

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

GENERAL INVESTIGATIONS UNIT
(GIU)

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL
STANDARD OPERATING PROCEDURES
MASTER INDEX

SUBJECT

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AUTO BURGLARY DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Zt. K. Balen 0232
Unit Commander

1/22/2019
Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Section Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

The guidelines set forth in the Standard Operating Procedures Manual do not supersede the Departmental Orders or Patrol Standard Operating Procedures.

The manual is not all-inclusive and items not covered therein may be found in the Patrol Standard Operating Procedures or the Departmental Orders.

Conflicts noted shall be resolved in favor of the higher authority and drawn to the attention of the Unit Commander for appropriate corrective action.

K. Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

11/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The Auto Burglary Detail is subordinate to the Criminal Investigations Section, General Investigations Unit of the City of Miami Police Department. The Auto Theft Detail is responsible for the investigation of thefts to motor vehicles and boats as well as the inspections of auto repair shops within the City of Miami.

The mission of the Detail is to investigate all the facts and information pertaining to the above stated offenses. The objective of the Auto Burglary Detail is to provide effective and efficient investigative procedures resulting in the identification and apprehension of criminal offenders, the recovery and return of stolen property while safeguarding the rights and personal dignity of victims and suspects.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

4/30/2018

Effective Date



MISSIONS, GOALS AND OBJECTIVES (Continuation)

II. GOALS

- A. To increase both investigative review and clearances of all reported cases generated in the City of Miami which fall within the Detail's area of responsibility.
- B. To inspire and cultivate excellence in investigators.
- C. To obtain a positive public image and establish a positive relationship with victims by keeping them informed on the progress of our investigations.
- D. To keep the public informed on the various crime patterns/trends and ways to safeguard their property inside their vehicles and boats.

III. OBJECTIVES

- A. To investigate all assignable auto burglary cases.
- B. To clear 20% of all assigned auto burglary cases.
- C. To inspect 10 licensed auto repair shops a month within the City of Miami.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 1-2

SUBJECT: AUTO BURGLARY CASE LOG

PURPOSE: To provide a Uniform Chronological Record of Auto Burglary cases

SCOPE: The Auto Burglary case log is a quick reference reflection of Auto Burglary cases in sequential order.

I. Case Log Procedures:

- A. A database containing a chronological log of Auto Burglary cases is to be maintained by the Auto Burglary Detail. A printed log will be posted for quick reference.
- B. The Auto Burglary log will include the following information: the log number, date of report, NET area, name of offender(s), incident number, race, age, sex, address stolen from, status of case and closing date.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

4-30-18

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BUGLARY DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-3

SUBJECT: AUTO BURGLARY ASSIGNED CASES

PURPOSE: To provide a fair method of assigned cases by NET areas

SCOPE: The Auto Burglary cases will be reviewed and a follow up investigation will be part of the policies and procedures for the investigators to follow.

- I. Auto Burglary cases are assigned to the individual investigator by the supervisory sergeant or the lieutenant as judgment indicates.
- II. An Auto Burglary Investigator will attend local Auto Burglary Meetings and State Auto Burglary Intelligence Meetings when staffing and the budget permits.
- III. When any information is considered important enough to discuss with all investigators, a meeting will be scheduled by the sergeant or lieutenant.
- IV. Auto Burglary Investigators will assist all other units anytime we are called upon by them. This also extends to other agencies requesting assistance within our jurisdiction.

K. Baker #232

Lt. Katherine Baker
Commander
General Investigations Unit

4-30-2018

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 1-4

SUBJECT: AUTO BURGLARY INVESTIGATION PROCEDURES

PURPOSE: To furnish basic guidelines for investigating auto burglary cases at both the preliminary and follow-up stages.

SCOPE: To efficiently and effectively investigate property crimes, a methodical approach is used.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

4-30-2018

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

I. AUTO BURGLARY INVESTIGATIONS:

Consistent with other responsibilities, the uniformed officer will conduct the preliminary investigation to a point where a lapse in the investigation will not hamper or jeopardize the outcome of the case nor prohibit the officer's return to service without undue delay. Unique circumstances may occur, however, which require notification and initial response from non-uniformed investigators. In such case, the investigator assumes responsibility for both the preliminary and follow-up investigations (CALEA 42.1.4)

A. Preliminary Investigations (CALEA 42.2.2)

Preliminary investigations may include:

1. Observing all conditions and events surrounding the crime scene. (CALEA 42.2.2a).
2. Locating and identifying witnesses. (CALEA 42.2.2b)
3. Conducting an area canvass.
4. Maintaining the crime scene and protecting evidence. (CALEA 42.2.2c)
5. Interviewing the complainant and witnesses. (CALEA 42.2.2d)
6. Obtaining a suspect description and issuing a BOLO.
7. Interrogating the suspect, except in homicide, sexual battery, kidnapping, and child abuse cases. (CALEA 42.2.2d)
8. Arranging for the collection and/or preservation of evidence. (CALEA 42.2.2c)
9. Effecting the arrest of the criminal.
10. Reporting the incident fully and accurately.

II. FOLLOW-UP INVESTIGATIVE ACTIVITIES (CALEA 42.2.3)

A. Follow-up investigations may include:

1. Reviewing and analyzing preliminary reports. (CALEA 42.2.3a)
 2. Conducting interviews and interrogations. (CALEA 42.2.3b)
 3. Reviewing departmental records. (CALEA 42.2.3a)
 4. Seeking additional information from the complainant, uniformed officers, witnesses, neighbors, and informants. (CALEA 42.2.3c)
 5. Reviewing results from laboratory examinations. (CALEA 42.2.3a)
 6. Arranging for dissemination of information, as appropriate.
 7. Planning, organizing, and conducting searches. (CALEA 42.2.3d)
 8. Preparing cases for court presentation. (CALEA 42.2.3h)
 9. Assisting in prosecution.
 10. Identifying and apprehending suspects. (CALEA 42.2.3e)
 11. Collecting physical evidence. (CALEA 42.2.3d)
 12. Determining involvement of suspects in other crimes. (CALEA 42.2.3f)
 13. Checking suspect's criminal histories. (CALEA 42.2.3g)
 14. Soliciting assistance/information from other units and/or outside law enforcement agencies.
- III. Throughout the course of the investigation, the case notes and Premier One will be updated.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-5

SUBJECT: CASE MANAGEMENT

PURPOSE: To outline the procedure for assigning cases to investigators.

SCOPE: Insofar as possible, cases will be assigned and managed in the following manner:

I. Incident reports

A. All Auto Burglary reports received by the Records Unit will be forwarded to the Auto Burglary Sergeant for review.

1. All reports will be screened and logged by the sergeant or designee. They will be separated by investigator assignment areas.
2. All reports warranting further investigation, arrests, or unfounded will be assigned by area.
3. All other reports will be handled by the sergeant.

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

4-30-2018
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-5
(Continuation)

II. Criteria for Assignment

A. Priority of the crime (In order of descending importance)

1. Organized auto burglary schemes
2. Auto burglaries involving fraud
3. Auto burglaries to commit other crimes
4. Fraudulent reports, insurance frauds, etc.
5. Any incident deemed necessary by the Unit Commander and/or Section Commander

B. Solvability questions

1. Was there a witness to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be described?
5. Can a suspect be identified?
6. Can the suspect's vehicle be identified?
7. Is there any video surveillance available?
8. Is the video surveillance retrievable and of quality?
9. Is the stolen property traceable?
10. Is there a significant M.O. present?
11. Is there significant physical evidence present?
12. Has a Crime Scene Investigator been called? Is the Crime Scene Investigator's report positive?
13. Was there a definite limited opportunity for anyone except the suspect to commit the crime?

STANDARD OPERATING PROCEDURES: S.O.P. 1-5
(Continuation)

C. Probability of Solution of Crime

1. Arrest made by uniform officers or other agency

2. Suspect named (When a suspect is known by victim, the case may turn out to be unfounded or civil matter.)

3. Latents obtained and possible offenders known based on M.O., location recovery, etc.

D. Patterns of specific crimes of M.O.'s which are becoming apparent and require intensified effort.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL STANDARD OPERATING PROCEDURES MASTER INDEX

SUBJECT

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AUTO THEFT DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>2t.K.Ba... 0232</u> Unit Commander	<u>1/22/2019</u> Date
Second Quarter Inspection:	_____ Unit Commander	_____ Date
Third Quarter Inspection:	_____ Unit Commander	_____ Date
Fourth Quarter Inspection:	_____ Unit Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL, AUTO THEFT DETAIL

These procedures are established to provide guidelines for the operation and management of the Auto Theft Detail, City of Miami Police Department.

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

Personnel assigned to the Auto Theft Detail are required to read and abide by the procedures as set forth by the undersigned.

The Auto Theft Detail is a function of the General Investigations Unit, which is part of the Criminal Investigations Section, which is part of the Criminal Investigations Division.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The Auto Theft Detail is subordinate to the Criminal Investigations Section, General Investigations Unit of the City of Miami Police Department. The Auto Theft Detail is responsible for the investigation of auto and boat thefts as well as the inspections of tow companies, auto shops and body shops within the City of Miami.

The mission of the Detail is to investigate all the facts and information pertaining to the above stated offenses. The objective of the Auto Theft Detail is to provide effective and efficient investigative procedures resulting in the identification and apprehension of criminal offenders, the recovery and return of stolen property while safeguarding the rights and personal dignity of victims and suspects.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



MISSIONS, GOALS AND OBJECTIVES (Continuation)

II. GOALS

- A. To increase both investigative review and clearances of all reported cases generated in the City of Miami which fall within the Detail's area of responsibility.
- B. To inspire and cultivate excellence in investigators.
- C. To obtain a positive public image and establish a positive relationship with victims by keeping them informed on the progress of our investigations.
- D. To keep the public informed on the various types of auto theft and ways to safeguard their vehicles and boats.

III. OBJECTIVES

- A. To investigate all assignable auto theft cases.
- B. To clear 10% of all assigned auto theft cases.
- C. To inspect 25 auto shops a month and auto body painting shops licensed in the City of Miami.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

SUBJECT: CASE MANAGEMENT

PURPOSE: To outline the procedure for assigning cases to investigators.

SCOPE: Insofar, as possible, cases will be assigned and managed in the following manner:

I. Incident reports

A. All auto theft reports received via Premier One will be forwarded to the Auto Theft Sergeant for review and assignment.

1. All reports will be screened and logged by the sergeant or designee. They will be separated by investigator assignment area.
2. All reports warranting further investigation, arrests, or unfounded will be assigned by area.
3. All other reports will be handled by the sergeant.

Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

11/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:
(Continuation)

II. Criteria for assignment:

A. Priority of the crime: (In order of descending importance)

1. Organized auto conversion schemes
2. Auto Theft and fraud for permanent use
3. Auto theft to commit other crimes
4. Fraudulent reports, hit and run accidents, insurance frauds, etc.
5. Moped thefts
6. Joy-riding

B. Solvability questions:

1. Was there a witness to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be described?
5. Can a suspect be identified?
6. Can the suspect's vehicle be identified?
7. Is the stolen property traceable?
8. Is there a significant M.O. present?
9. Is there significant physical evidence present?
10. Has an I.D. Technician been called? Is the I.D. Technician's report positive?
11. Was there a definite limited opportunity for anyone except the suspect to commit the crime?

C. Probability of Solution of Crime

1. Arrest made by uniform officers or other agency

STANDARED OPERATING PROCEDURES:
(Continuation)

2. Suspect named (when a suspect is known by victim, case may turn out to be unfounded or a civil matter.)

3. Latents obtained and possible offender's known based on M.O., location recovery, etc.

D. Patterns of specific crimes of M.O.'s which are becoming apparent and require intensified effort.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL STANDARD OPERATING PROCEDURES PROGRAMS AND PROJECTS OR FUNCTIONS

I. PROGRAMS

- A. Tri-County Auto Theft Meeting
- B. State Auto Theft Intelligence Meetings

II. PROJECTS

- A. Miami-Dade Auto Theft Task Force
- B. Community Meetings

III. FUNCTIONS

N/A

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL STANDARD OPERATING PROCEDURES POLICIES

- I. Auto Theft cases are assigned to the individual investigator by the supervisory sergeant or the lieutenant as judgement indicates.
- II. An Auto Theft Investigator will attend the Tri-County Auto Theft Meeting and State Auto Theft Intelligence Meeting when staffing and the budget permits.
- III. When any information is considered important enough to discuss with all investigators, a meeting will be scheduled by the sergeant or lieutenant.
- IV. Auto Theft investigators will assist all other units anytime we are called upon by them. This also extends to other agencies requesting assistance within our jurisdiction.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

SUBJECT: AUTO THEFT INVESTIGATIVE PROCEDURES

PURPOSE: To furnish basic guidelines for investigating auto theft cases.

- I. If a vehicle is recovered:
 - A. Check to see if a message has been issued on the vehicle.
 - 1. Check message for accuracy
 - a. VIN number
 - b. Tag number
 - c. Color of vehicle
 - d. Year and make of vehicle
 - e. Owner's name, address and phone number

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:
(Continuation)

II. If no message has been issued:

A. Determine why.

1. Owner did not have VIN number/tag number available.

a. Check tapes in video finder.

b. Send victim standard form requesting correct information

1. VIN may be old previous year registration.

2. VIN may be obtained from the lien holder.

3. VIN may be obtained from the insurance company.

4. VIN may be obtained from the car dealer where the car was purchased.

5. Tag number may be on a traffic summons or parking citation complainant may have.

B. When correct information is obtained:

1. Have message issued on the stolen vehicle.

C. Check Auto Pound to see if vehicle was impounded.

1. Abandoned vehicle

2. Traffic hazard

3. Blocking driveway

4. Hit and run accident

a. Many people report their vehicle stolen after they are involved in a hit and run accident.

STANDARED OPERATING PROCEDURES:
(Continuation)

D. Check with the finance company (lien holder)

1. Vehicle may be repossessed

- a. Even if victim reports payments are up to date or in advance.

E. Check with the complainant

1. Domestic trouble

- a. Pending divorce – wife or husband may have the vehicle reported stolen.

2. Trouble with relatives, friends or neighbors.

- a. They may have moved vehicle for vengeful reasons.

3. May not be familiar with the area

- a. Vehicle may be parked nearby.

4. A person that is drinking can forget the location of the vehicle.

5. May have loaned vehicle to a friend who did not return it and not wants to report it stolen.

- a. The complainant is then advised to obtain a warrant from the State Attorney's Office.

F. Time permitting – investigator can check the immediate area for the reported stolen vehicle.

1. A large number of stolen vehicles are found near the area it was stolen from.

- a. Kids in the area sometimes steal the vehicle to joy-ride. They generally abandon them in the same area.

2. Also – complainants sometimes forget where they park their vehicles.

STANDARD OPERATING PROCEDURES:
(Continuation)

III. Reasons for auto thefts:

A. Transportation

1. The vehicle will usually be found after the trip has been completed or when it runs out of gasoline.

a. Many times the thief will sell the spare tire, radio or other parts, usually to buy gasoline.

2. Teenagers steal vehicles for transportation to dances, sporting events and other activities.

B. Commission of another crime:

1. Robberies, burglaries, hi-jacking, larcenies and malicious mischief.

2. The vehicle may be stolen and used immediately in another crime and abandoned quickly, and may not even be connected with that crime.

3. The vehicle may be stolen days in advance of the crime used in and kept hidden until needed.

C. Joy-riding (transportation)

1. Vehicles are very fascinating to adolescents.

2. Youths look at the vehicle as a status symbol.

3. The vehicle is a power symbol to adolescents.

4. Juveniles are most frequently involved in joy-riding.

a. They do not steal with intent of keeping or stripping.

b. They only use them for a short period of time or until the gas runs out.

D. Professional thefts

1. The vehicle is stolen in order to resale same.

STANDARD OPERATING PROCEDURES:
(Continuation)

2. The vehicle is stolen to be stripped of parts for resale.
3. Vehicle is exported out of country.
4. VIN plates are changed (false plates, salvage plates)

IV. When vehicle is recovered

A. Abandoned – unoccupied

1. Abandoned stolen vehicles will not be processed by ID unless:
 - a. The requesting officer can advise of a suspect for comparison or if a suspect is in custody.
 - b. A suspect can be identified by the victim.
 - c. A suspect is observed driving the victim.
 - d. A suspect gives an incriminating statement.
 - e. There is an indication that the vehicle was used in any other crime.

B. Occupied – Arrest made

1. Read and evaluate all reports.
2. Contact arresting officer for more information.
3. Interview the prisoner, if in custody.
4. Notify the owner of the recovery of his vehicle.
5. See that the message on the vehicle is cancelled.
6. Write a supplementary report stating all of the facts.
7. Notify I.D. to process vehicles.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

SUBJECT: VICTIM NOTIFICATION

PURPOSE: To establish a policy concerning the notification to owners who initiated stolen vehicle reports, upon the recovery of their stolen vehicle.

SCOPE: When a stolen motor vehicle report is initiated within the City of Miami, the following procedures are to be followed regarding the notification to the owner with all information regarding the vehicle's recovery:

I. Within seven (7) days of notification that the vehicle has been recovered, attempts are to be made to telephonically contact the registered owner with all information regarding the vehicle's recovery.

II. If the owner cannot be contacted telephonically within seven (7) days, notification shall be immediately made by certified letter, return receipt requested.

J. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-1

SUBJECT: ON-CALL PROCEDURES

PURPOSE: To standardize off-duty response procedures.

SCOPE: The Auto Theft Detail will respond during off duty hours under certain circumstances.

I. On-Call Criteria:

- A. Auto Theft Investigators will be assigned in an on-call status monthly. The Detail Supervisor will establish a monthly list, which will be rotated regularly. Members shall respond to situations that meet the off-duty response criteria when notified by the Unit Supervisor.

II. On-Duty Response Criteria:

- A. Auto Theft Investigators shall respond in the event of the following scenarios:
 1. Auto Theft Crimes where an arrest was made.
 2. When required to supervise interrogation of Auto Theft suspects.
 3. Upon special request when needed to assist investigators of other sections or units on Auto Theft matters.

JL K Baker 0232
Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-2

SUBJECT: AUTO THEFT CASE LOG

PURPOSE: To provide a Uniform Chronological Record of Auto Theft Cases

SCOPE: The Auto Theft case log is a quick reference reflection of Auto Theft cases in sequential order.

I. Case Log Procedures:

- A. A database containing a chronological log of Auto Theft cases is to be maintained by the Auto Theft Detail. A printed log will be posted for quick reference.
- B. The Auto Theft log will include the following information: the log number, date of report, NET area, name of offender(s), incident number, race, age, sex, address stolen from, status of case and closing date.

K. Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

AUTO THEFT DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-3

SUBJECT: AUTO THEFT ASSIGNED CASES

PURPOSE: To provide a fair method of assigned cases by NET areas

SCOPE: The Auto Theft cases will be reviewed and a follow up investigation will be part of the policies and procedures for the investigators to follow.

- I. Auto Theft cases are assigned to the individual investigator by the supervisory sergeant or the lieutenant as judgment indicates.
- II. An Auto Theft Investigator will attend the Tri-County Auto Theft Meeting and State Auto Theft Intelligence Meeting when staffing and the budget permits.
- III. When any information is considered important enough to discuss with all investigators, a meeting will be scheduled by the sergeant or lieutenant.
- IV. Auto Theft Investigators will assist all other units anytime we are called upon by them. This also extends to other agencies requesting assistance within our jurisdiction.

Lt. Katherine Baker

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

BURGLARY UNIT

STANDARD OPERATING PROCEDURES

MASTER INDEX

SUBJECT

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City of Miami



DANIEL J. ALFONSO
City Manager

2

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BURGLARY DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

2t. K. Balz 0232
Unit Commander

11/22/2019
Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Section Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

The guidelines set forth in the Standard Operating Procedures Manual do not supersede the Departmental Orders or Patrol Standard Operating Procedures.

The manual is not all-inclusive and items not covered therein may be found in the Patrol Standard Operating Procedures or the Departmental Orders.

Conflicts noted shall be resolved in favor of the higher authority and drawn to the attention of the Unit Commander for appropriate corrective action.

Lt. Katherine Baker #0232

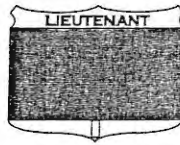
Lt. Katherine Baker
Commander
General Investigations Unit

11/15/2019

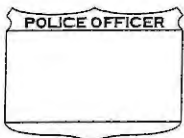
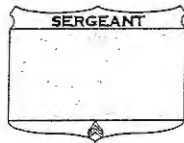
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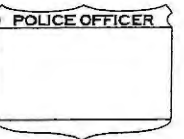
GENERAL INVESTIGATIONS UNIT



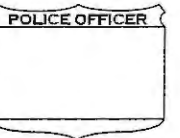
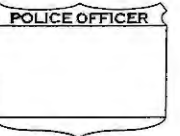
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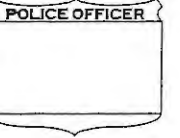
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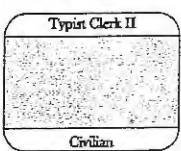
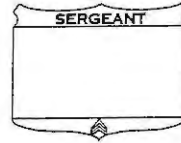
BURGLARY



PAWN SHOP
DETAIL



AUTO THEFT



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The Burglary Detail is part of the Criminal Investigations Section, General Investigations Unit. Members of this detail work in an investigative capacity to combat the criminal element. Each member is a seasoned police officer that receives on-the-job training and is sent to specialty schools to enhance his/her performance. The Detail has been instituted to address and investigate burglary offenses.

The mission of the Detail is to investigate all the facts and information pertaining to the above stated offenses. The objective is to provide effective and efficient investigative procedures resulting in the identification and apprehension of criminal offenders, the recovery and return of stolen property while safeguarding the rights and personal dignity of victims and suspects.

K. Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



II. GOALS

A. To increase both investigative review and clearances of all reported cases generated in the City of Miami which fall within the Detail's area of responsibility.

B. To inspire and cultivate excellence in investigators.

C. To obtain a positive public image and establish a positive relationship with victims by keeping them informed on the progress of our investigations.

D. To keep the public informed on the various types of ways to safeguard their property.

III. OBJECTIVES

A. To investigate all assignable cases.

B. To meet and/or exceed national clearance rates.

C. To maintain Detail efficiency and effectiveness.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

BURGLARY DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF A UNIT COMMANDER

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

K. Baker #0232
 Lieutenant Katherine Baker
 Commander
 General Investigations Unit

1/15/2019

 Effective Date



STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

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

**STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

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

II. DUTIES OF THE BURGLARY DETAIL SUPERVISOR

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

STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

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

STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

be made with the State Attorney's Office to receive feedback on investigator's work product. Supervisors will be responsible for taking action to eliminate further case preparation problems. This may take the form of closer supervision or additional training.

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

**STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- Z. Maintain the proper flow of case and departmental reports .
- AA. Ensure that deadlines are met on reports.
- BB. Prepare a monthly activity report.
- CC. Develop inter-unit cooperation.
- DD. Assume the administrative duties of the Unit commanding Officer (i.e., filing and other office duties).
- EE. Maintain communication with outside agencies.
- FF. Ensure that all detectives have a notepad with investigative notes for each day.
- GG. Responsible for maintaining a case log, which provides a procedure for tracking cases assigned to each member. This procedure ensures timely completion of supplementary reports and shows a record of cases assigned to each member (Investigations Detail only).
 - 1. The Supervisor will maintain a case assignment log sheet for each one of the Unit's members.
 - 2. Only assigned cases will be listed.
 - 3. The log will include case number, victim, type of offense, date assigned, and date supplement completed.
 - 4. The completed supplementary report is received and reviewed by the Unit Supervisor.
 - 5. It will be the supervisor's responsibility to maintain and condense log pages as necessary.

**STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- HH. Review and approve all reports and information generated by members prior to submission or sending through channels.
1. These reports and information will include, but not be restricted to, Reports of Investigation, Supplemental Reports, Reports of Long Distance Telephone calls, information to be submitted for Daily Bulletins, and any other paperwork.
 2. The intent of this SOP is to ensure that the Supervisor is aware of what his/her respective investigators are doing and to review these areas for quality, accuracy, and possible adverse consequences. Supervisors are required to correct any deficiencies when identified.

III. DUTIES OF A BURGLARY DETAIL DETECTIVE

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed this Unit.
- B. Follow the direction of his/her supervisor, Detail's S.O.P.s, and D.O.s.
- C. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- D. To assist other officers with their assigned duties.
- E. Develop and maintain liaison with other agencies.
- F. Assist in maintaining the office files.
- G. Responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State, and local laws, Departmental Rules and Regulations, Departmental Orders, and Standard Operating Procedures.
- H. Must respond to crime scenes when required and coordinate all aspects of a criminal investigation in conjunction with support units.
- I. Coordinate the creation of inner and outer perimeters for crime scene preservation.

STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

- J. Interview witnesses, victims, etc.
- K. Interview suspects for the intended purpose of securing sworn confessions taken under Miranda Warnings.
- L. Maintain a complete and detailed notebook of daily activities in chronological order. (Adequate notes taken by the investigator are considered a prerequisite to the future completion of 301's, Supplemental Reports, notes for court presentations, overall evaluation of the activities generated in an investigation, etc.) (Investigations only.)
- M. Prepare 301 Reports on significant burglary, theft, stolen property, and Pawn Shops cases. (These 301's will be prepared prior to the investigator's completion of his/her tour of duty. The investigator will follow the proper format to ensure uniformity.) (Investigations only.)
- N. Conduct neighborhood canvass when appropriate.
- O. Prepare proper photo lineups and video lineups as prescribed by statutes when appropriate. (Investigations only.)
- P. Become proficient in the area of interrogation.
- Q. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.
- R. Become familiar with the capabilities and limitations of the polygraph. (Investigations only.)
- S. Become familiar with telephone and U.S. Mail traces. (Investigations only.)
- T. Coordinate with Communications the releasing of BOLO information.
- U. Detectives will obey all Departmental Orders and Unit Standard Operating Procedures.
- V. Detectives will immediately report all damage of police property and assigned police vehicles.
- W. Cultivation and use of informants.

STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

- X. Become familiar with procedures of the following internal and external agencies:
 - 1. Identification Unit
 - 2. Juvenile Unit
 - 3. Internal Affairs Unit
 - 4. Miami-Dade Police Department Lab
 - 5. Emergency Room at local hospital(s)
 - 6. State Attorney's Office
 - 7. U.S. Attorney's Office
 - 8. F.B.I.
 - 9. D.E.A.
 - 10. Customs
- Y. Become proficient in taking sworn statements with tape recorders.
- Z. Become familiar with the AFIS Fingerprint System.
- AA. Attend Patrol Roll Calls on a monthly basis or as deemed necessary to provide training and/or to exchange information with uniform personnel on current crime problems and offenders (CALEA 42.2.6).

IV. DUTIES OF AN ADMINISTRATIVE AIDE/TYPIST CLERK II

- A. Knowledge of modern office methods, procedures, and equipment, including the computer.
- B. Types highly involved or intricate tables and reports, types letters, forms and other material from copy or rough draft.
- C. Composes and types routine correspondence, usually for signature of a Supervisor or Unit Commanding Officer.

**STANDARD OPERATING PROCEDURES: BURGLARY DETAIL
DUTIES & RESPONSIBILITIES OF MEMBERS**

(Continuation)

- D. Answers telephone and directs calls to a detective or refer the caller to the correct number within the City or other jurisdiction.
- E. Receive and record messages for the unit detectives.
- F. Maintains Unit's records.
- G. Enters various reports into the computer as may be required.
- H. Prepare and update daily "P" Sheets
- I. Conduct filing of Unit records on a timely basis.

STANDARD OPERATING PROCEDURES: POLICIES

(Continuation)

5. Members can request changes in their work schedule by contacting a Supervisor. Any changes will be at the convenience of the Unit.
6. A Supervisor or Commanding Officer must clear all requests for EO, V, etc.

B. Overtime

1. Any requests to work regular overtime must be approved by the supervisor and/or Commanding Officer.
2. Overtime will be granted if a case were to be jeopardized due to the detective ending his/her tour of duty.

C. Dress Code – On Duty

1. All detectives shall wear appropriate professional attire unless directed otherwise by a supervisor. Male detectives shall wear a dress pants and a shirt and tie. A Guayabera may be substituted for a shirt and tie. Female detectives shall wear a dress or dress pants and shirt. Jeans and Polo shirts may only be used with the Unit Commander's approval while participating in special operations or details.

D. Court Attire

1. Members may wear approved on-duty attire to depositions and pre-files.
2. Members will abide by Departmental Orders when attending court on "E" days.

II. INVESTIGATIONS DETAIL

- A. All investigators are responsible for the information contained on the bulletin board and the mandatory reading board.
- B. Investigators will respond to as many burglary scenes and uniform officers' requests as possible.
- C. Investigators will ride in teams or alone according to the discretion of the Detail Commanding Officer and Supervisor, but investigators will always

STANDARD OPERATING PROCEDURES: POLICIES
(Continuation)

work in teams when conducting surveillances and stakeouts, attempting to pick up offenders and in any other hazardous situation.

D. Work Schedule

1. Assignments, days off, and duty hours will change to meet the District's needs in accomplishing its mission.
2. 24-hour coverage will be maintained through an on-call system.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 1-1

SUBJECT: EQUIPMENT

PURPOSE: To establish procedures for the utilization of equipment issued to the Burglary Unit.

SCOPE: This S.O.P. governs the use of City-owned vehicles, rental vehicles, and any equipment used.

LT. RICH GENTRY

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-1
(Continuation)

I. ATTIRE

- A. Each detective will be issued a raid jacket to be utilized during operations and any other time where the immediate identification of the detective is necessary.

II. MISCELLANEOUS EQUIPMENT

- A. Any equipment, binoculars, cameras, etc., not assigned to a member, will be checked out and returned on the same tour of duty. Any deviation from this must be approved by a Supervisor or Commanding Officer.
- B. Any equipment that is damaged or lost due to the negligence of the detective becomes the responsibility of that detective.
- C. An equipment log will be maintained.
- D. A Sergeant designated by the Unit Commander will inventory equipment quarterly.

IV. VEHICLES

- A. All personnel assigned a police issued or a rental vehicle will comply with the current vendor contract.
- B. Use and care of vehicles.
1. Users of vehicles are held accountable for the damage and cleanliness of the vehicle.
 2. When a police issued vehicle is damaged from vandalism or as the result of an accident, the appropriate paperwork will be completed and forwarded through the chain of command.

A supervisor will conduct an investigation and complete a Supervisor's Report of Accident or appropriate form.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 1-2

SUBJECT: FILING CRIMINAL CASES

PURPOSE: To establish guidelines for filing criminal cases.

SCOPE: To set procedures for making files in criminal cases.

Lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date

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MAY 12 2017

PROFESSIONAL COMPLIANCE SECTION



STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

I. FILE/LOG

- A. The file or log will be kept in the Unit Office.
- B. Whenever a case is assigned, the detective will create a case file.
 - 1. Upon completion of the case, the file will be closed out listing what action was taken. The file will then be submitted for approval by the chain of command.
- C. A legal file folder will be used for each file.
- D. Each file will contain the following (as applicable).
 - 1. 301 Report
 - 2. Copy of all arrests affidavits
 - 3. All property receipts
 - 4. Copy of search warrant, affidavit, and inventory return
 - 5. Photographs of offender
 - 6. Copies of all court-related material
 - a. Depositions
 - b. Pre-filing
 - c. Court appearances
 - 7. Printouts
 - a. Offender
 - b. Vehicles
 - 8. Laboratory reports
 - 9. Final case disposition
 - 10. Any other reports or memos relating to the case

- 3 -

STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

11. EE & I's Fund Receipts, etc.
12. Criminal history of suspects/offender
13. Operational plans

E. Completed File

1. After approval by the supervisor, it will be forwarded to the Unit Commander for final review and approval.
2. After approval by the Unit Commander, it will be filed in sequence in the Burglary Unit file cabinet.

II. PREFILE PACKAGES

- A. When filing felony cases, officers must complete the prefile package and ensure it is properly forwarded.
- B. If a prefile conference is necessary, the officer will schedule it on duty.

III. PREFILE CONFERENCES

Officers must bring the following items when attending a prefile conference.

- A. 301 reports
- B. Arrest affidavits
- C. Property receipts
- D. Search warrants, affidavits, and inventory return
- E. Photographs
- F. Vehicle's pound slip
- G. Lab reports
- H. Any taped statements and/or videos

STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

- I. Miranda Rights forms and Consent forms
 1. Officers will reschedule their profile conference whenever they are unable to provide the items listed above.
 2. If the prefile conference is reset because you are unable to locate the file, contact your supervisor and inform him/her.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 1-3

SUBJECT: INVESTIGATIVE EXPENSES

PURPOSE: To establish guidelines for handling Investigative funds.

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

Lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

11/4/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

I. INVESTIGATIVE EXPENSES

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

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

- B. The Imprest Fund is NOT to be used in procuring the following goods, services, or equipment.
1. Purchase of cellular telephones and or accessories.
 2. Payment of cellular telephone services.
 3. Rental of vehicle necessary for the duration of a criminal investigation that exceeds 3 days.
 4. Payment of non-emergency travel expenses (air, fare, per diem, hotel, etc.).
 5. Payment of registration fees or tuition for training.
 6. Payment of membership fees.
 7. Purchase of Office Supplies (i.e., file folder, copying paper, paper clips, pens/pencils, bulletin boards, toners, etc.).
 8. Purchase of electrical, paint and hardware supplies, or miscellaneous supplies.
 9. Payment of professional services such as employee physical examinations/screening.
 10. Payment of Printing/Binding.
 11. Purchase of books, and publication.
 12. Purchase of Office Furniture (i.e., desks, file cabinets, etc.)
 13. Purchase of parts for repairs/maintenance of equipment (i.e., batteries, toner, cartridges/refills, parts and cable for telephone, tool, kits, etc.).
 14. Payment of Storage Space Rental
 15. Payment of Equipment Rental or Repairs/Maintenance (i.e., rental of copy machines, barricades or repairs of camera, video equipment, outboard motors, electronic surveillance equipment maintenance or computer software maintenance, etc.).

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

16. Purchase of Equipment (i.e., fax machines, calculators, televisions, cameras, etc.).
17. Purchase of Technology Equipment including computers, computer related equipment, software, printers or computer supplies.

II. ADMINISTRATION OF THE IMPREST FUND

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

III. PROCEDURES FOR WITHDRAWAL

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

IV. DEPOSIT OF UNEXPENDED FUNDS

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

V. ACCOUNTING FOR EXPENDED INVESTIGATIVE FUNDS

- A. Within 5 working days after the expenditure of funds, the Supervisor making the withdrawal must complete the appropriate paperwork (A&I package).

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

- B. A reimbursement package must include but is not limited to:
1. A red-line memorandum to the Commander of the Business Management Section listing the expenditures.
 2. A&I package (s) with all supporting documentation.

VI. USE OF PERSONAL FUNDS

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

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

- A. Any time that funds are withdrawn from the Unit Imprest Fund for the purchase of narcotics or other investigative expenses, an accounting for investigation (A&I) funds packages must be prepared. Any city funds that not expended must be re-deposited into the imprest fund and a fund deposit receipt obtained.
- B. This package is prepared by the Commander of the Burglary Unit or his/her designee.
- C. Upon completion, the package will forwarded, through channels, to the Field Operations Division Chief on a monthly basis.
- D. The A&I package must have a copy of the following items attached, when applicable:
1. Expense and Investigation (E&I)
 2. Property receipt(s)
 3. Imprest Fund receipt (for payment of a C.I.)

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

- a. Withdrawals
 - b. Deposit
 4. Photocopy of funds
 5. Arrest form(s)
 6. General reports(s)
 7. A&I report
- E. Explanation of Forms
1. Expense & Investigations Report (R.F. #85) shall include a detailed account of the results of the investigation. The narrative shall state.
 - a. The date and amount of withdrawal from the Imprest Fund
 - b. The activity performed
 - c. The address
 - d. Amount of purchase
 - e. Serial # of City/personal funds used
 - f. The results of activity (arrests, warrant information, etc.)
 - g. Whether or not the City funds were recovered
 - h. If funds are not recovered, an explanation is required
 - i. If investigation does not result in an arrest or satisfactory conclusion, an explanation is required.
 2. Accounting for investigative Funds Report (R.F. #101) will be completed for single or multiple investigation(s) P\purchase(s). This report will include:

- 7 -

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

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

VIII. INFORMANT EXPENDITURES

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

STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

- C. All C.I. payments are subject to prior approval by the Supervisor; the amount will be approved by the Unit Commanding Officer, which will be forwarded to the Division Chief or his designee for final approval.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 1-4

SUBJECT: SURVEILLANCE AND EXECUTION OF SEARCH WARRANT

PURPOSE: To familiarize the Burglary Unit members with proper procedures for conducting surveillances and executing search warrants.

SCOPE: This S.O.P. outlines the steps needed to properly secure and serve a search warrant.

LT R: GS

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

I. SURVEILLANCE PROCEDURES

A. The individual officer will often have his/her own best technique for surveilling a suspect or location.

1. The technique is often determined by:

a. Officer's physical make-up.

b. Equipment available

c. Environment

d. Experience

2. A review of all factors should be made before attempting any surveillance.

B. Investigators shall not violate the right to privacy, or other constitutional rights, of any individual while conducting surveillance (CALEA 42.21e).

C. A complex or long-term surveillance requires the approval of the appropriate investigative unit supervisor, while legal authorization may be required for an electronic surveillance (CALEA 42.2.1.e).

II. Search Warrants

A. Procedure for obtaining a search warrant.

1. When possible, there will be two (2) officers when an affidavit for a search warrant is made. The back-up officer will obtain the description of the property and review it with the lead detective handling the case.

2. The back-up officer will assist in the premises' description. Both officers will review the description.

3. Should any conflict arise, the officers will return and verify the description/address.

4. The Unit Commander will be briefed prior to obtaining any warrant. Once the draft warrant is ready, it will be

STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

reviewed by a representative of the State Attorney's Office. Upon approval, the warrant can then be taken to a Judge for approval and signing.

5. A Supervisor will review the completed warrant and will go by the warrant location to verify the description and address before service of the warrant.
6. Copies of the warrant, affidavit, and inventory returns will be made for file, Assistant State Attorney, etc.
7. Depending on the situation, either detectives from the Burglary Unit or SWAT will serve the warrant. If SWAT will be utilized, a copy of the search warrant will be made available for the SWAT Commander.

B. Execution of Search Warrants

1. Prior to the execution of search warrants, the Unit Commander will be notified.
2. The Burglary Unit Commander or his/her designee and Supervisor will be present on all search warrants.
3. Notify the supervisor when warrant is signed and ready with all copies made.
4. Undercover officers shall not be part of the search team in order to maintain his/her identity.
5. A SWAT Commanding Officer should be notified, if possible, 24 hours before the desired time of the warrant execution, and will be given a copy of the warrant.
6. Affidavits will be presented to the Burglary Unit Commander for his/her approval.
7. SWAT Commander will assemble the team and design an entry plan.
8. SWAT and Burglary Unit members will meet and discuss the entry plan.

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STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

9. The Burglary Unit member assignments and search plan will be made by the Supervisor. The Supervisor will ensure that a search kit is available.

A. A search kit will contain:

- 1) Polaroid camera with film
- 2) Tape recorder with tapes
- 3) Yellow manila envelopes for evidence (small, medium, and large)
- 4) Tape
- 5) Pens and markers
- 6) Labels
- 7) Stapler
- 8) Writing pad (notepad)
- 9) Forms
 - Arrest forms and continuations
 - Search warrant log forms
 - Pre-file affidavit forms
 - Incident reports
 - Operational plan forms
 - Field interrogation forms
 - Confidential informant agreement forms
 - Investigative statement forms
 - Search by Consent forms
 - Miranda Rights waiver forms
 - Warrant inventory forms
 - Contact number list
 - Applicable S.O.P.'s and Departmental Orders
- 10) Either the Burglary Unit or SWAT will make entry and secure premises.

STANDARD OPERATING PROCEDURES: S.O.P. 1-4

(Continuation)

- 11) Burglary Unit Supervisor will advise the Complaint Sergeant that a search warrant is being served and the location and the time it is served.
- 12) Burglary Unit members will carry out their assignments (search, evidence, arrests, etc.).
- 13) After the premise is secured by SWAT, only Burglary Detectives will remain in the premises until it has been completely searched.
- 14) Detectives will wear raid jackets or display identification that readily identifies them as a police officer.
- 15) Upon completion, attempts will be made to notify owner or manager of premises. He/she will be advised to secure the premises.
- 16) If owner or manager cannot be contacted or if the owner is arrested, the premises will be secured by unit members, the best way possible, with material found on the scene.
- 17) The original search warrant, affidavit, and inventory return will be returned to the Court Clerks Office on the next working day. A copy of the search warrant will be left in plain view on the scene, along with a copy of the inventory return form.
- 18) Whenever possible, a K-9 Unit will be on scene and will assist in the search for narcotics after the premises are secured.

STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

C. Exigencies

1. Searches and Entries

- a. A supervisor will be present whenever entering structures/premises during unit operations. The only exception will be hot pursuit situations, and then a supervisor will be notified immediately thereafter. In instances where an entry is made, photographs will be taken to depict the condition of the premises upon our arrival and departure. Additionally, a general report will be generated whenever we damage a structure/premises and/or it is believed to be inhabited. Copies of the aforementioned will be maintained in a unit file.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 1-5

SUBJECT: HANDLING PROPERTY

PURPOSE: To establish guidelines for handling property.

SCOPE: To establish procedures for handling property coming into an officer's possession during his/her normal duty or during the execution of search warrants.

12: 65

Lt. Richard Gentry
Commander
Burglary Unit

1, 4 16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-5

(Continuation)

I. NARCOTICS

- A. All narcotics coming into the possession of any unit personnel will be placed in the Property Unit as expeditiously as possible. Under no circumstances will an officer not check in narcotics or monies prior to the end of his/her tour of duty.
- B. All narcotics seized during the execution of a search warrant will be listed on the inventory. The officer assigned to turn the narcotics into the Property Unit will immediately notify his/her supervisor if the amount of narcotics turned over to him/her differs from the amount listed on the warrant inventory.

II. MONEY

- A. All money coming into possession of an officer that is even remotely connected to narcotics will be placed in the Property Unit as evidence.
- B. On those instances wherein an officer encounters more than \$500.00, forfeiture papers will be completed within 24 hours, and forwarded to the Legal Unit. Copies of the forfeiture papers will be included in the 10 file.
- C. All currency found on person during the scope of an investigation will be seized and placed into the Property Unit. A referral to the Legal Unit will be made for investigation for forfeiture purposes.
- D. Release of seized monies will be at the discretion of the Unit Commander, his/her designee, the Legal Unit, or Court Order.
- E. After trial or disposition of the case, the bottom of the property receipt will be signed, confiscating the money.

STANDARD OPERATING PROCEDURES: S.O.P. 1-6

(Continuation)

I. CALL OUT CRITERIA

- A. Scene of multiple suspects in custody when on-scene information dictates the suspects were organized during the commission of the burglary, tangible evidence located on the scene (i.e. burglary tools, ropes, cutting instruments, other large quantities of property unaccounted for in the suspect's vehicle).
- B. Victim or offender who was shot or sustained life threatening injuries.
- C. Any burglary involving the discharge of a firearm whether by the victim or offender.
- D. Any burglary involving a substantial monetary loss (**\$25,000** residential / **\$50,000** business) if the subjects are in custody.
- E. Any burglary involving a smash and grab (organized group) to a storefront if the subjects are in custody, with the exception of any gun shop where numerous firearms were stolen, even if only an attempt, the investigator will respond.
- F. Occupied burglary involving touching, caressing of victim or ejaculation by subject to include, any lewd and lascivious activity.
- G. Any burglary where multiple firearms are stolen.
- H. Crime is of a nature that necessitates immediate follow-up investigation. (**Discretion of the Unit Commander**)

STANDARD OPERATING PROCEDURES: S.O.P. 1-6
(Continuation)

II. ON-CALL PROCEDURE

- A. On-Call investigators will be assigned as directed by the Unit Commander. The on-call investigator will be assigned the Burglary Unit on-call cellular phone during his/her rotation and will be responsible for answering all calls made to the phone.
- B. The responding officer shall notify a Homicide Unit Detective to determine if a response is needed.
- C. If a response is required, the Homicide Unit Detective will notify a the Burglary Unit Commander or Sergeant for authorization.
- D. Prior to responding to a scene, the on-call investigator must obtain approval from the Burglary Unit Commander or Sergeant.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-1

SUBJECT: ACTIVITY REPORTS

PURPOSE: To explain the preparation and use of the information contained in the Burglary Patterns, monthly, and annual activity reports for the Burglary Unit.

SCOPE: The Monthly Report shall reflect individual clearance rates and performance, with comparison of the cases received currently to those of the previous year and month.

Lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-1

(Continuation)

I. MONTHLY REPORT

- A. The Monthly Report should be utilized for comparison purposes to verify if the cases assigned and received have been accurately recorded. It may also be used to evaluate the effectiveness of personnel and any proactive details necessary to address an identified pattern of crime, i.e., burglary, theft, vandalism and Pawn Shops.
- B. This report is due on the 5th day of the month, and shall be prepared by the Unit Supervisor.
- C. To be forwarded to Chief of Police.

II. ANNUAL ACCOMPLISHMENT REPORTS

The Annual Accomplishment Report is to be prepared during January of each year. The format will be a cover sheet attached to the accomplishments of the Burglary, Crime Analyst, and Economic Crimes Details. The reports will include statistics for the year as well as other narratives of major cases.

III. WEEKLY ACTIVITY REPORTS

All detectives assigned to the Burglary Unit will submit a weekly investigative activity report to their supervisors.

IV. STATUS BOARD

All detectives will maintain a status board of all open cases being investigated.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-2

SUBJECT: TRAINING FOR NEWLY ASSIGNED UNIT PERSONNEL

PURPOSE: To outline duties and responsibilities for newly assigned investigators.

SCOPE: In an effort to acquaint investigators with their new work assignment, they will familiarize themselves with the type of cases handled by the Unit.

Lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

1-4-10

Effective Date



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

- I. New investigators will be assigned to work with an experienced investigator.
- II. New investigators will be required to attend an Interview & Interrogations training class at the earliest available date.
- III. New investigators may be assigned a caseload, depending upon Unit workload. If assignments are made, he/she shall be responsible for all required subsequent reports pertaining to those assigned cases.
- IV. In addition to investigating assigned cases, the investigator is expected to read and become familiar with Unit SOPs, office filing system, and other Unit procedures.
 - A. It is anticipated that by the end of the first month, the new investigator shall have received instructions in the following areas:
 1. On-scene and follow-up investigation
 2. Supplementary reports preparation
 3. Case file preparation
 4. Preparation of constitutional rights forms
 5. Interrogation of offenders and interviewing of witnesses
 6. Records searches with other agencies
 7. Line-ups and video
 8. Use of composites
 9. Preparation of affidavits
 10. Case filing with the State Attorney's Office and Warrant procedure
 11. Evidence handling
 12. Testifying in court

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

- B. At the end of two months, the newly assigned investigator should be capable of handling any type of investigation. If any questions arise, he/she shall ask and will receive assistance from a senior investigator.

City of Miami



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City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-3

SUBJECT: INVESTIGATIVE ACTIVITIES

PURPOSE: To establish guidelines for handling an investigation at both the preliminary and follow-up stages.

SCOPE: This standard operating procedure is for the purpose of instructing Burglary Unit officers in the proper procedure for conducting an investigation.

Lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-3

(Continuation)

I. BURGLARY INVESTIGATIONS:

Consistent with other responsibilities, the uniformed officer will conduct the preliminary investigation to a point where a lapse in the investigation will not hamper or jeopardize the outcome of the case nor prohibit the officer's return to service without undue delay. Unique circumstances may occur, however, which require notification and initial response from non-uniformed investigators. In such case, the investigator assumes responsibility for both the preliminary and follow-up investigations (CALEA 42.1.4)

A. Preliminary Investigations (CALEA 42.2.2)

Preliminary investigations may include:

1. Observing all conditions and events surrounding the crime scene. (CALEA 42.2.2a).
2. Locating and identifying witnesses. (CALEA 42.2.2b)
3. Conducting an area canvass.
4. Maintaining the crime scene and protecting evidence. (CALEA 42.2.2c)
5. Interviewing the complainant and witnesses. (CALEA 42.2.2d)
6. Obtaining a suspect description and issuing a BOLO.
7. Interrogating the suspect, except in homicide, sexual battery, kidnapping, and child abuse cases. (CALEA 42.2.2d)
8. Arranging for the collection and/or preservation of evidence. (CALEA 42.2.2c)
9. Effecting the arrest of the criminal.
10. Reporting the incident fully and accurately.

II. FOLLOW-UP INVESTIGATIVE ACTIVITIES (CALEA 42.2.3)

STANDARD OPERATING PROCEDURES: S.O.P. 2-3
(Continuation)

- A. Follow-up investigations may include:
1. Reviewing and analyzing preliminary reports. (CALEA 42.2.3a)
 2. Conducting interviews and interrogations. (CALEA 42.2.3b)
 3. Reviewing departmental records. (CALEA 42.2.3a)
 4. Seeking additional information from the complainant, uniformed officers, witnesses, neighbors, and informants. (CALEA 42.2.3c)
 5. Reviewing results from laboratory examinations. (CALEA 42.2.3a)
 6. Arranging for dissemination of information, as appropriate.
 7. Planning, organizing, and conducting searches. (CALEA 42.2.3d)
 8. Preparing cases for court presentation. (CALEA 42.2.3h)
 9. Assisting in prosecution.
 10. Identifying and apprehending suspects. (CALEA 42.2.3e)
 11. Collecting physical evidence. (CALEA 42.2.3d)
 12. Determining involvement of suspects in other crimes. (CALEA 42.2.3f)
 13. Checking suspect's criminal histories. (CALEA 42.2.3g)
 14. Soliciting assistance/information from other units and/or outside law enforcement agencies.
- III. Throughout the course of an investigation, the attached checklist will be utilized:

City of Miami



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City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-3(A)

SUBJECT: PROPERTY CRIMES INVESTIGATIONS

PURPOSE: To outline suggested steps in the investigation of a burglary/larceny offense.

SCOPE: To efficiently and effectively investigate property crimes, a methodical approach is used.

LT. R. GSA

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-3(A)
(Continuation)

- I. Review offense report for possible errors or omissions, such as the address of victim, telephone number, ownership particulars, description of property, etc.
- II. If the report indicates that the victim may be difficult to locate, the investigator should, in the interest of efficiency, call and make an appointment.
- III. Proceed to crime scene, view it with victim. (It may be necessary, in some instances, to interview victim at another location.) Determine if the original report is correct as to method of entry, etc. If not, note correction on supplement.
- IV. Attempt to obtain any further description of stolen property such as serial number, size, color individual markings, etc.
- V. Check for possibility of added or initial physical evidence and call or recall Crime Scene Search Unit, when necessary.
- VI. Question victim as to any indicated or possible suspects. If suspect can be identified, arrange to have victim view photos.
- VII. If necessary, advise the victim about added security measures that can be taken.
- VIII. Check for additional witnesses, such as neighbors, workmen, etc. (Use same methods as interview of victim.)
- IX. Issue watch order, if necessary.
- X. If victim cannot be located and does not respond to messages, send a form letter.
- XI. Cross-reference appropriate cases. (All steps will not necessarily be applicable on every case.)

City of Miami



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City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-4

SUBJECT: CASE ASSIGNMENT CRITERIA

PURPOSE: To outline the criteria for assigning cases.

SCOPE: To set forth procedures for the assignment of cases.

- I. A minimum of one of the following criteria is required for assignment of a case:
 - A. Suspect(s) have been named.
 - B. Suspect(s) can be positively ID'd by victim/witness (is known, but not by name, has been seen before) or there is a video of the offender committing the crime.
 - C. There was ten thousand dollars or more worth of property stolen.
 - D. Suspect(s) residence is known.

lt. R. Gentry

Lt. Richard Gentry
Commander
Burglary Unit

11/4/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P: 2-4**Continuation**

- E. Suspect(s) vehicle can be located (unique description, tag #, VIN, etc.)
- F. Significant physical evidence was left at the scene by the offender(s) (offender's prints personal identifiers, wallets, vehicle used by offender).
- G. Several similar incidents (M.O., time of day, locale, same victims).
- H. Victim assaulted, shot or sustained major injuries.
- I. Cases can be unfounded.
- J. The Commander of the Unit may determine a case not within these parameters to be assigned.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-5

SUBJECT: SUPPLEMENTARY REPORTS AND REPORT FORMAT

PURPOSE: To provide a procedure for the recording of the investigative effort.

SCOPE: The completed Supplementary Report provides a summary of the investigation. All assigned cases require the preparation and submission of a supplementary report. The following guidelines will assist in the proper utilization of supplement.

I. First supplementary reporting:

The first supplement report for any investigation shall be completed within thirty (30) days of the on-scene investigation.

II. Additional supplemental reporting:

For any continuing investigation, additional supplement reports shall be completed every thirty (30) days from the date of first supplement. Once the investigation is determined to be "NO FURTHER ACTION," "NO FURTHER INFORMATION," or "CLOSED," the final supplement shall be completed within fourteen (14) days.

15 12 625

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-5
(Continuation)

- III Supervisor is responsible for ensuring that a suspense file is maintained for each case assigned to his/her respective team members and that cases are reviewed to determine their continued status, and supplemental reports are submitted according to the guidelines of this SOP.
- IV. All supplementary reports will be made according to the following format, (See Appendix A):
- A. Supplementary report number
 - 1. First supplementary report, second, supplementary etc.
 - B. Classification (Original offense/incident)
 - 1. Classification to remain the same
 - 2. Classification changed from ___ to ___
 - C. Status (what is currently status of investigatory effort)
 - 1. Case cleared by arrest of offender (C.B.A.)
 - a) List name, DOB, address, phone #, charge and date of arrest. Note if there are other offenders.
 - b) No further police action
 - 2. Case cleared ECA (exceptions clearance)
 - a) Meet ECA requirements
 - b) List name, DOB, address, phone#, height and weight
 - c) No further police action
 - 3. Case file NFI (no further info)
 - a) After a case has been assigned and all investigatory leads have been exhausted and the investigation has reached a dead end.
 - b) Explain details in narrative

STANDARD OPERATING PROCEDURES: S.O.P. 2-5
(Continuation)

4. Case open, investigation continuing pending.
 - a) Explain details in narrative
 - b) Further police action - Yes
5. Case reviewed not assigned.
 - a) The report is reviewed but not assigned by the supervisor and the Commanding Officer for solvability factors and given to the detective who will keep it on file for one year.
6. Case open, investigation complete, warrant obtained, pending arrest of offender.
 - a) Further police action - Yes
7. Note: It is not necessary to indicate "Pending Court"

V. Unfounded Complaints

- A. A short version of the supplementary report will be written according to format for any of the following:
 1. Case cleared by ECA exceptional clearance and NFI No Further Information case Unfounded.
- B. The following questions should be considered and reported in the narrative portion of the supplementary report when unfounding a report.
 1. Was there any visible evidence to indicate that a crime in fact occurred?
 2. Were there any additional witnesses to the report crime?

- VI. A. Clearance by arrest is determined when a person is arrested.
 1. Charged with the commission of the offense.
 2. And turned over to the Court for prosecution.
 3. Arrest of a principal aided, abettor, or conspirator, permits a clearance by arrest even if charged with a lesser offense.

STANDARD OPERATING PROCEDURES: S.O.P. 2-5
(Continuation)

VII. Exceptional Clearances

A. In certain situation, law enforcement officials are not able to follow the three steps outlined above for a "Clearance by Arrest," yet they have done everything possible to clear the case. If all of the following questions can be answered "YES," then the offense may be listed as exceptionally cleared.

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and prosecution?
3. Do you know the exact location of the offender so that you could take him into custody now?
4. Is there some reason beyond law enforcement control that stops you from arresting, charging, and prosecuting the offender?
5. The following are examples of some of the situations meeting the criteria of the above questions.
 - a) Offender killed by law enforcement officer.
 - b) Confession by offender already in your custody or serving sentence. If a decision is made not to prosecute for the admitted offenses, exceptional clearances will be taken. If prosecution was started, the clearances would be by the arrest.
 - c) An offender prosecuted in another city for a different offense by State or local authorities, or prosecuted for an offense which may be the same. (You attempt to return him for prosecution, but the other jurisdiction will not release the offender to you.)
 - d) The victim has declined to cooperate with the case, and prosecution is not possible by other means.
 - e) Extradition is denied.

STANDARD OPERATING PROCEDURES: S.O.P. 2-5
(Continuation)

VIII. No Further Information Status

- A. After a case has been assigned and all investigatory leads have been exhausted and the investigation has reached a dead end.
 - 1. All leads and the steps taken to follow-up those leads must be thoroughly detailed in the narrative of the supplementary report.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIMINAL INVESTIGATIONS SECTION

STANDARD OPERATING PROCEDURES

BURGLARY UNIT

S.O.P. 2-7

SUBJECT: PHOTOGRAPHIC IDENTIFICATION GENERAL GUIDELINES

PURPOSE: To establish guidelines for showing witnesses photographic displays of suspects.

SCOPE: This standard operating procedure is for the purpose of instructing Burglary Unit officers in the proper procedure for conducting photographic identifications.

Lt. Ric Gentry

Lt. Richard Gentry
Commander
Burglary Unit

1-4-16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-7

(Continuation)

- A. **Use a Minimum of Six Photographs:** All of the photos should depict similar looking suspects – size, hair, race, age, etc. Photographs for photographic identification may be obtained from the Identification Section, Records, MDPD Photo Identification System, and Identification Bureau.
- B. **Block out or cover all Visible Notations:** In particular, names, dates, and other information should not be visible to witnesses. The Photo Display Folder will usually block out this information. If it is necessary to block-out or cover a notation on one photograph, then similar block-out or covering marks should be placed on all photos so that all will appear alike.
- C. **Witness Admonition:** Prior to showing the Photo Display Folder to a witness, the Photo Line-up Admonition, which appears below, must be read to the witness.
- “In a moment I am going to show you a group of photographs. This group of photographs may or may not contain a picture of the person who committed the crime now being investigated. Keep in mind that hairstyles, beards, and moustaches may be easily changed. Also, photographs may not always depict the true complexion of a person – it may be lighter or darker than shown in the photo. Pay no attention to any markings or numbers that may appear on the photos or any other differences in the type or style of the photographs. When you have looked at all the photos, tell me whether or not you see the person who committed the crime. Do not tell other witnesses that you have or have not identified anyone.”
- D. **Show the Photo Display Folder:** Each witness should view the folder separately and individually. Do not allow witnesses to talk to one another during the photo line-up procedure. Witnesses must not be allowed to consult with one another about their identification either before, during or after the line-up procedure. The investigator should not relay any information to the victim/witness regarding the outcome of the identification. Each witness making an identification should initial and date the back of the photograph he/she identifies.
- E. **Witnesses’ Comments:** Witnesses should sign and date the back of any photographs selected and sign the Formal Statement. Witnesses should not be told that they have picked the “Right” or “Wrong” photo.

STANDARD OPERATING PROCEDURES: S.O.P. 2-7
(Continuation)

If a witness cannot make an identification, he/she may then be asked:
“Do any of the persons shown in the photographs resemble the person you saw?”

If the witness then selects a photo, he/she should be questioned about the reasons that particular photo resembles the suspect and their level of confidence in the identification. These comments made by the witness should be documented and made a portion of the Supplementary Report. The witness should initial and date the back of the photograph he selected.

The identification should not be video or audio recorded.

- F. The Photo Display Folder Containing all photographs and photo identification reports used in the photographic line-up shall be retained in the Case File for presentation in any subsequent court proceeding. If an identifier number is generated it should be included in the case file.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

MASTER INDEX

SUBJECT	TAB
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ECONOMIC CRIMES DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>2 t. K. Baker 0232</u> Unit Commander	<u>1/22/19</u> Date
Second Quarter Inspection:	_____ Unit Commander	_____ Date
Third Quarter Inspection:	_____ Unit Commander	_____ Date
Fourth Quarter Inspection:	_____ Unit Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, ECONOMIC CRIMES DETAIL

These procedures are established to provide guidelines for the operation and management of the Economic Crimes Detail, City of Miami Police Department.

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

Personnel assigned to the Economic Crimes Detail are required to read and abide by the procedures as set forth by the undersigned.

The Economic Crimes Detail is a function of the Investigations Unit, which is part of the Criminal Investigations Division, which is part of the Criminal Investigations Section.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

11/5/2019
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The Economic Crimes Detail is subordinate to the Criminal Investigations Section, General Investigations Unit of the City of Miami Police Department. The Economic Crimes Detail is responsible for the investigation of the following crimes: Embezzlements, Credit Card Fraud, Flim Flams, Forgeries, Spurious Checks, Altered Documents and Theft by Fraud.

The mission of the Detail is to investigate all the facts and information pertaining to the above stated offenses. The objective of the Economic Crimes Detail is to provide effective and efficient investigative procedures resulting in the identification and apprehension of criminal offenders, the recovery and return of stolen property while safeguarding the rights and personal dignity of victims and suspects.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



MIAMI POLICE DEPARTMENT/P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100
E-Mail Address: chicetopolice@miami-police.org



MISSIONS, GOALS AND OBJECTIVES
(Continuation)

II. GOALS

- A. To increase both investigative review and clearances of all reported cases generated in the City of Miami which fall within the detail's area of responsibility.
- B. To inspire and cultivate excellence in investigators.
- C. To obtain a positive public image and establish a positive relationship with victims by keeping them informed on the progress of our investigations.
- D. To keep the public informed on the various types of fraud currently in use by con men in order to discourage the commission of such fraud.

III. OBJECTIVES

- A. To investigate all assignable Economic Crimes cases.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURS

POLICIES

- I. Economic Crimes cases are assigned to the individual investigator by the supervisory sergeant or the lieutenant as judgement indicates.
- II. When any information is considered important enough to discuss with all investigators, a meeting will be scheduled by the sergeant or lieutenant.
- III. Economic Crimes investigators will assist all other units anytime we are called upon by them. This also extends to other agencies requesting assistance within our jurisdiction.

ZL. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-1

SUBJECT: INVESTIGATIVE PROCEDURES

PURPOSE: To establish guidelines for the investigation of fraud related crimes.

SCOPE: The Detail investigates all types of frauds.

- I. There are many different types of frauds and their popularity changes from day to day. Frauds are classified under eight (8) headings:
 - A. Credit Card Frauds (Stolen, Counterfeit, Unauthorized Use of Account Numbers)
 - B. Flim Flam (Confidence Games)
 - 1. Pigeon Drop
 - 2. Spanish Charity
 - 3. Lotto
 - 4. Bank Examiner Fraud

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-1
(Continuation)

- C. Checks, stolen and forged or counterfeit (including Travelers Checks and Money Orders).
- D. Identity Thefts

Criminal use of Personal Identification Information (Florida State Statute 817.568)
- E. Miscellaneous
 - 1. Gypsy Type Activities
 - a. Money Blessing
 - b. Money Switching
 - c. Fortune Telling
 - d. Bogus Inspectors
 - e. Roof and Driveway Repairs
 - 2. Commercial Fraud
 - a. Real Estate Fraud
 - b. Computer Crimes
 - c. Thefts by Fraud
 - 3. Counterfeit Currency
- F. Embezzlements
- G. Elderly Exploitation
- H. Contractor Fraud

NOTE: All cases received by this detail are reviewed by a supervisor and assigned according to solvability factors.

II. Investigations Guidelines

- A. All investigations will be conducted in accordance with Departmental Orders regarding Criminal Investigative Procedures. Economic Crimes Detail detectives will become familiar with and adhere to those procedures.
- B. Victims of identity theft will be provided information on identity theft prevention and ways to re-establish their identity and credit, to include providing information on available resources such as contacting credit bureaus, credit card companies, financial institutions and governmental entities. All information will be provided during initial contact by the investigator.
- C. Fraud investigations are not much different than other types of investigations. Detectives must obtain the answer to the six basic questions of any investigation: Who, what, where, when, why and how. In addition to the above mentioned Departmental Order, Economic Crimes Detail detectives may need to take additional investigative steps. The following checklist is provided to aid detectives with their investigations:

ASSIGNED CASE INVESTIGATION CHECKLIST

1. Review incident report and additional information provided
2. Interview victim – if unable to contact victim, send letter/leave notice at home or business
3. Interview witnesses or other individuals with relevant information
4. Obtain evidence
5. Submit evidence to lab for analysis
6. Obtain affidavits
7. Obtain and serve subpoenas for bank and other records
8. Review and analyze financial audits, ledgers, sale drafts, bank records, monthly statements, applications and other relevant documents.
9. Prepare logs, diagrams, spreadsheets and flow charts to illustrate and clarify financial records.
10. Conduct background investigation of person involved, as necessary, to include criminal record checks, driver license information, property and vehicle owned, etc.
11. Prepare and show lineups or photos
12. Obtain consent to search and complete form or prepare, obtain and serve search warrant(s)
13. Interview suspect(s)
14. Contact SAO for guidance or legal opinions, as necessary
15. Prepare arrest affidavits and arrest suspect(s)

STANDARD OPERATING PROCEDURES: S.O.P. 1-1**(Continuation)**

16. Prepare necessary documentation for SAO to obtain arrest warrants when whereabouts of suspects are unknown
17. Confer with supervisor to inform on the progress of the investigation
18. Prepare Report(s) of Investigation (RF 301)
19. Prepare/Submit Supplementary Report(s)
20. Prepare case file for Pre-file Conference with SAO and other possible future court appearances.
21. Ensure that victims of identity crime(s) are provided information and assistance.

A copy of this checklist is to become a part of every case file.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-2

SUBJECT: CASE ASSIGNMENT AND MANAGEMENT

PURPOSE: To outline the procedure for assigning cases to investigators.

SCOPE: Insofar as possible, cases will be assigned and managed in the following manner:

- I. Case Assignment
 - A. Reports are forwarded to the Detail Supervisor or his/her designee for screening and/or assignment. Cases will be assigned to an investigator based on criteria, which will include but not be limited to:
 - 1. Amount of loss. The threshold is \$15,000 for personal loss and \$20,000 for commercial loss.
 - 2. Solvability factors (known suspect, eyewitness, physical evidence, documentary evidence, etc).

Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

3. Multiple crimes by same suspect(s)
4. Sensitive cases
5. Elderly victims
6. Personnel resources

All cases assigned for investigation will be logged in the "Assignment Log."

II. Case Follow-up and Monitoring

- A. The Detail Supervisor will ensure that an initial supplementary report is submitted within ninety (90) days after the case is assigned.

It is expected that investigations on cases assigned be completed within ninety (90) days. However, due to the complexity of fraud investigations, it is understood that many cases will require additional time to complete. This type of case requires obtaining subpoenas and bank records; the documents that investigators must review are extensive and tedious.

- B. Monitoring of cases by detail supervisor.
1. Supervisor will monitor progress of cases by consulting with investigators and, when appropriate, will provide guidance and direction.
 2. Any case requiring more than ninety (90) days to complete will be discussed with the Detail Supervisor, who will make the decision to continue or end the investigation based on his/her re-assessment of the case.
- C. Continuation of Cases Assigned
1. In order to provide a high level of service, it is necessary to ensure that a case which has been assigned to one investigator is reassigned if that investigator is on leave, extended vacation, extended illness, etc.

STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

2. When possible, investigators will inform the Detail supervisor of the status of their cases prior to an extended absence.
3. In the case of an illness, the supervisor will review cases assigned and reassign any outstanding cases to another investigator if the illness lasts over thirty (30) days.
4. All investigators will keep a legible record in the case file of their investigative contacts and leads. If the case is reassigned, the new investigator can assess the case to determine what was done and what further investigation is required.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-3

SUBJECT: TRAINING FORMAT FOR ECONOMIC CRIMES DETAIL

PURPOSE: To ensure that the investigators are well trained in order to complete the cases assigned to them within the necessary time frame.

SCOPE: It is difficult to determine how long it will take to develop an experienced and efficient investigator in the Economic Crimes Detail because many factors are involved. This format reflects the minimum standards necessary to train an investigator in the basics of economic crimes investigations in order for him/her to function efficiently within the Detail.

- I. Experienced Investigators
 - A. Indoctrination by the Unit Commander as to the Standard Operating Procedures of the Detail which will include what will be expected from the investigator.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-3
(Continuation)

- B. New investigators will be assigned, for training purposes, to an experienced investigator who will familiarize them with the unique particulars of Fraud investigations and who will introduce him/her to important contacts in law-enforcement and in the business community.
- C. Progress will be checked continually by the training investigator and the Detail Supervisor. Once trained, the new investigator will begin to work alone.
- D. The new investigator will be under close supervision and will be advised as to his/her progress and counseled about his/her weaknesses.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

ECONOMIC CRIMES DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-4

SUBJECT: MONTHLY ACTIVITY REPORT

PURPOSE: To maintain a statistical record of fraud related cases received, assigned and cleared by the Detail.

SCOPE: A Monthly Activity Report is due on the fifth working day of the month.

- I. General Statistical Data
 - A. Number of cases received
 - B. Number of cases CBA, ECA, DAR
 - C. Number of cases assigned
 - D. Percentage of cases assigned

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

- E. Number of cases cleared
- F. Percentage of cases cleared
- G. Number of cases NFI
- H. Percentage of total assigned cases resolved

II. Statistical Data by NET Service Area

- A. Number of cases received by NET area
- B. Number of cases assigned by NET area
- C. Number of cases cleared by NET area
- D. Number of cases resolved by NET area

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES MASTER INDEX

SUBJECT

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MASTER INDEX
(Continuation)

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CRIMINAL INVESTIGATIONS DIVISION GENERAL INVESTIGATIONS UNIT



STANDARD OPERATING PROCEDURES

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: GENERAL INVESTIGATIONS UNIT PERSONNEL

The enclosed Standard Operating Procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the General Investigations Unit of the Miami Police Department.

These procedures are guidelines for the effective management and efficient operation of the Burglary, Auto Burglary, Pawn Shop, Auto Theft, Economic Crimes, and Squatter Details.

The procedures set incorporated into this Standard Operating Procedure are not meant to supersede, but to supplement published Departmental Orders and Directives. Conflicts will be resolved in favor of the higher authority and drawn to the attention of the Unit Commander for appropriate action.

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

2t. K Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



MIAMI POLICE DEPARTMENT/P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100
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City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

MISSION

The General Investigations Unit is a part of the Criminal Investigations Division and is comprised of the Burglary, Auto Burglary, Pawn Shop, Auto Theft, Economic Crimes, and Squatter Details. Members of this Unit work in an investigative capacity to combat the criminal element. Each member is a seasoned police officer that receives on-the-job training and is sent to specialty schools to enhance his/her performance. The Unit has been instituted to address and investigate vehicle and vessel thefts and economic crime offenses.

Lt. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



City of Miami¹



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF A UNIT COMMANDER

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

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

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

STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

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

II. DUTIES OF A UNIT SUPERVISOR

- A. Keep the Unit Commanding Officer informed of the progress of any investigation, including all major cases and crimes of interest.
- B. Plan Unit's current, continuing and future activities:
- C. Maintain direction and control of Unit's members for:
 - 1. Use of equipment
 - 2. On-duty appearance
 - 3. Court appearance
 - 4. Public contacts
 - 5. Attendance and punctuality
 - 6. Attitude towards assignment
- D. Take into consideration the individual officer's experience when making assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Unit members.
- G. Guide, direct, and review the activities of personnel assigned to him/her.
- H. Ensure compliance with Departmental Orders and regulations, Standard Operating Procedures, applicable laws, and lawful orders of superior officers.
- I. Responsible for the work product of his/her Unit, including the correction of spelling and grammar, press releases, 301's, supplements, special

STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

- bulletins, reviewing/assigning, terminating investigations based on solvability factors.
- J. On crime scenes, the Supervisor will maintain a leadership role and coordinate the activities of his/her personnel and support personnel.
- K. Perform administrative tasks as the Unit Commanding Officer deems necessary.
- L. Maintain a file on each member assigned to him/her. These personnel files will be available for periodic review by the Unit Commanding Officer.
- M. Supervisor's LRMS: This provides a procedure for tracking cases assigned to team members, to ensure timely completion of supplementary reports, to show a record of cases assigned per member to aid in case assignment.
- N. Responsible for submitting statistical information for the monthly report.
- O. Required to attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.
- P. Required to actively work with the State Attorney's Office, Public Defender's Office, and other concerned state and federal agencies and individuals in order to eliminate unnecessary court appearance for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court-related appearances during on-duty hours. Prefiles must be on-duty.
- Q. Become cognizant of their investigators' court-related appearances with the intended purpose of securing successful prosecutions. Contact should be made with the State Attorney's Office to receive feedback on investigator's work product. Supervisors will be responsible for taking action to eliminate further case preparation problems. This may take the form of closer supervision or additional training.
- R. Ensure that his/her personnel are:
1. Familiar with current case laws concerning Investigations (i.e., line-ups, confessions, searches, etc.)
 2. Contribute to the efficient and effective means of obtaining Unit objectives.
- S. Generate the required reports to include, but not limited to, the following:
1. Monthly Activity Report

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

(Continuation)

- 2. Monthly EML Verifications
- 3. Personnel Performance Evaluation
- 4. Annual Vacation Request
- T. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).
- U. When appropriate, submit the necessary documentation to nominate members of the Unit for the Officer of Month Award.
- V. Counsel Unit members when necessary (i.e., apply progressive discipline when taking action).
- W. Ensure that personnel monitor their radios and are available to assist other units in investigations or emergency assistance calls.
- X. Respond to major crime scenes to assist their personnel with the investigation and provide proper guidance.
- Y. Responsible for checking the CAD Report on a monthly basis to ensure that all reported cases have been properly assigned (Investigations Detail only).
- Z. Maintain the proper flow of Case and Departmental reports.
- AA. Ensure that deadlines are met on reports.
- BB. Prepare a monthly activity report.
- CC. Develop inter-unit cooperation.
- DD. Assume the administrative duties of the Unit commanding Officer (i.e., filing and other office duties).
- EE. Maintain communications with outside agencies.
- FF. Ensure that all detectives have a notepad with investigative notes for each day.

III. DUTIES OF A GENERAL INVESTIGATIONS UNIT INVESTIGATOR

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed in the Unit.

STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

- B. Follow the direction of his/her supervisor, Detail's S.O.P.s, and D.O.s.
- C. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- D. To assist other officers with their assigned duties.
- E. Develop and maintain liaison with other agencies.
- F. Assist in maintaining the office files.
- G. Responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State, and local laws, Departmental Rules and Regulations, Departmental Orders, and Standard Operating Procedures.
- H. Must respond to crime scenes when required and coordinate all aspects of a criminal investigation in conjunction with support units.
- I. Coordinate the creation of inner and outer perimeters for crime scene preservation.
- J. Interview witnesses, victims, etc.
- K. Interview suspects for the intended purpose of securing sworn confessions taken under Miranda Warnings.
- L. Maintain a complete and detailed notebook of daily activities in chronological order. (Adequate notes taken by the investigator are considered a prerequisite to the future completion of 301's, Supplemental Reports, notes for court presentations, overall evaluation of the activities generated in an investigation, etc.)
- M. Prepare 301 Reports on significant cases. (These 301's will be prepared prior to the investigator's completion of his/her tour of duty. The investigator will follow the proper format to ensure uniformity.)
- N. Conduct neighborhood canvass when appropriate.
- O. Prepare proper photo lineups and video lineups as prescribed by statutes when appropriate.
- P. Become proficient in the area of interrogation.
- Q. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.

STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

- R. Become familiar with the capabilities and limitations of the polygraph.
- S. Become familiar with telephone and U.S. Mail traces.
- T. Coordinate with Communications the releasing of BOLO information.
- U. Detectives will obey all Departmental Orders and Unit Standard Operating Procedures.
- V. Detectives will immediately report all damage of police property and assigned police vehicles.
- W. Cultivation and use of informants.
- X. Become familiar with procedures of the following internal and external agencies:
 - 1. Crime Scene Investigations Unit
 - 2. Juvenile Unit
 - 3. Internal Affairs Section
 - 4. Miami-Dade Police Department Lab
 - 5. Emergency Room at local hospital(s)
 - 6. State Attorney's Office
 - 7. U.S. Attorney's Office
 - 8. F.B.I.
 - 9. D.E.A.
 - 10. Customs
- Y. Become proficient in taking sworn recorded statements.
- Z. Become familiar with the AFIS Fingerprint System.
- AA. Attend Patrol Roll Calls on a monthly basis or as deemed necessary to provide training and/or to exchange information with uniform personnel on current crime problems and offenders (CALEA 42.2.6).

STANDARD OPERATING PROCEDURES:
DUTIES & RESPONSIBILITIES OF MEMBERS

(Continuation)

IV. DUTIES OF AN ADMINISTRATIVE ASSISTANT / TYPIST CLERK III

- A. Knowledge of modern office methods, procedures, and equipment, including the computer.
- B. Types highly involved or intricate tables and reports, types letters, forms and other material from copy or rough draft.
- C. Composes and types routine correspondence, usually for signature of a Supervisor or Unit Commanding Officer.
- D. Answers telephone and directs calls to an investigator, or refers the caller to the correct number within the City or other jurisdiction.
- E. Maintains Unit's records.
- F. Enters various reports into the computer as may be required.
- G. Prepare and submit daily "P" Sheets to the Section Commander, Division Chief and Internal Affairs Section.
- H. Conduct filing of Unit records on a timely basis.
- I. Receive and record messages for the Unit detectives.
- J. Perform other tasks related to the job as instructed by the Unit Commander.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT
STANDARD OPERATING PROCEDURES
POLICIES

- I. DUTY HOURS
 - A. Days off and duty hours will be determined by the Unit Commander.
 - B. Vacation scheduling will comply with Departmental Orders.
 - C. Normal hours will vary with assignments and unit needs.
 - D. Days off and duty hours will be adjusted as the need arise.
 - E. Members can request changes in their work schedule by contacting a supervisor. Any changes will be at the convenience of the Unit.
 - F. A Supervisor or Commanding Officer must clear all requests for EO, V, etc.

Lt. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



STANDARD OPERATING PROCEDURES:**POLICIES**

(Continuation)

II. OVERTIME

- A. Any requests to work regular overtime must be approved by the Supervisor and/or Commanding Officer.
- B. Overtime will be granted if a case were to be jeopardized due to the detective ending his/her tour of duty.

III. DRESS CODE – ON DUTY

- A. All detectives shall wear appropriate professional attire unless directed otherwise by a supervisor. Male detectives shall wear dress pants and a shirt and tie. Female detectives shall wear a skirt, dress or dress pants and shirt. Jeans and Polo shirts may only be worn with the Unit Commander's approval while participating in special operations or details.

IV. COURT ATTIRE

- A. Members may wear approved on-duty attire to depositions and pre-files.
- B. Members will abide by Departmental Orders when attending court on "E" days.

V. INVESTIGATIONS DETAILS

- A. All investigators are responsible for the information contained in the Official Bulletin and other informational sites.
- B. Investigators will respond to as many crime scenes and uniform officer requests as possible.
- C. Investigators will ride in teams or alone according to the discretion of the Unit's Commanding Officer and Supervisor, but investigators will always work in teams while conducting surveillances/stakeouts, attempting to locate/pick-up offenders and in any other hazardous situation.

VI. WORK SCHEDULE

- A. Assignments, days off, and duty hours will change to meet the Unit's need in accomplishing its mission.
- B. 24-hour coverage will be maintained through an on-call system.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT
STANDARD OPERATING PROCEDURES
ON-CALL PROCEDURES

SUBJECT: STANDARDIZED ON-CALL RESPONSE

PURPOSE: To establish guidelines for responding to scenes that require immediate response after hours.

SCOPE: To establish procedures for the response of the on-call GIU detectives.

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019
Effective Date



I. CALL OUT CRITERIA

Burglary & Auto Burglary Details Callout Criteria: 24-hour coverage will be maintained through an on-call system. Burglary Investigators will be on duty Monday-Friday from 0600-2200 hours. The on-call Burglary or Auto Burglary Investigator will be requested through the Robbery Unit after 2200 hours on weekends relating to the following situations:

Burglary Criteria:

- Scene where multiple suspects are in custody and on-scene information dictates the suspects were organized during the commission of the burglary, tangible evidence located on the scene (i.e. burglary tools, ropes, cutting instruments, other large quantities of property unaccounted for in the suspect's vehicle).
- Victim or offender is shot or sustained life threatening injuries. **(A Supervisor will respond as well.)**
- Any burglary involving the discharge of a firearm whether by the victim or offender. **(A Supervisor is required to respond as well)**
- Any burglary involving a substantial monetary loss (\$25,000 residential / \$50,000 business) if the subjects are in custody.
- Any burglary involving a smash and grab (organized group) to a storefront if the subjects are in custody, with the exception of any gun shop where numerous firearms were stolen.
- Occupied burglary involving touching, caressing of victim or ejaculation by subject to include, any lewd and lascivious activity.
- Any burglary where multiple firearms were stolen.
- Crime is of a nature that necessitates immediate follow-up investigation. **(Discretion of the Unit Commander and/or Section Commander)**

Auto Burglary Criteria:

- Scene where suspect(s) are in custody and on-scene information dictates the suspects were organized during the commission of the burglary and tangible evidence located on the scene (i.e. burglary tools, ropes, cutting instruments, other large quantities of property unaccounted for in the suspect's vehicle).
- Victim or offender was shot or sustained life threatening injuries. **(A Supervisor will respond as well.)**
- Any auto burglary involving the discharge of a firearm whether by the victim or offender.
- Any auto burglary involving a substantial monetary loss (\$25,000 residential / \$50,000 Commercial) if the subjects are in custody.
- Any auto burglary where multiple firearms were stolen.
- Crime is of a nature that necessitates immediate follow-up investigation. **(Discretion of the Unit Commander and/or Section Commander)**

(Continuation)

Auto Theft Callout Criteria: 24-hour coverage will be maintained through an On-Call system. Auto Theft Investigators will be on duty Monday-Friday from 0700-1800 hours. The On-Call Auto Theft Unit Investigator will be requested through the Robbery Unit after 2200 hours and weekends relating to the following situations:

- Subject(s) in possession of more than one stolen vehicle
- Discovery of a "Chop Shop" (2 or more identifiable major vehicle components)
- Subject(s) in custody with credible information on organized auto theft related issues
- Crime is of a nature that necessitates immediate follow-up investigation.
(Discretion of the Unit Commander and/or Section Commander)

Economic Crimes Callout Criteria: 24-hour coverage will be maintained through an On-Call system. Economic Crimes Investigators will be on duty Monday-Friday from 0700-1800 hours. The On-Call ECU Investigator will be requested through the Robbery Unit after 2200 hours and weekends relating to the following situations:

- Subject in custody and in possession of counterfeiting/Credit card making equipment or the subject is willing to provide the location of a lab/plant or counterfeiting equipment.
- Subject in custody and in possession of three (3) or more different identifications in different names or three (3) or more counterfeit credit cards.
- Subject in custody and in possession of ten (10) or more different credit card account numbers in different names.
- Subject in custody or on the scene and the monetary loss to the victim is in excess of \$15,000.
- Officers have gained access to a facility believed to be a boiler room or a lab for ongoing fraudulent activity.
- Crime is of a nature that necessitates immediate follow-up investigation.
(Discretion of the Unit Commander and/or Section Commander)

II. ON-CALL PROCEDURE

- A. The On-call investigator will be assigned as directed by the Unit Commander or his/her designee. The Detail Supervisor will be responsible for answering calls pertaining to a call out and determining if a response is needed. He/She will then notify the on-call investigator, if necessary.
- B. The responding investigator generally has one hour to respond to the scene.

G.I.U. ON-CALL RESPONSE

(Continuation)

- C. The responding investigator is required to provide timely updates to the Unit Commander and Supervisor.
- D. The investigator/supervisor is responsible for ensuring all investigative steps are taken.
- E. Any callout requiring an extended amount of time must be approved by the Unit Commander or his/her designee.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1-1

SUBJECT: EQUIPMENT

PURPOSE: To establish procedures for the utilization of equipment issued to the members of the General Investigations Unit.

SCOPE: This S.O.P. governs the use of City owned vehicles, rental vehicles and equipment used.

Lt. K. Baker 0232
Lt. Katherine Baker
Commander
General Investigations Unit
1/15/2019
Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-1**

(Continuation)

I. ATTIRE

- A. Each detective will be issued a raid jacket to be utilized during operations and any other time where the immediate identification of the detective is necessary.

II. MISCELLANEOUS EQUIPMENT

- A. Any equipment, binoculars, cameras, recorders, DVD players, etc., assigned to a member will be returned upon separation from the unit.
- B. Any equipment that is damaged or lost due to the negligence of the detective becomes the responsibility of that detective.
- C. An equipment log will be maintained.
- D. The Unit Commander will designate a Sergeant to inventory the equipment quarterly.

IV. VEHICLES

- A. All personnel assigned a police issued or a rental vehicle will comply with the current vendor contract.
- B. Use and care of vehicles
 - 1. Users of vehicles are held accountable for the damage and cleanliness of the vehicle.
 - 2. When a police issued vehicle is damaged from vandalism or as the result of an accident, the appropriate paperwork will be completed and forwarded through the chain of command.

A Supervisor will conduct an investigation and complete a Supervisor's Report of Accident and/or appropriate form(s).

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1-2

SUBJECT: FILING CRIMINAL CASES

PURPOSE: To establish guidelines for filing criminal cases.

SCOPE: To set procedures for making files in criminal cases.

Lt. K. Baker #0232
Lt. Katherine Baker
Commander
General Investigations Unit
1/15/2019
Effective Date



I. FILE / LOG

- A. The file or log will be kept in the Unit office.
- B. Whenever a case is assigned, the detective will create a case file.
 - 1. Upon completion of the case, the file will be closed out listing what action was taken. The file will then be submitted for approval through the chain of command.
- C. A legal file folder will be used in each case for the preservation of legal and/or original documents, external media, etc. Unit members will utilize electronic filing methods, when applicable.
- D. Each file will contain the following (as applicable):
 - 1. 301 Report
 - 2. Copy of all Arrest Affidavits
 - 3. All Property Receipts
 - 4. Copy of search warrant, affidavit and inventory return
 - 5. Photographs of offender
 - 6. Copies of all court-related material
 - a. Depositions
 - b. Pre-filing
 - c. Court appearances
 - 7. Printouts
 - a. Offender
 - b. Vehicles
 - 8. Laboratory reports
 - 9. Final case disposition

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-2**

(Continuation)

10. Any other reports or memos relating to the case
11. EE & I's Fund Receipts, etc.
12. Criminal history of suspects/offender
13. Operational Plans

E. Completed File

1. After approval by the supervisor, it will be forwarded to the Unit Commander for final review and approval.
2. After approval by the Unit Commander, it will be filed in sequence in the GIU/Burglary Detail file cabinet.

II. PREFILE PACKAGES

- A. When filing felony cases, officers must complete the prefile package and ensure it is properly forwarded.
- B. If a prefile conference is necessary, the officer will schedule it on duty.

III. PREFILE CONFERENCES

Detectives must bring the following items when attending a prefile conference.

- A. 301 reports
- B. Arrest Affidavits
- C. Property Receipts
- D. Search warrants, affidavits and inventory return
- E. Photographs
- F. Vehicle's pound slip
- G. Lab reports
- H. Any taped statements and/or videos
- I. Miranda Rights forms and Consent forms

STANDARD OPERATING PROCEDURES:

G.I.U. SOP 1-2

(Continuation)

1. Detectives will reschedule their prefile conference whenever they are unable to provide the items listed above.
2. If the prefile conference is reset because you are unable to locate the file, contact your supervisor and inform him/her.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1-3

SUBJECT: INVESTIGATIVE EXPENSES

PURPOSE: To establish guidelines for handling Investigative funds

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

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

I. INVESTIGATIVE EXPENSES

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

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

- B. The Imprest Fund is NOT to be used in procuring the following goods, services or equipment:
1. Purchase of cellular telephones and/or accessories.
 2. Payment of cellular telephone services.
 3. Rental of vehicle necessary for the duration of a criminal investigation that exceeds 3 days.
 4. Payment of non-emergency travel expenses (air, fare, per diem, hotel, etc.).
 5. Payment of registration fees or tuition for training.
 6. Payment of membership fees.
 7. Purchase of office supplies (i.e., file folder, copying paper, paper clips, pens/pencils, bulletin boards, toners, etc.).
 8. Purchase of electrical, paint and hardware supplies, or miscellaneous supplies.
 9. Payment of professional services such as employee physical examinations/screening.
 10. Payment of printing/binding
 11. Purchase of books and publications
 12. Purchase of office furniture (i.e., desks, file cabinets, etc.).
 13. Purchase of parts for repairs/maintenance of equipment (i.e., batteries, toner, cartridges/refills, parts and cable for telephone, tool, kits, etc.).
 14. Payment of storage space rental.
 15. Payment of equipment rental or repairs/maintenance (i.e., rental of copy machines, barricades or repairs of camera, video equipment, outboard motors, electronic surveillance equipment maintenance or computer software maintenance, etc.).

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

16. Purchase of equipment (i.e., fax machines, calculators, televisions, cameras, etc.).
17. Purchase of technology equipment including computers, computer related equipment, software, printers or computer supplies.

II. ADMINISTRATION OF THE IMPREST FUND

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

III. PROCEDURES FOR WITHDRAWAL

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

IV. DEPOSIT OF UNEXPENDED FUNDS

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

V. ACCOUNTING FOR EXPENDED INVESTIGATIVE FUNDS

- A. Within 5 working days after the expenditure of funds, the Supervisor making the withdrawal must complete the appropriate paperwork (A & I package).

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

- B. A reimbursement package must include but is not limited to:
 - 1. A red-line memorandum to the Commander of the Business Management Section listing the expenditures.
 - 2. A&I Package with all supporting documentation.

VI. USE OF PERSONAL FUNDS

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

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

- A. Any time that funds are withdrawn from the Unit Imprest Fund for the purchase of narcotics or other investigative expenses, an Accounting for Investigation (A&I) Funds package must be prepared. Any city funds that are not expended must be re-deposited into the Imprest Fund and a fund deposit receipt obtained.
- B. This package is prepared by the Commander of the Unit or his/her designee.
- C. Upon completion, the package will be forwarded through channels to the Field Operations Division Chief on a monthly bases.
- D. The A&I package must have a copy of the following items attached, when applicable:
 - 1. Expense and Investigation (E&I)
 - 2. Property receipt(s)
 - 3. Imprest Fund receipt (for payment of a C.I.)
 - a. Withdrawals
 - b. Deposit

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

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

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-3**

(Continuation)

- e. Cost
- 3. Fund Receipt (RF #135) is to be completed if a Confidential Informant has been paid.
 - a. Must be witnessed
 - b. Original will be placed in the C.I.'s file
 - c. Copy with C.I.'s name deleted and replaced with a number only to be included in A&I package.

VII. INFORMANT EXPENDITURES

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

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1-4

SUBJECT: SURVEILLANCE AND EXECUTION OF SEARCH WARRANT

PURPOSE: To familiarize the General Investigations Unit members with the proper procedures for conducting surveillances and executing warrants.

SCOPE: This S.O.P. outlines the steps needed to properly secure and serve a search warrant

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-4**

(Continuation)

I. SURVEILLANCE PROCEDURES

- A. The individual officer will often have his/her own best technique for surveilling a suspect or location.
 - 1. The technique is often determined by:
 - a. Officer's physical make up.
 - b. Equipment available
 - c. Environment
 - d. Experience
 - 2. A review of all factors should be made before attempting any surveillance.
- B. Investigators shall not violate the right to privacy or other constitutional rights of any individual while conducting surveillance (CALEA 42.21e).
- C. A complex or long-term surveillance requires the approval of the appropriate investigative unit supervisor, while legal authorization may be required for an electronic surveillance (CALEA 42.21e).

II. SEARCH WARRANTS

- A. Procedure for obtaining a search warrant.
 - 1. When possible there will be two (2) officers when an affidavit for a search warrant is made. The back-up officer will obtain the description of the property and review it with the lead detective handling the case.
 - 2. The back-up officer will assist in the premises' description. Both officers will review the description.
 - 3. Should any conflict arise, the officers will return and verify the description/address.
 - 4. The Unit Commander will be briefed prior to obtaining any warrant. Once the draft warrant is ready, it will be reviewed by a representative of the State Attorney's Office. Upon approval, the warrant can then be taken to a Judge for approval and signing.

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-4**

(Continuation)

5. A Supervisor will review the completed warrant and will go by the warrant location to verify the description and address before service of the warrant. The Supervisor will also verify the item description(s) listed in the warrant.
6. Copies of the warrant, affidavit, and inventory returns will be made for file, Assistance State Attorney, etc.
7. Depending on the situation, either detectives from GIU or SWAT will serve the warrant. If SWAT will be utilized, a copy of the search warrant will be made available for the SWAT Commander.

B. EXECUTION OF SEARCH WARRANTS

1. Prior to the execution of search warrants, the Unit Commander will be notified. Crime Scene Unit will be requested for documentation of the serving of the warrant.
2. The GIU Commander or his/her designee and Supervisor will be present on all search warrants.
3. The officer will notify the supervisor when warrant is signed and ready with all copies made.
4. Undercover Officers shall not be part of the search team in order to maintain his/her identity.
5. A SWAT Commanding Officer should be notified, if possible, 24 hours before the desired time of the warrant execution, and will be given a copy of the warrant.
6. Affidavits will be presented to the GIU Commander for his/her approval.
7. SWAT Commander will assemble the team and design an entry plan.
8. SWAT and GIU members will meet and discuss the entry plan.
9. The GIU member assignments and search plan will be made by the Supervisor. The Supervisor will ensure that a search kit is available.
 - A. A search kit will contain:
 1. A camera

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-4**

(Continuation)

2. Digital recorder
3. Yellow manila envelopes for evidence (small, medium, and large)
4. Tape
5. Pens and markers
6. Labels
7. Stapler
8. Writing pad (notepad)
9. Forms
 - Search warrant log forms
 - Operation plan forms
 - Confidential Informant agreement forms
 - Investigative statement forms
 - Search by Consent forms
 - Miranda Rights waiver forms
 - Warrant Inventory forms
 - Contact number list
10. Either the GIU or SWAT will make entry and secure premises.
11. The GIU Supervisor will advise the Complaint Sergeant that a search warrant is being served and the location and the time is served.
12. GIU members will carry out their assignments (search, evidence, arrests, etc.).
13. After the premises is secured by SWAT, only GIU Detectives will remain in the premises until it has been completely searched.
14. Detectives will wear raid jackets or display identification that readily identifies them as a police officer.

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-4**

(Continuation)

15. Upon completion, attempts will be made to notify owner or manager of the premises. He/she will be advised to secure the premises.
16. If the owner or manager cannot be contacted or if the owner is arrested, the premises will be secured by unit members, the best way possible with material found on the scene.
17. The original search warrant, affidavit, and inventory return will be returned to the Court Clerk's Office on the next working day. A copy of the search warrant will be left in plain view on the scene, along with a copy of the inventory return form.
18. Whenever possible, a K-9 Unit will be on scene and will assist in the search for contraband and/or evidence after the premises are secured.

C. EXIGENCIES**1. Searches and Entries**

- a. A Supervisor will be present whenever entering structures/premises during unit operations. The only exception will be hot pursuit situations, at which time, a supervisor will be notified immediately thereafter. In instances where an entry is made, photographs will be taken to depict the condition of the premises upon our arrival and departure. Additionally, a general report will be generated whenever we damage a structure/premises and/or it is believed to be inhabited. Copies of the aforementioned will be maintained in a unit file.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1-5

SUBJECT: HANDLING PROPERTY

PURPOSE: To establish guidelines for handling property.

SCOPE: This establish procedures for handling property coming into an officer's possession during his/her normal duty or during the execution of search warrants.

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 1-5**

(Continuation)

I. NARCOTICS

- A. All narcotics coming into the possession of any unit personnel will be placed in the Property Unit as expeditiously as possible. Under NO circumstances will an officer not check in narcotics or monies prior to the end of his/her tour of duty.
- B. All narcotics seized during the execution of a search warrant will be listed on the inventory. The officer assigned to turn the narcotics into the Property Unit will immediately notify his/her supervisor if the amount of narcotics turned over to him/her differs from the amount listed on the warrant inventory.

II. MONEY

- A. All money coming into possession of an officer that is connected to criminal activity will be placed in the Property Unit as evidence.
- B. All currency found on persons during the scope of an investigation will be seized and placed into the Property Unit. A referral to the Legal Unit will be made for investigation for forfeiture purposes.
- C. Release of seized monies will be at the discretion of the Unit Commander, his/her designee, the Legal Unit, State Attorney, or Court Order.
- D. After trial or disposition of the case, the bottom of the property receipt will be signed, confiscating the money.

II. PROPERTY

- A. All property seized during a warrant will be photographed by CSI and turned into property.
- B. All property will be properly entered documenting the complete description, i.e., make, model, serial number, color, size, etc.

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-1**

(Continuation)

I. MONTHLY REPORT

- A. The Monthly Report should be utilized for comparison purposes to verify if the cases assigned and received have been accurately recorded. It may also be used to evaluate the effectiveness of personnel and any proactive details necessary to address an identified pattern of crime, i.e., burglary, theft, vandalism, auto theft, pawn shops, etc.
- B. This report is due by the 1st work day of the month and is prepared by the Detail Supervisor to be forwarded to the Unit Commander.
- C. The Unit Commander will forward a Monthly Report to the Section Commander by the 5th day of the month.

II. ANNUAL ACCOMPLISHMENT REPORTS

- A. The Annual Accomplishment Report is to be prepared during January of each year. The format will be a cover sheet attached to the accomplishments of each GIU Detail (Burglary, Auto Burglary, Auto Theft, Pawn Shop, Economic Crimes and Squatter).

III. WEEKLY ACTIVITY REPORTS

- A. All detectives will submit a weekly investigative activity report to their supervisors.

IV. STATUS BOARD

- A. All detectives will maintain a status board of all open cases being investigated.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2-2

SUBJECT: TRAINING FOR NEWLY ASSIGNED UNIT PERSONNEL

PURPOSE: To outline duties and responsibilities for newly assigned investigators.

SCOPE: In an effort to acquaint investigators with their new work assignment, they will familiarize themselves with the type of cases handled by the Unit.

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

11/5/2019
Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-2**

(Continuation)

- I. New investigators will be assigned to work with an experienced investigator.
- II. New investigators, at minimum, will be required to attend an Interview and Interrogation and a General Investigations training course at the earliest available date.
- III. The training investigator will complete a Weekly Training Assessment Reports at the end of each week. The Supervisor will conduct a conference with both the training investigator and the new detective to assess progress, deficiencies, etc. The Report will be assigned by all parties and forwarded to the Unit Commander for review and final approval.
- IV. The training investigator will also complete an Investigations Training Manual at the end of the training period. The Supervisor will conduct a conference with both the training investigator and the new detective to ensure all areas of areas of study have been either explained or demonstrated. The Manual will be forwarded to the Unit Commander for review and final approval.
- V. New investigators may be assigned a caseload depending on the Unit workload. If assignments are made, he/she shall be responsible for all required subsequent reports pertaining to the assigned cases.
- VI. In addition to investigating assigned cases, the investigator is expected to read and become familiar with Unit SOP's, office filing system, and other Unit procedures.
 - A. It is anticipated that by the end of the first month, the new investigator shall have received instructions in the following areas:
 1. On-scene and follow-up investigation
 2. Supplementary reports preparation
 3. Case file preparation
 4. Preparation of constitutional rights forms
 5. Interrogation of offenders and interviewing of witnesses/victims
 6. Records searches with other agencies
 7. Line-ups and video
 8. Use of composites

STANDARD OPERATING PROCEDURES:

G.I.U. SOP 2-2

(Continuation)

9. Preparation of affidavits
 10. Case filing with the State Attorney's Office and Warrant procedures
 11. Evidence handling
 12. Testifying in court
- B. At the end of two months, the newly assigned investigator should be capable of handling any type of investigation. If any questions arise, he/she shall ask and will receive assistance from a senior investigator and/or supervisor.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2-3

SUBJECT: INVESTIGATIVE ACTIVITIES

PURPOSE: To establish guidelines for handling an investigation at both the preliminary and follow-up stages.

SCOPE: This S.O.P. is for the purpose of instructing GIU investigators in the proper procedure for conducting an investigation.

Lt. Katherine Baker #0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-3**

(Continuation)

I. GIU Investigators

Consistent with other responsibilities, the uniformed officer will conduct the preliminary investigation to a point where a lapse in the investigation will not hamper or jeopardize the outcome of the case nor prohibit the officer's return to service without undue delay. Unique circumstances may occur which require notification and initial response from the investigator. In such case, the investigator assumes responsibility for both the preliminary and follow-up investigations (CALEA 42.1.4).

A. Preliminary Investigations (CALEA 42.2.2)

Preliminary investigations may include:

1. Observing all conditions and events surrounding the crime scene. (CALEA 42.2.2a).
2. Locating and identifying witnesses. (CALEA 42.2.2b)
3. Conducting an area canvass
4. Maintaining the crime scene and protecting evidence. (CALEA 42.2.2c)
5. Interviewing the complainant and witnesses. (CALEA 42.2.2d)
6. Obtaining a suspect description and issuing a BOLO.
7. Interrogating the suspect, except in homicide, sexual battery, kidnapping, and child abuse cases. (CALEA 42.2.2d)
8. Arranging for the collection and/or preservation of evidence. (CALEA 42.2.2c)
9. Effecting the arrest of the offender.
10. Reporting the incident fully and accurately.

II. FOLLOW-UP INVESTIGATIVE ACTIVITIES (CALEA 42.2.3)

A. Follow-up investigations may include:

1. Reviewing and analyzing preliminary reports. (CALEA 42.2.3a)

STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-3**

(Continuation)

2. Conducting interviews and interrogations. (CALEA 42.2.3b)
3. Reviewing departmental records. (CALEA 42.2.3a)
4. Seeking additional information from the complainant, uniformed officers, witnesses, neighbors, and informants. (CALEA 42.2.3c)
5. Reviewing results from laboratory examinations. (CALEA 42.2.3a)
6. Arranging for dissemination of information, as appropriate.
7. Planning, organizing, and conducting searches. (CALEA 42.2.3d)
8. Preparing cases for court presentation. (CALEA 42.2.3h)
9. Assisting in prosecution.
10. Identifying and apprehending suspects. (CALEA 42.2.3e)
11. Collecting physical evidence. (CALEA 42.2.3d)
12. Determining involvement of suspects in other crimes. (CALEA 42.2.3F)
13. Checking suspect's criminal histories. (CALEA 42.2.3g)
14. Soliciting assistance/information from other units and/or outside law enforcement agencies.

III. Throughout the course of an investigation, the attached checklist will be utilized:

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2-3(A)

SUBJECT: PROPERTY CRIMES INVESTIGATIONS

PURPOSE: To outline suggested steps in the investigation of property crimes.

SCOPE: To efficiently and effectively investigate property crimes, a methodical approach is used.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

11/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-3(A)**

(Continuation)

- I. Review reports for possible errors or omissions, such as the address of the victim, telephone number, ownership particulars, description of property, etc.
- II. If the report indicates that the victim may be difficult to locate, the investigator should, in the interest of efficiency, call and make an appointment.
- III. Proceed to crime scene, view it with victim. (It may be necessary in some instances to interview the victim at another location.) Determine if the original report is correct as to method of entry, etc. If not, note correction in Premier One Notes and on the Supplemental Report.
- IV. Attempt to obtain any further description of stolen property such as serial number, size, color, individual markings, etc.
- V. Check for possibility of added or initial physical evidence and call or recall a Crime Scene Unit, when necessary.
- VI. Question victim as to any indicated or possible suspects. If suspect can be identified, arrange to have victim view photos.
- VII. If necessary, advise the victim about added security measures that can be taken.
- VIII. Check for additional witnesses, such as neighbors, workmen, etc. (Use the same methods as for interviewing witnesses.)
- IX. Issue a watch order, if necessary.
- X. If victim cannot be located and does not respond to messages, send a form letter.
- XI. Cross-reference appropriate cases. (All steps will not necessarily be applicable on every case.)

City of Miami



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GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2-4

SUBJECT: CASE ASSIGNMENT CRITERIA

PURPOSE: To outline the criteria for the assignment of cases.

SCOPE: To set forth procedures for the assignment of cases.

Lt. Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-4**

(Continuation)

- I. A minimum of one of the following criteria is required for assignment of a case:
 - A. Suspect(s) have been named.
 - B. Suspect(s) can be positively ID'd by victim/witness (is known, but not by name, has been seen before) or there is a video of the offender committing the crime.
 - C. There was ten thousand dollars or more worth of property stolen.
 - D. Suspect(s) residence is known.
 - E. Suspect(s) vehicle can be located (unique description, tag number, VIN number, etc.)
 - F. Significant physical evidence was left at the scene by the offender(s), i.e., prints, personal identifiers, wallets, vehicle used.
 - G. Several similar incidents (M.O., time of day, locale, same victims).
 - H. Victim assaulted, shot or sustained major injuries.
 - I. Cases can be unfounded
 - J. The Commander of the Unit may determine a case not within these parameters to be assigned.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

GENERAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2-5

SUBJECT: **SUPPLEMENTARY REPORTS AND REPORT FORMAT**

PURPOSE: To provide a procedure for the recording of the investigative effort.

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

Lt. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES:**G.I.U. SOP 2-5**

(Continuation)

- A. The following will assist in the proper utilization of supplementary reports.
1. A 301 will be completed documenting initial response to the scene.
 2. Case notes will be maintained and updated in Premier One throughout the investigation.
 3. A complete summary of the investigation will be included in the Supplementary Report and forwarded to the supervisor via Premier One. An approved copy will be placed in the case file and forwarded to the supervisor as well.
- B. Cases may be closed as follows:
1. RNA – Reviewed Not Assigned (No solvability factors or does not meet the criteria for assignment.)
 2. CBA – Cleared by Arrest (An arrest was made)
 3. NFI - No Further Information (All investigative leads have been exhausted and the investigation has reached a dead end.)
 4. UNF – Unfounded (The elements of the crime were not present and/or reported)
 5. ECA – Exceptional Clearance (Detective is unable to physically arrest the (known) offender.
 - a. The following questions must be answered in order for a case to be ECA'd:
 1. Has the investigation definitely establish the identity of the offender?
 2. Is there enough information to support an arrest, charge, and prosecution?
 3. Do you know the exact location of the offender so that you could take him/her into custody now?

STANDARD OPERATING PROCEDURES:

G.I.U. SOP 2-5

(Continuation)

4. Is there some reason beyond law enforcement control that stops you from arresting, charging, and prosecuting the offender?

b. The following are examples of some of the situations meeting the criteria of the above questions:

1. Offender killed by law enforcement officer.

2. Confession by offender already in your custody or serving sentence. If a decision is made not to prosecute for the admitted offenses, exceptional clearances would be by the arrest.

3. An offender prosecuted in another city for a different offense by State or Local authorities, or prosecuted for an offense which may be the same. (You attempt to return him for prosecution, but the other jurisdiction will not release the offender to you.)

4. The victim has declined to cooperate with the case and prosecution is not possible by other means.

5. Extradition is denied.

NOTE: ALL STEPS TAKEN DOCUMENTING THE ABOVE MUST BE THOROUGHLY DETAILED IN THE NARRATIVE OF THE SUPPLEMENTARY REPORT.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAWN SHOP DETAIL

STANDARD OPERATING PROCEDURES

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PAWNSHOP DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAWN SHOP DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>2t. K. Baker</u> Unit Commander	<u>1/22/2019</u> Date
Second Quarter Inspection:	_____ Unit Commander	_____ Date
Third Quarter Inspection:	_____ Unit Commander	_____ Date
Fourth Quarter Inspection:	_____ Unit Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAWNSHOP DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The mission of the Pawnshop Detail is subordinate to the Criminal Investigations Section, General Investigations Unit of the City of Miami Police Department. The Pawnshop Detail is responsible for the inspection of all pawnshops and secondhand dealers in the City of Miami.

II. GOALS

To inspect all pawnshops and secondhand dealers in the City of Miami and ensure that they are abiding by all state, county and city regulations.

III. OBJECTIVES

To inspect 50% of all stores on a yearly basis.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAWNSHOP DETAIL

STANDARD OPERATING PROCEDURES

POLICIES

- I. All investigators are responsible for the information contained on the bulletin board and the mandatory reading board.
- II. Investigators are required to respond to pawnshops and secondhand dealer stores and make on-scene investigations of major cases involving a large loss of property. In any event, investigators will respond to as many scenes and uniform officers' requests as possible.
- III. At least one sworn member of the Detail will be in the office at all times when practicable.
- IV. Investigators will ride alone or in teams according to the discretion of the Detail Commanding Officer and Supervisor. Investigators will always work in teams when conducting surveillances and stakeouts, attempting to pick up offenders and in any other hazardous situation.

26-K Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
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PAWNSHOP DETAIL

STANDARD OPERATING PROCEDURES

S.O.P.: 1-1

SUBJECT: PAWNSHOP DETAIL

PURPOSE: To outline the procedures to be followed by the Pawnshop Detail.

SCOPE: The Pawnshop Detail is charged with the responsibilities of inspecting all pawnshop and secondhand dealers located within the City of Miami and conducting any investigation related to these businesses.

Daily operations of the Pawnshop Detail generally consist of the following:

I. PAWNSHOP INSPECTIONS

A. On-site inspections of businesses.

1. Pawnshop detectives will check for all required licenses (City, County, State and Federal) and verify that, they are current.

26. K. Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



STANDARD OPERATING PROCEDURES: PAWN SHOP S.O.P. 1-1
(Continuation)

2. Random inspections of pawned items will be made and compared to completed forms to ensure that all pawned or sold property is reported on forms.
3. All violations found during the inspection will be noted on a "Notice of Violation Form." A copy will be left with the business and the original will be placed in the store's file at the office.
4. All suspicious or questionable property will be investigated.
5. A "Business Inspection Form" will be completed for each store inspected. This form will be placed in the store's file at the Pawnshop's office.

B. Pawnshop Employees

1. Periodically, detectives will run criminal history checks on employees to ensure that the business is in compliance with state law by not hiring those with criminal pasts, which exclude them from working in pawnshops.

II. INSPECTION OF RECORDS

- A. The Detail will receive all pawn forms and review them for accuracy and completion. Pawnshop Detail personnel will contact the pawnshop and make them aware of incomplete or inaccurately completed forms. A notice of violation form will then be completed and placed in the store's file.
- B. All guns, serialized and/or unique items will be entered into the Miami Police Department Pawnshop Computer System and will be run through NCIC/FCIC to check if they are stolen.
- C. All pawn forms will be kept at the Pawn Shop Detail for the period of time required by Law. They will be destroyed after that.

STANDARD OPERATING PROCEDURES: PAWN SHOP S.O.P. 1-1
(Continuation)

- D. Each Pawnshop and Secondhand Dealer will have a file at the Pawnshop Detail office in which all pertinent records and reports will be kept.

III. INVESTIGATIONS

- A. All minor violations by a pawnshop or secondhand dealer will be documented on a Notice of Violation Form. Repeated violations will be brought to the attention of the State Attorney's Office for their opinion and assistance in possible prosecution.
- B. An arrest is required for violations where there is probable cause to support a charge. The detectives may "will-appear" or physically arrest, at their discretion and in conformity with Departmental Orders. However, all felonies will result in a physical arrest.
- C. All stolen guns (hits) pawned or sold to a pawnshop or secondhand dealer will be investigated thoroughly to include the following:
 - 1. Place a HOLD ORDER on gun.
 - 2. Contact agency/unit/detective reporting the gun as stolen.
 - a. Obtain case number and other information necessary for the investigation.
 - b. Determine if the gun is to be considered evidence in an open investigation and if they want custody of the gun as evidence.
 - c. Determine if they will contact the victim/owner of the gun as to the disposition of the gun.
 - d. Provide them with the information on the gun pawned or seller so they can determine if the subject is a suspect in the investigation.
 - 3. Complete a "Recovery of Stolen Property Report" and notify the CIS Desk so a teletype can be sent to the issuing agency and they can cancel the message.

STANDARD OPERATING PROCEDURES: PAWN SHOP S.O.P. 1-1**(Continuation)**

4. If the agency issuing the message does not need the gun as evidence, take custody of the gun from the pawnshop and submit it to our Gun Squad Detail for "Drug Fire", if it qualifies under the program's criteria.
5. Regardless of the cooperation received from the issuing agency, the Pawnshop Detail will attempt to locate the pawner of the stolen gun. The subject, if located, will be interviewed about how he/she obtained the gun. If it can be established that the subject had knowledge that the gun was stolen, an arrest will be made.
6. If it is established that a stolen gun is pawned or sold to the store shortly after it was stolen and there is probable cause, an arrest will be made. The State Attorney's Office will be contacted for an opinion in questionable situations.
7. If the issuing agency does not need the gun as evidence, if the pawner or seller cannot be charged with any crime, and if the "Drug Fire" test is negative, then:
 - a. Victim/gun owner can recover their gun from the pawn shop by making arrangements with the pawnshop to pay the amount of the pawn or by obtaining a Writ of Replevin from the court.
 - b. If victim/gun owner does not recover gun, request that the gun shop voluntarily surrender its rights to the gun so that the Miami Police Department can destroy it.
 - c. If the pawnshop refuses to give or sell the gun to the Miami Police Department then, by State Law the gun remains the property of the pawnshop.
8. Prepare a 301 on all investigations if required. Post a copy of the 301 and the arrest reports on the appropriate board.
9. Place completed investigation in the store's file at the Pawnshop's office.

STANDARD OPERATING PROCEDURES: PAWN SHOP S.O.P. 1-1**(Continuation)**

- D. All stolen property pawned or sold to a store will be investigated thoroughly. The investigation will be conducted following the same procedure where applicable, as that previously outlined for the investigation of stolen guns.
- E. All guns pawned or sold to a store by a convicted felon will be investigated thoroughly to include the following:
 - 1. Place a HOLD ORDER on the gun.
 - 2. Submit gun for Drug Fire Test.
 - 3. Submit for comparison the pawn form containing the pawners or seller's thumb print with the subject's fingerprints on file to establish positively that the pawners is the convicted felon.
 - 4. Prepare a photo line-up of the subject and show it to the pawnshop employee that accepted the gun from the subject.
 - 5. Obtain the following documents:
 - a. Original pawn form
 - b. Fingerprint comparison report
 - c. Affidavit from pawnshop employee
 - d. Certified copy of subject's sentence and judgment
 - e. Certified copy of response from Board of Executive Clemency
 - 6. Determine if subject is on probation and if so notify the Probation Officer.
 - 7. Locate the subject and arrest. If subject's whereabouts are unknown, obtain a warrant.
 - 8. Prepare a 301 on investigation if required. Post copy of 301 and arrest on appropriate board.
 - 9. Place completed investigation in the store's file at the Pawnshop's office.

STANDARD OPERATING PROCEDURES: PAWN SHOP S.O.P. 1-1
(Continuation)

- F. The Pawnshop Detail will assist other units of the Miami Police Department and any outside agencies which request its assistance with cases involving Pawnshops or Secondhand Dealers.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

PAWNSHOP DETAIL

STANDARD OPERATING PROCEDURES

S.O.P.: 1-2

SUBJECT: MONTHLY ACTIVITY REPORT

PURPOSE: To maintain a record of those statistics related to pawnshops and secondhand dealers.

SCOPE: A Monthly Activity Report is due on the fifth working day of the month listing the activities of the detail.

- I. General Statistical Data
 - A. Number of pawnshops and secondhand dealers inspected
 - B. Number of requests for assistance
 - C. Number of Computer checks
 - D. Number of Arrests
 - E. Number of guns recovered
 - F. Dollar amount of stolen property recovered
 - G. Number of pawnshop forms (paper, disk, computer records) processed

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



SQUATTER DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SQUATTER DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>2t.k. Baker 0232</u> Unit Commander	<u>1/22/2019</u> Date
Second Quarter Inspection:	_____ Unit Commander	_____ Date
Third Quarter Inspection:	_____ Unit Commander	_____ Date
Fourth Quarter Inspection:	_____ Unit Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SQUATTER DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1-1

SUBJECT: SQUATTER INVESTIGATION PROCEDURES

PURPOSE: To furnish basic guidelines for investigating squatter cases.

SCOPE: The Detail investigates incidents of squatters in unoccupied properties.

- I. At the time the report of squatter incident is received by the Squatter Detail, the investigator will:
 - A. Ensure the report is accompanied by a written affidavit by the property owner and contains the following information:
 - 1. Ownership of the property
 - 2. Length of time the property has been unoccupied
 - 3. Squatters lack of permission to occupy the property
- II. The investigator will have the property information verified by the City Attorney's Office designee.

Katherine Baker 0232

Lt. Katherine Baker
Commander
General Investigations Unit

1/15/2019

Effective Date



**STANDARD OPERATING PROCEDURE: SQUATTER DETAIL 1-1
(CONTINUED)**

- A. The following information is to be verified:
 - 1. Title searches
 - 2. Lien information
 - 3. Co-owner information
 - 4. Foreclosure status
 - 5. Pending court proceedings
 - B. The validity of any other documents presented by the occupant, including leases, may also be reviewed by the Office of the City Attorney.
- III. The investigator will contact the property owner listed on the report or the property owner's official representative in order to assess the claim of squatters occupying the property.
- A. An investigator will respond to the subject property and make contact with the squatter occupying the property.
 - 1. The squatter will be informed of the owner's report and the investigator will make a determination if there is a legal basis for the occupancy.
 - B. If the squatter alleges that a valid lease is currently in effect, the investigator will gather the following documents:
 - 1. Landlord's/Lessor's information
 - 2. Any documents that supports a legal occupancy of the property:
 - a) Written executed lease agreement
 - b) Receipt(s) for any rent payments
 - C. The landlord/lessor will be contacted to determine authenticity of the lease, or to determine if the property in question is being subleased.
- IV. After the determination of property ownership is made and the validity of any alleged leases are made, the owner of the property will be notified.

**STANDARD OPERATING PROCEDURE: SQUATTER DETAIL 1-1
(CONTINUED)**

- A. Prior to the removal, the investigator will draft an operational plan and forward through his/her chain of command. The operational plan will include, but is not limited to, the following:
 - 1. All personnel involved in the removal operation
 - 2. Time and location of the briefing
 - 3. Location of the removal
 - 4. Name of owner and/or owner's representative

- B. A date and time will be coordinated to meet with the owner or his/her representative at the subject property.
 - 1. The owner or representative for the subject property will be advised that they will have to issue a trespass warning to the squatter and they will need to have a certified locksmith present on the scene to change the locks and secure the property.
 - 2. The investigator will meet with the owner at the property accompanied by the NET area Problem Solving Team (PST).
 - 3. The investigator will make contact with the squatter at the subject property and determine if any individuals are inside the property. All occupants will be gathered in the same location outside of the residence.
 - 4. Once all occupants have been gathered outside, a safety sweep of the residence will be conducted.
 - 5. The property owner or his representative will issue a trespass warning to the squatters.
 - 6. Occupants will be afforded an opportunity to immediately remove their property from the residence.

- V. Once the trespass warning has been issued by the property owner or his representative, the squatter must leave the premises immediately.
 - A. If the squatter refuses to leave immediately, he/she shall be arrested for trespass after warning.

STANDARD OPERATING PROCEDURE: SQUATTER DETAIL 1-1

(CONTINUED)

- VI. If the investigation reveals that the squatter is in fact a victim of renter fraud by having the property leased to them by a person not authorized to lease the property, the individual shall be given the opportunity to file a report for fraud.
 - A. The individual will still have to vacate the property regardless of the fraud committed.