

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

CRIME SCENE INVESTIGATIONS UNIT

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

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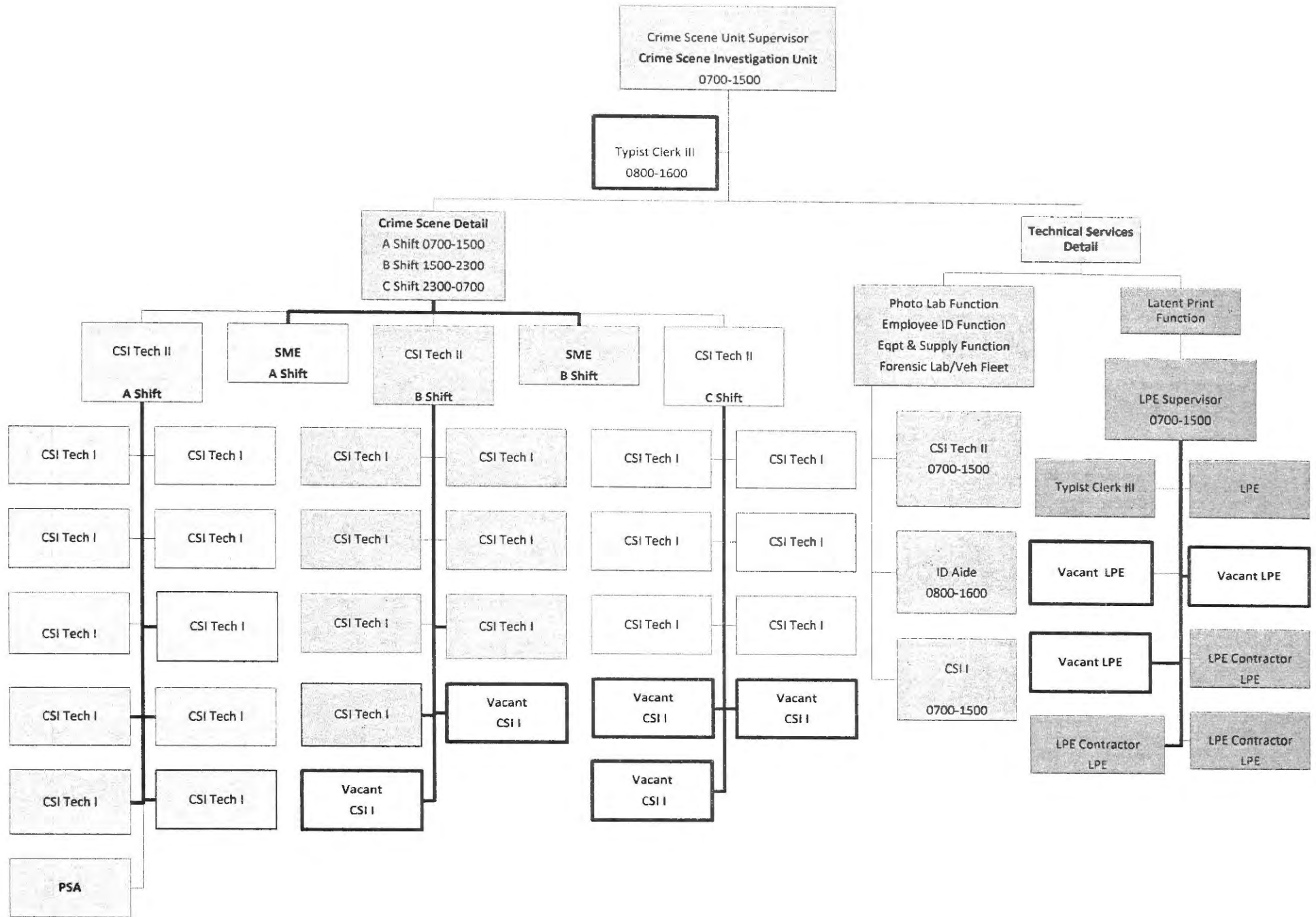
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City of Miami

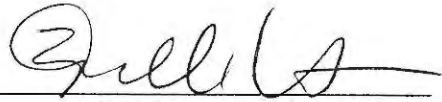



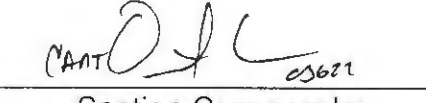


DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u></u> Unit Commander	<u>3/30/16</u> Date
Second Quarter Inspection:	<u></u> Unit Commander	<u>6/30/16</u> Date
Third Quarter Inspection:	<u></u> Unit Commander	<u>9/30/16</u> Date
Fourth Quarter Inspection:	<u></u> Unit Commander	<u>12/31/16</u> Date
Annual Inspection:	<u> 05621</u> Section Commander	<u>5/2/17</u> Date

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City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Crime Scene Investigation Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Crime Scene Investigation Unit of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Crime Scene Investigations Supervisor.

Personnel assigned to the Crime Scene Investigation Unit shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The Unit's Mission is the utilization of the forensic sciences to provide Crime Scene Investigation Services to the investigatory elements of the Miami Police Department.

II. GOALS

- A. Visual documentation by photography, video, audio-visual equipment, and detailed scene sketches.
- B. Collection of latent prints from crime scenes.
- C. Evidence collection in a manner to preserve evidence free of contamination for comparison, processing, biological, or chemical analysis.

OBJECTIVES

- A. To develop and recover 7,800 (650 per month) latent lift cards from crime scenes.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

I. Duty hours are as listed below:

- A. Administrative personnel are to work a nine-hour shift with one hour for lunch, one mid-morning break of fifteen minutes, and one mid-afternoon break of fifteen minutes. This may be changed upon request/need of the employee and authority of the Detail, Crime Scene Investigations Supervisor or Commander.
- B. Crime Scene Investigation Detail personnel are to work an eight-hour shift with two breaks of fifteen minutes. Workload permitting, a half-hour for meals. Duty hours for the CSI Shifts are:

Shift A	0700-1500 Hours.
Shift B	1500-2300 Hours.
Shift C	2300-0700 Hours.

Duty hours for the PSA Shifts are:

Shift A	0700-1500 Hours.
Shift B	1500-2300 Hours.

II. The dress code for members of the Crime Scene Investigation Unit is designed to present a professional appearance to the public.

- A. City issued uniform clothing will be worn by all personnel on street assignment.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



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DUTY HOURS AND DRESS

(Continuation)

- B. For inspection and formal occasions, personnel will maintain a Class "A" uniform consisting of a long sleeve shirt with Departmental Patch and shirt with optional service insignia, navy blue uniform pants, and a black uniform tie. Female personnel have the option of wearing the navy blue uniform skirt and a black crossover tie with the long sleeve shirt.
- C. For administrative assignment or court appearance, City issued uniforms may be worn. Personnel may opt to wear either a conservative suit with mandatory tie. Female personnel may wear dresses, suits, or coordinating ensembles, which conform to contemporary fashion trends in the business community.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Duties of Crime Scene Investigation Unit Supervisor

- A. The Unit Supervisor shall report directly to the Commander of the Criminal Investigations Section and shall assume full responsibility for all tasks assigned.
- B. The Crime Scene Investigations Supervisor will be responsible for the supervision of all Details of the Crime Scene Investigation Unit.

II. Duties of the Crime Scene Investigation Detail Supervisors/Crime Scene Investigator II's.

- A. All supervisory personnel are responsible for the development of individual skills of those within their Details.
 - 1. To assure that assigned personnel know and follow procedures as contained in the Unit's and Detail's Standard Operating Procedures and Departmental Orders.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- B. Shifts Supervisors are responsible for overall supervision of their respective shifts; assignment of Detail's days off, and the performance, productivity and training of shift personnel.
- C. Shift Supervisors (or designated Acting) will respond to and assess major crime scenes. Based upon assessment, Supervisors will coordinate and/or assist with major crime scenes processed on their respective shifts. They are also responsible for proper notifications to Unit Supervisor.
- D. Shift Supervisors (or designated Acting) shall review reports and worksheets generated on their shifts on a daily basis.
- E. Shift Supervisors (or designated Acting) shall be considered in minimum staffing criteria. As such, the Supervisor will make himself/herself available for calls for service.
- F. Various day-to-day aspects of the Crime Scene Investigation Detail are to be monitored by the Crime Scene Investigation Detail Supervisors (or designated Acting):
 - 1. All Crime Scene Investigation Supervisors will be responsible for a daily inspection and report of all vehicles assigned to the Crime Scene Investigation Detail. This inspection is to address the cleanliness of the vehicles and the equipment contained in the vehicles. The A-Shift Technical Services Detail Supervisor will generate the report. The A-Shift Crime Scene Investigation Supervisor will be responsible for the Monthly Vehicle Report.
 - 2. The A-Shift Technical Services Supervisor will be responsible for coordinating the vehicle log, and the maintenance and service of the crime scene vehicles.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

3. The A-Shift Crime Scene Investigation Detail Supervisor will be responsible for all requests for additional processing that come into the Unit. The A-Shift Detail Supervisor will route these requests to the appropriate CSI or Detail Supervisor, maintaining a log of the requests and to whom they were assigned. (Note: Requests for Processing of Firearms are to be routed to the A-Shift Detail Supervisor due to Property Unit vault hours of operation).
4. The B-Shift Crime Scene Investigation Detail Supervisor will be responsible for maintaining an inventory of all the necessary forms for crime scene investigation utilization. A biweekly inspection will be conducted on all forms. The ordering of forms will be the responsibility of the B-Shift Supervisor through the Unit Supervisor. A three-month delay is to be expected for the printing of forms and an adequate supply must be maintained at all times.
5. The C-Shift Crime Scene Investigation Detail Supervisors will be responsible for a daily inspection of the Forensic Processing Lab and Processing Area(s). The Supervisors shall submit a daily report to the Unit Supervisor. This report will address the conditions and supplies in the Evidence Room and Processing Area(s), and shall note any deficiencies. All Crime Scene Investigation Detail Supervisors will be responsible for monitoring the cleaning maintenance of the areas, and they shall initiate the necessary corrective action to assure that the Evidence Room remains free of contamination.

Any vehicle for processing at the Forensic Processing Lab will be monitored for its status by the C-Shift Supervisor and will be promptly removed from the area when completed.

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DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

III. Duties of Crime Scene Investigator I.

- A. Work involves responsibility for crime scene documentation, latent fingerprint development and other evidence work. Work may be performed on an assigned shift and is part of the investigation and prosecution work of the police department. Specific assignments are received from a supervisor; however, employees in this classification work independently while performing daily activities. Work procedures are standardized in accordance with police practices. Supervision is generally received from the Crime Scene Investigator II who has been assigned the function of shift supervisor.
- B. Operates mobile crime lab, investigates at scene of crime for latent fingerprints; develops prints with powders and chemicals; searches for, preserves, and identifies any and all types of evidence discovered.
- C. Sketches, photographs, and makes video documentation of crime scenes, evidence collection processing and laboratory submissions, and crime scene reconstructions.
- D. May be involved in the development, downloading and archiving of photographic prints.
- E. May give testimony in court as expert witness.
- F. Maintains an inventory of all photographic supplies and equipment.
- G. Performs related work as required.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- IV. Duties of Public Service Aide.
- A. Work involves responsibility for crime scene documentation, latent fingerprint development and other evidence work. Work may be performed on an assigned shift and is part of the investigation and prosecution work of the police department as related to their job description. Specific assignments are received from a supervisor; however, employees in this classification work independently while performing daily activities. Work procedures are standardized in accordance with police practices. Supervision is generally received from the Crime Scene Investigator II who has been assigned the function of shift supervisor.
 - B. Operates Crime Scene van, investigates at scene of crime for latent fingerprints; develops prints with powders and chemicals; searches for, preserves, and identifies any and all types of evidence discovered.
 - C. Photographs documentation of crime scenes, evidence collection processing and laboratory submissions.
 - D. May be involved in the development, downloading and archiving of photographic prints.
 - E. May give testimony in court as expert witness.
 - F. PSA's are to handle crime scene calls for service on their assigned shifts and be monitored by the assigned shift supervisors.
 - G. PSA's can handle all property crime calls and minor person's calls.
 - H. PSA's are not to handle any person's calls involving firearms.
 - I. Performs related work as required.

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IV. Duties of Typist Clerk III.

- A. Reads incoming mail and assemble files and material to facilitate reply by a supervisor.
- B. Composes and type's correspondence, requiring knowledge of departmental operations and regulations.
- C. May perform clerical work of a specialized character, such as interpreting technical terminology.
- D. Makes notes and types minutes of official meetings; type's tabular data, reports, and other material from copy, and rough draft.
- E. Answers telephone and provide information as requested regarding departmental operations; routes calls as necessary.
- F. Maintains Monthly Overtime Report and unit reports.
- G. Prepares Personnel Status Report.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

POLICIES

I. Authorization of Overtime.

- A. To identify the circumstances for which overtime will be authorized in the Crime Scene Investigation Unit and to establish the authority needed.
- B. To maintain control of overtime, to ascertain that overtime is justified. Overtime requests must meet the following requirements:
 - 1. Emergency Situations: Overtime will be authorized for a declared emergency.
 - 2. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department, or relative to contact by Court Liaison of the Miami Police Department.
 - 3. Holidays: Scheduling for legal holidays must be made by Detail Supervisors and must receive prior approval of the Crime Scene Investigations Supervisor.

Holiday Staffing: Four (4) CSI's
per Shift or 3 CSI's and 1 PSA.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16

Effective Date



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POLICIES
(Continuation)

4. Shift Coverage: Overtime will be allowed for shift coverage when previously authorized by the Crime Scene Investigations Supervisor or Commander. Authorization will be given only when availability of assigned personnel is so limited as to not allow adequate street coverage for shift. Shift Supervisor must note on the overtime slip, the need for the overtime authorization with signature of the Shift Supervisor.
5. Special Projects: Overtime for special projects or assignment must receive prior authorization of the Crime Scene Investigations Supervisor.
6. Clerical Overtime: No regular overtime is to be granted without prior permission of the Crime Scene Unit Supervisor. The Crime Scene Unit Supervisor will monitor backlogs and report needed overtime to Section Commander.
7. Late Call Policy: Any Property Crimes call dispatched within the last hour of a shift, which will result in an overtime situation, will be held for the oncoming shift unless authorized by the Shift Supervisor and/ or the Crime Scene Unit Supervisor. Any Persons Crime call dispatched within the last hour will be responded to and assessed. A determination of whether to handle will be made based on the severity of the crime, possibility of loss, or deterioration of evidence. A Shift Supervisor or Acting will respond with the CSI. If the call is to be handled by the next shift, a CSI will be left on the scene until relieved by the oncoming shift so that information can be relayed as to the crime scene. Homicide calls dispatched within the last hour of a shift will be handled on an individual basis. The Crime Scene Unit Supervisor will be contacted to authorize the overtime in all situations.
8. Major Case Follow-up: No follow-up procedures will be engaged on an overtime basis except when authorized by the Crime Scene Investigation Unit Supervisor.

POLICIES
(Continuation)

II. In-Service Training.

A. To insure training of new employees of the Crime Scene Investigation Unit to provide a basis of evaluation of probationary employees.

1. Upon entering service in the Crime Scene Investigation Unit, the new employee shall receive orientation and consultation from the Crime Scene Investigations Supervisor. This consultation shall consist of a description of the job that he/she is to perform, a synopsis of what is expected of him/her as an employee of the Miami Police Department, an explanation of his/her probationary period, and the training which he/she is to receive.

2. On his/her first day of duty, the employee will be assigned a copy of the Detail S.O.P.s, and six texts: "Science of Fingerprints", 2) "Handbook of Fingerprint Development Techniques," 3) "Handbook of Forensic Science", 4) "Crime Scene Investigation Guide for Biological Evidence", 5) FBI Fingerprint Source Book" and, 6) "Crime Scene Investigation Guide for Law Enforcement". A Unit Personnel folder will be prepared. The employee's Supervisor will establish a Training Guide and supervisor folder for each new employee. (Annex A (2)).

3. The first job assignment will be to the Crime Scene Investigation Unit.

a. The probationary employee will be assigned to the field for training. The corresponding shift supervisor will closely monitor the progress of the trainee and document notes in the supervisor's folder and training guide.

During this assignment, the probationary employee will receive instruction in the proper backing of latent lift cards, processing of crime scenes, and writing Crime Scene Reports.

b. The probationary employee will receive training in sketching. The employee is to submit a rough sketch (investigator's sketch), and a formal (scaled) sketch, the subject of which is to be assigned by the instructor.

AREA	SKILL	Emply. Date	Supv. Date
Appearance Duty hours	Uniform: SOP Duty Hours and Dress Adherence: SOP Duty Hours and Dress Daily sign in procedures		
Evaluation	Issued/Reviewed copy of training guide Issued/Reviewed copy of performance appraisal Notified of CSI position goals & objectives Issued NIJ CSI guide for Law Enforcement Issued NIJ Fingerprint Sourcebook Knowledge of access to S.O.P's via computer Knowledge of access to Departmental Orders via computer Knowledge of access to Civil Service rules via computer Knowledge of access to AFSCME union contract via computer Knowledge of access to CAD's via computer Knowledge of Citys APM's Chain of Command/Unit/Division/Department Knowledge of Official Bulletin		
Computers	Obtaining email/computer access Email checking procedures computer work order procedures		
Crime Scene Vans	Vehicle sign-out procedures SOP 5 Driving skills and operation Knowledge of city streets Knowledge of equipment placement in vans Knowledge and use of equipment in Both Major Crime Scene Vehicles SOP 14 Vehicle mileage maintenance Vehicle cleaning and upkeep Vehicle inspectionn & damage reporting		
Miami Dade Lab	Capabilities		

AREA	SKILL	Empl. Date	Supv. Date
Radio Procedures	Tour & Visit Call number assignment, use of SOP 6 Issue of radio codes Knowledge of radio codes Monitoring of radio Dispatch procedures SOP 7 Train on channel with City Dispatcher Call back/Door hanger procedures		
Equipment maintenance, operation and use	Digital Camera, flash, off camera use Flashlight Processing Kit Respirators SOP 31 Traffic Vest Goggles Respirator Shoe covers Gowns Gloves Hand tools Power tools Trajectory rods Metal Detector London Fuming Tent Superglue Chamber Chemical Processing Chamber Powder Processing station Drying Cabinet		
Report Writing	Writes legible and understandable reports SOP 9 Burglary SOP 9 General SOP 9		

AREA	SKILL	Empty. Date	Supv. Date
Report Writing	Homicide SOP 9 Various forms, etc. SOP 9, 27 Daily Worksheet Entries/Submission & Importance SOP 3 Report writing SOP 9 Latent card(s) preparation, submission SOP 10 Daily Call Pad		
General Crime Scene Procedures	Contact with the Public, Victims, witnesses Contact with the Police, Detectives, etc. Authority at the crime scene SOP 8, DO 9 chapter 9,10 Examination of scene: includes observations and interview of victim Crime Scene search methods: Spiral, grid, line, electronic (metal detector)		
Burglary, Larceny Property Crimes	Point of entry identification Identification and collection of evidence SOP 22, 25, Identification of areas to be processed SOP 32 Processing skills SOP 10, 32 DNA collection SOP 21, 33 Vehicle processing and searching Examination of scene: includes observations and interview of victim Writes legible and understandable reports SOP 9 Proper evidence packaging GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab)		
Domestic Violence, Agg Battery, Battery, Persons crimes	Photography skills of injuries SOP 11, Use of camera, flashes, scales, 90 degree importance Methodical investigation of crime scene General crime scenes General safety Examination of scene: includes observations and interview of victim Writes legible and understandable reports SOP 9 Vehicle processing and searching Strike mark and projectile location/Pocket Rod Proper evidence packaging		

AREA	SKILL	Empl. Date	Supv. Date
	GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab) Metal Detector Usage		
Response to resistance/ Controls Taser-ECD discharge	Documenting correct case numbers/multiple case numbers/multiple incidents Photo 90 degree-subjects injuries w/and without scale/hands/Even if no injuries seen Photographing probe contact points on skin/clothing holes of subject Photographing Officer/All sides/hands/Even if there are no visible injuries Photographing close ups of Officers Duty Belt Equipment on his person Photographing Taser-ECD device w serial number/cartridge & wires		
Robberies, shootings Home invasions	Photography skills of injuries SOP 11, Use of camera, flashes, scales, 90 degree importance Methodical investigation of crime scene General safety Examination of scene: includes observations and interview of victim Touch DNA collection/swabbing Writes legible and understandable reports SOP 9 Major Case Jacket Vehicle processing and searching Strike mark and projectile location/Pocket Rod Proper evidence packaging GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab) Metal Detector Usage		
Sexual Assault	Initial conference with Lead Detective Photography skills of injuries SOP 11, Use of camera, flashes, scales, 90 degree importance Methodical investigation of crime scene General safety Examination of scene: includes observations and interview of victim Writes legible and understandable reports SOP 9 Vehicle processing and searching Post conference with Lead Detective		

AREA	SKILL	Emply. Date	Supv. Date
Sexual Assault	Proper evidence packaging GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab)		
Homicide & Unclassified Deaths	Initial conference with Lead Detective Methodical investigation of crime scene Examination of scene: includes observations and interview of victim General safety Photography skills of injuries SOP 11, Use of camera, flashes, scales, 90 degree importance JMH Victim Photography JMH Evidence collection Proper evidence packaging On scene trajectory (Vehicles & Buildings) Post scene trajectory of vehicles at FPL M.E. collection of clothing/blood card/projectiles Writes legible and understandable reports SOP 9 Major Case Jacket Vehicle processing and searching Strike mark and projectile location/Pocket Rod Post conference with Lead Detective GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab) Metal Detector Usage Medication Collection Drug paraphernalia		
Police Shootings & Discharges	Initial conference with Lead Detective IA Detective/Homicide Detective Involvement Use of camera, flashes, scales, 90 degree importance Scene Photos Scene Sketch Scene Video On scene trajectory (Vehicles & Buildings) Post scene trajectory of vehicles at FPL		

AREA	SKILL	Emply. Date	Supv. Date
	JMH Victim Photography JMH Evidence collection Officer Round Count procedures		
Police Shootings & Discharges	Photographing and documenting gun belt equipment (spare mags/cuffs/Taser-ECD) M.E. collection of clothing/blood card/projectiles Major Case Jacket Writes legible and understandable reports SOP 9 Strike mark and projectile location/Pocket Rod Post conference with Lead Detective Proper evidence packaging GSR (When to collect & Det.'s Permission) GSR (Requirements to send to lab) Metal Detector		
K-9 Dog bites	Photos of subject Clothing photos Hand photos Bite photos w/scale Scene photos where bite occurred		
Fingerprints	Quality of latent lifts SOP 32 Writes legible and understandable latent lift cards Daily submission of latent cards & importance Knowledge of Latent processing with different powders and/or chemicals Elimination prints Major case prints & Training in employee I.D. Blue FBI Applicant fingerprint card Red FBI standard fingerprint card "ORI" tracking number on fingerprint card		
Latent Detail	Basic AFIS process & capabilities Latent Card white out Obtaining copies of reports		

AREA	SKILL	Emply. Date	Supv. Date
	Case number correction on reports and latent cards		
Photography & Video	Film jacket SOP 11 Basic Flash Micro/macro/copy SOP 11 CU5 SOP 11 MP4 SOP 11 Video SOP 12 Video Camera Night shot feature Video Camera formatting & finalization		
Safety Bag	Hard hat Back brace Reflective vest 3m Face mask/Disposable face mask Gloves /Puncture resistant Goggles		
Foray Photo Lab System	Digital Workplace Digital Acquire Acquiring photos Daily & Importance Adams Web/Viewer (Verifying photos are uploaded) Acquiring photos via media card/CD Photo input/Case & Calea/Drop down boxes Emailing of photos Printing photos CD burning and distribution Photo release procedures/Other Law enforcement agencies/Homicides In house photo requests/Release procedures Public photo requests/Release procedures State Attorney photo requests State Attorney Media Liaison		

AREA	SKILL	Empl. Date	Supv. Date
	Public Defender photo requests/ Release procedures Offsite film storage Case number correction procedures Other agency case number cross referencing		
Sketching	General SOP 13 Interior SOP 13 Exterior SOP 13 Specialty SOP 13		
ME Office	ME Office SOP 15, 16, 17, 18 ME Photography dept. capabilities Drying Room evidence pick up On scene deceased victim clothing collection procedures Tour/Training with M.E. Staff		
Evidence Collection & Processing	Knowledge of the proper procedure and methods of evidence collection SOP 19, 18, 17, 16, 19, 20, 22, 23, 24, 25 Knowledge of the proper procedure of sending evidence to the lab SOP 26 Blood kits Projectiles, blood, clothing SOP 16, 17, 18, 29 Laser (Alternate Light Source) UV DFO/Superglue Ninhydrin Luminol Miscellaneous chemicals Evidence room (general) SOP 22, 25, Tool marks/footwear/tire tracks/etc. SOP 11, Property Unit and MDPD SOP 23, 24 Forensic Processing Lab SOP 22, 25 Forensic drying cabinet SOP 30/Seperating Suspect evidence from scene Evidence Firearms collection SOP 34 Tented structures SOP 28 MSDS log book and importance/Sign off		

AREA	SKILL	Emply. Date	Supv. Date
Court Proceedings	Court liaison ASA office & Tour Public defender's office & Tour Court rooms (criminal/civil) & Tour Evidence to court/release by clerk Defense witness memo to Chief of Police		
Review of Basic In-Service Training	Two months- Employee: -Supervisor: Four months- Employee: -Supervisor: Six months- Employee: -Supervisor:		
Comments (to be added at any time)			
	Basic in-service training is complete and employee has demonstrated knowledge and ability to function satisfactorily as a crime scene investigation technician. Employee: Supervisor:		

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POLICIES
(Continuation)

- c. The probationary employee will receive training in photography, including instruction and practice in Crime Scene photography, close-up photography, and familiarization with various types of cameras.
- d. Training in evidence collection and submission to the M.D.P.D. Laboratory.
- e. The employee will observe a minimum of two criminal court trials, which include introduction of physical and latent print evidence; the employee will receive training and counseling concerning court procedures and testimony.

III. Training: Utilizing Outside Resources.

- A. To obtain access of specialized training programs not available through existing programs of the Miami Police Department.
- B. The Crime Scene Investigation Supervisor will continually seek out training programs beneficial to the training needs of the Crime Scene Investigation Unit. The Crime Scene Investigation Supervisor will coordinate the necessary forms for personnel of the Unit.

IV. Shift Assignments of Personnel.

- A. Will be based upon current AFSCME Labor Contract.
- B. Probationary employees will be rotated from shifts as required for training.

V. Custody and Control of Issued Equipment.

Each CSI is issued latent processing equipment, photographic equipment, and a flashlight. Each CSI is also issued various equipment cases to provide protection for the equipment. CSI's are assigned lockers in the Squad Room for storage of the equipment. The custody and control of issued equipment is the responsibility of the CSI. Equipment is to be secured in the locker when not in use. Flashlights are to be secured in desks. Raincoats and riot gear are to be stored in lockers in the Locker Room on the First Floor.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Informing Personnel of New or Changed Procedures.

PURPOSE: To assure that all personnel of the Crime Scene Investigation Unit are promptly informed of procedural changes.

SCOPE: New procedures and informational memos shall be posted on the bulletin board, and a copy will be placed on the daily roll call board and read at roll call to each CSI/PSA by his Shift/Detail Supervisor or the Acting. The Unit Supervisor shall be responsible for making certain that all personnel under their command are familiar with the procedure.

- I. Minor changes to procedure that do not affect the overall intent of a S.O.P will require a pen change.
- II. Major changes will require the issuance of a revised S.O.P.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

11/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Crime Scene Investigation Detail Productivity Reporting.

PURPOSE: To identify the reporting responsibilities of Supervisors of the Crime Scene Investigation Detail.

SCOPE: Shift Supervisors will be responsible for monthly productivity reporting.

- I. Daily assignment sheets signed by Supervisor or Acting Supervisor, and logged in the shift total files in the computer on a daily basis.
- II. Submit monthly work sheet reports within three calendar days after the end of the month.
- III. Supervisors shall submit their work sheets of their shift by date for all their assigned personnel on a monthly basis within three calendar days after the end of the month.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 2a

SUBJECT: Productivity Reporting

PURPOSE: To provide a monthly and annual documentation of services provided by the Crime Scene Unit.

SCOPE: The following productivity reports shall be maintained by the Crime Scene Investigation Unit.

1. Personnel Allocation and Narrative.
2. Monthly EML and Alpha/Bravo
3. Monthly Statistical Report
4. Overtime Report

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



City of Miami



DANIEL L. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Preparation of Daily Work Sheet.

PURPOSE: To identify the procedure for completing the Daily Work Sheet.

SCOPE: The Daily Work Sheet will be completed as follows:

- I. Fill each informational data line at the beginning of each tour and after each call; leave no blank lines.
- II. Record each call time or event, leave no blank lines. All time shall be accounted for with no gaps in timeline.
- III. Record daily calls on a daily basis and show totals generated.
- IV. Worksheet shall be submitted to a Shift Supervisor or acting supervisor at the end of each tour.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Preparation of Daily Calls Summary.

PURPOSE: To identify the procedure for completing the Daily Calls Summary.

SCOPE: The Daily Calls Summary will be completed as follows:

- I. The Crime Scene Investigation Detail Shift Supervisors will keep a daily record of each individual CSI/PSA under his command. The daily record will be recorded on the Daily Calls Summary under the designated shift's computer file.
- II The information on the Daily Calls Summary will be compiled from the individual CSI/PSA's Daily Work Sheets.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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

- III. At the end of the tour of duty, the Daily Calls Summary will be totaled for each CSI/PSA's activity.
- IV. Within three days after the end of the month, the Daily Calls Summary will be totaled for all CSI/PSA's activities for the Monthly Activity Report.
- V. At the end of the month, all of the shift's worksheets, along with a copy will be submitted in order by date to the Crime Scene Unit Supervisor for submission to the Records Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Vehicle Sign Out.

PURPOSE: To identify the procedure for utilization of vehicles; accountability for damage or disorder of vehicles.

SCOPE: The Crime Scene Investigation Unit Vehicle Checklist will be maintained on a clipboard, posted by the keyboard in the Crime Scene Investigation Unit Office.

I. All personnel utilizing City Vehicles will make entry on the log when a vehicle is to be used. Entries will include:

- A. Date.
- B. Name of person.
- C. Time of sign-out.
- D. Hours/Shift.
- E. Vehicle number
- F. Radio number.
- G. Fuel Level

II. CSI/PSA's will complete the sign-in block when the keys are returned to the keyboard.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

- III. The On-Duty Crime Scene Investigation Detail Shift Supervisor, in conjunction with, the Technical services Supervisors, will be responsible for insuring that vehicles and keys are accounted for and the log is up-to-date.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S O.P. 6

SUBJECT: Radio Call Number Assignment.

PURPOSE: To identify the Crime Scene Investigation and the Technical Services Units radio call numbers.

SCOPE: Radio Call Numbers are as follows:

<u>A/Shift</u>	<u>B/Shift</u>	<u>C/Shift</u>	<u>Technical Services</u>
2100	2120	2130	2140
2110	2121	2131	2141
2111	2122	2132	2142
2112	2123	2133	2143
2113	2124	2135	2150
2114	2125	2136	2151
2115	2126	2137	
2116	2127	2138	
2117	2128		
2118	2129		
2119			

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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CITY OF MIAMI, FLORIDA

INTER-OFFICE MEMORANDUM

All Crime Scene Investigation Unit Personnel

DATE January 13, 2016

FILE COMM 1-4

SUBJECT Assigned Radio Call Numbers

FROM Wendell Harris
Commander
Crime Scene Unit
Criminal Investigations Section

REFERENCES

ENCLOSURES

Effective 13 January 2015 the following numbers will be assigned within the Crime Scene Investigation Unit.

2101 CSII Wendell Harris	2131 CSI Ana Menendez
2110 CSII La-Tanya Martin	2132 CSI Barbara Simbert
2120 CSII Frank Theye	2133 CSI Lauren Nabut
2130 CSII Jeffrey Campos	2134 CSI Joaquin Gonzalez
2140 CSII Kenneth Pratt	2135 CSI Roberto Piloto
2111 CSI Howard Davis	2136 CSI Vivian Moreno
2112 CSI Genita Milhomme	
2113 CSI Ronia Williams	2141 CSI Carolyn Grayer
2114 CSI Carlos De La Cruz	2142 ID AIDE Gabriela Chacon
2115 CSI Franchesca Bruno	2143 CSI Marys Williams
2116 CSI Stephanie Fernandez	2144 CSI Angel Velasco
2117 CSI Sherley Auguste	2145 CSI Malikia Barnett
2118P PSA Eduardo Martinez	
2119 CSI Shaniqua Franklin	2150 LPE Supervisor Rupert Butcher
	2151 LPE Phil Womack
2121 CSI Tracie Cox	
2122 CSI George Talania	
2123 CSI Angelica Loaiza	
2124 CSI Manuel Marrero	
2125 CSI L. Leonard	

WH:jw

cc Communications Unit

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: Dispatch Procedures.

PURPOSE: To identify procedures for dispatching Crime Scene Investigators/PSA's.

SCOPE: Crime Scene personnel will comply with the following:

- I. Shift Supervisors, or their acting, will monitor the assigned communication channel.
- II. Crime Scene Investigators/PSA's will be dispatched by the Complaint Room.
- III. Crime Scene Investigators/PSA's are to be in service no later than twenty minutes after beginning of assigned shift. Should there be a priority call holding the shift supervisor or acting will assign someone to handle the call prior to the twenty minutes and the technician will respond accordingly.
- IV. Crime Scene Investigators/PSA's engaged in office details shall be on the appropriate signal and monitor their radios at all times.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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

- V. Crime Scene Investigators/PSA's will monitor and respond to their radios at all times. Upon arrival to a scene or location, the dispatcher will be notified over the air. The dispatcher will be immediately notified over the air of any delays in response times to calls.
- VI. Crime Scene Shift Supervisors, or their acting, shall respond when the dispatcher requests that a Crime Scene Investigator is needed for a priority crime scene, and no other CSI's are available. Supervisors will also monitor the activities of their subordinates to insure that time is being efficiently used by them.
- VII. Crime Scene Shift Supervisors, or the Acting, shall assure that no priority call or persons call is left at the end of the shift. A Supervisor or his acting is to dispatch a CSI to the call and respond with the CSI in order to assess the scene and determine if it should be held for the oncoming shift or handled.
- VIII. CSI's/ PSA's shall use door hangers in cases where a victim of a crime may be Gone on Arrival (G.O.A) and no contact can be made with the victim.
 - I. Before clearing a scene, the CSI/PSA will contact the dispatcher and request a call back. The CSI/ PSA should wait a maximum of 15 mins before checking back with the dispatcher, for status of the victim. If the victim cannot be contacted, a door hanger will be left on scene or on the windshield of a vehicle under the wiper blade. A report will be generated stating that the victim was G.O.A., a call back was made, and a door hanger was left. Before checking back into service, the dispatcher will be advised over the air that a door hanger was left.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Authority at the Crime Scene.

PURPOSE: To identify authority and responsibility at crime scenes.

SCOPE: Authority and responsibility of Crime Scene Investigators is established by Departmental Order 9. The Departmental Orders shall be considered as part of this Standard Operating Procedure.

- I. If upon arrival at scene and the officer or investigator is not present, the scene shall be processed in a complete and thorough manner.
- II. If the scene is located in a high hazard area and the officer or investigator is not present, the CSI may request the presence of an officer while processing.
- III. Evidence collection necessitating property damage requires the approval of the investigator. Said approval or disapproval will be documented on the report along with the investigator's name and IBM.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 8

(Continuation)

IV. The evidence collection that may result in damage is to be photographed before and after the collection. This is to document any damage which may have resulted from the collection of the evidence. The damage is also to be documented on the appropriate crime scene reports.

City of Miami



DANIEL L. ALFONSO
Crb. Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 9

SUBJECT: Crime Scene Reports.

PURPOSE: To identify required Crime Scene Reports.

- SCOPE:
- I. All Crime Scenes attended or dispatched by a CSI/PSA will require a Crime Scene Investigation Report, including "no scenes."
 - II Any activity, which may result in Court Testimony, must be completely described and documented.
 - III. A list will be prepared when evidence is obtained containing the following information:
 - A. A detailed description of the item (including make, model number, serial number, and length, if any).
 - B. Source (from whom or location where obtained) including date and time collected.
 - C. Name and IBM of person collecting item(s).

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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

- IV. When a Crime Scene is processed and categorized, as a "Major Case" the lead processing CSI is responsible for the coordination, cohesiveness, and collating of all reports generated to assure that they are available for Court use.
- A. A large envelope will be prepared and placed in the Major Case File.
- B. All original documents will be copied and distributed as follows:
1. One copy to C.I.D. investigator of all documents generated.
 2. One copy to Latent Prints Examiners (placed in box) of all documents generated.
- C. All original documents are to be filed in the Major Case File envelope, and, to be placed in the "Hold Cell."
- V. Addendum to the basic report will be utilized and submitted as needed. This will include, but not be limited to those listed.

Burglary Report

General Crime Scene Report

Evidence List (Reverse Side of General Crime Scene Report) or Evidence Continuation Sheet

Major Case Folder

Sketch

Vehicle

Weapons Report

Latents

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: Latent Print Processing.

PURPOSE: To identify Latent Print Procedures.

- SCOPE:
- I. The identification of a latent fingerprint with the inked print of the person who made it merely proves that that person touched the surface. The value of an identified latent print depends on establishing the location of the recovery; this must be documented by the latent lift card and testimony in court.
 - II. All latents are to be submitted to the Latent Print Function at the end of the CSI/PSA's tour of duty by means of the transmittal sheet through the CSI/PSA's immediate or acting supervisor.

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Crime Scene Investigations Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 10
(Continuation)

- A. Each latent lift card will be numbered sequentially. The number of latent lifts will be consecutive for each submission on a single case for each CSI/PSA. The number will be placed in the box to the left of the "Lifted By" signature block on the latent lift card.
- B. CSI/PSA's will note the number of submissions on each case and assure that subsequent submissions conform to the numbering sequence. Example: Five latents are submitted from a burglary scene on Monday. They are numbered 1-5. On Tuesday, the T.V. set is recovered, and the same CSI/PSA that processed the original scene processes it for latents. Two additional latents are recovered; they would be marked as Number 6 and 7.
- III. The card will be completed by printing with a pen in black ink. The person lifting the print will complete and sign the card.
- IV. Latent print cards that are to be submitted to the Latent Print Function, prior to the crime scene report, are to be accompanied by a Latent Submission Form.
- V. When latents are submitted on a case with suspects in custody, an information card will be attached.
- VI. When latents are submitted pertaining to death scenes, ISB's, abductions, and aggravated assault or battery, an information card will be attached. Also, when latents are submitted and the CSI/PSA has knowledge of a known suspect(s), this same information card will be attached.

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

- VII. When any latents are submitted, the Latent Case Transmittal Form will be utilized. The CSI/PSA's Supervisor will review the crime scene report. The Supervisor will record the Case Number and number of latent lifts being transmitted. The Supervisor will initial the Transmittal Form. The form will be turned over to the Latent Print Function for verification of Crime Scene Report and number of latents. The person in the Latent Print Function will initial the Transmittal Form. The Latent Print Function will return the Form to the CSI/PSA's Work Sheet folder. The CSI/PSA will then retain the form to be used for transmittal until all spaces are filled. At the end of the month all completed forms will be turned in with the Work Sheets.
- VIII. Members of the Crime Scene Unit are not to divulge any information of any Latent Hit Identifications to anyone outside of our unit, without pre-approval from the Latent Print Examiner Supervisor or the Unit Supervisor/ Commander.

City of Miami



DANIEL L. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: Crime Scene Photographs.

PURPOSE: To identify Crime Scene Photography.

SCOPE: Crime Scene Investigators/PSA's shall comply with the following:

- I. All Crime scenes will be photographed.

- II. All photographs taken of tool, tire, and shoe impressions, specific wound trauma, and many other items which may require detailed analysis at a later time will include an appropriate ruler in a photo and absent in another. The CSI/PSA must use the proper ring flash supplied to him/her in order to properly photograph this evidence.

Wendell Harris
 Crime Scene Investigations Supervisor
 Commander
 Crime Scene Investigation Unit

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

- A. When photographing tool marks, shoe impressions, and tire impressions, the camera must be perpendicular to the subject. The use of a tripod is essential to properly capture the image.
- V. Prior to photographing the scene, the CSI/PSA will place the Incident number or some indication of the nature of the scene on a placard and the placard will be photographed.
- VI. When photographing scenes where there may be multiple items that are similar in nature, such as casings, a number designation will be placed on each item.
 - A. The Firearms Section of the Dade County Laboratory uses letters to designate ballistic evidence. To avoid confusion on cases involving firearm evidence, letters will not be used for crime scene documentation. See S.O.P. 29.
- VII. Backup photos will consist of CD/DVD and corresponding file envelopes are to be completed for each Major case. Envelope and CD/DVD is to be delivered to the Photo Lab for processing as soon as the photos have been uploaded.
- VIII. CD/DVD jackets are to contain the original date of the incident. The original date will be placed on the CD/DVD jacket, in the area designated for the date, with a notation above the date of the incident as to the date that the photographs were taken.
- IX. Ballistic evidence and firearms shall be photographed as described in S.O.P #29.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: Video Documentation of Crime Scenes

PURPOSE: To establish the procedure for video taping crime scenes.

SCOPE: Requests for videotaping crime scenes must be coordinated through a Crime Scene Investigation Detail Supervisor, or the individual CSI on the scene. There is a video camera stored in the Major Crime Scene Truck and one in the CSI office for this purpose.

The procedure will be as follows:

- I. A fresh shift video card must be utilized for each individual crime scene or documentation service. Each Shift Supervisor will maintain a supply of these video cards in the video case at all times in the Major Crime Scene Truck.
- II. Prior to the recording of the scene, the Lead CSI will record the following information on a placard:

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Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 12
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- A. Date.
 - B. Time.
 - C. Location.
 - D. Name of CSI.
 - E. Case Number
- III. Major scenes are to be videotaped as to show the first responder's observation upon arrival. The scene is to be in its unaltered state before any processing or intense evidence discovery/search is begun. The camera is to be set on wide angle and any close-ups are to be performed by moving towards the object. The idea is to portray the scene as it was first discovered. No further videotaping will be performed after this initial documentation unless discussed with a CSI supervisor.
- IV. The Lead CSI will ensure that visual videotaping shall include:
- A. Scene location.
 - B. General, over-all coverage.
 - C. Close-up coverage of evidence and victims.
- V. The complete original video card is then duplicated onto a DVD to avoid any loss of footage. Investigators or prosecutors and defense use the copy for review. It will be the responsibility of the CSI that is operating the equipment to ensure that the complete original video is uploaded and duplicated. The equipment should be properly secured, the batteries recharged and a fresh video card is placed with the equipment inside the corresponding shifts folder.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: Crime Scene Sketching

PURPOSE: To identify crime scene sketching.

SCOPE: Crime scene sketches are used to augment the photographs taken at the crime scene. The crime scene sketch is the skeleton of the crime scene, and the photographs are the flesh.

- I. A detailed crime scene sketch will be included as part of every Homicide, Police Discharge of Firearm, and other appropriate Major Case unless otherwise directed by the investigator.
- II. Accurate measurements will be taken with steel tape measure and/or a roller measure device from two different fixed reference points, 90 degrees from each other at the time of the case. All evidence and its location will be documented by means of the sketch prior to leaving the scene, as well as any buildings, structures, vehicles that may aid in the visualization of the scene.
- III. Basic elements to be included in a sketch:

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STANDARD OPERATING PROCEDURES; S.O.P. 13
(Continuation)

- A. Dimensions by way of measurements and a scale.
 - B. Relation of the crime scene to other buildings, geographical feature or roads.
 - C. Address, floor or room number as appropriate.
 - D. Location of significant features of the scene, including the victim.
 - E. Date and time of preparation.
 - F. Names of the persons preparing the sketch.
 - G. Direction of North.
 - H. Location of items of physical evidence recovered.
 - I. Scale.
 - J. The appropriate number and letter designation as to the evidence, which must be consistent with the Evidence List, photographs and the Report.
 - K. A legend indicating what items of evidence are being represented by number/letter designations.
- IV. Rough sketches will be retained in the Major Case file and final drawings will be submitted to the investigator as part of the complete case package.

City of Miami



DANIEL I. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 14

SUBJECT: Capital Crime Scenes

PURPOSE: To identify responsibilities of the lead CSI at a Capital Crime Scene.

- SCOPE:
- I. The responsibilities of the lead CSI at a Capital Crime Scene include: Scene processing, coordination and direction of any additional Crime Scene personnel, and appropriate follow-up to insure proper completion of the case. The CSI will notify his immediate Supervisor or the Crime Scene Unit Supervisor upon arriving at the scene and gathering information as to what has transpired. The Major Crime Scene Truck will be brought to the scene.
 - II. Coordinates with lead criminal investigator.
 - III. The lead CSI will work in concert with any other CSI's assigned to that investigation. Each CSI will have specific duties and responsibilities, which will be channeled through the lead CSI.

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Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 14
(Continuation)

- IV. The lead CSI will confer with the case investigators, as to the status and results of evidence processing.
- V. The lead CSI will ensure that evidence is prepared to be sent for analysis as soon as possible. If overtime is necessary for the processing of evidence or entry into the Property Unit, the Crime Scene Unit Supervisor will be contacted for authorization.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: Medical Examiner Department

PURPOSE: To identify procedures for the collection of evidence from deceased victims, and, skeletal remains.

- SCOPE:
- I. The CSI will become familiar with the procedures of the Medical Examiner Department. The CSI will comply with the policies and regulations of the Medical Examiner Department's staff. The Medical Examiner Department's policy is that nothing of possible evidentiary value on the body be removed or altered until the Medical Examiner has examined the body. Therefore, the CSI will obtain authorization from the Medical Examiner Department's staff or lead detective prior to fingerprinting, taking nail scrapings, or collecting any article of clothing from the body. If authorized to do so, this will be performed before the end of the CSI's tour of duty unless agreed upon by the Lead Detective.
 - II. When Standards are needed for evidence comparison, the Medical Examiner will be notified. It is the CSI's responsibility to acquire inked impressions of the deceased either himself or from the Medical Examiner's Office before the end of their tour of duty unless otherwise agreed upon by the Lead Detective. The CSI will note this in the report.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 15
(Continuation)

- III. When a subject is unknown, the CSI will make every effort to fingerprint the subject at the scene before the body is removed. The card will be given to the investigator for identification, and a notation is to be made of this in the report.
- IV. When responding to scenes where Palo Mayombe and similar religious practices are observed; it is highly possible that skeletal remains, such as skulls, animal bones, religious artifacts and beads of mercury may be found embedded in dirt.

The presence of liquid metal presents a health hazard for anyone who handles, transports, or, examines these items.

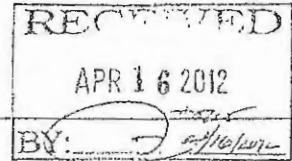
- A. Caution should be exercised when responding to these types of calls.
- B. The Lead Investigative Officer should be immediately made aware of the potential health hazards.
- C. The Lead Investigative Officer should be directed to contact the appropriate Fire Rescue Hazards Materials Team to obtain environment readings.
- D. No scene processing shall be initiated until clearance is given by Fire Rescue personnel, after environmental readings have been completed.



MIAMI-DADE COUNTY
MEDICAL EXAMINER DEPARTMENT

Number One on Bob Hope Road
1851 N.W. 10th Avenue
Miami, FL 33136

Delivering Excellence Every Day



NOTICE

Twice in recent months skeletal remains were transported to the Miami-Dade Medical Examiner Department (ME) and were later found to be contaminated with mercury. It is not uncommon for portions of human skeletal remains, such as skulls, to be found with animal bones and beads of mercury, all embedded in dirt. These finds are often associated with Palo Mayombe and similar religious practices.

The presence of this liquid metal presents a potential health hazard for anyone who handles, transports, or examines these items.

All law enforcement agencies should exercise caution when responding to any scene or location where human or other skeletal remains are discovered and may be associated with religious artifacts. It is recommended that the Hazardous Materials (Haz-Mat) Team of the appropriate Fire-Rescue Department be engaged to conduct some readings of the materials and the surrounding environment before any scene processing occurs.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 16

SUBJECT: Medical Examiner Department's Bullet Box and Blood/DNA Standard Box

PURPOSE: To identify the procedure for collecting blood, DNA and projectiles from the Dade County Medical Examiner Department.

SCOPE: Two locked boxes are located at the Dade County Medical Examiner Department for collecting blood and projectiles that have been removed from homicide victims without jeopardizing the chain of evidence. When an autopsy is completed, the Medical Examiner places the evidence in a sealed container and secures it in the locked box. CSI's or Investigators collect the items as follows:

I. Blood/DNA Evidence

Blood/DNA evidence can be picked up between the hours of 0730 and 1800. The Autopsy Room is secured during the hours of 1800 to 0730, and property receipts cannot be obtained.

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Crime Scene Investigations Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

The DNA card or buccal swab must be collected from the Medical Examiner's Office within 72 hours of the incident. The Lead CSI is responsible for collecting the DNA card or buccal swab, or having it collected for him by a member of the Homicide or Crime Scene Investigation Units.

CSI's from "C" shift will coordinate with the "A" shift Supervisor to have their evidence picked up via a "CSI Request for Processing Form." Mandatory information on this form will include: the victim's name, case number, and, M.E. log number. The M.E. log number may be obtained from the Lead Homicide Detective.

- A. Completed Property Receipts will be obtained from the Medical Examiner Technicians.
- B. DNA cards and buccal swabs are located in the refrigerator in the back-refrigerated area. (Ask the morgue attendant or any Medical Examiner personnel if you are unfamiliar with these locations).
- C. Confirm Medical Examiner numbers are the same on both the Receipt and the M.E. Evidence before removing from the box.
- D. Sign for receipt of DNA cards and buccal swabs in the Medical Examiner Courier spaces on the Property Receipt.
- E. Clear plastic bags are in the drawer in the Autopsy Room outside of the work office, if needed.

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STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

F. Return to the Station and place the evidence into the M.P.D. Property Unit.

I. Projectiles.

Projectile evidence can only be retrieved Monday through Friday between the hours of 0730 and 1800. The projectile must be collected from the Medical Examiner's Office within 72 hours of the incident. The CSI is responsible for collecting the projectiles, or having it collected for them by a member of the Homicide or Crime Scene Investigation Units.

A. Contact the Autopsy Room Manager or any Morgue Attendant of the Medical Examiner's Department. They have the key to the bullet box.

B. Receipts may be in the tray in the Autopsy Room work office (the same one as with the DNA cards and buccal swabs).

C. The bullet box is located next to the Receipts tray.

D. After verifying the Medical Examiner Case Numbers on evidence and Receipt, sign the Receipt in the Medical Examiner Courier space.

E. Return to the Station and place evidence into M.P.D. Property Unit.

City of Miami



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City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: Collecting Clothing of Deceased or Injured

PURPOSE: To identify the procedure for collecting clothing of homicide victims or persons who have been injured. The CSI will be responsible for collecting the clothing of a deceased at the scene of the crime unless otherwise requested by the Detective or the Medical Examiner. If the clothing is requested to be taken with the deceased, the clothing will be collected at the Medical Examiner's Office within 72 hours of the incident.

SCOPE: The lead CSI will be responsible for having the clothing of the victim collected, when necessary. A receipt copy will be obtained and added to the Crime Scene Investigation Report. If special handling is required in the removal and preservation of clothing, the CSI will leave a written request with the body. Special handling will be required in the following circumstances:

- I. Wet and bloody clothing will require air-drying prior to packaging.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
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1/20/16

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When bloodstained clothing is collected from a crime scene and the possibility exists that the clothing will have to be sent to the Lab for blood interpretation, the clothing is to be handled in the following manner: Each item will be packaged in butcher paper, not allowing blood evidence to transfer from one area to another. Each clothing item will be packaged in a separate bag.

When handling clothing that is blood stained, CSI's are to re-glove if the potential for cross contamination exists between a number of items of evidence. Any evidence that may have the potential to contain blood borne pathogens should be properly labeled as a biological hazard prior to the evidence being transported to the Miami Police Department's facility.

- II. Clothing from victims that are blood soaked or blood stained must be properly dried prior to being placed into the Property Unit. The Crime Scene Investigation Unit has forensic drying cabinets that are designed to dry clothing that may contain blood borne pathogens. Miami Police Department's Identification CSI's can place clothing into this drying cabinet. The CSI/PSA must complete the Evidence Log located on the side of the drying cabinet.

The bloodstained clothing will be hung on a single-use hanger.

Each item of clothing will be placed on an individual hanger.

A flat paper bag or a length of paper will be wrapped lengthwise around the clothing and secured at the apex of the hanger. This will allow the clothing to air dry.

After the clothing has dried, the bag or paper will be removed prior to packaging and a visual examination conducted for any trace evidence that might be in the wrapping. If there are tears in the clothing, bullet holes or the like, they are to be properly photographed with scales by the CSI before submitting it into the Property Unit. All efforts must be made to document, collect and/or preserve evidence discovered on clothing.

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STANDARD OPERATING PROCEDURES: S.O.P. 17
(Continuation)

- II. Powder tattooing on clothing will require mounting or special packaging after drying.
 - A. Mounting between large slabs of cardboard.
 - B. Fold carefully with wrapping paper between each fold.
- III. Clothing will be examined prior to placing into the Property Unit. Pockets will be checked for any items of evidence. The pockets are to be turned out, if possible, to assure that nothing remains in the pockets.
- IV. Contaminated gloves, bags, hangers, and/or wrapping paper will be placed in a red biohazard disposal bag and disposed of in the biohazard container. Under no circumstances will biohazardous waste be disposed of in regular trash receptacles.
- V. The U.V. function of the drying cabinet will be initiated before placing clothing into the cabinet and also upon its removal. Under no circumstances will the U.V. function be initiated while clothing is in the drying cabinet.
- VI. A single drying cabinet will be used for all Major/ Capital Crime Incidents.
- VII. Every effort should be made to photograph clothing evidence on scene. When not feasible, clothing evidence shall be photographed before placing the clothing in the drying cabinet.
- VIII. CSI's/ PSA's shall wear personal protective equipment (PPE) when placing or removing clothing from the drying cabinet, to prevent personal contamination. PPE includes, but not limited to, gloves, face mask and lab coat.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: Fingerprinting and Evidence Collection From Homicide Victims/Suspects

PURPOSE: To identify the procedures and requirements for the finger, palm printing, and evidence collection of homicide victims/suspects.

- SCOPE:
- I. The Lead CSI of a homicide case will arrange for collection of finger and palm prints, or evidence collection of the deceased, when necessary.
 - II. The Medical Examiner's personnel will take finger and palm print standards, except in unusual circumstances, when it will then be the responsibility of the CSI. At times, this will require that the Medical Examiner's personnel remove the fingers from the body and the lead CSI or his designee will collect them and attempt to obtain a set of fingerprint standards. Once the standards have been obtained the fingers will be promptly returned to the Medical Examiner's office.

Wendell Harris
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STANDARD OPERATING PROCEDURES: S.O.P. 18
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- III. When suspect's fingerprints must be obtained, the CSI will make every attempt that they are done in the Forensic Processing Laboratory or Employee I.D. Fingerprinting Room.
- IV. Procedures for searching fingerprint standards of known or unknown persons will be the responsibility of the lead detective. The fingerprint standards will be given to him/her for identification, and this is to be noted on the report. Refer to Technical Services Unit S.O.P.
- V. Upon examining the victim or suspect of a crime, the CSI will familiarize himself/herself with the case before the examination. The victim or suspect is to be examined for any trace evidence, blood, injuries and the like. The CSI will then photograph and collect such evidence in the manner prescribed by the policies, procedures and common practices associated and accepted within the field of Crime Scene Investigation. The use of scales is a must as well as overall and close-up photographs properly taken perpendicular to the subject.

City of Miami



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CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 19

SUBJECT: Marking of Evidence

PURPOSE: To provide the procedure and requirements for marking of evidence items.

SCOPE: Personnel of the Crime Scene Investigation Detail will be responsible for the marking of all items of evidence collected by them, or received by them, in such a way that a chain of evidence is created. Marking of evidentiary items will be as follows:

I. Marking will be on the actual item of evidence, if the marking does not diminish the value of high value property. When in doubt, the Supervisor will be consulted. Should the object not be able to be marked, it is to be placed in a paper bag, box, or container appropriate to the type of evidence and the container in which it is placed is to be marked.

A. The minimum marking will be the date of receipt and initials of the CSI/PSA.

Wendell Harris
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STANDARD OPERATING PROCEDURES: S.O.P. 19
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- B. The marking will be etched into the surface or marked with a permanent ink marker after considering the following:
 - 1. The value of the item.
 - 2. The circumstances of the case.
 - 3. The surface being marked.
- II. If the evidence is in liquid, powder or other mark resistant form, the item will be packaged in the appropriate evidence box, envelope, or vial.
 - A. The container will be sealed and placed into a Property Unit container and sealed with an evidence seal.
 - 1. The container will be marked.
 - 2. The evidence seal will be marked.
- III. If the evidence is received from another person, the person from whom the evidence is received must also mark the evidence and the Lead CSI/PSA shall document whom he/she received it from, the date received, and the time.
 - A. The CSI/PSA shall mark the item received, and document the chain of evidence on all related reports with a detailed description of the evidence, the Receipt Number, and the person received from.
 - B. If the evidence is received in a sealed package, i.e., a projectile received in a sealed envelope from the Medical Examiner, the CSI/PSA shall mark the date, the time of receipt and his initials across the evidence seal.

City of Miami



DANIEL J. ALFONSO
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CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 20

SUBJECT: Physical Evidence

PURPOSE: To identify the procedures and requirements in the collection and handling of physical evidence.

SCOPE: Personnel of the Crime Scene Investigation Detail will be responsible for the collection of all types of physical evidence from unknown (evidence) as well as known (standard) sources. All evidence has the potential for adding to the strength of an investigation in whatever crime it is associated with. Every attempt should be made to collect, properly preserve and submit to the Laboratory for analysis. Items of personal property (jewelry, money, identification, drugs, etc.), which do not require processing, are not to be collected by the Crime Scene Investigator/PSA. Either the patrol officer or the detective should take custody of the property. Should the Investigator request it to be collected by the Crime Scene Investigator, the investigator should be directed to a CSI supervisor. Any and all items of evidence are to be assigned an individual Evidence Item Number. The first numbers are assigned at the Scene, and afterwards consecutive numbers will follow. Any other Crime Scene Investigator/PSA collecting evidence will maintain the same numbering sequence.

Wendell Harris
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STANDARD OPERATING PROCEDURES: S.O.P. 20
(Continuation)

- I. This evidence includes, but is not limited to:
 - A. Firearms and related items.
 1. When handling firearms, it should be treated as fully functioning, loaded and a potential hazard. Thereby, all safety precautions should be taken to insure your safety, as well as the safety of others.
 2. It is the officer's responsibility to render a weapon safe. If an officer, prior to the Crime Scene Investigator's arrival, makes the weapon safe, the Crime Scene Investigator should ascertain from the officer the procedures used to make the weapon safe in order to ascertain that it is safe. The Crime Scene Investigator must ascertain from the officer the condition the weapon was found in and document such in his report.
 3. If the officer has not made the weapon safe prior to the Crime Scene Investigator arrival, the Crime Scene Investigator must discuss with the officer how best to lessen contamination of the weapon, as well as document the weapon's condition by means of notes, visual examination and photographic documentation at the time of examination, i.e., safety on/off, round in chamber, hammer back, number of rounds in magazine, number of rounds in cylinder and their position.
 4. It must be noted that the responsibility to preserve the evidentiary value of a firearms is shared by both the officer and the Crime Scene Investigator on the scene. Each one is responsible to assure that the handling of the weapon is performed in order to preserve any and all evidence, including but not limited to: DNA, fingerprints, blood, hair, foreign matter/substance and the like.

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STANDARD OPERATING PROCEDURES: S.O.P. 20
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5. Under no circumstances will Crime Scene Investigators transport or handle loaded firearms or weapons. If circumstances dictate otherwise, they are to notify their immediate supervisor beforehand.

B. Gun powder residues.

1. The officer and/or the Crime Scene Investigator should use care in handling the hands of a suspect, subject or deceased in order to preserve Gun Shot Residue (GSR).
2. A Crime Scene Investigator should conduct the collection of GSR with the kits provided by the Miami Police Department's Crime Scene Investigation Unit. These kits are designed for use with the Miami-Dade Police Laboratory's Scanning Electron Microscope (SEM) technology.
3. The Crime Scene Investigator will open the sealed container, place gloves on his/her hands and perform the GSR collection as per the instructions provided in the kit. Both the web and the palmer surfaces of the hands are to be tested.

B. Tools and tool marks.

1. The documentation of tool marks can be found on any type of object or person. Tools and/or tool marks can be found on scenes of burglaries, robberies and homicides as well as many other crimes. They are to be documented and collected when observed.

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STANDARD OPERATING PROCEDURES: S.O.P. 20
(Continuation)

2. The collection of these marks may entail the photographing, casting or collection of the object that they are on. This may be a doorframe, a wall, a moveable object, or portions of the human body, such as a rib or bone that received a cut from a knife. This latter collection will be facilitated by the Medical Examiner's Office.
- C. Trace Evidence such as paint, glass, hair, fibers, metal, wood, and soil.
1. These items of evidentiary value are to be collected in "Kim Wipe" tissues and in a manila envelope or other suitable container as provided by the Miami Police Department's Crime Scene Investigation Unit.
 2. All Crime Scene Investigators are required to familiarize themselves with the services of the Miami-Dade Police Laboratory to ensure that the fullest extent of examination can be conducted on this type of evidence in order to aid prosecution or exoneration of a suspect.
 3. In the case of a traffic fatality or homicide, it will be the lead Crime Scene Investigator's responsibility to ascertain what evidence may need to be collected and collect such evidence.
 4. When collecting trace evidence, every effort should be made to identify the trace material and collect a sample of the trace material for comparison at the Laboratory.

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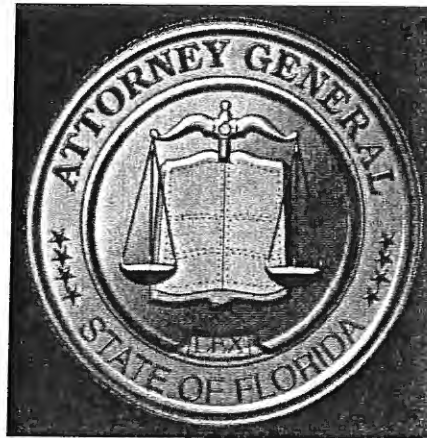
D. Victim/offender(s) standards.

1. In any crime, when there is the possibility of biological/serological, DNA or trace evidence, a standard from a victim, suspect, subject and/or witness must be obtained with a signed consent from them. All Buccal standards will be obtained based on prior authorization of an Investigative Unit Investigator. Two swabs will be used to swab the inside of a person's cheek/gum areas.
 2. An authorization form provided by the Department is to be used and presented to the victim, witness, suspect or subject for his reading, understanding and signature so as to grant consent of the collection of the standard.
 3. The consent form will then be copied and placed into the Property Unit with the standard, and a copy attached to the property receipt and the Crime Scene investigation report.
 4. Should the victim, witness, suspect or subject refuse to submit their standard, the form is to be filled out and "REFUSED" noted on the form and attached to the Crime Scene Report.
 5. Should the victim, witness, suspect or subject have questions regarding any retention of their standards or other matters related to their standards, all questions should be forwarded to the respective investigative unit.
- II. Each Crime Scene Investigator is provided with a copy of the "Crime Scene Investigation; A Guide for Law Enforcement," which covers each type of evidence, the aspects of evidence collection, and the necessity of obtaining known standards for the ultimate submission to the Lab for comparison.

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STANDARD OPERATING PROCEDURES: S.O.P. 20
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- III. The State of Florida has developed a protocol for the collection of evidence in sexual assaults. Attached is an Annex (3) with this protocol. All Crime Scene Investigators are to familiarize themselves with this protocol. The evidence collection addressed in this protocol will be done at the Rape Treatment Center by qualified medical personnel or at Ward "D" in case an offender is in custody. However, a Crime Scene Investigator may be called upon for some aspect of physical evidence collection that is outlined in this protocol such as fingernail scrapings or collection of hair.
- IV. Custody and Control of Physical Evidence. The custody and control of physical evidence is the responsibility of the Crime Scene Investigator that collects or receives the evidence until it is turned over to the next link in the chain of custody. Documentation of the custody and control will be by way of a Miami-Dade County Property Receipt until it is ultimately turned into the Property Unit of the Miami Police Department. Crime Scene Investigators will document the chain of physical evidence by obtaining signatures on the Miami-Dade County Property Receipt. The transmitting Crime Scene Investigator will retain a copy of the signed Miami-Dade County Property Receipt for the Crime Scene Investigator Report.
- V. As new procedures become known and available, each Crime Scene Investigator will be supplied the information per procedures outlined in S.O.P. # 1.



Adult and Child Sexual Assault Protocols:

Initial Forensic Physical Examination

April 2015

Revised April 2015 by the Office of the Attorney General, Division of Victim Services and Criminal Justice Programs, pursuant to the release of *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition*, by the U.S. Department of Justice, Office on Violence Against Women. This document was created with the assistance of the Florida Council Against Sexual Violence and the Florida Department of Health.

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INTRODUCTION

During the 1995 legislative session the Office of the Attorney General was mandated by Florida statute to develop and maintain statewide sexual assault protocols for the initial forensic physical examination of adults and children. In response to this mandate, a workgroup was established to review and revise the Sexual Assault Evidence Collection Protocol developed by this office.

As a result of the dedicated efforts of the workgroup members, the Adult and Child Sexual Assault Protocols: Initial Forensic Physical Examination was revised in 2007. In 2013, the U.S. Department of Justice, Office on Violence Against Women published the second edition of A National Protocol for Sexual Assault Medical Forensic Examinations. From a review of that document, Florida's protocols were revised and are presented in this updated, 2015 document. This document has been developed for use throughout the state. These protocols are intended to address issues that are routinely involved in the collection of evidence in sexual battery cases. At the same time, the workgroup was acutely aware that there is no such thing as a routine sexual battery case. Each case and each victim is unique and must be evaluated based on the circumstances and people involved in each situation.

It is the intention of this office that the implementation of sexual assault evidence collection protocols will minimize the trauma to victims of sexual violence, improve the quality and consistency of the evidence that is collected, and increase the successful prosecutions of these crimes.

DUAL PURPOSE OF THE FORENSIC MEDICAL EXAM

The forensic medical exam serves two purposes. The first purpose is to address the medical needs of individuals disclosing sexual assault. This is accomplished (with their permission) by:

- Evaluating and treating injuries;
- Conducting prompt examinations;
- Providing support, crisis intervention, and advocacy;
- Providing prophylaxis against sexually transmitted infections;
- Assessing female patients for pregnancy risk and discussing treatment options, including reproductive health services; and
- Providing follow-up care for medical and emotional needs.

The other purpose is to address justice system needs through forensic evidence collection. This is accomplished by:

- Obtaining a history of the assault;
- Documenting exam findings;
- Properly collecting, handling, and preserving evidence;
- Interpreting and analyzing findings (post exam); and
- Subsequently presenting findings and providing factual and expert opinion related to the exam and evidence collection.

MANDATORY REPORTING

Florida law mandates reporting of abuse and neglect as provided. As referenced in s. 39.201, F.S., any person, including but not limited to members of specified occupations, who knows or has reasonable cause to suspect that a child is abused, abandoned or neglected, must immediately make a report to the central

abuse hotline. As referenced in s. 415.1034, F.S., any person who knows or has reasonable suspicion that a vulnerable adult has been or is being abused, neglected or exploited is required to immediately report such knowledge or suspicion to the central abuse hotline. A "vulnerable adult" means a person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging. The number for reporting in each instance is 1-800-962-2873.

VICTIM ISSUES

The impact of sexual assault on a victim is a complex issue. The scope of this protocol is not intended to be a comprehensive presentation of the traumatic and far-reaching consequences these crimes can inflict on victims. This protocol addresses the most basic aspects of victim sensitivity from the perspective of the examination and evidence collection procedure.

It is strongly recommended that any professional working with sexual assault victims or the related evidence have specific training in the impact the trauma and injuries resulting from these crimes may have on victims. Such training can provide a better understanding of the immediate and possible long-term effects of these crimes.

RIGHTS OF SEXUAL BATTERY VICTIMS IN REGARDS TO FORENSIC EXAMINATIONS

Since 1984, the laws of Florida have mandated specific rights for victims of crime. Guidelines for the fair treatment of victims, Florida Statute Chapter 960, were adopted to address the rights of victims within the criminal justice system. The victim's rights constitutional amendment, adopted in 1988, guarantees victims the right to be notified, present and heard at all relevant stages of criminal justice proceedings.

Many of the rights afforded to crime victims are applicable only when a case is prosecuted. However, the statute requires that law enforcement personnel provide all victims information that identifies available services and resources. This information includes, but is not limited to, victim compensation, crisis intervention services, the right to the presence of a victim advocate from a certified rape crisis program during the forensic physical exam, support counseling, social services and community-based victim treatment programs. It is important that communities identify and remove barriers to the accessibility of these resources.

Per Florida Statute 960.28, payment for a victim's initial forensic physical examinations is available to a medical provider who performs an initial forensic physical examination. The provider may not bill a victim or the victim's parent or guardian if the victim is a minor, directly or indirectly for that examination. The Crime Victims' Services Office of the Department of Legal Affairs shall pay for medical expenses connected with an initial forensic physical examination of a victim of sexual battery as defined in Chapter 794 or a lewd or lascivious offense as defined in Chapter 800. Such payment shall be made regardless of whether the victim is covered by health or disability insurance and whether the victim participates in the criminal justice system or cooperates with law enforcement. The payment shall be made only out of moneys allocated to the Crime Victims' Services Office for the purposes of this section.

SENSITIVITY TO VICTIM NEEDS/VICTIM CENTERED CARE

Treatment of sexual assault victims must be considered a medical emergency. These victims will suffer varying degrees of physical injury. The nature and severity of any physical injury should be the first

consideration, before initiating the evidence gathering process. Additionally, victims will experience varying degrees of psychological trauma, although the effects of this trauma may be more difficult to recognize than physical trauma.

Recommendations at a glance for health care providers and other responders to facilitate victim-centered care during the exam process:

- Give sexual assault patients priority as emergency cases.
- Provide the necessary means to ensure patient privacy.
- Adapt the exam process as needed to address the unique needs and circumstances of each patient.
- Develop culturally responsive care and be aware of issues commonly faced by victims from specific populations.
- Recognize the importance of victim services within the exam process.
- Accommodate patients' requests to have a relative, friend, or other personal support person (e.g., religious and spiritual counselor/advisor/healer) present during the exam, unless considered harmful by responders.
- Accommodate patients' requests for responders of a specific gender throughout the exam as much as possible.
- Prior to starting the exam and conducting each procedure, explain to patients in a language they understand what is entailed and its purpose.
- Assess and respect patients' priorities.
- Integrate medical and evidentiary procedures where possible.
- Address patients' safety during the exam.
- Provide information that is easy for patients to understand, in the patient's language, and that can be reviewed at their convenience.
- Address physical comfort needs of patients prior to discharge.¹

Every effort should be made to maximize the victim's level of comfort. A victim should never be subjected to routine triage procedures prior to the examination. Whenever possible, the victim should be taken directly to the examination room or to a separate waiting room. The presence of law enforcement personnel during the examination is unnecessary and is an invasion of privacy. Maintaining the chain of custody during the examination is the responsibility of attending medical personnel. If desired by the victim, victim advocates from a certified rape crisis program should be present to provide support and advocacy during the exam. When family members are present, a medical professional or advocate should speak privately with the victim, prior to the examination, regarding accompaniment in the examination room. This facilitates sensitive and tactful communication with family and friends, while aiding in the restoration of control to the victim.

Methods of coping with sudden stress vary from person to person. When severely traumatized, victims may appear to be calm, indifferent, submissive, joking, angry or even uncooperative and hostile toward those trying to help. All of these responses, individually or in combinations, are within the normal range of anticipated reactions. An inappropriate response to information concerning the circumstances surrounding the assault or a misinterpretation of a victim's reaction to the assault may lead to further traumatization, as well as possibly hindering the interview or evidence gathering process.

¹Information adapted in part from: U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), page 29



SPECIAL VICTIM CONSIDERATIONS

While each victim must be evaluated and treated based on the set of circumstances surrounding the individual case, some victims present unique issues that must be considered by everyone involved in the case.

CULTURAL AND RELIGIOUS ISSUES

Issues having the most profound impact on victims may, in part, be attributed to their cultural or religious backgrounds. For some victims, problems associated with poverty and discrimination, as well as inadequate access to quality health care, already may have resulted in a high incidence of victimization. A general distrust of medical and law enforcement personnel, who play vital roles in the aftermath of sexual assault, may exist, particularly if there has been a history of unpleasant or disappointing experiences with these professionals.

In some cultures, the loss of virginity is an issue of paramount importance which may render the victim unacceptable for an honorable marriage. In other cultures, the actual event of the assault may be a more significant issue of concern for the family than is the victim's loss of virginity.

Some religious doctrines prohibit a female from being disrobed in the presence of a male who is not her husband. A genital examination by a male physician also may be forbidden. These practices are often considered a further violation of the victim, the family or both.

Law enforcement and medical and support professionals must be sensitive to these issues. In areas serving specific cultural or religious populations, procedures sensitive to the particular needs of the population should be developed. In-service training addressing these needs should be conducted on a regular basis.

OLDER ADULT VICTIMS

As with most other victims, older adult victims may experience extreme humiliation, shock, disbelief and denial. However, full emotional impact of the assault may not be felt until the victim is alone, well after initial contact with physicians, police, legal and advocacy groups. During this time, a victim who is an older adult must deal with having been violated and possibly infected with sexually transmitted infections. This may also be a time when an older adult victim becomes more acutely aware of their physical vulnerability, reduced resilience and mortality. Fear, anger or depression can be especially severe in victims who are isolated, have no confidant or live on meager incomes. Fear of losing independence as a result of family members learning about the sexual assault can be a strong deterrent to reporting. Recognizing that the offender may be a family member, friend or caretaker is also important.

In general, older adults are more physically fragile than the young, and injuries from an assault are more likely to be life-threatening. In addition to possible pelvic injury and/or Sexually Transmitted Infections (STI), an older adult victim may have higher risk for exacerbation of preexisting illness or injury and for other tissue or skeletal damage. Recovery processes for older adults tend to be more complicated and protracted than for younger victims.

Hearing impairment and other physical conditions often associated with advancing age, coupled with the initial reaction to the crime, often render older adult victims unable to communicate their needs. These factors may contribute to prolonged or inappropriate treatment. It also is not unusual for responders to mistake confusion and distress for senility. Additionally, the acts performed by the assailant may be something an older adult victim has never experienced before, such as oral contact with a penis. It is unlikely that an older adult victim would report an assault component of this type without specific, sensitive questioning.

Medical and social services follow-up must be easily accessible, or older adult victims may be unable or unwilling to seek or receive assistance. Without encouragement and assistance in locating services, many older adult victims may be reluctant to proceed in the prosecution of their offenders.

VICTIMS WITH DISABILITIES

A sexual assault committed against a victim with any physical or mental disability also demands specific consideration. Disability is defined as any impairment that substantially limits a major life activity. Victims with disabilities and their families should receive the highest priority, allotting additional time for evaluation, medical examination and evidence collection. Proper accommodation can be facilitated by identifying the nature and severity of any disability at the earliest possible time. Assessing the individual needs of a victim with a disability can be accomplished by simply asking the victim to identify their specific needs.

Persons having mental or developmental disabilities may be confused or frightened, unsure of what occurred, or they may not even understand that they have been exploited and are victims of a crime. In sexual assault cases involving victims with mental or developmental disabilities, using anatomically detailed dolls has proven to be a successful means of communication. Only those specifically trained in their use should use anatomically detailed dolls. In some cases, offenders may be family members, caretakers or

friends who inflict repeated abuse because their victims are not able to report the crimes against them.

A victim with physical disabilities may be more vulnerable to a brutalizing assault and may require special assistance to assume the positions necessary for a complete examination and collection of evidence. Improvising with portions of the standard protocol may be indicated.

Title II of the Americans with Disabilities Act requires that all state and local government entities comply with all aspects of civil rights legislation and incorporates the earlier federal mandates. Under section 504 of the Federal Rehabilitation Act of 1973, any agency (including hospitals and police departments) that directly receives federal assistance or indirectly benefits from such assistance must be prepared to offer a full variety of communication options to ensure that persons with a hearing impairment are provided effective health care services. This variety of options, which must be provided at no cost to the patient, also includes arranging to provide non-familial interpreters who can communicate information accurately and fluently in sign language.

Referrals to specialized support services and detailed reports to law enforcement agencies are vital when working with individuals having a physical or mental impairment. This population may require protection, physical assistance and transportation to attend follow-up treatment and counseling.

MALE VICTIMS

It is believed that the number of adult male victims of sexual assault who report the crime or seek medical care or counseling represents only a very small percentage of those actually victimized. Although many adult males do not seek medical care unless they also have been seriously injured, male child victims are now being seen at hospitals in increasing numbers. This increase, in large measure, is a direct result of public education and more stringent child abuse reporting laws throughout the nation.

A male victim may have serious concerns regarding his inability to prevent the assault. There also may be confusion about the nature of his role as victim/participant because of a possible involuntary physiological response to the assault, such as stimulation to ejaculation. A male victim needs reassurance that they were the victims of a violent crime which was not their fault, and that other sexually assaulted males have survived to function normally in every way.

Significant progress has been made in furthering the public's understanding that sexual assault against either gender is an act of violence. However, there still remains a great reluctance on the part of most male victims to report sexual assault. Referrals to available therapists or advocacy groups having expertise in the area of sexual assault of males are a vital component in the recovery process.

CHILD AND ADOLESCENT VICTIMS

Children are not small adults either physiologically or emotionally. Just as the physical examination protocol for children is different from the protocol for adults, the emotional needs of the child are also different. Children and adolescents require the services of individuals specifically trained to provide the crisis intervention, medical examination and long-term treatment that will surely be needed as a result of acute sexual assault or chronic sexual abuse. The most ideal setting for care is in a child-friendly environment versus in an Emergency Room or police department.

Adolescents are experiencing a transition from childhood to adulthood and show extremely variable reactions which may be a reflection of their individual developmental stage. There is no typical adolescent

victim, and the approach to each victim and their family members must be individualized and sensitive.

There is not a typical behavioral response to sexual abuse and assault, so examiners must refrain from making judgments about what happened based on an adolescent's demeanor or affect. Acquaintance or "date rape" is an under-reported type of sexual assault, and many victims feel guilty that it was their fault for being in the wrong place at the wrong time. They must be reassured that the assault was not their fault and promptly referred for age-appropriate counseling programs. Access to long-term treatment by specifically trained individuals from multiple disciplines (e.g., social work, psychology and health) is essential for optimal care of child and adolescent victims.

DOMESTIC VIOLENCE VICTIMS

Sexual assault by a spouse or other familial is a grave indicator of the danger a victim faces and must be taken seriously. Sexual violence of any form is a factor in determining the potential for lethality; a man or woman who is raped by a partner is more likely to die at his/her hands. Medical personnel must determine whether the victim is a domestic violence victim so proper services and referrals can be provided.

A victim who has been sexually assaulted by a partner has likely been suffering other forms of violence during the relationship. Many victims keep physical, emotional and sexual abuse hidden from friends and family members for numerous reasons: many religions and cultures prohibit divorce, a victim may believe that the abuse is deserved or does not realize a crime has been committed, a victim has no support system, a victim is financially dependent upon the abuser, or a victim fears the abuser will harm or take the children.

When a victim indicates that domestic violence is occurring, the medical provider should refer the victim to a domestic violence counselor and provide referral numbers for help that a victim can easily memorize, such as the Florida Domestic Violence Hotline, 1-800-500-1119, which will connect a victim with the closest domestic violence shelter in his or her area. Materials which list resources and explain the cycle of violence are available from domestic violence centers, law enforcement, and state attorney's offices. Providing this information is crucial for the safety of the victim.

LESBIAN, GAY, BISEXUAL, OR TRANSGENDER (LGBT) VICTIMS

LGBT victims are often reluctant to seek services for a number of reasons. There is concern of encountering barriers of prejudice or homophobia, as well as fears that the assault will not be taken seriously or even perceived as a crime. Many times the LGBT community in a given area is small; this results in limited access to qualified service providers, and perceived fear that the entire community will find out about the attack. Another consideration is that the victim's family, friends or co-workers may not be aware of the victim's sexual orientation. Often times fear of ostracism by peers and family can be more traumatizing for the victim than the attack.

Bisexual and transgender victims are also at high risk for encountering prejudice and ridicule as a result of reporting sexual assault. Recognizing that sexual assault is always a crime and knowing appropriate referrals for victims who are not heterosexual is essential for all first responders and service providers.

ALCOHOL AND DRUG-FACILITATED SEXUAL ASSAULT

Alcohol is the drug most frequently used to facilitate a sexual assault. Victims often believe that because they voluntarily consumed alcohol, a drug, or some other substance they are to blame for the assault. It is

important for service providers to help victims understand that intoxication and resulting diminished abilities are not causes of sexual assault; they are tools used to aid in the commission of this crime.

Victims who have ingested a drug or combination of drugs may not be aware that they have been sexually assaulted. Victims may experience unexplainable soreness or injuries or a disheveled appearance. Events described as “dreamlike” or that cannot be remembered at all are strong indicators that toxicology screens are warranted and should be discussed. Victims must be informed of the broad scope of screening detection parameters and of the time constraints involved.

PREGNANCY RISK EVALUATION AND CARE

All victims must be offered emergency medical treatment. Offering counseling to female victims about pregnancy prevention and the importance of timely action is also necessary. Recommendations for health care providers to facilitate pregnancy evaluation and care:

- Discuss the probability of pregnancy with patients who have reproductive capability.
- Administer a pregnancy test for all patients with reproductive capability (with their consent).
- Discuss treatment options with patients in their preferred language.

A victim of sexual assault should be offered prophylaxis for pregnancy, subject to informed consent and consistent with current treatment guidelines. Conscience statutes will continue to protect health care providers who have moral or religious objections to providing certain forms of contraception. In a case in which a provider refuses to offer certain forms of contraception for moral or religious reasons, victims of sexual assault must receive information on how to access these services in a timely fashion. The type and dosage of any medication administered or prescribed and any referral arrangements must be recorded in the medical chart and also be provided to the victim.²

SEXUALLY TRANSMITTED INFECTION (STI) EVALUATION AND CARE

Because contracting an STI from an assailant is of significant concern to patients, it should be addressed during the exam. Recommendations for health care providers to facilitate STI evaluation and care:

- Offer patients information in a language they understand.
- Consider the need for STI testing on an individual basis.
- Encourage patients to accept prophylaxis against STIs if indicated.
- Encourage follow-up STI exams, testing, immunizations, counseling, and treatment as directed.
- Address concerns about HIV infection.³

VICTIMS WITH LIMITED ENGLISH PROFICIENCY

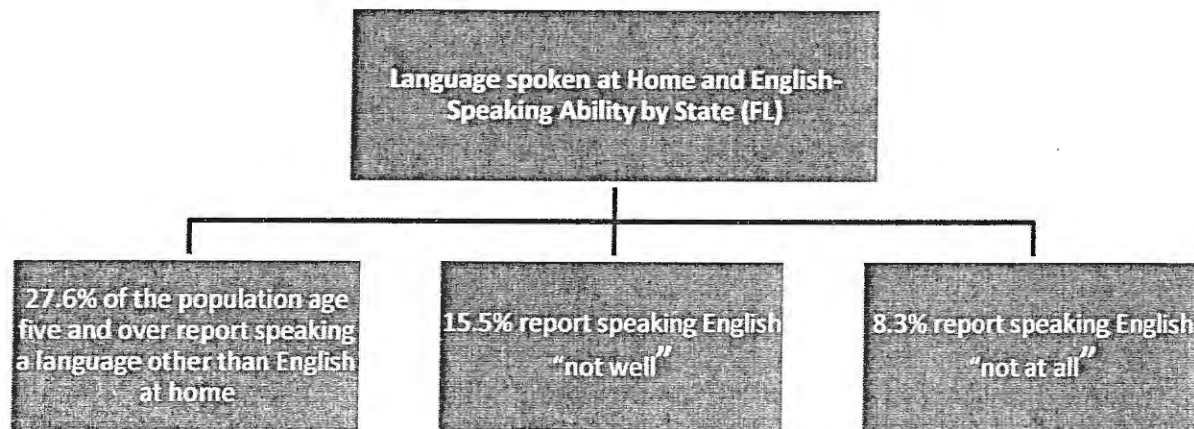
According to the U.S. Census Bureau, 2011 American Community Survey, Florida had **4,959,186** individuals, or **27.6%** of the population age five and over, report speaking a language other than English at home (the

² U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), pages 115-116

³ U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), page 111

national percent was only 20.8). Additionally, **23.8%** of those reported speaking English “not well” or “not at all”.⁴

Be patient and understanding toward victims’ language skills and barriers, which may worsen with the crisis of sexual assault. Develop policies and train responders to be able to identify a victim’s limited English proficiency and primary language spoken and written. Understand that immigrant victims may fear that assisting law enforcement may identify them to immigration authorities for deportation. All sexual assault victims should be provided information regarding U-Visa relief, in the event that this information would be helpful. Even if this information is not helpful to them directly, the information is often passed on to others by word of mouth and can benefit others in the future.⁵



⁴ U.S. Census Bureau, *American Community Survey* (2011)

⁵ U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), page 33

ADULT SEXUAL ASSAULT PROTOCOL: INITIAL FORENSIC PHYSICAL EXAMINATION

The documentation of injuries and collection of evidence is enhanced by performing the examination as quickly as possible following the incident. It is recommended that evidence collection be conducted up to 120 hours post assault for adults. However, cases can be evaluated based upon the individual scenario and may merit collection beyond the recommended time frames. As with any medical procedure, it is important that examiners tailor the exam to suit the circumstances reported by the patient, or in the case of a child, a legal guardian. Important things to consider:

- Medical issues and treatment always take priority over forensic exam evidence collection. If patient needs immediate treatment for physical injury this should be done first.
- If patient reports circumstances that indicate assault could have been drug facilitated, collect blood and urine samples immediately.
- Patient/Guardian has the right to refuse any or all parts of the exam at any time.
- Patient/Guardian has the right to have an advocate present during the exam.
- The exam is free regardless of whether or not the patient is pursuing criminal charges against the offender although the patient may be responsible for medications and additional healthcare costs.
- Document findings clearly using legible handwriting.
- Label all collection bags and envelopes clearly and throw out any unused collection bags and/or envelopes.
- If additional collection envelopes are needed, open another unused kit and add as necessary or use new paper bags and envelopes from facility.
- Maintain chain of custody at all times.
- If at any time the examiner believes that the patient has an injury that requires immediate medical attention, stop the exam and call the attending physician.⁶

In addition, it is recommended that the examiner wear a mask and gloves during the physical examination and during packaging of evidence. It is also recommended that any other individuals present during the examination (such as a victim advocate or personal support person) also wear a mask and gloves to preserve the integrity of the evidence.

As a precautionary measure, it is recommended that medical care and complete forensic services be provided to victims who may not have been vaginally or anally penetrated with a penis or who may be uncertain of the assault details. Forensic labs routinely find DNA evidence from saliva, seminal fluid, sweat, and blood that corroborate the victim's assault history regardless of penetration.

As of July 1, 2007, sexual assault victims are not required to report the assault to law enforcement in order to receive a forensic physical examination at no cost to the victim. Examiners should use this protocol in the same manner, providing a forensic physical exam within the same timeframe and guidelines, for both reporting and initially non-reporting victims of sexual assault.

Important Note Regarding Victims' Rights: Per Florida Statutes, victims of a sexual offense have the right to request the presence of a victim advocate during the forensic medical examination; an advocate from a certified rape crisis center shall be permitted to attend any forensic medical examination. It is recommended that the examiner discuss this right and provide local rape crisis center information at the earliest possible point and prior to the examination. The Florida Council Against Sexual Violence, 1-888-956-7273, can connect a victim to the closest certified rape crisis center in his or her area.

⁶ Information adapted in part from: Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit (FDLE Instruction List for Forensic Exam Kit)*

Paperwork: The recommended paperwork should be utilized as it includes all pertinent information needed for all divisions of the medical and criminal justice systems. This paperwork is entitled "Sexual Assault Kit Form for Healthcare Providers" and can be found in the "Publications" section of the FDLE website, www.fdle.state.fl.us. Additional information/sections can be included in the paperwork, but sections should not be omitted or removed. Sections not applicable to particular agencies should be indicated as such by documenting N/A (not applicable), N/I (not indicated), or victim declined.

Regarding Forensic Examination Kits: Contact the Florida Department of Law Enforcement (FDLE), your local crime laboratory, or local law enforcement agency for the availability of a specialized sexual assault evidence collection kit. In the event a kit is not available, it is appropriate for examiners to utilize other suitable collection materials.

The examiner may modify, omit or add to this protocol based on the history, age of the victim, or physical findings. Modifications should be documented. An adult with a developmental disability may be better served by a practitioner who is skilled in working with people with communication or intellectual disabilities.

THE EXAMINATION PROCESS:

1. VICTIM CONSENT FORM

A consent form is applicable for both reporting and non-reporting victims. A Victim Consent Form should explain the examination procedures, give consent to perform the evidence gathering exam, including photographic documentation of injuries, and be dated and signed by the victim and witnessed by a medical professional, as defined in Florida Statute. If the victim chooses to make a report to law enforcement, a separate form authorizing the release of collected evidence and report to law enforcement should be dated and signed by the victim and witnessed by a medical professional as defined by Florida Statute.

The victim should be informed of the right to refuse all or part of the forensic evidence examination at any time. In the event that the victim is an adult who lacks the capacity to give consent, the victim's legal representative should sign the consent forms. If the victim is unable to consent due to being incapacitated the examiner may not commence with the exam without a court order. An Examiner may sign as a witness on the consent form. The consent form should not be submitted as a part of the forensic examination or forwarded to law enforcement or crime lab. It should be retained by the rape crisis center/medical facility.⁷

A consent form is part of the Sexual Assault Kit Form for Health Care Providers which is available on both the Office of the Attorney General and the Florida Department of Law Enforcement's websites.⁸

2. TREATMENT

Discuss and provide STI treatment and prophylaxis as well as emergency contraception after thorough explanation and understanding of medical history and per accepted standards of care. If available, schedule follow-up medical treatment appointment and provide appropriate referrals.⁹

⁷ Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* ([FDLE Instruction List for Forensic Exam Kit](#))

⁸ Florida Department of Law Enforcement, A-Z Index, *Sexual Assault Kit Form for Health Care Providers* ([FDLE Sexual Assault Kit Form for Health Care Providers](#))

⁹ Paragraph drawn from: Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* ([FDLE Instruction List for Forensic Exam Kit](#))

Medical history should not be submitted as a part of the forensic examination or forwarded to law enforcement or crime lab. It should be retained by the rape crisis center and/or medical facility.¹⁰ A medical history form is part of the Sexual Assault Kit Form for Health Care Providers which is available on both the Office of the Attorney General and the Florida Department of Law Enforcement's websites.

3. ASSAULT CIRCUMSTANCES

Discuss with the victim their pre-assault history and then the history of the assault. If the patient reports a detail that is not listed as one of the options on the paperwork provided, either note it in the assault circumstances text box on the top of page two or add an additional sheet of paper and document it. Report circumstances regarding the assault in the victim's words and always consider the victim's individual circumstances and be sensitive to them.¹¹

Assault history should be submitted as a part of the forensic examination or forwarded to law enforcement or crime lab. Assault history forms are part of the Sexual Assault Kit Form for Health Care Providers which is available on both the Office of the Attorney General and the Florida Department of Law Enforcement's websites.

4. CLOTHING EVIDENCE

Clothing is retained for the possible presence of hairs, fibers, and body fluids and is one of the most important sources of evidence in a sexual assault case. Disrobing should be done over a sheet of clean, white table paper. A barrier should be placed between the floor and the paper (i.e., a bed sheet or another sheet of clean, white table paper). The paper on which disrobing is done should be collected and packaged with the last item of clothing. If the patient cannot undress, clothing may be cut off. Be sure not to cut through existing rips, tears, or stains. Handle each item as little as possible and only when wearing gloves. Underwear must be packaged separately in a small paper bag. It is recommended that each item of clothing be packaged separately. However, if only one bag is available, clothing items (excluding the underwear) may be packaged together.

Any clothing with wet stains, such as blood or semen, should be allowed to dry, folded inward and then placed into paper bags. Be sure all items are dried as much as possible before packaging. If items are not allowed to fully dry because of time constraints, notify the law enforcement officer retrieving evidence which items are wet and need to be dried.¹² It is the responsibility of law enforcement to dry the item(s) as soon as possible before taking to the crime lab. Labels should be affixed to the outside of the paper bag to alert law enforcement that wet evidence is present. If excessive moisture is present, place it into an unsealed plastic bag or container and then inside a paper bag, sealing and labeling the paper bag appropriately.

Each item, including the paper over which the victim disrobed, is then labeled with the victim's name and date and sealed with evidence tape. A proper seal is made when using evidence tape and where the medical professional initials are placed at the junction of the tape and the bag with a pen or permanent marker, ensuring that it covers both the tape and the bag.

¹⁰ Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* ([FDLE Instruction List for Forensic Exam Kit](#))

¹¹ Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* ([FDLE Instruction List for Forensic Exam Kit](#))

¹² Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* ([FDLE Instruction List for Forensic Exam Kit](#))

5. GENERAL PHYSICAL EXAMINATION

The examiner should carefully inspect the victim's body in a systematic manner (i.e. head to toe, side to side, etc.) including scalp, face, back, chest, legs, and feet, assessing for injuries and potential evidence. The genitalia should be examined last unless the victim condition dictates otherwise (i.e., moderate to severe pain or bleeding). Examiners should provide detailed descriptions of any injuries found including point tenderness. The diagram form from the Sexual Assault Kit Form for Health Care Providers (page 3) should be used to document findings.¹³ Note injuries found on the diagrams provided and include descriptions in notes area. Add additional pages for notes as necessary. Photographic documentation should be completed when possible; the examiner should photograph sensitive body areas with a digital camera.

Each collection site should be packaged into an envelope, labeled and sealed accordingly. Collections from multiple collections sites should not be included in the same envelope.

In addition to the general physical examination, the use of an alternative light source (ALS) is highly recommended to assist in identifying evidence. An ALS can be used to assess for fluorescence. Obtain swabs from any areas that fluoresce and any areas for which victim related a history or suspicion of bodily fluid transfer (e.g., licking, kissing, biting, splashed semen, suction injuries, etc.) or areas of holding/restraint, rubbing, fondling, or prolonged contact.

When injuries underlie secretions, photo documentation should be completed prior to swabbing the site. For areas that fluoresce, but there is not obvious source by which to call it (such as "bite mark"), label it "area of fluorescence" and include the specimen collection location and other required information on the envelope.

In cases of incomplete/unknown patient history (i.e., drug facilitated sexual assault), swabs should always be taken from any areas of fluorescence and high yield areas (such as the neck, breast, genitalia, or fingernails).

A few additional notes:

- Separate swabs should be used for each collection site and packaged separately. Envelopes should be labeled with the location site.
- Bite marks should be photographed with and without an ABFO/L-shaped ruler. The ruler should be adjacent to but not covering the bite mark. Swabs of bite marks should be taken after photo-documentation is completed.
- With victim consent, cut matted head, facial, or public hairs bearing potential evidence (such as crusted material in hair). If the victim declines cutting, swab the area or wipe with moistened, sterile 2x2 gauze.

6. DRIED FLUIDS EVIDENCE COLLECTION

Collect foreign materials and swabs from the surface of the body. Carefully inspect the body, including head, hair, and scalp, for dried or moist secretions and stains (e.g., blood, seminal fluid, sweat, and saliva) and other foreign material. Use an alternate light source to assist in identifying evidence.

¹³ Florida Department of Law Enforcement, A-Z Index, *Instruction List for Forensic Exam Kit* (FDLE *Instruction List for Forensic Exam Kit*)

- Flake off dried secretions and/or moisten two (2) sterile cotton tipped applicators with sterile saline solution or sterile water. Swab the area. Repeat the process with two (2) dry sterile cotton tipped applicators. Separate swabs should be used for every sample area collected.
- Swab bite marks.
- Cut matted head, facial, or pubic hairs bearing crusted material (or flake off material if possible) and place in an envelope.
- After air drying, the wet applicators are placed in an end wrapper and marked wet. The dry applicators are placed in an end wrapper and marked dry. Both sets may be placed in one envelope. Mark the envelope with title of suspected type of fluid, making sure to include the source of specimen(s).
- If teeth are flossed prior to oral swab collection, package used floss, label, seal, and initial the seal.

Dried Fluids Evidence Collection and Swabbing Technique:

Obtain swabs from any area that may bear a dry secretion or stain, any area that fluoresces with long-wave ultraviolet light such as an Alternative Light Source and any area for which patient relates a history or suspicion of bodily fluid transfer (e.g., licking, kissing, biting, splashed semen, or suction injury).

- Utilize at least two (2) sterile cotton swabs, pre-moistened with sterile water. While swabbing the area, rotate the swabs completely ensuring that all surfaces of the cotton swab make contact with the area.
- Additional swabs may be utilized.
- Do not fully saturate the swabs with sterile water. Use a small amount to begin collection and assess if additional moisture is needed to obtain the evidence.
- Pressure should be firm but not vigorous.

Allow the swabs to air dry. The swabs are placed in the end paper from the applicators and into a small enveloping, labeling the site collection appropriately on the end papers. Swabs taken from separate collection sites should be packaged into separate envelopes, labeled with name of site collection, and sealed.

Note: If swab boxes are available, swabs collected during the examination can be immediately placed into the designated swab box after collection and then into a labeled envelope. Swab boxes are ventilated for drying.

7. WET FLUIDS EVIDENCE COLLECTION

Collect foreign materials and swabs from the surface of the body. Carefully inspect the body, including head, hair, and scalp, for dried or moist secretions and stains (e.g., blood, seminal fluid, sweat, and saliva) and other foreign material. Use an alternate light source to assist in identifying evidence.

Wet Fluids Evidence Collection and Swabbing Technique:

- Utilize at least two (2) sterile cotton tipped applicators for collection of moist secretions. While swabbing, rotate the swabs completely ensuring that all surfaces of the cotton swab make contact with the area.
- Pre-moistening is not needed for areas that are already moist/wet.

Allow the swabs to air dry. The swabs are placed in the end paper from the applicators and into a small

enveloping, labeling the site collection appropriately on the end papers. Swabs taken from separate collection sites should be packaged into separate envelopes, labeled with name of site collection, and sealed.

Note: If swab boxes are available, swabs collected during the examination can be immediately placed into the designated swab box after collection and then into a labeled envelope. Swab boxes are ventilated for drying.

8. PUBIC HAIR EVIDENCE COLLECTION/COMBING

Pubic hair combing is routinely employed to collect evidence. When pubic hair is present, the entire area should be combed over a clean piece of paper using the wide tooth end of comb to collect all loose hairs and any fibers. Comb the entire hair area. If there is no pubic hair, the pubic area should still be examined, and any loose material or hair should be collected into the paper. In either instance, place the comb used for collection on the paper and fold with the comb along with any other evidence obtained inside the paper. Place in a paper envelope and mark "pubic hair combing," label and seal. Absence of pubic hair should be noted. **NOTE: DO NOT Take Pulled Hair Standards.**

9. ORAL SWABS

Oral swabs are collected when the victim reports an oral assault. Oral swabs should be collected before Buccal swab collection. Using two (2) sterile cotton tipped applicators, swab inside the mouth along the gum line, inner cheek and by the tonsils.

Allow swabs to air dry. The swabs are then placed in the end paper from the cotton tipped applicator package and then into a small envelope. Label and seal the envelope.

10. BUCCAL SWAB COLLECTION

A Buccal swab should always be collected as it provides a clean sample of the victim's DNA needed as the reference sample during laboratory processing. Buccal swabs should be collected after oral swabs are collected. When possible, a victim should not eat, drink, or smoke for at least 30 minutes prior to the examination. If oral swabs were collected, have the victim rinse his/her mouth and wait 15 minutes before obtaining this sample. Using two (2) sterile cotton tipped applicators from the envelope, rub the inside of the cheek ten (10) times, with an up and down motion. When dry, place the applicators back in the envelope. Seal and label appropriately.

Buccal and oral swabs are not the same and should not be collected as if they were the same thing. Buccal and oral swabs must be collected separately and packaged separately.

11. VAGINAL SWABS

Inspect external genitalia (perineum and hymen) for trauma, stains, and debris. Collect debris, place in an evidence envelope, label and seal. Use an Alternative Light Source to fluoresce potential evidence. Swab the external genitalia, including the labial folds with two (2) swabs. Then swab the posterior forchette/fossa navicularis and the perineum with two (2) swabs (utilize more if needed). Rotate the swabs to ensure contact is made with the entire surface area. Vaginal swabs are collected when the victim report a vaginal assault (penile, digital, oral, or object insertion). Inspect external genitalia, perineum and hymen, for injury and debris. Document (and photograph if possible) any abnormalities/debris prior to

examination and evidence collection. And debris should be collected in an envelope, labeled and sealed.

Vaginal swabs are collected prior to the bimanual or cervical examination, by utilizing four (4) sterile cotton tipped applicators to swab the vaginal fornix. If there is a pool of fluid, place two (2) swabs in the posterior fornix and allow fluid to absorb while swabbing the vaginal walls and while collecting the cervical swabs. Utilize a minimum of two (2) swabs each for the peri-cervical area and vaginal walls. Additional swabs can be utilized if needed (i.e., instances of excessive fluids, moisture, or substances).

It is important not to aspirate the vaginal orifice or to dilute the secretions in any way before the swabs are taken. Sterile water may be utilized as a lubricant if needed; lubrication jellies should be avoided if possible (if lubrication jelly is needed for victim comfort, utilize sparingly). If the victim has douched, be sure to swab behind the cervix and along the vaginal walls.

Allow swabs to air dry. The swabs are placed in the end paper from the applicators and into a small envelope label each site of collection. The envelope should be labeled as "Vagina!" and sealed.

12. CERVICAL SWABS

Cervical swabs are taken whenever vaginal swabs are taken. Two (2) sterile cotton swabs are separately inserted into the cervical os (opening) and rotated completely. The applicators may be moistened with sterile water prior to swabbing.

Allow the swabs to air dry. The swabs are placed in the end paper from the applicators and into a small envelope. The envelope should be labeled as "Cervical" and sealed.

Note: The vaginal and cervical swabs may be placed in the same small evidence envelope, if only one is available, provided both specimens are well labeled on the end papers as to the source.

Optional: In acute cases, paint the perineum with toluidine blue and wipe area with lubricant jelly to highlight micro lacerations. Use of a magnifying light is helpful in some cases as well. Document any injuries which are shown through the use of toluidine blue. Allergies to dyes should be assessed prior to using toluidine blue.

13. PENILE SWABS

Penile swabs are taken when the victim reports an assault to the male genitalia (i.e., oral, vaginal, object insertion). Slightly moisten two (2) sterile cotton tipped applicators with sterile water and swab the external surface of the penile shaft and corona area. Repeat the process separately for the following areas as indicated by history: glans and urethral opening; scrotum.

Allow swabs to air dry. The swabs are placed in the end paper from the applicators and into a small envelope, labeling the site collection appropriately on the end papers. Swabs taken from these areas can be sealed into one envelope, provided the specimens are well labeled on the end papers as to the source.

Optional: In acute cases, paint the perineum with toluidine blue and wipe area with lubricant jelly to highlight micro lacerations. Use of a magnifying light is helpful in some cases as well. Document any injuries which are shown through the use of toluidine blue. Allergies to dyes should be assessed prior to using toluidine blue.

14. ANAL/RECTAL SWABS

Rectal swabs are collected prior to the rectal examination, when the victim reports an assault to this area (penile, digital, object insertion). First inspect the anal/rectal area for injuries and debris and document any findings (photo document findings when possible). Any debris should be collected in an envelope, labeled, and sealed. Anal/rectal swabs are taken utilizing two (2) sterile cotton tipped applicators, swab the external anus. Utilizing two (2) sterile cotton tipped applicators, swab the rectum while rotating completely; the applicators may be pre-moistened with sterile water to minimize discomfort. Rectal swabs should be inserted beyond the sphincter.

Allow the swabs to air dry. The swabs are placed in the end paper from the applicators and into a small envelope, labeling the site collection appropriately on the end papers. Swabs taken from these areas can be sealed into one envelope, provided the specimens are well labeled on the end papers as to the source.

15. FINGERNAIL SCRAPINGS EVIDENCE COLLECTION

Fingernail scrapings are collected whenever the circumstances warrant, such as when the victim scratched the assailant. Scrapings are not a routine part of evidence collection. Depending on the available resource choose one of the methods below for collection, scrapings or swabbing.

Fingernail scrapings (wooden or plastic pick): A sterile, wooden or plastic pick can be utilized for scraping. Using the tip of the pick, scrape under each individual nail over a clean collection paper. Do not be overly vigorous in scraping as enough DNA may be obtained from the victim to override what is contained in the specimen. Use a separate pick and paper for the right and left hands. When complete the pick is placed in the paper. The paper is folded up and put into an envelope, labeled and sealed.

Fingernail swabbing: Swab under each individual nail of the right hand using (1) swab. Repeat entire process for left hand using (1) swab. Additional swabs may be used if necessary. (See 6: Dried Fluids Evidence Collection and Swabbing Technique.) The swabs are placed into an envelope, labeled and sealed. If paper is utilized under the hands, package with swabs.

Broken or torn fingernails may require cutting with the victim's consent. It is recommended that the examiner photo-document broken or torn fingernails before collection. Fingernail cuttings should be placed within the folder paper of the fingernail scraping within the envelope of the fingernail swabbing.

Nail scrapings or cuttings must be taken using a separate clean sheet of paper for each hand. Each paper should be folded around the specimen, placed in separate envelopes and labeled to identify the source of the evidence.

16. BITE MARKS EVIDENCE COLLECTION

Specimens from bite marks are collected in the same manner as "dried fluids." Bite marks should be photographed or depicted in a drawing, placing a L-shaped ruler adjacent to but not covering the mark.

17. WHOLE BLOOD SPECIMEN

If blood is needed for STD/RPR, pregnancy testing or toxicology, it should be drawn at this time. Collect 5 ml in a red top tube. Refrigerate (DO NOT FREEZE). Blood in the red top tube is not to be included in the kit.

18. TOXICOLOGY SCREENING

All patients should be screened via questions and observations for Drug Facilitated Sexual Assault (DFSA). Where indicated, blood and urine should be obtained as soon as DFSA is suspected. A standardized DFSA collection kit can be obtained through FDLE and/or your local law enforcement agency and is recommended for use. A separate consent should be obtained for the collection of a DFSA kit. The DFSA kit needs to be placed into secured refrigeration as soon as possible after collection.

Toxicology screening is recommended when the patient reports: loss of consciousness, semi-consciousness, memory loss, cameo memory, impaired motor skills, increased drowsiness, rapid onset of intoxication, intoxication not proportionate to amount consumed, and/or report of voluntary use of substances resulting in incapacitation.

If a toxicology screening is requested by the victim, or by the detective with the victim's knowledge that it will be used as evidence and with the victim's consent, obtain the following:

- 20 ml of blood placed in two (2) grey top (sodium fluoride) tubes; and
- At least 30 ml of urine placed in a leak proof container.

Blood is best collected within 48 hours from the time of the assault urine is best collected up to 72 hours from the time of the assault.

If additional blood or urine is needed for medical procedures, those samples should be collected at the same time as the toxicology screening, when possible.

Labels provided in the DFSA kit should be completed and placed over the top of the tubes and urine cup to demonstrate integrity of the evidence. Labels must be completed with the victim's name, date, identifier, and the examiner's name. Upon enclosing the specimens into the DFSA kit, the box should then be sealed with the integrity seal provided and initialed by the examiner. The following information should be on the outside of the kit: victim's name, date, identifier, and examiner. The chain of custody form should be completed by the examiner and the accepting law enforcement officer.

Non-Reporting Victims and DFSA Kits: In cases of non-reporting victims, a DFSA kit should still be collected. Refrigeration and long term storage of the kit varies by county. If law enforcement is responsible for maintaining the storage of non-reporting kits, it should be turned over to law enforcement and marked with an identifier other than the victim's name (i.e., date of birth and patient identification number). Any other agency holding forensic evidence and DFSA kits should establish secure chain of custody procedures for storage of kits.

NOTE: The toxicology kit is separate and should not be placed in the Sexual Assault Evidence Collection Kit.¹⁴ DFSA kits must be stored in secure refrigeration.

19. SEALING OF THE EVIDENCE KIT AND SECURING EVIDENCE

Once you are ready to seal the kit, complete the following:

¹⁴ Florida Department of Law Enforcement, A-Z Index, *Sexual Assault Kit Form for Health Care Providers (FDLE Sexual Assault Kit Form for Health Care Providers)*, Forensic Examination Page 06

- All specimens must be identified with the victim's name, identifier or case number, the date of collection, specimen collection location, and the medical professional's name or initials.
- Each collection envelope should be secured with the integrity seals or evidence tape to demonstrate integrity of the collection.
- Place all of the specimen envelopes into the outer kit envelope.
- Be sure the forms are completed and that a copy of Sexual Assault Kit Form for Healthcare Providers, pages 1-6 is placed in the kit.
- Do not return any unused envelopes to the kit. (These should be discarded.)
- Seal the outer kit by placing evidence tape or integrity seals all the way across the flap of the envelope and along the edges.
- Initials should be placed where the envelope meets the seal.
- If refrigeration is required, mark the item indicating refrigeration is needed. (DFSA kits only.)
- If items are wet, mark the item as wet evidence and advise the officer upon pick up of the wet evidence.
- The evidence must stay with the examiner, until it is picked up by law enforcement.
 - If the kit is not immediately turned over to law enforcement, it can be secured in a locked area with limited access and proper chain of custody procedures. Check with your medical facility to see if such a protocol is in place.
 - For non-reporting kits, check your local area for storage procedures.

A law enforcement agency is recommended for long-term evidence storage.

Retain a copy of the forms for the rape crisis center/ medical facility.¹⁵

Note: Information for Crime Laboratory and Law Enforcement (reporting kits only)

The recommended form is the Sexual Assault Kit Form for Healthcare Providers. If that is not utilized, the following information needs to be included with the kit:

- Date and time of assault
- Name, age, race and gender of the victim
- Number, race, and gender of assailants
- Activity of the victim since the assault
- Injury diagrams
- Date and time of examination
- Date of last voluntary intercourse in the past 120 hours; name/contact information if available
- Areas of contact/penetration and how
- Itemized list of clothing, including documentation of existing stains/cuts/tears or stains/cuts/tears made during removal
- Documentation of any previous contact with the assailant
- Copy of signed chain of custody

20. The patient's medical record should include, if applicable:

- Sexual Assault Kit Form for Healthcare Providers (or similar document if not using this form)
- Contraception/menstruation information

¹⁵ Florida Department of Law Enforcement, A-Z Index, *Sexual Assault Kit Form for Health Care Providers* ([FDLE Sexual Assault Kit Form for Health Care Providers](#)), Forensic Examination Page 06

- Past medical problems
- GYN history (miscarriage, abortion, pregnancy, hysterectomy, tubal ligation)
- Current pregnancy status
- History of battery, intimate partner violence, or other traumas
- Allergies
- Stability assessment, including pain assessment
- Current medications
- Immunization status
- Safety assessment
- Abbreviated neurological assessment
- Physical examination
- Diagrammed Documentation: male/female, adult/child (genitalia for both)
- Photographic documentation
- Written description of trauma
- Date of last voluntary intercourse
- Culture assessment and results
- Toxicology blood/urine screen
- Documentation of contraceptive information/treatment or emergency referral
- Discharge information and disposition (released to care of Emergency Department, home, shelter, etc.)

RECOMMENDATIONS AT A GLANCE TO PHOTOGRAPH EVIDENCE ON PATIENTS

Taking photographs of a patients' anatomy that was involved in the assault should be part of the medical forensic examination process in sexual assault cases. Such photographs can supplement the medical forensic history, evidence documentation, and physical findings. Photographs should not be taken by law enforcement, but injuries may be documented by the forensic examiner using a colposcope or digital camera.

- Consider the extent of forensic photography necessary.
- Consider the equipment.
- Be considerate of patient comfort and privacy.
- Explain forensic photography procedures to patients.
- Take initial and follow-up photographs as appropriate, according to jurisdictional policy.
- Consider policies on storage, transfer, and retention of photographs.¹⁶

Photographic documentation of evidence should be completed before disturbing or collecting the evidence from the collection site. A digital camera is recommended for documentation of injuries or evidence that corroborates victim's history (i.e., torn clothing, trace evidence, injury, or debris). A photo log is recommended for documentation of photographs taken and consent is needed for photo documentation. If photo documentation is not included on the Victim Consent Form, then a separate consent form must be obtained. It is recommended that three to four photographs be taken of each finding. The images should include:

- Overview or orientation with obvious anatomical landmarks.

¹⁶ U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), page 91

- Midrange revealing more details of injury in relation to location (optional).
- Macro without scale.
- Macro with scale (necessary).

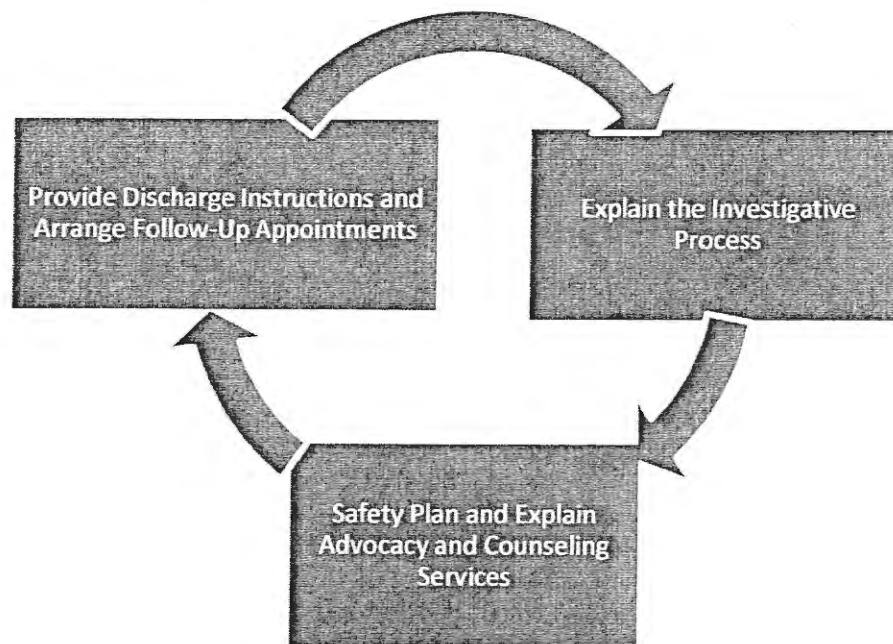
RECOMMENDATIONS AT A GLANCE TO FACILITATE DISCHARGE PLANNING AND FOLLOW-UP WITH PATIENTS

Address issues related to medical discharge and follow-up care:

- Make sure patients' medical and mental health needs related to the assault have been addressed;
- Provide patients with oral and written medical discharge instructions;
- Arrange follow-up appointments for patients;
- Discuss follow-up medical contact procedures.

Advocates, law enforcement representatives, and other involved responders can coordinate with health care providers to discuss a range of other issues with patients prior to discharge:

- After the exam is finished, address patients' physical comfort needs;
- Help patients plan for their safety and well-being;
- Explain follow-up contact procedures of all responders involved;
- Explain advocacy and counseling services;
- Explain the investigative process.¹⁷



¹⁷ U.S. Department of Justice, Office of Violence Against Women, *A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents, Second Edition* (April 2013), pages 117-119

CHILD SEXUAL ABUSE PROTOCOL: INITIAL FORENSIC PHYSICAL EXAMINATION

1. PREPARING THE CHILD OR ADOLESCENT FOR THE PHYSICAL EXAM

PARENT/GUARDIAN/CHILD CONSENT FORM AND OBTAINING ASSENT

Child and adolescent victims have different developmental, psychological and health needs compared with adults, and therefore, they need age-appropriate accommodations in their care. One of the first necessary modifications is to prepare children and their parents or guardians for what they can expect from the forensic evaluation in terms they can understand. The use of medical and legal jargon should be avoided, and parents and the child should be encouraged to ask questions at any point in the evaluation. This explanation is best done by professionals with pediatric and child abuse expertise.

The child should be informed at each step of the evaluation about what is going to take place and assent/permission should be sought before proceeding, especially during sensitive aspects of the exam. Children should be given frequent reassurance, and they should be allowed to have a supportive person present with them during the medical exam. Similarly, parents should be provided with a written consent form that explains the examination procedures, gives consent to perform the evidence gathering exam, and that is dated and signed by the guardian and witnessed by a medical professional as defined by Florida Statute. Parents and children should also be informed that photos of the exam may be taken with their consent. Teens often prefer not to have a family member in the room, but they should be asked what they prefer. Note that teens may have areas of patient confidentiality that cannot be reported to the parents without the teen's consent.

THE IMPORTANCE OF THE INTERVIEW

Another difference between the evaluation of children and adults is the importance of an age-appropriate interview of a suspected child victim by a trained child abuse professional. This interview should precede a forensic medical exam in most cases, although there are some exceptions, such as in the case of an injury that needs immediate medical attention. In many cases of child sexual abuse, the disclosure of abuse is not recent and may in fact be quite remote from the date of the crime. Child sexual abuse can also be chronic in nature. Therefore, the timing of the examination and the need for evidence collection in children is determined on a case-by-case basis as deemed appropriate by a trained medical professional who has experience in child sexual abuse.

2. EXAMINING THE CHILD

LIGHTING, POSITIONING AND PRIVACY

External lighting and magnification with special equipment, such as a colposcope or digital camera with a zoom lens, can be helpful to visualize injuries that are difficult to see with the naked eye. Child victims should be positioned in a manner that feels comfortable and secure. They should be well-draped with gowns and blankets to ensure privacy and warmth. Younger children may be examined on the parent's lap. Allowing children to see and handle any equipment can help them feel a greater sense of trust and control. Children should never be held down during an exam or sedated.

Young children may respond well to a head-to-toe approach to the exam. It may be best to examine non-threatening areas of the body first, such as heart, lungs, and skin, to build rapport. The genitourinary exam should be done only after the child is relaxed and comfortable with the examiner.

LABORATORY EVALUATION AND STI PROPHYLAXIS FOR PREPUBESCENT CHILDREN

Acute sexual assaults are rare with prepubescent children and STIs are unusual. Prepubescent children should be screened for STIs as indicated by the history (e.g., high-risk exposure) or physical exam findings. Any suspicious discharge should be cultured, and nucleic acid amplification or PCR testing should be avoided due to the risk of false positive results. Routine prophylaxis for STIs is generally not indicated.

LABORATORY EVALUATION AND STI PROPHYLAXIS FOR ADOLESCENTS

Adolescents should be screened for common STIs, such as gonorrhea (GC), Chlamydia (CT), trichomoniasis, human immunodeficiency virus (HIV), syphilis and hepatitis. Follow-up testing should be offered at regular intervals after the initial exam as deemed appropriate by the medical provider based on the history and type of exposure. Toxicology screening should be conducted and procedures outlined previously should be followed if an adolescent provides a history suggestive of a drug-facilitated assault.

FORENSIC EVALUATION

The forensic evaluation of children and adolescents are similar to adults with modifications based on what the child or adolescent victim discloses during an age-appropriate forensic interview. The evidence collection techniques are also similar as the previously described adult protocol in terms of obtaining, packaging, sealing evidence and maintaining the chain of custody.

Examiners should generally avoid internal exams of female prepubescent children with swabs or speculums, because the non-estrogenized hymen is very tender at this age and the exam will be painful. Vaginal swabs, when indicated, should be collected from the vestibule, labia and external genitalia. Other swabs can be collected as indicated.

(See <http://www.cdc.gov/std/laboratory/2014labrec/default.htm>)

TREATMENT

Prepubescent children who are asymptomatic are not routinely offered STI prophylaxis. Adolescents without allergies or other contraindications are typically given a combination of antibiotics based on current CDC guidelines to prevent common bacterial infections (CT, GC and trichomoniasis). (See <http://www.cdc.gov/std/treatment/2010/sexual-assault.htm>) Address concerns about HIV infection, including making referrals as indicated for HIV-prophylaxis. A teen female victim of sexual assault should be offered prophylaxis for pregnancy, subject to informed consent and consistent with current treatment guidelines.

DOCUMENTATION OF FINDINGS

Documentation of medical findings should follow guidelines as above and consistent with Child Protection Team guidelines.

FOLLOW UP CARE AND REFERRALS

Children and teens should be referred to counselors who specialize in sexual assault with children. Medical follow-up in two weeks is helpful for further STI testing, and especially valuable to evaluate healing in the unlikely event of acute injuries.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 21

SUBJECT: DNA, Blood or Body Fluid Evidence.

PURPOSE: To identify the procedure and requirements for handling and submitting DNA, blood or body fluid evidence to the Miami-Dade Police Department Laboratory.

SCOPE: The current policy of the M.D.P.D. Serology Laboratory is that DNA, blood or body fluids will be analyzed when standards are submitted. This does not preclude submission of evidence when the offender is unknown, but does require that a full explanation of the circumstances of the case be presented when such requests are made. The explanation of the case should give pertinent information as to what is being submitted, where it came from and what is the expectation of proof that the examination may yield. The request should indicate that the sample is "for preservation, examination and entry into the DNA database for investigative purposes.

The M.D.P.D. Crime Laboratory has the capability to do a DNA profile on blood samples. This profile resembles a bar code. The profile can then be compared to an offender data base.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 21

(Continuation)

In all crimes of a serious nature, when blood is present, a sample is to be collected and immediately placed into the Property Unit. The receipt is to be forwarded to the appropriate detective for further evaluation and submission to the MDPD Lab for comparison. In the case of a homicide, or when directed by a supervisor or detective, the CSI is to prepare the Laboratory Analysis Request and the Miami-Dade Property Receipt and forward them to the lead detective for submission. In addition, the Laboratory Analysis Request Form should request that the sample be preserved for future analysis, or for investigative purposes and comparison, in the DNA database.

In those cases involving a homicide, it will be the responsibility of the CSI or Detective to obtain the DNA card of the deceased from the Medical Examiner's Department within 72 hours of the case. M.D.P.D. Serology Laboratory requests that victims' standard be sent ASAP. A sample will be extracted and dried for future analysis when suspect samples are submitted. Currently, the Serology Laboratory is not accepting blood evidence from suicide cases unless justification of special case is included. The laboratory submission of the blood/DNA should be for the purpose of preserving the sample for later comparison.

Qualified medical personnel are required to extract a DNA standard from a person. It will be the responsibility of the CSI to advise the lead police investigator to make the necessary arrangements.

The blood samples (received from qualified medical personnel) will be on DNA cards.

Evidence for blood or body fluid examination will be received, preserved and submitted to M.D.P.D. Lab by the CSI through the lead investigator on the case.

Current guidelines for submission to the MDPD Forensic Biology Section will be followed. See Annex 21.

STANDARD OPERATING PROCEDURES: S.O.P. 21

(Continuation)

When collecting blood or body fluids from a surface, always try to collect the specimen according to the following:

I. Blood Evidence Collection Supplies.

Blood collection supplies are provided by the Crime Scene Investigation Unit and must be used when collecting blood or body fluids. (NOTE: Protective eye goggles should be worn; one of the most common methods of contracting contagious diseases is through the mucous membranes, i.e., the eyes). Fresh blood has the potential of transmitting such diseases. Studies show that dried blood can also sustain viruses for a substantial time period. Any disturbance of dried blood such as scraping or walking on dried blood may cause microscopic spores to become air born. The use of a filter mask is necessary when faced with these circumstances). During the collection procedure, whenever a tool or instrument comes into contact with blood, that tool or instrument will be disposed in a biohazardous container.

A. The Blood Evidence Collection Supplies are as follows:

They are composed of a sealed envelope containing one cotton tipped applicator, a box to secure the swab, and distilled water. These components are to be used for collection of blood, body fluids or DNA from the scene of a crime, person or a contaminated article. The case information along with the Evidence Item Number will be placed on the box, which will hold the swabs and submitted to the Property Unit.

Sealed sterile DNA/Blood Collection Kits will be used on all Major/ Capital crime scenes.

The separate single DNA swab, separate white box, and, distilled water will be used on all other cases.

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STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

- B. Always wear gloves, eye goggles and face mask when dealing with blood evidence.
 - C. Used blood collection supplies are to be placed into the Property Unit as soon as possible.
 - D. Under NO circumstances whatsoever should any blood DNA or body fluid evidence be packaged or stored in plastic bags.
- II. Dried Blood.
- A. Bloodstains on Small Movable Objects.
 - 1. Collect and submit item intact with bloodstains.
 - 2. Label in a manner as to not interfere with the bloodstain.
 - 3. Package the item so that bloodstains are not rubbed off.
 - 4. Guard against contamination with other bloodstains.
 - 5. Label, seal and submit for analysis blood evidence ASAP.
 - B. Bloodstains on Large Immovable Objects.
 - 1. Bloodstains (1/8 inch in diameter or larger) on non-porous surfaces.
 - a. Note location.
 - b. Scrape or flake off blood using a clean scalpel onto a "Kim Wipe" tissue held in palm of the hand. After as much of the stain as possible is scraped, fold the "Kim Wipe" tissue in a manner that prevents the flaked (not powdered) dried blood from sifting out. Place the "Kim Wipe" tissue into a glassine envelope or appropriate container to preserve.

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STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

- c. Seal and label collection information. Attach a biohazard label.
 - d. Never scrape blood directly into envelopes and/or boxes.
 - e. Do not scrape blood from painted surfaces, but rather scrape the paint off of the surface along with the blood.
 - f. The contaminated scalpel should be disposed of in a sharps container located in each van, CSI truck and the FPL.
2. Bloodstains (any size) on porous surfaces. Bloodstains (less than 1/8 inch in diameter).
- a. Note location.
 - b. Collect bloodstain by: Removing the swab from package. Moisten with a drop of distilled water. Remove the excess water from the swab by shaking. Swab the stain. Attempt to evenly saturate the swab with as much of the water as can be collected.

On porous surfaces, this procedure must be carried out quickly to avoid the blood from being soaked into the surface instead of onto the swab. Once collected, place the bloodstained swab into the other side of the boxed container, seal and label. At times and depending upon the surface, it may be better to collect the entire article or a portion thereof for laboratory submission. In this case the lead detective should be conferred with before cutting out any stains

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STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

3. Liquid Blood.

a. When using a swab, place the swab into the blood and then into the box. Refrigerate and submit to the Lab ASAP.

b. If blood is coagulated, collect the clotted mass of red blood cells as well as the yellow fluid (serum) with separate swabs. Place one swab with the red blood cells in one box, and the other with the serum in another box. Mark the boxes appropriately as to coagulated blood and serum sample.

c. Mark all packaging and paper work "Blood Evidence-Refrigerate Promptly."

4. Bloodstains on Fabric.

a. On clothing - Bed linens - Collect whole item of clothing/linen with bloodstain. Allow to air dry, fold with white butcher paper to prevent pattern transfer and package in paper bag.

b. On upholstery - Collect by cutting out the blood stained area with unstained border. Air-dry and place in glassine envelope.

c. Before submission, confer with the lab and lead detective as to whether the entire item or a portion of it is to be submitted.

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STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

5. Latent Processing of Items of Evidence with bloodstains.

- a. Collect the item as in 2(a) and submit to the Lab before ANY latent processing is done. (Submission to the Laboratory for bloodstained analysis should be weighed against the value of the latent processing. This will have to be discussed with the investigator on a case-by-case basis. If the latent processing is to be determined as more important than the blood analysis, latent processing is to be conducted prior to submission of the evidence to the laboratory). Note on all packaging and paper work that the item needs to be returned for latent processing. It is the CSI's responsibility to check periodically with the Serology Lab and the Miami Police Property Unit to ensure that the evidence is returned for this processing. A notation is to be made in the Major Case File and/or Crime Scene Report of the dates that evidence was checked. Failure to keep tabs on the evidence may result in the loss of valuable evidence.
- b. On evidence that cannot be removed from the scene, collect blood sample by one of the listed methods before latent processing is done.

6. Blood Samples from Dirt/Sand.

- a. If blood is dry and crusted on the surface, collect and place in an envelope.
- b. If blood has been absorbed into the dirt/sand, collect with as little of the dirt/sand as possible.

7. Precautions and protective measures should be observed in regard to crime scenes where blood/body fluids are present and in the collection of blood/body fluids.

STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

- a. Sani-Wipes are located in each Crime Scene Vehicle, and in the Forensic Processing Lab. This can be used to clean any tools or equipment that may have come into contact with blood/body fluids. After cleaning, all contaminated equipment shall be sterilized in the U.V. box.

- b. Heavy Duty Rubber Boots and Rubber Gloves.

Each CSI will be provided with a pair of rubber boots and gloves to be worn on crime scenes and when dealing with bloodstained evidence. These boots and gloves should be thoroughly cleaned with a bleach and water solution after each use.

- c. Disposable Chem-gowns, Shoe Coverings, and Face Masks.

Each Crime Scene Vehicle has a supply of disposable Chem-gowns, shoe coverings, and facemasks that shall be utilized on crime scenes of a bloody nature. These items should be placed into the proper Biohazard disposable bag and disposed of upon reaching the station in a Bio-Hazardous container at the Forensic Processing Laboratory.

- d. Goggles/Eye Protection.

Goggles have been provided for each CSI and should be worn whenever work is to be performed around blood or body fluid. CSI's are to have this equipment with them while on duty.

8. Additional Packaging Requirement

- a. All blood evidence will be labeled as a Biohazard.

- b. When packaging blood stained evidence, the package should not be stapled. When the evidence has to be opened at a later date, the person opening that package may try to remove the staples by hand. This can cause a puncture wound from the staple. Use tape to seal this type of package.

**Tips for submitting evidence to the
Miami-Dade Police Department Forensic Services Bureau
Forensic Biology Section**



1. **Communication, Communication, Communication is the key for success!** We understand every case is different and we need to communicate with you in order to understand what you need from us.
2. When the scenario changes, the rules can also change.
3. When collecting touch/contact DNA samples, it is important to try and collect samples exclusively touched by a single individual only. A sample touched or handled by multiple persons yields results that are usually not as conclusive in determining results.
4. If you collect DNA swabs from an area touched by several random people (customer counter, rental car, etc.) it is unlikely that the item will be analyzed. However, there are EXCEPTIONS and you should discuss the specific details of the case with the laboratory.
5. The amount of DNA needed to generate a profile can be extracted from a blood sample as small as a pen head. If the initial DNA sample is large enough, powder processing or superglue won't affect the ability to obtain DNA. It is suggested that you collect DNA swabs from target areas prior to processing for prints (if possible) so the sample is not diminished.
6. When submitting lab paperwork, it is very important to detail why an item or swab is being submitted. Example: Cell phone left on scene by subject. Cell phone does not belong to the victim.
7. DNA samples should be collected from:
 - a. Blood, semen or saliva
 - b. Rough surfaces where there was friction contact
 - c. Smooth surfaces where there was prolonged contact
8. Types of DNA samples that rarely work
 - a. Victim clothing touched by the offender (please mark on clothing specifically where the offender touched the victim)
 - b. Spent casings – The lab will **ONLY** work these if they are the only item of evidence in the case. Use only **ONE** swab for ALL casings that appear to have been fired from the same firearm.
9. Please mark areas of interest on large items (such as bed sheets) to aid the analyst in their examination of the evidence.
10. When swabbing a firearm, the front sight should be swabbed separately from other areas of the firearm. If the victim's DNA is not thought to be present on the firearm then ALL other areas such as the grip, trigger, and slide can be swabbed together on ONE swab.
11. The Lab recommends that DNA be stored in a cold and dry location. Do not leave DNA evidence in a hot vehicle for an extended period of time.
12. NEVER package DNA evidence in plastic -- only paper.
13. If there is a listed subject(s) on the property receipt or laboratory analysis request (LAR), we will not accept the evidence unless the subject(s) standard is submitted with the evidence. The **ONLY** EXCEPTIONS to this rule are:
 - a. Subject refused to provide standard and a court order cannot be obtained.
 - b. Subject is at large.

IF THIS IS THE CASE, PLEASE STATE ONE OF THE ABOVE REASONS ON THE LABORATORY ANALYSIS REQUEST WHEN SUBMITTING THE EVIDENCE TO THE LAB.
14. Consent forms or court orders must be submitted with a subject standard.

15. Victim and elimination standards DO NOT need a consent form as they ARE NOT entered into the CODIS database.
 - a. The words "Victim standard for elimination" should be included on the property receipt and LAR.
 - b. If it is necessary to submit a standard for someone other than the victim (victim's husband, boyfriend, etc.) then the words "Elimination standard" should be written on the property receipt and LAR.
16. DNA profiles obtained from evidence submitted to the lab can be searched at the local, state and national levels in CODIS.
17. When submitting evidence to be analyzed by multiple disciplines/sections in the lab, it is best to contact the lab personnel in CERF to verify the order in which it should be submitted/analyzed.
18. When obtaining a standard (victim, elimination, or subject), use two swabs from the same package and roll the swabs between the cheek and gum on both sides of the mouth. It is not necessary to use two swabs on one side of the mouth and two swabs on the other. Also, it does not matter who actually collects the standard, as long as the process is done in your presence, or the presence of an officer or detective.
19. If you suspect that there may be DNA on a food item, the food item should be swabbed and the swab(s) submitted (not the food item) for analysis.
20. Feces and Urine
 - a. Do not submit a large sample of feces, urine, or vomit to the lab.
 - b. There are skin cells deposited on the outer surface of feces. If you have to collect a sample, the top surface of the feces should be SWABBED. Do not poke or dig in to it. In this case, feces should be fresh. An old feces sample is not suitable for DNA analysis due to bacterial contamination.
 - c. On dry feces, wet the swab before obtaining DNA.
 - d. Generally, there is no likelihood of obtaining DNA from urine in a toilet because the cells have been diluted.
21. DNA can be used to identify decomposed or unidentified persons through their relative's DNA.
22. Some reasons why evidence is rejected by the Lab:
 - a. Insufficient information is provided on the LAR such as what was swabbed and why; why an item is being submitted for testing; or if the item belonged to the victim or the subject, etc.
 - b. Elimination standard from victim(s) or anyone other than the subject not provided.
 - c. Consent form or court order for subject standard not provided.
 - d. Evidence not properly packaged in a paper bag (or box if it is a sharp item) or properly labeled.

Please contact the Miami-Dade Police Department Crime Laboratory Forensic Biology Section with any questions you may have regarding the submission of evidence for DNA analysis.

Jeffrey Johnson	Olga Saavedra	Melody Viloria
A/ Laboratory Manager	Criminalist I	Secretary
305-471-3040	305-471-3607	305-471-2090

Central Evidence Reception Facility (CERF)
305-471-3022 or 3023

City of Miami



DANIEL A. FONSECA
Mayor

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURE

S.O.P. 22

SUBJECT: Evidence in the Forensic Processing Laboratory

PURPOSE: To identify the requirements and the procedure of maintaining and processing evidence in the Forensic Processing Laboratory.

SCOPE: The Technical Services Detail Supervisor is responsible for maintaining the Forensic Processing Laboratory. Use of this room will be governed by the following guidelines:

- I. Evidence can be maintained in the Forensic Processing Laboratory by utilizing the evidence lockers assigned to each shift. The keys for the evidence lockers are to be maintained in each of the shift's lockbox on the shift lockers when not in use. The procedure for the use of the evidence lockers is as follows:
 - A. If the evidence does not require latent processing, the evidence will be placed into the Property Unit before the end of the CSI/PSA's tour of duty by the collecting CSI/PSA unless authorized by a Supervisor or Acting. The property receipt and a copy of the report is to be forwarded to the lead CSI/PSA.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

11/20/16

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 22
(Continuation)

- B. If the evidence requires processing, the CSI/PSA will place the evidence into a locker, properly complete the Evidence Locker Tag on the locker and forward a Miami-Dade Property Receipt and the key to the locker to the Lead CSI/PSA.
- C. The Lead CSI/PSA will maintain the key to the evidence locker in his/her locker in the Crime Scene Squad Room to maintain a chain of custody.
 - 1. If evidence has been collected to turn over to another CSI/PSA, and the evidence does not require latent processing, the collecting CSI/PSA will place the evidence into the Property Unit and forward the receipt and a report to the lead CSI/PSA before his/her tour of duty unless authorized by a Supervisor or Acting.
 - 2. The custody and control of physical evidence is the responsibility of the CSI/PSA that collects or receives the evidence until it is turned over to the next link in the chain of custody. Documentation of the custody and control will be on a Miami-Dade County Property Receipt. CSI/PSA's will document the chain of physical evidence by obtaining signatures on the Miami-Dade County Property Receipt. The transmitting CSI/PSA will retain a copy of the signed Miami-Dade County Property Receipt for the CSI/PSA's Report.
- D. CSI/PSA's processing paper evidence with chemicals are to leave the paper evidence in the spray booth at the Forensic Processing Lab for no more than 24 hours. The evidence is to be identified by case number, CSI/PSA and date. Evidence may then be placed in a locker at the Lab for drying purposes.

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STANDARD OPERATING PROCEDURES: S.O.P. 22
(Continuation)

- E. Evidence undergoing latent print processing shall be placed in the Property Unit upon completion of the processing. No evidence should be kept for periods of more than 48 hours without being placed into the Property Unit.
 - F. Evidence from a scene must be sorted, examined, processed and marked. It will then be placed in the Property Unit.
- II. All Evidence maintained in the Forensic Processing Laboratory for any purposes will be properly tagged. The tag will contain the following:
- A. Date.
 - B. Type of Crime Scene and Location of same.
 - C. Name of victim.
 - D. Case number.
 - E. Item of evidence number.
 - F. Name of the CSI/PSA or officer.
- III. Evidence will not be stored in the refrigerator for more than 24 hours other than body parts such as fingers or hands, which are in the process of being printed for identification. Those body parts should not be stored for more than 48 hours.
- IV. Wet or bloodstained clothing will be dried as outlined in S.O.P. #'s 17 and 30.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 23

SUBJECT: Placing Evidence into the Property Unit

PURPOSE: To identify the preparation procedure and the requirements for placing evidence into the Miami Police Department Property Unit.

SCOPE: 1. Prior to placing evidence into the Property Unit, the CSI/PSA will assemble the information needed to place the evidence into the Property Unit:

- A. Names and IBM numbers of the detective assigned to the case or the NET area and the CSI/PSA.
- B. Type of offense.
- C. Location of offense from which the evidence was collected.
- D. Case Number.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 23

(Continuation)

- E. Item of evidence number assigned to the evidence.
 - F. Name of suspect if apprehension has been made.
- II. All evidence will be properly marked and packaged. The evidence shall be packaged according to the relevant analysis that will be requested of the particular function of the Lab, i.e., firearms with firearms evidence, serological with serological evidence and so forth. All standards should be separated from the evidence in different packages. You can have one Receipt Number with several packages to several sections of the lab. There should be no mass packaging of items into large boxes. All evidence should be broken down by analysis to be requested and separated by individual articles, i.e., DNA swabs collected from various areas are to be packaged aside from firearms evidence.
- A. Any evidence requiring further processing will be packaged separately.
 - B. All items of trace evidence will be packaged in their own container and separate from the comparison (standard) item to avoid contamination by transfer.
 - C. A notation on the property receipt for the description of the evidence will also include the descriptive information as to where/whom the evidence was located from, as well as the item number of evidence it is being assigned in the photographs, report, evidence list and sketch, i.e., from street, from bedroom door, etc.
- III. Any Evidence of a hazardous nature will be properly and distinctly marked on the evidence and on any container.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 24

SUBJECT: Removing Evidence from the Property Unit

PURPOSE: To identify the procedure and the requirements for checking evidence out of the Property Unit.

SCOPE: Personnel who check evidence out of the Property Unit are personally responsible for the return of the evidence or the documentation of its disposition. A supervisor will prepare an AVO to the Property Unit for the CSI/PSA to sign out the evidence.

- I. Evidence checked out of the Property Unit for processing:
 - A. Evidence will be checked back into the Property Unit immediately upon completion of processing and no later than 48 hours.
 - B. The notation on the property receipt will reflect that the evidence is being removed for processing.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
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STANDARD OPERATING PROCEDURES: S.O.P. 24
(Continuation)

- II. Evidence checked out of the Property Unit for court:
 - A. Evidence will be returned immediately to the Property Unit if not admitted into evidence or if court is adjourned. CSI/PSA's will ensure that original packaging is not discarded.
 - B. If evidence is kept by the court, a signed receipt with a stamped court seal will be obtained from the Court Clerk and returned promptly to the Property Unit.
 - C. A copy of the receipt will be placed in the file along with the report.

City of Miami



DANIEL L. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 25

SUBJECT: Exceptions to Placing Evidence into the Property Unit

PURPOSE: To identify those circumstances for which CSI/PSA's will not be required to place evidence into the Property Unit.

SCOPE: All evidence will be turned into the Miami Police Department Property Unit and a property receipt obtained with the following exceptions:

- I. Items of no value collected for the sole purpose of latent processing, i.e., paper sacks, broken jalousies, paper envelopes.
 - A. Upon completion of processing with negative results, the evidence shall be promptly destroyed if it does not have any other evidentiary value, such as DNA.
 - B. The Crime Scene Report will reflect the action taken, and the reason for destruction.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 25
(Continuation)

- II. Items of little or no monetary value collected for latent processing with the promise to return to victim upon completion, i.e., jalousies and other items too wet for scene processing or papers collected for chemical processing.
 - A. Items are returned to victim, as soon as possible.
 - B. The Crime Scene Report will reflect the action taken, with the date and time of returning the evidence, and name of the person receiving the evidence.
 - C. A Property Receipt outlining property returned to the victim, will be completed and signed by the CSI/PSA and the victim.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 26

SUBJECT: Transmitting Evidence to an Outside Laboratory.

PURPOSE: To establish the procedure and requirements for transmitting evidence to an outside laboratory.

- SCOPE:
- I. When evidence must be submitted to an outside agency for analysis, the laboratory facility will normally be the Miami-Dade Police Department Crime Laboratory (M.D.P.D. Lab). The procedures described pertain to the M.D.P.D. Laboratory, but can apply to evidence being forwarded to another agency such as, the Federal Bureau of Investigation, Medical Examiner Department, F.D.L.E. Lab, etc. When evidence is submitted to any other agency, other than the M.D.P.D. Laboratory, the Crime Scene Investigator involved will first consult with and receive authorization from the Crime Scene Investigation Unit Supervisor.
 - II. Evidence will usually be submitted by the lead CSI and/or the CSI/PSA recovering the evidence.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

11/20/16
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STANDARD OPERATING PROCEDURES: S.O.P. 26
(Continuation)

The CSI/PSA will be responsible for assuring that the evidence is properly marked for identification, packaged in a manner in which the evidence will not be broken or destroyed and necessary laboratory receipts are completed.

- III. Prior to submitting any evidence to the M.D.P.D. Laboratory, the evidence MUST be checked into the M.P.D. Property Unit. The CSI/PSA must complete the following prior to transporting the evidence to M.D.P.D. Laboratory.
 - A. Make certain that all evidence is accounted for.
 - B. Make certain that all evidence is properly marked.
 - C. Make certain that all evidence is properly packaged. Blood evidence must be packaged in paper, not plastic. Blood evidence is to be marked "Blood Evidence Refrigerate Promptly" and a biological hazard label is placed on the package. Packages that contain blood stained evidence shall be sealed with tape, **Do Not Use Staples.**

When biological evidence requires refrigeration and other evidence does not require refrigeration, which is to be submitted to the M.D.P.D. Lab, the CSI/PSA making out the M.D.P.D. Property Receipt will put all biological material requiring refrigeration on a separate property receipt. The property receipt must accompany the evidence in the refrigerator. The M.D.P.D. Lab does not have a large enough refrigerator to store anything other than liquid blood and other types of samples that require refrigeration. Evidence will be returned to our Department if it is not properly receipted. Items containing dry blood such as rocks, clothing, bicycles, etc., do not require refrigeration and should not be on the same property receipt as liquid blood, human tissue, semen, or a rape kit.

- D. Analytical evidence is separate from ballistics evidence.

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STANDARD OPERATING PROCEDURES: S.O.P. 26
(Continuation)

E. Trace evidence is packaged separately from Standard.

IV. NIBIN Test Fire Procedure.

A. In cases where a CSI collects a weapon as evidence related to his/her call, it is the CSI's responsibility to have the weapon submitted to the M.D.P.D. Lab for NIBIN Testing. See Annex #26 (5) for current Firearm Acceptance guidelines.

The Gun Squad will handle all other weapons received from the Property Unit that are not related to a case involving a CSI.

VI. When sending evidence to F.D.L.E., a Laboratory Form must be submitted. The Unit Supervisor is to be consulted if evidence is to be submitted to the F.B.I.

VII. When sending evidence to the F.B.I. Laboratory, a letter from the agency's head, Chief of Police, is required, stating the requested analysis. Packaging information and addresses for the various segments of the F.B.I. Laboratory can be found in the Handbook of Forensic Services. The Unit Supervisor is to be consulted if evidence is to be submitted to the F.B.I.

June 2014¹⁵

NEW FIREARMS EVIDENCE ACCEPTANCE GUIDELINES

SHOE, TIRE, TOOL MARK IMPRESSION EVIDENCE

- 1 Shoes, tires or tools will be accepted only if they are accompanied by an impression.
- 2 NO impressions are to be accepted without the actual shoe, tire or tool being submitted for comparison to the impression.
- 3 If the evidence has been requested by an FAID analyst

REVOLVERS & PROJECTILES

These items will only be accepted if they are from:

- 1 A HOMICIDE investigation
- 2 A SEXUAL BATTERY investigation
- 3 A POLICE involved shooting
- 4 If these items are on the SAME property receipt with evidence that is being accepted into the laboratory.
- 5 If the evidence has been requested by an FAID analyst

ALL CLOTHING FOR DISTANCE DETERMINATION ANALYSIS

This evidence is to be sent STRAIGHT to Property for storage. It will only be accepted if requested by an FAID analyst.

SUBMISSION OF SAFE FIREARMS

All firearms must be made safe before they are submitted to the laboratory. If you are not sure or have questions, contact an FAID supervisor.

If you have any questions concerning any of the above policies, acceptance of evidence or is it safe, you should seek assistance from a supervisor.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 27

SUBJECT: Notification of Additional Crime Scene Related Processing

PURPOSE: To facilitate and document the flow of information between Shifts and Details of the Crime Scene Investigation Unit relevant to follow-up processing.

SCOPE: Personnel of one Shift, at times, have a need to pass information to a different Shift. To facilitate the information and maintain documentation, a "Request for Processing" Form has been drafted.

- I. CSI/PSA's forwarding the request will complete the request form.
 - A. The top section of the request form will be completed for all requests.

If the request is for the processing of a vehicle or a follow-up at the Medical Examiner's Department, the appropriate section of the form will be completed with required additional information (as indicated by ** symbol) entered in the designated area at the bottom of the form.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 27
(Continuation)

If the request is for other than vehicle processing or Medical Examiner's Department follow-up, the appropriate information will be entered in the "Other" section of the form. The CSI/PSA completing the request form will be responsible for entering sufficient information as to assure that all needed processing is understood.

Any CSI/PSA who requires assistance from another CSI/PSA or shift in processing evidence will prepare the request for processing form, maintain a copy for his/her files and submit the original to the receiving Shift's Supervisor or Acting. The receiving Shift's Supervisor or Acting will process the request on his/her tour of duty and forward copies of reports or latents, or results of the work to the originating CSI/PSA and his Supervisor.

- B. The original copy will be placed in the Supervisor or Acting's box to complete the requested processing.

II. Request Assignment.

- A. Requests will be assigned by the Technical Services Supervisor.
- B. All weapons are to be processed by the A-Shift Crime Scene Detail. All Requests are to be handled with priority for the location of the evidence and the type of case. If a vehicle is at a private pound, it is to be processed on the date that it is assigned. If a weapon is on a Homicide, it is to be processed when assigned. If the vehicle is at the City pound, the assigned Shift's Supervisor will manage his/her resources to complete the processing within 72 hours.
- C. Fill in the "Request Processed by," and "Date of Completion."

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STANDARD OPERATING PROCEDURES: S.O.P. 27
(Continuation)

- D. Attach the original copy of the request form to the clipboard, designated as "Processing Completed."
- III. If the completed processing assignment was a vehicle at the Forensic Processing Lab, the CSI/PSA must have the vehicle removed once the processing is completed. The Vehicle Processing Form is to be completed in duplicate upon completion of the processing. One card will be placed on the vehicle windshield and the other card will be given to the A-Shift Technical Services Supervisor. The CSI/PSA will contact the Auto Pound Detail for the vehicle's removal or the Property Unit prior to 1500 hours.
- IV. In those instances where there is a "Hold for I.D. Only" on the vehicle and the Investigator requesting the processing has indicated "Release After Processing," the CSI/PSA is to indicate on the Authorized Removal from Processing Area card, on the line that says Investigator, the name of the Investigator and the words **"Has Authorized Vehicle to be Released."** The card will become the authorization to release the vehicle to the victim.
- V. All valuable property within a vehicle, which has a "Hold For I.D. Only" designation will be collected and turned into Property Unit. Items such as cameras, jewelry, purses, wallets, etc., will not be left in the vehicle. Any item that may be property of the offender or weapons will also be collected, potentially processed and turned into the Property Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL STANDARD OPERATING PROCEDURES

S.O.P. 28

SUBJECT: Tented Structure

PURPOSE: To identify the precautions for crime scenes within tented structures.

SCOPE: Crime Scene Investigators/PSA's will comply with the following:

- I. When requested to process a structure that has been tented for fumigation, the CSI/PSA will:
 - A. Determine when the tent was removed from the tented structure.
 - B. Determine what fumigant was used within the structure. The period for full aeration of a tented structure varies depending on the type of fumigant.

Vikane requires an 8-hour period after the tent has been removed if one fan is used.

Methel Bromide requires a 72-hour period after the tent has been removed; seven days if no fans are used.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 28
(Continuation)

- II. Prior to entry into to any structure, assure that the Clearance Notice has been posted.

- III. The fumigant is odorless. An odor may be detected from the warning agent. Some persons are more allergic to the warning agent that is used in the fumigants. If any ill effects are experienced, exit the structure. Contact a Supervisor to assess the scene for another CSI/PSA to be dispatched or for the scene to be cleared for an additional time period. If processing cannot be performed at that time, the Shift Supervisor or Acting must be notified in order to prepare a Request for Processing Form so that at the proper time a CSI/PSA at the earliest opportunity can respond back and complete the processing. The form will be forwarded to the earliest Shift Supervisor who can complete the request.

City of Miami



DANIEL ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 29

SUBJECT: Collection of Ballistic Evidence

PURPOSE: To define the manner of categorizing and sequencing ballistic evidence prior to submission to the Miami-Dade Laboratory.

SCOPE: To provide a standard method of sequencing ballistic evidence by all crime scene collection agencies within Miami-Dade County, the following uniform method of collecting and marking of all ballistic evidence will be mandated.

- I. All ballistic evidence collected will be designated by a number and letter designation. This will be written on the package, the property receipt, the evidence list, depicted in the photograph, the crime scene report and the sketch.
- II. To differentiate between different types of ballistic evidence, a number-letter combination will be used.
- III. The letter "R" will be used for a live round.
- IV. The letter "C" will be used for a casing.
- V. The letter "P" will be used for a projectile or projectile fragments.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 29
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- A. As an example, a scene containing three casings, one live round and two projectiles will be documented as follows: The casings will be marked 1C, 2C, and 3C. The live round would be marked 4R. The projectiles and/or projectile fragments would be 5P and 6P.
- VI. The numbering sequence will correspond in the crime scene photographs as to the numbered markers. The number/letter will correspond to the evidence list, the report, the property receipt and the crime scene sketch.
- VII. The white slide box that is used for ballistic evidence collection will also be marked using this number/letter sequence, the case number, the CSI/PSA's initial and the location collected from. The white slide box may be used as the indicator in the crime scene photograph although the numbered markers should be used at all times.
 - A. An up arrow will be placed on the side of the box indicating the position the box is to be placed when opening the box to avoid the contents from falling when the box is opened. The box should be sealed either with a label or fingerprint tape to insure that it does not open in transit or handling.
- VIII. Under no circumstances are CSI/PSA's to mark directly on the ballistic evidence. The box is to be properly marked with the CSI/PSA's name, PIN Number, Case Number, item of evidence number, location of recovery, and date. This will serve as the proper markings for ballistic evidence.
- IX. All casings are to be processed for latents before placing into property and are also to be submitted to the Miami-Dade Police laboratory for NIBIN entry.
- X. All spent cartridges and live rounds are to be swabbed for DNA by group, area and caliber, which appear to originate from the same firearm. i.e., a scene where there are 9mm cartridges and 40 caliber cartridges, would require two separate swabs. One for the 9mm cartridges and one for the .40 caliber cartridges.

STANDARD OPERATING PROCEDURES: S.O.P. 29
(Continuation)

- XI. Cartridge or live ammunition rounds have more distinctive, identifying elements on the head stamp. These identifiers may include: caliber, date and place, manufacturer, etc. When collecting ballistic evidence, each CSI/PSA shall photograph the head stamp of live rounds and cartridges. It is not necessary to photograph each and every live round or cartridge, when they are of the exact same caliber and manufacturer.

- XII. The interior and exterior of all firearm barrel will be photographed. This is a necessary for the detection, or lack thereof, of blood and trace evidence such as hairs or fibers.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 30

SUBJECT: Operation and Care of the Forensic Drying Cabinet.

PURPOSE: To identify the proper use of the forensic drying cabinet as pertaining to the drying of items of an evidentiary nature and the care, safety and maintenance of the cabinet.

SCOPE: Each Shift Supervisor of the Crime Scene Investigation Detail will maintain the control of the forensic drying cabinet in regards to the length of time evidence is dried there, as well as, the maintenance requirements for the cabinet itself.

- I. The cabinet will remain locked at all times. Each cabinet is to be used and maintained by the personnel of each shift. Each supervisor or acting will ensure that evidence is properly maintained, removed and that the cabinet is cleaned after each use. It is the responsibility of each user to clean the cabinet after use.
- II. The items that are to be placed into the forensic drying cabinet will be packaged in accordance to Standard Operating Procedure #17 prior to placement into the cabinet.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

- III. The cabinet operates on the airflow principle. An internal fan draws air into the cabinet from the lower front portion of the cabinet that has gauze type filters that can be replaced as needed by crime scene personnel. The air is circulated through the cabinet up into filters and is exhausted at the top right side of the cabinet that has large HEPA filters that remove any airborne bio-hazardous materials. These filters are serviced bi-annually by a contracted vendor. This airflow should dry clothing within a 24-hour period. The fan is to be on only when items are in the cabinet to dry. Do not run the fan system during a cleaning cycle.
 - A. Personnel are to check articles placed into the cabinet after this 24-hour period has ended. If this coincides with "E" Days, the items are to be checked immediately upon return to duty and, if dry, removed from the cabinet. Stored clothing should not remain in the cabinet after 72 hours.
 - B. When the dried articles are removed, the fan system is to be shut off if there are no other items in the cabinet. The CSI/PSA will then turn the fans off and run a wash cycle through the cabinet.
- IV. To control contaminants and infestation by flying insects, the drying cabinet will be cleaned at regular intervals. This is especially important when evidence is being dried from a particularly bloody or decomposed body scene.
 - A. The cabinet has a water cleaning system. The fan is turned off; gloves, face mask and lab coat are to be worn when washing down the interior of the cabinet with the sprayer. Do not run the fan system during a cleaning cycle. CSI/PSA's must then depress and hold the silver button at the bottom left side of the cabinet in order to flush the water from the bottom of the drain. Cleaning agents may be Cavalcade or bleach. See details of operation and recommended maintenance schedule. Do not spray water on filters.
- V. It is each CSI/PSA's responsibility to properly dispose of any bio-hazardous waste they generate while using the drying cabinet.

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STANDARD OPERATING PROCEDURES: S.O.P. 30
(Continuation)

- A. There are red biohazard containers throughout the facility in order to discard the waste.
 - B. The red biohazard waste bags are located in the facility. When the container is full, it is each CSI/PSA's responsibility to dispose of the bag in the red bio-hazardous waste containers outside the Forensic Processing Laboratory.
 - C. Bio-hazardous waste is to be disposed of immediately, following the most current Departmental and OSHA guidelines.
-
- VI. The CSI/PSA must note on the cabinets log of maintenance or cleaning performed
 - VII. The U.V. cycle shall be initiated after complete cleaning.
 - VIII. Do not wipe or touch the U.V. Bulbs.

City of Miami



DANIEL L. ALFONSO
City Manager

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 31

SUBJECT: Respirators.

PURPOSE: To identify the proper safety precautions and equipment for CSI's when using chemicals.

SCOPE: OSHA regulations direct that employees are to be protected from hazardous chemicals in the workplace. It is the Department's responsibility to maintain a list of all hazardous chemicals and to provide CSI's with the equipment to protect them from these hazardous chemicals. CSI's are to familiarize themselves with the Material Safety Data Sheets (MSDS) for all chemicals used in the performance of their duties

- I. Each CSI has been issued a full-face respirator. This respirator will double as a gas mask for protection from tear gas and chemicals used by CSI's to develop latent fingerprints.
- II. Each CSI has also been issued a personal half-face mask with replacement filters. These filters will provide protection from organic vapors as well as particulates.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 31

(Continuation)

- III. The filters on this mask are HEPA, which is a very fine particle filter and ORGANIC VAPOR which will filter the vapors of chemicals.
- IV. In addition to the above equipment each CSI is also issued a RRPAS easy breathe system. This system is worn as a vest and has a full faced mask. Air is supplied through HEPA filters to the CSI through a fan.
- VI. The respirators are to be used only in areas that have ventilation. If you are going to use any chemical in an enclosed area, you must use a self-contained breathing apparatus (SCBA). This equipment is available through the Fire Department; contact the Air Truck at Station One.
- VII. CSI's are responsible for checking the MSDS on chemicals that they are using and being aware of the necessary precautions. CSI II's will conduct annual training on the safety precautions as stated in the MSDS for each chemical that is used by the CSI's.

City of Miami



DANIEL ALFONSO
Mayor

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 32

SUBJECT: Latent Processing Methods.

PURPOSE: To Identify Proper Latent Processing Techniques.

SCOPE: Among the most valuable forensic evidence at the scene of a crime are fingerprints. The fingerprint occupies a position of paramount importance in circumstantial evidence for the following reasons: The simplicity with which they may be obtained; they're conclusiveness in establishing identity; and the existence of common criminal databases. When a criminal works, he cannot avoid leaving forensic evidence in the form of fingerprints, unless he covers his hand with gloves or another form of protection. Generally, prints are formed from the friction ridges, which deposit grease, sweat or a contaminant on the object touched. The impression left is ordinarily not clearly visible and it is referred to as a latent fingerprint.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

11/20/16
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STANDARD OPERATING PROCEDURES: S.O.P. 32
(Continuation)

I. Latent Fingerprint Searching.

In case of burglary, the investigation should be started at the point of entry. As an example; on doors, prints are looked for on the lock or its immediate surroundings, including the knob or handle. Regarding windows, special attention should be given to pieces of broken glass, if breakage occurred, since these are usually removed after breaking to gain access to locks, etc. If at an early stage, it is possible to determine that the criminal worked with his hands protected, special care should be taken in places where his activity was of such a nature that a hand covering would be a hindrance. For instance, when opening jewelry cases or drawers with stiff locks or mechanisms.

All smooth surfaces on which prints could be left should be examined. The best prints are found on glass or china, objects with polished surfaces, painted or enameled surfaces and on smooth cartons and paper. Care should be taken as to preserve the area for further collection of forensic evidence such as; DNA, hairs, fibers and the like.

II. Application of Latent Fingerprint Powder.

Safety precautions are to be taken with the application of powder. All personnel are to familiarize themselves with the Material Safety Data Sheet (MSDS) specific to that chemical. The MSDS book is located at the Forensic Processing Laboratory, in the Crime Scene Office, and, on the "U" Drive. Dust masks, gloves and when necessary, safety glasses are to be worn when conducting any fingerprint development technique that will require safety precautions. When applying powder with a brush, extreme care must be exercised. The most serious mistakes are the use of too much powder and too much force on the powdering stroke. The brush should be dipped into the powder; lightly tapping the brush and twirling the brush removes any excess powder.

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STANDARD OPERATING PROCEDURES: S.O.P. 32
(Continuation)

The brush is then drawn/twirled lightly across the surface until the latent print becomes visible. When sufficient powder has adhered to the print, the remaining powder on the brush is shaken free. The brush is re-applied to the print with great care and the excess powder on the surface between the print ridges is then removed.

III. Magnetic Latent Fingerprint Powder.

This method permits the operator to reuse the same powder over and over again. In addition, a brush does not touch the print, since the powder itself forms a brush. Therefore, only the powder touches the print eliminating the possibility of applying excessive force on the powdering stroke and ridge destruction.

IV. Permanent Magnetic Wand.

This is the best applicator for any magnetic latent fingerprint powder available. This is recommended for use in conjunction with Magnodine, Fluoromag or any of the magnetic powders when searching for latent prints on paper, tissue, virgin wood, leather, plastics, glass, waved surfaces, etc.

Operating Instructions:

1. Insert the fingerprint wand into the bottle of magnetic latent powder.
2. Remove the wand from the powder and you will note that the powder adheres to the wand forming a brush. If there is an excess of powder on the wand, tap it gently against the bottle.
3. Use the wand to dust for latent fingerprints as you would an ordinary fingerprint brush. Only the powder is to touch the surface being dusted.

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STANDARD OPERATING PROCEDURES: S.O.P. 32
(Continuation)

4. When finished, hold the wand over the bottle of powder. Pull the sliding metal extension upwards to release the powder.
 5. You may now clean up the working areas by moving the wand over it. The wand will pick up the remaining powder.
- V. Fluorescent Powder (Highly fluorescent when exposed to ultraviolet radiation).

Dual-purpose latent fingerprint powders are excellent when used with or without ultraviolet light or an alternate light source. These powders may be applied to multicolored surfaces regardless of the background color. They are used in the same manner as any regular print powder except that the area should be darkened when using ultraviolet light or an alternate light source. Additionally, the application of the powder should be accomplished with a feather duster type fingerprint brush, not a fiberglass brush. It is also recommended that for the application of this powder the container be shaken and the powder taken from the inside of the container's cover, not from the container itself.

VI. Chemical Processing for Latent Fingerprints.

The Federal Bureau of Investigation has published a guide for the processing of evidence using chemicals.

Each Crime Scene Investigator is also issued a guide published by the "Home Office" and is also to be used as a guide to processing for fingerprints.

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STANDARD OPERATING PROCEDURES: S.O.P. 32
(Continuation)

VII. Major/ Capital Crime Scene Processing

Fingerprint detection is a vital element in the investigation of crimes. It is essential that crime scene Investigators utilize all available methods and best practices when attempting to recover latent prints. Crime scene Investigators should follow the issued guide of "The Fingerprint Development Handbook" or "The FBI Processing Guide for Developing Latent Prints." These publications can be also be found on the computer's "U" Drive.

VII. On Major/ Capital crime scenes, disposable black powder, disposable magnetic powder, and, disposable fingerprint brushes will be utilized to prevent cross contamination of DNA/ Blood Evidence when processing. In addition, CSI's/ PSA's can utilize the U.V. Box to sterilize equipment when processing different items or areas of a scene. A U.V. Box is located inside of the Forensic Processing Lab and in the Mobile Crime Scene Lab Vehicle CS 21201.

City of Miami



DANIEL J. MESSNER
Mayor

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 33

SUBJECT: DNA Evidence Collection.

PURPOSE: To identify proper DNA collection methods and procedures.

SCOPE: New advances have been made and are currently being made in regards to DNA evidence. Currently the Miami-Dade Police Laboratory has the ability to examine DNA evidence for the purpose of identifying and matching to known standards contained in a database. It is now incumbent upon the investigator on all crime scenes that he/she assess the scene for the possibility of collecting and obtaining DNA evidence which may belong to the offender.

- I. All Crime Scene Investigators/PSA's, upon initial entry into the Unit, will be trained in the identification, collection, preservation and submission of blood/body fluids, serological specimens, DNA or tissue. These procedures will be discussed with their immediate supervisor and reinforced with training courses, bulletins, notices or directives as technological advances are developed.
- II. Utilizing distilled water and cotton tipped applicators, which are available to all Crime Scene Investigators/PSA's, the suspect area to be swabbed

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 33

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should first be examined for the presence latent fingerprints and a target area will be acquired that would not readily render latent fingerprint evidence and be swabbed for DNA.

- III. Once this target area is acquired, the Crime Scene Investigator/PSA will swab the area and return the swab to its original container. The container will then be promptly labeled indicating the location it was collected from, the case number, the victim's name, the type of crime, date collected and the Crime Scene Investigator's name.
 - A. Collection of DNA Evidence from Firearms will be collected as described in Annex 33 (3).
 - B. DNA standards or buccal swabs will be collected by using two swabs to swab the inside of a person's cheek and gum areas.
 - C. Standard DNA or buccal swabs are never to be packages together with scene DNA samples.
 - D. DNA will be collected using one swab per specific area, i.e., one swab from steering wheel and one swab from the gear shifter. Under no circumstances will DNA be swabbed from multiple areas on a crime scene or in a vehicle.
- IV. In the case of whole blood that is believed to have been shed by the offender, the collection method is to swab the area with a dry cotton tipped applicator and then to place the swab into the cardboard container. A second swab with distilled water is to be taken from an area that does not contain visible blood for control purposes (substrate) and is also to be placed into the cardboard container opposite of the previous one so as to avoid cross contamination. The container is then to be sealed and promptly marked for identification.

STANDARD OPERATING PROCEDURES: S.O.P. 33
(Continued)

- V. The evidence is then to be placed promptly into the Property Unit under the lead detective's IBM number, Miami Police Department case number and other relevant information.
- VI. The items of evidence are also to be individually packaged per sample into individual packages so that each sample can be individually submitted to the Miami Police Property Unit.
 - a. A notation is to be made on the property receipt, by the Crime Scene Investigator/PSA to indicate where each swab was collected from or from who each swab was collected from.
 - b. A copy of the property receipt is then to be attached to the Crime Scene Report and submitted for review by the immediate supervisor.
- VI. The Crime Scene Investigator/PSA will not be responsible for preparing or submitting to any Investigator Laboratory Analysis Requests for laboratory submission of biological/serological or DNA evidence to the lab, other than in the case of a homicide. The Crime Scene Investigator/PSA will forward a copy of the property receipt(s) to the Investigator and a copy is to be attached to the crime scene report. It is the lead investigator's responsibility to review the case based on his investigation and determine the merit of such biological/serological or DNA evidence to be submitted to the laboratory for analysis.
 - a. The Investigators responsibility to submit their own biological/serological or DNA evidence to the lab is based on the Miami-Dade Police Departments Laboratory request that an investigator meet with their personnel in order to discuss the certain factors of the case for the following; prosecution, severity and probative value of the case and it's evidence.

CSI Weapon DNA Collection Areas

<u>Semi-Auto Hand Guns</u>	<u>Revolver</u>	<u>Shotgun</u>	<u>Rifle</u>
Front sight	Front sight	Front sight	Front sight
Trigger	Trigger	Trigger	Trigger
Frame/Slide/Hammer	Ext. Barrel/Cylinder/Frame/Hammer	Ext. Barrel/Frame	Ext. Barrel
Grips	Grips	Stock/Pump Forearm	Stock/Forearm
Magazine	Live Rounds	Live Shells	Magazine
Live Rounds			Live Rounds

City of Miami



PAUL J. ALLENSON
Mayor

CRIME SCENE INVESTIGATION DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 34

SUBJECT: Operation and Care of the Ultraviolet Box (U.V. Box)

PURPOSE: To identify the proper use of the U.V. Box as pertaining to the safe decontamination of equipment.

SCOPE: Precautions, proper evidence collection procedures, and safety should be observed where blood/DNA/Bodily Fluids are present and in the collection of said items. The Technical Services along with each Shift Supervisor of the Crime Scene Investigation Detail will maintain the control of the U.V. Boxes in regards to the maintenance requirements for the box itself.

- i. The UV box will remain locked at all times and during use. Each supervisor or acting will ensure that equipment is removed and that the box is cleaned after each use. It is the responsibility of each user to clean the box after use.
- ii. UV boxes are located in the Forensic Processing Lab and inside of the mobile lab vehicle CS 21201.

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STANDARD OPERATING PROCEDURES: S.O.P. 34
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- III. High intensity UV lamps are positioned within the cabinet producing short wave ultraviolet light at 254nm to destroy exposed surface DNA and bacteria, leaving equipment free of contamination.
 - A. On major/capital crime scenes, CSI's/PSA's should decontaminate fingerprint brushes in-between significant areas/rooms on a crime scene or in a vehicle to prevent the cross contamination of DNA evidence. The use of disposable powders and brushes is an option to this procedure.
- IV. CSI's/PSA's will utilize the U.V. Box when decontamination of equipment is required. Equipment should first be cleaned with Calvicide or Bleach. Once dry, the equipment should be placed inside of the U.V. box and the timer should be set.
 - A. The timer should be set to a maximum of 3 minutes for fingerprint brushes.
 - B. The timer should be set for not more than 10 minutes for general equipment.CSI's shall
- V. It is each CSI/PSA's responsibility to properly dispose of any bio-hazardous waste they generate while using the UV Box.
 - A. There are red biohazard containers throughout the facility and inside of mobile crime lab CS 21201 in order to discard any waste.
- VI. Explosives or inflammable substances should never be used in the cabinet.
- VII. **Do not** attempt to open the door when the UV lamp is "On".

STANDARD OPERATING PROCEDURES: S.O.P. 34
(Continuation)

VII. The UV lamp should be changed every 12 months. This will be tasked by the Technical services supervisor. Procedures to change the bulb are as follows:

- Disconnect unit from Power
- Remove UV lamp cover from within the work zone
- Remove Control Box Cover
- Release Bulb Retaining Ring
- Disconnect bulb and replace

VII. The unit should only be wiped down with soapy water. **DO NOT WIPE OR TOUCH THE U.V. BULBS.**

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT
STANDARD OPERATING PROCEDURES
MASTER INDEX

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City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Informing Personnel of New or Changed Procedures

PURPOSE: To assure that all personnel of the Crime Scene Investigation Unit are promptly informed of procedural changes.

SCOPE: New procedures and informational memos shall be posted on the bulletin board, and a copy will be placed on the daily roll call board and read at roll call to each CSI by his Shift/Detail Supervisor or the Acting. The Unit Supervisor shall be responsible for making certain that all personnel under their command are familiar with the procedure.

- I. Minor changes to procedure that do not affect the overall intent of an S.O.P will require a pen change.
- II. Major changes will require the issuance of a revised S.O.P.

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DANIEL J. ALFONSO
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CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Productivity Reporting

PURPOSE: To provide a monthly and annual documentation of services provided by the Crime Scene Unit.

SCOPE: The following productivity reports shall be maintained by the Crime Scene Investigation Unit.

1. Personnel Allocation and Narrative.
2. Monthly EML and Alpha/Bravo
3. Monthly Statistical Report
4. Overtime Report

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DANIEL J. ALFONSO
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CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Emergency Mobilization and Mass Arrest Processing of Prisoners.

PURPOSE: To identify procedures and assignment of duties required of the Crime Scene Investigation Unit during an Emergency Mobilization.

- SCOPE:
- I. The Crime Scene Investigation Unit will work in concert with the Technical Services Unit for the implementation of this Procedure.
 - II. An Emergency Duty Roster shall be maintained with monthly revision of personnel changed. When an Emergency Mobilization is ordered, the Crime Scene Investigation Unit Supervisor, or his designee, will contact the persons indicated for the time of the declared Emergency, and order them to report for duty. All Crime Scene Investigation Unit personnel will be assigned specific duties (clerical personnel are exempt from this type of assignment).

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STANDARD OPERATING PROCEDURES: S.O.P. 3
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- III. Assigned personnel will work a twelve-hour tour of duty. If necessary to complete a Major Crime Scene (Homicide) additional time is permitted.
- IV. Upon completion of the Emergency Call-in, a list of available personnel will be supplied to the Crime Scene Investigation Unit Supervisor.
- V. All personnel are to maintain a record of the date, time of day, and hours worked with a notation of the type of activity.
- VI. Persons arrested for non-riot reasons will be processed by standard procedures.
- VII. Persons arrested for riot reasons will be processed as follows:
 - A. A mass Arrest Field Form reflecting a control number will be utilized in mass arrest circumstances. The control number will be sufficient in size to be visible in a photograph and be preprinted on the back of the arrest form. This number will not replace the I.D. number, case number, or jail number.
 - B. A Digital photograph will be taken of the prisoner and arresting officer(s).

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

- C. At the Command Post, the CSI will take a digital photograph of the prisoner.
 - D. The CSI will place a plain impression of the right hand of the arrested subject on the back of the blue copy of the A Form. In addition, four fingers of the right hand will be placed on the back of the hard copy below the large numbers. Also, the blue Officer's Copy of the form is to be removed and held to be picked up by the Arresting Officer after civil disturbances have been terminated.
 - E. Statistics shall be maintained on prisoners processed.
- IX. An After Action Report to be completed by the Unit Supervisor. It is to contain accomplishments, problems encountered, recommendations, expenditure of funds for supplies, and a record of personnel and hours worked.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Hurricane Response.

PURPOSE: To establish an orderly procedure for the Crime Scene Investigation Unit members to respond when the possibility exists that a hurricane will strike the Miami area.

SCOPE: The Crime Scene Investigation Unit Supervisor, or Shift Supervisor, will begin notification of Unit members in accordance with the Department's Hurricane Response Plan when the threat exists that a hurricane will strike the Miami area. The notification will be done in accordance with the current Department Hurricane Response Plan.

I. Phase I occurs approximately 48-hours before the anticipated hurricane landfall. This is the initial tracking phase of the hurricane emergency.

A. All Supervisors will review the hurricane plan and procedures.

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STANDARD OPERATING PROCEDURES: S.O.P. 4
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- B. Unit Supervisor will insure that civilian employees are notified of their work assignments during the different response phases of this plan.
- II. Phase II occurs approximately 32-hours before the anticipated hurricane landfall. This phase occurs during the hurricane watch. This is when the City appears threatened by a hurricane and protective steps are needed to protect the City against the impending storm.
- A. All Supervisors will review the hurricane plan and procedures.
 - B. All Supervisors will insure that all vehicles under their command are fueled and ready for service.
 - C. Supervisors will take the necessary steps to insure that all essential records and equipment are covered and moved away from windows and doors. Venetian blinds will be raised to the top of windows. Majors will be responsible for securing all mini-stations and off-site facilities under their command. Each Supervisor will have SOP's specifying procedures.
- III. Phase III occurs approximately 24-hours before the anticipated hurricane landfall. The hurricane warning is issued in Phase III. This is the phase when mobilization begins and personnel are divided into Alpha/Bravo duty shifts.
- A. All Supervisors will review the hurricane plan and procedures.

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

- B. The E.O.C. will mobilize departmental personnel per Alpha/Bravo Call-Out. The first shift called in will report to work and return home approximately eight hours prior to the storm. To allow them time to secure their homes and family. After the first shift is called in, the second shift personnel will be notified and advised to report to work approximately eight hours before the storm arrives. All personnel will report to the Central Station through the back gate. Personnel will be advised to bring the following items:
 - 1. Extra set of uniforms/coveralls.
 - 2. Rain gear.
 - 3. Shoes/sneakers or rubber knee boots.
 - 4. Toiletries including towels.
 - 5. Any special dietary needs and medications.
 - 6. Flashlight.
 - 7. Personal protection gear.

- IV. Phase IV occurs approximately 8-hours before the anticipated hurricane landfall. Personnel working during this Phase will ride out the storm at the stations or at another designated shelter.
 - A. All Supervisors will review the hurricane plan and procedures.

 - B. Second shift personnel (Alpha or Bravo) and essential civilian personnel will report to work at the Central Station through the back gate. This is the shift that will ride out the storm.

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

- C. The first shift (Alpha or Bravo) will be relieved and sent home until the storm subsides (Phase VI), if second-shift personnel report in adequate numbers. Otherwise, some of the first-shift personnel may be held over. When relieved before the storm, first-shift personnel will be instructed in the E.O.C. when to return to work after the storm subsides and to monitor radio station WIOD/610 AM or WINZ/940 AM or to call the Hurricane Information Line, if operable.
- D. All nonessential civilians who will not work during the storm will be sent home and advised when to report to work and to monitor radio station WIOD/610 AM, or to call the Hurricane Information Line, if operable.
- V. Phase V occurs when the hurricane makes landfall and impacts our community.
 - A. All departmental personnel will remain indoors until the storm subsides unless directed by radio to an absolute emergency depending on the storm severity.
- VI. Phase VI, or the recovery phase, occurs after the hurricane has impacted and/or exited our Community.
 - A. Personnel at home will be alerted over radio station WIOD 610 AM or WINZ/940 AM. Another call out will also be done of the personnel at home to remind them to report to duty. The message should be relayed to the Hurricane Information Line.
 - B. Personnel who worked during the storm will be relieved and sent home as soon as fresh manpower arrives and after being advised of when to report back to work by the E.O.C. If damage is great, the Department may remain in Alpha/Bravo for days.

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STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continued)

- VII. Phase VII occurs whenever normalcy is restored within the community.
 - A. Each Commanding Officer will prepare a daily After-Action Report and turn it in to the E.O.C. Commander.
- VIII. RESPONSE PROCEDURES:
 - A. All Units will have specific SOP's which delineates specific responsibilities for them as they are listed in this plan, or as they are required to protect their equipment or facility.
 - B. Personnel Response to Hurricane Emergencies: All personnel shall be prepared and ready to report for duty when hurricane conditions develop which may endanger the safety of the community. To this extent, all personnel shall be informed and kept aware of the developing storm situation.
 - C. To mitigate employees' concerns for family members, a family shelter for family members of police employees may be provided at a facility (to be determined) in proximity to the Central Station.
 - D. Every Unit and Unit within the Miami Police Department shall have an Emergency Mobilization List.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Crime Scene Investigation Unit's Vehicles Equipment, Supplies, and Procedures.

PURPOSE: To delineate procedures and what equipment and supplies are to be maintained within the vehicles assigned to the Crime Scene Investigation Unit.

SCOPE: The Crime Scene Investigation Unit's vehicles will have all necessary equipment and supplies to properly process a crime scene, to document a crime scene, and to collect and preserve evidence.

A. General Responsibilities

A. With the approval of the Unit Supervisor, Crime Scene Investigation personnel may utilize their vehicle to participate in special events such as Schools' Career Days, Community Relations' Special Events, Crime Fairs, Police "Open House" Event, and other activities that are designed to educate the public on the functions, equipment, and importance of Crime Scene Investigation.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 5

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- B. Vehicle may only be driven by a member of the Crime Scene/Technical Services Unit, unless emergency circumstances exist, which require someone else to operate the vehicle. CSI's/ PSA's shall refrain from riding as a two man unit, unless there is an emergency, lack of vehicles, or, pre-approved by a supervisor.
 - C. CSI's/ PSA's will operate the vehicles in a responsible manner obeying all traffic laws. CSI's/ PSA's will not operate the vehicles while under the influence of alcoholic beverage or drugs.
 - D. If a CSI/ PSA is involved in an accident, the CSI/ PSA will notify his immediate Supervisor, who will notify the Unit Supervisor. Each CSI will follow the procedures outlined in the Departmental Orders for motor vehicle accidents.
 - E. If a vehicle is involved in an accident outside Dade County, the Florida Accident Report shall be completed by the police department having jurisdiction. The CSI shall notify the Unit Supervisor and his/her immediate supervisor of said accident. The CSI/ PSA shall comply at all times with the Departmental Orders regarding motor vehicle accidents and shall notify the Unit Supervisor and/or his/her immediate supervisor of said accident.
- II. Use and Maintenance
- A. CSI's/ PSA's shall not utilize the vehicle for making traffic stops or high-speed pursuits.
 - B. It will be the responsibility of the A-Shift Technical Services Supervisor or designee to maintain all vehicles, keeping them clean, and ensuring routine maintenance is performed by way of the GSA Motor pool
 - C. Detail Supervisors shall be responsible for inspecting the vehicles under their command on a daily basis and the A-Shift Technical Services Supervisor shall maintain the inspection report with a copy forwarded to the Unit Supervisor.

STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continued)

- D. CSI's shall at all times operate their vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.
 - E. All maintenance will be performed at the City of Miami motor pool. The A-Shift Technical Services Supervisor will keep a maintenance log and will be notified of any accidents or maintenance required other than routine.
- III. Equipment and Supplies
- A. All vehicles will have the necessary evidence collection equipment, tools, bags, boxes and supplies necessary to conduct a crime investigation. Each vehicle will have a tripod and a roller measure.
 - B. Each CSI is issued a camera with appropriate lenses and latent processing equipment that includes a brush and powder and a case to maintain the latent processing equipment. Each CSI is also issued a sketching template for the purpose of doing crime scene sketches. Each individual CSI maintains his/her camera equipment in his equipment locker.
 - C. Prior to going into service, the CSI will assure that the issued photographic equipment, the latent processing equipment, the sketching equipment are placed into the crime scene investigation vehicle. The CSI will also be responsible for assuring that adequate supplies for the collection of evidence are in the vehicles. An inspection of supplies and equipment will be noted in the appropriate place on the Daily work Sheet (S.O.P. 3 Crime Scene Investigation Detail (Front of Work Sheet).

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

- D. If circumstances require the use of a special purpose vehicle for additional lighting or ladders, the Mass Arrest and Major Crime Scene Vehicle may be placed into service. A check of the vehicle will be required to assure that all necessary crime scene-processing materials are readily available prior to placing this vehicle into service. The CSI operating this vehicle will transfer his/her assigned photographic equipment, sketching equipment, and latent processing equipment to this vehicle for later utilization at the scene.
- E. Equipment stored in all Crime Scene Investigation vehicles will be maintained and inventoried by each Detail Supervisor. He/she will inventory all equipment on a monthly basis. An inventory list will be kept in the A-Shift Technical Services Supervisor's Log.
- F. All Crime Scene Investigation vehicles will be parked in their assigned spots at the area of the Forensic Processing Lab when not in use.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: Operating the Major Crime Scene Investigation and Mass Arrest Vehicle

PURPOSE: To identify the authorized personnel and procedures for utilization of vehicle #CS231 and #CS21201.

SCOPE: The Crime Scene Investigation Major Crime Scene Unit Vehicle #CS231 and CS21201 is used for the investigation of major scenes and other non-emergency use. An Operation Manual and sign out log will be maintained on a clipboard inside the vehicle.

- I. All personnel utilizing the vehicle will make an entry on the log when the vehicle is used. Entries will include:
- II.
 - A. Date.
 - B. Name of person and P.I.N.
 - C. Time & mileage of sign-out.
 - D. Time & mileage of sign-in.
 - E. Total miles driven.
 - F. Number of hours generator ran.

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Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

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(Continuation)

- II. Only CSI's that have received training from the Miami Police Department Training Unit in driving and usage of this vehicle are authorized to operate this vehicle. The training will include but not limited to; driving, parking, the use of the side canopy, equipment, generator, parking and backing up of vehicle.
- III. The On-duty Crime Scene Investigation Detail Shift Supervisor or last driver, will be responsible for ensuring that the log is properly filled and the gas tank is refueled before returning the vehicle.
- IV. The Operation Manual will have the instructions on the use of all vehicle equipment and procedures.
- V. The vehicle will be used for Homicides, Police Involved shooting, In-custody death, mass arrest situations and any other call for service deemed necessary.

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Standard Operating Procedures S.O.P. 6
(Continuation)

OPERATION MANUAL FOR THE MAJOR CRIME SCENE INVESTIGATION AND
MASS ARREST VEHICLES

Inventory Check List

Entering Parking Area and Exiting Parking Area via 3rd Avenue Gate.

A. PRIOR TO ENTRY TO VEHICLE

1. Inspect vehicle for damage.
2. Assure that pole lights are down, locked and facing to the rear.
3. Assure that awning is in the locked position and that exterior underside cabinets are locked.

B. PRIOR TO GOING INTO SERVICE

1. Enter the cab and turn on the dome lights to the rear lab portion of the truck.
2. Enter the rear lab portion of the truck and turn off the air conditioner.
3. Turn the dockside/Generator power switch to the "off" position, gently turn or push to the "off" position.
4. Remove shoreline from the vehicle. Do not let it drop from the vehicle. Once removed, place at the rear and away from the truck.
5. Complete pre-service inventory.

C. PRIOR TO VEHICLE START-UP

1. Test generator.
 - 1a. Generator Start-up Procedures:

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Standard Operating Procedures S.O.P. 6
(Continuation)

Open generator door with the key kept in the lab portion of the truck and check the oil level. When running the generator, the door must be kept closed.

Assure that the dockside/generator switch is in the "off" position.

Push the generator primer switch down in order to prime the generator. When the lights turn on release it and push the switch up in order to start the generator. Release when the generator starts. After generator starts, allow a minute before turning the dockside/generator switch to generator whereby the interior power will be on.

D. VEHICLE START

1. Start engine. Allow warming up.
2. Check all gauges.
3. Test emergency equipment, compartment lights, P.A. System.
4. Prior to moving vehicle, recheck Shoreline disconnect.

E. EXITING PARKING LOT- via the North double gates on 5th Street

F. TRAVELING TO SCENE

1. Vehicle is not to exceed posted speed limits.
2. Use of the emergency equipment will be limited.
3. Emergency equipment will be used to clear traffic if necessary.
4. Vehicle will not exceed posted speed limits while emergency equipment is in use.

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Standard Operating Procedures S.O.P. 6
(Continuation)

G. PARKING AT SCENE

1. Emergency lights and/or hazard lights will be engaged if vehicle has to be parked in traffic flow area.
 - 1a. Emergency lights and hazard lights are on 12 Volt System.
2. Turn generator on. (See procedure C-1 for generator start-up).
3. If technician has to leave proximity of vehicle, the vehicle is to be secured and locked.
4. Power lines should be identified before raising the overhead light boom.

H. OPERATION OF EVIDENCE MODULE

1. The evidence module will be used for the recording or securing of evidence. No latent processing with chemicals or powder will take place in evidence module. Evidence can be examined on the counter tops providing that a clean sheet of butcher paper is used over the counter top. This is to be discarded after use.
2. Evidence will be secured in an appropriate container prior to being locked in a storage cabinet.
3. No unauthorized personnel will be allowed in the evidence module.

I. DEPARTING THE SCENE

1. Inspect vehicle for damage.
2. Turn off the air conditioner, overhead lights and any other electrical equipment in use. Then turn the dockside/generator switch to the "off" position.
3. Turn off emergency and hazard lights.
4. Vehicle start. (See procedure "D" for vehicle start)

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Standard Operating Procedures S.O.P. 6
(Continuation)

J. SECURING VEHICLE AT STATION

1. Park vehicle in designated parking space.
2. Power down all systems.
3. Connect shoreline power.
4. Turn on air conditioner in evidence module.
5. Remove evidence from vehicle.
6. Replace all expended supplies. Clean and organize all work areas. Perform visual inspection of interior and exterior.
7. Lock all cabinets and doors.
8. Vehicle should be cleaned and restocked of used equipment and supplies.

K. MAINTENANCE OF VEHICLE

1. The vehicle will be serviced at the City Garage, 1390 N.W. 20 Street.
2. Vehicle wash:
 - 2a: CS 231 and CS 21201 are not to be washed at the Wash station, located at the City Garage, 1390 N.W. 20 Street. These vehicles will be hand washed only.
3. Scheduled maintenance will be the responsibility of A-Shift Technical Services Supervisor.
4. Personnel will familiarize themselves with the operation of the generator.
5. Personnel will log the starting and ending mileage used for each run, and cumulative total of generator hours. This information will be recorded on the Mileage and Generator Log that will be kept in the vehicle.

L. MASS ARREST PROCEDURE

Personnel are advised by emergency operation control that a field force has been mobilized. When this situation occurs, personnel will do the following:

1. Alert Crime Scene Investigation Unit Supervisor and key personnel from priority mobilization list.

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Standard Operating Procedures S.O.P. 6
(Continuation)

2. Prepare Major Crime Scene Investigation and Mass Arrest Vehicle for mobilization. (Complete procedures A, B, C and D).
3. Upon notification from Field Force or E.O.C. Major, Crime Scene Investigation and Mass Arrest Vehicle will be deployed to the scene.
4. Mass Arrest Procedure at Scene.

Necessary photographic and fingerprint procedures will be accomplished utilizing Standard Operating Procedures for Mass Arrest situations.

City of Miami



DANIEL J. ALFONSO
City Manager

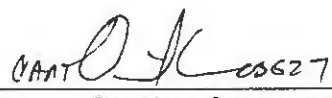
CRIME SCENE INVESTIGATION UNIT
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection:  3/30/16
Unit Commander Date

Second Quarter Inspection:  6/30/16
Unit Commander Date

Third Quarter Inspection:  9/30/16
Unit Commander Date

Fourth Quarter Inspection:  12/31/16
Unit Commander Date

Annual Inspection:  4/2/17
Section Commander Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection: *[Signature]* 3/30/17
 Unit Commander Date

Second Quarter Inspection: *[Signature]* 6/30/17
 Unit Commander Date

Third Quarter Inspection: *[Signature]* 9/1/17
 Unit Commander Date

Fourth Quarter Inspection: _____
 Unit Commander Date

Annual Inspection: _____
 Section Commander Date



City of Miami



DANIEL ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

- I. Duties of Crime Scene Investigation Unit Supervisor
 - A. The Unit Supervisor shall report directly to the Commander of the Criminal Investigations Section and shall assume full responsibility for all tasks assigned by the Commander.
 - B. The Unit Supervisor will be responsible for the supervision of all Details of the Crime Scene Investigation Unit.
- II. Duties of the Crime Scene Investigation Detail Supervisors /Crime Scene Investigator II's.
 - A. All supervisory personnel are responsible for the development of individual skills of those within their Details.
 - 1. They will assure that assigned personnel know and follow procedures as contained in the Unit's and Detail's Standard Operating Procedures and Departmental Orders.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



-2-

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- B. Shift supervisors are responsible for the overall supervision of their respective shifts; assignment of Detail's days off, and the performance and productivity of shift personnel.
- C. Shift supervisors (or designated Acting) will respond to and assess major crime scenes. Based upon assessment, supervisors will coordinate and/or assist with major crime scenes processed on their respective shifts. They are responsible for proper notifications of the Unit Supervisor.
- D. Shift supervisors (or designated Acting) shall review reports generated on their shifts on a daily basis.
- E. Shift supervisors (or designated Acting) shall be considered the third person in minimum staffing criteria. As such, the supervisor will make himself/herself available for calls for service.
- F. Various day-to-day aspects of the Crime Scene Investigation Detail are to be monitored by the Crime Scene Investigation Detail supervisors (or designated Acting):
 - 1. All Crime Scene Investigation Supervisors will be responsible for a daily inspection and report of all vehicles assigned to the Crime Scene Investigation Detail. This inspection is to address the cleanliness of the vehicles and the equipment contained in the vehicles. The A-Shift Technical Services Detail Supervisor will generate the report. The Technical Services Supervisor will be responsible for the Monthly Vehicle Report.
 - 2. The A-Shift Technical Services Supervisor will be responsible for coordinating the vehicle log, and the maintenance and service of the crime scene vehicles.

-3-

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

3. The A-Shift Technical Services Detail Supervisor will be responsible for all requests for additional processing that come into the Unit. The A-Shift Technical Services Detail Supervisor will route these requests to the appropriate Crime Scene Investigator (CSI) Supervisor, maintaining a log of the requests and to whom they were assigned. (Note: Requests for Processing of Firearms are to be routed to the A-Shift Detail supervisor due to Property Unit vault hours of operation).
4. The Technical Services Detail supervisor will be responsible for maintaining an inventory of all the necessary forms for crime scene investigation utilization. A biweekly inspection will be conducted on all forms. The ordering of forms will be the responsibility of the Technical Services Supervisor through the Crime Scene Investigation supervisor. A three-month delay is to be expected for the printing of forms and an adequate supply must be maintained at all times.
5. The Technical Services Detail supervisor will be responsible for a daily inspection of the Forensic Processing Lab and Processing Area(s). The supervisor shall submit a monthly report to the Crime Scene Investigation Supervisor. This report will address the conditions and supplies in the Evidence Room and Processing Area(s), and shall note any deficiencies. All Crime Scene Investigation Detail supervisors will be responsible for monitoring the cleaning, maintenance, and safety concerns of the areas. They shall initiate the necessary corrective action to assure that the Evidence Room remains free of contamination.

Any vehicle for processing at the Forensic Processing Lab will be monitored for its status by the Technical Services and will be promptly removed from the area when completed.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

III. Duties of Crime Scene Investigator I.

- A. Work involves responsibility for crime scene documentation, latent fingerprint development and other evidence work. Work may be performed on an assigned shift and is part of the investigation and prosecution work of the police department. Specific assignments are received from a supervisor; however, employees in this classification work independently while performing daily activities. Work procedures are standardized in accordance with police practices. Supervision is generally received from the Crime Scene Investigator II who has been assigned the function of shift supervisor.
- B. Operates mobile crime lab, investigates at scene of crime for latent fingerprints; develops prints with powders and chemicals; searches for, preserves, and identifies other evidence discovered.
- C. Sketches, photographs, and makes video or movie documentation of crime scenes, evidence collection processing and laboratory submissions, and crime scene reconstructions.
- D. Provides audiovisual needs, including recording and editing of crime scene documentation and preparation of training films.
- E. Maintains fingerprint files from crime scene investigations.
- F. Develops films and photographic prints.
- G. May give testimony in court as expert witness.
- H. Maintains an inventory of all photographic supplies and equipment.
- I. Performs related work as required.

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IV. Duties of Typist Clerk III.

- A. Reads incoming mail and assemble files and material to facilitate reply by a supervisor.
- B. Composes and type's correspondence, requiring knowledge of departmental operations and regulations.
- C. May perform clerical work of a specialized character, such as interpreting technical terminology.
- D. Makes notes and types minutes of official meetings; type's tabular data, reports, and other material from copy, and rough draft.
- E. Answers telephone and provide information as requested regarding departmental operations; routes calls as necessary.
- F. Maintains Monthly Overtime Report and unit reports.
- G. Prepares Personnel Status Report.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS

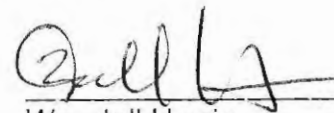
I. Duty hours are as listed below:

- A. Administrative personnel and Photo Lab Function personnel are to work a nine-hour shift with one hour for lunch, one mid-morning break of fifteen minutes, and one mid-afternoon break of fifteen minutes. This may be changed upon request/need of the employee and authority of the Detail Supervisor or Unit Commander.
- B. Crime Scene Investigation Detail personnel are to work an eight-hour shift with two breaks of fifteen minutes. Workload permitting, a half-hour for meals. Duty hours for the Shifts are:

Shift A	0700-1500 Hours.
Shift B	1500-2300 Hours.
Shift C	2300-0700 Hours.

Duty hours for the PSA shifts are:

Shift A	0700-1500
Shift B	1500-2300



Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



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DUTY HOURS AND DRESS

(Continuation)

- II. The dress code for members of the Crime Scene Investigation Unit is designed to present a professional appearance to the public.
 - A. City issued uniform clothing will be worn by all personnel on street assignment.
 - B. For inspection and formal occasions, personnel will maintain a Class "A" uniform consisting of a long sleeve shirt with the Unit patch and optional service insignia, navy blue uniform pants, and a black uniform tie. Female personnel have the option of wearing the navy blue uniform skirt and a black crossover tie with the long sleeve shirt.
 - C. For administrative assignment or court appearance, City issued uniforms may be worn. Personnel may opt to wear a conservative suit with mandatory tie. Female personnel may wear dresses, suits, or coordinating ensembles, which conform to contemporary fashion trends in the business community.

City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: All Crime Scene Investigation Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Crime Scene Investigation Unit of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Commander of the Unit.

Personnel assigned to the Crime Scene Investigation Unit shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The Unit's Mission is the utilization of the forensic sciences to provide Crime Scene Investigation Services to the investigatory elements of the Miami Police Department.

II. GOALS

- A. Visual documentation by photography, video, audio-visual equipment, and detailed scene sketches.
- B. Collection of latent prints from crime scenes.
- C. Evidence collection in a manner to preserve evidence free of contamination for comparison, processing, biological, or chemical analysis.

OBJECTIVES

- A. To develop and recover 7,800 (650 per month) latent lift cards from crime scenes.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

CRIME SCENE INVESTIGATION UNIT
STANDARD OPERATING PROCEDURES
POLICIES

- I. Authorization of Overtime.
 - A. To identify the circumstances for which overtime will be authorized in the Crime Scene Investigation Unit and to establish the authority needed.
 - B. To maintain control of overtime, to ascertain that overtime is justified. Overtime requests must meet the following requirements:
 - 1. Emergency Situations: Overtime will be authorized for a declared emergency.
 - 2. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department, or relative to contact by Court Liaison of the Miami Police Department.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Crime Scene Investigation Unit

1/20/16
Effective Date



-2-

POLICIES
(Continuation)

3. Holidays: Scheduling for legal holidays must be made by Detail Supervisors and must receive prior approval of the Crime Scene Investigation Unit Supervisor.

Holiday Staffing: Four (4) CSI's, or Three (3) CSI's and One PSA per Shift.

4. Shift Coverage: Overtime will be allowed for shift coverage when previously authorized by the Crime Scene Investigation Unit Supervisor. Authorization will be given only when availability of assigned personnel is so limited as to not allow adequate street coverage for the shift. The shift supervisor must note on the overtime slip the need for the overtime authorization with signature of the Shift Supervisor.
5. Special Projects: Overtime for special projects or assignment must receive prior authorization of the Crime Scene Investigation Unit Supervisor.
6. Clerical Overtime: No regular overtime is to be granted without prior permission of the Crime Scene Unit Supervisor. The Crime Scene Unit Supervisor will monitor backlogs and report needed overtime to the Section Commander.
7. Late Call Policy: Any Property Crimes call dispatched within the last hour of a shift, which will result in an overtime situation, will be held for the oncoming shift unless authorized by the Shift Supervisor and/or Crime Scene Investigation Unit Supervisor.

-3-

POLICIES
(Continuation)

Any Persons Crime call dispatched within the last hour will be responded to and assessed. A determination of whether to handle will be made based on the severity of the crime and the possibility of loss or deterioration of evidence. A Shift supervisor or Acting should respond with the CSI. If the call is to be handled by the next shift, a CSI will be left on the scene until relieved by the oncoming shift so that information can be relayed as to the crime scene. Homicide calls dispatched within the last hour of a shift will be handled on an individual basis. The Crime Scene Investigation Unit Supervisor will be contacted to authorize the overtime in all situations.

8. Major Case Follow-up: No follow-up procedures will be engaged on an overtime basis except when authorized by the Crime Scene Investigation Unit Supervisor.

II. In-Service Training.

- A. To insure training of new employees of the Crime Scene Investigation Unit in order to provide a basis of evaluation of probationary employees.
 1. Upon entering service in the Crime Scene Investigation Unit, the new employee shall receive orientation and consultation from the Crime Scene Investigation Unit Supervisor. This consultation shall consist of a description of the job that he/she is to perform, a synopsis of what is expected of him/her as an employee of the Miami Police Department; and explanation of his/her probationary period, and training which he/she is to receive.

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POLICIES
(Continuation)

2. On his/her first day of duty, the employee will be assigned a copy of the Detail S.O.P.s, and six texts: "Science of Fingerprints", 2) "Handbook of Fingerprint Development Techniques", and 3) "Handbook of Forensic Services". 4) "Crime Scene Investigation Guide for Biological Evidence." 5) "FBI Fingerprint Service Book." 6) "Crime Scene Investigation- A Guide for Law Enforcement." A Unit Personnel folder will be prepared. The employee's Supervisor will establish a Training Guide and Supervisor's Folder for each new employee.
3. The first job assignment will be to the Crime Scene Investigation Unit.

- a. The probationary employee will be assigned to the field for training. The corresponding shift supervisor will closely monitor the progress of the trainee and document notes in the Supervisor's Folder and Training Guide.

During this assignment, the probationary employee will receive instruction in the proper backing of latent lift cards, processing of crime scenes, and writing Crime Scene Reports.

- b. The probationary employee will receive training in sketching. The employee is to submit a rough sketch (investigator's sketch), and a formal (scaled) sketch, the subject of which is to be assigned by the instructor.
- c. The probationary employee will receive training in photography, including instruction and practice in Crime Scene photography, close-up photography, and familiarization with various types of cameras.
- d. Training in evidence collection and submission to the M.D.P.D. Laboratory.

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POLICIES
(Continuation)

- e. The employee will observe a minimum of two criminal court trials, which include introduction of physical and latent print evidence; the employee will receive training and counseling concerning court procedures and testimony.

III. Training Utilizing Outside Resources.

- A. To obtain access of specialized training programs not available through existing programs of the Miami Police Department.
- B. The Crime Scene Investigation Unit Supervisor will continually seek out training programs beneficial to the training needs of the Crime Scene Investigation Unit. The Crime Scene Investigation Unit Supervisor will coordinate the necessary forms for personnel of the Unit.

IV. Shift Assignments of Personnel.

- A. Will be based upon current AFSCME Labor Contract. .
- B. Probationary employees will be rotated between shifts as required for training.

V. Custody and Control of Issued Equipment.

Each CSI is issued latent processing equipment, photographic equipment, and a flashlight. Each CSI is also issued various equipment cases to provide protection for the equipment. CSI are assigned lockers in the Squad Room for storage of the equipment. The custody and control of issued equipment is the responsibility of the CSI. Equipment is to be secured in the locker when not in use. Flashlights are to be secured in desks. Raincoats and riot gear are to be stored in lockers in the Locker Room on the First Floor.

City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

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Master Index	Index
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Mission Goals and Objectives	B
Duty Hours and Dress	C
Duties and Responsibilities of Members	D
Policies	E
Productivity Reporting	S.O.P. 1
Employee Identification Processing Forms	S.O.P. 2
Processing of City Employees	S.O.P. 3
Processing of Police Officer Applicants	S.O.P. 4
Issuance of Miami Police Department I.D. Cards and Limited Access Pass	S.O.P. 5



City of Miami



DANIEL ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

[Signature]
Unit Commander

3/30/16
Date

Second Quarter
Inspection:

[Signature]
Unit Commander

6/30/16
Date

Third Quarter
Inspection:

[Signature]
Unit Commander

9/30/16
Date

Fourth Quarter
Inspection:

[Signature]
Unit Commander

12/31/16
Date

Annual
Inspection:

[Signature]
Section Commander

5/2/17
Date



City of Miami



JAMIE L. ALFONSO
Mayor

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection: *[Signature]* 3/30/17
 Unit Commander Date

Second Quarter Inspection: *[Signature]* 6/30/17
 Unit Commander Date

Third Quarter Inspection: *[Signature]* 9/1/17
 Unit Commander Date

Fourth Quarter Inspection: _____
 Unit Commander Date

Annual Inspection: _____
 Section Commander Date



City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Technical Services Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Technical Services Unit of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Unit Supervisor.

Personnel assigned to the Technical Services Unit shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The Employee Identification Function provides services relating to the fingerprinting of City of Miami applicants and the issuance of instant photo identification cards in accordance with City Ordinances.

II. GOALS

To process all applicants referred to the Employee Identification Function by the City of Miami Employee Relations Department.

III. OBJECTIVES

The Employee Identification Function shall achieve the above by:

1. Providing required identification needs to City of Miami employees.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



-2-

MISSION, GOALS, AND OBJECTIVES:
(Continuation)

2. Providing Departmental identification needs to Police Department employees.
3. Maintaining and providing Unit activity reports for Unit and Departmental purposes.

City of Miami



DANIEL ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

- I. Unless otherwise noted by the Technical Services Unit Supervisor, the Employee Identification Function shall be open from 0800 to 1200 hours on Mondays, Tuesdays and Fridays from 0800-1200 for fingerprints and ID cards.
- II. All personnel shall fill out the Daily Personnel Attendance Sheet. Personnel will note their on-duty time upon arrival and their off-duty time at the completion of their tour of duty.
- III. Personnel should be properly and conservatively dressed and groomed as to present a professional appearance. Dress should allow for functional work.
 - A. For inspection and formal occasions, personnel will maintain a Class "A" uniform consisting of a long sleeve shirt with Departmental patch and optional service insignia, navy blue uniform pants, and a black uniform tie. Female personnel have the option of wearing the navy blue uniform skirt and a back crossover tie with the long sleeve shirt.
 - B. For administrative assignment or court appearance, personnel are to either wear conservative suits with mandatory tie. Female personnel shall wear dresses, suits or coordinating ensembles, which conform to contemporary fashion trends in the business community.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Crime Scene Investigator II:

The Function Supervisor assigned to the Employee Identification Function will be specifically responsible for the following:

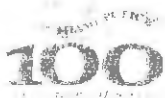
- A. Assure that all endeavors of Employee Identification Function are in compliance with related S.O.P., City Ordinances and the Federal Laws.
- B. The daily checking of the logs against the validation records of the computer and control sheets.

II. Crime Scene Investigator I/I.D. Aide:

The duties of I.D. Crime Scene Investigator I/I.D. Aides of the Employee Identification Function are to be coordinated by the Function Supervisor and will follow these guidelines:

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

Effective Date



-2-

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

A. Fees:

1. Any fees payable by an employee for an Identification card or security card are to be paid in the Records Unit by the employee and a copy of the receipt attached to the authorization form with the pink copy to be kept by the Employee Identification Function.
2. The receipt is to be logged on the daily control sheet.

B. Compile and prepare reports.

1. Monthly control sheet for charges to other City Departments and maintain file copy.
2. Monthly Revenue Report for Business Management Section and maintain file copy. .
3. Monthly Activity Report and maintain file copy.

III. Crime Scene Investigator I/ID Aide I:

- A. Fingerprint's applicants.
- B. Photograph's applicants.
- C. Photograph's Departmental personnel.
- D. Logs all employees obtaining an I.D. on Daily Control Sheets.
- E. Have available the Police Department applicant's fingerprints and I.D. card for the Background Unit.

City of Miami



DANIEL J. ALTONSKI
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

POLICIES

I. Overtime:

The following is the approval of overtime based on circumstances, authorization and justification:

- A. The Employee Overtime or Court Attendance Report must be filled out.
- B. Emergency Situations: Overtime will be authorized for a declared emergency.
- C. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department or relative to contact by Court Liaison of the Miami Police Department. Court attendance report is as follows:
 - 1. No subpoena will be changed by personnel from an on-duty appearance to an off-duty appearance. All changes must have the approval of the Function Supervisor, the Unit Commander and Court Liaison.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



-2-

POLICIES:
(Continuation)

2. The appropriate information must be filled out in the Overtime/Court Attendance Report. Whenever personnel are subpoenaed to testify in any court related proceedings, personnel will note on the front of the Overtime/Court Attendance Report slip whether or not they gave said testimony and whether they want Pay or Compensatory Time.
 3. When properly reviewed and approved by the correct Court Liaison personnel, it will be necessary for the Unit Commander to review and sign the Overtime/Court Attendance Report.
 4. Missed and late related court incidents will be dealt with by the Court Liaison Unit.
 5. The Overtime/Court Attendance Report will be maintained by the assigned timekeeper.
- C. Holidays: Scheduling for legal holidays must be made by the Function Supervisors and must receive prior approval of the Technical Services Unit Commander.
- D. Special Projects: Overtime for special projects or assignments must receive prior authorization of the Function Supervisor and the Technical Services Unit Commander.
- E. Clerical Overtime: With the approval of the Function Supervisor and the Unit Commander, overtime can be granted for bringing to date backlogged work.

-3-

POLICIES:
(Continuation)

II. Training:

Upon entering service in the Technical Services Unit, the new employee shall receive orientation and consultation from the Function Supervisor. This consultation shall consist of a description of all related job duties and responsibilities that the employee is to perform and an explanation of the probationary period for which the employee shall be evaluated.

The Unit Commander and the Function Supervisor shall continually seek out training programs beneficial to the training needs of the Unit. The Unit Commander shall forward to the Training Unit, through channels, a copy of the desired training program. Also forwarded shall be the amount of available funds needed for the required expenses. The Technical Services Unit Commander will prepare the necessary follow-up to the Finance Unit to assure completion of the request. Within one week after completion of any outside training classes, the person attending shall submit to the Chief of Police, through channels, a detailed report concerning the training received.

City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P 1

SUBJECT: Productivity Reporting.

PURPOSE: To provide monthly and annual documentation of services provided by the Employee Identification Function.

SCOPE. The Employee Identification Function will prepare a monthly listing of persons processed daily. This report will be completed no later than three calendar days after the month has ended.

The Employee Identification Function will prepare a listing of City employees processed during the month to be charged to each City Department. These reports addressed to each City Department are forwarded to the Business Management Section.

The monthly report shall contain the amount of funds generated and an itemized accounting of the various sources of the monies generated by the Employee Identification Function.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Employee Identification Processing Forms.

PURPOSE: To identify and control the forms used by the Employee Identification Function in issuing the SECURITY ACCESS KEY CARDS and the WALLET I.D. CARDS.

SCOPE: I. The forms used in applicant processing are as follows:

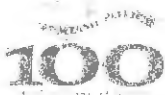
A. I.D. Card Application form will be completed by applicants and City employees.

B. Police Department Identification and Key Card Authorization Form.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



-2-

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

1. For issuance Identification/Key Card.
 - a. These forms are maintained by the Employee Identification Function.
 - b. Blank Key Cards are maintained by the Technical Services Unit.
 2. Authorization Form must be filled out by employee and be approved by the employee's Commanding Officer and the Security Officer.
 - a. Only one box will be checked on top of form.
 3. After the I.D. Card/Key Card is completed and issued to the employee, the E.I.D. Function retains the pink copy.
 - a. The original white copy and canary copy of the Authorization Form are returned to the employee for continuer routing through their chain.
- C. Limited Access Pass Application. This Security Access card is displayed in a conspicuous manner by all of those not employed by the Miami Police Department but have business to be there or work in the Police Department complex.

-3-

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

- D. All information is to be typed and saved in computer under name and/or IBM Number.
- E. There are no more negatives. All images are saved in the computer hard drive.
- F. Fingerprint card: Set of ten fingerprints filed numerically in the ten-print fingerprint files. (Red in color).

Applicant Fingerprint card: This card is used only with applicants applying for employment with the Miami Police Department. (Blue in color).

1. After applicant has been fingerprinted, this card will be delivered to the Background Unit along with the applicant's I.D. card.

City of Miami



DANIEL J. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Processing of City Employees.

PURPOSE: To identify the processing procedure of applicants for employment with the City of Miami other than that of the Police Department in compliance with City Code Ordinance 7245, Chapter 41, Section 41-1 and 41-2.

- SCOPE:
- I. New City of Miami employees will be sent from the Department of Employee Relations for processing to the Wallet I.D. Card system located in the Lobby of the Headquarters of the Miami Police Department. They will present an Authorization form from Employee Relations with a control number. Upon receipt of this form the procedure for processing will be:
 - A. Applicant must complete an I.D. Card Application form.
 - B. Information from this form will be typed, or written info typed in digital camera computer and on one ten-print fingerprint Card, all of which must be signed by the applicant.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



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

C. Applicant will be fingerprinted:

1. Ten fingers will be printed on the ten-print Fingerprint Card.
2. Right four fingers will be printed in the designated area of the Personnel Management Authorization Form.

D. Applicant will be photographed:

1. Photographed with the instant-imager system's (new digital camera).

E. Cards and Forms will be filed or forwarded:

1. Fingerprint cards will be filed numerically.
2. I.D. Card Application form is filed in the Employee Identification Function files in sequence of processing.
3. Introduction form for the Employee Relations will be forwarded to Employee Relations.
4. The Identification Card is issued to the employee.

City of Miami



DANIEL I. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Processing of Police Officer Applicants.

PURPOSE: To identify the procedure for processing applicants for the position of City of Miami Police Officer in accordance with City Code Ordinance 7245, Chapter 41, Section 41-1, 41-2.

SCOPE: I. The following procedure is to be followed:

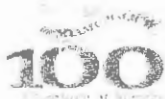
- A. Applicant must complete I.D. Card Application form.
- B. Information from the form will be typed or written on three fingerprint cards, all of which must be signed by the applicant.
- C. Applicant will be fingerprinted.

- 1. Ten fingers will be printed on two fingerprint cards. One of these fingerprint cards will be forwarded to the Background Investigation Unit.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



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

- D. Applicant will be photographed with new digital camera system and image will be kept in the computer hard drive.
- E. Cards and forms will be filed or forwarded.
 - 1. The I.D. Card Application form will be filed in the Employee Identification Function files in sequence of processing.
 - 2. One fingerprint card will be filed numerically in the ten-fingerprint card files.
 - 3. Pictures identification card will be made available for pick-up by Recruitment and Selection Unit Personnel.

City of Miami



DANIEL E. ALFONSO
City Manager

EMPLOYEE IDENTIFICATION FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Issuance of Miami Police Department I.D. Cards and Limited Access Pass.

PURPOSE: To identify the procedure of issuing Wallet I.D. Cards and Security Access cards to Miami Police Department employees and non-employees.

SCOPE: I. In order to provide a Departmental I.D. Card, the procedure is as follows:

- A. A Miami Police Department I.D. Card bearing the signature of the Chief of Police will be issued to all Miami Police Department employees and those persons specifically designated by the Chief of Police or his/her representative. This card will bear a photograph of the employee or person, and it will contain his/her name and physical descriptors. All personnel in civilian attire while in the Police compounds will display this card.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



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

- B. A "Limited Security Access Pass" will be issued to non-Police Department employees who are to be granted access to the Miami Police Department compounds on a regular basis. This permission will have the approval of the Chief of Police or his/her representative. This card will bear a photograph of the holder, his/her name and physical descriptors. The card will also bear the signature of the Chief of Police and read: "Limited Access Pass." The area of access will be noted on the card. This card will be displayed while in the Police compounds.

City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUNCTION
STANDARD OPERATING PROCEDURES
MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
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Endorsement Sheet	i
Master Index	Index
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Mission Goals and Objectives	B
Duty Hours and Dress	C
Duties and Responsibilities of Members	D
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Equipment Assignment	S.O.P. 1
Supplies	S.O.P. 2
Ordering of Supplies Equipment	S.O.P. 3



City of Miami



DANIEL ALFONSO
City Manager

INVENTORY CONTROL FUCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection: Quill LA 3/30/17
 Unit Commander Date

Second Quarter Inspection: Quill LA 6/30/17
 Unit Commander Date

Third Quarter Inspection: Quill LA 9/1/17
 Unit Commander Date

Fourth Quarter Inspection: _____
 Unit Commander Date

Annual Inspection: _____
 Section Commander Date



City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES UNIT
INVENTORY CONTROL FUNCTION
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: All Technical Services Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Technical Services Unit of the City of Miami Police Department.

The procedures set forth here supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Unit Supervisor.

Personnel assigned to the Technical Services Unit shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUNCTIONS
STANDARD OPERATING PROCEDURES
MISSION, GOALS, AND OBJECTIVES

I. MISSION

The Inventory Control Function is to provide supplies and equipment relating to the needs of the various units with the Miami Police Department and to keep detailed records of inventory assignment.

II. GOALS AND OBJECTIVES:

Supplies shall be defined as but not limited to film, batteries, VCR and audio tapes, etc. Various specialized equipment to Department units shall be issued. Equipment shall be defined as, but not limited, cameras, lenses and tape recorders. Detailed records to account for assigned equipment shall be maintained.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUNCTIONS
STANDARD OPERATING PROCEDURES
POLICIES

I. Overtime.

The following is the approval of overtime based on circumstances, authorization and justification:

- A. The Employee Overtime or Court Attendance Report must be filled out.
- B. Emergency Situations: Overtime will be authorized for a declared emergency.
- C. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department or relative to contact by Court Liaison of the Miami Police Department. Court attendance report is as follows:
 - 1. No subpoena will be changed by personnel from an on-duty appearance to an off-duty appearance. All changes must have the approval of the Detail Supervisor, the Unit Commander and Court Liaison.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



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POLICIES:
(Continuation)

2. The appropriate information must be filled out in the Overtime/Court Attendance Report. Whenever personnel are subpoenaed to testify in any court related proceedings, personnel will note on the front of the Overtime/Court Attendance Report slip whether or not they gave said testimony and whether they want Pay or Compensatory Time.
 3. When properly reviewed and approved by the correct Court Liaison personnel, it will be necessary for the Unit Commander to review and sign the Overtime/Court Attendance Report.
 4. Missed and late related court incidents will be dealt with by the Court Liaison Unit.
 5. The Overtime/Court Attendance Report will be maintained by the assigned timekeeper.
- C. Holidays: Scheduling for legal holidays must be made by the Function Supervisors and must receive prior approval of the Technical Services Unit Commander.
- D. Special Projects: Overtime for special projects or assignments must receive prior authorization of the Function Supervisor and the Technical Services Unit Commander.
- E. Clerical Overtime: With the approval of the Function Supervisor and the Unit Commander, overtime can be granted for bringing to date backlogged work.

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POLICIES:
(Continuation)

II. Training:

Upon entering service in the Technical Services Unit, the new employee shall receive orientation and consultation from the Function Supervisor. This consultation shall consist of a description of all related job duties and responsibilities that the employee is to perform and an explanation of the probationary period for which the employee shall be evaluated.

The Unit Commander and the Function Supervisor shall continually seek out training programs beneficial to the training needs of the Unit. The Unit Commander shall forward to the Training Unit, through channels, a copy of the desired training program. Also forwarded shall be the amount of available funds needed for the required expenses. The Technical Services Unit Commander will prepare the necessary follow-up to the Finance Unit to assure completion of the request. Within one week after completion of any outside training classes, the person attending shall submit to the Chief of Police, through channels, a detailed report concerning the training received.

City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUCTION STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Equipment Assignment.

PURPOSE: To control assignment of equipment.

SCOPE: Assignment of equipment records will be maintained in files located in then Inventory Control office and computer file as follows.

A. An Equipment Sign-Out form will be filled out on all equipment that is assigned to

1. This form will be signed and dated by the Inventory Control function supervisor who issues the equipment and will contain:

- a. Type of equipment.
- b. Brand name and model number.
- c. Serial number.
- d. Condition of equipment.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



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STANDARD OPERATING PROCEDURES: SOP 1:
(Continuation)

2. This form will be signed and dated by the individual receiving the equipment.
- B. Equipment inventory will be filed according to unit receiving the equipment.
1. When equipment is returned, the sign-out form will be signed and dated by the Inventory Control Function supervisor receiving the equipment.
- C. Equipment will be surveyed and the Inventory Control Section of Budget Unit will be notified.
1. When it is not cost effective to repair equipment.
 2. When equipment is unrepairable.
- D. Equipment will be repaired when it is deemed cost effective to repair rather than replace said equipment.
1. Equipment will be brought to a repair shop for a written estimate.
 2. The written estimate along with a request for a Purchase order to repair equipment will be forwarded to the Budget Unit.
 - a. A copy of the estimate and request will be kept in the Repair Section of the Fiscal year Book in the Inventory Control Office.
- E. Upon the receipt of the Purchase Oder, notify the repair shop of the Purchase Order Number and advise them to notify the Technical Services Detail, Inventory Control Office when the equipment is repaired and ready to be picked up.

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STANDARD OPERATING PROCEDURES: SOP 1:
(Continuation)

1. Either the supervisor or a designee will pick up the repaired equipment.
2. Either the supervisor or a designee will pick up the repaired equipment.

City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUCTION STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Supplies

PURPOSE: To track the flow of supplies.

SCOPE: 1 The following procedures for the control of supplies is to be taken.

- A. A written request will be received by Inventory Control Supervisor prior to issuance of any supplies.
- B. These requests will be maintained by the Inventory control Supervisor in chronological order.
- C. These requests will contain the date, requesting officer, the unit or detail receiving the supplies and the specific amount of each received item.
- D. The Inventory control supervisor will maintain an Inventory Control sheet log, that will contain a running balance of normally stocked items both in hard copy and in the computer files.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



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STANDARD OPERATING PROCEDURES: SOP 2:
(Continuation)

1. The Log will contain the name of the person requesting supplies and the unit or detail.
 2. All supplies received will be "Credited" to the Balance Column.
 3. All issued supplies will be "debited" to the Balance Column.
- E. When the function's Supervisor receives supplies from the manufacturer or distributor:
1. He/she will write "RECEIVED" on the Packing Slip and the Purchase Order with the date received and the Inventory Control Supervisor will also sign the forms.
 2. Both copies will be forwarded to the Technical Services Function secretary.
 - a. If no Purchase Order is received, use the copy of the Requisition.
 3. The secretary will forward the originals to the Inventory Control Office.
 - a. A copy is then placed in the Supplies Received and Receipt Book.

City of Miami



DANIEL J. ALFONSO
City Manager

INVENTORY CONTROL FUCTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Ordering of Supplies and Equipment.

PURPOSE: To identify the manner of acquiring supplies and equipment.

SCOPE: 1. The Inventory Control Function Supervisor obtains supplies and equipment through open Purchase Oder and Requisitions.

A. Open Purchase Orders are maintained for each fiscal year.

1. Supplies.
2. Equipment.
3. Special photo processing.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

MASTER INDEX

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MASTER INDEX:
(Continuation)

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Securing of Photographic Negatives/CD's/DVD's	S.O.P. #7
Digitalizing Procedures of Film	S.O.P. #8
Film/CD/DVD Transmittal	S.O.P. #9
Photo Lab Film Processing	S.O.P. #10

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Quill 3/30/16
Unit Commander Date

Second Quarter
Inspection:

Quill 6/30/16
Unit Commander Date

Third Quarter
Inspection:

Quill 9/30/16
Unit Commander Date

Fourth Quarter
Inspection:

Quill 12/31/16
Unit Commander Date

Annual
Inspection:

Quill 5/2/17
Section Commander Date



City of Miami



DANIEL J. WILSON
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:  3/30/17
 Unit Commander Date

Second Quarter Inspection:  6/30/17
 Unit Commander Date

Third Quarter Inspection:  9/1/17
 Unit Commander Date

Fourth Quarter Inspection: _____
 Unit Commander Date

Annual Inspection: _____
 Section Commander Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Technical Services Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Technical Services Unit of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Unit Supervisor.

Personnel assigned to the Technical Services Unit shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The Function's Mission is the utilization of the digital imaging, printing, and management to provide photographic and archiving services to the investigative elements of the Miami Police Department.

II. GOALS

A. The printing of photographs as requested by members of the Department.

B. Management of digital images and cases for custodial purposes.

III. OBJECTIVES

A. To process 100% of requests for photographic services.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

- I. Unless otherwise noted by the Technical Services Unit Supervisor, or the Function Supervisor, the Photographic Laboratory Function shall be open from 0700 to 1600 hours, Monday through Friday. The Employee Identification Function shall be open 0730 to 1200 hours, Tuesday and Thursdays.
- II. All personnel shall fill out the Daily Personnel Attendance Sheet. Personnel will note their on-duty time upon arrival and their off-duty time at the completion of their tour of duty.
- III. Personnel should be properly and conservatively dressed and groomed as to present a professional appearance. Dress should allow for functional work.
 - A. For administrative assignment or court appearance, personnel are to either wear conservative suits with mandatory tie, or, uniform. Female personnel shall wear dresses, suits, or coordinating ensembles which conform to contemporary fashion trends in the business community.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION
STANDARD OPERATING PROCEDURES
DUTIES AND RESPONSIBILITIES OF MEMBERS

I Photo Lab Function

A. Crime Scene Investigator II

- 1 Shall perform in the capacity of a Function Supervisor.
 - a. Shall be specifically responsible for assigning personnel to various duties.
 - b. Shall maintain quality control of Digital Imaging System, filing, and have maintained the proper entry of information into the Digital Imaging System.

B. I.D. Aide:

1. Shall be responsible for the verification of Uploads into Foray Digital Acquire System, filling photo requests from various entities and maintaining the digital media files.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

POLICIES

I. Authorization of Overtime:

- A. To identify the circumstances for which overtime will be authorized in the Photographic Laboratory Function and to establish the authority needed.
- B. To maintain control of overtime and to ascertain that overtime is justified. Overtime requests must meet the following requirements.
 - 1. Emergency Situations: Overtime will be authorized for a declared emergency.
 - 2. Court Overtime will be allowed for Court appearance when relative to a subpoena issued resulting from employment by the Miami Police Department, or relative to contact by Court Liaison of the Miami Police Department.
 - 3. Holidays: Scheduling for legal holidays must be made by Function Supervisors and must receive prior approval of the Crime Scene Investigation Unit Supervisor.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



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POLICIES:
(Continuation)

4. Special Projects: Overtime for special projects or assignment must receive prior authorization of the Crime Scene Investigation Unit Supervisor and/or the Unit Commander.
5. Clerical Overtime: No regular overtime is to be granted without prior permission of the Crime Scene Investigation Unit Supervisor. The Crime Scene Investigation Unit Supervisor will monitor backlogs and report needed overtime to Section Commander.

II. In-Service Training

- A. To ensure training of new employees of the Crime Scene Investigation Unit is to provide a basis of evaluation of probationary employees.
 1. Upon entering service in the Crime Scene Investigation Unit the new employee shall receive orientation and consultation from the Crime Scene investigation unit Supervisor. This consultation shall consist of a description of the job that he/she is to perform, a synopsis of what is expected of him/her as an employee of the Miami Police Department, an explanation of his/her probationary period and the training which he/she is to receive.

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Informing Personnel of New or Changed Procedures.

PURPOSE: To assure that all personnel of the Crime Scene Investigation Unit are promptly informed of procedural changes.

SCOPE: New procedures and informational memos shall be posted on the bulletin board and a copy will be placed in the mailbox of each employee. All Supervisors shall be responsible for making certain that all personnel under their command are familiar with the procedure.

- I. Minor changes to procedure that do not affect the overall intent of a S.O.P will require a pen change.
- II. Major changes will require the issuance of a revised S.O.P.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Photographic Laboratory Function productivity reporting.

PURPOSE: To identify the reporting responsibilities of the Photographic Laboratory Function.

SCOPE: The Photo Lab Supervisor will be responsible for productivity reporting.

- I. Submit monthly reports within five calendar days after the end of the month.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Photo Requests.

PURPOSE: To identify the procedure by which specific photographic requests will be received and completed. (Departmental Order 9, Chapter 11).

SCOPE: Requests for photographs will be received and completed as follows:

- I. All photographic requests from sources other than police agencies will be submitted to the Photo Lab via S.O.P.#6.
- II. Requests from units within the Miami Police Department require a **Crime Scene Investigation Unit Request for Photographic Services Form**. These forms are located in a tray just inside the CSI Squad Room. Once the form has been completed, it is placed in a tray located above the tray where the request forms are located.

Wendell Harris
Crime scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

Finished photos will be prepared on a CDR format and placed in a box inside the Photo Lab for investigators to pick up and sign the receipt sheet. Photo Lab personnel are responsible for making contact with requestor advising that the photos are ready for pick up.

- III. Requests for actual prints must be submitted in writing. Similarly, requests for a large number of printed photos must have the approval of either the Commander of Investigations Section or the Commander of Crime Scene Investigation Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Photographs for the State Attorney's and the Public Defender's Offices.

PURPOSE: To identify the procedure by which requests for the above are fulfilled.

SCOPE: Requests by the State Attorney's Office and Public Defender's Office must be made directly to the Photo Lab.

I. The procedure for the Miami Police Department receiving requests from the above office are as follows:

A. The Photo Lab will scan all photos requests into Acquire. The following information must be entered under notes: Name of the State Attorney or Public Defender, date of photos been extracted from system, name of photo lab personnel fulfilling the request.

B. The photo envelope is filled out as follows. Requisition Number, M.P.D. Case Number, Date, and Miami Police Photo Lab.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



STANDARD OPERATING PROCEDURES: SOP 4:
(Continuation)

- C. A copy of the request is made, and stamped with the date of pick up, and State Attorney carrier will sign the request.
- D. The State Attorney's or the Public Defender's Office will pick up the CD's from the Photo Lab.

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Filing of Photographic CD's/DVD's.

PURPOSE: To maintain a system for the filing of Crime Scene negatives

SCOPE: Filing CD's/DVD's:

1. Crime Scene negatives are filed by the Incident Number located on the photo jacket. If photos are taken of the same incident on two or more occasions and/or dates, they are filed together to correspond to the original Incident Number.

Wendell Harris
Crime Scene Investigation Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: Photographs Requested Under Public Records Law.

PURPOSE: To identify the procedure by which specific photographic requests will be received and completed pursuant to Florida Public Record Law.

SCOPE: Requests for photographs will be received and completed as follows:

i. Incoming requests via letters, fax or telephone will be handled by Photo Lab Staff only.

A. A member of the Photo Lab Personnel will ascertain the following information:

The incident number regarding the request, name, address, and telephone number of the requestor. The Public Record Photographic Request Form and Photo Release Authorization Form must be completed by the member of the Photo Lab.

Wendell Harris
Crime Scene Investigation Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



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

- B. The Photo Release Authorization Form must be signed off prior to releasing the negatives to the contracted vendor. The release must be obtained, in writing, by the appropriate Unit/Detail (i.e. Accident Unit for a request of photos associated with an accident). The Investigator authorizing the release of photos will sign his/her name and IBM number on the Photo Release Authorization Form. The forms will scanned into Acquire by the Photo Lab personnel under the case number associated with the requested.
- II. Procedure for release of digital images to contracted vendors for Public Records Request.
- A. A member of the Photo Lab Function will copy all images from Acquire under the case number associated with the request into Roxio. A CD will then be made.
 - B. The requests are placed in their respective binders in the Photo Lab by date.

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: Securing of Photographic Digital Images.

PURPOSE: To identify procedures for storing and maintaining the digital images of crime scenes.

- SCOPE:
- I. All digital images will be uploaded into the digital image management system.
 - II. Negatives CD's and DVD's will only be removed from the file cabinet by the Photographic Laboratory Detail personnel.
 - III. Anyone viewing negatives, CD's and DVD's will be accompanied by the Photo Laboratory Detail personnel.
 - IV. Negatives, CD's and DVD's will not be released.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Digitizing Procedures of Films.

PURPOSE: To identify procedure for digitizing, printing and maintaining the photographic records of crime scene photos.

- SCOPE:
- I. The developed negatives and/or Digital Storage Media will be scanned/digitized into the Photo Lab's Computer System if they are related to a person's crime and any other crime requested to be reproduced. In the case of negatives, they are placed into its original negative jackets and filed in a locked file cabinet. In the case of Digital Storage Media, the card will be downloaded into its appropriate folder in the Photo Lab's Computer System. The card will then be erased and returned to the submitter.
 - II. The digitized images will be filed in a folder in the computer by Crime, Year, and by the Miami Police Case Number, and the Crime Scene Investigator's Initials.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



STANDARD OPERATING PROCEDURES: SOP 8:
(Continuation)

- III. All homicides will be digitized and then placed on a CDR/DVDR and given to the lead Crime Scene Investigator, and lead detective. No photographs will be printed without the authorization of the Photo Lab Supervisor or superior.
- IV. Any requests for printing of photographs must be made by way of the Request for Photographic Services Form.

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: Digital Images Upload Procedures.

PURPOSE: To identify procedure by which digital images are to be transferred from the CSI to the photo lab.

SCOPE: Any digital image which is to be transferred to the photo lab must be done as follows:

- I. The CSI will insert the digital media card into the appropriate card reader slot and start the Digital Acquire program from the desktop.
- II. The CSI will complete the following 8 steps to upload digital media to the photo lab:
 - A. Step 1: Select the yellow folder tab, then select the appropriate memory card folder for the digital media.
 - B. Highlight and select the photographs to upload
 - C. Step 2: Select CASE from drop down menu

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



-2-

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

- D. Step 3: CONTRIBUTING AGENCY ID- Will always be City Of Miami Police Department
 - E. Step 4: CRIME: select from the drop down menu and DATE OF CRIME – Always leave blank.
 - F. Step 5: OWNER The person who is logged on Foray
 - G. Step 6: CATEGORY-Select from drop down menu
 - H. Step 7: LOCATION: Type address of where photos were taken
 - I. Step 8: DESCRIPTION: Type a brief description of photographs.
- III. System Down Process: The CSI will do the following steps for this process:
- A. Make a CD/DVD for each case individually
 - B. Write the case # in in your shift log book
 - C. Turn the log book into the Photo Lab
 - D. Do Not Delete any photographs from the memory card
 - E. Once the system is back up, make sure to upload all photographs from the memory card.
 - F. Once all photographs are uploaded from the memory card, they will be deleted.
- B. The Photo Lab Supervisor as well as the individual Shift Supervisors will monitor the ticklers being issued and make every attempt to correct deficiencies the CSI's may be having and/or take appropriate disciplinary action

City of Miami



DANIEL J. ALFONSO
City Manager

PHOTOGRAPHIC LABORATORY FUNCTION STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: Photo Lab Film/CD/DVD Processing

PURPOSE: To identify the procedure by which film/CD/DVD is processed once received by Photo Lab.

SCOPE: Any film received by Photo Lab must be processed as follows:

All incoming film/CD/DVD is transferred directly to the Photo Lab Supervisor by Crime Scene Supervisor or Acting Supervisor via the Photo Lab Transmittal Log (See S.O.P. #9).

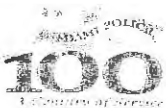
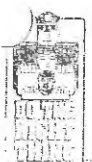
I. Photo Lab personnel perform the following procedures:

A. Film/CD/DVD date (i.e. case number, Technician's name, etc.) is logged in on the Photo Lab Film/CD/DVD Receipt Log. (Annex 20-B).

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

11/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL
STANDARD OPERATING PROCEDURES
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Mission, Goals and Objectives	B
Duty Hours and Dress	C
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City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection: *[Signature]* 3/30/16
Unit Commander Date

Second Quarter Inspection: *[Signature]* 6/30/16
Unit Commander Date

Third Quarter Inspection: *[Signature]* 9/30/16
Unit Commander Date

Fourth Quarter Inspection: *[Signature]* 12/31/16
Unit Commander Date

Annual Inspection: *[Signature]* 5/2/17
Section Commander Date

-|-



City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Technical Services Unit Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Technical Services Unit of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Unit Supervisor.

Personnel assigned to the Technical Services Detail shall become familiar with these procedures.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The utilization of the forensic sciences to provide identification services to the investigatory elements of the Miami Police Department. This objective is accomplished by the comparison between known and unknown morphological peculiarities in order to identify an individual through finger and palm prints and facial characteristics.

The Technical Services Detail consists of the following Functions:

- Latent Print Function
- Employee Identification Function
- Photographic Laboratory Function
- Inventory Control Function

II. GOALS AND OBJECTIVES

Submit monthly reports within three calendar days after the end of the month.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

- I. Unless otherwise noted by the Crime Scene Unit Supervisor or the Detail Supervisor, the Technical Services Detail shall be open from 0700 to 1600 hours, Monday through Friday.
- II. All personnel shall fill out the Daily Personnel Attendance Sheet. Personnel will note their on-duty time upon arrival and their off-duty time at the completion of their tour of duty.
- III. Personnel should be properly and conservatively dressed and groomed as to present a professional appearance. Dress should allow for functional work.
 - A. City issued uniforms may be worn for the purpose of identification.
 - B. For inspection and formal occasions, personnel will maintain a Class "A" uniform consisting of a long sleeve Departmental patch and shirt with optional service insignia, navy blue uniform pants, and a black uniform tie. Female personnel have the option of wearing the navy blue uniform skirt and a black crossover tie with the long sleeve shirt.
 - C. For administrative assignment or court appearance, City issued uniforms may be worn. Personnel may opt to wear a conservative suit with mandatory tie. Female personnel may wear dresses, suits, or coordinating ensembles, which conform to contemporary fashion trends in the business community.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16
Effective Date



City of Miami



DANIEL L. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Technical Services Detail

A. Crime Scene Unit Supervisor

1. Shall report directly to the Commander of the Criminal Investigations Sections.
2. Will be responsible for the supervision of all Details of the Technical Services Detail.
3. Will be responsible for the supervision of all the Technical Services Detail, Automated Fingerprint Identification System.
4. The Crime Scene Unit Supervisor shall be responsible for the following reports:
 - a. Monthly Report: Describing resources, objectives, accomplishments, problems, forecasts and productivity.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

II. Latent Print Function

A. Latent Print Examiner Supervisor

1. The Latent Print Examiner (Supervisor) shall be responsible for the comparison of fingerprints, court testimony and required reports on any latent case, quality control of productivity, duty hours, filing maintenance, vacation time, overtime, required activity reports and the assignment of personnel to various duties in the Latent Print Function.
2. The Latent Print Examiner Supervisor will be responsible for the completion and submission of the following report:
 - a. Monthly Report: A statistical report pertaining to latents received, their value and identifications. These are statistics that compare the current month with the corresponding month of the previous year.

B. Latent Print Examiners

1. Shall be responsible for the comparison of fingerprints, court testimony and required reports on any latent case, as well as verifying latents on cases handled by any Latent Print Examiner Trainee assigned to the Latent Print Function.

C. Latent Print Examiner Trainee

1. When trained to competency, after two years of full time on the job training, shall be responsible for the evaluation of latent prints, manual comparisons, and identifications under the direct supervision of the LPE Supervisor.
2. Shall conduct A.F.I.S. searches, A.F.I.S. comparisons, A.F.I.S. verifications, and court testimony if needed under the direct supervision of the LPE Supervisor.
3. Shall not verify the finished work product of Latent Print Examiners or Examiners Supervisor.
4. All completed work product generated by the Latent Print Examiner Trainee will be reviewed for accuracy by the Latent Print Examiner Supervisor.

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

D. Contractual Latent Print Examiners

1. Shall be responsible for the comparison, identification and verification of latent prints to standard fingerprints and standard to standard fingerprints/palms.
2. Is responsible for evaluation of latent fingers/palm prints submitted by Crime Scene Investigators.
3. Shall examine and enter latent fingerprints in our Automated Fingerprint Identification System (A.F.I.S.)

C. Typist Clerk III

1. Shall be responsible for typing reports, memos, logging and filing crime scene reports. Also typing case jackets and filing latent cards.
2. Shall be responsible for all clerical work performed in the detail as well as assist in the Crime Scene and Technical Services Unit's functions.
3. Shall be responsible for answering the phones and directing calls as well as providing assistance as needed.

D. Crime Scene Investigator 1 (Light/Limited Duty)

1. The Light/Limited CSI assigned to the Latent Function will perform duties within their limitations and serve in whatever capacity is necessary to assure that the duties of the detail are performed. These duties may entail typing, filing, comparing reports to latent cards received for accuracy of information and minor AFIS entries.
2. Shall be responsible for typing reports, memos, logging and filing crime scene reports and typing case jackets and filing latent cares as needed.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

3. Shall be responsible for all clerical work performed in the detail as well as assist in the Crime Scene and Technical Services Unit's functions.
4. Shall be responsible for answering the phones and directing calls as well as providing assistance as needed.

III. Employee Identification Function

A. Crime Scene Investigator I (Light/Limited Duty)

1. The Crime Scene Investigator I (Light/Limited Duty) function is to issue identifications and/or key cards to City of Miami personnel, in addition to fingerprinting and photographing City of Miami Applicants.

IV. Photo Lab Function

A. Crime Scene Investigator II

1. Shall perform in the capacity of a Detail Supervisor.
 - a. Shall be specifically responsible for assigning personnel to various duties.
 - b. They shall maintain quality control of digital photo images/records and filing, and have maintained the proper entry of information.

B. Identification Aide

1. Shall be responsible for the scanning of negatives into the computer system, filing and the recording of descriptive data.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

2. The Identification Aide in the Photo Lab Function is required to log all incoming film, CD's, DVD's, video and then file cases in numerical order. The Photo Lab light/limited CSI scans negatives, downloads digital images and provides pictures on CD's for all incoming requests in the Police Department.
3. The Identification Aide function is to issue identifications and/or key cards to City of Miami personnel, in addition to fingerprinting and photographing City of Miami Applicants.

V. Inventory Control Function

A. Crime Scene Investigator II

1. The Crime Scene Investigator II in the Inventory Control Function oversees all purchase order requests to ensure purchase orders are requested, orders all supplies needed for the Technical Services Detail and Crime Scene Investigation Unit and ensures that all is within the amounts budgeted by the City of Miami.

City of Miami



DANIEL ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

STANDARD OPERATING PROCEDURES

POLICIES

I. Overtime:

The following is the approval of overtime based on circumstances, authorization and justification:

- A. The Employee Overtime or Court Attendance Report must be filled out.
- B. Emergency Situations: Overtime will be authorized for a declared emergency.
- C. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department, or relative to contact by Court Liaison of the Miami Police Department. Court attendance report is as follows:
 - 1. No subpoena will be changed by personnel from an on-duty appearance to an off-duty appearance. All changes must have the approval of the Detail Supervisor, the Forensic Investigations Supervisor and Court Liaison.

Wendell Harris
Crime Scene Investigations Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



-2-

POLICIES:
(Continuation)

2. The appropriate information must be filled out in the Overtime/Court Attendance Report. Whenever personnel are subpoenaed to testify in any court related proceedings, personnel will note on the front of the Overtime/Court Attendance Report slip whether or not they gave said testimony and whether they want Pay or Compensatory Time.
 3. When properly reviewed and approved by the correct Court Liaison personnel, it will be necessary for the Forensic Investigations Supervisor to review and sign the Overtime/Court Attendance Report.
 4. Missed and late related court incidents will be dealt with by the Court Liaison Unit.
 5. The Overtime/Court Attendance Report will be maintained by the assigned timekeeper.
- C. Holidays: Scheduling for legal holidays must be made by Detail Supervisors and must receive prior approval of the Crime Scene Unit Supervisor.
- D. Special Projects: Overtime for special projects or assignments must receive prior authorization of the Crime Scene Unit Supervisor, and/or Section Commander.
- E. Clerical Overtime: Overtime can be granted for bringing to date backlogged work with the approval of the Crime Scene Unit Supervisor.

-3-

POLICIES:
(Continuation)

II. Training:

Upon entering service in the Technical Services Detail, the new employee shall receive orientation and consultation from the Detail Supervisor. This consultation shall consist of a description of all related job duties and responsibilities that the employee is to perform and an explanation of the probationary period for which the employee shall be evaluated.

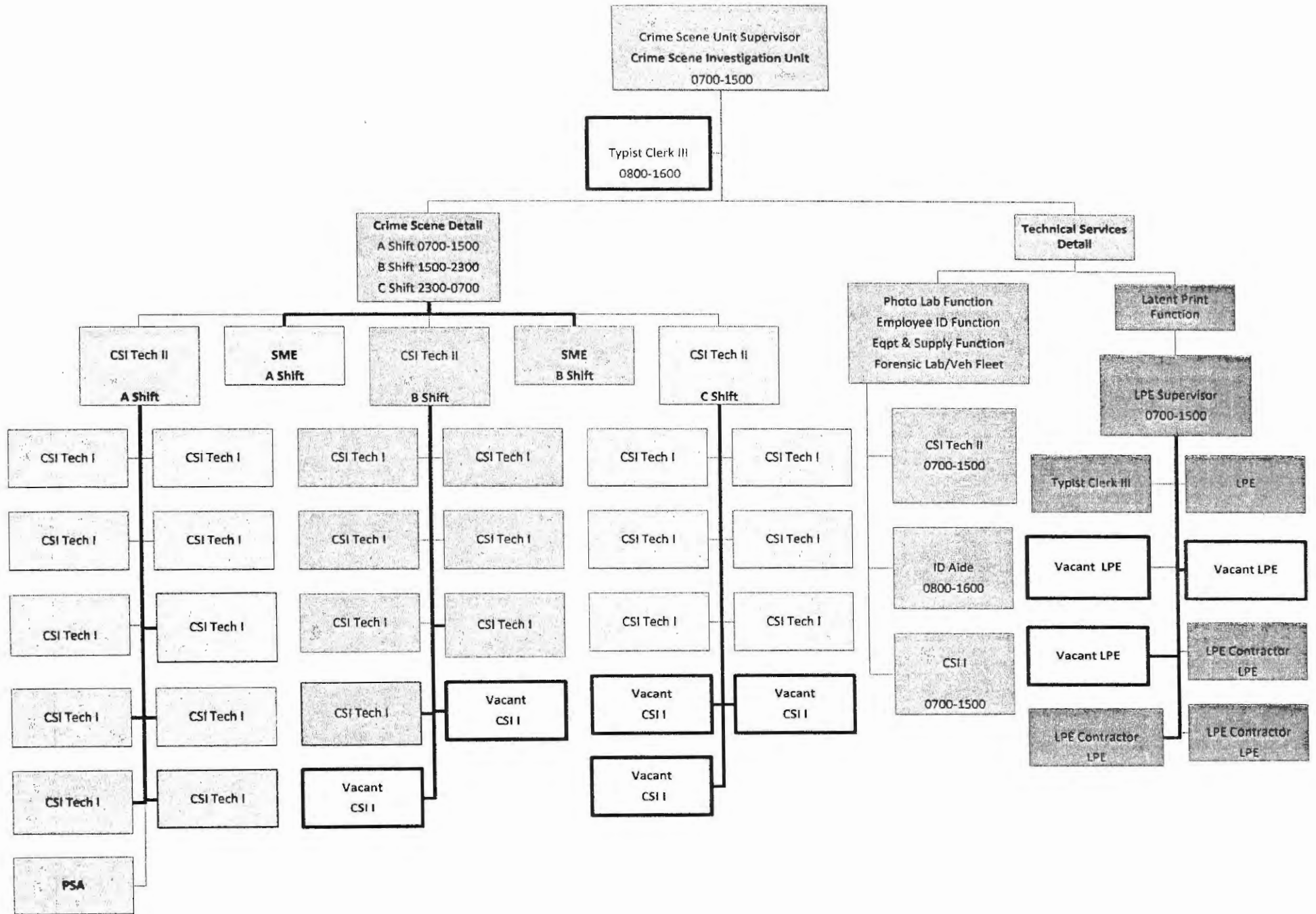
The Crime Scene Unit Supervisor and the Detail Supervisor shall continually seek out training programs beneficial to the training needs of the Unit. The Crime Scene Unit Supervisor shall forward to the Training Unit, through channels, a copy of the desired training program. Also forwarded shall be the amount of available funds needed for required expenses. The Crime Scene Unit Supervisor will prepare the necessary follow-up to the Budget Unit to assure completion of the request. Within one week after completion of any outside training classes, the person attending shall submit to the Crime Scene Unit Supervisor a detailed report concerning the training received.

III. Security:

The Technical Services Detail is a secure area. The entrance door will be closed at all times. All file cabinets and storage areas will be locked at the end of the day. All Latent personnel have a key to the main entrance. Nobody is to go inside the Latent Print Function unless accompanied by Latent personnel, Crime Scene Unit Supervisor.

Defense attorneys and defense experts must bring a Court Order with a specific case number in order to be granted access to the Latent Print Function's files, reports, latents or associated materials. It is the responsibility of all personnel assigned to the Detail to assure that all visitors, regardless of status and rank, must be escorted at all times while conducting business at the Latent Print Function.

All latent cases arriving at the Latent Print Function will remain in the Detail. Cases could be formally transferred to another entity with a Court Order or with the specific approval of the Latent Print Function Supervisor or his/her Chain of Command.





DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

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(Continuation)

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City of Miami



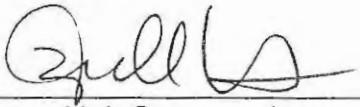
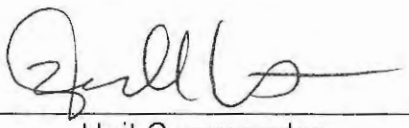
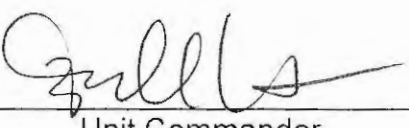
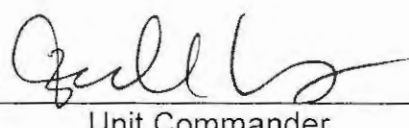
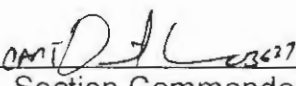
DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u></u> Unit Commander	<u>3/30/16</u> Date
Second Quarter Inspection:	<u></u> Unit Commander	<u>6/30/16</u> Date
Third Quarter Inspection:	<u></u> Unit Commander	<u>9/30/16</u> Date
Fourth Quarter Inspection:	<u></u> Unit Commander	<u>12/31/16</u> Date
Annual Inspection:	<u></u> Section Commander	<u>5/2/17</u> Date



City of Miami



CANGELIA FONSECA
City Manager

TECHNICAL SERVICES DETAIL
LATENT PRINT FUNCTION
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection: *C. Zull* 3/30/17
Unit Commander Date

Second Quarter Inspection: *C. Zull* 6/30/17
Unit Commander Date

Third Quarter Inspection: *C. Zull* 9/1/17
Unit Commander Date

Fourth Quarter Inspection: _____
Unit Commander Date

Annual Inspection: _____
Section Commander Date



City of Miami



DANIEL L. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Latent Print Function Personnel

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Latent Print Function of the City of Miami Police Department.

The procedures set forth here, supplement, but do not supersede the Departmental Orders or other administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives, will be arbitrated and resolved through the Latent Function Supervisor and Unit Commander.

Personnel assigned to the Latent Print Function shall become familiar with these procedures.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Detail

1/20/16

Effective Date



City of Miami



DANIEL ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

The mission and goals of the Latent Print Function is to provide timely and accurate analysis for the comparison, identification, and verification of latent prints developed from crime scenes and to provide court recognized expert witnesses for the presentation of latent print analysis results.

II. GOAL

To analyze 100% of incoming latent cases within 24 hours and submitted same into our Automated Fingerprint Identification System (A.F.I.S.) for possible identification.

III. OBJECTIVES

- A. Maintaining fingerprint evidence in a secure manner.
- B. Comparison of latent prints against inked standards of subjects submitted as possible suspects by the investigative elements of the Miami Police Department.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Unit

1/20/16

Effective Date



-2-

MISSION, GOALS, AND OBJECTIVES:
(Continuation)

- C. Identifying latent prints developed from crime scenes of unknown suspects through manual and automated methods of latent print search.

City of Miami



GABRIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

- I. Unless otherwise noted by the Unit Commander or the Latent Print Examiner Supervisor, the Latent Print Function shall be open from 0700 to 1600 hours, Monday through Friday.
- II. Personnel should be properly and conservatively dressed and groomed as to present a professional appearance at all times. Dress should allow for functional work.
 - A. City issued uniforms may be worn for the purpose of identification.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Detail

1/20/16

Effective Date



DUTY HOURS AND DRESS

(Continuation)

- B. For inspection and formal occasions, personnel will maintain a Class "A" uniform consisting of a long sleeve white patrol shirt with Departmental patch and optional service insignia, navy blue uniform pants and a black uniform tie. Female personnel have the option of wearing the navy blue uniform skirt and a black crossover tie with the long sleeve shirt.

- C. For administrative assignment or court appearance, City issued uniforms may be worn. Personnel may opt to wear either a conservative suit with mandatory tie. Female personnel may wear dresses, suits or coordinating ensembles, which conform to contemporary fashion trends in the business community.

City of Miami



DANIEL L. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Latent Print Function

A. Latent Print Examiner Supervisor

1. Shall be responsible for quality control of productivity, duty hours, filing maintenance, vacation time, overtime, required activity reports and the assignment of personnel to various duties in the Latent Print Function.
2. Shall ensure that assigned personnel know and follow procedures as contained in the Unit's and Function's Standard Operating Procedures, as well as Departmental Orders Rules and Regulations. Also responsible for compliance of contract by the Contractual latent examiners.
3. Shall be responsible for the development of individual skills of those within the Function. Conduct annual proficiency testing, monitor and evaluate Latent Print Examiner's testimony in court.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Detail

1/20/16
Effective Date



-2-

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

4. Shall be responsible for the completion and submission of the following reports:
 - a. Monthly Report: A statistical report pertaining to latents received, their value, and identifications.
5. Shall verify (ACE=V) each latent comparison case made by the Latent Examiners, LPE Trainee and/or Contractual Latent Print Examiners.
6. Shall screen all latent comparisons and search requests submitted by investigators for assignment.
7. Shall oversee the proper functioning of the Automated Fingerprint Identification System's Latent Terminals #1 & #2 respectively.
8. Shall be a Certified Latent Print Examiner by the International Association for Identification.
9. Shall coordinate, develop, evaluate, compare, identify, verify and prepare latent fingerprints for Court exhibits and testify in all Courts of Law.

B. Latent Print Examiners

1. Shall be responsible for the comparison, identification and verification of latent prints to standard fingerprints and standard to standard fingerprints/palms.
2. Is responsible for evaluation of latent fingerprints submitted by Crime Scene Investigators and provide feedback to the Crime Scene Investigator's Supervisors about latent fingerprint lifts.
3. Shall maintain fingerprint evidence in a secure manner.
4. Shall examine and enter latent fingerprints in our Local, State, and the FBI Automated Fingerprint Identification System (A.F.I.S.)

-3-

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

5. Shall search fingerprint standards against unidentified latent prints by conducting reverse AFIS searches.
6. Shall maintain fingerprint files/records by case number, latent case number, and Automated Fingerprint Identification System Search ID number.
7. Shall provide latent comparison reports to Department detectives, Judicial System employees and to other requesting agencies.

C. Latent Print Examiner Trainee

1. When trained to competency, after two years of full time on the job training, shall be responsible for the evaluation of latent prints, manual comparisons, and identifications under direct supervision of a Latent Print Examiner.
2. Shall conduct A.F.I.S. searches, A.F.I.S. comparisons, A.F.I.S. verifications, and court testimony if needed, under direct supervision of the Latent Print Examiner Supervisor.
3. Shall not verify the finished work product of Latent Print Examiners or Examiner's Supervisor.
4. All completed work product generated by the Latent Print Examiner Trainee will be reviewed for accuracy and verified by a Latent Print Examiner, Contractual Latent Print Examiner, or the Supervisor.
5. Is responsible for continuing formal education and on the job training towards becoming competent in latent print analysis and court room presentation/testimony.

D. Contractual Latent Print Examiners.

1. Shall be responsible for the comparison, identification and verification of latent prints to standard fingerprints and standard to standard fingerprints/palms.
2. Is responsible for evaluation of latent fingerprints submitted by Crime Scene Investigators.

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

3. Shall examine and enter latent fingerprints in the Local, State, and FBI Automated Fingerprint Identification System (A.F.I.S.)

E. Typist Clerk III

1. Shall be responsible for typing reports, memos, logging and filing crime scene reports. Also typing case jackets and filing latent cards.
2. Shall be responsible for all clerical work performed in the latent function, as well as assist in the Crime Scene Unit.
3. Shall be responsible for answering the phones and directing calls as well as providing assistance as needed.

F. Crime Scene Investigator I (Light/Limited Duty)

1. The Light/Limited CSI assigned to the Latent Function will perform duties within their limitations and serve in whatever capacity is necessary to assure that the duties of the function are performed. These duties may entail typing, filing, comparing reports to latent cards received for accuracy of information.
2. Shall be responsible for typing reports, memos, logging and filing crime scene reports and typing case jackets and filing latent cards as needed.
3. Shall be responsible for all clerical work performed in the latent function, as well as assist in the Crime Scene Unit
4. Shall be responsible for answering the phones and directing calls as well as providing assistance as needed.

City of Miami



DANIEL ALFONSO
of Miami

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

POLICIES

I. Authorization of Overtime:

A. To identify the circumstances for which overtime will be authorized in the Latent Print Function and to establish the authority needed

1. Emergency Situations. Overtime will be authorized for a declared emergency.

2. Court: Overtime will be allowed for Court appearance when relative to a Subpoena issued resulting from employment by the Miami Police Department or relative to contact by Court Liaison of the Miami Police Department. Court attendance report is as follows:

a. No subpoena will be changed by personnel from an on-duty appearance to an off-duty appearance. All changes must have the approval of the Latent Print Function Supervisor, Unit Commander, or Court Liaison Personnel.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Detail

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POLICIES:
(Continuation)

- b. The appropriate information must be filled out in the Overtime/Court Attendance Report. Whenever personnel are subpoenaed to testify in any court related proceedings, personnel will note on the front of the Overtime/Court Attendance Report slip whether or not they gave said testimony and whether they want Pay or Compensatory Time.
 - c. When properly reviewed and approved by the correct Court Liaison personnel, it will be necessary for the Unit Supervisor to review the Overtime/Court Attendance Report.
 - d. Missed and late related court incidents will be dealt with by the Court Liaison office, Latent Print Function Supervisor and Unit Commander.
 - e. The Overtime/Court Attendance Report will be maintained by the assigned timekeeper.
3. Holidays: Scheduling for legal holidays must be made by the Latent Function Supervisor, and he/she must receive prior approval from the Technical Services Detail Supervisor/Unit Commander.
 4. Special Projects: Overtime for special projects or assignments must receive prior authorization from the Latent Print Function Supervisor, Unit Commander, or Designee and/or Section Commander.
 5. Clerical Overtime: With the approval of the Latent Print Supervisor, Unit Commander, and Section Commander, overtime can be granted for bringing to date backlogged work.

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POLICIES:
(Continuation)

II. Training:

Upon entering service in the Latent Print Function, the new employee shall receive orientation and consultation from the Latent Print Supervisor, or designee. This consultation shall consist of a description of all related job duties and responsibilities that the employee is expected to perform and an explanation of the probationary period for which the employee shall be evaluated.

The Latent Print Supervisor shall continually seek out training programs beneficial to the training needs of the Latent Print Function. The Latent Print Supervisor shall forward to the Training Unit, through channels, a copy of the desired training request. Also, forwarded shall be the amount of available funds needed for the required expenditure. Within one week after completion of any outside training classes, the person attended the training, shall submit a brief red-line report concerning the training received.

III. Security:

The Latent Print Function is a secure area of the Technical Services Detail. Entrance door to the office must be closed when no one is in the office for any time period. All files and storage areas will be locked at the end of each workday. All Latent personnel shall have a key to the main entrance door. Nobody is to go inside the Latent Print Function without first notifying someone in the Latent Print Office, unless accompanied by Latent personnel.

Defense attorneys and defense experts must bring with them a Court Order with a specific case number in order to be granted access to our latent files in the Latent Print Function Office. All visitors, regardless of status and rank, must be escorted at all times while conducting business at the Latent Print Function Office.

All Latent cases arriving at the Latent Print Function Office will be retained in the Latent Print Office and secured. Cases could be formally transferred to another entity with a Court Order, or with the specific approval of the Latent Print Supervisor or his/her Chain of Command.

City of Miami



DANIEL J. ALFONSO
CITY MANAGER

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Files Maintained by the Latent Print Function. Security and Admissibility.

PURPOSE: To identify the files (and methods of filing) maintained by the Latent Print Function. Security and confidentiality of cases.

SCOPE: i. The Latent Print Function will maintain the following work files:

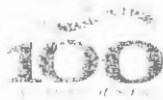
A. Latent Lift File: Files of Latent Lift Cards of open criminal cases will be filed in the following manner:

1. File latent lift cards by case numbers in sequential order.
2. File latent lift cards by crime types.
3. Latent lifts must be submitted in an envelope.

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Crime Scene Unit Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- B. Identified latent case file: Cases in which offender latent identifications have been made will be contained in an envelope filed numerically by M.P.D. Case Number and will contain the following:
 - 1. The original latent lifts/photos.
 - 2. A copy of the inked standards to which the latent prints have been identified to.
 - 3. The original Latent Identification Comparison Report.
 - 4. A copy of the AFIS respondent list when applicable.
 - 5. The Administrative/Case Jacket Administrative/Peer Review Form.
 - 6. A copy of the Investigator's Request Form when requesting latent comparisons of any type.
 - 7. The original case note/worksheet
 - C. Latent Identification Reports: M.P.D. case/incident number will maintain Latent Identification Comparison Reports in numeric sequence.
- II. The Latent Print Function is designated a **secure** and **confidential** area of the Police Department.
- A. The Latent Print Function is responsible for storing highly sensitive latent fingerprint cases. Some of these latent cases are the product of internal investigations conducted against City of Miami personnel or other agencies.
 - 1. Accessibility to file in the Latent Print Function is only granted to the Unit Supervisor/Commander. No other personnel have access to files regardless of rank, unless permission is granted by the Latent Print Supervisor, or Unit Supervisor/Commander.

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

2. Members of the Latent Print Function are to remain neutral in all internal and external investigations.
3. Members of the Latent Print Function are not to divulge any information of any Latent Hit Identifications to anyone outside of our unit, without pre-approval from the Latent Print Examiner Supervisor or Unit Supervisor.

City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Ten-Print Fingerprint Cards from the Medical Examiner Department of deceased persons.

PURPOSE: To identify the prints of Homicide or unclassified death victims by manual comparison or by searching the victim's prints via the Automated Fingerprint Identification System (AFIS).

- SCOPE:
- I. The Latent Print Function will be responsible for maintaining a log of ten-print cards obtained from deceased persons.
 - A. When a Crime Scene Investigator or Investigator delivers fingerprint standards to the Miami Police Department, the standards will be accepted by personnel in the Latent Print Function.
 - 1. All incoming fingerprint cards will be placed immediately inside of a plastic bag by the Latent Print Examiner. A supply of plastic bags will be conveniently located inside of the Latent Print Function's Office.

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Crime Scene Unit Supervisor
Commander
Technical Services Unit

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

- B. The standard card will be reviewed by the member of the Latent Print Function accepting the card to assure that the following information is on the face of the card.
 - 1. Subject's name if known.
 - 2. Physical description.
 - 3. City of Miami case/incident number.

- C. The card will be entered in the Medical Examiner's Standard Log.
 - 1. If a Medical Examiner's report is attached to the standard card, it should be removed and entered into the Latent Identification Jacket.

 - 2. If the deceased fingerprint standards remains unidentified, after an extended AFIS search, personnel from the Investigative Unit, have an option to take the standard card to be searched by Miami-Dade Police Department and/or transmitted to the Florida Department of Law Enforcement and to the Federal Bureau of Investigation for manual searching. In emergency situation only. Prints can also be faxed to the Federal Bureau of Investigation for manual searching.

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

- D. Members of the Investigative Units will return the searched standard card with the proper notations on the face of the card and on the Routing Form to the Latent Print Function. Cards will be filed in the proper storage area provided.
 - 1. The Latent Print Supervisor or his/her designee will be required to notify the Medical Examiner, the Lead Crime Scene Investigator and the Lead Investigator of any identification made from the standard cards submitted by the Medical Examiner Department.

City of Miami



JAMIE JOHNSON
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Receipt and Screening of Daily Latent Submissions.

PURPOSE: Latent submissions will be received with the corresponding Crime Scene Investigation Report or Major Case Submission Form, accompanied by a Latent Case Transmittal Form.

SCOPE: 1. When latent prints are submitted, the latent lift cards must be placed in a latent print envelope, and the Latent Case Transmittal Form will be utilized. The Latent Print Supervisor, Latent Print Examiner or personnel assigned to the Latent Print Function may receive the Latent Case Transmittal Form along with the Crime Scene Reports or Major Case Submission Forms and the Latent Cards from the Crime Scene Investigation Shift Supervisor or Acting Shift Supervisor. The Latent Case Transmittal Form, the Crime Scene Report or Major Case Submission Form, and the Latent Cards, and latent envelope will be checked to verify that the information is consistent with that on the Crime Scene Report or Major Case Submission Form and Latent Cards. The Latent Case Transmittal Form will be signed by the Latent Print Function's personnel and it will be returned to each Crime Scene Investigator's Work Sheet folder.

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Crime Scene Unit Supervisor
Commander
Technical Services Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 3
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Latent cards and Crime Scene reports in high profile cases only will be placed under the Latent Print Supervisor door after normal working hours for evaluation.

- A. Count latent cards submitted, verify that the number corresponds with the number indicated on the Crime Scene Report or Major Case Submission Form, latent envelope, and mark the number of cards on the CSI report and on the latent card envelope.
- B. Evaluate the latents submitted as to comparison value and make the appropriate evaluative notation on the lead latent card and the designated area of the Crime Scene Report or Major Case Submission Form. A latent card must possess a minimum of eight clear characteristics of sufficient quality as determined by the Latent Print Examiner to be considered of "value" for comparison.

All latent cards of No-value Homicide, Sexual Battery, Robbery, Burglary etc. and any high profile cases will be kept in file. The Crime Scene Report or Major Case Submission Form will reflect the evaluation notes, value or no value.

- C. Determining the N.E.T. Area of the crime will be the responsibility of the Crime Scene Investigators (for file guide) on the latent card and latent envelope and the corresponding Crime Scene Report or Major Case Submission Form.
- D. The pink or white flag cards, will be used by Crime Scene Investigators for latent print comparisons of offenders apprehended at the crime scene.
 - 1. Request that the Homicide Unit and the Sexual Battery Unit provide a set of victim's elimination prints if latent prints of value were obtained.
 - 2. Evaluate all for A.F.I.S. Computer entry.

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

3. Merge additional latent prints submitted by CSI's or secondary scenes pertaining to the same, to the initial latent print case. All latent prints dealing with the same case are to be filed together, regardless of when they are submitted.

City of Miami



ANGIE V. BUNSON
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Screening of Comparison and Search Requests.

PURPOSE: It will be the responsibility of the Latent Print Supervisor to screen latent comparisons and search requests in order that:

1. Requests may be prioritized and properly assigned.
2. Extensive requests may be evaluated and dispositioned in accord with existing work load/manpower considerations.
3. Incomplete and/or unreasonable requests may be returned.
4. An overview may be maintained of workload sources and their relevant productivity.

SCOPE: The Latent Print Supervisor will screen daily incoming latent comparison and open case search requests. With consideration given to the current work load and manpower availability the supervisor will return requests that are extensive or incomplete and assign for completion those requests which are approved.

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Crime Scene Unit Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 4
(Continuation)

A. Requests for comparisons:

It will be the responsibility of the requesting officer or investigator to provide certified copies of fingerprints/palm prints comparison standards on all subjects for which no comparison standards are available within this Department or in our Local AFIS database. Incomplete latent comparison request forms will be returned to the requesting officer for completion. It will be the responsibility of the requesting officer that the information on the request is accurate.

City of Miami



LEON E. J. ALPERT, III
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Latent Print Comparison Report.

PURPOSE: The purpose of the Latent Print Comparison Report is to inform the investigator that an identification or a positive match was made on a specific case.

SCOPE: A Latent Print Comparison Report will be written on all cases in which a latent print is identified to a possible offender. Procedures dealing with this report are as follows:

- A. The original Identification Report will be filed in the identification jacket along with the original latent lifts.
- B. The original ten-print card will be filed in the Identification Jacket with the original report and stored in the Latent Print Function Office.
- C. Three copies of the identification report, will be made and the copies will be distributed as follows:

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Crime Scene Unit Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 5
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1. One copy will be forwarded to the Crime Scene Investigator who lifted the latent prints.
2. One copy to the Crime Scene Investigator who took the inked standards from the subject(s) if known.
3. One copy will be sent to the investigator, including a copy of the request form, if form was initially submitted.

City of Miami



WENDELL HARRIS
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: Latent Search Methods.

PURPOSE: To identify methods and terminology pertaining to the search of open-case latents.

SCOPE: 1. The following is a brief description of open case search methods to be employed based upon (1) quality of latents (2) type and circumstances of crime, (3) supervisory assignment or approved investigative requests and personnel availability.

A Computerized Search:

1. Automated Fingerprint Identification System (AFIS): Encoding of ridge detail and descriptive information of latent fingers and palms for computerized search against the Local, State, & the FBI databases for possible matches to known finger and palm prints.

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Crime Scene Unit Supervisor
Commander
Technical Services Detail

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STANDARD OPERATING PROCEDURES: S.O.P. 6
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B. Manual Search Method:

1. Direct one-on-one manual comparison between a latent (finger or palm) and a set of standard prints from a known subject.
2. Area Search: The manual comparison of the finger and palm prints of a believed active subject through the files of open latent cases corresponding to the crime type and the location of the subject's believed criminal activity.

City of Miami



WENDELL HARRIS
Commander

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: Latent Identifications.

PURPOSE: To provide safeguard that all latent print identifications are in fact true identification and to prepare those identifications in a readily accessible manner for court purposes.

SCOPE: Prior to the reporting of all latent examination results, the ACE=V Procedure must be met as well as the current SWGFAST Guidelines. A second competent Latent Print Examiner will verify all positive, negative, and inconclusive examinations. They will analyze, compare and evaluate the case in order to verify the entire case and must be ready and available to provide expert testimony in a court of law, if needed. Following all verification procedures, the identification package will be prepared in the following manner:

- I. Each latent card identified will be prepared with the following notations.
 - A. Name and unique Local, State, or FBI identification numbers, and or Date of Birth of subject identified.
 - B. Place identification symbol "0" finger number and left or right palm.

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Crime Scene Unit Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 7
(Continuation)

- C. Initials and date of all latent examiners involved in making and verifying the comparison results.
- D. Numeric designation for method by which a suspect was detected:
 - 1. Direct Arrest: #1
 - 2. A specific suspect(s) submitted: #1A
 - 3. Area Search: #2
 - 4. A.F.I.S. Hit Respondent: #3
 - 5. A.F.I.S. Hit, then Area Search Hit: #3A
- E. Date of identification and verification.
- II. An identification envelope will be prepared containing the following information and enclosures.
 - A. M.P.D. Case Number and Latent Case Number.
 - B. Name of subject identified.
 - C. Name of co-defendant, if applicable.
 - D. I.D. Number.
 - E. Type of crime.
 - F. Latent lift card(s) and a copy or originals of standard finger/palm cards to which the latent(s) was identified.
 - G. Latent Identification Comparison Report.
 - H. AFIS respondent list (if applicable).
 - I. Administrative/Peer Review Form.
 - J. Latent Evidence Tracking Index Card.
 - K. Case Notes/Worksheet Form

City of Miami



DANIEL ALFONSO
Police Officer

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Suspect Submissions for Latent Comparisons and Area Searches by NET Zones.

PURPOSE: To provide a method of (1) assuring requested comparisons are completed; (2) supervisory screening of submitted requests; (3) replying to the investigator of requested comparison results; and (4) provide documentation of comparisons completed by the Latent Print Function.

SCOPE: All requests for latent comparisons or area searches will be submitted on a Latent Print Comparison Request form.

The submitting officer, detective, or investigator is responsible for the accuracy and legality of the information on the form.

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Crime Scene Unit Supervisor
Commander
Technical Services Detail

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DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: Automated Fingerprint Identification System Entry (AFIS)

PURPOSE: To provide a computerized means of searching single or multiple digit latent fingerprints of enough quality against the Miami-Dade Police Department, Florida Department of Law Enforcement, and the Federal Bureau of Investigation fingerprint databases for possible hits.

SCOPE: All examiners of the Latent Print Function will be responsible for the screening of current and old open latent cases for latent prints of sufficient quality for AFIS entry and search. In the selection of latent prints for entry, or re-entry, examiners will consider: (1) the offense of the case; (2) the surface area from which the latent was lifted; (3) the information available for reducing the search; and (4) the quality and distortion of the latent lift; (5) whether the latent is of value.

A log will be maintained in the Latent Print Function by the supervisor of all latent prints entered into AFIS. Entries into the log by the users to include the date, AFIS latent entry identification number, case number, number of entries, number of latent cards, crime, Net Zone, and result (s) of the search

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Crime Scene Unit Supervisor
Commander
Technical Services Detail

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DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: Latent Identifications Resulting from AFIS Search.

PURPOSE: To maintain a logging and disposition of latent identifications resulting from an AFIS search of open latent cases.

SCOPE:

- i. In addition to the procedures of SOP 12, Latent Examiners achieving a latent identification through an AFIS search will be responsible for the following:
 - A. To mark the identification symbol "0" in the corresponding log entry, including the subject identified CIN, SID, or FBI ID number, or any unique identifying data.
 - B. To mark the latent prints with the A.F.I.S number assigned.

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Crime Scene Unit Supervisor
Commander
Technical Services Unit

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DANIEL I. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: Latent File ID Number Assignment for MDPD. AFIS entries.

PURPOSE: To identify and link each AFIS entry to particular case.

SCOPE: To assign a unique ID number for all MDPD, FDLE, & FBI A.F.I.S entries in the log book for easy search and retrieval of AFIS cases.

A. Operator will first locate the AFIS log book assigned to the AFIS terminal and follow the last latent entry or sequence number recorded and manually log each latent entry in the AFIS book.

B. Operator will assign a 14 digit ID number for the latent case entry as follows: (Example – 16161410000001)

1. Case number year – i.e. 16 for year 2016

2. MPD Agency Unique ID number - 16

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STANDARD OPERATING PROCEDURES: S.O.P. 11
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3. Crime type – i.e. 1–homicide, 2–sexual battery, 3–robbery, 4–aggravated battery, 5–burglary, 6–misc. property crimes, 7–grand theft auto, larceny from vehicle, 8–arson, 9–narcotics investigation, and 0–forgery/counterfeiting.
4. Operator ID number – 4
5. AFIS terminal number – i.e. 1 or 2
6. Log book ID sequence – last five digits logged in AFIS book. Example: 0000001, 0000002, 0000003
- C. Operator will also manually log inside the AFIS book the following required AFIS information;
 1. Date of entry
 2. Entry ID number
 3. Case number
 4. Number of latent entry
 5. Number of latent cards
 6. Crime Type
 7. Net Zone
 8. Local, State, or FBI Hit
 9. Subject Unique AFIS ID Number

Image Calibration for the AFSIS Latent Workstation

- (1) Place a ruler close enough to the latent print so that both the print and the increments of the measurement can be captured, then follow the recommended procedures in the “Motorola Printrak” latent station user guide.

City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FINCTION

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: Operator and Crime Type Numbering Assignments.

PURPOSE: To provide recognition by the latent file entry number of the operator entering the latent and type of crime.

SCOPE: I. Crime Type Numbers: (third digit of latent file number of the AFIS entry) will be designated as follows:

Numbers Crime Type

- 1. Homicide
- 2. Sexual Battery.
- 3. Robbery
- 4. Aggravated Assault
- 5. Burglary
- 6. Misc. Property Crimes
- 7. Larceny from Vehicle/Auto Theft
- 8. Arson
- 9. Narcotics
- 0. Forgery

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Crime Scene Unit Supervisor
Commander
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STANDARD OPERATING PROCEDURES: S.O.P. 12
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- II. Operator: (4th digit of latent file number for A.F.I.S. entry) - will be designated as follows:

Numbers Operators

- | | |
|----|---------------------------------------|
| 1. | Unassigned |
| 2. | Unassigned |
| 3. | Elzner Brown (Contractual LPE) |
| 4. | Rupert A. Butcher (L.P.E. Supervisor) |
| 5. | James DelValle (Contractual LPE) |
| 6. | Unassigned |
| 7. | Alice Benitez (Contractual LPE) |
| 8. | Unassigned |
| 9. | Phillip Womack (LPE) |

City of Miami



DANIEL J. ALFONSO
City Manager

TECHNICAL SERVICES DETAIL

LATENT PRINT FUNCTION

STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: Conflict Resolution Procedures

PURPOSE: To Resolve Differences of Opinions on a Latent Case

A. SCOPE: When Examiners have differences of opinions on a case, these steps will be taken to try to resolve the conflict.

1. Consultation between the Examiners will be conducted to discuss the basis for their differences in opinion. If the matter can be resolved, no further review is necessary. Documentation of this consultation will be added to the case file.
2. If the initial and verifying Examiner cannot resolve the conflict, this will be reported to the Latent Print Supervisor. If the supervisor was the primary or verifier on the case, then it will be reported to the Crime Scene Unit Supervisor to determine what action will follow, this may include:
 - a. The entire case file may be referred back to the initial and verifying Examiner for additional consultation.

Wendell Harris
Crime Scene Unit Supervisor
Commander
Technical Services Detail

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STANDARD OPERATING PROCEDURES: SOP 13:
(Continuation)

- b. An external agency, Hialeah, Miami Beach Police Department, or Miami-Dade Police Departments) may review the entire case to resolve the initial conflict, with the approval of the Crime Scene Unit Supervisor/Commander.
- c. All documentation resulting from conflict resolution will be kept in the case file.