

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

DOMESTIC VIOLENCE UNIT

City of Miami



DANIEL L. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
Miami Police Department Badge	Cover Sheet
Endorsement Sheet	1
Master Index	2
Letter of Promulgation	A
Mission, Goals and Objectives	B
Duty Hours and Dress	C
Duties and Responsibilities of Members	D
Unit Policies / Case Assignment Criteria	E
Review of Reports and Other Information by Team Supervisor	S.O.P. #1
Investigator's Notebook	S.O.P. #2
Crime Scene Photograph Request By State Attorney's Office	S.O.P. #3
Reports of Investigation (301's)	S.O.P. #4
Supplementary Reports	S.O.P. #5
Patrol Liaison and Training	S.O.P. #6
Media Relations	S.O.P. #7



Overtime	S.O.P. #8
Granting of Time Off	S.O.P. #9
Paperwork Routing Procedures	S.O.P. #10
Information and Reporting Systems	S.O.P. #11
Equipment Issued by C.I.D	S.O.P. #12
Use of Criminal Investigations Section Imprest Fund	S.O.P. #13
Responsibility for Arrestees and Witnesses Within Domestic Violence	S.O.P. #14
Case File and Unit Information Security Public Records Request	S.O.P. #15
Subpoenas Distribution	S.O.P. #16
Reading of Formal Statements and Confessions	S.O.P. #17

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES



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City of Miami



DANIEL J. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

LT R. G. 2247
Unit Commander

1/5/16
Date

Second Quarter
Inspection:

LT R. G. 2247
Unit Commander

4/4/16
Date

Third Quarter
Inspection:

LT R. G. 2247
Unit Commander

7/5/16
Date

Fourth Quarter
Inspection:

LT R. G. 2247
Unit Commander

10/1/16
Date

Annual
Inspection:

MAS 2247
Unit Commander

12/3/16
Date



City of Miami



DANIEL L. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter
Inspection:

LT R. G. J.
Unit Commander

4/3/17
Date

Second Quarter
Inspection:

LT R. G. J.
Unit Commander

4/3/17
Date

Third Quarter
Inspection:

LT R. G. J.
Unit Commander

7/3/17
Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Unit Commander

Date



City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO ALL PERSONNEL, DOMESTIC VIOLENCE

These procedures are established to provide uniformity, efficiency, and effectiveness for the administration and operation of the Domestic Violence Unit of the City of Miami Police Department.

The procedures set forth here, supplement but do not supersede the Departmental Orders or other administrative and operational directives, and they are formulated accordingly. Unforeseen conflict between the Standard Operating Procedures and the Departmental Orders or Directives will be arbitrated and resolved through the Unit Commander.

Personnel assigned to the Domestic Violence Unit shall become familiar with these procedures.

Richard Gentry

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I MISSION

The Domestic Violence Unit's mission is the follow-up investigation and coordination of the below listed domestic violence crimes/concerns.

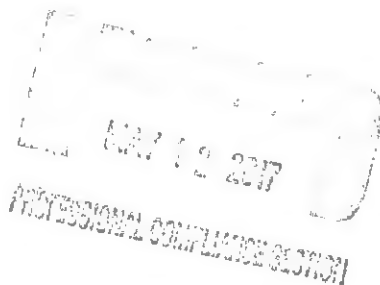
- A. Domestic related assaults (misdemeanor and felony)
- B. Domestic related battery (misdemeanor and felony)
- C. Domestic related stalking (misdemeanor and felony)
- D. Domestic related injunction violations/concerns
- E. Domestic related Arson cases

LT R: G.S.

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/7/2

Effective Date



- 2 -

MISSION, GOALS, AND OBJECTIVES

(Continuation)

II **GOALS**

To properly integrate personnel time and resources for the successful investigation of assigned cases.

III **OBJECTIVES**

To follow up on assigned domestic violence cases and resolve at least 50% of the reported cases with a clearance and ensure the victim was provided with the Domestic Violence Booklet Notice of Legal Rights and Remedies to include referrals to our Victim Advocates.

City of Miami



DANIEL I. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

All personnel assigned, both sworn and civilian.

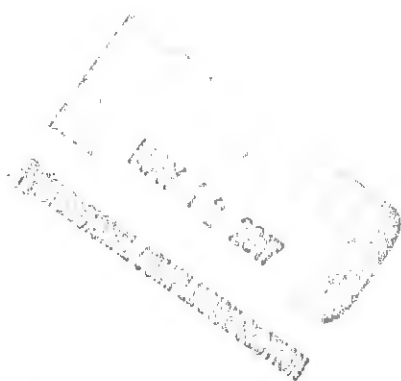
- I The duty hours for the Unit Commander are flexible but normally 0700-1700 with half an hour for lunch. All other sworn personnel, supervisors and investigators, will work ten hour days with half an hour for lunch.
- II The Domestic Violence Unit will be on duty Monday-Friday from 0700 to 1700 hours. 24-hour coverage will be maintained through an on-call system. The on-call Domestic Violence Unit Investigator will be requested through the Homicide Unit after 1700 hours, holidays, and weekends.
- III The Typist Clerk II is on duty from 0800-1700 with one hour for lunch. Duty hours may vary with the approval of the Unit Supervisor or Unit Commander.

Richard Gentry

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/11/17

Effective Date



- 2 -

DUTY HOURS AND DRESS

(Continuation)

- IV A duty roster will be submitted to the Section Commander along with the monthly report during the first week of the month listing the hours of work assigned to each investigator.
- V All personnel of the Domestic Violence Unit shall wear professional attire. Suits, sport coats, slacks, may be worn.
- VI When suits or sport coats are worn, a tie is mandatory.
- VII Personnel may also wear their Class "A" Uniform or any other designated uniform with the approval of the Unit Supervisor or Unit Commander.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

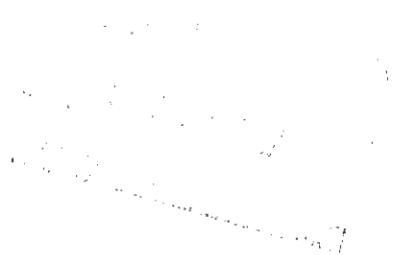
- I. It is the responsibility of the Domestic Violence Unit Commander to provide leadership and direction. The Commander will ensure maximum effectiveness is achieved in the accomplishment of the Unit's mission. Specific functions are as follows:
 - A. Responsibilities of the Domestic Violence Unit Commander.
 - 1. The Commander will maintain an environment that encourages the development of motivation and competence in his subordinates. At all times personnel will be encouraged to act professional
 - 2. The Commander is responsible for the development, implementation and ongoing evaluation of administrative, operational and control procedures that facilitate compliance with departmental policy.

Lt. R: GA

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/2/17

Effective Date



- 2 -

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- a. The Domestic Violence Unit Commander will be advised and respond, if necessary, to crime scenes as needed. Commander is responsible for the overall direction of the investigative process.
 - b. The Commander will continually evaluate the performance of his immediate subordinates.
 - c. The ongoing evaluation and control of overtime expenditures is the direct responsibility of the Commander.
 - d. Liaison with other departmental units and appropriate outside agencies will be a priority of the Commander.
- B. Notification of the Commander of the Domestic Violence Unit while on or off duty.
1. Whenever a departmental report involving domestic violence members requires a review, or an on scene investigation by a Command level officer (lieutenant or above). These reports include Use of Force Report, Discharge of Firearms Report, and a Vehicle Accident Report, etc.
 2. Whenever a Domestic Violence Unit member is admitted into a hospital, for any reason, while on or off duty.
 3. Any other time, on or off duty, when a Domestic Violence Unit member desires the services of a Command level officer to deal with a professional or personal issue.
 4. All police related shootings involving a domestic violence unit member.
- II. The Domestic Violence Supervisor is responsible for guiding, directing, and reviewing the activities of personnel assigned to the Unit. The supervisor may assign a lead investigator on cases and act as case coordinator. The supervisor will ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, Applicable Laws and Lawful Orders of Superior Officers.

- 3 -

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

A. Responsibilities of Domestic Violence Unit Supervisor.

1. The supervisor is responsible for the work product of his/her personnel, including the correction of spelling and grammar, press releases, 301's, supplements and special bulletins.
2. On crime scenes, the supervisor will maintain a leadership role and coordinate the activities of his/her own and support personnel. The supervisor will be responsible for informing the Unit Commander.
3. In addition to his/her primary supervisory duties, the supervisor will perform such administrative task as the Domestic Violence Unit Commander deems necessary.
4. **Supervisor's Notebook:** This will be maintained on all personnel assigned to the supervisor's team. This notebook will be available for periodic review by the Unit Commanding Officer.
5. **Supervisor's Case Assignment Log:** This provides a procedure for tracking cases assigned to personnel, to ensure timely completion of supplementary reports, and to show a record of cases assigned per month to aid in case assignment.
 - a. Supervisor will maintain a case assignment log sheet for each team member.
 - b. Include case number, victim, type of case as indicated.
 - c. Enter "**Date Assigned**" for each case at the same date and time assignments are made.
 - d. Enter "**Date Supplemented**" on the date the complemented supplementary report is received and reviewed by the team supervisor.
 - e. It will be the supervisor's responsibility to maintain and condense log pages as necessary.

- 4 -

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

6. Supervisor will be responsible for submitting statistical information for monthly reports within the prescribed time period.
 7. Supervisor will be required to actively work with the State Attorney's Office, Public Defenders and other concerned agencies and individuals in order to eliminate unnecessary court appearances for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court related appearances during on duty hours.
 8. Supervisor should become cognizant of their investigators court related appearances with the intended purpose of securing successful prosecutions. Contact should be made with the State Attorney's Office to receive feedback on investigators' case preparation. If a prosecution is not successful due to an investigator's work product, supervisor will be responsible for taking actions to eliminate further case preparation problems. This may take the form of closer supervision or additional training.
 9. It will be the responsibility of the Domestic Violence Unit Supervisor to ensure training for the newly assigned investigators.
- III. The Domestic Violence Unit investigator is responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State and Local laws, Departmental Rules and Regulations, General Orders and Standard Operating Procedures.
- A. Police investigators assigned to the Domestic Violence Unit are responsible for performing, but not limited to, the following duties:
1. Responding to scenes of crimes when required and coordinating all aspects of a criminal investigation with all support units.
 2. Coordinating the creation of inner and outer perimeters for crime scene preservation according to C.I.S. directives. Interviewing of witnesses, victims, etc.
 3. Interviewing of suspects for the intended purpose of securing sworn confessions taken under proper legal circumstances.

- 5 -

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

4. Coordinate the identification and collection of physical evidence.
5. Properly documenting all investigatory efforts and actions taken. This will be accomplished with the use of the investigator's notebook and by prescribed 301 reports.
6. Conduct neighborhood canvasses when appropriate.
7. Prepare proper photo lineups when appropriate.
8. Become proficient in the area of interviewing suspects and witnesses.
9. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.
10. Conduct surveillance when appropriate.
11. Coordinate the C.I.C. **"Wanted for Departmental Bulletins."**
12. Coordinate B.O.L.O. information with Communications.
13. Cultivation and use of informants.
14. Follow the prescribed format for recording information for the 301.
15. Channel all media requests to the Unit Commander and the Public Information Unit.
16. Become familiar with procedures of the following internal and external agencies:
 - a. Patrol Section
 - b. Identification Unit
 - c. Juvenile Unit
 - d. Internal Affairs Section

- 6 -

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

- e. Office of Professional Compliance
 - f. Rape Treatment Center
 - g. Miami-Dade Police Department Forensic Services Bureau "Crime Lab"
 - h. Emergency Room / Trauma Unit at Jackson Memorial Hospital (JMH)
 - i. State Attorney's Office
 - j. U.S. Attorney's Office.
 - k. F.B.I.
 - l. D.E.A.
 - m. Customs
- 17 Become proficient in taking sworn statements with tape recorders and through a stenographer.
- 18 Become familiar with the A.F.I.S. Fingerprint System. (Automated Fingerprint Identification System)
- 19 Become familiar with the CODIS System. (Combined DNA Index System)
- 20 Become versed with securing U.F.A.P. Warrants through the F.B.I. (Unlawful Flight to Avoid Prosecution)
- B. Police Investigators shall make a **"second contact"** with all witnesses in open cases. This **second contact** shall be made within the first thirty (30) days of the investigation. The "second contact" of witnesses will hopefully reduce any anxiety on their part and possibly additional information may be developed during this meeting.
- IV. It is the responsibility of the Typist Clerk (I, II, or III) to perform varied clerical work at the intermediate level, including the skilled use of the computer.

- 7 -

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

A. Responsibilities of Typist Clerks:

1. Considerable knowledge of modern office methods and procedures.
2. Considerable knowledge of business English, spelling and mathematics.
 - a. Types highly involved or intricate information and reports; types letters, forms and other material from copy, or rough draft.
 - b. Composes and types routine correspondence for the Unit Commander or Supervisor(s) signature.
 - c. Performs moderately difficult telephone contact work in contacting the public, or in responding to questions.

City of Miami



DANIEL J. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

POLICIES

- I. Open cases are assigned to individual investigators by the Unit's Assignment Person, Supervisor, or Unit Commander. Direct arrest cases can be assigned when deemed necessary. The following are the case assignment criteria: All Felony cases, All Stalking cases, All Violation of Injunction cases, All repeat locations involving the same victim and the same subject, All Domestic Violence related Arson cases, and misdemeanor cases as per the Unit Supervisor or Unit Commander.
- II. Related reports, information, messages, etc., will be placed in the investigator's folder. It will be the responsibility of the investigator to remove the contents of these folders daily or upon returning to work after excused absences.
- III. Information pertaining to the Unit is posted on the Unit's information bulletin board. It is the responsibility of each investigator to make them aware of the information.
- IV. Investigators are required to respond to and make on scene investigation of any serious incidents involving domestic violence.
- V. Domestic Violence Unit personnel will comply with Departmental Orders, Rules and Regulations and other directives that govern all members of the Miami Police Department.

LT R. Gentry
 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

4/3/17
 Effective Date

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 DOMESTIC VIOLENCE UNIT



- 2 -

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

- VI. Special assignments approved by a supervisor or higher in the chain of command will occur. All special assignments will be approved by the Unit Commander immediately.
- VII. Domestic Violence Unit personnel will monitor the appropriate police radio channel designated to the Unit.
- VIII. It shall be incumbent upon the Domestic Violence Unit supervisor to make periodic checks to ensure personnel assigned comply with the above directives.

- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

All reports, memos and/or any other written documents must be forwarded to its final destination through channels. No written communication shall be sent directly to any person, unit, section or division. All written communication must be sent through channels.

- II. The intent of this SOP is to ensure that all reports, memos, and other written documents are reviewed by a supervisor and the Unit Commander before they are forwarded through the chain of command.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 2

SUBJECT: Investigator's Notebook

PURPOSE: To provide a procedure for the recording and use of the investigator's notes. Accurate and complete notes taken by the investigator are considered necessary for the completion of Reports of Investigation (301's), Supplemental Reports; Notes for Court Presentation; Overall Evaluation of the Activities generated in an investigation, etc.

- SCOPE:**
- I All Domestic Violence Unit Investigators will maintain a complete and detailed notebook of daily activities in chronological order.
 - A. Notebooks or case notes will be maintained by the member to ensure its availability for review.
 - B. Notebooks or case notes will be used as a daily worksheet of all activities during each tour of duty.
 - C. Notebooks or case notes shall be subject to periodic inspection for the purpose of ensuring each of the requirements are being adhered to.

RS 12: 6-5

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/3/17

Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 3
(Continuation)

B. Requests should be made as soon as possible to avoid rush or emergency requests.

II. Procedure for State Attorney and Public Defender Requests:

- A. All requests for photos will be made directly to the Crime Scene Unit. A Crime Scene Unit supervisor will approve to photos made for the State Attorney or Public Defender's office. Billing will be accomplished in compliance with the Crime Scene Unit's current policy.
- B. If request is an emergency or rush order, follow the same procedure. However, the request will be submitted to the Crime Scene Unit supervisor. The photos will then be processed by the Crime Scene Unit and delivered to State Attorney or Public Defender.
- C. If the request is for photos, arrangements will be made with the Crime Scene Unit at the expense of the requesting agency.

City of Miami



DANIEL AUFONSO
COMMISSIONER

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 4

SUBJECT: Reports of Investigation – 301's

PURPOSE: To provide a method for the reporting and documentation of the investigative effort.

- SCOPE:
- I. Reports of investigation (301's) are intended to:
 - A. Update the Unit, Section Commanders, Supervisors and Investigators with current information on ongoing investigations.
 - B. Provide a documented report on the progress of an investigation.

Lt. R. Gentry

 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

4/3/17

 Effective Date



- 2 -

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

- C. Provide necessary information to complete the Supplementary Report.
- D. Document the final disposition of the case.
- II When an investigator responds to a scene or is assigned to conduct an investigation, a 301 will be completed when necessary. The 301 will be reviewed by the respective supervisor and placed in the designed folder as directed by the Unit Commander prior to the end of their tour of duty.
- III A 301 report will be completed on the following investigations:
 - A. Any domestic violence incident involving serious injury or when requested by the supervisor or Unit Commander.
 - B. Any domestic violence incident where information to chain of command is deemed appropriate when requested by Unit Supervisor or Commanding Officer
- IV. Reporting the progress of an investigation.

A 301 will be completed during each tour of duty that any work is done on a special case. The completed 301 will be reviewed (if possible) by the supervisor and submitted to the Unit Commander before end of tour of duty.
- V. 301 Distribution.

The 301 will be accurate and error free and send to the Domestic Violence Distribution list as directed by the supervisor or Unit Commander.

-3-

STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

- VI. 301 Contents:
 - A. Type of incident.
 - B. Date, time, place
 - C. Officer's involvement
 - D. Victim
 - E. Suspects
 - F. Witnesses
 - G. Weapon
 - H. Vehicle
 - I. Narrative
 - J. Next of kin notified
 - K. Assistant State Attorney's Notification
- VII. A copy of the original 301 report will accompany all overtime slips, if any, for that day.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 5

SUBJECT: Supplementary Reports and Report Format.

PURPOSE: To provide a procedure for the recording of the investigative effort.

SCOPE: The completed supplementary report provides a summary of the investigation. All assigned cases require the preparation and submission of a supplementary report. The following guidelines will assist in the proper utilization of the supplement.

I. First Supplementary Reporting

The first supplementary report for any investigation shall be completed within fourteen (14) days of the on-scene investigation.

LT. RICH GENTRY
Lt. Richard Gentry
Commander
Domestic Violence Unit

4/11/17
Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

II Additional Supplemental Reporting

For any continuing investigation, additional supplement reports shall be completed every thirty (30) days from date of First Supplement. Once an investigation is determined to be “**No Further Action**”, “**No Further Information**” or “**Closed**”, the final supplement shall be completed within fourteen (14) days.

III Supervisor is responsible for ensuring that a suspense file is maintained for each case assigned to his/her respective team members and that cases are reviewed to determine their continued status, and supplemental reports are submitted according to the guidelines of this SOP.

IV All supplementary reports will be made according to the following format: (see Appendix A)

A. Supplementary Report Number

1. First supplementary report, second supplementary report, etc.

B. Classification (Original Offense/Incident)

1. Classification to remain the same.
2. Classification changed from _____ to _____.

C. Status (what is current status of investigative effort).

1. Case cleared by arrest of offender.
 - a. List name, DOB, address, phone number, charge and date of arrest. Note if there are other offenders.

- 3 -

STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

- b. No further police action
- 2. Case cleared ECA
 - a. Meet ECA requirements
 - b. List name, DOB, address, phone number, height and weight
 - c. No further police action
- 3. Case Filed NFI
 - a. After a case has been assigned and all investigatory leads have been exhausted and the investigation has reached a dead end.
 - b. Explain details in narrative
- 4. Case open, investigation continuing, pending . . .
 - a. Explain details in narrative
 - b. Further police action – Yes
- 5. Case open, investigation complete, warrant obtained, pending arrest of offender.
- 6. Case closed, investigation complete

NOTE: It is not necessary to indicate “Pending Court”

V. Unfounded Complaints

- A. A short version of the supplementary report will be written according to format for any of the following:

- 4 -

STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

1. Case cleared by ECA exceptional clearance case and (NFI) No Further Information case unfounded.
- B. The following questions should be considered and reported in the narrative portion of the supplementary report when unbounding a report.
 1. Was there any visible evidence to indicate that a crime in fact occurred?
 2. Were there any additional witnesses to the reported crime?
 - a. If any of the above are answered yes, it is not appropriate to unbound the report.

IV. Clearance by Arrest

- A. Clearance by arrest is determined when a person is arrested.
 1. Charged with the commission of the offense.
 2. Turned over to the Court for prosecution.
 3. Arrest of a principal aided, abettor, or conspirator permits a clearance by arrest even if charged with a lesser offense.

VII. Exceptional Clearances

- A. In certain situations, law enforcement officials are not able to follow the three steps outlined above for a "Clearance by Arrest." Yet, they have done everything possible to clear the case. If all of the following questions can be answered "YES" then the offense may be listed as exceptionally cleared.

- 5 -

STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge and prosecution?
3. Do you know the exact location of the offender so that you could take him into custody now?
4. Is there some reason beyond law enforcement control that stops you from arresting, charging and prosecuting the offender?
5. The following are examples of some of the situations meeting the criteria of the above questions:
 - a. Offender killed by law enforcement officer.
 - b. Confession by offender already in your custody or serving sentence. If a decision is made not to prosecute for the admitted offenses, exceptional clearances will be taken. If prosecution was started, the clearances would be by arrest.
 - c. An offender prosecuted in another city for a different offense by state or local authorities or prosecuted for an offense which may be the same. (You attempt to return him for prosecution, but the other jurisdiction will not release the offender to you.)
 - d. The victim has declined to cooperate with the case and prosecution is not possible by other means.
 - e. Extradition is denied.

- 6 -

STANDARD OPERATING PROCEDURES: S.O.P. 5
(Continuation)

VIII. No Further Information Status

A. After a case has been assigned and all investigatory leads have been exhausted and the investigation has reached a dead end.

1. All leads and the steps were taken to follow-up those leads must be thoroughly detailed in the narrative of the Supplementary Report.

City of Miami



DANIEL A. FONSECA
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 6

SUBJECT: Patrol Liaison and Training

PURPOSE: To establish a periodic exchange of information with the Patrol Section by attendance at Patrol Roll Calls by Domestic Violence Unit members.

- SCOPE:
- A. Domestic Violence Unit Supervisor or designee will report to Patrol Roll Calls to exchange information that will increase the effectiveness and coordination of the Domestic Violence Unit and Patrol functions.
 - I. On a quarterly basis one (1) person from the Domestic Violence Unit will attend a Patrol Roll Call for each district. Unit Commander or supervisor may request additional roll calls as needed.

Richard Gentry

 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

4/1/17

 Effective Date



- 2 -

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

- II. An email will be sent to the Domestic Violence Supervisor from the person who attended a roll call and indicate date, time, location, and subject matter discussion.
- III. A report of roll call training will be included in the monthly report that is forwarded to the Division Chief.

City of Miami



DANIEL AGONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 7

SUBJECT: Media relations and the release of information to the media

PURPOSE: To provide a procedure for release of information to the media.

SCOPE: It is the policy of the Miami Police Department that all contacts with the media be coordinated through the Media Relations Unit.

- I. Care should be taken to release only information that is not prohibited by law that will not harm or embarrass innocent persons, nor hamper the investigative effort.

Richard Gentry

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/21/7

Effective Date



- 2 -

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

- A. All Domestic Violence personnel should be cautious of pretrial publicity of cases which could adversely impact on a defendant's ability to receive a fair trial.
- II. Specific information which could only be known to the perpetrator should always be held back to aid in subsequent interviews of suspects.
- III. Specific information which should not be released includes:
 - A. Any reference to informants including name and address.
 - B. Name and address of witnesses.
 - C. Specific information contained in any confession.
 - D. Name and address of juvenile suspects.
 - E. Name and address of victims of sexual assaults.
 - F. Names of victims in any death investigation must not be released prior to notification of next of kin.
 - G. Name and address of any domestic violence victim without approval of a Unit Supervisor.
- IV. A press release form (R.F. #18) will be completed on the major cases where news media inquires occur.
- V. The press release should contain the following basic information:
 - A. How police were alerted.
 - B. Date, time and location of incident.
 - C. Offender's name, age and sex (unless offender is a juvenile must have supervisor approval).

- 3 -

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

- D. Charges against offender
 - E. Case number
 - F. A brief description of the incident
- VI. After supervisory approval, the following distribution is made:
- A. Original to Media Relations
 - B. Copy to Case File
 - C. Copy to C.I.S. Commanding Officer
 - D. Copy to Domestic Violence Commanding Officer
- VII. On major crime scenes, a representative of the Media Relations Unit will generally be present to establish liaison with the media.
- A. Refer to the on-call Media Relations list after hours for call out
- VIII. Press Conference and Interviews
- A. In most cases the Domestic Violence Unit Commanding Officer or C.I.S. Commander will represent the department when requested.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 8

SUBJECT: Overtime

PURPOSE: To provide guidelines of the authorization, documentation, and utilization of overtime.

SCOPE I. Regular Duty Overtime

A. Extension of regular duty.

Generally, overtime will be granted only to complete vital task which cannot wait until the next tour of duty. No overtime will be granted under any circumstances without the expressed prior approval of the Unit Commander.

Richard Gentry

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/11/7

Effective Date



- 2 -

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

Examples of such tasks are as follows:

1. Completing interviews or sworn statements.
2. Obtaining and executing warrants when timely action is essential.
3. Completing essential paperwork, arrest reports, initial reports of investigation (301).
4. Completing crime scene tasks such as area canvass, directing I.D. in scene processing, etc.

B. Recall to Duty

Personnel may be called in while off-duty for the following reasons:

1. To pursue new leads or vital tasks that cannot wait until the next tour of duty.
2. To interview offenders who unexpectedly turn themselves in or witnesses who come to the station to give statements which cannot be taken by anyone else.

II Court Overtime

- A. Domestic Violence Unit personnel will comply fully with all Departmental Policies established to regulate our appearance in the Courts and State Attorney's Office. Additionally, full compliance with the operating procedures of the Court Liaison Detail is expected.
- B. Court appearances and depositions will not be rescheduled from on-duty hours to off-duty hours.

- 3 -

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

- C. When arrangements are made to meet with prosecutors or public defenders, every attempt is to be made to meet during the investigator's regular working hours.
- D. It is the responsibility of the investigator to notify the Court Liaison Detail immediately of any change in a scheduled court-related appearance.
- E. Scheduled court-related appearances take precedence over schools, training, or any other activity. Investigators may attempt to reschedule depositions which conflict with important work activities.
- F. Conflicts in scheduling that may adversely affect vital work-related activities should be brought to the attention of the Unit Commander for resolution.
- G. Each member will be required to write on the rear of the Court Attendance Report (overtime slip) that they attempted to change all Pre-Trial Conferences and meetings with the State Attorney's Office to on-duty and why this could not be done.
- H. Each member will review all subpoenas to ensure they are primary to the case. If subpoenaed to a case and not needed, a call to the State Attorney's Office to cancel appearance must be made.
- I. Major cases involving secondary officers need approval from a supervisor to **cancel** attending court. Other court cases (i.e., traffic, DUI, routine crime cases) involving you as secondary officer you need to obtain approval from a supervisor to **attend** court.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 9

SUBJECT: Granting of Time Off

PURPOSE: To provide guidelines for granting time off.

- SCOPE:
- I. Non-Sworn Personnel
 - A. The Unit's non-sworn personnel will request time off from their respective supervisor.
 - B. Once time has been approved, the supervisor will make the appropriate notation on the "P-Sheet" and place their initials next to the notation.

LT R: Gentry

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/3/17

Effective Date



- 2 -

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

II Sworn Personnel

- A. The respective supervisor will approve/disapprove all time off (E/O, V, IF, etc.) for their personnel only. Personnel calling in "I" must speak to their supervisor personally. There will be no messages left for a supervisor that an individual called in "I". There must be personal contact with their supervisor.
 - 1. Supervisors shall not grant time off for other personnel except during an emergency.
- B. Supervisors will approve/disapprove all time off for non-sworn personnel.
- C. Once time has been approved, the supervisor shall make the appropriate notation on the "P-Sheet" and place their initials next to the notation.
- D. All time requests will be requested to the appropriate supervisor for approval. The supervisor will place the approved time off on the daily "P-Sheet".

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 10

SUBJECT: Paperwork Routing / Saving Documents Procedures

PURPOSE: The Domestic Violence Unit has established procedures which will assist in the routing of paperwork to include what is required in the case file.

- SCOPE:
- I. Information is as follows:
 - A. Subpoenas, "e-Notify"
 - B. Property Receipts
 - C. M.D.P.D. Laboratory Reports
 - D. Original 301 Reports and Supplemental Reports

Richard Gentry

 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

4/3/17

 Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 10
(Continuation)

- E. Correspondence from Supervisors / Unit Commander
 - F. Incoming Mail / Phone messages from victim(s) – Witnesses
 - G. All sworn statements and documents relevant to an assigned case
 - H. Final Arrest Affidavits are to be emailed to the Domestic Violence Distribution and saved in the designed folder
- II. It is mandatory that all personnel check their e-Notify correspondence as per departmental policy, all appropriate information is properly checked and file any and all material pertaining to their assigned cases into the case file. Appropriate files will be saved in the designated folders as directed by the Unit Commander.

City of Miami



DANIEL J. JOHNSON
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 11

SUBJECT: Domestic Violence Unit Information and Reporting System

PURPOSE: To provide a system of disseminating information to both civilian and sworn members through the use of various processes.

- SCOPE:**
- I. Domestic Violence Unit Information Board
 - A. The information board shall be reviewed by each member at the beginning of his or her tour of duty. Each member is also required to review their emails and phone messages at the beginning of his or her tour of duty.
 - B. If a member is away from the Unit for longer than seven days, it will be his or her immediate supervisor's responsibility to assure that the member obtains the pertinent information upon his or her return.

Lt. R. Gentry

 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

5/2/17

 Effective Date



STANDARD OPERATING PROCEDURES S.O.P. 11
(Continuation)

II. Report of Investigation (301)

- A. The Report of Investigation (301's) will be saved in the 301 folder located in the Domestic Violence Unit "U" drive.
- B. Completed Reports of Investigation will be placed on the designated clipboard and maintained for at least 30 days.
- C. It is the responsibility of every supervisor and investigator to review all 301's for accuracy.

III. Official Bulletins

- A. The Official Bulletins are mandatory reading by all members.

City of Miami



DANIEL J. ALONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 12

SUBJECT: Equipment Issued by the Criminal Investigation Division (CID)

PURPOSE: To ensure accountability and security of issued C.I.S. equipment.

SCOPE: When a member is transferred from the Domestic Violence Unit, their immediate supervisor shall be responsible for collecting all C.I.S. issued equipment.

LT. R. GENTRY

Lt. Richard Gentry
Commander
Domestic Violence Unit

4/11/17

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

- II. These items shall be turned over to the Domestic Violence supervisor. He/she will be responsible for checking these items off and redistributing them.
 - A. When the above procedure has been accomplished, the supervisor shall prepare a written red-line memorandum to the Unit Commanding Officer reporting what equipment was collected.

City of Miami



DANIEL ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 13

SUBJECT: Use of Criminal Investigations Section Imprest Fund

PURPOSE: To clearly define the proper utilization of the Imprest Fund.

- SCOPE:
- I. Criminal Investigations Section Imprest Funds are cash resources that are administered internally by the Miami Police Department. They are to be used for **purposes directly related to ongoing investigations**. All personnel must govern themselves accordingly with Departmental Order 8 Chapter 5.
 - A. Imprest Funds can be used for:
 - 1. Payment to informants.
 - 2. Purchase of contraband to be used as evidence.

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Lt. Richard Gentry
Commander
Domestic Violence Unit

4/3/17

Effective Date



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

3. Emergency food and lodging for witnesses.
4. Witness or offender travel expenses (relatives excluded).
5. Investigator secondary travel expenses after the investigator reaches the destination. These include cab and bus fares, rail fares, car rentals, road tolls and investigation related phone tolls.

B. The Imprest Funds are for investigations only. They CANNOT be used for training purposes, even on a temporary or advance basis.

II. Authorization

The use of Imprest Funds for any purpose during an ongoing investigation must be approved by a supervisor, the Unit Commander, and the C.I.S. Commander

City of Miami



DANIEL J. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 14

SUBJECT: Responsibility for arrestees and witnesses within the domestic violence office area.

PURPOSE: To establish a procedure for handling arrestees and witnesses within the violent crimes office area.

- SCOPE:
- I. Domestic Violence Unit personnel will assume primary responsibility for arrestees and witnesses involved in domestic violence investigations.
 - A. Assistance should be requested from transporting officers when appropriate.

LT R: CS

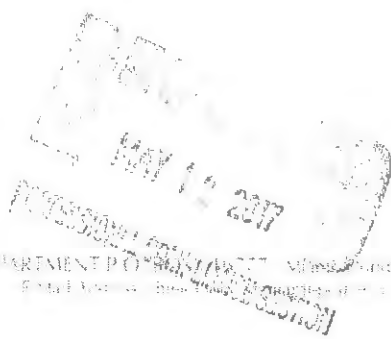
Lt. Richard Gentry
Commander
Domestic Violence Unit

4/7/17

Effective Date



MIAMI POLICE DEPARTMENT P.O. BOX 13777 MIAMI, FLORIDA 33167
Central Address: 3100 N.W. 7th Street



- 2 -

STANDARD OPERATING PROCEDURES S.O.P. 14
(Continuation)

- B. Uniformed officers will resume their responsibility for arrestees when they leave the office with a prisoner.
 - C. At no time will non-sworn personnel of the Domestic Violence Unit assume responsibility for the custody of a prisoner.
 - D. Prisoners will not be left unattended in interview rooms or any other section of the office.
 - E. Discretion will be exercised in the un-handcuffing of prisoners in the office. It is understood that in some cases the handcuffing of prisoners may interfere with the development of rapport.
 - F. When an arrestee is interviewed, two investigators should be present.
 - G. Interviewing of juvenile arrestees will be conducted in compliance with Departmental Orders and applicable law. Juvenile arrestees can be interrogated in the Juvenile/Missing Persons Detail office or in the Homicide and Domestic Violence Unit office area in the presence of a Juvenile/Missing Persons Detail officer.
- II. When prisoners are taken on location, appropriate security precautions (at least two officers/investigators) must be observed. A supervisor must approve taking a prisoner out on location. The prisoner must be handcuffed. Exceptions due to age, physical disability or injury must be approved by a supervisor or above.
- III. Arrestees who require immediate medical attention will be attended to without undue delay.

- 3 -

STANDARD OPERATING PROCEDURES: S.O.P. 14
(Continuation)

- IV. Witnesses, after giving statements, shall not be left in an interview room. Witnesses shall be asked to sit in the general office area.
- V. Investigators are reminded that if you relinquish the responsibility of transporting witnesses or offenders to another investigator or patrol officer, insure that the witnesses or offenders are introduced to the transporting officer. Supervisors will be notified of any arrangements that are made.

City of Miami



DANIEL J. ALFONSO
City Manager

DOMESTIC VIOLENCE UNIT STANDARD OPERATING PROCEDURES

SOP 15

SUBJECT: Case File and Unit Information Security Public Records Requests

PURPOSE: To establish a procedure for the dissemination of information pertaining to all domestic violence activities.

SCOPE:

- I. Requests for Information
 - A. Law enforcement personnel (internal and external)
 - I. All requests for access to or information pertaining to domestic violence cases from personnel outside of the Unit will be referred to a unit supervisor who will be responsible for notifying the Unit Commander.

LT R: GA
Lt. Richard Gentry
Commander
Domestic Violence Unit

4/3/17
Effective Date



- 2 -

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

2. Requests for information on open pending cases from law enforcement officers (internal or external) shall be based upon a bona fide need to know. Open cases shall not be openly discussed during idle conversation. A unit supervisor must approve all requests for information.
3. The information request and the identity of the requestor shall be documented on a 301 report for inclusion in the case file.

II. Case File Security

- A. Other than assigned domestic violence personnel, no one is to be allowed access to the Unit's file cabinets. All persons attempting to gain access will be challenged as to their intentions and will be assisted by domestic violence personnel if they have received authorization by the Unit Commanding Officer.
- B. The file cabinets will remain locked at all times. It will be the responsibility of the on-duty supervisor to ensure file cabinets security.
- C. The Unit Commander, Unit Supervisor and secretary will maintain keys to the Unit's file cabinets room.
- D. No domestic violence files will be taken out of the office unless properly signed out on the Unit's Sign Out Log. It is the responsibility of the on-duty supervisor to review the sign out log and assure that files are signed back in.
- E. All domestic violence files, when not being used, will be stored in the file cabinet. The supervisor will ensure that this is being adhered to.

- 3 -

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

- F. All domestic violence files can be stored in the file cabinet provided for. Domestic violence files in investigator desks must be available to the Unit supervisor or Commanding Officer.

- III. All requests for information and/or copies of documents from case files from private citizens, companies, or the news media shall be handled as public records requests.
 - A. All public records requests must be in writing to the Department's Legal Advisor.
 - B. The Legal Advisor must review and approve all public records request.
 - C. The Legal Advisor will forward the approved request to the Unit Commander, who is the designated records custodian of all domestic violence records. The Domestic Violence Unit Commander will then obtain and disseminate the requested information and/or records.

- 2 -

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

2. Upon retrieval subpoenas will be printed. A supervisor will clear the notification from court computer list.
3. Domestic Violence personnel are responsible for checking on court related matters each day.
4. When arrangements are made to reset or be excused from a court related obligation, the following steps shall be adhered to:
 - a. Immediately notify the Court Liaison Unit of change at (305) 575-5233.
 - b. The date, time, extension and name of court liaison person should be written in the investigator's notebook.
 - c. Should an investigator feel that he is the victim of a court liaison error the above listed documentation along with the telephone tape will serve to exonerate the officer from disciplinary action.

City of Miami



DANIEL ALONSO
City Manager

DOMESTIC VIOLENCE UNIT

STANDARD OPERATING PROCEDURES

SOP 17

SUBJECT: Reading of Formal Statements and Confessions

PURPOSE: To document the procedure for a witness or offender to be given the opportunity to read and sign their sworn statement.

SCOPE: All witnesses and offenders shall be afforded the opportunity to read and sign their sworn statements.

- I After the taking of a sworn statement, the witness or offender shall be presented with the typed sworn statement by the investigator who took the statement.

LT. R. GENTRY
 Lt. Richard Gentry
 Commander
 Domestic Violence Unit

4/2/17
 Effective Date



- 2 -

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

- A. The witness or offender shall be given the opportunity to read the sworn statement.
1. The witness or offender will be asked to initial each page of the sworn statement as an indication they have read each page.
 2. The investigator should also initial each page in the presence of the witness or offender indicating they observed the reading and initialing of each page.
 3. The witness or offender must be given the opportunity to make any corrections they feel are necessary to make the statement true and correct.
 - a. These changes shall be made by the witness or offender in pen and initialed by both the witness or offender and the investigator.
 4. At the conclusion the witness or offender will be asked to sign and date the statement, in the presence of a notary, authenticating the contents as being true and accurate.
 5. Both notary and the investigator must also sign the statement indicating they observed the witness or offender's signature.