

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

INTERNAL AFFAIRS SECTION
(IA)

City of Miami Police Department Internal Affairs Section



Standard Operation Procedures [S.O.P.'s]

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

January 2025 Inspection: Lt. Palmer # 41007
Commanding Officer
(Print and sign)

1/27/2025
Date

July 2025 Inspection: _____
Commanding Officer
(Print and sign)

Date

Annual Inspection: Mason [Signature] 1441
Section Commander
(Print and sign)

1/28/2025
Date

Change of
Commanding Officer _____
(If applicable) Commanding Officer
(Print and sign)

Date



City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION
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MASTER INDEX

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INTERNAL AFFAIRS SECTION

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LETTER OF PROMULGATION

TO: ALL PERSONNEL OF THE INTERNAL AFFAIRS SECTION.

The enclosed Standard Operating Procedures are established to provide guidelines for the effective management and efficient operation of the Internal Investigations Unit and Internal Affairs Section of the Miami Police Department.

The practices incorporated in these Standard Operating Procedures are designed to supplement already existing Departmental Orders and Directives.

Personnel assigned to the Internal Affairs Section are responsible for the contents of these Standard Operating Procedures and shall perform their duties in accordance with the guidelines specified herein.

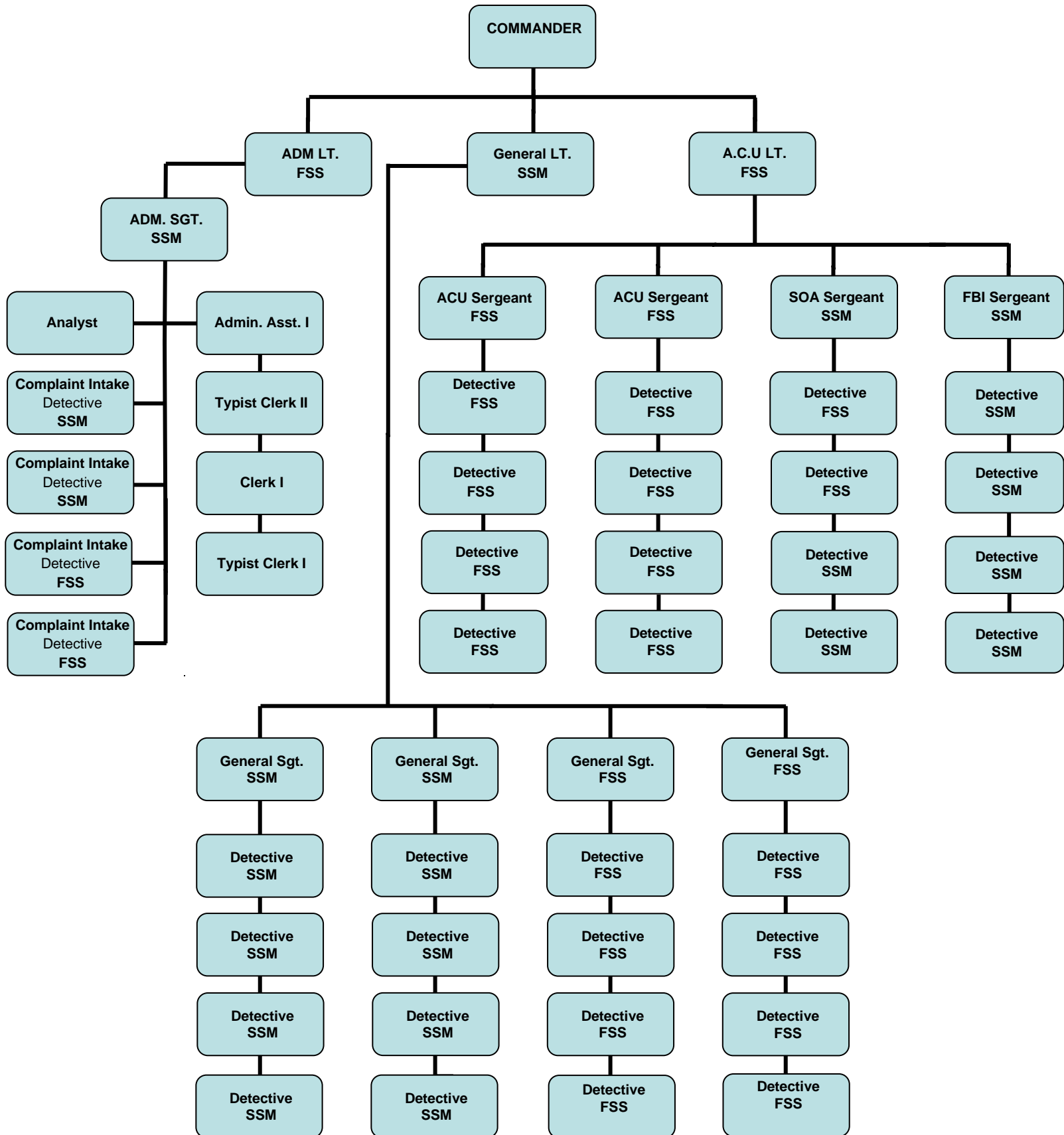
Major Antonio G. Diaz
Commander
Internal Affairs Section

JAN 28 2025

Effective Date



INTERNAL AFFAIRS SECTION ORGANIZATIONAL CHART



City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

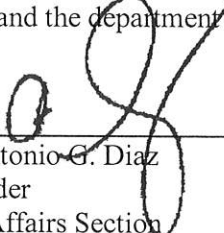
MISSION, GOALS AND OBJECTIVES

I. Mission

The Internal Affairs Section is responsible for safeguarding the integrity of the City of Miami, the integrity of the Miami Police Department, and the rights of all citizens within the area of jurisdictional responsibility of the Miami Police Department. The Section is responsible to the Chief of Police who has placed the responsibility for the investigation of citizens' complaints as well as internally initiated complaints of breaches of discipline by departmental members on this Section. The Section is also responsible for safeguarding departmental members against malicious and untruthful allegations of misconduct.

II. Goals

- A. Protection of the public - The public has the right to expect efficient, fair and impartial law enforcement. Therefore, any misconduct by department personnel must be detected, thoroughly investigated and properly adjudicated to assure the maintenance of these qualities.
- B. Protection of the department - The department is often evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subjected to public censure because of misconduct by a few of its personnel. When an informed public knows that its police department honestly and fairly investigates and adjudicates all allegations of misconduct against its members, this public will be less likely to feel any need to raise a cry of indignation over alleged incidents of misconduct.
- C. Protection of the employee - Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.
- D. Removal of unfit personnel - Personnel who engage in serious acts of misconduct, or who have demonstrated they are unfit for law enforcement work, must be removed for the protection of the public, the department and the department employees.


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MISSION, GOALS AND OBJECTIVES

(Continuation)

- E. Correction of procedural problems - The department is constantly seeking to improve its effectiveness and the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

III. Objectives

- A. To directly investigate cases involving departmental personnel.
- B. To review internal cases that will be investigated by other sections of the department.
- C. As a direct result of violations of Departmental Rules and Regulations, Civil Service Rules and Regulations or violations of the law, the Internal Affairs Section prepares cases to be presented to the Departmental Disciplinary Review Board and the Civil Service Board. Cases which involve criminal conduct are presented to the State Attorney's Office.
- D. To coordinate Tort liability cases involving police personnel with the City of Miami's Law Department.
- E. To investigate other departments within the city's structure, when requested by the City Manager, or the concerned department Director through the Chief of Police.
- F. To increase the credibility of the Miami Police Department by honest, fair and timely completion of investigations.
- G. To identify and remove those personnel who are unfit for service in the department.
- H. To provide investigative assistance to other City of Miami agencies and other Law Enforcement agencies as approved by the Chief of Police.
- I. To maintain secure files on all internal investigations conducted within the department.
- J. To review and purge investigative files in accordance with Florida Archives and Departmental Guidelines.

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ARTHUR NORIEGA, V
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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

The Internal Affairs Section is located at 5040 N.W. 7 Street, 9th Floor, Miami, Florida, 33126.

Assignments, days off, and duty hours will change when necessary to meet the Miami Police Department's needs in accomplishing its mission. The basic duty hours of the personnel are:

Commanding Officer: The Commanding Officer's hours will be set by the Chief of Police. They will vary so as to afford the Commanding Officer the opportunity to observe all facets of the Internal Affairs Section.

	Administration Unit	Internal Investigations Unit	Anti-Corruption Unit
LIEUTENANTS	0700-1700	0700-1700	0700-1700
SERGEANTS	0700-1700	0700-1700	0700-1700
INVESTIGATORS	N/A	0700-1700	0700-1700
INTELLIGENCE ANALYST	0730-1600	N/A	N/A
ADMIN ASSISTANT	0700-1530	N/A	N/A
TCIII	0800-1700	N/A	N/A
TCII	0800-1700	N/A	N/A
TCI	0800-1700	N/A	N/A

Vacations and dress code requirements will be in compliance with the Departmental Orders. The Internal Affairs Section Major must approve waivers in dress code.

Major Antonio G. Diaz
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Internal Affairs Section

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INTERNAL AFFAIRS SECTION

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DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Section Commander

- A. Keeps the Chief of Police informed of current major investigations in a timely manner. Immediately informs the Chief of Police or his designee of all discharge of firearms, in-custody death or serious injury cases or any case where the likelihood of a police department employee being arrested is substantial.
- B. Establishes and ensures compliance with appropriate administrative and budgetary procedures.
- C. Ensures complete investigative activities through review of cases.
- D. When appropriate, responds to the scenes of shootings involving police officers.
- E. Performs or approves all of the administrative and personnel management tasks of the section.
- F. Responds to major scenes when necessary to assist proper coordination of an Internal Affairs investigation.
- G. Maintain liaison with the Director of the Civilian Investigative Panel (CIP).
- H. Ensures intra-agency liaison with other local, state and federal law enforcement officials.
- I. Ensure proper maintenance and handling of the section's impress fund.
- J. Ensures budget preparation for the section.


Major Antonio G. Diaz
Commander
Internal Affairs Section

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- K. Ensure that an annual analysis and a review is completed and forwarded to the Chief of Police, documenting the use of force by employees for control of persons, discharge of firearms, C.E.W., K-9 bites, O.C spray usages, and ITS report. This annual analysis and review must address patterns or trends that could indicate training needs, equipment upgrades, and/or policy modification (C.A.L.E.A.1.3.13 & 35.1.15)
- L. Ensure that the Chief of Police is immediately notified on all cases involving public and/or elected officials. The Chief of Police will determine the investigating entity of such complaints.

II. Lieutenant, Internal Investigations Unit Commanding Officer

- A. Ensures complete investigative activities through review of cases.
- B. Conducts continuous inspection and critical appraisal of the unit's operations to determine that standards are met and to identify and implement approved methodologies for the accomplishment of the unit's mission.
- C. Discharge of Firearms Review
 - 1. When appropriate, responds to the scene of shootings involving police officers.
 - 2. Reviews the Discharge of Firearms Supplementary Report.
 - 3. Assigns the investigation to the Internal Affairs investigator who responded to the scene, whenever possible.
 - 4. The Internal Affairs Internal Investigations Commander shall be responsible for coordinating information with the following shooting team members:
 - a. Commanding Officer and/or supervisor Homicide Unit.
 - b. Commanding Officer of the officer-discharging weapon.
 - d. Police legal advisor.
 - e. Risk Management representative.
 - f. City Law Department investigator.
 - g. F.D.L.E.
- D. Receives reviews and assigns cases to subordinate personnel for investigation.
 - 1. Cases should be assigned to the Internal Affairs investigator who responded to the scene, whenever possible.
- E. Response to Resistance Report Review

The Internal Investigations Unit Commander will review all Response to Resistance Reports.

1. When appropriate, as in cases of in-custody deaths will respond to the scene of the incident.
2. The review will ensure the completeness of the report.
3. The reviewing person will initial and date the report in the designated location.
4. If the Response to Resistance Report is complete, it will be forwarded to the Internal Affairs clerical staff for processing.
5. As needed, the reviewing Commander will make requests by memorandum to the appropriate Division Chief or Section Commander for additional information or responses.
6. The Response to Resistance Report package will be referred to an Internal Affairs investigator for additional information or responses, as needed.
7. The Internal Affairs investigator conducting a Response to Resistance inquiry will accept complaints initiated by the arrestee.
8. If the inquiry reveals any of the following factors, then an Internal Affairs case will be opened an Internal Affairs investigation will be conducted.
 - a. When the arrestee is hospitalized. (Other than being treated and released.)
 - b. When the circumstances indicate the flagrant excessive use of force.
 - c. When the circumstances are of such magnitude to evince great public or community concern.
 - d. When the facts are evident that individual rights have been abridged.
 - e. When the facts are evident, and the presumption of misconduct is great.
 - f. When the arrestee insists on filing a complaint.
9. To ensure thoroughness, some of the items that should be included in the supervisor's narrative are:
 - a. Visible signs of injury described in detail.
 - b. Complaint of injury to specific part of body location.
 - c. Whether offender refused medical treatment. (Note: This does not relieve the department of responsibility to send offender for medical treatment.)
 - d. If known, past or current peculiar behavior, etc...
 - e. Synopsis of interviews of arrestee(s), officer(s), and witness(es).

- f. That the Response to Resistance package contains all reports made relating to that incident.
 - F. Performs operational or line duties and functions when directed or when circumstances dictate.
 - G. Approves all of the administrative and personnel management tasks of the Internal Investigations Unit.
 - H. Initiates appropriate disciplinary action within the unit, when necessary.
 - I. Performs special duties and functions as directed by the Section Commander.
 - J. Supervising and coordinating major team investigations.
 - K. Responding to major scenes when necessary to assist proper coordination of an Internal Affairs investigation.
 - L. Ensures maintenance of security of all Internal Affairs case files.
 - M. Reviews all leave and overtime requests.
 - N. Reviews and approves the handling of correspondence.
 - O. Meets with Section Commander on a weekly basis to review the status of assigned cases.
 - P. Prepares Quarterly On-Call Investigator's Listing.
- III. Anti-Corruption Unit Commanding Officer
- A. Ensures complete investigative activities of all assigned Public/Anti-Corruption cases.
 - B. Keeps the Internal Affairs Commander informed of all current major investigations.
 - C. Conducts continuous inspection and critical appraisal of the unit's operations to determine standards are met. Identifies and implements methodologies for the accomplishment of the unit's mission.
 - D. Receives, reviews and assigns cases to subordinates for investigation.
 - E. Reviews all written material resulting from the completion of an investigation for accuracy, neatness and clarity.
 - F. Reviews work performance with subordinates, points out any weaknesses if they exist and make recommendations for means of improvement.
 - G. Reviews and approves all administrative and personnel management tasks of the unit.
 - H. Initiates appropriate disciplinary action within the unit when necessary.
 - I. Performs special duties and functions as directed by the Section Commander.

- J. Supervises and coordinates all major unit investigations.
- K. Responds to any major scene when instructed by the Section Commander, to assist in the proper coordination of an Internal Affairs investigation.
- L. Ensures maintenance of security of all Public/Anti-Corruption Unit case files.
- M. Reviews all leave training and overtime requests.
- N. Meets at least once a week with the Section Commander to review all assigned active investigations.
- O. Provides and ensures necessary training to subordinates as outlined in the Internal Affairs training manual.
- P. Maintains inventory of all assigned equipment.
- Q. Maintains liaison with intra-agency counterparts.
- R. Maintains the Anti-Corruption Unit assignment log.
 - 1. All assigned cases will be given an Anti-Corruption Unit case number by the Unit Commander. The case number shall be placed on the original 301 report and returned to the assigned investigator for follow-up.
- S. Meets once a week with unit sergeants/investigators to review progress of assigned cases.
- T. Ensures an accurate inventory of the section's operational equipment is maintained, and a log is maintained to record equipment being utilized. An inventory will be conducted every six (6) months.
- U. Ensures that the section's operational supplies are monitored and that a sufficient quantity is maintained for the section's needs.
- V. Maintains the Internal Affairs Section's Imprest Funds. Handles all withdrawals, deposits, expenditures and reimbursements.
- W. Maintains the Anti-Corruption Unit's Protracted/Complex Investigative Funds. Handles all withdrawals, deposits, expenditures and reimbursements.
- X. Police Standard coordinator
- Y. Attends Police Standards Commission meetings.

IV. Internal Investigations Unit Sergeants

- A. Scope

It is the responsibility of the Internal Investigations Unit Supervisors to provide leadership and direction to ensure that a maximum degree of effectiveness is achieved toward the accomplishment of the unit's stated mission and objectives.

- B. Responsibility
 - 1. Ensures complete investigative activities through review of cases.
 - 2. Conduct inspections and appraisals of the unit's operation to determine that standards are met to accomplish the unit's mission.
 - 3. Discharge of Firearms Review
 - a. When appropriate, responds to the scene of shootings involving police officers as part of a shooting team.
 - b. Assigns the investigation to the Internal Investigations investigator who responds to the scene.
 - c. Reviews completed discharge of firearms investigative package for completeness.
 - d. Attends Discharge of Firearms Review Boards.
 - C. Receives, reviews, and assigns cases to subordinate personnel for investigation.
 - 1. Reviews and assigns all RF-121's (Complaint Forms) to the appropriate investigator.
 - D. Performs operational or line duties and functions when directed or when circumstances dictate.
 - E. Initiates appropriate disciplinary action within the unit when necessary.
 - F. Performs special duties and functions as directed by the Section Commander.
 - G. Supervising and coordinating major team investigations.
 - H. Responding to major scenes when necessary to assist in proper coordination of investigations.
 - I. Review leave requests, training and overtime.
 - J. Meet with Unit Commander on a regular basis (as needed) to review the status of cases.
 - K. Performs the section's semiannual photo files update.
 - L. Supervise and coordinate random home checks for all relieved of duty personnel to ensure compliance with rules and regulations.
- V. Anti-Corruption Unit Sergeants
 - A. Ensures complete investigative activities of all assigned Anti-Corruption cases.
 - B. Keeps the Anti-Corruption Unit Commander informed of all current major investigations.

- C. Conducts continuous inspection and critical appraisal of their team's operations to determine that standards are met.
- D. Reviews all written material resulting from the completion of an investigation for accuracy, neatness, and clarity.
- E. Reviews work performance with subordinates and points out any weaknesses, if they exist, and make recommendations for means of improvement.
- F. Initiates appropriate disciplinary action within the unit when necessary.
- G. Performs special duties and functions as directed by the Section Commander.
- H. Supervises and coordinates all major unit investigations.
- I. Responds to any major scene when instructed by the Unit Commander to assist in the proper coordination of an Internal Affairs investigation.
- J. Ensures maintenance of security of all Anti-Corruption Unit case files.
- K. Reviews all leave, training, and overtime requests.
- L. Meets at least once a week with the Unit commander to review all assigned active investigations.
- M. Provides and ensures necessary training to subordinates.
- N. Maintains liaison with intra-agency counterparts.

VI. Internal Investigations Unit Investigators/sergeants

A. Responsibilities

Investigators/sergeants are responsible for conducting a complete investigation of assigned incidents and for preparing a report that documents the facts of the case.

B. Statement of Investigative Procedures.

Investigative procedures will be consistent with existing departmental policy. The Internal Affairs Section has the authority to employ all recognized investigative methods to accomplish a meaningful investigation. Investigators shall ensure any allegation of misconduct made against a departmental employee is thoroughly and objectively investigated.

C. Duties

- 1. During duty hours, when out of the office, investigators/sergeants will be available via telephone or radio communications.
- 2. Receives and documents citizen complaints against departmental personnel.

3. When responding to a shooting incident, investigators of the Internal Affairs Section will coordinate with the lead IA investigator for direction and assignments.
4. Makes personal contact with complainants, witnesses and departmental employees who are involved in a complaint. Additionally, conducts interviews, gathers evidence, and obtains formal statements.
 - a. In cases where complainants or key witnesses indicate a genuine hardship with regards to responding to the office to give a statement, arrangements must be made to take said statement at a more convenient location. A recorded telephone statement can only be taken when circumstances dictate with approval of the Section Commander.
5. Obtains sworn statements from any person who alleges misconduct by a departmental member or City employee.
6. Obtains sworn statements from any witnesses to alleged misconduct by a departmental member or City employee.
7. Ensures that complainants have made proper identification of City employees.
 - a. This may be accomplished by utilization of photographs.
 - b. If photographs fail to reveal an accurate identification, a physical lineup may be compelled under Garrity; however, all guidelines utilized for lineups in a criminal investigation must be adhered to.
8. Collects all documents and reports, which have been generated, on incidents related to a complaint investigation.
9. While conducting an investigation the investigator will, obtain sworn statements from departmental member(s) who are the subject of a complaint or who are involved in, or are witnesses to an incident where misconduct is alleged to have occurred. (CALEA 52.1.7a)
 - a. "Off the record" statements will not be solicited nor permitted.
 - b. All conversation and/or statements will be recorded by a stenographer and/or audio recorded.
 - c. If it becomes necessary and relevant to an administrative investigation, a limited financial disclosure may be obtained, as outlined by Departmental Order 12, Chapter 1, Section 1.4.16, (CALEA 52.1.7d).

The need for complete financial disclosure statements should only occur in conjunction with investigations of a criminal nature (CALEA 52.1.7d).

Criminal investigations requiring financial disclosure statements from Department employees will be coordinated with the State Attorney's Office and the appropriate records subpoenaed (CALEA 52.1.7d).

- d. If appropriate or the circumstances dictate the investigator will:
 - 1. View the scene if known and if possible.
 - 2. Make arrangements with the Crime Scene Investigation Detail to process the scene if needed.
 - 3. Obtain photographs of the victim's injury.
 - 4. Obtain photographs of the officer's injury (CALEA 52.1.7b)
 - 5. Have the Crime Scene Investigation Detail respond when necessary for collection of blood or body fluid evidence (CALEA 52.1.7a). The Crime Scene Investigation Detail will be responsible for the collection of all types of physical evidence to include but not limited to:
 - a. firearms and related items
 - b. gun powder residue
 - c. tools and tool marks
 - d. trace evidence such as paint, glass, hair, fibers metal wood and soil. (CALEA 52.1.7a)
 - 6. Obtain medical releases and records (CALEA 52.1.7a)
- e. Photography procedures (CALEA 52.1.7b, c)

Occasionally members of the department may be subject or a witness in an investigation concerning an alleged misconduct or complaint and are requested to submit to a photograph or line-up individually or in a group.
- f. Instruments for the detection of deception are not a part of the investigative process, nor will it be used as a basis for a finding. (CALEA 52.1.7e)

- 10. If there are indications that an employee is under the influence of an alcoholic beverage or controlled substance, in accordance with the current collective bargaining agreement, the On-Call Internal Affairs Sergeant will be contacted. Once the Internal Affairs Sergeant determines that the case has merit, he/she shall notify a staff member (preferably the affected employee's staff level officer or Staff Duty Officer). The staff member will make the determination as to whether reasonable belief exists to give the order to submit to substance abuse/alcohol testing. (CALEA 52.17a)
- 11. Investigators will make written entries into the files of their cases, outlining daily activities expended towards case resolution.
- 12. Investigators will make a report, as required, to the Unit Commander on the progress and direction of all investigations assigned.
- 13. Cites the appropriate state, city law; or departmental order, civil service rule, directive or regulation for each violation alleged or subsequently uncovered during the course of the investigation.
- 14. Performs operational or line duties and functions when directed by the Unit Commander or when such becomes appropriate or necessary.
- 15. Performs special duties or function as directed by the Unit Commander.

16. Maintains required proficiency skills as required of investigators as outlined by the section training manual.

VII. Intake Police Officer

- A. The intake officer is responsible for obtaining sworn statements from persons/witnesses alleging misconduct by a departmental member or city employee.
- B. The intake officer collects all documents and reports which have been generated on incidents related to a complaint investigation.
- C. The intake officer is also tasked with entering all information into the computer and ensures all supervisors receive the necessary information regarding each general case.

VIII. Anti-Corruption Unit Investigators

- A. Investigators are responsible for conducting thorough investigations of all assigned Anti-Corruption cases, for documentation of those cases, and preparation of complete case file.
- B. Investigators shall keep the Unit Commander updated on all assigned cases and all newly received tips or leads.
- C. When Anti-Corruption tips or leads are received, they shall be documented on a 301 Report of Investigation and forwarded to the Unit Commander. The Unit Commander will evaluate the information and either decide to assign the case for investigation or have it filed as intelligence information.
- D. The lead investigator on all assigned cases shall coordinate their investigative tactics with their supervisor. These tactics may include, but are not limited to, surveillance, investigative interviews and statements, court authorized pen registers or wire taps.
- E. Investigators shall document any work or tasks accomplished on their assigned cases as they work towards case resolution.
 1. Reports will be reviewed by their supervisor, the Unit Commander and Section Commander and then placed in the appropriate case file.
- F. Investigators shall inform their supervisor of any change in their duty hours.
 1. All duty hours will be set by the Unit Commander.
- G. Complies with Departmental Orders and Internal Affairs Section S.O.P.'s, when utilizing confidential informants.
- H. Maintains liaison with counterparts in outside agencies.
- I. Maintains all assigned equipment.
- J. Respond to subpoenas as required.

K. Ensure security of unit offices, equipment, files, and reports.

IX. Criminal Intelligence Analyst II

A. The primary function of the Criminal Intelligence Analyst is to provide investigators with specialized analytical intelligence and background information relating to internal and external investigations through various data bases, open sources and other agencies.

B. Administrator of the IA Pro system to include, but not limited to the following:

1. Trainer of IA Pro
2. Maintains the integrity of the system
3. Ensures all entries are entered correctly

C. Create charts, graphs, spreadsheets, and power point presentations for the section as well as other units and agencies.

D. Compile statistical reports to include, but not limited to the following:

1. Police Shootings
2. Citizen Complaints
3. Allegations
4. Comparison of data
5. Terminated Employees

E. Management of the Incident Tracking System to include:

1. Quarterly report
2. Compile ITS list, pull profiles, provide supporting documents, and distribution to Districts
3. Provide assistance to supervisors handling ITS packages
4. Review responses to ensure all incidents are thoroughly documented
5. Assist with the maintenance of the Response to Resistance reports to ensure all pertinent information is provided on the report

F. Complete public records requests to include but not limited to the following:

1. Police Involved Shootings
2. Arrests
3. Allegations
4. Citizen Complaints
5. Response to Resistance

G. Prepare annual reports to include the following:

1. Response to Resistance
2. Incident Tracking System
3. Complaint

H. Maintain a detailed log of all Police Involved Discharges.

- I. Assists in reviewing, creating, updating, copying, and maintaining the Section's SOP's and DO's.
 - J. Prepare weekly statistical report detailing a breakdown by District, Division and number of cases sent out to include Allegations, Police Involved Discharges, Relieved/Reassigned and Relieved of Duty.
 - K. Provide reports for C.A.L.E.A.
 - L. Responsible for all administrative assignments the Internal Affair Section is responsible for under the auspice of the Commander.
- X. Administrative Assistant I
- A. The primary function of the Administrative Assistant is to ensure the administrative unit is performing at peak efficiency. The Administrative Assistant must have the ability to identify, analyze and solve any administrative issue quickly and effectively.
 - B. The Administrative Assistant provides the overall supervision of the clerical support personnel and oversees all administrative duties, to include but not limited to the following:
 - 1. Responsible for the preparation and publication of numerous monthly statistical reports.
 - 2. Responsible for the preparation and publication of the Relieved of Duty personnel.
 - 3. Responsible for the preparation of employee performance (evaluations) for the clerical staff.
 - 4. Serves as the IA liaison for CALEA. Responsible for the collection and submission of documents.
 - 5. Serves as IA liaison for FDLE (Bureau of Standards). Responsible for the preparation and submission of CJSTC Forms 61, 61A and 78.
 - 6. Coordinator for the management of Public Records requests.
 - 7. Coordinator for the destruction of records, to include reviewing and logging of records to be purged.
 - 8. Assists the City of Miami Law Department and Risk Management in case preparation involving lawsuits of police department personnel.
 - 9. Assists the FRB Coordinator with tracking of all police discharges.
 - 10. Manages the tickler system for COP ticklers and FRB ticklers.
 - 11. Handles the Major's and Commander's In/Out Box.
 - 12. Authors letters and memorandums at the direction of the Section Commander.
 - 13. Generates ticklers for tracking of Reprimands and Record of Formal Counseling.
 - 14. Ensures the office is adequately stocked with supplies.
- XI. Typist Clerk III
- A. The primary function of the Typist Clerk III is the management of all Internal Affairs case files, to include but not limited to the following:

1. Preparing case files, labels, letters, memorandums, profiles, logging cases in complaint log and tickler system, certified return receipt letters, filing.
2. Manages complaint log.
3. Updates/prints Complaint log on a monthly basis.

B. Performs clerical duties, to include but not limited to the following:

1. Answers the telephone, taking/forwarding messages.
2. Handles reception desk, to include: greeting visitors, assisting/providing information to complainants and contacting Intake or On-Call officer.
3. Handles employee "pink slips" (termination of employment) paperwork, ensuring that profile is pulled, employee has no open cases, it is signed by IA command staff, make appropriate copies/distribution and file)
4. Performs all typing assignments, as required.
5. Public records request, if requested.
6. Assists in special projects, as needed.

XII. Typist Clerk II

A. The primary function of the Typist Clerk II is the Management of Response to Resistance reports, Reprimands, Record of Formal Counseling, to include but not limited to the following:

1. IAPro entry of documents
2. Copying/Scanning/Filing

B. Prepares Payroll/LOPSs and maintains attendance records.

C. Prepares monthly report with statistical information on OC spray, K-9, C.E.W. and Physical Control.

D. Responsible for the daily logging of ROD attendance and printing it weekly.

E. Prepares monthly Alpha Bravo and Emergency Mobilization list.

F. Prepares monthly "P" Sheets and updates/prints daily "P" Sheets for the Section

G. Maintains an up-to-date inventory of office supplies and reorders supplies, as needed

H. Prepares officer profiles, as needed

I. Performs clerical duties, to include but not limited to the following:

1. Answers the telephone, taking/forwarding messages.
2. Handles reception desk, to include: greeting visitors, assisting/providing information to complainants and contacting Intake or On-Call officer.
3. Handles employee "pink slips" (Termination of Employment) paperwork, ensuring that profile is pulled, employee has no open cases, it is signed by IA command staff, make appropriate copies/distribution and file).
4. Performs all typing assignments, as required.
5. Assists with public records request, as needed.
6. Assists in special projects, as needed.

XIII. Typist Clerk

A. The primary function of the Typist Clerk Temp is the Management of the Reception Desk, to include but not limited to the following:

1. Answering the telephone; taking/forwarding messages.

2. Handling the reception desk, to include: greeting visitors, assisting/providing information to complainants, and contacting Intake or On-Call officer.
 3. Handles employee “pink slips” (Termination of Employment) paperwork, ensuring the employee’s profile is pulled and has no open cases, it is signed by IA command staff, copies/distribution and file).
-
- B. Receive/stamp/distribute inter-office mail.
 - C. Retrieve/stamp/distribute correspondence via US mail (building mail box).
 - D. Responsible for maintaining outside unit “P” sheets.
 - E. Responsible for assisting in public records management (pulling profiles, letters, copies, faxing, etc).
 - F. Retrieve telephone messages every morning.
 - G. Retrieve/distribute documents received via fax machine.
 - H. Assists in special projects.
 - I. Maintain work areas stocked with supplies

City of Miami



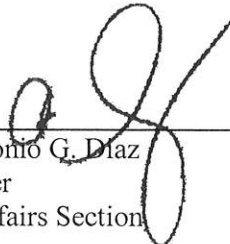
ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

POLICIES

- I. All Internal Investigations Unit Sergeants must maintain their active working case files in the Internal Affairs office.
- II. All audio recordings pertaining to Internal Affairs investigations will be kept in the case file.
- III. Investigators must ensure that a Crime Scene Investigator (C.S.I.) responds to all Discharge of Firearm investigations. This is to be done regardless of where the discharge occurred, unless the lead investigative entity is an outside agency.
- IV. Whenever the complainant in a case has a professional background (i.e.: doctor, attorney, etc.), the individual's profession is to be listed in the narrative portion of the R.F. 121.
- V. All reports, letters, etc., received from any Sergeant assigned to the Internal Investigations Unit must first be given to the Internal Investigations Unit Commander prior to it being submitted to the Internal Affairs Section Commander.
- VI. Whenever a major case requiring a state attorney review exists, the State Attorney's Office Division Chief of the Organized Crime/Corruption Unit must be contacted. No other state attorney will be contacted in order to obtain a verbal confirmation to proceed administratively with the case.
- VII. All personnel are reminded that city equipment shall not be left in the passenger compartment of an unattended vehicle.
- VIII. All personnel assigned take home vehicles are reminded to strictly adhere to Departmental Order 14, Chapter 2.


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POLICIES
(Continuation)

- IX. All personnel are reminded that city equipment is for the exclusive use of Internal Affairs investigations.
- X. All personnel, when turning in their rental vehicle, shall ensure the gas tank is full. Vehicles can only be operated by the assigned investigator. Vehicles will not be exchanged without the approval of the Unit Commander or the Section Commander of the Internal Affairs Section.
- XI. Lead investigators attending Civil Service Hearings must prepare a memorandum directed to the Section Major within 48 hours. This memorandum will detail the outcome of the hearing.
- XII. All time off requests from unit personnel will be approved by their immediate supervisor.
- XIII. All typed reports, letters, etc., coming from any investigator assigned to the Anti-Corruption Unit must first be given to the Anti-Corruption Unit Commander, prior to it being submitted to the Internal Affairs Section Commander.
- XIV. Requests for time off by Relieved of Duty personnel of eight hours or more must be documented before the requested date(s) to the assigned Internal Affairs Sergeant for approval. If the time off is granted, it must be documented on the daily P-sheets.
- XV. Requests for time off by Relieved of Duty personnel, of less than a tour of duty, can be approved by the Administrative Sergeant or above and documented on the daily P-sheet.
- XVI. All requests for Internal Affairs records shall be reviewed and approved by the Police Legal Advisor immediately upon receipt from originator.
- XVII. The Chief of Police will be immediately notified on all cases involving public and/or elected officials. The Chief of Police will determine the investigating entity of such complaints.
- XVIII. All personnel are reminded that when any sworn personnel visit the Internal Affairs Section office on official business, they must secure their weapon(s) inside the weapon lockers prior to entering the secured areas of the section. Only in an emergency situation can sworn member(s) not assigned to the Internal Affairs Section enter the secured area with their weapon(s).

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: INTERNAL AFFAIRS COMPLAINT RECEPTION

PURPOSE: To establish procedures for the reception and recording of complaints against personnel of the Miami Police Department.

SCOPE: To set guidelines for the types of complaints received, the reports to be generated and an overview of the routine investigative format.

I Complaints will be accepted on, but not limited to, the following allegations:

- A. Excessive Use of Force, Abusive Treatment.
- B. Theft, Bribery or Acceptance of Unauthorized compensation or merchandise.
- C. Intoxication or Use of Alcoholic Beverages on Duty, Illegal Use of Drugs.
- D. Discourtesy
- E. Harassment

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STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

- F. Improper Procedures
- G. Negligence of Duty
- H. Any allegation which is a violation of Civil Service Rules, Departmental Orders and/or S.O.P.'s
- I. Any allegation which is a violation of law.

II Complaints will not be accepted on the following:

- A. Complaints arising out of traffic summons issuance or arrest situation wherein the only dispute is the facts of the incident, summons and arrest situation should be referred to the appropriate court.
- B. Outstanding debts, divorce disputes and other typical civil matters.
- C. Civil matters should be referred to the appropriate courts.
- D. Courtesy and understanding must be employed in listening to complainants and informing them their incident/concern must be referred to another agency.

Complaints that are not accepted will be documented on the complaint log.

III. Complaints will be received by the Internal Affairs Section as follows:

- A. By Intake Detective or when assigned as the On-Call Investigator, or as the Backup On-Call Investigator, the following tasks will be performed on complaint reception:

Monday through Friday 0700-1700 hours, excluding holidays, at least one Intake Detective or one On-Call Investigator will:

1. Receive all incoming calls pertaining to complaints.
2. Receive all incoming complaints documented by outside sources (i.e. FOD) via R.F. 121 (See S.O.P. 1, Annex 1)
3. Conduct initial interviews with walk-in complaints. Ensure complainant fills out the Citizen Complaint Against Police Employee R.F. 2017-9 (See S.O.P. 1, Annex 2) and receives a Complaint Investigative Process Form R.F 2017-5 (See S.O.P. 1 Annex 3).
3. Complete complaint form R.F. 121 as indicated on all complaints, attaching the following information.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

4. Secure all official reports pertinent to the complaint.
 5. Write a summary of the complaint on the reverse side.
 6. Leave the allegation section blank.
 7. Investigators will document Sexual Harassment allegations on an R.F. #121 and will advise the complainant according to the guidelines provided in D.O. 6 Chapter 10 concerning this allegation. The investigator upon concluding the gathering of information process, they will notify the principal employee's Section Commander. The complainant will be provided with a copy of the City of Miami Policy Statement on Sexual Harassment and the Miami Police Departmental Policy and be required to sign acknowledging receipt of said policies. (C.A.L.E.A. Standard 52.1.1 b).
 8. The Intake Police Officers, the On-Call and Backup On-Call Investigator will also be in adherence of the following procedures:
 - a. The receptionist receiving a telephone or walk-in complaint will refer the party to the intake Investigator.
 - b. If the intake Investigators are out of the office or with another complainant, the receptionist will refer the complainant to the On-Call or Backup On-Call Investigator.
 - c. If both the On-Call and Backup On-Call Investigators are out of the office or with complainants, the receptionist will refer the complainant to any investigator.
 - d. The Intake Police Officers and the On-Call Investigator will coordinate their activities to ensure one of them is in the office at all times. If both must be out of the office at the same time for any reason, the last one leaving will be responsible for finding someone to handle incoming complaints. He/she will also contact the unit Commander, (or follow chain of command if unit Commander is not available) prior to leaving, to explain the necessity of leaving the office and who will handle the On-Call responsibilities in his/her absence.
 - e. The Intake Police Officers and the On-Call Investigator will at all times keep the clerical personnel informed as to their whereabouts and status, i.e., with complainant, taking statement, taking telephone complaint, etc.
- B. If the complainant is present:
1. If the complaint involves physical abuse, photograph all visible signs of injury.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

2. Obtain sworn recorded statements of the witnesses/complainant's account of the incident, upon their first appearance in the Internal Affairs Office.
3. Collect, identify, and properly preserve any evidence presented or available.
4. Obtain a signed and witnessed release form for medical and/or confidential records upon the complainant's first appearance in the Internal Affairs Office.

C. If the complaint is received by mail, e-mail, telephone, fax or anonymous:

1. Attempt to contact complainant by telephone and/or certified mail to come to the Internal Affairs Section to provide a sworn recorded statement or to meet the complainant at their convenience, if necessary.

IV. Complaints will be prepared as follow:

A. A Complaint Form (R.F. 121) will be prepared to include the following:

1. Name of complainant.
2. Name of employee complained on.
3. Nature of complaint.

B. Forward all reports of complaints to the Administrative Sergeant for review and assignment.

C. The Administrative Sergeant (or his/her designee) upon receipt of a complaint, shall determine the allegation and if the complaint is to be investigated or not.

1. Complaints that are determined not to be a legitimate complaint, administratively will be documented in a 301 and logged as "N" (Non-Complaint) in the computerized system for future reference.
2. Complaints requiring investigation will be assigned to a General IA Investigator.

V. Complaint notifications:

A. The complainant will be notified by certified letter from the Internal Affairs Section upon receipt of the complaint (see S.O.P. 1, Annex 4). Additionally, a status update letter will be sent every 30 days

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

during the investigation, and a final letter will be sent upon the completion of the investigation. (C.A.L.E.A. 52.1.5 a, b & c).

VI Review and Assignment of Internal Affairs complaints:

- A. The Internal Affairs Section has the sole coordinating responsibility of the citizen's complaint process. All citizens' complaints received by the department, whether by Internal Affairs investigators or by any other element, will be forwarded to the Internal Affairs Section where it will be reviewed by the Administrative Sergeant to determine investigative responsibilities. The complaint will be recorded in the complaint log, assigned a case number, and distributed for investigation by Internal Affairs investigators.
- B. Complaints to be investigated by Internal Affairs: The Internal Affairs Section will investigate all complaints deemed necessary by the Major or his designee to include but not limited to corruption, criminal activity, misconduct, excessive force, abusive treatment, employee substance abuse and sexual harassment.
- C. Effective July 1, 2005, agencies are now prohibited from disciplining, demoting, or dismissing any law enforcement officer if the agency does not complete the investigation of the misconduct allegation within 180 days. Agencies are required to complete their investigation and give notice in writing to the officer of its intent to discipline, along with a proposal of the action sought within the 180 days. The running of the 180 days may be tolled if waived by the subject officer in writing, or in a multijurisdictional investigation, when extending the time period is necessary to coordinate the agencies involved. The running of the 180 days shall be tolled during the time that any criminal investigation or prosecution is pending in connection with the allegation of misconduct, or if the investigation involves a subject officer who is incapacitated or otherwise unavailable. Investigations can be reopened for an additional 90 days when significant new evidence is discovered that could not reasonably have been discovered in the normal course of the investigation, or the evidence resulted from the predisciplinary response of the officer. (Florida State Statute 112.532)

VII. Complaints received from other agencies/departments.

- A. The following procedure will be adhered to upon receipt of complaints forwarded to Internal Affairs from within the department and other agencies.
 - 1. A letter (S.O.P. 1, Annex 4) will be sent to the complainant, indicating that the Miami Police Department is in receipt of their complaint and that their assistance will be required to proceed with the investigation (C.A.L.E.A. 52.1.5 (a & c)).

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

2. The Internal Investigations Unit Commander or his designee will be responsible for determining the letter is sent in applicable cases.
3. The letter will be stored in the I.A. U-drive and linked in IAPro. A copy of the letter will be placed in the case file.
4. If the complaint originates from the City Commission or the City Manager's Office, copies of all correspondence to the complainant will be forwarded to the Chief of Police for distribution.
5. Personal or telephone contact will be made with the complainant immediately upon receipt of the complaint by the assigned investigator.

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: IAPRO DATA ENTRY

PURPOSE: To provide a standard guideline when entering information related to IAPRO case management software, for tracking and documenting police personnel actions. IAPRO meets the demanding needs of law enforcement on all matters related to the errant behavior of employees. It will document all Citizens Complaints, Response to Resistance, Discharges of Firearms, Reprimands, and K-9 Bite Reports into the Internal Affairs Section mainframe.

SCOPE: This software assists in the tracking and managing of cases and identifying employees with possible behavioral issues. IAPRO offers a number of time-saving features to help investigators meet specified criteria with just a few clicks of the mouse. Automatic reminders are displayed when pre-assigned tasks are due.

IAPRO software integrates with Microsoft Word and documents can be assessed directly. Forms can be created and completed automatically, saving time, and reducing the chance of error. IAPRO can also link scanned documents and digital images directly into the incident folders.

IAPRO offers a range of built in incident warning features to provide the Internal Affairs Section with self-defense monitoring mechanisms.

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

SCOPE: This procedure will serve as a guide when performing the data entry function for IAPRO.

I. Computer Access

- A. Personnel assigned to the Internal Affairs Section will obtain computer access from the administrator of the IAPRO software immediately upon being transferred to the section.
- B. Access to the Internal Affairs software will be accomplished through the computer server located within the Internal Affairs Office complex.

II. Case Workflow

- A. INPUT (initial intake of complaint)
- B. ADM Sergeant initial review & allegation assignment
- C. Unit Commander/ Lieutenant case review
- D. ADM Sergeant case assignment
- E. Investigator initiates work/investigation on incident/case.
- F. Final Case Review
 - 1. Sergeant
 - 2. Lieutenant
 - 3. Major
- G. Disposition

III. Investigator

- A. Create Case File
 - 1. Navigate to Modules and click on Input.
 - 2. Choose the input category for the New Incident.
 - 3. Choose level of restriction (Confidential, Restricted, Unclassified)
 - 4. Enter received time.
 - 5. IA case # will be assigned by ADM Sergeant
 - 6. Include police case number found on PremierOne
 - 7. Complete the following information under Incident links (right click- add new):
 - a. Involved Citizens
 - b. Involved Officers
 - c. Witnesses
 - d. Linked Files

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

- e. Link numbers
- 8. Complete Summary of Incident
- 9. Admin Sergeant will assign a unit at a later time
- 10. Complete “When occurred” portion
- 11. “Finished” and route to Administrative Sergeant.

IV. Instruction for uploading documents.

- A. Incident Links
 - 1. Right-click on Linked Files
 - 2. Select "Add/Link Transfer and Link Files to this Incident"
 - 3. Located files and upload.
 - 4. Navigate to evidence.com to upload BWC footage.
 - a. Download BWC footages to IAD-video drive
 - b. Upload BWC video footage to Case File.

V. Supervisor’s initial review

- A. Access Case File
 - 1. Select Mailbox
 - 2. Double click on Case File
 - 3. Review case file for corrections and completeness.
 - 4. Route Case File to Lieutenant for review: “Add New Routing”
 - 5. Right click to remove routing from Mailbox

VI. Unit Commander Review

- A. Access Case File
 - 1. Select mailbox
 - 2. Double click to open case file
 - 3. Review summary and allegations
 - 4. Route Case to Administrative Sergeant for assignment.

VII. Case Assignment

- A. Case Assignment
 - 1. Access Mailbox
 - 2. Navigate to “Assignment Statues”
 - 3. Assign Investigator

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

4. Assign unit
5. Assign IA case #
6. Change status to active
7. Key assign date
8. Route to Administrative Unit for case creation and to the assigned investigator.

B. Administrative Clerk Unit – “Case Folder Creation”

1. Access through the Administrative Unit mailbox
2. Double click on incident
3. Create task “Folder create” and check completed
4. Proceed to complete a normal a case file

C. Investigator Initiates work/investigation

1. Access mailbox
2. Double click to access incident
3. Start working your case/investigation
4. Link all associated statements & documents

D. Final Disposition

1. Access incident once the case is completed
2. Close out all allegations with findings
3. Change status to complete
4. Enter incident disposition
5. Review original assignments
6. Review classification
7. Link final summary report

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

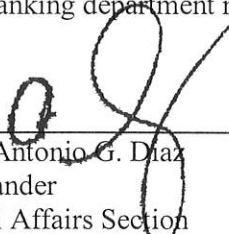
SUBJECT: INTERNAL AFFAIRS INVESTIGATION PROCESS & SUMMARY REPORT

PURPOSE: To provide guidelines and procedures for the reporting of Internal Affairs Investigations.

SCOPE: To clearly explain the necessity for thorough, fair, error-free documentation.

I. Overview

- A. It is important to remember that every Internal Affairs investigation has the potential to gain notoriety, be subject to various appeals where sworn testimony may be recorded and transcribed, and significantly impact an employee's personal and professional life. All personnel complaints, to some extent, influence the entire organization and often extend beyond it.
- B. Therefore, when reviewing an investigation in preparation for writing the final summary, it is crucial to conduct a critical and objective analysis of the facts, ensuring they are supported by substantial evidence, unimpeachable and unbiased witnesses, or both.
- C. It is insufficient to examine an investigation cursorily and draw conclusions based on conjecture, such as inferences from flawed or presumptive evidence, or guesses. Moral courage is required to present conclusions based on supportive facts, independent of contrary views expressed by higher-ranking department members.


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- D. Under no circumstances shall the department's policy of absolute fairness be compromised for expediency. An investigation is a search for truth, and all related reports must accurately reflect the facts established by the investigation.
- E. A final report of a sustained case shall be submitted for review by the Internal Affairs Section Commander only when the assigned investigator is confident that the report is thorough, concise, and accurate, representing a completed case. The report should provide a clear and vivid picture of the entire incident, leaving no doubt that the allegations are supported by unquestionable proof, requiring no further action from the reader beyond reviewing it.

II. Introduction

- A. There are no shortcuts to writing a lucid case report. A thorough understanding of the case is required before valid conclusions can be reached. This can best be achieved by first reading the ENTIRE CASE, including statements, and examining all case items. This must be done with a critical eye; you are searching for deficiencies or weaknesses in the case. If none are discerned, you are certifying the case is suitable for scrutiny by a review and appeals process.
- B. When errors are perceived, appropriate corrective action must be considered. It is your responsibility to note said deficiencies and submit them in writing with your recommended action for discussion with the Internal Affairs Section Commander. In some instances, an evaluation of the overall effect of the noted deficiencies may dictate a decision that they are too insubstantial to warrant a delay in case completion, but this is a decision the Internal Affairs Section Commander should make.
- C. In no instance shall the quality of the investigation be compromised by the severity or lenience of a possible penalty, or by the assumption the accused will accept the recommended findings.
- D. You are admonished to regard every case as a prospective Civil Service case. If the investigation is not up to the rigid standards of Internal Affairs, it shall be considered unacceptable.

III. Reporting Formats

- A. Standard Format - To be used as the normal format for reporting all Internal Affairs complaints or initiated investigations.
 - 1. Allegations: A brief synopsis of the relevant facts and the specific acts complained about to include the who, what, when and where.

2. Persons Interviewed: A list of persons interviewed in order of being interviewed, with addresses and telephone numbers.
3. Persons Not Interviewed: A list of persons that may have had information or were witnesses but were not interviewed for a reason that will be documented.
4. Summary of the Investigation: Detailed synopsis and chronology of the investigation.
 - a. The process by which the investigation was conducted.
 - b. A summation of what occurred to include the specific source of information.
 - c. A reference to the status of other parallel investigations.
5. Findings: (To include Basis)
 - a. Findings for each allegation or discovered violation will be classified as one of the following categories:

Exonerated

The investigation shows by virtue of “substantial evidence” that the complained of act(s) did not occur.

or

The investigation shows by virtue of “substantial evidence” that the act(s) did not constitute any violation of policy, orders or law and the member(s) are exonerated.

or

The investigation shows by virtue of “substantial evidence” that the member(s) used force in accordance with policy, orders and law and their action(s) are justified.

Not Sustained

The investigation cannot show by virtue of “substantial evidence” that the complained of act(s) occurred and the investigation cannot show by virtue of “substantial evidence” that the complained of act(s) did not occur.

Sustained

The investigation shows by virtue of “substantial evidence” that the complained of act(s) occurred and that

the act(s) constitute violations of policy, orders, and/or law.

Information Only

The complaint alleged has been filed but cannot proceed. Case can be reopened at a future date when new or additional information is received.

b. **Basis**

Numerical listing of the facts that were drawn from the investigation, in support of the findings.

IV. Reporting the Progress of an Investigation

- A. Reporting the progress of the investigation includes the documentation of the activities of the investigator to bring the case to a successful conclusion. This progress should be documented on the Chronological Investigative Notes (R.F. 2017-6) (See S.O.P. 3, Annex 1).
- B. An investigator will report the weekly progress of his investigation on all cases assigned which are overdue and report monthly the progress of all long-term investigations (S.O.P. 3, Annex 2).

V. Law Enforcement Officer's Bill of Rights (FSS 112)

- A. It is the responsibility of all Internal Affairs investigators to follow the current Florida Statute regarding the Police Officers Bill of Rights (See S.O.P. 3, Annex 3).
 - 1. Investigators assigned to the Internal Affairs Section will conform to and conduct all investigations, taking of statements, etc., in accordance with the current Police Officers Bill of Rights under Florida State Statute 112.531.
 - 2. Investigators assigned to the Internal Affairs Section will be knowledgeable with the Police Officers Bill of Rights.

VI. Notification

- A. An entry that the complainant has been notified of the results of the investigation, the date, time, and method of notification, should be recorded. Telephonic, or personal contact can be made. A certified letter advising the complainant of the outcome of the investigation will be sent on all cases, unless the complainant is the City of Miami (S.O.P. 3, Annex 4).

VII. Possible Criminal Charges

- A. When an investigation reveals facts which would substantiate or tend to substantiate criminal misconduct by an employee, members of the Internal Affairs Section will immediately notify the Section Commander. In each case where criminal conduct is discovered or suspected by members of the Miami Police Department, the investigation is taken to the State Attorney's Office for their review. Further action is then predicated by the advice and direction of the State Attorney. No member of the Miami Police Department is permitted the latitude or discretion of suppressing evidence or criminal conduct, regardless of who is suspected.

VIII. Policy for Consideration of Perjury Charges

- A. There are two types of cases in which the Internal Affairs Section may be concerned about perjury charges.

These are: When complainants falsely testify on sworn statements, and when police personnel falsely testify on sworn statements.
- B. The standard of proof in either case is the testimony of two credible witnesses as opposed to the testimony of the suspected perjurer.
- C. Of course, when facts and circumstances of the case support the contentions against the suspected perjurer, those facts and circumstances assist in building the credibility of the witnesses against the suspect.
- D. The other method of building the needed credibility of the witnesses is for those witnesses to give the State Attorney's Office a sworn statement of the issues of the matter, while waiving their immunity on the matter.
- E. Police personnel nor complainants can be compelled to waive immunity.
- F. In cases where either police personnel or complainants falsely and maliciously make untrue material sworn statements, the State Attorney's Office will be contacted.

City of Miami



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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

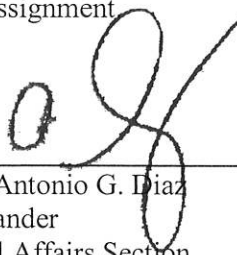
S.O.P. 4

SUBJECT: INTERNAL AFFAIRS SECTION LOGS AND FILING SYSTEMS.

PURPOSE: To establish systems for the receiving, reporting, recording, and filing of all Internal Affairs case information.

SCOPE: Provides for the proper procedures in indexing and filing various forms of information received by the Internal Affairs Section.

- I. The Internal Affairs Section will maintain various reports, logs, indexes, and files.
 - A. Employee Internal Affairs (IA) Profile.
 1. Each police department employee, upon being given a Personal Identification Number (P.I.N.), automatically becomes a part of the Internal Affairs Computerized Profile System. The profile contains the following information (See S.O.P. 4, Annex 1):
 - a. Date the complaint was filed.
 - b. Rank of employee.
 - c. Job assignment


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(Continuation)

- d. Log number (Reprimands, Response to Resistance, and Discharge of Firearms).
- e. Internal Affairs case number.
- f. Description (allegation, discipline recommended, address where incident occurred, etc.).
- g. Action (findings, discipline final action, type of incident).

B. Complaint Log.

- 1. The Complaint Log is maintained for quick and easy reference. The Complaint Log contains the following information (see S.O.P. 4 Annex 2):
 - a. Date and time received
 - b. Complainant's name
 - c. Complainant's phone number
 - d. Detective handling at the time of initial complaint
 - e. Disposition (121, referral to outside agency, no complaint, etc.)

C. Response to Resistance Computer Index.

- 1. Information on sworn personnel involved in a Response to Resistance or Discharge of Firearms is indexed in IAPro. The index is maintained by the Administration Unit (S.O.P. 4, Annex 3).
- 2. Information on offenders who were subjects of Response to Resistance reports or Discharge of Firearms reports is indexed under the format of ISN1, Search Type O.

D. Departmental Files.

- 1. Maintained as per the current Departmental Filing System Index.

E. Visitors Log.

- 1. To be maintained by clerical personnel at the reception area (See S.O.P. 4, Annex 4).

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

2. The log will contain the following information:

- a. Date.
- b. Name.
- c. Address.
- d. Time In.
- e. Remarks.

4. The Visitors Log Master Copy can be destroyed as per State of Florida General Records Schedule.

F. Relieved of Duty Log/Administrative Reassigned.

1. To be maintained by the Administrative Officer and clerical personnel. This log will capture the following information (See S.O.P. 4, Annex 5):

- a. Name.
- b. Internal Affairs case.
- c. Date relieved.
- d. Investigator
- e. Date of reprimand.
- f. Date reprimand served.
- g. Comments.
- h. Race, sex, assignment.
- i. Incident number.
- j. Date charged.
- k. Prosecutor
- l. Date of D.D.R.B.
- m. Date D.D.R.B. convened.
- n. Rank and administrative charge.
- o. Court case number.
- p. Date removed from R.O.D.
- q. Date action sent to chief.
- r. Date action signed by chief.

G. Discharge of Firearms Log.

1. This log contains quick reference information concerning Discharge of Firearms for a particular year. The log will monitor the following (See S.O.P. 4, Annex 6):

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

- a. IA #
- b. Case #
- c. Date of incident
- d. Time of incident
- e. Location of incident
- f. Officer(s) involved, IBM, officer assignment
- g. Subject involved, race, sex
- h. Investigators
- i. On duty
- j. Type of discharge, type of firearm discharged, # of shots fired, Officer discharged
- k. Number of subjects fatal, number of subjects wounded, Officers shot at
- l. Subject armed, Shooter, Shooter in vehicle
- m. Administrative case justified, Criminal charges, justification, Synopsis, Date sent to FRB, Date reviewed & findings

H. Internal Affairs Case Tickler System:

- 1. This log will be maintained by Administrative Unit Personnel and will be used to monitor due dates on completed investigations sent to other Divisions for review and for investigations to be done by other Divisions. The log sheet will contain the following information (See S.O.P. 4, Annex 7):
 - a. Project number.
 - b. Reference Type.
 - c. Priority.
 - d. Received from.
 - e. Date received.
 - f. Due date.
 - g. Subject.
 - h. Description.
 - i. Comments.
- 2. Extensions will be granted in weekly increments in the following manner:
 - a. First extension, no approval necessary.

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

- b. Subsequent extensions will be requested in writing from the requester's Commander to the Internal Affairs Major.

City of Miami



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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: CASE STATUS REVIEW

PURPOSE: To provide a standard review of case status and closed cases, while maintaining file integrity.

SCOPE: It is the responsibility of all Internal Affairs members in maintaining the high standard of security and file integrity, during its overdue and closed case review.

I. Case Status Review

A. Monthly - Review the Case Log and compile two lists.

1. Overdue cases sent to other unit (30 days completion period).
2. Cases assigned to and completed by Internal Affairs Detective.

II. Overdue Cases

A. IA Detectives will prepare a memorandum for the Internal Affairs Section Commander regarding any case exceeding 120 days.

B. Extensions needed to complete the investigation by other units will be requested via red line memorandum through channels to the Internal Affairs Section Commander or designee assigned the responsibility of case manager.


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Internal Affairs Section

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1. The memorandum will list:
 - a. Case number, allegation, officer(s), date sent, date due and numbers of days overdue.

III. File Integrity

A. Computer Indexing

1. All police department personnel, upon employment, will become part of the Internal Affairs Computer Profile System.
2. Profiles are public records which will be provided upon request by always using the "External" request code. Law Enforcement agencies and prosecutorial agencies are exempt from this function.
3. Profiles must be retained as per State of Florida Archives General Records Schedule.

B. Case Files - Internal Review

1. Case files under investigation will be reviewed only by the assigned investigator, Supervisor, Lieutenant, Internal Affairs Unit Commander, Internal Affairs Section Commander or Chief of Police.
2. Case files may be reviewed by Internal Affairs personnel and specific questions answered pursuant to transfers and promotions when approved by the Internal Affairs Section Commander or Chief of Police.
3. These reviews will be made in the Internal Affairs Office at the unit's convenience, but efforts will be made to accommodate inquirers.

C. Other Internal Affairs Section Records, logs and files.

1. May only be reviewed with the permission of the Internal Affairs Section Commander or the Chief of Police.

IV. Closed Case Review

A. Public records request will be handled on a first come, first serve basis.

1. Case files completed and approved by the Internal Affairs Section Commander are public records and subject to review by anyone filing the appropriate review request.

- B. Persons wishing to review closed case materials will make an appointment with the Administrative Unit's Assistant.
- C. The materials to be reviewed will be checked by the appropriate person, to identify exempt material (exemptions under F.S.S. 119). (Refer to S.O.P. 5, Annex 1)
- D. Materials deemed to be exempted will not be released.

V. Review Procedures

- A. All persons, except those from authorized governmental, law enforcement, prosecutorial and judicial agencies will adhere to the below procedures.
 - 1. Public records requests will be made verbally or in writing at the Legal Advisor's Office. Records will not be produced unless prior authorization is obtained from the Assistant City Attorney, acting as the Police Department legal advisor.
 - 2. The Internal Affairs Section, front office space, will be used as the reviewing room.
 - 3. Explanation of Public Records exemptions, and coding for Internal Affairs allegations and dispositions, will be made.
 - 4. A brief orientation explaining the above information, the operations of the Internal Affairs Section and the format of case files, will be conducted by administrative personnel.
 - 5. All reviewing will be monitored by on duty Internal Affairs Administrative personnel.
 - 6. All copies obtained will be paid for at the Records counter. Only the Public Defender's Office will be billed for services rendered.
 - 7. All records leaving the Section will have every page stamped "I.A. Public Record.

City of Miami



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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: RESPONSE TO RESISTANCE REPORTS (BlueTeam)

PURPOSE: To establish a procedure for reviewing all Response to Resistance Reports (RRR) using the BlueTeam Application Software and to define the timeframe for submitting the final report, including all necessary signatures, to the Internal Affairs Section.

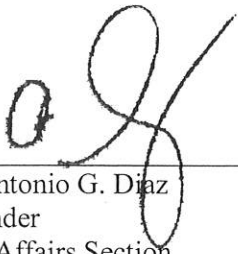
SCOPE: A computerized tracking system to confirm that a RRR was generated and completed within the specified time.

I. Procedures based on Departmental Orders:

Incidents requiring a RRR requires a supervisor to respond to the scene and investigate the incident.

A. The investigating supervisor will initiate a Response to Resistance Report via Blue Team and forward it through the officers' chain of command. The Internal Affairs Section shall receive a "cc" as verification the report was generated. The supervisor's narrative should primarily deal with the justification for the Response to Resistance and should not repeat the officer(s) narrative.

B. It will be the Field Duty Lieutenant's responsibility to review/ approve


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STANDARD OPERATING PROCEDURES: S.O.P. 6
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the Response to Resistance Report and ensure it is forwarded through the officers' chain of command via BlueTeam by the end of their tour of duty. The Internal Affairs Section is the records custodian of the completed document.

II. Procedures for Logging and Tracking RRRs:

- A. The Internal Affairs Section tracks all Response to Resistance Reports entered in Blue Team.
- B. Internal Affairs will review the Communications RRR Log and verify that all RRR incidents are entered in BlueTeam.
- C. If a RRR is generated in BlueTeam and is not logged in the Communications RRR Log, I.A.S. will verify with the Communications EDS or designee that the incident was properly reported. The I.A.S. will request that the Communications Section update the log as applicable.
- D. If the Communications RRR Log reflects a Response to Resistance incident occurred, but the report was not entered in BlueTeam, The I.A.S. will assign a tickler to the affected originating Division. The tickler will show a four (4) day suspense date (due date); the four calendar (4) days will be effective from the date of the RRR. The MPD Tickler System will assign an automatic project number.
- E. When the RRR is generated, I.A.S. will monitor the progress in BlueTeam. The completed report must be submitted to I.A.S. with all appropriate signatures through channels, within 30 days after the date of the incident. If the report is not in I.A.S. within the specified time, a tickler will be assigned to the affected originating Division. The tickler will show a 15-calendar day suspense date (due date); the 15 days will be effective from the date the tickler was generated. The MPD Tickler System will assign an automatic project number.
- F. When a RRR is entered in Blue Team, the Internal Investigations Unit Lieutenant or his designee will review the report for, key elements, accuracy, policy and/or procedure violations and ensure that the supervisor's narrative deals with the justification and is not a repeat of the officer's narrative.
- G. When a RRR is reviewed by the Lieutenant or designee, and corrections are cited, the required corrections will be included in the comments section of the Response to Resistance Report.
- H. When the final/original RRR with all required signatures is submitted to the Internal Investigations Unit Lieutenant or his designee will review it. If

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

any corrections are noted during the initial review were not properly addressed or if it needs additional corrections, the report will be rejected and re-routed back to the original author through BlueTeam. The corrected copy will be re-submitted with a four (4) day suspense date (due date).

- I. When the final/original RRR, with all required signatures, is approved by the Internal Investigations Unit Lieutenant or his designee, the RRR will be closed in the Blue Team system and entered into the IAPro software.
- J. All final completed Response to Resistance Reports will be tracked through IAPro software in accordance with Internal Affairs SOP 8 and Departmental Order 2, Chapter 5.

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: DISCHARGE OF FIREARM (DOF)

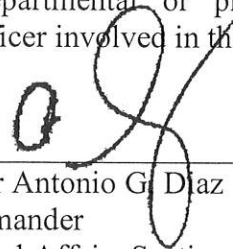
PURPOSE: To define the types of cases to be investigated and the procedures to be followed.

SCOPE: Investigation of police involved shootings, in custody deaths and life-threatening injuries caused by police officers of the Miami Police Department.

- I. The Internal Affairs Section (IAS) will become part of the "Shooting Team" in all of the following cases.
 - A. All category 2, 3, 4, and 5 shootings (See Departmental Order 17, Chapter 1).

Category 1 (No Injury, Accidental, or Dangerous Animal): A discharge of any firearm, whether on or off duty, shall be investigated by the Internal Affairs Section. The commander of IAS or designee will assign a lead investigator from their section.

The Internal Affairs Section will be responsible for investigating any departmental or procedural violations associated with the officer involved in the incident.



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Category 2 (No Injury, Duty Related): A Category 2 discharge of firearm shall be investigated by the Internal Affairs Section. The commander of IAS or designee will assign a lead investigator from their section. The Internal Affairs Section will be responsible for investigating any departmental or procedural violations associated with the incident. Additionally, it is the responsibility of the Internal Affairs Section to oversee the entire investigation as an independent body to ensure the integrity of the investigation and verify that all aspects of the process have been properly and fairly followed.

The Homicide Unit will be responsible for investigating any criminal violations by any individual(s) against an officer. The Homicide Commander or designee will assign a lead investigator from their unit. The Homicide Unit will only investigate the criminal aspect of the incident and any crime(s) and/or criminal activity directly or indirectly related to the incident.

Category 3 (Injury, Accidental);

Internal Affairs Response:

Injury	Accidental	On duty	City-issued	Respond
Injury	Accidental	On duty	Personal	Respond
Injury	Accidental	Off duty	Personal	Respond
Injury	Accidental	Off duty	City-issued	Respond

Category 4 (Injury Duty Related);

Category 5 (Death, Accidental or Duty Related): On a Category 3, 4 or 5 discharge of firearm the Florida Department of Law Enforcement (FDLE) will assume operational direction of investigations and forensic assistance or coordination as per the Memorandum of Understanding (MOU) agreement between the City of Miami and the FDLE.

The Homicide Unit will conduct the investigation related to any underlying criminal activity that preceded or occurred at the same time as the predicate act.

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

1. Any person shot or killed by a police officer while on or off duty, intentionally or unintentionally.
2. Any person who received life threatening or fatal injuries by a police officer.
3. Any person who died in police custody.
4. Any police related death where there is suspicion of criminal wrongdoing by a police officer.
5. If any of the foregoing cases occur outside the City of Miami, the investigation will be conducted by the agency having jurisdiction. However, IAS will monitor and assist whenever possible.
6. The Internal Affairs Section will solely investigate accidental and aggressive animal discharges.

I. Investigative Support Team

1. The Lead Investigator will be a rotational Sergeant, as determined by the Internal Investigations Unit Commander.
 1. Upon notification of a shooting, the Internal Affairs Lieutenant shall contact the on-call Sergeant, along with the on-call and back up investigators.
 2. Additional personnel will be called in by the shooting team sergeant to assist.

II. Internal Affairs Investigator (Sergeant)

1. An Internal Affairs Investigator will be present for and observe all phases of the investigation.
2. The Internal Affairs Section Investigator is responsible for determining violations of administrative policies and procedures.

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

III. Internal Affairs Response

- A. The first Internal Affairs Supervisor/Investigator to arrive on the scene will be responsible for ensuring that the following actions are taken:
1. The first Internal Affairs Supervisor/Investigator arriving on the scene will promptly notify the Internal Affairs Lieutenant.
 2. Upon notification of the shooting, the Internal Affairs Lieutenant will contact the on-call Sergeant, along with the on-call and back up investigators, to respond to the command post.
 - a. A text message will be sent to all Internal Investigations Unit investigators advising of a police shooting and to monitor the Internal Affairs channel "IA-1."
 3. The Internal Affairs Lead Investigator and/or Commander will ensure that the Field Duty Lieutenant has established the appropriate perimeters upon arrival; inner, investigative, and outer.
 - a. The inner perimeter (shooting scene) will be limited to Crime Scene Investigations personnel, the required investigators from Criminal Investigations Division and Internal Affairs Section, State Attorney's Office and any other personnel identified by the Internal Affairs Commander.
 - b. The investigative perimeter will be where the initial briefings with Criminal Investigations Division and Internal Affairs Section personnel will occur.
 - c. The outer perimeter will be where all non-essential personnel will be restricted.
 4. The first Internal Affairs Supervisor/Investigator arriving on the scene will ensure the shooting officer is secluded and only in contact with (1) one union representative, limiting the officer's contact with others, i.e. shaking hands (excluding communication necessary for public safety purposes).
 5. The Internal Affairs Commander, Lead Investigator or an Investigator will contact the Field Duty Lieutenant to obtain pertinent public safety related information such as, last direction of travel, direction of the firearm discharge,

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

approximate shots fired, number of offenders at large, and the general area of the crime scene.

6. Upon a determination being made by the Internal Affairs Lead Investigator and/or Commander, the Internal Affairs Supervisor/Investigator will ensure the shooting officer is processed by Crime Scene Investigators on-scene in a timely manner.
7. At all times, the Internal Affairs Lead Investigator will be paired with the Lead Investigator from Homicide.
 - a. An Internal Affairs Lead Investigator will document all pertinent information.
8. Internal Affairs Investigators will be paired with Homicide Investigators to assist promptly with an area canvass for additional witnesses and evidence.
 - a. Internal Affairs Investigators will ensure that they have access to their issued equipment (i.e. recording device, flashlight, etc.) with them at all times.
 - b. Once witnesses have been identified, police and civilian, including those directly involved, will be kept separated to assure witness integrity.

IV. Composition of Shooting Response Team

1. Internal Affairs Section: on-call Sergeant, along with the on-call and back up investigators.
2. The Homicide Unit: will work in conjunction with the Internal Affairs Section lead investigator to perform all necessary investigative and support functions.
3. The Crime Scene Investigation Unit: on-duty technician and a supervisor or commander will be a part of the Shooting Team.
4. State Attorney's Office Representative: Chief (A.S.A.). Mandatory on all Category 3, 4, and 5 shootings.
5. Medical Examiner Representative: Optional at Medical Examiner's choice on Category 3 shootings, but mandatory on Category 4 and 5 shootings.

STANDARD OPERATING PROCEDURES: S.O.P. 7
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6. Media Relations Unit Representative: Optional at Public Information Officer's choice on Category 3 shootings, but mandatory on Category 4 and 5 shootings.
7. Police Legal Advisor: Optional at Legal Advisor's choice on Category 3 shooting, but mandatory on Category 4 and 5 shootings.
8. Other Law Enforcement Representative(s): In the event that officers from any other Law Enforcement Agency (local, state or federal) are involved in the discharge of firearms incident, a command or management level official of that agency should be on the Shooting Team. Optional at agency's choice on Category 1, 2, or 3 shootings, but mandatory on Category 4 and 5 shootings. (Refer to the State Attorney's Memo of Understanding (M.O.U.) Agreement).
9. Incidents not involving Miami Police Personnel: The Shooting Team will not respond, and the Homicide Unit will have sole and primary responsibility for investigating the incident.

V. Internal Affairs Responsibilities

- A. Ensure a CSI Technician responds to the shooting officer(s) location and collect the officer's weapon for processing, inspection, and ballistics. Other evidence, which the Lead Investigator deems necessary to collect from the officer (i.e. gunshot residue swabs, uniforms, etc.); will also be collected at this time.
 1. Once the shooting officer arrives at the Internal Affairs office (or location designated by the Internal Affairs Commander) with an Internal Affairs supervisor/investigator, a CSI Technician will respond to photograph the officer's attire, conduct a round count of city-issued duty ammunition and collect any city-issued weapons.
 - a. The Internal Affairs Lead Investigator or designee will be present during the count.
 - b. The officer will be administrative reassigned
 2. When the Crime Scene Investigator collects the discharging officer's weapon for processing, the Internal Affairs Lead

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

Investigator or his designee will immediately issue a replacement weapon, along with the appropriate number of magazines and rounds, unless a criminal violation is suspected.

- B. The shooting officer(s) will be scheduled for a Critical Incident Stress Debriefing as soon as practical.
 - 1. The shooting officer(s) will be advised of the date and time of the appointment. The shooting officer will be administratively reassigned until such time that the officer has attended the post shooting evaluation and has been given an 'all clear' by the Chief of Police.
 - 2. The shooting officer will also be scheduled for a date and time in which he/she can qualify with their newly issued weapon.
- C. The Shooting Team Lead Investigator will continuously assess the need for additional support personnel.
 - 1. They will call in other supervisors and additional investigators as needed.
- D. The Shooting Team Lead Investigator will continuously coordinate activities and information at the scene, secondary scenes, hospitals, Homicide office, Medical Examiner's Office, State Attorney's Office, etc.
 - 1. Shooting Team Investigators and other detectives will be stationed at such places, when necessary.
- E. All witnesses are to remain on the scene until the arrival of the Shooting Team. Special attention should be given to ensure that the witnesses are separated (at the scene, on the way to the station, and at the station) and removed from the inner perimeter of the immediate crime scene.
 - 1. Once the Shooting Team Lead or designee determines it is appropriate for the witnesses to clear the scene, they will then be transported to the Internal Affairs Section or the Investigations Division by a designated person(s).
 - 2. The following areas at the station will be utilized to separate people in a reasonably comfortable manner.
 - a. Criminal Investigations Section Interview Rooms, 5th floor

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

- b. Training Classrooms, 3rd floor
 - c. Cafeteria, 3rd floor
 - 3. Consideration should be given, if necessary, to closing off all the Investigations Division for witness privacy.
 - 4. The Shooting Team leader will request assistance from the Staff Duty Officer, if necessary, to help coordinate security control for police and civilian witnesses.
- F. The officer(s) who discharged their weapon(s) or who were directly involved in the incident will be afforded a private area to meet with their attorney or union representative, if requested.
- 1. These officers will be prohibited from discussing the case with any other officers or anyone else while this phase of the investigation is in progress.
 - 2. Witness officers will be permitted to review their city-issued Body-Worn Camera (B.W.C.) footage before providing a statement.

VII. Taking Sworn Statements

- A. Sworn statements shall be taken of all witnesses prior to attempting to obtain a statement from any officer discharging their weapon or directly involved in an in-custody death or life-threatening injury.
- B. Sworn Statement Procedures. The necessity to obtain sworn statements will exist in all category situations. The Lead Investigator or designee will be present for and take all sworn statements, whenever possible.
 - 1. If there is a subject at large, a detective on a ten-hour, rotational basis will be paired with the involved Homicide team for the first forty-eight (48) hours.
- C. Persons Present during Sworn Statements. The number of persons present at a sworn statement should be limited. The presence of an excessive number of people will have an adverse affect upon the statement. The following are some of the people who may be present during the taking of a statement, depending on the circumstances and the discretion of the Shooting Team Commander.

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

1. Civilian witness or officer
 2. Stenographer
 3. Lead Investigator(s)
 4. Assistant State Attorney
 5. Officer's attorney or representative
 6. City Legal Advisor
- D. Miranda Warnings. The shooting team's lead investigator or designee will take officers' statements. Miranda Warnings shall not be given unless there is probable cause to believe a crime was committed and the officer is in custody. (This decision will be made with the advice and consent of the Assistant State Attorney).
- E. Voluntary Statements. Any and all officers involved in a police shooting, when providing a statement must be informed that the statement is not compelled but is voluntary and that the Garrity rule is not in affect. The conditions of the statement must be clearly entered into the record.
- F. Officer's Attorneys/Union Representatives. Preserving the integrity of the investigation is of paramount importance. Therefore, attorneys and union representatives shall **not** be permitted to represent and converse with more than one officer.
- G. Confer with Assistant State Attorney. The police shooting team will confer with the on-scene Assistant State Attorney regularly regarding these issues and other aspects of the investigation. The police shooting team will also comply fully with the current written "Police Shooting Policy" issued by the State Attorney's Office and adopted by the Miami Police Department.

VIII. Inter-Agency and Intra Agency Coordination

- A. The Shooting Team Commander or designee shall be responsible for coordinating information with the following Shooting Team members:
1. Shooting Team Lead Investigator and other Shooting Team personnel
 2. Medical Examiner
 3. Assistant State Attorney
 4. Media Relations representative

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

5. Any other Shooting Team member

IX. News Media Coordination

- A. The Shooting Team Commander or designee will coordinate information with the Media Relations representative to develop all news releases. Shooting Team members will **not** issue news releases or handle personal interviews at the scene. The Shooting Team Commander or Chief of Police will handle all news releases and interviews.
- B. No Shooting Team member will release information on police related shootings to the media.

X. Response Critique

- A. Within seven-two (72) hours, or as soon as practical, there will be a debriefing of the investigators that responded to the police involved shooting.
 - 1. At this time, all pertinent information will be relayed. The Lead Investigator will identify specific needs from response investigators.

XI. Case File Preparation

- A. The Lead Investigator will ensure that a R.F. 121 and 301 report are completed and forwarded through the chain of command prior to the Post Police Shooting Review.
 - 1. A copy of all 301s will also be emailed to the lead investigator.
- B. The Lead Investigator will ensure that a Shooting Team Case File is prepared, and all reports are contained therein. All investigative and supplemental reports will be submitted through the Internal Affairs chain of command for review and endorsement. Shooting Team files will be stored in the Internal Affairs Section.
 - 1. The case file will include, but not be limited to the following items. Investigators will refer to DOF Case File Checklist (See S.O.P. 7, Annex 1):
 - a. Profile and information of the shooting officer
 - b. Profile and information on the offender(s), if appropriate
 - c. Witnesses
 - d. Response to Resistance (if appropriate)

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

- e. On-scene log
 - f. Scene sketch
 - g. Property receipts
 - h. P sheets
 - i. Photos/ BWC footage/ Surveillance footage
 - j. Discharge of Firearms report
 - k. R.F. 121
 - l. Communications logs
 - m. Communications tapes from appropriate channel(s)
 - n. Incident reports
 - o. 301s
 - p. Vehicle information
 - q. Criminal Investigations reports
 - r. Crime Scene Investigations reports
 - s. Statements (audios)
 - t. Emails
 - u. Miscellaneous
 - v. Audit trail (Incident information from Communications)
- C. The Lead Investigator will ensure that all reports, statements, sketches, and submission of evidence to the lab are completed prior to the Post Police Shooting Review.
- 1. The required reports will be utilized to prepare the PowerPoint presentation (See S.O.P. 7, Annex 2), which may include, but not be limited to the following:
 - a. Cover page (outlining date & time, location, agency case number, IA case number, lead investigators from Internal Affairs, CID and CSI)
 - b. Sequence of Events (timeline, explanation of events)
 - c. Victims/witnesses (statements)
 - d. Photos of Shooting scene
 - e. Shooting Officer (listing date of hire, assignment, last date qualified, previous discharges, Post Shooting evaluation)

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

- f. Photos of Shooting Officer's attire (front/rear view, left/right view, duty belt)
- g. Firearm (model number, serial number, round count, magazines)
- h. Aerial view of incident location
- i. Crime Scene sketch
- j. Discharge location.
- k. Photos of strike marks, casings, and projectiles (if any).
- l. Offenders (DOB, home QTH, criminal history, current charges, statement)
- m. Communications tapes from appropriate channel(s)

XII. Post Police Shooting Review

- A. The Shooting Team leader will, whenever possible, schedule a critique of the incident with the following Shooting Team members to discuss all aspects of the case.
 - 1. Lead Investigator and all concerned Shooting Team personnel
 - 2. State Attorney
 - 3. Medical Examiner
 - 4. Crime Scene Investigation Unit Supervisor
 - 5. Dade County Crime Lab Technicians
 - 6. Commander of shooting officer
 - 7. Any other Shooting Team member
- B. The Shooting Team Lead Investigator will ensure that a copy of all reports and statements concerning the incident are prepared and submitted to the State Attorney at the Post Police Shooting Review.

XIII. Reenactment

- A. A reenactment of what occurred should take place while the events are still fresh and clear in the participant's mind. If a participant is unwilling or not able, a stand-in should be provided. The reenactment should be videotaped and photographed.

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: INCIDENT TRACKING SYSTEM (ITS).

PURPOSE: To establish a procedure for reviewing Complaints, Response to Resistance Reports, Discharge of Firearms, Canine (K-9) incidents, Reprimands, and any combination of these. This procedure aims to identify employees who may be experiencing a trend of involvement in these incidents, with documentation and monitoring conducted quarterly over a twelve-month period.

SCOPE: A tracking system to identify possible behavior trends by monitoring Complaints, Response to Resistance Reports, Discharge of Firearms cases, Reprimands, Canine and overall combination.

I. Application based on Departmental Orders.

A memorandum to each Division Chief will be prepared and a copy of all memorandums will be sent to the Chief of Police and the Miami Police Legal Adviser on a quarterly basis, to include employees that have been flagged by the Internal Affairs data base system. The memorandum will consist of six sections and include the following:

A. Complaint Cases - ITS Section I.

1. A listing of all officers with two (2) or more complaints, with a finding of substantiated or inconclusive, within a six (6) month period.

Major Antonio G. Diaz
Commander
Internal Affairs Section

JAN 28 2025

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 8
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2. Presented in the following format:
 - a. A statistical overview of the Incident Tracking System I monitored every quarter (three months).
 - b. The number of officers on the current list and the total number of complaints accumulated.
 - c. The number of officers that are new to the ITS and the number that are repeaters.

- II. Response to Resistance - ITS Section II
 - A. A listing of all officers involved as principals, in two (2) or more Response to Resistance incidents within six (6) months.
 - B. Presented in the following format:
 1. A statistical overview of the Incident Tracking System II, monitored every quarter (three months).

- III. Reprimands - ITS Section III
 - A. A list of all employees with two (2) or more reprimands within twelve months.
 - B. A statistical overview of the Incident Tracking System Section III, monitored every quarter (three months).

- IV. Discharge of Firearms - ITS Section IV.
 - A. A list of all officers with two or more Discharge of Firearms within the last (24) twenty-four months from date of incident.
 - B. A statistical overview of the Incident Tracking System Section IV, monitored every quarter (three months).
 - C. Summary sheets will be prepared for each officer who appears on the list.

- V. Canine K-9 Section – ITS Section V.
 - A. A list of all officers with four or more dog bites incidents within a twelve (12) months period.

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

- B Statistical overview of the Incident Tracking System Section V, monitored every quarter (three months).

VI. ITS Section VI Combination Incident Tracking System

- A. A list of all officers with three (3) of any combination (Incident Tracking System I, II, III, IV, and V, substantiated or inconclusive) within a six (6) months period, monitored every quarter (three months).

VII. Follow-up Programs ITS

- A. ITS Quarterly Memorandum (see S.O.P. 8, Annex 1) will be sent to Section Commanders of all employees appearing on the ITS report quarterly.
- B. The Section Commander will ensure the employee's supervisor conducts a complete written review of all the employee's incidents listed on the ITS report. The review will consider any indicators. At the conclusion of the review, the employee's immediate supervisor will produce a memorandum that contains the review details and makes corrective recommendations if necessary. Supervisor will follow the procedure outlined in departmental orders 2 chapter 5, starting at 5.4.3.1 when producing the memorandum.
- C. The Section Commander will review and approve the memorandum and conduct a mandatory conference with the involved employee and the supervisor. The results of said conference will be included in a separate written memorandum prepared for the Commander of Internal Affairs with the results of the conference stating specific actions taken for each employee appearing in any one of the six categories of the ITS report on a quarterly basis.

VIII. ITS Filing System.

- A. The Internal Affairs Section will maintain complete ITS Files.
- B. The filing system will consist of:
 - 1. Master Files for each type of ITS Section (i.e.: I, II, III and IV, V and VI), which will contain the copies of the ITS reports.
 - 2. Individual Employee's files for employees appearing on the ITS Report. Employee's review, pertinent ITS information and other information that may be deemed appropriate.

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IX. Distribution of ITS Memorandum.

- A. The ITS Report memorandum from Internal Affairs will be forwarded to each Division Chief, copies of which will be forwarded to the Chief of Police and the City of Miami's Police Legal Advisor.
- B. An annual analysis evaluating the ITS will be conducted and forwarded to the Chief of Police.
- C. An annual analysis of use of force will be conducted and forwarded to the Chief of Police.

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ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: PROCEDURES FOR RELIEVING OF DUTY.

PURPOSE: To provide guidelines and methods for accomplishment of the Relieving of Duty of all personnel.

SCOPE: Any sworn member of the Internal Affairs Section may perform the function of relieving an employee of duty when directed to do so by the Chief of Police, his designee, and/or the Internal Affairs Section Major or designee.

I. These procedures will serve as a guide to properly conduct the Relieving of Duty, the Relieved/Reassigned, and the Administratively Reassigned process.

A. Relieving of Duty (at home): It will be the responsibility of the Internal Affairs Section to relieve personnel of Duty. Personnel placed on this status will be provided with a Relieved of Duty (at home) memorandum (See S.O.P. 9, Annex 1) indicating their new responsibilities. When it becomes necessary to relieve an employee of duty, it will be done pursuant to the below listed instructions:

1. Per D.O. 1 Chapter 11.6.16.3 - Relieved of Duty: A commanding officer will relieve of duty, both sworn and civilian employees. Employees will be relieved of duty pending disposition of criminal and/or administrative investigations. Employees relieved of duty shall be carried either with pay or without pay in accordance with City APM 2-98. (CALEA 26.3.7)

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- a. Any employee indicted or arrested will be immediately Relieved of Duty or Relieved/Reassigned.
- b. Any incarcerated employee will be carried without pay (“WW”).
- c. Any employee facing termination, who after the issuance of a reprimand requests a D.D.R.B. hearing and then seeks a continuance, waiving their emoluments, is off the payroll and will thereby be relieved of duty.
- d. Any employee who for cause or random testing, has a positive test result for illegal drug usage, will be immediately relieved of duty.
- e. Any employee determined by a psychologist to be unfit for duty will be relieved of duty immediately upon receipt of medical notification (D.O. 6, Chapter 3).
- f. On any incident requiring Fitness for Duty, refer to Health Services for a Medical Fitness for Duty Evaluation (D.O. 6, Chapter 3).
- g. Any employee whose actions of the Chief of Police has determined have significantly discredited the Miami Police Department.

B. Relieved/Reassigned: It will be the responsibility of the Internal Affairs Section to Relieve/Reassign personnel. Personnel placed on this status will be provided with a Relieved/Reassigned memorandum (See S.O.P. 9, Annex 2) indicating their new responsibilities. When it becomes necessary to relieve an employee of duty, it will be done pursuant to the below listed instructions.

1. Per D.O. 1 Chapter 11.6.16.4 – Relieved/Reassigned: A ranking officer will Relieve/Reassign any subordinate employee when:
 - a. Any member is involved in an incident which negatively impacts their employment as a member of the Miami Police Department will be Relieved/Reassigned within their Division until a conclusion is rendered in the case under investigation.
 - b. Certain circumstances arise when the needs of the Department and the skills of the individual relieved of duty merit consideration for modification of the Relieved of Duty policy. In those instances, the

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employee relieved of duty shall be transferred to an administrative assignment where the special skills possessed by the individual can be used. Unlike personnel administratively reassigned, these individuals will not be allowed to carry a gun, police badge, or retain arrest powers. They will not be issued any equipment that would imply or give the impression their law enforcement powers have been reinstated.

- c. All personnel who are on a Relieved/Reassigned status must first attend a mandated Employee Assistance Program (E.A.P.) Return to Work Counseling Session to facilitate their transition to full duty status.
- d. The Chief of Police is solely empowered to modify the Relieved/Reassigned status of members.
- e. Any exception to the above policy shall be decided by the Chief of Police.

C. Administrative Reassignment: Any member involved in a questionable incident which negatively impacts on their employment as a member of the Miami Police Department will be administratively reassigned within their division until a conclusion is rendered in the case under investigation.

- 1. Per D.O. 1, Chapter 11.6.16.5 – Administratively Reassigned: A ranking officer will Administratively Reassign any subordinate employee when:
 - a. The decision to administratively reassign shall be made in the affected member's chain of command and the Section Commander will be responsible for completing and forwarding related document to the Internal Affairs Section. Any changes on duty status of the affected member shall be communicated to the Internal Affairs Section Commander via memorandum (See S.O.P. 9, Annex 3)
 - b. Any member administratively reassigned shall be permitted to retain their firearm, badge and identification, arrest powers, and use of police radio. Members, however, are prohibited from wearing their uniform, from working off-duty jobs, and from driving marked City vehicles. Members will be permitted to work regular overtime approved by the Section Commander, whereas the overtime is a non-

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

operational/administrative function. Any member assigned a marked vehicle must exchange the vehicle for an unmarked vehicle.

- c. Any exception to the above policy shall be decided by the Chief of Police.

D. Relieving of Duty, Relieved/Reassigned, and Administratively Reassigned procedures by Internal Affairs Section personnel.

1. This process can occur on the scene, or the employee will be ordered to report to Internal Affairs.
2. Prepare the appropriate memorandum (Relieved of Duty, Relieved/Reassigned, or Administratively Reassigned) The memorandum is directed to the subject employee, dated, and signed by the appropriate superior officer for the Chief of Police.
 - a. The aforementioned memorandum will be read to the affected employee, who will then sign and date the document acknowledging receipt and awareness of information. The original memorandum will be placed in the Internal Affairs case file.
 - b. Provide subject employee with a copy of every document he/she signs as part of the process.
3. Collect the appropriate equipment and provide the employee a copy of the Relieved of Duty Equipment Inventory Form. (See S.O.P. 9, Annex 4)
4. Place the equipment in the Property Unit under the Internal Affairs case number as personal property of the employee, with a notation that a "hold" has been placed by Internal Affairs.
5. Prepare a memorandum to the Chief of Police, through channels, advising of the circumstances of the incident for which the employee is being relieved of duty (See S.O.P. 9, Annex 5)
 - a. A copy of the memorandum will be distributed to the appropriate Division Chief, Section Commander, Unit Commander, Personnel, Payroll, and placed in the Internal Affairs case file.
6. In all cases, the relieved employee will be ordered to report to Internal Affairs by the relieving officer as soon as is feasible to initiate the transfer. The relieved member will adhere to the

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rules set for relieved of duty personnel. The Internal Affairs Section will remain the relieving/returning entity and all related documents will be forwarded to the Internal Affairs Section Case Manager.

7. A Relieved of Duty Log will be maintained documenting all personnel in that status assigned to the Internal Affairs Section.
 8. Place a copy of all applicable paperwork of this process in the Internal Affairs Section Case File.
 - a. All relieved of duty forms and memorandums.
 - b. All reprimands, D.D.R.B. reports and termination letters.
 - c. All arrest and crime case reports.
 9. Forward copies of all pertinent papers to appropriate offices.
- E. Relieved of Duty, Relieved/Reassigned, & Administratively Reassigned Log.
1. The log will be maintained in the Internal Affairs Section and will be updated on a monthly basis (See S.O.P. 9, Annex 6). An updated copy will be provided to the Internal Affairs Commander.
 2. The log will capture all relevant information concerning the particular person, including whatever final action is recommended
 3. The status log will be reviewed by Section personnel during "R.O.D." meetings and further updates will be made, if necessary.
 4. Relieved of duty employees returned to duty will be entered into the current Previously Relieved of Duty Log, maintained in the Internal Affairs Section.
- F. Relieved of Duty - Case File
1. The Internal Affairs Section will enter the information into IAPRO and generate a case number (example: ROD 21-123).

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: SEPARATION OF SERVICE, DECERTIFICATION PROCEDURES & VIOLATION OF MORAL CHARACTER (F.D.L.E. FORMS)

PURPOSE: To provide guidelines regarding the completion of required F.D.L.E. Forms associated to Separation of Service, Decertification of sworn personnel and Violations of Moral Character.

SCOPE: These procedures will serve as a guide to properly complete required Florida Department of Law Enforcement (F.D.L.E.) Forms associated to Decertification of sworn personnel and Separation of Service. F.D.L.E. certification and employment requirements include the completion of mandatory forms associated to investigations and separation from the agency. The State of Florida, through the Criminal Justice Standards and Training Commission (CJSTC), oversees the certification, employment, training, and conduct of its law enforcement, corrections and correctional probation officers.

I. Separation of Service Procedures Affidavit of Termination (CJSTC 61)

- A. The Administrative Assistant has the responsibility of preparing and forwarding an Affidavit of Termination (CJSTC Form 61) to the State Law Enforcement Standards Commission on all

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service separations. Each affidavit will be accompanied by a cover letter. (See S.O.P. 10, Annex 1)

B. Affidavits of Termination will be signed by the Major or his/her designee.

II. Decertification

A. In those instances, where the employee resigns or is terminated as a result of an Administrative or Criminal Investigation, copies of all supporting documents (Summary of investigation, capias, certified copies of Judgments) will be attached to the Affidavit of Termination (CJSTC 61).

B. The Florida Department of Law Enforcement (FDLE) Professional Compliance Section may initiate an officer misconduct case as a result of an Affidavit of Separation form CJSTC-61, that reflects the following unfavorable misconduct "reason of separation":

-- Voluntary Separation or Retirement while being investigated for violation of Section 943.13(4), F.S., or

-- A violation of Moral Character standards defined by Rule 11B-27.0011, F.A.C., or

-- Terminated for Violation of Section 943.13(4), F.S.,

III. Violation of Moral Character – Internal Investigation Report Form CJSTC 78 (No Resignation or Termination) (See S.O.P 10, Annex 2)

A. The Florida Department of Law Enforcement (FDLE) Professional Compliance Section may initiate an officer misconduct case:

- When the investigation report indicates violations of Section 943.13(4) or (7), F.S., which have been sustained, and the officer is not separated from employment; or
- Receipt of a signed verifiable complaint that contains specific allegations of non-compliance by an officer, pursuant to Section 943.13(4) or (7), F.S., to include the complainant's name and return address; or
- Receipt of newspaper articles indicating an arrest or violation of moral character by an officer; or
- When a Field Specialist determines ineligibility due to a non-favorable inspection of documents discovered during an audit or review of files; or
- Information developed by the Professional Compliance Section indicating that an officer has been arrested or is in violation of Commission-ordered probation.

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- B. The Internal Investigation Report form (CJSTC-78), must be submitted within 45 days of the date the allegation has been Sustained.
- C. The Internal Investigation Report form (CJSTC-78), must be submitted to the Criminal Justice Professionalism Program if the circumstances meet the following criteria:
- The officer pleads guilty, no contest, is found guilty, or is convicted of any felony or of a misdemeanor involving perjury or a false statement, regardless of withheld adjudication or suspended sentence.
 - A plea of guilty or a verdict of guilty for any of the enumerated misdemeanor violations or, the perpetration by an officer of an act that would constitute any of the enumerated misdemeanors.
 - The sustained facts involve an act or conduct which constitutes:
 - Excessive use of force;
 - Misuse of official position (Section 112.313(6), F.S.);
 - Having an unprofessional relationship with an inmate, detainee, probationer or parolee, or community controlee;
 - Sexual harassment involving physical contact or misuse of official position;
 - Engaging in sex while on duty;
 - False statements during the employment application process;
 - Violation of standards of test administration for the Basic Abilities Test (BAT) or State Officer Certification Examination (SOCE);
 - Conduct which subverts or attempts to subvert the Criminal Justice Standards and Training Commission, criminal justice training school, or employing agency examination process.
 - Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed by others;
 - Any willful and offensive exposure or exhibition of sexual organs in public or on the private premises of another or so near that it is likely to be seen, except in any place provided or set apart for that purpose;
 - Willful failure of the agency head to comply with Chapter 943, F.S., as it pertains to Commission rule;
 - Intentional abuse of a Temporary Employment Authorization;
 - Any willful and knowledgeable misuse of electronic databases used to access restricted information for an illegitimate or personal purpose with bad intent;
 - Testing positive for any controlled substances.

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: CASE MANAGEMENT IN THE ANTI-CORRUPTION UNIT (ACU)

PURPOSE: To provide an overview of the case management in the Anti-Corruption Unit.

SCOPE: Case management in the Anti-Corruption Unit

I. There are four (4) categories of cases investigated by the Anti-Corruption Unit. The following are explanations of said categories.

A. Intelligence ('A' cases)

These are cases where enough information exists to warrant assignment to a particular investigator or team of investigators. The reporting format shall be the 301 Report of Investigation until a decision is reached for closure. A separate 301 Report of Investigation will be completed for every operation. (*SOP 11, Annex I*)

When an Intelligence investigation exhausts all viable leads and encounters challenges that hinder any further progress, but cannot be closed, the case will remain open as "Intelligence Information".

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B. Integrity or Quality Control ('INA' cases)

Investigators or a team of investigators from the Anti-Corruption Unit conduct details and/or undercover operations to ensure City of Miami Police personnel are abiding by and adhering to Departmental Orders and/or Standard Operating Procedures. The reporting format shall be the 301 Report of Investigation.

Some details may include but are not limited to, the following:

1. Laser Detail (vehicle speed)
2. Extra Duty Details
3. Calls for Service
4. Suspension of 24-hour vehicle privilege
5. 'I' time utilization (home checks)
6. Relieved of Duty (home checks)
7. Busway usage
8. DAVID usage
9. Queries of confidential license plates

C. Administrative ('ADM' cases)

These are cases where there is not enough information available to continue with criminal charges or filing. The investigation is reclassified as administrative and administrative policy violations are analyzed. Disciplinary action follows if warranted or applicable. The reporting format shall be the Summary of Investigation Report. (*SOP 11, Annex 2*)

D. Information ('T' cases)

These are cases where there is not enough information available to continue with investigative actions. The cases are closed as Information Only and documented on a 301 Report of Investigation. This information shall be reviewed periodically by the Unit Commander. If additional information is developed, the case will be assigned for investigation and reclassified.

II. Case management

- A. Once a case number is created in IAPro and assigned to the investigation, either by a supervisor or his designee, the case number and other pertinent details are recorded on the ACU Case Management Log (*S.O.P.*)

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11, Annex 3) in the Anti-Corruption U-Drive. This file is password-protected, and use is restricted to supervisors and/or their designees.

- B. Cases are assigned a section case number (usually in the format of prefix, current year, and a sequence of three digits: ADM20-001, A21-004, INA21-012, T21-008).
- C. The nature of investigations conducted by ACU can be unpredictable and may even be interrupted by other cases deemed higher in priority. Due to this volatility, there is often no predetermined deadline for case completion. As such, a case review shall be conducted monthly to ensure all avenues of investigation have been pursued and investigators are provided the necessary resources to adequately work their cases.

III. Investigations

When conducting investigations, ACU investigators may use any lawful investigative technique. Before employing a technique, investigators should consider whether the information could be obtained in a timely and effective manner by less labor-intensive means. All requirements for use of an investigative technique set by Florida State Statute, departmental order, or Unit SOP must be complied with.

- A. The following investigative techniques may be used in an inquiry without any prior authorization from the Unit Commander.
 - 1. Examination and analysis of ACU databases and files.
 - 2. Examination and analysis of records and databases available to the public and other public sources of information.
 - 3. Examination and analysis of available federal, state, and local government records.
 - 4. Interviews of the complainant, witnesses, and other sources of information.
 - 5. Interview of persons who should readily be able to corroborate or deny the truth of the allegation.

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B. The following investigative techniques are subject to the noted restrictions and the utilization of said techniques must be approved by the Anti-Corruption Unit Sergeant

1. Surveillance

- a. Many investigations conducted in this unit require undercover surveillance by investigators to gather evidence and other pertinent information necessary to successfully bring a case to closure.
- b. The Anti-Corruption Sergeant shall be made aware of the need for surveillance detail(s) and assist with coordination of said detail(s).
- c. Undercover operations must be conducted in compliance with Departmental Orders and Unit S.O.Ps.
- d. All undercover operations must be commenced with an Operational Plan (S.O.P. 11, Annex 4), which will be submitted to the Anti-Corruption Sergeant for review and approval.
- e. Once approved, operational plans will be added to the Intelligence case file only.

2. GPS Tracking Devices

- a. GPS tracking devices, also referred to as trackers, are to be installed on vehicles owned by the City of Miami (marked police vehicles, unmarked police vehicles, vehicles with City of Miami seal, etc).
- b. Installation and removal of GPS tracking devices must be commenced with an Operation Plan, which will be submitted to the Anti-Corruption Sergeant for review and approval.
- c. Once approved, operation plans will be added to the case file.

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3. Confidential Informants and Confidential Sources

- a. Informants and confidential sources must be used in compliance with Departmental Orders and Unit S.O.Ps

IV. Case closure

- A. Open (active) cases are closed by either the filing of criminal or administrative charges, when the individual complained of is cleared of the allegation, or when there is not enough information to proceed with an investigation. The investigation shall then be documented utilizing the standard reporting format as outlined in the Departmental Orders. The case shall be closed by a supervisor and/or his designee as 'Filed' or other applicable selection under the 'Status & Assign' tab in IAPro. The Anti-Corruption Sergeant will review the file to ensure all reports and/or other required information has been included.

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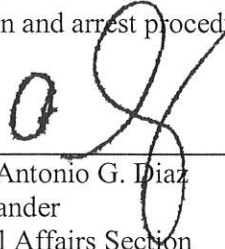
S.O.P.: 12

SUBJECT: ORIENTATION OF NEW MEMBERS TO ACU

PURPOSE: To facilitate the orientation of new members assigned to or transferred to the Anti-Corruption Unit

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

- I. A new ACU member is to be provided information and instruction as to:
 - a. The protocols and procedures (pertinent Departmental Orders and Unit SOPs) of the Internal Affairs Section
 - b. Operation of all relevant unit equipment
 - c. Use of rental vehicles
 - d. Section filing system
 - e. Preparation of search warrants, affidavits, etc.
 - f. Building security (alarm system)
 - g. Security of other members' paperwork (facedown)
 - h. Overtime policy
 - i. Case preparation and arrest procedures


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- j. Days off and working hours
- k. Proper reporting procedures
- l. Developing & utilizing confidential informants (files)
- m. Moving and stationary surveillance techniques

II. A new member of ACU will be provided with the following equipment, if they do not have it already:

- a. Audio recorder
- b. Video recorder
- c. Police light (visor)
- d. Police radios (2)
- e. Binoculars
- f. Keys to elevator
- g. Keys to rear exit door of building

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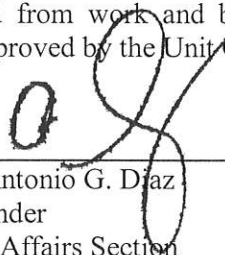
S.O.P.: 13

SUBJECT: 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. Purpose of a Rental Vehicle Program
 - A. To ensure a quick and dependable response by investigators in the event of a callout for duty.
 - B. To provide investigators with an assigned vehicle in which to carry police related equipment.
 - C. To ensure maximum effectiveness and optimal results during surveillances.
- II. General Responsibilities
 - A. The Unit Commander shall have the authority to assign or deny any member the use of a take-home rental vehicle.
 - B. Vehicles may be driven to and from work and be used for off-duty court appearances or special details approved by the Unit Commander.



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- C. Vehicles may only be driven by a member of the Internal Affairs Section, unless emergency circumstances exist which require someone else to operate the vehicle.
- D. Investigators assigned vehicles will restrict their use to Miami-Dade County and Broward County. Special permission must be obtained from the Unit Commander or his/her 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 alcohol or drugs.
- F. Investigators will be responsible for all tickets and/or citations issued during the performance of their official duties.
- G. Any investigator who will be off-duty for a period of two weeks or more shall notify his/her supervisor and/r commanding officer, who will make the determination regarding the vehicle's status.
- H. 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.

III. 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 will be issued a police light, which shall be carried while operating an undercover rental vehicle.
- C. Use of rental vehicles during takedowns involving other vehicles will be utilized at the discretion of the Unit Supervisor and/or the Unit Commander.
- D. It will be the responsibility of the investigator to maintain the rental vehicle, keep it clean and ensure routine maintenance is performed on schedule.
- E. Investigators shall be responsible for notifying their supervisor, then the rental company, should there be any non-routine maintenance or repairs necessary.
- F. Under no circumstances will investigators contact the rental company to exchange their vehicle. Investigators will contact their supervisor and/or Unit Commander, who will issue a directive at that time.

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P.: 14

SUBJECT: TECHNICAL SERVICES DETAIL (TSD)

PURPOSE: To establish and outline procedures and responsibilities for the utilization of the Internal Affairs Technical Services Detail (commonly referred to as "TSD").

SCOPE: TSD is tasked with maintaining control of inventory, utilization, maintenance, and acquisition of highly specialized technical investigative equipment. TSD has access to certain databases within the department that could be beneficial in most investigations.

Due to the availability of specialized tools and equipment, TSD is authorized to provide a vast array of investigative support to Internal Affairs personnel. Any person issues or loaned equipment by TSD is responsible for the loss and/or damage to said equipment. If the loss or damage is attributed to the employee's neglect or carelessness, the individual will incur the cost of replacing the equipment. Therefore, all personnel using this equipment are to utilize exceptional care in the use of this equipment.

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I. Use of Equipment

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

1. Electronic equipment in general is exceptionally fragile, with particular specificity to connectors, cables, lenses, and power sources. Any mishandling, negligence, or rough treatment can cause malfunctions.

B. Instructions on the proper use and handling of electronic equipment will be available from TSD personnel if desired. The operator will be responsible for the proper operation and care of the equipment in their possession. That being said, the use of the equipment is restricted to persons who have been trained in its proper operation.

C. TSD equipment will never be used for anything other than legal law enforcement purposes. The use of this equipment shall always fall within the letter of the law.

D. All inventoried TSD equipment will be signed out for accountability and tracking purposes.

1. A sign-out list will be maintained in the TSD folder of the section's server.
2. When equipment is being permanently assigned to Internal Affairs personnel, a list of those items will be maintained in the TSD folder of the section server.

E. Upon return of loaned equipment to TSD, any malfunctions or occurrences of inoperability will be reported to the TSD supervisor or TSD personnel. The problem will be noted on the sign-out sheet so arrangements can be made for repair or replacement.

1. All equipment (assigned or loaned) will be turned in the same condition in which it was issued (with all accompanying accessories, manuals, and parts).

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2. Before the 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. TSD will purge equipment to prevent cross-contamination of evidence or case file contents.

- F. TSD will not retain copies of any evidentiary material left on returned equipment. TSD will provide an original with all requested information, as well as the number of copies requested at the time of the download.

II. Storage of Equipment

- A. All technical equipment will be secured and at the sole control of TSD personnel. It is prohibited to leave any equipment unattended when not in use. It is essential that equipment not in use be returned to TSD promptly so it may re-assigned and/or re-issued as necessary.

1. Whether in the field or in an office setting, care and storage of assigned and/or loaned equipment is the sole responsibility of the person to whom the equipment has been issued.

2. TSD maintains an assortment of audio/video devices, as well as miscellaneous supplies like batteries, for use in conjunction with City of Miami equipment. Supplies will be issued on an as-need basis or upon request.

- B. In the event of hurricane or other severe weather scenario, all equipment and records shall 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 shall be covered with plastic sheeting or other protective material.

III. Requests for Technical Assistance

STANDARD OPERATING PROCEDURES S.O.P. 14

(Continuation)

- A. TSD has the ability to provide technical support for personnel within the section utilizing a variety of databases.
1. All requests must be submitted via email to IA-TSD@miami-police.org and must contain the following information.
 - a. Case number
 - b. Requested information (with specificity and detail)
 - c. Date and time
 - d. Personnel making the request (if not the sender)
 - e. Immediate supervisor of requestor (detectives only)
 2. The request should be made in a timely fashion whenever possible so that the work can be scheduled, and the proper equipment can be reserved for the task. Bear in mind, a large number of surveillance systems record over footage after a certain number of days, thereby making a request time sensitive.

IV. Surveillance Platform

The surveillance platform is a state-of-the art vehicle that, if properly utilized, can greatly enhance an investigation. However, this is only a tool, and should be considered supplementary to the investigation. Investigations should not depend solely on evidence obtained from electronic surveillance. The proper utilization of the platform will not only assist in investigations, but it is essential in guaranteeing the safety of the investigators operating this equipment.

A. Surveillance Vehicle procedures

1. Only designated personnel are authorized to operate surveillance vehicles.
2. Investigators are advised that the vehicles require at least one hour to prepare it for operational needs prior to travelling to desired location.

STANDARD OPERATING PROCEDURES S.O.P. 14

(Continuation)

3. When practical, surveillance locations should be observed in advance of vehicle setup in order to locate and if necessary, secure a physical location where the vehicle can be parked or situated to attain its maximum potential in relation to evidence.
4. The vehicle operator will perform a complete safety check prior to moving the vehicle.
5. It is the responsibility of the operator to ensure the vehicle is in proper order (fueled up, iced, all components in working order) prior to its use.

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

B. Vehicle Deployment

1. For maximum effectiveness, officer safety, and operational security, the surveillance vehicle shall be operated by two (2) operators. 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, 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 or rear doors should only be used in emergencies or when in a completely controlled and secure environment.

STANDARD OPERATING PROCEDURES S.O.P. 14

(Continuation)

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 adhered to in order to ensure operational readiness for the next operation:
 - a. Refuel/top off vehicle
 - b. Check fluids and tires
 - c. Connect shore power and verify charging status
 - d. Clean interior compartment
 - e. Power down equipment and turn off main disconnect

6. If the platform needs to be jump started, the technical surveillance connections need to be disconnected prior to charging. The connector box is located in the engine compartment.

C. General Rules for Vehicle Platform

1. Under no circumstances will the vehicle be brought to a police station or any other government facility 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 member's responsibility to ensure that this confidentiality is adhered to, and the integrity of the vehicle's nature maintained.
3. Smoking inside the vehicle is absolutely prohibited.
4. Investigators will refrain from using any police identifiers while in the vehicle.
5. All tolls will be paid if the Sunpass transponder fails for any reason.
6. A minimum of one operator will be assigned to the vehicle's rear compartment during all operations.

City of Miami



ARTHUR NORIEGA, V
City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: CONFIDENTIAL INFORMANTS

PURPOSE: To inform personnel of the policy regarding use of confidential informants and confidential sources.

SCOPE: Quite often a successful investigation can only be concluded with the use of an informant. Obtaining usable informants and their information is an art that must be practiced by every investigator. The goal of cultivating quality informants and sources must be continually strived for by each investigator.

I. Definitions.

- A. Confidential Informant: A paid source of information.
- B. Confidential Source: An unpaid source of information whose identity needs to be protected.

II. General Procedures.

- A. Informants belong to the police department, not the individual investigator. At no time is an informant to be worked by one (1) person.

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Every transaction with an informant shall be witnessed by a second officer or supervisor. Informants are not to be considered as members of

B. the Police Department at any time and should not be privy to information on future actions of the Department, unless absolutely necessary. No promises of future impunity should be made or implied. All contacts with an informant should be documented. The informant or information source will sign a contract prior to working.

B. Basic Procedures.

1. The C.I. or C.S. will be debriefed in an interview to determine what information or evidence they can provide.
2. The C.I. or C.S. will be required to provide a sworn statement(s).
 - a. A sworn statement will be required before any action is taken on the C.I. or C.S. information.
 - b. A sworn statement will be taken at any time when necessary, during the course of the investigation.
 - c. Depending on circumstances, it may be necessary for the State Attorney's Office to take a sworn statement.
3. The C.I. or C.S. might be required to take a polygraph examination at the direction of the Internal Affairs Section Commander.
4. The informant and/or source will understand that they will work under the direct control and supervision of the lead investigator supervisor.
5. The informant and/or source will understand that they will fully cooperate and make regular contact with the lead investigator as required.
6. Payment to the C.I. shall be agreed upon by the C.I. and Section Commander, prior to action being taken on the information.
7. The informant and/or source will understand that all actions possible to protect his identity will be taken, but it may be necessary, if ordered by a court, to identify the informant/source and it may be necessary to require the informant/source to testify.

8. Prior to any action on an informant's information, a contract specifying the relevant factors will be executed and agreed upon (See S.O.P. 15, Annex 1).

III. Selection of Informants.

- A. If a potential informant is encountered or developed, an investigation will be made of the informant's past. Pertinent information such as photograph, fingerprint card, rap sheet and copies of all reports concerning the informant, will be secured. (Complete Confidential Informant Information Sheet.) (See S.O.P. 15, Annex 2)
- B. The investigator will submit this information with his request to utilize the informant to his/her Unit Commander.
- C. The investigator will review the informant file. If the prospective informant has a prior file, this file will also be submitted to the Commanding Officer.
- D. When approval is granted for use of an informant, all information on the informant will be placed in the informant's file.

IV. Informant's File.

- A. An informant file has been set up for the following purpose.
 1. To enable Unit Commanders to review and evaluate the expenditures made for use of informants.
 2. To minimize incidents which could be used to question the integrity of investigators
 3. As an accounting and justification for use of Internal Affairs funds for informants.
- B. The following procedures will be used in creating and maintaining informants' files.
 1. The lead investigator shall compile the following documents to be included in the C.I.'s or C.S.'s file.
 - a. Contract (S.O.P. 15, Annex 1).
 - b. C.I Information Sheet (S.O.P. 15, Annex 2).

- c. Photo and Fingerprint Waiver Form (S.O.P. 15, Annex 3).
 - d. Photo.
 - e. Fingerprint Card.
 - f. F.B.I. Rap Sheet.
 - g. N.C.I.C./F.C.I.C. check.
 - h. Fund Receipt (S.O.P. 15, Annex 4), after payments have been made.
 - i. Expenditures Control Form (S.O.P. 15, Annex 5).
2. The Informant's/Source's file shall be reviewed by the lead investigator's Unit Commander.
3. The C.I. or C.S. file will then be given to the Anti-Corruption Unit Commander. He/she shall then assign a code number to the C.I. or C.S., which shall be placed in their file. The file shall then be secured in a locked cabinet inside the Internal Affairs Section vault.
4. All information obtained after the file is initiated shall be included in the jacket.
 - a. Copies of investigation reports (301's).
 - b. Fund receipts (S.O.P. 15, Annex 4) when payments are made.
 - c. Arrest reports, supplementary reports arising out of information obtained from informant.
 - d. Arrests of informant after he/she becomes an informant.
 - e. Any changes of addresses of informant.
 - f. New photo (dated) if informant's appearance changes.
 - g. 301 report to file when informant becomes inactive, with date and circumstances.

V. Payment of informants.

- A. All payments of informants must be approved by the lead investigator's Unit Commander and the Section Commander.

- B. The lead investigator's Unit Commander can approve up to \$300.00 as payment to informants. The Section Commander can approve up to \$500.00 as payment to informants. Any other payment amount must have the approval of the Chief of Police.
- C. The Unit and Section Commanders may authorize the payment of monies to informants under the following circumstances.
 - 1. The information, service or document is not available through other investigative procedures.
 - 2. The securing of the information, service or document is necessary to bring the investigation under consideration to a successful conclusion.
 - 3. Other investigative procedures would be too lengthy or costly in relation to the objective of the matter under consideration.
 - 4. No funds will be approved without a complete informant file and in accordance with the procedures generated in this S.O.P.
- D. All payments to a C.I. shall be witnessed by a supervisor. The C.I. shall sign the Fund Receipt (see S.O.P. 15, Annex 4), witnessed by the supervisor.
- E. The Fund Receipt and all appropriate documents (301 reports, arrest reports, etc.) shall be forwarded to the appropriate Unit Commander.
- F. The Unit Commander shall compare the informant's signature with signed documents in the C.I. file.
- G. The lead investigator shall make the necessary notations on the Expenditure Control Form (see S.O.P. 15, Annex 5) in the C.I.'s file.
- H. The lead investigator shall complete the necessary A&I reports (Accounting for Investigation Funds, R.F. 101) and forward to the Commander.

VI. Utilization of informants in dangerous felony operations.

- A. Permission must be granted by the Unit and Section Commander prior to any operations.
- B. The State Attorney's Office should be consulted prior to implementation of operation, in order that legal issues can be discussed.

- C. Every effort shall be made to protect the informant and innocent bystanders.
- D. The informant must be advised and approve of his/her role in the operation.

VII. Purging C.I. files.

- A. It shall be the responsibility of the Unit commanders to periodically check the C.I./C.S. files and, after conferring with the lead investigator, purge those files no longer active. All inactive files shall be maintained secured in locked cabinet inside the Section's vault.

City of Miami



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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

- S.O.P. 16
- SUBJECT: PROTRACTED/COMPLEX INVESTIGATIVE FUNDS
- PURPOSE: To establish guidelines for tracking, monitoring, and monthly auditing of Protracted/Complex Investigative Account
- SCOPE: Protracted/Complex Investigative Funds are monetary resources that are administered internally by the Department to be utilized for purposes related to an ongoing investigation. Protracted/Complex Investigative Funds are approved by the Commander of the Internal Affairs Section and the Chief of Police.
- I. Responsibility.
- A. It shall be the responsibility of the Section Commander or his/her designee to maintain the Section's Protracted/Complex Investigative Funds.

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STANDARD OPERATING PROCEDURES S.O.P. 16

Continued

B. The custodian is responsible for maintaining the records, files, justify expenses, review all documentation and prepare the monthly overtime expenditure reports.

II. Criteria for the use of Protracted/Complex Investigative Funds.

No monies shall be utilized from the Protracted/Complex Investigative Funds without the approval of the Section Commander or his/her designee.

A. The Protracted/Complex Investigation Funds is generally intended for the use in the following instances.

1. Payment of overtime to employees involved in a confidential investigation, (approved by the Chief of Police or his/her designee).
2. Purchase of special investigative equipment and other investigation related expenses where the identity of the Department must be concealed.
3. Purchase of items from legitimate businesses to be used in storefront/fencing operations where the identity of the Department must be concealed.
4. Payment for relocation of a witness/source, temporary living expenses, travel, and other expenses incurred by a witness/source, and which are necessitated by real or potential threats made or anticipated towards a witness/source.
5. "Flash money" to be used in affecting arrests and where no actual expenditure is anticipated.
6. Payment of expenses incurred by a confidential source pertaining to a criminal investigation.
7. Purchase of illegal narcotics, stolen property, and other contraband/evidence pertaining to a criminal investigation.

III. Procedures for Disbursement.

A. Any member wishing to utilize the Protracted/Complex Funds expense account must contact the Section Commander or his/her designee.

STANDARD OPERATING PROCEDURES S.O.P. 16

Continued

- B. Approved Protracted/Complex Investigative Funds expenses are paid directly from an approved non-interest-bearing Credit Union account.
- C. The Section Commander or his/her designee shall maintain a journal for all approved expenses from the Credit Union Account. Each journal entry shall detail transaction date, amount disbursed, reason disbursed, and to whom disbursed.
- D. All expenditures from the Credit Union expense account are required to have an Accounting for Investigative Funds (A&I) along with a Red-line memorandum approved by the Internal Affairs Section Commander (See S.O.P. 16, Annex 1 & S.O.P. 16, Annex 2).
- E. The purpose of the A&I is to affirm that specific resources were employed during an official investigation. The A&I will contain the names of the investigators, receipt numbers, dates, supporting documents, and amounts expended. The A&I will serve as the primary accounting instrument for the fund.

IV. Audit of Fund.

- A. All approved reimbursement packages are required to be maintained by the Section Commander or his/her designee. At the end of the investigation a closeout audit will be conducted by the Budget Unit, Section Commander.

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: IMPREST FUND

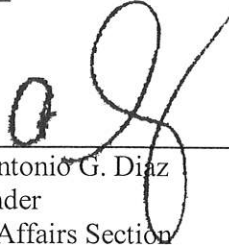
PURPOSE: To inform personnel of the policy and procedures regarding the use of the Internal Affairs Section Imprest Fund.

SCOPE: The Internal Affairs Section Commander will be responsible for maintaining and disbursement of the Section's Imprest Fund.

I. Responsibility.

- A. It shall be the responsibility of the Section Commander or his/her designee to maintain the Section's Imprest Fund.
- B. The funds shall be secured in a non-interest-bearing account at the United Police Federal Credit Union.
- C. The Section Commander or designee shall maintain an accounting of all funds expended and the balance on hand. (See S.O.P. 17, Annex 1)

II. Criteria for use of Imprest Fund.


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

- A. No funds shall be utilized from the Imprest Fund without the approval of the Section Commander or his/her designee.

- B. The Imprest Fund is generally intended for use in the following instances.
 - 1. Payment to a confidential source for service or information. (A confidential source is an individual who can provide intelligence or investigative information pertaining to criminal activity which is not readily obtainable from other sources.)
 - 2. Payment of expenses incurred by a confidential source pertaining to a criminal investigation.
 - 3. Purchase of illegal narcotics, stolen property, and other contraband/evidence pertaining to a criminal investigation.
 - 4. Purchase of special investigative equipment and other investigation related expenses where the identity of the Department must be concealed.
 - 5. Purchase of items from legitimate businesses to be used in storefront/fencing operations where the identity of the Department must be concealed.
 - 6. Payment for relocation of a witness/source, temporary living expenses, travel, and other expenses incurred by a witness/source, and which are necessitated by real or potential threats made or anticipated towards a witness/source.
 - 7. "Flash money" to be used in affecting arrests and where no actual expenditure is anticipated.
 - 8. Purchase of gasoline for Miami Police confiscated vehicles and rental vehicles during investigations.
 - 9. Payment for repairs to Miami Police confiscated vehicles.

III. Procedures for Disbursement.

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

- A. Any member wishing to utilize the Section's Imprest Fund must contact the Section Commander or his/her designee for approval.
- B. If request for funds meets established criteria, the Section Commander or his/her designee shall provide the member with the requested amount. The Section Commander or designee shall complete City of Miami official receipt (FN/TM 402 Rev. 03/03) (S.O.P. 17, Annex 2) with the member signing for the funds received.
- C. The member, upon disbursement of requested funds, shall complete the appropriate documentation (Expense and Investigation Report, R.F. #85; (See S.O.P. 17, Annex 3) and Accounting for Investigative Funds, R.F. #101 (See S.O.P. 17, Annex 4.) The above reports must be accompanied by paid receipts documenting the expenditure. This documentation shall be forwarded through channels to the Section Commander for approval.

IV. Reimbursement to Imprest Fund.

- A. The Section Commander, or designee, shall prepare monthly, or when deemed appropriate, a Red-line Memorandum (S.O.P. 17, Annex 5) to the Commander of the Business Management Section requesting reimbursement to the Imprest Fund listing all expenditures. The memorandum shall include the investigator's name who expended the funds, the date of expenditure and the amount. The memorandum shall have attached to it all appropriate R.F. #101 reports and receipts.
- B. The Section Commander or designee upon receiving a reimbursement check from the Business Management Section shall cash said check and place the funds in the Miami Police Federal Credit Union's checking account.

V. Audit of Fund.

- A. The Section Commander, along with the Anti-Corruption Unit Commander, shall conduct quarterly audits of the Section's Fund.
- B. The audit will be documented on a red-line memorandum to be kept in the file. (See S.O.P. 17, Annex 6)

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

- C. An annual audit shall be conducted by the Business Management Section.

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P.: 18

SUBJECT: OPERATIONAL EQUIPMENT AND OPERATIONAL SUPPLIES

PURPOSE: To establish procedures and controls for the utilization of Internal Affairs equipment and operational supplies.

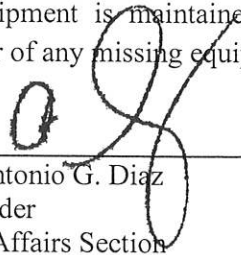
SCOPE: This Standard Operating Procedure will govern the procedures for security, control and utilization of Internal Affairs equipment and operational supplies.

The Anti-Corruption Unit Commander will be responsible for ensuring that an accurate inventory is maintained. The Anti-Corruption Unit Commander shall assign a supervisor/investigator to be responsible for the control and care of the Section's equipment and operating supplies.

I. Operational Equipment:

This equipment shall include any and all items which are not specifically assigned to Section personnel, i.e.; covert equipment, vehicles, loaner police radios, cameras, camcorders, surveillance equipment, etc.

- A. The assigned supervisor/investigator shall ensure that an accurate inventory of all such equipment is maintained. The supervisor shall advise the Unit Commander of any missing equipment.


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(Continuation)

- B. The assigned supervisor/investigator shall ensure that a log is maintained to record what piece of equipment has been checked out, by whom, date and time checked out, and returned.
- C. Loaner/spare police radios will be checked out to Section personnel only. The assigned supervisor/investigator shall ensure that a log is maintained to record which radio has been checked out by whom, the date checked out, and returned.
 - 1. Loaner/spare police radios which are needed for outside agencies during joint operations will require approval of the Unit Commander.

II. Use of Equipment

- A. Care must be taken when handling all equipment.
- B. Equipment that has written instructions supplied with it cover operating and maintenance procedures will be given to the person checking out the equipment.
- C. All equipment will be returned immediately upon completion of its use. It is prohibited to leave any equipment lying on desks, cabinets, or in officers' mailboxes, unattended and unused. All equipment will be returned promptly.

III. Utilization of Equipment by other than Internal Affairs personnel.

- A. Members of other Departmental Units may not utilize Internal Affairs equipment unless expressly authorized by the Internal Affairs Section Commander.
- B. Other Law Enforcement Agencies will not be loaned equipment unless:
 - 1. A written request is made by a ranking member of that agency, accepting responsibility for repair or replacement if lost or damaged.
 - 2. The person utilizing the equipment is qualified in its operation.
 - 3. The Internal Affairs Section Commander grants the approval.

IV. Operational Supplies:

This equipment shall include but not be limited to: DVD's, CD's, Batteries, Camcorder tapes, and any other related items pertaining to the daily operation of the Internal Affairs Section.

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

- A. The assigned supervisor/investigator shall ensure that these supplies are monitored, and that the sufficient quantity is maintained to meet the Section's needs.
- B. Supplies will only be dispersed to Section personnel.

V. Checkout Procedure

All Internal Affairs Section's equipment and operational supplies must be obtained through the assigned supervisor/investigator who will ensure that an accurate inventory is maintained. A service/equipment request form is to be filled out by the requesting person and submitted whenever equipment is taken out and/or returned.

VI. Inventory

A complete inventory will be conducted on an annual basis with the results submitted in writing to the Section Commander. The assigned supervisor/investigator may designate a subordinate to conduct the annual inventory and to report the results in writing to the Section Commander. The assigned supervisor/investigator will be responsible for development and enforcement of equipment policy.

VII. Unlawful Use Prohibited

Internal Affairs Section equipment must never be used for other than legal law enforcement purposes.

City of Miami



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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 19

SUBJECT: SECTION ALARM SYSTEM.

PURPOSE: To provide security and confidentiality of all Internal Affairs records and to provide an overview of the procedures, in the operations of the alarm system of the Internal Affairs Section.

SCOPE: To identify responsibilities of the Internal Affairs Section personnel in the operation of the Alarm System.

- I. Alarm System operational hours.
 - A. During normal non-working hours (1700-0600), the Internal Affairs Section is protected by an alarm system.
 - B. On Saturdays, Sundays, and holidays, where the office will remain unoccupied, the Alarm System will be armed.
- II. Responsibilities for Arming and Disarming the Alarm System.
 - A. Disarming the Alarm System's main entrance.
 1. The first Internal Affairs personnel (sworn/non-sworn) entering the office has the responsibility of disarming the alarm by using their assigned access number.

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- B. Arming the Alarm System's main entrance.
 - 1. It will be the responsibility of the last Internal Affairs personnel (sworn/non-sworn) leaving the office to ensure that the Alarm System has been armed prior to his/her leaving for the day.
- III. Responsibility of Section Personnel when alarm system has been found disarmed.
 - A. Search of the complex.
 - 1. When any personnel discovers the alarm system disarmed, he/she will immediately conduct a search of the office for any unauthorized personnel.
 - B. Notification.
 - 1. Once a search of the premises has been accomplished, one of the Section Commanding Officers will be notified immediately. This notification will be followed up by an email to the Section Commanding Officer detailing the circumstances, time and date, etc.
- IV. Activation of Alarm System.
 - A. It shall be the responsibility of the Commanding Officer or On-Call Investigator who is notified that the alarm system has been activated to respond to the Internal Affairs Section to investigate the activation.
 - B. Upon completing the investigation, the Commanding Officer or On-Call Investigator shall arm the section alarm system prior to leaving the office.
 - C. The Commanding Officer shall forward an email to the Section Commanding Officer detailing the circumstance.
- V. Personal Code Confidentiality.
 - A. Each member is responsible for ensuring complete confidentiality of his/her alarm code.
 - B. Should a member suspect that his/her code has been compromised, he/she will immediately notify his/her Commanding Officer, report the circumstances, and request a new code.

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 20

SUBJECT: GUIDELINES FOR STATE APPROVED DESTRUCTION OF INTERNAL AFFAIRS RECORDS.

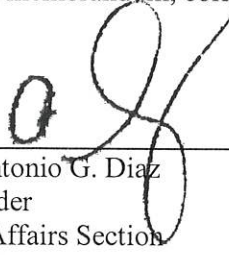
PURPOSE: To provide general criteria for the destruction of Internal Affairs records upon obtaining approval from the State of Florida Archives.

SCOPE: The Internal Affairs Section will annually review their records in order to purge and destroy those files that meet the stipulated criteria. The destruction of records will take place upon approval and receipt of a Records Disposition Request Form from the Florida Department of State Bureau of Archives, State of Florida Records Retention Schedule and Records Management.

I. Criteria for destruction.

A. All Internal Affairs records are to be destroyed after a period of five years beyond either the employee's termination date, retirement date, or State Law.

- 1). Internal Investigation Records: Final Action Summary - This record series consists of the final results of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances. The completed investigation file is scheduled separately based on the nature of the outcome (sustained, not sustained, unfounded or exonerated charges). The statement of final action may take many forms, including, a memorandum, correspondence, logs, or reports.


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

RETENTION:

- a) Record copy. Retain as long as the Personnel File.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

- 2). Internal Investigation Records; Not Sustained/Unfounded - This record series consists of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances and the charges were found to be not sustained or unfounded.

RETENTION:

- a) Record copy. 1 year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

- 3). Internal Investigation Records: Sustained Formal - This record series consists of cases investigated that allege employee misconduct and/or violated department regulations and orders, state and federal statutes and municipal ordinances and the charges were sustained and formal discipline given. It includes statements by officer, person filing complaint and witnesses, if any. "Formal discipline" shall be defined as including demotions, removals, suspensions or similar action.

RETENTION:

- a) Record copy. 5 years after retirement, termination, or State Law.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

- 4). Internal Investigation Records: Sustained Informal - This records series consist of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances and the charges were sustained, and informal discipline given. It includes statements by officer, person filing complaint, and witnesses, if any. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda or similar action.

RETENTION:

- a) Record copy. 3 years after final disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

- B. This criteria is applicable to investigations regardless of their findings, Response to Resistance, Discharge of Firearms, and K-9 Bite Reports.
- C. The Administrative Unit at the beginning of each calendar year will conduct the review and purging of records.

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

- D. Reprimands, once received from D.D.R.B., will be entered into the computer system and normal distribution will be performed. The Internal Affairs Section will not retain any copies of reprimands unless it is related to an Internal Affairs investigation.
- E. Purging and destruction of Internal Affairs records are subject to a contractual agreement between the City of Miami and F.O.P. Lodge #20, Article 8.3.
- F. Records Disposition Request Form from Florida Department of State Bureau of Archives and Records Management (refer to S.O.P. 20, Annex 1).

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INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 21

SUBJECT: INTERNAL AFFAIRS MONTHLY AND ANNUAL REPORTS

PURPOSE: To specify the regular reports published by the Internal Affairs Section and to establish procedures for preparing the reports.

SCOPE: To provide guidelines in the preparation of the numerous statistical reports published by the Internal Affairs Section.

I. Monthly Statistics

- A. Prepared by the Intelligence Analyst by the 5th of the following month and forwarded to the Chief of Police through channels.
- B. Cumulative month by month, with the December report serving as the annual report depicting statistics on the following:
 - 1. Internal Affairs Cases: Disposition, Allegations, Classification of complaints and RTRs.
 - 2. Discharge of Firearms Reports/Relieved of Duty
- C. The statistics will be prepared utilizing the various IAPro reports.

II. Quarterly On-Call Investigators Listing

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- A. Prepared by an Administrative Sergeant semi-annually and forwarded to the Section Commander.
- B. The listing will be prepared on an inter-office memorandum to include the dates assigned, name, car radio numbers, cellular and home phone number of the on-call investigator.
- C. The listing will be distributed to Communication Section.

III. Semiannual Emergency Mobilization List

- A. Prepared by January 1 and July 1 of current year and forwarded to the Chief of Police. As needed, the list is also periodically prepared.
- B. The listing will be prepared on an inter-office memorandum to include the names of all Internal Affairs personnel, radio call numbers, cellular, home phone numbers and home addresses.

IV. Incident Tracking System (ITS)

- A. Prepared quarterly (every three months report) by the Intelligence Analyst and forwarded to the Chief of Police, with copies to each Division Chief.

V. Discharge of Firearms Report

- A. Prepared monthly on the 5th of each month.
- B. The report will reflect all discharges for the previous month. This report is to be forwarded to the Field Operations Division, through channels, to include:
 - 1. Name of person discharging a firearm.
 - 2. Response to Resistant log number.
 - 3. Internal Affairs case number.
 - 4. Investigator assigned.

VI. Clothing Allowance Forms

- A. Prepared for new personnel

XIV. Annual Evaluations

STANDARD OPERATING PROCEDURES: S.O.P. 21
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- A. Evaluations will be prepared on an annual basis upon receipt of the appropriate report from the Personnel Unit.
- B. Evaluations are the responsibility of all employees in a supervisory capacity.

XV. Documented Annual Review of Agency Practices Including Citizen Concerns

- A. Concerning bias-based profiling complaints, the Lieutenant of the Internal Affairs Section shall conduct an annual administrative review of department practices, including citizen concerns. The review, comprised of complaints from the previous year, shall be completed as expeditiously as possible. The Lieutenant shall prepare the report and its findings on an inter-office memorandum and submit the report to the Major of the Internal Affairs Section. The report shall then be forwarded to the Chief of Police.
- B. The purpose of the report is to provide the department with a review of bias based profiling complaints. This review may reveal patterns or trends that indicate training needs and/or policy modifications. This report will also address citizen concerns which will assure the public that we are providing police service in a safe, legal and professional manner.
- C. The review shall include corrective measures taken, if any (e.g. progressive discipline, remedial training, etc.)

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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 22

SUBJECT: COMPUTERIZED SUBPOENA RETRIEVAL SYSTEM (E-Notify).

PURPOSE: To provide procedures by which subpoenas are retrieved by Internal Affairs personnel from the computer.

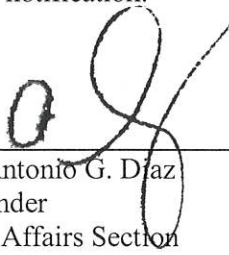
SCOPE: These procedures will serve as a guide to properly use the computerized Subpoena Retrieval System.

I. Responsibility.

- A. All Internal Affairs personnel will assume their own court retrieval responsibility through the E-Notify system.
- B. This function will be carried out during every tour of duty.
- C. Internal Affairs Supervisors are responsible to ensure their subordinates are acknowledging their court notifications through the E-Notify System.

II. Procedures for the Retrieval of Subpoenas.

- A. All Internal Affairs personnel will retrieve their court subpoenas through the E-Notify system.
- B. Supervisors will only acknowledge for a subordinate, when the subordinate has an acceptable explanation to the supervisor, that they are unable to retrieve their notification.


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- C. E-Notify system escalations that are sent to supervisors will be acknowledged by the employee or supervisor before the notification is escalated to the next level.
- D. Supervisors that acknowledge escalations, will document a reason (I, V, EO, IF, etc.) that the subordinate was not able to retrieve their notification.

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STANDARD OPERATING PROCEDURES

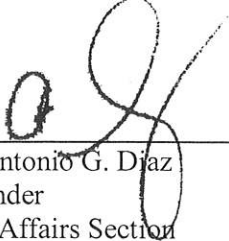
S.O.P. 23

SUBJECT: CIVIL SERVICE SUBPOENAS/HEARING NOTICES.

PURPOSE: To provide service of subpoenas for the Civil Service Board and hearing notices for the Law Department.

SCOPE: The Internal Affairs Administrative Sergeant is charged with the responsibility of service of all subpoenas issued by the Civil Service Board and all Civil Service Hearing notices issued by the Law Department. In their absence, the Internal Affairs Section Commander will designate another sworn member to complete this task.

- I. Subpoenas received by the Administrative Unit from the Civil Service Board are to be served in a timely manner by a sworn member of the Section. The following guidelines are to be used.
 - A. The subpoena will be served directly to the person summoned to appear, unless he/she is an employee of the City of Miami. In that case, the employee's supervisor/commander is authorized to acknowledge receipt for the employee.
 - B. The person accepting service will enter the date received and served, as indicated on the subpoena and sign his/her name.
 - C. The server will witness delivery of said subpoena by signing for the Chief of Police, as his/her designee.


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- D. When a subpoena is accompanied by a witness fee (check), the server is to write the check number and the amount on the bottom portion of the subpoena, prior to delivery. A photocopy of the check will be made and attached to the D.D.R.B. Detail's copy of the subpoena after service.
 - E. When a civilian witness is subpoenaed on behalf of the City of Miami, it is the responsibility of the server to obtain the required witness fee. When a subpoena is received for a civilian witness for the City, a formal memorandum will be directed to the Commander of the Business Management Section requesting a check be drawn in the amount of \$6.00, payable to the person summoned. This request is to be accompanied by a copy of the subpoena. When the witness fee is received, the subpoena is then served.
 - F. When service of the subpoena is complete, the copies attached will be distributed in the following manner.
 - 1. White - Witness
 - 2. Green and Yellow - Civil Service Board.
 - 3. Pink - Unit File
 - G. Any problems experienced during the notification of or with attendance by subpoenaed individuals are to be immediately communicated to the City Attorney.
- II. Hearing notices received by the Administrative Unit from the Law Department will be either delivered directly or faxed to the member's Commanding Officer during his/her absence. Recipients of Hearing Notices will sign and date the notice to document acknowledgment of receipt and thereafter promptly return same to the Internal Affairs Section.
- A. Any problems experienced during the notification process or with attendance by individuals notified, are to be immediately communicated to the City Attorney and documented in the respective case file.

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City Manager

INTERNAL AFFAIRS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 24

SUBJECT: Emergency Mobilization

PURPOSE: To provide procedures to cover the duties and responsibilities of Internal Affairs Section personnel in the event of a mobilization situation.

SCOPE: The Internal Affairs Section Commander or his designee shall be notified whenever any of the five (5) Operational Phases of the Departmental Emergency Mobilization Plan are implemented (refer to Departmental Order 10, Chapter 4).

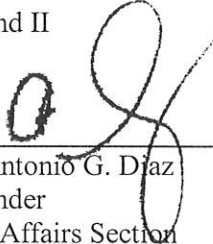
I. Mission

It shall be the mission of the Internal Affairs Section to safeguard the integrity of the City of Miami, the integrity of the Miami Police Department and the rights of all citizens within our jurisdiction during any phase of the Emergency Mobilization.

- A. The Internal Affairs Section shall receive any complaints filed, shall interview complainants and witnesses, when necessary.
- B. Internal Affairs Section investigators shall respond to any scenes or major situations, when requested.

II. Actions During Operational Phases

- A. Operational Phases I and II


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Upon notification, the Internal Affairs Section Commander or his designee shall have all Section personnel notified to be on standby alert in the event that Operational Phase III or higher is implemented.

B. Operational Phases III, IV, or V

1. The Internal Affairs Commander or his designated representative shall report to the Chief of Police.
2. The on-call investigator shall report to the Field Command Post.
3. The Commander or his designee shall cause the notification of all Section personnel to respond to duty.
4. All Section personnel shall be assigned to Alpha/Bravo shifts commanded by Internal Affairs Unit Commanders.
5. The Alpha/Bravo shift Commanders shall maintain a detailed log of all activities performed. At the conclusion of the Emergency Mobilization, a detailed After-Action report shall be completed.