

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

TACTICAL INVESTIGATIONS UNIT

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

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INVESTIGATIVE SUPPORT SECTION

TACTICAL INVESTIGATIONS UNIT



STANDARD OPERATING PROCEDURES

City of Miami



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City Manager

TACTICAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Unit Commander

Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

R. W. [Signature]

Unit Commander

12/4/19

Date

Annual
Inspection:

R. W. [Signature]

Unit Commander

12/6/19

Date



City of Miami



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City Manager

TACTICAL INVESTIGATIONS UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL OF THE TACTICAL INVESTIGATIONS UNIT


The guidelines set forth in the STANDARD OPERATING PROCEDURES MANUAL do not supersede the Departmental Orders.

The manual is not all-inclusive and items not covered therein may be found in the Patrol STANDARD OPERATING PROCEDURES or the Departmental Orders.

Conflicts noted shall be resolved in favor of the higher authority and drawn to the attention of the Unit Commander for appropriate corrective action.



Commander
Tactical Investigations Unit



Effective Date



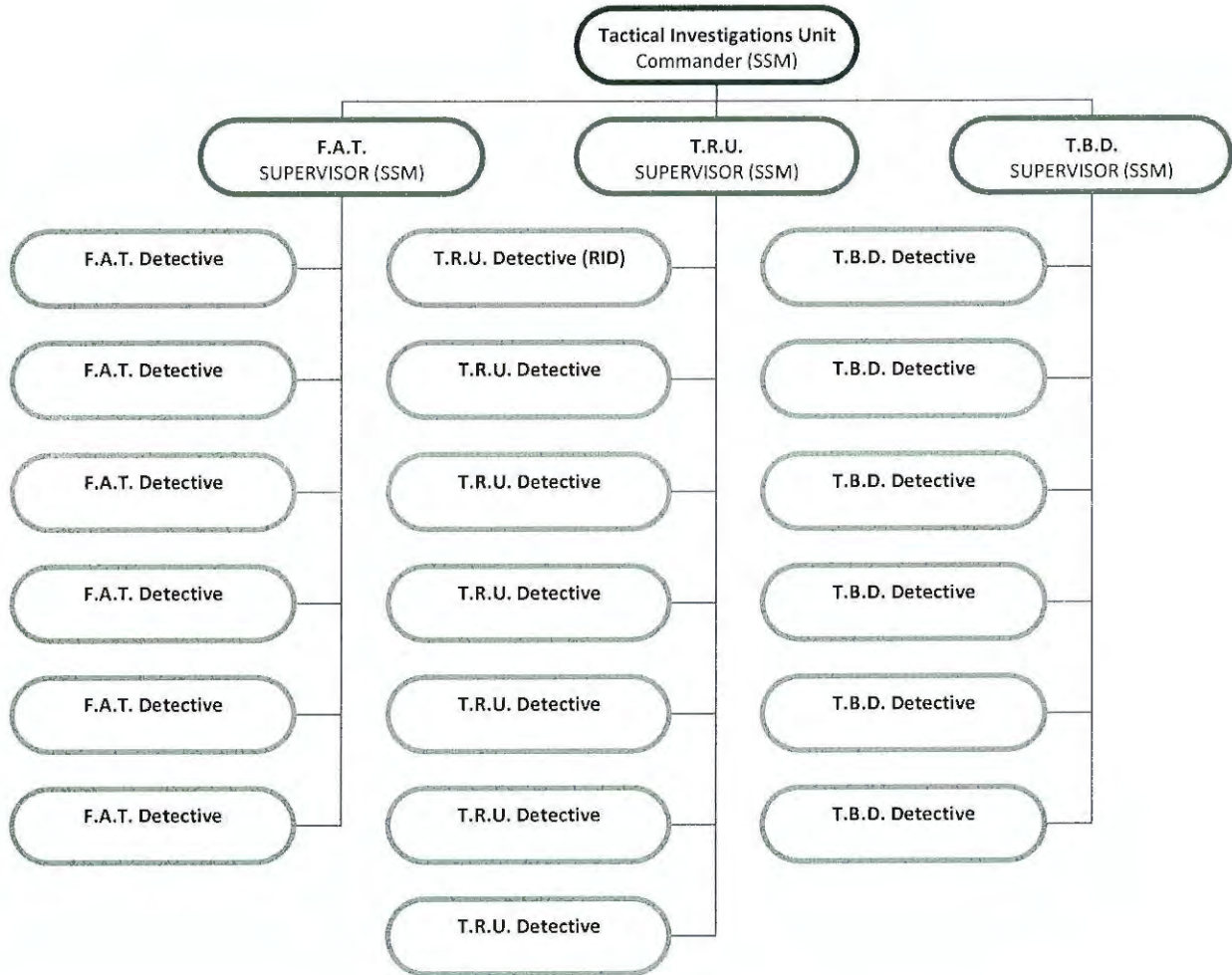
City of Miami



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TACTICAL INVESTIGATIONS UNIT

ORGANIZATIONAL CHART OF ELEMENT



A. Wang 2/10/19

Commander
Tactical Investigations Unit

12/16/19

Effective Date



City of Miami



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City Manager

TACTICAL INVESTIGATIONS UNIT
STANDARD OPERATING PROCEDURES
MISSION, GOALS, AND OBJECTIVES

MISSION:

The Tactical Investigations Unit is a part of the Investigative Support Section. The unit's primary function is to deter robberies as well as seek out and apprehend violent felony subjects. The Tactical Investigations Unit also provides support and aids the Field Operations Division in the Patrol Section.

GOALS:

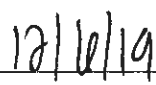
To deter violent crimes and to increase the clearance of cases. The establishment of a coordinated enforcement effort between the Criminal Investigations Division, the Field Operations Division, Violent Crimes Division of the State and Federal Courts, and the United States Marshals Service.

OBJECTIVE:

Members of this elite unit respond to calls of armed robberies, carjackings, and shootings to deter crime and capture violent offenders.



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TACTICAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

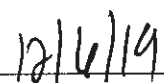
DUTIES AND RESPONSIBILITIES OF MEMBERS

1. DUTIES OF A UNIT LIEUTENANT

- A. Assume overall command and authority of the Tactical Investigations Unit.
- B. Ensure that all tasks are completed according to the Unit S.O.P.s and (ISS) Departmental Orders.
- C. Authorize temporary and permanent changes to Unit S.O.P.s.
- D. Determine and implement policies regarding assigned tasks to arbitrate conflicts, which arise among employees.
- E. Establish duty hours for employees.
- F. Ensure completion and authorization of administrative tasks.
- G. Be present on search warrants, large tactical operations and other situations as deemed necessary.
- H. Adjust schedule so as to maximize time to adequately command the Unit.



Commander
Tactical Investigations Unit



Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- I. Identify goals and objectives for the Unit.
- J. Coordinate and direct activities of personnel.
- K. Ensure that written correspondence is within departmental guidelines and complies with policy,
- L. Ensure that all daily, weekly, and monthly reports are properly prepared and forwarded in a timely manner.
- M. Identify, coordinate, and schedule training needs of Unit Personnel.
- N. Identify organizational deficiencies within the Unit and take corrective actions as needed by meeting with the affected supervisor/employee(s) to document the incident. A plan of action will be immediately placed to include but limited to training, discipline.
- O. Review incoming material for appropriate action and/or assignment.
- P. Review outgoing material for content and quality.
- Q. Delineate areas of responsibility and allocate resources accordingly.
- R. Respond on a 24- hour a day basis, to incidents of serious nature, which may occur within the city.
- S. Prepare studies and special reports
- T. Review response to resistance incidents.
- U. Oversee the case assignments and function performed by the Unit Sergeants.
- V. Brief Section Commander about any major incidents.
- W. Respond to shooting scenes involving Unit Personnel.
- X. Investigate City vehicle accidents involving supervisors.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- Y. To ensure TIU activities will be conducted with care and restraint necessary to ensure constitutional policing.
 - 1. Ensure that all members maintain eligibility criteria throughout their tenure in the Unit.
 - 2. Ensure all members consistently demonstrate the capacity to carry out their respective missions in a constitutional manner.
 - 3. Ensure that all unit members remain productive, efficient, ethical, and trained in both legal guidelines and tactical aspects in order to provide the community with superior professional service.
 - 4. Ensure periodical meetings with supervisors/officers to address any areas of proficiencies and or deficiencies within the Unit and to take the appropriate steps to train, retrain, and transfer out ISS those supervisors/officers that do not meet the standards.

- Z. Provide the section Major with a quarterly report listing all assigned personnel in the unit; specifying those that are listed and not listed in the Internal Tracking System (ITS). Officers appearing on the ITS will require a brief synopsis of each incident, a report of findings with the affected supervisor/officer(s) and their superior, and a plan of action (if applicable) to curtail future occurrences. All unit personnel's eligibility status will be reported for determination whether they remain or be transferred out of the section.

II. DUTIES OF THE TACTICAL INVESTIGATIONS UNIT SUPERVISOR

- A. Keep the Unit Lieutenant informed of Tactical Investigations Unit operations.

- B. Plan the Unit's current, continuing, and future operations.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- C. Maintain direction and control of the Unit's members for:
 - 1. Use of equipment
 - 2. On-duty appearance
 - 3. Court appearance
 - 4. Public contacts
 - 5. Attendance and punctuality
 - 6. Attitude towards assignment
 - 7. Training needs
 - 8. Equipment needs

- D. Maintain a high level of efficiency by ensuring training.

- E. Disseminate information concerning legal and court opinions to Unit Members.

- F. Guide, direct and review the activities of personnel to him/her.

- G. Ensure compliance with Departmental Orders, Rules and Regulations, STANDARD OPERATING PROCEDURES, applicable laws, and lawful orders of superior officers.

- H. Responsible for the work product of his/her Unit, including the correction of spelling and grammar, press releases, and special bulletins.

- I. Maintain a leadership role and coordinate the activities of his/her personnel and support personnel on crime scene.

- J. Perform administrative tasks as the Tactical Investigations Unit Lieutenant deems necessary.

- K. Submit statistical information for the monthly and annual report.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- L. Attend regularly scheduled Unit meetings and be prepared to discuss current crime trends and tactical deployment of personnel.

- M. Ensure that his/her personnel are:
 - 1. Familiar with current case laws concerning investigations (i.e., line-ups, confessions, searches, etc.)

 - Contribute to efficient and effective means of achieving Unit objectives.

- N. Generate the required reports to include, but not limited to, the following:
 - 1. Monthly Activity Report

 - 2. Monthly EML Verifications

 - 3. Personnel Performance Evaluation(s)

 - 4. CALEA Inspection Forms

 - 5. Operational Plans

 - 6. Equipment Inventory Report

 - 7. Monthly B.W.C. Audits

- O. Make appropriate changes on the "P" Sheets when current manpower is affected (i.e. E/O, I, V Time).
 - 1. The supervisor MUST have the same duty hours and days off as his/her subordinates, absent extenuating circumstances.

- P. When appropriate, submit the necessary documentation to nominate members of the Unit for Monthly Award.

- Q. Respond to major crime scene to assist personnel with the investigation and provide proper guidance.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- R. Review and approve all reports and information generated by members prior to submitting or sending through channels.
- S. Develop inter-unit cooperation.
- T. Ensure Tickler deadlines are met.
- U. Maintain communication with outside agencies.
- V. Check the court requirements of their personnel.
- W. Ensure that reports are complete and concise.
- X. Assume the administrative duties of the TIU Lieutenant (i.e. filing, and other office duties).

III. DUTIES OF THE TACTICAL INVESTIGATIONS UNIT OFFICER

Tactical Investigations Unit Officer's duties and responsibilities will include, but are not limited to, the following:

- A. Techniques will be developed to combat:
 - 1. Robberies, violent crimes, and identify their patterns.
- B. Affect the arrest of criminals.
- C. Conduct surveillance of known gang areas and target any criminal activities that they are involved in.
- D. Prepare all reports fully to include the following:
 - 1. Arrest Form
 - 2. Offense Report
 - 3. Investigative Report (301's)
 - 4. Property Receipt

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

5. Crime Lab Report
 6. Photographs of suspects or evidence
 7. Consent to search and Miranda Right Forms
 8. Statements
 9. Arrest Warrants
 10. Search Warrants
-
- E. Prepare cases for prosecution and court presentation.
 - F. Determine involvement of suspects in other crimes.
 - G. Check suspect's criminal history.
 - H. Remain updated on violent crime patterns and how it relates to known gang areas.
 - I. Develop and utilize confidential informants and/or sources.
 - J. Locate and identify witnesses.
 - K. Maintain the crime scene and protect evidence until relieved by the proper investigative unit.
 - L. Request ID to process the crime scene.
 - M. Collect evidence in a constitutionally correct manner.
 - N. Ensure constitutional guarantees prevail when conducting impromptu field interviews.
 - O. Maintain a note pad of daily activities and other pertinent information.

City of Miami



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TACTICAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

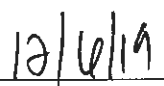
UNIT POLICIES

I. UNIT COMMANDER

- A. Days off and work hours will be determined by the Tactical Investigations Unit Lieutenant or at the discretion of the Section Major.
- B. Tactical Investigations Unit Operations are scheduled based on the analysis of the information received from the Criminal Investigations Division, Crime Analysis, and District Commanders. This information will dictate the location and duty hours of the Tactical Investigations Unit Operation. Squads will work the assigned areas. Sergeants have the discretion to move from the assigned area should newly obtained intelligence dictate the move to be in the best interest of the squad. Squad reassignment will always be documented in the supervisor's weekly statistics report.
- C. Days off and work hours can be adjusted as needs arise.
- D. A Supervisor or Commanding Officer must approve all requests for time off.
- E. Vacation schedule will comply with Departmental Orders.



Commander
Tactical Investigations Unit



Effective Date



UNIT POLICIES
(Continuation)

II. OVERTIME

- A. Sergeants are to ensure that personnel assigned to their squads complete accurate and detailed Overtime Authorization slips.
- B. Sergeants are responsible that officers comply with existing guidelines in the Departmental Orders as it pertains to court attendance and overtime authorization procedures.
- C. Sergeants are responsible, with the approval of the Unit Lieutenant, to ensure that overtime funds are used in an efficient and effective manner.
- D. No officer will work overtime without the prior approval from a Tactical Investigations Unit Commander.
- E. Sergeants desiring to work overtime must obtain prior approval from the Tactical Investigations Unit Lieutenant or Staff Officer.

III. DRESS CODE –ON DUTY

- A. Properly dressed in the Tactical Robbery Unit issued black polo shirt with the silver badge in the front. The Uniform pants will be cargo type and black in color. Tactical Vest Carriers with the words Miami Police/Police clearly visible in both the front and back of the carriers. The black t-shirt with the silver badge in front is authorized to be worn in conjunction with the Tactical Vest Carriers. Visible Miami Police Badge (On chain around neck or on gun belt), all necessary equipment on gun belt or readily available on vest carriers.
- B. With Prior approval from the Tactical Investigations Unit Lieutenant or Section Major, Tactical Investigations Unit officers may come dressed in "Plain clothes" while conducting surveillances and/or operations that require them to conduct covert operations.

UNIT POLICIES
(Continuation)

- C. Operational FAT members (in the field conducting Law Enforcement duties):
 - 1. Polo shirt with badge embroidered or ironed-on with the words Police/Miami Police or U.S. Marshals when working in a deputized capacity.
 - 2. Miami Police Identification Card and U.S. Marshals credentials.
 - 3. "Plain clothes" can be worn upon supervisor's authorization to facilitate investigative needs.

IV. COURT ATTIRE

- A. Officers may wear approved on duty attire to depositions and pre-file conferences.
- B. Officers will abide by Departmental Orders when attending court on their "E" days.

V. PAYROLL

- A. Payroll is to be completed by the Squad Administrative Assistant and/or Squad Sergeant.
- B. Duty hours of any members of the squad must be approved by the Unit Lieutenant.
- C. Squad Sergeants will verify all duty hour changes which will be posted on the daily staffing "P" Sheet and Kronos.

City of Miami




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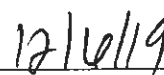
TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 1
SUBJECT: DAILY ATTENDANCE SHEETS
PURPOSE: To provide procedures for the preparation, distribution, and filing of the daily attendance roster.
SCOPE: To set forth procedure for attendance of personnel.

- I. The "P" Sheet or the Daily Attendance Roster shall reflect the daily status of all personnel. It will serve as a record of assignment.
- II. The Squad Sergeant will prepare the Daily "P" Sheet. Entries will be posted under categories as specified in the Departmental Order.
- III. The "P" Sheet will be utilized to check attendance and assignments for the day (i.e. training, time off).
- IV. The original roster will be maintained in a monthly booklet from the Unit's office files.
- V. Any changes to the "P" Sheets to indicate time off, sick time, partial usage of time etc. must be immediately reported via e-mail to the Administrative Assistant and/or Squad Sergeant, and the Unit Commander.



Commander
Tactical Investigations Unit



Effective Date



City of Miami



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TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES


S.O.P. **2**

SUBJECT: **ROLL CALL PROCEDURES**

PURPOSE: To establish an effective method to conduct and coordinate roll call.

SCOPE: To provide guidelines to follow, in order to ensure that all members assigned to the Tactical Investigations Unit comply with the following provisions.

- I. Reporting time: 1300-2300 hours. This is subject to change due to crime trends, special operations, or as needed by the Department.
 - A. Roll Calls will be held at the Miami Police Department's Central Station Tactical Robbery Detail and Felony Apprehension Team's office. Unless changed for operational reasons.
- II. Roll call should accomplish at a minimum, the following basic tasks/objectives:
 - A. Review and discuss pertinent information on the Official Bulletin.
 - B. Provide any information obtained from the Criminal Investigations Division, outside agencies, district Commanders, and provide daily assignment.



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Tactical Investigations Unit



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STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

- C. Review and distribute wanted flyers to squad, assign flyer(s) to officers for follow up investigation.
- D. Review E-Notify System for squad officers subpoenas.
- E. Review Crime View, Crystal Reports, and Shot Spotter for current crime patterns and pressing matters.
- F. Ensure completion of squad personnel administrative paperwork. This shall include the completion of statistical information and completion of all document copies.
- G. Conduct uniform, vehicle, and equipment inspection.
- H. Roll Call Training.
- I. Discuss legal updates.
- J. Discuss proficiencies and deficiencies observed.
- K. Discuss future trainings and equipment needs.

City of Miami



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TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

- S.O.P.** **3**
- SUBJECT:** **RADIO COMMUNICATIONS**
- PURPOSE:** To provide written guidelines and procedures regarding proper radio transmission during tactical operations.
- SCOPE:** These procedures will ensure officer safety and accountability.


I. **PROCEDURES:**

When communicating on the Tactical Investigations Unit designated frequencies the following guidelines will be followed;

- A. Transmissions should be limited to operational topic/coordination.
- B. The TAC Channel will be used for non-operational transmissions and/or special situations requiring a second frequency.
- C. Special situation or operations moved to another channel will require approval of a squad sergeant and notification of the Unit Lieutenant.



Commander
Tactical Investigations Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

- D. A request for assistance, due to a perimeter, pursuit, or need for Aviation/Canine will be initiated by a Squad Sergeant or Lead Officer. Once patched all personnel will adhere to Departmental Communications S.O.P. requirements, utilizing their assigned unit number and transmitting through the frequency dispatcher. As soon as practical, the Squad Sergeant in charge of the operation and in coordination with the direct supervisor will break the patch and continue the operation on the Tactical Investigations Unit frequency.

II. CELLULAR TELEPHONE USAGE PROCEDURES:

- A. Cell phone may be defined as any wireless device by which the user may initiate or receive verbal or data transmissions, or communicate with another person or device other than a police radio.
- B. Cellular phones may be worn on the outside of the uniform or clothing attached to a belt or phone clip, however, the wearing of a cellular phone must not hinder, delay or prevent an officer from safely and quickly drawing or removing their firearm, Taser, ASP Baton, OC Spray, handcuffs or radio.
- C. Officers will not make or receive personal phone calls under the following circumstances;
 - 1. While handling a crime, incident or call for service.
 - 2. While making an arrest or handling a prisoner.
 - 3. While conducting an interview or interrogation.
 - 4. While directing traffic, conducting crowd control activities, or maintain a perimeter for a criminal offender.
 - 5. While conducting a surveillance, unless no other form of communication is available.
 - 6. During a meeting, conference or training session.

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

7. During any incident that requires the member's full attention.

III. OPERATION OF VEHICLE WHILE USING CELLULAR PHONES

- A. Officers may not operate City vehicles while using cellular phones unless emergency circumstances exist and other means of communications are not available or suitable. When possible, officers should use cell phones only when they have stopped their City vehicle, either in a legally defined parking area or in a safe area, which will not interfere with traffic, and is a safe environment for the member of the organization and the public.
- B. The Police Department will NOT reimburse officers for the loss, damage or destruction of personal cellular phones used on or off duty.

City of Miami



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TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

- S.O.P.** 4
- SUBJECT:** ACTIVITY REPORTS
- PURPOSE:** To explain the preparation of the Monthly Report and various reports used by the Tactical Investigations Unit.
- SCOPE:** The Monthly Report shall reflect the performance comparison to those of the previous year and month. The Monthly Reports will be used towards the Annual Report for the Tactical Investigations Unit.

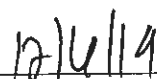
I. MONTHLY REPORT

- A. Monthly Productivity Radar Sheets are due by the 5th of every month. Sergeants will ensure that these forms are completed. Sergeants will also complete the top accomplishments of month portion on the radar sheet. The report will then be turned in to the Lieutenant for review.
- B. The report will be forwarded to the Assistant Chief of Police of the Criminal Investigations Division through the chain of command.
- C. These statistics, including but not limited to arrests, accomplishments and other data is to be uploaded onto the Share point Application.



Commander

Tactical Investigations Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

II. MONTHLY ARREST TRACKING FORM

- A. In order to track all arrests made by the Tactical Investigations Unit all arrests will be logged in a computerized program which will provide the following information;
1. Date of arrest.
 2. Arrest location /NET Area.
 3. Case Number.
 4. Offenders name and date of birth.
 5. Arresting Officer and IBM
 6. Arrest charges.
- B. Tactical Investigations Unit statistics are collected on a weekly basis. The squad Sergeant(s) are responsible for completing the weekly report.
- C. A computerized copy of said reports along with a hard copy will be stored on the respective F.A.T. and T.R.U. Sharepoints.

III. CHAIN OF COMMAND NOTIFICATION

- A. Squad Sergeants will notify the Unit Lieutenant for any of the following incidents:
1. Priority cases/assigned/cleared/self-initiated.
 2. Cash seizure of \$1,500.00 or more. Narcotics seizure of ½ kilo or more.
 3. The arrest of multiple offenders or the clearance of two or more cases regardless of the number of offenders.
 4. Press release or media on the scene.
 5. Response to Resistance incidents.

STANDARD OPERATING PORCEDURES: S.O.P. 4

(Continuation)

6. Vehicle pursuits.
 7. Discharge of firearms.
 8. Overtime incurred.
 9. Modification of duty hours.
 10. Any incident that may bring liability to the department.
- B. Notifications are due in a timely manner and always prior to the end of the shift. The nature of the incident shall also be noted on the Supervisor's Daily Summary Report or 301 Investigative Report.

IV. ANNUAL ACCOMPLISHMENTS

- A. The Annual accomplishments Report is to be prepared during January of each year. The format will be a cover sheet attached to the accomplishments of the Tactical Investigations Unit. The report will include statistics for the year, as well as other narratives of major cases. The Annual Accomplishments Report will be uploaded onto the Share Point Application.

City of Miami



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TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. 5
SUBJECT: TRAINING
PURPOSE: To outline the requirements for officers assigned to the unit.
SCOPE: In an effort to acquaint officers with their new duties they will familiarize themselves with the tactical operations handled by the unit.

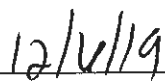
I. TRAINING

A. Officers assigned to the Tactical Investigations Unit are required to attend The Miami Police Department "Tactical Operations" Course or the Miami-Dade Police Department "High Risk Enhancement" Course in order to work the Tactical Investigations Unit operations. The Unit Commanding Officer may also approve equivalent training courses. The following is a breakdown of topics covered during the class:

1. Policies and procedures.
2. Response to Resistance.
3. Medical Emergencies.
4. Tactical Operations.



Commander
Tactical Investigations Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

5. Defensive Tactics.
 6. Firearms Training and Scenario.
 7. Subject Vehicle Containment and Practicum.
 8. Surveillance Techniques.
 9. Building Searches.
 10. Paintball Simmunition Training.
 11. Active Shooter Training.
 12. Scenario Based Training.
 13. Tactical Firearms.
 14. Legal Guidelines/Updates.
 15. Deadly Force.
 16. Vehicle Pursuit Policy.
 17. Felony Vehicle Stops.
- B. The Tactical Investigations Unit also conducts supplemental training classes. The purpose of these classes are to update personnel assigned to the Tactical Investigations Unit in department polices, use of force, and areas of identified deficiencies.
1. The supplemental classes are usually eight (8) hours in length and are attended by permanently assigned T.I.U. officers and sergeants.
 2. These classes are to be scheduled monthly and logged in by the supervisor(s) to include topics covered and unit members present.

STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

C. Below are the listed courses that all unit members must attend to remain active in the unit. Any member transferred into the unit will have twenty four (24 months to obtain the below listed training. The time to attend these training courses may be extended at the Section Major's discretion or due to course availability.

1. Miami-Dade County Robbery Intervention Detail Certification or City of Miami Tactical Operations School Certification.
2. Carbine Rifle Certification.
3. ALERRT Certification.

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TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

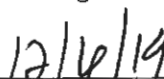
- S.O.P.** 6
- SUBJECT:** WEAPON USE AND CARE
- PURPOSE:** To establish guidelines for the practical use, care, maintenance, and training of the approved weapons.
- SCOPE:** Only those members who obtain a qualifying score from a certified instructor will be authorized to carry the above listed weapon. Qualification must be kept current by completion of the certified course on a yearly basis.

I. QUALIFICATION

- A. Standard Firearms: Only firearms which officers are currently qualified and departmentally approved to carry (Glock) 40 caliber handgun, shotgun, and carbine rifle will be utilized during Tactical Investigations Unit operations.
- B. Special Firearms: Only departmental approved .223 caliber rifles, 9mm Short barrel rifles (FAT MPX) and ammunition will be used.



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STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

- C. Tactical Investigations Unit personnel must successfully complete the three (3) day departmental .223 caliber rifle/ 9mm Short Barrel Rifle training class, and obtain a qualifying score, for consideration to utilize the rifle during TIU operations. After which, semi-annual qualifications will be conducted for all TIU personnel by the Training Unit, Firearms Training Section. Only qualified officers will be eligible to utilize the rifle when it is deployed.

II. TRAINING

- A. Additional training can be conducted semi-annually, and/or as needed. This is for permanently assigned Tactical Investigations Unit personnel only, and will ensure that all are familiar with the handling and functioning of the rifle in the event of an emergency.
- B. All Unit members including supervisory personnel are required to complete the physical agility test in order to remain a member of the unit. This will be done on a semi-annual basis or as mandated by the unit commander.
- C. At the discretion of the unit commander, members will be allowed to train during their tour of duty in order to maintain the physical standards of the unit.
- D. Any member who fails to meet the minimum standards of the semi-annual physical agility test will have one attempt, up to 30 days after, to requalify for the exam. During these 30 days, the member will be placed on administrative duties in the unit until they pass. A second failed attempt of the physical exam will lead to their termination from the unit.

Applicants/Current unit members must perform the following physical test to be eligible to proceed to the selection panel phase of the process or to remain in the unit:

STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

- A. Run 1.25 miles in 13 minutes
- B. Run 100 yards in 16 seconds
- C. Climb over a 4 foot fence
- D. 20 push-ups
- E. 35 sit-ups
- F. Semi-annual Weapons Qualification with a minimum score of 36/40.

III. INSPECTION

- A. The Lieutenant will conduct semi-annual inspections of all firearms/Equipment assigned to the unit to ensure that all personnel are in compliance with Departmental Orders.

IV. STORAGE

- A. The serial number of each rifle, City issued or personnel will be recorded by the Squad Sergeant, who will maintain a computerized inventory master list of all rifles issued and to whom. Monthly, Squad Sergeants will visually inspect each rifle to ensure availability and condition of the rifles and will note this inspection.
- B. Rifles and ammunition in the carry case will be stored in the trunk of the assigned officer's vehicle during the work shift.
- C. **Rifles will not be secured in a vehicle during non-duty hours. It is the assigned officer's responsibility to unload and secure the weapon, inside his or her residence at the end every shift. Members will also adhere to Departmental Orders.**

V. DEPLOYMENT

- A. Any deployment of .223 rifles/9mm short barrel rifle must be in accordance with existing Departmental Order Carbine Deployment:

STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

1. Rapid Response to an active shooter.
2. Perimeter where an armed subject is sought.
3. In progress felony call involving a firearm.
4. To effect the rescue of wounded personnel.
5. Initial containment of a sniper until the deployment of S.W.A.T.
6. Felony vehicle stops/containments.
7. High Risk Critical Incidents.

VI. NON-DEPLOYMENT

- A. The rifles will not be deployed during traffic stops, foot pursuits, routine arrest take-downs, crowd situations, as a show of force, or when there is a possibility of over penetration. The exception would be as required for self-defense of the officer or safety of others to include any critical incidents, felony vehicle stops, or any High Risk situation.

VII. MAINTENANCE

- A. Squad Sergeants will assure that rifles are cleaned and properly lubricated at the conclusion of any training. Rifles will be inspected each month by the Squad Sergeant and documented on the Maintenance Record, for cleanliness, functioning, damage and any appropriated action taken.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

- S.O.P.** 7
- SUBJECT:** **PROCEDURES FOR CONDUCTING PRE-PLANNED STAKEOUTS**
- PURPOSE:** To describe the necessary requirements for conducting a stake out with Unit personnel.
- SCOPE:** This S.O.P. will outline the proper steps to take when information is obtained by the Tactical Investigations Unit Officer that is indicative of a violation of law, which may necessitate long term surveillance or "stakeout."

I. **PROCEDURES**

- A. The officer will notify his/her Tactical Investigations Unit Sergeant of the need to conduct a stake out. The TIU Sergeant will contact the Unit Lieutenant and determine equipment and operational needs.
- B. The officer will obtain all possible information concerning the anticipated incident, including but not limited to: type of crime, location and topography time, method, number of offenders (names if known), dress, vehicles, weapons, routes of ingress and egress, etc.



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STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

- C. This information will be presented to the appropriate TIU Sergeant, who will ascertain whether or not a “stakeout” is warranted.
 - 1. If a “stakeout” is warranted, the officer and the TIU Sergeant will initiate a tentative plan or surveillance. Each possible action by the suspects should be considered at this meeting and alternative counteractions developed.
 - 2. This plan along with contingencies will be presented to the Unit Lieutenant for approval prior to implementation.
 - 3. An Operational Plan WILL be prepared and provided to the Unit Commander via E-mail and hard copy.
 - 4. Any incident that was not pre-arranged such as a critical scene will have an Operational Plan and After Action Report generated within 48 hours of the scene’s conclusion.

- D. The use of informant information is frequently utilized in “stakeout” situations. It is therefore, incumbent upon the approval of the Unit Lieutenant to consider these situations with a most critical analysis.
 - 1. Reliability, motivation, involvement, and entrapment are but a few of the necessary considerations.
 - 2. Informant management shall be the responsibility of the lead investigative unit. Officers will receive training regarding the Rachel Hoffman Law.
 - 3. A confidential informant can either be a volunteer or a paid informant. Investigators will adhere to Departmental Orders when dealing with confidential informant(s).

STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

- E. Review and approval of the “stakeout” situation must be obtained prior to implementation as indicated above. However, the Unit Lieutenant may modify this procedure based on operational necessity

- F. Once approval is given; the approving Unit Lieutenant will ensure that all participants are thoroughly briefed on their assignments, contingencies, and appropriate responses.

- G. Tactical Investigations Officers will not conduct “stakeouts” or surveillances outside the City of Miami’s jurisdiction without approval from the Unit Lieutenant and providing the case has a nexus to the City of Miami Police Department or has been requested by an outside agency that has a current Memorandum of Understanding (M.O.U.) with the City of Miami Police Department.

- H. 301 Investigative Reports will be prepared for each priority case to include:
 - Synopsis
 - Pictures/Suspects/Evidence
 - Evidence seized
 - Units requested
 - Chain of Custody
 - Location and Times
 - Defendants or any person of interest
 - Rescue notifications
 - Response to Resistance notifications (if applicable)
 - Any additional pertinent information.

II. “STAKEOUT” OR SURVEILLANCE REQUEST BY OTHER UNITS

- A. It will be the responsibility of the **Lead Investigator** requesting the assistance of the Tactical Investigations Unit to prepare a detailed operational plan which must be approved by both chains of command.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT

STANDARD OPERATING PROCEDURES

S.O.P. **8**

SUBJECT: **VEHICLE PURSUIT**

PURPOSE: To establish procedures regarding vehicle pursuits.

SCOPE: This S.O.P. is for the purpose of establishing guidelines regarding vehicle pursuits.

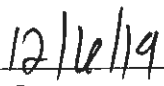
I. **PURSUIT**

- A. The target vehicle shall meet the pursuit criteria as outlined in the Departmental Orders.

- B. A Pursuit is an active attempt by an authorized emergency vehicle to apprehend a suspect fleeing in a motor vehicle. The officer must reasonably believe that the suspect knows he was directed to stop, refuses to stop, and is willfully fleeing in an attempt to avoid capture by using high speed driving or other evasive tactics such as driving off the highway, making sudden or unexpected movements, or driving on the wrong side of the roadway.



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STANDARD OPERATING PROCEDURES: S.O.P. 8

(Continuation)

II. PURSUIT REPORTS

A. A Pursuit Report shall be completed in accordance with the guidelines in the Departmental Orders. Supervisors will ensure that officers comply with the pursuit guidelines as detailed within the Departmental Orders. **Vehicular Pursuit Review.**

1. Supervisors will cover the pursuit policy during Roll Call Training with all officers.
2. A copy of all reports to include the following is to be attached to the Vehicular Pursuit Report.
3. Offense/Incident Report.
4. Arrest Forms.
5. Property Receipt.
6. Vehicle Storage Receipt.
7. Lab Request (if applicable).
8. Any other documents completed.
9. Police Radio Recording.

III. VEHICLE CONTAINMENT

A. The Violent Felony Vehicle Tactic or "Containment" is offered to officers permanently assigned to the Tactical Investigations Unit as an optional method to stop and apprehend wanted subjects. **This containment tactic will only be conducted by Tactical Investigations Unit** members who have been trained in its application, and while working Tactical Investigations Unit operations. The Squad Sergeant will be notified prior to or immediately after the use of a vehicle containment.

STANDARD OPERATING PROCEDURES: S.O.P. 8

(Continuation)

- B. This containment stop is covered during the “Tactical Operations” course or the “High Risk Enhancement RID Basic Training” Course. The stop is specifically covered with all newly assigned Tactical Investigations Unit members by the Squad Sergeant.

IV. TARGET VEHICLE

- A. The Target vehicle shall meet the **pursuit criteria** as outlined in the Departmental Orders.
- B. Officers assigned to the Tactical Investigations Unit, in assigned rental vehicles may engage in pursuits of a violent felony vehicle for a reasonable amount of time while a T.I.U. backup unit immediately communicates with dispatch of the fleeing violent felony vehicle and the need for the closest marked emergency vehicle to respond. Once assistance is communicated with dispatch for a marked emergency vehicle authorized to engage in pursuits and subsequently arrives, the marked unit will take primary, and the T.I.U. officers will become secondary and backup units paralleling during the remainder of the pursuit. For example, armed robbery, carjacking(s), aggravated battery, kidnapping, murder, manslaughter, sexual battery, strong arm robbery, armed burglary, home invasion, unlawful throwing, placing or discharging of a destructive device or bomb, or any felony in which the offender is armed with a firearm or arms himself with a firearm during the commission of a felony.
- C. If during the pursuit a vehicle becomes stationary and a containment becomes a safe, viable option to the conclusion of the pursuit, the T.I.U. officers will communicate their responsibilities over the radio and execute this tactic.
- D. The Target vehicle must be **stationary**.
- E. A minimum of three vehicles will be used in all containment tactics.
- F. Police vehicles may not initially strike the Target vehicle.

STANDARD OPERATING PROCEDURES: S.O.P. 8
(Continuation)

V. CONCERNS

- A. Contain = stay in vehicle.
- B. Arrest = extract targets.
- C. Size of Target vehicle.
- D. Environment.
- E. Cross fire. **Note: In cases where shots are fired, the lead vehicle may consider taking a more tactical position to prevent a cross fire situation and to engage the offender(s).**

City of Miami




EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES


- S.O.P.** 9
- SUBJECT:** TACTICAL INVESTIGATIONS UNIT OPERATIONS
- PURPOSE:** To describe the necessary requirements for conducting Tactical Investigations Unit Operations.
- SCOPE:** This S.O.P. will outline the proper steps to be taken when conducting a Tactical Investigations Unit Operation.

I. ASSIGNMENTS

- A. The Tactical Investigations Unit is staffed by one Lieutenant, three Sergeants and nineteen (19) Officers. The F.A.T. squad is comprised of six (6) officers and one sergeant. The T.R.U. squad is comprised of seven (7) officers and one sergeant. The T.B.D. squad is comprised of six (6) officers and one sergeant. Operational necessity dictates that TIU squads will be staffed with a minimum of four regularly assigned officers at all times. Squads will always be assigned a sergeant when conducting operations. Sergeants are to coordinate and direct squad members.
- B. The Tactical Investigations Unit will provide coverage Tuesday to Friday, primarily during the hours of 1300-2300. The hours and days off are subject to change based on current crime trends and/or departmental needs.



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Tactical Investigations Unit



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STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

- C. Operations are scheduled based on the analysis of the information received from Crime Analysis Unit, District Commanders and current crime trends or patterns. This information will dictate the location and duty hours of a Tactical Investigations Unit operation. Squads will work assigned areas. Sergeants have the discretion to move from an assigned area should newly obtained intelligence dictate the move to be in the best interest of the operation.
- D. The Tactical Investigations Unit operations will focus on identifying and apprehending individuals or groups known to be violent felony offenders. They will also be tasked to apprehend individuals wanted by the Criminal Investigations Section.
- E. The Tactical Investigations Unit will use unmarked vehicles during all operations.
- F. Supervisors and Officers will conduct consent searches in accordance with State and Federal Laws. The consent must be voluntary, freely, and intelligently given by an appropriate party having authority to grant consent, and the search must be limited to the terms of the consent. In every instance where warnings are applicable, the full warning shall be read from a prepared text, and if practicable, signed by the suspect or party authorizing consent.
- G. If possible arrest situations should be made with a two to one officer subject ratio or with the appropriate amount of manpower to avoid officer injuries and potential Response to Resistance situations.
- H. All Squad Sergeants will ensure that all A-Forms are signed. Acting Sergeants **WILL NOT** sign A-Forms.

STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

II. SCENE PRESERVATION

- A. Tactical Investigations Unit may be dispatched to assist other units, as such TIU Officers may be the first on the scene, or the location where a subject is located and taken into custody. It is imperative that TIU officers protect the scene for any evidentiary value which exist, and for the recovery of weapons and fruits of the crime. In cases where a TIU Officer was first on the scene, and has assumed control of the crime scene, the scene will not be handed over prior to a detective arriving on the scene or relieved by a supervisor.
- B. Upon the arrival of investigative personnel the Squad Sergeant will advise the investigative personnel of their findings and prepare reports necessary to be turned over to the investigative personnel.

III. COLLECTION OF PHYSICAL EVIDENCE

- A. All evidence collected shall be obtained in a constitutionally correct manner.
- B. Collected evidence shall be properly described and identified on a property receipt form with the chain of custody documented.
- C. All property and/or evidence shall be turned into the Property Unit prior to the end of tour of duty.

IV. ASSISTANCE TO OUTSIDE AGENCIES

- A. Assistance to outside agencies shall be within the guidelines of existing Mutual AID Agreements.
- B. Squad Sergeants are to keep the Unit Lieutenant abreast of any request for assistance to any outside agency or assistance to an internal investigative unit of a prolonged nature. One (1) hour or more.

STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

V. COURTESY

- A. All contacts (law enforcement, civilian and subject) are made in a professional and appropriate manner.

VI. PROFESSIONAL WORK ETHICS

- A. Adhere to the rules and regulations of the department.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. **10**

SUBJECT: **RESPONSE TO RESISTANCE**

PURPOSE: To supervisors of the Tactical Investigations Unit with guidelines in the preparation of the Response to Resistance Report.

SCOPE: This S.O.P. will outline the proper steps to be taken when investigating a Response to Resistance incident.

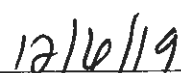
I. **RESPONSE TO RESISTANCE PROCEDURES**

Supervisor's Response to Resistance Report is to be completed in accordance with the guidelines set forth in the Departmental Orders.

- A. In addition to use of force incidents requiring a Response to Report, supervisors and lieutenants are to respond to all scenes to ensure that all reports and documents associated with the incident are completed.
- B. The Response to Resistance Report is to be completed by the end of the assigned shift.



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STANDARD OPERATING PROCEDURES: S.O.P. 10

(Continuation)

- C. A copy of all reports, to include the following, is to be attached to the Response to Resistance Report.
 - 1. Offense/Incident Report
 - 2. Arrest Report
 - 3. Property Receipts
 - 4. Vehicle Storage Receipt
 - 5. Lab Request
 - 6. Pictures of L.E.O.
 - 7. Pictures of Subject(s)
 - 8. Criminal History of Offender
 - 9. C.E.W. Download Report/C.E.W. Cartridge Number
 - 10. B.W.C. incident recording
 - 11. Any other documents completed

II. SUPERVISOR GUIDELINES FOR NARRATIVE

- A. Describe the situation that led to the Response to Resistance.
- B. Indicate time (military) and by whom contacted.
- C. Indicate arrival time and location you responded to conduct investigation.
- D. Detail the events as related to you by the involved officer(s) and be specific about the actions of the subject and officer(s).
- E. Detail in chronological order the precise movements that led to the use of force and/or caused injury to the officer or subject.

STANDARD OPERATING PROCEDURES: S.O.P. 10

(Continuation)

- F. Compare the officer's account and B.W.C. recordings to the Offense Incident Report (OIR) and the Arrest Form to ensure consistency.
- G. Relate the account of any witness officer(s). Do not include statements of witness officer(s) with those of involved officer(s).
- H. Attempt to locate civilian witnesses. Document the fact that there were or were not any civilian witnesses found.
- I. Relate the account of any civilian witnesses. Indicate the relationship between the witness and the subject, if applicable. Include the address and telephone number of witness.

III. INJURIES TO SUBJECT

- A. Describe any injuries, if any. Describe condition and photograph injuries. Document the Fire-Rescue number and the alarm number; if it is minor injury and rescue was not requested state so in the report.
- B. Indicate time (military) and location that you interviewed and checked the subject for any apparent injuries.
- C. If the Response to Resistance is being completed solely based on a complaint of injury (nothing visible) state so in the report.
- D. Detail any damage to City property, if applicable.
- E. Document if injured subject is transported by a marked police unit and name(s) of transporting officer. Location transported to (i.e. Ward D, Robbery Unit).
- F. Indicate the facts surrounding any supervisory decision to transport an injured subject to a location for the purpose of an interview rather than transporting him/her directly to Ward D.

STANDARD OPERATING PROCEDURES: S.O.P. 10

(Continuation)

- G. If transporting a juvenile for the purpose of an interview, the approving supervisor must ensure the subject(s) parents and/or guardian are notified. Indicate name(s) of parent(s)/guardian, address and contact telephone number.
- H. Indicate whether the account of events provided are consistent with or in conflict with those provided by the involved officer(s). Discrepancies are noted in the report, but not necessarily commented upon in the report.
- I. Indicate if the subject(s) wish to make a complaint against the officer(s).
- J. Check all recorded times to ensure that they are consistent on all forms/reports and with the chronological events.
- K. Check the spelling on all names.

IV. OFFICER REPORT OF INJURY

- A. Supervisors will complete injury reports in accordance with the guidelines set forth in the Departmental Orders.
 - 1. Tactical Investigations Unit operations will be conducted with officer safety being of the up-most importance. Supervisors are tasked with constant evaluation of operational tactics. Any deficiency will be corrected immediately, and the tactic suspended pending further evaluation.
 - 2. Sergeants are to contact the Tactical Investigations Unit Lieutenant and the Complaint Sergeant when any officer is injured on duty. The Criminal Investigations Division Chief will also be notified in all cases of injury.
 - 3. Any delayed report of injury shall immediately be reported to the unit supervisor/commander. The employee will prepare a memorandum to the Chief of Police explaining the details of the injury and the reason for the delay.

City of Miami




EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES


- S.O.P.** 11
- SUBJECT:** EQUIPMENT
- PURPOSE:** To establish procedures for the utilization of equipment issued to the Tactical Investigations Unit.
- SCOPE:** This S.O.P. governs the use of City owned vehicles, rental vehicles, and any equipment.

I. RADIOS

- A. A radio and one spare battery, ear plug, and charger will be assigned to each officer.
- B. Supervisors will be issued two (2) radios for safety purposes; one (1) radio will be used to monitor the working channel and one (1) to monitor the tactical channel.



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Tactical Investigations Unit



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STANDARD OPERATING PROCEDURES: S.O.P. 11

(Continuation)

II. ATTIRE

- A. Properly dressed in the black polo shirt with the silver badge in the front. The uniform pants will be cargo type and black in color. Visible Miami Police Badge (on chain around neck or on gun belt). All necessary equipment on gun belt and wearing or have readily available the bullet proof vest/Tactical carrier.

III. MISCELLANEOUS EQUIPMENT

- A. Any equipment, binoculars, pole cameras, shield, entry tools, radio chargers, holsters, rifle optics, emergency lights, or other equipment assigned to a member **WILL** be returned to the unit in cases were the unit member is transferred.
- B. Each Sergeant will maintain an equipment log and conduct quarterly equipment inspections. A Lost and Damage Report will be prepared for any damaged or missing City Equipment.
- C. Any training of the above listed equipment will be recorded and logged by the Unit Supervisor on a quarterly basis.

IV. RENTAL VEHICLES

- A. Vehicles are to be used in compliance with the guidelines established in the Departmental Orders.
- B. Use and care of vehicles.
 - 1. The Tactical Investigations Unit have received approval to install mobile sirens in their unmarked rental vehicle, and the use of red/blue strobe lights. Supervisors are to ensure that officers have this equipment in their assigned vehicles and that the equipment is in working order.
 - 2. Vehicles not having operational equipment will only be used as surveillance, or as routine back-up units.

STANDARD OPERATING PROCEDURES: S.O.P. 11

(Continuation)

3. Officers will adhere to Departmental Orders by completing the new Rental Vehicle Exchange Form and obtaining approval from his/her Unit Commander.
4. The approved form is then forwarded to the Budget Unit for the approval of the Section Commander or designee.
5. Personnel from the Budget Unit will contact the appropriate rental vehicle company to ensure that a vehicle is available. Once Availability is ensured, the officer will be instructed to proceed with the exchange.
6. A copy of the form indicating that an exchange has taken place shall be forwarded to the Budget Unit within one (1) business day.
7. In the event of an emergency exchange (crash, brakes, transmission, etc.) the Squad Sergeant will inspect the vehicle, assure the paperwork is completed and make the exchange. The Unit Lieutenant will be advised of any exchanges. The paperwork will then be submitted as described above. The Unit Lieutenant will maintain a current computerized report of all assigned vehicles.

V. VEHICLE CRASH INVESTIGATION

- A. Members will report all vehicle damages to their immediate sergeant on or off duty.
- B. The Tactical Investigations Unit Officers **will not** complete crash reports involving another member of his/her squad unless authorized the Unit Lieutenant or above.

STANDARD OPERATING PROCEDURES: S.O.P. 11

(Continuation)

- C. The Accident Investigation Unit will be requested to handle all traffic crashes involving members of the Tactical Investigations Unit when there are any serious injuries involved. Otherwise Tactical Investigations Unit traffic crashes will contact communications to dispatch the appropriate NET patrol officer to handle the accident report. The T.I.U. officer's supervisor will also respond to the scene. Should the Accident Investigation Unit not be able to respond for minor injuries, the Unit Lieutenant must be notified, and he/she will make the determination regarding who will handle the investigation.

VI. MDC COMPUTER

- A. MDC computers are to be used in compliance with existing departmental guidelines.
 - 1. The computers are programmed to run record checks on individuals, in a portable format. As a result, it is imperative that these computers be protected from unauthorized use and/or loss.
 - 2. Computers are to be secured in the trunk of rental vehicles during the shift, when not in use. Computers will not be stored in vehicles overnight, or for prolonged periods of time.
 - 3. Computer checks will not be conducted while the user is actively operating a vehicle.
 - 4. Computers are very sensitive and should be protected from abuse and damage. Should a computer malfunction or become damaged, a Lost and Damage Report will be prepared detailing the event and forwarded through the chain of command.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TACTICAL INVESTIGATIONS UNIT STANDARD OPERATING PROCEDURES

S.O.P. **12**

SUBJECT: **FELONY APPREHENSION TEAM**

PURPOSE: To establish procedures for operations of the Felony Apprehension Team


SCOPE: This S.O.P. governs the operations tactics, and equipment used to apprehend wanted felony offenders and fugitives.

I. **ASSIGNMENTS**

- A. The Felony Apprehension Team (FAT) Detail is an element of the Tactical Investigations Unit and is comprised of one (1) sergeant and six (6) officers. The mission of the Felony Apprehension Team is to assist investigative units in the department to locate and apprehend wanted criminal offenders that have been **identified** and have probable cause to be arrested for a felony. The Felony Apprehension Team will also identify, locate, and apprehend wanted offenders with open felony warrants that reside within the City of Miami jurisdictional boundaries.



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Tactical Investigations Unit



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STANDARD OPERATING PROCEDURES: S.O.P. 12

(Continuation)

- B. F.A.T shall not be utilized to locate and apprehend subjects wanted for misdemeanors or for questioning on open cases unless authorized by the Unit Lieutenant.

- C. All members of the Felony Apprehension Team have been deputized by the United States Marshals Service and belong to the South Florida Regional Violent Fugitive Task Force. This deputized status is for a period of 24 months and is renewed at the U.S. Marshals' discretion based on the Memorandum of Understanding (MOU) between the U.S. Marshals Service and the City of Miami Police Department and provided the Felony Apprehension Team Officer maintains the standards outlined in this S.O.P. and the U.S. Marshals Service.

- D. As outlined in the MOU between the U.S. Marshals Service and the City of Miami Police Department, the U.S. Marshalls will assist the Miami Police Department by providing logistics and financial funding only on adopted priority cases that meet their criteria or under special circumstances. The financial funding can **only** be reimbursed by City of Miami Police Officers that have been deputized.

- E. City of Miami Police cases that have been officially adopted by the U.S. Marshals will be worked by FAT members under the legal guidelines of the City of Miami Police Department as well as the U.S. Marshals Service when working outside of the City of Miami jurisdiction.

- F. FAT members will travel outside the City of Miami jurisdiction when working in an official police investigative capacity in cases that **solely** have a nexus to the City of Miami Police Department.

STANDARD OPERATING PROCEDURES: S.O.P. 12

(Continuation)

G. FAT members will be called upon by the U.S. Marshals Service for any case that has been delineated for apprehension by any local or national police agency belonging to the U.S. Marshals Violent Fugitive Task Force. In this capacity, the FAT member will be working under the legal guidelines of the U.S. Marshals Service as a Special Deputy Marshal. These incident(s) at times will take FAT members outside of the jurisdiction of the City of Miami.

II. PROBABLE CAUSE PROCEDURES

- A. Upon receiving a case from the Criminal Investigations Division (C.I.D.) the Felony Apprehension Team (F.A.T.) Supervisor will verify with the lead detective that the probable cause for arrest is active with the Miami Dade County Warrant Management Unit.
- B. When apprehending subjects based on probable cause sought by our C.I.D. Units, the C.I.D. lead investigator will immediately contact the lead F.A.T. detective if probable cause has been rescinded or there is no longer probable cause for the case.
- C. Upon accepting the case from C.I.D., it will be the F.A.T. detective's responsibility to refresh the probable cause for arrest with Miami Dade County Warrant Management Unit every thirty (30) days.
- D. If during a F.A.T. investigation it is discovered that the wanted subject is residing outside of Miami-Dade County, the case will be returned to the C.I.D. lead detective for an arrest warrant, if feasible, and closed in the F.A.T. case assignments.
- E. Once a F.A.T. package is returned to the C.I.D. lead investigator, it will be their responsibility to continue to update the probable cause in the system every thirty (30) days for the subject.
- F. Once a proper arrest warrant is obtained, the F.A.T. package will be updated and resubmitted to the F.A.T. supervisor to reassign the case back to the respective F.A.T. detective for investigation.

STANDARD OPERATING PROCEDURES: S.O.P. 12
(Continuation)

III. ARREST WARRANT PROCEDURES

- A. The Felony Apprehension Team Supervisor will ensure all arrests warrants are verified with the Miami-Dade Police Department Warrant Management Unit to verify their validity prior to taking a fugitive into custody.
- B. The members of the Felony Apprehension Team will follow Departmental Orders concerning the searching, handcuffing, securing, and transporting of wanted offenders.
- C. The Unit Commander and the Communications Unit will be advised of any incident involving the forced entry into a premise in the line of duty in an attempt to apprehend a wanted fugitive with a valid arrest warrant. When working in the capacity as a U.S. Marshals Special Deputy, the FAT Unit Member will follow the guidelines provided by the U.S. Marshals Service but will notify the Unit Commander.
- D. The Sergeant will notify the Unit Commander of any situation which requires the members of the Felony Apprehension Team to leave the City of Miami jurisdiction. Action taken by the members of the Felony Apprehension Team outside the City of Miami jurisdiction will adhere to the procedures set forth in the Miami-Dade County Mutual Aid Agreement and/or the terms set forth under any pertaining MOU as well as the MOU between the City of Miami Police Department and the U.S. Marshals Service.
- E. The members of the Felony Apprehension Team taking enforcement action outside the City of Miami jurisdiction must notify the respective law enforcement agency and request necessary assistance/presence.

STANDARD OPERATING PROCEDURES: S.O.P. 12

(Continuation)

- F. Any detective or supervisory personnel from the Criminal Investigations Division requesting assistance from the Felony Apprehension Team for the apprehension of an identified wanted offender must submit the request by city email. The request **will** include the FAT package checklist and a draft copy of the arrest affidavit to ensure the arrest of the subject(s) once located, unless special circumstances exist.

- G. When emailing F.A.T. packages, C.I.D. lead detectives will include in the subject line, the wanted subjects last name, first name (Both subjects if there are Co-Defendants) and case number. Each email should only contain one F.A.T. package, unless the subjects are co-defendants in the same case. Also, all subject images will be included in the email as an attachment with biographical information (i.e. DAVID, Mugshots) if available.

- H. Any violent felony cases where there is an inherent risk to the community, and the C.I.D. lead detective has information where the wanted subject has ties outside of Miami-Dade County will be required to obtain an arrest warrant to be submitted with the F.A.T. package.

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

II. DUTIES OF THE TACTICAL BURGLARY DETAIL SUPERVISOR

- A. Keep the Unit Lieutenant informed of Tactical Burglary Detail (TBD) operations.
- B. Plan TBD's current, continuing, and future operations.
- C. Maintain direction and control of TBD members for:
 - 1. Use of equipment
 - 2. On-duty appearance
 - 3. Court appearance
 - 4. Public contacts
 - 5. Attendance and punctuality
 - 6. Attitude towards assignment
 - 7. Training needs
 - 8. Equipment needs
- D. Maintain a high level of efficiency by ensuring training.
- E. Disseminate information concerning legal and court opinions to TBD members.
- F. Guide, direct and review the activities of personnel to him/her.
- G. Ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, applicable laws, and lawful orders of superior officers.
- H. Responsible for the work product of the TBD, including the correction of spelling and grammar, press releases, and special bulletins.

STANDARD OPERATING PROCEDURES: S.O.P. 13

(Continuation)

- I. Maintain a leadership role and coordinate the activities of his/her personnel and support personnel on crime scene.
- J. Perform administrative tasks as the Tactical Investigations Unit Lieutenant deems necessary.
- K. Submit statistical information for the monthly and annual report.
- L. Attend regularly scheduled Unit meetings and be prepared to discuss current crime trends and tactical deployment of personnel.
- M. Ensure that his/her personnel are:
 - 1. Familiar with current case laws concerning investigations (i.e., line-ups, confessions, searches, etc.)
 - 2. Contribute to efficient and effective means of achieving Unit objectives.
- N. Generate the required reports to include, but not limited to, the following:
 - 1. Monthly Activity Report
 - 2. Monthly EML Verifications
 - 3. Personnel Performance Evaluation(s)
 - 4. CALEA Inspection Forms
 - 5. Operational Plans
 - 6. Equipment Inventory Report
 - 7. Monthly B.W.C. Audits
- O. Make appropriate changes on the "P" Sheets when current manpower is affected (i.e. E/O, I, V Time).
 - 1. The supervisor MUST have the same duty hours and days off as his/her subordinates, absent extenuating circumstances.

STANDARD OPERATING PROCEDURES: S.O.P. 13

(Continuation)

- P. When appropriate, submit the necessary documentation to nominate members of the Unit for Monthly Award.
- Q. Counsel TBD members when necessary (and apply progressive discipline when taking corrective action).
- R. Ensure that personnel monitor their radios and are available to assist other units in investigations or in emergency assistance calls.
- S. Respond to major crime scene to assist personnel with the investigation and provide proper guidance.
- T. Review and approve all reports and information generated by members prior to submitting or sending through channels.
- U. Develop inter-unit cooperation.
- V. Ensure Tickler deadlines are met.
- W. Maintain communication with outside agencies.
- X. Check the court requirements of their personnel.
- Y. Ensure that reports are complete and concise.
- Z. Assume the administrative duties of the TIU Lieutenant (i.e. filing, and other office duties).

III. DUTIES OF THE TACTICAL BURGLARY DETAIL OFFICER

Tactical Burglary Detail Officer's duties and responsibilities will include, but are not limited to, the following:

- A. Techniques will be developed to combat:
 - 1. Burglaries, robberies, violent crimes, and identify their patterns.
- B. Affect the arrest of criminals.

STANDARD OPERATING PROCEDURES: S.O.P. 13

(Continuation)

- C. Conduct surveillance of known gang areas and target any criminal activities that they are involved in.
- D. Prepare all reports fully to include the following:
 - 1. Arrest Form
 - 2. Offense Report
 - 3. Investigative Report (301's)
 - 4. Property Receipt
 - 5. Crime Lab Report
 - 6. Photographs of suspects or evidence
 - 7. Consent to search and Miranda Right Forms
 - 8. Statements
 - 9. Arrest Warrants
 - 10. Search Warrants
- E. Prepare cases for prosecution and court presentation.
- F. Determine involvement of suspects in other crimes.
- G. Check suspect's criminal history.
- H. Remain updated on burglaries and any organized crime trends, along with violent crime patterns and how it relates to known gang areas.
- I. Develop and utilize confidential informants and/or sources.
- J. Locate and identify witnesses.
- K. Collect evidence in a constitutionally correct manner.

STANDARD OPERATING PROCEDURES: S.O.P. 13

(Continuation)

- L. Ensure constitutional guarantees prevail when conducting impromptu field interviews.
- M. Maintain a note pad of daily activities and other pertinent information.
- N. TBD detectives will work with City of Miami NETs, CID detectives, and crime analysts to identify areas of concern, methods of operations, and other factors to properly deploy their resources and determine investigative tactics.
- O. TBD members will travel outside the City of Miami jurisdiction when working in an official police investigative capacity in cases that **solely** have a nexus to the City of Miami Police Department (All enforcement powers must be taken by and through an officer with jurisdiction).
- P. The TBD will not be utilized to investigate subjects with probable cause for arrest or arrest warrants where a Felony Apprehension Team (FAT) package has been submitted, unless approved by Tactical Investigations Unit Lieutenant.
- Q. When working operations in an undercover capacity, TBD officers will abide by the City of Miami's Departmental Orders as it relates to Body Worn Cameras (BWC).