

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

GANG INTELLIGENCE UNIT

City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
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MASTER INDEX

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City of Miami



ARTHUR NORIEGA, V
City Manager



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GANG INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter
Inspection:

LT. J. Wigg 7740
Unit Commander

1/16/2019
Date

Second Quarter
Inspection:

LT. J. Wigg 7740
Unit Commander

4/3/2019
Date

Third Quarter
Inspection:

LT. J. Wigg 7740
Unit Commander

7/9/2019
Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Unit Commander

Date

City of Miami



ARTHUR NORIEGA, V
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GANG INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL OF THE GANG INTELLIGENCE UNIT

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

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

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

Lt. G. Wing 7740
Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020
Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

MISSION:

The Gang Intelligence Unit is a part of the Special Investigations Section. Personnel assigned to the Unit concentrate on apprehending, identifying and investigating individuals or groups of individuals known to be gang members or associates, and conduct operations in those areas where these individuals or groups of individuals conduct their illegal activities.

GOALS:

To deter violent crimes and to increase the clearance of cases. The establishment of a coordinated enforcement effort between the Criminal Investigations Division, the Problem Solving Teams, Patrol Officers, and the Violent Crime Divisions of the State and Federal Courts.

OBJECTIVE:

To identify and document known Gang members and associates to enhance investigative efforts.

Lt. G. Wing 7740
Lt. Garrett Wing
Unit Commander
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07/07/2020
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City of Miami



ARTHUR NORIEGA, V
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GANG INTELLIGENCE UNIT
STANDARD OPERATING PROCEDURES
DUTIES AND RESPONSIBILITIES OF MEMBERS

1. DUTIES OF UNIT LIEUTENANT

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

Lt. G. Wing 7740
Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020
Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- I. Identify goals and objectives for the Unit.
- J. Coordinate and direct activities of personnel.
- K. Ensure that written correspondence is within departmental guidelines and complies with policy,
- L. Ensure that all daily, weekly, and monthly reports are properly prepared and forwarded in a timely manner.
- M. Identify, coordinate, and schedule training needs of Unit Personnel.
- N. Identify organizational deficiencies within the Unit and take corrective actions as needed by meeting with the affected supervisor/employee(s) to document the incident. A plan of action will be immediately placed to include but not limited to training and/or discipline.
- O. Review incoming material for appropriate action and/or assignment.
- P. Review outgoing material for content and quality.
- Q. Delineate areas of responsibility and allocate resources accordingly.
- R. Be available to respond to incidents of a serious nature on a 24-hour 7 day a week basis (police involved shootings, gang related homicides, etc.)
- S. Prepare studies and special reports
- T. Review response to resistance incidents.
- U. Oversee the case assignments and function performed by the Unit Sergeants.
- V. Brief Section Commander about any major incidents.
- W. Respond to shooting scenes involving Unit Personnel.
- X. Investigate City vehicle accidents involving supervisors.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

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

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

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

II. DUTIES OF THE GANG INTELLIGENCE UNIT SUPERVISOR

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

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

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

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

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

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

III. DUTIES OF THE GANG INTELLIGENCE UNIT DETECTIVE

Gang Intelligence Unit Detective's duties and responsibilities will include, but are not limited to, the following:

- A. Techniques will be developed to combat:
 1. Gangs, gang members and associates.
- B. Affect the arrest of criminals.
- C. Conduct surveillance of known gang areas and target any criminal activities they are involved in.
- D. Prepare all reports fully to include the following:
 1. Arrest Form
 2. Offense Report
 3. Investigative Report (301's)
 4. Property Receipt
 5. Crime Lab Report
 6. Photographs of suspects or evidence
 7. Consent to search and Miranda Right Forms
 8. Statements
 9. Arrest Warrants
 10. Search Warrants

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

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

City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

UNIT POLICIES

I. UNIT COMMANDER

- A. Days off and work hours will be determined by the Gang Intelligence Unit Lieutenant or at the discretion of the Section Commander.
- B. Gang Intelligence Unit Operations are scheduled, in part, based on the analysis of the information received from the Criminal Investigations Division, Crime Analysis, and District Commanders. This information will assist in determining the location and duty hours of the Gang Intelligence Unit operations. Squads will work the assigned area(s). Sergeants have the discretion to move from the assigned area(s) should newly obtained intelligence dictate the move to be in the best interest of the squad and/or Unit. Squad location reassignment will always be documented in the daily 301 reports.
- C. Days off and duty hours can and will be adjusted as needs arise.

LT. G. Wing 7740

Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020

Effective Date



UNIT POLICIES
(Continuation)

- D. A Supervisor or Commanding Officer must approve all requests for time off.
- E. Vacation schedules will comply with Departmental Orders.

II. OVERTIME

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

III. DRESS CODE –ON DUTY

- A. Properly dressed in the issued black polo shirt with embroidered badge in front. The Uniform pants will be blue jeans to allow personnel to switch to plain clothes mid-shift if necessary. Tactical Vest Carriers with the words Miami Police/Police clearly visible in both the front and back of the carriers. Visible Miami Police Badge (On chain around neck or on gun belt), all necessary equipment on gun belt or readily available on vest carriers. **Any detective whose firearm is exposed must have a badge prominently displayed on his/her person (e.g. clipped to the detective's belt, worn on a neck chain badge holder, etc.) so that he/she is easily identifiable as a law enforcement officer.**
- B. With prior approval from the Gang Intelligence Unit Commander or Section Commander, Gang Intelligence Unit officers may come dressed in "plainclothes" while conducting surveillances and/or operations that require them to conduct covert operations.

UNIT POLICIES

(Continuation)

Sergeants and detectives assigned to the Narcotics Unit will not walk through any public places within the Department in any manner that would identify him or her as a police officer. All proper identification must be carried on the detective in a hidden manner from the naked eye of any other person. However it must be ready to be produced upon request from a police officer when confronted.

When plainclothes detectives wear their weapon in plain view, they will also display their police badge in a manner that is clearly visible.

IV. COURT ATTIRE

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

V. PAYROLL

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

City of Miami



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GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

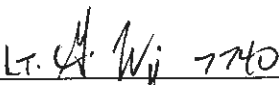
S.O.P. 1

SUBJECT: DAILY ATTENDANCE SHEETS

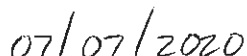
PURPOSE: To provide procedures for the preparation, distribution, and filing of the daily attendance roster.

SCOPE: To set forth procedure for attendance of personnel.

- I. Telestaff; the Daily Attendance Roster shall reflect the daily status of all personnel. It will serve as a record of assignment.
- II. The Squad Sergeant will update Telestaff; the Daily Attendance Roster. Entries will be posted under categories as specified in the Departmental Order.
- III. Telestaff will be utilized to check attendance and assignments for the day (i.e. training, time off).
- IV. Any changes to Telestaff; the Daily Attendance Roster, to indicate time off, sick time, partial usage of time etc. must be immediately reported via e-mail to the Administrative Assistant and/or Squad Sergeant, and the Unit Commander.



Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit


Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: **ROLL CALL PROCEDURES**

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

SCOPE: To provide guidelines to ensure that all members assigned to the Gang Intelligence Unit comply with the following provisions.

- I. Reporting time: 1400-2400 hours. This is subject to change due to crime trends, special operations, or as needed by the Department.
 - A. Roll Calls will be held at the Miami Police Department's Central Station Gang Intelligence Unit Office or other location as determined by Unit Sergeant or Unit Commander.

- II. Roll call should accomplish at a minimum, the following basic tasks/objectives:
 - A. Review and discuss pertinent information on the Official Bulletin.

 - B. Provide any information obtained from the Criminal Investigations Division, outside agencies, district Commanders, and provide daily assignment.

Lt. G. Wing 7740

Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

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

City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

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

I. **PROCEDURES:**

When communicating on the Gang Intelligence Unit designated frequencies the following guidelines will be followed;

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

Lt. G. Wing 7740
Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

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

II. CELLULAR TELEPHONE USAGE PROCEDURES:

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

City of Miami



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GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: ACTIVITY REPORTS

PURPOSE: To explain the preparation of the Monthly Report and various reports used by the Gang Intelligence Unit.

SCOPE: The Monthly Report shall reflect the performance comparison to those of the previous year and month. The Monthly Reports will be used towards the Annual Report for the Gang Intelligence Unit.

I. MONTHLY REPORT

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

Lt. A. Wing 7740

Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit

07/07/2020

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STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

II. MONTHLY ARREST TRACKING FORM

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

III. CHAIN OF COMMAND NOTIFICATION

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

STANDARD OPERATING PORCEDURES: S.O.P. 4

(Continuation)

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

IV. ANNUAL ACCOMPLISHMENTS

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

City of Miami



ARTHUR NORIEGA, V
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GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: TRAINING

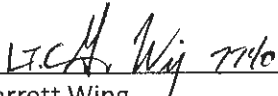
PURPOSE: To outline the requirements for officers assigned to the unit.

SCOPE: In an effort to acquaint officers with their duties they will familiarize themselves with the tactical operations handled by the unit.

I. TRAINING

A. Officers assigned to the Gang Intelligence Unit are required to attend an undercover tactical operations course in order to work Gang Intelligence Unit operations. The Unit Commanding Officer may also approve equivalent training courses. The following is a breakdown of topics covered during the class:

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



Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

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

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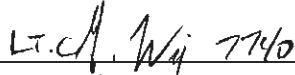
ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

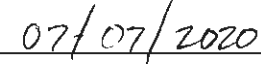
- S.O.P.** 6
- SUBJECT:** **WEAPON USE AND CARE**
- PURPOSE:** To establish guidelines for the practical use, care, maintenance, and training of the approved weapons.
- SCOPE:** Only those members who obtain a qualifying score from a certified instructor will be authorized to carry their approved firearm(s).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

I. **QUALIFICATION**

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



Lt. Garrett Wing
Unit Commander
Gang Intelligence Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

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

II. TRAINING

- A. Additional training can be conducted semi-annually, and/or as needed. This is for permanently assigned Gang Intelligence Unit personnel only and will ensure that all are familiar with the handling and functioning of the rifle in the event of an emergency.

III. INSPECTION

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

IV. STORAGE

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

STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

V. DEPLOYMENT

- A. Any deployment of .223 rifles must be in accordance with existing Departmental Order Carbine Deployment:
 - 1. Rapid Response to an active shooter.
 - 2. Perimeter where an armed subject is sought.
 - 3. In progress felony call involving a firearm.
 - 4. To affect the rescue of wounded personnel.
 - 5. Initial containment of a sniper until the deployment of S.W.A.T.
 - 6. Felony vehicle stops/containments.
 - 7. High Risk Critical Incidents.

VI. NON-DEPLOYMENT

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

VII. MAINTENANCE

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

City of Miami



ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: **PROCEDURES FOR CONDUCTING PRE-PLANNED STAKEOUTS**

PURPOSE: To describe the necessary requirements for conducting a stake out with Unit personnel.

SCOPE: This S.O.P. will outline the proper steps to take when information is obtained by the Gang Intelligence Unit Officer that is indicative of a violation of law, which may necessitate a long term surveillance or "stakeout."

I. **PROCEDURES**

- A. The officer will notify his/her Gang Intelligence Unit Sergeant of the need to conduct a stake out. The GIU Sergeant will contact the Unit Lieutenant and determine equipment and operational needs.

- B. The officer will obtain all possible information concerning the anticipated incident, including but not limited to: type of crime, location, typography, time, method, number of offenders (names if known), dress, vehicles, weapons, routes of ingress and egress, etc.

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

- D. The use of informant information is frequently utilized in “stakeout” situations. It is therefore, incumbent upon the approval of the Unit Lieutenant to consider these situations with a most critical analysis.
 1. Reliability, motivation, involvement, and entrapment are but a few of the necessary considerations.
 2. Informant management shall be the responsibility of the lead investigative unit. Officers will receive training regarding the Rachel Hoffman Law.

A confidential informant can either be a volunteer or a paid informant. Investigators will adhere to Departmental Orders when dealing with confidential informant(s).

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

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

II. “STAKEOUT” OR SURVEILLANCE REQUEST BY OTHER UNITS

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

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GANG INTELLIGENCE UNIT

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S.O.P. 8

SUBJECT: **VEHICLE PURSUIT**

PURPOSE: To establish procedures regarding vehicle pursuits.

SCOPE: This purpose of this S.O.P. is to establish guidelines regarding vehicle pursuits.

I. **PURSUIITS**

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

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II. PURSUIT REPORTS

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

Vehicular Pursuit Review.

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

III. VEHICLE CONTAINMENT

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

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- B. This containment stop is covered during the "Tactical Operations" course or the "High Risk Enhancement RID Basic Training" Course.

IV. TARGET VEHICLE

- A. The Target vehicle shall meet the **pursuit criteria** as outlined in the Departmental Orders.
- B. Officers in authorized vehicles may engage in pursuits when they have reasonable belief that the fleeing suspect has committed or attempted to commit a felony which involves the use or threat of physical force or violence to a person. For example, armed robbery, carjacking(s), aggravated battery, kidnapping, murder, manslaughter, sexual battery, strong arm robbery, armed burglary, home invasion, unlawful throwing, placing or discharging of a destructive device or bomb, or any felony in which the offender is armed with a firearm or arms himself with a firearm during the commission of a felony.
- C. The Target vehicle must be **stationary**.
- D. A minimum of three vehicles will be used in all containment tactics.
- E. Police vehicles **may intentionally strike the Target vehicle**.

V. CONCERNS

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

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City Manager

GANG INTELLIGENCE UNIT

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S.O.P. 9

SUBJECT: GANG INTELLIGENCE UNIT OPERATIONS

PURPOSE: To describe the necessary requirements for conducting Gang Intelligence Unit Operations.

SCOPE: This S.O.P. will outline the proper steps to be taken when conducting a Gang Intelligence Unit Operation.

I. ASSIGNMENTS

- A. The Gang Intelligence Unit is staffed by one Lieutenant, two Sergeants and twelve (12) Detectives. Squads are comprised of six detectives and one sergeant. Operational necessity dictates that GIU squads will be staffed with a minimum of four regularly assigned officers at all times. Squads will always be assigned a sergeant when conducting operations. Sergeants are to coordinate and direct squad members.
- B. The Gang Intelligence Unit will provide coverage seven days a week primarily during the hours of 1300-2300. The hours are subject to change based on current crime trends and/or departmental needs.

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

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II. SCENE PRESERVATION

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

III. COLLECTION OF PHYSICAL EVIDENCE

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

IV. ASSISTANCE TO OUTSIDE AGENCIES

- A. Assistance to outside agencies shall be within the guidelines of existing Mutual AID Agreements.

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- B. Squad Sergeants are to keep the Unit Lieutenant abreast of any request for assistance to any outside agency or assistance to an internal investigative unit of a prolonged nature. One (1) hour or more.

V. COURTESY

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

VI. PROFESSIONAL WORK ETHICS

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

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City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

- S.O.P.** 10
- SUBJECT:** **RESPONSE TO RESISTANCE**
- PURPOSE:** To supervisors of the Gang Intelligence Unit with guidelines in the preparation of the Response to Resistance Report.
- SCOPE:** This S.O.P. will outline the proper steps to be taken when investigating a Response to Resistance incident.

I. **RESPONSE TO RESISTANCE PROCEDURES**

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

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

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C. A copy of all reports, to include the following, is to be attached to the Response to Resistance Report.

1. Offense/Incident Report
2. Arrest Report
3. Property Receipts
4. Vehicle Storage Receipt
5. Lab Request
6. Pictures of L.E.O.
7. Pictures of Subject(s)
8. Criminal History of Offender
9. C.E.W. Download Report/C.E.W. Cartridge Number
10. Any other documents completed

II. SUPERVISOR GUIDELINES FOR NARRATIVE

- A. Describe the situation that led to the Response to Resistance.
- B. Indicate time (military) and by whom contacted.
- C. Indicate arrival time and location you responded to conduct investigation.
- D. Detail the events as related to you by the involved officer(s) and be specific about the actions of the subject and officer(s).

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- E. Detail in chronological order the precise movements that led to the use of force and/or caused injury to the officer or subject.
- F. Compare the officer's account to the Offense Incident Report (OIR) and the Arrest Form to ensure consistency.
- G. Relate the account of any witness officer(s). Do not include statements of witness officer(s) with those of involved officer(s).
- H. Attempt to locate civilian witnesses. Document the fact that there were or were not any civilian witnesses found.
- I. Relate the account of any civilian witnesses. Indicate the relationship between the witness and the subject, if applicable. Include the address and telephone number of witness.

III. INJURIES TO SUBJECT

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

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

IV. OFFICER REPORT OF INJURY

- A. Supervisors will complete injury reports in accordance with the guidelines set forth in the Departmental Orders.
 - 1. Gang Intelligence Unit operations will be conducted with officer safety being of the up-most importance. Supervisors are tasked with constant evaluation of operational tactics. Any deficiency will be corrected immediately and the tactic suspended pending further evaluation.

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2. Sergeants are to contact the Gang Intelligence Unit Lieutenant and the Complaint Sergeant when any officer is injured on duty. The Criminal Investigations Division Chief will also be notified in all cases of injury.

3. Any delayed report of injury shall immediately be reported to the unit supervisor/commander. The employee will prepare a memorandum to the Chief of Police explaining the details of the injury and the reason for the delay.

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City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

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

I. **RADIOS**

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

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II. ATTIRE

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

III. MISCELLANEOUS EQUIPMENT

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

IV. RENTAL VEHICLES

- A. Vehicles are to be used in compliance with the guidelines established in the Departmental Orders.
- B. Use and care of vehicles.
 - 1. The Gang Intelligence Unit have received approval to install mobile sirens in their unmarked rental vehicle, and the use of red/blue strobe lights. Supervisors are to ensure that officers have this equipment in their assigned vehicles and that the equipment is in working order.

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2. Vehicles not having operational equipment will only be used as surveillance, or as routine back-up units.
3. Officers will adhere to Departmental Orders by completing the new Rental Vehicle Exchange Form and obtaining approval from his/her Unit Commander.
4. The approved form is then forwarded to the Office of the Administration Chief for the approval of the Section Commander or designee.
5. Personnel from the Office of the Administration Chief will contact the appropriate rental vehicle company to ensure that a vehicle is available. Once Availability is ensured, the officer will be instructed to proceed with the exchange.
6. A copy of the form indicating that an exchange has taken place shall be forwarded to the Budget Unit within one (1) business day.
7. In the event of an emergency exchange (crash, brakes, transmission, etc.) the Squad Sergeant will inspect the vehicle, assure the paperwork is completed and make the exchange. The Unit Lieutenant will be advised of any exchanges. The paperwork will then be submitted as described above. The Unit Lieutenant will maintain a current computerized report of all assigned vehicles.

V. VEHICLE CRASH INVESTIGATION

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

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- C. The Accident Investigation Unit will be requested to handle all traffic crashes involving members of the Gang Intelligence Unit. The officer's supervisor will also respond to the scene. Should the Accident Investigation Unit not be able to respond, the Unit Lieutenant must be notified and he/she will make the determination regarding who will handle the investigation.

VI. MDC COMPUTER

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

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ARTHUR NORIEGA, V
City Manager

GANG INTELLIGENCE UNIT STANDARD OPERATING PROCEDURES

S.O.P. **12**

SUBJECT: **GANG INTELLIGENCE UNIT**

PURPOSE: To establish procedures for operations of the Gang Intelligence Unit.

SCOPE: This S.O.P. governs the operations, tactics, and equipment used to locate and identify known Gang members and associates.

I. **ASSIGNMENTS**

- A. The Gang Intelligence Unit is an element of the Gang Intelligence Unit and is comprised of two (2) sergeants and twelve (12) officers. The mission of the Gang Intelligence Unit is to identify and document known gang members and associates. Identify known gang areas, "territories," and rival gangs. The Gang Intelligence Unit will conduct operations in these areas to monitor their activities and effect any arrest(s) of these subject(s) for violations of State and Federal Laws. In addition, the Gang Intelligence Unit will assist investigative units in the department with any criminal investigation involving gang members.

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- B. As outlined in the Memorandum of Understanding (MOU) between the City of Miami Police Department and the Miami-Dade Police Department in coordination with the Multi-Agency Gang Task Force (M.A.G.T.A.F.) the Gang Intelligence Unit will assist those agencies requesting our assistance with criminal investigations involving known or suspected gang members and associates. To include:
 - 1. City of Miami Police Department Operations.
 - 2. County-wide operations while working under the MAGTAF MOU.
 - 3. Probation Sweeps (with Probation Officers).
- C. The Gang Intelligence Unit will conduct weekly sweeps of known gang areas to monitor activity, gather intelligence, and effect arrests of any violations of laws.

II. GANG PRESENTATIONS

- A. Gang Intelligence Unit Officers may be asked to provide informative/awareness presentations to other law enforcement agencies and schools to raise awareness and provide information.
- B. When a gang presentation is requested, the following steps will be taken:
 - 1. Obtain background information on the person requesting the presentation.
 - 2. Obtain the group name.
 - 3. Obtain the purpose.
 - 4. Date, time, and location.

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5. Notify the squad Sergeant.
 - C. The squad Sergeant will then inform the Unit Commander to obtain authorization.
 - D. When conducting a gang presentation, the Gang Intelligence Unit Officer will be dressed in accordance to the Unit's Dress Code or at the discretion of the Gang Intelligence Unit Supervisor.
 - E. The presentation to schools or other non-law enforcement personnel **WILL NOT** cover any open or current investigations. The presentation **WILL NOT** cover squad tactics, disclose how the unit operates or disclose any information deemed classified or sensitive in nature without the prior approval of the Unit Commander.