

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

COUNTER DETAIL

# City of Miami



EMILIO E. GONZALEZ, Ph.D.  
City Manager

## PROPERTY/EVIDENCE UNIT: COUNTER DETAIL STANDARD OPERATING PROCEDURES: S.O.P. # 10

### INDEX

<u>Subject</u>	<u>Tab</u>
MPD Badge, Cover Sheet	A
Index	INDEX
Organizational Chart	B
Mission, Goals, and Objectives	C
Duty Hours and Dress	D
Duties and Responsibilities of Members	E
Receiving Evidence/Property	1
Packaging and Marking Evidence/Property	2
Handling and Packaging Blood Evidence	3
Open Containers	4
Receiving U.S./Foreign Currency as Evidence/Property	5
Receiving Money as Evidence/Property Over \$1000.00	6



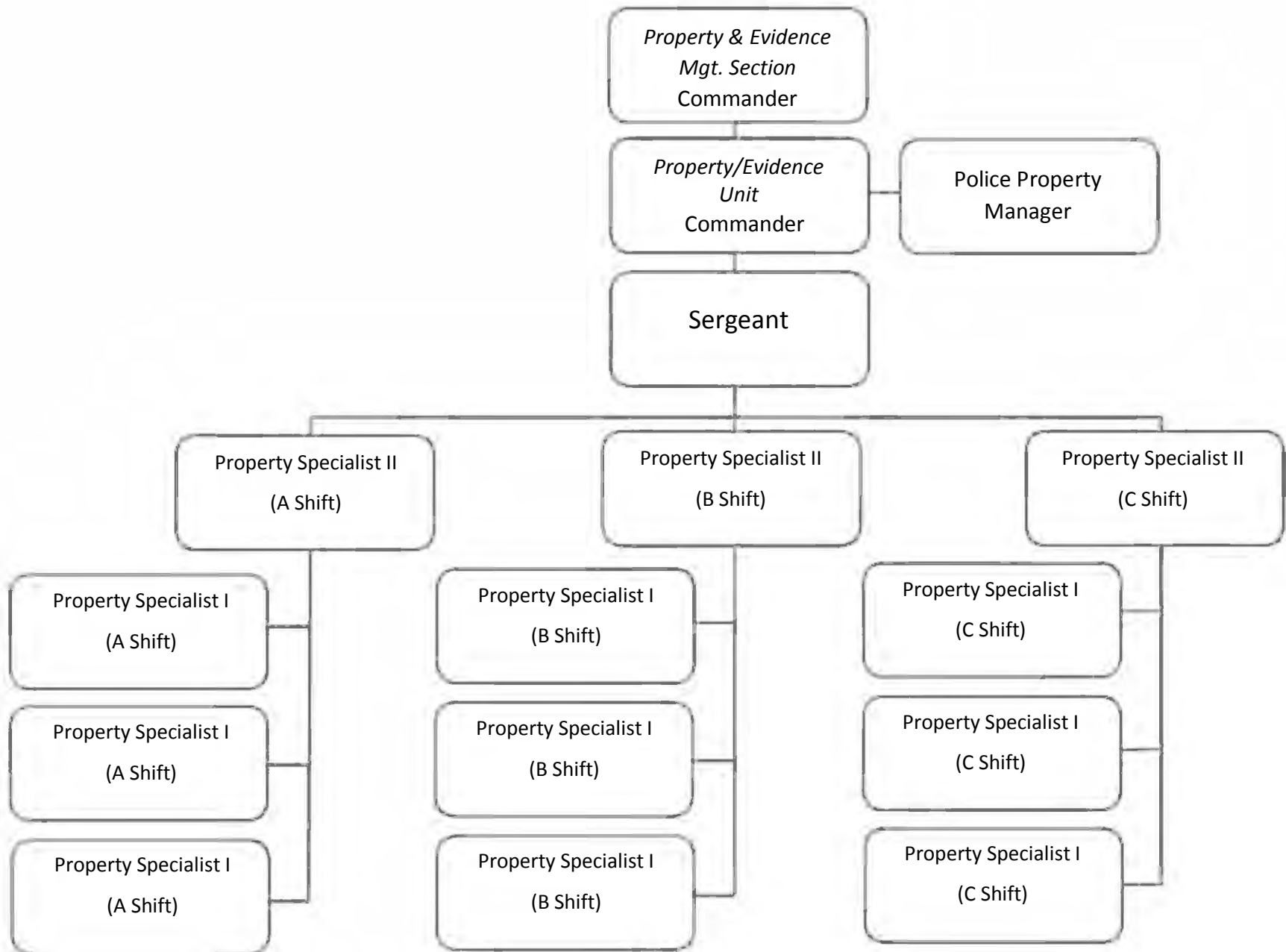
Forfeiture Fund Detail Notification for Money Over \$1,000.00	7
Releasing Money	8
Releasing Evidence and Property	9
Receiving Impounded Vehicles	10
Notice of Election by MPD to Retain, Donate, Surrender to Finder, Sell, Trade, Found Property by Published Advertisement	11
Releasing Impounded Vehicles	12
Receiving Impounded Boats	13
Processing Impounded Boats	14
Issuing Loaner Equipment	15
Reimbursement for Property no Longer Held in the Property Unit	16
Releasing Evidence for Court/Viewing	17
Releasing Evidence for Lab Analysis	18
Releasing Firearms for NIBIN Processing and Receiving Firearms Upon Completion of NIBIN Processing	18(A)
Receiving Evidence from Court/Viewing	19
Releasing Evidence No Longer Needed Held	20
Forfeiture Award Memoranda and Court Orders	21
Handling "Contraband Forfeitures Act"	22
Releasing Personal Property	23
Court Orders for the Return of Property	24
Notification and Return of Found Property	25
Securing Vaulted Items After Hours	26
Computer Down Time	27
Handling Cash Register Funds	28
Cash Register Operation Procedures	29
Handling Summons, Citations, and Other Serialized Items Issued to Officers	30

Securing Firearms of Respondents Who Are the Subject of an Injunction for Being a Principal in a Domestic Violence Case	31
Handling Police Equipment	32
Review of Evidence Folders for Disposition	33
Security	34
Accepting Outside Deliveries after Hours	35
Releasing Evidence for Canine Training	36
Lost Personal Property (Station)	37
Collection and Processing of Administrative Fee from Individuals Turning In and Claiming Lost/ Found Property	38
Reimbursement for Property No Longer Held	39
Field Force Equipment	40
Radio Inventory	41
Processing Court Dispositions	42
Standardized On-Call Procedures	43
Bulky Storage After Hours Access	44

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



**COUNTER DETAIL**



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: COUNTER DETAIL

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

##### MISSION

The mission of the Counter Detail is to receive and distribute property and evidence in accordance with City of Miami policy and state statute.

##### GOAL

To ensure all property and evidence is received and distributed in a professional and secure manner.

##### OBJECTIVES

- I. Receive evidence from sworn and civilian personnel in a safe and speedy manner.
- II. Distribute evidence for court presentation to both sworn and civilian personnel.
- III. Return personnel property to their owners upon arrival to the station.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: COUNTER DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

##### DUTY HOURS

The Counter Detail has 3 shifts, with each Property Specialist having predetermined days off to ensure adequate coverage. The Counter Detail operates 24 hours a day, seven days a week. Property Specialists may be called at any time to fill in when there is a shortage on any of the shifts.

##### Counter Detail Shifts

Shift	A Shift	B Shift	C Shift
Hours	0615 - 1415	1415 - 2215	2215 - 0615

##### DRESS OF PERSONNEL

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

All uniforms must be worn as indicated in the Departmental Orders. The Property and Evidence Unit personnel dress requirements must be adhered to unless otherwise directed by the Unit Commander.

*H. S. Condes*

Commander  
Property & Evidence Unit

Effective Date 7/28/17





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT: COUNTER DETAIL

### STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

The Counter Detail consists of the following classifications:

- Property Specialist II
- Property Specialist I

#### I. Property Specialist II

The Property Specialist II assigned to the Counter Detail works closely with and supervises the Property Specialist I's in the detail. The PSII reports to the Counter Detail Sergeant. The duties of the Property Specialist II in the Counter Detail are as follows:

- A. Supervises Property Specialist I personnel.
- B. Provides training and guidance to Property Specialist I's.
- C. Physically assists the Property Specialist I's whenever necessary.

(Continued)

Commander  
Property/Evidence Unit

Effective Date 8/10/18



2

Property and Evidence Unit Counter Detail: Duties and Responsibilities of Members  
(Continued)

- A. Oversees all counter-related functions.
- B. Completes employee evaluations.
- C. Conducts orientation training for new PAC & POST recruits about Property Unit functions and demonstrates how to intake Property.
- D. Completes research assignments given by the Sergeant.
- E. Submits Work Order requests regarding computer repairs for both counter and officer drop off counter.
- F. Contacts computer support regarding surveillance camera maintenance in the Property and Evidence Unit.
- G. Contacts Motor Pool for service of Property and Evidence Unit vehicles.
- H. Reviews and signs off on Manifest Folders.
- I. Sends emails to officers and State Attorney concerning Property Receipts for court.
- J. Send email to officers concerning Property Receipts for correction and repackaging.
- K. Inventories supplies.
- L. Orders supplies needed for Counter Detail.
- M. Calls for service of equipment and office supplies.
- N. Calls CIS for record checks of individuals who are receiving firearms and motor vehicle tags.
- O. Assists Officers with entering of property and packaging of evidence.
- P. Functions as a PSI when short-staffed.
- Q. Reviews and files daily receipts. (folders)
- R. Issues New Taser Cartridges.
- S. Inventories the safe each day.
- T. Distributes needed supplies such as arrest forms, flex cuffs, radio batteries, spare protective gear, etc.
- U. Mails personal property to families of victims who are deceased.
- V. Mails recovered found and stolen property back to owner.
- W. Inputs new employees into FileOnQ system.

II. Property Specialist I

Property and Evidence Unit Counter Detail: Duties and Responsibilities of Members  
(Continued)

The Property Specialist I in the Counter Detail reports to and works closely with the Property Specialist II in the Counter Detail. Property Specialist's in the Counter Detail are given specific assignments and duties. The duties of the Property Specialist I's in the Counter Detail are as follows:

- A. Assists Police Officers with personal property and evidence intake.
- B. Senior Property Specialist I serves as acting supervisor in shift Property Specialist II's absence.
- C. Senior Property Specialist I assists the supervisor with new recruits orientation training.
- D. Responsible for complete and accurate entry of all computer data.
- E. Responsible for receiving, processing, storing and releasing firearms.
- F. Stamps folders and envelopes for evidence and personal property storage.
- G. Stocks supplies such as A-forms, flares, evidence tape, etc.
- H. Issues supplies such as arm bands, flex cuffs, ticket books etc.
- I. Answers incoming phone calls (Appointment Setter).
- J. Inventories supplies.
- K. Counts cash register drawer.
- L. Releases evidence to other municipalities with proper authorization and documentation (Ex: FBI, Homeland Security, ATF, DEA, Department of Justice, State Attorney's office, and other Police Departments).
- M. Receives Court Orders from individuals on release of property impounded by officer or detective.
- N. Takes court orders to Legal Department for approval.
- O. Places calls to individuals informing them of court order approval. (Appointment Setter)
- P. Schedules appointments for retrieval of impounded property. (Appointment Setter)
- Q. Escorts individuals retrieving property (from Station Lobby to Property and Evidence Unit and back to Lobby after property is retrieved).
- R. Receives, stores, and releases personal property.
- S. Receives and stores impounded vehicles.
- T. Retrieves and corrects incoming property receipts.
- U. Signs out loaner Taser cords.

4

Property and Evidence Unit Counter Detail: Duties and Responsibilities of Members  
(Continued)

- V. Issues new Taser cartridges.
- W. Cleans workstations and restocks.
- X. Types "Return to Owner" letters and prepares them to be mailed.
- Y. Returns evidence from viewing, court and lab.
- Z. Keeps storage room clean and stocked.
- AA. Monitors security camera screens.
- BB. Assists detectives by researching case numbers, receipts, etc.
- CC. Takes all homeless property and bicycles to the Auto Pound.
- DD. Researches Disposition numbers and runs CJIS. (Disposition Team)
- EE. Logs summons, parking citation, and Watch Over Miami.
- FF. Issues Honor Guard Rifles.



2

## Property &amp; Evidence Unit S O P. # 10 Receiving Evidence/ Property (Continued)

## G. Fill Out Screen

1. Enter Case Number
2. Evidence Type (charge)
3. Officer IBM Number
4. People (Add) Defendant or Owner
5. Item (F6) fill out information
6. Circumstances (F7)
7. Print Receipt(s)
8. Print Label(s)
9. Log Receipt

## E. Enter "R" to print Property Receipt.

1. Property Receipt is to be Date/Time-Stamped.
2. Property Receipt is to be signed by the following:
  - a. Receiving Property Specialist
  - b. Member submitting impounded property.

## F. Credit Cards.

When taking in multiple credit cards, they are to be listed by company name. They are not to be entered as miscellaneous credit cards.

## G. Passports (other than U.S.)

When passports are turned in to the Property and Evidence Management Section as found/personal property, the Property Specialist will:

1. Mail them to the appropriate consulate.
2. Note on the Property Receipt that the passport was mailed and include the date sent.
3. Place a case card in the mailed passport that includes the case number and Property and Evidence Management Section telephone number.

## H. Officer will sign Property Receipt (after verifying accuracy).

## Property &amp; Evidence Unit S.O.P. # 10 Receiving Evidence/ Property (Continued)

- I. For non-evidentiary (found) narcotics, the officer will be instructed to sign his name and date on the Property Receipt, which will immediately be transferred to the Vault.
  - J. Firearms and Ammunition
    1. For firearms, the following information is to be recorded on the Property Receipt.
      - a. Enter quantity – 1 (each firearm is to be itemized)
      - b. Status (TD, SPO, HOLD, RTC)
      - c. Press (F11) enter make and model of gun
      - d. Location NV – 4121 (vault)
      - e. Serial Number
      - f. Description - Each firearm is to be individually described caliber, barrel length, #of shots, Revolver/Pistol, Shotgun, Rifle, Color-Blue (Blue/Black), COM (Chrome, Stainless)
    2. An N.C.I.C. check will be run by the impounding officer to determine if the firearm is stolen. The N.C.I.C. check will be submitted by the impounding officer, placed in the Property and Evidence Unit file, and electronically noted in the evidence management system (WinACE).
  - K. Receiving a motor vehicle license plate from a recovery agent pursuant to section 324.201(5) of Florida Statutes.
    1. When a license plate is seized by a recovery agent, enter the offense code "51" in the area of the Property Receipt screen entitled "Offense."
    2. Give the recovery agent the **blue** copy of the Property Receipt. The officer will receive the **yellow** Property Receipt copy.
    3. When a license plate is seized by a Miami Police Officer, enter the offense code "51" in the area of the Property Receipt screen entitled "Offense."
    4. Prepare a manifest for confiscation to document the Property Receipt number.
    5. A Property Specialist II will review the Property Receipt prior to filing the folder.
- II. Property Receipt Folder Preparation

## 4

## Property &amp; Evidence Unit S.O.P. # 10 Receiving Evidence/ Property (Continued)

- A. Property Receipt folders will be prepared with AC# only.
- B. Place completed receipt folders in shift review slot for supervisory review.
- E. After review by supervisor, file by numerical order according to Property Receipt number.

III. Receiving Evidence for Laboratory Analysis

- A. Evidence to be submitted to the Miami-Dade County Lab must be accompanied by three forms:
  - 1. Laboratory Analysis Request
  - 2. Miami-Dade Police Department Property Receipt
- B. The officer filling out the Miami-Dade County Police Department Property Receipt should indicate each item that is actually being sent to the lab as it appears on this unit's Property Receipt. Additionally, the submitting officer must fill out the Miami Police Info Stamp located at the bottom right hand side of the MDPD Property Receipt. This stamp is placed there by the Property Specialist working at the Counter, who will check the completed receipt for accuracy. The information to be completed is as follows:
  - 1. Officers Name
  - 2. IBM #
  - 3. City Case #
  - 4. City Property Receipt #
- C. The Miami-Dade Police Department personnel require separate Miami-Dade County Police Department Property Receipts, Analysis Worksheets, and Laboratory Analysis Requests for each different type of evidence:
  - 1. Narcotics.
  - 2. Tools.
  - 3. Documents.
  - 4. Blood or body fluid specimens.
  - 5. Weapons.



## 5

## Property &amp; Evidence Unit S.O.P. # 10 Receiving Evidence/ Property (Continued)

- D. The envelope or box will be sealed with the Officer's signature across the tape.
- E. Complete Transmittal Form.
  - 1. Defendant's name.
  - 2. City Case Number.
  - 3. Officer's name and P.I.N. number.
  - 4. Property Specialist's P.I.N. Number.
  - 5. Property Receipt number and type of evidence (i.e. Narcotics, Gun, Warehouse, ref.).

IV. Narcotics Evidence

- A. When receiving narcotics and dangerous drug evidence (capsules, pills), said evidence shall be counted as well as weighed. Counting should be performed in addition to, not in lieu of, weighing.
- B. When packaging Fentanyl and other potentially hazardous narcotics, the officer will double bag the narcotics and ensure that it is sealed securely per S.O.P. 10-2.
- C. When receiving different types of narcotics, the net weight of each type must be on the Property Receipt.
- D. If narcotics are received in a wet condition that may affect the weight at a later date, "WET" will be noted on the Property Receipt.
- E. When receiving large amounts of narcotics, a sample of the substance, not to exceed 20 grams, must be provided in a separate container and forwarded to the Miami-Dade County Lab.
  - 1. Lab Exemption Entry
    - a. If the officer does not want any narcotics or other controlled substances, any blood or any firearm evidence sent to the Miami-Dade County Lab, the officer will indicate "YES" for the Lab Exemption notation on the bottom of the Property Receipt, and sign in the appropriate blank.

V. Computer Checks for Manifested Bicycles

6

Property & Evidence Unit S.O.P. # 10 Receiving Evidence/ Property (Continued)

- A. NCIC/FCIC computer checks will be run on all bicycles manifested.
- B. The Property Specialist II will perform CJIS on each bicycle. Each manifest will have 20 bicycles.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-2

**SUBJECT:** PACKAGING AND MARKING EVIDENCE/PROPERTY

**PURPOSE:** To provide standardized procedures and requirements for packaging, sealing and marking various types of storage containers and items.

- SCOPE:**
- I. Packaging Items in Envelopes
    - A. Warehouse property will be placed inside large manila envelope and sealed.
    - B. Vault property will be placed inside clear plastic bag.
    - C. Handguns and ammunition will be placed inside clear plastic bag and sealed.

(Continued)

Commander  
Property & Evidence Unit

Effective Date 6/5/17



## Property &amp; Evidence Unit S.O.P. # 10 Packaging &amp; Marking Evidence (Continued)

1. All ammunition will be removed from the firearm and securely sealed in its own bag. This bag will then be sealed within the clear plastic bag that the gun and magazine are placed in. Live ammunition is to be secured in such a manner as to prevent contact with each other.
  2. Semi-automatic firearms will have a flex-cuff placed through the magazine opening in the grip to the ejection port in the slide of the firearm and secured to prevent any rounds from being chambered. The barrel will be used only as a last resort for securing a firearm.
  3. For revolvers, a flex-cuff will be placed through the cylinder and secured to prevent any rounds from being fired. The barrel will be used only as a last resort for securing a firearm.
  4. For shotguns, a flex-cuff will be placed from the loading tube to the ejection port and secured to prevent any rounds from being chambered. The barrel will be used only as a last resort for securing a firearm.
- D. All evidentiary ammunition turned into the Property and Evidence Unit without a firearm will be marked "Live Rounds", placed in plastic bag, and sent to the Gun Vault.

II. Sealing and Marking Plastic Bags.

- A. Place two pieces of evidence tape across the top flap of the plastic bag.
- B. Evidence tape should not extend beyond the outside of the envelope.
- C. The submitting officer or Crime Scene Investigator will sign his/her last name (using a black marker) on the evidence tape across the top of the plastic bag. The officer or Crime Scene Investigator will write his/her P.I.N. on the evidence tape across the top seam.

III. Packaging, Sealing and Marking Items in Boxes.

- A. Evidence and Found Property to be stored in the Vault and Warehouse.

## Property &amp; Evidence Unit S.O.P. # 10 Packaging &amp; Marking Evidence (Continued)

1. Place evidence tape on all seams. Place evidence tape diagonally across the top and bottom of the box. Boxes containing found property will be sealed with brown shipping tape on all seams.
2. Place evidence tape on the top and bottom center seams.

- B. The submitting Officer or Crime Scene Investigator will sign his/her last name and P.I.N. across the evidence tape.

IV. Marking Bulk Items

- A. Bulk items are those that are extra-large, will not fit on the warehouse shelves and cannot be packaged.
- B. Make a tag(s) (Label).
- C. When possible, use special wrapping on the item to avoid damage.
- D. Bicycles
1. Bicycles are to be tagged with small package label
  2. Bicycles will be marked with a label on the seat with AC number.
- E. Rifles
- Tags on rifles should be clearly visible. **Do not place evidence tape over serial number on barrel.**

V. Obtaining a Property Label

- A. Ensure a Property label is created and affixed to every package that is submitted.
- B. If multiple packages are generated under the same property receipt number, make sure each package has the appropriate receipt number (\_\_\_ of \_\_\_) and description of the packaged property. The information on the label must match the information on the property receipt associated with the packaged property.
1. Example: If there are two packages under the same receipt number the packages will read "1 of 2" and "2 of 2" with the description of the packaged property.

# City of Miami



DANIEL J. ALFONSO  
City Manager

PROPERTY & EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
COUNTER DETAIL

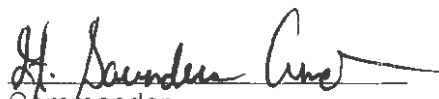
S.O.P. 10-3

SUBJECT: HANDLING AND PACKAGING BLOOD EVIDENCE

PURPOSE: To establish guidelines for labeling, handling, packaging and identifying perishable blood and bodily fluid evidence.

- SCOPE:
- I. Definition of Biohazardous Materials  
Any evidence that contains blood, vaginal fluid, saliva or any other bodily fluid, or any physical evidence stained or contaminated by blood or bodily fluids.
  - II. Handling and Packaging of Biohazardous Material
    - A. When Crime Scene Investigations submits blood, the Property Specialist will then place the plastic container into the property envelope and, after sealing the envelope, will place a biohazardous material label on both sides of the envelope.
    - B. The Property Specialist will then take the envelope and place it directly into the refrigerator.

(Continued)

  
Commander  
Property & Evidence Unit

Effective Date 6/5/17



2

## Property &amp; Evidence Unit S.O.P. # 10 Handling &amp; Packaging Blood Evidence (Continued)

- C. The officer, when receiving any type of used syringe with or without residue, will insert the syringe, sharp end first, into the crush-proof plastic container and seal it.
- D. The plastic container will be placed into the property envelope and, after sealing the envelope, will place a biohazardous material label on both sides of the envelope.
- E. When receiving a knife or sharp object, ensure that the cutting edges and point are covered by cardboard or heavy paper. If the item is stained with suspected biohazardous fluids, a biohazardous label will be affixed to both sides of the package.
- G. Whenever any type of biohazardous material is received, a biohazardous label must be placed on the white copy of the Property Receipt, which will then be placed into the Property Folder.
- H. If the biohazardous material is to be sent to the Miami-Dade Crime Lab, a biohazardous label must be placed on the Miami-Dade Property Receipt. The Lab will not accept the property without the label on the Miami-Dade Property Receipt.

# City of Miami



DANIEL J. ALFONSO  
City Manager

PROPERTY & EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
COUNTER DETAIL

S.O.P. 10-4

SUBJECT: OPEN CONTAINERS

PURPOSE: To provide procedures for storage and transportation of open containers (alcoholic beverage).

- SCOPE:
- I. Officers will place empty beverage containers (cans or bottles) inside of warehouse envelope and sealed with red tape. Tape must have name and IBM.
  - II. Property Specialist will ensure that containers are empty and properly placed in warehouse envelope.

Commander  
Property & Evidence Unit

Effective Date 6/5/17





# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-5

**SUBJECT:** RECEIVING U.S./FOREIGN CURRENCY AS EVIDENCE/PROPERTY

**PURPOSE:** To outline procedure for assuring funds received (less than \$1,000) are checked and verified by a Property Specialist. For funds totaling \$1,000 or more, see SOP 10-7.

- SCOPE:**
- I. Procedure for Receiving Money as Evidence/Property.
    - A. A Property Specialist will separate the money into similar denominations, e.g., \$5.00, \$10.00 and \$20.00.
    - B. Each denomination of money will be counted by the Property Specialist, along with the submitting officer, for verification of the amount.

(Continued)

Commander  
Property & Evidence Unit

Effective Date 7/28/17



Property & Evidence Unit S.O.P. # 10 Receiving Currency as Evidence/Property  
(Continued)

- C. The Money Sheet will be completed by the submitting officer along with the Property Specialist. After filling in the "Quantity" and "Amount" tables on the Money Sheet, the Property Specialist must initial in the column provided adjacent to each total amount. The same procedure shall be followed for currency and coins.
- D. Upon totaling the money and verifying the amount, the submitting officer and Property Specialist must sign and place their PIN's in the space provided on the Money Sheet.
- E. If the total amount of money is over \$1000.00, the Property Specialist will total the funds using a calculator. The calculator tape is then stapled on the Money Sheet.
- F. The money envelope/package is labeled with the Property WinACE AC #Label.
- G. The original Money Sheet, along with the funds, is placed into the envelope/package.
- H. A copy of the Money Sheet, along with the funds, is placed into the envelope/package.
- I. The money envelope/package is sealed with green evidence tape and is then signed along the evidence tape by the submitting officer.
- J. The Property Specialist will place the money envelope/package into the vault depository slot.
- K. Foreign currency will be treated in the same manner as U.S. currency when placed into evidence, in the Property and Evidence Management Section. Foreign currency packages will be marked by hand or stamp with the following, "Foreign Currency" "Name of Country" and "Name of Currency" Sample (Spain, France, etc.), (Pesetas, Francs, etc.).
- L. Money turned in to the Property and Evidence Management Section, which is being used as a container to hold narcotics will be separated from the narcotics. The money will be placed under a separate Receipt Number and Crossed Referenced with the narcotics, Receipt Number. The envelope will be labeled "CONTAMINATED" (Narcotics Money).

Property & Evidence Unit S.O.P. # 10 Receiving Currency as Evidence/Property  
(Continued)

- M. A Supervisor will witness the envelope/package being dropped into the vault depository slot and initial the Property Receipt. To avoid any delay in depositing vault packages, a Property Specialist may witness and initial the drop in the absence of a Supervisor.

All foreign currency will be handled according to this S.O.P. regardless of the amount.

# City of Miami



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City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-6

**SUBJECT:** RECEIVING MONEY AS EVIDENCE/PROPERTY OVER \$1000.00.

**PURPOSE:** To outline procedures for assuring that funds received totaling \$1,000.00 or more are accurately and securely counted and verified.

**SCOPE:** I. Procedures

- A. When amounts of \$1,000.00 or more are to be submitted, the officer and his sergeant will verify the money.
- B. Upon totaling the money and verifying the amount, the submitting officer and sergeant must complete and sign the money label and place it on the package.
- C. The clear plastic bag is sealed with the green neon evidence tape and is then signed by the submitting officer along the evidence tape.

*Off. [Signature]*

Commander  
Property and Evidence Unit

Effective Date 8/10/18



# City of Miami



DANIEL J. ALFONSO  
City Manager

PROPERTY & EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
COUNTER DETAIL

S.O.P. 10-7

SUBJECT: FORFEITURE FUND DETAIL NOTIFICATION FOR MONEY TOTALING \$1,000.00 OR ABOVE

PURPOSE: To inform the Forfeiture Detail of cash received totaling \$1,000.00 or more

- SCOPE:
- I. Property Specialist Duties When Receiving Cash in the Amount of \$1,000.00 or more.
    - A. Completely and accurately fill out an Initial Report of Forfeiture Form.
    - B. Place the completed form in the envelope designated "Forfeiture Detail Forms" (located at the Front Counter).
    - C. Place a copy of the form in the folder with the original Property Receipt.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

Property & Evidence Unit S.O.P. # 10 Forfeiture Fund Detail Notification for Money  
Totaling \$1,000.00 or above (Continued)

II. Property and Evidence Management Section /LETF Specialists Responsibilities

- A. Review each Initial Report of Forfeiture Form for completeness and accuracy.
- B. Hand carry all completed notification forms to the Forfeiture Detail on a daily basis.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.**            10-8

**SUBJECT:**        **RELEASING MONEY**

**PURPOSE:**      To outline procedures for ensuring that funds are properly accounted for, verified, and released in a secure environment.

**SCOPE:**        I. Releasing Money Held as Evidence or Seized

A. With a court order or a letter from the State Attorney's Office.

1. A certified copy of a court order/letter from the State Attorney authorizing the release of money is presented to a Property Specialist by the person who is named in the court order/State Attorney letter, or by U.S. mail.
2. The Property Specialist shall use the procedure in SOP 10-24

(Continued)

*H. Sanchez And*

Commander  
Property and Evidence Unit

Effective Date 6/5/17



## Property and Evidence Unit S.O.P. # 10 Releasing Money (Continued)

when the person named in the court order/State Attorney letter surrenders the court order/State Attorney letter.

3. The Property Specialist will log in the court order/State Attorney letter in the Legal Office log book.
  4. The Property Specialist will pull the appropriate Property Receipt Folder, make a copy of the Property Receipt and attach it to the court order/State Attorney's letter.
  5. The court order/State Attorney's letter is delivered to the Police Legal Unit by a Property Specialist for an Assistant City Attorney to review and approve with a copy to the Internal Affairs Inspection Detail. In WinACE, the Property Specialist will enter a comment in the notes documenting the delivery of the court order to the Legal Unit.
  6. Once a court order/State Attorney's letter is reviewed and approved by the Police Legal Unit, it will have a stamp and an Assistant City Attorney's signature.
  7. The Police Legal Unit will deliver the approved court order/State Attorney's letter to the Property and Evidence Management Section. In WinACE, the Property Specialist will enter a comment in the notes documenting the delivery of the court order.
  8. Follow the procedure for releasing money held as personal property. (See Section II, A and B).
- B. Without a court order or State Attorney's Officer Letter
1. In cases where the total funds involved are less than \$1,000.00, the impounding officer will also indicate on the Property Receipt to whom the funds are to be released.
  2. In cases where the total funds involved are \$1,000.00 or more, approval for release must be authorized by signature of one of the following authorities:
    - a. Deputy Commander of the Property and Evidence Management Section
    - b. Major of the Property and Evidence Management Section
    - c. City Attorney/ Assistant City Attorney



## Property and Evidence Unit S.O.P. # 10 Releasing Money (Continued)

3. The authority may release the funds by signing the Property Receipt and designating to whom the funds shall be distributed. The authorizing signature will, when possible, be in addition to the signature of the impounding Officer.
4. Follow the procedure for releasing money held as personal property (See Section II, A and B).

II. Releasing Money Held as Personal Property

## A. Under \$1,000

1. The Property Specialist will obtain valid photo identification from the owner or person authorized to receive the money. A photocopy will be made of the identification and it will be attached to the original Property Receipt.
2. The Property Specialist will then take the Property Receipt to the Vault Custodian.
3. The Vault Custodian will obtain the package from the vault and inspect it with the Property Specialist.
4. If there is any evidence of tampering, the Property and Evidence Management Section Commander will be notified immediately.
5. If the package is intact, the Vault Custodian will log the item out from the WinACE system. The Property Specialist will then also sign for the property under the "WinACE system as received from vault area.
6. The package will be opened by cutting along the side of the envelope in a manner that will not disturb the original seal.
7. The Property Specialist and Supervisor will count the entire amount of money and verify it with the Money Sheet contained in the package. If the amounts do not reconcile, the Property and Evidence Management Section Commander will be notified immediately.
8. Using the Money Sheet contained in the package, the Property Specialist will count out bills and/or coins in each denomination and have the person receiving the money sign by each category in the appropriate space.
  - a. The Property Specialist will subtotal bills and coins in the appropriate area. The two subtotals will be

## 4

## Property and Evidence Unit S.O.P. # 10 Releasing Money (Continued)

added to obtain the total. Care should be taken to ensure that subtotals and totals on the "incoming" and "outgoing" sides of the Money Sheet are equal.

- b. The Property Specialist will have the "person receiving" sign and date the Money Sheet below the total.
- c. The Property Specialist will sign and date the Money Sheet below the "person receiving" signature.
- d. The Property Specialist will have the person receiving sign their name on the bottom of the WinACE property release receipt.
- e. The Property Specialist will put the completed Money Sheet into the appropriate Property Receipt folder with the original Property Receipt and the copy of photo ID.
- f. The Property Specialist will time stamp and place their initials and PIN on the Property Receipt and Property Receipt folder, then place the Property Receipt folder into the "closed" file area.

B. \$1,000 or more Evidence

1. The Property Specialist will notify the Property and Evidence Unit Sergeant or Property Specialist II when the total amount of money to be released is greater than \$1,000.
2. In cases where the Police Department wishes to release funds held as evidence, and a court order or letter from the State Attorney's Office is not obtainable, the following shall apply:
3. In case where the total funds involved are \$1,000.00 or more, approval for release must be authorized by signature of the City Attorney, Assistant City Attorney, a Commanding Officer of a C.I.D. Unit, the On-Duty Patrol Commander, the Commander of the Traffic Unit, a Major of Police, an Assistant Chief of Police, or the Chief of Police.
4. The authority may release the funds by signing the Property Receipt and designating to whom the funds will be distributed. The authorizing signature will, when possible, be in addition to the signature of the impounding officer.

## 5

## Property and Evidence Unit S.O.P. # 10 Releasing Money (Continued)

5. Members requesting release of funds by this method, if possible, should direct their request to the appropriate C.I.D. Commander when a criminal investigation is involved, e.g., auto theft, homicide, etc., or to the commanding officer of the police officer who impounded the funds.
  - a. It is the responsibility of the Unit Supervisor to have everyone entering sign the appropriate log (in and out).
  - b. The person receiving money will be allowed in the money count area only.
  - c. At no time will visitors to the Property and Evidence Unit be allowed in the warehouse area.
  - d. At no time will visitors be left alone in the Property and Evidence Unit.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-9

**SUBJECT:** RELEASING EVIDENCE AND PROPERTY

**PURPOSE:** Establish procedures for processing the Property Receipt when releasing evidence and property.

**SCOPE:** I. Verification of Identification and Ownership

A. The Property Specialist will check the Property Receipt against the following to verify the name of owner and the item(s) to be released:

1. The valid photo identification of the owner of the evidence or property.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 7/28/17



## Property and Evidence Unit S.O.P. # 10 Releasing Evidence and Property (Continued)

2. A physical inventory of the property to be released.

B. Release Property

1. Print receipt

2. Retrieve package from vault or warehouse (secure move) go to list functions enter AC# transaction release, claimant release, then enter all information. Owner must sign the bottom for release. Status will change to closed.

II. Special Situations

A. Money:

See S.O.P. 10-8, "Releasing Money"

B. Evidence no longer needed:

See S.O.P. 10-20, "Releasing Evidence No Longer Needed"

C. "Contraband Forfeiture Act":

See S.O.P. 10-22, "Handling "Contraband Forfeiture Act"

D. Personal Property:

See S.O.P. 10-23, "Releasing Personal Property"

E. Release by Court Order:

See S.O.P. 10-24, "Court Orders for the Return of Property"

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

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

**SUBJECT:** RECEIVING IMPOUNDED VEHICLES

**PURPOSE:** To outline the duties of the Property Specialist when receiving impounded vehicles at the Auto Pound.

**SCOPE:** I. Procedures for Receiving Impounded Vehicles at the Auto Pound  
A. Duties of the Property Specialist

1. Notification is received in the Property and Evidence Unit of a vehicle being brought to the Auto Pound by a wrecker or officer between 1600-0700 hours, including weekends and holidays.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 6/5/17



## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Vehicles (Continued)

2. A Property Specialist is assigned by the on-duty Property and Evidence Unit Supervisor to respond to the Auto Pound to meet the wrecker/officer.
3. Drivable vehicles and higher value vehicles will be placed in the north Auto Pound Lot. All others will be placed in the south lot.
4. Very high value vehicles are to be brought into the Police compound and placed in a visible, secure area. The on-duty Property and Evidence Unit Supervisor will respond to monitor the inventory, check for damage, and to determine a location for storage.
5. Wreckers will be detained until the information on the Vehicle Storage Receipt (Warehouse Report) is verified by the Property Specialist. He/she will also fill out the labor charge receipt.
6. Vehicles are to be placed in marked stalls whenever possible.
  - a. Vehicles will not be parked against the fence.
  - b. Vehicles will not be parked in the aisle.
  - c. Higher value vehicles parked in the south lot, will be parked close together in a side-by-side configuration.
7. An AC pound receipt will be completed by the Property Specialist on each vehicle. When two separate claim checks are necessary (such as a vehicle that has a stolen boat and trailer attached where the vehicle can be released), both claim checks need to be cross-referenced and/or copies of Property Receipts must be attached to the claim checks. It shall include the following information:
  - a. The letter and number designation of the vehicle location will be placed on the AC pound receipt.
  - b. The vehicle identification number (VIN) and license number of each vehicle will be visually verified by the Property Specialist prior to writing them on the AC pound receipt.
  - c. Complete manufacturer's description of each vehicle to include: make, model, type and color.
  - d. The overall condition of the vehicle will be checked and marked on the AC pound receipt. Obvious missing parts or vehicle damage will be noted in the appropriate spaces on the rear of the AC pound

## 3

## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Vehicles (Continued)

receipt. The Property Specialist will document additional items or damages above "List of Property in Vehicle" section.

- e. A complete inventory of the vehicle interior and trunk will be conducted.

If the trunk is locked and not inventoried, it must be noted on the back of the claim check.

The impounding officer will be solely responsible for inventory of the vehicle. All containers will be opened and each item contained therein will be listed on the inventory (no exceptions made; this includes those containers that may be locked or sealed). In the event that the vehicle trunk is locked, it must be opened. Glove boxes, consoles, etc. (locked or otherwise) will be opened and inventoried. Every item will be listed on the inventory sheet. Each article found in the vehicle will be recorded on the inventory list, such as articles of clothing, equipment, tools, etc. The complete inventory of the contents of impounded cars is necessary to protect the owner's property, to protect the police against claims over lost or stolen property, and to protect the police and other employees from potential dangers, such as explosives.

- 1) When a locked trunk, glove compartment, console, suitcase, briefcase, or any other locked or secured container is encountered without key access, a lock-opening device is available in the Property and Evidence Unit to gain entry in order to complete a total inventory.
- 2) Impounded vehicles with "Holds" for processing placed on them will be inventoried by the Crime Scene Investigations Unit. These vehicles are all secured in the locked and fenced Auto Pound.
  - a) For all other "Holds", Property and Evidence Unit personnel will inventory the vehicle.
- 3) When any items listed on the impounding Officer's Warehouse Report cannot be located, the Property Specialist will immediately notify



## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Vehicles (Continued)

the on-duty Property and Evidence Unit Shift Supervisor.

- 4) Any items found by the Property Specialist that are not included on the impounding Officer's Warehouse Report must be listed on the AC pound receipt. The Property Specialist will immediately notify the on-duty Property and Evidence Unit Shift Supervisor.
- 5) When items of obvious value or items such as contraband, money, jewelry or firearms are found by the Property Specialist, he/she will immediately notify the on-duty Property and Evidence Unit shift supervisor and the on-duty patrol supervisor. The Property Specialist will stand by the impounded vehicle and await the arrival of the impounding officer's supervisor. That supervisor will have the responsibility of insuring that all firearms are made safe prior to turning them over to the Property Specialist and that all other items are properly removed and placed in the Property and Evidence Unit under a Property Receipt number.
- 6) All completed Tow Slip Reports/Vehicle Storage Receipts and copies will be taken to the Property and Evidence Unit no later than the end of the Property Specialist's tour of duty.
- 7) AC pound receipt numbers will be placed on the windshield and rear window of all impounded vehicles. If this is not practical, then they will be placed in a prominent location on the vehicle that is visible from the aisles. Yellow markers obtained in the Property and Evidence Unit will be used for this purpose.
- 8) The Property Specialist will ensure that rolling up all windows and closing all doors when possible secure all vehicles. If keys are present, then all doors will be locked. If keys are not present, then at least one door or vent window will remain unsecured.
- 9) The blue copy of the AC pound receipt will be placed on the dashboard of the impounded vehicle. If this is not possible, then it is to be placed over the sun visor.

## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Vehicles (Continued)

## B. Duties of the Property Supervisor

1. When the Property Specialist advises that items listed on the impounding Officer's Warehouse Report are missing from the vehicle, the Property Supervisor will immediately notify that officer's supervisor.
2. When the Property Specialist reports articles found in the vehicle that are not listed on the impounding Officer's Warehouse Report, the Property Supervisor will immediately notify the impounding officer's supervisor.
3. When the Property Specialist reports finding articles of obvious value or items such as contraband, money, jewelry or firearms, the Property and Evidence Unit Supervisor will ensure that the Property Specialist stands by with the items until the impounding Officer's supervisor arrives at the vehicle. The Property and Evidence Unit Supervisor will then immediately notify that supervisor and have him/her respond to the vehicle. The Property and Evidence Unit Supervisor will further ensure that any firearms will be made safe by the impounding Officer's supervisor prior to turning them over to the Property Specialist.
3. Discrepancies in reports involving impoundment of vehicles will be noted in a Red Line Memorandum to the Property and Evidence Unit Commander. This report will be forwarded no later than the end of the Supervisor's tour of duty.

II. Receiving Impounded Vehicles for Processing by the Crime Scene Investigations Unit (Under I-95 between Fifth and Sixth Streets)

## A. Duties of the Property Specialist:

1. To enter AC – Pound Receipt:  
Log on-click other log in.  
Ace Impound Click (OK)  
Enter password (WinACE access) OK.  
Menu, Data Entry, Modify add (F9)  
Click on Auto Pound enter all information.

- B. When it is necessary for a Crime Scene Investigation Unit to process an impounded vehicle when the Auto Pound is unattended, they will sign out the key from the designated logbook located at the Property and Evidence Unit. They will be solely responsible for security and return of the key.

6

Property and Evidence Unit S.O.P. # 10 Receiving Impounded Vehicles (Continued)

C. Duties of the Property Supervisor:

1. To assign a Property Specialist to respond to the processing area with the key.
2. To ensure that the Property Specialist accompanies the key to the processing area and that the key is not signed or given out to a police officer.
3. If all Property Specialists are engaged and unable to respond to the processing area, then the Supervisor will obtain the key and meet the vehicle.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-11

**SUBJECT:** NOTICE OF ELECTION BY M.P.D. TO RETAIN DONATE, SURRENDER TO FINDER, SELL OR TRADE FOUND PROPERTY BY PUBLISHED ADVERTISEMENT

**PURPOSE:** To outline the procedures for adhering with Chapter 705 of the Florida Statutes entitle "Lost or Abandoned Property, and as it relates to the M.P.D. providing published notice when electing to retain, donate, surrender to finder, sell, or trade found property.

- SCOPE:**
- I. In that another agency of the City of Miami, Procurement, is provided with the property to conduct a sale and process the proceeds in adherence to established procedures, the Police Department is not affected by this portion of the statute.
  - II. If the M.P.D. elects to retain the property for its own use, donate the property to a charitable organization, surrender such property to the finder, or trade the property to another unit of local government or state agency, property which is either in substantially operable condition, or that the rightful owner, notice

(Continued)

*H. Saunders And*  
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Commander  
Property and Evidence Unit

Effective Date 6/5/17



## Property and Evidence Unit S.O.P. # 10 Notice of Election (Continued)

of such election shall be given by an advertisement published once a week for 2 consecutive weeks in a newspaper of general circulation in the county where the property was found or located.

- III. In identifying a break-even point at which property processing costs equal projected revenue generated, the following were considered:
- A. Florida State Statutes, Chapter 705, 705.103 (1), (2), (b), 1. (2) in part states "if the property is sold at public sale pursuant to subparagraph (2) (b) 2., the agency shall deduct from the proceeds the costs of transportation, storage, and publication of notice."
1. An analysis of all respective costs associated with the processing of impounded property revealed the itemized costs for the processing of a single item of found property to be computed at \$301.88.
  2. Based on a national average for confiscated property sold at public auction, Stampler Auctions states that confiscated property sold at public auction derives auction sales rates ranging from 25% to 30% of the property's appraised market value and with an average rate of 27.5%.
  3. The break-even point for costs incurred by the M.P.D. for the necessary step-by-step processing of the property through advertising as required is \$1,097.74.
- B. Due to the high volume and frequency at which found property is received for processing and storage, in alignment with past practices, and to comply with statutory intent, minimally all found property with an estimated market value of \$1097.74 or higher shall be advertised as specified by statute.
1. The requirement for notice by advertisement is applicable for property retained by the M.P.D., donated, surrendered to a finder, or traded.
  2. The requirement for notice by advertisement is not applicable for the Police Department, if the property is sold at auction by Procurement.
- III. The Counter personnel immediately upon the receipt of property shall screen same for the following:
- A. The property is found property where the owner is unknown.

## Property and Evidence Unit S.O.P. # 10 Notice of Election (Continued)

- B. The property is either in substantially operable condition or having an apparent intrinsic value to the rightful owner.
  - C. The property is for City use, to trade or to donate, and is not to be sold at public auction.
  - D. The property's value is \$1,097.74 or more. When the value of such property cannot be determined with any degree of certainty, process it as an item of property valued at \$1,097.74 or greater.
- IV. Whenever such found property without a known rightful owner is received by the Property and Evidence Unit.
- A. Make a copy of the Property Receipt.
  - B. Highlight fields on Property Receipt as follows
    - 1. Receipt Number
    - 2. Date
    - 3. Location
    - 4. Description (item #, quantity, brand, model, color, etc.)
    - 5. Owner (Unknown)
  - C. File Property Receipt in chronological order in a designated file entitled "For Published Advertisement by M.P.D. Legal Unit/Found or Abandoned Property."
  - D. Minimally, on a weekly basis, deliver Property Receipts to M.P.D. Legal Advisor to publish advertisement.
  - E. Property Receipts will be delivered to M.P.D. Legal by 09:00 hrs. on Monday, by "A" Shift personnel. Delivery will be made the next working day following a holiday.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

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

**SUBJECT:** RELEASING IMPOUNDED VEHICLES

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

- SCOPE:**
- I. Procedures for the Property Specialist When Releasing Vehicles
    - A. All documents presented to the Property Specialist, unless otherwise noted, must be originals. No copies will be accepted.
    - B. All persons claiming vehicles at the Property and Evidence Management Section must produce valid photo ID (a VALID Driver's License must be displayed by the person who will be operating the claimed vehicle).

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



## 2

## Property and Evidence Unit S.O.P. # 10 Releasing Impounded Vehicles (Continued)

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



## 3

## Property and Evidence Unit S.O.P. # 10 Releasing Impounded Vehicles (Continued)

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

## Property and Evidence Unit S.O.P. # 10 Releasing Impounded Vehicles (Continued)

- L. Court Orders or Motions to Compel.
  - 1. Persons seeking the release of a vehicle by means of Court Order or Motion to Compel will be directed to the Property Supervisor.
  - 2. No copies of Court Orders will be accepted. Only original documents will be considered.

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

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

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-13

**SUBJECT:** RECEIVING IMPOUNDED BOATS

**PURPOSE:** To outline the duties of the Property Specialist when receiving impounded boats at the Auto Pound.

**SCOPE:** I. Procedures for Receiving Impounded Boats at Auto Pound

A. Duties of the Property Specialist:

1. Notification is received in the Property and Evidence Unit of a boat being brought to the Auto Pound by a wrecker or officer between 1600-0700 hours, including weekends and holidays.
2. A Property Specialist is assigned by the on-duty Property and Evidence Unit Supervisor to respond to the Auto Pound to meet the wrecker/officer.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Boats (Continued)

3. Wreckers will be detained until the information on the Vehicle Storage Receipt (Warehouse Report) is verified by the Property Specialist. He will also fill out the labor charge receipt.
4. Property Specialists will assure that all boats being impounded are stored according to the requirements.
  - a. All discrepancies involving impoundment of boats will be noted in a red line memorandum to the Property and Evidence Management Section Commander. This report will be forwarded no later than the end of the supervisor's tour of duty.

To enter AC – Pound Receipt:

Log on-Click Log in

Go to Ace Impoundment Click (OK)

Enter Password (WinACE access) (OK)

Menu –Data Entry, Modify Add (F9)

Click on Auto Pound then enter all information

- b. The hull identification number (HIN) and license tag number, if applicable, will be visually verified by the Property Specialist prior to writing them on the AC Pound Receipt.
- c. Complete manufacturer's description of each boat to include; make, model, and color.
  1. If not identifiable, then mark "unknown" on the AC Pound Receipt.
- d. The overall condition of the boat will be checked and marked on the AC Pound Receipt. Obvious missing parts or damage will be noted in the appropriate spaces on the rear of the AC Pound Receipt. Additional items or damage will be added on by the Property Specialist above "List of Property in Vehicle."
- e. A complete inventory of the boat (and trailer) will be made and all items will be listed in the appropriate spaces on the rear of the AC Pound Receipt.
  - 1) When any items listed on the impounding officer's Warehouse Report cannot be located, the Property Specialist will immediately notify the on-duty Property and

3

## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Boats (Continued)

Evidence Management Section shift supervisor.

- 2) Any items found by the Property Specialist that are not included on the impounding officer's Warehouse Report must be listed on the AC Pound Receipt. The Property Specialist will immediately notify the on-duty Property and Evidence Unit shift supervisor.
- 3) When items of obvious value or items such as contraband, money, jewelry or firearms are found by the Property Specialist, he/she will immediately notify the on-duty Property and Evidence Unit shift supervisor. The Property Specialist will stand by the impounded boat and await the arrival of the impounding officer's supervisor. That supervisor will have the responsibility of ensuring that all firearms are made safe prior to turning them over to the Property Specialist and that all other items are properly removed and placed in the Property and Evidence Unit under a Property Receipt number.
  - g. Extra labor charges authorized by the impounding officer are to be added once the Property Specialist has ensured that the work was done.
6. All completed Warehouse Reports, along with the white and hard copies of the AC Pound Receipt, will be taken to the Property and Evidence Management Section no later than the end of the Property Specialist's tour of duty.
7. AC Pound Receipt numbers will be placed on the bow (front) and stern (rear) of all impounded boats. If this not practical, then they will be placed in a prominent location on the boat so that they are visible from the aisles. Yellow markers obtained in the Property and Evidence Management Section will be used for this purpose.
8. The Property Specialist will ensure that all boats are secured by closing all hatches and windows when possible. If keys are present, then all hatches, and windows and doors will be locked. If keys are not present, then at least one hatch or vent window will remain unsecured.

## Property and Evidence Unit S.O.P. # 10 Receiving Impounded Boats (Continued)

9. The blue copy of the AC Pound Receipt will be placed in a secure compartment on the boat. If this is not possible, then it is to be placed in a location out of the weather.

## B. Duties of the Property Supervisor

1. When the Property and Evidence Unit is notified by the Complaint Room of a boat to be impounded, the Property and Evidence Unit Supervisor will send the boat to the Auto Pound.
  - a. Items such as Dinghies, John Boats Windsurfing boards, Jet skis and empty trailers will be sent to the Auto Pound.
2. When the Property Specialist advises that items listed on the impounding Officer's Warehouse Report are missing from the boat, the Property Supervisor will immediately notify that officer's supervisor.
3. When the Property Specialist reports articles found in the boat that are not listed on the impounding Officer's Warehouse Report, the Property Supervisor will immediately notify the impounding Officer's Supervisor.
4. When the Property Specialist reports finding articles of obvious value or items such as contraband, money, jewelry or firearms, the on-duty Property and Evidence Unit Supervisor will ensure that the Property Specialist stands by with the items until the impounding Officer's supervisor arrives at the boat. The Property and Evidence Unit Supervisor will then immediately notify that supervisor and have him/her respond to the boat. The Property and Evidence Unit Supervisor will further ensure that any firearms will be made safe by the impounding Officer's supervisor prior to turning them over to the Property Specialist.
5. All discrepancies in reports involving impoundment of boats will be noted in a Red Line Memorandum to the Property and Evidence Management Section Commander. This report will be forwarded no later than the end of the supervisor's tour of duty.

- III. Receiving Impounded Boats for processing by the Identification Unit. All procedures necessary for impoundment of boats in the processing area are identical to those of receiving vehicles as set forth in SOP 10-12.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**


**S.O.P.** 10-14

**SUBJECT:** PROCESSING IMPOUNDED BOATS

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

- SCOPE:**
- I. Duties of the Property and Evidence Unit Auto Pound Specialist
    - A. Check daily that all newly impounded boats, with holds, have "Hold Cards" signed by the officer authorizing the hold.
      - 1. If no "Hold Card" is present, then one must be delivered to that Unit's supervisor.
      - 2. All signed "Hold Cards" must be returned to the Property and Evidence Unit within 72 hours of impoundment. This card will be attached to the claim check.

(Continued)

  
\_\_\_\_\_  
Commander  
Property and Evidence Unit

Effective Date 8/23/17



## 2

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

3. A supervisor from a unit may sign the "Hold Card" for an investigator, if that specific investigator will not be available.
  4. Notify the Supervisor of the Confiscation Detail via AVO, of all "hold" boats impounded longer than 72 hours that have unsigned "Hold Cards."
- B. Check ownership of all newly impounded boats by means of the "QV" function on the F.C.I.C. computer terminal. Write the ownership information on the reverse side of the claim check.
  - C. Enter daily all newly impounded boats from the property screen into the F.C.I.C. system.
  - D. After the above entry is complete, place the date and time of the entry, along with the operator's P.I.N. number, into the Counter Log.
  - E. Prepare "return receipt" letters of notification. These will be sent to owners of impounded boats without holds.
  - F. Review daily, Monday through Friday, the claim checks of impounded boats still not claimed after seven calendar days. Notify the Supervisor of the Confiscation Detail via memorandum, of these boats.
  - G. Separate daily and route to the appropriate units all copies of claim checks and warehouse reports. File all Property and Evidence Management Unit copies in the correct folders or boxes.
  - H. Enter all newly impounded boats into the Counter Log. Each entry will contain: Julian date, time impounded, claim check number, boat description; date and time of computer entry will be added along with the P.I.N. of the operator.
- II. AC Pound Receipt Distribution
- A. 1 copy - towing company.
  - B. Bottom white - C.I.D.
  - C. Top blue - collected and sent twice a month to Dinner Key Accounts Payable.
  - D. Bottom blue - placed in impounded boats.



## 3

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

- E. Hard copy (top and bottom) - kept by Property and Evidence Unit and filed by claim check number.
  - 1. Top copy goes to unit's accountant when releasing boats.
  - 2. Bottom copy is used to cancel information from computer, log book, F.C.I

III. Warehouse Report Distribution: Tow Slip

- A. White copy - Property and Evidence Management Unit.
- B. Yellow copy - Garage copy.
- C. Pink copy - Auto Theft copy.
- D. Blue copy - Officer's copy.
- E. Green copy - Owner's copy.

IV. Release of Boats

- A. Property Specialist receives the documentation authorizing the release of the boats.
  - 1. He/she verifies that all documentation is valid and correct.
  - 2. He/she verifies the I.D. of the person retrieving the boat.
- B. Property Specialist checks the serial number or license number and verifies that the number on the I.D. corresponds with the claim check information.
- C. He/she calculates storage and towing fees, and records them on the bottom of the claim check.
- D. He/she records the type of I.D. presented on the bottom of claim check and signs by the notation.
- E. The Property Specialist rings up the amount to be charged on cash register.
  - 1. Any charges to be voided will be noted on claim check.
  - 2. Amount to be voided is deducted from total amount owed.
- F. The Property Specialist making the release will stamp the card with appropriate stamps.

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

- G. The three (3) page M.P.D. receipt form (A-66 Rev.) will be filled out completely.
  - 1. Record all identifying information of the boat in a legible manner.
  - 2. Print the name, home and business addresses, home and business phone number of person receiving the boat on the slip.
  - 3. Have person receiving the boat sign slip.
  - 4. The Property Specialist signs the slip.
  - 5. Distribute copies of receipts.
    - a. White copy retained in book.
    - b. Yellow copy to Auto Theft.
    - c. Green copy to person picking up boat.
- H. Obtain fees from owners.
- I. Ring up towing, storage, and extra charges, if any, and total on cash register.
- J. Time stamp top and bottom of claim check.
- K. Remove green copy of Form A-66 Rev. from book. Reverse form and stamp with "charges paid" stamp. Fill in completely.
- L. Give green copy of Form A-66 Rev. and cash register receipt to individual claiming boat.
- M. Place top portion of claim check in cash register drawer.
- N. Take photo of person receiving the boat and any appropriate documents and attach them to the bottom of the claim check. Place bottom portion of the claim check in the "released vehicle" slot. Claim checks will not be removed from this slot until corresponding green copy of Form A-66 Rev. is returned from the marina.
- O. Remove the boat from the Property and Evidence Management Unit Warehouse Screen.
- P. Indicate the time, date, and operator's P.I.N. in the Counter Log.
- Q. Notify marina the boat can be released.

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

V. Forfeiture Boats Release

- A. All persons attempting to obtain the release of a boat held under a forfeiture hold will be referred to the Legal Unit.
- B. No boat held for forfeiture will be released unless a representative of the Legal Unit is present and signs the release.
- C. If all documents are correct and the Legal Unit representative signs the release, the Property Specialist will complete all steps previously mentioned except for totaling the money owed.
- D. The Property Specialist will complete Form 357-A, Rev. 1-81.
- E. He/she will accept the Administrative Fee for the Legal Unit and distribute copies of Form 357-A, Rev. 1-81.
  - 1. White - Unit copy.
  - 2. Blue - Legal Unit.
  - 3. Yellow – Customer
- F. The customer will be given the green copy of Form A-66 Rev., which will be completed by the Property Specialist. The reverse will be stamped "charges cancelled."

VI. Authorization to Enter Marina

- A. Any person requesting to visit a boat stored at the marina by the Miami Police Department, for any reason, must obtain authorization from a supervisor assigned to the Property and Evidence Management Unit.
- B. If there is a hold order on the boat for any particular unit (Marine Patrol, Homicide, etc.), a release, signed by the investigator who initiated the hold or his supervisor, must be obtained prior to allowing the person to visit the boat. This release must be delivered to the Property and Evidence Management Unit Supervisor.
- C. Clearance for Photographing Impounded Boats. Persons wishing to take photographs of impounded boats, and who are not authorized members of the Miami Police Department, must first obtain clearance to do so as follows:
  - 1. Clearance for boats being held for the Marine Patrol Unit shall be requested from the Marine Patrol officer or that unit's Commanding Officer.

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

2. Clearance for boats being held for the Criminal Investigation Division shall be requested from the Commander of C.I.D. or his representative.
3. Clearance for all other impounded vehicles shall be from the Commander of the Property and Evidence Management Unit.
4. All clearances must be in writing and delivered to the Property and Evidence Management Unit Supervisor prior to visiting the boat. The Property Specialist will attach each signed authorization to the Claim Check.

VII. Removing Property from Impounded Boats.

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

VIII. Extra Storage Fees from Marinas

- A. Total all extra storage fees owed on impounded boats.
- B. Complete Form 998, Rev. 11-79 (Extra Auto Pound Charges).
- C. Ring up all fees owed on the hard copy of the Claim Check by using the cash register at the counter.
- D. Distribute the three (3) copies of Form 998, Rev. 11-79 (Extra Auto Pound Charges).
  1. White - Customer
  2. Yellow - Unit file
  3. Blue - Finance

IX. Cancellation of Towing/Storage Charges

- A. Authorization

## Property and Evidence Unit S.O.P. # 10 Processing Impounded Boats (Continued)

1. Original towing fees will not be waived under any circumstance.
  2. A Lieutenant or above of the appropriate unit may authorize the reduction or cancellation of other fees for valid reasons as listed in Departmental Order 14 Chapter 3.
- B. A monthly report will be prepared listing all towing/storage charges and all cancelled towing/storage charges. This information will be forwarded to the unit accountant.
- C. Process of Cancellation of Charges.
1. Total all outstanding towing/storage charges.
  2. Stamp back of claim check with appropriate stamp.
  3. Have commander voiding charges sign back of claim check.
  4. Ring up amount to be charged on cash register, less voided amount.
  5. Fill out Form A-66 Rev. completely and stamp on back with appropriate stamp.
  6. Give green copy of Form A-66 Rev. to owner.
  7. Place top portion of Claim Check in cash register along with money.
- X. Storage Charges
- A. Boats kept at the Miami Police Marina Storage Facility will be charged a storage fee for the length of time they are impounded. This storage rate is set by a negotiated contract.
  - B. Charges will accrue on a daily basis and will begin at time of impoundment. Each part of a day will count as a whole day when totaling the fees owed.
  - C. Boats with a "hold" will not be charged for storage.
  - D. Initiating of storage charges after a "hold" has been lifted will not begin until:
    1. 24 hours after notification of the owner by phone.
    2. 7 days after notification of the owner by certified letter.
- XI. Mechanical Work inside Marina
- No mechanical work is allowed inside the marina.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-15

SUBJECT: LOANER POLICE EQUIPMENT ISSUANCE

PURPOSE: To establish standardized procedures governing the issuance of loaner equipment.

SCOPE: I. The following requirements will be adhered to when temporarily issuing loaner equipment to police personnel:

A. Issuance of loaner service handguns:

1. Loaner service handguns will only be issued by the Counter Detail outside of Quartermaster Detail's regular hours of operation.
2. Six guns are kept in the safe, solely for this purpose.

(Continued)

*Lt. Scarchis Ande*  
 \_\_\_\_\_  
 Commander  
 Property and Evidence Unit  
 Effective Dated 7/28/17



## Property and Evidence Unit S.O.P. # 10 Loaner Equipment Issuance (Continued)

3. The Property Counter also issues loaner Honor Guard guns outside of Quartermaster Detail's regular office hours. Honor Guard members receiving loaner guns from the Property Counter must sign them out and in.

II. Availability, Security, and Accountability:

- A. Whenever the safe is entered, the entry will be recorded in the "Safe Entry Log", documenting the date, time, IBM and signature of personnel entering, and the reason for entry.
- B. Whenever loaner equipment is temporarily issued:
  1. The requesting officer will obtain a Form R.F. #325 (Police Equipment/Uniform Request) from Property Unit. The Officer will complete the form and have it signed/approved by his/her Commanding Officer (Lieutenant or above), prior to the loaner equipment being issued.
  2. The Property Specialist upon receiving the completed and approved "Police Equipment/Uniform Request Form" will:
    - a. Complete the "Police Equipment/Uniform" card.
    - b. Deliver the completed "Police Equipment/Uniform Request" form and the "Police Equipment/Uniform Card" to the Quartermaster Detail.
    - c. When issuing requested equipment, the following restrictions will be adhered to:
      - 1) Required forms prepared, as specified above in items 2 and 2a, must be completed and accurate.
      - 2) If loaner magazines are requested, issue only those magazines designated as loaners (i.e. L 1, L2, L3, etc.).
        - a. The two (2) magazines provided with each loaner service gun will be issued along with, and not separately from the gun, unless:
          1. A loaner magazine is requested, but is unavailable.
          2. A Property and Evidence Unit Supervisor documents the immediate need for the magazine, which is

3

Property and Evidence Unit S.O.P. # 10 Loaner Equipment Issuance (Continued)

forwarded along with the required forms to the Quartermaster Detail.



# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-16

**SUBJECT:** REIMBURSEMENT FOR PROPERTY NO LONGER HELD IN THE PROPERTY AND EVIDENCE UNIT

**PURPOSE:** To establish procedures to reimburse individuals for property that the Property and Evidence Unit no longer has in its possession.

- SCOPE:**
- I. Reimbursement for Money Already Deposited
    - A. The Counter Detail will evaluate the reason for the reimbursement claim within the 90 day process for "Return to Customer".
    - B. If reimbursement is warranted, the Counter Detail Property Specialist will complete Form R.F. #647 (Claim for Reimbursement of Money) and forward to the Property and Evidence Management Section Commander for signature.
      - 1. All associated documents such as court orders, incident reports, and the copy of the finance ticket will be attached.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 7/28/17



## 2

## Property &amp; Evidence Unit S.O.P. # 10 Reimbursement for Property No Longer Held in the Property Unit (Continued)

The following information must be provided for the person requesting reimbursement:

- a. First and last name
  - b. Social security number
  - c. Current address
  - d. Date of Birth
  - e. Property Specialist will make copy of Identification Card.
- C. The claim form will be forwarded to the Legal Unit for review.
- D. The claim form will then be forwarded to the Budget Unit for processing and payment.
- II. Reimbursement for Personal Property (Other than Money) No Longer Held by the Property Unit
- A. The Counter Detail will evaluate the reason for the reimbursement claim.
  - B. If the claim is warranted, within the 90 day process for "Return to Customer", the Counter Detail Property Specialist will complete for R.F. #647 Claim for Reimbursement and forward to the Property and Evidence Unit Commander for signature.
    1. All related documents are to be included with the claim form. This may include copies of the Property Receipt, State Attorney's Office Disposition form, Confiscation Detail Manifest logs, etc.
  - C. The claim form will be forwarded to the claims Division of the Law Department for investigation and reimbursement (if warranted).

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-17

**SUBJECT:** RELEASING EVIDENCE FOR COURT/VIEWING

**PURPOSE:** To outline the procedures for releasing evidence for court or viewing.

**SCOPE:** I. Evidence Released for Court Purposes

- A. The officer, detective, or Crime Scene Investigator will present the Property Specialist with a subpoena with a corresponding case number for the evidence requested. The subpoena must have the date and day.
  1. The Property Specialist will make a copy of the subpoena and verify the case number with the Property Receipt number of the evidence being requested.
  2. Release Evidence for Court/Viewing (According to Chain of Custody)

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

## Property &amp; Evidence Unit S.O.P. # 10 Releasing Evidence for Court/Viewing (Continued)

When releasing evidence for viewing, the officer's name must be on the Property Receipt.

- a. Print Probe
  - b. Give to Vault/Warehouse to retrieve package.
    - 1) A secure move is performed by the Vault/Warehouse transferring to Property Counter for release
  - c. Retrieve package from Vault/Warehouse (secure move)
  - d. Go to list functions
  - e. Enter AC#
  - f. Make list
  - g. Transactions
  - h. Transfer out to officer
  - i. Reason (Court)
  - j. Location
  - k. Receiving officer information
  - l. Click OK
  - m. Print two copies (One for officer, one for folder)
- B. The officer, detective, or Crime Scene Investigator will complete the "Release" portion of the Property Receipt. A copy of subpoena must be provided.
1. Enter name and IBM number.
  2. Date and time evidence is checked out.
  3. Weigh out (if applicable).
  4. Location where evidence is being taken.
- II. Evidence Needed for Court or Other Purposes by Person(s) Other Than Those Directly Involved with a Case
- A. Written authorization from a Unit Commander (or higher) must be obtained prior to the release of any evidence to any person(s) not directly involved with a case.
1. An AVO must be signed and dated to include the case number and the name and IBM number of the officer taking possession (for all evidence).
- III. The Release of Evidence by Court Order, Memoranda, or Other Requests

## Property &amp; Evidence Unit S.O.P. # 10 Releasing Evidence for Court/Viewing (Continued)

- A. The Police Legal Advisor will review and approve all court orders, memoranda, or other requests prior to the release of any evidence.
- B. Those instances where a Property Specialist has been directed to release property, either by court orders, memorandum, etc., the Assistant City Attorney will have the final determination as to whether the impounding Officer's signature is required for the release of the property.

IV. Return of Evidence to the Property Section

- A. Except when admitted as court evidence, evidence removed from the Property Unit will be returned to the Property Unit within (24) twenty-four hours from the time it is checked out.
- B. When accepted as court evidence, the Clerk of the Court will become responsible for the evidence until the conclusion of the trial.
  - 1. The Officer's file copy of the Property Receipt will be signed by a Court Officer and stamped with the Court's seal. Signature, printed full name, ID number, and location of court should also be included.
  - 2. The signed file copy of the Property Receipt will be returned to the Property Unit within (24) twenty-four hours from the time the evidence was checked out.
  - 3. The signed file copy will be placed in the Property Receipt folder by the Property Specialist.
- C. When the evidence and officer's file copy of the Property Receipt are both admitted as evidence:
  - 1. The officer will obtain a certified copy of the Property Receipt or an official document bearing the Court's seal. The copy of the Property Receipt or document will indicate that the officer's file copy of the Property Receipt and evidence were filed by the Court.
  - 2. This certified copy of the Property Receipt or official document will be returned to the Property Unit within (24) twenty-four hours from the time the evidence was checked out.
  - 3. The certified copy of the Property Receipt or official document will be placed in the Property Receipt folder by the Property Specialist.

## Property &amp; Evidence Unit S.O.P. # 10 Releasing Evidence for Court/Viewing (Continued)

- V. Overdue Evidence (Out more than 24 hours). In Violation of Departmental Order 14, Chapter 3.4.2.10
- A. The day shift Sergeant or Property Specialist II will, on a daily basis, review all Property Receipt folders for evidence checked out for Court.
1. The original Property Receipt will be checked for the date and time the evidence was checked out.
  2. The Property Receipt folder will be checked for court orders and official documents which would indicate the evidence has been retained by the Court.
- B. When the day shift sergeant or Property Specialist II discovers overdue evidence, a violation of Departmental Order 14, Chapter 3.4.2.10, he will:
1. Prepare a Notice of Failure to Return Equipment
    - a) Enter officer's name and IBM.
    - b) Unit assignment.
    - c) Check box - "Failed to Return Evidence".
    - d) Enter MPD case number and Property Receipt number.
  2. Forward the Notice of Failure to Return Equipment form to the Property and Evidence Unit Commander to be signed.
  3. The Notice of Failure to Return Equipment form will be "Tickled out" to the Officer's Unit Commander for appropriate action.
    - a) A record of all Notice of Failure to Return Equipment forms will be maintained in a Tickler File.
    - b) A Tickler number will be assigned to the form.
    - c) The Tickler due date will be ten (10) days from the date the form is sent.
    - d) After ten (10) days without a response, a second Tickler will be sent following the same procedures.
  4. If there has been no response to the second Tickler within five (5) days, the day shift Sergeant will initiate appropriate action against the officer, Investigator or Crime Scene Investigator responsible.

5

Property & Evidence Unit S.O.P. # 10 Releasing Evidence for Court/Viewing (Continued)

5. If issuance of evidence found, or personal property:
  - a) Officer/investigator will fill out issuance of Evidence Form, prior to removing any evidence/personal property from the Property Section.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-18

**SUBJECT:** RELEASING EVIDENCE FOR LAB ANALYSIS AND RECEIVING EVIDENCE FROM THE LAB

**PURPOSE:** To provide a proper procedure for evidence that requires Lab Analysis.

**SCOPE:** I. Releasing Evidence to the Courier for Lab Analysis

- A. The Property Specialist will verify the case number and Property Receipt Number on the Transmittal Form with the Case Number and the Property Receipt Number stamped on the evidence package.
- B. The Property Specialist will also verify that the Miami Police Info Stamp has been filled out correctly by verifying case numbers and MPD Property Receipt numbers. The MPD Info Stamp is located at the bottom right hand side of the MDPD Property Receipt.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 7/28/17





2

Property & Evidence Unit S.O.P. # 10 Releasing Evidence for Lab Analysis and Receiving Evidence from the Lab (Continued)

- C. The Property Specialist along with the Property Courier will share the responsibility of signing out Property Receipts for all evidence to the lab for analysis. The shared responsibilities will include:
1. Out to - Property Specialist
  2. Received by - Property Unit Courier
  3. Date and time - Property Unit Courier
  4. Item number - Property Specialist
  5. Weight out (if applicable) - Property Specialist
  6. Number and Type of Packages - Property Specialist
  7. Clerk and IBM - Property Specialist
- D. The Courier will take custody of the evidence and the MDPD lab request receipts that have been filled out by the submitting officer.
1. Courier will check the lab receipts and evidence to ensure accuracy of case numbers and receipt numbers.
  2. Courier will also check the accuracy of the MPD Info Stamp located in the lower right hand corner of MDPD Property Receipt.
  3. The courier will then transport evidence to the MDPD Lab located at 9105 NW 25 Street, Room #2154.
  4. At the Lab, a MDPD case # will be assigned to each piece of evidence. The courier will record the MDPD case # on the Transmittal Sheet and on the upper right hand corner of the MDPD Property Receipt.
  5. The Transmittal sheet will be returned to the MPD Property Section along with the "Blue Copies" (Receipts) of the MDPD Property Receipts.
  6. The Blue copies will be placed in their respective folders.
  7. Transmittal form copies are channeled as follows:
    - a. One copy of the transmittal form is sent to the State Attorney's Office (Inter-office, Fax).
    - b. One copy of the transmittal form is filed in the Property and Evidence Unit files.
  8. The Property Receipt folders for the lab evidence will be kept in the "Out to Lab File."

3

Property & Evidence Unit S.O.P. # 10 Releasing Evidence for Lab Analysis and Receiving Evidence from the Lab (Continued)

II. Receiving Evidence from the Lab

- A. After logging in the evidence to be analyzed at the county lab, the courier will bring all processed and analyzed evidence back to the Property and Evidence Unit.
1. The Property Specialist will inspect the evidence and
    - a. Check for broken evidence seals
    - b. Check for tampering
    - c. Any sign of tampering or broken evidence seals will be reported immediately to the Property and Evidence Unit Commander (or designee) as well as the commanding officer of the MDPD Lab. It should be reported verbally, and, if necessary, via inter-office memorandum.
  2. The Property Courier will complete the "Return" section of the original Property Receipt with the:
    - a. Courier's name and IBM #
    - b. Date and time returned
    - c. Reason (Transport)
  3. The Property Specialist will obtain the Property Receipt from the "Out to Lab" files.
  4. The Property Specialist will retrieve the "Master Log Book" from the vault (Narcotics, Money, Guns, and Valuables) and enter the date received from the lab next to the corresponding Property Receipt Number. The lab evidence will then be returned to storage.
    - a. Warehouse
    - b. Refrigerator
    - c. Vault
  5. The Property Receipt folders are then returned to the open file for future availability.

# City of Miami



EMILIO J. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-18(A)

SUBJECT: **RELEASING FIREARMS FOR NIBIN PROCESSING AND RECEIVING FIREARMS UPON COMPLETION OF NIBIN PROCESSING**

PURPOSE: To provide standardized procedures and instructions for releasing impounded firearms and casings for NIBIN (National Integrated Ballistic Information Network) test firing.

SCOPE: Firearms that are submitted to the Property and Evidence Unit as found property or evidence will be processed through NIBIN by officers assigned to the Crime Gun Intelligence Detail. Revolvers and firearms submitted as personal property will not be processed through NIBIN.

I. Releasing Firearms for NIBIN Processing

- A. On a daily basis, the officers assigned to the Crime Gun Intelligence Detail will respond to the City of Miami Police Department's Property and Evidence Unit to inspect impounded firearms and spent casings.

(Continued)

*H. O. Jones #1070*  
 Commander  
 Property and Evidence Unit  
 Effective Date 10/31/19



2

Property & Evidence Unit S.O.P. # 10 Releasing Firearms for NIBIN Processing and Receiving Firearms Upon Completion of NIBIN Processing

- B. The officers assigned to the Crime Gun Intelligence Detail will meet with the Property and Evidence Unit's vault supervisor, who will provide property reports detailing information about recently impounded firearms.
  - C. The officers will review the property reports as well as any applicable incident reports to determine which firearms will proceed through the process.
  - D. Upon reviewing the reports, the officer will submit a list of firearms to be processed by the vault supervisor.
  - E. The vault supervisor will pull the listed guns from the vault and make them available to the officer for examination and entry into the NIBIN program.
  - F. The officer will properly sign-out the firearms through the FileOnQ system at the Property Counter.
- II. RECEIVING FIREARMS UPON COMPLETION OF NIBIN PROCESSING
- A. Upon completion of NIBIN processing, the officer from the Crime Gun Intelligence Detail will return the guns to the Property and Evidence Unit and log the firearms through the FileOnQ computer system at the Property Counter.
  - B. After business hours, the officer will return the processed firearms to the Property and Evidence Unit by logging the firearms into the FileOnQ system and placing the processed firearms in the gun locker. The key must be left in the designated lockbox for a Property Specialist to retrieve it.
  - C. When Property business hours resume, a Property Specialist will retrieve the processed guns from the gun locker and verify that the firearms are secured with "flex ties," and that the property receipt is complete and accurate. After verifying that the Property Receipt is complete, the Property Specialist will proceed to store and secure the firearms in the designated storage area.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-19

SUBJECT: RECEIVING EVIDENCE FROM COURT/VIEWING

PURPOSE: To provide proper procedures for the return of evidence from the court or viewing.

- SCOPE:
- I. Receiving Unopened Evidence Packages from Court or Viewing
    - A. The Property Specialist will check the original Property Receipt in the Property Receipt folder to verify that the number matches the Property Receipt number on the evidence being turned in.
    - B. The Property Specialist will check the evidence package for broken evidence tape or tampering and:
      - 1. Weigh the package (if applicable).
        - a. Write the weight on the original Property Receipt with signature, IBM number, and date of return weight.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 4/5/17



2

Property and Evidence Unit S.O.P. # 10 Receiving Evidence from Court/Viewing  
(Continued)

2. Any discrepancies will be reported to the Property and Evidence Unit Commander.

II. Return Evidence from Court/Viewing

- A. Retrieve package from officer
- B. Go to list functions
- C. Enter AC#
- D. Transactions
- E. Transfer in from officer
- F. Return from Court/Viewing
- G. Enter information from officer when returning
- H. Click Okay
- I. Print two copies. The Property Specialist will sign both
  1. One copy for officer
  2. One copy for folder
- J. Take packages to appropriate area for secure move

III. Receiving Opened Evidence Package from Court or Viewing

- A. The Property Specialist will check the original Property Receipt:
  1. Verify that the Property Receipt number on the package is the same as on the original Property Receipt.
  2. Check each item in the package against the Property Receipt.
- B. The Property Specialist will place the original package, along with the contents, inside a new package and seal with evidence tape.
  1. The new package will be re-labeled.
  2. The Officer will initial over the evidence tape.
- C. The evidence will be returned for storage.
  1. Warehouse
  2. Refrigerator
  3. Vault

3

Property and Evidence Unit S.O.P. # 10 Receiving Evidence from Court/Viewing  
(Continued)

- D. Return the Property Receipt Folder to the supervisor review file for reviewing.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-20

**SUBJECT:** RELEASING EVIDENCE (NO LONGER NEEDED TO BE HELD)

**PURPOSE:** To provide a proper procedure for the release to the owner of evidence no longer needed to be held.

- SCOPE:**
- I. Evidence to be Returned to the Owner
    - A. The impounding officer will sign off on the Property Receipt (yellow original) with the following information:
      - 1. Name, address, and date of birth of the owner.
      - 2. The officer will sign with IBM# and date of release approval.
    - B. Personnel authorized to release evidence in lieu of the impounding officer:
      - 1. Commanding Officer of a C.I.S. Unit

(Continued)

Commander  
Property and Evidence Unit

Effective Dated 7/28/17





2

Property & Evidence Unit S.O.P. # 10 Releasing Evidence No Longer Needed  
(Continued)

2. On Duty Patrol Commander
  3. Commander of Traffic Section
  4. Major of Police
  5. Assistant Chief of Police
  6. Chief of Police
- C. Proof of ownership, valid photo ID, and Property Receipt are needed for processing.
- II. Release by Court Order or Letter from the State Attorney's Office
- A. The claimant will be advised to leave the Court Order, or letter for review, for the Police Legal Advisor.
1. This will require at least one to five working days.
  2. Once the Legal Advisor's review has been completed, the Counter Detail day shift Property Specialist II will contact the claimant and schedule an appointment for pick-up.
- B. Processing the Court Order or Letter. (See "Court Orders For The Return Of Property")
1. Original Court Order is received by the the Property and Evidence Unit
  2. Court Order is time stamped
  3. Property Specialist makes a copy and gives it to the owner
  4. Owner's information is logged in a book by Property Specialist
  5. A copy is made of documents such as identification, bill of sale, etc.
  6. The Court Order is taken to the Legal Department for review and approval.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

**S.O.P.** 10-21

**SUBJECT:** FORFEITURE AWARD MEMORANDA AND COURT ORDERS

**PURPOSE:** To establish a procedure for the proper handling and routing of Forfeiture Award Memoranda and Court Orders.

- SCOPE:**
- I. Forfeiture Process
    - A. The officer will fill out the form with a copy of report and Property Receipt attached.
    - B. Copy is made for the folder.
    - C. Original is placed in forfeiture slot for pick up.
  - II. Routing and Notification
    - A. When forfeiture award memoranda and court orders are received, they will be given to the Confiscation Property Specialist assigned to Forfeitures. This Specialist will be responsible for:

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



Property and Evidence Unit S.O.P. # 10 Forfeiture Award Memoranda and Court Orders  
(Continued)

1. Logging the Forfeiture Award Memorandum and Court Order in a log to record:
  - a. Property Receipt number/Claim Check number
  - b. Name and PIN of the impounding officer
  - c. Assignment of the impounding officer
  - d. Date of notice sent
  - e. Date of officer's response
  - f. Type of response
2. Including the Forfeiture Award Memorandum and Court Order in the corresponding Property Receipt folder or attaching it to the Claim Check.
3. Notifying the impounding officer by sending a request for response as to the disposition (Notice of Disposition of Forfeiture Property), and a copy to the officer's commanding officer, no later than the first working day after receipt of the Forfeiture Award Memorandum.
4. Preparing a manifest of all Property Receipts or Claim Checks that have been signed by the impounding officer to forfeit the property.
5. Informing the Confiscation supervisor of any notices that have not been answered after one week.

III. Review of Unanswered Notice

- A. Upon notification that an officer has failed to respond to the first notice, the Confiscation supervisor will:
  1. Make a personal contact with the officer's commander.
  2. Make note of the contact on the copy of the Forfeiture Award Memorandum in the Property Receipt folder.
- B. Should the officer fail to respond within the following week, the Confiscation Supervisor will draft an inter-office memorandum for the signature of the Property and Evidence Unit Commander, through channels, to the appropriate division chief, requesting compliance from the officer.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

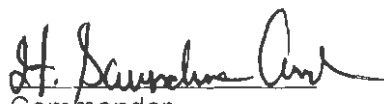
**S.O.P.** 10-22

**SUBJECT:** HANDLING "CONTRABAND FORFEITURES ACT" RELEASES

**PURPOSE:** To establish a procedure for releasing, to the owner, items seized under the "Contraband Forfeitures Act"

- SCOPE:**
- I. Release of Seized Property via Court Order.
    - A. Upon being presented a court order for seized property release, the Property Specialist will follow the procedures outlined in S.O.P. 10-26 (Court Orders for the Return of Property).
    - B. If court order is approved, normal procedures for release are followed by the Property Specialist.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 6/5/19



2

Property & Evidence Unit S.O.P. # 10 Handling "Contraband Forfeitures Act" Releases  
(Continued)

- C. If the court order is not approved, the person requesting the property release will be advised to contact the city Legal Unit by the Property Specialist (without divulging the reason for rejection of the document to the person requesting the release of the property).

II. Release of seized Property without a Court Order

- A. The Forfeiture Fund Detail can authorize release of seized property with a notarized stipulated agreement.
  - 1. The Property Specialist, after being presented with the Forfeiture Fund Detail notarized stipulated agreement, will then follow the appropriate standard property release procedures.
- B. If no written release authorization is issued by the Forfeiture Fund Detail, and the property is to be released without this written release or court order, then a representative of the Forfeiture Detail will come to the Property and Evidence Unit to personally authorize release of the seized property.
  - 1. The Property Specialist will then follow normal property release procedures.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

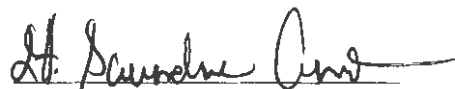
**S.O.P.** 10-23

**SUBJECT:** RELEASING PERSONAL PROPERTY

**PURPOSE:** To outline procedures for the release of personal property.

- SCOPE:**
- I. Releasing Personal Property
    - A. Miscellaneous property and currency.
      - 1. Items listed on a Property Receipt can be released to the owner listed by the impounding officer, with valid photo identification.
    - B. Miscellaneous property and currency of deceased persons
      - 1. The lead Homicide Investigator must sign the Property Receipt to authorize the release.
      - 2. The lead Homicide Investigator must also indicate:
        - a. To whom the property is to be released.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 6/5/17



## 2

## Property &amp; Evidence Unit S.O.P. # 10 Releasing Personal Property (Continued)

b. Which item(s) are to be released.

C. Firearms/weapons

1. A sergeant will run an N.C.I.C. check on every firearm/weapon to verify if it is stolen.
2. Proof of ownership is required.
3. Valid photo identification of owner is required.
4. Complete check of owner.

D. Credit cards placed in the Property and Evidence Unit as Personal Property.

1. May only be released to the person named on the Property Receipt.
2. If the owner of the credit card is deceased or the credit card was placed in the Property and Evidence Unit as evidence or found property, the card will be confiscated and not returned to the owner.

E. Police Equipment:

1. Police equipment that is to be returned to officers who have been relieved of duty will be released only under the authority (signature) of a supervisor or above, of the Unit that relieved the employee (Internal Affairs).
  - a. If Patrol is relieving an employee who is assigned to another unit (as in an after business hours incident) there will be a hold placed on the property for the unit to which the employee is assigned.
  - b. If a hold has been placed on the property as cited in 1. a., above, or if a hold is for a specialized unit such as Internal Affairs or Homicide, a signature is required by a supervisor or above from the "hold for" unit, before the property can be released.
2. Police equipment being returned to personnel who have been off on extended disability will be released only under the authority (signature) of a supervisor or above of the Health Services Unit.

Property & Evidence Unit S.O.P. # 10 Releasing Personal Property (Continued)

II. Conflicts of Ownership

- A. When there is more than one claimant to the property, a decision will be obtained from the Police Legal Advisor.
- B. If the Police Legal Advisor cannot make a determination as to ownership, a court order will be required.



# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**


**S.O.P.** 10-24

**SUBJECT:** COURT ORDERS FOR THE RETURN OF PROPERTY

**PURPOSE:** To properly and accurately state the policy pertaining to the return of court ordered release of property.

- SCOPE:**
- I. Duties when Presented with a Court Order for the Return of Property
    - A. Upon being presented with a court order for the return of property, the Property Specialist will advise the person making the request that the City of Miami has a policy that requires that an Assistant City Attorney, or the City Attorney, review all legal documents presented to the Property Unit prior to the release of the property. Barring any unusual circumstances, the

(Continued)

  
Commander  
Property and Evidence Unit

Effective Date 6/5/17



Property & Evidence Unit S.O.P. # 10 Court Orders for the return of Property  
(Continued)

review will be completed within 24-hours. The day shift Property Specialist II will call the complainant to schedule an appointment to pick up the property if it has been released. If the property has not been released, the Property Specialist II will advise the complainant to contact the City Legal Unit.

- B. Upon approval by the City Legal staff to release the property, normal established procedures will then be used to handle the release of the property.
- C. Should the document not be approved by the City Legal staff, the person requesting the return of property will be instructed to contact the City Legal Unit for further information.
- D. The Property Specialist will not divulge the reason why the document was rejected to the person requesting the release of the property.

II. Procedures for Obtaining Property When Case is Complete

- A. If the person is a defendant in a case that has been completed, it is recommended that an attorney (their own, or any other) prepare, submit, and have a Court Order, for the return of their property, signed by a judge.
  - 1. This process can be completed without an attorney by contacting the Clerk of the Court Office for instructions (located at 1351 N.W. 12 ST., Room 702). It is again necessary to have the order signed by a judge.
- B. If the person is a victim in a case that has been completed, it is necessary to contact the State Attorney responsible for the original case and obtain the standard release form from him for the return of their property. A Court Order is not necessary.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-25

**SUBJECT:** NOTIFICATION AND RETURN OF FOUND PROPERTY

**PURPOSE:** The Miami Police Department shall make every effort to notify the owner of any found property in order for the owner to regain possession.

- SCOPE:**
- I. Found Property Turned in to the Property and Evidence Unit
    - A. The Property Specialist will inspect the property in order to determine the name and address of the owner.
    - B. The property will be packaged and stored using normal procedures (S.O.P. 10-2, 10-3).
    - C. Send Hold Harmless Agreement letter via certified mail to the owner. This explains the procedures to the owner.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

Property and Evidence Unit S.O.P. # 10 Notification and Return of Found Property  
(Continued)

- II. Releasing Found Property to the Owner or Finder
  - A. In order for an owner to reclaim their property, they must:
    - 1. Come to the Property Unit, Monday - Friday, 0800-1600 hours.
    - 2. Present valid photo identification.
    - 3. In the case of a recovered weapon, the owner must supply a proof of ownership.
  - B. If the owner cannot personally appear, the following must be done:
    - 1. The person claiming the property must have a notarized letter from the owner, designating that person as his/her representative, and authorizing the release of the property to him/her. No copies will be accepted.
    - 2. The representative must present valid photo identification.
  - C. If found property is turned in by an officer without an owner name, the officer must be contacted to place a name to the Property Receipt before it can be released.
- III. Returning Property by Mail
  - A. Miami-Dade County residents are not eligible for mailing of property. They must pick it up at the Property and Evidence Unit.
  - B. If mailing of property is requested, the owner must complete a notarized Release, Hold Harmless and Indemnification Agreement, and return the form.
    - 1. Greyhound-Trailways Line and the U.S. Postal Service will be used to ship all items, except guns. Federal Express will be used to ship guns after receiving a request from the owner's local law enforcement agency stating they will accept shipment of the owner's weapon on his behalf. The letter should contain the agency's address, telephone number and the name of the person who will be accepting the shipment. The owner will need to include the enclosed Hold Harmless Agreement and the notarized letter (designating the

Property and Evidence Unit S.O.P. # 10 Notification and Return of Found Property  
(Continued)

- C. Foreign country residents may request a forwarding company or consular agent to claim property (upon presentation of a notarized letter from the owner specifying the authorized recipient). This representative must have valid photo identification.

IV. Finder's Claim to Unclaimed Property

- A. If the owner is unknown, or no claim is made for the property within three (3) months after the property is found, the person finding the property will be entitled to claim it.
- B. The appropriate form letter will be sent to the finder stating that he/she is entitled to the property, and that he/she has twenty (20) days in which to claim it. If after twenty (20) days there is no response from the finder, confiscation proceedings will begin.

V. Confiscation

- A. When the owner is known, if there is no response after the twenty (20) days of notification, confiscation procedures will begin.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

**S.O.P.** 10-26

**SUBJECT:** SECURING VAULTED ITEMS AFTER HOURS

**PURPOSE:** To outline procedures for securing vaulted items when a member of the Vault and Warehouse Detail is unavailable.

- SCOPE:**
- I. Packaging Items
    - A. Whenever possible, items should be packaged to fit into the vault depository drop.
    - B. It may become necessary to package items from one Property Receipt in more than one box. This is done so that they can be secured by placing them into the vault depository drop.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



## Property &amp; Evidence Unit S.O.P. # 10 Securing Vaulted Items After Hours (Continued)

II. Use of Property Counter Vault for Temporary Storage

- A. When items are too large to fit into the depository drop, they are stored in the Property Counter Vault until the next morning. Such items include:
  - 1. Rifles and shotguns.
  - 2. Large boxes.
- B. The Property Specialist will perform an internal move and place a copy of the Probe or Property Receipt on the desk of the Vault Property Specialist.
- C. The key will be kept in the Property Counter key box.
- D. Entries into the Safe/Vault Log Book must be made by a Supervisor and a Property Specialist and the log must be signed by both parties.

III. After Hours Vault Access

- A. When items of great value or great quantities of contraband are to be impounded, the Unit Commander will be notified by the shift supervisor. The shift supervisor will exercise his judgment in determining "great" value or quantity.
- B. The Unit Commander will make a determination whether to respond to the station or whether alternate storage may be used temporarily.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-27

**SUBJECT:** COMPUTER DOWN TIME

**PURPOSE:** To establish guidelines for Property and Evidence Unit personnel to follow when reporting computer problems and operating during down time.

- SCOPE:**
- I. Reporting and Recording Down Time
    - A. The time that the Property computer system is not working is referred to as "Down Time" and will be reported and recorded by the Counter Detail.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18





2

## Property &amp; Evidence Unit S O P # 10 Computer Down Time (Continued)

1. Computer Support will be contacted at extension 6270 and advised of the problem.
  2. The employee reporting the problem will have all the necessary information readily available, such as the computer number(s), the nature of the problem, etc.
- B. The shift supervisor is responsible for ensuring that proper procedures are adhered to during computer down time.
- II. Procedures for Operating when the Computer is Down
- A. The Property Specialists will take in evidence/property in the normal manner using temporary Property Receipts. The officer will be informed to return within forty-eight (48) hours for the Property Receipt number.
  - B. The information from the temporary Property Receipt will be entered into the system when it becomes operational.

# City of Miami



DANIEL J. ALFONSO  
City Manager


**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-28

**SUBJECT:** HANDLING CASH REGISTER FUNDS

**PURPOSE:** To establish procedures for the handling and recording of the cash register funds.

- SCOPE:**
- I. Hours of Operation
    - A. Weekdays: 0700 - 1500 hours
    - B. Weekends: CLOSED
    - C. Holidays: CLOSED
  - II. Payment for Impounded Vehicles Payment for charges on vehicles must be made by the owner of the vehicle by cash.
  - III. Verification and Accounting for Funds
    - A. At the beginning of the day's operation of the public counter, a Property Specialist will be assigned to count the cash register funds and verify the contents to the Property and Evidence Unit Commander. This report can be verbal or written (inter-office memorandum).

  
Commander  
Property and Evidence Unit

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-29

SUBJECT: CASH REGISTER OPERATION PROCEDURES

PURPOSE: To provide a list of operational procedures and instructions for operation of the Counter function Cash Register.

- SCOPE:
- I. Cash Register Operational Procedures for Releasing Vehicles
    - A. Make sure Key is on "R".
      1. Enter IBM/Assigned number. Depress IBM key (Name will show on screen).
      2. Enter the number of AC receipt. Depress AC# key.
      3. Enter Tow Fee without decimal. Press Tow A,B,C.
      4. Enter amount of administration fee. Press Administration Fee key.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

Property and Evidence Unit S.O.P. # 10 Cash Register Operation Procedures  
(Continued)

5. Subtotal

6. Cash

II. Instructions for Closing Cash Register

A. Make sure Key is on "X".

1. Depress Daily Report.
2. Attach to Money Intake Daily Journal.
3. Turn key back to "Lock".
4. Cut off Cash Register from right side button.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-30

SUBJECT: HANDLING PARKING AND CIVIL CITATIONS

PURPOSE: To set forth the responsibilities and duties of Property and Evidence Unit personnel in handling parking citations, civil citations, and other serialized documents.

- SCOPE:
- I. Procedures for Logging and Issuance of Citations
    - A. All citations will be kept in the storage bin.
    - B. All boxes of citations will be removed from the storage bin in numerical order.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 11/28/18



2

## Property &amp; Evidence Unit S.O.P. # 10 Handling Parking and Civil Citations (Continued)

- C. All citations will be logged in numerical order in the designated log books located at the Property Counter.
- D. When a citation book is issued, the Property Specialist and the officer will initial in the space provided for in the appropriate log book.
- E. All citations will be issued in numerical order.
- F. After the logs are completed they will be kept for a period of one (1) year at the Counter Detail. They will then be moved to long term storage.
- G. Citation books will not be issued unless the old one is turned in at the time of issue. All voided copies must be turned in with the book.

II. Procedures for Issuing Other Items to Officers at the Counter

- A. A printout of departmental personnel will be placed in a log book.
- B. The officer will initial on the printout next to his/her name when he/she is issued the item (Law Enforcement Handbook, Pathogen Kit etc.).
- C. Once the log has been completed, it will be filed appropriately.

III. Issuance of Summons

- A. Summons are no longer issued through the Property and Evidence Unit. This is now done through TRACS.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-31

**SUBJECT:** SECURING FIREARMS AND AMMUNITION OF RESPONDENTS, WHO ARE THE SUBJECT OF AN INJUNCTION FOR BEING A PRINCIPAL IN A DOMESTIC VIOLENCE CASE.

**PURPOSE:** To establish procedures for the receipt, storage, and release of firearms and ammunition belonging to respondents when ordered by the court as a result of being a principal in a domestic violence case.

**SCOPE:** Upon being served with a court order, a respondent must surrender his/her firearm(s) and ammunition as ordered. Whenever a firearm and ammunition are received by the Property and Evidence Unit as a result of a domestic violence related court order, the following procedures will be adhered to:

- I. The firearm shall be made safe prior to being received by the Property and Evidence Unit.
  - A. Semi-Automatic firearms shall have
    - 1. Magazine removed
    - 2. Chamber empty

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



2

Property & Evidence Unit S.O.P. # 10 Securing Firearms And Ammunition Of Respondents, Who Are The Subject Of An Injunction For Being A Principal In A Domestic Violence Case (Continued)

3. Slide in a locked position
  4. Barrel secured with a flex cuff
- B. Revolver shall have:
1. Cylinder open
  2. All rounds removed from the cylinder
  3. Barrel secured with a flex cuff
- II. A firearm/ammunition, when initially received by the Property and Evidence Unit, will be documented on a Property Receipt. A M.P.D. case number is required.
- A. Whenever the firearm is thereafter removed from or returned to the Property and Evidence Unit, any such movement will be recorded on the Property Receipt and in WinACE.
- III. All ammunition will be removed from the firearm and stored in the same envelope with the firearm.
- A. Live ammunition is to be secured in such a manner as to prevent individual rounds of ammunition having contact with each other.
- IV. Firearm/ammunition should be stored as follows:
- A. A firearm/ammunition, which is prohibited by a Court Order from being returned to a Department member or to any other Respondent will be dropped down the chute to NV 4121 for subsequent storage within Vault or 108 C.
- B. A firearm/ammunition that is to be released to a member for solely on-duty issuance will be secured in the Property and Evidence Unit's safe to ensure its availability whenever the affected member is on-duty.
- V. Upon the cancellation of an injunction by the court, and the receipt of a certified copy of a court order, the police property receipt or arrest affidavit, proof of ownership and identification, the Property and Evidence Unit will permanently release the firearm and ammunition to the Respondent and close the Property and Evidence Unit file.
- A. Under no circumstances will an unsecured firearm (flex cuff removed) be released at the same time as ammunition.
1. A secured firearm (flex cuffed firearm) and packaged ammunition may be released at the same time, subsequent to notification of, and the agreed upon compliance by the respondent as to this security requirement while at the Miami Police Department.
  2. Respondents are to be escorted out of the police facility.



3

Property & Evidence Unit S.O.P. # 10 Securing Firearms And Ammunition Of Respondents, Who Are The Subject Of An Injunction For Being A Principal In A Domestic Violence Case (Continued)

- B. The Respondent shall deliver a certified copy of the Court Order and the police property receipt or Arrest Affidavit to the police station along with his/her identification and proof of ownership.
- VI. Unless firearms/ammunition in the possession of law enforcement are reclaimed by the owner within 8 months of the receipt of the Court Order providing for their return, they are forfeited to the state and no action for their recovery can thereafter be maintained.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-32

**SUBJECT:** HANDLING POLICE EQUIPMENT

**PURPOSE:** To provide standardized procedures and requirements for the issuance and replacement of portable radio batteries, emergency equipment, and vehicle supplies as well as procedures for the temporary replacement/issuance of malfunctioning radios, shotguns, and service pistols. The designated emergency equipment exchange locker is located inside the Bulky Storage cage next to the first-floor entrance.

- SCOPE:**
- I. After Hours Radio Exchange
    - A. Only in instances where a malfunctioning radio is experienced after the regular Radio Shop hours, will a replacement radio be available in exchange.
      - 1. Transmission problem(s) experienced with radios should be reported to the officer's immediate supervisor. A radio repair

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



## Property and Evidence S.O.P. # 10 Handling Police Equipment (Continued)

- B. Procedures for temporary issuance of shotguns:
1. The Counter Detail will only issue shotguns for Honor Guard use.
  2. Authorized personnel will then sign their name and PIN number legibly on the appropriate form for the issued shotgun. When shotguns are returned, the same procedures will be followed.
  3. Each shotgun will be placed in the slot that corresponds with the shotgun number. Shotguns will not be placed in a random empty slot.
  4. Shotguns in the green shotgun rack secured with a lock. If any additional shotguns are needed, the on-duty Shift Supervisor will issue shotguns from the blue casing. The Shift Supervisor will forward an inter-office memorandum to the Property Unit Deputy Commander and a copy of same to the Quartermaster Supervisor, advising of this action.
  5. Shotguns will be checked daily to ensure that they all are accounted for. Shotguns that cannot be accounted for will require an inter-office memorandum to be submitted to the Property and Evidence Unit Deputy Commander and a copy of the same to the Quartermaster Supervisor.
  6. Officers returning shotguns that are in need of repair will prepare an AVO listing the problem with the shotgun. All shotguns returned for repair will be placed in Room 108-C. Under no circumstances will defective shotguns be placed on the shotgun rack. The AVO will be submitted to the Quartermaster Detail.

II. OC Spray Containers Issuance and Replacement.

- A. Initial issuance of OC Spray containers is the responsibility of the Quartermaster Detail.
- B. Counter Detail personnel will replace used OC Spray with new OC Spray containers as follows:
1. When a photocopy of the Response to Resistance Report signed by a Supervisor is submitted to the Property and Evidence Unit. In instances where there is a delay in completing the Response to Resistance Report, an AVO submitted by the officer and signed by a supervisor will suffice.
    - a. Weigh the used OC container being returned, and record the weight, the receiving Property Specialist's name, and the date on the bottom portion of the OC Usage Report copy (designated for Property and Evidence Unit Use only) or AVO received.
      - 1) If less than 50% full (less than 73.5 grams/2.63 oz.) store the used OC Spray container in the designated storage location.

3

## Property and Evidence S.O.P. # 10 Handling Police Equipment (Continued)

- 2) If 50% full (73.5 grams/2.63 oz. or greater) reissue to the affected member.
  - 3) If the same OC Spray can is re-issued, the Property Specialist will make a notation at the bottom of the Response to Resistance Report indicating re-issue along with the weight of the OC Spray can.
- b. Place the completed Response to Resistance Report or AVO in the designated OC Spray Usage book as follows:
- 1) File alphabetically by officer's name.
  - 2) File chronologically for multiple incidents for an officer.
- c. Upon receipt of a written request submitted by the Training Unit for used OC Spray containers for training purposes, document on the bottom portion of the request the number of used OC Spray containers provided, the issuing Property Specialist and the date issued.
- 1) File the completed request chronologically within the portion of the OC Spray Usage Book designated for used OC Spray container Training Unit requests.
- d. After hours, a spare/replacement OC spray will be stored in the designated emergency equipment exchange locker. A patrol supervisor or higher will respond to the bulky storage cage. The emergency equipment exchange locker is located in the rear of the bulky storage cage. The patrol supervisor will ensure the required documentation listed above is left in the designated folder in the exchange locker. The supervisor will complete, log, and issue the officer a new OC spray container in exchange for a used one.

III. ECD/Taser Cartridge Issuance and Replacement

- A. Initial issuance of the ECD/Taser and two (2) ECD/Taser cartridges is by the Training Unit and Sergeant.
- B. Replace discharged ECD/Taser cartridge with new cartridge as follows:
  1. When a completed Response to Resistance report signed by a supervisor is presented to the Property and Evidence Unit, obtain a photocopy of the report. After hours, a

## Property and Evidence S.O.P. # 10 Handling Police Equipment (Continued)

photocopy of the report must be left in the emergency equipment exchange locker.

2. A discharged ECD/Taser cartridge is turned into the Property and Evidence Unit (one for one exchange only). After hours, the affected officer's supervisor will package the cartridge and place it in the afterhours emergency equipment exchange locker.
- C. Discharged ECD/Taser cartridge is placed into the Property and Evidence Unit as evidence.
1. A property folder and receipt is prepared.
  2. The Response to Resistance Report (copy) is filed in the property evidence folder with the Property Receipt.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-33

**SUBJECT:** REVIEW OF EVIDENCE FOR DISPOSITION

**PURPOSE:** To outline guidelines for the review and pulling of open evidence files to determine if a file needs to be kept or destroyed.

**SCOPE:** I. Procedures

1. The Property Specialist II assigned to the Disposition Team will be responsible obtaining lists of files for review.
2. Once the list of files has been generated, they will be assigned to the Property Specialist I of the detail for processing. The Property Specialists will perform the following tasks with each file assigned to them.
  - a. Files that predate FileOnQ will be located. All documents inside the physical file will be scanned and attached to the appropriate barcode in FileOnQ.
  - b. Update required fields that did not transfer from the programs that predate FileOnQ.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/13/18



2

## Property &amp; Evidence Unit S.O.P # 10 Review of Evidence for Disposition (Continued)

- c. Check the status of the court case in the following locations:
    - i. Miami Dade Criminal Information Justice Information System (CIJS) desktop application
    - ii. [www.miami-dadeclerk.com](http://www.miami-dadeclerk.com) (Criminal Justice Online System)
  - d. Copy information from the above searches and paste it as a CIJS Info note for in FileOnQ
    - i. Update the following fields that apply on FileOnQ: CJIS Case #; Stay Date; Case Closed, and/or Warrant
  - e. Generate a "Name List" of the processed files and submit it to the Disposition Team Property Specialist Supervisor for review.
3. The Disposition Team Supervisor will review the submitted Name List to verify that the physical file's documents have been scanned and attached in FileOnQ.
  4. On cases with Criminal Justice cases, the Disposition Team Supervisor will ensure that the appropriate fields have been filled out (CJIS Case #; Stay Date; Case Closed, and/or Warrant). The Disposition Team Supervisor will also review the CIJS Info note to determine if the items need to remain in the unit or are ready for destruction.
  5. Items that are ready for destruction will require the Disposition Team Supervisor to enter a "3. Destruction Approved" note with instructions. The "Release Authorization" box must also be checked.
  6. The Disposition Team Supervisor will generate a Name List manifest for the files that are approved for destruction and provide it to the Vault Supervisor.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-34

**SUBJECT:** SECURITY

**PURPOSE:** To set forth the responsibilities and duties of Property and Evidence Unit personnel for maintaining security and conducting security checks.

**SCOPE:** I. Property and Evidence Unit Closed Circuit Video System

The Property and Evidence Unit has an expandable closed circuit video system with cameras and motion detectors. Monitors are housed at the Police Property Counter and in the Deputy Commander's office.

- A. Counter Detail supervisors are to regularly monitor the system especially when the motion detector alarm is activated.
- B. Any malfunction of the system is to be brought to the attention of the Unit Commander or Deputy Commander.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17





## Property and Evidence Unit S.O.P. # 10 Security (Continued)

II. Security Checks

- A. The shift supervisor is responsible for assigning personnel to conduct all needed security checks.
- B. The shift supervisor is responsible for maintaining the integrity of the Security Check Logs. The shift supervisor will:
  - 1. Designate a secure area in which to keep all Security Check Logs.
  - 2. Ensure that all required security checks are made in an appropriate and timely manner.
  - 3. Periodically review the Security Check Logs to ensure they are filled out correctly and completely.
  - 4. Transfer Security Check Logs to the oncoming shift Supervisor at the change of each shift.
- C. Radio Communication Procedures
  - 1. While performing security checks, personnel will carry one of the police radios set aside for use by the Property and Evidence Unit. **Channel 3** will be monitored and used to report any break in security and/or to request police assistance when needed.
  - 2. It is the policy of the Miami Police Department to provide the highest level of professional and courteous radio communications, complying with all F.C.C. Rules and Regulations and to ensure compliance with the Communications Section Standard Operating Procedures by all sworn personnel.
    - a. Proper radio transmissions and procedures are necessary. While on or off duty, personnel shall transmit on their portable radio in a professional manner at all time.
    - b. It is prohibited for unauthorized persons to have access to, or possession of, police radio equipment, including portable or vehicle mounted radios. It is further prohibited for any person to gain access to a radio, or any sub-fleet, by illegal, deceptive means or without proper authorization from the Communications Section. The police radio and M.D.C. system shall be used only for essential police business. Members shall not utilize the radio or

## 3

## Property and Evidence Unit S.O.P. # 10 Security (Continued)

M.D.C. for personal matters such as, arranging for off-duty job coverage, errands, etc.

3. While transmitting on the portable radio, authorized police radio user shall whenever possible:
  - a. Speak in a normal tone of voice.
  - b. Use a moderate speed delivery.
  - c. Punctuate their speech as much as possible
  - d. Avoid speaking in a monotone.
  - e. Vary voice tones, pause and drop tone for expressions.
  - f. Keep transmissions businesslike and impersonal.
  - g. Use full mobile radio numbers.
  - h. Not transmit on a name basis.
    - 1) PSII Radio # **3820**
    - 2) PSI Radio # **3821**
  - i. Use short transmissions unless the information being transmitted is important or necessary.
  - j. Be attentive to the radio even when they are on a call.
  - k. Acknowledge transmissions promptly.
4. Members shall be responsible for all information that is broadcasted on their assigned channel.
5. Property personnel should only check into service if a radio transmission is needed. Follow steps E and F to properly check in and out of service. Property Personnel will monitor **channel 3** and carry a copy of signal codes and Q codes when conducting safety checks.
6. Checking Out of Service: Members shall raise the station before attempting to relay any message over the air except when "checking out of service. Any unit checking out of service (self dispatch) on any signal will broadcast the unit number and signal requested only. The dispatcher will then raise the proper screen or function. An acknowledgment will be made of the unit's transmission, repeating the signal and time. The unit will then proceed with the location and other information to complete the computer entered function. The station will then clear in the normal manner, "QSL, Miami."
  - a. Example of Property Specialist Checking Out of Service:

4

## Property and Evidence Unit S.O.P. # 10 Security (Continued)

**PS/II:** "3820/21"  
**Dispatcher:** "3820/21" QSK  
**PS/II:** "3820/21 09-06"  
**Dispatcher:** "3820/21 06 at 1600 hours"

## b. Example of Property Specialist Checking In:

**PS/II:** "3820/21"  
**Dispatcher:** "3820/21 QSK"  
**PS/II:** "09 IBM, Radio # 1234A"  
**Dispatcher:** "3820/21 QSL 09 @1530 hours"

7. Emergency Information: When reporting an emergency, raise the station by announcing unit number followed by the word "Emergency." The station will clear the air for the emergency. If you are unable to transmit, depress the emergency button on the police radio.
8. Holding the Air: The legitimate reason for "Holding the Air" is to avoid having the operator transmit during a Situation Involving Officer Safety.
  - a. The air will be held upon request of the responding unit.
  - b. Upon recognition of a situation that is immediately hazardous to the officer's safety, the officer shall raise the dispatcher and advise "QAH" (Quiet Air Hold).
  - c. A dispatcher may initiate a "QAH" in cases where a hazardous situation exists, such as officers arriving on robberies in progress, etc.
  - d. On certain calls involving a high probability of hazard (29 in progress, shots fired), the responding officer may elect to hold the air by announcing his imminent arrival along with "QAH."
  - e. When requested to "Hold the Air" (QAH), the operator will respond by announcing "Units QAH" to signify that the air is being held for an emergency situation involving officer safety.
  - f. During the duration of a "QAH" situation, any unit not involved in the emergency who raises the station will be advised by the operator to "QAH." This will signify that a situation exists requiring that the air be held.
  - g. A unit involved in the "QAH" situation may request permission to transmit by raising the operator with his/her unit number and the term "reference". An

## Property and Evidence Unit S.O.P. # 10 Security (Continued)

example is "1211 reference." This signifies that the unit has information pertinent to the situation. The operator will then acknowledge the unit and permit his transmission. Units involved in "QAH" situations should be cognizant of the fact that other units also involved may be trying to transmit. Discretion must be utilized prior to using the term "reference" and transmissions should be brief.

- h. Units are to authorize the operator to "Clear the Air" as soon as the emergency involving officer safety is over. This will be accomplished by announcing "Clear QAH." The operator will respond to the unit's "Clear QAH" by announcing "Miami Clear" and the time. At this time, routine transmissions may resume.
  - i. A field unit that becomes involved in a situation requiring the air to be held may initiate the procedure by raising the station, taking the proper signal, and advising "QAH." An example would be: "1211 a 38, checking man with a gun at N.E. 2 Avenue and 71 Street, QAH."
  - j. **Officers are urged to restrict the use of "QAH" to situations that involve a recognizable hazard as the unnecessary holding of the air creates a hazard for others.**
8. Requests for Supervisor: A member in need of supervisory assistance shall ask for a supervisor on the working channel. If the supervisor desires any further information relative to the request, such discussion shall take place on a TAC Channel or Channel 10 (Car to Car). Communications Section personnel will not make supervisory or operational decisions for field units. Questions or problems related to a field situation shall be directed to a field supervisor.
9. **When requesting additional police units** on an emergency basis, such shall be stated. Expedite requests shall not be transmitted. **When requesting the Fire Rescue Squad**, a reference must be given, i.e., heart attack, seizure; bleeding, etc. "Sick person" is not sufficient as a reference. Additionally the Fire Department needs to know the approximate age of the person, if he/she is conscious, and if he/she is breathing. When the Fire Rescue Squad is requested, it will be the Squad's responsibility to handle all ambulance transportation. Police units shall remain on the scene

## 6

## Property and Evidence Unit S.O.P. # 10 Security (Continued)

until Fire Rescue clears in all incidents where the injury was caused by criminal activity or where the area requested requires police protection for Fire personnel.

10. Information Checks by Telephone: Requests for information checks received by telephone will be referred to the CIS 24 Hour Desk at (305) 579-6510.

### III. Security Violations/Breaks

#### A. Auto Pound:

1. Upon discovery of an unauthorized forced entry (or attempt), the person discovering will:
  - a. Immediately summon a Patrol Unit to the scene for security and completion of an incident report.
  - b. Notify the Counter Detail supervisor of the incident.
  - c. Prepare an inter-office memorandum to the Property and Evidence Unit Commander to include:
    - 1) Who discovered the break/attempt.
    - 2) Location of the break/attempt.
    - 3) Time of the break/attempt.
    - 4) Case number for the incident report.
    - 5) Attach a copy of the handwritten incident report.
    - 6) Steps taken to secure the break.
2. The Property and Evidence Unit Supervisor on duty during the incident discovery will notify the Property and Evidence Unit Commander (or designee) as soon as is practical. If the break can not be secured by Property and Evidence Unit personnel, the Complaint Room will be notified that Building and Maintenance personnel must respond to the scene.
3. The Property and Evidence Unit Commander, or designee, will forward the Auto Pound break-in package to the Auto Pound supervisor. The supervisor will prepare a final report, after an inventory has been made to determine the loss, and a supplemental report if necessary.

#### B. All other areas of the Property and Evidence Unit:

## Property and Evidence Unit S.O.P. # 10 Security (Continued)

1. Upon discovery of an unauthorized forced entry (or attempt) and/or violation, the person discovering will notify the on-duty shift supervisor.
2. The on duty shift supervisor will respond to the scene and evaluate the incident:
  - a. If necessary, the Property and Evidence Unit Commander and Property and Evidence Management Section Commander will be notified immediately.
  - b. An inter-office memorandum and/or incident report will be forwarded to the Property and Evidence Unit Commander.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

PROPERTY AND EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
COUNTER DETAIL

S.O.P. 10-35

SUBJECT: ACCEPTING OUTSIDE DELIVERIES AFTER HOURS

PURPOSE: To set forth guidelines for the Counter Detail to follow regarding the acceptance of deliveries after 1600 hours.

SCOPE: I. No deliveries are to be accepted by the Counter Detail after 1600 hours. The delivery company will be instructed to return Monday through Friday, between the hours of 0800-1600.

Commander  
Property and Evidence Unit

Effective Date 8/10/18



# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**


**S.O.P.**            10-36

**SUBJECT:**    **RELEASING CONTROLLED SUBSTANCES FOR CANINE/  
INVESTIGATIONS UNIT**

**PURPOSE:**    To establish guidelines and procedures to be used for the release of controlled substances for use in Canine Training.

- SCOPE:**
- I. Authorization for the release of controlled substances for Canine Training/Investigations Unit.
    - A. Any officer requesting to check out controlled substances for use in canine training or an investigation will present the Property Supervisor on duty with an inter-office memorandum:
      - 1. Addressed to the Property Unit Commander.
      - 2. Approved through the K-9 or the Investigation Unit's chain of command.
      - 3. Listing the type and amount of controlled substance needed.

(Continued)

  
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Commander  
Property and Evidence Unit

Effective Date 6/5/17





2

Property and Evidence Unit S.O.P. # 10 Releasing Controlled Substances for Canine/Investigations Unit (Continued)

- B. The memorandum will be forwarded by the Property Unit Commander to the Confiscation Detail Supervisor who will:
    - 1. Research requested items against narcotics manifests approved for disposal.
    - 2. Amend manifest from "Destruction" to "City Use" and transfer said items to the Counter Detail for release as city use.
- II. Releasing Controlled Substances for Canine Training/Investigations Unit.
- A. The Counter Detail will prepare a new Property Receipt for items to be released for Canine Training; to contain:
    - 1. Original case number(s).
    - 2. The items to be used in the training to include description, weight.
    - 3. The name of the requesting officer as the impounding officer.
    - 4. A cross-reference to the old Property Receipt(s).
  - B. The memorandum from the Investigations/Canine Unit will be kept in the Property Receipt folder.
  - C. All controlled substances listed on the new receipt will be turned over to the supervisor or officer listed as the impounding officer.
- III. Return of controlled substances
- A. When the controlled substance is returned it must be accompanied by a memorandum from the requested unit commander stating the reason any weights of the controlled substance may have changed due to training or an investigation.
  - B. The Canine training officer/Investigations Supervisor turning in the controlled substance will sign the property receipt in the space marked "Confiscation".

# City of Miami



DANIEL J. ALFONSO  
City Manager

PROPERTY AND EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
COUNTER DETAIL

S.O.P. 10-37

SUBJECT: LOST PERSONAL PROPERTY (STATION)

PURPOSE: To facilitate the return of lost personal property found at the Police Station  
(This S.O.P. does not apply to city-issued equipment).

SCOPE: I. Lost Personal Property Submitted at Counter

A. Entry in the Lost and Found logbook will be made for:

1. Date found.
2. Name and IBM of finder.
3. Initials and IBM of Property Specialist.
4. Brief description of item(s) turned in.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 6/5/17



## Property and Evidence Unit S.O.P. # 10 Lost Personal Property: Station (Continued)

- B. The item(s) will be tagged and entered into the system with a case number.
- C. The tagged item(s) will be placed in the Lost and Found Box located at the counter.

II. Claiming Lost Property

- A. When an employee inquires at the counter in reference to lost property, they are to be afforded an opportunity to check the items in the Lost and Found Box.
- B. If they can identify their property, it will be released to them. Their name, IBM and date are to be entered next to that item number in the Lost and Found logbook.

III. Items Unclaimed After 30 Days

- A. A Property Receipt will be prepared for each item of property or equipment left unclaimed for 30 days.
  - 1. The item number on the tag will be utilized as a case number (no incident report will be needed).
  - 2. The address of 400 NW 2 Ave. will be used for location.
  - 3. The name and IBM of the Counter Detail supervisor on duty will be utilized for Officer I.D.
  - 4. The "return to owner" box will be signed.
- B. Normal packaging and storage will be utilized.
- C. Appropriate notation will be made in the Lost and Found logbook.

IV. Receipts Open after 90 days

- A. Normal confiscation procedures will begin after the receipt has been open for more than 90 days and unclaimed.
- B. The Counter Detail supervisor that signed the receipt will sign to have it confiscated.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT STANDARD OPERATING PROCEDURES COUNTER DETAIL

S.O.P. 10-38


SUBJECT: COLLECTION AND PROCESSING OF ADMINISTRATIVE FEE FROM INDIVIDUALS TURNING IN AND CLAIMING LOST/FOUND PROPERTY

PURPOSE: To outline procedures for the receipt and processing of an administrative fee pursuant to section 705.102 of the Florida Statutes established to cover the costs of publication, transportation, and the storage of lost/found property submitted to the custody of the Police Department and which is also being claimed by the individual.

SCOPE:

- I. Procedures
  - A. Subsequent to an individual turning in lost/found property to an officer in the field, the officer obtaining a case number and completing a report at the Records Unit, the individual will be escorted to the Property and Evidence Unit for processing his/her claim for rightful ownership of the property as follows:
    - 1. Provide a "Claim for Impounded Found Property" form at the Property and Evidence Unit Counter to be completed and submitted by the requesting individual. Record index and object codes in designated field on form.

(Continued)

  
Commander  
Property and Evidence Unit

Effective Date 7/28/17



## 2

## Property and Evidence Unit S.O.P. # 10 Collection and Processing of Administrative Fee from Individuals Turning In and Claiming Lost/Found Property (Continued)

- a. Counter Detail personnel will type a duplicate copy of the individual's handwritten form submitted; and attach same to copy.
  - b. A designated file will be maintained at the Counter with completed form submitted; and attach same to copy.
2. Collect a \$100 administrative fee. If the fee is not paid in full within thirty (30) days of the claim being made, title to the property vests in the Police Department.
3. Upon the receipt of the \$100 fee:
  - a. Prepare a "City of Miami Official Receipt (Form 357A-Rev 1-88)" and distribute three-part form pages as follows:
    - 1). The individual claiming the lost/found property receives the white receipt copy.
    - 2). The \$100 fee is accompanied by the canary copy of the receipt.
    - 3). The pink copy of the receipt is affixed to the "Claim for Reimbursement" form.
  - B. Deliver the \$100 fee, the pink copy of the receipt, and the copy of the "Claim for Reimbursement" form to the Property and Evidence Management Section Accountant for processing.
    1. Canary copy of the receipt is to be filed as a permanent record in the property case file.
  - C. Forward a copy of the "Claim for Reimbursement" package (including receipt) to the Assistant City Attorney/Legal Advisor for determination as follows:
    1. Individual request as rightful owner denied, and the \$100 fee returned to the claimant, who paid the fee, in accordance with statutory requirements, subsequent to preparation and processing of the "Claim for Reimbursement (RF#647)" form.
    2. Individual request approved, and property released to owner.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.** 10-39

**SUBJECT:** REIMBURSEMENT FOR PROPERTY NO LONGER HELD IN THE PROPERTY AND EVIDENCE UNIT

**PURPOSE:** To establish procedures to reimburse individuals for property that the Property and Evidence Unit no longer has in its possession.

- SCOPE:**
- I. Reimbursement for Money Already Deposited
    - A. The Counter Detail will evaluate the reason for the reimbursement claim.
    - B. If reimbursement is warranted, the Counter Detail Property Specialist will complete Claim for Reimbursement of Money form (R.F. #648) and forward to the Property and Evidence Unit Commander for signature.
      - 1. All associated documents such as court orders, incident reports, and copy of the finance ticket will be attached.
    - C. The claim form will be forwarded to the Legal Unit for review.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 7/28/17



2

Property and Evidence Unit S.O.P. # 10 Reimbursement for Property No Longer Held in the Property Unit (Continued)

- D. The claim form will then be forwarded to the Budget Unit for processing and payment.
- II. Reimbursement for Personal Property (Other than Money) No Longer Held by the Property and Evidence Unit
- A. The Counter Detail will evaluate the reason for the reimbursement claim.
  - B. If the claim is warranted, the Counter Detail Property Specialist will complete for R.F. #647 Claim for Reimbursement and forward to the Property Unit Commander for signature.
    - 1. All related documents are to be included with the claim form. This may include copies of the Property Receipt, State Attorney's Office Disposition form, Confiscation Detail Manifest logs, etc.
  - C. The claim form will be forwarded to the claims Division of the Law Department for investigation and reimbursement (if warranted).

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.**            10-40

**SUBJECT:**    FIELD FORCE EQUIPMENT

**PURPOSE:**    To provide standardized procedures and requirements for Field Force equipment control and accountability.

**SCOPE:**        I.    The Field Force Kit will be issued to police personnel with the rank of Sergeant or above.

A.    Whenever a Field-Force Kit is issued out for any reason, e.g. mobilization, Training, etc., the Field Force Equipment Sign-Out Log will be completed, ensuring required information is recorded as follows:

1.    Name of the person Field Force equipment is assigned to
2.    Items issued (briefcase, tear gas canister, bullhorn)
3.    Issuance information:
  - a.    Signature and printed name of recipient
  - b.    Recipient's P.D.I.D. number

(Continued)

*H. Acordia Ouellet*

Commander  
Property and Evidence Unit

Effective Date 8/10/18





2

## Property and Evidence Unit S.O.P. # 10 Field Force Equipment (Continued)

- c. Date issued
  - d. Property and Evidence Unit personnel (Name legibly recorded) issuing items.
- B. Whenever additional gas, which has been requested, is issued, the "Field Force Kit Assignment of Additional Gas Log" will be completed, ensuring that required information is recorded
- C. In the event an incident occurs after the close of the business day, on a weekend, or on a holiday:
- 1. A sergeant or above will respond to the afterhours bulky storage cage to access the Field Force kit storage locker. Under no circumstances will the sergeant relinquish the Field Force storage locker key to anyone.
  - 2. The following personnel are authorized to access to the Field Force Kit storage locker:
    - a. A sergeant or above
    - b. OEM personnel

The Field Force Kit storage locker is located in the rear of the bulky storage cage. Instructions for gaining access to the locker are affixed to the storage locker. Under no circumstances will the sergeant relinquish the Field Force storage locker key to anyone.

# City of Miami



EMILIO L. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**SOP:** 10-41

**SUBJECT:** RADIO INVENTORY

**PURPOSE:** To provide a system of accountability for all police radios assigned to the Property and Evidence Unit.

**SCOPE:** I. Procedures

- A. An inventory will be conducted weekly for all radios assigned to the Property and Evidence Unit.
- B. The Counter Detail will maintain records on all radios sent to the Communications Unit for repair. They in turn forward them to the Communication Services Division (repair shop).
  - 1. The records will indicate "radios for repair" by month.

Commander  
Property and Evidence Unit

Effective Date 4/26/19



# City of Miami



DANIEL J. ALFONSO  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.**            10-42

**SUBJECT:**    PROCESSING COURT DISPOSITIONS

**PURPOSE:**    To outline the procedures for processing Court Disposition forms and manifesting Property Receipt folders.

- SCOPE:**
- I. Obtaining Property Receipt Numbers from Court Disposition Forms
    - A. The Property and Evidence Unit computer will be used in the search mode with the City case number entered. This will produce the following:
      1. The Property Receipt number(s), if any.
      2. The status of the receipt number (open, closed, lab, etc.)
    - B. If the status is open, the receipt number will be written in the upper right portion of the Disposition Form.
    - C. If the status is closed, the disposition can be discarded.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 7/28/17



Property & Evidence Unit S.O.P. # 10 Processing Court Dispositions  
(Continued)

- D. If any other status is shown, it is filed back in "Open File" folder. Disposition form will be held for later reviewing.

II. Pulling of Property Receipt Folders

- A. Disposition Forms that have property receipt numbers affixed will be equitably distributed to each Counter Shift by the Vault Supervisor.
- B. Each shift is to pull the corresponding Property Receipt folder and place the disposition form inside. If the Disposition Form has multiple receipt numbers, the appropriate copies of the form are to be made and placed in the corresponding folder.
- C. Folders that are pulled are to be brought to the Vault supervisor's desk for review.

III. Signing of the Property Receipt

- A. The Vault supervisor will review the folder and Disposition Form and, if it is found to be in order, he/she will sign the Property Receipt for either "Confiscation" or "Return to Owner."
- B. Any receipts that cannot be signed for "disposition" will be returned to the open files.

IV. Miami-Dade County CJIS

- A. All narcotics packages that have been in property for at least one year, will be run through the Miami-Dade County CJIS in order to determine if it can be confiscated. Determining factors are:
  - 1. Case "closed" for all defendants.
  - 2. No "outstanding warrants."
  - 3. No "next hearing."
- B. A copy of the disposition will be placed in the property folder. The Vault supervisor will review both dispositions and property receipt, if the determination is made to confiscate, the counter Supervisor will sign.
- C. Miami-Dade County CJIS will be used as needed to determine if any property can be disposed of. This includes warehouse, guns, money, valuables and narcotics. The only exceptions are evidence entered as homicides, sexual batteries or if the entering officer places a hold on the property. For these cases, the entering officer will need to sign the receipt in order to dispose of the property.

Property & Evidence Unit S.O.P. # 10 Processing Court Dispositions  
(Continued)

V. Preparation of Manifests

- A. The supervisor from shift "C" will prepare manifests from signed property receipts by separating receipts by category (money, narcotics, valuables, warehouse, and guns) and placing them in numerical order on an Inventory Control Manifest Form.
1. Manifests for money should not exceed 20 items.
  2. Manifests for guns should not exceed 20 items.
  3. Manifests will be placed in the verification boxes by category.
- B. The supervisor from shift "B" will verify manifests by checking to ensure that the following items are correct: receipt numbers, category, month, and signature. The Inventory Control Manifest form will then be signed on the verification line, and dated.
1. After signing, a copy of the Inventory Control Manifest will be forwarded to the Intake/Storage Detail Lieutenant.
  2. Manifests will be placed in the "To Be Pulled" filing cabinet by category.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.**            10-43

**SUBJECT:**    STANDARDIZED ON-CALL PROCEDURES

**PURPOSE:**    To establish guidelines for responding to request for assistance to process evidence that require immediate response after hours.

**SCOPE:**        The Counter Detail will respond during off-duty hours under certain circumstances.

I.    On-Call Criteria and Procedure

- A.    The decision to notify the on-call Property Sergeant should be made by either a Supervisor or Commander. Members shall respond to situations that meet the off-duty response criteria when notified by Property Sergeant. The Complaint Sergeant will then contact the Property Detail Supervisor, who will make the determination as to which Property Personnel will respond. The Deputy Commander of the Property Detail will be notified of all call outs.

(Continued)

Commander  
Property and Evidence Unit

Effective Date 8/10/18



2

Property & Evidence Unit S O P # 10 Standardized On-Call Procedures  
(Continued)

II. Off-Duty Response Criteria:

- A. Police Involved Shooting
- B. Multiple vehicles towed from a scene
- C. Large volume of narcotics seized
- D. Civil Disturbance
- E. U.S. Currency \$5,000 or more
- F. Warrants i.e. Medical Facility, Pawn Shop etc.
- G. Mass Arrests
- H. Large quantity of evidence i.e. jewelry, ID's, credit cards, shoes, clothing, electronics etc.
- I. Network Outage
- J. Evidence lockers filled to capacity

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**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**COUNTER DETAIL**

**S.O.P.**            10-44

**SUBJECT:**    **BULKY STORAGE CAGE/AFTER HOURS ACCESS**

**PURPOSE:**    To establish procedures for access to the bulky storage cage area during weekends and holidays.

- SCOPE:**
- I.    The keys for the bulky storage cage will be located inside the Masterlock key box, which is affixed to the outside of the bulky storage entrance on the first floor.
  - II.   During normal business hours, the impounding officer will notify Property personnel at the officer access window.

Property personnel will meet/escort the impounding officer to the bulky storage cage, unlock the cage, and stand by while the impounding officer secures evidence inside the bulky storage cage.

(Continued)



Commander  
Property and Evidence Unit

Effective Date 8/10/18





2

Property & Evidence Unit S.O.P. # 10 Issuing Keys for Bulky Storage Cage/After Hours Access (Continued)

- III. Upon the issuance of, or the return of keys, the Property Specialist will ensure that the required information specified on the log is thoroughly and legibly completed as follows:
  - A. Key #(s)
  - B. Personnel receiving or returning key(s)
  - C. Date(s)
  - D. Time(s)
  
- IV. The supervisor is to be reminded that after securing evidence, he must secure the storage area and return the key to the Communication Section without delay.
  
- V. During the morning after a weekend and/or holiday, the Property Counter Supervisor will retrieve the keys and log from the Communication Section.