



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 20.1	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 14, 2014	NUMBER OF PAGES: 11
CFA STANDARD: 7, 18 SUBJECT: <i>Vice, Drugs, and Organized Crime- ADMINISTRATION AND OPERATIONS</i>	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa CHIEF OF POLICE	

CFA STANDARDS: 7.01, 18.02, 18.06, 18.13M

SECTIONS:

- 20.1.1 Complaint/Information Management
- 20.1.2 Records, Storage and Security
- 20.1.3 Confidential Funds
- 20.1.4 Equipment, Authorization and Control
- 20.1.5 Special Operations Procedures
- 20.1.6 Advising the Chief of Police

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the planning and execution of activities dealing with organized crime and vice control operations.

SCOPE: All departmental personnel.

POLICY: The South Miami Police Department is committed to the suppression of organized crime, drug activity, and vice crimes of any form in the City of South Miami. The Criminal Investigations Division (GIU and SIU) has the primary responsibility to investigate leads, develop cases, and remove these influences from within the community.

DEFINITIONS:

Confidential Informant (C.I.): An individual who is able to provide intelligence, investigative information or assistance in a criminal investigation. This individual **MUST** be documented with the South Miami Police Department as a Confidential Informant and have a C.I. Number.

Confidential Source: An individual who is able to provide intelligence, investigative information or assistance in a criminal investigation, but does not wish to be documented as a Confidential Informant.

CID: Criminal Investigations Division; comprised of GIU and SIU.

GIU: General Investigations Unit. Comprised of Criminal Analysis (Note Criminal Analysis is completed by Communications Supervisor), General Investigators and Crime Scene.

Lead Officer/Lead Detective: The primary investigator responsible for an investigation.

Organized Crime: A group of people united to profit from criminal activities. Persons who have established an organization for criminal activity that provides a continuing profit.

Raids: The execution of court issued search warrants, or the rounding up of criminals in a predetermined, organized operation.

SIU: Special Investigations Unit Comprised of the Vice, Intelligence, and Narcotics Investigators and the Crime Suppression Team.

Vice, Intelligence and Narcotics (VIN) Related Investigations: Investigations that may involve prostitution, illegal use/sale of alcoholic beverages, gambling, and the illegal distribution, sale or use of controlled substances.

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

PROCEDURES:

20.1.1 Complaint/Information Management

- A. When an employee of the South Miami Police Department receives information of organized crime, illicit drug or vice activity, the employee will record the information on the appropriate report according to the circumstances (incident report, memo, intelligence bulletin, etc.). This information will be forwarded to the CID Supervisor, who will determine if the information should be assigned for investigation or classified as intelligence information.

If the information requires further investigation, a detective will be assigned. If the information is deemed as intelligence, it will be filed as such in the CID intelligence file. If the investigation reveals that it requires additional resources, the CID Supervisor with the approval of the Chief of Police, may refer this information to the Miami-Dade Police Department or other agency for further assistance.

- B. **Maintaining a Record of Complaints:** The process of maintaining a record of complaints will consist of receiving, documenting, assessing, recording, disseminating and purging information. The record may include information conveyed to and received from outside agencies.

1. Receiving and Documenting: The CID will be responsible for the initial processing of intelligence, vice complaints and information received from agency members, other agencies, and citizens' complaints of criminal activities.
 2. Assessing: The investigator receiving intelligence information is responsible for verifying the validity of the information and the reliability of the source.
 3. Recording: The investigator will assign a case number that was generated from the departmental system, to complaints that will be followed-up for filing and record keeping purposes.
- C. Dissemination: Before disseminating information to other agencies/investigators, the following factors must be considered:
1. The nature of the information available; that is, whether the existing information is from criminal history, general intelligence information, information obtained from public records, etc;
 2. The source of the information, whether from undercover agents, informants, newspapers, law enforcement agencies, etc;
 3. Classification of the information: Highly Reliable, Unknown Reliability, Substantiated or Unsubstantiated;
 4. Determining whether the information involves an ongoing investigation, and if dissemination of said information would be detrimental to the investigation.
- D. Purge Criteria:
1. The decision to purge data from the files will be requested by the CID Supervisor through the chain of command and according to Florida State Statute 119, pertaining to the following:
 - a. The usefulness of the information;
 - b. The timeliness of the information;
 - c. The accuracy of the information; and
 - d. The value of the information for future reference.
 2. Documents will be destroyed by shredding or burning in the presence of a witness, who will be either the supervisor in charge of the CID or

designee, and will be done only with the authorization of the Chief of Police.

E. Evaluating Complaints: Investigations into VIN related offenses can involve tremendous expenditures of time and money to establish credibility of the initial information, determine the scope and relative importance of the problem and establish a solid investigation. The following questions should be considered when prioritizing offenses to be investigated:

1. Is the original intelligence information valid?
2. What is the problem?
3. How important is the problem?
4. What lead information exists?
5. What investigative techniques might be used?
6. Does the agency have sufficient resources?
7. What possible operational problems exist?

When an officer receives substantial information on an offender or a location suspected of criminal activity, the officer will consult with the CID Supervisor. He/she will evaluate the accuracy and credibility of the initial information and the scope and importance of the problem before commitment is made to an extended investigation. It is the supervisor's responsibility to determine if an investigation is warranted.

F. VIN related investigations: Once a VIN related complaint is assigned for investigation, the following procedure will be followed:

1. Preliminary Investigations:
 - a. Reliability should be determined by reviewing the original information contained in the complaint and taking the necessary steps to verify it. This may entail making neighborhood contacts, contacting other agencies that might be familiar with the person(s) or situation(s) and interviewing parties who might be privileged to information.
 - b. Any evidence collected and submitted will be in accordance with the involved General Orders.
 - c. When it is deemed appropriate by the CID Supervisor and with the authorization of the Chief of Police, surveillance techniques may be used to gather information.

2. Follow-up Investigations:
 - a. Follow-up investigations should be conducted using the same procedures established for preliminary investigations. By its very nature, follow-up investigation implies information has already been developed. Nevertheless, investigators must continue to verify and develop information until the investigation is determined to be successfully completed or classified as suspended.
 - b. Investigators, upon receipt of offense reports or intelligence information, will attempt to make contact with the victim or the complainant as soon as possible.
 - c. All information developed during the investigation will be recorded and added to the case file, subject to review by the CID Supervisor.

20.1.2 Records, Storage and Security

- A. Due to the sensitivity of active VIN related investigations, separate files will be maintained within the CID Bureau office, until such time as the investigation is cleared.
- B. South Miami Police case numbers will be applied to all organized crime/active vice records, so that information can be filed in a methodical and orderly manner. The detective will request a signal from the Communications Center and will utilize the applicable CAD generated case number.
- C. Access to the criminal intelligence files will be secure and limited to authorized personnel only, to include:
 1. The Lieutenant in charge of the CID or designee;
 2. The Chief of Police or designee;
 3. The detective assigned to the individual case(s).
- D. Files determined to be cleared as the result of an arrest will be forwarded to the Records Unit to be filed and maintained.

20.1.3 Confidential Funds

- A. The South Miami Police Department will maintain an investigative fund that may be used for the payment of investigative expenses incurred in active investigations. The maintenance of the fund will be the responsibility of the CID supervisor. Procedures for control of this fund are outlined in this General Order and General Order 19.2, Section 19.2.9.
- B. Investigative funds are generally intended for use for expenditures such as:

1. Payment to a confidential informant for service or information; non-documented confidential sources will not be paid;
2. Payment of expenses incurred by a confidential informant or confidential source pertaining to a criminal investigation;
3. Controlled/supervised purchase of illegal narcotics, stolen property, and other contraband/evidence pertaining to a criminal investigation;
4. Purchase of items from legitimate businesses to be used in criminal investigative operations, i.e. fencing operations, where the identity of the investigator must be protected;
5. Payment for relocation of a witness, source or informant, temporary living expenses, travel and other expenses incurred by a witness, source or informant which are necessitated by real or potential threats made or anticipated toward a witness, source or informant;
6. "Flash Money" to be used in effecting arrests where no actual expenditure is anticipated;

20.1.4 Equipment, Authorization and Control

- A. The department owns or has access to various pieces of equipment for surveillance and undercover use. Those items include but are not limited to the following:
 1. Audio/video body camera;
 2. Binoculars;
 3. Tape recorder;
 4. Unmarked vehicles;
 5. Mobile telephone;
 6. Night scope;
 7. Digital body recorder
- B. The CID Lieutenant is responsible for inventory control and usage of the equipment assigned for investigations.
- C. An inventory log will be maintained by the CID Supervisor for any piece of equipment that is not assigned to personnel.
- D. All departmental personnel requiring the use of such equipment will make a request through the CID Supervisor before receiving the equipment.
- E. No recording devices, or devices otherwise capable of intercepting or listening to conversations, may be used except for lawful purposes and within the guidelines of local, state, and federal laws. In all cases where evidence or potential evidence is obtained through the use of a tape recorder, such tapes will be properly marked and submitted to the Property/Evidence unit once the case(s) is cleared. The tapes will remain with the CID, in a secured location, until such case(s) is cleared.

20.1.5 Special Operations Procedures

When deemed appropriate and with the approval of the Chief of Police, the South Miami Police Department will conduct special, covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in organized crime and vice activities. Covert operations may include surveillance, undercover, and decoy activities designed to infiltrate and establish associations with those individuals suspected of criminal operations. The Lead Detective participating in a special operation will be responsible for completing the report, which will be forwarded to the CID Supervisor for review.

- A. Coordinated Efforts: The control and suppression of vice, narcotics and organized crime can be better accomplished with a coordinated effort by various components within the department. It is the responsibility of the CID Supervisor to ensure information pertinent to the Uniform Patrol Division and the CID is disseminated accordingly.
- B. Exchange of Pertinent Information: Such exchange of pertinent information will occur as follows:
 - 1. When a detective obtains information of an intelligence or operational nature, which may be useful to road patrol personnel, he/she will forward the appropriate information to the Patrol Commander or designee. The detective will post a copy of the information, in memo form, on the Roll Call board to be reviewed by the shift supervisors, at the beginning of their shifts, in order to disseminate this information to other patrol personnel.
 - 2. When a detective obtains information of an intelligence or operational nature, which may be useful to CID personnel, he/she will forward the appropriate information to the CID Supervisor.
 - 3. When patrol personnel obtain information of an intelligence or operational nature which may be useful to the CID, the officer will forward the appropriate incident report, memorandum or intelligence bulletin to the CID Supervisor or a member of the CID for review and investigation, as applicable. When the investigation is completed and the case is cleared, all appropriate paperwork will be forwarded to the Records Unit for filing. Until such clearance, all appropriate paperwork and intelligence files will be kept separate in CID.
 - 4. It will be the responsibility of the CID Supervisor to consult with the chain of command to determine if the information warrants investigation, surveillance, or other action by patrol officers or the CID.

5. Other information documented may be in the form of an incident report, memo or intelligence form.

C. Special Operations

It is the responsibility of the CID Supervisor to ensure that the following provisions are met in all special operations to include surveillance, undercover, decoy and raid operations:

1. To analyze crimes and victims to determine the nature and scope of personnel, equipment and activities required to conduct the operation safely and effectively.
2. To identify and analyze probable offenders and their habits, associates, vehicles, methods of operation and/or or any other pertinent information which will affect the operation.
3. To familiarize officers and detectives with the objective and details of the operation, the neighborhood and/or target area of the operation.
4. To provide officers/detectives involved in the operation with the necessary funds in accordance with Section 20.1.3.
5. To ensure that equipment and/or vehicles appropriate for the operation are provided. This will include weapons and surveillance equipment.
6. To ensure that means for routine and emergency communications are established. This will be determined on a case-by-case basis. The department has body microphones, portable phones and radios available for this purpose.
7. To assure that officers/detectives have officers available or readily available to provide relief, backup and perimeter protection in all surveillance, undercover, decoy or raid operations.
8. The Chief of Police will review and consider the legal aspects of the operation. The appropriate prosecutor or legal advisor will be consulted on a case-by-case basis if determined necessary.
9. The CID Supervisor will provide close supervision on all special operations.

E. Surveillance Operations:

No surveillance operations will be initiated unless there is an articulated reasonable suspicion that the person or location placed under surveillance is engaged in criminal activity and approval is given by the CID Supervisor.

1. The CID Supervisor will be responsible for coordinating and planning the organized crime and vice control surveillance.
2. Surveillance operations should be well planned prior to implementation. Guidelines for planning operations include the following:
 - a. Operational procedures will be determined for observation, arrests, and "tails" to ensure the continuity between the planning and the management of the surveillance operation;
 - b. A single person will be designated as the supervisor/coordinator of the surveillance.

F. Undercover Operations:

Undercover operations will only be initiated with the approval of the CID Supervisor. Undercover operations will be planned in accordance with departmental guidelines established in this section. These guidelines include:

1. All suspects who are a target or become a target of an undercover operation will be identified and their background analyzed. This will include a determination of their criminal history, known associates, tendency to carry weapons and any other available background information that would be important to members conducting the operation.
2. Contact will be made with the suspects when determined appropriate and/or necessary, when all necessary and reasonable precautions are taken.
3. Every effort will be made to identify hazardous and potentially dangerous areas. Locations for surveillance points will also be identified.
4. Officers involved in the operation will be provided with alternate identities as necessary.
5. The confidentiality of an officer's alternate identity will be maintained in the following manner:
 - a. Only officers involved in the operation will have the information, in addition to the Chief of Police, or his/her designee and the CID Supervisor; and
 - b. Copies of the fictitious credentials that may be provided to the officers will be kept secured in the CID office.

6. Depending on the purpose of the undercover operation, arrests will be made when all the requirements to substantiate a legal arrest have been met. Arrests will generally depend upon the purpose of the undercover operation.
7. Participating personnel will be identified beforehand with a complete description of their vehicles and clothing provided to all involved personnel.

G. Decoy Operations:

Decoy operations will be initiated in response to identified repetitious criminal incidents. A decoy operation will only be initiated with the approval of the Chief of Police or designee. Decoy operations will be planned in accordance with the following guidelines:

1. Appropriate officers may disguise themselves to resemble victims;
2. A determination will be made based on the analysis of the situation as to the need for the deployment of backup officers for security and protection;
3. Appropriate procedures for each operation will be developed to determine appropriate locations for observation and arrest;
4. Participating personnel will be identified beforehand with a complete description of their vehicles and clothing provided to all involved personnel.
5. The appropriate Patrol Division Lieutenant and shift sergeant, who are on duty at the time of the operation, will be advised about the operation and location to ensure that appropriate support is available, unless the case is deemed confidential, and the information is not ready for release at that time.

H. SIU (VIN) related Search Warrants (Raids):

Vice and Organized Crime Raids will only be conducted in accordance with the guidelines established in this section. These guidelines are as follows:

1. Authorization for and supervision of a raid must be granted by the Chief of Police;
2. When deemed necessary, South Miami Police Department and CID members will utilize established SWAT or S.R.T. teams to gain entry into

residences or businesses when executing search warrants. Assistance will be sought from agencies with the desired resources at the discretion of the Chief of Police.

3. A search for any evidence which is a target of the raid will be thorough and systematic. Evidence and contraband will only be seized in accordance with the law and according to the guidelines established in General Order 35.1, 35.2, and 35.3.
4. When conducting raids and search warrants, personnel who are not in uniform will be required to wear police department issued jackets, vests marked "Police", or other indicia of legal authority. Other equipment will be issued and/or utilized as needed. Whenever possible, video equipment and/or cameras will be used to record the operation.
5. Subjects to be arrested will be determined by the CID supervisor initiating the raid and based on probable cause.
6. Only reasonable and necessary force will be used to secure arrest(s) and to ensure officer safety.
7. Notify the Miami-Dade Fire/Rescue Department of any potential operations and request appropriate personnel be placed on "standby" in the event of injury to any person (officer, suspect or bystander). Medical assistance will be called to respond if needed (once police have secured the scene.)
8. The CID Supervisor, through the chain of command, will advise the Chief of Police of any raid operation prior to the actual event taking place.
9. Surveillance, undercover and/or decoy operations may be utilized singularly or simultaneously during the investigation of organized crime, illicit narcotic, vice or other criminal offenses. The CID Supervisor will notify the dispatcher and Patrol Shift Supervisor of the nature and location of the operation prior to implementation, as circumstances dictate.

20.1.6 Advising the Chief of Police

The CID Supervisor will prepare a report detailing VIN related activities and will submit the report as part of the "CID Monthly Stats" report to the Chief of Police for review when applicable. These reports will include (if applicable):

1. Reported vice and organized crime complaints and problems;
2. Actions taken to verify and control those problems;
3. Arrests made as the result of vice and organized crime investigations; and
4. Amounts of narcotics and assets seized.