establish a policy concerning the dissemination of information pertaining to sensitive cases.

SCOPE: When investigating a crime where the contents of the case are “sensitive” in nature and there is a clear or perceived threat to the security of this information, the assigned investigator or his/her supervisor will place the case in a locked file cabinet. This cabinet will be kept in the Unit Commander’s Office and will be available from 0700-1700 hours and can be utilized by contacting the Unit Commander.

Jorge Colina
Assistant Chief
Criminal Investigations Division

Effective Date

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 24

SUBJECT: RECORDS RETENTION

PURPOSE: To establish procedures for the efficient and lawful retention of records, including storage and eventual destruction.

I. Functions

- A. Case files and records of all investigations conducted by the Investigations Division will be retained according to Florida Records Retention Laws.
- B. All Investigations Division Administrative Reports will be retained in the Unit's file cabinets or storage for three (3) fiscal years. If thereafter, the reports are superseded, obsolete or of no administrative value, they will be destroyed in accordance with Florida public records retention laws.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8-17-17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 24
(Continuation)

- C. Destruction of records will be performed in compliance with the State of Florida General Records Schedule for Law Enforcement Agencies, Florida Statute, Public Records Act, Chapters 118 and 257 and the Division of Library and Informational Services, Department of State's Manual which establishes schedules for retention of public records.

II. Requesting the Filming of Documents

- A. In order to maintain security of files, consistency of procedures and fairness in handling of unit needs, the following outlines the procedures which must be followed by all units requiring the microfilming of their records.
 - 1. Requests must be submitted in writing to the Records Unit Commander indicating what material requires filming and the approximate quantity.
 - 2. These requests will be kept on file by the Records Unit and filed in strict chronological order by date of request.

III. Preparation of Documents for Filming

- A. Records Unit can NOT be responsible for the preparation of documents for microfilming.
- B. Listed below are the absolute requirements for the preparation of documents.
 - 1. Where appropriate (e.g. in the case of files) the items should be placed in alphabetical, numerical or chronological order.

STANDARD OPERATING PROCEDURES: S.O.P. 24
(Continuation)

2. Within the files: Staples must be removed; blank sheets must be discarded; duplicate copies of documents must be discarded and the clearest copy retained for filming; documents must be grouped by type of paper-legal sheets together, cardboard documents together and regular sheets together.
3. Where there is an identifying document for a file (e.g. an application form in an applicant file) these should be placed on top.
4. A complete list should be prepared for all files being prepared for microfilming. This information provides security for the unit's files as well as acting as an index for future reference.

IV. Delivery of Files to Records

- A. Documents will be filmed in the exact order in which they are received.
- B. After the film has been developed, Records Unit will check the microfilm for quality of the product and clarity of the filming. Please note that where there is a poor original document, the microfilm copy will also be poor.
- C. When the film is completed, the film and original documents will be returned to the unit for disposal in accordance with established procedures.
- D. The microfilm clerk will request a signature from the unit as receipt for the film and original document.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 25

SUBJECT: THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT
ACCESS REQUIREMENTS

PURPOSE: To inform assigned Investigations Division personnel of provisions and restrictions that exist for personnel authorized to utilize FDLE and the NCIC Information System.

SCOPE: To establish a procedure for access to FCIC and NCIC Information System.

- I. In an effort to avoid civil and criminal sanctions against Investigations Division personnel, it is imperative that they review and become thoroughly familiar with the provisions and procedures applicable to those authorized to access these information systems. The FDLE and NCIC acquired information is only for official law enforcement use and dissemination of information acquired through these systems cannot be provided to the general public.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8.15.17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 25
(Continuation)

- A. FDLE is an agency of the State of Florida, established by Section 20.201 and Chapter 943.F.D. and invested with power and authority to establish interstate systems of fingerprint analysis and identification (Subsection 943.025(2), F.S.) and interstate systems of communication of vital statistics and information relating to crimes, criminals and criminal activity (Subsection 943.05 (2) (b), F.S.).
- B. FDLE receives criminal justice information system funding from the Law Enforcement Assistant Administration of the United States Department of Justice and is subject to and must, therefore, demand that the interstate users of its criminal history record services likewise adhere to federal regulations relating to dissemination of state criminal records and information derived thereof (Chapter 11C, F.A.C., Chapter 1, Title 28, Part 20B. C.F.R.).
- C. FDLE is authorized by law (Subsections 943.03(4) and 943.05 (2) (b), F.S.) to enter into agreements and become part of federal and interstate systems for the collection and exchange of criminal history records and other information relating to crimes, criminals, and criminal activity.
- D. FDLE is a participant in the National Crime Information Center (NCIC) of the Federal Bureau of Investigations, United States Department of Justice, and exchanges criminal history record information with the Federal Bureau of Investigations pursuant to the above stated statutes and subject to federal regulations (Chapter 1, Title 28, Part 20C, C.F.R.) and law (Sec. 201 of Pub. Law 92-544.86 stat. 115;28 U.S. C. 534). As such, FDLE must enforce

STANDARD OPERATING PROCEDURES: S.O.P. 25
(Continuation)

pertinent federal provisions relating to the collection, use, and dissemination of records and record information derived from the systems of the United States Department of Justice.

- II. The Miami Police Department is a duly authorized law enforcement or criminal justice agency within the State of Florida and desires the services of FDLE in order to carry out functions associated with criminal justice administration. FDLE is required and willing to provide such services as long as all applicable state and federal laws, rules and regulations are strictly complied with.

- III. FDLE AGREES TO:
 - A. Act as the central state repository, providing identification, record keeping, and exchange of criminal history record information services.

 - B. Provide the Miami Police Department with such state criminal history records and information for criminal justice purposes as may be contained in its systems and legally available to the Miami Police Department.

 - C. Act as an intermediary between the Miami Police Department and United States Department of Justice in securing, for the use and benefit of the Miami Police Department, such federal and multi-state criminal history records or information as may be available to the Miami Police Department under federal law regulations.

 - D. Upon request, assist the Miami Police Department in its staff orientation of the privacy and security requirements imposed by present and proposed state and federal laws, rules and regulations.

STANDARD OPERATING PROCEDURES: S.O.P. 25

(Continuation)

- E. Provide the Miami Police Department with an Identification Manual explaining appropriate procedures for completing fingerprint cards, disposition reports and otherwise, advising the Miami Police Department of services available.
- F. Provide state criminal history record check services for non-criminal justice purposes in accordance with provisions of Chapter 11C-6, F.A.C.

IV. The Miami Police Department AGREES TO:

- A. Submit to FDLE, for inclusion into criminal history records systems, criminal fingerprint cards on all felony, misdemeanor and comparable ordinance violation arrests.
- B. Establish a mechanism for the collection, submission and disposition of data on criminal arrests (pretrial dispositions, trials sentencing, confinement, parole and probation) to FDLE for inclusion into the centralized criminal history record information system, in accordance with rules of the FDLE (Rule 11C.06, F.A.C.).
- C. Provide security for criminal history record information and systems in accordance with applicable laws, rules and regulations and indoctrinate personnel who receive, handle or have access to criminal history record information.
- D. Screen all personnel who will have direct access to criminal history record information and reject for employment (or take appropriate disciplinary action against) such personnel who have violated or appear unwilling or incapable of abiding by the security

STANDARD OPERATING PROCEDURES: S.O.P. 25
(Continuation)

requirements established for the collection, storage, or dissemination of criminal history record information.

- D. Disseminate criminal history record information derived from federal records systems only to criminal justice agencies and only for criminal justice purposes. Criminal justice purposes include criminal justice employment screening.
- E. Except as provided for in paragraph K, disseminate criminal history record information derived from state records systems only to criminal justice agencies and only for criminal justice purposes. Otherwise, the Miami Police Department will direct requests to FDLE whenever state criminal history record information is sought for purposes such as licensing, permits, local or ordinance registration, non-criminal justice employment, and similar purposes.
- F. Query the Central State Repository (FCIC) prior to disseminating any criminal history record information to insure that the information is up-to-date. If time is critical, this requirement is excused.
- G. Maintain a record of any dissemination of state or federal criminal history record information. This record will reflect as a minimum: (1) date of release: (2) whom the information relates to: (3) whom the information was released to: (4) the State Identification (SID) and/or the FBI number(s) and (5) the purpose for which the information was requested.
- H. Provide access to dissemination records and assist in conducting prescribed audits.

STANDARD OPERATING PROCEDURES: S.O.P. 25

(Continuation)

- I. Establish policies and procedures governing the dissemination of information from the Miami Police Department's own original records to non-criminal justice individuals or agencies for purposes of licensing, permits, registration, employment, etc.
- J. Assist individuals and cooperate with the FDLE regarding requests for personal review or correction of an individual's own criminal history record.
- K. Defer to FDLE on any determination as to what purposes qualify for criminal justice versus noncriminal justice designation.

V. PENALTIES AND LIABILITIES

- A. Any non-compliance with terms of this agreement concerning the use or dissemination of criminal history record information may subject the Miami Police Department or Miami Police Department officers or employees to a fine not to exceed \$10,000 as provided for in the Department of Justice Regulations, Chapter 1, Title 28, Part 20, Subpart 20.24, D.F.R. and/or discontinuance of services as provided for by Department of Justice Regulations, Chapter 1, Title 28, Part 20, Subpart 20.38, C.F.R. Moreover, certain offenses against system security and the information contained therein are crimes under Chapter 815 Florida Statutes.

VI. PROVISIONS INCORPORATE

- A. The Miami Police Department shall be bound by applicable State and Federal regulations, and rules of this agreement both present and future laws and regulations unless applies to rules and protested to the FDLE in a time manner.

STANDARD OPERATING PROCEDURES: S.O.P. 25
(Continuation)

VII. TERMINATION

- A. Each party retains the right to discontinue service without cause by written notification, 45 days in advance. Each party may terminate this agreement for cause. FDLE reserves the right to discontinue service without notice if reasonably credible evidence exists that the Miami Police Department is violating this agreement or any pertinent state or federal law, regulation or rule.

- B. Moreover, cause shall also be deemed to exist if any term of this agreement is found to be invalid, if any change in the laws applicable to either party requires either party to curtail performances hereunder, or if a change in circumstances require either party to perform substantially more or less that was envisioned at the time this agreement was executed. Under such circumstances, the other party may terminate performance or demand renegotiation (under clause 12) upon written notice.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 26

SUBJECT: CIVIL DISTURBANCE RESPONSE

PURPOSE: To establish an orderly procedure for Criminal Investigations Division personnel to respond when a civil disturbance mobilization is necessary in accordance with the current Department Civil Disturbance Plan.

SCOPE: Upon being notified that a mobilization is necessary Investigations Division Commanders or Supervisors will begin notification of unit personnel in accordance with the current Department Mobilization Plan.

I. Procedures

- A. All Criminal Investigations Division personnel have been designated as "Alpha or Bravo" shifts.
- B. When a mobilization is necessary, Criminal Investigations Division personnel will respond in accordance with the Department Civil Disturbance Plan.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8-15-17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 26
(Continuation)

- II. All Investigations Division personnel are required to:
 - A. Keep a uniform or class "C" uniform (utility/training) available at all times.
 - B. Have their personal protection gear available.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 27

SUBJECT: PROCEDURE FOR EMERGENCY MOBILIZATION OF PERSONNEL IN THE EVENT OF THREAT OF PUBLIC SAFETY

PURPOSE: To outline the procedures for implementing emergency mobilization to provide whatever resources may be necessary to adequately support operationally mobilized personnel.

SCOPE: Alert Notification Procedures – The Criminal Investigations Division shall maintain updated emergency mobilization lists. These lists shall contain current addresses and phone numbers of all personnel assigned to the Unit. These lists are confidential in nature and shall not be posted or placed in any unsecured area.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8.15.17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 27
(Continuation)

The following procedures will be followed in the event that the City of Miami is affected by severe weather (windstorms, tornados, lightning, floods, etc.)

1. Emergency Mobilization Lists updated and submitted to the Commander of the Criminal Investigations Section.
2. Briefing on emergency with Section Commanders.
3. Contact and notify all assigned members.
4. Cancellation of "E," "V," "EO," "FH," time, etc.
5. Duty Assignment.
6. Secure equipment needs.
7. Return to normal schedule.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 28

SUBJECT: SEVERE WEATHER RESPONSE PLAN

PURPOSE: To provide an emergency mobilization procedure for the Investigations Division in the event of an impending hurricane or severe weather.

SCOPE: In the event of a mobilization, the Criminal Investigations Division Commanders or Supervisors will begin notification of unit members in accordance with the Department's Severe Weather Plan.

- A. All sworn personnel, when notified by the Unit Commander or the E.O.C., will respond according to their alpha/bravo assignments and report to the manpower desk of the Central Station where they will be logged in on a manpower assignment form and directed to a roll-call location where they will receive their assignment.

Jorge Colina
Assistant Chief
Criminal Investigations Division

8.15.17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 28
(Continuation)

1. Sworn personnel are advised to bring the following items:
 - a. Extra set of uniforms/coveralls
 - b. Rain gear
 - c. Shoes/sneakers or knee-high rubber boots
 - d. Toiletries including towels
 - e. Any special dietary needs and medications
 - f. Flashlights
 - g. Personal protection gear
- B. The Investigations Commander will ensure that the below listed duties and responsibilities will be completed as indicated in the Departmental Orders and/or Hurricane Response Plan.
 1. Have all Investigations Division vehicles fueled and parked in the Central Station Parking Garage above ground level, but not on the roof.
 2. Remove all personal vehicles from the Central Station Parking Garage.
 3. Secure all files and equipment away from windows.
 4. Provide the E.O.C. with a list of those personnel who will be working during Phase IV (8 hours prior to hurricane). Personnel working during this phase will ride out the storm at the station or other designated location depending on need.

STANDARD OPERATING PROCEDURES: S.O.P. 28

(Continuation)

5. All civilian personnel are considered essential unless told otherwise by a Commanding Officer.
 6. Notify the E.O.C. or any emergency situation.
 7. Personnel who worked during the storm will be relieved and sent home as soon as fresh manpower arrives after the storm has passed.
- C. Personnel at home during the storm should tune in to radio stations 610AM, WIOD, or 940AM, WINZ, for information about when to report, if all other forms of communication fail.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

CRIMINAL INVESTIGATIONS DIVISION

STANDARD OPERATING PROCEDURES

S.O.P. 29

SUBJECT: INTERVIEW ROOMS PROCEDURES AND OPERATIONS

PURPOSE: To provide the Criminal Investigations Division with proper guidelines and operating procedures for the use of interview rooms.

SCOPE: This SOP covers utilization of the interview rooms.

- I. Interview rooms hours of operations:
 - A. The interview rooms will be available for operation 24 hours a day, Monday through Sunday.
- II. Interview and Interrogations sites:
 - A. Under normal conditions, all interviews and interrogations will be conducted in designated interview rooms of the Miami Police Department.
 - B. Should a need arise to conduct an interview when these rooms are already occupied, the detective should use a room that most closely conforms to standards recommended by CALEA written directives

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Louis Melancon
Assistant Chief
Criminal Investigations Division

5/15/19
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 29

(Continuation)

- C. Interview facilities shall support recording equipment, either audio or audiovisual. **(CALEA 42.2.8 e)**

- D. The department has a written directive governing procedures for both uniformed and non-uniformed personnel utilizing designated rooms for interviews to include:
 - 1. All detectives will secure their weapons in their locked desks prior to entering the interview room, as no weapons are allowed in the interview room. **(CALEA 42.2.8 a)**

 - 2. The interview room will only be used for interviews and interrogations and thereby be occupied by the lead detectives and the suspect. **(CALEA 42.2.8 c)**

 - 3. Not more than one suspect will occupy the interview room at any given time. **(CALEA 42.2.8 c)**

 - 4. The detectives will have their police radios accessible in case of an emergency. **(CALEA 42.2.8 d, f)**

 - 5. The television monitor and audio equipment will be turned on at all times during the interviewing of all suspects. For safety reasons, the lead detective will ensure that another detective, supervisor or any other sworn officer monitors the interview from the outside by watching the television monitor. **(CALEA 42.2.8 b, e)**

 - 6. The red light outside of the interview room will remain on during all interviews indicating that the interview room is being utilized.

 - 7. If it becomes necessary to interrupt an interview in progress, the door shall not be abruptly

STANDARD OPERATING PROCEDURES: S.O.P. 29

(Continuation)

opened; however, a gentle tap on the door will alert the interviewer to select an appropriate time to break so they can step outside.

8. The suspect shall be allowed the opportunity to use the restroom or drink water. A detective or uniformed officer will accompany the suspect to the restroom (which will be properly documented). **(CALEA 42.2.8 g)**
9. No uniformed officers will be allowed inside the interview room during interviews of suspects or victims.

III. Interviews of Juveniles:

- A. All interviews and interrogations of juveniles will be in accordance with the Florida JJDPA Compliance Monitoring Reporting System Standards.
- B. A compliance monitoring form log will be completed and kept in each interview room and will be utilized whenever a juvenile is interviewed or enters an interview room.
- C. The attached compliance form will be used at all times.
- D. The compliance form will be faxed to the Florida JJDPA on a monthly basis.

IV. Interviews of persons suspected of suffering from mental health issues:

- A. Detectives will adhere to the departmental orders covering Crisis Intervention Team procedures when interviewing or interrogating any person who is suspected of suffering from mental health issues. **(CALEA 41.2.7 c)**

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS DIVISION


STANDARD OPERATING PROCEDURES

S.O.P. 30

SUBJECT: INVESTIGATIVE EXPENSES

PURPOSE: To establish guidelines for handling Investigative funds.

SCOPE: This S.O.P. covers the use of funds for investigative expenses and informants; the method of drawing funds; the method for accounting for funds expended.

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Jorge Colina
Assistant Chief
Criminal Investigations Division

8.15.17

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

I. INVESTIGATIVE EXPENSES

A. Permissible uses of the Imprest Fund as investigative expenses are as follows:

1. Payment to a confidential source for services or information.
2. Payment of expenses incurred by a confidential source pertaining to a criminal investigation.
3. Payment of expenses incurred by an investigator pertaining to a criminal investigation such as food and incidental expenses only: no equipment.
4. Purchase of illegal narcotics, stolen property and other contraband/evidence pertaining to a criminal investigation.
5. "Flash Money" to be used in effecting arrest and where no actual expenditure is anticipated.
6. Payment for relocation of a witness/source, temporary living expenses, travel, and other expenses incurred by a witness/source and which are necessitated by real or potential threats made or anticipated towards a witness/source.
7. Payment of travel expenses justified by emergency circumstances related to an investigation (emergency circumstances is defined as having 48 hours to travel from the date/hour informed of the requirement).
8. Payment of a rental vehicle necessary to carry out a criminal investigation on a short-terms basis (1-3 days).
9. Payment of costs for subpoena of records pertinent to the investigation.
10. Payment for repairs of equipment that is needed when conducting out of town investigations of where the identity of the department must be concealed.

STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

11. Purchase of covert specialized equipment where the identity of the department must be concealed.
 12. All other uses not specified must be approved by the Budget Unit.
- B. The Imprest Fund is NOT to be used in procuring the following goods, services, or equipment.
1. Purchase of cellular telephones and or accessories.
 2. Payment of cellular telephone services.
 3. Rental of vehicle necessary for the duration of a criminal investigation that exceeds 3 days.
 4. Payment of non-emergency travel expenses (airfare, per diem, hotel, etc.).
 5. Payment of registration fees or tuition for training.
 6. Payment of membership fees.
 7. Purchase of Office Supplies (i.e., file folder, copying paper, paper clips, pens/pencils, bulletin boards, toners, etc.).
 8. Purchase of electrical, paint and hardware supplies, or miscellaneous supplies.
 9. Payment of professional services such as employee physical examinations/screenings.
 10. Payment of Printing/Binding.
 11. Purchase of books, and publication.
 12. Purchase of Office Furniture (i.e., desks, chairs, file cabinets, etc.)

STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

13. Purchase of parts for repairs/maintenance of equipment (i.e., batteries, toner, cartridges/refills, parts and cable for telephone, toolkits, etc.).
14. Payment of Storage Space Rental
15. Payment of Equipment Rental or Repairs/Maintenance (i.e., rental of copy machines, barricades or repairs of camera, video equipment, outboard motors, electronic surveillance equipment maintenance or computer software maintenance, etc.).
16. Purchase of Equipment (i.e. fax machines, calculators, televisions, cameras, etc.).
17. Purchase of Technology Equipment including computers, computer related equipment, software, printers or computer supplies.

II. ADMINISTRATION OF THE IMPREST FUND

- A. The Imprest Fund is administered by the Commander of the Criminal Investigations and Special Investigations Sections.
- B. Only personnel approved by the Section Commander will be authorized to make withdrawals from the fund.
- C. A log will be maintained on the Imprest Fund and will include the check stub and the official receipt (reimbursement).

III. PROCEDURES FOR WITHDRAWAL

- A. The Sergeant or Unit Commanding Officer will be authorized to withdraw money from the Imprest Fund.
- B. He/she will receive a withdrawal receipt.
- C. The original withdrawal receipt will be attached to the Accounting for Investigative (A&I) Fund Report Package and a copy will be retained by the Supervisor in charge of the Imprest Funds file.

STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

IV. DEPOSIT OF UNEXPENDED FUNDS

- A. All unexpended funds must be re-deposited by the Supervisor who made the original withdrawal within 10 calendar days, during regular working hours.
- B. The Supervisor will receive a receipt for funds deposited and will retain it for the A&I package.

V. ACCOUNTING FOR EXPENDED INVESTIGATIVE FUNDS

- A. Within 5 working days after the expenditure of funds, the Supervisor making the withdrawal must complete the appropriate paperwork (A&I package).
- B. A reimbursement package must include but is not limited to:
 - 1. A red-line memorandum to the Commander of the Business Management Section listing the expenditures.
 - 2. A&I package (s) with all supporting documentation.

VI. USE OF PERSONAL FUNDS

- A. Personal funds may be used only in situation where time necessitates the immediate response for an officer to take drug enforcement action and City funds are not readily available. A unit supervisor must be notified and give approval prior to an officer using his/her personal funds.
- B. An explanation of the use of personal funds will be documented in narrative of the Expense and Investigation (E&I) Report. A receipt will also be included in the package.

VII. ACCOUNTING FOR INVESTIGATIVE FUNDS (A&I) PACKAGE
(REIMBURSEMENT PACKAGE)

- A. Any time that funds are withdrawn from the Section's Imprest Fund for the purchase of narcotics or other investigative expenses, an accounting for investigation (A&I) funds packages must be prepared. Any city funds that are not expended must be re-deposited into the imprest fund and a fund deposit receipt obtained.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- B. This package is prepared by the Commander of the Section or his/her designee.
- C. Upon completion, the package will be forwarded, through channels, to the Division Chief on a monthly basis.
- D. The A&I package must have a copy of the following items attached, when applicable:
 - 1. Expense and Investigation (E&I) Report
 - 2. Property receipt(s)
 - 3. Fund receipt (City of Miami Official Receipt generated by fund custodian)
 - a. Original Withdrawal
 - b. Original re-deposit slip (if applicable)
 - 4. Credit Union slips and receipts
 - a. Copy of handwritten withdrawal and/or deposit slip
 - b. Original withdrawal and/or deposit receipt
 - 5. Photocopy of funds
 - 6. Arrest form(s)
 - 7. General reports(s)
 - 8. A&I report
 - 9. Fund Receipt (for payment made to a confidential informant)

STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

E. Explanation of Forms

1. Expense & Investigations Report (R.F. #85) shall include a detailed account of the results of the investigation. The narrative shall state.
 - a. The date and amount of withdrawal from the Imprest Fund
 - b. The activity performed
 - c. The address
 - d. Amount of purchase
 - e. Serial # of City/personal funds used
 - f. The results of activity (arrests, warrant information, etc.)
 - g. Whether or not the City funds were recovered
 - h. If funds are not recovered, an explanation is required
 - i. If investigation does not result in an arrest or satisfactory conclusion, an explanation is required.
2. Accounting for Investigative Funds Report (R.F. #101) will be completed for single or multiple investigation(s) purchase(s). This report will include:
 - a. Date(s) of transaction
 - b. File/case number
 - c. Type of investigation
 - d. Items purchased
 - e. Cost

STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

3. Fund Receipt (R.F #135) is to be completed if a Confidential Informant has been paid.
 - a. Must be witnessed
 - b. Original will be placed in the C.I.'s file
 - c. Copy with C.I.'s name deleted and replaced with the C.I. number only will be included in A&I package
 - d. Unit Commanding Officer will verify C.I.'s signature with that on file.

VIII. INFORMANT EXPENDITURES

- A. Due to the need for payments to confidential informants for information, informant files have been established and will serve the following purposes:
 1. To enable the Unit Commanding Officer to review and evaluate the expenditures made for the informant's activity.
 2. To minimize incidents which could bring into question the integrity of investigators.
 3. To maintain and document accountability of informant expenditures.
- B. Amounts and Approvals Required
 1. All informant expenditures must be pre-approved by the Division Chief or his designee.
- C. All C.I. payments are subject to prior approval by the Supervisor; the amount will be approved by the Unit Commanding Officer, which will be forwarded to the Division Chief or his designee for final approval.