

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

VALIDATIONS DETAIL

VALIDATIONS DETAIL



STANDARD OPERATING PROCEDURES

City of Miami



DANIEL J. ALFONSO
City Manager

VALIDATIONS DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The Validations Detail's mission, goals and objectives is to validate 100% of all entries in FCIC/NCIC.

II. GOALS

The goals of the Validations Detail are to contact victims and/or persons reporting in each of the entries of FCIC/NCIC, in order to verify the validity of each report.

III. OBJECTIVES

The objective is to utilize all available resources to contact victims and/or persons reporting to verify cases. National, State, and Local and in house systems are used in correcting, updating, adding and canceling entries.

Sergeant Sabrina Richards
Acting Commander
Investigations Support Unit

8/30/17

Effective Date



City of Miami



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VALIDATIONS DETAIL STANDARD OPERATING PROCEDURES UNIT POLICIES

The Validations Detail is responsible for the following tasks:

- I. Checking the records that the Miami Police Department has entered into the FCIC/NCIC database to ensure that they meet established criteria.
- II. Contacting victims of stolen properties and persons reporting missing persons in an effort to update and confirm the information in our entries.
- III. Entering supplementary reports on recovered property, located missing persons or any other major discrepancies found in the report.

Lieutenant Ramon Carr
Commander
Investigative Support Unit

1/3/17

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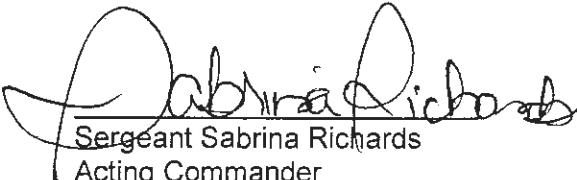
DUTIES AND RESPONSIBILITIES OF MEMBERS

I. SUPERVISOR

- A. To ensure that the Detail follow Departmental Rules and Regulations and Standard Operating Procedures.
- B. The supervisor assumes full responsibility for insuring the completeness, accuracy and timeliness of validating each report.
- C. He/she will be responsible for the supervision of the Validations Detail.

II. DUTIES AND RESPONSIBILITIES OF SUPPORT STAFF

- A. To bring up cases in LRMS and compare to the Validations list.
- B. Make the necessary corrections, cancellations and supplementary reports to the cases.
- C. Attempt to contact victim and/or persons reporting via telephone.


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DUTIES AND RESPONSIBILITIES OF MEMEBERS
(Continuation)

- D. Mail letters to victims and/or persons reporting when unable to make telephone contact.
- E. Off-line case will be pulled from either microfilm or the CARE file.
- F. All work must be properly and documented.

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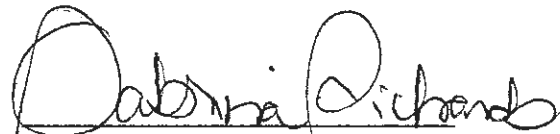
DUTY HOURS AND DRESS

I. The personnel assigned to the Validations detail will follow the following duty hours and dress code:

A. The Validations Detail works Monday thru Friday duty from 0800 to 1700 hours.

Personnel assigned to the Validations Detail work an eight hour day with two fifteen minute breaks, one each in the morning and afternoon. Personnel are to take a half hour lunch break. The exception is sworn personnel, who either work an eight or ten-hour day, with appropriate breaks.

B. A neat and well-groomed appearance will be adhered to by all those assigned to the Validation Detail in accordance with Departmental Rules and Regulations.


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S.O.P. 3-1

SUBJECT: **VALIDATIONS**

PURPOSE: To insure that all data base entries information to F.C.I.C. and N.C.I.C. systems are active and contain the most pertinent and accurate fact available.

SCOPE: I. **AGENCIES RESPONSIBILITIES**

- A. Agencies that enter records into F.C.I.C. are responsible for their accuracy, timeliness and completeness. The validation process is a means of periodically checking the records which the Miami Police Department has in the system to insure they meet established criteria. The purpose of a monthly user validation report is to distribute the validation of information over a twelve month period.

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(Continuation)

II. RECEIPT OF THE VALIDATIONS PACKAGE

- A. The validation report will be sent to the Miami Police Departments' Validation Detail. The report will include two forms, a Receipt of Validation Materials Acknowledgement and a Certification of a Validation Form, (see Annex 1-1 and 1-2)
- B. Each monthly validation report consists of entries made by this agency into the FCIC/NCIC Systems in that particular month for the present year and the same month for all prior years.
- C. The Validation Receipt Acknowledgement is properly documented and returned to the Florida Department of Law Enforcement upon receipt of the validations package.

III. DISSEMINATION

- A. Upon receipt of the package, it is divided into four sections, to be properly validated by assigned personnel.
- B. Cancellation of abandoned vehicles, towed to/by private wrecker companies, will be sent to the 24 Hour Desk. Cancellation of the abandoned vehicles, towed to the City Pound, will be sent to the Property Unit.

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STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

- C. The Juvenile/Missing Persons Unit will be sent all missing persons and runaway juveniles to be validated by their personnel.
- D. The remaining entries (vehicles, tags, boats, trailers and guns) are available by the Validations Detail personnel.

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S.O.P. 3-2

SUBJECT: REVIEW PROCEDURES

PURPOSE: To review the original reports to determine if the information in the entry is accurate.

- I. To check each original report and all supplementary reports for accuracy and validity for the entry. To consider the probability of recovery, evidence for prosecution, whether the owner or complaint can still be located, etc.
 - A. After sign on procedures bring up CE02, victim screen and extract victim information.
 - 1. Name
 - 2. Address
 - 3. Business and home telephone numbers

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

(Continuation)

- B. Proceed to either CE04, missing person screen, or CE08, vehicle screen and CE10, property screen to compare information with the FCIC printout.
- C. Key in CE15, narrative screen to verify that narrative is compatible with entry.
- D. Check CE16, supplement narrative, for additional information.

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S.O.P. 3-3

SUBJECT: VICTIM CONTACT PROCEDURES

PURPOSE: To contact victims and/or persons reporting if report is still active or if report is inactive.

- I. To verify with victims and/or persons reporting if report is still active or if report is inactive.
 - A. First attempt to contact victim is made via telephone.
 - B. If unable to make contact via telephone, a letter will be mailed.
 - C. Once contact has been made the following procedures will take place.



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

1. The date of contact will be noted.
2. A supplement narrative will be entered listing the information supplied by the person contacted.
3. Any cancellations, entries, modifications, or other changes to be done in FCIC/NCIC will be taken to the 24 Hour Desk
4. The status of the stolen item or missing person will be corrected in CARE if needed.

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S.O.P. 3-4

SUBJECT: ADDITIONAL PROCEDURES

PURPOSE: To cover procedure not outlined in previous SOP's

SCOPE: I. To outline procedures related to validating reports that do not occur on a regular basis.

- A. Receiving and checking guns into property according to procedures set up by the Property Unit.
- B. Pulling off-line reports from microfiche according to procedures set up by the Records Unit.
- C. Receiving and acknowledge teletypes received from N.I.C.B. via the CIS 24-Hour Desk.
- D. Receiving and acknowledging teletypes received from other agencies regarding our entries, via the 24-Hour Desk

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