

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

JOINT INTERDICTION DETAIL



DANIEL J. ALFONSO
City Manager

JOINT INTERDICTION UNIT STANDARD OPERATING PROCEDURES

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City of Miami



DANIEL A. HENSON
COMMISSIONER



MIAMI POLICE
100





DANIEL J. ALFONSO
City Manager

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

[Signature]
Unit Commander

1/3/17
Date

Second Quarter
Inspection:

[Signature]
Unit Commander

4/4/17
Date

Third Quarter
Inspection:

[Signature]
Unit Commander

7/5/17
Date

Fourth Quarter
Inspection:

[Signature] #4259
Unit Commander

10/3/17
Date

Annual
Inspection:

Unit Commander

Date

Section Commander

Date



City of Miami



DANIEL J. ALFONSO
City Manager

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, JOINT INTERDICTION UNIT

These Standard Operating Procedures are established to provide guidelines for the operation and management of the Joint Interdiction Unit, Special Investigations Section, City of Miami Police Department.

The intention of these S.O.P.'s is to supplement Departmental Orders and Administrative Directives. They are not intended to supersede either. Any conflict will be resolved by the Unit Commander.

Personnel assigned to the unit are required to read and abide by the procedures contained in the Standard Operating Procedures.

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

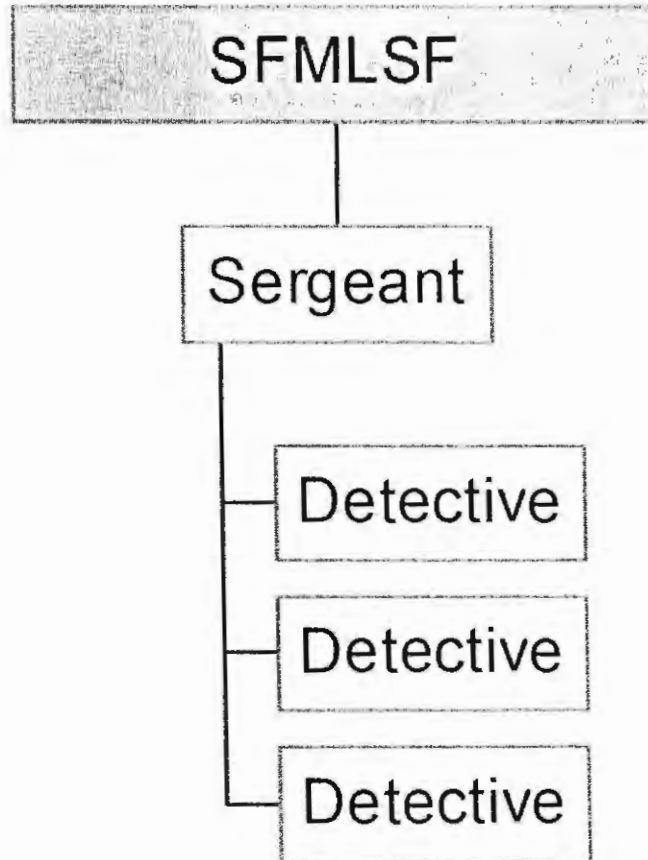
10/31/17

Effective Date





SPECIAL INVESTIGATIONS SECTION ***JOINT INTERDICTION UNIT***





DANIEL J. ALFONSO
City Manager

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. **MISSION**

The mission of the Joint Interdiction Unit is to conduct investigations of individuals and organizations involved in money laundering and/or narcotics related activities.

The Joint Interdiction Unit is a sub-element of the Special Investigations Section (S.I.S.) and reports directly to the S.I.S. Commander. The Unit is part of the South Money Laundering Strike Force (SFMLSF) and is commanded by a Police Lieutenant or other individuals as designated by the S.I.S. Commander.

II. **GOALS**

It is the goal of the Unit to significantly reduce, hinder and otherwise adversely impact upon money laundering and/or narcotics related activities.

III. **OBJECTIVES**

- A. To identify, investigate, arrest and assist in the prosecution of persons and organizations involved in money laundering and/or narcotics related activities.
- B. To develop sources of information which will facilitate the successful accomplishment of the Unit's mission.
- C. To seek and gather criminal intelligence information in the area of money laundering and/or narcotic related activities.

Ja #4259

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10/31/17

Effective Date



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MISSION, GOALS, AND OBJECTIVES

(Continuation)

- D. To prepare and maintain records of investigative and criminal intelligence information, which will facilitate the presentation of evidence in court and the initiation of other related investigations.

City of Miami



DANIEL F. ALFONSO
City Manager

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

The duty hours of Joint Interdiction Unit Investigators will be flexible and dictated by the particular assignment. Generally, the Joint Interdiction Unit will have investigators on-duty from 0800 - 1600 hours, Monday through Friday.

J.I.U. investigators will generally dress in civilian attire based on their assignment.

All J.I.U. investigators will have a regulation uniform available to be worn or inspected as required.

I. OVERTIME

- A. Any requests to work regular overtime must be cleared with the J.I.U. Supervisor or Commanding Officer.
- B. Overtime will be granted when a case will be jeopardized by the investigator transferring.

II. DRESS CODE

A. ON DUTY

- 1. It is necessary that personnel disguise their appearance when working in this capacity. They are exempt from the dress code, using good judgment and approval of their supervisor.

[Handwritten Signature] #6255

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10 | 3 | 17

Effective Date



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DUTY HOURS AND DRESS:
(Continuation)

B. COURT ATTIRE

1. Members may wear approved on-duty attire to depositions and pre-files.
2. Members will abide by Departmental Orders when attending court on "E" days.



DANIEL L. ALFONSO
City Manager

JOINT INTERDICTION UNIT
STANDARD OPERATING PROCEDURES
DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Lieutenant, Commanding Officer

- A. To act in the capacity of the Unit Commander to include the following:
 1. To keep informed of all work being performed by Unit members through verbal and written reports and personal contacts.
 2. To keep informed of all work being performed by sworn Department members in the area of narcotics trafficking and money laundering.
 3. To assign work, provide direction, and review the performance of the Unit through the Sergeant. This in no way precludes dealing directly with the Unit members in the absence of the Sergeant, or when the need arises.
 4. To assist all members with case preparation, investigative procedures, arrest procedures, service of search warrants, and the execution of raids.
 5. To keep the Section Commander informed.

J. Roman Sarria #6255

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10/3/17

Effective Date



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STANDARD OPERATING PROCEDURES**(Continuation)**

6. To evaluate and authorize the issuance of City expense funds to Unit members which includes the proper review of expense accounts and receipts.
7. To assist in preparing the necessary documentation to accomplish asset forfeiture as specified under State and Federal Statutes.
8. To oversee the proper exchange of rental vehicles under the South Florida Money Laundering Strike Force and the City of Miami, Special Investigations Section's budget.
9. To evaluate the quality and quantity of enforcement action by Unit members in their respective areas of assignment.
10. To keep the Section Commander informed of all pertinent information relevant to active and inactive investigations.
11. To properly manage resources so as to achieve the highest levels of efficiency and effectiveness.
12. To promote and encourage harmony and cooperation between the different elements of the Special Investigations Section.
13. To maintain a liaison with outside agencies.
14. To review all investigations and ensure due dates are met and prepared correspondence meets quality standards.
15. Ensure proper coordination of investigations with other law enforcement agencies.
16. Has overall responsibility for the management of all protracted and Imprest fund accounts, movement of funds, C.I. payments and general expenditures resulting from protracted/Imprest funds.
17. Review and approve overtime.
18. To establish duty hours for employees.

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STANDARD OPERATING PROCEDURES
(Continuation)

B. Joint Interdiction Unit Sergeant

1. To keep the Unit Commander informed of investigative progress and any other information that may be significant.
2. To plan operational activities. Plans should be for current investigations, continuing investigations and future activities.
3. To maintain direction and control of the operation of Unit members for:
 - a. Use of equipment.
 - b. Expense money.
 - c. Appearance of personnel. (To ensure that appearance is suitable for the task being performed).
 - d. Court appearances.
 - e. Public contacts.
 - f. Attendance and punctuality.
 - g. Attitude toward assignment.
(Take into consideration the individual investigator's aptitude when making assignments).
4. To maintain a high level of efficiency through continued training in areas of responsibility.
5. To develop and maintain liaison with Department personnel and agencies, such as F.D.L.E., CBP, HSI, F.B.I., D.E.A., and other police departments.
 - a. Ensure that investigators are exhausting all sources of information available to them.
 - b. Ascertain that all usable information is reduced to writing.

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STANDARD OPERATING PROCEDURES
(Continuation)

6. To disseminate information from newspapers, magazine articles, legal and court opinions to Unit members, occasionally meeting to discuss new court decisions, Department legal opinions, etc.
7. To inspect and assist in maintaining the office files for your area of responsibility.
8. To prepare and present formalized training as required, and to conduct public presentations at local schools, civic groups, organizations, etc., when necessary.
9. To assist Unit members with:
 - a. Investigations.
 - b. Arrests (when needed).
 - c. Surveillance - Raids. (Plan same).
 - d. Warrants.
10. To counsel Unit members in case preparation and court presentation.
11. To maintain the proper flow of case and Departmental reports.
 - a. Review and sign all case reports and ensure that reports are complete and concise.
 - b. See that deadlines are met on reports submitted.
12. To prepare monthly activity reports.
13. To develop inter-unit cooperation.
14. Ensure that all Confidential Informants are properly managed, documented and their files maintained.
15. Supervise all buy/bust, raids, search warrants and seizure operations.
16. Review all complaints and evaluate them for further investigation.

STANDARD OPERATING PROCEDURES
(Continuation)

C. Joint Interdiction Unit Investigators

1. Initiate investigations and investigate assigned cases.
2. Maintain a professional demeanor at all times.
3. Keep supervisors up to date of any and all investigations.
4. Follow proper informant utilization procedures.
5. Prepare concise and accurate daily worksheets.
6. Prepare complete and detailed investigative reports.
7. Check mailboxes for distribution and computer for court notices.
8. Keep the office and work area clean and neat.
9. Properly store case files.
10. Complete expenditure reports in a timely and neat manner.



DANIEL J. ALFONSO
Mayor

JOINT INTERDICTION UNIT
STANDARD OPERATING PROCEDURES
PROGRAMS, PROJECTS, OR FUNCTIONS

I. PROGRAMS:

N/A

II. PROJECTS:

N/A

III. FUNCTIONS:

N/A

 #6250

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10/3/17

Effective Date



City of Miami



DANIEL ALFONSO
Mayor

JOINT INTERDICTION 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 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 Unit Supervisors. Detectives will always work in teams when conducting surveillances, stakeouts, attempting to pick up offenders, and in any other hazardous situation, including making payments to or meetings with sources of information.
- IV. Narcotics or U.S. currency (cash) will **never** be taken to the Joint Interdiction off-site facility.
- V. The office has been designated a "non-smoking" work place. All personnel will be held accountable to ensure this takes place. This includes any and all visitors to the office.
- VI. The Unit Supervisors are responsible for ensuring that the office appearance is clean and free of offensive materials.

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Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10/3/17

Effective Date



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POLICIES:
(Continuation)

VII. The Special Investigations Section shall maintain a log of all investigative related complaints received from internal units, outside agencies, crime stoppers and the general public. Each individual detail within the S.I.S. shall be responsible for logging and tracking every complaint assigned to them by the Unit Commander. After each complaint has been investigated to the fullest extent, through either law enforcement action or other measures, each complaint must then be transferred to the S.I.S. master log.

In addition, investigations conducted by members of the Special Investigations Section, which derived from information received from other law enforcement personnel, concerned citizens, and/or confidential informants, must result in a "second contact" with the original provider of the information. This follow-up contact will be for the purpose of:

1. Reviewing and analyzing the results of the preliminary and/or the culmination of the investigation.
2. Conducting additional interviews and interrogation.
3. Seeking additional information from uniformed officers, citizens, or informants.
4. Planning and organizing the investigation.
5. Identifying other principles of the investigation.
6. Verifying and establishing reliability of information received.
7. Preparing cases for court presentation.
8. Informing of the final outcome of the investigation.

The master log will be a chronological listing of each complaint and will contain detailed data specific to each complaint. Each detail will be required to update the master log on or before the last working day of each month. This will be done by transferring their individual complaint statistics to the S.I.S. master log.

The master log will be kept on a year-to-year basis, along with the prior year's log. After a log has reached two years, it will be microfilmed and purged from the active filing system.

City of Miami



DANIEL ALFONSO
City Manager

JOINT INTERDICTION 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 Joint Interdiction Unit (J.I.U.) must at times initiate investigations 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. When, however, statements advocate criminal activity or indicate an apparent intent to engage in crime, an investigation under these Guidelines may be warranted.

Ja # 6250

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

10 / 3 / 17

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

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 J.I.U. from collecting and maintaining publicly available information consistent with the Privacy Act.

Nothing in these Guidelines prohibits the J.I.U. from ascertaining the general scope and nature of criminal activity in a particular location or sector 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 reasonable 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.

B. Preliminary Inquiries

1. On some occasions, the J.I.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 J.I.U. my initiate an "inquiry" involving some measured review, contact, or observation activities in response to the allegation or information indicating the possibility of criminal activity.

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GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

This authority to conduct inquiries short of a full investigation allows the J.I.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 areas 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 short in 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 J.I.U. supervisor authorizing an inquiry shall assure that the allegation or other information which warranted 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.
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 in an inquiry, the J.I.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.

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GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

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.

6. The following investigative techniques may be used in an inquiry without any prior authorization from the Unit Commander.
 - a. Examination of J.I.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 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.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

7. Where a preliminary inquiry fails to disclose sufficient information to justify an investigation, the J.I.U. shall terminate the inquiry and make a record of the closing. In a sensitive criminal matter, the J.I.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.
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 J.I.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 J.I.U. supervisor authorizing an investigation shall assure that the facts or circumstances meeting the standard of reasonable indication have been recorded in writing.

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GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

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.

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 J.I.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 J.I.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 accord with established guidelines on the use of confidential informants.

7. 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 J.I.U. to conduct criminal intelligence investigations of certain enterprises who 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.

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GENERAL PRINCIPLES OF INVESTIGATIONS:**(Continuation)**

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. 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 exists. 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 that 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 investigation 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.

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 J.I.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.

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.

GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

4. Scope

- a. A racketeering enterprise investigation properly initiated under these guidelines may collect such information as:
 1. 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.
 2. The finances of the enterprise.
 3. The geographical dimensions of the enterprise.
 4. The 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 the requirements of Part IV.

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. An investigation of a racketeering enterprise not involved in these activities may be authorized only by the Chief of Police upon his determination that such investigation is warranted by exceptional circumstances.
- 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.

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GENERAL PRINCIPLES OF INVESTIGATIONS:
(Continuation)

IV. Investigative Techniques

- A. When conducting investigations under these guidelines, the J.I.U. may use any lawful investigative technique. Before employing a technique, the J.I.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. Undisclosed 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 must be approved by the unit Commander.
 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 same.
 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 same.

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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 same.
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 J.I.U. shall follow applicable law.

V. Dissemination of Information

The J.I.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 Commanders.



DANIEL ALFONSO
CITY MANAGER

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.** 1
- SUBJECT:** Daily Worksheets
- PURPOSE:** To establish a procedure by which investigators and supervisors can account for activities and time during the workday.
- SCOPE:** Investigators and supervisors assigned to the Joint Interdiction Unit will complete and keep daily worksheets subject to periodic inspection by the Unit Commander.
- I. All unit investigative personnel will complete daily worksheets.
 - II. Daily Worksheets
 - A. Administrative Portion
 - 1. Day of the week and date: Enter when the tour of duty started and ended.
 - 2. On/Off at: List duty hours in military time.
 - 3. Vehicle number and Radio Call Number: Self-explanatory.

J. Roman Sarria #6250

Lt. Roman Sarria
Commander
Intelligence & Terrorism Unit

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STANDARD OPERATING PROCEDURES: S.O.P. 1
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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 Worksheet.
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 and 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.



DANIEL L. ALFONSO
Mayor

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: Investigative Reporting Procedures

PURPOSE: To establish a set of procedures and guidelines to be followed when reporting investigative activity and/or facts learned during an investigation.

SCOPE: In order to standardize reports of investigative activity, members of the Joint Interdiction Unit will follow the guidelines listed below when preparing reports independent of South Florida Money Laundering Strike Force and the Florida Department of Law Enforcement report protocol.

I. Reports:

- A. Subject: The name or title of the investigation.
- B. File Number: S.I.S. file number, assigned only by a supervisor or Unit Commander.
- C. Report Number: To be assigned in most cases by the entry typist. A supervisor may assign the first report number of an assigned case.
- D. Date of Report: Self-explanatory.

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- E. Source: CI number or the initials CS, indicating a Confidential Source, with the name and information pertaining to the identity of the CS listed below with special reference.

i.e., CS: DOE, John W/M DOB: 010160 LKA: 1234 N.W. 23 PL.
TEL: (305) 324-8811

- F. Writer: The name and the IBM of the person preparing the report.

Example: i.e., Smith/1234

- G. Other Investigators: List in narrative portion when more than one partner in same vehicle. This will be listed preceding the "Synopsis" and will indicate the vehicle, the investigator(s) name, IBM and Unit number. The driver of the vehicle will always be listed first.

- H. Synopsis/Narrative: The specific facts surrounding the investigative activity, and/or intelligence information. A brief synopsis of the information (only when the narrative is longer than one half of a typewritten page).

- I. Details: The specific details of the investigative report listing who, what, when, where, how, why and what for (as applicable). Items should appear in the narrative in the following order:

1. Date and time of incident.
2. Location of incident.
3. Narrative (when the report pertains to a surveillance, list the time of observation (military), followed by the applicable observation.

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

4. 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 applicable), registration information and criminal history on registered owner.
 - c. Locations - descriptive information on locations observed; if target location, then include FP&L, Southern Bell, Bressers, 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. A statement as to the status of the investigation; e.g., Investigation Continues or Case Closed Pending Further Information, etc.



DANIEL ALFONSO
City Manager

JOINT INTERDICTION UNIT STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: Activity Reports

PURPOSE: To establish a procedure by which each Detail Supervisor can regularly report his/her Detail's activities to the Unit Commander and a procedure by which the Unit Commander can report his/her Unit's activities to the Section Commander.

SCOPE: Activity reports are necessary so that all members of the chain of command are kept continuously abreast of the operation of subordinate elements. The procedures which follow have been developed to facilitate the accomplishment of this task. These procedures are not intended to replace the day to day communication which must exist between subordinates and supervisors at all levels of the chain of command.

I. Weekly Activity Report - all supervisors of the Joint Interdiction Unit shall complete a report, on a weekly basis, which will contain the following information:

A. A brief statement of the detectives' activities for the assigned investigation.

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II. Monthly Activity Reports:

- A. All Supervisors of the Joint Interdiction Unit shall complete a monthly activity report.
- B. The monthly report shall contain a description of all seized narcotics, weights and values, arrests, and other activities, with specific reference to S.I.S. case numbers and Departmental case numbers (if applicable). This will create a database for statistical information requested by various segments of the community.
- C. The reporting period shall be the previous calendar month. This report shall be due no later than the 10th day of the month following the end of the reporting period.



JOSE L. ABONSO
Mayor

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Mission and Organization of the Joint Interdiction Unit.

PURPOSE: To establish the General Organization, Mission, and Duties of the Joint Interdiction Unit.

SCOPE: The Joint Interdiction Unit is a sub-element of the Special Investigations Section. The Unit is part of the South Money Laundering Strike Force (SFMLSF) and is commanded by a Police Lieutenant or other individuals as designated by the S.I.S. Commander.

I. Joint Interdiction Unit Responsibilities:

A. The investigation of money laundering and currency smuggling trends and activities.

1. To proactively investigate, arrest and prosecute all persons, organizations, businesses or entities national or international involved in illicit money laundering, currency smuggling and narcotics activities.

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Commander
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STANDARD OPERATING PROCEDURES: SOP 4
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2. To maintain liaison with and assist all State and Federal agencies involved in the identification, investigation and prosecution of all persons, businesses or organizations involved in money-laundering and/ or currency smuggling activities.
3. To develop sources of information which will facilitate the successful accomplishment of the Unit's mission.
4. To significantly reduce, hinder and otherwise adversely impact upon currency smuggling, money laundering and the illegal transportation of illicit currency in, out or within the United States.
5. To seek and gather criminal intelligence information in the areas of currency smuggling and money laundering.
6. To prepare and maintain records of State and Federal seizure reports containing information which will facilitate the presentation of evidence in court and the initiation of other related investigations.
7. To assist all State and Federal agencies in conducting ongoing surveillance of known money laundering, currency smuggling targets.
8. To assist State and Federal agencies in conducting investigations involving narcotics related activities.



DANIEL J. ALFONSO
Mayor

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 5

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.

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STANDARD OPERATING PROCEDURES: S.O.P. 5**(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 Departmental 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 and shall notify the Unit Commander and/or his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents.

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STANDARD OPERATING PROCEDURES: S.O.P. 5**(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 take-downs 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 investigators 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.

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STANDARD OPERATING PROCEDURES: S.O.P. 5
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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 J. ABRONSO
COMMISSIONER

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

S.O.P.

6

SUBJECT:

Cellular Telephones

PURPOSE:

To establish directives to be adhered to by all personnel assigned a cellular telephone.

SCOPE:

In order to insure that cellular telephones are being utilized properly and efficiently, it will be necessary that the following directives be followed:

- I. General Responsibilities
 - A. Cellular telephones are a privilege, not a right, issued and/or recalled at the discretion of the Unit Commander.
 - B. Cellular telephones will be utilized only when necessary. Radios are still the primary method of communication.
 - C. Cellular telephones will be maintained during all undercover operations and surveillances, unless circumstances dictate otherwise, e.g., surveillance team.

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Commander
Intelligence & Terrorism Unit

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

- D. Cellular telephones are to be kept on the "ON" mode during the normal daily routines, unless directed to the contrary by a supervisor or Unit Commander.
- E. Cellular telephone numbers will only be given out for job related reasons and otherwise kept confidential.
- F. Personal calls are to be kept to a minimum, noting, however, that extensive/lengthy surveillance hours often cause situations when personal use of those phones are practical and necessary.
- G. Use of the cellular telephones can be revoked by the Unit Commander if found and determined that the telephone is being utilized for other matters or reasons not specified in this directive.



DANIEL ALFONSO
Mayor

JOINT INTERDICTION UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: Orientation of New Members

PURPOSE: To facilitate the orientation of new members assigned to the Joint Interdiction 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 procedure 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 S.O.P.'s.
2. Instruction on the operation of all the Unit's equipment (electronic, photographic, etc.)

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

3. Exposure to the confidential informant files, its security and maintenance.
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 procedure.
12. Information on days off and working hours.
13. Instruction on the proper reporting procedure (both written and verbal).
14. Techniques used in developing confidential informants.
15. Moving and stationary surveillance techniques.
16. Techniques used in pick-up/undercover operations
17. Techniques used in answering phones - cool and otherwise.