

# STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

INTEL AND TERRORISM UNIT

# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

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# City of Miami



DANIEL L. ALFONSO  
City Manager



MIAMI POLICE  
**100**



# City of Miami



DANIEL I. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter  
Inspection:

Unit Commander

1/4/17  
Date

Second Quarter  
Inspection:

Unit Commander

4/4/17  
Date

Third Quarter  
Inspection:

Unit Commander

7/5/17  
Date

Fourth Quarter  
Inspection:

#6259  
Unit Commander

10/3/17  
Date

Annual  
Inspection:

\_\_\_\_\_  
Section Commander

12/28/17  
Date



PROFESSIONAL COMPLIANCE SECTION



# City of Miami



DANIEL ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

## STANDARD OPERATING PROCEDURES

### LETTER OF PROMULGATION

TO: ALL PERSONNEL, Intelligence and Terrorism Unit

The Standard Operating Procedures are established to provide guidelines for the operation and management of the Intelligence and Terrorism Unit, City of Miami Police Department.

The intention of this S.O.P. is to supplement General Orders and Administrative Directives. It is not intended to supersede either. The Unit Commander will resolve any conflict.

Personnel assigned to the Intelligence and Terrorism Unit are required to read and abide by procedures contained in this S.O.P.

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

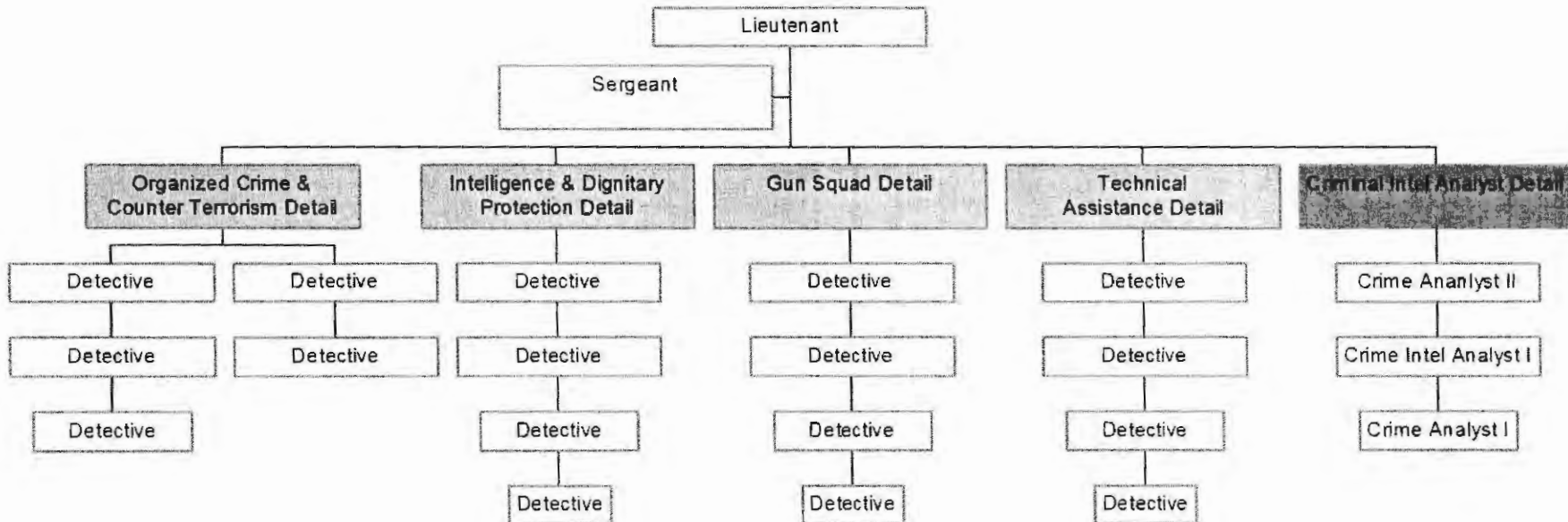
10 | 3 | 17

Date





# **SPECIAL INVESTIGATIONS SECTION** **INTELLIGENCE & TERRORISM UNIT**



# City of Miami



DANIEL E. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS, AND OBJECTIVES

##### I. MISSION

The mission of the Intelligence and Terrorism Unit which comprises of the Organized Crime and Counter Terrorism, Dignitary Protection, Technical Assistance, Gun Squad and the Analyst Details is to gather, process, and reduce to usable form, information concerning people and things, which are essential to the Department's objectives.

The Gun Squad Detail is responsible for providing the City of Miami Police Department with the essential resources in order to be linked to a national investigative tool as it relates to firearm correlated crimes. This will be accomplished by the application N.I.B.I.N. program (National Integrated Ballistic Information Network) which is computer-based system that stores, retrieves and links firearm evidence.

##### II. GOALS

The basic goal of the Intelligence and Terrorism Unit is to provide the Chief of Police with as accurate and complete information as can be compiled. This intelligence information attempts to deal with all the things, which should be known in advance of initiating a course of action. Intelligence information is defined as "the product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information which concerns one or more aspects of criminal activity, and which is immediately or potentially significant to police planning."

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

10 | 3 | 17

Date



OFFICE OF THE CHIEF OF POLICE





STANDARD OPERATING PROCEDURE  
MISSION, GOALS, AND OBJECTIVES  
(Continuation)

III. OBJECTIVES

- A. To support the collection and analytical processing of raw criminal intelligence information in order to assist Departmental Investigations, as well as, members of other law enforcement agencies.
- B. To support Departmental Commanders with a sound information base upon which decisions can be made to ensure efficient and effective criminal investigations.
- C. To provide investigative and criminal intelligence information on the activities of terrorists and terrorist organizations, gang, bombs and gun activities.
- D. To provide aggressive and pro-active investigations into domestic and international terrorist activities as well as gang, bombs and gun activities.
- E. To develop sources of information which may be of assistance in conducting investigations of domestic and international terrorist activities, including gangs, bombs and gun activities occurring within the City of Miami.

# City of Miami



DANIEL L. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

The duty hours of Intelligence and Terrorism Unit Investigators will be flexible and dictated by the particular assignment. Generally, the Intelligence and Terrorism Unit will have investigators on-duty from 0800 to 1800 hours.

Intelligence and Terrorism Unit Investigators will generally dress in civilian clothes based on their assignment.

All Intelligence and Terrorism Unit Investigators will have a regulation uniform available to be worn or inspected as required.

Intelligence and Terrorism Unit Investigators will wear business attire, unless otherwise mandated by their specific assignments.

\_\_\_\_\_  
Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

10 | 3 | 17

\_\_\_\_\_  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

## STANDARD OPERATING PROCEDURES

## DUTIES AND RESPONSIBILITIES OF MEMBERS

Duties of Intelligence and Terrorism Unit Commanding Officer Members:

To provide a guide by which Unit members may operate.

The normal expected duties of the members have been reduced to writing and will be used as a guide to clarify their duties and responsibilities. These duties and responsibilities are not intended to be hard, inflexible rules that do not lend themselves to the mobility necessary for the many operations of this Unit.

- I. The Intelligence and Terrorism Unit Commander will be responsible for, but not limited to, the following:
  - A. To act in the capacity of the Section Commander.
  - B. To supervise general office operations this includes the work being performed by the Administrative Personnel. The Unit Commander is also responsible for overseeing the managing of every case and investigation.
  - C. To keep informed of all work being performed by sworn Unit members through the medium of reports and personal contacts. He/She will also inform the chain of command of all pertinent information.

*[Signature]* #6258

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

10 | 3 | 17

Date



- D. To keep informed of all work being performed by sworn Unit members in the area of intelligence, terrorism, and activist activity related matters.
  - E. To assign work, give direction, and review the work of the Details through their Sergeants. This in no way precludes dealing directly with the Detail members in the absence of the Sergeants, when the need arises.
  - F. To assist all members with case preparation, investigative procedures, arrest procedures, service of search warrants, and the execution of raids.
  - G. To authorize the issuance of City expense funds to Unit members, which includes the proper preparation of expense accounts and receipts.
  - H. To assist in preparing the necessary documentation to accomplish asset forfeiture as specified under State Statutes.
  - I. To oversee the proper exchange of rental vehicles under the City of Miami Special Investigations Section budget, including the obtaining of gas cards for the vehicles.
  - J. To evaluate the quality and quantity of enforcement taken by Unit members in their respective field of responsibility.
- II. The Intelligence and Terrorism Unit Supervisor/Investigator will be responsible for, but not limited to, the following:
- A. Supervisors will be responsible for the planning, coordinating, directing, controlling, and reviewing of the investigator's work, so that the Unit's mission is accomplished.
  - B. Acting as Unit Commander when appointed.
  - C. Assisting the investigators, assigned to the Supervisor, cultivates all available sources of information.
  - D. Ensuring that information is transmitted expeditiously (verbally and in writing) so that appropriate action can be taken by the proper individuals in a timely fashion.
  - E. Ensuring that available information is reduced to writing in order that it may be filed for the benefit of all responsible members of the Department or other agencies.

- F. Developing a liaison with other units of the Department and outside agencies in order that a mutual flow of information may be maintained.
  - G. Preparing a weekly report for the Unit Commander of the activities of Supervisor's details.
  - H. Inspecting the Unit's vehicles weekly and submitting a report of their condition.
- III. Tasks to be conducted by the investigators.
- A. Identifying and collecting information on terrorist and subversive groups, their members, their businesses, and associates.
  - B. Monitoring labor disputes and assessing their potential for violence.
  - C. Coordinating V.I.P. security.
  - D. Completing other investigations or activities assigned by the Chief of Police or the Special Investigations Section Commander.
  - E. Ensuring that information is transmitted expeditiously (verbally and in writing) so that appropriate action can be taken by the proper individuals in a timely fashion.
  - F. Ensuring that available information is reduced to writing in order that it may be filed for the benefit of all responsible members of the Department or other agencies.
  - G. Developing a liaison with other units of the Department and outside agencies in order that a mutual flow of information may be maintained.
  - H. The Gun Squad Detail Investigator/s will be responsible for the operation and success of the N.I.B.I.N. program.

# City of Miami



DANIEL J. ALFONSO  
City Manager

**INTELLIGENCE AND TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**PROGRAMS, PROJECTS, OR FUNCTIONS**

I. PROGRAMS:

N/A

II. PROJECTS:

N/A

III. FUNCTIONS:

N/A

 #6259

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

10/31/17

Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### POLICIES

- I. All investigators are responsible for the information contained on the bulletin board and the mandatory reading board.
- II. At least one sworn member of the Unit/Detail will be in the office at all times, when practicable.
- III. Investigators will ride in teams or alone according to the discretion of the Unit Commanding Officer and Supervisors. Investigators will always work in teams when conducting surveillances, stakeouts, attempting to pick up offenders, and in any and all other hazardous situation, including making payments to or meetings with sources of information.
- IV. Narcotics or U.S. currency (cash) will never be left overnight in the Intelligence and Terrorism Unit's safe.

*J. Roman* #6259

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

10 | 3 | 17

Date



# City of Miami



DANIEL ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### GENERAL PRINCIPLES OF INVESTIGATIONS

##### I. General Principles

Preliminary inquiries and investigations governed by these Guidelines are conducted for the purpose of preventing, detecting, or prosecuting violations of law. They shall be conducted with as little intrusion into the privacy of individuals as the needs of the situation permit.

All preliminary inquiries shall be conducted pursuant to Departmental Orders and Unit Standard Operating Procedures. A preliminary inquiry shall be promptly terminated when it becomes apparent that a full investigation is not warranted. If, on the basis of information discovered in the course of a preliminary inquiry, an investigation is warranted, it may be conducted as a criminal investigation, or a criminal intelligence investigation, or both. All such investigations, however, shall be based on a reasonable factual predicate and shall have a valid law enforcement purpose.

In its efforts to anticipate or prevent crime, the Intelligence and Terrorism Unit (I.T.U.) must at times initiate investigation in advance of criminal conduct. It is important that such investigations not be based solely on activities protected by the First Amendment or on the lawful exercise of any other rights secured by the Constitution or laws of the United States and/or State of Florida.

 #6259

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

12/7/17

Date





STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS

(Continuation)

When, however, statements advocate criminal activity or indicate an apparent intent to engage in crime, an investigation under these Guidelines may be warranted.

Criminal investigations and criminal intelligence investigations shall be terminated when all logical leads have been exhausted and no legitimate law enforcement interest justifies their continuance.

Nothing in these guidelines is intended to prohibit the I.T.U. from collecting and maintaining publicly available information consistent with the Privacy Act.

Nothing in these guidelines prohibits the I.T.U. from ascertaining the general scope and nature of criminal activity in a particular location of the City of Miami.

II. Criminal Investigations

A. Definitions

1. "Exigent circumstances" are circumstances requiring action before authorization otherwise necessary under these guidelines can reasonably be obtained, in order to protect life or substantial property interests; to apprehend or identify a fleeing offender; to prevent the hiding, destruction or alteration of evidence; or to avoid other serious impairment or hindrance of an investigation.
2. "Sensitive criminal matter" is any alleged criminal conduct involving corrupt action by a public official or political candidate, the activities of a foreign government, the activities of a religious organization or a primarily political organization or the related activities of any individual prominent in such an organization, or the activities of the news media; and any other matter which in the judgment of the Unit Commander should be brought to the attention of the Section Commander.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

B. Preliminary Inquiries

1. On some occasions, the I.T.U. may receive information or an allegation not warranting a full investigation because there is not yet a "reasonable indication" of criminal activities, but whose responsible handling requires some further scrutiny beyond the prompt and extremely limited checking out of initial leads. In such circumstances, though the factual predicate for an investigation has not been met, the I.T.U. may initiate an "inquiry" involving some measured review, contact, or observation of activities in response to the allegation, or information indicating the possibility of criminal activity.

This authority to conduct inquiries short of a full investigation allows the I.T.U. to respond in a measured way to ambiguous or incomplete information and to do so with as little intrusion as the needs of the situation permit. This is especially important in such area as white-collar crime where no complainant is involved or when an allegation or information is received from a source of unknown reliability. It is contemplated that such inquiries would be of short duration and be confined solely to obtaining the information necessary to make an informed judgment as to whether a full investigation is warranted.

A preliminary inquiry is not a required step when facts or circumstances reasonably indicating criminal activity are already available; in such cases, a full investigation can be immediately opened.

2. The I.T.U. Supervisor authorizing an inquiry shall assure that the allegation or other information, which warranted that the inquiry has been recorded in writing. In sensitive criminal matters, the Unit Commander shall be notified of the basis for an inquiry prior to the opening of the inquiry, and the fact of notification shall be recorded in writing.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

3. Inquiries shall be completed within 90 days after initiation of the first investigative step. The date of the first investigative step is not necessarily the same date on which the first incoming information or allegation was received. An extension of time in an inquiry for succeeding 30 day periods may be granted by the Unit Commander upon receipt of a written request and statement of reasons why further investigative steps are warranted when there is no "reasonable indication" of criminal activity.
4. Before employing an investigative technique or an inquiry, the I.T.U. should consider whether the information could be obtained in a timely and effective way by less intrusive means. Some of the factors to be considered in judging intrusiveness are adverse consequences to an individual's privacy interests and avoidable damage to his reputation. Whether an intrusive technique should be used in an inquiry depends on the seriousness of the possible crime and the strength of the information indicating the possible existence of the crime. However, the techniques used in an inquiry should generally be less intrusive than those employed in a full investigation. It is recognized that choice of technique is a matter of judgment.
5. The following investigative techniques shall not be used during an inquiry:
  - a. Mail covers.
  - b. Mail openings.
  - c. Nonconsensual electronic surveillance or any other investigative technique covered by Title 18 U.S.C. 2510-2521 and/or State of Florida statutory requirements governing same.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

6. The following investigative techniques may be used in an inquiry without any prior authorization from the Unit Commander.
  - a. Examination of I.T.U. indices and files.
  - b. Examination of records available to the public and other public sources of information.
  - c. Examination of available federal, state and local government records.
  - d. Interview of the complainant, previously established informants, and confidential sources.
  - e. Interview of the potential subject.
  - f. Interview of persons who should readily be able to corroborate or deny the truth of the allegation, except this does not include pretext interviews or interviews of a potential subject's employer or coworkers unless the interviewee was the complainant.
  - g. Physical or photographic surveillance of any person. The use of any other lawful investigative technique that is permitted in an inquiry shall meet the requirements and limitations of Part IV and, except in exigent circumstances, require prior approval by the Unit Commander. Where a technique is highly intrusive, the Unit Commander shall approve its use in the inquiry stage only in compelling circumstances and when other investigative means are not likely to be successful.
7. Where a preliminary inquiry fails to disclose sufficient information to justify an investigation, the I.T.U. shall terminate the inquiry and make a record of the closing. In a sensitive criminal matter, the I.T.U. Commander shall notify the Section Commander of the closing and record the fact of notification in writing. Information on an inquiry, which has been closed, shall be available on request to the Section Commander or his designee.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

8. All requirements regarding inquiries shall apply to reopened inquiries. In sensitive criminal matters, the Unit Commander shall be notified prior to the reopening of an inquiry.

C. Investigations

1. A criminal investigation may be initiated by the I.T.U. when facts or circumstances reasonably indicate that a crime has been, is being, or will be committed. The investigation may be conducted to prevent, solve, and prosecute such criminal activity. The standard of "reasonable indication" is substantially lower than probable cause. In determining whether there is reasonable indication of a criminal violation, an investigator may take into account any facts or circumstances that a prudent investigator would consider. However, the standard does require specific facts or circumstances indicating a past, current, or impending violation. There must be an objective, factual basis for initiating the investigation; a mere hunch is insufficient.
2. Where a criminal act may be committed in the future, preparation for that act can, of course, amount to a current criminal violation under the conspiracy or attempt provisions of criminal law, if there are present the requisite agreement and overt act, or substantial step toward completion of the criminal act and intention to complete the act. With respect to criminal activity that may occur in the future but does not yet involve a current criminal conspiracy or attempt, particular care is necessary to assure that there exist facts and circumstances amounting to a reasonable indication that a crime will occur.
3. The I.T.U. Supervisor authorizing an investigation shall ensure that the facts or circumstances meeting the standard of reasonable indication have been recorded in writing.

In sensitive criminal matters, as defined in paragraph A(2), the Unit Commander shall be notified of the basis for an investigation prior to the commencement of the investigation.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

4. The investigator conducting an investigation shall maintain periodic written or oral contact with the Unit Commander.
5. When credible information is received concerning serious criminal activity not within the Miami Police Department's investigative jurisdiction, the I.T.U. shall promptly transmit the information or refer the complainant to the law enforcement agencies having jurisdiction, except where disclosure would jeopardize an ongoing investigation, endanger the safety of an individual, disclose the identity of an informant, interfere with an informant's cooperation, or reveal legally privileged information. If full disclosure is not made for the reasons indicated, then whenever feasible the I.T.U. shall make at least limited disclosure to the law enforcement agency having jurisdiction, and full disclosure shall be made as soon as the need for restricting dissemination is no longer present.

Whenever information is received concerning unauthorized criminal activity by an informant or confidential source, it shall be handled in accordance with established guidelines on the use of confidential informants.

6. All requirements regarding investigations shall apply to reopened investigations. In sensitive criminal matters, the Unit commander shall be notified prior to the reopening of an investigation.

III. Criminal Intelligence Investigations

This section authorizes the I.T.U. to conduct criminal intelligence investigations of certain enterprises that seek either to obtain monetary or commercial gains or profits through racketeering activities or to further political or social goals through activities that involve criminal violence. These investigations differ from criminal investigations, authorized by Section II, in several important respects. As a general rule, an investigation of a completed criminal act is normally confined to determining who committed that act and with securing the evidence to establish the elements of the particular offense. It is, in this respect, self-defining. An intelligence investigation of an ongoing criminal enterprise must determine the size and composition of the group involved, its geographic dimensions, its past acts and intended criminal goals, and its capacity for harm.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS

(Continuation)

While a standard criminal investigation terminates with the decision to prosecute or not to prosecute, the investigation of a criminal enterprise does not necessarily end, even though one or more of the participants may have been prosecuted.

In addition, the organization provides a life and continuity of operation that are not normally found in a regular criminal activity. As a consequence, these investigations may continue for several years. Furthermore, as Justice Powell noted, the focus of such investigations, "May be less precise than that directed against more conventional types of crime."

United States v. United States District Court, 407 U.S. 297, 322 (1972). Unlike the usual criminal case, there may be no completed offense to provide a framework for the investigation. It often requires the fitting together of bits and pieces of information many meaningless by themselves to determine whether a pattern of criminal activity exist. For this reason, the investigation is broader and less discriminate than usual, involving "the interrelation of various sources and types of information."

Members of groups or organizations acting in concert to violate the law present a grave threat to society. An investigation of organizational activity, however, may present special problems particularly where it deals with politically motivated acts. "There is often a convergence of First and Fourth Amendment values," in such matters that is "not found in cases of 'ordinary' crime". Thus special care must be exercised in sorting out protected activities from those, which may lead to violence or serious disruption of society. As a consequence, the guidelines establish safeguards for group investigations of special sensitivity, including tighter management controls and higher levels of review.

A. Racketeering Enterprise Investigations

This section focuses on investigations of organized crime. It is concerned with investigations of entire enterprises, rather than individual participants in specific criminal acts, and authorizes investigations to determine the structure and scope of the enterprise as well as the relationship of the members. Except as specified below, this authority may be exercised only when the activity engaged in by the racketeering enterprise involves violence, narcotics, systematic public corruption, and other vice related crimes.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

1. Definitions

Racketeering activity is any offense, including the violation of state law, encompassed by the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. Section 1961 (1).

2. General Authority

- a. The I.T.U. has authority to conduct investigations of racketeering enterprises whose activities involve violence, narcotics, vice-related crimes or systematic public corruption. A racketeering enterprise not engaged in such activities may be investigated under this authority only upon determination by the Chief of Police, that such investigation is justified by exceptional circumstances.
- b. A racketeering enterprise investigation may be initiated when facts or circumstances reasonably indicate that two or more persons are engaged in a continuing course of conduct for the purpose of obtaining monetary or commercial gains or profits wholly or in part through racketeering activity. The standard of "reasonable indication" is identical to that governing the initiation of a criminal investigation under Part II.
- c. Authority to conduct racketeering enterprise investigations is separate from and in addition to criminal investigative authority under Part II and domestic security/terrorism investigations under Part III. Information warranting initiation of a racketeering enterprise investigation may be obtained during the course of a criminal inquiry or investigation. Conversely, a racketeering enterprise investigation may yield information warranting a criminal inquiry or investigation or a domestic security/terrorism investigation.



STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

3. Purpose

The immediate purpose of a racketeering enterprise investigation is to obtain information concerning the nature and structure of the enterprise, as specifically delineated in paragraph II C below, with a view to the longer range objective of detention, prevention, and prosecution of the criminal activities of the enterprise.

4. Scope

- a. A racketeering enterprise investigation properly initiated under these guidelines may collect such information as:
- i. The members of the enterprise and other persons likely to be knowingly acting in the furtherance of racketeering activity, provided that the information concerns such persons' activities on behalf of or in furtherance of the enterprise.
  - ii. the finances of the enterprise.
  - iii. the geographic dimensions of the enterprise; and
  - iv. the past and future activities and goals of the enterprise.

5. Authorization and Renewal

- a. A racketeering enterprise investigation may be authorized by the Unit Commander or Section Commander upon a recommendation setting forth the facts and circumstances reasonably indicating the existence of a racketeering enterprise whose activities involve violence, narcotics, vice related crimes, or systematic public corruption. Only the Chief of Police upon his determination that such investigation is warranted by exceptional circumstances may authorize an investigation of a racketeering enterprise not involved in these activities.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

- b. An investigation, which has been terminated, may be reopened upon a showing of the same standard and pursuant to the same procedures as required for initiation of an investigation.

B. Domestic Security/Terrorism Investigations

This section focuses on investigations of enterprises, other than those involved in international terrorism, whose goals are to achieve political or social change through activities that involve force or violence. Like racketeering enterprise investigations, it is concerned with the investigation of entire enterprises, rather than individual participants and specific criminal acts, and authorizes investigation to determine the structure and scope of the enterprise as well as the relationship of the members.

1. General Authority

- a. A domestic security/terrorism investigation may be initiated when the facts or circumstances reasonably indicate that two or more persons are engaged in an enterprise for the purpose of furthering political or social goals wholly or in part through activities that involve force or violence and a violation of the criminal laws of the State of Florida and the United States of America.

The standard of "reasonable indication" is identical to that governing the initiation of a criminal investigation under Part II. In determining whether an investigation should be conducted, the I.T.U. shall consider all of the circumstances including: i. the magnitude of the threatened harm; ii. the likelihood it will occur; iii. the immediacy of the threat; and iv. the danger to privacy and free expression posed by an investigation.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS

(Continuation)

- b. Authority to conduct domestic security/terrorism investigations is separate from and in addition to criminal investigative authority under Part II, and racketeering enterprise investigations under Part III

Information warranting initiation of an investigation under this section may be obtained through the course of criminal inquiry or investigation or a racketeering enterprise investigation. Conversely, a domestic security/terrorism investigation may yield information warranting a criminal inquiry or investigation, or a racketeering enterprise investigation.

- c. In the absence of any information indicating planned violence by a group or enterprise, mere speculation that force or violence might occur during the course of an otherwise peaceful demonstration is not sufficient grounds for initiation of an investigation under this section.

For alternative authorities, see Part II relating to Criminal Investigations. This does not preclude the collection of information about public demonstrations by enterprises that are under active investigation pursuant to paragraph B 1 (a) above.

2. Purpose

The immediate purpose of a domestic security/terrorism investigation is to obtain information concerning the nature and structure of the enterprise as specifically delineated in paragraph (3) below, with a view to the longer-range objectives of detection, prevention, and prosecution of the criminal activities to the enterprise.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

3. Scope

- a. A domestic security/terrorism investigation initiated under these guidelines may collect such information as:
  - i. the members of the enterprise and other persons likely to be knowingly acting in furtherance of its criminal objectives, provided that the information concerns such persons' activities on behalf or in furtherance of the enterprise.
  - ii. the finances of the enterprise.
  - iii. the geographical dimensions of the enterprise and
  - iv. past and future activities and goals of the enterprise.
- b. In obtaining the foregoing information, any lawful investigative technique may be used in accordance with requirements of Part IV.

4. Authorization and Renewal

- a. The Unit Commander or Section Commander, upon a recommendation setting forth the facts or circumstances reasonably indicating the existence of an enterprise as described in this subsection, may authorize a domestic security/terrorism investigation.
- b. An investigation, which has been terminated, may be reopened upon a showing of the same standard and pursuant to the same procedures as required for initiation of an investigation.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

IV. Investigative Techniques

- A. When conducting investigations under these guidelines, the I.T.U. may use any lawful investigative technique. Before employing a technique, the I.T.U. should consider whether the information could be obtained in a timely and effective way by less intrusive means. Some of the factors to be considered in judging intrusiveness are adverse consequences to an individual's privacy interests and avoidable damage to his reputation. Whether a highly intrusive technique should be used depends on the seriousness of the crime and the strength of the information indicating the existence of the crime. It is recognized that choice of technique is a matter of judgment.
- B. All requirements for use of a technique set by statute, Department regulations and policies, and Unit S.O.P.'s must be complied with. The investigative techniques listed below are subject to the noted restrictions:
1. Informants and confidential sources must be used in compliance with established guidelines on the use of informants and confidential sources.
  2. Undercover operations must be conducted in compliance with Departmental Orders and Unit S.O.P.'s.
  3. The Unit Commander must approve any participation in the activities of an organization by an undercover employee or cooperating private individual in a manner that may influence the exercise of rights protected by the First Amendment.
  4. Nonconsensual electronic surveillance must be conducted pursuant to the warrant procedures and requirements of Title 18 U.S.C. 2510-2521 and/or State of Florida statutory requirements governing it.
  5. Pen registers and trap and trace devices must be installed and used pursuant to the procedures and requirements of Title 18 U.S.C. 3121-3127, and/or State of Florida statutory requirements governing it.

STANDARD OPERATING PROCEDURE  
GENERAL PRINCIPLES OF INVESTIGATIONS  
(Continuation)

6. Access to stored wire and electronic communications and transactional records must be obtained pursuant to the procedures and requirements of Title 18 U.S.C. 2701-2710; and/or State of Florida statutory requirements governing it.
7. Consensual electronic monitoring is authorized pursuant to Section Policy. For consensual monitoring of conversations other than telephone conversations, advance authorization must be obtained in accordance with established guidelines. This applies both to devices carried by the cooperating participant and to devices installed on premises under the control of the participant.
8. Searches and seizures must be conducted under the authority of a valid warrant unless the search or seizure comes within a judicially recognized exception to the warrant requirement.
9. Whenever an individual is known to be represented by counsel in a particular matter, the I.T.U. shall follow applicable law.

V. Dissemination of Information

The I.T.U. may disseminate information during investigations conducted pursuant to these guidelines to another criminal justice agency when such information:

- A. falls within the investigative or protective jurisdiction or litigative responsibility of the agency.
- B. may assist in preventing a crime or the use of violence or any other conduct dangerous to human life.
- C. is required to be disseminated by statute, interagency agreement, or as directed by the Chief of Police or Section and Unit Commander.
- D. The I.T.U. shall report and relay any terrorism related intelligence/information to the Joint Terrorism Task Force (JTTF) or the State Fusion Center as practical.

# City of Miami



DANIEL I. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.**

1

**SUBJECT:**

Daily Activity Log

**PURPOSE:**

To establish a procedure by which investigators and supervisors can account for activities and time during the workday.

**SCOPE:**

Detectives and supervisors assigned to the Intelligence and Terrorism Unit will complete and keep a daily activity log subject to periodic inspection by the Unit Commander.

I. All unit investigative personnel will complete adaily activity log.

II. Daily Activity Log.

A. Administrative Portion

1. Day of the week and date: Enter when the tour of duty started and ended.

*J. Roman Sarria* #4250

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURE: SOP 1  
(Continuation)

2. On/Off at: List duty hours in military time.
3. Vehicle number and Radio Call Number: Self-explanatory.
4. Payroll Overtime: List the amount of overtime here. Also note the reason for the overtime and the authorizing supervisor.
5. Report damage prior to driving a vehicle with previously unreported damage to a supervisor.
6. The location or address of the detail or assignment will be noted in the Daily Worksheets.
7. Synopsis of Activity: List case or file number and victim or file name (use the most appropriate descriptor if there is no case or file number) for each entry. Describe the pertinent activity or information related to the entry, including any arrests or reports that were made approved by a supervisor.
8. The time spent during the tour of duty covered by Daily Worksheets (including court, training).
9. Cases Opened and Closed: List the number of new cases opened and the number of pending cases closed.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

- S.O.P.** 2
- SUBJECT:** Intelligence and Terrorism Unit responsibilities before and during a civil disorder.
- PURPOSE:** To provide a guide in gathering intelligence before and during a civil disorder.
- SCOPE:** The normal expected gathering of intelligence responsibilities for Intelligence and Terrorism Unit personnel has been reduced to writing and will be used as a guide in all civil disorder situations.

The following is a broad general plan to be used by the Special Investigations Section for civil disorders:

- I. Before Civil Disorder:
  - A. If possible, advance intelligence should be obtained on any potential civil disorder situation. If it is a planned demonstration, answers to the following questions should be solicited:

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STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

1. Who is holding the demonstration? (Name of group/organization.)
2. Who is in charge of this demonstration?
3. For what reason?
4. When will it take place?
5. Where will it take place?
6. How many people are anticipated?
7. What problems are expected?
8. Who is going to cause the problem?
  - a. Reason
  - b. Get pictures if possible from files or sources.
9. What intelligence information do we have in our files?
10. Did we have problems with this group before?

B. Contacts should be made with:

1. Other Law Enforcement Agencies
  - a. Federal
  - b. State
  - c. Local
2. Sources in the news media
3. Confidential informants

STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

4. People in the community
- C. In the Field
1. Infiltration  
If possible, infiltrate the group.
    - a. To gather intelligence
    - b. To identify offenders for future prosecution.
    - c. To gather evidence (photographs, tape recordings, literature, etc.)
  2. Surveillance  
If infiltration is not practical, strategic position should be taken to insure the best observation.
  3. Information gathered should be forwarded to the Unit Commander and Section Commander as soon as possible.
- D. Dissemination of Information
1. The E.O.C. Commander and the Complaint Sergeant will be notified:
    - a. What officers are assigned
    - b. Radio call numbers
    - c. Duty hours
  2. During working hours, all intelligence information will come into the Special Investigations Section, which will coordinate the input of all the intelligence

STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

information and disseminate to the proper authorities.

- a. Chief of Police
  - b. Staff Members
  - c. Duty Captains
  - d. Command Post
  - e. Complaint Sergeant
3. When the Special Investigations Section office is closed, all intelligence information gathered will be disseminated when appropriate by the Special Investigations Section Supervisor or Senior Officer to:
- a. S.I.S. Commander
  - b. I.T.U. Commander
  - c. I.T.U. Supervisor
  - d. On-Call Staff Officer
  - e. Command Post
  - f. Duty Captain
  - g. Complaint Sergeant

II. Civil Disorder

- A. I.T.U. personnel will be placed on two 12-hour shifts and report to I.T.U. for assignment.
- B. Duties:

STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

1. Covert - Officers of the same ethnic background will be used to gather intelligence. (Example: black officers for black disorders, Latin officers for Latin disorders).
2. All non-covert officers will report to I.T.U. in uniform, M.P.D. coveralls or civilian attire with M.P.D. raid jackets for assignment.
3. Dignitary protection details will be provided for those persons deemed appropriate, i.e., Mayor, Commissioners, M.P.D. Staff, etc.
4. The S.I.S. Commander will report to the E.O.C. Commander and advise him of the number of officers from I.T.U. available for assignment.

III. Equipment to be on hand and to be used if needed.

- A. Camera
- B. Tape Recorder
- C. Body Bug

IV. After Action Report will be made by the I.T.U. Commander stating:

- A. The names of I.T.U. personnel assigned
- B. Hours worked
  1. Regular
  2. Overtime
- C. Brief synopsis of the civil disorder and what S.I.S.'s involvement was.

STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

- D. Action taken by the S.I.S. (arrests, warnings, confiscations, etc.).
  - E. Recommended S.I.S. assignment adjustments.
  - F. Other recommendations for the S.I.S. or M.P.D.
- V. The Intelligence and Terrorism Unit will establish the following guidelines to correspond with the Homeland Security Alert System.
- A. I.T.U. is responsible for monitoring and advising the Chief of Police, C.I.D. Chief, and Office of Emergency Management and Homeland Security of any changes in threat levels or any specific information that would affect the threat levels.
  - B. Condition **Yellow “Elevated”** A significant or increased risk of terrorist attacks has been identified.
    - 1. I.T.U. and OEM/HS shall conduct facility vulnerability assessments and recommend the appropriate threat reduction measures.
    - 2. I.T.U. and OEM/HS shall assess local response resources and assets i.e.; equipment, supplies, equipment compatibility issues, cross training of Fire-Police-EMS.
    - 3. I.T.U. shall produce, maintain, and distribute updated “Risk Assessment” information to the Chief, Division Chiefs, and the SOS Commander in a timely manner.
    - 4. I.T.U. will provide FOD with specific locations for increased patrols and watch orders to increase visibility/deterrence.
    - 5. I.T.U. will maintain contact with the FBI to determine any changes in alert status.

STANDARD OPERATING PROCEDURE: SOP 2  
(Continuation)

C. Condition **Orange “High”** A high risk of terrorist attack: In addition to the previously outlined Protective Measures, the following measures shall be implemented.

1. I.T.U. will notify the Chief of Police, Staff, and FOD of the changes in alert status.
2. I.T.U. will provide FOD with specific locations for increased patrols and watch orders to increase visibility/deterrence.
3. I.T.U. will maintain contact with the FBI to determine any changes in alert status.

D. Condition **Red “Severe”** An elevated risk of terrorist attacks has been identified or has occurred.

1. I.T.U. will notify the Chief of Police, Staff, and FOD of the changes in alert status.
2. “Severe Condition Red” information will be disseminated at all roll calls until I.T.U. advises of a change in status.
3. I.T.U. will provide FOD with specific locations for increased patrols and watch orders to increase visibility/deterrence.
4. I.T.U. will maintain contact with the FBI to determine any changes in alert status.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT


### STANDARD OPERATING PROCEDURES

- S.O.P.** 3
- SUBJECT:** Intelligence and Terrorism Unit Activity Reports
- PURPOSE:** To provide a guide for the preparation and processing of I.T.U. activity reports.
- SCOPE:** The heart of any intelligence operation is information. Information that is not recorded so that it may be utilized by others and recalled by the investigators is useless. The rule to follow when deciding on whether to write a report is: "When in doubt, write it out."

#### I. Reporting Guidelines

##### A. Intelligence reports must be:

1. Written - so that they may be utilized by others. Of course, urgent matters should be communicated verbally first and followed up with a written report.

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STANDARD OPERATING PROCEDURE: SOP 3  
(Continuation)

2. Objective - the presentation must be as objective as possible to encourage decisions, which are based on accurate information and sound analysis.
3. Discriminating - the report must distinguish between positive, verified information and hypothesis, hearsay or inference.
4. Logical - the findings must be presented in a logical manner.
5. Concise - the report should be as brief as possible, consistent with the requirements of accuracy and objectivity.
6. Recipient Oriented - the formal content of the report should be consistent with the identity, interests and needs of the intended recipient.

B. Intelligence reports are of three (3) general types:

1. Strategic/indicative reports which are the result of analysis of a certain date indicating general background information, trends, patterns, forecasts or possible courses of action.
2. Tactical/evidential reports which pertain to a specific event or situation and which requires immediate or future action by this Department.
3. Information/for file only reports which are to be forwarded at the time of writing, but which are to be retained in intelligence files for future reference.

STANDARD OPERATING PROCEDURE: SOP 3  
(Continuation)

II. Reporting Procedures

- A. Information received: When information is received concerning criminal activity, a Special Investigations Section Report of Investigation will be written.
- B. Review: The S.I.S. Report will be reviewed by the Intelligence/Protection Detail Sergeant to determine if a case will be initiated on the basis of the information in the report, or assign an investigator to attempt to verify the information with corroborative information.
- C. Assignment: If a case is initiated, the Unit Commander will assign a Lead Investigator who is primarily responsible for the overall case investigation.
- D. New Cases: A report on each newly opened case will be submitted to the Detail Supervisor. This report will generally describe the facts, which caused the case to be initiated, and the investigator to whom the case has been assigned.
- E. Current Cases: The Lead Detective will prepare a status report on each open case, on a weekly basis. This status report is due by the Tuesday of the next week. Supervisors will insure that these reports are prepared and submitted on a timely basis. Reports should be informative and account for investigative activity on the case for the reported week. Reports will include the current status of the case, projected activity, as well as expected result, if applicable.
- F. Closing Cases: Detectives will prepare a summary report on each assigned case at the conclusion of their investigation.

STANDARD OPERATING PROCEDURE: SOP 3  
(Continuation)

The summary report will provide a general account of the facts, which caused the initiation of an investigation, the investigative process as it applies to the particular case, and the reason for closing the investigation.

- G. Investigations may be closed when complete, or when all reasonable steps have been taken to exhaust available leads. Supervisors are to closely monitor all investigations assigned to their details and keep the Unit Commander informed on the progress of each investigation.
- H. Supervisors are to facilitate these procedures, and insure that all investigative reports are submitted promptly and accurately.

III. Report Flow

- A. A report is logged into the S.I.S. Case Assignment Log and assigned a report number.
- B. The report is then typed in the section's computer system by the assigned investigator.
- C. A hard copy of the report is forwarded for review and signature to the S.I.S. Commander through the investigator's chain of command
- D. Reports determined by the Commanding Officer of the Special Investigations Section to be of an unusually sensitive nature shall be prominently marked "confidential". File copies thereof are to be stored in locked cabinets, separate and apart from other reports maintained in the Section. Access to these restricted files shall be limited to the Commanding Officer of the Special Investigations Section Commander of the Intelligence and Terrorism Unit and Commander to designated members of the Section or Department on a strict

STANDARD OPERATING PROCEDURE: SOP 3  
(Continuation)

need-to-know basis, and those assigned to the necessary clerical tasks connected with this file. Strict security procedures will be followed.

- IV. Special Investigations Section Report: Used primarily to report active criminal intelligence information:
- A. Subject: The title of the investigation.
  - B. File Number: Special Investigations Section file or case number.
  - C. Report Number: Obtained by the lead investigator.
  - D. Date of Report: Date the report is written.
  - E. Source: The source of the information. When there are multiple sources, list all sources in the narrative portion of the report and number each source. This will be the first entry in the narrative.
  - F. Writer: Author of the report by name and PIN number.
  - G. Synopsis/Narrative: The facts surrounding the investigation, investigative activity, and/or intelligence information (who, what, when, where, how, why and what for - as applicable). Items should appear in the narrative in the following order:
    - 1. Additional sources, if any and their evaluation.
    - 2. Personnel involved, including vehicle driven (when the report pertains to a surveillance only), and the unit number. List the driver first and any passenger(s) next.
    - 3. The first paragraph should synopsise the information in the report.

STANDARD OPERATING PROCEDURE: SOP 3  
(Continuation)

4. Contained in the body of the narrative are the specifics - specific description of person(s) and vehicle(s) observed during surveillance.
  - a. Persons - time observed, name, race, sex, age, height, weight, color of hair/eyes, clothing, criminal history, etc.
  - b. Vehicles - time observed, description, tag/VIN (when available), registration information and criminal history on registered owner.
  - c. Locations - descriptive information on locations observed; if target location, then include FPL, Bellsouth, and any other information available.

Note: When the above information has appeared in a previous report, so note and omit the data from the report being written.
5. Follow up: an explanation of the follow up plan.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### INTELLIGENCE/DIGNITARY PROTECTION DETAIL

- S.O.P.** 4
- SUBJECT:** Intelligence/Dignitary Protection Detail
- PURPOSE:** To outline the Duties and Responsibilities of the Intelligence/Dignitary Protection Detail.
- SCOPE:** The Intelligence/Dignitary Protection Detail is part of the Intelligence and Terrorism Unit of the Special Investigations Section.
1. Intelligence/Dignitary Protection Detail Responsibilities - Intelligence gathering and dignitary protection.
    - A. Intelligence Gathering
      1. The Detail will maintain liaison with other interested agencies, local, state, and federal, concerned with intelligence of extremist groups or organizations which might have an effect on the public safety in their community.

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Lt. Roman Sarria  
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Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURE: SOP 4  
(Continuation)

2. Conduct surveillances of members of extremist groups or their organizations.
3. Attend meetings with other individuals and agencies for the purpose of gathering and disseminating information on extremist groups or individuals, which might have an effect on the public safety in the community.
4. Demonstrations will be monitored based on past performance and manpower availability.
5. A case initiation report will not be completed for intelligence information.

B. Dignitary Protection

1. The Intelligence/Dignitary Protection Detail Sergeant or his designee will be responsible for assigning the required number of personnel to all dignitary details.
2. Protection details that are being worked in conjunction with outside agencies will have a minimum of two (2) investigators assigned at all times to the Detail. These outside agencies are the Lead Agency and they designate our assignments throughout the detail.
3. Protection details which are not being worked in conjunction with U.S. Secret Service, U.S. Department of State, the Florida Department of Law Enforcement or any other law enforcement entity, will have a minimum of two (2) investigators assigned to the protectee.

STANDARD OPERATING PROCEDURE: SOP 4  
(Continuation)

This type of detail is considered an "Escort" Detail only, and **DOES NOT** constitute a "Protection Detail". If a known threat has been made against the protectee, additional personnel will be required. In the event of a threat against the protectee, a full "Protection Detail" will be implemented. Assignment of personnel to such a Detail will be mandated by the "Dignitary Protection Manual" requirements and threat level.

4. Body Armor is not provided to a protectee, as a rule. However, if exigent circumstances exist, body armor would be provided to a protectee upon approval of the Section Commander. The S.W.A.T. Unit will supply the equipment.
5. In all cases, where practical, one (1) investigator will be the driver of the protectee. During "Protection Details", the Agent in Charge should at all times ride in the front passenger seat.
6. In a threat situation, the assignment of additional personnel and vehicles will be mandated by the "Dignitary Protection Manual" requirements and threat levels.
7. All the members of the Intelligence/Dignitary Protection Detail will be responsible for providing communication with emergency and Fire Rescue service, ambulance service and identifying the medical facilities available to be used, if necessary, on all protection details.



STANDARD OPERATING PROCEDURE: SOP 4  
(Continuation)

8. Protection Details requiring the use of a "Command Post" will adhere to the following:
  - a. When in operation the Command Post will be manned by a minimum of one (1) investigator.
  - b. When deemed necessary the Command Post will be monitored twenty-four (24) hours a day.
  - c. All electronic monitoring and surveillance equipment, as well as all emergency response equipment (tactical/medical) will be available through the Command Post. Personnel assigned to the Command Post will be responsible for maintaining all equipment necessary for the detail, (radios, batteries, phones, etc.)
  - d. At all times during the Detail, the personnel assigned to the Command Post will keep a precise operational log.
  - e. While at the Command Post all Detail personnel will act in a professional manner, consistent with Departmental Orders, Rules and Regulations.
9. All members of the Intelligence/Dignitary protection Detail will be responsible for following the guidelines as set forth in the Detail's protection manual. These guidelines will be adhered to unless otherwise directed by the Intelligence and Terrorism Unit Commander, Intelligence/Dignitary Protection Detail supervisor or the Agent in Charge.

STANDARD OPERATING PROCEDURE: SOP 4  
(Continuation)

10. A case initiation report will not be completed for dignitary details.
11. At the conclusion of the Detail, the Lead Investigator will complete a Special Investigations report, indicating the general activity of the detail, manpower and cost, when required.
12. During a "Dignitary Protection Detail," professional attire will be strictly adhere to. Professional attire is defined as a suit, a sport coat and dress slacks, shirt and tie. Except for the tie, female officers will be required to wear business suits during the details. During the details, weapons, radios and police badges will be concealed at all times. Identifying police badge will be worn on the gun side. During details no other type of identification or pins shall be visible other than those needed for specific areas, such as the Airport ID. Special Investigations Section detail "Pins" (Color designated for the detail by the Agent in Charge), as well as all "Pins" necessary for the "Protection Detail" shall be worn on the left lapel of the jacket, during all "Protection details."
13. Dignitary Protection Detail Detectives will carry only firearms that have been authorized by the Miami Police Department under Departmental Order 15, Chapter 2.
14. The Dignitary Protection Detail will employ unmarked rental or designated unmarked city vehicles during their operations. "Designated Vehicles" assigned to the detail will be used as "Lead or Follow Vehicles" during the detail.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.** 5

**SUBJECT:** Orientation of New Members

**PURPOSE:** To facilitate the orientation of new members assigned to the Intelligence and Terrorism Unit

**SCOPE:** In order to eliminate the possibility of a new member not being exposed to all facets of Unit procedures, it will be necessary that each of the following tasks listed below be checked off individually.

I. The following procedures will be adhered to:

A. NAME \_\_\_\_\_ IBM \_\_\_\_\_ DETAIL \_\_\_\_\_

The new member is to be provided:

1. An opportunity to become familiar with the Section and Unit S.O.P.'s.
2. Instruction on the operation of all the Unit's equipment (electronic, photographic, etc.).
3. Exposure to the confidential informant files, its security and maintenance.

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Commander  
Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURE: SOP 5  
(Continuation)

4. Instruction on the use of rental vehicles.
5. Instruction on the preparation of search warrants, affidavits, court applications, etc.
6. Instruction on Unit's filing system.
7. Instruction on Expenditure Control, including proper maintenance of expense accounts.
8. Instruction on building security.
9. Instruction on security of members' paperwork (face down).
10. Information on Unit's policy regarding overtime.
11. Instruction on case preparation and arrest procedures.
12. Information on days off and working hours.
13. Instruction on the proper reporting procedures (both written and verbal).
14. Techniques used in developing confidential informants.
15. Moving and stationary surveillance techniques.
16. Techniques used in buy situations.
17. Techniques used in answering phones - cool and otherwise.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.** 6

**SUBJECT:** Take Home Rental Vehicles

**PURPOSE:** To establish directives to be adhered to by all Unit personnel assigned a take home rental vehicle.

**SCOPE:** In order to ensure that all take home rental vehicles are being utilized properly and in accordance with Departmental Orders, it will be necessary that the following directives be followed:

#### I. General Responsibilities

- A. The Unit Commander shall have the authority to assign or deny any member of the use of a take home rental vehicle.
- B. Vehicles may be driven to and from work and may be used for off-duty court appearances or special details approved by the Unit Commander.
- C. Vehicles may only be driven by a member of the Special Investigations Section, unless emergency circumstances exist which require someone else to operate the vehicle.

Lt. Roman Sarria  
Commander  
Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURE: SOP 6  
(Continuation)

- D. Investigators assigned vehicles will restrict their use to the South Florida counties of Dade and Broward. Special permission must be obtained from the Unit Commander or his designee to expand this directive.
- E. Investigators will operate their assigned vehicles in a responsible manner obeying all traffic laws. Investigators will not operate their vehicles while under the influence of alcoholic beverages or drugs.
- F. Investigators will be responsible for all tickets issued during the performance of their official duties.
- G. Parking tickets will be dealt with immediately through the established clearing procedures.
- H. Any investigator who will be off-duty for a period of two weeks or more shall notify his/her supervisor and/or commanding officer, who will make the determination regarding the vehicle's status.
- I. If an investigator is involved in an accident, the investigator will notify a Unit Supervisor, who will notify the Unit Commander. Each investigator will follow the procedures outlined in the Department Orders for motor vehicle accidents.
- J. If a vehicle is involved in an accident outside Dade County, the Florida Accident Report shall be completed by the police department having jurisdiction. The investigator shall notify the Unit Commander and his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents.

STANDARD OPERATING PROCEDURE: SOP 6  
(Continuation)

II. Use and Maintenance

- A. Investigators assigned a rental vehicle **shall not** utilize the vehicle for making routine traffic stops or high-speed pursuits.
- B. Each investigator has a blue light, which will be carried while operating his/her undercover rental vehicle.
- C. Use of rental vehicles during takedowns involving other vehicles will be utilized at the discretion of the Unit Supervisors and/or Unit Commander.
- D. It will be the responsibility of the investigator to maintain his vehicle, keeping it clean, and insuring routine maintenance is performed.
- E. Investigators shall be responsible to see that all routine maintenance and general check-ups are done by notifying the rental company of the necessary maintenance or repairs.
- F. All assigned vehicles shall undergo preventative maintenance and a general check-up every 3,000 miles as per rental company procedures. It shall be the responsibility of the investigator to notify the rental company that a 3,000-mile inspection is required and to obtain a schedule for delivering the vehicle to the rental company.
- G. Unit supervisors shall be responsible for inspecting the vehicles of detectives under his/her command.
- H. Investigators shall at all times operate their vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.

STANDARD OPERATING PROCEDURE: SOP 6  
(Continuation)

III. Purpose of Vehicle Program

- A. To ensure a quick and dependable response by investigators in the event of a call-out for duty.
- B. To provide detectives with an assigned vehicle in which to carry police related equipment.
- C. To ensure maximum effectiveness during surveillances.



# City of Miami



DANIEL I. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### INTELLIGENCE ANALYST DETAIL

- S.O.P.** 7
- SUBJECT:** Intelligence Analyst Detail.
- PURPOSE:** To outline the duties and responsibilities of the Intelligence Analyst Detail.
- SCOPE:** The Intelligence Analyst Detail is part of the Special Investigations 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 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

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 Lt. Roman Sarria  
 Commander  
 Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURE: SOP 7  
(Continuation)

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.

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 S.I.S 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, Section supervisor or above.

# City of Miami



DANIEL L. ALFONSO  
City Manager

## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

- S.O.P.** 8
- SUBJECT:** Technical Assistance Detail (T.A.D.) duties and responsibilities
- 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

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(Continuation)

- 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.
- 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. Special Investigations 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 S.I.S. 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.

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

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.

## 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.S. 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.

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

B. In the event 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 S.I.S. personnel.

A. Other elements from within the Department may utilize Special Investigations 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 either in writing or in exigent cases verbally by their Unit Commander or Deputy Commander.
3. The use of the equipment requested will not hinder the operations of the Section.
4. The Tech Squad supervisor will verify availability of equipment and advise the Section Commander for approval.

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.

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

3. The Tech Squad supervisor will verify availability of the requested equipment and advises 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 Special Investigations 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.

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

3. Any equipment conflicts will be resolved at the Section level.

VI. Surveillance Platform

The surveillance platform is a state of the art vehicle that, if properly utilized, can greatly enhance an investigation. As with all tools it is only a supporting element in the investigation. Investigations should not depend solely on the evidence obtained from electronic surveillance. Proper utilization of the surveillance platform will not only assist in investigations, but is essential for the safety of the investigators operating this equipment.

A. Surveillance Vehicle Checkout Procedures

1. Only designated Tech Squad personnel are authorized to operate the surveillance vehicles.
2. Investigators are advised that these vehicles require a minimum of a one hour lead time to become operational not including travel time to the location of use.
3. When practical, surveillance locations should be visited in advance of surveillance vehicle setup in order to locate and if necessary, secure a spot where the vehicle can be situated to obtain its maximum potential.
4. The surveillance vehicle operator will perform a complete safety check prior to moving the vehicle.
5. It is the responsibility of the surveillance vehicle operator to insure that the vehicle is in proper order (fueled, iced etc.) before its use.

**Under no circumstances will the vehicle be fueled at the police compound or any other City or government facility that might associate the vehicle with the City of Miami or the Police Department.**



STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

B. Vehicle Deployment

1. For maximum effectiveness, officer safety, and operational security, the surveillance vehicle shall be operated by two Tech Squad investigators. One will serve as the vehicle driver and the other will operate the surveillance equipment.
2. Once the vehicle is in position, the driver will either exit and secure the vehicle, and carry out his/her outside assignment or transfer to the rear compartment to assist with the operation.
3. The operators in the rear compartment will complete an equipment check and initiate the surveillance.
4. Entering or leaving the surveillance vehicle should be done through the driver or passenger front compartment doors. The side door should only be utilized in extreme emergencies or when in a completely controlled and secure environment.
5. An effective surveillance requires teamwork and coordination with an emphasis on officer safety.

Once the surveillance is terminated and the vehicle is returned to the storage facility, the following procedures are to be followed to ensure operational readiness for the next operation:

- a. Refuel/top off vehicle
- b. Check fluids & tires
- c. Connect shore power verify charging status
- d. Clean interior compartment
- e. Power down equipment & turn off main disconnect

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

C. General Rules for Vehicle Usage

1. Under no circumstances, will the surveillance vehicle be brought to the police station or any other government facility (be it local, state, or federal) that might associate it with a law enforcement agency.
2. The surveillance vehicle identity is confidential in nature and is to be revealed only on a need to know basis. It is each Section member's responsibility to insure that this confidentiality is adhered to and the integrity of the vehicle(s) be maintained.
3. Smoking is prohibited inside the surveillance vehicle.
3. Investigators will refrain from "badge flashing"
4. when operating surveillance vehicle. All tolls will be paid if the Sunpass fails.
5. A minimum of one trained Tech Squad operator will be assigned to the vehicle's rear compartment during all missions.

VII. Cellular Phone Interrogation

The S.I.S. 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 stand alone component requiring a court order specifically for electronic interrogation.

STANDARD OPERATING PROCEDURE: SOP 8  
(Continuation)

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 investigators 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



DANIEL J. ALFONSO  
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## INTELLIGENCE AND TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: AVID SYSTEM

PURPOSE: Provide a guide by which the Video Forensic Analyst may operate.

SCOPE: This S.O.P.'s sets forth guidelines for duties performed by the Unit's Video Forensic Analyst.

I. Procedures:

- A. All video 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.
- B. It is the sole responsibility of the lead detective to gather and secure the video for evidence.
- C. A request form will be completed by the lead detective, and turned into the Special Investigations Section, Technical Assistance Detail, along with a copy of the property receipt.

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STANDARD OPERATING PROCEDURE: SOP 9  
(Continuation)

- D. Once the detective has made arrangements with the video analyst, he will retrieve the video from property and deliver it to the analyst.

**II. Video Analyst's responsibilities:**

- A. It will be the responsibility of the video analyst to receive the video evidence from the lead investigator or his designee.
- B. Upon receipt of the video the video analyst will log the evidence with the following information:
  - 1. Case number
  - 2. Date and time of crime
  - 3. Location of crime
  - 4. Lead Detective
  - 5. Property receipt number
  - 6. Date and Time property was received
- C. The analyst will examine the video in a timely manner.
- D. Upon completion the video will be returned to the lead detective along with any and all information gathered by the analyst.

**III. Maintenance/Responsibility**

- A. The Special Investigations Section, Technical Assistance Detail will be responsible for the daily maintenance along with all upgrades of the AVID System. Employees shall ensure that the system is used only for the purpose and in the manner intended, and are responsible for its proper care and custody.

# City of Miami



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City Manager

**INTELLIGENCE & TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**GUN SQUAD DETAIL**

**S.O.P.** 10

**SUBJECT:** GUN SQUAD DETAIL

**PURPOSE:** To outlines the duties and responsibilities of the Gun Squad Detail

**SCOPE:** The Gun Squad Detail is a part of the Intelligence & Terrorism Unit, Special Investigations Section.

**I. DUTIES OF THE GUN SQUAD DETAIL OFFICER/S**

The Gun Squad 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.

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- D. To properly fill out pillbox with pertinent information such as case number, date, shooter's name, make model and serial number of firearm, as required.
- E. To test fire firearms and retain casings to be entered into the NIBIN program by MDPD Crime Lab personnel and enter casing standards into the NIBIN program, as required.
- F. To correctly fill out MDPD Lab Request forms with all pertinent information relating to test fired weapons.
- G. To coordinate the entry of fired casings impounded at crime scenes by CSI into the NIBIN program.
- H. To retrieve copies of Property Receipts and Incident Reports pertaining to impounded firearms.
- 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 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



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## INTELLIGENCE & TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### GUN SQUAD DETAIL

**S.O.P.:** 11

**SUBJECT:** N.I.B.I.N. DEFINITIONS

**PURPOSE:** To define terminology used in the N.I.B.I.N. program.

**SCOPE:** I. Casing Evidence:

Casing Evidence are fired casings found on crime scenes which are evidence in a crime. All casing evidence will be sent to the MDPD Crime Laboratory by an MPD CSI courier. Example: Fired casings found on the ground after a drive-by shooting are considered "casing evidence." This casing evidence is entered into the N.I.B.I.N. computer at the Miami-Dade Police Department Crime Laboratory.

II. 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 N.I.B.I.N. computer at the Miami-Dade Police Department Crime Laboratory.

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III. Auto-loading Firearms:

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.

IV. Major Case Auto-loading Firearms

For the purpose of the N.I.B.I.N. 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 sent to the Crime Laboratory Bureau of the Miami-Dade Police Department by a Miami CSI Identification Technician for examination and test firing by the Firearm Examiners of the MDPD Crime Laboratory.

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

V. 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 the Gun Squad for casing standards. These fired casing standards will be sent to the MDPD Crime Laboratory for entry into the N.I.B.I.N. computer.

- VI. The Gun Squad officers will ensure ALL AUTO-LOADING Firearms which meet the N.I.B.I.N. criteria are test fired and entered into the N.I.B.I.N. system (excluding those firearms turned in for safekeeping).

# City of Miami



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**INTELLIGENCE & TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**GUN SQUAD DETAIL**


**S.O.P.:** 12

**SUBJECT:** N.I.B.I.N. PROCEDURES

**PURPOSE:** To ensure proper Firearm Examination and Cartridge Preparation.

**SCOPE:**

- I. Procedures for NIBIN Firearm Examination and Cartridge Preparation
  - A. On a regular basis, no less than once a week (if possible), the MPD Officers assigned to the NIBIN Gun Squad will report to the Property and Evidence Bureau of the City of Miami Police Department.
  - B. The officers assigned to the NIBIN Gun Squad will meet with the Property Room supervisor at the MPD Property Room.

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**(Continuation)**

- C. The Property Room supervisor will ensure that the officers assigned to the NIBIN Gun Squad can observe all incoming firearms for future examination and NIBIN Test firing.
- D. The officers assigned to the NIBIN Gun Squad will select the auto-loading firearms they need to test-fire for the NIBIN system.
- E. The MPD NIBIN Gun Squad officers will contact the Miami-Dade lab personnel in charge of the NIBIN Firearm Testing Unit (FTU) within the MDPD Crime Laboratory Bureau.
- F. Additionally, this MPD NIBIN Gun Squad officer will inquire if he can be of any assistance to the MDPD Firearm examiners. This assistance may include contacting a particular MPD Police detective regarding a NIBIN Hit. The assistance may also include obtaining MPD police reports for the firearms examiners after a NIBIN Hit is made, tracking down a particular piece of evidence in the MPD Property Room or assisting in any firearm related matter, which would benefit the efforts of law enforcement.
- G. The Gun Squad officers will examine the actual firearm 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.
- H. The Gun Squad officers will prepare a pillbox as needed by clearly printing the information pertaining to the firearm in the correct spaces on the top surface of the NIBIN pillbox. This

Information includes the **IMPOUND DATE**, which is the date the firearm was first impounded by the police, as well as the **caliber, make, model serial number** of the firearm and **shooter's name**.

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

Example of a NIBIN Pillbox (top surface) filled out correctly:

**City of Miami Police Department**  
**\*\*\*N.I.B.I.N.\*\*\***  
IMPOUND DATE \_\_\_/\_\_\_/\_\_\_  
CALIBER \_\_\_\_\_  
MAKE \_\_\_\_\_  
MODEL \_\_\_\_\_  
S/N \_\_\_\_\_

1. The Gun Squad officers will then determine the **exact caliber** of the firearm selected for test firing.

II. Engraving Live Cartridges

- A. The Gun Squad officer (with an electric engraver) will engrave the following information (lengthwise) along the side of the cartridge casing, as needed:
  1. The **case number** the firearm was originally impounded under.
  2. The initials of the officer who is test-firing the firearm for casing standards.

# City of Miami



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**INTELLIGENCE & TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**GUN SQUAD DETAIL**

**S.O.P.:** 13

**SUBJECT:** TEST-FIRING PROCEDURES

**PURPOSE:** To safely test-fire NIBIN selected weapons.

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

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- I. The Gun Squad 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 Gun Squad 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 Gun Squad officer.
  - C. The Gun Squad officer will examine the firearm to make sure it matches the information on the NIBIN Pillbox. (caliber, make, model, serial number, etc.), as necessary.
  - D. The Gun Squad officer will, once again, examine the live cartridges to make sure they are the correct caliber for the firearm.
  - E. The Gun Squad 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 Pillbox.
  
- II. Loading the Magazine and Firing the Firearm
  - A. The slide or bolt of the firearm will be placed in the forward position.
  - B. The Gun Squad 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.

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

- 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 Pillbox.
- F. The above process will be repeated with the remaining two live cartridges.
- G. All fired casings will be placed in the NIBIN Pillbox.
- 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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## INTELLIGENCE & TERRORISM UNIT

### STANDARD OPERATING PROCEDURES

#### GUN SQUAD DETAIL

**S.O.P.:** 14

**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 Gun Squad 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 Gun Squad's gun locker temporarily for the purposes of examination, repair and/or other extenuating circumstances.

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10/3/17

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# City of Miami



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**INTELLIGENCE & TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**GUN SQUAD DETAIL**

**S.O.P.:** 15

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

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

**SCOPE:** The Gun Squad 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.

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

- 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 Gun Squad officers.
- III. The Gun Squad 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 Gun Squad's archives.
- V. Gun Squad 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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**INTELLIGENCE & TERRORISM UNIT**  
**STANDARD OPERATING PROCEDURES**  
**GUN SQUAD DETAIL**

**S.O.P.:** 16

**SUBJECT:** FILLING OUT THE N.I.B.I.N. PROPERTY RECEIPT

**PURPOSE:** The delineation of procedures detailing the filling out of N.I.B.I.N. Property Receipts and Laboratory Analysis Request forms.

**SCOPE:** The Gun Squad officers will ensure that the N.I.B.I.N. Property Receipts and MDPD Laboratory Analysis Request forms are appropriately filled out.

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

- I. The N.I.B.I.N. Gun Squad officer will prepare a N.I.B.I.N. Property Receipt listing all the individual case numbers from each N.I.B.I.N. Pillbox onto the N.I.B.I.N. Property Receipt.
- II. The N.I.B.I.N. Gun Squad officer will also fill out a Miami-Dade Police Department N.I.B.I.N. Laboratory Analysis Request.
- III. The sealed plastic bag containing the N.I.B.I.N. Casing Pillboxes 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 N.I.B.I.N. Computer.