



SOUTH MIAMI POLICE DEPARTMENT

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| CFA STANDARD: 18 SUBJECT: Criminal Investigation - ADMINISTRATION | NEW (X) RESCINDS (X) AMENDS () OTHER () | By Order Of:  Rene Landa, CHIEF OF POLICE | |

CFA STANDARDS: 15.01, 17.03M,

SECTIONS:

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RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for preliminary and follow-up investigations; to provide procedures for detective call-outs, case screening, case assignment, and case file management; and to establish investigatory accountability.

SCOPE: All sworn personnel.

POLICY: It is the policy of the South Miami Police Department to identify acceptable practices and methods utilized during criminal investigations. The department will utilize uniformed police officers during most preliminary investigations and then transfer the investigative responsibility to CID. Cases in need of follow-up investigations will be referred to the CID to ensure that the proper steps are being taken for case resolution.

DEFINITIONS:

CID: Criminal Investigations Division. Comprised of GIU and SIU.

GIU: General Investigations Unit.

SIU: Special Investigations Unit; formerly VIN Unit (Vice, Intelligence and Narcotics).

VIP: A very important person, dignitary, famous personality, notorious person or any other person in need of special security.

PROCEDURES:

19.1.1 Criminal Investigations Function

It will be the function of the Criminal Investigations Division (CID) to provide administrative and operational programs that result in efficient and effective criminal investigations. The role and responsibility of the CID is to conduct preliminary, follow-up, and special investigations. Included within this process is the objective of establishing an information base of criminal activity encompassing the identification and apprehension of offenders. Additionally, VIP/dignitary protection will be provided when required.

19.1.2 Criminal Investigations Component

For the purpose of accountability, the CID is divided into two (2) sections, General Investigations and Special Investigations. Each section is divided into units of investigative and administrative responsibility. Both units shall be supervised by a Lieutenant who reports to the Operations Bureau Captain.

A. General Investigations Unit (GIU):

1. General Investigators.
2. Crime Scene.

B. Special Investigations Unit (SIU):

1. Vice, intelligence & narcotics.
2. Crime Suppression Team.

19.1.3 Administration

- A. All detectives will submit an Investigator's Worksheet to their Lieutenant daily.

- B. The sworn positions in the CID will be the same rank and title as those officers assigned to the Uniform Patrol Division (UPD). Detectives shall be officers or corporals; the unit commander shall be a Lieutenant.
- C. Temporary assignment of uniformed officers to the CID:
 - 1. When staffing allows, the Chief of Police may assign a uniformed officer to CID for any period he deems necessary to assist in investigations.
 - 2. Assignment to the CID will provide uniformed officers the opportunity to develop additional investigative skills. The officer, while temporarily assigned to the investigative unit, should have the chance to work on a variety of assignments, which will:
 - a. Strengthen investigative techniques.
 - b. Enhance career development.
 - c. Improve investigative reporting.

This should help the uniformed officer to improve and provide a more complete preliminary investigation, and will create a pool of uniformed officers that have investigative experience.

19.1.4 On-Call Schedule

- A. Detectives are subject to call-outs at any time during their scheduled off-duty hours. One or more detectives may be called out, based on the needs of the department, for investigative purposes. The Lieutenant will be responsible for determining when a detective is needed for an investigation.
- B. Detectives are issued departmental cellular phones and required to carry them and/or notify the South Miami Police Communications Center where they can be reached if needed for a call out.
- C. The CID Lieutenant is responsible for ensuring that an updated call-out schedule is forwarded to the communications center and division commanders, through the chain-of-command, whenever there is a change.

19.1.5 Case Screening System

- A. The objective of case screening is to commit available resources to the investigation of the most serious offenses and/or those with the best chance of successful resolution. Offense/Incident reports completed by police personnel will be screened by the CID supervisor using case screening and solvability factors as described in this General Order. The following solvability factors will be used to determine if a follow-up investigation should be conducted:

1. The seriousness of the offense;
2. The solvability factors present:
 - a. Was a suspect arrested?
 - b. Can a suspect be named?
 - c. Can a suspect be located?
 - d. Can a suspect be described?
 - e. Can a suspect be identified?
 - f. Can a suspect's vehicle be identified?
 - g. Was there a witness to the crime?
 - h. Was there a serious injury or dangerous felony?
 - i. Is the stolen property traceable?
 - j. Was significant physical evidence collected?
 - k. Is the crime of a community-sensitive nature?
 - l. Is there a distinctive method of operation (MO) present?
 - m. Does the crime indicate a pattern?
 - n. Considering experience and knowledge, can this crime be solved with a reasonable amount of investigative effort?
3. The investigative workload.

B. A "Yes" answer to any of the above questions may indicate the need for a follow-up investigation. After screening offense/incident reports, the CID Lieutenant will assign offense/incident report follow-up investigations to a detective on the following basis:

1. Follow-up investigations will be handled by CID if it involves contacting persons for statements, interviewing witnesses, interrogating possible suspects, and any other investigation that can not be accomplished during the first responding officer's duty hours;
2. Follow-up investigation will be referred to a detective if the CID Lieutenant screening the case file feels that the investigation can be more effectively handled due to contacts outside the City, a lengthy investigation, felony status, a large number of persons to interview, etc.;
3. All offense/incident reports meeting the solvability factors listed above will be assigned for follow-up investigation by a detective.
4. Generally, all Uniform Crime Report (UCR) Part One and Two crimes will be investigated by CID; also, any complaint that is determined by the Chief of Police, or designee, to be in the best interest of the department to investigate.

- C. Whenever an offense/incident has been assigned for investigative follow-up, and all efforts to bring the investigation to a "closed" status have been exhausted, it may be determined by the supervisor that the investigation cannot proceed any further. If that determination is made, the case will be considered "inactive".
- D. The criteria to be considered when suspending investigative efforts will include:
 - 1. Absence of further leads or solvability factors; and
 - 2. The degree of seriousness of the offense(s).
- E. The CID Supervisor will designate a detective as the principal investigator for each case in which a follow-up is assigned. This does not preclude the assignment of more than one person to an investigation, but designates the accountability for the investigation to the assigned person.
- F. Case follow-up assignments will be made based on the knowledge, expertise, skills and qualifications of available personnel in CID.
- G. Whatever resources are available and/or permitted will be used in accordance with these criteria. Resources may include personnel, equipment and money.

19.1.6 Case Assignment System

- A. Investigations will be assigned on a rotation basis; some cases will be assigned to investigators based on experience and expertise on subject matter. Hit and Run investigations will be rotated to the detectives; Hit and Run investigations can be assigned to the Motorcycle Unit officers at the discretion of the Lieutenant.
- B. To accomplish the investigative assignment process, all reported cases will be reviewed in the computerized reporting system by the CID Division Lieutenant or his designee. Cases will then be reviewed and a determination if a follow-up investigation will be made, the cases will then be assigned based on the system described in Section IV Subsection A.
- C. Cases which have no investigative leads will not be assigned to an investigator for follow-up, but will be designated ANFI (Assigned No Further Information) status. All ANFI cases will be followed-up by the detective with a courtesy phone call seeking further information and advising the victim of the status of their case. The investigator will document three attempts to contact, and then will write a supplemental report detailing these efforts. If contact is made or information is obtained which creates investigative leads, the investigator will follow up and then will write a supplemental report detailing these efforts.
- D. The Division Lieutenant or his designee will then complete the assignment section of the report and submit the report through the case management system to the appropriate detective. The Division Lieutenant will then save the report with the

assignment section completed in the computerized report system. The Division Lieutenant will then complete the assignment log with all relevant information.

- E. Each investigator is responsible to maintain complete and up-to-date investigative files on assigned cases. These include, but are not limited to:
 - 1. Original preliminary reports.
 - 2. Records of statements.
 - 3. Results of examinations of physical evidence.
 - 4. Case status reports (supplements).
 - 5. Other reports and records needed for investigative purposes.

- F. Investigators will be expected to complete an initial supplemental report within a reasonable amount of time, describing the initial investigative steps taken. Other supplemental reports will be completed as needed to document pertinent case information. Supplemental reports will be sent to investigator's supervisor for approval. Investigators' supervisor will then be responsible to save the supplemental reports in the computerized report system. The report will then be submitted into the case management system and be made part of the permanent file.

- G. Investigators should attempt to have assigned cases closed within 60-90 days, then will write a supplemental report detailing these efforts. If all leads are exhausted, the case can be inactivated. Victims should then be advised by the detective of the status of the case.

19.1.7 Investigations

- A. General procedures used in criminal investigation:
 - 1. Information development:
 - a. While conducting criminal investigations, investigators will develop pertinent information through available resources which may include witnesses, victims, informants, physical evidence, and suspects associated with related investigations and/or known modus operandi.
 - b. The investigator will read all police reports pertaining to the case and review the preliminary investigation. The review may include conferences with initial responding officers.
 - c. Investigators will, based on individual case circumstances, thoroughly interview all victims, witnesses, neighbors, reporting parties, and possible suspects. It may be necessary to re-interview individuals.

- d. When appropriate, conduct a search for witnesses (neighborhood canvasses), evidence, victims, or potential suspects that may have been missed during earlier phases of the investigation.
 - e. The investigator may check other reports for similarities and previous reports made by the victim.
 - f. Suspects may be developed and/or identified through the use of SMPD records and other agency files, field interview reports, or cases having similar modus operandi.
 - g. Contacts with outside support facilities may prove helpful. These facilities may include utility firms, the Driver's License Bureau, Department of Corrections, Probation and Parole, etc.
2. Surveillance of people involved in a criminal investigation will be conducted in such a manner that bystanders will not be endangered as a result of surveillance operations. Under circumstances where the criminal element is likely to take offensive action against bystanders if surveillance personnel are compromised, such operation will be terminated.
3. Interviews:
- a. When a suspect is established, investigators will represent themselves in a courteous and professional manner and adhere to the applicable laws and practices which govern the interviewing of persons as follows:
 - 1) The Constitution of the United States.
 - 2) The Bill of Rights.
 - 3) Florida State Statutes.
 - 4) SMPD Rules and Regulations.
 - b. Officers shall comply with constitutional requirements during criminal investigations. These requirements shall include the following:
 - 1) Prior to custodial questioning, advise a defendant/suspect of his/her rights, to include right to counsel.
 - 2) Obtain confessions or admissions through non-coercion or other legal means.
 - c. Under no circumstances will interviews be conducted in a coercive manner.

- d. Officers will not disclose information pertaining to criminal investigations to outside sources unless directed by a supervisor or otherwise coordinated through the Chief of Police, or designee.
 - e. Whenever a victim, witness, suspect, or arrested person is brought to the CID for an interview by, or for an investigator, the investigator will use the interview room when available.
 - 1) The primary purpose of this room is for interviews.
 - 2) A suspect or arrested person shall be interviewed for reasonable periods of time that will include breaks for nourishment and use of toilet facilities.
4. To assist the investigator in the preparation of an accurate report and to fulfill the requirements of an accurate investigative case, a Case Summary Sheet (checklist) may be utilized by the investigator.
- B. The CID Lieutenant or designee will be responsible to see that an accurate and up-to-date on-call schedule of investigators and crime scene is provided to Communications Center personnel. On-call investigators/crime scene will only be called after approval is given by the CID Division Lieutenant or designee and that no other investigator or crime scene technician is available.
- C. On an as needed basis, the CID and the UPD will forward pertinent information to each other for dissemination (roll call readings/weekly briefing meetings/postings on bulletin board).

19.1.8 Case Review System

- A. The case review system is designed to gauge performance and track the progress of a case. The CID Lieutenant will schedule a meeting with each detective as needed. Each detective is responsible to bring all active/open case files to this meeting.

The CID Lieutenant shall review each file and determine that all leads are being properly investigated and that all necessary documentation is being completed as well as reviewing that the proper preservation of evidence is being completed and that any follow-up with the lab or fingerprint technicians is being completed. The supervisor and detective will then discuss any developments in the case and determine if any new leads have been developed and what would be the best course of action.

The supervisor will then be responsible to complete and document in the case review sheet the date of review, comments, pending/closed date, and date of next review as well as complete the necessary information in the case assignment log. This case review system pertains to all assigned cases including hit and run investigations.

19.1.9 Case File Management

- A. The CID Lieutenant evaluates all incoming reports of criminal activity or special information and assigns a detective to assist in case management or control. Cases are assigned to the investigator for follow-up, based on the determination of information on the following criteria:
1. Investigative leads.
 2. Investigative resources.
 3. Relative degree of seriousness.
 4. Direct file to the Miami-Dade State Attorney's Office.
- B. Cases will be assigned based upon one of the following criteria:
1. Documented experiences and research conducted within the agency or within other law enforcement agencies.
 2. Solvability factors (i.e., suspect known, suspect has been seen and may be identified, subject vehicle was seen and may be later identified, specific modus operandi unique to a known or unknown suspect, victim wishes to prosecute, presence of physical evidence, ability to recover stolen property that may provide further leads, or the presence of any other evidence which would most likely develop further investigative leads)
- C. Cases will be designated one of the following statuses: [CFA15.01(a)]
1. Assigned: These cases contain facts which influence the CID Lieutenant or his designee to believe that enough solvability factors exist to support investigative efforts which may lead to the closure of the case by:
 - a. Arrest: The successful identification and apprehension of the subject(s).
 - b. Exceptional clearance: Applies where the subject is identified and location is known but arrest is not possible because:
 - 1) Extradition is declined.
 - 2) Arrest on primary offense
 - 3) Death of the subject.
 - 4) Victim refuses to cooperate.
 - 5) Prosecution is refused by the State Attorney.
 - 6) "Juvenile no custody." This type of exceptional clearance will be recorded when a juvenile is identified as the perpetrator and SMPD either handles the matter in-house or

through the Department of Children and Families (DCF), and no prosecution is required.

- c. **Unfounded:** The facts of the case do not support a violation of state statute or the case occurred outside South Miami jurisdiction.
- d. **Inactive:** The facts described in the report do not support further investigative efforts; however, the case cannot be assigned a closed status.

- 2. **Information:** Reports that are non-criminal in nature, such as missing persons or endangered missing persons.

Case information is entered into the departmental database utilized by all elements of the department to record and track information concerning the incident. When the incident is assigned for follow-up investigation, the CID supervisor enters the case in the Case Assignment Log, by the original case number (assigned by the Communications Center) and assigned detective's name.

- A. The CID Supervisor or designee will review all offense/incident reports involving suspected crime on a daily basis. Those incidents warranting further investigation, based on the solvability factors cited in 19.1.2, A.2 are assigned to a detective. Periodically, the CID supervisor will review each detective's open case files to review the status of each case.

- B. Each case is identified as:

- 1. **Open:** Offense/incidents that are being investigated by department personnel will be considered as "open" cases if there are any leads to follow up, or if there is a reasonable chance that a lead may develop.
- 2. **Inactive:** Incidents where the investigation has been suspended due to a lack of leads or direction will be considered as "inactive".
- 3. **Closed:** When cases are closed the file is marked cleared by arrest, unfounded, or exceptionally cleared.
 - a. **Cleared by arrest:** When the investigation is cleared as the result of one or more arrests;
 - b. **Unfounded:** When the incident was found to be false or baseless, and the investigation is therefore terminated; and
 - c. **Exceptionally Cleared:** When the investigation is closed due to reasons outside the control of this department that precludes arresting, charging, prosecuting, or identifying an offender. Examples include: victim(s) who choose not to pursue charges, death of an offender; etc.

- C. An original case file is a file containing the original offense/incident report that is retrieved from case management system by the supervisor in charge of CID for review and creation of a follow-up case file. Original case files remain in the Records Unit. Follow-up case files consist of copies of all pertinent documents relating to a particular file. After review, the supervisor will assign the case follow-up to a detective based on solvability factors and crime seriousness.
- D. The original offense/incident report is placed in the master file and filed by case number in the Records Unit, and accessible to those with authorization only. Any follow-up or additional reports will then be submitted to the Records Unit to be filed with the original case file when completed. Original Case notes and follow-up case files will not be left unattended.

When work files of detectives are not in use they will be securely stored in their desk. Original copies will be saved in the Records Management System which is only accessible by those with proper password access. Also, CID will be secured to prevent unauthorized entry after normal business hours, or when unoccupied, to prevent unauthorized access to follow-up case files. [CFA15.01(c)]

- E. Case follow-up files may be purged upon the completion of a case investigation. Once a case investigation is complete, and final disposition made by the assigned detective as outlined in Section 19.1.3 of this order, the case file will be processed by the supervisor and submitted into case management system by the detective once approved by the CID supervisor.

Case File Maintenance

- A. While the case is in active status, case files are to be secured and maintained in CID. Types of records to be maintained by investigators may include preliminary investigation reports, investigation notes, statements, evidence, and any other information pertaining to the assigned case.
- B. Access to active case files will be available to the CID Division Lieutenant or his designee. [CFA15.01(b)]
- C. Periodically, each investigator will informally audit his/her case files and remove suspended or closed cases which are not needed for review or court presentation. Originals of closed or suspended cases will be consolidated into the Records Section files. Case files will be purged by Records Section personnel per the State of Florida records retention schedule.
- D. Copies of records and pertinent case documents may be maintained by the assigned investigator at his/her discretion.

19.1.10 Accountability, Preliminary/Follow-up Investigations

- A. Uniformed patrol officers will conduct preliminary investigations on all dispatched calls. Members of the CID may be called in immediately to conduct an investigation depending on the seriousness of the crime and personnel need (with shift commander and/or staff duty officer approval).
- B. Once a preliminary investigation is conducted, the case will be assigned to a detective from the CID. Once assigned, the detective receiving the assignment will be accountable for the follow-up investigation. All follow-up investigations will be conducted in accordance with the procedures outlined in General Order 19.2.3.

19.1.11 Serious/Habitual Offenders

Florida Statute 775.084, Violent Career Criminals; habitual felony offenders and habitual violent offenders, identifies a Serious/Habitual Offender as: An adult offender who has been convicted of any combination of two or more felonies in this state; within five years of the date of the conviction of the defendant's last prior felony or other qualified offense; or within five years of the defendant's release, on parole or otherwise, from a prison sentence; the felony for which the defendant is to be sentenced, and one of the two prior felony convictions, is not a violation of FSS 893.13 relating to the purchase of a controlled substances; the defendant has not received a pardon for any felony or other qualified offense that is necessary for the operation of this paragraph; and a conviction of a felony or other qualified offense necessary to the operation of this paragraph has not been set aside in any post-conviction proceeding.

Florida Statute 39.0585 (1) (c) (2), establishes that the following criteria for designating a juvenile as a habitual offender is: five total arrests, including three felony arrests involving violence or drugs, within a 12 month period.

- A. Adult habitual offender cases are identified by the State Attorney's Office at arraignment or by Assistant State Attorneys at the time of filing of charges. The cases are assigned via computer to the State Attorney's Office Career Criminal Division by the State Attorney's Office intake personnel.
- B. Any time the Communications Center advises an officer/detective that a suspect, who is being questioned, is a career criminal (signal 100, 150, 200, 250, 300, 400,), the officer/detective shall complete a field interrogation report (FI Report).
- C. If the suspect is to be arrested for a violation, the officer/detective will ensure that the career criminal designation is notated on the arrest form (i.e. signal 100, 200, 300, etc.) upon completion of the paperwork. The Miami-Dade Police Department Career Criminal Unit may be notified about the Habitual Offender as

soon as practicable after the arrest, by the arresting officer or detective, and his supervisor.

19.1.12 Investigative Task Forces:

- A. A task force will be formed to accomplish a specific purpose. A task force may be formed to investigate sexual batteries, robberies, burglaries, or any other major crime when:
 - 1. An investigation requires more resources than are normally available from an individual unit or agency.
 - 2. A series of major crimes has occurred which crossed the boundaries of multiple jurisdictions.
 - 3. A crime problem is so extensive or wide spread that a large scale police operation with specific objectives is required.
- B. The use of a task force and any written agreements, (i.e. mutual aid, interagency) will be approved by the Chief of Police.
- C. The CID Lieutenant will designate a task force supervisor who will be accountable to the CID Lieutenant for the overall operation of the task force. The CID Lieutenant may choose to act in this capacity.
- D. The task force supervisor will have supervisory control over the task force and assigned personnel and will establish a task force chain of command.
- E. The responsibilities of personnel assigned to the task force will be to:
 - 1. Review and analyze all relevant reports and documents.
 - 2. Conduct surveillance, undercover operations, and any other necessary field activities.
 - 3. Interview all victims, witnesses, and suspects.
 - 4. Make arrests and prepare all appropriate reports.
- F. The resources available to a task force include:
 - 1. Data from the Crime Analyst and state and federal agencies.
 - 2. Electronic surveillance equipment.
 - 3. Covert vehicles.
 - 4. Additional staffing from other units and/or agencies.
- G. If a task force includes members from other agencies, the task force supervisor shall advise the other agency members of the chain of command and the task force objectives, as well as their individual duties and responsibilities.

19.1.13 Suspicious Death Scenes:

A. Death scene:

1. When arriving at scenes of homicides, non-traffic and traffic accidents, or unattended deaths, or scenes where death appears imminent, the UPD officer will notify the UPD supervisor and the Miami-Dade Police Department (MDPD) Homicide Section or MDPD Traffic Homicide if applicable. MDPD investigates these incidents and contacts the medical examiner as is appropriate. The SMPD CID will be notified whenever MDPD Homicide Section is responding and will assign a detective to act as a liaison between both police departments.
2. The UPD officer will immediately secure the scene and await the arrival of MDPD Homicide detectives. UPD officers will remain at the scene to assist investigators until properly relieved.
3. Complete all appropriate reports and forms at the scene. Follow-up investigations as to disposition of cases will be conducted by MDPD detectives.
4. At scenes where death has not occurred, but the UPD officer has reason to believe that death may be imminent and MDPD Homicide has declined to respond at that time, the SMPD staff duty officer will be notified.

B. Death notification:

1. The MDPD Homicide Section or Traffic Homicide (if applicable) will assume responsibility for death notifications involving homicides, suicides, non-traffic accidents, and unattended deaths.
2. When CID investigators or Uniform Patrol personnel are called upon to notify the family of a deceased person, they may consider utilizing a Police Chaplain. The following procedures may assist CID investigators:
 - a. CID investigators or Uniform Patrol personnel must obtain as much information on the death as possible: what happened, when, where and how did it happen, and what is the source of positive identification.
 - b. CID investigators or Uniform Patrol personnel will try to find out any information about the person being contacted (heart disease, hypertension, etc.). CID investigators are to be aware of the possibility of severe physical reactions.
 - c. CID investigators or Uniform Patrol personnel must never initiate death notifications by telephone. If a deceased person's relatives

do not live in the immediate area, the CID investigators or Uniform Patrol personnel making notification shall make initial contact with the local police agency by telephone, followed by a confirmation teletype message sent by Communications Center personnel.

- d. CID investigators or Uniform Patrol personnel are not to take any of the victim's personal items to the residence, but are to advise the survivor of the procedure to retrieve the property.
- e. CID investigators or Uniform Patrol personnel will introduce themselves at the door and provide appropriate identification.
- f. If a child answers, CID investigators or Uniform Patrol personnel are to ask to speak to an adult. CID investigators or Uniform Patrol personnel must make sure the adult is a close relative of the deceased. If possible, CID investigators or Uniform Patrol personnel should try to discern if he/she is the appropriate relative with whom to talk. If a husband and wife are at the home, CID investigators or Uniform Patrol personnel, if possible, must make sure they are both present in the room.
- g. CID investigators or Uniform Patrol personnel are to ask to enter the home. CID investigators or Uniform Patrol personnel will indicate there is a medical emergency and that they have important information, but prefer to talk inside.
- h. CID investigators or Uniform Patrol personnel should make sure no dangerous objects or weapons are nearby.
- i. CID investigators or Uniform Patrol personnel never make death notifications alone. Two CID investigators or Uniform Patrol officers, or a representative from both divisions, should actually tell the survivor about the death while the other watches for responses and possible crisis reactions.
- j. CID investigators or Uniform Patrol personnel will advise the survivor simply and directly. CID investigators or Uniform Patrol personnel should not build up to the idea of death. CID investigators or Uniform Patrol personnel will use words like "died" and "death" and not build up false hope.
- k. CID investigators or Uniform Patrol personnel should be alert for a variety of responses by the survivor including hysteria, anger, fainting, physical violence, etc.

- l. CID investigators or Uniform Patrol personnel will answer any questions tactfully but directly. CID investigators or Uniform Patrol personnel are to be prepared for a wide range of questions.
- m. CID investigators or Uniform Patrol personnel should focus on immediate needs of the survivor.
- n. CID investigators or Uniform Patrol personnel will ask survivors if they want help in contacting close relatives, friends, or a member of the clergy.

19.1.14 VIP / Dignitary Protection: [CFA17.03M]

In many cases, South Miami Police will be asked to assist other agencies (US Secret Service, State Department Protective Service, etc.) in supplying security to high profile political figures (such as the President, foreign officials, etc.). In those cases, the Assistant Chief of Police will direct the appropriate Division commander to liaison with the agency asking for assistance to provide what help they may need (traffic control, personnel, etc). In those cases, SMPD will liaise with the agency requesting the help.

In the event a Very Important Person (VIP), defined as a dignitary, famous personality, or any other person in need of special security, visits or stays overnight in the City of South Miami, and a request is made for special security measures where command of the detail rests with the South Miami Police Department, the following provisions and considerations will be addressed:

- A. Request for protection: When a request for protection is received, it will be forwarded through the chain of command to the Chief of Police, or designee.
- B. Responsibility/assignment:
 1. The Chief of Police, or designee, shall assign the responsibility for the VIP/dignitary protection to the Operations Bureau Captain.
 2. The Operations Bureau Captain will assign the Protection Detail Leader, who will be in charge of the actual protection detail.
 3. The Operations Bureau Captain, or designee, will act as liaison between the SMPD and other municipal, county, state and federal agencies which are involved in a cooperative VIP protection detail. This would include coordination and supervision of the overall detail, including staffing needs, special vehicles, bomb squad, police motorcycle officers, K-9, body armor, fire rescue, medical facilities and lapel pin or other identification system, if used.

4. The Operations Bureau Captain, or designee, will initiate intelligence gathering activities to further the protection of the VIP(s) and make preliminary inspections of questionable sites and structures along travel routes.
 5. A plan will be formulated for alternate routes should they become necessary and arrangements for such will be facilitated by the Operations Bureau Captain or designee.
- C. Radio communications: The Operations Bureau Captain, or designee, will ensure proper radio communications between SMPD and outside agency personnel. Information will be disseminated to all personnel involved in the detail regarding communication procedures and channels to be used.