

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

ROBBERY UNIT

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

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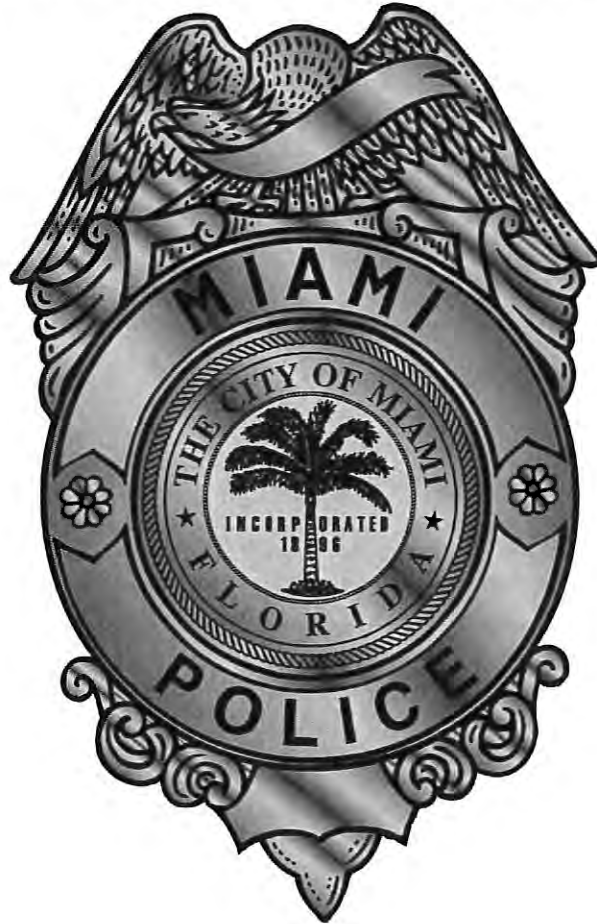
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ROBBERY UNIT



City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection: _____
Unit Commander Date

Second Quarter Inspection: _____
Unit Commander Date

Third Quarter Inspection: _____
Unit Commander Date 9/16/2020

Fourth Quarter Inspection: _____
Unit Commander Date

Annual Inspection: _____
Section Commander Date



City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES


LETTER OF PROMULGATION

TO: All Robbery Unit Personnel

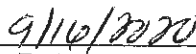
This manual is established to provide guidelines for the management, functions and operations of the Robbery Unit, to include the Career Criminal Detail, which operates out of the Robbery Unit, a component of the Criminal Investigations Section.

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 conflicts between the Standard Operating Procedures and the Departmental Orders or Directives will be arbitrated and resolved through the Unit Commander.

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



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION


To investigate, arrest and present for prosecution, robbery, kidnapping and extortion cases within the City of Miami. To evaluate the current trends, methods and overall operation patterns of individuals as well as organizations engaged in conducting robberies, kidnappings and extortions.

II. GOALS

To properly integrate personnel, time and resources for the successful investigation of assigned cases of robberies, kidnappings and extortions.

III. OBJECTIVES

- A. To increase the clearance rate of cases investigated by the Robbery Unit.
- B. To increase the successful prosecution of individuals arrested by the Robbery Unit.
- C. To continue working and improving working relationships with units and members of the Miami Police Department as well as other local, state and federal agencies.
- D. To successfully conduct investigations with the overall objective of reducing crime and arresting offenders.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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ROBBERY UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

DUTY HOURS

The following are the duty hours of each shift:

- Shift A – 0700 to 1700 hours
- Shift B – 1400 to 2400 hours
- Shift C – 2100 to 0700 hours
- Shift D – 1800 to 0400 hours

The duty hours for the Unit's administrative and support staff may vary and are determined by the Unit Commander.

DRESS

The dress code requirements for the Robbery Unit are the standard attire as prescribed in the Departmental Orders. Dress attire may be modified at the discretion of the Unit Commander for certain operations.

W. Gonzalez

Lt. William Gonzalez
Commander
Robbery Unit

9/14/2020

Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager


ROBBERY UNIT

STANDARD OPERATING PROCEDURES

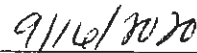
DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF A UNIT COMMANDER

- A. Assume overall command and authority for the Robbery Unit.
- B. Ensure that all tasks are completed according to 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 and arbitrate conflicts which arise among employees.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- E. Establish duty hours for employees.
- F. Ensure completion and authorization of administrative tasks.
- G. Adjust schedule so as to maximize time to adequately command the Unit.
- H. Review all investigative reports.
- I. Identify goals and objectives for the Unit.
- J. To coordinate and direct activities of the personnel.
- K. To ensure that written correspondence is within departmental guidelines and complies with policy.
- L. To ensure that all daily, weekly, and monthly reports are properly prepared and forwarded on time.
- M. Identify training needs of Unit personnel.
- N. Identify organizational deficiencies within the Unit and take corrective action as needed.
- O. Coordinate the evaluation of Unit systems to ensure desired results.
- P. Review incoming material for appropriate action and/or assignment.
- Q. Review outgoing material for content and quality.
- R. Delineate areas of responsibility and allocate resources accordingly.
- S. To attend meetings as directed.
- T. To prepare studies and special reports as directed.
- U. Direct the development of policies and procedures as needed to maximize productivity.
- V. Review Response to Resistance Reports.
- W. Review reports of injury to Unit personnel.
- X. Brief Section Commander about any major incidents.
- Y. To oversee the case assignment function which is performed by the Unit's Supervisor.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

II. DUTIES OF UNIT SUPERVISOR

- A. Keep the Unit Commanding Officer informed of the progress of any investigation.
- B. Plan Unit's current, continuing and future activities.
- C. Maintain direction and control of 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
- D. Take into consideration the individual officer's experience when making assignments.
- E. Maintain a high level of efficiency by ensuring continued training.
- F. Disseminate information concerning legal and court opinions to Unit members.
- G. Guiding, directing, and reviewing the activities of personnel assigned to him/her.
- H. Ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, applicable laws, and lawful orders of Superior officers.
- I. Responsible for the work product of his/her Unit, including the correction of spelling and grammar, press releases, 301's, supplements, special bulletins, reviewing/assigning, terminating investigations based on solvability factors.
- J. On crime scenes, the Supervisor will maintain a leadership role and coordinate the activities of his/her personnel and support personnel.
- K. Responsible for informing the Unit Commanding Officer of all major cases and crimes of interest.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- L. Perform administrative tasks as the Unit Commanding Officer deems necessary.
- M. Maintain a file on each member assigned to him/her. These personnel files will be available for periodic review by the Unit Commanding Officer.
- N. Responsible for maintaining a case log, which provides a procedure for tracking cases within the Law Records Management System (L.R.M.S.) assigned to each member. This procedure ensures timely completion of supplemental reports and shows a record of cases assigned to each member.
- O. Responsible for submitting statistical information for the monthly report.
- P. Required to attend regularly scheduled Unit meetings and be prepared to discuss current open and ongoing investigations.
- Q. Required to actively work with the State Attorney's Office, Public Defender's Office, and other concerned state and federal agencies and individuals in order to eliminate unnecessary court appearance for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court-related appearances during on-duty hours. Pre-files must be on-duty.
- R. 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 investigator's work product. Supervisors will be responsible for taking action to eliminate further case preparation problems. This may take the form of closer supervision or additional training.
- S. Ensure that his/her personnel are:
 - 1. Familiar with current case laws concerning Investigations (i.e., line-ups, confessions, searches, etc.)
 - 2. Contributing to the efficient and effective means of obtaining Unit objectives.
- T. Generate the required reports to include, but not limited to, the following:
 - 1. Monthly Activity Report
 - 2. Monthly EML Verifications
 - 3. Personnel Performance Evaluation
 - 4. Annual Vacation Request

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- U. Make appropriate changes on "P" Sheets when current manpower is affected (i.e., E/O, I, V time).
- V. When appropriate, submit the necessary documentation to nominate members of the Unit for the Officer of Month Award.
- W. Counsel Unit members when necessary (i.e., apply progressive discipline when taking action).
- X. Ensure that personnel monitor their radios and are available to assist other units in investigations or emergency assistance calls.
- Y. Respond to major crime scenes to assist their personnel with the investigation and provide proper guidance.
- Z. Review and approve all reports and information generated by members prior to submission or sending through channels.
 - 1. These reports and information will include, but not be restricted to, Reports of Investigation, Supplemental Reports, Reports of Long Distance Telephone calls, information to be submitted for daily bulletins, and any other paperwork.
 - 2. The intent of the SOP is to ensure that the Supervisor is aware of what his/her respective investigators are doing and to review these areas for quality, accuracy and possible adverse consequences. Supervisors are required to correct any deficiencies when identified.
- AA. Responsible for checking Premier One daily for ensure that all reported cases have been properly assigned.
- BB. Maintain the proper flow of Case and Departmental reports.
- CC. Ensure that reports are complete and concise.
- DD. Ensure that deadlines are met on reports.
- EE. Develop inter-unit cooperation.
- FF. Assume the administrative duties of the Unit Commanding Officer (i.e., filing and other office duties).
- GG. Maintain communications with outside agencies.
- HH. Check the court requirements of their personnel.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

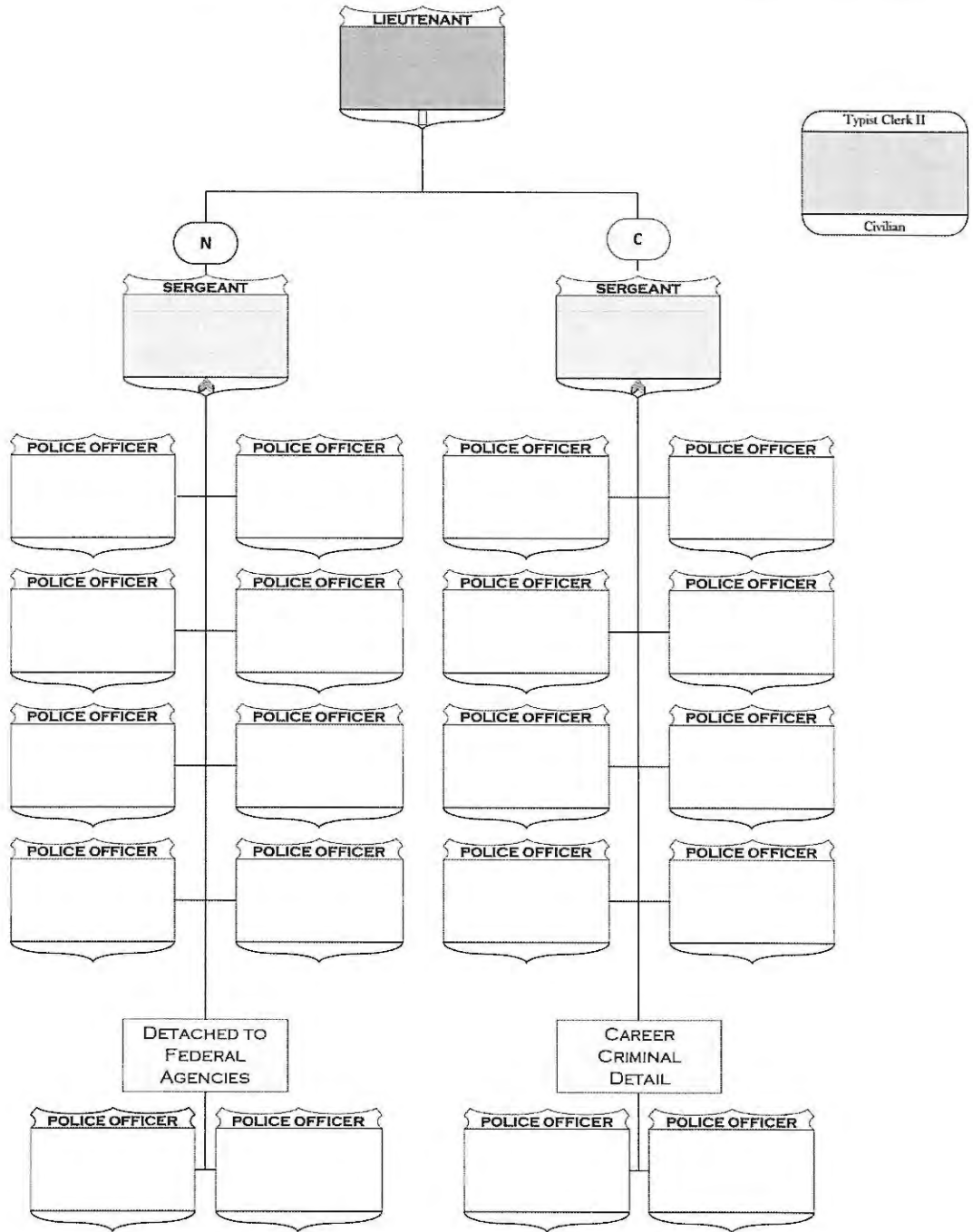
III. DUTIES OF A ROBBERY UNIT INVESTIGATOR

- A. To keep his/her supervisor abreast of all investigations/criminal activities that are addressed by this Unit.
- B. Follow the direction of his/her supervisor, Unit S.O.P.s, and D.O.s.
- C. Initiate investigations, arrests, and/or surveillances as they pertain to their assignments.
- D. To assist other officers with their assigned duties.
- E. Develop and maintain liaison with other agencies.
- F. Assist in maintaining the office files.
- G. Responsible for the overall coordination and follow-up investigation of assigned cases and other responsibilities in accordance with Federal, State, and Local law, Departmental Rules and Regulations, Departmental Orders and Standard Operating Procedures.
- H. Must respond to crime scene when required and coordinate all aspects of a criminal investigation in conjunction with support units.
- I. Coordinate the creation of inner and outer perimeters for crime scene preservation.
- J. Interview witnesses, victims, etc.
- K. Interview suspects for the intended purpose of securing sworn confessions taken under Miranda Warnings.
- L. Maintain a complete and detailed notebook of daily activities in chronological order. (Adequate notes taken by the investigator are considered a prerequisite to the future completion of 301's, Supplemental Reports, notes for court presentations, overall evaluation of the activities generated in an investigation, etc.)
- M. Prepare 301 Reports on significant robbery, extortion, or kidnapping cases and attempts. (These 301's will be prepared prior to the investigator's completion of his/her tour of duty. The investigator will follow the proper format to ensure uniformity.)
- N. Conduct neighborhood canvass when appropriate.
- O. Prepare proper photo lineups and video lineups as prescribed by statutes when appropriate.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- P. Become proficient in the area of interrogation.
- Q. Become proficient in establishing probable cause for securing arrest and search warrants through the State Attorney's Office.

ROBBERY UNIT



City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

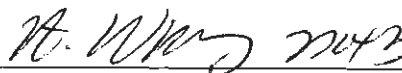
STANDARD OPERATING PROCEDURES

S.O.P.: 1

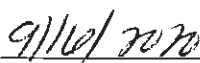
SUBJECT: TRAINING FOR NEWLY ASSIGNED UNIT PERSONNEL

PURPOSE: To outline duties and responsibilities for newly assigned investigators.

SCOPE: In an effort to acquaint investigators with their new work assignment, they will familiarize themselves with the type of cases handled by the Unit.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- I. New investigators will be assigned to work with an experienced investigator.
- II. New investigators will be required to attend an Interview & Interrogations training class at the earliest available date.
- III. New investigators may be assigned a caseload, depending upon Unit workload. If assignments are made, he/she shall be responsible for all required subsequent reports pertaining to those assigned cases.
- IV. In addition to investigating assigned cases, the investigator is expected to read and become familiar with Unit SOPs, office filing system, and other Unit procedures.
 - A. It is anticipated that within (2) two weeks of their transfer, the new investigator shall have received instructions in the following areas:
 1. On-scene and follow-up investigation
 2. Supplementary reports preparation
 3. Case file preparation
 4. Preparation of constitutional rights forms
 5. Interrogation of offenders and interviewing of witnesses
 6. Record searches with other agencies
 7. Viewing of mug shot photos
 8. Line ups and video
 9. Use of composites
 10. C.I.C. usage
 11. Preparation of affidavits

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

12. Case filing with the State Attorney's Office and Warrant procedures
 13. Evidence handling
 14. Testifying in court
- B. At the end of three months, the newly assigned investigator should be capable of handling any type of investigation. If any questions arise, he/she shall ask and will receive assistance from a senior investigator.

City of Miami

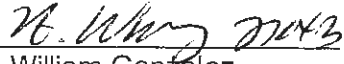


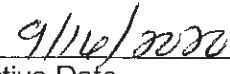
ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.:** 2
- SUBJECT:** CASE ASSIGNMENT CRITERIA
- PURPOSE:** To outline the criteria for assigning cases. Supervisors will review all cases to determine how, and if, a case is assigned for investigation.
- SCOPE:** To set forth procedures for the assignment of cases.


Lt. William Gonzalez
Commander
Robbery Unit


Effective Date



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

I. Case screening.

A minimum of one of the following criteria is required for assignment of a case:

- A. Suspect(s) have been named or can be described.
- B. Suspect(s) can be positively identified by victim/witness:
Is known, but not by name: has been seen before.
- C. Victim/witness gave a unique description of suspect(s) or vehicle.
- D. Suspect(s) residence is or a location where the suspect(s) is known to frequent is known.
- E. Suspect(s) vehicle can be located (unique description, tag #, VIN, etc.).
- F. Victim/witness may be able to I.D. suspect(s) vehicle.
- G. Victim/witness may be able to I.D. suspect(s).
- H. Significant physical evidence was left at the scene by the offender(s): (blood samples, other body fluids, tissue samples, tool marks, weapons, tools, personal identifiers, wallets, projectiles, shell casings, vehicle used by offender).
- I. Limited opportunity for the commission of the crime (limits the range of suspects).
- J. Several similar incidents (M.O., time of day, locale, etc.).
- K. Evidence is of unique M.O.

Stolen property can be identified by serial number; particular characteristics; and inscribed identifier (name, D.L. #, SS #).
- L. Victim shot or sustained major injuries.
- M. Crime is of a nature that necessitates investigation (misdemeanor against public official, house of worship, union hall, embassy, and foreign official).

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

- N. Cases that do not fall under any of the above criteria shall be assigned and classified as no further information for closure.
- O. Cases that do not fall under any of the above criteria for a robbery, but meet the criteria of the elements other crimes shall be assigned and unfounded to be assigned to the appropriate unit.

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

S.O.P.: 3

SUBJECT: INVESTIGATIVE ACTIVITIES

PURPOSE: To establish guidelines for handling an investigation at both the preliminary and follow-up stages.

SCOPE: This standard operating procedure is for the purpose of instructing Robbery Unit detectives of the proper procedures for conducting an investigation.

W. W. Gonzalez

Lt. William Gonzalez
Commander
Robbery Unit

9/16/2020
Effective Date



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

I. Preliminary Investigation:

Consistent with other responsibilities, the uniformed officer will conduct the preliminary investigation to a point where a lapse in the investigation will not hamper or jeopardize the outcome of the case nor prohibit the officer's return to service without undue delay. Unique circumstances may occur which require notification and initial response from non-uniformed investigators. In such cases, the investigator assumes responsibility for both the preliminary and follow-up investigations.

A. Preliminary Investigations

Preliminary investigations may include:

1. Observing all conditions and events surrounding the crime scene.
2. Locating and identifying witnesses.
3. Conducting an area canvass.
4. Maintaining the crime scene and protecting evidence.
5. Interviewing the complainant and witnesses
6. Obtaining a suspect description and issuing a BOLO.
7. Interrogating the suspect, except in homicide, sexual battery, kidnapping, and child abuse cases.
8. Arranging for the collection and/or preservation of evidence.
9. Effecting the arrest of the criminal.
10. Reporting the incident fully and accurately.

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

- II. Follow-up Investigative Activities:
 - A. Follow-up investigations may include:
 - 1. Reviewing and analyzing preliminary reports.
 - 2. Conducting interviews and interrogations.
 - 3. Reviewing departmental records.
 - 4. Seeking additional information from the complainant, uniformed officers, witnesses, neighbors, and informants.
 - 5. Reviewing results from laboratory examinations.
 - 6. Arranging for dissemination of information, as appropriate.
 - 7. Planning, organizing, and conducting searches.
 - 8. Preparing cases for court presentation.
 - 9. Assisting in prosecution.
 - 10. Determining involvement of suspects in other crimes.
 - 11. Checking suspect's criminal histories.
 - 12. Soliciting assistance/information from other units and/or outside law enforcement agencies.
- III. Throughout the course of an investigation, the assigned case investigation checklist will be utilized:



CITY OF MIAMI
POLICE DEPARTMENT



ASSIGNED CASE INVESTIGATION
CHECKLIST

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Review incident report and additional information provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Interviewed victim—if unable to contact victim, send letter/leave notice a home or business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Interviewed witnesses or other individuals with relevant information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Obtain evidence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Submit evidence to lab for analysis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Obtain affidavits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Obtain and serve subpoenas for phone, bank, and/or other records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Review and analyze financial audits, ledgers, sales drafts, bank records, monthly statements, applications, and other relevant documents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Prepare logs, diagrams, spreadsheets, and flowcharts to illustrate and clarify financial records.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Conduct background investigation of persons involved, as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Prepare and show lineups or photos.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Consent search or prepare, obtain, and serve search warrant(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Interview suspect(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Contact SAO for notification, guidance, or legal opinions, as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Prepare arrest affidavits and arrest suspect(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Prepare necessary documentation for SAO to obtain arrest warrants where whereabouts of suspects are unknown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Confer with supervisor to inform on the progress of the investigation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Prepare Report(s) of Investigation (RF 301).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Prepare/submit Supplementary Report(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Prepare case file for Pre-File Conference with SAO and other possible future court appearances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Refer case to the Victim Advocate Detail (if the case merits a referral).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Ensure that a Victim Rights Brochure was given.

NOTE: THIS CHECKLIST MUST BE A PART OF EVERY CASE FILE

Case Number:

Completed by: Date:

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT


STANDARD OPERATING PROCEDURES

S.O.P.: 4


SUBJECT: ROBBERY INVESTIGATIONS

PURPOSE: To familiarize the Investigator with the procedure and policies which should be followed in conducting the investigation.

SCOPE: To ensure that proper policies and procedures are followed in conducting all Robbery investigations.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

- I. On-Scene Investigation
 - A. Announce arrival, make note of arrival time and who was present.
 - B. Check roping of area for scene preservation.
 - C. Properly identify yourself to the reporting officer.
 - D. Determine if Crime Scene Investigation (C.S.I.) is needed. If so, have them requested.
 - E. Supervise processing of scene by the C.S.I. Unit.
 - F. Contact and interview victim and witnesses.
 - G. Make a brief sketch of the scene, if appropriate. Include the area and location of witnesses.
 - H. Initiate a search of the area for additional witnesses.
 - I. If a suspect is identified, put out all necessary information over the air.
 - J. If the victim has been sent to a hospital, interview him/her at the hospital. Note his/her medical condition and the attending physician's name.
 - K. If physical condition of victim is serious or critical, advise a Homicide Unit.
 - L. In all cases in which an elderly victim is seriously injured as the result of a robbery, Homicide will be requested to the scene of the incident.

The responding Homicide Team shall evaluate the elderly victim's condition and determine whether the Robbery Unit or the Homicide Unit will be handling the investigation.

The victim's condition may improve with time and the investigation may be re-assigned to the Robbery Unit for completion.

- M. On serious shootings, make arrangement to obtain victim's clothing in order to establish the shooting distance.

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

- N. If the victim has already expired, leave clothing on the victim, since the medical examiner will retain the clothing evidence. Immediately notify Homicide that the victim has expired.
- O. It is the responsibility of the investigator to assist Homicide until a final conclusion is reached.
- P. Refer to CCW reports and FI cards for possible leads.
- Q. Obtain as much detailed description as possible of the offenders and the M.O. used. Include this information on the supplementary report.
- R. Prepare 301.
- S. Re-contact victim and witnesses after several days to ensure that all available information has been obtained.
- T. Supplement report is due within 30-days.
- U. Victims must be advised, within 20 days, of the status of the investigation. This must be made through personal contact or letter. Also, contact must be made if and when the status has been changed or there is change in disposition.
- V. All information that pertains to a case that would enhance bringing the investigation to a successful conclusion, such as a criminal background check, will be relayed to Patrol Roll Calls and published in the daily bulletins.
- W. Concerning the impromptu field interview and interrogation, all constitutional guarantees must prevail. The guidelines for the interview are the same as for all interviews. Diplomacy is of the essence. The investigator must be aware when the accusatory stage has been reached or when the value of the information gained may be subject to the exclusionary rule.
- X. All constitutional guarantees will be adhered to during police investigations, to include procedures and interrogations.
- Y. Upon determining the identity of the offender, it will be the responsibility of the primary detective to contact the Crime Analyst and request a wanted flyer. The wanted flyer will include the lead detective's name and contact information; the case number; the location of the incident; a photograph of the

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

offender (if available); and the offender's biographical information (name, date of birth and last known address). The wanted flyer will then be forwarded to a supervisor for final approval prior to dissemination.

- Z. After the wanted flyer has been approved by a robbery supervisor it will then be disseminated to other members of the Miami Police Department for officer safety via email, as well as the Robbery Clearinghouse with the Miami-Dade County Police Department for Countywide dissemination.

- AA. The lead detective will then prepare of Felony Apprehension Team Package for apprehension to submit to their supervisor containing the following:
 - 1. FAT Checklist
 - 2. PC Message or Arrest Warrant
 - 3. Arrest Form
 - 4. Official Document of Identification of the Offender if available (i.e. DHSMV License or ID, Corrections Mugshot)

- BB. After review and approval, the supervisor shall submit the FAT Package for assignment via email (FAT@miami-police.org) and the lead detective is to communicate any leads that may assist in the apprehension of the offender when applicable.

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT


STANDARD OPERATING PROCEDURES

S.O.P.: 5

SUBJECT: EXTORTION INVESTIGATIONS

PURPOSE: To establish proper procedures for the investigation of Extortion cases.

SCOPE: To familiarize the investigator with guidelines to assist in the investigation of extortion.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

I. After a preliminary interview with the complainant, a background investigation is conducted to determine possible victim-suspect relationship.

A. Other information which may be relevant:

1. Financial Status
2. Political Status
3. Sexual Activity
4. Domestic Situations
5. History of Mental Illness
6. Civil Rights Violations
7. Threats on an individual
8. Threats on family members

II. Generally, the offender will have a present or past, direct or indirect relationship with the selected victim. A priority investigation would be one where a sum of money is demanded under threat of bodily harm to any person or persons.

A. It is imperative that a background investigation be conducted simultaneously with a tactical operation. Time is of the essence.

B. Individual case analysis will determine the resources to be utilized or deployed.

Examples:

1. Telephone Company
2. Two or more Robbery Investigators
3. Vehicles
4. Taping Equipment
5. SWAT
6. On-duty patrol units
7. FBI depending on individual case factors.

Example: Victim's position (Bank, Government Official, Domestic or Foreign, Civil Rights, etc.)

8. Other police agencies in the event the ransom is to be delivered outside local jurisdiction.

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

9. Postal Inspector, if the mail service was utilized for communications.

Example: Bomb threat, demand for money

- a. As above.
 - b. Regular procedure on bomb threats.
 - c. Homicide, S.I.S.
-
- C. A lower priority extortion would be that of a blackmail, where some kind of a demand is made for withholding of information, as opposed to bodily harm. While the method of investigation and apprehension are similar, the risk and repercussions are less. Many of reported extortion attempts do not go beyond the threat stage.
 - D. When a police officer or public official make an illegal demand for some consideration, monetary or otherwise to permit, commit, or omit a certain act, the Internal Investigative Unit of that agency is generally contacted.
 - E. Success is attainable by flexibility, adapting to frequently changing situations, and heavy deployment of personnel and equipment, often for extended periods of time.

City of Miami

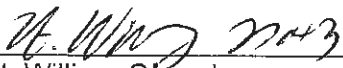


ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.:** 6
- SUBJECT:** BANK ROBBERY
- PURPOSE:** To make the investigator aware of the procedure and policies involved in investigating bank robberies.
- SCOPE:** To ensure proper procedures are followed when conducting bank robbery and related investigations.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

- I. Bank robberies are unique, in that they are investigated as armed robberies by the Police Department and as incidental criminal statute violations by the FBI. Each is an individual violation and each agency can file charges without involving double jeopardy. **Policy**, however, dictates that the best procedure is to charge a subject with the federal violation only.
 - A. On the scene
 1. Always call the FBI. Make sure they have been advised of the facts.
 2. On arrival, if possible, request the management temporarily close the bank, or at least rope off the area where the teller was robbed.
 3. Obtain offender physical description and have the information transmitted to all Units.
 4. Establish if money was taken. If the money is identifiable (bait money), obtain details.
 5. Keep media personnel out or away from the victim or witnesses until the police investigation is completed.
 6. Keep available all witnesses.
 7. Contact security personnel and establish if a camera was activated and retrieve the video.
 8. Provide SIS Technical Support Detail with copy of video or hard drive.
 - B. Investigative responsibility.
 1. The FBI is responsible for the investigation, unless they indicate otherwise.
 2. A Robbery report is to be completed by the uniform officer.
 3. Interviewing of witness and victim will only be done by our investigators if FBI is not responding (this does not preclude the first

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

responder from getting basic offender and vehicle description).

4. The Investigator will establish liaison with the FBI.
5. The Crime Scene Investigator will process the scene. He/she should search all wastebaskets in the lobby area for evidence (i.e., possible draft copy of "Hold-up" note).
6. The Robbery Investigator will contact the Commanding Officer when practical.
7. The Robbery Investigator will assist the FBI when practical.

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ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

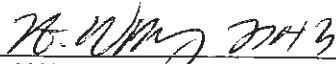
ROBBERY UNIT

S.O.P.: 7

SUBJECT: HOME INVASION ROBBERIES

PURPOSE: To furnish basic guidelines for Robbery Investigations when a home, apartment, or other enclosure used as a residence is entered by forced or fraudulent means.

SCOPE: To establish procedures to be followed when conducting an investigation into a Home Invasion Robbery.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

- I. The unlawful entry of an occupied domicile is a priority investigation. Physical contact by an unknown intruder is a traumatic experience for the occupants.

A complete investigation is essential. Generally, the victims are hysterical; a sincere effort must be put forth to make them comfortable.

- A. All Home Invasion Robbery scenes will require the same investigative steps.

1. Response to crime scene.
2. Victims and witnesses interviewed.
3. Crime scene examined.
4. Ensure that a complete crime scene search was conducted.
5. Ensure that CSI responds to scene.
6. Contact neighbors in area for additional information and witnesses.
7. All other steps that are required as for Robbery Investigation.

- B. Many home invasions are drug or gambling related. Often, the victim knows or had some association with the offenders but is reluctant to provide any information that might reveal he/she participated in an illegal activity.

A background investigation of the victim, his/her family, and associates is necessary. Often, when there is no indication of criminal association, the victim was set up by a family acquaintance.

- C. Bolos should include all pertinent information on suspects, and loss. Entry of the same information should be printed in the Daily Bulletin.

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

- D. Supplements are to reflect a complete investigation, to include a detailed account of incident, entry M.O., crime scene search information, victim and witness interviewed, neighborhood canvass, evaluation of physical evidence and other avenues explored during the investigation.

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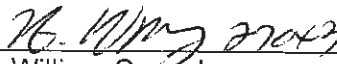


ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.:** 8
- SUBJECT:** ROBBERY DECOY OPERATIONS
- PURPOSE:** To establish guidelines when conducting Robbery Decoy Operations.
- SCOPE:** This S.O.P. details the assignments, responsibilities, and limitations when a Robbery Decoy Operation is executed and will be applicable to all persons working the operation.


Lt. William Gonzalez
Commander
Robbery Unit


Effective Date



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

- I. Strategy
 - A. Operations will be staffed with an adequate number of personnel. It should include, but not limited to:
 1. One Commanding Officer
 2. One Supervisor
 3. Number of undercover officers will be determined by the Supervisor.
 4. A minimum of four (4) take-down vehicles, along with at least one (1) eyeball or close cover will be utilized unless the Commanding Officer deems it necessary to modify the personnel needed.
 5. One (1) two-man marked unit (optional).
 - B. The decoy officer will receive surveillance assistance from the Technical Support Detail. As much information as possible will be transmitted to the backup officers.
 - C. A minimum of one (1) eyeball and/or (1) close cover will maintain constant surveillance of the decoy officer(s).
 - D. The operation will be terminated immediately when circumstances dictate.
 1. Transmission from the surveillance equipment cannot be heard.
 2. Surveillance of the decoy officers cannot be maintained.
 - E. The marked unit will be utilized for transporting prisoners and during the pursuit of vehicles, if necessary.
 - F. Unit Commander may, at his discretion, modify strategy.

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT


STANDARD OPERATING PROCEDURES

S.O.P.: 9

SUBJECT: FEDERAL PROSECUTION

PURPOSE: To establish procedures for the utilization of the federal criminal system to ensure that commercial establishment armed robbery cases are prosecuted with maximum benefit and potential impact.

SCOPE: This S.O.P. is for the purpose of establishing guidelines for the federal prosecution of armed robbery offenders. Arrest procedures and initial case filing will not change and shall be conducted by the agency taking custody of the defendant. When a determination is made pursuant to the foregoing guidelines that a potential federal prosecution exists, the following procedures will be observed:



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

- I. If the determination is made by the DCSAO after individual cases are filed in state court, notice will be provided to the Violent Crimes section of the USAO, by fax. The USAO will provide simultaneous notice to the FBI and the BATF. If the matter is accepted by the USAO, the DCSAO, and the BATF, the FBI will be notified of the name and telephone number of the Assistant United States Attorney assigned to the case.
- II. If the determination is made by the Miami-Dade Police Department or the City of Miami Police Department, the police department will contact the duty agent at the FBI or an agent known by the police department to be a member of the appropriate FBI squad, and refer the case for joint investigation/prosecution.
- III. Police departments involved in the investigation or arrest of a defendant referred for federal prosecution will remain with the case, and the investigation and prosecution of the case will be conducted jointly with agents of the FBI and BATF. In each case, physical evidence will be maintained by the agency which arrested the defendant or seized the evidence until the case is filed in federal court, at which time the physical evidence must be transferred to the custody of the FBI.
- IV. It is unavoidable that most of the individual robberies that are charged in federal indictments will have been first presented to the MDSAO. In recognition of the filing procedures and time limitations the MDSAO operates under, the USAO will make charging decisions within 21 days of the last arrest date when possible. State charges that are dismissed in favor of federal prosecution can be resurrected if the federal prosecution fails in some way.
- V. Written notice will be provided to the Chief of the Robbery and Career Criminal Division at the MDSAO when offenses first handled by the MDSAO are charged in a federal complaint or indictment. Upon such written notice, the MDSAO should dismiss or abandon the concomitant charge, and provide written notice of the dismissal to the Violent Crimes Section of the USAO. The written notice will be provided to the USAO.

City of Miami

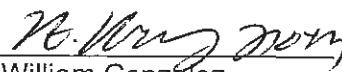


ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

- S.O.P.:** 10
- SUBJECT:** KIDNAPPING
- PURPOSE:** To familiarize the investigator with guidelines to assist in the investigation of kidnapping.
- SCOPE:** To establish procedures for conducting a kidnapping investigation.



Lt. William Gonzalez
Commander
Robbery Unit



Effective Date



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

- I. The Robbery Unit will be responsible for investigating any kidnapping, except as noted below in II-A, and II-B.
 - A. For purposes of determining jurisdiction or primary investigating unit, the kidnapping will be treated as occurring at the location the victim was seized, if such can be determined. For investigative purposes only, subsequent events will be treated as part of the initial crime and conspiracy, regardless of location. If the location where the victim was seized cannot be determined, the crime will be considered to have occurred at the location where any demand or communication was received, or at the location where the victim was last seen.

- II. Whenever a call is received of an alleged kidnapping where the victim is still missing, a Robbery investigator will respond to the scene immediately. If the call is received when no investigator is on duty, the on-call investigator will be summoned immediately. The unit Supervisor and the Unit Commanding Officer will also be notified immediately, and will respond as appropriate.
 - A. If the initial investigation determines that there is immediate Federal jurisdiction, the Federal Bureau of Investigation will be notified at once to assume operational control. In such cases, the Department will assume any supporting role requested by the FBI. Generally, there is immediate Federal jurisdiction in the possible kidnapping of any federal officer or federal official, of any diplomat or consular official, or when the kidnapping is part of terrorist activity. The FBI also has primary jurisdiction in any kidnapping of a child, eight years of age or less, where parental kidnapping is not suspected. In all other kidnappings, except those believed to be narcotics related, the FBI should be notified as soon as practical, in case they later assume control of the investigation. In situations where the federal and departmental responsibilities overlap, Robbery detectives will retain operational control until the Unit Commanding Officer and the FBI determine otherwise.
 - B. If the initial investigation determines that the incident is a parental kidnapping or a custody dispute, the Special Victims Unit will be notified immediately, and will assume operational control of the investigation. Robbery personnel will assume any supporting role requested by the Special Victims Unit.

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

- C. If the initial investigation determines that there is the potential or possibility of a sexual battery occurring during the kidnapping, the Special Victims Unit will be notified; however, robbery personnel will retain operational control of the investigation until there is evidence that a sexual battery has occurred (usually, only after the victim has been found and is taken to the Rape Treatment Center).
- D. If the initial investigation determines that there is the potential or possibility that a homicide has occurred, the Homicide Unit will be notified; however, Robbery personnel will retain operational control of the investigation until there is evidence that a homicide has occurred (usually, only after the victim has been found).
- E. After the initial investigation, other resources that may be utilized include, but are not limited to:
 - 1. Telephone company
 - 2. Other police agencies (for additional assistance and elimination of any jurisdictional barriers)
 - 3. Postal Inspector (if the mail service was utilized for communication)
 - 4. Taping equipment
 - 5. Photographing equipment
 - 6. SWAT
 - 7. Patrol units
 - 8. FBI (courtesy purposes and possible involvement)
 - 9. Trained Hostage Negotiator (kidnapping is a modified hostage situation)
 - 10. On-call State Attorney (subpoenas, warrants, legal advice)

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

III. The primary objective in any kidnapping is the safe return of the hostage(s). Procedure notwithstanding, the dynamics of each situation will dictate the appropriate police response.

A. Care must be taken to preserve any evidence at the scene, especially when that scene may become the command post. Generally, the command post will be the location where the reception of future communications from suspects may be anticipated, such as the victim's home or business.

The existence of the kidnapping and the involvement of the police must be kept confidential to protect the victim. Therefore, police presence at the command post will be kept unobtrusive and as concealed as possible; marked and regular unmarked police vehicles will not be left at the command post or other locations of the victim's family or business. No information releases will be made to any news media or to anyone except on a need-to-know basis. Whenever possible, non-secure radio transmissions about the kidnapping will cease as soon as the investigators have been notified. The Public Information Office will be notified as soon as practical by the first investigator on the scene, in case the Department receives media inquiries. A decision to make the kidnapping public will only be made by the Robbery/CID Commanding Officer or higher authority, after consultation with the investigators, Hostage Negotiator, and the victim's family.

B. The investigators on the scene will arrange for assistance from the SIS Technical Support Detail for the monitoring and documentation of communications.

C. After a preliminary interview with the complainant, a background investigation of the victim and/or the complainant will be conducted to discover any possible victim/suspect relationship, or to determine a possible motive for the kidnapping. Among these factors to be considered by the investigator are the victim's and/or complainants:

1. Occupation
2. Financial standing
3. Political activity or status
4. Age and sex

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

5. Sexual lifestyle
 6. Domestic situation
 7. History of mental or emotional illness
 8. Prior threats against the victim and/or family
 9. Criminal record or possible involvement in criminal activity
- D. In addition to normal BOLO information, the investigator will obtain a photograph of the victim, and an item(s) that contains the victim's fingerprints or DNA if such items are not available from official sources.
- E. Generally, all requests made by the suspects will be acceded to, if possible. Police personnel will not interfere or intervene with attempts to pay a ransom or win the release of the victim. Reasonable efforts will be made to monitor and observe any such contact with the suspects, but generally, police intervention will be delayed until the victim has been released. However, the dynamics of each situation will dictate the appropriate police response. Investigators must keep in mind that the ultimate goal is the safe release of the victim.
- F. All efforts will be made to trace any received telephone calls. Surveillance will be maintained of any location where a telephone call originated. If a public telephone is used, an effort will be made to surreptitiously process the telephone for latent fingerprints. In such cases, the telephone will be cleaned after processing to prevent discovery of the processing.
- G. In any money drop situation, an effort will be made to introduce a police officer as the courier. An effort will also be made to introduce a tracking device into the item or vehicle being delivered.
- IV. All significant incidents and all telephone calls will be recorded on the appropriate log or report form. All logs and reports will be completed daily and turned in to the Robbery Supervisor.
- A. The lead detective will be responsible for recording in his/her log all significant events.

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

- B. The detective on duty at the command post will record all incoming telephone calls; the log will indicate the approximate length and substance of the call. All tapes of significant call will be sealed and logged by the detective on duty at the command post.
 - C. The Supervisor of the surveillance team will also maintain a log of events.
 - D. Each sworn person involved in a kidnapping investigation will be responsible for completing all appropriate reports and forms.
- V. The command post and surveillance will be concluded by the investigators:
- A. When the victim is found.
 - B. When there is evidence that a more serious crime has been committed.
 - C. Upon directive of the Unit Commander.

City of Miami



ARTHUR NORIEGA, V
City Manager

ROBBERY UNIT

STANDARD OPERATING PROCEDURES

S.O.P.: 11

SUBJECT: TOURIST ROBBERIES

PURPOSE: To establish proper procedures for the investigation of cases in which the victims are tourists.

SCOPE: To familiarize the investigator with guidelines to assist in the investigation of robberies where tourists are victimized.

Lt. William Gonzalez
Commander
Robbery Unit

Effective Date

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

I. Robbery investigations in which the victims are tourists presents unique challenges that must be overcome in order to successfully prosecute the cases. In order to overcome these challenges, investigators should follow the following procedure:

- A. Investigators should attempt to obtain as much contact information for the victims as possible in order to ensure that they are able to maintain contact with the victims after they return home. Examples include:
 - 1. Phone number
 - 2. Address
 - 3. Email Address
 - 4. In the case of international tourists, numbers or username on apps used by the victims to communicate internationally.
 - 5. Contact information for family or friends who live locally and could assist in locating them.

II. Robbery investigations in which the victims are tourists presents unique challenges that must be overcome in order to successfully prosecute the cases. In order to overcome these challenges, investigators should follow the following procedure:

- A. In cases where an arrest is made on scene or it appears likely that probable cause will be developed for an offender, the On-Call Robbery Attorney should be contacted in order to coordinate a time for the victim to attend a pre-file conference prior to them returning home.
- B. In cases where there are not any immediately available leads, in which case the State Attorney's Office will not generally pre-file the victim, the investigator should take a sworn recorded statement from the victim. This will ensure that in the event that probable cause is developed, the investigator will be able to obtain an arrest warrant and/or the state will be able to file the case without the victim physically appearing for a pre-file conference.