

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

INVESTIGATIVE INTELLIGENCE UNIT

INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
MASTER INDEX

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INVESTIGATIVE INTELLIGENCE UNIT



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

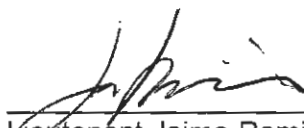
INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL INVESTIGATIVE INTELLIGENCE UNIT PERSONNEL

This manual is established to provide guidelines for the management, functions and operations of the Investigative Intelligence Unit, which consist of the Criminal Intelligence Detail, Technical Intelligence Detail, Crime Analysis Detail, Career Criminal Detail, Crime Gun Intelligence Detail, Computer Forensic Detail and Real Time Crime Center.

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.

Personnel assigned to the Investigative Intelligence Unit shall become familiar with these procedures.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit
12/6/15

Effective Date

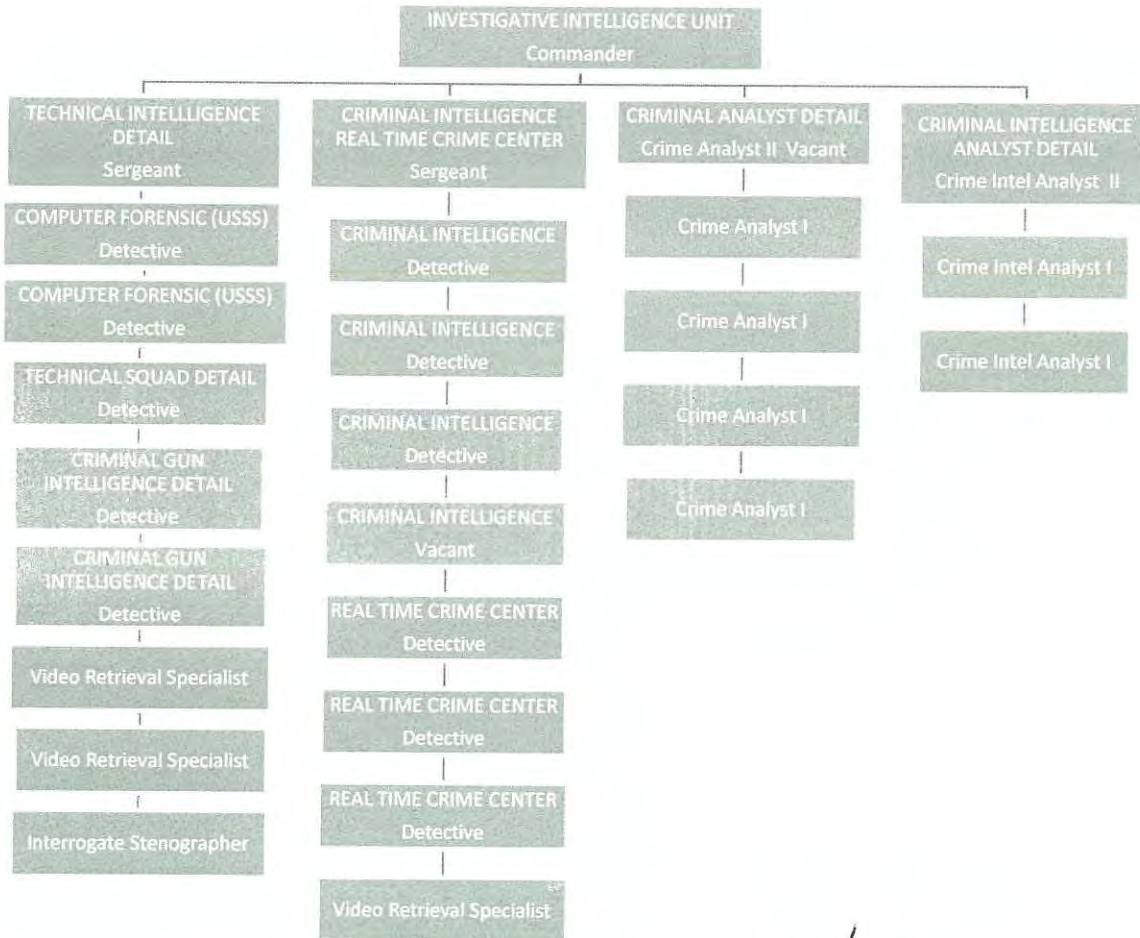


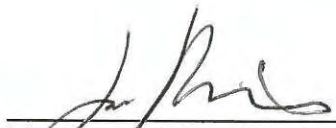
City of Miami



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Investigative Intelligence Unit Organizational Chart




Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19
Effective Date



City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION:

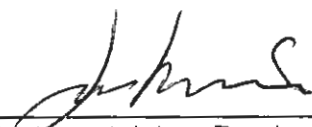
The Investigative Intelligence Unit (IIU) is a part of the Investigative Support Section. Personnel assigned to this unit concentrate on generating information regarding ongoing criminal investigations, as well as building and strengthening cases against violent criminals in the community.

II. GOALS:

To assist investigative units in order to increase the clearance of cases. To coordinate efforts between the investigative units, the Miami-Dade State Attorney's Office, and Federal Courts.

III. OBJECTIVE:

To provide supportive data to departmental elements and other law enforcement agencies. To increase the amount of cases closed by arrest, assist the investigative units in strengthening their cases, and build cases against violent criminals.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit
12/6/19

Effective Date



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INVESTIGATIVE INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS CODE

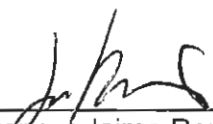
To provide procedures for Work Schedule and Dress Code for personnel assigned to the Investigative Intelligence Unit.

I. DUTY HOURS

- A. The duty hours for the Unit Commander are flexible but normally 0600-1600.
- B. The duty hours for the Unit Sergeants are flexible but are normally 0600-1600 and 0700-1700.
- C. The duty hours for the sworn and non-sworn members are based on each particular detail assignments. Hours may be changed to facilitate the Unit needs, with approval of the Unit Commander.

II. DRESS CODE

The dress code requirements for the Investigative Intelligence Unit are the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.



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12/6/14

Effective Date



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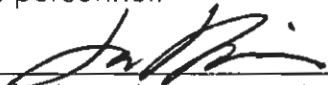
INVESTIGATIVE INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Duties and Responsibilities of the Investigative Intelligence Unit Commander

- A. Assume overall command and authority for the Investigative Intelligence Unit.
- B. Ensure that all tasks are completed according to Unit S.O.P.s and Departmental Orders.
- C. Authorize temporary and permanent changes to Unit S.O.P.s.
- D. Determine and implement policies regarding assigned tasks and arbitrate conflicts which arise among employees.
- E. Establish duty hours for employees.
- F. Ensure completion and authorization of administrative tasks.
- G. Adjust schedule so as to maximize time to adequately command the Unit.
- H. Review all investigative reports.
- I. Identify goals and objectives for the Unit.
- J. Coordinate and direct activities of the personnel.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit
12/6/19

Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- 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 on time.
- M. Identify training needs of Unit personnel.
- N. Identify organizational deficiencies within the Unit and take corrective action as needed.
- O. Coordinate the evaluation of Unit systems to ensure desired results.
- P. Review incoming material for appropriate action and/or assignment.
- Q. Review outgoing material for content and quality.
- R. Delineate areas of responsibility and allocate resources accordingly.
- S. Attend meetings as directed.
- T. Prepare studies and special reports as directed.
- U. Direct the development of policies and procedures as needed to maximize productivity.
- V. Review Response to Resistance Reports.
- W. Review reports of injury to Unit personnel.
- X. Respond to all major incidents involving Investigative Intelligence Unit personnel.
- Y. Brief Section Commander about any major incidents.

II. Notification of the Investigative Intelligence Unit Commander

- A) Whenever a department report, involving Investigative Intelligence Unit member, requires a review and on the scene investigation by a command level officer (Lieutenant and above). These reports include Response to Resistance Report, Discharge of Firearms, Vehicle Accidents, etc.
- B) Whenever an Investigative Intelligence Unit member is admitted into hospital for any reason while on duty.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- C) Any other time, on or off-duty, when an Investigative Intelligence Unit member desires the services of a command level officer to deal with a professional or personal issue.
- D) All major cases (i.e. cases of major interest to the community and news media).

III. Duties and Responsibilities of Investigative Intelligence Unit Sergeants

- A. Keep the Unit Commanding Officer informed of the progress of any investigation.
- B. Plan Unit's current, continuing and future activities.
- C. Maintain direction and control of 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
- D. Take into consideration the individual officer's experience when making assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Unit members.
- G. Guiding, directing, and reviewing the activities of personnel assigned to him/her.
- H. Ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, applicable laws, and lawful orders of Superior officers.
- I. Responsible for the work product of his/her Detail, including the correction of spelling and grammar, press releases, 301's, supplements, etc.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- J. On crime scenes, the Supervisor will maintain a leadership role and coordinate the activities of his/her personnel and support personnel.
- K. Responsible for informing the Unit Commanding Officer of all major cases and crimes of interest.
- L. Perform administrative tasks as the Unit Commanding Officer deems necessary.
- M. Maintain a file on each member assigned to him/her. These personnel files will be available for periodic review by the Unit Commanding Officer.
- N. Required to attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.
- O. Required to actively work with the State Attorney's Office, Public Defender's Office, and other concerned state and federal agencies and individuals in order to eliminate unnecessary court appearance for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court-related appearances during on-duty hours. Profiles must be on-duty.
- P. Become cognizant of their investigators' court-related appearances with the intended purpose of securing successful prosecutions. Contact should be made with the State Attorney's Office to receive feedback on investigator's work product. Supervisors will be responsible for taking action to eliminate further case preparation problems. This may take the form of closer supervision or additional training.
- Q. Generate the required reports to include, but not limited to, the following:
 - 1. Daily, Weekly, and Monthly Activity Report
 - 2. Monthly On-Call list and EML Verifications
 - 3. Personnel Performance Evaluation
 - 4. Annual Vacation Request
- R. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).
- S. When appropriate, submit the necessary documentation to nominate members of the Unit for the Officer of Month Award.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- T. Counsel Unit members when necessary (i.e., apply progressive discipline when taking action).
- U. Respond to major crime scenes to assist their personnel with the investigation and provide proper guidance.
- V. Review and approve all reports and information generated by members prior to submission or sending through channels.
- W. Ensure that reports are complete and concise.
- X. Develop inter-unit cooperation.
- Y. Maintain communications with outside agencies.
- Z. Contribute to the efficient and effective means of obtaining unit objectives.

IV. Duties and Responsibilities of an Investigative Intelligence Unit Investigator

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed by the Investigative Intelligence Unit.
- B. Participate in joint operations with other units of the Investigative Support Section.
- C. Follow the direction of his/her supervisor, Unit S.O.P.s, and Departmental Orders.
- D. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- E. Assist all departmental investigative elements and outside agencies.
- F. Provide support to other officers with their assigned duties.
- G. Develop and maintain liaison with other agencies.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- H. Assist in maintaining the office files.

- I. Maintain a complete and detailed notebook of daily activities in chronological order. (Adequate notes taken by the investigator are considered a prerequisite to the future completion of 301's, Supplemental Reports, notes for court presentations, overall evaluation of the activities generated in an investigation, etc.)

- J. Prepare 301 Reports when assisting in major cases/investigations or when directed by a Unit's supervisor. (These 301s will be prepared and completed prior to the investigator's completion of his/her tour of duty. The investigators will follow the proper format to ensure uniformity.)

- K. Become proficient with different social media platforms.

- L. Become proficient in securing preservation letters.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

CRIMINAL INTELLIGENCE DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS CODE

I. DUTY HOURS

- A. The Criminal Intelligence Detail Investigators will work from Monday through Friday. At the discretion of the Unit Commander, the duty hours may be modified for the efficiency of the detail.

The following are the duty hours of each shift:

Shift A – 0600-1600 hours

1000-2000 hours

Shift B – 1200-2200 hours

- B. 24-hour on-call coverage will be maintained by the Criminal Intelligence Detail investigators on a rotating schedule which will be implemented by the Detail Sergeant and approved by the Unit Commander.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



DUTY HOURS AND DRESS CODE

(Continuation)

II. DRESS CODE

The dress code for investigators assigned in the Criminal Intelligence Detail is plainclothes while conducting surveillances and/or operations that require covert operations.

1. While operating in a "plainclothes" capacity, investigators will have on their person a Miami Police Badge in a clearly visible location (i.e. on a chain around neck and displayed in the chest region or on a gun belt directly next to their holstered firearm) so as to quickly and clearly identify themselves as police officers.
2. While in "plainclothes" and conducting business within the police department, the investigator(s) will have at all times displayed their official City of Miami Police Department identification cards.
3. All Criminal Intelligence Investigators must maintain a complete set of police uniforms and equipment for immediate use at all times.

City of Miami



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City Manager

INVESTIGATIVE INTELLIGENCE UNIT

CRIMINAL INTELLIGENCE DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: Duties and Responsibilities of Members

PURPOSE: To outline the Duties and Responsibilities of the Criminal Intelligence Detail

SCOPE: The Criminal Intelligence Detail is part of the Investigative Intelligence Unit of the Investigative Support Section

Definition: "Criminal Intelligence" is the systematic collection, evaluation, and analysis of information pertaining to persons or groups involved in or suspected of involvement in actual or suspected criminal activity for the purpose of disseminating it to appropriate sections for use in developing law enforcement strategies, priorities, policies, or investigative tactics.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

I. Duties:

- A. The Criminal Intelligence Detail is responsible for identifying offenders of special concern to the Criminal Investigations Division and coordinating departmental and outside agency resources to achieve successful prosecutions against them.
- B. The detail will also assist the units within the Criminal Investigations Division by conducting surveillance operations, locating subjects wanted for questioning, and conducting proactive details to generate information. The detail will also create intelligence bulletins, charts, and timelines to assist in identifying associates, and providing background information to investigators.
- C. The detail will specialize in digital media, specifically social media platforms, to obtain investigative intelligence that assists other units in the Criminal Investigation Division and the Field Operations Division.

II. Responsibilities:

- A. Identify priority targets by evaluating the scope and severity of their crime(s), as well as their potential for committing future offenses. To this end, the investigator may use a variety of tools and techniques, to include the following:
 - a. Regular reviews of confirmed fingerprint matches
 - b. Pattern analysis of investigative reports
 - c. Social media investigations
 - d. Investigative interviews
 - e. Task force meetings
 - f. Conduct regular meetings with Investigative and Patrol Commanders to ascertain their current concerns.
 - g. Utilizing analysts to create a list of priority habitual and repeat offenders.
 - h. Reviewing jail and prison release records for violent repeat offenders residing in the City of Miami.
- B. Once a priority target is identified, Detectives will identify all investigators with cases related to the target and brief them on the links between their cases. They will jointly develop a strategy for building criminal cases with sufficient strength to support a successful prosecution.
- C. Conduct surveillance details.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

- D. Cultivate Confidential Informants (C.I.)
- E. Work alongside Criminal Investigations Division detectives to conduct proactive operations in order to generate case information.
- F. Work with social media, and other digital platforms to assist in the investigation of crimes.
- G. Confer with representatives from the Miami-Dade State Attorney's Office and the US Attorney's Office as appropriate throughout the investigative process.

III. Investigative Support Process:

- A. Criminal Intelligence Investigators will be assigned to work with specific Criminal Investigations Division units in order to support various investigations.
- B. Criminal Intelligence Investigators will be assigned cases from different unit in CID, to gather criminal intel on the victims, witnesses, and suspects.
- C. Criminal Intelligence Investigators will utilize available social media platforms, various investigative programs and tools to facilitate the gathering and verification of information for investigations, within the Criminal Investigations Division.
- D. Criminal Intelligence Investigators will collect, analyze and store content obtained, in order to augment the ongoing cases brought by any Criminal Investigations Division Unit. Pertinent information gathered by the Criminal Intelligence Investigators will be documented on a 301 (Report of Investigation) prior to their end of shift. The 301 will then be forwarded to the Detail Supervisor for review and approval. Once approved, the 301 will then be forwarded to the appropriate unit lead detective.

City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT

CRIMINAL INTELLIGENCE DETAIL


STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: On-Call Investigators

PURPOSE: To maintain the Criminal Intelligence Detail Investigators' availability, seven (7) days a week, twenty-four (24) hours a day for priority cases requiring immediate attention.

SCOPE: To outline the procedures for Criminal Intelligence Detail off-duty callouts.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

On-Call Procedures:

The On-Call Investigator maintains availability on a seven (7) days, twenty-four (24) hours basis.

1. The Complaint Sergeant, or any Commanding Officer, will contact the Investigative Intelligence Detail's Supervisor or Unit Commander to request a Criminal Intelligence related call out.
2. The Intelligence Detail Supervisor will contact the Unit Commander for final approval. If the callout is warranted, the supervisor will contact the on-call investigator who will respond.
3. If necessary and available, the Intelligence Detail Supervisor will respond to supervise the investigation.
4. If necessary and available, additional investigators may be called in by the supervisor to facilitate the investigation.
5. The Criminal Intelligence Investigators and/or Supervisor will keep the Unit Commander abreast of the situation.
6. The Investigator will respond promptly to the scene with all necessary equipment and attire authorized under the Unit's dress code.
7. The investigator scheduled to be on-call for their specified "on-call week" will maintain their availability to respond to the station or scene within a reasonable amount of time. Therefore, the investigator will take care not to schedule any out of town activities or similar that will affect their ability to respond in a timely manner.
8. The scheduled on-call investigator will immediately notify their supervisor and find a replacement should any situation arise that could potentially limit the on-call investigators ability to respond to a callout.

City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT
CRIMINAL INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P. 3


SUBJECT: Confidential Informants (Departmental Order 9.12/CALEA 42.2.9)

PURPOSE: To establish proper procedure of documenting and paying a confidential informant.

SCOPE: Established informant, documentation when dealing with informants.

Procedures:

- A. A confidential informant can either be a volunteer or a paid informant. If the C.I. is a juvenile, written approval must be obtained from the juvenile's parent or guardian.
- B. The investigators will adhere to the Departmental Orders when dealing with any confidential informants.
- C. The Criminal Intelligence Supervisor must be notified prior to the investigator making any contact with any Confidential Informant.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/15

Effective Date



City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT
CRIMINAL INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 4


SUBJECT: Procedures for On Duty Usage of Social Media accounts

PURPOSE: To describe the necessary requirements for on duty social media account and undercover social media accounts usage.

SCOPE: This S.O.P. will outline the proper usage of social media accounts and undercover social media accounts while on duty.

Procedures:

- A. Social media sites may be used by Investigative agency personnel for valid law enforcement purposes. The following are considered valid law enforcement purposes, but is not limited to:
- 1) Pre-employment background investigations;
 - 2) Crime analysis and situational assessment reports;
 - 3) Crime intelligence development; and
 - 4) Criminal investigations



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Investigative Intelligence Unit
12/6/19

Effective Date



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

- B. While on duty, employees will utilize social media, access social media websites, online aliases, online undercover activity, and social media monitoring tools for valid law enforcement purposes **ONLY**. This includes the use of agency sites, and devices. The utilization of an online alias or social media monitoring tool for personal use is prohibited and is considered employee misconduct, and subject to discipline.
- C. Employees on-duty will only utilize social media devices and sites to seek or retain information that:
 - a) Is based upon a criminal predicate or threat to public safety, has a criminal nexus; or
 - b) Is based upon reasonable suspicion that an identifiable individual, regardless of citizenship or U.S. residency status, or organization has committed an identifiable criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity (criminal intelligence information); or
 - c) Is relevant to the investigation and prosecution of suspected criminal incidents; the resulting justice system response; the enforcement of sanctions, orders, or sentences; or the prevention of crime; or
 - d) Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety;
- D. The Miami Police Department Criminal Intelligence Detail will not utilize social media to seek or retain information on:
 - a) Individuals or organizations solely based on their religious, political, social views or activities; or
 - b) An individual's participation in a particular non-criminal organization or lawful event; or
 - c) An individual's race, ethnicity, citizenship, place of origin, disability, gender, or sexual orientation unless such information is relevant to the individual's criminal conduct or activity or if required to identify the individual; or
 - d) An individual's age other than to determine if someone is a minor.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
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VIDEO RETRIEVAL DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

To retrieve, analyze, organize, and present video evidence gathered from digital devices including, but not limited to computers, cell phones, televisions, CCTV, and cameras.

II. GOALS

To promptly respond to all pertinent requests for service within a reasonable time frame and provide investigative units and/or public records requests.

III. OBJECTIVES

- A. To provide support services to investigators, public records requests to department members and other agencies, as directed.
- B. To prepare video evidence for playback by enhancing imagery, editing for time/subject, creating side-by sides, and/or using different methods to achieve optimal results.
- C. To successfully conduct investigations with the overall objective of reducing crime and arresting offenders.

Lieutenant Jaime Ramirez
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Investigative Intelligence Unit

12/6/19

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City of Miami



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VIDEO RETRIEVAL DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

DUTY HOURS

The following are the duty hours of each shift:

Specialist A – 0700 to 1600 hours

Specialist B – 0900 to 1800 hours

After hours – On- Call

Hours can be modified at the discretion of the Unit Commander.

DRESS

The dress code requirements for the Video Retrieval Detail is the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

Effective Date



City of Miami



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VIDEO RETRIEVAL DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

DUTIES OF VIDEO RETRIEVAL DETAIL MEMBERS

- A. Primary responsibility is to collect and retrieve videos for investigative units and/or public records request, preparing video for playback via editing, redacting, splicing, and/or evidence gathered from digital devices.
- B. Maintains files of video evidence information and chain of custody. Preserves confidentiality of files and information as required.
- C. Appears in court to provide testimony on behalf of the City of Miami Police Department.
- D. Prepare daily reports of pending and completed requests.
- E. Complete monthly statistical report.
- F. Monitors video lab equipment to ensure proper functionality and assists with the installation of necessary software and hardware for processing video evidence.
- G. Performs other related work as required.

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12/6/19
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INVESTIGATIVE INTELLIGENCE UNIT
VIDEO RETRIEVAL DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 5

SUBJECT: ASSIGNMENT CRITERIA

PURPOSE: To outline the criteria for assigning requests for video recovery. Supervisors will review all requests to determine the order of priority of video recovery requests.

SCOPE: To set forth procedures for the assignment of cases.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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

- I. The Video Retrieval Detail will respond to all pertinent requests for service within a reasonable time frame. The lead detective shall be responsible for contacting/coordinating with the requesting person and obtain any further information that may be required to complete the assigned task.
- II. In cases where a warrant is necessary, the lead detective is responsible for securing a search warrant/consent to search form for the retrieval of the video.
- III. The lead detective must have reviewed the video to determine if valuable evidence was captured prior to requesting for service.
- IV. Once the lead detective determines that there is in fact valuable video evidence, a Video Recovery Request Form will be completed by the lead detective or his/her designee by utilizing the link located on the home page of the City of Miami Intranet. If the link is down, the requestor must then fill out a hard copy Video Recovery Request Form and email it to the Video Retrieval Detail supervisor. To facilitate any requests for service, the following information is required:
 - A) Requesting person name.
 - B) Case number or incident number.
 - C) Nature of request.
 - D) Provide the date and time frame of the incident (be as specific to the time of occurrence as possible).
- V. Upon receiving a Video Recovery Request, the Video Retrieval Specialist (s) will respond and collect the video evidence in a timely manner.
- VI. Upon completion of the request, the Video Retrieval Specialist (s) will prepare a copy of the video evidence in a CD format and provide it to the lead detective for his/her case file.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INTERROGATION STENOGRAPHER DETAIL
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS

DUTY HOURS

The Interrogation Stenographer duty hours are Monday through Friday from 0600-1500 hours.

DRESS

The dress code requirements for the Interrogation Detail is the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INTERROGATION STENOGRAPHER STANDARD OPERATING PROCEDURES DUTIES AND RESPONSIBILITIES OF MEMBERS

The Stenographer must take stenographic notes at high rates of speed and often under difficult conditions, requiring an unusually high degree of proficiency.

- A. The Stenographer must be proficient in:
 - 1. The English language, including grammar, spelling and punctuation.
 - 2. Office methods and procedures.

- B. Take verbatim dictation and transcribe notes of interrogations, interviews, confessions and statements often at the crime scene or in a hospital room.

- C. Take dictation of letters, recommendations, reports and other matters related to police investigation procedures. Notarize sworn statements.

- D. Perform other stenographic, typing and filing work as assigned.

- E. Perform related work as required.



Lieutenant Jaime Ramirez

Commander
Investigative Intelligence Unit

12/6/19

Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

CAREER CRIMINAL DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

To review, analyze and identify career criminals for enhanced prosecution. To work with state and federal agencies in the successful prosecution of career criminals.

II. GOALS

To identify and successfully prosecute career criminals.

III. OBJECTIVES

To increase the number of identified career criminals. To increase the number of cases presented for enhanced prosecution.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

9/25/2020

Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
CAREER CRIMINAL DETAIL

SOP: 6

SUBJECT: CAREER CRIMINAL DETAIL

PURPOSE: The purpose of the Career Criminal Detail is to target subjects that qualify as habitual offenders and assist the State Attorney's Office with the successful prosecution and enhancement of prison sentences.

SCOPE: A subject arrested by the Miami Police Department will be referred to the State Attorney's Office should the subject's criminal history meet the State Attorney's set guidelines. Additionally, those subjects who meet the guidelines for federal prosecution will be referred to the US Attorney's Office via the Bureau of Alcohol, Tobacco and Firearms.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

9/25/2020

Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
CAREER CRIMINAL DETAIL

SOP: 7

SUBJECT: CAREER CRIMINAL DETAIL

PURPOSE: To outline the duties and responsibilities of the Career Criminal Detail.

SCOPE: The Career Criminal Detail is part of the Investigative Intelligence Unit, Investigative Support Section. This SOP covers the guidelines for the Career Criminal Detail Officer.

DUTIES OF THE CAREER CRIMINAL DETAIL PERSONNEL:

I. A Career Criminal file will contain the following:

From the Florida Department of Corrections Notice of Release:

- Demographic Information to include marks and scars
- Current and past charges
- Release date and location, supervision office (if applicable)
- Fingerprints (when available)
- Mugshot (when available)


Lieutenant Jaime Ramirez

Commander
Investigative Intelligence Unit

09/25/2020
Effective Date



STANDARD OPERATING PROCEDURE: SOP 7
(Continuation)

From: US DOJ Federal Bureau of Prisons Prisoner Release Notification:

- Demographic Information
 - Current and past charges
 - Release date and location, supervision office (if applicable)
 - Career Criminal Detail while tracking the release of criminals,
- II. Personnel will generate monthly the "Prisoner Release Notification" for distribution to the appropriate District Majors of the release.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

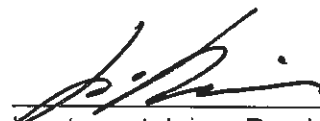
CRIME ANALYSIS DETAIL
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS CODE

DUTY HOURS

The normal duty hours for the Crime Analysis Detail are Monday through Friday from 0700-1600. The duty hours may fluctuate and are determined by the Unit Commander.

DRESS

The dress code requirements for the Crime Analysis Detail is the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/18

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT

CRIME ANALYSIS DETAIL

STANDARD OPERATING PROCEDURES

S.O.P.: 8

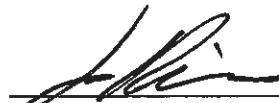
SUBJECT: DUTIES AND RESPONSIBILITIES OF MEMBERS

PURPOSE: To establish guidelines for the Crime Analysts.

SCOPE: The Crime Analyst Detail is part of the Investigative Support Section. The Detail is responsible for performing analytical and other specialized functions, including support service for sworn personnel. The Analysts' main functions include the collection, evaluation, collation, analysis, and dissemination of all valid data relating to crimes reported to the Miami Police Department. The Crime Analysts will assist the officers/investigators by providing statistical data regarding the types of crimes committed, frequency, and location of the crimes, as well as other data which will aid in predicting, preventing, and solving crimes.

A. Crime Analyst II Supervisor Duties and Responsibilities

1. Acting as liaison between the Police Department and other law enforcement agencies concerning crime analysis information;
2. Capturing offense/calls data from the mainframe information system for use by the unit for crime analysis;
3. Distributing multi-level crime analysis report weekly through Police Intranet system;
4. Reviewing and revising unit data processing procedures.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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

5. Coordinates and oversees the distribution of information to concerned individuals and units.
6. Trains, arranges, schedules, assigns, oversees, and evaluates the work of personnel within the unit and also recommends hiring, discipline, or termination.
7. Supervises and assists in gathering information from available sources. Researches data and potential sources of relevant information.
8. Assist other law enforcement agencies by participating in special programs created to secure, use, and exchange sensitive information with multiple agencies

B. Crime Analyst I Duties and Responsibilities

1. The Crime Analyst will primarily analyze homicides, robberies, Assault, and burglaries. This information is kept in a database created with the Excel program, using information gathered from the incident reports (Premier One program) that are reviewed on a daily basis (CALEA 15.1a). The Crime Analyst will use this database to provide suspect information based upon solvability factors, such as: day of the week, time of day, geographic location, frequency by type of crime, method of operation, items taken, suspect descriptions, and mode of travel to and from crime scene, spoken words, specific characteristics, and physical evidence. Other analytical projects will be done at the discretion of the Unit Commander or his/her designee.
2. Provide the below-listed reports to the District Major, Net Commanders, and Investigative Commanders (CALEA 15.1d).
 - a) Comparisons of above crime and information by District and NET areas.
 - b) Graphs of crimes by NET areas.
 - c) Geographic maps of specific crimes.
 - d) Weekly analysis reports of robberies and burglaries.
3. The Crime Analyst will coordinate information with the NET Commanders and will provide maps, data, and frequency of occurrences of analyzed crimes.

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

4. Will attend follow-up meetings, for feedback and analysis, which will be coordinated with NET Commanders and Property Crimes Unit Supervisors (CALEA 15.1e).
5. The Crime Analyst will attend inter-agency crime analysis meetings including, but not limited to, Robbery and Burglary meetings hosted by the Miami-Dade Police Department. These meetings bring together investigators and crime analysts to exchange intelligence information on current criminal patterns, suspects and activity.
6. Prepare and distribute flyers and bulletins containing information on criminal activity, trends, patterns, suspects, and modus operandi, to NET Commanders, investigators, patrol officers, and other agencies (CALEA 15.1d).
7. The analyst will assist the investigators with the preparation and distribution of Wanted Bulletins with approval of the detail supervisor (CALEA 15.1d).
8. Provide statistical information to the public, such as type of crime and frequency, upon request. This information is obtained from the UCR PART I Crimes report and CAD reports (CALEA 15.1a).
9. Provides statistical data/information to NET Commanders, Investigators, and other members of the Miami Police Department that are obtained from various resources such as Premier One, Crime View Web, Crystal Reporting, etc.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT
CRIMINAL INTELLIGENCE ANALYSTS DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 9

SUBJECT: GUIDELINES FOR DUTIES AND PROCESURES

PURPOSE: To establish guidelines for the Criminal Intelligence Analysts.

SCOPE: The Criminal Intelligence Analyst Detail is part of the Investigative Support Section. The Detail is responsible for performing analytical and other specialized functions, including support service for sworn personnel. The Analysts' main functions include the collection, evaluation, collation, analysis, and dissemination of criminal and intelligence information. The analysts will utilize varying sources such as Faces, TLO, Accurant, Sunbiz, eAgent, etc. to collect information, which in turn will be disseminated to the proper authorities.

The Analysts handle a great deal of correspondence from intelligence units of other law enforcement agencies. In addition to maintaining a close relationship with intelligence units of other law enforcement agencies, the Detail maintains liaison with numerous private and public agencies that provide valuable assistance to analysts and officers during ongoing investigations.

An important goal of the Intelligence Analyst Detail is to keep abreast of the various individuals and groups operating, financing, supervising, directing, or participating in illegal operations and who may be living, vacationing, or meeting within the Miami City limits. The product of this effort should enable our Department to make appropriate plans for combating illegal activities in Miami.

Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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

The Detail shall maintain analytical capabilities of conducting interrogatories into the causes of particular crimes, and the tracking of such crimes. Analysts assigned to the detail have the ability to prepare flow charts, which will enable investigators to track the cause of factors leading to the commission of particular crimes germane to the mission of the Section (example: the flow of drugs from manufacturing countries through the different segments of the market to distribution nets and ultimately to the user).

The Detail shall assist other members of law enforcement agencies in preparing profiles of victims of criminal acts and suspects of criminal activities when requested by the agency and approved by the ISS Section Commander. Requests for assistance from other investigative details within the Miami Police Department will be made through channels and approval for the release of the information shall be granted by Detail supervisor, Unit commander or above.

A. Criminal Intelligence Analyst II Supervisor Duties and Responsibilities

1. Directs all activities and programs of a Criminal Intelligence Analytical Detail.
2. Supervises and assists in the reviewing, extracting and analyzing of reports and other information and compiles data.
3. Keeps abreast of latest technology involved in intelligence data collection.
4. Attends scheduled departmental and professional meetings to assist in briefings or to obtain pertinent information relating to investigations and planning.
5. Prepares weekly, and monthly reports for departmental administrators.
6. Conducts personnel evaluations as required.
7. Assists in the administration of collective bargaining agreements, Civil Service rules and regulations, and departmental policies and procedures.
8. Supervises lower level Criminal Intelligence Analysts.
9. Performs employee background investigations, as needed.
10. Assigns criminal investigations to subordinate personnel.
11. Performs other related work as required.

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

B. Criminal Intelligence Analyst I Duties and Responsibilities

1. Reviews, extracts and analyzes reports and other information and compiles data into local form to provide general or specific intelligence for use in investigative and planning decisions.
2. Collects and coordinates information and intelligence; organizes, analyzes and prioritizes intelligence; determines reliability and validity.
3. Maintains intelligence databases; indexes findings: and reviews publications.
4. Obtains pertinent information from agency files in responding to similar requests from other agencies.
5. Prepares analytical reports, summaries and assessments.
6. Assists with personnel briefings: and assists police officers with the debriefing/interviewing of witnesses, suspects and informants.
7. Attends scheduled departmental and professional meetings as assigned to present briefings or obtain pertinent information relating to investigations and planning.
8. Performs employee background investigations, as needed.
9. Performs other related work as required.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT

COMPUTER FORENSIC DETAIL

STANDARD OPERATING PROCEDURES

S.O.P.: 10

SUBJECT: GUIDELINES FOR DUTIES AND PROCESURES

PURPOSE: To outline the duties and responsibilities of the Computer Forensic Detail.

SCOPE: The Computer Forensic Detail is part of the Investigative Intelligence Unit, Investigative Support Section. This S.O.P. covers the guidelines for duties and procedures for the Computer Forensic Detail.

I. RESPONSIBILITIES:

- A. The Computer Forensic Detail has the primary responsibility of forensic analysis and examination of digital evidence found in computers, cellular telephones, and other digital devices or loose media (i.e., computer disks, CDs, DVDs, and flash drives).
- B. Upon the request of units within the Criminal Investigations Division, the detail will conduct forensic analysis and examination of any digital evidence.
- C. Upon receipt of the digital evidence, the Computer Forensic Detail detective will log the evidence with the following information:
 1. Case number
 2. Date and time of crime
 3. Location of crime
 4. Lead Detective


Lieutenant Jaime Ramirez
Commander

Investigative Intelligence Unit

12/6/18
Effective Date



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

- 5. Property receipt number
 - 6. Date and Time property was received
- D. The Computer Forensic Detail detective (s) will conduct the forensic examination in a timely manner.
- E. Upon completion of the forensic examination, the Computer Forensic Detail detective (s) will prepare a supplemental report detailing any and all information gathered by the analysis. This report will be submitted to the lead detective along with the original digital evidence and a forensic image of the digital evidence for the proper retention.

II. PROCEDURES:

- A. Computer systems and other digital data storage devices which require the preservation, extraction, analysis, and subsequent presentation of evidence found within the device, will be submitted to the Computer Forensic Detail for processing.
- B. All digital evidence collected by the lead detective will be placed in the Property Unit as expeditiously as possible. The investigators will adhere to Departmental Order 14, Chapter 3.
- C. It is the sole responsibility of the lead detective to gather the digital evidence and secure the proper search warrant/consent form for the forensic examination. The scope of the warrant must be specific to cover the requested search.
- D. A Computer Forensic Analysis Request Form will be completed by the lead detective or his or her designee and submitted via email to the Computer Forensic Detail along with a copy of the property receipt and a copy of the search warrant/consent to search.
- E. If available, a personal data sheet and photo of the subject(s) or suspect(s) to allow for attribution of the media in question.
- F. Once arrangements have been made with the computer forensic detective (s), the lead detective will retrieve the digital evidence from the Property Unit and deliver it to the computer forensic detail detective at the United States Secret Service Forensic Lab located at 10350 NW 112th Ave, Medley, FL 33178.

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

III. RESTRICTIONS:

Previewing information in computers and other digital devices can inadvertently alter the contents or functionality of a device, causing the potential evidence to be rejected by the courts. In some situations, there is also the potential for a dismissal of a case along with personal and departmental liability for loss of data or civil violations. Personnel not assigned to the Computer Forensic Detail are prohibited from previewing any computer or other digital data storage device which is required to develop probable cause, or when it is expected that relevant data found during an authorized forensic examination will be presented as evidence in a case.

The only exception to this rule applies to personnel who has been trained and certified with the techniques and tools to conduct onsite previews and is currently assigned to the Special Victims Unit, Internet Crimes Against Children (ICAC) Detail. ICAC personnel are authorized to conduct on-scene preliminary previews of computers and digital data storage devices (computer disks, CDs, DVDs, and flash drives) to determine if further forensic analysis is warranted. If evidence is identified or there is probable cause that a crime has been committed, the concerned ICAC detective will document actions taken and impound the computer or digital device at the MPD Property Unit for a complete forensic analysis.

The Computer Forensic Detail personnel are certified in the collection, preservation, and scientific forensic examination protocols recognized by many federal, state, and military courts. To ensure the continued successful prosecution of cases, it is imperative that MPD personnel with additional questions or concerns consult a Computer Forensic Detail detective prior to handling digital evidence. If Computer Forensic assistance is required after normal business hours, weekends, and holidays, personnel shall contact the Communications Section Bridge Supervisor for the proper call out procedures.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 11

SUBJECT: GUIDELINES FOR DUTIES AND PROCESURES


PURPOSE: To outline the duties and responsibilities of the Crime Gun Intelligence Detail.

SCOPE: The Crime Gun Intelligence Detail is part of the Investigative Intelligence Unit, Investigative Support Section. This S.O.P. covers the guidelines for the Crime Gun Intelligence Detail Officer(s).

DUTIES OF THE CRIME GUN INTELLIGENCE DETAIL OFFICER'S

The Crime Gun Intelligence Detail Officer/s are responsible for the operation and success of the NIBIN Program within the City of Miami Police Department. His/her responsibilities include, but are not limited to the following:

- A. To conduct criterion analysis of impounded firearms in the Property and Evidence Bureau for candidacy with NIBIN test firing guidelines.
- B. To sign out/sign in impounded firearms from the Property and Evidence Bureau for NIBIN test firing.
- C. To verify correct make, model and serial number and make necessary corrections to incomplete and/or improperly filled Property Receipts. Firearms with obliterated or unknown serial numbers will be forwarded to MDPD Lab for complete workup by their examiners.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/15

Effective Date



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

- D. To properly fill out envelope with pertinent information such as case number, date, shooter's name, make, model and serial number of firearm, as required.
- E. To retrieve copies of Property Receipts, Processing Request forms, Incident Reports and any other related document pertaining to impounded firearms.
- F. To test fire firearms and retain casings to be entered into the NIBIN program.
- G. To enter casing standards into the NIBIN program, as required.
- H. To triage the casings impounded at crime scenes by CSI and enter said recovered fired casings into the BrassTrax system for the NIBIN program.
- I. Works in conjunction with ATF for firearms tracing in order to determine origin and ownership of firearm.
- J. To compile and maintain documentation of test fired firearms, NIBIN "HITS" case numbers, Incident Reports and ATF Tracing forms.
- K. To act as a "centralized" source of information pertaining to firearms related crimes and impounded firearms.
- L. To keep City of Miami Police personnel abreast of new and/or updated laws or regulations as they pertain to firearms through training aids such as videos, training bulletins and roll call training.
- M. To act as a liaison between Miami-Dade Crime Lab, Bureau of Alcohol, Tobacco, Firearms and Explosives and other Federal, State, Miami Police detectives as it relates to firearms crime.
- N. To offer assistance to other units such as CSI and the various investigating units in rendering weapons safe when requested to do so.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager


INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 12

SUBJECT: NIBIN DEFINITIONS

PURPOSE: To define terminology used in the NIBIN program.

- I. **Brass Trax:**
BrassTRAX is the acquisition station which can acquire cartridge case information for the entry into IBIS.
- II. **Correlation:**
A correlation is a linking of fired cartridge casings based on the various characteristics such as caliber, firing pin marks, and breech face marks to establish likelihood that the casings were fired from the same firearm.
- III. **Correlation stations:**
Correlation stations are where the results from computer searches are reviewed by a trained technician. These stations are known as Match Point. Correlation stations are located at the Miami Dade Police Department Crime Lab (MDPDCL).
- IV. **Crime Guns:**
Crime guns are firearms that department members have probable cause to believe have been used in the course of a commission of a crime



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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

- V. Firearms Examiner:
A firearms Examiner is a member of the Miami Dade Police Department Crime Lab that compares fired cartridge casings that have a high correlation in order to verify the level of correlation and is able to testify to the results in court.
- VI. Integrated Ballistics Identification System (IBIS):
IBIS is the technology that allows for the digital imaging of fired ammunition component so that they can be correlated against an electronic database of images in an effort to determine whether various shooting incidents can be linked to the same firearm or to a particular firearm.
- VII. National Integrated Ballistics Information Network Program (NIBIN):
NIBIN is the program in which the Bureau of Alcohol, Tobacco, firearms and Explosives (ATF) partners with other federal, state, and local law enforcement agencies for the purpose of identifying, targeting, and prosecuting firearm offenders and their source of crime guns.
- VIII. Potential Candidate for Comparison (PCC):
Potential Candidate for Comparison (PCC) for investigative purposes, also known as an unconfirmed hit, is a correlation that indicates the likelihood that two or more cartridge casings were fired in the same weapon. However, an unconfirmed hit must be confirmed by a trained firearm examiner from MDPDCL.
- IX. Sample Fired Cartridge Acquisition Station:
Sample fired cartridge acquisition station is an apparatus into which a recovered firearm is fired into in order to gather a known sample of a fired cartridge casing for entry into IBIS.
- X. Casing Evidence:
Casing Evidence are fired casings found on crime scenes which are evidence in a crime. All casing evidence will be processed by a Crime Scene Investigations Technician and entered into NIBIN by Crime Gun Intelligence Detail members. Example: Fired casings found on the ground after a drive-by shooting are considered "casing evidence."
- XI. Casing Standards:
Casing Standards are fired casings, test fired from impounded firearms. For example: The police impound a firearm. The firearm is then test fired. The test-fired casings fired from this firearm are called "casing standards" or "test fires." These casing standards are entered into the NIBIN computer at the Miami-Dade Police Department Crime Laboratory.
- XII. Auto-Loading firearm:
Auto-loading firearms are self-loading firearms, typically semi-automatic or fully automatic firearms. These firearms eject casings from the weapon as it is being fired. Often these casings are found on the ground at crime scenes. Typical auto-loading firearms are the 9mm Glock 17, the .45 Colt 1911A1, the .222 Colt AR-15 rifle, the Ruger Mini-14 rifle and the 7.62x39 AK-47 Assault Rifle and many others.

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

XIII. Major Case Auto-loading Firearms:

For the purpose of the NIBIN program, Major Case Auto-loading firearms are considered auto loading firearms that are impounded in the following major cases: Homicides, Sexual Batteries, Robberies and Aggravated Batteries (contact shootings).

All major case auto-loading firearms, impounded by the City of Miami Police Department will be test fired by a Crime Gun Intelligence Detail Officer and entered into NIBIN by members assigned to the Crime Gun Intelligence Detail.

Any additional analysis requested by a detective pertaining to a major case auto-loading firearm should be explained in detail on a Miami Dade Police Department Laboratory Analysis Request accompanied by each firearm. Example of request: Please compare the bullet removed from the victim's body to the firearm taken from the arrested criminal.

XIV. Routine Case Auto-loading Firearms:

Routine case firearms are all auto-loading firearms impounded in any other firearm related case other than the above major case crimes (with the exception of firearms turned in for safekeeping). Routine case firearms will be test fired by a Crime Gun Intelligence Detail Officer for casing standards. These fired casing standards will be entered into NIBIN.

XV. The Crime Intelligence Detail officers will ensure ALL AUTO-LOADING Firearms which meet the NIBIN criteria are test fired and entered into the NIBIN system (excluding those firearms turned in for safekeeping).

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT

CRIME GUN INTELLIGENCE DETAIL

STANDARD OPERATING PROCEDURES


S.O.P.: 13

SUBJECT: NATIONAL INTEGRATED BALLISTICS INFORMATION NETWORK (NIBIN)
PROGRAM PROCEDURES

PURPOSE: To ensure proper Firearm Examination and Cartridge Preparation.

SCOPE:

- I. Procedures for NIBIN Firearm Examination and Cartridge Preparation
 - A. On a daily basis, the MPD Officers assigned to the Crime Gun Intelligence Detail will report to the Property and Evidence Bureau of the City of Miami Police Department to inspect impounded Firearms and spent casings that were recovered from crime scenes.
 - B. The officers assigned to the Crime Gun Intelligence Detail will meet with the Property Unit supervisor at the MPD Property Unit. The Property Unit supervisor will ensure that the officers assigned to the Crime Gun Intelligence Detail can observe all incoming firearms and casing evidence for future examination and entry into the NIBIN program.
 - C. The Crime Gun Intelligence Detail officers will examine all firearms in order to ascertain the correct caliber, make, model and serial number of the firearm. The firearm information must be obtained directly from the actual firearm, rather than the property receipt, since property receipts may be incomplete or filled out incorrectly.


Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19
Effective Date



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

- D. The officers assigned to the Crime Gun Intelligence Detail will select all auto-loading firearms and review all associated reports to determine if the auto loading firearms meet the testing criteria of the NIBIN program.
 - E. After reviewing all documentation associated with incoming firearms, the Crime Gun Intelligence Detail officer will generate a list on the Property Unit's File on Q system of all the auto-loading firearms that meet the testing criteria of Crime Guns in the NIBIN program. The officer will also provide a date that he/she intends to retrieve the Crime Guns on the list from the Property Unit to perform the test fire of the selected Crime Guns. Additionally, the officer will also provide a list of reviewed firearms that do not meet the Crime Gun criteria so that they can be Property Unit can properly document the status.
 - F. Crime Gun Intelligence Detail members will ensure that all evidence casings and firearms that meet the NIBIN criteria are processed for DNA and Latent prints before
 - G. Evidence casings and Crime Guns that have not been processed will be taken out of the NIBIN workflow and entered in the "pending CSI processing" workflow in the Property Unit. Crime Gun Intelligence Detail members will then contact CSI to coordinate the processing of the identified evidence. Once the evidence has been processed and returned to the Property Unit it will be placed into the NIBIN workflow.
 - H. On a case-by-case basis, a Crime Gun Intelligence Detail officer may examine a selected firearm if special circumstances exist.
- II. Submitted Test Fired Standards Examinations:
- A. Crime Gun Intelligence Detail members will perform the acquisition process in the BrassTrax system. The individual who completes the entry will write down their initial and the date that the evidence was entered into NIBIN on the designated section of the envelope.
 - B. After the test fired standard is entered into NIBIN, it will be retained by the Crime Gun Intelligence Detail for a period of three years.
 - C. fired standards that are identified as a Potential Candidate for Comparison (PCC) will be transferred to the property unit once a MDPDCL firearm examiner has provided a confirmed hit lab report.
- III. NIBIN System Entry:
- A. The procedure outlined in the IBIS Brasstrax Guide (IG) will be utilized to enter case information and create a case record.

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

- B. The procedure outlined in the IG will be utilized to enter and create an exhibit record.

IV. Entry Parameters:

- A. When a number of cartridge cases from the same firearm are recovered, the best representative sample(s) will be imaged and stored.
- B. Cartridge cases will be positioned in the BrassTrax unit according to the following order.
 - a. Firing pin drag, if present, will be placed at the 3 o'clock position.
 - b. Parallel breech face marks will always be presented in a horizontal orientation.
 - c. Arcs on the breech face will be oriented so that the top of the arc is at the 12 o'clock position.
 - d. The extractor mark will be placed in the southern hemisphere between the 3 to 9 o'clock positions.
 - e. The Ejector mark will be placed in the northern hemisphere between the 9 to 3 o'clock positions.
- C. All cartridge cases entered will have images of the breech face and firing pin impression entered according to the procedure outlined in the IG.
- D. All ejector marks of value on casings will be entered using the two-image procedure outlined in the IG. The capture of the ejector mark on casings from test fires will be at the discretion of the Crime Gun Intelligence Detail member depending upon the presence of individual details in the impression.
- E. All rimfire casings will be entered using the procedure outlined in the IG.

V. Case Entry Logbook

- A. A logbook will be maintained for all entries into the BrassTrax system.
- B. the following entries will be made for each exhibit:
 - a. **Lab #** will start with the letter "N" followed by the two digit of the year and the number of acquisitions for that year. Example: N191, N192...
 - b. **Case Number** of the entry.
 - c. **Barcode number:** from the Property Unit File on Q system.
 - d. **Date:** The date the entry is entered into BrassTrax.
 - e. **Examiner** initials

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

f. **Exhibit**

1. Test fires will have the serial number of the firearm and the number of the sample that was used.
 2. Casing evidence will have a number sequence associated with how any firearms were identified during the triage process.
- g. **Offence:** Casing evidence will have the signal that was used to recover the evidence. Test fires will have a TF designation.
- h. **Caliber:** the caliber, or suspected caliber of the casing, or the firearm entered
- i. **Firearm & Model:** The make and model of the firearm in the case of test fires or the suspected make/model when entering evidence.
- j. **Hit:** The NIBIN case number assigned by ATF and the NIBIN Follow up number assigned by the Crime Gun Intelligence Detail supervisor.

VI. Correlations

- A. If a BrassTrax entry results a PCC, the Crime Gun Intelligence Detail Supervisor will be notified by email.
- B. The Crime Gun Intelligence Detail supervisor shall assign the nibin case a NIBIN designation and assign the workup of the case to a detective of the detail. The follow-up work-up will be conducted in conjunction with an investigator(s) from the investigative unit in which is investigating the offense(s).
- C. The Lead detective will need to confer with the Miami Dade State Attorney's office to determine if the PCC will be sent to the MDPDCL for confirmation. The MDPDCL will only accept PCC confirmation cases that have been authorized by a prosecutor. If so Authorized, the lead detective shall be responsible for submitting the Letter of Transmittal.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager


INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 14

SUBJECT: TEST-FIRING PROCEDURES

PURPOSE: To safely test-fire NIBIN selected weapons.

SCOPE: The Crime Gun Intelligence Detail officer will determine a safe environment to test-fire the Crime Guns he/she has selected for test-firing. Safety is of the utmost importance. The Crime Gun Intelligence Detail officers will ensure that the fundamental rules of firearm safety are followed at all times and proper safety equipment is worn.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

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

- I. The Crime Gun Intelligence Detail officer will perform a safety check of the firearm in order to determine if it is safe to test-fire. Check the barrel for bore obstructions, check the breach face for dirt or sand, and field-test the weapon to determine if it may be fully automatic.
 - A. The Crime Gun Intelligence Detail officer will perform the necessary repairs/cleaning in order to make the weapon function properly and safely, if parts are available.
 - B. In cases where the firearm is deemed unsafe or cannot be repaired due to missing or broken parts, such firearm will not be test-fired upon the discretion of the Crime Gun Intelligence Detail officer.
 - C. The Crime Gun Intelligence Detail officer will examine the firearm to make sure it matches the information on the NIBIN Envelope. (caliber, make, model, serial number, etc.), as necessary.
 - D. The Crime Gun Intelligence Detail officer will test fire no less than two cartridges.
 - E. Whenever possible, two cartridges with nickel primers will be used.
 - F. All standards will be placed in an envelope and marked. Standard markings (Impound Date, Caliber, Make, Model, Serial Number, Test Fired by, Case and barcode #, Date Fired, and Date entered) will be written on the envelope.

- II. Engraving Live Cartridges
 - A. The Crime Gun Intelligence Detail officer (with an electric engraver) will engrave the following information (lengthwise) along the side of the cartridge casing, as needed:
 1. An abbreviated case number the firearm was originally impounded under.
 2. The initials of the officer who is test-firing the firearm for casing standards.
 3. The number of the standard (T1 or T2).

 - B. The Crime Gun Intelligence Detail officer will, once again, examine the live cartridges to make sure they are the correct caliber for the firearm.

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

- C. The Crime Gun Intelligence Detail officer will examine the cartridges to make sure they are engraved with his/her initials as well as the case number the firearm was initially impounded under. This case number must match the case number printed on the NIBIN Envelope.

III. Loading the Magazine and Firing the Firearm

- A. The slide or bolt of the firearm will be placed in the forward position.
- B. The Crime Gun Intelligence Detail officer will load only two cartridges in the magazine of the auto-loading firearm. (Note: Most auto-loading firearms appear to be semi-automatic. Some are found to be fully automatic when the trigger is pulled causing a severe safety problem if the officer test firing the weapon loses control of the firearm. If only two cartridges are in the magazine, the firearm is more controllable in the event of sudden unexpected fully automatic fire.)
- C. The magazine will then be inserted in the auto-loading firearm.
- D. With the barrel pointed safely downrange or in the firing port of a shooting device, the slide or bolt will be brought back and released in order to strip a cartridge from the magazine and chamber the cartridge into the chamber.
- E. The firearm will be fired twice and the two fired "casing standards" will be retrieved and placed back into the correct corresponding NIBIN Envelope.
- F. The above process will be repeated with the remaining two live cartridges.
- G. All fired casings will be placed in the NIBIN Envelope.
- H. The firearm is safety checked once again to ensure it is clear of any live ammunition. The firearm should be made safe utilizing a nylon cable-tie through the action of the firearm. The firearm can then be safely re-packaged.

City of Miami



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City Manager

INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES


S.O.P.: 15

SUBJECT: RETURNING FIREARMS TO THE PROPERTY & EVIDENCE BUREAU

PURPOSE: To ensure that firearms are returned to the Property & Evidence Bureau in an expeditious and timely manner.

SCOPE: The Crime Gun Intelligence Detail will ensure that all impounded firearms that have been signed out are properly secured and returned to the Property and Evidence Bureau in a timely manner following test firing.

- I. All firearms will be secured with "flex ties" prior to checking into the Property Bureau.
- II. Under no circumstances should firearms be stored in the vehicle's trunk other than for the purpose of transporting to and from the range for test-firing or the MDPD Crime Laboratory.
- III. Firearms may be stored in the Crime Gun Intelligence Detail's gun locker temporarily for the purposes of examination, repair and/or other extenuating circumstances.



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Commander
Investigative Intelligence Unit

12/6/15

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City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES


S.O.P.: 16

SUBJECT: TRACING PROCEDURES FOR BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES

PURPOSE: To work jointly with the Bureau of Alcohol, Tobacco, Firearm and Explosives (ATF) to employ strategic and tactical investigations into firearms related offenses.

SCOPE: The Crime Gun Intelligence Detail officers shall work in conjunction with ATF in order to establish ownership and provenance of impounded and/or crime related firearms in order to provide substitutive leads for follow up investigations by the City of Miami Police Department Criminal Investigations Section.

- I. ATF conducts computer based analysis of all impounded firearms and prepares reports containing substitutive leads for follow up investigations by the City of Miami Police Department Criminal Investigations Section.
- II. Property and Evidence Bureau shall retain copies of all Property receipts dealing with impounded firearms. Copies of the Incident Report shall be affixed to the Property receipt and kept in a designated tray until picked up by the Crime Gun Intelligence Detail officers.



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Investigative Intelligence Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- III. The Crime Gun Intelligence Detail officers shall trace all pertinent firearms in order to determine origin and ownership of impounded firearm.
- IV. Upon receipt of the Tracing form, all documentation dealing with that particular firearm shall be compiled, filed according to impound date and entered into the Crime Gun Intelligence Detail's archives.
- V. Crime Gun Intelligence Detail officers shall retain a copy of the complete package in the Homicide Unit "Cold Case Squad" for follow up and investigative purposes.

City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT
CRIME GUN INTELLIGENCE DETAIL
STANDARD OPERATING PROCEDURES

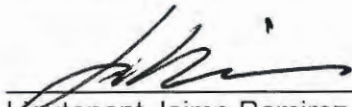
S.O.P.: 17

SUBJECT: FILLING OUT THE NIBIN PROPERTY RECEIPT

PURPOSE: The delineation of procedures detailing the filling out of NIBIN Property Receipts and Laboratory Analysis Request forms.

SCOPE: The Crime Gun Intelligence Detail officers will ensure that the NIBIN Property Receipts and MDPD Laboratory Analysis Request forms are appropriately filled out.

- I. The NIBIN Crime Gun Intelligence Detail officer will prepare a NIBIN Property Receipt listing all the individual case numbers from each NIBIN Envelope onto the NIBIN Property Receipt.
- II. The NIBIN Crime Gun Intelligence Detail officer will also fill out a Miami-Dade Police Department NIBIN Laboratory Analysis Request.
- III. The sealed plastic bag containing the NIBIN Casing Envelopes with the fired casing standards will then be submitted to the Miami-Dade Police Department Crime Laboratory by the Property Unit.
- IV. The Miami-Dade Police Department Crime Laboratory personnel will then enter the casing standards into the NIBIN Computer.



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Investigative Intelligence Unit

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INVESTIGATIVE INTELLIGENCE UNIT
TECHNICAL ASSISTANCE DETAIL
STANDARD OPERATING PROCEDURES

S.O.P.: 18

SUBJECT: GUIDELINES FOR DUTIES AND PROCESURES

PURPOSE: Outline the duties and responsibilities of the Technical Assistance Detail (commonly referred to as the "Tech Squad").


SCOPE: The Tech Squad is tasked with maintaining control of inventory, utilization, maintenance and acquisition of highly specialized technical investigative equipment.

Through the investigators assigned to the Tech Squad in combination with the wide selection of investigative tools, services and electronic equipment, we are able to provide a vast array of investigative support to the Department. Any person issued or loaned equipment by the Tech Squad is responsible for the loss or damage to said equipment. If the damage or loss is determined to be due to carelessness or negligence, the individual will be responsible for reimbursing the Section for the equipment. Therefore, all personnel using this equipment are urged to be equipment conscious and take exceptional care of these investigative aids.

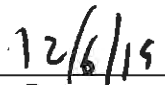
I. Use of Equipment

A. Care must be taken when handling electronic surveillance equipment.

1. Electronic equipment in general is exceptionally fragile, with particular attention to connectors, cables and power sources. Any mishandling or rough treatment can cause a malfunction and/or less than optimal results.



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Investigative Intelligence Unit



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STANDARD OPERATING PROCEDURES: S.O.P. 18
(Continuation)

- B. Instructions on the proper use and handling of said equipment will be available from the issuing Tech Squad personnel if necessary. The operator will be responsible for the proper operation and care of the equipment in their possession. Therefore, their use is restricted to persons who have been trained in its operation.

- C. Investigative Support Section equipment will never be used for anything other than legal law enforcement purposes. The use of this equipment shall always be within the legal limits of the law.

- D. All inventoried ISS equipment will be signed out for accountability.
 - 1. A sign-out list or service request sheet will be used when equipment is being signed out short term use. The sign-out/service request form will be filled out in its entirety.

 - 2. When equipment is being permanently assigned to Section personnel a list of those items will be maintained in that person's equipment folder. This electronic folder will be maintained in the Tech Squad area of the section server.

- E. When returning loaned equipment to the Tech Squad, malfunctioning or inoperable equipment will be reported to the Tech Squad supervisor or detail personnel. The problem will be noted on the equipment sign-out/service request sheet so that the equipment may be serviced or repaired as needed.
 - 1. All equipment assigned or loaned will be returned in the same condition as when it was checked out, i.e. all accompanying accessories, manuals and parts associated with the equipment.

 - 2. Before equipment is returned to storage, any audio or video obtained in the course of the operation will be downloaded and turned over to the lead investigator to maintain chain of custody.

 - 3. The Tech Squad will not retain copies of any evidentiary materials. The lead investigator will be provided an "original" disk and as many copies as requested at the time of download. The Tech Squad will purge computers and equipment after the successful download of evidence to prevent possible cross contamination of evidence.

STANDARD OPERATING PROCEDURES: S.O.P. 18
(Continuation)

II. Storage of Equipment

- A. All technical equipment will be secured under the direct control of the Tech Squad. It is prohibited to leave any equipment unattended when not in use. It is essential that any equipment not in use be returned to the Tech Squad promptly so that it can be made available for the next user.
 - 1. In the field, care and storage of assigned or loaned equipment is the responsibility of the person to whom the equipment has been issued.
 - 2. The T.A.D maintains an assortment of Audio/video and miscellaneous supplies (batteries, audio and video tapes, etc.) for use in conjunction with City equipment. Supplies will be issued to personnel on an as needed basis.
- B. In the event of a hurricane, all equipment and records should be stored in the following manner.
 - 1. If possible, equipment and records should be stored in locations free of possible water damage.
 - 2. Stationary equipment and records in areas where water damage may occur should be covered with plastic sheeting or similar material.

III. Utilization of Equipment by other than ISS personnel.

- A. Other elements from within the Department may utilize Investigative Support Section equipment, providing they meet all of the following criteria:
 - 1. They are trained and/or qualified in the use of the particular piece of equipment they are requesting.
 - 2. The request is made 24 hours in advance either in writing or in exigent cases verbally by their Unit Commander or Deputy Commander.
 - 3. In cases where the surveillance platform will be used, an operational plan must accompany the request.
 - 4. The use of the equipment requested will not hinder the operations of the Section.
 - 5. The Tech Squad supervisor will verify availability of equipment and advise the Unit Commander for approval

STANDARD OPERATING PROCEDURES: S.O.P. 18
(Continuation)

B. Outside Law Enforcement agencies may be loaned equipment when:

1. A ranking member of that agency, accepts responsibility for, and provides a written request.
2. The person utilizing the equipment has obtained training and is qualified and shown proficiency in its operation.
3. The Tech Squad supervisor will verify availability of the requested equipment and advise the Section Commander or his designee for approval.

IV. Requests for Technical Assistance

- A. The Tech Squad is able to provide technical support for units within the Section, units within the Department and outside Law Enforcement agencies.
1. All outside agency requests must be submitted to the Technical Assistance Detail supervisor to verify availability prior to processing the request. The Tech Squad supervisor is responsible for obtaining approval from the Section Commander or his designee.
 2. The request should be made in a timely fashion when feasible, so that the work may be scheduled, and the proper equipment reserved or obtained for the task.

V. Inventory

- A. The Tech Squad maintains a computerized accountability of all equipment purchased by and maintained in the Investigative Support Section. This inventory does not include office equipment and furniture.
1. An annual inventory of all equipment under the direct control of the T.A.D. will be conducted. A written report will then be submitted to the Section Commander.
 2. At least once a year, an inventory of assigned equipment will be conducted of Section personnel. A written report shall be included as part of the semi-annual inventory report to the Section Commander
 3. Any equipment conflicts will be resolved at the Section level.

STANDARD OPERATING PROCEDURES: S.O.P. 18
(Continuation)

VII. Cellular Phone Interrogation

The ISS Tech Squad has pursuant to a valid court order the ability to electronically interrogate cellular phones for: data, photographs, instant messages, text messages, call history and a variety of other pertinent information.

As stated above this information can only be obtained with a valid court order. This service addresses a different aspect of investigations as it pertains to cellular phones and is handled as a standalone component requiring a court order specifically for electronic interrogation.

Specific information as to:

- A. How to obtain court orders.
- B. Circumstances when this service may be requested.
- C. Authorization to conduct this type of investigation.
- D. How this technology works will be provided by the Tech Squad via an investigator's guide to cellular phone investigations provided to all C.I.D. supervisors in conjunction with classroom and/or roll call training for all investigators.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

REAL TIME CRIME CENTER

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION:

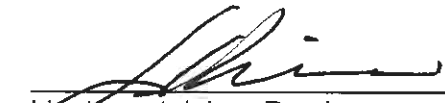
The Real Time Crime Center will support the core business of the department and serve the community making our city a safer place to live and work by providing situational awareness to enhance and improve the response and investigative capabilities of our organization.

II. GOALS:

To collate, analyze and rapidly disseminate critical information to officers in the field thereby enhancing their situational awareness. The situational awareness will allow officers in the field to augment tactical decision making and enhancing officer safety.

III. OBJECTIVE:

To provide a 24/7 real time actionable information thereby enhancing the situational awareness and creating a "virtual arrival" scenario for officers responding to priority service calls and developing situations/ critical incidents.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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REAL TIME CRIME CENTER
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS CODE

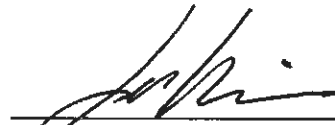
To provide procedures for Work Schedule and Dress Code for personnel assigned to the Real Time Crime

I. DUTY HOURS

- A. The duty hours for the Unit Commander are flexible but normally 0600-1600.
- B. The duty hours for the Unit Sergeants are flexible but are normally 0600-1600 and 0700-1700.
- C. The duty hours for the sworn and non-sworn members are based on each particular detail assignments. Hours may be changed to facilitate the Unit needs, with approval of the Unit Commander.

II. DRESS CODE

The dress code requirements for the Real Time Crime Center Unit are the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/17

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City Manager

REAL TIME CRIME CENTER

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Duties and Responsibilities of the Real Time Crime Center Unit Commander

- A. Assume overall command and authority for the Real Time Crime Center Unit.
- B. Ensure that all tasks are completed according to Unit S.O.P.s and Departmental Orders.
- C. Authorize temporary and permanent changes to Unit S.O.P.s.
- D. Determine and implement policies regarding assigned tasks and arbitrate conflicts which arise among employees.
- E. Establish duty hours for employees.
- F. Ensure completion and authorization of administrative tasks.
- G. Adjust schedule so as to maximize time to adequately command the Unit.
- H. Review all paperwork to include reports, logs, and requests for accuracy.
- I. Identify goals and objectives for the Unit.
- J. Coordinate and direct activities of the personnel.



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Commander
Investigative Intelligence Unit

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- 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 on time.
- M. Identify training needs of Unit personnel.
- N. Identify organizational deficiencies within the Unit and take corrective action as needed.
- O. Coordinate the evaluation of Unit systems to ensure desired results.
- P. Review incoming material for appropriate action and/or assignment.
- Q. Review outgoing material for content and quality.
- R. Delineate areas of responsibility and allocate resources accordingly.
- S. Attend meetings as directed.
- T. Prepare studies and special reports as directed.
- U. Direct the development of policies and procedures as needed to maximize productivity.
- V. Brief Section Commander about any major incidents.

II. Notification of the Real Time Crime Center Unit Commander

- A. Whenever a department report, involving Real Time Crime Center Unit member, requires a review and on the scene investigation by a command level officer (Lieutenant and above). These reports include Response to Resistance Report, Discharge of Firearms, Vehicle Accidents, etc.
- B. Whenever a Real Time Crime Center Unit member is admitted into hospital for any reason while on duty.
- C. Any other time, on or off-duty, when a Real Time Crime Center Unit member desires the services of a command level officer to deal with a professional or personal issue.
- D. All major cases (i.e. cases of major interest to the community and news media).

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

III. Duties and Responsibilities of Investigative Intelligence Unit Sergeants

- A. Keep the Unit Commanding Officer informed of the progress of any investigation.
- B. Plan Unit's current, continuing and future activities.
- C. Maintain direction and control of 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
- D. Take into consideration the individual officer's experience when making assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Unit members.
- G. Guiding, directing, and reviewing the activities of personnel assigned to him/her.
- H. Ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, applicable laws, and lawful orders of Superior officers.
- I. Responsible for the work product of his/her Detail, including the correction of spelling and grammar, press releases, 301's, supplements, etc.
- J. On crime scenes, the Supervisor will maintain a leadership role and coordinate the activities of his/her personnel and support personnel.
- K. Responsible for informing the Unit Commanding Officer of all major cases and crimes of interest.
- L. Perform administrative tasks as the Unit Commanding Officer deems necessary.
- M. Maintain a file on each member assigned to him/her. These personnel files will be available for periodic review by the Unit Commanding Officer.
- N. Required to attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- O. Generate the required reports to include, but not limited to, the following:
 - 1. Daily, Weekly, and Monthly Activity Report
 - 2. Monthly On-Call list and EML Verifications
 - 3. Personnel Performance Evaluation
 - 4. Annual Vacation Request
- P. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).
- Q. When appropriate, submit the necessary documentation to nominate members of the Unit for the Officer of Month Award.
- R. Counsel Unit members when necessary (i.e., apply progressive discipline when taking action).
- S. Respond to major crime scenes to assist their personnel with the investigation and provide proper guidance.
- T. Review and approve all reports and information generated by members prior to submission or sending through channels.
- U. Ensure that reports are complete and concise.
- V. Develop inter-unit cooperation.
- W. Maintain communications with outside agencies.
- X. Contribute to the efficient and effective means of obtaining unit objectives.

IV. Duties and Responsibilities of an Investigative Intelligence Unit Investigator

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed by the Investigative Intelligence Unit.
- B. Participate in joint operations with other units of the Investigative Support Section.
- C. Follow the direction of his/her supervisor, Unit S.O.P.s, and Departmental Orders.
- D. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- E. Assist all departmental investigative elements and outside agencies.
- F. Provide support to other officers with their assigned duties.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- G. Develop and maintain liaison with other agencies and Real Time Crime Centers.
- H. Assist in maintaining the office files.
- I. Become proficient with different social media platforms.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
REAL TIME CRIME CENTER

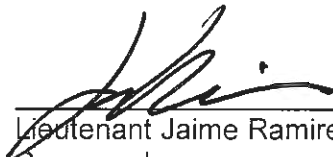
S.O.P.: 19

SUBJECT: CLOSED-CIRCUIT TELEVISION (C.C.T.V)

PURPOSE: The purpose of this S.O.P. is to establish guidelines for the use, management, storage and retrieval of recordings from the department's CCTV system.

SCOPE: It shall be the responsibility of the City of Miami Police Department Real Time Crime Center to monitor CCTV. The RTCC will also be responsible for video enhancement and redaction. RTCC personnel will make every effort to assist field officers and investigators with obtaining information including surveillance footage pertaining to their case; while abiding by the Federal Communications Commission requirements. {CALEA 81.1.2.}

- A. The Real Time Crime Center personnel be checking the CCTV system on a daily for operational readiness.
- B. RTCC will operate the CCTV when needed on special events.
- C. RTCC will assist any unit needing assistances with CCTV video footage or surveillance.



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Commander
Investigative Intelligence Unit
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STANDARD OPERATING PROCEDURES: S.O.P. 19
(Continuation)

- D. The RTCC personnel and its vendor will maintain the CCTV system.
- E. RTCC will manage ONSSI (Video Management System):
 - 1. Create User Accounts
 - 2. Create User Groups
 - 3. And Miscellaneous Items
- F. Unit will handle all Public Record request per the City of Miami Police Department Public Record Unit guidelines.
 - 1. This will include redactions or enhancements if needed.
- G. For all video footage requests a RTCC Video Request Form (RF-132) is required and must have prior approval from requesting units Commander and also be approved by RTCC Commander or designee.
- H. All visitors to RTCC must complete sign in log.
- I. Any pictures or video recordings of the RTCC room must have the approval of the RTCC Commander or designee.

City of Miami



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City Manager

INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
REAL TIME CRIME CENTER

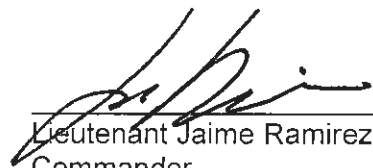
S.O.P.: 20

SUBJECT: AUTOMATED LICENSE PLATE READER (A.L.P.R.)

PURPOSE: The purpose of this S.O.P. is to establish guidelines for training, management, storage and retrieval of hits from the department's automated license plate reader (A.L.P.R.) systems.

SCOPE: It shall be the responsibility of the City of Miami Police Department's Real Time Crime Center to provide A.L.P.R.'s training to officers. The RTCC will also be responsible for updating and creating new user profiles and outlining the responsibilities associated with distribution, training, use, dispatch, reporting, and maintenance relating to A.L.P.R..

- A. A.L.P.R. will be inspected monthly by the RTCC, for operational readiness.
- B. RTCC will conduct training on a need to basis. If the A.L.P.R. is changed or upgraded, training will be mandatory and as soon as possible.
- C. RTCC will assist any unit needing assistance with A.L.P.R. systems.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

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

- D. RTCC Unit will manage Clarity to include:
 - a) Create User Accounts
 - b) Reset User Accounts
 - c) Miscellaneous Items

- E. RTCC will handle all Public Record request pertaining to A.L.P.R.S per the City of Miami Police Department Public Record Unit guidelines.

- F. RTCC will follow Departmental Order 4 Chapter 9 reference storage and retrieval of data.

- G. The Real Time Crime Center Unit will assist any agency needing to use our A.L.P.R.'s as long as it follows our D.O.'s.

City of Miami



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INVESTIGATIVE INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
REAL TIME CRIME CENTER

S.O.P.: 21

SUBJECT: SHOTSPOTTER

PURPOSE: To provide personnel with overall guidelines and procedures for the proper use of ShotSpotter

SCOPE: The ShotSpotter Gunfire Location, Alert and Analysis Service is intended to enhance the Department's ability to respond effectively to and investigate violent crime involving gunfire. The system uses audio sensors placed in selected areas to identify the location of gunshots. ShotSpotter incidents may be replayed to hear the actual audio component of the incident, aid in the collection of evidence at crime scenes, and aid in the investigation and prosecution of crimes. ShotSpotter incidents shall be dispatched in accordance with long-standing department policy of the dispatch of crimes in progress involving the use of firearms. The purpose of the system is to reduce violent crime and incidents of indiscriminate gunfire in the City of Miami and to be incorporated into the Department's overall violent crime reduction efforts.



Lieutenant Jaime Ramirez
Commander
Investigative Intelligence Unit

12/6/19

Effective Date



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

1. Program Management

- a. RTCC personnel will maintain a thorough and general knowledge of service operation, deployment and usage within the Miami Police Department.
- b. RTCC will be a liaison with various operational units of the organization that have access and utilize ShotSpotter.
- c. . Unit personnel will be responsible for monitoring the ShotSpotter system.
- d. Training material will be updated by unit personnel.
- e. All ShotSpotter training will be conducted by unit personnel.
- f. Technical support will be handle by unit personnel
- g. Virtual Policing personnel will be responsible for contacting ShotSpotter Support for any issues dealing with ShotSpotter.
- h. Detailed reports will be made upon request.
- i. RTCC personnel must access the information accumulated by an acoustic surveillance system to identify potential gunfire related trends.
- j. Gunfire information must be collated from other crime incidents so that specific gunfire locations and incidents can be strategically addressed.
- k. High frequency areas must be documented and presented for an appropriate strategic response which could include patrol officers follow up, high profile enforcement missions, community awareness outreach, etc.
- l. Crime Analysis information relative to gunfire must be incorporated into a regularly scheduled COMSTAT or similar strategic response/planning management program.

2. Retention/Distribution/Confidentiality

- a. ShotSpotter is responsible for the storage of all audio recording and related information and will retain the information for a period of 7 years.
- b. ShotSpotter Incident Reports and audio recordings shall not be released to the public, media or other outside entity without proper public records request and the authorization of the RTCC commander, or his/her designee.
- c. In order to maintain the safety and integrity of the system, RTCC personnel shall not disclose the location or description of the ShotSpotter sensors in coverage areas