

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

AUTO POUND DETAIL

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY/EVIDENCE UNIT: AUTO POUND DETAIL

## STANDARD OPERATING PROCEDURES: S.O.P. #12

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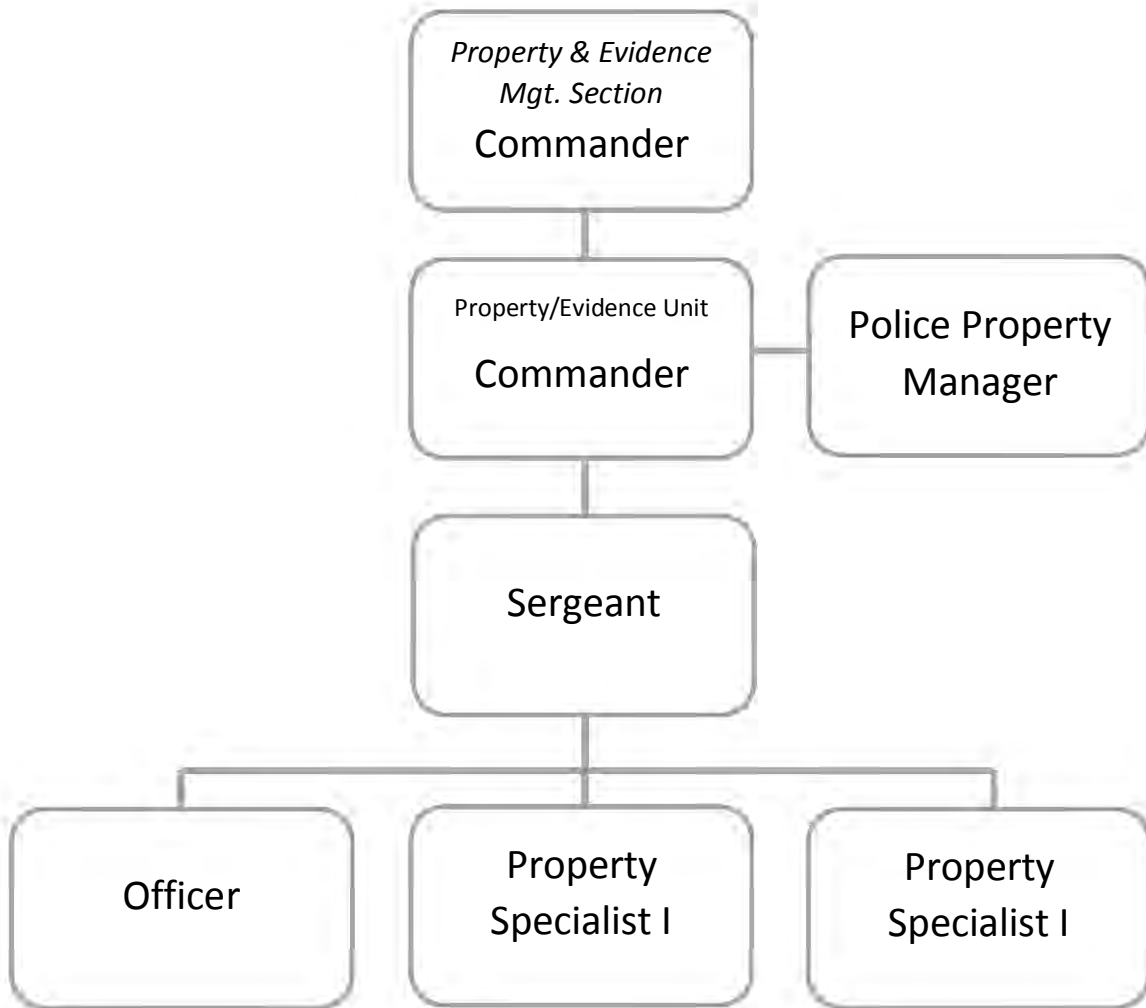
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**City of Miami Police Department**  
**STANDARD OPERATING PROCEDURES**



**AUTO POUND DETAIL**

# AUTO POUND DETAIL ORGANIZATIONAL CHART



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: AUTO POUND DETAIL

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS, AND OBJECTIVES

##### MISSION

The mission of the Auto Pound Detail is to ensure the safe storage of vehicles that are needed as evidence for court presentation.

##### GOAL

To strive to ensure the vehicles brought into the Auto Pound remain in the safe condition they were in when received, while ensuring there is sufficient space in auto pound for additional vehicle storage as needed.

##### OBJECTIVES

- I. To hold vehicles in a safe and secure area until they can legally be released.
- II. Once authorized, vehicles are returned to the owner, destroyed, auctioned, or transferred for City use.

Commander  
Property and Evidence Unit

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: AUTO POUND DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

##### DUTY HOURS

Property Specialists in the Auto Pound Detail work eight hours a day, five days a week, with Saturdays and Sundays off. Sworn personnel work ten hours a day, four days a week. Duty hours may be changed at the discretion of the Property and Evidence Unit Commander and in accordance with departmental needs.

Personnel Duty Hours	Public/Business Hours
0600-1600 Hours (Monday - Friday)	0700-1500 (Monday - Friday)

##### DRESS OF PERSONNEL

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

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

*[Handwritten Signature]*

Commander  
Property and Evidence Unit

Effective Date 6/5/17



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# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: AUTO POUND DETAIL

### STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

The Auto Pound Detail consists of the following classifications:

- Officer
- Property Specialist I

#### I. Police Officer

The Police Officer assigned to the Auto Pound Detail works closely with the Property Specialist I's and reports to the Sergeant and Deputy Commander. The duties of the Officer in the Auto Pound Detail are as follows:

- A. Maintains current inventories of both the Auto Pound and Annex complex
- B. Provides security for the civilian staff and Auto Pound/Annex facility
- C. Reviews and verifies WinACE Impound sheet information in order to identify unclaimed vehicles that can be auctioned, transferred to City use or destroyed
- D. Physically inspects, evaluates and classifies unclaimed vehicles accordingly

(Continued)

Commander  
Property and Evidence Unit

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Property/Evidence Unit Auto Pound Detail: Duties and Responsibilities of Members  
(Continued)

- E. Fills out Certificate of Destruction forms
- F. Coordinates and assists in transporting vehicles slated for destruction to the shredding facility
- G. Keeps and maintains comprehensive and current records to include pictures of vehicles destroyed; such records will detail Claim Ticket number, VIN number, make, model and year of vehicles destroyed
- H. Transports vehicles designated for City use to Motor Pool for mechanical assessment prior to transferring title to City of Miami Fleet
- I. Fills out all required forms and gets approval for City Funds to cover all fees associated with the tag and title transfer of vehicles scheduled for City use or auction
- J. Transfers Title certificates for vehicles that have been allocated for City use
- K. Contacts and coordinates auctions with Chief Procurement Officer at the MRC building
- L. Fills out all forms related to the auction procedure such as Auction Advertisement Notice, Auction Checklist, Bill of Sale, certified copy of City Ordinance, etc.
- M. Assists customers with the retrieval of their vehicles to include minor mechanical assistance such as battery jumps, tire inflation, etc.
- N. Fills out required police incident reports such as burglaries, missing property, thefts, damage to property, accidents, etc.
- O. Coordinates with, assists and provides all pertinent information to the Legal Advisor/City Attorney's Office regarding claims, law suits and litigations pertaining to vehicles held for evidentiary purposes at the Auto Pound.
- P. Assists Traffic Homicide as needed with the positioning or transport of evidence vehicles in order to facilitate measurements, weighing, etc.
- Q. Coordinates and assists Solid Waste personnel with periodic cleaning of the Annex Compound
- R. Assists with customer's telephone inquiries regarding impounded vehicles

II. Property Specialist I

The Property Specialist I in the Auto Pound Detail reports to the Sergeant and works closely with the Police Officer assigned to the Auto Pound Detail. All Property Specialists

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Property/Evidence Unit Auto Pound Detail: Duties and Responsibilities of Members  
(Continued)

may be called when there is a shift shortage in any of the Counter shifts. The duties of the Property Specialist I in the Auto Pound Detail are as follows:

- A. Reports to the Counter to retrieve all necessary paperwork related to the Auto Pound
- B. Once at the Auto Pound, conducts security check of Auto Pound and Annex
- C. Verifies all paperwork with incoming vehicles
- D. Conducts computer data entry of vehicles
- E. Prints receipts, verifies V.I.N. #, Label vehicles
- F. Prepares files for all vehicles: Homicide, Traffic Homicide, Robbery and misc. vehicles
- G. Processes the release of vehicles to the public with the assistance of the Police Detectives
- H. Coordinates the movement of vehicles with the assigned Wrecker Service
- I. Answers the phone and mails release letters to the public

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

**S.O.P.** 12-1

**SUBJECT:** AUTO POUND SECURITY DURING REGULAR BUSINESS HOURS

**PURPOSE:** Auto Pound Security

**SCOPE:** To establish security procedures for the Miami Police Auto Pound during regular business hours.

- i. A Police Officer and a Property Specialist will be assigned to the Auto Pound at all times during normal working hours.
  - A. Normal business hours are Monday – Friday, 0700 – 1500 hours.
  - B. The officer assigned to the Auto Pound will provide security and remain on the premises at all times conducting his operational duties.
  - C. His duties will include supervision of Property Specialist, identifying stolen vehicles as well as all tasks necessary for the professional and efficient operation of the Auto Pound.

*St. Sanchez Arde*

Commander  
Property and Evidence Unit

Effective Date 8/10/18



# City of Miami



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City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

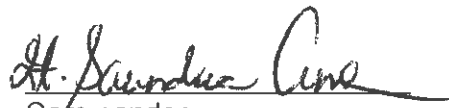
**S.O.P.**            12-2

**SUBJECT:**    ROUTINE AUTO POUND OPERATION

**PURPOSE:**    To outline the procedures of the Property Specialist assigned to the Auto Pound in receiving, maintaining and releasing vehicles.

- SCOPE:**        I.    Receiving Vehicles
- A.    The Property Specialist reviews the FileOnQ Information entered by the officer or detective. The Specialist must verify certain information on the Vehicle Storage Receipt prior to releasing the wrecker driver, detective or officer.
1.    M.P.D. incident number.
  2.    Extra towing charges (if applicable).
  3.    Damage or missing parts.
  4.    Items listed in the inventory section.

(Continued)



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## Property/Evidence Unit S O P. # 12 Routine Auto Pound Operation (Continued)

- B. The Specialist will review the FileOnQ Information, ensuring that all lines are complete.
  - 1. He/she will visually check the incoming vehicle for damage or missing parts and compare that to the Vehicle Storage Receipt.
  - 2. He/she will visually check the incoming vehicle to complete the inventory section and compare that to the Vehicle Storage Receipt.
  - 3. He/she will obtain the V.I.N. from the vehicle, not the Storage Receipt. If this is not possible, obtain V.I.N. from the Storage Receipt and note the reason on the claim check.
  - 4. Discrepancies will be immediately reported to the Property and Evidence Unit Shift Supervisor.
  
- C. The Specialist will log in to FileOnQ system  
Log in:
  - 1. User ID #
  - 2. Password
  - 3. Verify all Information
  
- D. Click on (F6) select impound automobile
  - 1. Review the impound charges enter all applicable towing fees.
  - 2. High-value vehicles and evidentiary vehicles will be kept in the north lot if possible.
  - 3. A.I.U. vehicles and vehicles of lesser value will be kept in the south lot.
  
- E. If the vehicle is to be towed to its assigned storage slot, the Specialist will accompany the wrecker and ensure its safe placement.
  
- F. The impounding officer will ensure that all doors and windows are secured.
  
- G. The barcode sticker will be placed on the front and rear window of the impounded vehicle.
  
- H. The Specialist will write the barcode number on the front and rear windows. These numbers should be large enough to read from the aisle.

## Property/Evidence Unit S.O.P. # 12 Routine Auto Pound Operation (Continued)

- I. The Specialist will place the car keys in the Auto Pound Key Storage Box after securing them in an envelope marked with the vehicle's barcode number.
  - J. All vehicle keys will be retained in the Auto Pound trailer.
- II. Releasing Vehicles from the Auto Pound
- A. The Specialist will ensure that the vehicle driver **displays** a **VALID** Driver's License or government issued identification. If identification is not present the Specialist will attempt to identify the owner using the D.A.V.I.D. system. If not, the vehicle will not be released.
  - B. After verifying that all charges have been paid and that the person picking up the vehicle has been properly identified, the assigned tow truck driver will remove the vehicle from the lot.
    - 1. If any discrepancies arise as to condition of the vehicle or its contents, the Specialist will refer all persons to the Legal Unit.
  - C. The Specialist will ensure that all trash and debris are cleared from the location the vehicle has vacated. This trash will be placed in a proper receptacle.
- III. Security
- A. Upon commencing duty, the Specialist will visually check all fences and gates, including the overhead covers, for breaks or damage. All discrepancies will be immediately reported to the on-duty Property Unit Supervisor.
  - B. If possible, the Specialist will check to see if all lights are in working order. Any defects will be reported to the on-duty Property and Evidence Unit Supervisor.
  - C. He/she will ensure that all fire extinguishers are in working order. He/she will replace any that are defective or need recharging.
  - D. The Specialist will have a radio during his/her tour of duty and monitor Channel 3.
  - E. He/she will make certain that all gates are closed and locked, except when accepting or releasing a vehicle.

## Property/Evidence Unit S.O.P. # 12 Routine Auto Pound Operation (Continued)

- F. The Specialist will only allow citizens to report to the Auto Pound trailer window.
- G. He/she will check all permits allowing visitation to vehicles to ensure authenticity. The Specialist will escort all citizens while on Police Department property.

IV. Vehicle Auctions

- A. The Specialist will assist the Auto Pound Officer in locating vehicles to be auctioned.
- B. He/she will assist in removing any items not to be auctioned.
  - 1. Any item removed from the vehicle will be evaluated for resale value.
  - 2. Unsalvageable items and trash will be disposed of in the proper containers.
  - 3. Items of value will be transported to the Confiscation Detail.

V. Towing Company Concerns and Problems

- A. Whenever a problem is experienced with a contracted towing service, e.g. a no-show or lateness, injury or property damage, etc., the member will immediately commit the incident to writing and forward same to the Property and Evidence Management Section Commander.
  - 1. A written record of all such incidents will be maintained.
  - 2. A copy of the documented incident will be forwarded to the Wrecker Detail.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

**S.O.P.**            12-3

**SUBJECT:**    BOAT DISPOSITION

**PURPOSE:**    To identify and dispose of unclaimed boats being held at the Auto Pound.

**SCOPE:**        I.    Routine Weekly Review of Impounded Boats

- A.    Collect all Impound Unit Property Sheet from the Counter Detail that has been received within the last week (since the last review).
- B.    Check each Impound Unit Property Sheet for:
  - 1.    Year and make of the Boat
  - 2.    HIN
  - 3.    State of Registration from ownership information
- C.    Ensure that the impounding officer prepares a "Tow Slip" for

(Continued)



Commander  
Property and Evidence Unit

Effective Date 8/10/18





## Property/Evidence Unit S.O.P. # 12 Boat Disposition (Continued)

each boat, entered the boat on the FileOnQ System and attach barcode sticker.

1. Year and make of boat
2. HIN
3. Date impounded
4. Barcode number
5. Towing charge
6. Run boat's H.I.N. on N.C.I.C. /F.C.I.C. for ownership/lien holder information and attach print-out to file.

II. Preparing for an Auto/Boat Auction

- A. Determine the boats to be auctioned.
  1. Review the files to ensure that potential auction boats have been in the Auto Pound a minimum of 60 days, and that they don't have any "Hold" on them.
    - a. Check the date of impoundment.
    - b. Re-check the latest "Hold" list.
- B. Prepare form letter R.F. 347.
  1. To be sent to the owners or lien holders of the boats identified for auction (Auction File).
  2. To be reviewed and initialed by the Auto Pound Supervisor.
  3. To be signed by the Property Section Commander.
  4. To be mailed by certified mail, return receipt requested.
  5. Notification to be made a minimum of 15 days prior to auction (State law).
  6. Affix a copy of the form letter R.F. 347 to each respective information sheet in the Auction File.

III. Procedure for Disposing of Unclaimed Boats

- A. Once a confiscated boat no longer holds any evidentiary value and has been officially released by the responsible detective or officer and has gone unclaimed or is unwanted by the owner; there are three possible options for the disposition of said boat:
  1. Auction
  2. Transfer of title for City Use

## Property/Evidence Unit S.O.P. # 12 Boat Disposition (Continued)

## 3. Destruction/Crushing

- B. In order to undertake any of the above listed actions, a certified letter (P.F. 347) must be sent to the owner, Lien holder, title holder, or insurance company.
1. The letter, per Florida Statute, section 705.103, 705.104, and 705.105, affords the claimant a 60 day "grace period" in order to redeem their property before it can be disposed of.
  2. The 60-day countdown starts from the "sent" date of the letter.
- C. An alternative option is for the claimant to voluntarily surrender their property for disposition at the discretion of the City of Miami by filling out a "**Waiver of Right to Redeem**", pursuant to Code of the City of Miami S43-22 (*Claimant must surrender original boat title*).
- D. City of Miami auction dates are coordinated by GSA and the Purchasing Department. To organize an auction, there has to be a minimum of fifty (50) vehicles/boats available for auction.
- E. In order for an unclaimed or unwanted boat to be sold at public auction by the City of Miami the following steps must be adhered to:
1. Verify that all registered owners, lien holders, or title holders have been notified via registered mail.
  2. Verify that the 60 day grace period has expired.
  3. Write a redline memorandum addressed to the Chief Procurement Officer (through channels) from the Property and Evidence Management Section Commander requesting to advertise the auction via public notice pursuant to Florida Statute Section 932.704.
    - a. Said advertisement will be announced once a week for two consecutive weeks prior to auction date in a newspaper of general circulation, such as Miami Daily Business Review.
  4. Prior to the boat being sold at auction, it must have a DHSMV title listing the City of Miami as the registered owner.

## Property/Evidence Unit S.O.P. # 12 Boat Disposition (Continued)

- a. The aforementioned advertisement fulfills the DHSMV requirement in order to transfer the boat title to the City of Miami.
  - b. The GSA Superintendent must be notified well in advance of the auction in order to procure the funds required for the title transfers. The current superintendent can be reached at 305-329-4874.
  - c. Once the superintendent advises that the funds are available, the Auto Pound Officer will accompany him/her to the tag agency to complete the transaction. All pertinent boat administrative paperwork including certified letter/letters sent to the registrant in addition to a copy of the newspaper advertisement will be made available to the DHSMV representative. DHSMV will additionally run a check to make sure that there are no outstanding claims or liens on the boat prior to transfer.
  - d. The Auto Pound will make file copies of ALL paperwork, as the DHSMV keeps the originals. The current DHSMV office utilized by GSA is Beach Auto Tag, located at 800 71 St., Miami Beach FL, 33141. This office can be reached at 305-868-3277.
5. Auto Pound personnel will arrange the transport of unclaimed boats slated to be auctioned to GSA via the rotation wrecker company several days prior to the auction. They will verify whether the boat has keys and if so, provide the keys to the GSA Superintendent.
  6. Prior to transporting boats to GSA, the Auto Pound Officer will conduct a complete search of the boat for contraband such as guns and narcotics.
    - a. All personal property left in the boat should be taken out, disposed of, and destroyed.
    - b. All auction boats will be sold "AS IS", with no guarantees or warranties expressed or implied.
  7. Auto Pound personnel will additionally provide security at the auction. The auction is usually held on a Saturday at the GSA/Sold Waste Department located at 1290 NW 20 Street.

IV. Process for Boat Crushing

## Property/Evidence Unit S.O.P. # 12 Boat Disposition (Continued)

The below-described procedure is applicable for automobiles, motorcycles, scooters, Jet Ski's etc. Large watercrafts such as large boats (larger than 12 feet in length) are taken to the North Dade Landfill, located at 21500 NW 47<sup>th</sup> Avenue in Miami, Florida. The telephone number is 305-620-4935.

A. Unclaimed boats that are totaled burned or badly damaged, have VIN number concerns; or have any issues that make them unsuitable for auction or City use, will be destroyed by crushing.

1. The current crushing facility is Bud's Auto Parts, located at 3550 NW South River Drive, Miami, FL 33142. The telephone number for this facility is 305-634-1568.

B. Once the certified letter/letters come back, and the 60 day grace period has expired, the procedure for boat destruction is as follows:

1. A Certificate of Destruction will be drafted and signed by both Auto Pound officer and crushing facility representative. A copy is given to the crushing facility for their records. The original goes in the vehicle's file.

2. The vehicle's pertinent information will be listed on the Excel Worksheet titled "Destroyed Boats". The information shall include AC number, VIN number, boat description, and date of destruction.

3. The AC number will be spray painted with a contrasting color on a visible location on both sides of the boat.

4. A "before" photo of the boat will be taken.

5. The boat will be transported to the crushing facility via rotation wrecker. Prior to transport, Auto Pound personnel must determine whether a flatbed truck is required, and if so, make appropriate arrangements.

6. Boat will be dropped off at the crushing facility in order to be prepped for destruction. Prepping consists of removing combustible liquids.

7. A final photo will be taken of the boat right before crushing. This is done because once the boat is crushed, it is difficult to differentiate from other crushed boats. Thus, taking a photo of the crushed boat would be impractical.

8. Both the "before" and "after" photos will be downloaded from the camera into their respective folders for

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## Property/Evidence Unit S.O.P. # 12 Boat Disposition (Continued)

documentation purposes. Additionally, a copy of the "before" photo will be printed out and attached to the vehicle's folder. The folder will then be stamped with "DESTROYED".

The Auto Pound officer will maintain current, clear, and accurate records of all transactions including final disposition, photos, and documents of all boats destroyed so that they can be retrieved in the event that any questions, concerns, or doubts of regarding the outcome of the boat.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

**S.O.P.**        12-4

**SUBJECT:**    VEHICLE DISPOSITION

**PURPOSE:**    To identify and dispose of unclaimed vehicles held at the Auto Pound.

- SCOPE:**
- I.    Routine Weekly Review of Impounded Vehicles
    - A.    Collect all Impound Unit property sheets from the Counter Detail that have been received within the last week (since the last review).
    - B.    Check each Impound Unit property sheet for:
      1.    Year and make of the vehicle.
      2.    VIN.
      3.    State of registration
    - C.    Review Vehicle Information on FileOnQ system for each vehicle

(Continued)

Commander  
Property/Evidence Unit

Effective Date 8/10/18



## Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

1. Year and make of vehicle
  2. VIN
  3. Date impounded
  4. Barcode number
  5. Towing charge
  6. Run vehicle's V.I.N. on N.C.I.C./ F.C.I.C. for ownership and lienholder information and attach print-out to file
- II. Pursuant to Florida State Statute Chapter 705 and Section 21.57 Code of Miami-Dade County, unidentifiable vehicles may be destroyed.
- A. The vehicle and all parts will be disposed of by a pre-approved shredding facility.
    1. Proceeds received from shredding facility will be forwarded to the Budget Unit for deposit in the General Account.
    2. Files pertaining to a destroyed vehicle will be manually maintained for 15 years.
- II. Procedure for Disposing of Unclaimed Vehicles
- A. Once a confiscated vehicle no longer holds any evidentiary value and has been officially released by the responsible detective or officer and has gone unclaimed or is unwanted by the owner; there are three possible options for the disposition of said Vehicle:
    1. Auction
    2. Transfer of title for City Use
    3. Destruction/Crushing
  - B. In order to undertake any of the above listed actions, a certified letter (P.F. 347) must be sent to the owner, Lien holder, titleholder, or insurance company.
    1. The letter, per Florida Statute, section 705.103, 705.104, and 705.105, affords the claimant a 60-day "grace period" in order to redeem their property before it can be disposed of.
    2. The 60-day countdown starts from the "sent" date of the letter.

## Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

- C. An alternative option is for the claimant to voluntarily surrender their property for disposition at the discretion of the City of Miami by filling out a "**Waiver of Right to Redeem**", pursuant to Code of the City of Miami S43-22 (*Claimant must surrender original vehicle title*).
- D. City of Miami auction dates are coordinated by GSA and the Purchasing Department. To organize an auction, there has to be a minimum of fifty (50) vehicles/vehicles available for auction.
- E. In order for an unclaimed or unwanted vehicle to be sold at public auction by the City of Miami the following steps must be adhered to:
  - 1. Verify that all registered owners, lien holders, or titleholders have been notified via registered mail.
  - 2. Verify that the 60-day grace period has expired.
  - 3. Write a redline memorandum addressed to the Chief Procurement Officer (through channels) from the Property and Evidence Management Section Commander requesting to advertise the auction via public notice pursuant to Florida Statute Section 932.704.
    - a. Said advertisement will be announced once a week for two consecutive weeks prior to auction date in a newspaper of general circulation, such as Miami Daily Business Review.
  - 4. Prior to the vehicle being sold at auction, it must have a DHSMV title listing the City of Miami as the registered owner.
    - a. The aforementioned advertisement fulfills the DHSMV requirement in order to transfer the vehicle title to the City of Miami.
    - b. The GSA Superintendent must be notified well in advance of the auction in order to procure the funds required for the title transfers. The current superintendent can be reached at 305-329-4874.
    - c. Once the superintendent advises that the funds are available, the Auto Pound Officer will accompany him/her to the tag agency to complete the transaction. All pertinent vehicle administrative paperwork



## Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

including certified letter/letters sent to the registrant in addition to a copy of the newspaper advertisement will be made available to the DHSMV representative. DHSMV will additionally run a check to make sure that there are no outstanding claims or liens on the vehicle prior to transfer.

- d. The Auto Pound will make file copies of ALL paperwork, as the DHSMV keeps the originals. The current DHSMV office utilized by GSA is Beach Auto Tag, located at 800 71 St., Miami Beach FL, 33141. This office can be reached at 305-868-3277.
5. Auto Pound personnel will arrange the transport of unclaimed vehicles slated to be auctioned to GSA via the rotation wrecker company several days prior to the auction. They will verify whether the vehicle has keys and if so, provide the keys to the GSA Superintendent.
6. Prior to transporting vehicles to GSA, the Auto Pound Officer will conduct a complete search of the vehicle for contraband such as guns and narcotics.
  - a. All personal property left in the vehicle will be taken out, disposed of, and destroyed.
  - b. All auction vehicles will be sold "AS IS" with no guarantees or warranties expressed or implied.
7. Auto Pound personnel will additionally provide security at the auction. The auction is usually held on a Saturday at the GSA/Sold Waste Department located at 1290 NW 20 Street.

III. Transfer of Title to City Use

- A. Certain low mileage vehicles in good condition will be slated to be transferred to the City of Miami Fleet. Depending on vehicle type, they may be utilized to benefit the City as an undercover police vehicle, assist Building Maintenance with heavy-duty work, etc.
- B. Unclaimed vehicles will be transported to GSA for a full mechanical assessment in order to determine if the vehicle is mechanically sound. Suitability will be determined by the GSA superintendent, who is also responsible for securing the fees for the transfer.
  1. Transferred vehicles will be issued according to prior requests or needs.

## Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

- C. The procedure for transferring unclaimed vehicles for City Use is very similar to the process employed for vehicle auctions; the only difference is that the advertisement request will indicate that the vehicle will be utilized for City Use instead of auction.

The steps for transferring a vehicle to City Use are as follows:

1. Verify that all registered owners, lien holders, or titleholders have been notified via registered mail.
2. Verify that the 60-day grace period has expired.
3. Transport vehicle to GSA for mechanical assessment.
4. Write a redline memorandum addressed to the Chief Procurement Officer (through channels) from the Property and Evidence Management Section Commander requesting to advertise the transfer via public notice, pursuant to Florida Statute Section 932.704.
5. Contact GSA Superintendent in order to secure funds for the transfer.
6. Subsequent to the conclusion of two weeks of advertisement, a copy of the newspaper ad in addition to the vehicle's folder containing pertinent data and notifications will be taken to the DHSMV office in order to complete transfer.
7. A City tag will be issued at the time of transfer. Should the vehicle go to an undercover unit said unit will procure a "Cold" tag.

IV. Process for Vehicle Crushing

- A. Unclaimed vehicles that are totaled, burned or badly damaged, have VIN number concerns; or any issues that make them unsuitable for auction or City use (biohazard, mold, etc.), will be destroyed by crushing.
1. The current crushing facility is Bud's Auto Parts, located at 3550 NW South River Drive, Miami, FL 33142. The telephone number for this facility is 305-634-1568.
- B. Once the certified letter/letters come back, and the 60 day grace period has expired, the procedure for vehicle destruction is as follows:

## Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

1. A Certificate of Destruction will be drafted and signed by Auto Pound officer and crushing facility representative. A copy is given to the crushing facility for their records. The original goes in the vehicle's file.
2. The vehicle's pertinent information will be listed on the Excel worksheet titled "Destroyed Vehicles". The information will include barcode number, VIN number, vehicle description, and date of destruction.
3. The Barcode number will be spray painted with a contrasting color on a visible location on both sides of the vehicle.
4. A "before" photo of the vehicle will be taken.
5. The vehicle will be transported to the crushing facility via rotation wrecker. Prior to transport, Auto Pound personnel must determine whether a flatbed truck is required, and if so, make appropriate arrangements.
6. Vehicle will be dropped off at the crushing facility in order to be prepped for destruction. Prepping consists of removing tires and all combustible liquids such as gas, oil and transmission fluid.
7. A final photo will be taken of the vehicle right before crushing. This is done because once the vehicle is crushed, it is difficult to differentiate from other crushed vehicles. Thus, taking a photo of the crushed vehicle would be impractical.
8. Both the "before" and "after" photos will be downloaded from the camera into their respective folders for documentation purposes. Additionally, a copy of the "before" photo will be printed out and attached to the vehicle's folder. The folder will then be stamped with "DESTROYED".

The above-described procedure is applicable for motorcycles, scooters, Jet Ski's etc. Large watercrafts such as boats larger than 12 feet in length are taken to the North Dade Landfill, located at 21500 NW 47<sup>th</sup> Avenue in Miami, Florida. The telephone number is 305-620-4935.

The Auto Pound officer will maintain current, clear, and accurate records of all transactions including final disposition, photos, and documents of all vehicles

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Property/Evidence Unit S.O.P. # 11 Vehicle Disposition (Continued)

destroyed so that they can be retrieved in the event that any questions, concerns, or doubts arise regarding the outcome of the vehicle.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES

### AUTO POUND

**S.O.P.** 12-5

**SUBJECT:** PROCESSING IMPOUNDED BOATS

**PURPOSE:** To outline procedures for keeping current records, as well as accurately entering, monitoring, and removing boats from the impoundment system.

**SCOPE:** I. Duties of the Auto Pound Property Specialist

- A. Check daily that all newly impounded boats, with holds, have "Tow Slips" signed by the officer authorizing the hold.
  - 1. "Tow Slip" must be present, one will be completed by the lead detective.
  - 2. All signed "Tow Slips" must be returned to the Property/Evidence Unit within 24 hours of impoundment. This tow slip will be attached to the claim check.
  - 3. A supervisor from a unit may sign the "Tow Slip" for an investigator, if that specific investigator will not be available.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



## Property and Evidence Unit S.O.P. # 12 Processing Impounded Boats (Continued)

- B. Check ownership of all newly impounded boats by means of the "F.C.I.C. computer terminal.
- C. Prepare "return receipt" letters of notification. These will be sent to owners of impounded boats without holds.
- D. Review daily, Monday through Friday, the barcode # of impounded boats still not claimed after seven calendar days.
- E. Ensure all newly impounded boats are entered into FileOnQ. Each entry will contain: Julian date, time impounded, barcode number, boat description; date and time of computer entry will be added along with the P.I.N. of the operator.

II. Release of Boats

- A. Property Specialist receives the documentation authorizing the release of the boats.
  - 1. He/she verifies that all documentation is valid and correct.
  - 2. He/she verifies the I.D. of the person retrieving the boat.
- B. Property Specialist checks the serial number and license number and verifies that the number on the I.D. corresponds with the barcode number information.
- C. He/she calculates storage and towing fees, and records them on the FileOnQ System.
- D. He/she records the type of I.D. presented.
- E. The Property Specialist rings up the amount to be charged on cash register.
  - 1. Any charges to be voided will be noted.
  - 2. Amount to be voided is deducted from total amount owed.
- F. Obtain fees from owners.
- G. Ring up towing, storage, and extra charges, if any, and total on cash register.
- H. Enter the boat as released in the FileOnQ system.

III. Forfeiture Boats Release

## Property and Evidence Unit S.O.P. # 12 Processing Impounded Boats (Continued)

- A. All persons attempting to obtain the release of a boat held under a forfeiture hold will be referred to the Legal Unit.
  - B. No boat held for forfeiture will be released unless a representative of the Legal Unit is present and signs the release.
  - C. If all documents are correct and the Legal Unit representative signs the release, the Property Specialist will complete all steps previously mentioned except for totaling the money owed.
- IV. Removing Property from Impounded Boats.
- A. The policy of the Property and Evidence Management Section will be to allow only the removal of such items as would be necessary to obtain the release of the boat.
  - B. Personal property of the owner will only be released upon receipt of written authorization from the impounding investigator or his supervisor.
  - C. Personal property of any other person, other than the owner, will only be released upon receipt of written authorization from the impounding investigator or his supervisor.
  - D. All written authorization received by the Property Section will be delivered to the Section Supervisor for approval. This authorization will be entered into the FileOnQ System.
- V. Cancellation of Towing/Storage Charges
- A. Authorization
    - 1. The Property Section Commander may authorize the cancellation of storage charges on impounded boats.
    - 2. A Lieutenant or above of the appropriate unit may authorize the reduction or cancellation of additional fees for valid reasons as listed in Departmental Order 14 Chapter 3. Therefore, the minimum amount the owner of a vehicle will pay is limited to the first tow.
  - B. A monthly report will be prepared listing all towing/storage charges and all cancelled towing/storage charges. This information will be forwarded to the Lieutenant and Sergeant.
  - C. Process of Cancellation of Charges.
    - 1. Total all outstanding towing/storage charges.

## Property and Evidence Unit S.O.P. # 12 Processing Impounded Boats (Continued)

2. Have Commander voiding charges sign the release form or notify the Auto Pound Detail in email form.
3. Ring up amount to be charged on cash register, less voided amount.

VI. Storage Charges

- A. Boats kept at the Miami Police Auto Pound will be charged a storage fee for the length of time they are impounded.
- B. Charges will accrue on a daily basis and will begin at time of release of hold. Each part of a day will count as a whole day when totaling the fees owed.
- C. Boats with a "hold" will not be charged for storage.
- D. Initiating of storage charges after a "hold" has been lifted will not begin until:
  1. 24 hours after notification of the owner by phone.
  2. 7 days after notification of the owner by certified letter.

VII. Mechanical Work inside Auto Pound

No mechanical work is allowed inside the Auto Pound.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES AUTO POUND DETAIL

S.O.P. 12-6

SUBJECT: PROCESSING IMPOUNDED VEHICLES

PURPOSE: To outline procedures for keeping up-to-date records, as well as accurately and correctly entering, monitoring, and removing vehicles from the FileOnQ System.

- SCOPE:
- I. Duties of the Auto Pound Property Specialist:
    - A. Check daily that all newly impounded vehicles, with holds, have a "Tow Slip" signed by the detective authorizing the hold.
      - 1. "Tow Slip" must be present.
      - 2. All signed "Tow Slips" must be returned to the Property and Evidence Unit immediately after impoundment.
      - 3. A supervisor from a unit may sign the "Tow Slip Authorization" for an investigator, if that specific investigator will not be available.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



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## Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

- B. Check ownership of all newly impounded vehicles by means of the F.C. I.C./N.C.I.C. Cyber Lynx Computer Terminal.
- C. Prepare "return receipt" letters of notification. These will be sent to owners of impounded vehicles without holds. When letters are sent to vehicle lienholders, a General Release, Identification and Hold Harmless Form for vehicles must be included.
- D. Ensure that all newly-impounded vehicles were entered into the FileOnQ System. Each entry will contain: Julian date, time impounded, barcode number, vehicle description; date and time of computer entry will be added, along with the P.I.N. of the operator.

II. Impound Charge Detail Report Distribution

- A. One to towing company.
- B. One to C.I.D.
- C. One copy placed in impounded vehicles.
- D. One copy kept by Property and Evidence Unit and filed by AC number.
  - 1. Top goes to Section's accountant when releasing vehicle.
  - 2. Bottom is used to cancel information from computer, log book, F.C.I.C.

III. Release of Vehicle

- A. The Property Specialist receives the documentation authorizing the release of the vehicle.
  - 1. He/she verifies that all documentation is valid and correct.
  - 2. He/she verifies the valid photo I.D. of the person retrieving the vehicle (a Driver's License if they are driving the released vehicle).
- B. The Property Specialist checks the serial number or license number, and verifies that the name on the I.D. corresponds with the Impounded Release Receipt.
- C. He/she calculates the administrative, storage and towing fees, and records them on the Impound Charge Detail Report on FileOnQ System.
- D. He/she records the type of I.D. on FileOnQ.

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## Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

- E. The Property Specialist rings up the amount to be charged on the cash register. (Note: This function is performed by the "Counter Detail").
  - 1. Any charges to be voided will be noted on FileOnQ System.
  - 2. The amount to be voided is deducted from the total amount owed.
  
- F. The three (3) page MPD receipt form. (Note: This function is performed by the "Counter Detail")
  - 1. Go to new list go to transaction
  - 2. Go to status change
  - 3. Select schedule for release to claimant
  - 4. To change status from hold to RTC. Enter owner info.
  
- G.
  - 1. Go to Impound
  - 2. Click Impound Release
  - 3. Enter barcode number
  - 4. Enter name of owner or person authorized to pick up vehicle
  - 5. Enter changes towing, storage etc., click ok.
  - 6. Print Impound Release Receipt

Note: Property Specialist and Owner must sign Receipt  
(This function is performed by the "Counter Detail")
  
- H. Owner must pay fees at the Property and Evidence Unit Room 108C.
  
- I. Ring up the administrative, towing, storage, and extra charges, if any, and total them on the cash register.
  
- J. Time stamp the top and bottom of the Impound Release Receipt.
  
- K. Give copy of the Impound Charge Detail Report and the cash register receipt to the individual claiming the vehicle.
  
- L. Place copy of Impound Charge Detail Report in envelope.
  
- M. Enter the vehicle as release in the FileOnQ System.

IV. Forfeiture Vehicle Release

## Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

- A. All persons attempting to obtain the release of a vehicle held under a "forfeiture hold" will be referred to the Legal Unit.
  - B. No vehicle held for forfeiture will be released unless a representative of the Legal Unit is present and signs the release.
  - C. If all documents are correct and the Legal Unit representative signs the release, the Property Specialist will complete all steps previously mentioned, except for totaling the money owed.
- V. Authorization to Enter Pound
- A. Any person requesting admission to the Auto Pound, for any reason, must obtain authorization from a supervisor assigned to the Property and Evidence Management Section.
  - B. If there is a hold order on the vehicle for any unit (A.I.U., Homicide, etc.), a release signed by the investigator who initiated the hold, or his supervisor, must be obtained prior to allowing the person to visit the vehicle. This release must be delivered to the Property and Evidence Unit Supervisor.
  - C. Clearance for Photographing Impounded Vehicles.
    - 1. Persons wishing to take photographs of impounded vehicles, and who are not authorized members of the Miami Police Department, must first obtain clearance to do so as follows:
    - 2. Clearance for vehicles being held for the Accident Investigation Unit shall be requested from the Accident investigator or that unit's commanding officer.
    - 3. Clearance for vehicles being held for the Criminal Investigation Division shall be requested from the Commander of C.I.D. or his representative.
    - 4. Clearance for all other impounded vehicles shall be from the Commander of the Property Section.
    - 5. All clearances must be in writing and delivered to the Property and Evidence Unit Supervisor prior to visiting the vehicle. Each signed authorization will be attached to the Claim Check by the Property Specialist.
- VI. Removing Property from Impounded Vehicles

## Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

- A. The policy of the Property and Evidence Unit will be to allow only the removal of such items as would be necessary to obtain the release of the vehicle.
- B. Personal property of the owner will only be released upon receipt of written authorization from the impounding investigator or his supervisor.
- C. Personal property of any other person other than the owner will only be released upon receipt of written authorization from the impounding investigator or his supervisor.
- D. All written authorization received by the Property and Evidence Unit will be delivered to the Unit's commander for approval. This authorization will be attached to the Impound Unit Property Sheet.

VII. Administrative Fee for Vehicles

- A. There will be an administrative fee of \$118.00 charged to all vehicles received by the Police Department. This fee will not be waived unless extreme circumstances exist. Should this occur, approval is required from the Section Commander (or designee).

VIII. Extra Storage Fees from Auto Pound

- A. Total all extra storage fees owed on impounded vehicle.

IX. Cancellation of Towing/Storage Charges

## A. Authorization

- 1. The Property and Evidence Unit Commander may authorize the cancellation of storage charges on impounded vehicles.
- 2. A Lieutenant or above of the appropriate unit may authorize the reduction or cancellation of additional fees for valid reasons as listed in Departmental Order 14 Chapter 3. Therefore, the minimum amount the owner of a vehicle will pay is limited to the first tow.

- B. A monthly report will be prepared listing all administrative/ towing/storage charges, and all cancelled administrative/ towing/storage charges. This information will be forwarded to the Property and Evidence Management Section's Accountant.

## C. Process of Cancellation of Charges

- 1. Total all outstanding administrative/ towing/storage charges.

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## Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

1. Total all outstanding administrative/ towing/storage charges.
2. Have the Commander voiding the charges sign the Vehicle Release form.
4. Ring up the amount to be charged on the cash register, less the voided amount.
5. Fill out all Info on the Impound Release Receipt completely.
6. Give the copy to owner.
7. Place copy of Impound Release Receipt in cash register.

X. Storage Charges

- A. Vehicles kept at the Miami Police Auto Pound will be charged a storage fee for the length of time they are impounded.
  1. Motorcycles \$12.75/day
  2. Cars \$25.75/day
  3. Trucks \$25.75/day
  4. Trucks 1 ton and over \$45.00/day
  5. Boats \$35.00/day
- B. Charges will accrue on a daily basis and will begin at 1200 hours and run through 1159 hours of the following day. Each part of a day will count as a whole day when totaling the fees owed.
- C. Vehicles with a "hold" will not be charged for storage.
- D. Initiation of storage charges after a "hold" has been lifted will not begin until:
  1. 24 hours after notification of the owner by phone.
  2. 7 days after notification of the owner by certified letter.
- E. Pursuant to State Statute 932 and the City of Miami Model Policy for Forfeitures, all storage fees can be recovered from the date of impoundment for vehicles taken in for forfeiture after October 1, 1989.

XI. Mechanical Work inside the Auto Pound

- A. No mechanical work is allowed inside the Auto Pound. This includes, but is not limited to, putting on tires. In such cases where the car cannot be started and driven out, a wrecker will be called by the owner to take the car out of the pound.

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Property and Evidence Unit S.O.P. # 12 Processing Impounded Vehicles (Continued)

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND**

**S.O.P.** 12-7

**SUBJECT:** RELEASING IMPOUNDED BOATS

**PURPOSE:** To provide guidelines for the release of impounded boats.

- SCOPE:**
- I. Procedures for the Property Specialists When Releasing Boats
    - A. All documents presented to the Property Specialist, unless otherwise noted, must be originals. No copies will be accepted.
    - B. All persons claiming boats at the Property Section must produce valid photo ID.
    - C. Any person, other than the owner, who attempts to obtain the release of a boat, must produce either:
      - 1. A notarized letter from the owner authorizing the release.

(Continued)

*St. Sandra Cunden*

Commander  
Property and Evidence Unit

Effective Date 9/10/18





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## Property and Evidence Unit S.O.P. # 12 Releasing Impounded Boats (Continued)

2. Written authorization from a Marine Patrol Supervisor.
- D. To claim a boat a person must present at least one of the following along with valid photo ID.
1. A boat title in that person's name.
  2. A current boat registration in that person's name.
- E. Open Titles
1. No open titles will be accepted.
  2. The single exception will be only those authorized by State Law for dealers use. Property Specialists receiving open titles from dealers will obtain a supervisor's approval prior to releasing a boat.
  3. All non-dealers presenting open titles will be directed to a tag agency to have the titles changed.
- F. Recovered boats released without titles or registration.
1. Owners of boats which have been stolen, recovered, and impounded and who do not have access to the title or registration may present an incident report, along with a valid photo ID, to obtain their boat.
  2. The Property Specialist will obtain a supervisor's approval prior to releasing the boat.
- G. If a person cannot produce the necessary documents as outlined in this S.O.P., the Property Specialist will direct the person to the Marine Patrol supervisor.
1. If Marine Patrol verifies the person's claim to the boat, they must sign the form and have the person return it to the Property Section.
  2. The original of the signed Vehicle Release authorization must be present at the Auto Pound.
- H. Insurance companies must produce the following when claiming a boat:
1. Signed title.
  2. Letter of representation for the person seeking to obtain the boat.
  3. Valid photo ID of the title bearer.

## 3

## Property and Evidence Unit S.O.P. # 12 Releasing Impounded Boats (Continued)

- I. Hold Boats
  - 1. Boats with active holds on them cannot be released.
  - 2. Signed release forms will be attached to the claim check.
- J. Boats Liens
  - 1. Lien holders seeking the release of boats with liens must produce the following:
    - a. Valid photo identification.
    - b. The original title or a certified copy of the title.
    - c. A letter of representation.
- K. Court Orders or Motions to Compel
  - 1. Persons seeking the release of a boat by means of a Court Order or Motion to Compel will be directed to a Property Section Supervisor.
  - 2. No boat will be released without signed authorization by the Legal Unit.
  - 3. No copies of Court Orders will be accepted. Only original documents will be considered.
- II. Duties of a Property and Evidence Unit Supervisor Relating to Release of Boats
  - A. Supervisors will review all requests for release of boats through the use of open titles. If approval is given by the supervisor, they will sign the release form.
  - B. Supervisors will review all requests for release of boats where the owner cannot obtain either title or registration. If approval is given by the supervisor, they will sign the release form.
  - C. Property and Evidence Unit Supervisors will not allow the release of any boats by court orders or Motions to Compel without signed authorization by the Legal Unit.
    - 1. Property and Evidence Unit Supervisors will refer all persons with a Court Order or Motion to Compel to the Legal Unit.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES AUTO POUND

**S.O.P.** 12-8

**SUBJECT:** RELEASING IMPOUNDED VEHICLES

**PURPOSE:** To provide guidelines for the release of impounded vehicles.

**SCOPE:** I. Procedures for the Property Specialist When Releasing Vehicles

- A. All documents presented to the Property Specialist, unless otherwise noted, must be originals. No copies will be accepted.
- B. All persons claiming vehicles at the Property and Evidence Unit must produce valid photo ID (a Valid Driver's License must be displayed by the person who will be operating the claimed vehicle).
- C. Any person, other than the owner, who attempts to obtain the release of a vehicle, must produce either:

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



## Property and Evidence Unit S.O.P # 12 Releasing Impounded Vehicles (Continued)

1. A notarized letter from the owner authorizing the release.
  2. Written authorization from an Auto Theft Detective.
- D. To claim a vehicle a person must present at least one of the following along with valid photo ID.
1. A vehicle title in that person's name.
  2. A current vehicle registration in that person's name.
- E. Open titles
1. No open titles will be accepted.
  2. The single exception will be only those authorized by State Law for dealer use.
    - a. Property Specialists receiving open titles from dealers will obtain a supervisor's approval prior to releasing a vehicle.
  3. All non-dealers presenting open titles will be directed to a tag agency to have the titles changed.
- F. Recovered vehicles released without titles or registration.
1. Owners of vehicles which have been stolen, recovered and impounded, and who do not have access to the title or registration, may present an incident report along with a valid photo ID to obtain their vehicle.
  2. The Property Specialist will obtain a supervisor's approval prior to releasing the vehicle.
- G. If a person cannot produce the necessary documents as outlined in this S.O.P., the Property Specialist will direct the person to the Auto Theft Detail.
1. If Auto Theft verifies the person's claim to the vehicle, they must sign the form and have the person return it to the Property Section.
  2. The original of the signed Vehicle Release authorization must be present at the Auto Pound.

## Property and Evidence Unit S.O.P. # 12 Releasing Impounded Vehicles (Continued)

- H. Insurance companies must produce the following when claiming a vehicle:
  - 1. Signed title.
  - 2. Letter of representation for the person seeking to obtain the vehicle.
  - 3. Proper photo ID of the title bearer.
- I. Hold vehicles
  - 1. Vehicles with active holds on them cannot be released.
  - 2. Signed release forms will be turned into the Auto Pound Detail.
- J. Vehicles with liens
  - 1. Lienholders seeking the release of vehicles with liens must produce the following:
    - a. Valid photo identification.
    - b. The original title or a certified copy of the title.
    - c. A letter of representation.
    - d. A notarized Miami Police Department Hold Harmless Agreement.
- K. Leased vehicles
  - 1. The person who has leased (and is using) the vehicle must produce his/her lease contract (the name of the leasing company appears on the registration).
  - 2. No vehicle will be released to anyone other than the person named in the lease contract.
    - a. The owner has the option of designating another to obtain the vehicle. A notarized letter of authorization is required (no copies accepted).
    - b. If the lease contract is a company name, an original letter of authorization from that company is required (with valid photo ID).
  - 3. The lease contract must be an original (no copies).

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## Property and Evidence Unit S.O.P. # 12 Releasing Impounded Vehicles (Continued)

4. Valid photo identification is required.
  5. A leased vehicle release will be reviewed by a Supervisor.
- L. Rental Vehicles
1. Rental vehicles will only be released to the rental company.
- M. Court Orders or Motions to Compel.
1. Persons seeking the release of a vehicle by means of Court Order or Motion to Compel will be directed to the Legal Unit.
  2. No copies of Court Orders will be accepted. Only original documents will be considered.
  3. The officer assigned to the Auto Pound will determine whether a vehicle will be junked, auctioned, or destroyed.

II. Duties of the Property Supervisor Relating to Release of Vehicles

- A. Supervisors will review all requests for release of vehicles by the use of open titles.
1. If approval is given by the supervisor, he/she will sign the release form.
- B. Supervisors will review all requests for release of vehicles where the owner cannot obtain either title or registration.
1. If approval is given by the supervisor, he/she will sign the release form.
- C. Persons seeking release of vehicles by Court Orders or Motion to Compel.
1. Property Supervisors will not allow the release of any vehicles without signed authorization by the Legal Unit.
  2. Property Supervisors will refer all persons with Court Orders or Motion to Compel to the Legal Unit.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

**S.O.P.**            12-9


**SUBJECT:**    RELEASING FORFEITED VEHICLES TO FLEET LIAISON

**PURPOSE:**    To provide guidelines for releasing forfeited vehicles to Fleet Liaison

**SCOPE:**        I.    Procedures for the Auto Pound when releasing forfeited vehicles to Fleet Liaison

- A. Certain low mileage vehicles in good condition will be slated to be transferred to the City of Miami Fleet. Depending on vehicle type, they may be utilized to benefit the City as an undercover police vehicle, assist Building Maintenance with heavy-duty work, etc.
- B. Unclaimed vehicles will be transported to GSA for a full mechanical assessment in order to determine if the vehicle is mechanically sound. Suitability will be determined by the GSA superintendent, who is also responsible for securing the fees for the transfer.

(Continued)

  
Commander  
Property and Evidence Unit

Effective Date 7/28/17



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Property and Evidence Unit S.O.P. # 12 Releasing Forfeited Vehicles to Fleet Liaison  
(Continued)

1. Transferred vehicles will be issued according to prior requests or needs by the Commander or Deputy Commander of the Property & Evidence Management Section.
  2. Unit forfeiting the vehicle will have priority to claim the forfeited vehicle.
  3. There will be a semi-annual waiting list for all unclaimed forfeited vehicles that may become available.
- C. Once the forfeiture process is complete and the vehicle has been titled to The City of Miami, the vehicle will be transported to Fleet Liaison for assignment.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**AUTO POUND DETAIL**

**S.O.P.** 12-10

**SUBJECT:** INTAKE OF VEHICLES AT THE AUTO POUND AFTER HOURS

**PURPOSE:** To provide guidelines for the intake of vehicles at the Auto Pound after hours.

- SCOPE:**
- I. Procedures for Officers to properly intake a vehicle at the Auto Pound when Property Personnel are not available.
    - A. Tow Slip must be completed in its entirety by the Officer/Detective impounding the vehicle.
    - B. Once the vehicle is entered into the FileOnQ system, the vehicle will be transported via wrecker to the Annex After Hours Drop Off Area located at 550 NW 3<sup>rd</sup> Avenue.
    - C. A Sergeant or above will respond to the Communications Section

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



Property and Evidence Unit S.O.P. # 12 Intake of Vehicles at the Auto Pound After Hours  
(Continued)

and obtain the Annex After Hours Drop Off Area Key from the Complaint Sergeant.

- D. The Complaint Sergeant will maintain a log to include:
  - a. Time that the key is signed out
  - b. Name of Sergeant signing out the key
  - c. IBM of the Sergeant
  - d. Unit Assigned
  - e. Time that the key was returned
  - f. Signature of Sergeant signing out the key
- E. The Sergeant will remain at the Annex After Hours Drop Off Area while the vehicle is being placed inside the compound. Under no circumstances will the Sergeant relinquish the Annex After Hours Drop Off Area Key to anyone other than the Complaint Sergeant.
- F. It will be the responsibility of the officer/detective impounding the vehicle to conduct a thorough inventory of the vehicle. All vehicles must be inventoried prior to impoundment. Vehicles requiring a search warrant will be taken to the FPL processing area. The impounding Officer/Detective will attach the barcode sticker to the upper left (driver's side) corner of the windshield.
- G. Once the vehicle is placed inside of the Annex After Hours Drop Off Area, the gate will be locked by the Sergeant. The Annex After Hours Drop Off Area key will then be returned by the Sergeant to the Complaint Sergeant.
- H. If there is any situation that arises with the proper closing and locking of the gate the Deputy Commander of the Property and Evidence Unit will be notified immediately via the Complaint Sergeant.