

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

TRAFFIC CRASH INVESTIGATIONS UNIT (TCI)

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
MPD BADGE COVER SHEET	
ENDORSEMENT SHEET	I
MASTER INDEX	INDEX
LETTER OF PROMULGATION	A
ORGANICATION AND ORGANIZATIONAL CHARTS	B
MISSION, GOALS, OBJECTIVES	C
DUTY HOURS, DRESS, AND CALL-OUT CRITERIA	D
DUTIES AND RESPONSIBILITIES OF MEMBERS	E
OFFICE PROCEDURES	S.O.P. 1
MONTHLY ACTIVITY REPORT	S.O.P. 2
PERSONNEL AND EQUIPMENT INSPECTIONS	S.O.P. 3
TICKLER FILE FOR OUTGOING CORRESPONDENCE	S.O.P. 4
EMERGENCY MOBILIZATION	S.O.P. 5
TRAFFIC HOMICIDE INVESTIGATIONS	S.O.P. 6
HIT AND RUNS INVESTIGATIONS	S.O.P. 7



Revised: 9/8/2020



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



MIAMI POLICE DEPARTMENT

CRIMINAL INVESTIGATIONS SECTION

TRAFFIC CRASH INVESTIGATION UNIT



STANDARD OPERATING PROCEDURES

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:  0178 1-7-20
Unit Commander Date

Second Quarter Inspection:  0178 4-7-20
Unit Commander Date

Third Quarter Inspection:  0178 9-10-20
Unit Commander Date

Fourth Quarter Inspection: _____
Unit Commander Date

Annual Inspection: _____
Section Commander Date



Revised: 9/8/2020



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

This standard order of procedures is established to provide guidelines for the operation and management of the Miami Police Traffic Crash Investigation Unit.

Procedures incorporated into this S.O.P. will not supersede, but will supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the Miami Police Traffic Crash Investigation Unit are required to read and follow the procedures as set forth by this manual, Departmental Orders and any pertinent directives.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

Effective Date



Revised: 9/8/2020

100
A Century of Service



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

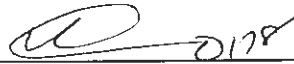
ORGANIZATION AND ORGANIZATIONAL CHART

I. ORGANIZATION

A. The Traffic Crash Investigation Unit is organized into two (2) details:

1. Traffic Homicide Detail
2. Hit and Run Detail

A Lieutenant commands the Traffic Crash Investigation Unit. Two (2) sergeants are assigned to supervise the Traffic Crash Investigation Unit.



Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020

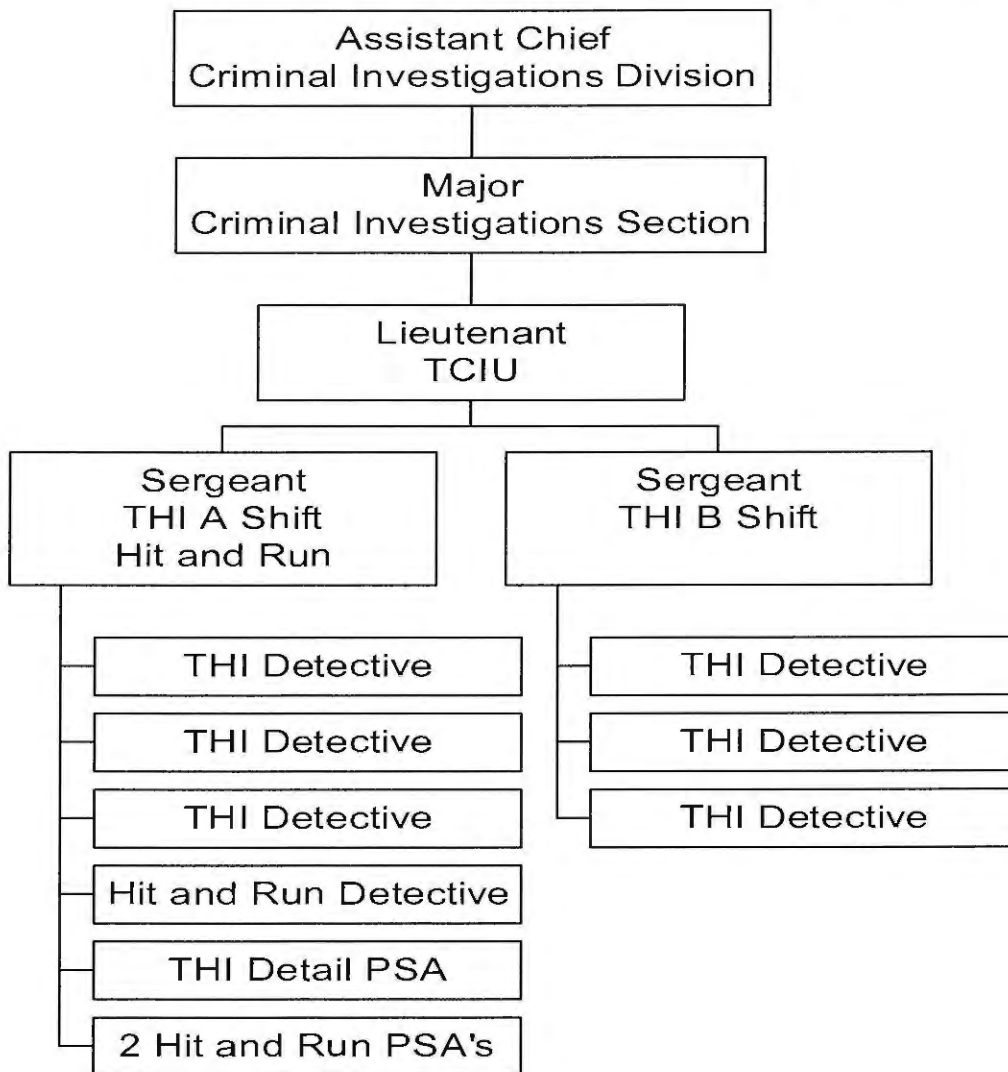
100
A Century of Service

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



MIAMI POLICE
CRIMINAL INVESTIGATIONS DIVISION
Criminal Investigations Section

TRAFFIC CRASH INVESTIGATION UNIT



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The mission of the Traffic Crash Investigation Unit parallels that of the overall mission of the Miami Police Department. However, because of its specialization, the unit is responsible for the investigation of traffic fatalities and subsequent follow up, the investigations of vehicle crashes involving serious bodily injuries, hit and run crashes and the investigation of city vehicle crashes involving injuries and/or death. The following is a list of activities performed by the unit:

- A. Assist the Traffic Enforcement Unit in Multi-Agency D.U.I Checkpoints.
- B. The apprehension of hit and run offenders.
- C. The investigation of police involved motor vehicle crashes involving serious bodily injuries and/or death.
- D. To assist the Traffic Enforcement Unit with the analyzation of crash scene data in an effort to create strategies to reduce crashes in the city.
- E. To provide specialized training to the Department on traffic related subjects.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020

100
A Century of Service

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



MISSION, GOALS AND OBJECTIVES

(Continuation)

II. GOALS:

The Traffic Crash Investigations Unit is a specialized detail with its primary goals as follows:

- A. To maintain a high level of professionalism while displaying a high degree of leadership in the area of motor vehicle crash investigations.
- B. To reduce alcohol and drug-related traffic crashes by assisting the Traffic Enforcement Unit in traffic related operations.
- C. To reduce speed-related crashes by assisting the Traffic Enforcement Unit in traffic enforcement related operations.
- D. To ensure a safe and convenient travel for motorists and pedestrians through the identification and reporting of traffic engineering deficiencies and obstructions to the proper authorities.
- E. To reduce the number of traffic homicide crashes from the previous year by providing educational material and lectures to community based groups as well as at schools and special events as requested.
- F. To investigate and solve a large percentage of workable hit and run cases.

III. OBJECTIVES:

- A. To investigate all fatal crashes in the city. Present cases to the Miami Dade State Attorney's Office for legal opinion and prosecution.
- B. To investigate all hit and run cases in the city while solving the majority.
- C. To investigate police employee motor vehicle crashes.
- D. To educate the public by publishing traffic statistics and provide information aimed at exposing specific problems via the Public Information Office and as requested.
- E. Assist the Miami Police Department Academy in teaching specialized traffic related courses for new recruits (Public Service Aides and Police Trainees).

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS, DRESS, AND CALL-OUT CRITERIA

To provide procedures for Work Schedule and Dress Code for personnel assigned. The Unit is staffed 19 hours for 7 days a week.

- I. **The Crash Investigations Unit operates with (2) two shifts seven (7) days a week.**
 - A. A Shift will work from 0600 until 1600 hours with 30 minutes for lunch if police activity permits, with either SSM, SMT, or TFS as E-days. Roll Call for the shift will be at 0700 with transfer at 1600 hours. The period between 1545 and 1600 hours will be utilized for completing worksheets, transmittal sheets and any other necessary reports.
 - B. B Shift will work from 1500 until 0100 hours with 30 minutes for lunch if police activity permits, with either FSS, SMT, or TFS as E-days. Roll Call for the shift will be at 1500 hours with transfer at 0100 hours. The period between 0045 and 0100 hours will be utilized for completing worksheets, transmittal sheets and other necessary reports.
 - C. Light-duty personnel assigned to the Traffic Crash Investigation Unit office will work from 0700-1500 hours, five days a week with 30 minutes for lunch. Their "E" days will be Saturday and Sunday.
 - D. The Hit and Run detectives will work from either 0800 until 1800 hours or 0900 to 1900 hours with either SSM or FSS as E-days. This will provide coverage of the detail for five (5) days a week.
 - E. Duty hours and days off are subject to change when the need for additional manpower or special event arises.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020
100
A Century of Service



DUTY HOURS, DRESS, AND CALL-OUT CRITERIA

(Continuation)

II. Dress Code

- A. Appropriate civilian attire will be worn by the Sergeants, Detectives, administrative, and light or limited duty personnel as prescribed by Departmental Orders and/or authorized by the Unit Commander.
- B. All personnel are required to have their Class B uniform at all times while on-duty.

III. Call-Out Criteria

- A. A Traffic Homicide Investigator will be notified of all crashes, including police vehicles, involving serious bodily/critical injuries and/or death.
- B. An investigator will be notified in all cases involving children age 12 and under and adults 65 years of age or older, regardless of severity of injuries.
- C. Communications is to notify the TCIU supervisor when an officer is on or off-duty outside of the City of Miami and involved in a crash resulting in critical or fatal injuries.
- D. A Traffic Homicide Investigator will be notified of all unclassified hospital deaths where the victim was involved in a crash prior to the hospitalization and the crash occurred within the City of Miami.
 - i. In cases where the Medical Examiner's Office rules the death not as a result of a traffic crash (i.e. overdose, natural causes, etc.), the case will be closed as a Non-Traffic Fatality and turned over to the Homicide Unit for further investigation.

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Duties and Responsibilities of the Traffic Crash Investigation Unit Commander.

The lieutenant is responsible for the sergeants, police officers, and the Public Service Aides assigned to the unit. In addition to the direct supervision of the sergeants, the lieutenant is required to accomplish the following:

- A. Check attendance records for previous day for the Traffic Crash Investigation Unit to verify proper status.
- B. Check the sergeant's activities and spot check the detectives' log to determine quality, quantity, and time spent on work performed by the Details.
- C. Review results of previously assigned work to determine if it has been completed satisfactorily. This would include requests from higher authority for members of the Detail to perform special tasks and the status of ongoing crash investigations.
- D. Inspect and approve/disapprove various administrative forms requiring this action, i.e., sick papers, vacation slip, supervisory reports of accident and/or injury and fatal crash reports.
- E. Assist other Commanders in their efforts to complete tasks pertaining to the Traffic Crash Investigation Unit that have been delegated by the Chief or Assistant Chief of Police.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020



DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- F. Assist with the preparation of tactical plans to coordinate the activities and assignments of the various details required of the Traffic Crash Investigation Unit so they are completed satisfactorily.
- G. As the need arises, establish new or change existing policies and procedures that relate solely to the needs of the unit.
- H. Maintain a tickler file of all written informal memorandums directed to the sergeants or personnel of the unit, to be used as a tool for directing, coordinating and controlling the activities of the unit.
- I. Maintain control over special uniform and equipment requirements for the unit by requisitioning needed items to replace deteriorated and/or unserviceable equipment.
- J. Prepare working program budget for the unit annually.
- K. Maintain a rapport with Miami-Dade Traffic and Transportation Section so mutual assistance can be utilized to correct adverse traffic conditions and hazards before they become problems.
- L. Train the sergeants of the detail to perform the functions of the Unit Commander. This training is accomplished by demonstration and job performance.
- M. Review commendations and disciplinary action taken by the sergeants, taking whatever action is appropriate in individual cases.
- N. Accept applications and interview applicants who apply for vacant positions within the unit. Maintain a file on those officers desiring assignment and as an opening occurs, make the final decision as to who is accepted.
- O. Review and analyze vehicular accidents involving the officers assigned to the unit for the purpose of ascertaining possible trends.
- P. Prepare vacation schedule, based on seniority, so that the number of personnel permitted vacations at any given time does not affect the overall job performance of the unit according to the Departmental Orders.
- Q. Cause necessary indexes and monthly tabulations to be prepared so as to properly evaluate the unit's performance.
- R. Write various reports and answer correspondence to other departmental offices, city agencies, and private organizations that request information pertaining to the unit.
- S. Prepare tactical plans to coordinate the activities and assignments of the various functions required of the unit so they are completed satisfactorily. This function

DUTIES AND RESPONSABILITIES OF MEMBERS

(Continuation)

normally precedes statistical data, crash investigation reports and recommendations.

- T. Adjust shift hours when the need for additional manpower arises, i.e., civil disturbance, parades, and functions that require additional Traffic Crash Investigation Unit personnel.
- U. Review individual officer's log book to ascertain if their efforts are being channeled in the right direction

II. Duties and Responsibilities of the Traffic Crash Investigation Unit Sergeant.

- A. The primary duty of the Traffic Crash Investigation Unit Supervisor is to act in the capacity of a field supervisor and administrative sergeant for their assigned details. The sergeants will monitor channel 7.
- B. The sergeant will ensure the p-sheets are updated accordingly daily, address any missing/incomplete/in-progress reports, and ensure all court has been checked.
- C. Prepare monthly activity reports and section reports by the 5th of each month.
- D. The sergeant will review weekly their detective's log book to ensure their time is being used efficiently on their case work.
- E. Prepare commendations and reprimand recommendations and forward to the Unit Commander.
- F. Individual officer's request for time off will be considered, based on personnel commitments for the day in question. The sergeant will grant the time off based on first come - first serve basis.
- G. Officer's grievances will be aired as they arise and appropriate action taken when it falls within the scope of the sergeant's responsibilities. In other instances, the officer will be directed to the Unit Commander.
- H. A sworn officer, if available, will maintain the Traffic Crash Investigation Unit during normal office hours (0700 to 1700 hours).
- I. The Traffic Crash Investigation Unit office will be maintained in a business-like manner. Officers and other persons will be discouraged from using this area for purposes other than conducting business related to the detail.
- J. A sergeant will respond to all scenes to which a request is made for a Traffic Homicide Detective. The sergeant will ensure all witnesses are interviewed and procedures are followed.

DUTIES AND RESPONSABILITIES OF MEMBERS

(Continuation)

- K. A sergeant will respond to all scenes to which a request is made for a Traffic Homicide Detective. The sergeant will ensure all witnesses are interviewed and procedures are followed.
- L. A sergeant will oversee the Hit and Run Detail to ensure that all Hit and Run crashes are investigated.
- M. Prior to conclusion of the sergeant's tour of duty, all paperwork is reviewed for completeness, legibility, and correctness of data.
- N. In the absence of the Unit Commander, the necessary administrative duties will be handled by a sergeant unless otherwise directed by the Unit Commander.
- T. An internal audit shall be conducted semi-annually on fatal files.
- U. The sergeant will immediately notify the Unit Commander of all call-outs.

III. Duties and Responsibility of the Traffic Crash Investigation Unit Members.

- A. The Traffic Crash Investigation Unit members differ from other police officers only in that they handle a specialized function. They enforce traffic laws as well as all state laws. They investigate all serious traffic crashes where the likely result is serious bodily injury and/or death, and conduct follow-up investigation on hit and run cases.
- B. Prior to beginning a tour of duty, detectives should make sure that they are properly equipped, which includes the necessary equipment, reports and forms.
- C. If no special instructions to the contrary have been given, the detective will without delay check into service via his police radio and proceed to his or her daily duties.
- D. If a detective conducts a traffic stop, they will conform to the policy set forth in the Departmental Orders pertaining to Traffic Stops.
- E. The detective will maintain a log book of all their activities daily that will be inspected by the sergeant once a week at minimum.
- F. The police radio will be monitored at all times while on duty. The exception will be while conducting interviews or interrogations.
- G. When handling crashes, assisting other units on crashes, and/or caring for injured persons involved in the crash, every effort will be made to position the vehicles involved so that traffic can flow without interference.
- H. A.V.O.'s, Inter-Office Memorandums, and other official requests issued to an officer for action will be handled in the best interest of the City and the unit. Where clarification is needed, the sergeant will be contacted.

DUTIES AND RESPONSABILITIES OF MEMBERS

(Continuation)

- I. Court schedules and other official notices will be read and complied with daily.
- J. All Traffic Crash Investigation Unit personnel, while operating city vehicles in or out of uniform, on or off duty, will conduct them self in a professional manner.
- K. Traffic Homicide Investigators will handle all police-related city vehicle crashes involving serious bodily injury and/or death.
- L. A Traffic Homicide Detective will investigate all motor vehicle crashes in which death occurs or is expected.
- M. The Traffic Homicide Investigator will respond to the scene and conduct a proper investigation of the crash. The investigation will include:
 - 1. Florida Crash Report.
 - 2. Photos
 - 3. Scene measurements
 - 4. Laser Scene mapping on all criminal cases.
- N. The Traffic Homicide Investigator will ensure that Crime Scene Technician is requested in order to photograph the scene.
- O. The Traffic Homicide Investigator will ensure that the sergeant is notified of all call-outs.
- P. All paperwork will be turned in before the end of their tour of duty.
- Q. The Traffic Homicide Investigator is responsible for all of their case files. All fatal reports will be completed in a timely manner. If the detective leaves the unit, all case files will be completed in a timely manner and submitted to the sergeant and Unit Commander. All case files will be secured and maintained in the unit.

IV. Training of Traffic Homicide Investigators and Sergeants

- E. All Traffic Homicide Investigators will be certified in At-Scene Traffic Homicide Investigations prior to handling any call-outs involving critical injuries and/or fatal injuries. Once they complete this training, along with successfully shadowing a senior detective for a minimum of six (6) months, they can handle non-criminal critical and fatal crashes.
- F. In order for a Traffic Homicide Investigator to handle a criminal critical or fatal crash, they must have successfully completed Advanced Traffic Homicide Investigations.

DUTIES AND RESPONSABILITIES OF MEMBERS

(Continuation)

- G. All other training is encouraged to continue to hone the Traffic Homicide Investigator's skills. These classes included Traffic Crash Reconstruction, Pedestrian and Bicycle Crash Investigations, Motorcycle Crash Investigations, CDR Retrieval, etc.

- H. All Traffic Homicide Sergeants will successfully complete At-Scene Traffic Homicide and Advanced Traffic Homicide Investigations. This requirement is specified for crashes involving police vehicles involving serious injuries and/or death where the Sergeant may be required to take over as the Lead Investigator (at the discretion of the Unit Commander).

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

OFFICE PROCEDURES

S.O.P. 1

SUBJECT: OFFICE PROCEDURES

PURPOSE: To set forth rules necessary to maintain the Traffic Crash Investigation Unit in a business-like manner. But it is of the utmost importance that it is maintained in a secured manner for the safety of our officers and visitors.

SCOPE: The Traffic Crash Investigation Unit is currently located in the Criminal Investigations Section on the 5th floor of the Central District Substation. The main door will be left in a closed position to provide and maintain a secured environment; visitors will be escorted inside by an investigator.

- I. Procedures
 - A. These guidelines will provide a uniform policy for investigating traffic homicides, hit and run crashes, and city police vehicle crashes
 - B. Persons desirous of information, or witnesses / offenders coming into the office will be asked to take a seat as a matter of courtesy.
 - C. Routine person-to-person discussions will be conducted in the main office or in the lobby on the 2nd floor of the Central District Substation.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20
Effective Date



Revised: 9/8/2020



OFFICE PROCEDURE

(Continuation)

- D. Criminal interrogations and interviews will be conducted in an interview room in the Criminal Investigations Section. ALL interviews falling into this category will be audio recorded and/or video recorded.
- E. Sensitive investigative or confidential personal material will be kept secured and out of sight from view of persons visiting the office at all times.
- F. Desks are to be maintained in a professional manner.
- G. Telephones will be answered by stating the detail, the rank, and name of person receiving call, i.e., "Traffic Crash Investigations Unit, Sgt. Smith".

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

MONTHLY ACTIVITY REPORT

S.O.P. 2

SUBJECT: MONTHLY ACTIVITY REPORT

PURPOSE: To establish uniformity in transferring material from the Investigator's activity into the monthly report to the Criminal Investigations Section Major.

SCOPE: The Monthly Activity Report is compiled by the 5th of the following month and submitted to the Major for review. It includes significant achievements for the month along with statistical data.

The unit will have bi-weekly meetings to discuss any administrative issues along with case disposition and statuses on pending supplementary reports.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

PERSONNEL AND EQUIPMENT INSPECTION

S.O.P. 3

SUBJECT: PERSONNEL AND EQUIPMENT LINE INSPECTION

PURPOSE: To ensure compliance with departmental guidelines concerning personal appearance, and to maintain an accurate accounting of equipment and vehicles.

SCOPE: The Miami Police Department is responsible for ensuring that its personnel, while on duty, are well groomed and clean in their person, and shall conform to the standards set forth in the Departmental Orders. All personnel will maintain their equipment (i.e., weapon, shoes, etc.) to departmental standards. Included will be their assigned vehicle and equipment. Division inspections will be done quarterly, as per Departmental Order.

- I. Each officer will be visually inspected once a week. Equipment and vehicular inspection will be semi-annually.
 - A. Copies of the semi-annual inspection report will be forwarded to the Unit Commander.
 - B. Attachment: Line Inspection Report listing to be checked twice yearly.(C.A.L.E.A.) R.F. #699

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020
100
A Century of Service



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

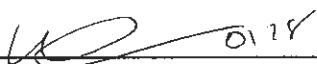
TICKLER FILE FOR OUTGOING CORRESPONDENCE

S.O.P. 4

SUBJECT: TICKLER FILE FOR OUTGOING CORRESPONDENCE

PURPOSE: To ensure work requested is completed as per standard follow-up procedures.

- I. Copies of correspondence requesting work to be done, such as letters to Traffic Homicide reports, N.E.T. reports and hit and run crashes will be given an administrative number, but will not be filed in the Unit file until the work is completed.
 - A. In the interim, the correspondence will be filed in the lieutenant's office.
 - B. Correspondence will be checked daily to ascertain if the work was completed. If not completed, another attempt or contact will be made and correspondence will be re-filed as before.
 - C. If work was completed, a copy of the correspondence will be filed in the Unit file for future reference and the original forwarded to the proper unit.



Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020

100
A Century of Service

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



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

EMERGENCY MOBILIZATION

S.O.P. 5

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To ensure compliance with the Emergency Mobilization Procedures in the Departmental Orders.

SCOPE: All Traffic Crash Investigation Unit personnel will comply with the Departmental Orders in the event of an emergency situation.

1. All computer and electronic equipment assigned to the unit will be stored in a secured, dry and safe location.
2. Unless advised otherwise by the Traffic Crash Investigation Unit Commander, all personnel will report to the Manpower Coordinator Commander at the designated location for Traffic and/or Response Team (RP) assignment.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020

100
A Century of Service



City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

TRAFFIC HOMICIDE DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: TRAFFIC HOMICIDE INVESTIGATIONS

PURPOSE: Establish procedures for the Traffic Homicide Detail for the investigation of, and all subsequent follow up investigations of traffic crashes, which have resulted in, or may result in, a fatality.

SCOPE: To maintain accountability and a standardized investigation process of critical and fatal crashes as set forth in this S.O.P.

- I. **Traffic Homicide Investigation:** The sergeant is responsible for guiding, directing, and reviewing the activities of personnel assigned to their respective detail. They will ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, Applicable Laws, and Lawful Orders of Superior Officers.
 - A. The Traffic Homicide Detail Sergeant is a first line supervisor with added responsibilities in administration, coupled with the capability of handling any phase of traffic homicide investigations.
 - B. Sergeants assigned to the Traffic Homicide Detail are assigned duty hours and days off at the discretion of the Unit Commander.

Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020

100
A Century of Service



TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

- C. The duties of the Traffic Homicide Detail Sergeant are assigned by the Unit Commander which include but are not limited to the following:
 - 1. Monthly schedule and assignment of personnel.
 - 2. Preparing and maintaining monthly activity reports.
 - 3. Traffic Homicide Investigation activity report.

- D. Disseminating all pertinent information and inspection of personnel daily.

- E. Preparing personnel evaluations, commendations, and reprimands.

- F. Ascertaining that proper notification is made relating to court appearance.

- G. Periodically checking assigned vehicles for equipment, cleanliness and damage.

- H. Reviewing and signing Employee Attendance Reports, including overtime slips and/or corrections.

- I. Monitor radio frequencies, providing assistance where required.

- J. Respond to the scene of all fatal crashes to supervise the THI Team. While on the scene, the Traffic Homicide Sergeant shall be responsible for ensuring that the investigation is conducted in an efficient and thorough manner.

- K. Occasionally ride with officers to observe their performance of duties.

- L. Maintain liaison between the Traffic Homicide Detail and other departmental units as well as outside agencies, i.e. Fire Rescue, Department of Highway and Motor Vehicles, State Attorney's Office, etc.

- M. Once the traffic fatality investigation is completed, the sergeant will change the status of the case from open to closed on the Traffic Homicide log on the server. They will ensure that the completed folder is placed in the master fatal file cabinet following review by the Unit Commander.

- N. A 301 crash summary will be completed and forwarded to the Traffic Homicide Sergeant for review on all call outs.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

- II. **Procedures:** The Traffic Homicide Detective is responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State and Local Laws, Departmental Rules and Regulations, General Orders, and the following Procedures.
- A. The Traffic Homicide Investigators are designated by the Traffic Crash Investigation Unit Commander to handle all fatal crash investigations.
 - B. The primary responsibility of a Traffic Homicide Detective is the accurate and thorough investigation of fatal and critical injury crashes.
 - C. Secondary responsibilities, such as administrative functions and assisting with a Hit and Run investigations, may be applied to Traffic Homicide Investigators; however, the priority shall always be placed on fatal crash investigations.
 - D. The following step by step procedures for fatal crash investigations is submitted as a guide and is not intended to be all inclusive in the conducting of fatal crash investigations:
 - 1. Upon dispatch, Traffic Homicide Team (THT) whether on duty or on-call, shall proceed to the scene in the most expeditious manner possible.
 - 2. Upon arrival, the Traffic Homicide Investigator(s) have the following duties:
 - a. Take charge of the crash scene.
 - b. Contact the primary patrol unit assigned to handle the investigation of the crash and determine if any of the drivers are possibly under the influence of an alcoholic beverage and/or drugs. If so, the Traffic Homicide Investigator will request a DRE Unit to respond. If there is not one on duty, the on-call DRE will be called in.

NOTE: Timely collection of D.U.I. evidence in the form of a breath alcohol test, urine and/or blood sample is of the utmost importance in order to ensure that this evidence is not destroyed as the defendant / suspect is metabolizing the alcohol and/or drugs with each passing minute.
 - c. Locate, correlate, and analyze physical evidence.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

- d. Take pertinent measurements and complete field notes.
 - e. Direct the taking of photographs by the Crime Scene Technician as well as the collection of physical evidence.
 - f. Contact any and all witnesses at the scene.
 - g. When necessary, record statements of witnesses or parties involved on the scene, or have them transported to the Traffic Homicide office and have the statement taken there. In criminal investigations, statements of the offender will be conducted at the Criminal Investigations Section where they can be audio and/or video recorded.
 - h. Complete the Florida Traffic Crash Report for completeness and accuracy.
 - i. Make a determination as to whether or not to issue any traffic citations for non-criminal traffic infractions.
 - j. Make sure non-criminal infractions do not interfere with later criminal charges, thus any citations warranted by the circumstances should be written.
NOTE: The on-call Traffic Homicide Assistant State Attorney will be contacted and briefed on the case involving possible criminal charges.
 - k. Conduct a vehicle inspection if the vehicle is able to be inspected. In cases of criminal nature or pending charges, the lead investigator will need to obtain either written consent or a warrant prior to the inspection of the vehicle. (i.e. download the event data recorder EDR, etc.)
- E. Immediately upon clearing the scene, the investigator(s) shall:
- 1. Check upon the injured parties at the hospital.
 - 2. Notify the next of kin when involving a fatality.
 - a. The Victim Advocate Services Unit is always available to assist as necessary and will be utilized when needed.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

3. Inventory and place personal property and evidence in the Property Unit when necessary.
 4. When a fatality is involved, complete the Medical Examiner's Investigation Report with the pertinent information and send to the Medical Examiner's Office.
 5. If media is involved, maintain contact with the Public Information Officer and keep them updated.
 6. Provide the sergeant with a copy of the crash report and the crash summary form.
 7. Complete the traffic fatality report in DAVID.
 8. When a fatality is involved, forward the preliminary investigation form with a copy of the crash report to the State Attorneys' Office for review as soon as possible.
 9. When a fatality involves criminal charges, the detective is responsible for immediately completing the Florida Attorney General's Bureau of Victim Compensation form and forwarding the completed form to the Victim Advocate Services Unit.
- F. After the initial investigation has been completed, the investigator shall:
1. Follow up the investigation, taking statements of witnesses or parties involved, if they were not obtained at the scene.
 2. In any case where criminal charges are believed to be warranted or may be warranted, the investigator shall immediately take all the available information to the office of the State Attorney for consultation and/or filing of charges.
 3. The investigator shall continue with the investigation regardless of whether a determination is made by the State Attorneys' Office as to criminal charges being filed, in order to deliver a complete file to the State Attorney for review as quickly as possible.
 4. Request the Crime Scene photographs to be processed by the Crime Scene Investigations Unit.
 5. Draw an approximate scaled diagram of the scene and indicate the progression of events.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

6. Write a summary of events following the format provided below, along with a completed investigation package, to the sergeant for approval.

- G. Once the investigative process has been completed, the investigator will construct a Traffic Fatality case file which will include, but will not be limited to the following:
 1. Cover Sheet
 2. Florida Traffic Crash Report
 3. State Attorney Review Letter
 4. State Attorney Findings
 5. Traffic Fatality Report confirmation into DAVID
 6. Medical Examiner Preliminary Investigation Report form
 7. Medical Examiner Report
 8. Medical Examiner Autopsy Report
 9. Medical Examiner Toxicology Report (if completed)
 10. Press Release (if applicable)
 11. Scale Diagram
 12. Photographs
 13. Miami Fire Department Rescue Report
 14. Crime Scene Investigation Report
 15. Miscellaneous Forms
 - a. Arrest Form
 - b. Tow sheet
 - c. Crime Scene Photograph request form
 - d. Communication Tape Request form
 - e. D.U.I. Blood Alcohol Report and Request form (if applicable)
 - f. Transcribed statements (if applicable)
 - g. Warrants
 - h. Other forms
 - i. Copy of any documents, i.e. UTC's.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

16. Fatal Crash Summary Report will include:
 - a. Date and time of crash
 - b. Location of crash
 - c. Type of crash (Vehicular, Pedestrian, etc.)
 - d. Identify all officers, Crime Scene personnel, medical personnel, Fire Rescue personnel, etc. on scene
 - e. All vehicles involved with driver information and owner information
 - f. All passengers and pedestrians with their full information.
 - g. All physical evidence documented
 - h. Roadway/Conditions.
 - i. Witness/Driver Statements.
 - j. State Attorney/Medical Examiner findings.
 - k. Conclusions/Opinions

17. Additional procedures to be taken when handling a delayed fatal crash.
 - a. If at all possible, have I.D. take photographs of the vehicles involved before they are repaired.

18. Investigator's Field Notes
 - a. Upon being called to a crash scene in the capacity of a Traffic Homicide Investigator, any and all information gathered during the course of the investigation shall be maintained by the Investigator. All Departments inquiries as to the Investigator's scene information (field notes) will be directed to the Unit Commander.
 - b. Traffic Homicide Investigators are required to maintain a log with daily activities listed in chronological order. The log will be maintained daily and available for review by the supervisor and/or Unit Commander.

19. The sergeant will follow-up every 30 days on each case to monitor the progression of the case. All cases will be closed in a timely manner. Criminal cases, especially cases where an arrest has been made, will be given priority and will be closed within 45 days (barring no delays on information needed to close the case, i.e. toxicology results). If an

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

extension is needed, the sergeant will review and present to the Unit Commander for permission to extend the closure date.

20. The Traffic Homicide Investigator is responsible for all cases assigned to them, regardless if they are actively in the unit or not. This includes the closure of the case as well as any court follow-up on it. The case will only be re-assigned by the Unit Commander at their discretion.
 21. Police chases involving City of Miami Police vehicles which end in a collision on State or County roadways within the City of Miami will be handled by Miami Police personnel. If fatal or possible fatal injuries occur as a result of the crash, the sergeant will respond to the scene and take charge of the investigation. State and County roads will include, but are not limited to, I-95 and SR 836.
 - a. If the involved vehicle committed a crime and was fleeing the police as a result of that crime, the Homicide Unit will be contacted in the event of a fatality or possible fatality. Internal Affairs will also be contacted (who will subsequently contact FDLE). The Homicide Unit will conduct the investigation until such time a determination is made by the State Attorney's Office as to the type of charges that will be filed. If it is traffic in nature, it will then be assigned to a Traffic Homicide Investigator. The Traffic Homicide Detail will assist the Homicide Unit in the investigation.
- H. Release of information to Media, Civil Attorneys or Private Investigators.
1. In cases of a traffic fatality, no information is to be released to or discussed with the Media, Private Civil Attorneys, Crash Reconstructionist or Private Investigators until such time the investigation has been completed and the final traffic homicide report reviewed and signed off by the Unit Commander. Information can be released to the media with the Unit Commander's approval. These individuals shall be directed to the Records Unit where a copy of the Crash Report will be available for purchase ten days following the date of the crash. Great care should be exercised when releasing information to the Media, in cases where such release may hinder the investigation. NOTE: Information on a crash report can be released after 60 days.

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

2. In cases of possible traffic fatalities where in all likelihood of a death occurring within six months (180 days) no information is to be released to Private Civil Attorneys, Crash Re-constructionists or Private investigators until such time the sixty (60) day period has elapsed. These types of investigations are considered to be open investigations until such time a party dies as a result of the crash or the 180 day period has elapsed. This individual shall be directed to the Records Unit where a copy of the Crash Report will be available for purchase sixty (60) days following the date of the crash. Should a fatality occur within that period of time, then the investigation to be completed and traffic homicide report written. Information may be released only at the completion of procedures outlined in the previous paragraph.

I. DUI Serious Bodily Injury (SBI) or Fatality crashes. When the driver is determined to be DUI and there is Serious Body Injury (SBI) to a human being, a Traffic Homicide Investigator and D.R.E. will respond to the scene of the crash. Due to the nature and complexity of this type of case, the Traffic Homicide Investigator or designee will take the lead in obtaining a blood draw from the driver that is determined to be D.U.I and caused the crash. The following are the procedures to be followed for obtaining a blood draw:

1. Ensure that SFST's have been properly administered to the driver determined to be DUI.
2. Attempted to obtain a Voluntary Blood Draw from the Driver by Reading the Consensual Blood Draw Form and having the driver sign the form. *Note: If the Driver refuses to consent to a blood draw then a Search Warrant for Blood will need to be written to obtain the driver's blood.*
3. Contact the Miami-Dade County State Attorney's Office and inform them of the case.
4. Write the Search Warrant for the Blood Draw.
5. Have the Traffic Homicide On-Call Assistant State Attorney review and approve the Search Warrant.
6. The investigator will follow the procedures for the E-warrants. Should the system go down, the following

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

procedures will apply. During working hours, the Traffic Homicide Investigator shall respond to the Metro Justice Court at 1351 NW 12 Street to contact the On-Call Judge within the court house in order to have the search warrant signed by the Judge. After normal working hours, the Traffic Homicide Investigator will telephone the Miami-Dade County Police Communications at (305) 595-6263 to get the On-Call Judge. The Traffic Homicide Investigator will then respond to where the On-Call Judge is located to get the search warrant signed.

7. The Traffic Homicide investigator or designee will then execute the search warrant at a medical facility (i.e. Hospital, Fire Department Station, Fire Department Rescue Truck, Fire Department Engine, etc.). Note: There will be times when the driver refused to allow his or her blood to be taken even with a warrant. The Traffic Homicide or designee may use reasonable force in obtaining the blood draw as pursuant to Florida State Statutes.
8. The Traffic Homicide Investigator or designee will request the Nurse, Doctor, Paramedic, EMT, Phlebotomist, etc. to conduct a blood draw from the driver suspected of DUI.
9. The Traffic Homicide Investigator or designee must witness the blood draw being conducted. The Traffic Homicide Investigator or designee will follow the blood draw procedures as spelled out in the instructions sheet inside the blood kit. The Traffic Homicide Investigator or designee shall photograph the blood draw being conducted by the medical personnel.
10. Once the blood is obtained, the Traffic Homicide Investigator or designee will assist the Nurse, Doctor, Paramedic, EMT, Phlebotomist, etc. in filling out the required documents and ensure that the blood tubes containing the driver's blood are properly sealed within the blood kit.
11. The Traffic Homicide Investigator or designee will then fill out the needed information on top of the blood kit box and

TRAFFIC HOMICIDE INVESTIGATIONS

(Continuation)

then transport the blood kit box to the Miami Police Property Unit which will be turned in as evidence. Note: The Traffic Homicide Investigator may designate a designee to deliver the blood kit to the Miami Police Property Unit and ensuring that chain of custody documentation is maintained. The blood kit box will be later taken by Property Unit personnel to the appropriate laboratory for analysis. The investigator may also directly transport the blood kit to the laboratory following procedures outlined in the Property Unit.

12. The Traffic Homicide Investigator will follow up with laboratory to obtain the toxicology results.
13. Once the toxicology results are obtained from the laboratory, the Traffic Homicide Investigator shall provide copies of the toxicology results to the Miami-Dade State Attorney's Office.

City of Miami



ARTHUR NORIEGA, V
City Manager

MIAMI POLICE TRAFFIC CRASH INVESTIGATION UNIT

HIT AND RUN DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 7

SUBJECT: HIT AND RUN INVESTIGATION

PURPOSE: To complete and conduct follow up investigations of all Hit and Run motor vehicle crashes that occur in the City of Miami.

SCOPE: To maintain accountability and standardize process in Hit and Run Crash Investigations, the following is set forth.

- I. Members of the Hit and Run Detail will conduct Hit and Run investigations.
- II. The primary responsibility of the Hit and Run Investigator is apprehension of drivers that leave the scene of a crash and fails to report the crash.
- III. Other duties includes sending out notices to suspected hit and run offenders, interviewing offenders, completing crash reports and completing the updates to crash reports.
- IV. Hit and Run Public Service Aides will be responsible for maintaining a log of hit and run reports received by the Detail on a daily basis. This log will contain the following:
 - A. Daily hit and run reports will be logged by utilizing the computerized log. Cases will be separated on a monthly basis.



Lt. Kimberly Caruso
Commander
Traffic Crash Investigation Unit

9-10-20

Effective Date



Revised: 9/8/2020



HIT AND RUN INVESTIGATIONS

(Continuation)

- B. Abbreviations designated on the Hit and Run log and their connotations, are as follows:
1. Case number; the accident Report incident number.
 2. **U/W (unworkable).** This Classification is used to indicate that insufficient information was provided to locate the possible offender and/or vehicle.
 3. **Cleared:** Classification is used when the Hit and Run is cleared by an arrest or a Uniform Traffic Citation (UTC) issued.
 4. **Uniform Traffic Citation issued:** The total number of summons issued in clearing the case.
 5. **Date cleared:** The date in this box will indicate the date that the report was either cleared or closed and the investigator closing the case.
 6. **Remarks:** If the Hit and Run is closed (UW), any description on the vehicle, including partial tag number, will be entered in this box. If the Hit and Run is cleared by arrests, the charges will be entered in this box. In cases cleared with no arrest where the owner and/or driver is identified, but not enough information is obtained to charge the driver, the notation STT (Send to Tallahassee) will be written. For those reports which a follow-up investigation can be done and a tag check is needed, the registration information will be obtained from the computer. If a temporary tag check is needed, the information may be obtained by phone from the Division of Motor Vehicles.
- V. **Workable cases involving injuries** – when a Hit and Run case is received involving injuries and registration information is known, the Public Service Aide will immediately notify the sergeant so the case can be assigned to a Traffic Homicide Investigator for follow-up. The case will be worked by this investigator until completed.
- VI. **Workable Cases with no response from offender** - when a Hit and Run case is received and when registration information is known, the Owner of the vehicle (and the driver if known) will be sent a notice, via certified mail requesting them to report in person to the Crash Investigations Office. After thirty (30) business days and response is not received, a second letter will be sent. If no response is received after thirty (30) business days from the second notice by either person, the detective will attempt to make contact in person by responding to the addresses known. Once all of the steps

HIT AND RUN INVESTIGATION

(Continuation)

have been exhausted, the case will be completed in the following manner i.e.: Update Crash Report.

- A. The registration information for the offending vehicle will be entered in the appropriate location on the Update Crash Report.
- B. The area of the vehicle damage will be completed based on the diagram of the accident.
- C. The amount of the vehicle damage will be estimated depending on severity of damage to the other vehicle and the location of the impact.
- D. The name of the insurance company, if known, will be supplied; otherwise "None" will be entered.
- E. The name and the address of the driver, if known, will be added to the report. If evidence suggests the owner is the driver, then the owner will be listed as the driver.
- F. The driver's license number will be supplied, if known.
- G. The driver's date of birth or an approximate age will be entered, if known.
- H. Any information in regard to race, sex, etc. will be supplied, if known.
- I. In all cases, the injury code box will be completed. If you have no knowledge of any injuries, then the injury code (2) will be entered.
- J. The investigator will sign (with IBM) the report below the original officer's name.
- K. When necessary, additional information can be added to the narrative by the investigating officer doing the follow-up investigation.
- L. The Department of Motor Vehicles (DMV) will be notified and a Vehicle Registration Stop form will be completed placing a hold on the owner's registration until the owner contacts the detective.
 - i. Once the case is cleared and/or closed, the detective will contact DMV to remove the Vehicle Registration Stop hold on the vehicle.

HIT AND RUN INVESTIGATION

(Continuation)

- VII. Workable cases with response from offender:** When the owner of the offending vehicle or the offending driver responds to the notice sent, the incident will be handled in the following manner.
- A. The registration information for the offending vehicle will be entered in the appropriate location on the accident report.
 - B. The area of the vehicle damage will be completed based on the diagram of the accident.
 - C. The amount of the vehicle damage will be estimated depending on severity of damage to the other vehicle and the location of the impact.
 - D. The name of the insurance company, if known, will be supplied; otherwise "None" will be entered **and a ticket will be issued**.
 - E. The name and the address of the driver, if known, will be added to the "Update Crash Report" either on TRACS or on a hard copy.
 - F. The driver's license number will be supplied, if known.
 - G. The driver's date of birth or an approximate age will be entered, if known.
 - H. Any information in regard to race, sex, etc. will be supplied, if known.
 - I. In all cases, the injury code box will be completed. If you have no knowledge of any injuries, then the injury code (2) will be entered.
 - J. The investigator will sign (with IBM) the report below the original officer's name.
 - K. When necessary, additional information can be added to the narrative by the investigating officer doing the follow-up investigation.
 - L. A hold will be place on the hit and run offender's vehicle until the registered owner of the vehicle responds to the Hit and Run Detail office with the required documentation noted on the "Letter of Notification" that was mailed out.
 - M. If there is Uniform Traffic Citation (UTC) issued, the arrest information can be added to the narrative by the investigator doing the follow-up investigation. The Miami Police Hit and Run

HIT AND RUN INVESTIGATION

(Continuation)

Supplementary Report will then be completed upon the conclusion of the investigation.

- VIII. Workable cases with incorrect information:** A notation should be made on any Hit and Run Investigation form where the case is closed due to incorrect information, or cleared with no arrest, as to why that action was taken as opposed to issuing a Uniform Traffic Citation (UTC).
- IX. Clearing of a Hit and Run Case.**
- A. When the report is either cleared or closed, the proper abbreviation (UW, II, **CBA** or STT, as previously explained), the date the report was cleared or closed, and the officer's name will be placed on the Hit and Run log. The proper abbreviation should also be on the bottom of the first page of the Florida crash report.
 - B. The report will be shown cleared in the respective Hit and Run log in the manner previously explained.
 - C. The completed report is then forwarded to the Records Unit.
- X. Hit and Run investigation involving out of state or out of county vehicles:**
- A. In cases involving license plates registered out state, or out of county, the Hit and Run Investigator may request the owner to report to the local law enforcement agency for a vehicle inspection. The owner will have the law enforcement officer sign a notarized affidavit attesting to any vehicle damage. Once we receive the affidavit, it will be reviewed and a determination to either clear the case or to proceed forward with the investigation.
- XI.** In Hit and Run cases where the owner states that the vehicle was stolen, the owner must supply the case number of the stolen vehicle report along with a stolen vehicle affidavit.
- XII.** Hit and Run investigations cases are not to be discussed on the telephone. The Hit and Run Investigator or designee will instruct the inquiring party to come to the Crash Investigations Unit office at which time the case will be fully discussed as to the actions taken. The exception will be for someone who is out of town and unable to travel to the Hit and Run office.
- XIII.** In cases where there is probable cause to arrest the offender but the offender cannot be located, the Hit and Run Investigator will respond to the Miami-Dade State Attorney's Office to direct-file charges or obtain an arrest warrant.

HIT AND RUN INVESTIGATION

(Continuation)

XIV. Monthly Activity Report

- A. At the end of each month, a monthly activity report will be completed.