

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

NARCOTICS UNIT

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

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City of Miami



DANIEL J. ALFONSO
City Manager



MIAMI POLICE
100
YEARS

9001 FEDERAL AVENUE, P.O. BOX 137077

MIAMI, FL 33186



City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

[Signature] #6259
Unit Commander

3/7/17
Date

Second Quarter
Inspection:

[Signature] #6259
Unit Commander

4/4/17
Date

Third Quarter
Inspection:

[Signature] #6259
Unit Commander

7/5/17
Date

Fourth Quarter
Inspection:

[Signature] #6259
Unit Commander

10/3/17
Date

Annual
Inspection:

Unit Commander

12/28/17
Date

Section Commander

Date



City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, NARCOTICS UNIT

These Standard Operating Procedures are established to provide guidelines for the operation and management of the Narcotics Unit, Special Investigations Section, City of Miami Police Department.

The intention of these S.O.P.'s is to supplement Departmental Orders and Administrative Directives. They are not intended to supersede either. Any conflict will be resolved by the Unit Commander.

Personnel assigned to the unit are required to read and abide by the procedures contained in the Standard Operating Procedures.

Lt. Ofren Vera
Commander
Narcotics Unit

12/7/2017

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The mission of the Narcotics Unit is to conduct investigations of individuals and organizations involved in narcotics trafficking, narcotics smuggling, and money laundering.

The Narcotics Unit is a sub-element of the Special Investigations Section (S.I.S.) and reports directly to the S.I.S. Commander. The Unit is comprised of two Narcotics details and one Vice and Narcotics detail and is commanded by a Police Lieutenant or other individuals as designated by the S.I.S. Commander.

II. GOALS

It is the goal of the Unit to significantly reduce, hinder, and otherwise adversely impact upon narcotics trafficking and narcotics smuggling.

III. OBJECTIVES

- A. To identify, investigate, arrest and assist in the prosecution of persons and organizations involved in narcotics trafficking and smuggling.
- B. To develop sources of information which will facilitate the successful accomplishment of the Unit's mission.

Lt. Ofren Vera
Commander
Narcotics Unit

12/7/2017

Effective Date



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MISSION, GOALS, AND OBJECTIVES
(Continuation)

- C. To seek and gather criminal intelligence information in the areas of narcotics trafficking and narcotics smuggling.
- D. To prepare and maintain records of investigative and criminal intelligence information, which will facilitate the presentation of evidence in court and the initiation of other, related investigations.
- E. To investigate complaints from the community concerning narcotics organizations.
- F. To develop sources of information which may be of assistance in conducting mid to upper level narcotics investigations of organizations, traffickers, etc.
- G. To establish and maintain liaison with other municipal, state and federal law enforcement agencies.
- H. To coordinate investigations with other municipal, state and federal law enforcement agencies.
- I. To develop innovative investigative techniques and resources necessary for the successful accomplishment of all the investigations of the Narcotics Unit.
- J. To prepare cases, criminal and civil, for the prosecution and present the same to the State Attorney's Office and/or the U.S. Attorney's Office.
- K. To keep the Supervisors of the Narcotics Unit and the Commander of the Special Investigations Section informed of all cases and ongoing investigations being investigated.
- L. Maintain a case log of all cases and investigations.
- M. To actively pursue mid to upper level narcotics cases against local drug buyers and suppliers.
- N. To gather and investigate information received through tips and leads, informants and covert surveillances.

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MISSION, GOALS, AND OBJECTIVES
(Continuation)

- O. To assist other units with narcotics investigations, search warrants acquisitions and currency seizures.
- P. To open and maintain communication links with outside agencies and assists them when warranted.
- Q. To cultivate and manage confidential informants.
- R. To remain up-to-date and informed on current legal issues and their ramifications on drug enforcement.
- S. To prepare and maintain detailed case files for criminal prosecution and or civil forfeiture.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT VICE AND NARCOTICS DETAIL STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION:

The VICE and Narcotics Detail (V.I.N.) is a part of the Narcotics Unit within the Special Investigations Section. Members of this detail work in an undercover and investigative capacity to combat the criminal element. Each member is a seasoned police officer who receives on-the-job training and is sent to specialty schools to enhance his/her performance. The detail has been tasked with combating street level narcotic offenders, prostitution offenders, and other types of criminal activities.

II. GOALS:

It is the goal of the detail to significantly reduce, hinder and adversely impact street level narcotic dealings and prostitution.

III. OBJECTIVES

- A. To identify, collect intelligence, investigate, arrest and assist in the prosecution of persons involved in narcotics sales and prostitution.
- B. To develop sources of information which will facilitate the successful accomplishment of the detail's mission.
- C. To investigate complaints from the community concerning narcotics and prostitution concerns.

Lt. Ofren Vera
Commander
Narcotics Unit

Effective Date



MIAMI POLICE DEPARTMENT



MISSION, GOALS AND OBJECTIVES: VICE AND NARCOTICS DETAIL
(Continuation)

- D. To develop sources of information which may be of assistance in conducting street level narcotics investigations and prostitution.
- E. To establish and maintain liaison with other municipal, state and federal law enforcement agencies.
- F. To coordinate investigations with other municipal, state and federal law enforcement agencies.
- G. To develop innovative investigative techniques and resources necessary for the successful accomplishment of all the investigations of the V.I.N. detail.
- H. To prepare criminal cases for the prosecution and present the same to the State Attorney's Office and/or the U.S. Attorney's Office.
- I. To keep the Commanding Officers of the Narcotics Unit and Special Investigations Section informed of all cases and ongoing investigations being investigated.
- J. Maintain a case log of all cases and investigations.
- K. To actively pursue street level narcotics cases against local drug buyers and suppliers, as well as prostitutes, including Pimps and Johns cases
- L. To gather and investigate information received through tips and leads, informants, crime stoppers and covert surveillances.
- M. To open and maintain communication links with outside agencies and assists them when warranted.
- N. To cultivate and manage confidential informants.
- O. To remain up-to-date and informed on current legal issues and their ramifications on drug enforcement.
- P. To prepare and maintain detailed case files for criminal prosecution and or civil forfeiture.

City of Miami



DANIEL I. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

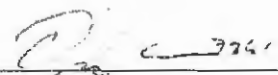
The duty hours of Narcotics Unit Investigators will be flexible and dictated by the particular assignment. Generally, the Narcotics Unit will have investigators on-duty from 1000 - 2000 hours.

Narcotics Unit Investigators will generally dress in civilian attire based on their assignment.

All Narcotics Unit Investigators will have a regulation uniform available to be worn or inspected as required.

I. OVERTIME

- A. Any requests to work regular overtime must be cleared with the Narcotics Unit Commanding Officer.
- B. Overtime will be granted when a case will be jeopardized by the detective transferring.



 Lt. Ofren Vera
 Commander
 Narcotics Unit

12/7/2017

 Effective Date



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DUTY HOURS AND DRESS:
(Continuation)

II. DRESS CODE

A. ON DUTY

1. It is necessary that personnel disguise their appearance when working in this capacity. They are exempt from the dress code, using good judgment and approval of their supervisor.
2. Sergeants and detectives assigned to the Narcotics Unit will not walk through any public places within the Department in any manner that would identify him or her as a police officer. All proper identification must be carried on the detective in a hidden manner from the naked eye of any other person. However it must be ready to be produced upon request from a police officer when confronted.
3. Sergeants and detectives assigned to the Narcotics Unit must use the rear elevators or the rear stairs that are accessible through the employees' entrance only located by NW 2nd Avenue.
4. Sergeants and detectives assigned to the Narcotics Unit will not congregate in public, during their lunch or break times with other members of the department that are wearing uniform or other members that are easily identified as police officers by exposed weapons or police badges
5. Sergeants and detectives assigned to the Narcotics Unit at no time will wear a police uniform to work any off-duty job. Sergeants and detectives from the Special Investigations Section are exempt from being drafted to any event where they would be wearing the police uniform that will jeopardize their safety or the integrity of any active investigation.
6. Sergeants and detectives assigned to the Narcotics Unit will only be authorized to work off- duty in an undercover capacity only wearing civilian attire and must be authorized by the Commanding Officer of the Narcotics Unit.

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Exception: During a Departmental mobilization, in the event of an emergency, disturbance, hurricane etc. The Narcotics Sergeants and detectives will wear their police uniform. However, in all possibility he or she would be assigned to an assignment where the Department would not expose him or her in anyway.

B. COURT ATTIRE

1. Members may wear approved on-duty attire to depositions and pre-files. Members will dress in accordance with Departmental Orders when attending all other court related hearings and trials.
2. Members will abide by Departmental Orders when attending court on "E" days.

City of Miami



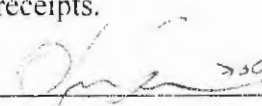
DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

- I. Lieutenant, Commanding Officer
 - A. To act in the capacity of the Section Commander.
 - B. To supervise general office operations, which include the work being performed by the Administrative Personnel.
 - C. To keep informed of all work being performed by Unit members through verbal and written reports and personal contacts.
 - D. To keep informed of all work being performed by sworn Department members in the area of narcotics trafficking.
 - E. To assign work, provide direction, and review the performance of the Details through their Sergeants. This in no way precludes dealing directly with the Detail members in the absence of the Sergeants, or when the need arises.
 - F. To assist all members with case preparation, investigative procedures, arrest procedures, service of search warrants, and the execution of raids.
 - G. To establish duty hours for employees.
 - H. To evaluate and authorize the issuance of City expense funds to Unit members, which includes the proper review of expense accounts and receipts.



 Lt. Ofren Vera
 Commander
 Narcotics Unit

12/7/2017

 Effective Date



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STANDARD OPERATING PROCEDURES**(Continuation)**

- I. To assist in preparing the necessary documentation to accomplish asset forfeiture as specified under State and Federal Statutes.
 - J. To oversee the proper exchange of rental vehicles under the City of Miami Special Investigations Section budget.
 - K. To evaluate the quality and quantity of enforcement action by Unit members in their respective areas of assignment.
 - L. To keep the Section Commander informed of all pertinent information relevant to active and inactive investigations.
 - M. To properly manage resources so as to achieve the highest levels of efficiency and effectiveness.
 - N. To promote and encourage harmony and cooperation between the different elements of the Special Investigations Section.
 - O. To maintain a liaison with outside agencies.
 - P. To review all investigations and ensure due dates are met and prepared correspondence meets quality standards.
 - Q. Ensure proper coordination of investigations with other law enforcement agencies.
 - R. Has overall responsibility for the management of all protracted and imprest fund accounts, movement of funds, C.I. payments and general expenditures resulting from protracted/imprest funds.
 - S. Review and approve overtime.
- II. Narcotics Unit Sergeants
- A. To keep the Unit Commander informed of investigative progress and any other information that may be significant.

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STANDARD OPERATING PROCEDURES**(Continuation)**

- B. To plan Details activities. Plans should be for current investigations, continuing investigations and future activity.
- C. To maintain direction and control of the operation of Detail members for:
 - 1. Use of equipment.
 - 2. Expense money.
 - 3. Appearance of personnel. (To ensure that appearance is suitable for the task being performed.
 - 4. Court appearances.
 - 5. Public contacts.
 - 6. Attendance and punctuality.
 - 7. Attitude toward assignment.
(Take into consideration the individual investigator's aptitude when making assignments).
- D. To maintain a high level of efficiency through continued training in areas of responsibility.
- E. To develop and maintain liaison with Department personnel and agencies, such as U.S. Customs, F.B.I., D.E.A., and other police departments,
 - 1. To ensure that the investigators are exhausting all sources of information available to them.
 - 2. Ascertain that all usable information is reduced to writing.
- F. To disseminate information from newspapers, magazine articles, legal and court opinions to Detail members, occasionally meeting to discuss new court decisions, Department legal opinions, etc.
- G. To inspect and assist in maintaining the office files for your area of responsibility.

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STANDARD OPERATING PROCEDURES
(Continuation)

- H. To prepare and present formalized training as required, and to conduct public presentations at local schools, civic groups, organizations, etc.
- I. To assist detail members with:
 - 1. Investigations.
 - 2. Arrests (when needed).
 - 3. Surveillance - Raids (Plan same).
 - 4. Warrants.
- J. To counsel Detail members in case preparation and court presentation.
- K. To maintain the proper flow of case and Departmental reports.
 - 1. Review and sign all case reports and ensure that reports are complete and concise.
 - 2. See that deadlines are met on reports submitted.
- L. To prepare monthly and weekly activity reports.
- M. To develop inter-unit cooperation.
- N. Ensure that all Confidential Informants are properly managed, documented and their files maintained.
- O. Supervise all buy/bust, raids, search warrants and seizure operations.
- P. Review all complaints and evaluate them for further investigation.

III. Narcotics Unit Investigators

- A. Initiate investigations and investigate assigned cases.
- B. Maintain a professional demeanor at all times.

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STANDARD OPERATING PROCEDURES

(Continuation)

- C. Keep supervisors up to date of any and all investigations.
- D. Follow proper informant utilization procedures.
- E. Prepare concise and accurate daily worksheets.
- F. Prepare complete and detailed investigative reports.
- G. Check mailboxes for distribution and computer for court notices.
- H. Keep the office and work area clean and neat.
- I. Properly store case files.
- J. Complete expenditure reports in a timely and neat manner.

City of Miami



DANIEL J. ALFONSO
City Manager

SPECIAL INVESTIGATIONS SECTION

NARCOTICS UNIT VICE AND NARCOTICS DETAIL STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF THE VICE & NARCOTICS DETAIL SUPERVISOR

- A. Keep the Unit Lieutenant informed of the progress of major investigations.
- B. Plan detail's current, continuing and future activities.
- C. Maintain direction and control of detail 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. Consider the detective's individual experience when making the assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Detail members.
- G. Guide, direct, and review the activities of personnel assigned to him/her.

Lt. Ofren Vera
Commander
Narcotics Unit

12/7/2017

Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS: VICE AND NARCOTICS DETAIL SUPERVISOR**(Continuation)**

- H. Ensure compliance with Departmental Orders, Rules and Regulations, STANDARD OPERATING PROCEDURES, applicable laws, and lawful orders of Superior Officers.
- I. Responsible for the work product of his/her detail, including the correction of spelling and grammar, press releases, 301's, supplements, special bulletins, reviewing/assigning/terminating investigations based on solvability factors.
- J. Responsible for the work product of the detail.
- K. Maintain a leadership role and coordinate the activities of his/her personnel and support personnel on crime scenes.
- L. Inform the V.I.N. detail's Lieutenant of all major cases and crimes of interest.
- M. Perform administrative tasks as the V.I.N. Lieutenant deems necessary.
- N. Ensure each detective personnel file are up to date and available for review.
- O. Ensure that detectives maintain a case log and track and monitor the detail's cases.
- P. Submit statistical information for the monthly report.
- Q. Attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.
- R. 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.
- S. Become cognizant of their detectives' 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 detectives work product. Take action to eliminate further case preparation problems via additional and closer supervision.

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DUTIES AND RESPONSIBILITIES OF MEMBERS: VICE AND NARCOTICS DETAIL SUPERVISOR**(Continuation)**

- T. 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 achieving Unit objectives.

- U. 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

- V. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).

- W. Maintain the proper flow of case and departmental reports.

- X. Ensure that reports are complete and concise.

- Y. Ensure that deadlines are met on reports which is inclusive of the monthly activity report, weekly reports, ticklers and any other assigned projects.

- Z. Develop inter-unit cooperation.

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DUTIES AND RESPONSIBILITIES OF MEMBERS: VICE AND NARCOTICS DETAIL DETECTIVES**(Continuation)****II. DUTIES OF THE VICE AND NARCOTICS DETAIL DETECTIVES**

V.I.N. detective's duties and responsibilities will include, but are not limited to, the following:

- A. Detectives assigned to this team are expected to work in an undercover capacity.
- B. Techniques will be developed to combat Narcotics and Prostitution.
- C. Affect the arrest of criminals.
- D. Conduct surveillances of criminals.
- E. Conduct SBT's (Surveillances based takedowns) of Narcotics Sellers.
- F. Purchase narcotics / Buy Busts
- G. Sell narcotics / Sting
- H. Report the incident fully and prepare a case file to include the following:
 - 1. 301
 - 2. Arrest Form
 - 3. Offense Reports
 - 4. Property Receipt
 - 5. Crime Lab Report
 - 6. Photographs of suspect and/or evidence
 - 7. Statements
 - 8. Search Warrants
 - 9. Arrest Warrants
- I. Prepare cases for prosecution and court presentation.
- J. Determine involvement of suspects in other crimes.
- K. Check suspect's criminal history.
- L. Follow-up on Crime Stoppers tips.

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**DUTIES AND RESPONSIBILITIES OF MEMBERS: VICE AND NARCOTICS DETAIL
DETECTIVES****(Continuation)**

- M. Develop and utilize confidential informants and/or confidential sources.
- N. Observe all conditions and events surrounding the crime scene.
- O. Locate and identify witnesses.
- P. Conduct interviews and interrogations.
- Q. Plan, organize, and conduct searches.
- R. Maintain the crime scene and protect evidence.
- S. Arrange for the collection and/or preservation of evidence.
- T. Request ID and supervise the processing of the scene by the identifications unit, where necessary.
- U. Collect evidence in a constitutionally correct manner.
- V. Ensure all narcotics and/or evidence coming into the possession of any V.I.N. personnel be placed in the Property Unit as expeditiously as possible. Under no circumstances will an officer not check in the narcotics or monies prior to the end of his/her tour of duty.
- W. Ensure constitutional guarantees prevail when conducting impromptu field interviews and interrogations.
- X. Maintain an investigator's notebook to include daily activities and other pertinent information.
- Y. Complete a detailed worksheet to be turned in daily to the supervisor for review.
- Z. Complete all necessary financial paperwork for each arrest / case, which may include:
 - 1. Accounting for Investigative funds package.
 - 2. Expense and Investigative report.
 - 3. Imprest fund receipt.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

PROGRAMS, PROJECTS, OR FUNCTIONS

I. PROGRAMS:


N/A

II. PROJECTS:

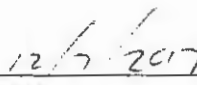
N/A

III. FUNCTIONS:

N/A



Lt. Ofren Vera
Commander
Narcotics Unit



Effective Date



MIAMI POLICE DEPARTMENT
3300 VIAL
MIAMI, FL 33133



City of Miami




DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

POLICIES

- I. All investigators are responsible for the information contained on the bulletin board and the mandatory reading board.
- II. Investigators will ride in teams or alone according to the discretion of the Unit Commanding Officer and Detail Supervisors. Investigators will always work in teams when conducting surveillances, stakeouts, attempting to pick up offenders, and in any other hazardous situation, including making payments to or meetings with sources of information.
- III. Narcotics or U.S. currency (cash) will **never** be left overnight in the Narcotics Unit's safe.
- IV. The office has been designated a "non-smoking" work place. All personnel will be held accountable to insure this takes place. This includes any and all visitors to the office.
- V. The Unit Supervisors are responsible for ensuring that the office appearance is clean and free of offensive materials.



 Lt. Ofren Vera
 Commander
 Narcotics Unit

12/7/2017

 Effective Date



MIAMI POLICE DEPARTMENT



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POLICIES:
(Continuation)

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

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

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

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

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

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

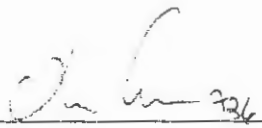
GENERAL PRINCIPLES OF INVESTIGATIONS

I. General Principles

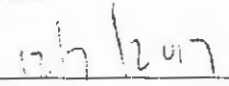
Preliminary inquiries and investigations governed by these Guidelines are conducted for the purpose of preventing, detecting, or prosecuting violations of law. They shall be conducted with as little intrusion into the privacy of individuals as the needs of the situation permit.

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

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



Lt. Ofren Vera
Commander
Narcotics Unit



Effective Date



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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

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

Nothing in these guidelines is intended to prohibit the Narcotics Unit from collecting and maintaining publicly available information consistent with the Privacy Act.

Nothing in these guidelines prohibits the Narcotics Unit from ascertaining the general scope and nature of criminal activity in a particular location or sector of the City of Miami.

II. Criminal Investigations

A. Definitions

1. "Exigent circumstances" are circumstances requiring action before authorization otherwise necessary under these guidelines can reasonable be obtained, in order to protect life or substantial property interests; to apprehend or identify a fleeing offender; to prevent the hiding, destruction or alteration of evidence; or to avoid other serious impairment or hindrance of an investigation.
2. "Sensitive criminal matter" is any alleged criminal conduct involving corrupt action by a public official or political candidate, the activities of a foreign government, the activities of a religious organization or a primarily political organization or the related activities of any individual prominent in such an organization, or the activities of the news media; and any other matter which in the judgment of the Unit Commander should be brought to the attention of the Section Commander.

B. Preliminary Inquiries

1. On some occasions, the Narcotics Unit may receive information or an allegation not warranting a full investigation - because there is not yet a "reasonable indication" of criminal activities - but whose responsible handling requires some further scrutiny beyond the prompt and extremely limited checking out of initial leads. In such circumstances, though the factual predicate for an investigation has not been met, the Narcotics Unit may initiate an "inquiry" involving some measured review, contact, or observation activities in response to the allegation or information indicating the possibility of criminal activity.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

This authority to conduct inquiries short of a full investigation allows the Narcotics Unit to respond in a measured way to ambiguous or incomplete information and to do so with as little intrusion as the needs of the situation permit. This is especially important in such areas as white-collar crime where no complainant is involved or when an allegation or information is received from a source of unknown reliability. It is contemplated that such inquiries would be short of duration and be confined solely to obtaining the information necessary to make an informed judgment as to whether a full investigation is warranted.

A preliminary inquiry is not a required step when facts or circumstances reasonably indicating criminal activity are already available; in such cases, a full investigation can be immediately opened.

2. The Narcotics Unit Supervisor authorizing an inquiry shall assure that the allegation or other information which warranted the inquiry has been recorded in writing. In sensitive criminal matters, the Unit Commander shall be notified of the basis for an inquiry prior to the opening of the inquiry, and the fact of notification shall be recorded in writing.
3. Inquiries shall be completed within 90 days after initiation of the first investigative step. The date of the first investigative step is not necessarily the same date on which the first incoming information or allegation was received. An extension of time in an inquiry for succeeding 30-day periods may be granted by the Unit Commander upon receipt of a written request and statement of reasons why further investigative steps are warranted when there is no "reasonable indication" of criminal activity.

-4-

GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

4. Before employing an investigative technique in an inquiry, the Narcotics Unit should consider whether the information could be obtained in a timely and effective way by less intrusive means. Some of the factors to be considered in judging intrusiveness are adverse consequences to an individual's privacy interests and avoidable damage to his reputation. Whether an intrusive technique should be used in an inquiry depends on the seriousness of the possible crime and the strength of the information indicating the possible existence of the crime. However, the techniques used in an inquiry should generally be less intrusive than those employed in a full investigation. It is recognized that choice of technique is a matter of judgment.
5. The following investigative techniques shall not be used during an inquiry:
 - a. Mail covers.
 - b. Mail openings.
 - c. Nonconsensual electronic surveillance or any other investigative technique covered by Title 18 U.S.C. 2510-2521 and/or State of Florida statutory requirements governing same.
6. The following investigative techniques may be used in an inquiry without any prior authorization from the Unit Commander.
 - a. Examination of Narcotics Unit indices and files.
 - b. Examination of records available to the public and other public sources of information.
 - c. Examination of available federal, state and local government records.
 - d. Interview of the complainant, previously established informants, and confidential sources.
 - e. Interview of the potential subject.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

- f. Interview of persons who should readily be able to corroborate or deny the truth of the allegation, except this does not include pretext interviews of a potential subject's employer or coworkers unless the interviewee was the complainant.
 - g. Physical or photographic surveillance of any person.
7. The use of any other lawful investigative technique that is permitted in an inquiry shall meet the requirements and limitations of Part IV and, except in exigent circumstances, require prior approval by the Unit Commander. Where a technique is highly intrusive, the Unit Commander shall approve its use in the inquiry stage only in compelling circumstances and when other investigative means are not likely to be successful.
- a. Where a preliminary inquiry fails to disclose sufficient information to justify an investigation, the Narcotics Unit shall terminate the inquiry and make a record of the closing. In a sensitive criminal matter, the Narcotics Unit Commander shall notify the Section Commander of the closing and record the fact of notification in writing. Information on an inquiry which has been closed shall be available on request to the Section Commander or his designee.
 - b. All requirements regarding inquiries shall apply to reopened inquiries. In sensitive criminal matters, the Unit Commander shall be notified prior to the reopening of an inquiry.

C. Investigations

- 1. A criminal investigation may be initiated by the Narcotics Unit when facts or circumstances reasonably indicate that a crime has been, is being, or will be committed. The investigation may be conducted to prevent, solve, and prosecute such criminal activity.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

The standard of "reasonable indication" is substantially lower than probable cause. In determining whether there is reasonable indication of a criminal violation, an investigator may take into account any facts or circumstances that a prudent investigator would consider. However, the standard does require specific facts or circumstances indicating a past, current, or impending violation. There must be an objective, factual basis for initiating the investigation; a mere hunch is insufficient.

2. Where a criminal act may be committed in the future, preparation for that act can, of course, amount to a current criminal violation under the conspiracy or attempt provisions of criminal law, if there are present the requisite agreement and overt act, or substantial step toward completion of the criminal act and intention to complete the act. With respect to criminal activity that may occur in the future but does not yet involve a current criminal conspiracy or attempt, particular care is necessary to assure that there exist facts and circumstances amounting to a reasonable indication that a crime will occur.
3. The Narcotics Unit supervisor authorizing an investigation shall assure that the facts or circumstances meeting the standard of reasonable indication have been recorded in writing. In sensitive criminal matters, as defined in paragraph A (2), the Unit Commander shall be notified of the basis for an investigation prior to the commencement of the investigation.
4. The investigator conducting an investigation shall maintain periodic written or oral contact with the Unit Commander.
5. When credible information is received concerning serious criminal activity not within the Miami Police Department's investigative jurisdiction, the Narcotics Unit shall promptly transmit the information or refer the complainant to the law enforcement agencies having jurisdiction, except where disclosure would jeopardize an ongoing investigation, endanger the safety of an individual, disclose the identity of an informant, interfere with an informant's cooperation, or reveal legally privileged information. If full disclosure is not made for the reasons indicated, then whenever feasible the Narcotics Unit shall make at least limited disclosure to the law enforcement agency having jurisdiction, and full disclosure shall be made as soon as the need for restricting dissemination is no longer present.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

6. Whenever information is received concerning an unauthorized criminal activity by an informant or confidential source, it shall be handled in accordance with established guidelines on the use of confidential informants.
7. All requirements regarding investigations shall apply to reopened investigations. In sensitive criminal matters, the Unit Commander shall be notified prior to the reopening of an investigation.

III. Criminal Intelligence Investigations

This section authorizes the Narcotics Unit to conduct criminal intelligence investigations of certain enterprises who seek either to obtain monetary or commercial gains or profits through racketeering activities or to further political or social goals through activities that involve criminal violence. These investigations differ from criminal investigations, authorized by Section II, in several important respects. As a general rule, an investigation of a completed criminal act is normally confined to determining who committed that act and with securing the evidence to establish the elements of the particular offense. It is, in this respect, self-defining. An intelligence investigation of an ongoing criminal enterprise must determine the size and composition of the group involved, its geographic dimensions, its past acts and intended criminal goals, and its capacity for harm. While a standard criminal investigation terminates with the decision to prosecute or not to prosecute, the investigation of a criminal enterprise does not necessarily end, even though one or more of the participants may have been prosecuted.

In addition, the organization provides a life and continuity of operation that are not normally found in a regular criminal activity. As a consequence, these investigations may continue for several years. Furthermore, as Justice Powell noted, the focus of such investigations "May be less precise than that directed against more conventional types of crime." United States v. United States District Court, 407 U.S. 297, 322 (1972). Unlike the usual criminal case, there may be no completed offense to provide a framework for the investigation. It often requires the fitting together of bits and pieces of information, many meaningless by themselves, to determine whether a pattern of criminal activity exists. For this reason, the investigation is broader and less discriminate than usual, involving "the interrelation of various sources and types on information."

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GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

Members of groups or organizations acting in concert to violate the law present a grave threat to society. An investigation of organizational activity, however, may present special problems particularly where it deals with politically motivated acts. "There is often a convergence of First and Fourth Amendment values," in such matters that is "not found in cases of 'ordinary' crime." Thus special care must be exercised in sorting out protected activities from those that may lead to violence or serious disruption of society. As a consequence, the guidelines establish safeguards for group investigations of special sensitivity, including tighter management controls and higher levels of review.

A. Racketeering Enterprise Investigations

This section focuses on investigations of organized crime. It is concerned with investigation of entire enterprises, rather than individual participants in specific criminal acts, and authorizes investigations to determine the structure and scope of the enterprise as well as the relationship of the members. Except as specified below, this authority may be exercised only when the activity engaged in by the racketeering enterprise involves violence, narcotics, systematic public corruption, and other vice related crimes.

1. Definitions

Racketeering activity is any offense, including the violation of state law, encompassed by the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. Section 1961 (1).

2. General Authority

- a. The Narcotics Unit has authority to conduct investigations of racketeering enterprises whose activities involve violence, narcotics, vice-related crimes or systematic public corruption. A racketeering enterprise not engaged in such activities may be investigated under this authority only upon determination by the Chief of Police, that such investigation is justified by exceptional circumstances.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

- b. A racketeering enterprise investigation may be initiated when facts or circumstances reasonably indicate that two or more persons are engaged in a continuing course of conduct for the purpose of obtaining monetary or commercial gains or profits wholly or in part through racketeering activity. The standard of "reasonable indication" is identical to that governing the initiation of a criminal investigation under Part II.
- c. Authority to conduct racketeering enterprise investigations is separate from and in addition to criminal investigative authority under Part II and domestic security/terrorism investigations under Part III. Information warranting initiation of a racketeering enterprise investigation may be obtained during the course of a criminal inquiry or investigation. Conversely, a racketeering enterprise investigation may yield information warranting a criminal inquiry or investigation or a domestic security/terrorism investigation.

3. Purpose

The immediate purpose of a racketeering enterprise investigation is to obtain information concerning the nature and structure of the enterprise, as specifically delineated in paragraph II C below, with a view to the longer range objective of detention, prevention, and prosecution of the criminal activities of the enterprise.

4. Scope

- a. A racketeering enterprise investigation properly initiated under these guidelines may collect such information as:
 - i. The members of the enterprise and other persons likely to be knowingly acting in the furtherance of racketeering activity, provided that the information concerns such persons' activities on behalf of or in furtherance of the enterprise.
 - ii. The finances of the enterprise.
 - iii. The geographical dimensions of the enterprise; and
 - iv. The past and future activities and goals of the enterprise.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

- b. In obtaining the foregoing information, any lawful investigative technique may be used, in accordance with the requirements of Part IV.

5. Authorization and Renewal

- a. A racketeering enterprise investigation may be authorized by the Unit Commander or Section Commander upon a recommendation setting forth the facts and circumstances reasonably indicating the existence of a racketeering enterprise whose activities involve violence, narcotics, vice related crimes, or systematic public corruption. An investigation of a racketeering enterprise not involved in these activities may be authorized only by the Chief of Police upon his determination that such investigation is warranted by exceptional circumstances.
- b. An investigation that has been terminated may be reopened upon a showing of the same standard and pursuant to the same procedures as required for initiation of an investigation.

IV. Investigative Techniques

- A. When conducting investigations under these guidelines, the Narcotics Unit may use any lawful investigative technique. Before employing a technique, the Narcotics Unit should consider whether the information could be obtained in a timely and effective way by less intrusive means. Some of the factors to be considered in judging intrusiveness are adverse consequences to an individual's privacy interests and avoidable damage to his reputation. Whether a highly intrusive technique should be used depends on the seriousness of the crime and the strength of the information indicating the existence of the crime. It is recognized that choice of technique is a matter of judgment.
- B. All requirements for use of a technique set by statute, Department regulations and policies, and Unit S.O.P.'s must be complied with. The investigative techniques listed below are subject to the noted restrictions:
 - 1. Informants and confidential sources must be used in compliance with established guidelines on the use of informants and confidential sources.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

2. Undercover operations must be conducted in compliance with Departmental Orders and Unit S.O.P.'s.
3. Undisclosed participation in the activities of an organization by an undercover employee or cooperating private individual in a manner that may influence the exercise of rights protected by the First Amendment must be approved by the Unit Commander.
4. Nonconsensual electronic surveillance must be conducted pursuant to the warrant procedures and requirements of Title 18 U.S.C. 2510-2521 and/or State of Florida statutory requirements governing same.
5. Pen registers and trap and trace devices must be installed and used pursuant to the procedures and requirements of Title 18 U.S.C. 3121-3127, and/or State of Florida statutory requirements governing same.
6. Access to stored wire and electronic communications and transactional records must be obtained pursuant to the procedures and requirements of Title 18 U.S.C. 2701-2710; and/or State of Florida statutory requirements governing same.
7. Consensual electronic monitoring is authorized pursuant to Section Policy. For consensual monitoring of conversations other than telephone conversations, advance authorization must be obtained in accordance with established guidelines. This applies both to devices carried by the cooperating participant and to devices installed on premises under the control of the participant.
8. Searches and seizures must be conducted under the authority of a valid warrant unless the search or seizure comes within a judicially recognized exception to the warrant requirement.
9. Whenever an individual is known to be represented by counsel in a particular matter, the Narcotics Unit shall follow applicable law.

V. Dissemination of Information

The Narcotics Unit may disseminate information during investigations conducted pursuant to these guidelines to another criminal justice agency when such information:

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

- A. Falls within the investigative or protective jurisdiction or litigative responsibility of the agency.
- B. May assist in preventing a crime or the use of violence or any other conduct dangerous to human life.
- C. Is required to be disseminated by statute, interagency agreement, or as directed by the Chief of Police or Section and Unit Commanders.

City of Miami



DANIEL L. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.** 1
- SUBJECT:** Daily Worksheets
- PURPOSE:** To establish a procedure by which investigators and supervisors can account for activities and time during the workday.
- SCOPE:** Investigators and supervisors assigned to the Narcotics Unit will complete and keep daily worksheets subject to periodic inspection by the Unit Commander.
- I. All unit investigative personnel will complete daily worksheets.
 - II. Daily Worksheets.
 - A. Administrative Portion
 - 1. Day of the week and date: Enter when the tour of duty started and ended.
 - 2. On/Off at: List duty hours in military time.
 - 3. Vehicle number and Radio Call Number: Self-explanatory.

[Handwritten Signature]

Lt. Ofren Vera
Commander
Narcotics Unit

12/7/2017

Effective Date



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

4. Payroll Overtime: List the amount of overtime here. Also note the reason for the overtime and the authorizing supervisor.
5. Report damage prior to driving a vehicle with previously unreported damage to a supervisor.
6. The location or address of the detail or assignment will be noted in the Daily Worksheets.
7. Synopsis of Activity: List case or file number and victim or file name (use the most appropriate descriptor if there is no case or file number) for each entry. Describe the pertinent activity or information related to the entry, including any arrests or reports that were made approved by a supervisor.
8. The time spent during the tour of duty covered by Daily Worksheets (including court, training).
9. Cases Opened and Closed: List the number of new cases opened and the number of pending cases closed.

City of Miami




DANIEL F. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.** 2
- SUBJECT:** Investigative Reporting Procedures
- PURPOSE:** To establish a set of procedures and guidelines to be followed when reporting investigative activity and/or facts learned during an investigation.
- SCOPE:** In order to standardize reports of investigative activity, members of the Narcotics Unit will follow the guidelines listed below when preparing reports.
- I. Reports:
 - A. Subject: The name or title of the investigation.
 - B. File Number: S.I.S. file number, assigned only by a supervisor or Unit Commander.
 - C. Report Number: To be assigned in most cases by the entry typist. A supervisor may assign the first report number of an assigned case.
 - D. Date of Report: Self-explanatory.



 Lt. Ofren Vera
 Commander
 Narcotics Unit

12/7/2017

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

- E. Source: CI number or the initials CS, indicating a Confidential Source, with the name and information pertaining to the identity of the CS listed below with special reference.

i.e., CS: DOE, John W/M DOB: 010160 LKA: 1234
N.W. 23 PL.
TEL: (305) 324-8811

- F. Writer: The name and the IBM of the person preparing the report.
Example: i.e., Smith/1234

- G. Other Investigators: List in narrative portion when more than one partner in same vehicle. This will be listed preceding the "Synopsis" and will indicate the vehicle, the investigator(s) name, IBM and Unit number. The driver of the vehicle will always be listed first.

- H. Synopsis/Narrative: The specific facts surrounding the investigative activity, and/or intelligence information. A brief synopsis of the information (only when the narrative is longer than one half of a typewritten page).

- I. Details: The specific details of the investigative report listing who, what, when, where, how, why and what for (as applicable). Items should appear in the narrative in the following order:

1. Date and time of incident.
2. Location of incident.
3. Narrative (when the report pertains to a surveillance, list the time of observation (military), followed by the applicable observation.

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

4. Specifics - specific description of person(s) and vehicle(s) observed during surveillance.
 - a. Persons - time observed, name, race, sex, age, height, weight, color of hair/eyes, clothing, criminal history, etc.
 - b. Vehicles - time observed, description, tag/VIN (when applicable), registration information and criminal history on registered owner.
 - c. Locations - descriptive information on locations observed; if target location, then include FP&L, Southern Bell, Bressers, and any other information available.

NOTE: When the above information has appeared in a previous report, so note and omit the data from the report being written.

5. A statement as to the status of the investigation; e.g., Investigation Continues or Case Closed Pending Further Information, etc.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

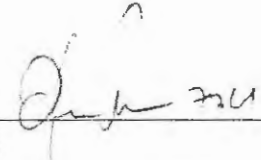
S.O.P. 3

SUBJECT: Activity Reports

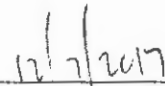
PURPOSE: To establish a procedure by which each Detail Supervisor can regularly report his/her Detail's activities to the Unit Commander and a procedure by which the Unit Commander can report his/her Unit's activities to the Section Commander.

SCOPE: Activity reports are necessary so that all members of the chain of command are kept continuously abreast of the operation of subordinate elements. The procedures which follow have been developed to facilitate the accomplishment of this task. These procedures are not intended to replace the day to day communication which must exist between subordinates and supervisors at all levels of the chain of command.

- I. Weekly Activity Report - all supervisors of the Narcotics Unit shall complete a report, on a weekly basis, which will contain the following information:
 - A. A brief statement of the investigators' activities for the assigned investigation.



 Lt. Ofren Vera
 Commander
 Narcotics Unit



 Effective Date



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

II. Monthly Activity Reports:

- A. All Supervisors of the Narcotics Unit shall complete a monthly activity report.
- B. The monthly report shall contain a description of all seized narcotics, weights and values, arrests, and other activities, with specific reference to S.I.S. case numbers and Departmental case numbers (if applicable). This will create a database for statistical information requested by various segments of the community.
- C. The reporting period shall be the previous calendar month. This report shall be due no later than the 10th day of the month following the end of the reporting period.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

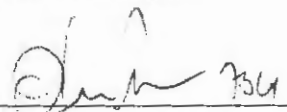
S.O.P. 4

SUBJECT: Handling of Investigations and Arrests.

PURPOSE: To outline the Narcotics Unit's responsibility in handling investigations and arrests.

SCOPE: When suspects are arrested by unit members for criminal violations, the Narcotics Unit is responsible for certain line and staff functions. The Unit is also responsible for the investigation of conditions throughout the City in this area of responsibility.

- I. Unit member arrests and assignments.
 - A. In most cases, arrests by Unit members will be on-view arrests. Proper guidance and direction will be given to the Unit members by the Detail sergeants. The arresting officer will conduct his/her own field tests and maintain proper evidentiary chain of custody. The officer will submit the evidence to the Miami-Dade Crime Laboratory, and file his case with the State Attorney's Officer. The officer will include the above information in the Unit case file in the form of a report.



 Lt. Ofren Vera
 Commander
 Narcotics Unit

11/20/2017

 Effective Date



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

- B. Assignments to investigate criminal violations will be given to Unit members by the Detail Sergeants, who will enter the assignment in the Narcotics Unit Log Book. The investigator will develop all assignments to the best of his/her ability. The Detail Sergeants will review investigative results for completeness and thoroughness. The clearing of complaints and reports will be responsibility of the detail sergeants.
 - C. Investigators will not initiate any “joint investigations” without first obtaining the Unit Commander’s approval. When necessary, the Unit Commander will meet with representatives of other agencies or entities having a mutual interest in the investigation. The Unit Commander, or his designee, will make a recommendation to the Section Commander, who will make the final decision.
- II. Non-Unit Arrests and information Reports
- A. In most cases, arrests by non-Unit members for violations will be on view. Assistance and advice will be provided when requested or deemed appropriate.
 - B. The submission of information reports by non-Unit members concerning violations will be given serious consideration by the Detail Sergeant. They will be recorded and appropriate action shall be taken.
 - C. A copy of all field reports relating to violations will be directed to the Unit by the duplicating center. These reports will be reviewed by the appropriate Detail Supervisor and filed.
- III. Narcotics Unit Administrative Duties

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STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

IV. Filing System - Unit Files

- A. The Unit supervisors will ensure that the Narcotics Unit Log is maintained and file numbers assigned. They will be recorded in the Narcotics Unit Log Book.

V. Narcotics Unit investigations - procedures, reports and responsibilities.

In order to maintain control of the assignment and investigation of cases, the following procedures will be adhered to by Unit members.

- A. Narcotics Unit Log is currently maintained on the Unit computer server and combines all narcotics/seizure data pertaining to active/closed investigations.
 - 1. All current investigations will be assigned a Narcotics Unit file number (buy and bust cases included) and will be logged in the appropriate Log Book maintained by the Narcotics Unit supervisors.
 - 2. Investigators initiating or assigned an investigation will request a file number from their supervisor who shall be responsible for logging the required information into the appropriate Narcotics Unit log book.
 - 3. When an investigation is closed due to arrest or lack of sufficient information to proceed, a Narcotics Unit supervisor will review the file and ensure that all reports have been received. Cases closed due to lack of information will require a case closure report from the investigator explaining the reason(s) for not proceeding with the case.
 - 4. Detail supervisors will be responsible for reviewing all open investigations every thirty (30) days to determine whether the investigations will continue or be closed.

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

- B. Expense and Investigation Report (E&I Report) RF No. 85 (Rev. 3.79).

The E&I Report will be used to:

1. Record the expenditure of City Funds by an officer, incurred during the investigation.
2. Record the expenditure of City Funds paid to a confidential informant for services or information.
 - a. All E&I Reports will be completely and correctly prepared. Once completed, the investigator will forward the report, through channels, to the Section Commander.
 - b. Each E&I Report will be completed and signed by the individual investigator making the expenditure.
 - c. The narrative portion of the E&I Report will reflect the reason(s) for the expense and circumstances under which the expenditure was made, with the total expenditure listed in the amount section of the report.
 - d. The completed interoffice memorandum RF. 101 (Rev. 6/76) will accompany each E&I Report.
 - e. E&I Reports dealing with the expenditure of City Funds to, or expenses incurred with confidential informants will be headed with S.I.S. file number and cross referenced with the registration number of the confidential informant. A copy of the E&I Report will be placed in the file of the confidential informant.

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

- C. City of Miami Property Receipt
 - 1. When placing evidence into the Property Unit, the S.I.S. file number will be placed on the Property Receipt after File Number.
 - 2. The investigating officer will attach a copy of the receipt to the E&I Report or will include the Property Receipt number in the E&I narrative.

- D. Any deviation from the indicated use of Imprest Funds will require an inter-office memo to the Section Commander, outlining why the deviation is necessary and the accomplishments the indicated deviation will bring about.

- E. Miami-Dade Police Department Property Receipt
 - 1. When submitting evidence to the Crime Lab for analysis, the investigator will note the MPD Property unit Receipt Number, and the S.I.S. file number in the description section of the MDPD form.
 - 2. The officer's copy of the MDPD Property Receipt is to be returned to the MPD Property Unit.

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

F. Miami-Dade Police Department Laboratory Analysis Report.

1. When the analysis report is received from the laboratory, the investigator will file the report in the property S.I.S. working file folder.

NOTE: The S.I.S. file number will be found after "Other Agency Case #" in the heading of the laboratory report.

G. Search Warrant Return

1. The Investigator serving the search warrant is responsible for returning it to the Criminal Court Clerk's Office within ten (10) days, and documenting the return through a report to the case file.

H. Filing of Cases

1. Direct buy
 - a. The investigator making the direct buy must file his own case.
2. Direct buy - Search Warrant served.
 - a. The investigator making the direct buy will file sale and possession charges on his buys.
 - b. The investigator executing the Search Warrant, if evidence is found, will file the additional possession charges.
3. Controlled Buy - Search Warrant served.
 - a. The investigator executing the Search Warrant will file the case.

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STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

4. Search warrant - Evidence found on arrest made.
 - a. The investigator executing the Search Warrant will file the case, if applicable, against the person in control of the premises, such as the owner of a house or the tenant of an apartment.

I. Arrest Brief Log (Unit arrest)

1. Upon receiving a copy of the arrest report the investigator will note in the log the date of arrest, name, date of birth, (D.O.B.), last known address (L.K.A.), City case number, arresting officer, and charges filed. The investigator will be responsible for documenting (name, DOB, LKA, date of arrest, charges, case number, arresting officer) all arrests by Unit members.

J. Investigative Reports

1. The investigative report replaces the Field General Report and is used to narrate the circumstances surrounding an investigation or information having to do with accomplishing the overall goals of the Narcotics Unit.
 - a. The report will be headed with the topic to be covered within the narrative portion of the investigative report.
 - b. The file number of the investigative report shall reflect the S.I.S. file number to which the report is to be filed.

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

- c. The narrative portion of the report will reflect detailed information surrounding the subject under investigation.
The narrative shall be written in the third person using the legal names of persons being investigated.
Facts should be listed in chronological order indicating approximate time of each incident.
 - d. All reports will be forwarded to a detail supervisor for approval and the report will be forwarded in accordance with unit procedures.
2. The investigative report is composed of four major parts.
- a. Synopsis:
 - i. Specific activity that will be described in detail within the narrative/details portion of the report.
 - b. Narrative/Details:
 - i. Date of occurrence.
 - ii. Time of occurrence.
 - iii. Describe any plans made before the activity.
 - iv. Note the names of the surveillance officers.
 - v. Who made purchase, written in the third person.
 - vi. Defendant's name.
 - vii. Location - street, house number, city vehicle, covering officers.

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

- viii. Describe how you approached the defendant for the purchase.
- ix. Conversations with the defendant.
- x. Details of the actual transaction.
- xi. What you did immediately after the purchase, such as meeting with surveillance agents, returning to the office.
- xii. Result of the field test, if applicable.
- xiii. Exhibit number.
- xiv. If a narcotic, give weight and type. If an illegal weapon or other contraband, describe.
- xv. Cost of purchase, City or Federal funds.

c. Physical Description

- i. Name and D.O.B. of defendant.
- ii. Physical description.
- iii. Clothing description.
- iv. Vehicle used by defendant.
- v. Residence of defendant.
- vi. Any identification numbers if known, such as B.C.I., S.S., F.B.I., etc.
- vii. Records check information, past arrests.
- viii. If a picture is available, obtain one as soon as possible.

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

- d. Description and Custody of Evidence
 - i. Exhibit number.
 - ii. Weight of narcotics.
 - iii. Type of narcotics or contraband.
 - iv. Description of exhibit - example, stamp bag, tinfoil bag.
 - v. Note who initialed, weighed and sealed the evidence and on what date.
 - vi. Details of the chain of evidence and date it was taken to the Property Unit.
 - vii. Property receipt number.

The above are basic essentials of a good report, but they are not meant to be all-inclusive. The investigator will include additional details which are meaningful to him and the case.

K. Case Summary

- 1. Upon the completion of a case, the investigating officer will complete a summary report containing:
 - a. Department Case Number: All information will be filed and recorded by the S.I.S. case number, with reference to the Departmental case number.
 - b. Date: This should be the date when the case number was taken by the investigating officer.

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

- c. Violation: This should indicate the specific area within narcotics, money laundering, etc.
 - d. Name: The name of the subjects will be recorded.
 - e. Location: The location of the arrest or the place where the violation was observed should be inserted on the first line. The name of the main subject of the investigation will be inserted on the second line after investigation is complete.
 - f. Investigator: The name of arresting or investigating officer should be inserted.
 - g. Total Arrests: This refers to the total number of arrests made in the case. This number should be logged only after the case has been completely cleared.
 - h. Filed: This should be the date that the investigating officer filed with the State Attorney's Office.
 - i. Disposition:

Pending,	(P)
Unfounded;	(U)
Exceptionally	(EC)
Cleared;	
Cleared Arrests.	(CA)
 - j. Court Disposition:
(G) Guilty; (NG) Not Guilty.
2. Report stating date, time of trial, defendant, judge presiding, and disposition of case.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Take Home Rental Vehicles

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

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

- I. General Responsibilities
 - A. The Unit Commander shall have the authority to assign or deny any member of the use of a take home rental vehicle.
 - B. Vehicles may be driven to and from work and may be used for off-duty court appearances or special details approved by the Unit Commander.
 - C. Vehicles may only be driven by a member of the Special Investigations Section unless emergency circumstances exist which require someone else to operate the vehicle.

Lt. Ofren Vera
Commander
Narcotics Unit

Effective Date



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

- D. Investigators assigned vehicles will restrict their use to the South Florida counties of Dade and Broward. Special permission must be obtained from the Unit Commander or his designee to expand this directive.
- E. Investigators will operate their assigned vehicles in a responsible manner obeying all traffic laws. Investigators will not operate their vehicles while under the influence of alcoholic beverages or drugs.
- F. Investigators will be responsible for all tickets issued during the performance of their official duties.
- G. Parking tickets will be dealt with immediately through the established clearing procedures.
- H. Any investigator who will be off-duty for a period of two weeks or more shall notify his/her supervisor and/or commanding officer, who will make the determination regarding the vehicle's status.
- I. If an investigator is involved in an accident, the investigator will notify a Unit Supervisor, who will notify the Unit Commander. Each investigator will follow the procedures outlined in the Departmental Orders for motor vehicle accidents.
- J. If a vehicle is involved in an accident outside Dade County, the Florida Accident Report shall be completed by the police department having jurisdiction. The investigator shall notify the Unit Commander and his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents and shall notify the Unit Commander and/or his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents.

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

II. Use and Maintenance

- A. Investigators assigned a rental vehicle **shall not** utilize the vehicle for making routine traffic stops or high-speed pursuits.
- B. Each investigator has a blue light which will be carried while operating his/her undercover rental vehicle.
- C. Use of rental vehicles during takedowns involving other vehicles will be utilized at the discretion of the Unit Supervisors and/or Unit Commander.
- D. It will be the responsibility of the investigator to maintain his vehicle, keeping it clean, and insuring routine maintenance is performed.
- E. Investigators shall be responsible to see that all routine maintenance and general check-ups are done by notifying the rental company of the necessary maintenance or repairs.
- F. All assigned vehicles shall undergo preventative maintenance and a general check-up every 3,000 miles as per rental company procedures. It shall be the responsibility of the investigator to notify the rental company that a 3,000-mile inspection is required and to obtain a schedule for delivering the vehicle to the rental company.
- G. Unit supervisors shall be responsible for inspecting the vehicles of investigators under his/her command.
- H. Investigators shall at all times operate their vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.

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

III. Purpose of Vehicle Program

- A. To ensure a quick and dependable response by investigators in the event of a call-out for duty.
- B. To provide investigators with an assigned vehicle in which to carry police related equipment.
- C. To ensure maximum effectiveness during surveillances.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

S.O.P.

6

SUBJECT:

Cellular Telephones

PURPOSE:

To establish directives to be adhered to by all personnel assigned a cellular telephone.

SCOPE:

In order to ensure that cellular telephones are being utilized properly and efficiently, it will be necessary that the following directives be followed:

- I. General Responsibilities
 - A. Cellular telephones are a privilege, not a right, issued and/or recalled at the discretion of the Unit Commander.
 - B. Cellular telephones will be utilized only when necessary. Radios are still the primary method of communication.
 - C. Cellular telephones will be maintained during all undercover operations and surveillances. Unless circumstances dictate otherwise, e.g., surveillance team.

Lt. Ofren Vera
Commander
Narcotics Unit

Effective Date



MIAMI POLICE DEPARTMENT



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STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

- D. Cellular telephones are to be kept on the "ON" mode during the normal daily routines, unless directed to the contrary by a supervisor or Unit Commander.
- E. Cellular telephone numbers will only be given out for job related reasons and otherwise kept confidential.
- F. Personal calls are to be kept to a minimum, noting, however, that extensive/lengthy surveillance hours often cause situations when personal use of those phones are practical and necessary.
- G. Use of the cellular telephones can be revoked by the Unit Commander if found and determined that the telephone is being utilized for other matters or reasons not specified in this directive.

City of Miami



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City Manager

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STANDARD OPERATING PROCEDURES

S.O.P.

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MIAMI POLICE DEPARTMENT POLICE OFFICER DANIEL J. ALFONSO



City of Miami



DANIEL J. ALFONSO
City Manager

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STANDARD OPERATING PROCEDURES

S.O.P.

8



COMMUNITY DEPARTMENT POLICE

MIAMI POLICE



City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: Orientation of New Members

PURPOSE: To facilitate the orientation of new members assigned to the Narcotics Unit.

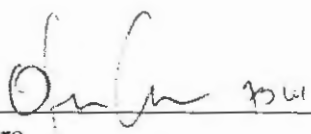
SCOPE: In order to eliminate the possibility of a new member not being exposed to all facets of unit procedures, it will be necessary that each of the following tasks listed below be checked off individually.

I. The following procedure will be adhered to.

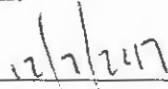
A. NAME _____ IBM _____ DETAIL _____

The new member is to be provided:

1. An opportunity to become familiar with the Section and Unit S.O.P.'s.
2. Instruction on the operation of all the Unit's equipment (electronic, photographic, etc.)



Lt. Ofren Vera
Commander
Narcotics Unit



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

3. Exposure to the confidential informant files, its security and maintenance.
4. Instruction on the use of rental vehicles.
5. Instruction on the preparation of search warrants, affidavits, court applications, etc.
6. Instruction on Unit's filing system.
7. Instruction on Expenditure Control, including proper maintenance of expense accounts.
8. Instruction on building security.
9. Instruction on security of members' paperwork (face down).
10. Information on Unit's policy regarding overtime.
11. Instruction on case preparation and arrest procedure.
12. Information on days off and working hours.
13. Instruction on the proper reporting procedure (both written and verbal).
14. Techniques used in developing confidential informants.
15. Moving and stationary surveillance techniques.
16. Techniques used in buy situations.
17. Techniques used in answering phones - cool and otherwise.

City of Miami



DANIEL J. ALFONSO
City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: Covert Undercover Bank Account

PURPOSE: To establish a procedure by which the Narcotics Unit's covert undercover bank account will be utilized by members of the Special Investigations Section.

SCOPE: The covert undercover bank account has been established and will serve as an investigative tool for undercover investigations requiring a method in which to receive funds via check, money

- I. Criteria for deposited funds:
 - A. Deposited funds are case specific.
 - B. The Lead Case Investigator is responsible for notifying his/her immediate supervisor of an impending transaction.

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Narcotics Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 10

(Continuation)

- C. The Lead Case Investigator is also responsible for generating a report to document the amount of funds deposited and circumstances surrounding the deposited funds.
- D. The Business Management Section and the Special Investigations Section Commander will be notified of every deposit.
- E. Withdrawals will only be made under the direction of the Business Management Section and the Special Investigations Section Commander once the funds have been legally seized.
- F. The Unit Commander or his designee will make the actual withdrawal.
- G. The Unit Commander or his designee will be accompanied by Detail members to ensure the integrity of the transfer of funds to the Miami Police Federal Credit Union.
- H. Deposited funds will be case specific and there will be no commingling of funds. Any other investigation requiring the use of the covert bank account will have to open a separate account.
- I. For purposes of confidentiality and case integrity, the current account will be referred to as Account #1; any other undercover accounts thereafter will be referred to in sequential numerical order (Account #1, Account #2, Account #3, etc.)
- J. A monthly report stating all account activity, transactions, withdrawals, deposits, etc., will be forwarded to the Special Investigations Section Commander.

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

- K. All covert undercover bank accounts will be audited on a quarterly basis by the Business Management Section and forwarded through channels to the Division Chief.

City of Miami



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City Manager

NARCOTICS UNIT

STANDARD OPERATING PROCEDURES

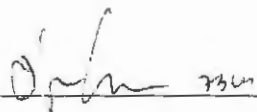
S.O.P. 11

SUBJECT: Training

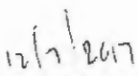
PURPOSE: To establish a procedure by which newly assigned members to the Narcotics Unit are provided standardized training to promote career development, investigative skills and techniques to properly investigate a major narcotics investigation.

SCOPE: The training program has been established to ensure that newly assigned members are afforded the opportunity to enhance their knowledge to more effectively perform their duties while assigned to the Narcotics Unit.

- A. Upon assignment to the S.I.S Narcotics Unit, personnel receive the following training from their immediate supervisor:
 - 1. A copy of the Narcotics Unit SOP's.
 - 2. Detailed briefing of the detective's duties and responsibilities.
- B. Newly assigned detectives will be paired with a senior detective on the squad, who will act as a mentor for the new detective. The senior detective will instruct and apply unit procedures with the new detective.



 Lt. Ofren Vera
 Commander
 Narcotics Unit



 Effective Date



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

- C. Initial training will generally be conducted upon availability of various courses which may include:
 - 1. Interview & Interrogations.
 - 2. Case Preparation & Courtroom Presentation.
 - 3. Undercover Operations Course.

- D. Supplemental training will be afforded periodically as available at:
 - 1. Region XIV Courses
 - 2. Florida Department of Law Enforcement
 - 3. Drug Enforcement Administration
 - 4. Institute of Police Technology & Management (IPTM)
 - 5. Public Agency Training Council (PATC)