

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

VAULT AND WAREHOUSE DETAIL

**PROPERTY AND EVIDENCE UNIT: VAULT AND WAREHOUSE DETAIL****STANDARD OPERATING PROCEDURES: S.O.P. #11****INDEX**

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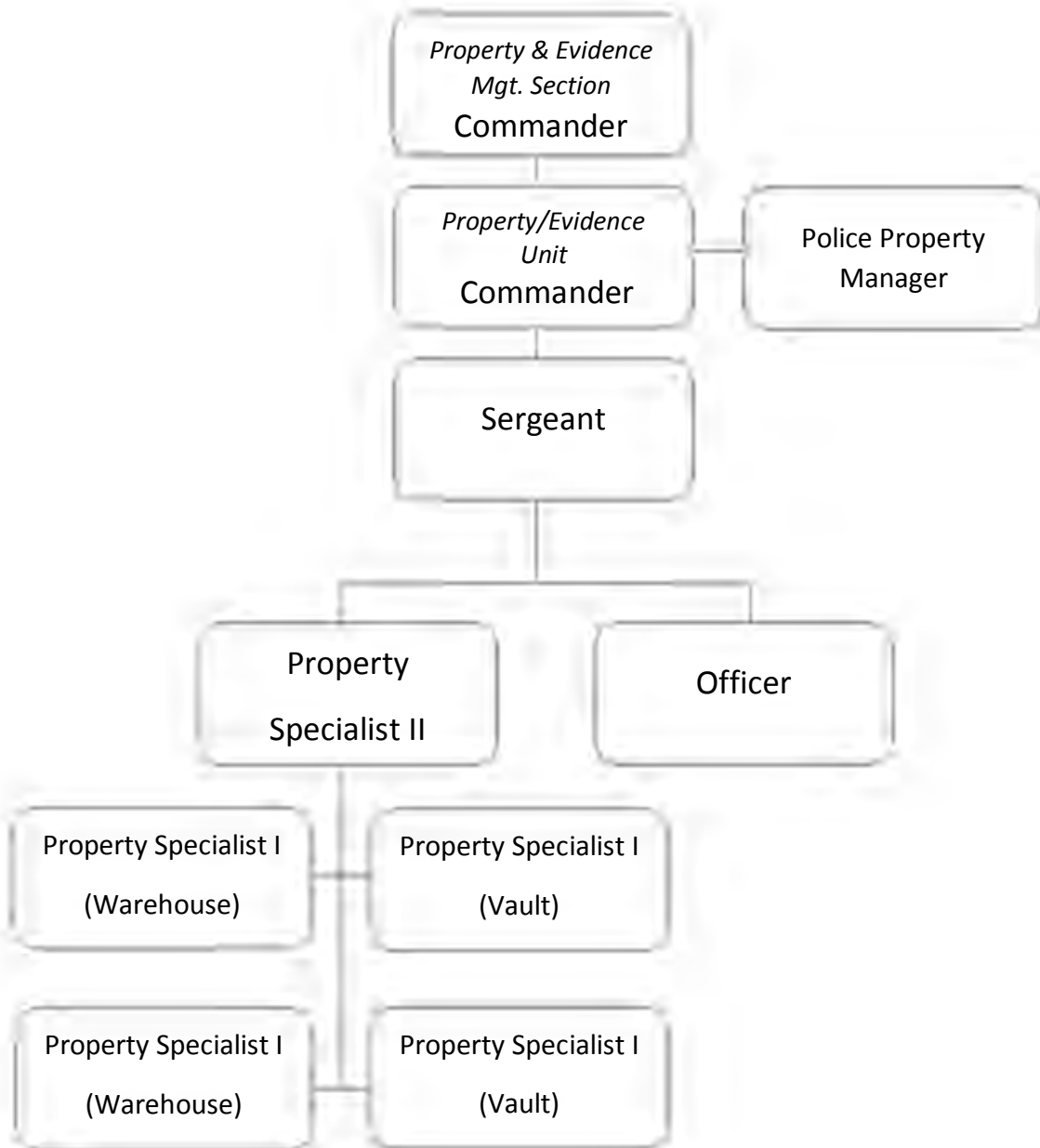
**City of Miami Police Department**  
**STANDARD OPERATING PROCEDURES**



**VAULT/WAREHOUSE**  
**DETAIL**

## VAULT AND WAREHOUSE DETAIL

### ORGANIZATIONAL CHART



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: WAREHOUSE AND VAULT DETAIL

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

##### MISSION

The mission of the Warehouse and Vault Detail is to properly and securely store all property/evidence that is within the custody of the Property and Evidence Unit.

##### GOAL

To ensure all property received by the Property and Evidence Unit is secured and stored in orderly fashion for quick retrieval.

##### OBJECTIVES

- I. To store evidence in a manner that ensures it remains safe and untampered with.
- II. To place evidence in a manner in which it may easily be retrieved for destruction, court presentation on other official uses.

Commander  
Property/Evidence Unit

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: VAULT AND WAREHOUSE DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

##### DUTY HOURS

Property Specialists in the Vault and Warehouse Detail work eight hours a day, five days a week, with Saturdays and Sundays off. Duty hours may be changed at the discretion of the Property Unit Commander and in accordance with departmental needs.

##### Vault and Warehouse Detail Shift:

0700 - 1600 Hours (Monday - Friday)

##### DRESS OF PERSONNEL

All Property and Evidence Unit Personnel must wear uniforms issued by the Miami Police Department. The normal working uniform for Property and Evidence Unit personnel is a short sleeve navy blue polo shirt with the City of Miami Police Department patch embroidered on the chest and black "BDU" cargo utility trousers. For special events, civilians may wear their "Class A" or "Class B" uniform. Sworn Property and Evidence Unit Personnel may wear the navy Miami Police polo and BDU pants, or their "Class A" or "Class B" uniform. All uniforms must be worn as indicated in the Departmental Orders.

The Property and Evidence Unit personnel dress requirements must be adhered to unless otherwise directed by the Unit Commander.

Commander  
Property & Evidence Unit

Effective Date 6/5/17



# City of Miami



DANIEL J. ALFONSO  
City Manager

## PROPERTY AND EVIDENCE UNIT: VAULT AND WAREHOUSE DETAIL

### STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

The Vault and Warehouse Detail consists of the following classifications:

- Police Officer
- Property Specialist II
- Property Specialist I

#### I. Officer

The Police Officer assigned to the Vault and Warehouse Detail works closely with the Property Specialists in the detail. The PSII reports to the Vault and Warehouse Detail Sergeant. The duties of the Property Specialist II in the Vault and Warehouse Detail are as follows:

- A. Prepares Gun Inventory control manifest
- B. Checks Property receipts for gun and rifles to be confiscated and destroy.
- C. Reviews computer checks on all guns / rifles checking for hits
- D. Sets firearms for destruction if they meet the following criteria:

(Continued)

Commander  
Property/Evidence Unit

Effective Date 7/28/17





1. Eight months have passed since the weapon was initially found and no legitimate claim of ownership has been made
  2. Eight months have passed since the conclusion of criminal proceedings and no legitimate claim of ownership has been made
- E. Verifies list of guns / rifles to be destroyed
  - F. Prepares a destruction manifest
  - G. Tag with the destroy manifest number and item

## II. Property Specialist II

The Property Specialist II in the Vault and Warehouse Detail works closely with and supervises the Property Specialist I's in the detail. The PSII reports to the Vault and Warehouse Detail Sergeant. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. The duties of the Property Specialist II in the Vault and Warehouse Detail are the following:

- A. Supervises PSI's in the Vault and Warehouse Detail
- B. Completes employee evaluations
- C. Answers incoming phone calls
- D. Runs daily report on incoming Vault and Warehouse property
- E. Stores incoming property in the Vault and Warehouse area
- F. Retrieves property for the Counter, Confiscation and Crime lab
- G. Pulls manifested evidence for the Confiscation area
- H. Returns stolen firearms to originating jurisdictions
- I. Prepares monthly reports
- J. Restocks all evidence returning from the Crime lab
- K. Assists Gun Squad, Officers, Counter, Mailroom, and Auto Pound personnel
- L. Prepares money receipts for different areas (Budget, Records, Alarms, Accounting and Confiscation) to be picked up by Dunbar courier service
- M. Reviews all firearm and narcotics documentation
- N. Monitors the security of the Vault and Warehouse

## III. Property Specialist I

The Property Specialist I in the Vault and Warehouse Detail works closely with and reports to the Property Specialist II in the detail. All Property Specialists may be called



when there is a shift shortage in any of the Counter shifts. The duties of the Property Specialist I in the Vault and Warehouse Detail are the following:

- A. Answers incoming phone calls
- B. Runs daily report on incoming Vault and Warehouse property
- C. Stores incoming property in the Vault and Warehouse area
- D. Retrieves property for the Counter, Confiscation and Crime lab
- E. Pulls manifested evidence for the Confiscation area
- F. Returns stolen firearms to different municipalities
- G. Prepares monthly reports
- H. Restocks all evidence returning from the Crime lab
- I. Assists Gun Squad, Officers, Counter, Mailroom, and Auto Pound personnel
- J. Prepares money receipts from different areas (Budget, Records, Alarms, Accounting and Confiscation) to be picked up by Dunbar
- K. Reviews all firearm and narcotics documents
- L. Monitors the security of the Vault and Warehouse

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**VAULT/WAREHOUSE DETAIL**

**S.O.P.** 11-1

**SUBJECT:** UN-LOCATABLE/MISPLACED ITEMS

**PURPOSE:** To outline procedures for missing and un-locatable items.

**SCOPE:** I. Un-locatable/Misplaced Items

- A. When an item cannot be located for any reason, the Vault/Warehouse Detail supervisor (sworn) will be immediately notified. In addition, the "Un-locatable/misplaced items" form will be completed and forwarded to the Vault/Warehouse Supervisor (sworn) for documentation and verification. The Vault/Warehouse Detail Supervisor will notify the Property and Evidence Management Section Commander, who will determine the next course of action, if necessary.
- B. A file will be maintained on all Un-locatable/Misplaced items and stored in the money vault. A copy of the "Un-locatable/Misplaced Items" form will also be placed in a file.

Commander  
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Effective Date 8/10/18



# City of Miami



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City Manager

**PROPERTY AND EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**VAULT/WAREHOUSE DETAIL**

**S.O.P.**            11-2

**SUBJECT:**    PREPARATION OF MANIFESTS FOR RELEASE/CONFISCATION

**PURPOSE:**    To outline the process for manifesting Property report list.

- SCOPE:**
- I. Processing Manifests for Release/Confiscations
    - A. Manifests of items contained in the Vault (money, narcotics, valuables and guns) will be pulled by the Vault Property Specialist and Vault Supervisor.
  - II. Preparing a Narcotics Manifest for the State Attorney's Office.
    - A. After pulling narcotics manifests prepared by the Counter Detail, the Vault supervisor or designee will:
      - 1. Prepare a separate destruction list for the State Attorney's office listing the Property Barcode number, City Case number and County Court number taken from each item to be destroyed.

(Continued)

*H. Armando Arden*

Commander  
Property and Evidence Unit

Effective Date 8/10/18



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Property & Evidence Unit S.O.P. # 11 Preparation of Manifests for Release/Confiscation  
(Continued)

2. The State Attorney's destruction list is delivered to the Confiscation Detail, who then delivers it to the State Attorney's Office for approval. The Inventory Control Manifest Form will be signed by the Supervisor.
- B. Manifests of Warehouse Items (General Merchandise) will be pulled by the Warehouse Property Specialist and verified by the Property Specialist II. The Warehouse Property Specialist will then conduct a secure move in the FileOnQ system from the Warehouse to Confiscation. Items pulled along with the Inventory Control List will be turned over to the Confiscation Detail.

# City of Miami



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PROPERTY AND EVIDENCE UNIT  
STANDARD OPERATING PROCEDURES  
VAULT/WAREHOUSE DETAIL

S.O.P. 11-3

SUBJECT: VAULT ACCESS

PURPOSE: To provide security for the Unit's three Vaults, 108C, 108D and 108E.

SCOPE: I. Entry into 108C, 108D and 108E

A. Entry into the vaults requires two persons.

1. Entry into 108, 108D and, 108E will only be made with **two persons**. **When possible, the second person should be a supervisor.**
2. Vaults 108C, 108D and 108E share a common alarm system. Each vault door has two locks. The door handle has a self-locking mechanism. The vault Sergeant, Lieutenant, or Property Manager will secure the key in the Unit safe.

*H. Saunders Anderson*

Commander  
Property and Evidence Unit

Effective Date 8/10/18



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## PROPERTY AND EVIDENCE UNIT

### STANDARD OPERATING PROCEDURES

#### VAULT/WAREHOUSE DETAIL

S.O.P. 11-4

SUBJECT: RELEASING EVIDENCE FOR LAB ANALYSIS AND RECEIVING EVIDENCE FROM THE LAB

PURPOSE: To provide a proper procedure for evidence that requires Lab Analysis.

- SCOPE:
- I. Releasing Evidence to the Courier for Lab Analysis
    - A. The Property Specialist will verify the case number and Barcode number on the transmittal form with the case number and the Barcode number label on the evidence package.
    - B. The Property Specialist will also verify that the Miami Police Info stamp has been filled out correctly by verifying case numbers and MPD Barcode numbers. The MPD Info label is located at the bottom right hand side of the MDPD Property Receipt.

(Continued)

Commander  
Property and Evidence Unit

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Property and Evidence Unit S.O.P. # 11 Releasing Evidence for Lab Analysis and Receiving Evidence from The Lab (Continued)

- C. The Property Specialist along with the Property and Evidence Unit Courier will share the responsibility of signing out property receipts for all evidence to the lab for analysis. The shared responsibilities will include:
    - 1. Out to - Property Specialist
    - 2. Received by - Property and Evidence Unit Courier
    - 3. Date and time - Property and Evidence Unit Courier
    - 4. Item number - Property Specialist
    - 5. Total Weight on Narcotic Items - Property Specialist
    - 6. Number and Type of Packages - Property Specialist
    - 7. Clerk and IBM - Property Specialist
    - 8. Courier will check the lab receipts and evidence to ensure accuracy of case numbers and Barcode numbers.
    - 9. Courier will also check the accuracy of the MPD Info Stamp located in the lower right-hand corner of MDPD Property Receipt.
    - 10. The Courier will conduct a secure move, in the FileOnQ System of all outgoing items to the lab.
  - D. The Courier will take custody of the evidence and the MDPD lab request receipts that have been filled out by the submitting officer.
    - 1. The Courier will then transport evidence to the MDPD Lab located at 9105 NW 25 Street, Room #2154.
    - 2. The receiving lab personnel will sign receipt.
    - 3. At the Lab, a MDPD barcode will be assigned to each piece of evidence.
    - 4. Courier will scan Barcode on blue receipt.
    - 5. Pink and Blue receipts will be returned to MPD Property and Evidence Unit and placed in a binder.
    - 6. The Courier will sign pink receipt and return it to the MPD Property and Evidence Unit. The pink receipt will be scanned to the case number and the MDPD barcode number will be entered into the computer.
- II. Receiving Evidence from the Lab
- A. After checking the evidence that was analyzed at the county lab, the Courier will bring all processed and analyzed evidence back to the Property and Evidence Unit.



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Property and Evidence Unit S.O.P. # 11 Releasing Evidence for Lab Analysis and Receiving Evidence from The Lab (Continued)

1. The Property Courier will complete the "Return" section of the original Property Receipt with the:
  - a. Courier's name and IBM #
  - b. Date and time returned
  - c. Reason (Transport)
2. The Property Specialist will inspect the evidence and
  - a. Check for broken evidence seals
  - b. Check for tampering
  - c. Any sign of tampering or broken evidence seals will be reported immediately to the Property and Evidence Unit Commander (or his designee) as well as the commanding officer of the MDPD Lab. It should be reported verbally, and, if necessary, via inter-office memorandum and/or email.
3. The Courier will conduct a secure move in the FileOnQ System of all incoming items from the lab. The lab evidence will then be returned to storage.
  - a. Warehouse
  - b. Vault

III. Counterfeit Currency Procedures

- A. The Counter Detail will give the Vault personnel the Incident Report for the counterfeit money.
- B. Vault personnel will print the Property report money sheet, and report.
- C. The reports are attached with evidence package and located on the Money Vault Secret Service shelf.
- D. The Courier will deliver the evidence to the Secret Service office at 10350 NW 112 Avenue Miami, Florida 33178.
- E. The Courier will bring back the evidence that was not counterfeit (legitimate).
- F. The Vault Detail will close out the evidence that was deemed counterfeit by the Secret Service.

Property and Evidence Unit S.O.P. # 11 Releasing Evidence for Lab Analysis and Receiving Evidence from The Lab (Continued)

- G. The counter detail will send out Return to Owner letters to the person the money was taken from.

III. Biohazard Currency Procedures

- A. Once the Counter Detail receives the biohazard currency, two packages will be created (one for bills and one for coins).
- B. The Vault Detail will prepare the biohazard money manifest by putting the biohazard bills on one manifest and putting the biohazard coins on a separate manifest.
- C. The Confiscation Detail will send the biohazard bills to the U.S. Treasury and the biohazard coins to the U.S. Mint.

IV. Biohazard Firearms Procedures

- A. The procedures for biohazard firearms are similar to those for biohazard currency (above). Non-biohazard and biohazard firearms are prepared separately. Handguns, ammunition, and magazines are separate from rifles, shot guns, etc.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**VAULT/WAREHOUSE DETAIL**

**S.O.P.** 11-5

**SUBJECT:** STORAGE OF EVIDENCE/PROPERTY

**PURPOSE:** To provide standardized procedures for the storage of evidence/property that will meet the highest requirements of security and maintain a chain of evidence.

- SCOPE:**
- I. Storing Evidence/Property
    - A. Warehouse Items
      - 1. Store all envelopes and packages on the warehouse shelves by barcode number.
      - 2. Bulk items are to be placed in the large bulk area designated by bin number.
      - 3. Overflow bin items will be placed in the unmarked

(Continued)

Commander  
Property & Evidence Unit

Effective Date 8/10/18



## Property &amp; Evidence Unit S.O.P. # 11 Storage of Evidence/Property (Continued)

remaining bin shelves, and designated as "Bulky Property Shelf".

4. Liquids
  - a. Flammables are not to be stored in the Property and Evidence Management Section (storage will be at the warehouse pound).
  - b. Perishable liquids (i.e. blood) are stored in the refrigerator.
5. Bicycles
  - a. Will be stored in the bicycle storage area at the Bike Pound.
  - b. They will be stored by Barcode number.
6. BB guns and pellet guns will be stored in the Bike Pound storage area of the warehouse.
7. Evidentiary credit cards will be stored as general merchandise.
  - a. When received as found property, the cards are to be confiscated after 90 days.
  - b. When received as personal property, the card can be returned to the owner only. All other cards will be destroyed in the confiscation process.
8. Checks that are not endorsed will be stored in the vault. The following checks will be stored in the warehouse:
  - a. Checks that are subject to a Fraud/Forgery investigation.
  - b. Checks that are endorsed.
9. Explosives, except for ammunition and fireworks are not to be stored in the Property and Evidence Management Section.
  - a. Ammunition is to be stored in the Gun Vault.
  - b. Fireworks are to be stored in the Warehouse Pound.

**B Vault Items**

## Property &amp; Evidence Unit S.O.P. # 11 Storage of Evidence/Property (Continued)

1. Narcotics
  - a. Narcotics will be stored in the narcotics vault.
  - b. Bulk narcotics will be stored in the secure internal Vault or external storage bins.
  - c. All narcotics packaged in currency U.S./Foreign, will be separated and the currency will be stored under a separate Barcode number.
2. Firearms
  - a. Handguns, rifles, and evidentiary ammunition will be stored in the vault.
3. Valuables
  - a. Will be stored in the Overflow Vault.
4. Money
  - a. Will be stored in the Overflow Vault.
  - b. When monies received exceed \$1,000.00, it will be logged in the book in the big safe that is stored in the Overflow Vault.
5. Police equipment will be stored as follows:
  - a. Firearms will be stored in the gun vault.
  - b. Badges, police identification and key card will be listed as valuables and stored in the vault.)
  - c. Uniforms and ancillary equipment will be stored as general merchandise in the warehouse.
  - d. The blue copy of the property report will be forwarded to the Quartermaster Detail.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**PROPERTY & EVIDENCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**VAULT/WAREHOUSE DETAIL**

**S.O.P.** 11-6

**SUBJECT:** PREPARATION OF DESTROY MANIFESTS, HIT MANIFESTS, AND HOLD MANIFESTS FOR GUNS/RIFLES

**PURPOSE:** To provide procedures for the preparation of Destroy, Hit, and Hold manifests for Guns and Rifles.

- SCOPE:**
- I. Preparation of Destroy Manifests, Hit Manifests, and Hold Manifests for guns/rifles.
    - A. Check the Property Report list to ensure that the barcode number matches the barcode number on the gun/rifle or package.
    - B. Verify the following:
      - 1. The impounding officer or disposition supervisor has run CJIS and has indicated that the case is closed and the evidence is ready for destruction.

(Continued)



Commander  
Property & Evidence Unit

Effective Date 8/10/18



2

Property & Evidence Unit S.O.P. # 11 Preparation of Destroy Manifests, Hit Manifests, and Hold Manifests for Guns/Rifles (Continued)

2. Court Order: The owner cannot be contacted or has failed to claim the property for three (3) months.
  3. The officer has signed the "Return to Owner" portion of the Property Report, and the owner has failed to pick up the property within 90 days after a notification letter is mailed (return receipt).
  4. Two years have lapsed in the case of a D.O.A.
- C. Prepare a separate Confiscated Property Manifest for Handguns/Rifles to be destroyed.
  - D. Physically check the guns/rifles serial numbers, model numbers and make, against the Property Report.
  - E. Run a computer check on all guns/rifles, checking for "hits."
  - F. Verify the list of guns/rifles to be destroyed on the Manifest.
  - G. The guns will be tagged with the Manifest number and item number.
  - H. Remove all "hit" guns/rifles from the destroy manifest and transfer them to the hit manifest. Make the notation on the disposition transferred to the "Hit Manifest."
  - I. The processed handguns will be boxed (rifles are only tagged) and stored in the gun cage waiting a destruction date.
  - J. Hit manifests are separated into M.P.D. hits and other agency hits, and contain the following information:
    1. Barcode number
    2. Destroy number that it was transferred from
    3. Make, model, caliber, color, barrel length
    4. Serial number
    5. Agency issuing and message number
    6. Case number
    7. Date letter was mailed notifying the agency of recovery
    8. A copy of the hit message, letter and Property Report will be attached to the hit manifest
  - K. MPD Hits:



## 3

## Property &amp; Evidence Unit S.O.P. # 11 Preparation of Destroy Manifests, Hit Manifests, and Hold Manifests for Guns/Rifles (Continued)

1. Record gun on Hit Manifest.
  2. Property Specialist II is responsible for notifying owner that he/she may pick up his/her gun/rifle with ownership papers, if he/she does not have a previous arrest record.
  3. Destroy gun/rifle, if owner cannot be contacted.
- L. Other Agency Hits:
1. Record gun on Hit Manifest
  2. Notify the agency issuing the message via form letter that they have 45 days to claim weapon or it will be destroyed.
  3. When the issuing agency returns the letter stating disposition and authorization, their directions will be followed.
    - a. "Return to Owner" when the issuing agency makes this request. The gun/rifle will be mailed to the issuing agency only.
    - b. "Destroy" at agency's request, or if they are unable to verify message.
    - c. The issuing agency is responsible for canceling the "hit" message.

# City of Miami



FEMILIO T. GONZALEZ, Ph.D.  
City Manager

## QUARTERMASTER/FLEET UNIT: FLEET LIAISON DETAIL

### STANDARD OPERATING PROCEDURES: S.O.P. #17

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