

STANDARD OPERATING PROCEDURES



CRIMINAL INVESTIGATIONS DIVISION

SPECIAL VICTIMS UNIT

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES MASTER INDEX

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SPECIAL VICTIMS UNIT



City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES ENDORSEMENT SHEET

First Quarter
Inspection:

Det. K. Balon #0232
Unit Commander

3/5/2020
Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Unit Commander

Date



City of Miami



ARTHUR NORIEGA, V
City Manager

STANDARD OPERATING PROCEDURES SPECIAL VICTIMS UNIT LETTER OF PROMULGATION

TO: ALL PERSONNEL, SPECIAL VICTIMS UNIT

The guidelines set forth in this Standard Operating Procedures supplement do not supersede the Departmental Orders, or the Criminal Investigations Division Operating Procedures.

Any conflicts noted shall be resolved in favor of the higher authority and drawn to the attention of the Unit Commander for appropriate corrective action.

Personnel assigned to the Special Victims Unit are required to read and abide by the procedures as set forth by the undersigned.

J.E.K. Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020

Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES MISSION, GOALS AND OBJECTIVES

The Special Victims Unit is subordinate to the Criminal Investigations Section, Investigations Division of the City of Miami Police Department. The Special Victims Unit is responsible for the investigation of the following crimes: Sexual Battery, Child Abuse, Elderly Abuse and Lewd and Lascivious Behavior in the Presence of a Minor and Missing Persons Investigations.

Those cases meeting assignment criteria are investigated.

I. MISSION

A. The Mission of the Unit is to investigate all facts and information pertaining to the above stated offenses, and to provide effective and efficient investigative procedures resulting in the identification and apprehension of criminal offenders, while safeguarding the rights and personal dignity of the victims.

II. GOALS

A. To increase both investigative review and clearance of all reported Sexual Batteries, Child Abuse, Elderly Abuse, Lewd and Lascivious Behavior and Missing Persons cases generated in the City of Miami.

Katherine Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020

Effective Date



MISSION, GOALS AND OBJECTIVES
(Continuation)

III. OBJECTIVES

- A. To investigate all reported Sexually Battery, Lewd and Lascivious, and Elderly Abuse cases with a clearance rate of 55%.
- B. To investigate all reported Child Abuse cases with a clearance rate of 80%.
- C. To investigate all reported Missing Persons cases with a clearance rate of 85%.

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES DUTY HOURS CALL OUT CRITERIA AND DRESS

To provide procedures for Work Schedule and Dress Code for personnel assigned. The Unit is staffed 24 hours a day, 7 days a week.

I. DUTY HOURS

A. The duty hours for the Unit Commander are flexible but normally 0600-1600. All other sworn personnel, supervisors and investigators will work scheduled shifts, with half an hour for lunch, time permitting.

B. The following represents normal shift scheduling. Hours may be changed to facilitate Unit needs, with approval by the shift supervisor or Unit Commander.

A/B-Shift 0600-1600 hours and 0800-1800 hours
B/C-Shift 1800-0400 hours and 2000-0600 hours

C. The non-sworn employees are on duty from 0800-1700, with one-hour lunch and two 15 min breaks taken at separate times.

D. A duty roster is submitted to the Section Commander one week prior to the start of each new month listing the hours of work assigned to each investigator.

K. Baker #0232
Lieutenant Katherine Baker
Commander
Special Victims Unit

Sept. 22, 2020
Effective Date



DUTY HOURS CALL OUT CRITERIA AND DRESS
(Continuation)

II. CALL OUT CRITERIA

MISSING PERSONS CALL OUT CRITERIA:

1. The child is twelve years of age or younger.
2. The missing person suffers from decline in memory or other thinking skills severe enough to reduce a person's ability to perform everyday activities (autism, dementia, Alzheimer's, etc.).
3. The missing person suffers from a diagnosed medical condition that requires them to be dependent on medication, which failure to take the medication could cause death or great bodily harm. Example: insulin dependent diabetic.
4. Possible Foul Play: Signs of forced entry, bloody scene, or witnesses who might have witnessed an incident.
5. Parental/Familial abduction.

SEXUAL BATTERY CALL OUT CRITERIA:

1. The case just occurred. If the incident occurred more than 72 hours previous, a report will be written by the officer.
2. The offender is present at the location and has been detained by the officer.
3. The victim is a child and the offender has access to the child.

III. DRESS REQUIREMENTS

- A. All personnel of the Special Victims Unit shall wear a button-down shirt or polo-style shirt and pants/slacks. Button-down dress shirts and polo-style shirts must be tucked into the wearer's pants (Ladies' blouses may be untucked, if so designed).
- B. Guayaberas are not authorized.
- C. When suits or sport coats are worn a tie is optional.
- D. Detectives whose firearm is exposed, must have a badge prominently displayed on his/her person (e.g., clipped to the detective's belt, worn on the neck chain badge holder, etc.), so that he/she is easily identifiable as a law enforcement officer.

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES DUTIES AND RESPONSIBILITIES OF MEMBERS

- I. Responsibilities of the Special Victims Unit Commander
 - A. The Commanding Officer will maintain an environment that encourages the development of motivation and competence in his/her subordinates.
 - B. The Unit Commander is responsible for the development, implementation, and ongoing evaluation of administrative, operational and control procedures that facilitate compliance with Departmental Policy.
 1. The Special Victims Unit Commander will be advised and will respond if necessary, to all major scenes, major sexual battery investigations, politically sensitive cases of major interest to the community and news media, and cases where allegations have been leveled against police personnel.
 - a. He/She is responsible for the overall direction of the investigative process.
 2. The Unit Commander will continually evaluate the performance of his/her immediate subordinates.
 3. The ongoing evaluation and control of overtime expenditures is the direct responsibility of the Special Victims Unit Commander.
 4. Liaison with other Departmental Units and appropriate outside agencies will be a priority of the Special Victims Unit Commander.

2 Lt. K. Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020

Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

5. The Special Victims Unit Commander will respond to all sexual battery cases where the victim is a member of the Miami Police Department or where allegations are leveled against police personnel. In those cases, the Special Victims Unit Commander will assign the lead investigator.
6. Be familiar with Civil Service Rules and Regulations.
7. Be familiar with Police Department Rules and Regulations.
8. Be familiar with the Miami Police Department's Departmental Orders.
9. Be familiar with the Criminal Investigations Sections level SOP's.
 - a. Responsibility for creating and maintaining respective Unit SOP's.
 - b. Properly maintain monthly work schedules and daily "P" Sheets.
 - c. Properly schedule and maintain vacation schedules for the respective unit.
 - d. Properly schedule Holiday staffing.
 - e. Ensure the proper completion and submission of Departmental Performance Evaluations.
 - f. Ensure the proper completion of the Unit Monthly Activities Report.
 - g. Ensure the proper control and reporting of overtime.
 - h. Ensure the proper briefing of important unit affairs on a daily or weekly basis as needed to the Section Commander and/or Division Chief.
 - i. Ensure the proper utilization of the Unit assigned vehicle(s)
 - j. Ensure reports or documents to, from or about the unit are prepared in a timely fashion.

ANNUAL

<u>REPORT OR DOCUMENT</u>	<u>WHO RESPONSIBLE</u>
SOP's Update and Revise	Unit Commander
Budget Requests	Unit Commander
FY Objectives	Unit Commander
Budget Preparation Folder	Unit Commander

SEMI-ANNUAL

<u>REPORT OR DOCUMENT</u>	<u>WHO RESPONSIBLE</u>
Work Schedules	Unit Commander
Vacation Schedules	Unit Commander
Activity Reports	Unit Commander
Vehicle Reports	Unit Commander
Overtime Reports	Unit Commander
Monthly Reports	Unit Commander

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

WEEKLY AND BI-WEEKLY

<u>REPORT OR DOCUMENT</u>	<u>WHO RESPONSIBLE</u>
Weekly Activity Report	Unit Commander
Attendance Reports	Unit Commander

DAILY

<u>REPORT OR DOCUMENT</u>	<u>WHO RESPONSIBLE</u>
P-Sheets	Unit Commander
Daily Briefing to Section Commander	Unit Commander

- II. Notification of the Commander of the Special Victims Unit while on or off-duty.
 - A. Whenever a department report, involving Special Victims Unit members, requires a review and on-the-scene investigation by a command level officer (Lieutenant or above). These reports include Control of Persons, Discharge of Firearms, Vehicle Accident, etc.
 - B. Whenever a Special Victims Unit member is admitted into a hospital, for any reason, while on-duty.
 - C. Any other time, on or off-duty, when a Special Victims Unit member desires the services of a command level officer to deal with a professional or personal issue.
 - D. All sexual battery cases where the victim is a member of the Miami Police Department or where allegations are leveled against police personnel.
 - E. All major scenes (i.e. major sexual battery investigations, politically sensitive cases, cases of major interest to the community and news media).
- III. Duties and Responsibilities of the Special Victims Unit Supervisor.
 - A. The Special Victims Unit Supervisors are responsible for guiding, directing, and reviewing the activities of personnel assigned to their respective shifts. They will ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, Applicable Laws and Lawful Orders of Superior Orders
 - B. The supervisor is responsible for the work product of the shift, including (but not limited to) the correction of spelling and grammar, completion of worksheets, press releases, 301's, supplements and special bulletins.
 - C. The supervisor will be ultimately responsible for the work product of the squad. On crime scenes, the supervisor will maintain a leadership role and coordinate the

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

activities of his own and support personnel. The supervisor will be responsible for informing the Unit Commander of all major cases and crimes of interest, but this action will not neglect their primary role.

- D. In addition to the supervisor's primary duties, the supervisor will perform such administrative tasks as the Special Victims Unit Commander deems necessary.
- E. Supervisor's notes: This will be maintained on all personnel assigned to the supervisor's team. Supervisor notes will be available for periodic review by the Unit Commander.
- F. Case Assignment Log: This provides a procedure for tracking cases assigned to personnel within the unit. It will also serve as a backup for the Law Records Management System (L.R.M.S.) and PremierOne Records System. Supervisors will use this log to provide the Unit Commander monthly reports and case statuses.
- G. Supervisors are required to attend regularly scheduled meetings and be prepared to discuss current open and ongoing investigations.
- H. Supervisors are required to actively work with the State Attorney's Office, Public Defender, and other concerned agencies and individuals in order to eliminate unnecessary court appearances for themselves and persons under their supervision. Every attempt should be made to schedule or reschedule court-related appearances during on-duty hours when possible.
- I. Supervisors will be cognizant of the investigator's 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 case presentation when possible. If a prosecution is not successful due to an investigator's work product, supervisors will be responsible for taking actions to eliminate further case preparation problems.
- J. Supervisors will provide their personnel with guidance and routine supervision as well as, but not limited to:
 - 1. Be familiar with the Department of Police Rules and Regulations.
 - 2. Be familiar with City of Miami Police Departmental Orders.
 - 3. Be familiar with the Special Victims Unit S.O.P. requirements.
 - 4. Contribute to efficient and effective means of obtaining unit objectives.
 - 5. Generate the required Special Victims Unit reports to include, but not limited to the following:
 - a. Weekly activity reports.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

- b. Monthly work schedule and on call list.
 - c. Quarterly vehicle inspection report.
 - d. Personnel performance reports.
 - e. Annual vacation reports.
 - f. Monthly reports.
6. Ensure that daily work schedules, "P-Sheets" are distributed properly and on a timely basis.
 7. When appropriate, submit the necessary documentation to nominate members of the unit for the Officer of the Month awards.
 8. Ensure that personnel under their supervision monitor the radios and are available to assist other units in matters pertaining to the Special Victims Unit.
 9. Supervisors will respond to major crime scenes to assist their personnel in the investigations and provide proper guidance when necessary.
 10. Supervisors will review all reports and information generated by the Special Victims Unit's personnel when possible prior to submission.
- IV. Duties and Responsibilities of the Special Victims Unit Investigator.
- A. The Special Victims Unit Investigator is responsible for the overall coordination and follow up investigation of assigned cases and other responsibilities in accordance with Federal, State and Local laws, Departmental Rules and Regulations, Departmental Orders, and Standard Operating Procedures.
 - B. Investigators assigned to the Special Victims Unit are responsible for performing but not limited to the following duties:
 1. Responding to scenes of crimes when required and coordinating all aspects of a criminal investigation with all support units.
 2. Coordinating the creation of inner and outer perimeters for crime scene preservation according to C.S.I. directives. Interviewing of witnesses, victims, offenders, suspects, etc.
 3. Coordinate the identification and collection of physical evidence.
 4. Maintain complete and detailed notes of daily activities in chronological order. Adequate notes will be taken to assist in the completion of the Report of Investigation (301), supplemental report, notes for court presentation, overall evaluation of the activities generated in an investigation, etc.
 5. Prepare 301 report on all sexual battery cases, attempts, and lewd and lascivious cases in the presence of a minor. In addition, 301 reports will be

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

prepared on all aggravated child abuse cases. These 301 reports will be prepared and submitted to the CID-SVU Email Distribution and supervisors prior to the end of the tour of duty.

6. Conduct neighborhood canvasses when appropriate.
7. Prepare proper photo line-ups, and collection of any video that can assist with the investigation.
8. Become proficient in interrogations.
9. Conduct surveillance.
10. Coordinate the C.I.C. "Wanted Bulletins" for departmental distribution.
11. Be familiar with the telephone and U.S. Mail traces.
12. Coordinate with Communications the releasing of B.O.L.O. information.
13. Become familiar with procedures of the following internal and external agencies:
 - a. Patrol Section
 - b. Internal Affairs Section
 - c. Office of Professional Compliance
 - d. Rape Treatment Center.
 - e. Emergency Room at J.M.H.
 - f. State Attorney's Office.
 - g. U.S. Attorney's Office
 - h. F.B.I.
 - i. D.E.A.
 - j. Customs.
 - k. Child Abuse Assessment Center.
14. Become proficient in taking sworn statements.
15. Become familiar with the A.F.I.S. Fingerprint System.

DUTIES AND RESPONSIBILITIES OF MEMBERS:
(Continuation)

16. Become versed with securing U.F.A.P. Warrants through the F.B.I.

V. Duties and Responsibilities of the Administrative Aide I.

A. Knowledge of modern office methods, procedures and equipment, including computers and computer programs such as and not limited to:

1. Microsoft Word, Excel, Power Point, etc.

B. Considerable knowledge of business English, Spelling and Commercial Arithmetic.

1. Knowledge on typing memos, letters, forms and other materials.

2. Compose and type routine correspondence usually for signature of a Supervisor or Unit Commander.

3. Answer telephone and direct calls to an investigator, or refer the caller to the correct number.

4. Complete and maintain all unit reports.

5. Ensure a copy of any and all documents leaving the unit will remain on Administrative file.

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES UNIT POLICIES

- I. The Lieutenant or designated supervisor assigns all cases to the individual investigators. Related reports, information, messages, etc. will be sent to the investigator via email. It will be the responsibility of the investigator to review his/her emails daily and upon returning to work after "E" days or excused absences.
- II. Information pertaining to the unit will be sent via email on a daily basis to keep everyone in the unit informed and up to date on current events and investigations.
- III. Investigators are required to respond to and make on scene investigations of any sexual battery case when practical, or when requested by a patrol unit after obtaining enough information to make an educated decision.
 - A. In addition to sexual battery cases, the investigator will be required to investigate any case of Aggravated Child Abuse, or Lewd and Lascivious Assault in the presence of a child under the age of sixteen (16) years.
 - B. Supplement reports will be written on all felony cases.
- IV. Overtime will not be approved unless prior approval is granted in accordance with current overtime policy.

LT. K. Baker # 0232
Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020
Effective Date



UNIT POLICIES
(Continuation)

- V. Special Victims Unit personnel will monitor the appropriate channel designated to the unit.
- VI. It shall be incumbent upon each assigned Special Victims Unit supervisors to make periodic checks to ensure personnel assigned to their supervision are in compliance with these policies.

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 1

SUBJECT: Special Victims Unit Investigations

PURPOSE: To furnish basic guidelines for investigating Sexual Battery cases.

SCOPE: To ensure a thorough, proper, sensitive and complete investigation of all Sexual Battery cases.

I. Defining Sexual Battery

- A. The unlawful oral, anal or vaginal penetration by or union with the sexual organ of another or the anal or vaginal penetration of another by any other object:
1. Vaginal intercourse.
 2. Anal intercourse.
 3. Fellatio, cunnilingus, analingus, or oral sex.
 4. Digital penetration, vaginal or anus.
 5. Introduction of any object into the anal or vaginal cavity.
- B. One of the major problems confronting the police officer investigating a rape is his/her lack of understanding of what rape is. Rape is a violent assault manifested in a sexual act. Because of the misconception about both the crime and human sexuality, many officers view the rape as "just another sexual experience" and do not feel or show sympathy and compassion to the victim.

Jt. K. Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

AUGUST 27, 2020

Effective Date



STANDARD OPERATING PROCEDURES: SOP 1
(Continuation)

C. The crime of rape is far removed from, and is a corrupt, distorted abuse of the act of love. The rapist uses sexuality as a means of degrading, defiling and punishing the victim. The sexual act is stripped of all tenderness and decency and is reduced to its most primitive form. The rape victim does not experience sexual gratification or pleasure; on the contrary, since her/his body was not ready to receive sex, they experience a painful, burning penetration. The life threatening assault on their body leaves them in a state of rigidity and muscular tension—the exact opposite of the psychological and physiological relaxation necessary for the enjoyment of sexual intercourse. Mentally, they are deprived of their autonomy, the freedom of choice, the right to decide for themselves. This loss of control over their life is an important component of rape. Performing such actions against your will is a painful experience for any human being to endure. If law enforcement officers and other criminal justice professionals can learn to view the crime of rape in this perspective their attitudes toward any and their treatment of victims of rape will improve. A greater degree of complainant cooperation and ultimately, more successful prosecutions of sex offenders will result.

II. Sexual Battery Investigations

A. Introduction

1. Sexual Battery investigations are the most difficult of all criminal investigations, and require investigators with talent, imagination and persistence. The crime itself is surrounded with myth and misunderstanding. It is a crime, which automatically is met with disbelief by the public.
2. The victim(s) of a sexual battery will have experienced in all probability, the most traumatic event of their life. The victim is injured psychologically, emotionally, and in some instances physically. A firm but understanding concern will calm the victim and allow the investigator to proceed with the investigation. The objective is to help the victim help the investigator.

III. Response to the Scene

A. An investigator will be required to respond to all scenes of a sexual battery. The investigator will interview the victim in the office, at the Rape Treatment Center or at the most appropriate place available.

B. Scene Investigation

1. The victim should be checked for physical injuries requiring immediate medical treatment.
2. Identify the sex crime victim as a person in a state of crisis who has undergone a horrible physical and psychological ordeal, and display kindness and compassion. The initial inquiries should be made in quiet tones and the investigator should avoid any forceful language or behavior. If the attacker was forceful and threatening
- 3.

STANDARD OPERATING PROCEDURES: SOP 1
(Continuation)

then the investigator must avoid behavior which might further frighten, intimidate, or threaten the victim. The investigator should realize that each victim is an individual and therefore different. He should try to be aware and sensitive to these differences.

4. The scene should be secured. In addition to the usual physical scene, it should be remembered that the victim herself is a part of the scene. He/she should be advised not to bathe, douche, and his/her clothes should be retained. Have him/her take a change of clothes to R.T.C., if possible. Explain that this evidence is necessary for a successful prosecution.
5. Ensure that a physical description of the assailant(s) and direction and method of travel (if known) is broadcast to other units by the initial unit on the scene. The weapon used, if any, should also be broadcasted.
6. Take notes of the crime scene documenting the type of area: building, open field and room. Detail the scene as much as possible as it was found. These notes should be as complete as possible and contain method of entry and exit, location of evidence, items touched by the offender, anything used by the offender, such as a towel to wipe himself. Also document the victim's physical and emotional state.
7. Request a Crime Scene Investigations Unit (C.S.I.) to respond to the scene for collection of evidence and photographs, or diagrams.
8. Make every effort to avoid creation of a "circus" atmosphere, particularly in residential areas where response of patrol units might arouse the curiosity of neighbors and passerby, drawing unnecessary attention to the victim. In addition, all police personnel not actually required at the scene should be asked to clear. If a description of the assailant is available, all patrol personnel available should be utilized to search for him/her.
9. Once the C.S.I. Unit arrives on the scene, walk them through the crime scene and explain the details known. Direct them in what to process, collect, and photograph. Advise them if a sketch of the crime scene will be necessary.
 - a. Photographs of the scene should be taken from different angles and perspectives. These are graphic representations of the scene as you first saw it.
 - b. Measurements are recommended to properly place and document any evidence.
10. Specific Evidence
 - a. Evidence of violence: Look for evidence of weapons. The rapist will often leave traces of his weapon, such as knife marks on the victim and/or gun oil on clothing. He will often use weapons found at the scene, and leave them.
 1. Victim injuries are important to note and photograph, as well as damage to clothing.
 2. Note any blood found at the scene.
 - 3.

STANDARD OPERATING PROCEDURES: SOP 1
(Continuation)

4. Any signs of forced entry.
 5. All of the above are important to document the use of force against the victim. One of the defenses used by the rapist is that of consent.
 - b. Stain evidence: There are many stains the investigator must always look for: blood, semen, perspiration, saliva and grease.
 - c. Latent evidence: Fingerprints should always be searched for. The scene should be vacuumed for hair and clothing fibers.
 - d. Specific Places to Search
 1. The bathroom should always be processed for evidence in the event the offender has cleaned himself. Also check the kitchen, and if there is one, the bar.
 2. Semen should always be searched for in the area immediate to where the rape took place. It may also be found near the point of exit. A black light is used to detect the presence of semen.
 3. Sheets should be marked on exposed side, and folded in.
 - a. Evidence left-articles of clothing, stains, fingerprints and weapons.
 - b. Articles taken-look for small items taken as a souvenir.
 - c. Pubic hairs possibly belonging to the offender.
 - d. Fingernail scrapings from the victim may be obtained if he/she scratched the offender.
 11. Keep a list of officers on the scene and a chain of evidence if someone other than C.S.I. handles the evidence.
 12. Conduct a canvass of the neighborhood for witnesses, being careful not to divulge information to neighbors that a sexual assault has occurred. If another investigator conducts the area canvass, they will prepare a 301 containing the addresses that they visited along with any information obtained, and the name of the person contacted.
- IV. Rape Treatment Center (RTC).
- A. Every attempt should be made to convince the victim to go to the RTC.
 1. The victim should be told that the appropriate medication to prevent venereal disease would be given there. He/she will also be apprised of her options regarding the possibility that she is pregnant.
 2. The following physical and medical evidence can also be obtained at the RTC.
 - a. Examination for bruises, cuts, lacerations not only to the vaginal area, but all over the body. These should be noted as to their extent and location.
 - b. Pubic combing.
 - c. Perineum wash.
 - d.

STANDARD OPERATING PROCEDURES: SOP 1
(Continuation)

- e. Vaginal smear-microscopic for sperm.
 - f. Vaginal swab-for acid phosphates.
 - g. Pubic hair samples.
 - h. Head hair samples.
 - i. Blood samples.
 - j. Saliva samples.
 - k. Other medical aspects-VD check, estrogen pill, physical injuries, etc.
 - l. Rape kits.
 - m. Collection of clothes.
 - n. Some of the above evidence will be collected at RTC but it will be the responsibility of the individual investigator to either pick-up and submit the evidence or have the C.S.I. already involved in the case do so and submit the evidence to the lab.
3. The investigator will call the Rape Treatment Center prior to bringing the victim. They will be advised that the victim is being transported for examination. This should be done at least one half-hour prior to transporting. In cases where the victim has delayed reporting the occurrence, the investigator will call RTC and schedule an appointment for the victim to be examined at the earliest available time.
- a. The following are the recommended time frames for evidence collection:

Recommended Time Frames for Evidence Collection	Collection Time
Vaginal	Up to 120 hours (5 days)
Anal	Up to 72 hours (3 days)
Oral	Up to 24 hours (1 day)
Bite marks/saliva on skin	Up to 96 hours (4 days)
Collect respective samples within the time frames listed above	

Florida Council Against Sexual Violence (www.fcasv.org) May 29, 2018

- 4. Under no circumstances will a rape kit or any other evidence be left at RTC for safekeeping. There is no chain of custody if this is done.
- 5. A C.S.I. Unit will not be requested for the sole purpose of picking up the rape kit at RTC and placing the same into Property. This is the responsibility of the investigator along with sending evidence to the lab.
- 6. The investigator will retrieve the rape kit from RTC and immediately take it to the Property Unit. The investigator will submit the rape kit with corresponding laboratory paperwork to the Property Unit. The rape kit and all evidence will be forwarded to the Miami Dade County Crime Lab within 72 hours of the RTC examination.
- 7. The investigator should ensure sensitive and proper treatment by RTC staff. If the victim complains, or the investigator feels the victim
- 8.

STANDARD OPERATING PROCEDURES: SOP 1
(Continuation)

did not receive professional treatment, this should be brought to the attention of the investigator's supervisor who will notify the Unit Commander. The Unit Commander will notify the Medical Director of RTC of the complaint.

9. The investigator will ensure the Sexual Battery Claim Form is completed on their case.
10. The responding investigator shall provide the victim immediate notice of the legal rights and remedies available on a standard form developed and distributed by the Florida Council Against Sexual Violence in conjunction with the Department of Law Enforcement. This form will not replace the standard victims rights form given to all victims.
11. The Investigator will provide the victim with the Safe Kit Tracking barcode number.

V. Obtaining the Victim's Statement.

A. Interview Techniques

1. The investigator must observe behavior, gather information, and allow the victim to vent their emotions. The investigator must also be aware that every victim will react differently.
 - a. Typical reactions include being totally cooperative, hysteria, distraught, disorganized, crying and laughing.
2. The investigator must be flexible in his approach to an interview situation. The following are guidelines for interviewing.
3. In setting the scene for the interview, several considerations must be made. The interview setting should be free from distraction. Privacy is essential during the relating of a painful and embarrassing narrative. Parents, husbands, boyfriends, girlfriends, and others should be excluded from the interview, for the victim may be reluctant to relate details which might be painful or embarrassing to those close to her.
4. The interviewer must be patient, tactful and non-judgmental about any conduct, dress, or behavior, which may have contributed to the victimization of the complainant. He/she should use clear simple language and avoid unclear technical or police jargon. By placing the victim's interest first there is a greater likelihood that the investigator will establish greater rapport and ensure complainant cooperation. The victim should be put at ease by the investigator's choice of language, tone of voice and facial expressions. The interviewer should assure the victim that their case is not just another case. Once the victim responds to your sincerity and support, begin the interview.
5. In eliciting details from the victim, the investigator should utilize a logical approach, which corresponds to the chronological order of events as they happened. When did he/she first see his/her assailant? Where? What did he/she look like? How did he/she

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gain control of him/her? What threats did he/she use? The investigator should work their way through the testing and threat stages of the rape. The investigator should note the exact words that the suspect used when he/she first approached the victim, the exact words of the threat, and an exact description of the weapon - "knife" or "pistol" is not sufficient. Specifics, such as a "serrated edged kitchen knife" or a "chrome plated automatic" can be the clues to the successful solution of a case. When questioning the victim relative to the actual assault, the investigator should be sure to ask about any conversation, requests, boasts, apologies or pet names the rapist may have verbalized.

6. These can be important clues to his personality type and even to his identity. The investigator should ask the victim about any genital deformities or scars he/she might have had. Did he have trouble achieving an erection? Was he impotent? Was he incapable of ejaculation? How many times did he ejaculate? All the details of the sexual act, while difficult for the investigator to ask and for the victim to answer may be vital to the identification, apprehension and prosecution of the rapist and they must be elicited.
7. The investigator should allow the victim to converse freely. They should lead him/her through the sequence of events in a logical orderly fashion and, when the entire story is obtainable, they should get a detailed description of the assailant. They will have already gotten a preliminary description for the purpose of putting out a BOLO. Now, they will seek an in-depth description. Beginning from his/her head they should ask for specifics, not "tell me what he looked like", the victim is not an expert observer, as the investigator presumably is. The following is a sequence of inquiries an investigator might make: Age, height, weight, body shape, heavy slender, etc.; hair color, style, eye color, facial hair, beard, moustache; clothing; any distinguishing features, scars or tattoos; body odor, shoes.
8. Statements and descriptions, using the above described interview techniques, should be taken from all witnesses. Eliciting a-step-by-step description may provide the investigator with a clue that might otherwise have been overlooked and which could ultimately be the key to solving the case. Remember that the investigator must look for the unusual and the unique.
9. Many victims have difficulty in talking about anal or oral sex that may have been a part of the sexual assault. They feel dirty and degraded and will withhold details of this part of the crime unless the information is drawn out of them discreetly and sensitively. Experience has shown that such terms as "sodomy" and "unnatural acts" are threatening to victims and cause them to withdraw. An excellent way of obtaining this information is to phrase it in the following manner: "Quite often in our experience the criminal forces his victims to endure other acts. Did anything like this happen? In these two sentences the investigator had told the victim that they

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have heard of such things before and that they will not be shocked. They have acknowledged that the victim was forced and did not play a willing part. They have avoided labeling the acts or passing value judgments and they enabled victim to answer with a nod of the head. It is important that the investigator elicit this information because it may dictate additional medical treatment that might not be forthcoming unless the question is asked; furthermore sodomy is a separate crime and warrants an additional charge in the arrest and prosecution processes. The next set of questions should focus on the termination stage, how the rapist made his departure: was he/she apologetic? Boasting? Did he/she set a time limit? Threaten to come back? Try to make a date? His/her parting statement is extremely important: How did he leave? In an auto? On foot? Running? Walking? In which direction? These facts will give the investigative direction and assist the investigator in deciding where the canvass will be conducted.

- VI. The Follow-up Investigation
- A. Identification of Assailant
1. If there is no immediate apprehension of the suspect, the following steps should be taken as soon as practicable:
 - a. Have the victim view photographs of subjects previously arrested in the area. Remember that most criminals are opportunists rather than specialists and a violent criminal who assaults or robs someone is equally capable of rape.
 - b. Conduct an M.O. search of previously reported sex offenses and of previous arrest reports to compare the M.O. used in this case with past cases.
 - c. A composite drawing should be prepared with the assistance of the Forensic Illustrator. This should be done as soon as possible while the image of the offender is still in the victim's mind and if practical, before victim views other photos.
 - d. If a specific subject is suspected as being the offender, a photo line-up should be prepared, with individuals who resemble the suspect in general appearance. If the suspect has a beard in the photo, the other subjects in the line-up should have beards. The same holds true for mustaches.
- B. Background Check on the Victim
1. A complete check will be run on the victim to obtain background information on victim's past. Although a prostitute can be the victim of a sexual battery, a case against an offender who has been charged with raping a prostitute will be difficult to prosecute unless other physical evidence is available to substantiate the use of force on the part of the offender.
 2. The victim will also be checked on the computer so that the investigator can determine if the victim has made other rape allegations in the past. The investigator may want to do this prior

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to obtaining a formal statement from the victim so that the information obtained can be utilized to confront the victim.

3. If the victim admits the sexual battery allegations are false, the investigator will document it and also attempt to find out why the victim made the false allegations.
4. An incident report, a 301 report, and a subsequent supplementary report will be completed on all unfounded cases. This documentation will assist other investigators in the event the victim makes another allegation in the future.

C. Procedures in the event of an arrest.

1. Persons accused of rape will most often deny their guilt and will use one of two defenses.
 - a. In correct identification "You have the wrong guy" or "It wasn't me." In such cases, corroborative witnesses and physical evidence placing the accused at the scene are essential.
 - b. Victim consent "She let me and now she's trying to make trouble for me." "She's mad because I wouldn't pay her." In these cases, it is necessary to take photographs of marks, bruises and disordered furniture and to collect torn clothing and other objects that will prove forcible compulsion.
 - c. Regardless of the denial, the investigator must be sure to protect the rights of the suspect. The law mandates this and we are sworn to uphold the law. Further constitutional requirements are strictly enforced and failure to comply with constitutional guidelines may result in the dismissal of a case. The investigator must advise the accused of his rights in the proper manner and in accordance with Unit policy. The investigator must suppress the temptation to use unnecessary force. As reprehensible as his actions may have been, the offender is protected under the law and any self-indulgent violence on the part of the investigator could weaken the case against him.
 - d. The investigator should gather evidence from the suspect as appropriate. Since such steps, as taking blood or pubic hair samples or undergarments of the suspect can be touchy civil rights issues, they should confer with the prosecutor and obtain court orders, if necessary. A search warrant or consent to search form must be prepared to obtain evidence or clothing from the suspect's home or auto. Should he agree to make a statement, the investigator should tape record it or have it taken by a stenographer.

D. Pre-Trial responsibilities

1. From the point of arrest on, begin to prepare your case for prosecution. Put all reports and documents together in a neat package for delivery to the prosecutor. Ensure the proper handling and processing of evidence. Prepare yourself, your complainant

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and your witnesses to testify competently. Assist the prosecutor in all phases of the trial preparation and prosecution. And equally important, support and guide your complainant through the trial, which often reopens old wounds and rekindles old fears and insecurities. Essentially, the two keys to a successful rape investigation are the development of policing skills and interpersonal skills. A combination of sound investigative techniques and a positive, supportive attitude will result in greater victim cooperation, which increases the likelihood of making arrests and obtaining convictions. Increased convictions, in turn, enhance the image of the officer as a police professional and a sympathetic, caring human being. No victim of rape can ever be the same person after the assault as she was before but using the proper investigative techniques will help the victim cope with the crisis and better ensure her psychological readjustment.

2. In considering how to prepare for court, bear in mind that the entire investigation process should be considered as preparing for courtroom presentations. The duties which are performed at the scene, to assure that evidence is properly identified and labeled, that witnesses are located and interviewed, and that such specifics of the incident as time, place and weather are properly recorded. All affect the quality of the investigation and the preparation of testimony. In addition to underlining the importance of writing complete, accurate reports on each incident regardless of the apparent changes of subsequent trial or hearing the investigator should review his personal notebook to assure that it too contains sufficient comprehensive notations to make its use in court an asset rather than a liability.
3. The investigator should ensure that all evidence sent to the lab for analysis has either been analyzed or is being analyzed. The investigator should ensure that the results of the test are submitted to the prosecutor on the case.
4. Pre-trial or Pre-file conferences enable the prosecutor to become aware of the scope and specific of the witnesses knowledge of the case. With such information, the attorney is better able to ask meaningful questions of the witness on the stand. Too often, defense counsel asks investigators if they have discussed their testimony with anyone. This reluctance should be abandoned since the pre-trial conference is an acceptable procedure used by prosecution and defense alike as a means of directing their examination of witness to those subjects, which are within the area of knowledge of the witness. When the pre-trial conference is used, investigators should treat it with the same degree of professional concern as they do a summons to appear in court.

- VII. Sexual battery cases involving juvenile victims
 - A. Procedures

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1. Essentially the same procedures are followed in sexual battery cases involving juvenile victims as in adult victims.
2. One major difference in this type of case is that a parent or guardian should accompany the victim to RTC and to the police station. The parent or guardian will not be present however when a statement is taken or the medical examination is performed. This is the policy of the State Attorney's Office. An explanation should be given to the parents that prior experience had shown that juvenile victims will not open up and provide the same information in the presence of the parents as they would when they are not in the same room. Somehow juveniles feel that the parents may punish them for what has occurred and that intimidates them.
3. The anatomically correct dolls can be used so that the child can demonstrate with the dolls what type of sexual assault took place. The investigator should make notations.
4. DCF will be notified. The investigator will obtain the name of the DCF person assigned to the case.
5. The Child Abuse Assessment Center is available to videotape interviews and to assist investigators with juvenile victims.

B. Symptoms

1. The following are some of the symptoms children of different ages might exhibit if they have been sexually abused. The investigator should ask the parents or teachers about these behaviors.

Pre-School 5 years old or less

- a. Excessive clinging
- b. Appetite change
- c. Truancy
- d. Decrease in school performance
- e. Fear states (anxiety, fears depression, phobias)
- f. Torn, stained, bloody undergarments
- g. Experience pain or itching in genital area
- h. Bruises or bleeding in external genitals, vagina, anal regions
- i. Venereal disease

School Age – 6 years and older

- a. Sleep disturbances
- b. Appetite change
- c. Truancy
- d. Decrease in school performance
- e. Fear states (anxiety, fears, depression phobias)
- f. Torn, stained, bloody undergarments
- g. Experiences pain or itching in genital area
- h. Bruises or bleeding in external genitals, vagina, anal regions
- i. Has venereal disease

Adolescent –12 years and older

- a. Anti-social behavior
- b. Truancy
- c. Depression

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- d. Psychosomatic complaints
- e. Drug abuse
- f. Promiscuous
- g. Runaway
- h. Has venereal disease
- i. Is pregnant

VIII. Child Sexual Abuse

A. When interviewing family members, try to determine if the father is very domineering and the mother very dependent. If the alleged offender is the father or stepfather and the victim is the daughter or stepdaughter, always interview all of the children. If the youngest girl is the identified victim, the chance is very good that the older girls were also abused. The other children are a good source of information or may be victims also. Using the words molest/fondling has connotations of liking or disliking. Use clinical terms for sexual organs and describe the act itself. Example: The offender touched the victim on the vagina with his fingers. Bad Example: The offender fondled the victim's vagina. In most incidents of sexual abuse there are various phases to look for in the investigation. Use these as a guide to interview victims so you get the complete story:

1. Engagement Phase-How did it start?
2. Type of Activity-What exactly happened?
3. Secrecy Phase-Who made it a secret and how?
4. Disclosure Phase-Whom did the victim tell?
5. Suppression Phase- How long did it go on?
6. Structure questions around playtime, bedtime, and bath time, as this is when abuse is likely to occur, or on another event the victim can identify with.

B. DCF will be notified in all cases where sexual abuse is taking place in the home or where the investigator believes that the home environment is contributing to sexual assaults. The child will be removed from the home environment with the assistance of DCF. If this is the case, the investigator will obtain the DCF caseworker's name and the location where the child will be placed.

IX. Interviewing juvenile sexual assault victims.

A. Initial approach to the child and interview.

1. The investigator should introduce himself/herself to the child. The investigator should let the child know who they are and what agency they represent.
2. The investigator should establish credibility by telling the child that they are frequently asked to talk to children who have had something like that happened to them.
3. The investigator should make the child understand that they are honest and trustworthy and that they will not lie to the victim.

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4. For very small children dolls or crayons can be utilized to make the child feel at ease.
5. The investigator should encourage the child's own language (i.e. "It is important for you to tell me so I can help you).
6. The investigator should encourage description of the incident, documenting the method of assault or contact and how the child was pressured into secrecy.
7. The investigator should try to learn what the family members were doing when the assault occurred.
8. Utilize the anatomically correct dolls so that the child can demonstrate with the dolls what occurred. These dolls are available in the Special Victims Unit Office, the Rape Treatment Center, and the Child Assessment Center.
9. Most important of all is to ensure that the parent is not present during questioning. The child will hold back information if a parent is present.

X. Stranger Rapes

A. Handling Evidence

1. All evidence obtained from the scene and/or victim of a Sexual Battery where the offender is believed to be a stranger will be submitted to the Miami-Dade Crime Laboratory as soon as practical.
2. Evidence of DNA value will be hand carried to the lab by the lead detective as soon as possible. DNA evidence collected from identified sex offenders will be sent to the Miami- Dade Crime Laboratory by courier.
3. In all stranger rapes the lead detective will classify the DNA submitted to the lab as a high priority and noted on the lab request forms.
4. On all stranger rape cases the lead detective will personally contact the lab technician and provide them with a synopsis of the case.
5. On all stranger rape cases the lead detective will prepare a BOLO and disseminate it to effected patrol units.
6. The Lead investigator will be responsible for requesting a complete package from the C.S.I. Unit including copies of all reports prepared by the C.S.I. Unit in connection with the crime scene including; photos, sketches, fingerprints, property receipt, etc.

B. Public Information Office

1. Investigators will notify a supervisor in all stranger rape cases.
2. In all stranger rape cases, the investigator will make arrangements with the victim and/or witnesses to create a forensic sketch.
3. Our Public Information Office will be notified of all stranger rapes and provided with a BOLO sheet and suspect sketch for media dissemination.
- 4.

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5. A unit supervisor or commander will be notified of all media releases.
- XI. DNA Samples
- A. During the course of some Sexual Battery investigations it might become necessary to obtain a large number of DNA samples from potential suspects. Particularly, when dealing with multiple cases believed to be linked to one suspect, as in the case of a serial rapist.
 - B. When the DNA sample obtained is from a suspect believed to be the offender linked to the incidents by other evidence or collaborating witnesses, the sample will be submitted to the Miami-Dade County Lab for processing. This particular sample will be entered into the county's database and submitted into the CODIS system.
 - C. It is the intention of the Miami Police Department to safeguard the rights and respect the wishes of all those individuals who submit a voluntary DNA sample for the purposes of elimination. Therefore, in the event that a large number of DNA samples must be obtained from a large number of people who might fit the suspect's description, as related verbally by the victim or through a sketch, every attempt will be made to discard the sample of everyone eliminated as the suspect in the case being investigated.
 - D. All DNA samples obtained from individuals who might fit the suspect's profile or description, absent additional information linking the individual to the suspect sought, will be submitted to a private laboratory (BODE Technology, IDENTIGENE, Inc., GENETICS & IVF INSTITUTE, Inc.) for processing. Once these individuals are eliminated as a suspect their DNA samples will be destroyed and/or discarded.
 - E. Prior to submitting these samples to a private lab a quote will be requested from each testing facility named above, and a purchase order shall be requested from budget.

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ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 2

SUBJECT: **Child Abuse Investigations**

PURPOSE: To provide basic guidelines for the investigation of physical Child Abuse.

SCOPE: The Special Victims Unit is charged with the investigation of cases of physical child abuse. Child abuse as defined by Florida State Statutes encompasses Aggravated Child Abuse, and Child Abuse. These will be explained separately.

- I. Defining Aggravated Child Abuse
 - A. One or more acts committed by a person who:
 1. Commits an aggravated battery on a child.
 2. Willfully tortures a child.
 3. Maliciously punishes a child.
 4. Willfully and unlawfully cages a child.
 - B. There are several ways an investigator can be notified of a case of child abuse. Uniform officers may be sent on a call or DCF personnel or Child Protection Team personnel may notify investigators. Special Victims Unit personnel respond when:
 1. This is especially important in cases where the injuries are great or the victim is nonverbal.
 2. On cases where there is a question as to the circumstances surrounding the injuries, whether they were accidental or inflicted.
 - C. The State Attorney's Office should be consulted when making an arrest on Child Abuse cases.

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Commander
Special Victims Unit

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II. Defining Child Abuse

- A. Whoever, willfully or by culpable negligence deprives a child of, or allows a child to be deprived of, necessary food, clothing, shelter or medical treatment, or who, knowingly or by culpable negligence, inflicts or permits the infliction of physical or mental injury of the child and in doing so causes great bodily harm, permanent disability or permanent disfigurement to such child shall be guilty of a felony.
- B. A problem sometimes arises when the injuries are sustained as a result of discipline administered to the child. In any cases where this occurs, a State Attorney should be contacted prior to making an arrest.

III. Procedures:

- A. When investigators become aware of a case of child abuse they must notify DCF by calling a toll free "Child Abuse Hot Line" number of 1 (800) 96ABUSE (22873).
- B. A report will be generated and sent to DCF for assignment.
- C. The Special Victims Unit investigator will ensure that an incident report is made.
- D. Once a report is made the investigator will interview the victim and/or person reporting to determine who the offender is and whether the child needs to be placed in a foster home for his/her safety. DCF will be responsible for placement of the child.
 - 1. If the incident just occurred and there is a crime scene, I.D. will be requested to process and collect the physical evidence.
 - 2. Any visible injuries to the victim should be photographed.
 - 3. Attempts should be made to locate any witnesses or additional victims (such as siblings, cousins, etc.).
 - 4. If needed, sworn statements will be taken.
 - 5. If needed, an appointment may be set at the Child Assessment Center for an interview.
 - 6. If the victim is hospitalized the attending physician should be interviewed.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 3

SUBJECT: **Lewd and Lascivious Assault**

PURPOSE: To establish guidelines for the investigation of Lewd and Lascivious assaults.

SCOPE: The Special Victims Unit will investigate any Lewd and Lascivious Assault that involves a child under the age of 16 years.

- I. Defining Lewd and Lascivious Assault as defined by State Statute:
 - A. The incident assault or act upon or in the presence of a child; Sexual Battery- Any person who:
 1. Handles, fondles or makes an assault upon any child under the age of 16 years in a lewd, lascivious, or indecent manner.
 2. Commits actual or simulated sexual intercourse, deviate bestiality, masturbation, sadomasochistic abuse, actual lewd exhibitions of the genitals, or any act or conduct which simulates that sexual battery is being or will be committed upon any child under the age of 16 years or forces or entices the child to commit any such act.
 3. Commits an act defined as Sexual Battery under the State Statute 794.011 (1) (h) upon any child under the age of 16 years or;
 4. Knowingly commits any lewd or lascivious act in the presence of any child under the age of 16 years without committing the crime of sexual battery is guilty of a felony.
 - B. In any Lewd and Lascivious case every attempt should be made to identify the offender.

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- C. As in cases of Sexual Battery and Child Abuse, if the offender is in close contact with the victim, DCF will be notified regarding the possibility of placing the child in a foster home for their safety.
- D. The Special Victims Unit investigator will not be assigned cases of Lewd and Lascivious Assault where patrol or other officers have made a direct arrest unless the parties involved are being interviewed by a Special Victims Unit investigator and cases require follow up.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 4

SUBJECT: Request for Investigation and Calls for Assistance

PURPOSE: To outline the basic concept of having a Special Victims Unit Supervisor or his designee responsible for assigning a response to calls for Special Victims investigation or assistance.

SCOPE: All requests for a Special Victims Unit Investigator to conduct an investigation will be directed through the on-duty Special Victims Unit Supervisor or his designee.

I. **Radio Requests**

A. All calls for Special Victims Unit service will be directed to the on-duty Investigator.

B. A Special Victims Unit Sergeant or his designee will be responsible for assigning investigators in the event that the on-duty Investigator is tied up on another case.

C. Radio requests for information or to notify when no response or investigator is needed can be responded to by any Special Victims Unit investigator.

1. Any request for Special Victims Unit investigators to make a decisions for another officer that does not involve a Special Victims Unit investigation, should be referred to the requesting officer's supervisor.

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- D. When a Special Victims Unit is contacted via police radio and the requesting officer is near a phone, try first to have the requesting officer call the information in on the phone.
 - 1. This is to cut down on long conversations that tie-up the radio.
 - 2. The successful conclusion of many investigations often depends upon information obtained by the Special Victims Unit investigator from the on-scene Patrol Unit. At times, accurate information is not conveyed or requested and as a result a Special Victims Unit does not respond to the scene when they should have. This causes problems later on when follow-up investigation is needed, or the case was turned over to another unit for investigation. Another problem that frequently surfaces is one where the unit on the initial scene classifies the report incorrectly and steps must be taken at a later time to correct the mistake. This sometimes requires investigators to perform certain duties that are time consuming and would have been performed had the report been classified properly at the onset.
 - a. When a patrol unit raises a Special Victims Unit with information pertaining to a case, the investigator will respond to the scene if the incident has just taken place. The Special Victims Unit will coordinate the investigation at the scene. If the incident occurred on another date, the investigator will be responsible for writing the initial offense report.
 - b. If the investigator is unable to respond, they will instruct the Patrol Unit on what steps to take with the victim. This will include meeting the investigator at RTC or in the office.
 - c. When another unit raises a Special Victims Unit investigator with information pertaining to a child abuse, lewd and lascivious assault, or sexual battery, the investigator will ascertain that a crime has in fact been committed. Once the investigator ascertains that a crime has been committed they will respond to the scene and will initiate the investigation.
 - d. The Special Victims Unit investigator will make a determination if they will respond to the scene based upon the information provided by the patrol unit. The investigator will instruct the Patrol Unit to request C.S.I., if necessary, and to put out a BOLO if they have not done so. The investigator will provide the Patrol Unit with their PIN number and will advise the Patrol Unit what classification to use for the report based upon the information provided.
- II. Phone Requests
 - A. Same as A-2
 - 1. If the on-duty Investigator is out of the office, the caller will be told the on-duty investigator can be raised on channel 1.

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- III. Complaint Room Request
 - A. When a victim, witness, or any other person calls the Complaint Room with a report of a sexual battery, child abuse, or lewd and lascivious assault, the Communications Operator receiving the call will ascertain if the offender is on the scene, or in the immediate area. If the offender is on the scene or in the immediate area a Patrol Unit will be dispatched to the call. If the offender is unknown, not on the scene, or in the immediate area, the Complaint Room will contact the on-call Special Victims Unit Investigator via radio, office or cellphone.
 - B. When the Complaint Room contacts a Special Victims Unit Investigator via radio or phone, the investigator will call the Complaint Room to receive the information on the call. This should be done on a "land-line." The on-call investigator will make the original incident report and any other necessary reports.
 - 1. If the on-call investigator is unable to respond to the request by the Complaint Room, they will instruct the Complaint Room to send a Patrol Unit and advise the patrol officer to raise the investigator once he arrives on the scene for further instructions.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 5

SUBJECT: **Response to Major Crime Scenes**

PURPOSE: To provide a policy and guidelines for deployment of Special Victims Unit teams to major crime scenes.

SCOPE: The Special Victims Unit personnel will respond to any Major Crime Scene. On duty and off duty personnel will respond when contacted by their supervisor.

- I. Procedures for the handling of a Major Crime Scene
 - A. The first investigator on the scene will automatically take control and evaluate the needs (equipment, manpower, assistance from other CID units) will be required.
 - B. Generally, the "On-Scene" Special Victims Unit Commander or their designee will be responsible to ensure the crime scene and investigatory processes are being coordinated:
 1. Consideration should be given to assigning individual task to other investigators to assist the primary investigator, such as neighborhood canvass, collection of physical evidence photographing of scene, coordination with external agencies on scene, etc.
 2. All on scene information gathered is to be funneled to their supervisor and designated lead investigator by completing a 301 report with detail explanation of their assistance with the investigation.

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- a. Appropriate Report of Investigation (301) will be prepared prior to the end of duty and forwarded to the supervisor (via email).
- b. The supervisor or lead investigator will coordinate media liaison with the Public Information Office representative assigned to the case.
- c. The supervisor will then make the decision to designate tasks to other investigators in the unit such as taking statements (if several people need to be interviewed), creating bulletins or wanted flyers, documenting tips and following up on leads, etc.
- d. Briefing should be called as needed to ensure maximum distribution of vital information among the contributing investigators and agencies involved in the investigation.
- e. News conferences will be called as needed, based on significant developments and commander discretion.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 6

SUBJECT: **Notification of the On Duty Assistant State Attorney**

PURPOSE: To provide a procedure for the notification of the on duty Assistant State Attorney on major crime scenes and any other case that presents legal problems.

SCOPE: Major crimes and other situations where notification of the State Attorney is necessary.

- I. Procedures
 - A. The investigator will notify the on duty Assistant State Attorney whenever it is determined that any Persons Offense is of a major nature or whenever they feel legal advice or input is necessary to make a legal decision.
 - B. All investigators will maintain on their person a roster of the Assistant State Attorneys on call and utilize it when making said notifications.

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S.O.P 7

SUBJECT: Police Department's entry for Sexual Battery/Child Abuse Supplementary Reports

PURPOSE: To provide guidelines and directions for entering supplementary reports into the computer utilizing an abbreviated short form. To eliminate backlogs and provide for clearance entries in a timely manner.

SCOPE: All Sexual Battery/Child Abuse supplementary reports will be entered into the police department's system to provide for the proper accounting of clearance statistics so Sexual Battery/Child Abuse statistics will be compatible to the F.D.L.E. crime report.

- I. Procedures
 - A. Every investigator will make supplementary report entries to the police department's system for the investigations assigned to them.
 - B. Supplementary report entries will be prioritized in the following order:
 1. Current Year Clearance
 2. Previous Year Clearance
 3. Current Year Non-Clearance
 4. Previous Year Non-Clearance

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ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 8

SUBJECT: Patrol Liaison

PURPOSE: To establish a periodic exchange of information with the patrol section by attendance of patrol roll calls by Special Victims Unit personnel.

SCOPE: A Special Victims Unit Supervisor or designee will report to patrol roll calls including all stations and shifts to exchange information that will increase the effectiveness and coordination of the Special Victims Unit functions. This will be done monthly and when the need arises.

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Lieutenant Katherine Baker
Commander
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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 9

SUBJECT: Procedure for obtaining warrants and follow-up

PURPOSE: To outline the procedure for obtaining warrants and for follow-up processing of it.

SCOPE: The obtaining of warrants by investigators is simple but time consuming; however, in an effort to satisfy court requirements a warrant shall be obtained prior to any police action when applicable.

- I. Procedure: The process changes often and may be completely revised. At this time, the procedure is as follows:
 - A. The investigator must obtain a copy of all completed reports. It is not necessary to complete a supplementary report before obtaining a warrant.
 - B. The investigator must take copies of reports to the State Attorney's Office and advise that he/she wishes to obtain a warrant on named defendant.
 - C. A State Attorney who may be the warrant Assistance State Attorney on duty will be assigned to the case.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 10

SUBJECT: **Media Relations**

PURPOSE: To acquaint Special Victims Unit personnel with the current policy governing media relations.

SCOPE: The nature of the Special Victims Unit mission may generate contacts with representatives of the media.

- I. Procedure:
 - A. Generally an open and frank relationship with the media is desirable. Care should be taken to release only information that is not prohibited by law and that won't harm or embarrass innocent persons or hamper the investigative process.
 - B. Specific information that would only be known to the perpetrator should always be held back to aid in subsequent interviews of suspects. Some specific information which should not be released includes:
 1. Reference to informants
 2. Confessions
 3. Name of juvenile suspects/offender
 4. Name and address of victims of sexual/child abuse assaults
- II. Written Press Releases
 - A. The press release form, R.F. #18 will be completed on any cases that are newsworthy.

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- B. The press release should contain the following basic information.
 - 1. How the police were alerted
 - 2. Date, time and location of the incident. (In sexual batteries the exact location will not be released.)
 - 3. Name, age and sex of the victim, when appropriate. (Except in sexual battery cases.)
 - 4. Offenders' names, age, and sex unless the offender is a juvenile
 - 5. Charges against the offender.
 - 6. Case number
 - 7. A brief description of the incident. The expression of personal opinions and sentiments is not a professional response within the parameters of criminal investigations. The police Code of Ethics and Rules and Regulations call for maintaining the security of sensitive and confidential information received by official duty performance. Release of such information only serves to harm the victims(s), relative(s), and witnesses.

- III. Personnel should write the press release from the Public Information Office if at all possible. After supervisory approval, the following distribution is made.
 - A. Original to Public Information Unit
 - B. Copy to the case file
 - C. Copy to patrol commanders of each substation
 - D. Copy to the Special Victims Unit press release board
 - E. Copy to the Criminal Investigations Section Commander

- IV. Major Crime Scenes
 - A. On major crime scenes a representative of the Public Information Office will generally be present to establish liaison with the media.
 - B. Press Conferences and Interviews by appointment.
 - C. In most cases the Special Victims Unit Commander or the Criminal Investigations Section Commander will represent the Department when the issue deals with trends of major cases.
 - D. The shift supervisor or lead investigator may be designated by the commander to deal with the media on specific cases.
 - E. Request from the media for interviews should be routed through the Public Information Office. Members of the media appearing at the station should be instructed to report to the Public Information Unit.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 11

SUBJECT: Responsibility for arrestees and witnesses within the Special Victims Unit office

PURPOSE: To acquaint personnel with their responsibilities in dealing with arrestees and witnesses.

SCOPE: Special Victims Unit personnel will assume primary responsibility for arrestees and witnesses within the Special Victims Unit office.

- I. Procedures and responsibilities.
 - A. Assistance should be requested from transporting officers when appropriate.
 - B. Uniformed officers will resume their responsibility for arrestee when they leave the office area with a prisoner.
 - C. At no time will non-sworn employees of the Special Victims Unit assume responsibility for the custody or care of a prisoner.
 - D. Prisoners will not be left unattended in interview rooms, in either the Special Victims Unit office or the main floor of the Criminal Investigations Section.

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- E. Discretion will be exercised in the handcuffing of prisoners. It is understood that in some cases the handcuffing of prisoners may interfere with the development of rapport.
- F. If possible, two investigators should be present during the interview.
- G. Interviewing of juvenile offenders will be conducted in compliance with Departmental Policy and applicable law.
- H. When prisoners are taken on location, appropriate security precautions must be observed. The prisoner should be handcuffed except when age, physical disability or injuries make the practice impossible.
- I. Arrestees who require immediate medical attention will be attended to without undue delay.
- J. Witnesses, after giving statements, shall not be left in an interview room. Witnesses shall be asked to sit in the general office area.
- K. Investigators are reminded that if you relinquish the responsibility of transporting witnesses or offenders to another investigator or a patrol officer, ensure that the witnesses or offenders are introduced to the transporting officer. Supervisors will be notified of any arrangements that are made.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 12

SUBJECT: **Minimum Level Staffing**

PURPOSE: To provide guidelines on minimum staffing and procedures for handling suspects or offenders.

SCOPE: There will be a minimum level staffing per shift of one (1) investigator. Exceptions will be made only in exigent circumstances, or with prior approval of the Unit Commander or designee.

- I. Procedures for the handling of Suspects/Offenders when only one investigator is working.
 - A. The Investigator will place the offender in the Interview Room. Any witnesses or victims will be placed in the Family Room, office area, or sergeant's office.
 - B. At no time will a suspect or offender be left alone in the Special Victims Unit office.
 1. Investigators who have a suspect or offender in the office will request the assistance of another investigator (Assault Unit, Homicide, or any other Investigator working).
 2. If no other investigator is available, the Special Victims Unit Investigator will request the uniform patrol officer handling the call to stand-by until the decision is made to arrest or release the suspect or offender.

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- a. If there is no uniformed patrol officer handling the call, the Special Victims Unit Investigator will request that a uniformed patrol officer be dispatched to the office to assist.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 13

SUBJECT: Case File and Unit Information Security

PURPOSE: To establish a policy concerning the dissemination of information pertaining to all Special Victims Unit activities.

SCOPE: Information requests by civilians and other agencies. File room and case file security.

I. Requests for Information

- A. All requests for access to or information pertaining to Special Victims Unit cases or activities from non-unit persons will be immediately reported to a Unit Supervisor who will be responsible for notifying the Unit Commander as soon as possible.
- B. When information is requested and the Unit Commander is not available to be notified, all inquiries will be recorded on appropriate format, 301, red line memo, A.V.O., etc.
- C. No photographs or ongoing investigation information will be given out unless authorized by Court Order, Criminal Investigations Section Commander or designee. All releases by Sexual Battery/Child Abuse personnel will be documented by A.V.O. and directed to the Unit Commander.

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- II. File Room Security
 - A. Other than assigned Special Victims Unit personnel, no one will have access to the file room without the approval of the Unit Commander.
 - B. The files will remain locked-up at all times. It will be the responsibility of the on-duty supervisor to ensure file security.
 - C. No Sexual Battery/Child Abuse files will be taken out of the office unless permission is received from the investigator's supervisor or Unit Commander. Files will be returned immediately after the court appearance or before the investigator's tour of duty ends.
 - D. No Sexual Battery/Child Abuse files or any reports will remain on, under, or in investigator's desks overnight or when not in immediate use. All files not being used will be stored in the "working file cabinet" located in the Commander's office. Each shift supervisor will ensure that this is being adhered to.
 - E. When case files are returned to the "working file" they are to be placed in the appropriate shift file drawer and the investigator's individual file folder. Cases that are completed and ready for filing in the closed case file will be placed in the top drawer of the "working file" cabinet, in the place marked "to be filed." Clerical personnel will check this file each morning and will file the case file in the appropriate file cabinet in alphabetical or numerical order.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 14

SUBJECT: **Public Notification and Monitoring of Sexual Predators and Offenders**

PURPOSE: To outline the procedure for Public Notification and Monitoring of Sexual Predators and Offenders.

SCOPE: The Special Victims Unit at present receives correspondence from the Florida Department of Law Enforcement, the Florida Department of Parole and the Miami Dade Police Department, as to the activities of all sexual predators/offenders residing in the City of Miami.

- I. The predator/offender is contacted to verify compliance of the law, then informed that the Miami Dade Police Department and the City of Miami Police Department will periodically contact them at random to ensure compliance.

- II. The Special Victims Unit will update the information on the proper websites.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 15

SUBJECT: Training for Newly Assigned Special Victims Unit Personnel

PURPOSE: To outline duties and responsibilities for the newly assigned investigator.

SCOPE: In an effort to acquaint investigators with their new assignment, they will be assigned to work with an experienced investigator. New investigators will familiarize themselves with the type of cases handled by the unit and other units comprising the Criminal Investigations Section, and how they can assist in a Child Abuse or Sexual Battery investigation.

I. Training Procedures

- A. New investigators may be assigned a caseload, depending upon Unit workload. If assignments are made they shall be responsible for all required subsequent reports pertaining to those assigned cases.
- B. The investigator is expected to read, and become familiar with Unit SOP's, office filing systems, and other Unit procedures.
- C. The training officer should evaluate each new investigator at the end of every four-week time period.
- D. It is anticipated that by the end of the first month of being assigned to the Special Victims Unit, the new investigator shall have received instructions in the following areas:
 - 1. On-scene and follow-up investigation
 - 2. Information required on supplementary reports.

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3. Case file preparation.
 4. Preparation of Constitutional Rights forms.
 5. Screening of prisoners.
 6. Interrogation of offenders and witness questioning.
 7. Record searches with other agencies.
 8. Viewing of mug-shot photos.
 9. Lineups: photo, video and live.
 10. Advantage of composites.
 11. N.C.I.C.
 12. Preparation of affidavits.
 13. Case filing with the State Attorney's Office and warrant procedures.
 14. Rape Treatment Center procedures.
 15. Child Assessment Center.
 16. Evidence handling.
 17. Testifying in court.
- E. At the end of two (2) months the newly assigned investigator should be capable of handling almost any type of Child Abuse and/or Sexual Battery investigation with the understanding that if any questions arise they shall ask for and will receive assistance from senior investigators and/or supervisors.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 16

SUBJECT: Special Victims Unit Case Assignments

PURPOSE: To outline the procedures for assigning cases to investigators.

SCOPE: Each Special Victims Unit Shift Supervisor will be responsible for assigning cases to their shift investigators. The Unit Commander will ensure that the following guidelines are adhered to.

- I. Assignment Criteria
 - A. All Sexual Battery and Lewd and Lascivious assault on a Minor are assigned for investigation regardless of the solvability factors.
 - B. All Child Sexual Abuse and Child Neglect Cases are assigned.
 - C. No misdemeanor cases are assigned regardless of the solvability factors unless there are extenuating circumstances involved.
 - D. Supervisors are to be aware of each investigator's caseload and take steps to ensure that the caseload is distributed as equally as possible.
 1. In misdemeanor cases where an offender is identified, the victim is referred to the State Attorney's Office with a copy of the report for filing of criminal charges.
 - E. After cases are assigned, they are logged in the shift supervisor's Monthly Case Assignment Log.

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1. Assigned cases are logged under the investigator's name. The date of assignment and other pertinent information is recorded in this log. A copy of the report is given to the assigned investigator for follow-up.
 2. A supplement report is due no later than fifteen (15) days from the time the case is closed.
 - a. When a supplement is submitted, the supervisor who signs it, logs it in the Case Assignment Log, and forwards it to the Unit Commander who reviews it. He/she then reviews and signs the case file, which is then returned to the supervisor for entry into the system.
- F. The investigator shall become thoroughly familiar with the terminology used when referring to cases received. These terms are:
1. NFI- "No Further Investigation" – All leads have been exhausted.
 2. DAR "Direct Arrest" – An arrest was made and is reflected in the original incident report.
 3. CBA- "Cleared by Arrest" - The case was cleared by arrest.
 4. ECA- "Exceptionally Cleared Arrest" - The case was solved, and probable cause is established for an arrest; however, unavoidable circumstances prevent a physical arrest or issuance of an arrest warrant. Proper documentation on "exceptional clearances" is essential.
 5. WISS "Warrant Issued" - An arrest warrant has been issued. This case will be considered NFI until the arrest is made or it is determined the case to be an ECA.
 6. UNF- "Unfounded" - The case was proven to be unsupported.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 17

SUBJECT: **Filing Cases with the State Attorney's Office**

PURPOSE: To outline and familiarize the investigators with requirements and procedures to be followed.

SCOPE: Procedures for the proper filing of a case with the State Attorney's Office.

- I. The following procedures will be used when filing a case.
 - A. Ascertain the correct names of all persons and corporate identities.
 - B. Secure names, addresses, and phone numbers of all witnesses essential to the case.
 - C. Make contact with the victim prior to filing.
 - D. Be certain that evidence has been placed in the proper depository and the chain of custody maintained.
 - E. Do not rely on unsubstantiated records for proof of pertinent facts. Only live witnesses can testify to these facts.
- II. Carry out any further investigative steps necessary.
 - A. Where new developments arise, forward supplementary reports to the Assistant State Attorney.
 - B. Forward copies of laboratory reports acquired subsequent to the filing.

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- C. Assist in any further investigative steps required by the Assistant State Attorney handling the case.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 18

SUBJECT: Evidence Control for Cases Assigned to the Special Victims Unit

PURPOSE: To outline the procedure to be used in handling evidence pertaining to cases assigned to the Criminal Investigations Section; in adhering to this procedure, the handling of evidence is limited to the Crime Scene Investigator (CSI) Technician or Investigator assigned to the particular case. This will enable greater accuracy in documenting information concerning the evidence. It is anticipated that through the use of this process the CSI technician or investigator will be better prepared for courtroom presentation, resulting in a service of greater quality.

SCOPE: The CSI Technicians or the investigator assigned to the case will handle all evidence involved in Criminal Investigations Section cases.

I. Procedures for the Collection and Handling of Evidence

A. When practical, all evidence found on a scene, or received from the Rape Treatment Center, will be photographed and collected by a CSI Technician.

1. If no CSI Technician is available, the investigator handling the case will collect the evidence and place the same in the Property Unit, and if necessary, complete the proper paperwork for sending the evidence to the lab for analysis.
2. This will include checking evidence in and out from the Property Unit to crime laboratories of other agencies by the CSI Unit courier. If it becomes necessary for the Criminal Investigations Section investigator to submit evidence to a crime laboratory, the CSI Unit shall be notified of the laboratory findings.

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- a. The required notification can be accomplished by forwarding the yellow copy (or Xerox) of the laboratory results to the CSI Unit with a notation indicating the date the result was received.
- B. The procedure will enhance accurate documentation of the following:
 1. The volume of evidence being sent from the Criminal Investigations Section to other laboratories.
 2. The different types of evidence being examined and the quantity of each type.
 3. The results of each analysis.
 4. The amount of time required for evidence processing.
- C. Based on this information the CSI Unit may be able to make the following determinations:
 1. Which questioned documents can be analyzed with infrared and ultraviolet photo-light by our own CIS Unit?
 2. Guidelines can be established as to what evidence will be submitted to other agencies and what will be examined here.
 3. One agency might have a better success rate in analyzing certain types of evidence than another agency, or one agency might be able to furnish results faster than another.
 4. This information will afford the CSI Unit with a basis for comparing laboratories.
 - a. Miami-Dade Police Department.
 - b. Florida Department of Law Enforcement.
 - c. Federal Bureau of Investigation.
 - d. Ensure the CSI Unit is made aware of what evidence is processed and what the results are.
- II. Procedure for proper submission of MDPD Property Receipt
 - A. Property submitted to the Property Unit for submission to the Miami-Dade Police Department Laboratory will require that the impounding officer or investigator utilize the appropriate lab request and complete a Miami-Dade Police Department Property Receipt.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 19

SUBJECT: Record Retention

PURPOSE: To establish guidelines for the purging of records by the Special Victims Unit.

SCOPE: Responsibility and time limitations for disposal procedures.

- I. Purging of all administrative and criminal records will be the responsibility of the Commander of the unit or the designee.
- II. Review and purging of such records should be an ongoing process. Present storage space provides for five years of retention of Special Victims Unit records.
- III. In the fall of each year records from the previous fifth year will be reviewed and purged. Records of evidence and statutory value will be retained in the Special Victims Unit designated storage area.
- IV. Disposal of all records will be accomplished by adhering to Florida State Statute, Chapter 119 (Public Records).

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 20

SUBJECT: Hurricane Response

PURPOSE: To establish an orderly procedure for the Special Victims Unit investigators to respond when the possibility exists that severe weather or hurricane will strike in the City of Miami.

SCOPE: The Special Victims Unit Commander or Supervisor will begin notification of unit members in accordance with the Department's Severe Weather and Hurricane Response Plan, when the threat exists that a hurricane will strike the City of Miami area.

- I. Special Victims Unit personnel are mandated to be familiar with the Department's Severe Weather and Hurricane Response Plan.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 21

SUBJECT: **Civil Disturbance Response**

PURPOSE: To establish an orderly procedure for Special Victims Unit personnel to respond when a civil disturbance mobilization is necessary in accordance with the Department's current Civil Disturbance Plan.

SCOPE: Upon being notified that a mobilization is necessary, the Special Victims Unit Commander or Supervisor will begin notification of unit personnel in accordance with the Department's current Civil Disturbance Plan.

I. Procedures

- A. All Special Victims Unit personnel have been designated as either "Alpha" or "Bravo" shifts.
- B. When a mobilization is necessary Special Victims Unit personnel will respond in accordance with the Department's current Civil Disturbance plan for "Alpha" and "Bravo" shifts.
- C. Two investigators designated by the Unit Commander will be assigned to handle calls and will not be assigned to Field Force or related assignments.
 1. One investigator will be assigned to work the "Alpha" shift.
 2. One investigator will be assigned to work the "Bravo" shift.
 3. These two investigators will be responsible for handling any cases received.

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- D. Should the case (scene and/or victim) be in the affected area of unrest, and require the immediate assistance of an outside agency such as DCF, the investigator will determine and request the necessary assistance from uniform officers to ensure the safety of civilian personnel, the victim and/or any witnesses.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 22

SUBJECT: Human Trafficking Investigations

PURPOSE: To provide guidelines and procedures to follow in Human Trafficking cases.

SCOPE: The Special Victims Unit will be contacted for all Human Trafficking cases.

- I. The Human Trafficking Task Force Assignment and Procedures:
 - A. Human Trafficking cases within the City of Miami jurisdiction are investigated out of the State Attorney's Office by the Human Trafficking Task Force. The City of Miami Police Department has investigators detached to this task force who work together with the State Attorney's Office and investigators from surrounding jurisdictions.
 - B. If a Human Trafficking case is received in the Special Victims Unit our investigators will contact the State Attorney's office and inform a representative of the Human Trafficking Task Force of the details on the case. An investigator from the task force will respond, make contact with the victims and conduct an investigation.

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S.O.P 23

SUBJECT: **Internet Crimes Against Children (ICAC) Investigations**

PURPOSE: Establish guidelines for ICAC investigations.

SCOPE: The ICAC detectives are part of the South Florida ICAC Taskforce who collectively investigate the victimization of children through the production, possession, and/or dissemination of child pornography.

- I. ICAC cases: These types of cases are brought to the attention of law enforcement in two distinct methods.
 - A. Detectives assigned to the ICAC detail receive "tips" from the National Center for Abused and Missing Children (NCAMC). The investigators will prioritize their investigation upon the urgency rating given by MCAMC.
 - B. Detectives may be assigned Sexual Battery cases determined by the Special Victims Unit supervisor to meet the criteria of ICAC.
- II. Computer Security: It is of the utmost importance for the detectives to utilize their ICAC laptop computers solely for the purpose of investigating ICAC cases.
- III. Storage of files: Detectives must ensure their case files, including images, are kept in a secure location inaccessible to anyone other than the ICAC detectives and direct supervisor.

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SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O. P 24

SUBJECT: **Duty Hours and Dress Code**

PURPOSE: To outline the Missing Persons Detail working hours and dress code.

SCOPE: Missing Persons Detail

- I. **Duty Hours:** Members of the Special Victims Unit, Missing persons Detail, will work a 10-hour day. During off-duty hours, the Detail will maintain an on-call capability for the purpose of responding to selected situations as necessary. Exceptions to these schedules may be modified at the discretion of the Unit Commander.
 - A. Missing Persons Detail Supervisor
 1. Unit supervisors will work a 10-hour day. The Missing Persons Detail will work from 0700-1700 hrs. Any deviation from the set schedule must have the approval of the Unit Commander and the Detail Supervisor must correct the daily "P" sheet.
 - B. Unit Investigators
 1. Unit Investigators will work a 10-hour day schedule. The days off and duty hours will be scheduled by the Unit Commander. Any deviation from the set schedule must have the approval of the Unit Commander.
- II. **Dress Code**
 - A. Male and Female Investigators:
 1. Police uniform

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2. Polo shirt with badge embroidered, or ironed-on with uniform issued pants. (Only on call-out status or with approval from Unit Commander.)
- B. Also acceptable for male and female investigators:
1. Police uniform
 2. Polo shirt with badge embroidered, or ironed-on with uniform issued pants. (Only on call-out status or with approval from Unit Commander.)
 3. Polo t-shirt, slacks or issued pants. (Only on call-out status or with approval from Unit Commander)
- C. Investigators must **always** have the following items visible when not wearing a police uniform:
1. Police badge clipped onto the belt
 2. Departmental Photo I.D. Card
- D. Operational (in the field conducting Law Enforcement duties):
1. Service weapon in authorized holster
 2. Police radio clipped onto the belt
 3. Handcuffs with keys
- E. Attire not authorized:
1. Sandals
 2. Jeans
 3. Sneakers
 4. Mini-Skirts
- III. The commander and/or supervisor will authorize plainclothes operations. The supervisor and/or commander will authorize the dress code for field operation details.
- IV. Investigators shall maintain a complete police uniform available for immediate use if needed. The Unit Commander or Detail Supervisor may make exceptions to these requirements for certain assignments.



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MISSING PERSONS DETAIL STANDARD OPERATING PROCEDURES

S.O.P 25

SUBJECT: **Missing Persons Investigations**

PURPOSE: To standardize investigative procedures and ensure that investigations are deliberate, orderly and complete.

SCOPE: The following procedures shall serve as a guide to the investigator and will be followed unless impractical. These guidelines are to be construed in a general sense and do not relieve an investigator from completing additional steps as may be required in any particular case. The investigator shall consider these procedures as basic essential steps for an adequate investigation.

I. Investigative Steps and Information Sources:

- A. Upon receiving the RF-210, investigators must contact the complainant (person reporting) within the initial 24 hours to confirm the information contained in the original report and to ascertain if there is additional information useful to the investigation. Additional information will be included on a Supplemental Report.
- B. There are two check lists that investigators must follow depending on how the case is received; Field Response or Office Response. When responding to the scene the investigator must:
 - 1. Follow the "Field Response Check List" and contact the original reporting officer/supervisor.
 - 2. Contact and interview separately the person reporting, family, neighbors, friends, last person to see the missing person and canvass the area, if applicable.

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3. Consult a supervisor to obtain additional resources, if needed.
4. Ensure the BOLO is issued city and countywide for missing person and vehicle (if there is a vehicle involved).
5. Ensure the missing person and vehicle information is entered in NCIC/FCIC.
6. Contact FDLE to activate the appropriate alert (Missing Child, Amber, or Silver), when applicable.
7. Activate the "Imminent Response" program (when applicable).
8. Request Crime Scene and ensure the area to be searched is secured.
9. Request assistance of Blood Hounds for a missing person (child or elderly/endangered adult), if within 4 hours of last sighting.
10. Establish a command post location (separate from the media briefing location).
11. Contact the Florida Department of Children and Families (DCF), when applicable.
12. Contact local hospitals and medical facilities, Miami-Dade Medical Examiner's office, runaway assistance centers, nearby police departments, Miami-Dade Transit System (provide BOLO to them), and jails (when applicable).
13. Utilize investigative databases to gather additional information, including reviewing victim's cellphone information (if believed to be in their possession).
14. Notify PIO and prepare flyers for distribution. A flyer can be created for any missing person case; however, they will be created for juveniles and adults with impaired mental or physical abilities.
15. Notify FDLE's Missing Endangered Persons Information Clearinghouse (MEPIC).
16. FDLE requires dental records to be requested thirty (30) days after initial report and D.N.A. sample ninety (90) days later if the missing person is not found; however, the investigators must make the request with the person reporting.
17. The request must be entered in the supplementary report and if records are available they must be entered in CARE and FCIC (Dental Records Entry Log). The investigator must provide the information to the 24-hour desk. It is the detective's responsibility to enter the request for records and the information in the system if available.
18. A copy of the missing persons flyer(s) will be sent to all three districts (North, Central and South) to be disseminated to patrol officers during all shifts.
19. The flyer will also be provided to PIO to be distributed to the media and posted on the department's social media accounts for the public's assistance in locating the missing person.
20. Steps in processing the RF 210 forms:
 - A. Pick up the RF210 forms (reports and recoveries) from CIS 24-hour desk daily. The Sergeant will assign this task.
 - B. Place the RF210 forms in numerical ascending order.

STANDARD OPERATING PROCEDURES: SOP 25
(Continuation)

- C. Verify if any of the missing persons fitting the call out criteria are present to ensure the proper steps have been taken.
 - D. Enter the information in the Missing Persons Database fields.
 - E. Write the detective's initials NIC and PCN numbers on the RF 210 forms.
 - F. Match recoveries with cases received and write the closing date on the RF 210 form.
 - G. Attach the entry and clear printouts to the RF 210 form.
 - H. Update the Missing Persons Database with the new RF 210 forms and recoveries.
 - I. Update the Missing Persons Display Log with the new entries.
 - J. The Sergeant will assign the new RF 210 forms/recoveries to the detectives.
21. Completing assigned cases:
- A. Close the case in the Missing Persons Database by entering the recovery information and closing date.
 - B. Clear the case by entering a supplementary report in the police department computer system.
 - C. Check for discrepancies and/or errors (date of entry, name, race, sex and DOB) entered in police department computer system.
 - D. Cleared cases must be submitted to the CIS 24-hour desk for cancellation without delay.
 - E. Monthly audits will be performed to ensure supplementary reports are updated in the department's computer system.
 - F. All updates will be immediately delivered to the CIS 24-hour desk to update the FCIC/NCIC system.
 - G. The Missing Persons Detail will keep an accurate log to ensure all updates are entered within specified timelines.
22. The Missing Persons Detective will complete an initial 301 investigative report under the following criteria:
- A. When the on-call detective responds to a missing person scene per detail's call out criteria.
 - B. When a child 17 and under is presumed to be the victim of foul play.
 - C. In cases of Parental Abductions.
 - D. Upon the request of the Unit Commander or supervisor.
23. The Missing Persons Detective will write additional supplementary 301 reports, as required, when substantial evidence and/or new information becomes available and it may lead to the closing of the case.
24. Upon completion of a case, the documents will be submitted to the supervisor for review. All documents associated with the case will be uploaded to the department's computer system. Each case must contain the following:
- A. RF 210 form

STANDARD OPERATING PROCEDURES: SOP 25
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- B. CALEA Standards Checklist form
 - C. Original NCIC/FCIC form from CIS 24-hour desk
 - D. 301 Report (if applicable) and overtime used
25. Cases not cleared shall be submitted within 30 days and must contain the following information:
- A. RF 210 form
 - B. Completed CALEA Standards Checklist form
 - C. Original NCIC/FCIC entry form from the CIS 24-hour desk.
 - D. Signed Medical Release Form Dental Records Entry into Database (when available).
 - E. Copy of incident report including the supplementary indicating the dental records request.
 - F. Follow up investigative documents with updates on the case.

City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 26

SUBJECT: On-Call

PURPOSE: Standardize Off-Duty Response Procedures

SCOPE: The Missing Persons Detail will respond during off-duty hours under certain circumstances.

I. On-Call Criteria

A. A Missing Persons Investigator will be assigned to be on-call monthly. The Detail Supervisor will establish a monthly list, which will be rotated regularly. Members shall respond to situations that meet the off-duty response criteria when notified by the Communications Center or a Unit Supervisor.

II. Off-Duty Response Criteria

A. Missing Persons Cases

1. Missing Persons ages 12 or younger.
2. There is evidence of foul play.
3. There is evidence of parental abduction.
4. Missing Person is elderly, senile, retarded or otherwise incompetent.

26. K. Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020
Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

SPECIAL VICTIMS UNIT STANDARD OPERATING PROCEDURES

S.O.P 27

SUBJECT: Missing Persons Database

PURPOSE: Provide a Uniform Chronological Record of Missing Persons Cases

SCOPE: The Missing Persons Database provides a quick reference of missing person cases in sequential order and the ability to search for specific information.

I. Database Procedures

- A. A database containing a chronological log of missing person cases is to be maintained by the Missing Persons Detail. A printed log will be posted for quick reference.
- B. The Missing Persons Database will include the following information: log number, incident number, NET area, date of report, date closed, name of missing person, race, DOB, sex, address missing from, missing person type, recovery info, IBM/name of investigator assigned to the case, PCI / NCI number, and dental records date of mailing.

Katherine Baker #0232

Lieutenant Katherine Baker
Commander
Special Victims Unit

March 5, 2020

Effective Date

