

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

SPECIAL INVESTIGATIONS SECTION
(SIS)

City of Miami



DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION STANDARD OPERATING PROCEDURES MASTER INDEX

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MIAMI POLICE
100

MIAMI POLICE DEPARTMENT



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City of Miami



DANIEL J. ALONSO
COMMISSIONER



MIAMI POLICE
100



City of Miami



DAN ELI ALFONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:


Section Commander

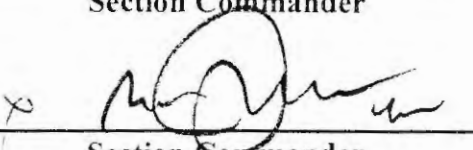
1/3/17
Date

Second Quarter
Inspection:


Section Commander

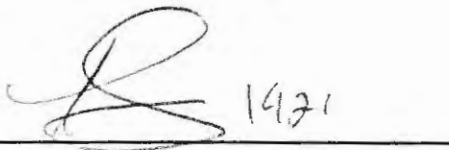
4/4/17
Date

Third Quarter
Inspection:


Section Commander

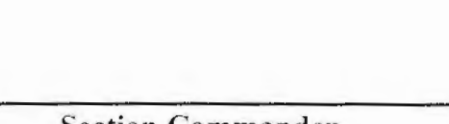
7/5/17
Date

Fourth Quarter
Inspection:


Section Commander

10/3/17
Date

Annual
Inspection:


Section Commander

12/28/17
Date



PROFESSIONAL COMPLIANCE SECTION






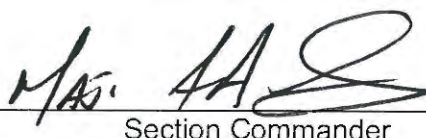

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL INVESTIGATIONS SECTION STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	 Section Commander	<u>1/3/18</u> Date
Second Quarter Inspection:	 Section Commander	<u>4/2/18</u> Date
Third Quarter Inspection:	 Section Commander	<u>7/11/18</u> Date
Fourth Quarter Inspection:	 Section Commander	<u>10/3/18</u> Date
Annual Quarter Inspection:	 Section Commander	<u>12/21/18</u> Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL INVESTIGATIONS SECTION STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

[Signature]
Section Commander

1/3/19
Date

Second Quarter
Inspection:

[Signature]
Section Commander

4/17/19
Date

Third Quarter
Inspection:

Section Commander

Date

Fourth Quarter
Inspection:

Section Commander

Date

Annual Quarter
Inspection:

Section Commander

Date



City of Miami



DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL, SPECIAL INVESTIGATIONS SECTION


These Standard Operating Procedures are established to provide guidelines for the operation and management of the Special Investigations Section, which includes the Narcotics Unit, Joint Interdiction Unit, and the Intelligence and Terrorism Unit.

Procedures incorporated into the Standard Operating Procedures of the Section and its Units are not meant to supersede but to supplement published Departmental Orders. Any conflict will be resolved by the Section Commander and/or the Unit Commander.

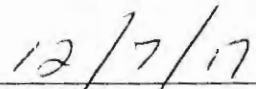
Personnel of the Section are required to read and abide by the procedures as set forth in the Section Standard Operating Procedures and the Standard Operating Procedures of the Unit to which they are assigned.

The Section Standard Operating Procedures will cover subject matter that is common to all members of the Section in order to provide uniformity of compliance where it is needed.

The Unit Standard Operating Procedures will cover subject matter that is specific to the operation of the respective Unit.



Major Francisco Fernandez
Commander
Special Investigations Section



Effective Date

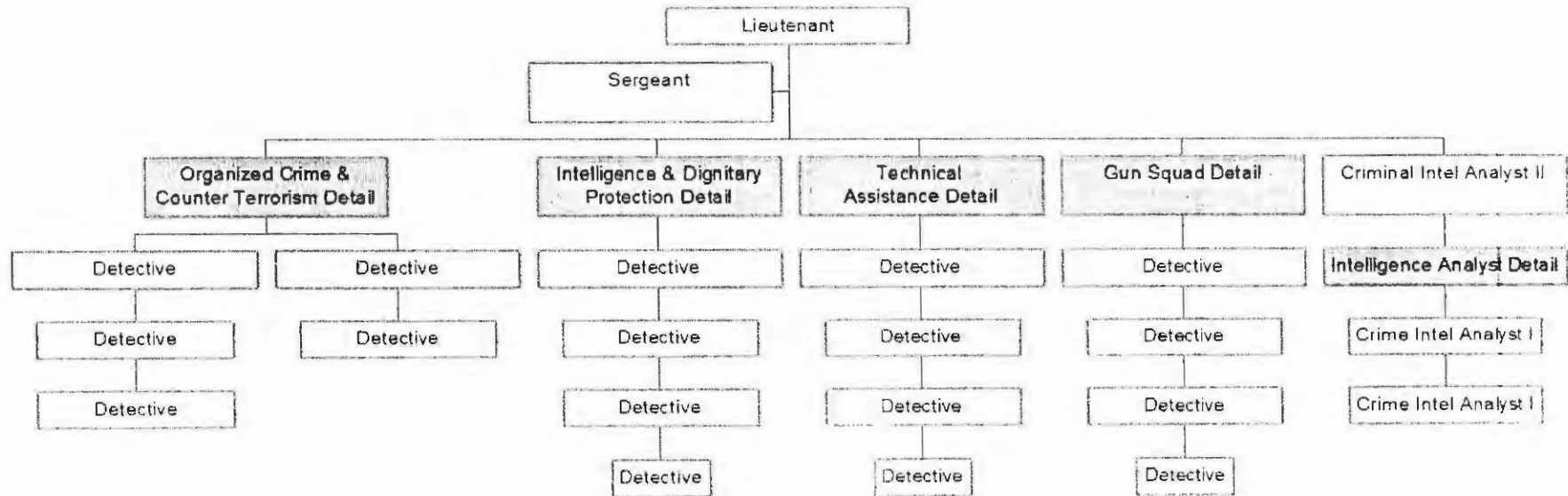


OFFICE OF THE CITY CLERK
CITY OF MIAMI



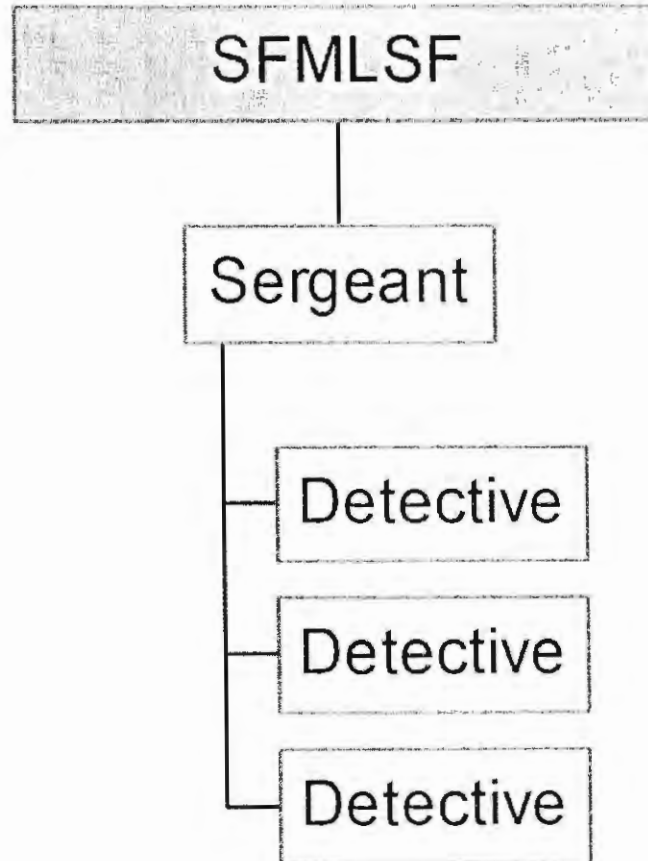


SPECIAL INVESTIGATIONS SECTION **INTELLIGENCE & TERRORISM UNIT**



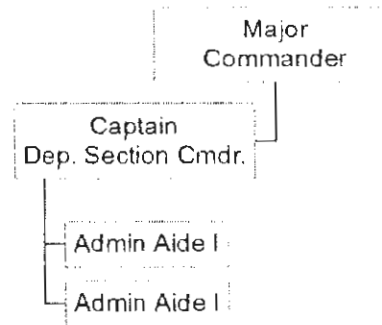


SPECIAL INVESTIGATIONS SECTION ***JOINT INTERDICTION UNIT***





SPECIAL INVESTIGATIONS SECTION **MAJOR & ADMINISTRATIVE STAFF**



City of Miami



DANIEL J. ABONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The mission of the Special Investigations Section is to inform the Chief of Police and other personnel within the Miami Police Department of potentially dangerous, criminally conspired actions that could cause harm to persons and/or loss of property within our jurisdiction. Section personnel conduct sophisticated investigations regarding money laundering, organized crime activities, mid and high-level narcotics organizations, and domestic and international terrorism.

II. GOALS

To efficiently and effectively investigate all crimes falling under the purview of the Special Investigations Section.

III. OBJECTIVES

- A. To increase the numbers of successful narcotics investigations and amount of drugs seized.
- B. In assisting the F.B.I.'s Joint Terrorism Task Force, to increase the number of successful domestic and international terrorism investigations.

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



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STANDARD OPERATING PROCEDURES: MISSION, GOALS & OBJECTIVES
(Continuation)

- C. To increase the number of successful money laundering investigations arrests.
- D. To handle all dignitary protection details safely.
- E. To provide a free flow of analytical and intelligence information to the Chief of Police and all organizational elements with a view toward crime prevention and apprehension.
- F. The overall objective of the Special Investigations Section is to make a significant contribution toward the reduction of crime.
- G. To investigate complaints of illegal drug activity and take appropriate action to apprehend these violators.
- H. To establish effective communications with other organizational elements of the Miami Police Department and Local, State, and Federal agencies, which may have similar objectives.

City of Miami



DANIEL ALFONSO
CITY MANAGER

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

The duty hours will be flexible as dictated by the particular assignment. Generally, Section personnel are on duty from 0800 to 1800 hours.

Section Commander	1000 - 1800
Unit Commanders	0800 - 1800
Clerical & Support	0800 - 1700
Supervisors	Variable
Investigators	Variable

Officers will generally dress in civilian clothes, based on their assignment and/or their duties on a particular day.

A regulation uniform or coveralls must be available to be worn at all times.

All personnel are expected to comply with existing Departmental Orders concerning dress during court appearances, civil disturbances, etc.

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



City of Miami



DANIEL ALFONSO
Mayor


SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Major, Commander

- A. The duties and responsibilities of the Commander of the Special Investigations Section are to oversee the day-to-day operations of the elements within the Section. Additionally, the Section Commander will perform the various staff functions and tasks as needed or as directed by the Chief of Police.
- B. Attend meetings to integrate the goals and objectives of the Miami Police Department with the Special Investigations Section.
- C. Coordinate activities of the various functions of the Section.
- D. Review procedures.
- E. Ensure proper staffing levels of all elements.
- F. Interact with other City Departments and outside vendors holding contracts with the City.
- G. Attend meetings as the representative of the Chief.
- H. Interact with other Section Commanders to ensure efficient and effective operations.
- I. Provide necessary support to operational entities.


 Major Francisco Fernandez
 Commander
 Special Investigations Section
 12/7/17
 Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- J. Keep the Chief and/or Assistant Chief informed of ongoing investigations and activities that may impact the Department.
- K. Ensure that the Chief of Police is immediately notified on all cases involving public and/or elected officials. The Chief of Police will determine the investigating entity of such complaints.

II. Captain, Deputy Commander

- A. The duties and responsibilities of the Deputy Commander of the Special Investigations Section are to oversee the day-to-day operations of the elements within the Section. Additionally, the Deputy Commander will perform the various functions and tasks as needed or as directed by the Commander of the Special Investigations Section.
- B. Attend meetings to integrate the goals and objectives of the Miami Police Department with the Special Investigations Section.
- C. Coordinate activities of the various functions of the Section.
- D. Review procedures.
- E. Ensure proper staffing levels of all elements.
- F. Interact with other City Departments and outside vendors holding contracts with the City, as directed by the Special Investigations Section Commander.
- G. Attend meetings as the representative of the Special Investigations Section Commander and take on responsibilities delegated by the Special Investigations Section Commander.
- H. Provide necessary support to operational entities.
- I. To serve as the Acting Section Commander in the absence of the Section Commander.
- J. Directly supervise Unit Commanders.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

III. Lieutenant, Commanding Officer

- A. To act in the capacity of the Unit Commander, and Section Commander in the absence of the Section Commander.
- B. To supervise general office operations, which include the work being performed by the Administrative Personnel.
- C. To keep informed of all work being performed by Unit members through verbal and written reports and personal contacts.
- D. To assign work, give direction, and review the work of the details through their sergeants. This in no way precludes dealing directly with the detail members in the absence of the sergeants, or when the need arises.
- E. To assist all members with case preparation, investigative procedures, arrest procedures, service of search warrants, and the execution of raids.
- F. To authorize the issuance of City expense funds to Unit members, which includes the proper preparation of expense accounts and receipts.
- G. To assist in preparing the necessary documentation to accomplish the forfeiture of seized property under State Statutes.
- H. To oversee the proper exchange of rental vehicles under the City of Miami Special Investigations Section budget, including the obtaining of gas for the vehicles.
- I. To evaluate the quality and quantity of enforcement action by Unit members in their respective areas of assignment.
- J. To keep the Section Commander informed of all pertinent information relevant to active and inactive investigations.
- K. To properly manage resources so as to achieve the highest levels of efficiency and effectiveness.
- L. To promote and encourage harmony and cooperation between the different elements of the Special Investigations Section.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

IV. Duties of Section Supervisors

- A. To keep the Unit Commander informed of investigative progress and any other information that may be significant. This information is, in turn, passed on through the Section Commander to the Chief of Police.
- B. To plan Detail activities. Plans should be for current investigations, continuing investigations and future activity.
- C. To maintain direction and control of the operation of Detail members for:
 - 1. Use of equipment.
 - 2. Expense money.
 - 3. Appearance of personnel. (To ensure that appearance is suitable for the task being performed.)
 - 4. Court appearances.
 - 5. Public contacts.
 - 6. Attendance and punctuality.
 - 7. Attitude toward assignment.
- D. Take into consideration the individual investigator's aptitude when making assignments.
- E. To maintain a high level of efficiency through continued training in areas of responsibility.
- F. To develop and maintain liaison with Department personnel and agencies, such as U.S. Customs, F.B.I., D.E.A., and other police departments.
 - 1. Be assured that the investigators are exhausting all sources of information available to them.
 - 2. Ascertain that all usable information is reduced to writing.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- G. To disseminate information from newspapers, magazine articles, legal and court opinions to squad members, occasionally meeting to discuss new court decisions, Department legal opinions, etc.
- H. To inspect and assist in maintaining the office files for your area of responsibility.
- I. To prepare and present formalized training as required, and to conduct public presentations at local schools, civic groups, organizations, etc.
- J. To assist Detail members with:
 - 1. Investigations.
 - 2. Arrests (when needed).
 - 3. Surveillance - Raids. (Plan same.)
 - 4. Warrants.
- K. To counsel squad members in case preparation and court presentation.
- L. To maintain the proper flow of case and Departmental reports.
 - 1. Ensure that reports are complete and concise.
 - 2. See that deadlines are met on reports submitted.
- M. To prepare monthly and weekly activity reports.
- N. To develop inter-unit cooperation.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

V. Crime Analyst I

- A. Request and receive raw intelligence, other information of a confidential nature, and public information from agencies within and outside the South Florida area.
- B. Evaluate and analyze criminal intelligence information to determine the credibility, reliability, and pertinence of the information prior to its storage or subsequent usage.
- C. Integrate the information pursuant to disclosing operational patterns, trends of movement, internal and external structures, and other evidence of existing organized crime activity.
- D. Interpret the information that subsequently involves the preparation of instruments, such as charts and graphs, to illustrate and describe various criminal phenomena.
- E. Participate in intra and inter departmental meeting to exchange and develop intelligence information.
- F. Assist in the planning activity of Special Investigations Section.
- G. Read pertinent publications, including newspapers, magazines, etc., and clipping information from these sources relevant to organized crime activity in the City of Miami.
- H. Supervise the indexing and filing of incoming information for future reference.
- I. Participate in L.E.I.U. and F.I.U. activities, including submission of criminal information cards on a regular basis.
- J. Conduct inquiries into agencies, such as the credit bureau, telephone and power companies, etc., for supportive information.
- K. Conduct routine investigations into the backgrounds of suspected persons and businesses for information applicable to criminal investigations.
- L. Conduct any additional functions inherent within analysts' responsibilities and knowledge.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

VI. Crime Analyst II

- A. The initial development and implementation of all systems used in analyzing criminal and intelligence information.
- B. Supervision of all activities and job related duties of the Analyst I, including being accountable for all actions of these analysts.
- C. Conducting all administrative tasks that may arise, including updating the operating procedures of the analysts.
- D. Conducting the necessary steps for hiring new analysts, including background investigation, interview with applicant, and resulting introduction to personnel within the section and the job responsibilities of the analyst.
- E. Assuring that the information integrated into intelligence files does not violate security and privacy laws.
- F. Purging from the files information no longer relevant to the accomplishment of the Section's mission.
- G. Act as the custodian of records for information maintained in the Section's intelligence files.
- H. Coordinate with Unit Commanders concerning the procurement and bookkeeping/tracking of Federal Grants, i.e., O.C.D.E.T.F.'s and H.I.D.T.A.'s.

VII. Administrative Personnel

- A. General typing for S.I.S. Investigators and the Unit Commanders.
- B. Maintenance of S.I.S. administrative files.
- C. Maintenance of the Units' Official Bulletins, Administrative Orders and Operational Orders.
- D. Maintain the Section files for special supplies (i.e., batteries, tapes, etc.).

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- E. Order office supplies for S.I.S Units.
- F. Maintain attendance records and files for investigative details and the Unit Commanders.
- G. Photocopies for S.I.S. personnel and occasionally for other commanders.
- H. Make sure departmental forms are available for S.I.S. personnel and Section details.
- I. Update court schedule for S.I.S. personnel.
- J. Relieve other Administrative Personnel, as required.
- K. Pickup and distribute mail for S.I.S. office.
- L. Answer the S.I.S. telephones.
- M. Payroll.

City of Miami



SPECIAL INVESTIGATIONS SECTION
STANDARD OPERATING PROCEDURES
PROGRAMS, PROJECTS, OR FUNCTIONS

I. PROGRAMS:

N/A

II. PROJECTS:

N/A

III. FUNCTIONS:

N/A

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



MIAMI POLICE
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City of Miami




DANIEL A. MONSON
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

POLICIES

- I. Sworn and civilian personnel are responsible for reviewing information placed on the Section's bulletin board.
- II. All investigators are responsible for checking their respective subpoena logs daily and checking for other mail for their attention on a timely basis.
- III. At least one sworn member of each unit should be in the office at all times, during duty hours, when practical.
- IV. All reports, documents, memoranda, etc., generated by S.I.S. personnel, to be forwarded through channels or not, will be reviewed by the chain of command. No such document shall be forwarded outside the Section until the Section Commander has read and approved same.
- V. All reports, documents, memoranda relating to active vice, drug and organized crime investigations are to remain secured in the Section's filing cabinets when not in the possession of an investigator.
- VI. All personnel, sworn and civilian, are responsible for completing the Special Investigations Section Complaint Master Log Sheet (Annex A) when receiving a complaint of criminal activity relative to the Section's functions. The form will then be forwarded through channels to the appropriate Unit Commander for action and proper maintenance of the Unit's Complaint Log.


 Major Francisco Fernandez
 Commander
 Special Investigations Section

12/7/19
 Effective Date



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POLICIES:
(Continuation)

- VII. The Special Investigations Section shall maintain a log of all investigative related complaints received from internal units, outside agencies, crime stoppers and the general public. Each individual detail within the S.I.S. shall be responsible for logging and tracking every complaint assigned to them by the Unit Commander. After each complaint has been investigated to the fullest extent, through either law enforcement action or other measures, each complaint must then be transferred to the S.I.S. master log.

In addition, investigations conducted by members of the Special Investigations Section which derived from information received from other law enforcement personnel, concerned citizens and/or confidential informants, must result in a "second contact" with the original provider of the information. This follow-up contact will be for the purposes of:

- A. Reviewing and analyzing the result of the preliminary and/or the culmination of the investigation.
- B. Conducting additional interviews and interrogations.
- C. Seeking additional information from uniformed officers, citizens or informants.
- D. Planning and organizing the investigation.
- E. Identifying other principles of the investigations.
- F. Verifying and establishing reliability of information received.
- G. Preparing cases for court presentation.
- H. Informing of the final outcome of the investigation.

The master log will be chronological listing of each complaint and will contain detailed data specific to each complaint. (See attachment). Each detail will be required to update the master log on or before the last working day of each month. This will be done by transferring their individual complaint statistics to the S.I.S. master log.

The master log will be kept on a year-to-year basis, along with the prior year's log. After a log has reach two years, it will be microfilmed and purged from the active filing system.

- VIII. The Chief of Police will be immediately notified on all cases involving public and/or elected officials. The Chief of Police will determine the investigating entity of such complaints.

City of Miami



DANIEL ALFONSO
COMMISSIONER

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

GENERAL PRINCIPLES OF INVESTIGATIONS

I. General Principles

Preliminary inquiries and investigations governed by these Guidelines are conducted for the purpose of preventing, detecting, or prosecuting violations of law. They shall be conducted with as little intrusion into the privacy of individuals as the needs of the situation permit.

All preliminary inquiries shall be conducted pursuant to Departmental Orders and Section Standard Operating Procedures. A preliminary inquiry shall be promptly terminated when it becomes apparent that a full investigation is not warranted. If, on the basis of information discovered in the course of a preliminary inquiry, an investigation is warranted, it may be conducted as a criminal investigation, or a criminal intelligence investigation, or both. All such investigations, however, shall be based on a reasonable factual predicate and shall have a valid law enforcement purpose.

In its efforts to anticipate or prevent crime, the Special Investigations Section (S.I.S.) must at times initiate investigations in advance of criminal conduct. It is important that such investigations not be based solely on activities protected by the First Amendment or on the lawful exercise of any other rights secured by the Constitution or laws of the United States and/or State of Florida. When, however, statements advocate criminal activity or indicate an apparent intent to engage in crime, an investigation under these Guidelines may be warranted.

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



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GENERAL PRINCIPLES OF INVESTIGATIONS:

(Continuation)

Criminal investigations and criminal intelligence investigations shall be terminated when all logical leads have been exhausted and no legitimate law enforcement interest justifies their continuance.

Nothing in these Guidelines is intended to prohibit the S.I.S. from collecting and maintaining publicly available information consistent with the Privacy Act.

Nothing in these Guidelines prohibits the S.I.S. from ascertaining the general scope and nature of criminal activity in a particular location or sector of the City of Miami.

City of Miami



DANIEL L. ALFONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P.

I

SUBJECT:

Weekly Activity Report and Monthly Summary

PURPOSE:

To keep the Section Commander and the Chief of Police informed of ongoing Section activity.

SCOPE:

The Weekly Activity Report will contain only items of Department wide interest. This information will be submitted to the Unit Commander by each supervisor no later than Monday morning of each week. The information will contain Unit activities for the previous week ending midnight Saturday.

Information that would jeopardize an ongoing investigation will not be included in this report. The Unit Commander will maintain these reports in the Section file for the Section Commander

The monthly reports from each Unit Commander are due by the 10th working day of each month.

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 2


SUBJECT: Operational Equipment and Operational Supplies

PURPOSE: To establish procedures and controls for the utilization of Special Investigations Section's equipment and operational supplies.

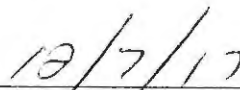
SCOPE: This Standard Operating Procedure will govern the procedures for security, control and utilization of Special Investigations Section's equipment and operational supplies.

The Technical Assistance Detail will be responsible for insuring that an accurate inventory is maintained. The Technical Assistance Detail shall be responsible for the control and care of the Section's equipment and operational supplies.

A wide selection of investigative aids and special equipment and supplies are available to the Section. Any person responsible for loss or damage to equipment due to carelessness or negligence will be held accountable. Therefore, all personnel are urged to be equipment conscious and take exceptional care of these investigative aids.



Major Francisco Fernandez
Commander
Special Investigations Section



Effective Date



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

I. Operational Equipment:

This equipment shall include any and all items which are not specifically assigned to Section personnel, i.e.: covert equipment, vehicles, loaner police radios, cameras, camcorders, surveillance equipment, etc.

- A. The Technical Assistance Detail shall ensure that an accurate inventory of all such equipment is maintained. The Detail Supervisor shall advise the Unit Commander of any missing equipment.
- B. The Technical Assistance Detail shall ensure that a log is maintained to record what piece of equipment has been checked out, by whom, the date and time checked out and returned.
- C. Loaner/spare police radios will be checked out to Section personnel only. The Technical Assistance Detail shall insure that a log is maintained to record which radio has been checked out, by whom, the date and time checked out and returned.
 1. Loaner/spare Police Radios will be inventoried monthly.
 2. Loaner Police Radios that are needed for outside agencies, D.E.A., A.T.F, F.B.I., etc. will need the approval of the Unit Commander.

II. Use of Equipment:

- A. Care must be taken when handling cameras and electronic equipment.
 1. Lenses and light meters are exceptionally fragile. Any mistreatment causing their malfunction will result in bad quality pictures.
 2. Electronic equipment is miniaturized in many instances and has delicate wiring and antennas. Mistreatment destroys the capability for which the equipment was designed.
- B. Instructions supplied with each piece of equipment cover operating and maintenance procedures will be complied with.
- C. Receiver-recorder equipment is highly sophisticated and expensive.

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

Therefore, its use is limited to those people who have been given instructions in its operation.

- D. All equipment will be returned to the Technical Assistance Detail immediately upon completion of its use. It is prohibited to leave any equipment lying on desks, cabinets, or in officers' mailboxes unattended and unused. All equipment will be returned promptly.
- E. In the case of a possible hurricane, all equipment and records should be stored in the following manner.
 - 1. If possible, equipment should be stored in locations free of possible water damage.

III. Utilization of Equipment by other than S.I.S. personnel.

- A. Members of other Departmental Units may utilize Special Investigations Section equipment, providing they meet all of the following:
 - 1. They are qualified in the use of the particular piece of equipment.
 - 2. A request is made by their Unit Supervisor.
 - 3. With the approval of the Special Investigations Section Commander, Commander of Narcotics Unit, Commander of Intelligence and Terrorism Unit, or the Supervisor of the Technical Assistance Detail.
- B. Other Law Enforcement Agencies. Other Law Enforcement agencies will not be loaned equipment unless:
 - 2. A written request is made by a ranking member of that agency, accepting responsibility.
 - 3. The person utilizing the equipment is qualified in its operation.

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STANDARD OPERATING PROCEDURES: S.O.P. 2**(Continuation)**

4. The Special Investigations Section Commander or his designee gives approval.

IV. Operational Supplies:

- A. This equipment shall, but not be limited to: batteries, DVDs, CDs, camcorder tapes, and any other related item pertaining to the daily operation to the Technical Assistance Detail.
- B. The Technical Assistance Detail shall insure that these supplies are monitored and that a sufficient quantity is maintained to meet the section's needs.
- C. Supplies will only be dispersed to Section personnel.

V. Checkout Procedure:

- A. All Special Investigations Section's equipment and operational supplies must be obtained through the Technical Assistance Detail. The Technical Assistance Detail will insure that an accurate inventory is maintained. A Service/Equipment Request form is to be filled out by the requesting person and submitted to the Technical Assistance Detail whenever equipment is taken out and/or returned.

VI. Inventory:

- A. A complete inventory shall be taken semi-annually with the results submitted in writing to the Section Commander. The Technical Assistance Detail (T.A.D.) Supervisor may designate a subordinate to conduct the semi-annual inventory and to report in writing the results to the Section Commander and forwarded to the Division Chief. In addition, the T.A.D. shall be responsible for maintenance and repair of all Section operational equipment. Further, the T.A.D. Supervisor will be responsible for insuring that Section policies and procedures regarding equipment and supplies area adhered to by all Section personnel. Conflicts will be resolved at the Section level.

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

- B. When a piece of equipment is borrowed by outside personnel or another unit, it is imperative that the item(s) be returned as soon as possible after the immediate need had passed.
- VII. Use for other than law enforcement purposes and unlawful use prohibited.
- A. Special Investigations Section equipment will never be used for other than legal law enforcement purposes. Officers will not violate any laws while using Section equipment.

City of Miami



CONFIDENTIAL

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

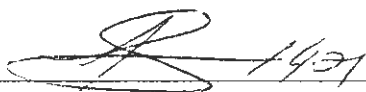
SUBJECT: Confidential Informants and Source Files

PURPOSE: To establish guidelines for the proper handling and documentation of confidential informant (C.I.) files.

SCOPE: This S.O.P. is for the purpose of instructing S.I.S. investigators of the proper procedure for organizing and documenting informant files and payments to informants.

All S.I.S. personnel will adhere to the following when using a confidential informant or confidential source.

- I. A C.I. or confidential source can either be an adult volunteer or a paid informant.
 - A. Confidential Informant - A paid (by S.I.S.) source of information.
 - B. Confidential source - An unpaid S.I.S. source of information whose identity needs to be protected and should not be documented in the general S.I.S. files.



 Major Francisco Fernandez
 Commander
 Special Investigations Section
 12/7/17

 Effective Date



MIAMI POLICE
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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

- II. An investigator will request to utilize an informant through his supervisor.
- III. If approval is granted, a code number will be assigned to the C.I. starting with S.I.S. 001 and continue chronologically in numerical order.

The same procedure will apply to I.T.U. and Narcotics Unit confidential informant files.

- IV. A 3X5 index card will be maintained in a master file.
 - A. The following C.I. information must be completed:
 - 1. Name - last name, first name
 - 2. Address
 - 3. Date of birth
 - 4. Phone numbers
 - B. In addition, the CI's code number will be displayed on the top right hand corner of the 3X5 card. Ex. SITU001, NAR002.
 - C. These cards will be placed in alphabetical order and kept in a metallic index card file box.
 - D. The master file will be maintained and locked in a secure location.
- V. Procedures to follow when organizing a confidential informant file:
 - A. A blue pressboard folder (8 1/2" x 11") will be used. The assigned CI number will be typed on the appropriate color-coded label, which will indicate the corresponding unit of the documenting investigator.
 - Orange label = S.I.T.U
 - Blue label = Narcotics Unit

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STANDARD OPERATING PROCEDURES: SOP 3**(Continuation)**

- B. Directly inside the front cover of the file folder (Left hand side when file is open) the Informant Expenditure Control sheet (RF #382) will be affixed, inside the left cover.
- C. The right hand side of the file folder, will be organized in the following chronological order:
 - 1. Source information sheet
 - 2. Informant Agreement Sheet
 - 3. Informant Source Sheet
 - 4. Standard Finger Print Card
 - 5. Photo copy of CI's Driver
 - 6. Criminal history information/any other agency information.
 - 7. Investigative Reports
 - 8. Fund Receipt (RF#135) (Annex #2) attached to the Expense and Investigative Report (Annex #4) sheet and the Accounting for Investigative Funds (RF#101). The most recent always on top (Annex #3).
- D. The file cabinets containing active and non-active files will be maintained and locked in the Crime Analyst Office.

VI. Blacklisting

When the behavior of a Confidential Informant/Source reduces his/her credibility, the concerned officer shall notify their immediate supervisor.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

Should the supervisor determine that the Confidential Informant/Source should no longer be used, the supervisor shall blacklist the Confidential Informant/Source causing the following to occur:

The Confidential Informant/Source's code number will be suffixed with the Letter "B" example, NAROO/B.

An Investigative Report detailing the reason for the blacklisting shall be prepared and placed in Confidential Information/Source file:

- A. Previously been "Black-balled" by any investigative agency.
 - B. An outstanding arrest warrant, unless prior approval from a supervisor and or a State Attorney is obtained.
 - C. Become unreliable or violates criminal statues while pursuing an active investigation.
- VII. Should a Confidential Informant file be subpoenaed, it is the responsibility of the Lead Investigator to immediately notify the Section Commander.
- VIII. Payment of Confidential Informants
- A. Payments to informants.
 - 1. All payments to informants recommended by an officer must be approved by a supervisor. This payment must be witnessed by a third party.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

2. A supervisor may authorize monies to person(s) classified as informants under the following circumstances.
 - a. The information service is not available through normal investigative procedures and the investigator is unable to induce the informant to cooperate with the authorities by other means.
3. The amount of payment will be approved by the unit commander, who will base the payment on a case-by-case evaluation.
4. Upon payment, the C.I. will sign the fund receipt (R.F. 135) in the presence of two (2) unit members.
 - a. The C.I. can use a signature symbol or a fictitious name as long as the real name is on file.

Powder & Crack Cocaine Street Buy:

- \$40.00 to \$50.00 for standard street level powder or crack cocaine purchases (1 – 2 rocks) or grams of powder cocaine
- \$150.00 for standard purchase of one ounce of powder cocaine. \$20.00 for any additional ounce up to 32 ounces.
- \$200.00 for standard purchase of one ounce of crack cocaine. \$25.00 for any additional ounce up to 32 ounces.

Information:

- Information that leads to a seizure or an arrest in accordance with standards for heroin, powder-crack cocaine, marijuana or club drugs.

Heroin:

- \$1,200.00 for each kilogram of heroin, with a cap of \$25,000.00
- \$50.00 to \$75.00 for standard street level heroin purchase (1-2 capsules)
- \$300.00 for standard purchase of one ounce of heroin. \$35.00 for any additional ounce up to 32 ounces.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

Marijuana:

- \$25.00 for purchase up to one ounce of marijuana. Any additional ounce \$15.00, up to one pound.
- \$150.00 for purchase of one pound of marijuana, any additional pound will be \$50.00 a pound, with a cap of \$10,000.00.
- \$500.00 to \$1,000.00 for information on a hydroponics laboratory depending on the seizure and arrest.

Club Drugs (Ecstasy, Oxycontin, Etc.):

- \$75.00 for purchase of 5 to 10 pills.
- \$100.00 for purchase of 11 to 30 pills.
- \$200.00 for purchase of 31 to 100 pills.
- \$300.00 for purchase of 101 to 500 pills. \$600.00 for any additional 1,000, with a cap of \$25,000.00

U.S. Currency:

15% of any U.S. currency seizure up to \$25,000.00, after confiscation procedures are finished and currency is awarded to the City of Miami Police Department. The Confidential Informant payments information is NOT to be divulged to any Confidential Informant.

The above-mentioned projection is only a guideline.

IX. Reports on Informant Expenditure

- A. Reports needed to cover monetary expenses when paying a C.I.
1. One typed red line inter-office memorandum (form #101) to the Chief of Police, listing funds and receipt numbers.
 2. One original of Expense and Investigation report with all information of buy, time, place, offender, officers involved, monies spent, and case number.
 3. One copy of fund receipt (R.F. 135) from Property Unit.
 4. Copy of arrest reports resulting from information supplied by C.I.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

5. The investigator shall obtain a receipt for all payments made indirectly, such as meals and rooms. Any exception will be justified by the officer in his/her report. Original will be attached to package.

a. Copy of receipts will be kept in the C.I.'s file.

X. Contact with C.I.'s

A. Whenever a C.I. is physically contacted, at least two officers will be present. At no time will a C.I. be contacted by one officer.

The exception to the above will be when no other officer is available and time constraints prohibit waiting. In that event a supervisor will be contacted for approval of the "one to one" contact.

In the event the C.I. is a female and another officer is not available before any transportation of the female is done a supervisor will be contacted and the transporting officer will go to a working channel and advise of his/her departure mileage and destination. Upon arrival the officer will again advise of the mileage and location.

XI. Handling of informants and sources.

A. Investigators will:

1. Make it clear to Confidential Informants that they are not officers, and advise them of the following:
 - a. They have no arrest powers.
 - b. They are not permitted to carry a gun.
 - c. They are not to perform searches and seizure.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

2. They are forbidden to do any of the following:
 - a. Sell or deliver any controlled substance, dangerous drug, marijuana or any substance purported to be same, to anyone.
 - b. Never sell or deliver or cause to be sold or delivered any controlled substance purported to be same, to any person who would the in turn sell or deliver said controlled substance, dangerous drug, marijuana, or any substance purported to be same to any member of the unit or any other person.
 - c. Never use sex, sexuality, or sexual activity to induce or persuade any individual to sell or deliver a controlled substance, dangerous drug, marijuana, or any other substance purported to be same to any member of the unit.
 - d. They may never search any suspect, person, house, papers, or personal effects.
 - e. They may never become involved in any activities that would constitute entrapment.
 - f. They may not engage in any illegal or improper conduct so long as they are working with the Miami Police Department.
 - g. Any violations arising from their actions in violation of the above will result in an investigation of matters and if the charges are substantiated, appropriate action (including the possibility of criminal prosecution) will be taken.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

3. Advise them they are not to initiate any contacts without the knowledge and consent of their controlling officer. These contacts, when approved, should be taped-recorded whenever possible.
- B. An informant is not the exclusive responsibility of any one officer.
 1. His information is the property of the Department.
 2. Supervisors will be advised of meetings with C.I.'s and C.S.'s, their purpose and results.
 - C. Extreme caution will be used in dealing with C.I.'s. Socializing or becoming personally familiar off duty is prohibited.
 - D. Every contact with a listed confidential informant will generate a report of that meeting even though no information or results were obtained. This is for the protection of the investigator at a later date. Another investigator should always be present when meeting with an informant. Extra caution should always be used in dealing with female informants. All contact must be strictly professional. It is important to remember that informants inform on their friends. Any improprieties by investigators during their contacts with informants are just as likely to be reported.
- XII. Purging C.I. Files.
- A. It will be the responsibility of the Unit Commander to periodically check the C.I. files and after conferring with the contributing officer, if available, purge those files where a name has been entered as a C.I., but the individual has never functioned in the capacity of an informant since that initial entry for a period one year or more. The purged file will then be placed alphabetically in the inactive informant file.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

- XIII. Defendants or convicted subjects who desire to become confidential informants or sources.
- A. The following procedures will be followed by all members of the Special Investigations Section whenever a defendant or a convicted subject desires to become a confidential informant or source.
- B. If the individual lets it be known that he or she wants or expects some consideration or special favorable conditions for himself or herself in connection with that individual's case or sentence, the following procedure will be followed.
1. The individual shall be thoroughly debriefed as to what specific assistance or information he/she will provide and what he/she expects in return. This information shall be reduced to a written report by the officer who initiated the case.
 2. The above report shall be submitted through channels to the Special Investigations Section Commander.
 3. If the report is approved by the Section Commander, the Assistant State Attorney assigned to the case will be contacted by the Investigating officer for his approval.
 4. Prior to initiating any further involvement with the individual, the individual shall give a sworn statement outlining what assistance he/she will provide. The Assistant State Attorney shall draw up a contract listing the obligations of all parties involved.
 5. The agreement shall be signed by the S.I.S. Commander, the representative of the Dade County State Attorney's Office, and the cooperating individual. Copies of the agreement will be provided to the parties to the agreement.

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STANDARD OPERATING PROCEDURES: SOP 3
(Continuation)

- XIV. A written statement describing the C.I.'s participation and observations shall be taken from all C.I.'s after they have completed a controlled purchase or when present during the direct purchase of any contraband such as but not limited to narcotics, illegal firearms, illegal gambling bets, etc.

The statement may be written in longhand by either the C.I. or the investigator. The statement shall be signed and dated by the C.I., the investigator taking the statement, and one additional witness. In addition, the statement may be tape-recorded. The statement shall become a part of the C.I. file and shall be taken as soon as possible immediately after the transaction is completed. No funds shall be paid to the C.I. until the statement is taken.

City of Miami



DANIEL ABONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 4

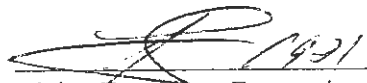
SUBJECT: Imprest Funds

PURPOSE: To provide guidelines for the use and accounting of Imprest Funds.

SCOPE: To establish Section Policy covering the use of funds for investigative expenses and informants, the method of drawing funds and the method for accounting for funds expended.

- I. Administration of the Special Investigations Section Fund
 - A. The S.I.S. Investigative Imprest Fund is administered by the Special Investigations Section's Commander. He is ultimately responsible for all withdrawals, deposits, expenditures and reimbursements to the fund but may appoint a designee as custodian of the fund.

- II. Use of Imprest Funds
 - A. Imprest Funds may be used for the following investigative expenses. Other expenses may qualify with authorization of a unit commander or the section commander.


 Major Francisco Fernandez
 Commander
 Special Investigations Section

12/7/17
 Effective Date



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STANDARD OPERATING PROCEDURES: SOP 4

(Continuation)

1. Payments to informants.
2. Purchase of meals and/or beverages for informants.
3. Purchase of drinks or food at a business being investigated or when surveilling a suspect in an undercover capacity.
4. Buying illegal lottery tickets.
5. Purchasing narcotics and other forms of contraband.
6. Other investigative expenses: i.e. phone bills for pen registers, trap and trace order, etc.

III. Informant Expenditures

- A. Informant files have been set up for the following purposes:
 1. To enable the Unit Commanders to review and evaluate the expenditures made for this activity.
 2. To minimize incidents which could be used to question the integrity of investigators.
 3. Instructions on the documentation, use, and payments of C.I. are found in a separate SOP entitled Confidential Informants.

IV. Authorization and Amounts of Funds

- A. Authorization
 1. The S.I.S. Commander will submit a memo to the Property Unit and Budget listing the names of the personnel who are authorized to withdraw money from the fund.

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STANDARD OPERATING PROCEDURES: SOP 4
(Continuation)

2. Only personnel approved by the S.I.S. Commander will be authorized to make withdrawals from the fund.

B. Amounts and Approvals Required

1. Prior to a withdrawal, an Investigation Fund Authorization Form R.F. #98 will be filled out and approved with the necessary signatures.

- a. Up to \$500 - Supervisor approval
- b. \$501-\$2,000 - Must have approval of Unit Commander.
- c. \$2,001-\$5,000 - Section or Deputy Commander approval.
- d. \$5,001 or over - Approval of the Chief of Police or designee.

- C. Exceeding Authorized Amounts is strictly prohibited - Officers will not make more than one authorized withdrawal to bypass getting higher approval.

V. Procedures for Withdrawals

- A. The officer will complete the Investigation Fund Authorization Form (R.F. #98) and obtain the required approvals. The officer will contact the Imprest Fund Custodian, who will review the request and document said request in the Imprest Fund Log. The requesting officer will sign the City of Miami Receipt for the money. After signing the receipt book, the officer will withdraw the requested funds from the Miami Police Federal Credit Union.

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STANDARD OPERATING PROCEDURES: SOP 4
(Continuation)

- B. The investigator receives a copy of the receipt from the credit union documenting the transaction. A copy of the receipt is submitted with the Imprest package.
 - C. The original Investigation Fund Authorization Form (R.F. #98) will be submitted in the Imprest package.
- VI. Deposit of Non-expended Funds.
- A. All non-expended funds must be returned by the officer who made the original withdrawal.
 - 1. Officer deposits non-expended funds in the credit union.
 - 2. The officer must supply the Official Receipt number (withdrawal) to the Imprest Fund Coordinator and complete and sign a City of Miami Receipt (deposit).
 - 3. The officer receives the white (original) copy of the Official Receipt (deposit). The officer will forward the receipt with the Imprest package.

City of Miami



CONFIDENTIAL

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

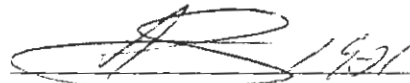
S.O.P. 5

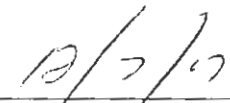
SUBJECT: Use of Show Money

PURPOSE: To establish procedures for obtaining and safeguarding City funds (cash) withdrawn for show purposes during negotiations to purchase contraband.

SCOPE: This S.O.P. provides specific guidelines to be followed by Special Investigations Section personnel when utilizing currency as "show money".

- I. Authorization to obtain City of Miami funds (cash) for use as "show money".
 - A. The lead investigator will initially discuss the need to obtain "show money" with his supervisor and commanding officer. If it is agreed that "show money" will be necessary to successfully consummate the transaction, a memorandum will be prepared for the Section Commander's signature, through channels, requesting that the Finance Unit issue a direct payment voucher, jointly to the lead investigator and the Unit Commander in the amount needed.


 Major Francisco Fernandez
 Commander
 Special Investigations Section


 Effective Date



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STANDARD OPERATING PROCEDURES: SOP 5**(Continuation)**

1. Only those personnel approved by the Section Commander will be authorized to make withdrawals of city funds for use as "show money".
 2. A memorandum will be forwarded to the Director of the Finance Department, by the Chief of Police, bearing the names and signatures of the Special Investigations Section personnel authorized to sign the memorandum requesting the issuance of the Direct Payment Voucher. Any change in said personnel will require a new notification.
- B. The Unit Commander of the Intelligence and Terrorism Unit or the Narcotics Unit will hand carry the memorandum to the Section Commander for approval. If the use of "show money" is approved, the Unit Commander will accompany the lead investigator throughout the withdrawal process. The signed memorandum will be hand carried to the Finance Unit Commander for issuance of the direct payment voucher to the lead investigator and the Unit Commander. A copy of the memorandum will accompany the direct payment voucher to the Department of Finance/Treasury Management.
- II. Procedures for Withdrawals:
- A. When the Direct Payment voucher is issued, the Finance Unit Commander will:
 1. Contact Assistant Director of Finance/Accounting Division to inform them of the forthcoming Direct Payment Request.
 2. The Assistant Director of Finance will advise the Finance Unit Commander to contact the appropriate bank and person to arrange for cashing the check.

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STANDARD OPERATING PROCEDURES: SOP 5**(Continuation)**

3. The Finance Unit Commander will immediately notify the appropriate bank personnel of the forthcoming transaction and currency denominations required.
- B. Upon receiving the direct payment voucher from the Finance Unit, the money withdrawal team will take the voucher to the City of Miami Finance Department. Upon providing proper identification, the lead investigator and Unit Commander will be issued a check in both names (jointly).
 - C. The money withdrawal team will take the check to the bank on which it is drawn and contact the appropriate bank officer for negotiation. The lead investigator shall keep the check stub and return it to the S.I.S. Commander with copies of the direct payment voucher, check and the bank's cash order form.
 - D. After cashing the check, the money withdrawal team will return directly to the Special Investigations Section.
 1. Serial numbers of all bills to be used as "show money" shall be properly recorded. This can be done by either photocopying half of each bill showing denomination and serial number in layers or hand writing the same information. This must be done prior to any attempt to use the "show money".
 - E. The Lead Investigator and Unit Commander withdrawing the funds will maintain custody of the money at all times until returned to the bank or deposited in the Property Unit's safe. No cash shall ever be stored anywhere within the Special Investigations Section at any time. Custody of "show money" will not be transferred to another investigator.
 - F. The "show money" will only be used for the specific transaction authorized when withdrawn from the bank.

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STANDARD OPERATING PROCEDURES: SOP 5
(Continuation)

III. Security of "show money" during Street Operations.

- A. Recognizing the inherent danger involved, investigators and supervisors must exercise extreme caution in planning operations that involve the showing of large sums of cash. The Commander of the particular operation shall ensure that the following steps are complied with during this type of operation.
1. Investigators shall gather all available information on the suspect's background to determine their potential for attempting a (rip-off) robbery. The investigator should attempt to determine the suspect's level of experience in narcotics trafficking operations. Preliminary meetings with the suspect should enable the investigator to determine if the suspect is usually armed; if unknown, it should be assumed that he is armed.
 2. The location where the money is to be flashed, shall be chosen by the police, not the seller, and should have the following characteristics, when feasible:
 - a. The site should be well lighted.
 - b. Surveillance officers should have ready access to the scene and a good vantage point to observe the site.
 - c. The site should allow for easy blocking of the suspect's escape route.
 - d. Minimum of pedestrian and vehicular traffic in the area.
 - e. If a motel room is used, two rooms with an adjoining door will be employed to allow for rapid access by backup officers.

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STANDARD OPERATING PROCEDURES: SOP 5**(Continuation)**

- f. The area or room should not be accessible or easily seen by the suspect's associates.
 3. Prior to leaving the station enroute to the show location, the Unit Commander will assign one (1) two-man unit and the money withdrawal team Supervisor responsibility to maintain constant surveillance of the investigator carrying the "show money" (money man). These officers will remain in visual contact with the "money man" at all times until the money is returned to the station and safely secured.
 - B. The Commanding Officer of the Special Investigations Section shall be present, whenever a buy and bust operation is carried out which involves the use of "show money".
- IV. Deposit of Funds in Bank After Hours Operation:
- A. Funds will be returned to the bank by the money withdrawal team. Funds will not be kept out of the bank overnight or during weekends without authorization from the Section Commander. If it has to be kept, it will be stored in the Property Unit. No money will be kept in the Special Investigations Section safes for storage overnight or any other time.
 - B. The Special Investigations Section Commander will ensure that the money is deposited in the bank or the Property Unit if after banking hours.
 - C. Investigators will take the money to the bank during regular bank business hours. After the counting of the money takes place, the cashier will validate the deposit form. This form is to be distributed as follows:
 1. One copy will be retained by the bank.

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STANDARD OPERATING PROCEDURES: SOP 5
(Continuation)

2. One copy will be taken to the Assistant Finance Director/Treasury Management.
3. One copy will be kept in the Section Commander's Office.
4. One copy will be placed in the case file.

V. Securing Funds Used as "Show Money" in the Property Unit.

- A. On those occasions when it is necessary to keep "show money" out of the bank overnight, it will be secured in the Property Unit.

VI. Documentation of Transaction

- A. After returning the funds to the bank, the investigator will immediately submit a package consisting of the following documents (through channels) to the Special Investigations Section Commander.
 1. Copy of the memorandum from the Section Commander to the Finance Unit requesting issuance of the direct payment voucher.
 2. Copy of the direct payment voucher.
 3. Copy of the check issued by the Finance Department.
 4. Original check stub.
 5. Copy of bank deposit receipt validated by the bank.
 6. Copy of the bank's currency transaction report for withdrawal.

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STANDARD OPERATING PROCEDURES: SOP 5
(Continuation)

7. Copy of the bank's currency transaction report for deposit.
 8. Copy of the bank's deposit receipt.
- B. Copies of the above package will also be retained by the unit for inclusion in the case file and unit administrative file.

City of Miami




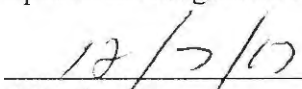
DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

- S.O.P.** 6
- SUBJECT:** Vehicle Confiscation
- PURPOSE:** To establish a uniform procedure for the seizure, confiscation and subsequent forfeiture of vehicles used to transport contraband or otherwise in violation of the Florida Contraband Forfeiture Act.
- SCOPE:** It is necessary to properly confiscate vehicles that have been used in the furtherance of a criminal act as described in Florida Statute 932.702.
- I. The arresting officer, when desiring to impound a vehicle for confiscation, should:
 - A. Place "hold for confiscation proceedings" on the pound slip.
 - B. A record check shall be made to obtain information as to who the lien holder of the vehicle is.
 - C. The vehicle forfeiture form will be filled out by the impounding officer. Forfeiture forms may be obtained through the Property Unit and/or the Forfeiture Detail.
 - D. All Miami Police case reports (i.e. arrest forms, vehicle


 Major Francisco Fernandez
 Commander
 Special Investigations Section


 Effective Date



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STANDARD OPERATING PROCEDURES: SOP 6
(Continuation)

registration, lien holder information) will be attached to the forfeiture form and hand delivered to the Forfeiture Officer within 24 hours. The Forfeiture Officer will then initiate seizure proceedings.

- E. The Forfeiture Officer (Forfeiture Detail) shall contact the lien holder to determine the present amount owed on the vehicle.
- F. Copies of all forfeiture forms will be submitted to the appropriate S.I.S. case file, including the documentation of the delivery of the forfeiture form to the Forfeiture Officer (name, IBM, date, time).

City of Miami



PAVING THE WAY
FOR THE FUTURE

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES


S.O.P. 7

SUBJECT: Management of Overtime

PURPOSE: Provide procedures for the management and recording of overtime.

SCOPE: Management and recording of expenditures for overtime is an inherent responsibility of each commanding officer and supervisor. Formal procedures for authorization and approval of overtime expenditures ensures appropriate utilization of resource allocation.

- I. Overtime costs must be held to an absolute minimum. Proper management, precise structuring of work and coordination are key ingredients for an overtime management program.
 - A. Personnel in S.I.S. are to adhere to the following overtime procedures in addition to established departmental procedures:
 - 1. No overtime is to be earned on routine assignments where the investigation would not be hampered by being continued at a later time. Where possible and appropriate, supervisors will schedule relief shifts.


 Major Francisco Fernandez
 Commander
 Special Investigations Section

12/5/17
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STANDARD OPERATING PROCEDURES: SOP 7
(Continuation)

2. Prior approval of overtime by a supervisor must be obtained. The supervisor must obtain approval from his unit commander prior to authorization of any overtime.
3. The Commanding Officer of the section shall be consulted prior to approving overtime. All overtime shall be evaluated by supervisory and command personnel to ensure compliance with Section SOP's, Departmental guidelines and F.O.P. Contract.
4. Days off will be adjusted to work special events "on-duty" when necessary in compliance with the F.O.P. Contract.
5. All overtime earned will be listed on that day's notepad. The nature of assignment, the person authorizing the overtime and any pertinent information clarifying the need for the overtime including case or file number is to be listed on the overtime slip.

II. Maintenance of Records

- A. Unit commanders are responsible for maintaining attendance and overtime records for specific units/details as assigned.
 1. Unit commanders will ensure that "Employee Attendance Reports" and the "Employee Overtime or Court Attendance Reports" are submitted to the Payroll Unit after being reviewed and signed.

City of Miami



DANIEL J. ALFONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Security of Office Areas

PURPOSE: To outline procedures for maintaining security of S.I.S. office areas and files.

SCOPE: It is necessary for the operation of the Special Investigations Section that case files be kept confidential. The success or failure of an investigation will depend on total security being maintained at all times.

I. Security of S.I.S. Operational Files

A. The last person of the Intelligence Analyst Detail to leave the office at night will ensure that all file cabinets in the office are locked and that no files are left out. The door will be locked and alarm set.

1. Keys to the Intelligence files will be kept in a secure place known to all Analysts and appropriate Supervisory personnel. Duplicate keys will be given to the Commander of S.I.S. Lost keys will be reported to the Commander of S.I.S., immediately, who shall authorize duplication of the key(s) or have lock(s) re-keyed.

Major Francisco Fernandez
Commander
Special Investigations Section

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STANDARD OPERATING PROCEDURES: SOP 8
(Continuation)

2. All Intelligence Analyst Detail personnel will be responsible for locking their desks on leaving the office at night and will not leave any reports or intelligence material on their desk.

II. Precaution with Confidential Information

- A. Any confidential information not reproduced correctly, as well as any other reports or material no longer needed will be destroyed by shredding. Extra precaution should be taken when speaking or working with confidential information while other than S.I.S. personnel are in the office. Section personnel shall place all material and records out of sight or face down on their desks when not actually working on them.

III. Cleaning Personnel

- A. All Special Investigations Section personnel will take extra precaution with intelligence material and reports while cleaning personnel are in the office. Section members will be responsible for placing reports or papers no longer needed in the shredder. These papers will not be placed in trash cans. While cleaning personnel are in an office area, one member of that Unit will remain in the area at all times.

IV. Unit doors will be closed when an office is not occupied/in use.

V. Identification of Visitors

- A. Only individuals known or familiar to S.I.S. personnel or persons requesting information in an official capacity will be allowed in the office. It will be the responsibility of the reception personnel and S.I.S. personnel to see that individuals entering the Section have identified themselves first and signed the visitors log. No visitors will be allowed to roam freely within the Section without visitor's pass prior to entering the Section.

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STANDARD OPERATING PROCEDURES: SOP 8
(Continuation)

- B. Informants brought into the Section shall be taken directly into an interview room where they shall remain at all times with a member of the section. Prior to bringing an informant in or out of the interview room, the halls and common areas shall be checked and undercover personnel warned of the presence of an informant. This will be done so as not to compromise their future undercover abilities.
- VI. The last person to leave the office (at the close of business) shall ensure that the area has been properly secured and the alarm system(s) activated.

City of Miami



DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: Security of Special Investigations Section Information.

PURPOSE: To outline the principles of, and procedures for, safeguarding information.

SCOPE: Absolute security for an item of information can be achieved only if the information is known to one person and never revealed to a second person and never physically recorded in any way. For a police operation this is impractical because it would render the information unusable. Accordingly, the Special Investigations Section information security program cannot and does not seek to obtain absolute security. Rather it must permit the accomplishment of essential functions while affording selected items of information various reasonable degrees of security with a minimum of calculated risk. In this context, safeguards must be devised against both inadvertent disclosures to unauthorized persons and attempts to acquire the information for illicit purposes. The procedures, physical measures and precautions required by this order are prescribed to that end.

I. Information

- A. General - available to law enforcement officer or agency on a need-to-know basis.

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STANDARD OPERATING PROCEDURES: SOP 9

(Continuation)

- B. Confidential - only available on a need-to-know basis and by a trusted individual. (**Note:** Investigations of a sensitive nature may exclude S.I.S. police personnel in certain instances.)
- C. Sensitive - only available to personnel involved in the action and the Section and respective Unit commanding officers.

II. Dissemination and disclosure policy

- A. The basic dissemination policy has five aspects:
 1. Every effort should be made to disseminate as much information of a criminal nature as possible on both an intra and interdepartmental basis in order to assist the overall law enforcement effort.
 2. Under no circumstances will information that is unconfirmed, unverified, or simply alleged be disseminated by Special Investigations Section personnel to any source.
 3. Under no circumstances will any information of a personal nature that is not criminal related be either stored or disseminated by any member of the Special Investigations Section personnel to any source.
 4. Confidential or sensitive information should be revealed to people who have proven trustworthy.
 5. The authority for releasing or disseminating confidential information rests with the Special Investigations Section command personnel. No other persons shall release such information without prior approval of the aforementioned.

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STANDARD OPERATING PROCEDURES: SOP 9
(Continuation)

III. Disclosure of Authority

- A. Due to occasional change in the work status of individuals working in law enforcement, identification of the requesting individual will be checked prior to releasing any information to same.

IV. Discussing confidential or sensitive information.

- A. Special Investigations Section personnel will use reasonable caution when discussing confidential or sensitive information to avoid being overheard by persons not authorized to receive such information.

V. Storage of sensitive information

Sensitive information shall be stored in the cabinets located in the Narcotics Unit, Intelligence and Terrorism Unit, and Section Commander's office. Records and reports relating to active vice, drug and organized crime investigations are to be maintained separately from the central records system of the Police Department.

VI. Office Security

- A. Special Investigations Section personnel must exercise special care to avoid leaving confidential or sensitive material in plain view.
- B. Reports are to be placed face down on the desk trays and are not to be left unattended on desks.
- C. No notes or other information are to be left in plain view.
- D. Any files carried out of the office for any reason must be handled in a manner that will not reveal the file or its contents.
- E. All cabinets are to be kept locked except when obtaining material or equipment.

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STANDARD OPERATING PROCEDURES: SOP 9
(Continuation)

- F. The last member of Special Investigations Section leaving the office will insure that all file cabinets and office doors are locked and alarms set.

VII. Police Reports Memoranda

- A. In order to maintain the security of Special Investigations Section information, the following policy is established:
 - 1. Copies of police reports and memoranda, made at City expense, are the property of the Department. Therefore, any copies of Miami Police Department reports or memoranda which are in the possession of Special Investigations Section personnel will be returned to an S.I.S. Unit Commander or the Section Commander upon transfer from the Section or termination of employment.
- B. It should be understood that S.I.S. "Writer's" copies are provided for reference purposes only while an individual is assigned to the Special Investigations Section and are not the property of the individual.

VIII. Utilization of the Special Investigations Section Entrance-Exit Form.

- A. In order to underscore the importance of maintaining the security of information which is of a confidential or sensitive nature to all members of the Special Investigations Section sworn and non-sworn, the Special Investigations Section Entrance - Exit Form shall be signed by all new members of the section and those transferring from the Section.

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STANDARD OPERATING PROCEDURES: SOP 9
(Continuation)

B. Implementation

1. New members

- a. When a new member is assigned to the Special Investigations Section the Unit Commander of that employee shall have the employee read the entrance form in its' entirety. The content of the form shall be discussed and clarified with the employee.
- b. The new employee shall read and sign a copy of the Entrance Form in the presence of the Unit Commander and one witness.
- c. The Entrance Form shall be forwarded to the Section Commander to be filed, and a copy to the Personnel Unit for inclusion in the individual's personnel folder.

2. Transferring/Exiting members

- a. When an exiting member is transferring out of the Section, the Unit Commander of that employee shall again remind the employee of his obligation to maintain security of the information that the employee has gained as a member of this Section. Particular reference shall be made to any ongoing cases of which the employee has knowledge at the time of his transfer.
- b. The transferring employee shall read and sign a copy of the Exit Form and sign a copy of the Exit Form in the presence of the Unit Commander and one witness.
- c. The Exit Form shall be forwarded to the Section Commander to be filed, and a copy to the Personnel Unit for inclusion in the individual's personnel folder.

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STANDARD OPERATING PROCEDURES: SOP 9
(Continuation)

3. Commanding Officer's Responsibilities

- a. The Section Commander shall follow the above procedure for his staff, to include sworn and non-sworn personnel, (i.e. Unit Commanders, Secretaries, etc.).

City of Miami



DANNY W. WATSON
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

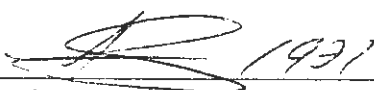
S.O.P. 10

SUBJECT: Use of Electronic Surveillance (Wiretaps, Pen Registers, and Trap and Trace).

PURPOSE: To establish procedures to be followed prior to, during, and after any investigation making use of electronic surveillance.

SCOPE: The Miami Police Department recognizes the usefulness of electronic surveillance methods, as an investigative tool, during the investigative process. In order to establish uniform procedures for the use of this tool, and insure compliance with applicable State and Federal Statutes, the following procedures shall be adhered to.

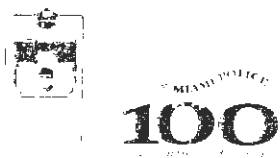
- I. General Procedures
 - A. When an investigation has reached a point at which electronic surveillance becomes necessary, the lead investigator will approach his supervisor and discuss all pertinent factors and the need for such electronic surveillance. Together, the lead investigator and supervisor will contact the Unit Commander and discuss the facts at hand.



 Major Francisco Fernandez
 Commander
 Special Investigations Section

12/7/17

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STANDARD OPERATING PROCEDURES: SOP 10
(Continuation)

- B. If a conclusion is reached which indicates that electronic surveillance is in fact called for, the Unit Commander will cause a memorandum to be prepared to the Section Commander briefly outlining the facts surrounding the investigation, the need for the electronic surveillance, the expected results, and a rough estimate of the costs involved.
 - C. To ensure that the integrity of the investigation is maintained, the memorandum will be hand carried to the Section Commander for approval. Once the Section Commander has indicated his approval/disapproval, the memorandum will be returned to the lead investigator for placement in the case file.
 - D. Once this procedure has been followed and the electronic surveillance has been approved, the lead investigator will then contact the State Attorney's Office and proceed with his request for issuance of the appropriate court order.
 - E. Once a court order has been issued, a specific room or location will be designated to house the equipment and personnel necessary to carry out the mission. This room or location may be within the Special Investigations Section or off site, based on needs and exigencies.
 - F. While conducting the operation, officers involved shall be governed by, and adhere to, Federal Law, Florida State Statutes, Section and Unit SOP's, and all guidelines provided by the State Attorney's Office.
- II. Wiretap Procedures:
- A. Prior to beginning the monitoring process, all personnel who will be involved shall be briefed by the assigned Assistant State Attorney and the lead investigator about all pertinent information concerning the investigation. During this briefing, the Assistant State Attorney will review the legal requirements and guidelines.

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STANDARD OPERATING PROCEDURES: SOP 10
(Continuation)

- B. Each person present at the briefing shall read and initial the Wiretap Application, Order and Authorization, the State Attorney's Minimization Guidelines, and Oral or Wire Intercept Guidelines. These documents will then become part of the permanent case file.
- C. A copy of each document shall be posted within the listening post at all times for ready reference.
- D. Access to the Listening Post shall be limited to those persons authorized. Any questions regarding who has authorization shall be decided by the Unit Commander, Section Commander, or supervisor in charge.
- E. When the monitoring process begins, the first call should be a test call to the subject's phone. This should be done by calling the suspects phone number and speaking to someone. The call should be made on a cellular phone or, if a cellular phone is not available, call blocking should be used by pressing *67. An attempt should be made to get someone speaking to verify the phone number in a covert manner. This call must be recorded as call number 1 on tape 1A.
- F. A log shall be established and maintained to document all persons entering and leaving the Listening Post. The log shall include the date, time, name, affiliation, and purpose for all persons entering and leaving the Listening Post. At the conclusion of the investigation, the log shall become a permanent part of the case file.
- G. No more than two original recordings shall be made. The first shall be labeled original and the second original copy.
- H. Each completed tape shall be marked, initialed, tabs punched and sealed inside the plastic holder with evidence tape.

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STANDARD OPERATING PROCEDURES: SOP 10
(Continuation)

- I. The sealed tapes shall be placed into a locked box with a slot in the top large enough to accommodate one tape at a time. This box shall be known as the tape box. Only the designated tape custodian shall have access to the contents of the box.
- J. The tapes left in the tape box shall be collected regularly by the tape custodian and deposited in a locked file cabinet or safe. Only the tape custodian shall have access. Note: The original tape must remain sealed at all times. A court order signed by the Circuit Court Judge or higher is necessary to unseal the original tapes. The tapes must also be kept for 10 years regardless of the outcome of the criminal case.
- K. During the monitoring process, each monitor must be mindful of minimization guidelines. Only criminal calls can be monitored. If in doubt, minimize. Calls involving husbands and wives, lawyers and clients, doctors and patients, etc., should automatically be minimized unless clearly criminal.
- L. No monitoring shall ever take place, which is not recorded. No monitoring officer shall ever attempt to bypass the recording equipment to monitor a conversation.
- M. Unless advised otherwise by the State Attorney involved in the operation, the following is the recommended schedule or minimization for determining criminality. On 15-30 seconds, off 30 seconds on 15-30 seconds etc., unless the call can be determined to be definitely criminal. If the call can be definitely determined to be non-criminal, all monitoring shall immediately cease.
- N. Log sheets shall be filled out for each call including a synopsis. Each call shall be numbered in sequential order. The number shall also be placed on the log. All activity on the line shall be numbered separately including out call - no answer, in call - no answer, and line hits or power surges

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STANDARD OPERATING PROCEDURES: SOP 10
(Continuation)

which activate the line activity recorder. The log sheet should reflect all activity on the line.

- O. The sequential call number shall also be written on the corresponding pen register tape, if the line activity recorder does not do so automatically. This shall be done by drawing lines between each call and writing the call number between the lines.
- P. The pen register tapes shall be removed at the conclusion of each day or no later than 12 midnight.
- Q. The original and original copy of the day's cassette tapes shall also be removed at the conclusion of each day or no later than 12 midnight.
- R. Each cassette tape shall be numbered sequentially beginning with day one and running through day 30 of the intercept order. Any extension of the original 30 days intercept order shall be numbered 31-60 and so on. If more than one tape is used on any given day, they shall be labeled alphabetically. For example, on day 10 of the order, if 3 tapes were used, they would be labeled 10A, 10B, 10C. A notation shall be placed on the log sheet each time the tapes are changed indicating the new tape number. If more than one line is being operated at a time, each shall be numbered the same way. Everything else remains the same.
- S. The supervisor assigned shall ensure that all procedures are followed and that everyone is briefed and knows his or her assignment on a daily basis. This includes daily briefing of the unit and section commander and the supervising Assistant State Attorney.
- T. Disclosure of information learned during a wiretap to a non-law enforcement officer is a violation of FSS 934.03 (1) (C).

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STANDARD OPERATING PROCEDURES: SOP 10**(Continuation)**

All information shall remain confidential at all times. Any dissemination of information shall be done by and through the unit and section commander.

- U. Surveillance will be conducted on a daily basis to corroborate the information being heard over the wire. Surveillance units will report verbally and in writing, as soon after as possible, all relevant facts learned. Surveillance should be supplemented with photographs when possible.
- V. Operational decisions to be made regarding seizures or stopping and identifying suspects is the responsibility of the supervisor who will be present. He will consult with the supervising Assistant State Attorney, Unit, and Section Commander in advance of action.

Note: The procedures outlined herein do not apply to the interception of oral communications as prescribed under Florida Statute 934.03 (2) (C) which pertains to single party consent.

City of Miami



FRANCISCO FERNANDEZ

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 11

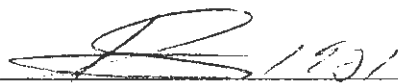
SUBJECT: Major Civil Disturbances

PURPOSE: To provide guidelines for action during a major civil disturbance.

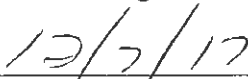
SCOPE: In order to be adequately prepared in the event of a major civil disturbance each section has certain pre-designated responsibilities. This SOP will outline those responsibilities for each unit within the Special Investigations Section.

The Section Commander will ensure that all commanders in the Section have read and are familiar with the current Emergency Mobilization Plan.

- I. In the event that emergency mobilization becomes necessary as a result of a civil disturbance, the Special Investigations Section Commander or his designee shall:
 - A. Immediately return to the station and establish communication with the Emergency Operations Center (EOC).



 Major Francisco Fernandez
 Commander
 Special Investigations Section



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STANDARD OPERATING PROCEDURES: SOP 11

(Continuation)

- B. Contact the Unit Commanders of I.T.U., J.I.U. and Narcotics Unit. and have them report to the station at the appropriate time for their shift.
 - C. Each unit shall be assigned a 12-hour shift (See Departmental Orders).
- II. When the decision to mobilize is made by the Chief of Police the Commander of the Special Investigations Section or his designee shall:
- A. Have each Unit Commander start emergency mobilization call up within his unit.
 - 1. The Unit Commander shall call each of the sergeants under his command, advise them that emergency mobilization call up is in effect and have the sergeant contact each person assigned to his detail.
 - 2. The Unit Commander shall advise the sergeants to tell each officer when to report to the station.
- III. The Special Investigations Section Commander shall meet with the Unit Commander's of I.T.U., J.I.U. and Narcotics Unit after all the contacts have been made.
- A. The Section Commander shall compile an Emergency Mobilization Roster of all section members.
 - 1. The roster shall be prepared by the Section Commander of all personnel assignments, their location, vehicle number, radio call number and any other pertinent information deemed appropriate. A copy of this roster shall be delivered to the EOC.
 - 2. All personnel not assigned to specific section functions shall be advised to report to the Emergency Mobilization

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

Manpower Coordinator at the back gate of the main station for a field force assignment.

IV. General Responsibilities

- A. Unit Commanders shall ensure that all personnel under their command are advised of the following:
1. What attire is required for anticipated assignments.
 2. Have the complete MPD uniform available to them.
 3. Bring rain gear, flashlights and all other necessary items.
 4. Those personnel not working are advised when to report.
 5. Ensure that all section vehicles are fueled.
 6. All personnel are familiar with the provisions of Departmental Order 14 Chapter 1.

V. Section Responsibilities

- A. Section personnel will be assigned to dignitary protection, intelligence gathering, explosives incidence response, or other functions as may be assigned by the Chief of Police, his designee or the Section Commander.

VI. After Action Report

- A. Each Unit Commander shall be responsible for completing a comprehensive after action report to the Section Commander.

ANNEX I

SPECIAL INVESTIGATIONS SECTION

EMERGENCY MOBILIZATION ROSTER

Date: _____
Bravo Shift Assignment: _____
Reporting Time: _____
Ending Time: _____

	(Rank)	(Name)	(Vehicle #)	(Call #)	(Assignment)
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____
21.	_____	_____	_____	_____	_____
22.	_____	_____	_____	_____	_____

Date: _____
Bravo Shift Assignment:
Reporting Time: _____
Ending Time: _____

(Rank)	(Name)	(Vehicle #)	(Call #)	(Assignment)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____

City of Miami



DANIEL A. GONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: News Releases

PURPOSE: To provide guidelines for the preparation and release of news releases and information to the news media.

SCOPE: Due to the nature of the cases investigated by the Special Investigations Section, great care must be taken in preparing news releases and providing information to the news media. News releases must be carefully prepared in order to maintain the integrity of cases as well as the identity of any undercover officers or informants.

I. Preparation of News Release

- A. The News Release form will be filled out by the Media Relations Unit or a member of the Section who is familiar with the case. The form will be reviewed by a Section supervisor and commanding officer.
- B. The contents of the news release will be as short as possible and to the point. The release will contain the following information regardless of which unit is involved in the case.

Major Francisco Fernandez
Commander
Special Investigations Section

10/7/17
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STANDARD OPERATING PROCEDURES: S.O.P. 12**(Continuation)**

1. The release will contain the title of the Special Investigations Section. No unit designation will be made.
 2. The date, time and address of the arrest will be given. If the arrest occurred at a public place (i.e., motel, restaurant, etc.), the name of the place should not be used in order to save the management any embarrassment or notoriety.
 3. The names, D.O.B.'s and home addresses of the persons arrested, if known, and the charges.
 4. Reference can be made to contraband, guns, cars, and money seized. In the case of narcotics, the approximate street value can be given.
- C. The length of the investigation, names of officers, identity of confidential informants, number of officers involved and amount of the flash roll will not be revealed.
- II. Personal Contact with Members of the Media
- A. Members of the Section will not personally speak to and discuss details of a case with members of the news media. The Media Relations Unit of the Miami Police Department will handle all such contacts. Any exception will be made only with the permission of the Section Commander.
- III. Specific case information will not be discussed with anyone who does not have a need to know.
- A. It would be counter productive to have restrictions on our own Section members only to have other officers possibly discuss our case with members of the news media.
- IV. During the week, Monday through Friday, the Media Relations Unit is open from 7 A.M. to 11 P.M. During those hours, the lead

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

investigator should either contact a Media Relations Unit officer and tell them what information can be released or prepare a News Release and take a copy to the Media Relations Unit.

- A. When the Media Relations Unit is closed, the lead investigator should prepare a News Release and place a copy under the door of the Media Relations Unit.
- B. In a major case the on-call Media Relations Unit officer should be notified and may respond to the scene. The on-call list is posted on the bulletin board and is available in communications.

V. Request for Information from the Media

- A. Whenever a member of the news media requests any information concerning a case or activity falling within this Section's area of responsibility, they will be advised to submit their request to the Media Relations Unit.
- B. There will be no direct contacts by any member of the section with the media. All requests for information from the media will be coordinated by and through the Media Relations Unit and the Section Commander.

City of Miami



DANIEL J. ALFONSO
COMMISSIONER

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: Evidence Handling Procedures

PURPOSE: To establish a procedure for handling evidence at the time of confiscation, when checking same in to the Property Unit, and out for investigative or court purposes.

SCOPE: Handling evidence is a sensitive matter and every effort should be made to insure the integrity of evidence and to protect the officers handling it from unjustified accusations of misconduct. This is particularly true when handling drugs and U.S. currency. Special Investigations Section members should thoroughly familiarize themselves with the contents of Departmental Orders concerning evidence and abide by their requirements. Additionally, members will adhere to the following procedures.

- I. Whenever contraband is seized the following procedures shall be followed.
 - A. The supervisor of the detail making the seizure shall be present.
 - B. Supervisors shall procure and maintain a supply of plastic evidence bags of sufficient size to properly contain drugs and U.S. currency, which may be seized.

Major Francisco Fernandez
Commander
Special Investigations Section

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STANDARD OPERATING PROCEDURES: S.O.P. 13**(Continuation)**

C. Supervisors shall also procure and maintain a supply of evidence tape to be used in sealing evidence bags.

II. Handling evidence at the scene or at time of confiscation.

A. During the conducting of an investigation, when it becomes necessary to seize drugs or U.S. currency, investigators will, at the earliest possible moment, secure the evidence in a plastic bag and seal the bag with evidence tape. The detail supervisor shall be present for this procedure and shall insure that it is carried out in an expeditious manner. Photographs should be taken before the evidence is disturbed. Fingerprints should be considered from money and any containers holding drugs or other contraband prior to handling.

B. The supervisor may cause any other evidence, which is seized to be handled in accordance with the previous paragraph if he deems it necessary.

C. Evidence will remain in the custody of the confiscating officer for transportation to the station

D. When transporting drugs, U.S. currency or any other valuable items from a scene to the station, the confiscating officer will be accompanied by at least one other officer and at least two vehicles shall be used, one for transport and one for security. When possible, the evidence shall be transported in the trunk of the confiscating officer's vehicle.

III. Handling evidence at the station subsequent to confiscation.

A. Bags will not be opened prior to arrival at the station, and then only in the following manner:

1. U.S. currency - the bag shall be opened in the presence of a supervisor at the time the money is to be counted. U.S. currency shall be counted by the confiscating officer, using whatever assistance he may need based on quantity of

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STANDARD OPERATING PROCEDURES: S.O.P. 13**(Continuation)**

currency, and verified by a second officer. For each counter used there will be a verifying officer. The team supervisor will oversee the count. Once the count is finished, the supervisor will immediately escort the confiscating officer to the Property Unit so the evidence may be turned in.

2. Drugs - the bag will not be opened until the confiscating officer is ready to turn in the evidence. At that time the bag will be opened in the presence of a supervisor and a field test will be conducted. The supervisor will then immediately escort the confiscating officer to the Property Unit so the evidence may be turned in.

- B. When turning evidence in at the Property Unit, officers will not permit an evidence custodian to walk away or otherwise take evidence out of sight of the officer for any reason before the evidence has been properly sealed and initialed by the officer, and the property receipt has been completed.
- C. If any irregularity or inconsistency in accounting for evidence is discovered by the submitting officer, he/she shall immediately notify the commander of the Property Unit and his/her S.I.S. supervisor, who will then notify the appropriate S.I.S. commanding officer. An investigation shall be conducted to determine the cause of the inconsistency or irregularity.

IV. Checking out evidence for court.

- A. Each officer will examine evidence packages for tampering or evidence of substitution prior to leaving the Property Unit counter.
- B. When transporting drugs or currency to court, the officer responsible for the evidence shall be accompanied by an additional officer for security purposes. This shall also be done when the evidence is transported from court back to the Property Unit.
- C. Evidence shall not be left unguarded in a vehicle at any time.

City of Miami



DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 14

SUBJECT: Undercover Operations

PURPOSE: To establish procedures and guidelines intended to govern the undercover purchase of drugs, and other contraband, by members of the Special Investigations Section.

SCOPE: Undercover operations, by nature, are extremely dangerous. Members involved in such operations must take extreme care to reduce their risk only to that which is absolutely necessary to accomplish the mission. This responsibility to reduce risk rests not only with the officer, but with his supervisor and commanding officer as well.

The following procedures are intended to assist in the reduction of risk to reasonable levels, and to provide a set of guidelines by which all undercover operations should be conducted.

I. Background and Research

- A. Prior to engaging in an undercover operation, investigators must make every effort to find out everything possible about the suspects who are to be dealt with during the operation, or any other individuals who may become involved or play a part.

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

B. Research to be conducted includes, but is not limited to, the following:

1. Records checks of
 - a. Locations
 - b. Vehicles
 - c. Individuals
 - d. Associates
2. Spot checks of locations
3. Research of S.I.S. files

II. Planning

A. When conducting any undercover operation (narcotics, prostitution, gambling, intelligence, etc.), a review of all factors must be made before attempting any operation. Investigators are encouraged to use any lawful investigative tool or technique at their disposal. The individual officer will often have his/her own best technique for conducting undercover operations. The technique may include the use of:

1. Physical disguise
2. Posing as a decoy
3. False identity.
4. Rental or non-police looking vehicles.
5. Off-site location

B. The team supervisor is responsible for planning the operation. He/she should prepare an assignment sheet (Annex I), and include all pertinent information on the suspects and the operation.

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

- C. Undercover operations differ from one another depending on the type of operation, location, number of suspects involved, etc. Consequently, the number of backup officers assigned to an operation will vary depending on operational circumstances. The team supervisor and/or a sufficient number of backup officers are assigned on all operations. When necessary, personnel from other Details or Units will be utilized to maximize security and protection during undercover operations.
- D. The team supervisor will ensure that all officers involved in the operation are properly equipped and will arrange for a briefing prior to the operation.
- E. The briefing should include, as a minimum, the following:
 - 1. Brief background on the operation, including the suspects who have been identified, their descriptions, and known descriptions of all other known suspects who may be involved. Photos of suspects, if available, will be shown.
 - 2. A description of the area or location where the operation is to take place, including known fortifications and access routes. A diagram will be drawn and use of plat maps, available in Communications should be used.
 - 3. Time that the operation or undercover meeting is to take place, and whether or not the undercover officer is expected to travel to another location.
 - 4. Officer assignments, including surveillance, monitoring the recording device, photographs, note taker, responsibility for specific equipment (sledgehammer, crowbar), etc., as applicable.
 - 5. How the suspects are to be arrested, code word to be used by undercover officer to signal that he is ready to arrest, method of approach and entry, specific assignments during approach, entry and arrest, etc.

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

6. Prior to starting an operation, radio channels must be designated and radio checks performed. At least one member of the operation must remain on the working channel of the area affected, so as to provide an immediate link of communication with uniformed patrol units. During the operation, transmissions will be kept to a minimum and only pertinent information relating to the operation shall be transmitted. The Supervisor or Commanding Officer will assign a primary unit who will be responsible for relating most of the operational transmissions. This Officer will usually be in a strategic position for observation or will be a monitor of electronic audio transmissions.

NOTE: Officers should always presume that suspects are armed, the briefing should never include any statements which may lead officers to falsely believe that suspects are not armed. On the other hand, if information is available which indicated that suspects are armed, such information should be passed on during the briefing, including information on what the suspects are armed with.

III. Location of Undercover Operation

- A. The location of the undercover operation should always be known in advance. This facilitates research and preparation for the operation and decreases the level of risk to the undercover officers.
- B. Moving from one location to another, generally referred to as tripping, will not be done. Any exception to this directive must be pre-approved by the Detail Supervisor and Unit Commander.
- C. Undercover operations shall only take place within the geographical boundaries of the City of Miami, with the following exceptions:

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

1. A Commanding Officer of the Special Investigations Section has approved the operation. This approval must be sought for all operations, regardless of whether or not any other criteria within this subsection applies.
2. An Officer having jurisdiction in the area where the operation is to take place is available to assist and approves the action.
3. While working outside of the jurisdiction of the City of Miami, members of the Special Investigations Section do not generally have law enforcement powers. All enforcement powers must be taken by and through an officer with jurisdiction. (See Surveillance and Raid Planning - S.O.P. 15 for additional guidance.)

NOTE: Surveillance of persons and places outside of the City of Miami, but within Dade County, can be conducted in the furtherance of an investigation with the prior approval of a Commanding officer of the Special Investigations Section.

IV. Emergency Communications

- A. During the course of the performance of his/her duties, if a situation occurs when normal communication between an Officer and his fellow officers is interrupted because of the failure of communications equipment, the officer will proceed to the nearest public telephone and contact his/her office and instruct the respondent to contact his/her fellow officers in the field. The officer will advise the respondent of this current situation, location and well-being. This information will be immediately relayed to his fellow officers.
- B. If the Officer is unable to contact his/her office, the Officer shall immediately contact the Miami Police Complaint Sergeant and make a similar request. If unable to directly contact the MPD Complaint Sergeant, contact the nearest local police department and request the MPD Complaint Sergeant be contact immediately.

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

V. NINJAS Requirements

- A. The need for automated rapid inter-agency communication concerning street level operations is critical, for both the efficiency of the operation and the immediate safety of law enforcement personnel.
- B. To accomplish this goal, the Narcotics Information Network Joint Agency System (NINJAS) has been developed. The fundamental purpose of which is officer safety. The intent is to establish an operations clearing house through which participating agencies can be alerted to the possibility that their informants or undercover officers may be, unknowingly, dealing with informants or undercover officers of another participating agency.

VI. Reporting Criteria

All S.I.S. personnel will adhere to the following reporting criteria.

Transaction Parameters – Any undercover meeting can be entered into NINJAS. The following events must be entered into NINJAS:

- A. Meetings in which it is reasonable to assume that the offenders expect the listed quantities of narcotics or of cash to be present, displayed, or exchanged.
1. 2 ounces of cocaine powder
 2. 2 ounces of crack rocks
 3. 1 ounce of heroin
 4. 50 tablets or doses of any controlled substance
 5. 10 pounds of marijuana
 6. \$10,000.00

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

- B. Meetings between undercover officers/agents or informants and offenders, in which plans for robberies of drug offenders, e.g. drug rip-offs, home invasions, etc., will be discussed. Specifically, the object of the proposed robbery should be to steal drugs or drug proceeds.
- C. Any planned meetings or transaction, which in the opinion of the concerned agency, presents a danger to personnel.

Long-term investigations may be listed. This entry is intended to protect an ongoing project rather than a specific event, and might include a location that is the subject of a wire intercept or video surveillance. The exact address of the location must be listed, but the exact type of activity need not. The lookout will stay active for 180 days, and may be extended. The listing agency and the agency that made the entry that caused the conflict will both be notified of the conflict.

VII. Time Constraints

- A. Drug meetings by nature are often unpredictable and plans are prone to change without notice. Nevertheless, adequate advance notice of planned transactions/meetings is critical to the effectiveness of the Deconfliction System. It is also important for trust among the participating agencies that each agency makes a good faith effort to report pending meetings with sufficient advance notice to give the other agencies an opportunity to establish contact should it become necessary.
- B. The minimum advance notice of an undercover meeting entered into NINJAS will be TWO HOURS. It is understood that this will not always be possible, but participating agencies will make every effort to adhere to this standard.
- C. If the location or time of the transaction is changed, NINJAS will be updated as soon as possible.
- D. Pending controlled meetings, as enumerated will be reported to the system for the first time at least two hours in advance of the meeting.

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

- E. If after a meeting is first reported to the system, the planned time of the transaction is changed by one hour or more, the change and any subsequent changes will be reported as soon as possible.
- F. If after a meeting is first reported to the system, the planned location of the meeting is changed to any location outside the grid in which it was previously reported, the new location and any subsequent change will be reported as soon as possible.
- G. If extenuating circumstances preclude the possibility of reporting a meeting for the first time at least advance time provided that the concerned agency is prepared to demonstrate to policy board at a future time that there was insufficient time to comply with the two hours advance reporting requirement.

VIII. Required Information For NINJAS Entry

- A. The Deconfliction System will determine that a conflict between two (or more) events exist when it compares the information entered by different entities. The most critical data is the time and location of the event. The entry of other information is optional.
- B. When two events are planned within one mile and one hour of each other, NINJAS will alert both parties of the potential conflict. The time and distance may be expanded or contracted by the entering agencies to achieve a specific aim. The distance may not be expanded beyond two miles. This action of expanding is only for that moment in time. Entries entered afterwards will not take the same expanded criteria into consideration.
- C. When additional information, i.e. cell phone numbers, pager numbers, or license plate numbers, is entered, NINJAS will use those exact identifiers as well to deconflict.

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

IX. Reporting Exceptions

In the following situations, all participating agencies are not required to report planned meetings. The decision not to report lies solely with the concerned agency. Should a conflict occur, the agency that did not report must be prepared to demonstrate to the sub-committee that a bona fide exception existed.

- A. When a participating agency is conducting a grand jury investigation in which members of another participating agencies are suspect.
- B. When a participating agency is conducting a grand jury investigation and grand jury regulations prohibit release of investigative information.

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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: Surveillance and Raid Planning.

PURPOSE: To establish procedures to govern and guide the conduct of surveillances and raids.

SCOPE: Special Investigations Section activities generally involve some form of surveillance and often culminate in a raid to make an arrest and/or serve a search or arrest warrant.

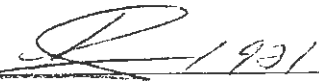
The procedures set forth herein are intended to increase the likelihood that operations will be successful and minimize the risk of injury or death to officers and suspects.

I. Surveillance Procedure


A. Surveillance can be defined as the secretive, continuous, and sometimes periodic watching of persons, vehicles and places or objects to obtain information concerning the activities and identities of individuals.

B. The following are some of the objectives of a surveillance.

1. To protect undercover officers or to corroborate their testimony



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STANDARD OPERATING PROCEDURES: S.O.P. 15

(Continuation)

2. To obtain evidence of a crime.
3. To obtain probable cause for obtaining search warrants.
4. To prepare for the execution of an arrest and/or a search warrant, including a Buy & Bust situation.

C. Prior to a surveillance or a raid, all investigators participating in the operation should be thoroughly briefed concerning the location of the surveillance.

1. Pictures and background data of the suspects should be provided as well as vehicle descriptions and method of operation of the suspects.
2. If possible, day and night photographs of the suspect location should be obtained in advance.
3. The objective of the surveillance and the plans for reaching that objective must be discussed and understood by all members of the surveillance team.
4. If an undercover officer is going to be present at the target location; raid team members should know his identity and be aware of instructions as to how he is to react during the raid.
5. If an informant is going to be at the target location, his identity should be known to all raid team members.

NOTE: Officer safety should be the primary consideration of any plan.

D. Cameras, radios, binoculars and recorders will be assigned to surveillance personnel so that they will be aware of events as they occur and be properly equipped to carry out their assigned duties.

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STANDARD OPERATING PROCEDURES: S.O.P. 15

(Continuation)

- E. Whenever possible, each surveillance car should be occupied by two officers: One driver and one observer to take notes. The second officer can also take over surveillance on foot if necessary.
- F. A physical reconnaissance should be made to study the areas where the surveillance will take place and identify vantage points, which are suitable for the officers. Diagrams and plat maps, available in Communications, should be used to familiarize all members of the surveillance/raid teams with the area.
- G. A review of all factors must be made before attempting any surveillance. The individual officer will often have his own best technique for surveilling a suspect or location. The technique is often determined by:
 - 1. The officer's physical makeup.
 - 2. The equipment available.
 - 3. The environment.
 - 4. Safety considerations of the officers involved.

II. Raid Procedure

- A. Conducting a raid is one of the more dangerous aspects of law enforcement work. In the conduct of a raid, an officer faces a unique situation where he knowingly enters into a situation, which may result in casualties. Improper planning or failure to recognize and appreciate the many factors involved in raid planning have caused embarrassment and ridicule to police agencies, and have resulted in the injury and deaths of police officers and suspects. Occasionally, due to poor planning, the wrong location has been hit. Planning and information are the most important factors to consider in any raid situation.
- B. There are usually two objectives for conducting a raid.

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STANDARD OPERATING PROCEDURES: S.O.P. 15**(Continuation)**

1. To apprehend a suspect. When this is an objective, an estimation of the amount of resistance likely to be encountered is important.
2. To seize evidence. Narcotic evidence, in particular, can easily be destroyed by a suspect. Therefore, it is often necessary to surprise the offender before he can dispose of the illegal narcotics.

C. Team personnel.

1. A Commanding Officer of S.I.S. will be involved in the actual service of search warrants by members of the Section.
 - a. A Commanding Officer of S.I.S. shall be present when multiple search or arrest warrants are to be executed or when a "buy and bust" operation is to be carried out whether or not it involves the use of a "flash roll".
 - b. In any event, a Commanding Officer of the Section will be advised prior to the execution of an arrest or search warrant and be present.
2. A Section supervisor shall be present during the execution of any search warrant by members of S.I.S. It shall be the supervisor's responsibility to review the content of the search warrant prior to its execution, assign personnel to specific tasks and to insure that a proper, legal and professional service of the warrant is carried out. The supervisor must verify the accuracy of the information in the warrant personally.
3. One person in each team will be assigned to handle and read the warrant. A second officer will do all the recording of the information. Other officers of the team who assist in the search of as premises will not touch or disturb any evidence that they find. They shall summon the recording officer who will document the location of the evidence.

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STANDARD OPERATING PROCEDURES: S.O.P. 15
(Continuation)

4. The raiding party must include SWAT and uniformed officers. Members of the raiding party in plainclothes must wear issued coveralls or raid jackets provided by the Department and Protective Vest.
5. In order to better handle passive onlookers and/or potentially aggressive crowds every effort shall be made by S.I.S. members to include the presence of uniform officers.
6. If in the course of any police investigation or raid situation, an officer or suspect shall receive an injury which would be considered life threatening, the ranking police officer on the scene shall as soon as possible, (first considering the safety of the officers on the scene):
 - a. announce his presence, ending the particular operation or investigation and
 - b. immediately insure that the appropriate first aid treatment be initiated, and
 - c. ensure that Fire Rescue is contacted, via telephone or police radio.
- D. Communications and a Commanding Officer in the district where the operation is to occur must be notified prior to commencement of the operation.
- E. Photographs of the raided premises should be taken to avoid any accusations of unnecessary destruction of property at a later date and to preserve the integrity of any evidence found.

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STANDARD OPERATING PROCEDURES: S.O.P. 15
(Continuation)

- F. Members involved in the execution of search and arrest warrants should be thoroughly familiar with all applicable Departmental Orders prior to service.
- G. All raids are to be conducted expeditiously and the search accomplished with as little damage to property as possible.

III. Assignment Sheet

- A. The Assignment Sheet provides team members with basic information on the assignments and locations concerning an operation. It is not meant to be all inclusive. Additional pages can be added as needed, such as a sketch of the area, house of apartment, copies of suspect photos, descriptions, vehicles, and any other special information as it becomes known.
 - 1. Each team member should be given a copy of the completed assignment sheet.
 - 2. A copy should be maintained for the case file.

IV. Additional Precautions and Procedures

- A. In the event that the description of the house, apartment or vehicle to be searched is in some way significantly different from the description contained in the search warrant, the execution shall be postponed until further verification can be made or amend the search warrant prior to its service. Indeed, it must be recognized that a key phrase that must always be considered by officers engaged in searches and seizures is "particularly" describing the place to searched." If there is any question about the warrant, it is better to err on the side of caution.
- B. When serving search warrants obtained as a result of controlled buy cases, the case officer and the informant shall prepare a sketch of the neighborhood to pinpoint the location of the premises to be searched.

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STANDARD OPERATING PROCEDURES: S.O.P. 15

(Continuation)

If a question arises as to the location, the C.I. shall be contacted for further verification of the location prior to the service of the warrant. If no C.I. is involved, the case officer is still responsible for having an area sketch prepared.

- C. When known, the interior lay out and description of a premises shall be obtained from the undercover officer, confidential information or other reliable witness. This information shall be shared with the raid party so that they may provide for their own personal safety, have an idea where the items to be searched for may be located and to further ensure that they are at the correct location.

Note: Further guidance can be found in SOP 14 - Undercover Operations.

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 16

SUBJECT: Subpoenas/Court Notices

PURPOSE: To establish procedures to insure subpoenas/court notices are properly distributed.

SCOPE: All section personnel are responsible for court attendance and or responding to court related issues.

I. Unit responsibilities

A. Due to the diversity of assignments and work schedules, the Unit Commanders will maintain an S.O.P. that governs how subpoenas/court notices will be distributed and received by personnel under their command.

B. All personnel will retain the "officers copies" of court attendance slips, court change of duty schedules, or any other court related matter for a period of six (6) months.

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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: Plea Negotiation and Dispositions

PURPOSE: To enhance the probability that defendants charged with major felony crimes receive sentences in keeping with the severity of the crimes committed; and to provide for an internal audit to evaluate the quality of case preparation and presentation.

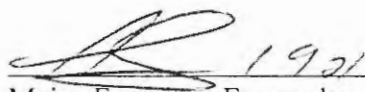
SCOPE: Governs plea negotiations for all major felony cases made by members of the Special Investigations Section.

Major felony cases shall include but are not limited to narcotic trafficking, organized gambling operation, bombing, terrorism, and firearms. Although the majority of our cases will fall within the above categories, other significant cases should not be discounted. The Section Commander or designee shall always be consulted.

In addition, this SOP will cover the recording of all dispositions of cases made by members of the Special Investigations Section.

I. Plea Negotiations

A. No plea negotiations will be entered into by any members of



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(Continuation)

the Special Investigations Section without the knowledge and consent of the Supervisor and Commander of the unit and Section Commander.

B. Drug Cases

1. In trafficking cases, recommend to the court the minimum/mandatory sentences prescribed by the legislature in F.S. 983.135 and do not negotiate any case involving sale, delivery or possession with intent to sell drugs to any sentence less than the minimum mandatory sentence prescribed by the legislature in F.S. 893.135 without the approval of the Section Commander.
2. Sale of drugs involving less than the amount addressed by the legislature in F.S. 893.135 requires jail time. Do not agree to anything less without the approval of the Section Commander.

C. In all other major felony cases, jail time will be recommended to the court. Any negotiated plea shall be approved by the commanding officer of the Special Investigations Section.

D. It shall be the lead investigator's responsibility to write a report to the case file outlining the details of the plea negotiations, including the sentence given and the names of the persons involved in the negotiated agreement.

II. Pretrial Conferences and Case Discussions

A. While engaged in pretrial conferences and case discussions, the case officers and the Assistant State Attorney shall explore the strengths and weaknesses of the case as it would affect the issue of plea bargaining in order to avoid having to make a last minute decision at a motion to suppress hearing or at the time of trial. The primary questions that must be

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STANDARD OPERATING PROCEDURES: SOP 17
(Continuation)

asked when giving consideration to accepting a plea shall be, "Why?" The most prevalent reasons might be:

1. A Weak Link in the Case. Example, a search and seizure problem or the reluctance to burn a confidential source whose testimony would be required to prove a case.
2. Cooperation by the Defendant. A lesser defendant agrees to testify against another defendant or agrees to cooperate in making future cases. In any event, a written contract shall be prepared in accordance with Special Investigations Section S.O.P.s.

III. Disposition Reports

- A. Regardless of whether or not a plea is negotiated, the lead investigator shall write a report to the file stating the disposition of all cases, misdemeanor and felony. The report shall include the sentence given and the name of the judge, defense attorney, and the prosecutor.
- B. If a case is not successfully prosecuted, the reason will also be explained in the report.
- C. The disposition of any evidence provided in the prosecution of cases shall be included in the report. A copy of the property receipt should be attached showing what evidence was withdrawn for court. All reports shall be forwarded through channels for the Section Commander's review.

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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: Maintaining Office Contact

PURPOSE: This procedure is established to protect officers when they are in the field in order for their whereabouts to be readily ascertained, and to insure the availability of officers to meet emergency situations.

SCOPE: Contact procedures for officers to follow are established.

I. Radio Contact


A. Officers working in the field will continuously monitor their assigned channel (s) while in their vehicles.

II. Pager, Nextel or Cell Phone Contact

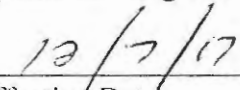
A. Officers who are assigned pagers, nextels or cell phones will monitor them whenever they are away from the station.

III. Supervisory Contact

A. On duty officers will contact their supervisor(s) when commencing



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(Continuation)

their tour of duty, and apprise him/her of all activities planned for that day. In addition, any changes or special situations that arise during working hours will be brought to the supervisor's attention as soon as possible.

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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES


S.O.P. 19

SUBJECT: Requests for Information

PURPOSE: To delineate responsibilities and controls related to telephone checks by this Section.

SCOPE: This Section enjoys unusually close and excellent working relationships with numerous sources of needed information. This is due to the confidence these sources have in our ability to correctly handle and treat their information. In order to continue this relationship and maintain their confidence it is necessary that limits and controls be placed on this information as follows:

- I. All members of this Section have free access to information if it deals and is in conjunction with the official business of this Section. At no time will information be obtained or used for personal reasons.
 - A. All members are reminded that this is a restricted area.
 - B. All other members of the Department and other agencies requesting information will be referred to the Commander of the Section or a Unit Commander within the Section.



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(Continuation)

Requests, in most cases, will be granted if it is determined the information will be used in the course of official business.

- C. In no case will a request be granted if information is to be used for personal reasons. Any person violating this trust will be denied future access to this information along with any disciplinary action deemed appropriate.
- D. All requests from non-law enforcement officers (civilians) shall be referred to the Section Commander or the Media Relations Unit.
- E. Members of the section must be mindful that dissemination of computerized FCIC and NCIC information to non-law enforcement officers or for personal use is unlawful and may result in sanctions against the Department as well as the individual. (Also see S.O.P. 20, 21, and 22 for further guidance.)

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 20

SUBJECT: Requests for information (written and verbal) from law enforcement officers.

PURPOSE: To set up Section procedures for handling requests for information from other law enforcement agencies, officers from other units within the Police Department, and Officers from within the Section.

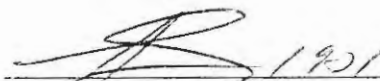
SCOPE: In order to safeguard against disclosure of information to unauthorized persons or agencies strict procedures must be followed.

It is not the desire of the Section to discourage mutual assistance, only to set up guidelines to control the flow of information.

I. Written Requests for Information

A. All written requests for information must meet the following criteria.

1. Verify that it is a legitimate police agency on properly documented letterhead. If the letter is questionable, call the agency and confirm the request and the requester.


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2. Ensure strict adherence to standard operating procedures for dissemination and disclosure of information (see Security and Privacy of Intelligence Files). Use extra caution when corresponding with non L.E.I.U. or F.I.U. members.
 3. Requests should be answered in writing as quickly as possible.
 4. Give only the requested information. Do not give non-pertinent information or that which is not requested.
 5. Give only the facts and documented information; never give opinions or draw conclusions.
 6. When disseminating intelligence, stamp first page of letter with "Restricted" stamp.
 7. Copies of any information (newspaper clippings, mug shots, arrest records, etc.) sent should be kept with the letter on file.
 8. Do not correspond with any agency whose intelligence unit is under investigation or who has been banned from L.E.I.U. or F.I.U. without prior approval from the Section Commander.
- II. Written Requests for Information from Other Agencies to members of the Special Investigations Section.
- A. Send requests to L.E.I.U. & F.I.U. members if possible.
 - B. If the agency is not an L.E.I.U. or F.I.U. member, check the directory of IACP members for the name of the Chief of Police and name of agency or police department in that area.
 - C. If no contact is known in the agency, direct the inquiry to the attention of the "Intelligence Section".
 - D. Never give LEIU number of subject to non-member L.E.I.U. agencies.

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STANDARD OPERATING PROCEDURES: S.O.P. 20
(Continuation)

- E. Do not give information on the reason for the request. Only request what is pertinent to the case.
 - F. Do not correspond with agency whose intelligence unit is under investigation or who has been banned from L.E.I.U. or F.I.U. without approval of the Section Commander.
- III. All letters to outside agencies shall be written for the Section Commander's signature, who shall sign for the Chief of Police.
- IV. All requests for information by officers outside the Section shall be in writing using the IAD Information Request Form.
- A. The requester's supervisor must approve the request prior to submission.
 - B. The request then must be approved by a Section supervisor or above.
 - C. In emergencies, when officers in the field need information, the request may be verbally approved by a Section supervisor. The request form must follow at the earliest possible opportunity.
- V. All requests for information by officers within the Section shall also be in writing using the IAD Information Request Form.
- A. The requester's supervisor must approve the request prior to submission.
 - B. In emergencies, when officers in the field need information, the request may be verbally approved by a Section supervisor. The request form must follow at the earliest possible opportunity.
- VI. All requests for information from all sources shall be logged by Intelligence Analysis personnel. Any variation from these procedures must be approved by the Section Commander. (See also S.O.P.'s 19, 21 and 22 for further guidance).

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES


S.O.P. 21

SUBJECT: Requests for Criminal History Information.

PURPOSE: This S.O.P. provides guidelines for the protection of criminal history record information.

SCOPE: FCIC is an automated, computer controlled organization funded by the State of Florida and operated under the authority of the Florida Department of Law Enforcement (FDLE). On May 4, 1982, the City of Miami Police Department executed a contract with FDLE governing use of the system.

- I. In order to comply with terms of the contract all personnel must abide by the following procedures.
 - A. Access to data will be permitted only to criminal justice agencies in the discharge of their official, mandated responsibilities. To qualify an agency must meet one of the guidelines as outlined below.
 - 1. Police forces and departments at all governmental levels that are responsible for enforcement of general criminal laws. This should be understood to include highway patrols and similar agencies.


 Major Francisco Fernandez
 Commander
 Special Investigations Section

12/7/17
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STANDARD OPERATING PROCEDURES: S.O.P. 21**(Continuation)**

2. Prosecutive agencies and departments at all governmental levels.
 3. Courts at all governmental levels with a criminal or equivalent jurisdiction.
 4. Corrections departments at all government levels, including corrective institutions and probation departments.
 5. Parole commissions and agencies at all governmental levels.
 6. Agencies at all governmental levels which have as a principal function the collection and provision of fingerprint identification information.
 7. State control terminal agencies, which have as a sole function by statute the development and operation of a criminal justice information system.
 8. Regional or local governmental organizations established pursuant to statute which collect and process criminal justice information and whose policy and governing boards have, as a minimum, a majority composition of members representing criminal justice agencies.
- II. Information may be disseminated to outside agencies only by prior approval of the commanding officer of S.I.S. or his designee.
- III. Anytime outside agency dissemination has been authorized, certain information must be logged in the Criminal History Dissemination Log.
- A. The Criminal History Dissemination Log requires 7 separate entries per request and must be complete. The mandatory entry information is listed as follows.

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

1. Date of Request.
2. Date of Release.
3. Subject and Date of Birth.
4. State Identification Number (SIN) and/or FBI Number.
5. Requestor, name & IBM/or agency.
6. Purpose: "C" for criminal.
7. Person processing request (IBM #).
(See also S.O.P.'s 19, 20 and 22 for additional guidance.)

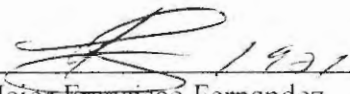
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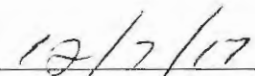


SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

- S.O.P.** 22
- SUBJECT:** Security and Privacy of Intelligence Files and Public Records Requests.
- PURPOSE:** To establish procedures to assure accuracy, currency, and security of intelligence files and limit record keeping activities to necessary and lawful purposes and to insure the appropriate release of information pursuant to the Public Records Law.
- SCOPE:** It is necessary for the Special Investigations Section of the Miami Police Department to define terms and provide guidelines, which must be strictly adhered to throughout the process of gathering, evaluation, analysis, dissemination and storage of intelligence. Special precautions are to be taken to ensure that rights to privacy are not violated.
- I. The Public Records law, F.S.S. 119 has had a dramatic impact on the collection, storage and dissemination of criminal intelligence and investigative information. All requests for the release of S.I.S. records demanded under authority of this law shall be directed to the Section Commander. The Police Legal Advisor should be consulted when any unresolved questions arise. All Public Records requests must be in writing and specify what information or records are sought.


 Major Francisco Fernandez
 Commander
 Special Investigations Section


 Effective Date



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

- A. After approval by the Section Commander and Legal Advisor, the individual releasing such records shall write a memo to the Section Commander explaining what was released. A copy of the original request for the release of public records and an exact copy of all documents released shall be attached.
 - B. The Budget Unit will collect the appropriate fee for any records duplicated by S.I.S. personnel.
- II. Collection of Information

In order to insure that an individual's rights to privacy are not violated, special precautions must be taken when setting up guidelines for the gathering and collection of criminal justice intelligence information.

- A. Records and intelligence on individuals, groups or businesses may be collected for the intelligence files using the following guidelines:
 - 1. If the individual, group or business is currently involved in criminal activity.
 - 2. If the individual, group or business has previously been involved in criminal activity.
 - 3. If the individual, group or business is suspected of being involved in criminal activity and the suspicion can be substantiated.
 - 4. If an individual is involved in a business (small private businesses or company) in which criminal activity is going on and the individual is suspected of being involved in this activity.
 - 5. If an individual is an officer of a business (small businesses or large corporation) involved in or suspected of being involved in illegal activity.

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

6. There must be a "criminal" basis for intelligence gathering and storage, i.e. information should be limited to individuals or groups of individuals identifiable as to their involvement in criminal activity or with criminal figures. This should be indicated in written reports and memos.
7. Avoid using loosely drawn conclusions and using "believed to be", "allegedly", etc., without substantial information to back up statement.
8. Avoid collecting information on the personal lives of individuals, if the information does not have a "criminal" basis.

III. Dissemination and Disclosure

- A. All records and files will be classified into the following categories and information will be released through strictly adhered to guidelines, applicable to all personnel.
 1. General - General information is that information available to authorized law enforcement agencies upon request, if dissemination does not conflict with an ongoing S.I.S. investigation. General information is that which is public record or classified as less than confidential, e.g. newspaper articles with explanatory written report.
 2. Confidential - Confidential information is that which will be released on a need-to-know basis only, either to S.I.S. personnel or outside law enforcement agencies, upon approval of the section commander or supervisor. This information includes inter-office memos and written reports that are less than sensitive and investigative information. With the conclusion of said investigation, confidential information could possibly become general information.
 3. Secret - Secret information is that information which, if disclosed, could be harmful to an individual's reputation or

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

life or jeopardize an investigation or the rights and privacy of an individual. Secret information shall only be released to those directly involved with the investigation or on a right-to-know basis only. At the termination of an investigation, sensitive information could possibly become general information through court testimony.

B. Basis for Release of Information

Except for that information which is public, intelligence should be released on a need-to-know basis only.

1. A need-to-know situation is that in which another duly constituted law enforcement agency has a need for information necessary for the completion of a criminal investigation that is being conducted by that agency. Dissemination of the requested information to another agency will be made only when such disclosure does not interfere with another ongoing investigation within the department.
2. A right-to-know situation is based upon a legislative and/or legal decision which will probably come through the; Judicial system in the form of record and file subpoenas, legally constituted record/file review committees, or Public Records request. The information requested by such a decision must be disclosed.

C. Procedures for Dissemination of Intelligence

1. Intelligence may be disseminated on a need-to-know basis only, to duly constituted law enforcement agencies on the Federal, State, and local level, upon approval of the Section Commander.
2. Intelligence may be disseminated in a right-to-know situation, based upon a legislative and/or legal decision. Intelligence may be released by the Section Commander only.

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

3. The authority for releasing or disseminating intelligence information rests with the Section Commander.
4. Prior to releasing any intelligence information, identification of the requesting individual will be checked.
5. No intelligence information will be given to press, radio or television newsmen, private companies or agencies, individuals requesting information about their own record or any other agency or individual that is non-law enforcement. Do not release information to these individuals; refer them to the Section Commander. This procedure should also be followed for answering telephone requests.
6. Intelligence information should not be released to another law enforcement agency that is under investigation or whose intelligence files have been subpoenaed.

D. Unauthorized Release of Intelligence Information

1. Due to the highly sensitive nature of intelligence information which the Special Investigations Section investigates, collects and analyzes, it is of paramount importance that all section personnel, sworn and non-sworn, understand the necessity for strict adherence to non-disclosure guidelines and regulations. Under Federal Statute, the penalty for unauthorized release of criminal intelligence information is as follows:

"A person is guilty of a misdemeanor if he discloses criminal justice intelligence information or criminal justice investigative information to which he has or had access in his official capacity to a person not authorized by law to receive such information. The offense shall be punishable by imprisonment not to exceed one year, a fine not to exceed \$10,000 or both."

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

IV. Intelligence File Security

- A. Absolute security for an item of information can be achieved only if the information is known only to one person, and if it is never revealed to a second person, and if it is never physically recorded in any way. For a police operation, this is impractical because it would render the information unusable. Accordingly, the S.I.S. information security program cannot and does not seek to obtain absolute security. Rather, it must permit the accomplishment of essential functions while affording selected items of information various reasonable degrees of security with a minimum of calculated risk. In this context, safeguards must be devised against both inadvertent disclosures to unauthorized persons and attempts to acquire the information for illicit purposes. The procedures, physical measures, and precautions required by this order are prescribed to that end.
- B. All individuals outside this Section must sign the file security sheet before looking at the file. The file security sheet will contain the following information:
1. Information requested on
 2. File number
 3. Pages photocopied
 4. Date and Time
 5. Viewed by: (name and department)
 6. Analyst responsible
- C. Individuals outside this Section will not be permitted to look at the files without the presence of an Analyst in the office. Files will not be removed from this Section under any circumstance without the approval of the Section Commander. No one will make or be given Photocopies of (intelligence) file pages without the consent of the Section Commander.

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

V. Correspondence with Outside Agencies

- A. When responding to requests for information from outside agencies, the file-copy of the response letter will list the file and page number of any enclosures sent. Computer checks, such as FCIC, or corporate printouts, shall also be listed.

VI. Requests Originating From a Non-Law Enforcement Entity for Information

- A. All requests originating from a non-law enforcement entity for information shall be referred to the Section Commander for review. In his absence, the request shall be directed to the Division Chief and/or Legal Advisor.

Such requests shall include those received from other City of Miami departments and/or employees.

(See also S.O.P. 19, 20 and 21 for additional guidance.)

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 23

SUBJECT: Telephone Communication

PURPOSE: Because the members of S.I.S. are in frequent communication with other agencies via the telephone. it is imperative that procedures for safeguarding our information (and information of others) be established.

SCOPE: This Section enjoys unusually close and excellent working relationships with numerous sources of needed information. This is due to the confidence these sources have in our ability to correctly handle and treat their information. In order to continue this relationship and maintain their confidence, it is necessary that limits and controls be placed on this information as follows:

I. Answering Incoming Calls

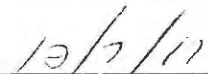
A. Identification

All personnel initially answering a telephone call will answer the telephone by identifying their section, detail, or unit and their name.

Example: Special Investigations Section (Not S.I.S., etc.) Miss Jones, Sergeant Smith, Officer Brown. etc., May I help you?


Major Francisco Fernandez

Commander
Special Investigations Section


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STANDARD OPERATING PROCEDURES: S.O.P. 23**(Continuation)**

To answer a call initially answered by another departmental employee but transferred to you, either by local or the transfer procedure, a rank designation and your name are sufficient.

B. Procedures for Answering Requests

When any S.I.S. member receives a request for assistance, they should first insure proper identification of the caller. Recommended methods of identification are:

1. Positive recognition of the caller's voice. Be aware of possible impersonations. Use this method with caution.
2. Request the caller's name, department/unit, and telephone number.
3. Verification of these identifiers can be made through such sources as:
 - a. Member's personal directory
 - b. Telephone directory
 - c. Telephone information
 - d. LEIU & F.I.U. directory
 - e. Chief of Police directory, etc.
4. Once positive verification of the caller has been made, return the call and disseminate the proper information.

Note: Remain aware of persons who are private investigators, members of the press, and others calling under false pretenses.

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STANDARD OPERATING PROCEDURES: S.O.P. 23
(Continuation)

C. Dissemination of Information

Assure strict compliance with standard operating procedures governing dissemination and disclosing of information.

City of Miami



SPECIAL INVESTIGATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. **24**

SUBJECT: Reverse Buy Procedures


PURPOSE: To establish procedures and controls in order to enhance the probability of building a successful criminal case against the subjects of the investigation as well as to protect the integrity and reputation of members of this Section.

SCOPE: The reverse buy is a useful tactic for criminal investigation. Extreme care must be taken in order to preserve this method from legal attack. Therefore, all members of this Section shall follow these procedures.

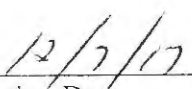
I. Reverse Buy Procedure

A. Approval

1. No reverse buy cases shall be made without the approval of a commanding officer of this Section.
2. Prior approval must be given by a narcotics Assistant State Attorney to deliver small amounts of narcotics as samples to the purchasers when it is determined that such action is an investigative necessity in order to further the case.



 Major Francisco Fernandez
 Commander
 Special Investigations Section



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STANDARD OPERATING PROCEDURES: SOP 24
(Continuation)

3. Before any reverse buy is attempted, all the facts known will be given to an assistant state attorney. If a sample is to be delivered, the state attorney must give specific approval on a case-by-case basis before the operation will be approved.

B. Handling Drugs in Reverse Operations

1. It shall be the undercover officer's position to just show the sample to the purchaser. The officer may surrender a small sample if the purchaser requests it. Small samples shall mean 5 to 10 quaaludes, up to an ounce of marijuana, several grams of cocaine or heroin.
2. The drugs used for the sample or for the final buy can only be drugs that are no longer needed for court presentation on a previous case. Drugs ordered to be destroyed by a court shall not be used without the court's approval.
3. When used, the chain of custody and the quantity of the drugs must be strictly controlled and documented as follows:
 - a. Prior to checking out drugs for a reverse sting operation, the lead investigator shall prepare a memorandum to the Property Bureau for an S.I.S. Commander's signature. The memorandum will specify the property receipt and item number of the drug to be checked out. The original memorandum will be presented to the Property Specialist Supervisor or Sergeant on duty when the drugs are checked out of the Property Bureau, and a copy will be maintained in the case file.

NOTE: Only the officer who originally impounded the drug in question will be permitted to check it out.

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STANDARD OPERATING PROCEDURES: SOP 24
(Continuation)

- b. The investigator will weigh and sign for the drug pursuant to Property Bureau procedures, indicating on the property receipt that the drug is being checked out for the purpose of "Investigation." If any repackaging of the drug is necessary to prepare it for sale, it shall be done at the Property Bureau in the presence of the Property Specialist. Changes in weight resulting from repackaging must be carefully documented to avoid any hint of impropriety.
- c. At the conclusion of the reverse operation, the drugs shall be returned immediately to the Property Bureau. If the reverse operation is successful and arrests are made, the drugs shall be checked back into the Property Bureau under a new property receipt number citing the new case number and names of defendants. The investigator must insure that the old and new property receipts are cross-referenced.
- d. In the event that the reverse operation fails and no arrest is made, the drugs shall be returned to the Property Bureau under the original property receipt number.
- e. A copy of the lab report giving the analysis of the drug shall be obtained for the case file prior to using the drugs for sample or final delivery. After the delivery and arrest of the purchaser, another laboratory analysis shall be obtained for presentation in the new case. All of the drug evidence shall be preserved and not used for a subsequent reverse buy case unless samples have been submitted for analysis and an order is obtained to release the remaining drugs as evidence in the most recent case.

II. Seizure of U.S. Currency

- A. Officers seizing currency in reverse buy operations shall contact the Legal Unit as soon as possible to initiate forfeiture

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STANDARD OPERATING PROCEDURES: SOP 24
(Continuation)

proceedings. In the event that a Judgement of Forfeiture is obtained by the Legal Unit, the seizing officer will be notified of this fact by memorandum. The officer will also be contacted by the Property Bureau requesting that he/she contact them to sign the property receipt authorizing the confiscation of the currency in question. As money seized in the reverse buy is evidence of the crime and needed for court presentation, the officer shall not authorize confiscation of this money until the criminal case is resolved.

III. Purchasers

- A. It is our intention to investigate purchasers who are involved in the drug trade or have a predisposition to do so. We must avoid, discourage, and try to prevent by all means a situation wherein we or our C.I. encourages or entices an otherwise previously uninvolved citizen to make a purchase from us. Several ways of attempting to prevent this from happening are:
1. Identifying and obtaining criminal and intelligence background checks on the purchasers.
 2. Thoroughly debriefing the C.I. as to how, where, and under what circumstances the C.I. met the purchasers including what was said.
 3. Document all conversations and admissions to the undercover officers by the purchasers concerning their past and present involvement in narcotic violations.

IV. Coordination with other Law Enforcement Agencies

- A. We must maintain a keen awareness of the possibility that the purchasers may be representatives of another law enforcement agency. Notifications to the appropriate agencies shall be made before the sale is carried out.

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STANDARD OPERATING PROCEDURES: SOP 24
(Continuation)

V. C.I. Conduct

- A. The C.I. shall not be allowed to deliver a sample or the drugs to the purchasers.
- B. The C.I. will not be paid out of the purchase money.
- C. The C.I. will be told not to get part or all his C.I. payment from the purchasers "up front" as his fee for making the introduction.
- D. The C.I. will not be promised a specific percentage of funds seized in reverse operations. Amount of payment shall be determined on a case-by-case basis.

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SPECIAL INVESTIGATIONS SECTION STANDARD OPERATING PROCEDURES


S.O.P. 25

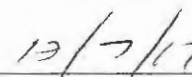
SUBJECT: Use of Section Safes

PURPOSE: To establish procedures and guidelines intended to govern the use of safes within the Special Investigations Section, and the security of combinations, which access the safes.

SCOPE: The following procedures are established to ensure accessibility and security of items or information stored in safes assigned within the Special Investigations Section. Procedures are divided into two primary areas; that which concerns safes assigned to command personnel, and that which concerns the safe within the equipment room.

- I. Safes assigned to command personnel shall be maintained by the unit or section commander to whom the safe is assigned. The safe shall be located within the Commander's office, and shall be maintained by him/her to store items/information as he/she deems appropriate.
 - A. Safe combinations shall be placed in a sealed envelope by the respective unit commanders to whom the safe is assigned, and given to the Section Commander. The sealed envelope shall be secured in the Section Commander's safe.


 Major Francisco Fernandez
 Commander
 Special Investigations Section


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

- B. Acting Unit/Section Commanders shall be given access to the Unit/Section safe by the Unit Commander, in any situation where the Unit Commander will be absent for more than five (5) working days.
 - C. The combination shall be changed as needed (at minimum once annually), and each time that control of the safe has been transferred from the Commander, an Acting Commander and vice versa.
- II. The safe assigned to the equipment room is operated by two separate combinations, on two separate dials. No individual within the Organized Crime and Terrorism Section is authorized access to both combinations. No money shall be stored in any safe in the Special Investigations Section. All show money will be placed in the Property Unit safe until it can be redeposited. (See S.O.P. 5 .)
- A. The combination to the upper dial shall be possessed by the Section Commander, and the combination to the second (lower) dial shall be possessed by the unit commanders.
 - B. Each of the individuals listed in section II, paragraph A, shall document the combination in his possession as follows:
 - 1. The combination shall be written on plain paper and placed between cardboard or other material sufficient enough to prevent surreptitious viewing. This will then be placed inside a manila envelope.
 - 2. The manila envelope will then be sealed, and evidence tape shall be used to secure all edges. All edges will then be signed by the individual(s) who know the combination.
 - 3. The resulting two envelopes shall be secured in the Section Commander's safe.

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

- C. In the event that access to the safe is necessary, and the individuals who possess the combination to the dials cannot be reached, the commander(s) who possess the envelope with the necessary combination shall open the envelope and utilize the combination as appropriate.
 - 1. Once an envelope has been opened, a report describing the circumstances and documenting the situation will be forwarded to the section commander immediately.
 - 2. The Section Commander will then direct that arrangements be made to change the combination to the safe.

- D. Each time the combination to the safe is changed, procedures outlined in section II, paragraphs A and B will be followed. The safe combination will be changed as often as the section commander deems appropriate, and each time the procedure covered in section II, paragraph C, is followed.

City of Miami



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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 26

SUBJECT: Filing Procedures

PURPOSE: To provide guidelines in setting up and using the operational files.

SCOPE: The following SOP sets down the guidelines for the S.I.S. filing system.

I. The following is a guide on the implementation of new file numbers for the Special Investigations Section.

A. FILE NUMBERS

1.	YEAR/CODE LETTER/MONTH OF INITIATION/ # OF CASE
	96 N 01 01

2. The file number above, 96N0101, signifies the first narcotics case in January of 1996. Subsequent cases started by the narcotics unit in January will be 96N0102, 96N0103, and so forth. Gambling cases would be 96G0101. Bombing cases would be listed as 96B0101.

Major Francisco Fernandez
Commander
Special Investigations Section

Effective Date



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

3. General reports that are not assigned a specific case file number would go in the file 96N0100. Reports to this file would be general narcotics reports written in the month of January. Formerly these types of reports would go into 10C891. General reports for Gambling would then go into 89G0100 if the report was written in January.

All case file numbers will be assigned by supervisory personnel and the report number by data entry personnel.

- II. The following is a list of the code letters to be used in Special Investigations Section file numbers.

N= NARCOTICS-BLUE
G= GAMBLING-BROWN
L= LIQUOR-GREEN
P= PORNOGRAPHY-GREEN
V= VICE-GREEN
O= ORGANIZED CRIME-GREEN
B= BOMBING-BLACK
A= ACTIVISTS-YELLOW
S= SECURITY-GREEN
H= REPORTS ORIGINATED BY S.I.S. CRIMINAL
INTELLIGENCE ANALYSTS
W= WEAPONS-GREEN
M= MISCELLANEOUS-GREEN
Z= PUBLISHED INFORMATION-RED

- III. S.I.S. reports will be typed in the S.I.S. Investigative Report template and stored in the IR Directory.

Supervisors will assign case numbers only for investigations that are termed pro-active, no matter if the purpose of the investigation is for criminal prosecution or for intelligence to be used for prosecution will be the immediate consideration and criteria for assigning case numbers.

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

The purpose of this procedure is to alleviate the assigning of case numbers for a one time or incidental documentation report. In effect, a case number should only be assigned when there is an active investigation, whether it be for prosecution or gathering/documenting intelligence pertaining to a person(s), group, and/or organization.

General or one time documentation should be through a general case number.

For example, 93N0900. General narcotics information documented during the month of September (09).

The initial report, #1, should address the following considerations:

TARGET: Person or Organization

IDENTIFICATION: A profile of individual(s) targeted. If an organization, a description of the Organization's structure and a profile of significant individuals identified within the organization.

MO: Operating methods of the targeted person(s) or organization(s). Types of criminal acts involved and the range of those acts.

LEVEL OF VIOLENCE: Indicate known or alleged propensity for violence.

PROJECTION: Estimated impact if investigation is successful.

ENTITIES: Businesses and/or residences owned and/or used by the organization or to facilitate the criminal acts.

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

INVESTIGATIVE TECHNIQUES: Self-explanatory.

MANPOWER NEEDS: Self-explanatory.

INTERNAL INVESTIGATIVE COMMITMENTS: Within the Section, Department.

EXTERNAL INVESTIGATIVE COMMITMENTS: Federal, State, County, other local agencies.

POTENTIAL ASSET REMOVAL: Forfeiture, etc.

INFORMANT/WITNESS RELIABILITY: Self-explanatory.

FORM OF PROSECUTION: Federal? State?

A case initiation/closure report will be completed and forwarded to the Section Commander whenever a new case or file number is issued. Upon completion of the investigation, whether successful or unsuccessful, a case initiation/closure report will be submitted indicating results and reasons for closure.

The intent is to have a beginning and an end to accompany the investigative reports. These reports will be kept in the case or enclosure file with other reports.

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 27


SUBJECT: Joint Task Force Agreements with Federal and other Local Law Enforcement Agencies.

PURPOSE: To establish a procedure by which the Special Investigations Section will enter into agreement(s) with Federal Law Enforcement Agencies for investigative and jurisdictional purposes.

SCOPE: Investigations will be entered into only with the approval of the Section Commander and only after the criteria indicated has been met to the approval of the Unit and Section Commanders.

I. Criteria

- A. Investigation must be of an organized enterprise with direct relationship to narcotics trafficking or other criminal enterprises.
- B. Lead investigator must show that all other investigative resources, local, county and state, are not feasible or justifiable.
- C. Lead investigator must submit to his immediate supervisor and Unit Commander a recommendation for entering into an agreement.


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

- D. A proposal will be prepared for the viewing by the Section Commander, indicating the scope of the investigation and the need for a joint investigation.
- II. Case File
- A. A file will be maintained by the investigator and the Unit Supervisor of all contracts, agreements, and administrative memorandums pertaining to the investigation.
 - B. Lead investigator, or the Unit Supervisor will insure that a copy of all contracts, agreements, and administrative memorandums pertaining to the investigation are forwarded to the Section Commander's office for filing.
- III. Reimbursement of Overtime and Expenses
- A. All overtime expended by investigators assigned to the investigation will be maintained in an accounting manner, indicating the date of the overtime, the amount of time expended, the purpose for the overtime expenditure, and the assigned investigator(s) expending the overtime.
 - B. A reimbursement request for overtime/travel expenditures will be filled out on a monthly basis and submitted, through channels, for the Section Commander's signature.
 - C. The original signed reimbursement request will be submitted to the federal agency indicated by the agreement.
 - D. A redline memorandum to the Commander of the Business Management Section will be prepared indicating the monetary amount of overtime/travel requested for reimbursement. Included in the memorandum will be the agreement number and a separate indication as to the amount of reimbursement for overtime and for travel. Attached to the memorandum will be a copy of the reimbursement request signed by the Section Commander.

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- E. A copy of the memorandum will be maintained by the lead investigator or Unit Supervisor and filed appropriately. An additional copy will be provided to the Section Commander's Office for filing.
- F. Budget Code number will appear on all overtime slips. A copy of all overtime and expense receipts, attached to the copy of reimbursement request, will be forwarded to the Section Commander's office for filing.

IV. Commanding Officer's Responsibilities

- A. The Unit Commander is charged with the responsibility to continuously evaluate the results of the investigation. The Unit Commander will meet with the Section Commander to discuss and will provide a written memorandum evaluating the on going progress of the Task Force commitment to include continuing the Task Force Operation.

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES


S.O.P. 28

SUBJECT: Authorized Consumption of Alcoholic Beverages during undercover assignments.

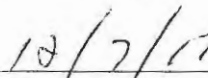
PURPOSE: To provide guidelines for Section personnel who must consume alcoholic beverages while conducting undercover investigations.

SCOPE: To cover circumstances under which Section personnel may consume alcoholic beverages and to place appropriate limitations on consumption while acting in an undercover capacity.

- I. Consumption of alcoholic beverages while on-duty will be approved only under the following circumstances.
 - A. During an authorized undercover investigation of:
 - 1. A licensed liquor establishment.
 - 2. A surveillance where a suspect has been followed into a bar or lounge.
 - 3. An undercover meeting held at a bar or a lounge.



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

4. Other situations as required with supervisory approval.
- B. Supervisory approval must be obtained in advance for any consumption of alcoholic beverages to be authorized.
- II. Limits on consumption:
 - A. No more than 2 mixed drinks containing 1-1/2 ounces of 80 proof liquor during a two hour period or:
 - B. No more than 2 twelve-ounce beers during a 2-hour period.
 - C. No more than 2 drinks or beers as indicated in A and B shall be consumed during any one tour of duty.
 - III. It is the intent of this S.O.P. that even though there may be occasions when officers are authorized to consume alcoholic beverages while on-duty they are never authorized to become intoxicated or to operate a motor vehicle while under the influence of alcohol as defined in Florida State Statutes.

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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

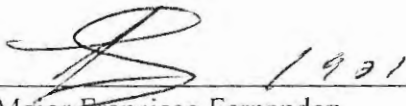
S.O.P. 29

SUBJECT: Vehicle Utilization

PURPOSE: To establish procedures for the utilization of city owned vehicles, forfeiture fleet vehicles and rental vehicles assigned on a 24-hour basis to the Special Investigations Section.

SCOPE: The function of the Special Investigations Section, in general, is to conduct investigations, which are sensitive in nature and require special expertise. In order that the Section may perform its function, it must have the ability to deploy personnel in an undercover capacity whenever necessary. For this reason, the Special Investigations Section has been provided with vehicles, which are not readily detectable as police vehicles. These vehicles are generally rental cars and other vehicles, which were used in criminal endeavors and were confiscated.

To preserve the integrity of the investigations performed by members of the Special Investigations Section, it is necessary to insure that these vehicles remain as detached as possible from their official environment. This type of detachment is most easily accomplished by removing the vehicles from the police facility.



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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 30

SUBJECT: Use of Surveillance Platform


PURPOSE: To provide procedures for the use and maintenance of the surveillance platform.

SCOPE: The surveillance platform is a state-of-the-art vehicle, which, if properly utilized, can greatly enhance the type investigations presently conducted by S.I.S. investigators. Proper utilization of the surveillance platform will not only assist in investigations but is essential for the safety of the investigators on board.

The following guidelines have been established for operational effectiveness when utilizing the surveillance platform.

I. SURVEILLANCE VEHICLE CHECKOUT PROCEDURES

- A. Only designated personnel are authorized to contact the storage facility to request surveillance vehicle checkout. These designated personnel will include but may not necessarily be limited to S.I.S. command personnel.



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

- B. All personnel must bear in mind that surveillance vehicle preparation requires approximately one hour.
- C. When practical, surveillance locations should be visited in advance of surveillance vehicle setup in order to locate and if necessary, secure a spot where the vehicle can be utilized to its maximum potential.
- D. The surveillance vehicle operator will complete Part 1 of the safety checklist prior to moving the vehicle.
- E. Storage facility personnel are responsible for all vehicle maintenance with the exception of fuel.
- F. It is the responsibility of the surveillance vehicle operator to insure that the vehicle is properly fueled. Under no circumstances will the vehicle be fueled at the police compound or any other City facility, which might associate the vehicle with the City of Miami or the police department.

II. VEHICLE DEPLOYMENT

- A. For maximum effectiveness, officer safety, and operational security, the surveillance vehicle should be deployed with at least three persons. One person will serve as the vehicle driver and the other two will operate the surveillance equipment in the rear operational compartment.
- B. Once the vehicle is in position, the driver will exit the vehicle, lock it, and carry out his/her outside assignment.
- C. The operators in the rear operational compartment will complete Part 2 of the vehicle safety checklist and initiate the surveillance.
- D. Should it become necessary to relieve the operators in the rear compartment, the relief operator will enter the vehicle through

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

either the driver's door or passenger's door (whichever offers the greatest degree of security). The relief operation will then egress into the rear compartment utilizing the interior pocket door. At that time, the operator being relieved will make his/her exit utilizing the same route.

- E. As each relief operator begins his/her watch, it is their responsibility to debrief the on-duty rear compartment operator in order to be fully aware of the status and surrounding conditions in regards to the surveillance, as well the status and condition of the equipment on board.
- F. Entering or leaving the surveillance vehicle through doors other than the driver or passenger front compartment doors is a poor practice and should only be utilized in extreme emergencies or when in a completely controlled and secure environment.
- G. A working surveillance requires teamwork and coordination for operational security, as well as alertness for officer safety.
- H. Once the surveillance is terminated, the following procedures are to be taken:
 - 1. The surveillance team will remain in the rear compartment and complete Part 3 of the safety checklist.
 - 2. A designated driver will enter the vehicle and once the surveillance team indicates that Part 3 of the safety checklist is complete, the driver will proceed to the designated storage facility or next surveillance site.
 - 3. At the storage facility, the surveillance team will complete Part 4 of the checklist prior to turning the vehicle over to storage facility personnel.

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

III. GENERAL RULES FOR VEHICLE USAGE

- A. Under no circumstances, will the surveillance vehicle be brought to the police station or any other government facility (be it local, state, or federal), which might associate it with a law enforcement agency.
- B. The surveillance vehicle identity is confidential in nature and is to be revealed only on a need to know basis. It is each Section member's responsibility to insure that this confidentiality be adhered to and vehicle integrity be maintained.
- C. Smoking is prohibited in the surveillance vehicle.
- D. Investigators will refrain from "flashing the badge" when operating surveillance vehicle. All tolls on toll roads will be paid (including Rickenbacker and Venetian Causeways).
- E. Investigators will carry fictitious drivers licenses while operating surveillance vehicle.
- F. A minimum of one trained operator will be assigned to the vehicle's rear operational compartment during all missions.

City of Miami



SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 31

SUBJECT: Chief of Police Notifications

PURPOSE: To keep the Chief of Police informed of ongoing Section activity.

It is the policy of the Special Investigations Section to gather accurate intelligence information involving organized crime activities, vice activities, narcotic smuggling, and terrorist activities. The intelligence information is then collected, evaluated, analyzed and submitted to the Chief of Police by the Section Commander.

SCOPE: This information is generated initially by investigators and criminal analyst of the Special Investigations Section and disseminated through the chain of command in the form of weekly activity reports and intelligence reports. However, in the case of emergency situations, sensitive investigations and when time is of the essence, the Section Commander notifies the Chief of Police.

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Special Investigations Section

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COMMUNICATIONS DEPARTMENT



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SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P.

32

SUBJECT:

Criteria for S.I.S. Applicants

PURPOSE:

To establish procedures and guidelines when filling vacancies within the Section.

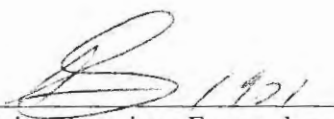
SCOPE:

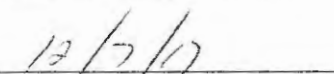
The Special Investigations Section will post vacancies in the Official Bulletin. Candidates will be allowed to apply up to the 10th day from when the vacancy is posted. Each candidate must fully complete an S.I.S. application package.

For every applicant that applies, there are mandatory checks that have to be completed:

- I. I.A. Profile.
- II. Copies of Evaluations, Commendations and Reprimands for the last 2 years.
- III. Credit Check.
- IV. Driver License Check.
- V. Criminal History Check.
- VI. Federal Partner Cursory Check by (FBI, DEA and ATF).

Due to the uniqueness of the Section, interviews will not be conducted in the traditional method. Several factors influence the selection of the candidates. These factors will include, but are not limited to the following:


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STANDARD OPERATING PROCEDURES: SOP 32
(Continuation)

- Work Experience.
- Education.
- Training.
- Prior Performance.
- Investigative Experience.
- Military Background, if applicable.
- Written and Verbal Communications Skills.
- Communication Skills.
- Ability to attain Security Clearance if applicable.

The Section Commander along with Lieutenant and the Sergeants of the Unit attempting to fill the vacancy will review all applications and meet with the most qualified applicants. After the meeting has been conducted, a final list of applicants will be made by the Major of the Section, the Lieutenants and Sergeants of the respective Units.

The Chief of Police will be provided a list of five qualified applicants (or the number of applicants if less than 5) for the final review and approval.

City of Miami



DANIEL ALFONSO
Mayor

SPECIAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 33

SUBJECT: Event Deconfliction Systems

PURPOSE: To establish procedures and guidelines to identify law enforcement events occurring in close proximity, thereby promoting safety and effectiveness.

SCOPE: The Special Investigations Section will participate in the Event Deconfliction System when involved in high risk activities.

I. High Risk Activities includes the following:

- A. Undercover Operations
- B. Surveillance
- C. Execution of Search Warrants
- D. Wanted Persons apprehension

II. During operational hours of 0800 hours to 1700 hours, the Analyst Detail, which consists of a Criminal Intelligence Analyst I and II, will enter event requests for deconfliction. After business hours, detectives are required to properly deconflict all high risk activities with the approval of their Supervisor or Commanding Officer.

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(Continuation)

- III. The procedure for the release of authorized information to a system provider will be that he/she completes an Event Deconfliction Form to include the following:
 - A. Target.
 - B. Location or person.
 - C. Contact information for detective, supervisor and system user.
 - D. Time
 - E. Date
 - F. Transaction type.

- IV. Detectives will be provided a confirmation page including an event code that must be available at all times to be provided to any agency in which there is a conflict. If a detective does not have access to their event code, they may contact the Case Creator or HIDTA.