

STANDARD OPERATING PROCEDURE: SOP 3
(Continuation)

4. Contained in the body of the narrative are the specifics - specific description of person(s) and vehicle(s) observed during surveillance.
 - a. Persons - time observed, name, race, sex, age, height, weight, color of hair/eyes, clothing, criminal history, etc.
 - b. Vehicles - time observed, description, tag/VIN (when available), registration information and criminal history on registered owner.
 - c. Locations - descriptive information on locations observed; if target location, then include FPL, Bellsouth, and any other information available.

Note: When the above information has appeared in a previous report, so note and omit the data from the report being written.
5. Follow up: an explanation of the follow up plan.

City of Miami



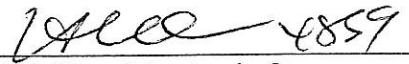
JOHNNY MARTINEZ, P.E.
City Manager

INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

INTELLIGENCE/DIGNITARY PROTECTION DETAIL

- S.O.P.** 4
- SUBJECT:** Intelligence/Dignitary Protection Detail
- PURPOSE:** To outline the Duties and Responsibilities of the Intelligence/Dignitary Protection Detail.
- SCOPE:** The Intelligence/Dignitary Protection Detail is part of the Intelligence and Terrorism Unit of the Special Investigations Section.
1. Intelligence/Dignitary Protection Detail Responsibilities - Intelligence gathering and dignitary protection.
 - A. Intelligence Gathering
 1. The Detail will maintain liaison with other interested agencies, local, state, and federal, concerned with intelligence of extremist groups or organizations which might have an effect on the public safety in their community.


Lt. Milton Montes de Oca
Commander
Intelligence & Terrorism Unit


Date



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STANDARD OPERATING PROCEDURE: SOP 4
(Continuation)

3. Attend meetings with other individuals and agencies for the purpose of gathering and disseminating information on extremist groups or individuals, which might have an effect on the public safety in the community.
4. Demonstrations will be monitored based on past performance and manpower availability.
5. A case initiation report will not be completed for intelligence information.

B. Dignitary Protection

1. The Intelligence/Dignitary Protection Detail Sergeant or his designee will be responsible for assigning the required number of personnel to all dignitary details.
2. Protection details that are being worked in conjunction with outside agencies will have a minimum of two (2) investigators assigned at all times to the Detail. These outside agencies are the Lead Agency and they designate our assignments throughout the detail.
3. Protection details which are not being worked in conjunction with U.S. Secret Service, U.S. Department of State, the Florida Department of Law Enforcement or any other law enforcement entity, will have a minimum of two (2) investigators assigned to the protectee.

STANDARD OPERATING PROCEDURE: SOP 4
(Continuation)

This type of detail is considered an "Escort" Detail only, and **DOES NOT** constitute a "Protection Detail". If a known threat has been made against the protectee, additional personnel will be required. In the event of a threat against the protectee, a full "Protection Detail" will be implemented. Assignment of personnel to such a Detail will be mandated by the "Dignitary Protection Manual" requirements and threat level.

4. Body Armor is not provided to a protectee, as a rule. However, if exigent circumstances exist, body armor would be provided to a protectee upon approval of the Section Commander. The S.W.A.T. Unit will supply the equipment.
5. In all cases, where practical, one (1) investigator will be the driver of the protectee. During "Protection Details", the Agent in Charge should at all times ride in the front passenger seat.
6. In a threat situation, the assignment of additional personnel and vehicles will be mandated by the "Dignitary Protection Manual" requirements and threat levels.
7. All the members of the Intelligence/Dignitary Protection Detail will be responsible for providing communication with emergency and Fire Rescue service, ambulance service and identifying the medical facilities available to be used, if necessary, on all protection details.

STANDARD OPERATING PROCEDURE: SOP 4
(Continuation)

8. Protection Details requiring the use of a "Command Post" will adhere to the following:
 - A. When in operation the Command Post will be manned by a minimum of one (1) investigator.
 - B. When deemed necessary the Command Post will be monitored twenty-four (24) hours a day.
 - C. All electronic monitoring and surveillance equipment, as well as all emergency response equipment (tactical/medical) will be available through the Command Post. Personnel assigned to the Command Post will be responsible for maintaining all equipment necessary for the detail, (radios, batteries, phones, etc.)
 - D. At all times during the Detail, the personnel assigned to the Command Post will keep a precise operational log.
 - E. While at the Command Post all Detail personnel will act in a professional manner, consistent with Departmental Orders, Rules and Regulations.
9. All members of the Intelligence/Dignitary protection Detail will be responsible for following the guidelines as set forth in the Detail's protection manual. These guidelines will be adhered to unless otherwise directed by the Intelligence and Terrorism Unit Commander, Intelligence/Dignitary Protection Detail supervisor or the Agent in Charge.

STANDARD OPERATING PROCEDURE: SOP 4

(Continuation)

10. A case initiation report will not be completed for dignitary details.
11. At the conclusion of the Detail, the Lead Investigator will complete a Special Investigations report, indicating the general activity of the detail, manpower and cost, when required.
12. During a "Dignitary Protection Detail," professional attire will be strictly adhere to. Professional attire is defined as a suit, a sport coat and dress slacks, shirt and tie. Except for the tie, female officers will be required to wear business suits during the details. During the details, weapons, radios and police badges will be concealed at all times. Identifying police badge will be worn on the gun side. During details no other type of identification or pins shall be visible other than those needed for specific areas, such as the Airport ID. Special Investigations Section detail "Pins" (Color designated for the detail by the Agent in Charge), as well as all "Pins" necessary for the "Protection Detail" shall be worn on the left lapel of the jacket, during all "Protection details."
13. Dignitary Protection Detail Officers will carry only firearms that have been authorized by the Miami Police Department under Departmental Order 2, Chapter 7.
14. The Dignitary Protection Detail will employ unmarked rental or designated unmarked city vehicles during their operations. "Designated Vehicles" assigned to the detail will be used as "Lead or Follow Vehicles" during vehicle

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: Orientation of New Members

PURPOSE: To facilitate the orientation of new members assigned to the Intelligence and Terrorism Unit

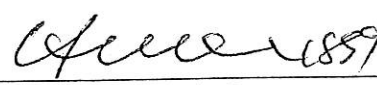
SCOPE: In order to eliminate the possibility of a new member not being exposed to all facets of Unit procedures, it will be necessary that each of the following tasks listed below be checked off individually.

I. The following procedures will be adhered to:

A.
NAME _____ IBM _____ DETAIL _____

The new member is to be provided:

1. An opportunity to become familiar with the Section and Unit S.O.P.s.
2. Instruction on the operation of all the Unit's equipment (electronic, photographic, etc.).
3. Exposure to the confidential informant files, its security and maintenance.


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Commander
Intelligence & Terrorism Unit


Date



STANDARD OPERATING PROCEDURE: SOP 5
(Continuation)

4. Instruction on the use of rental vehicles.
5. Instruction on the preparation of search warrants, affidavits, court applications, etc.
6. Instruction on Unit's filing system.
7. Instruction on Expenditure Control, including proper maintenance of expense accounts.
8. Instruction on building security.
9. Instruction on security of members' paperwork (face down).
10. Information on Unit's policy regarding overtime.
11. Instruction on case preparation and arrest procedures.
12. Information on days off and working hours.
13. Instruction on the proper reporting procedures (both written and verbal).
14. Techniques used in developing confidential informants.
15. Moving and stationary surveillance techniques.
16. Techniques used in buy situations.
17. Techniques used in answering phones - cool and otherwise.

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

S.O.P.

6

SUBJECT:

Cellular Telephones

PURPOSE:


To establish directives to be adhered to by all personnel assigned a cellular telephone.

SCOPE:

In order to insure that cellular telephones are being utilized properly and efficiently, it will be necessary that the following directives be followed:

I. General Responsibilities

- A. Cellular telephones are a privilege, not a right, issued and/or recalled at the discretion of the Unit Commander.
- B. Cellular telephones will be utilized only when necessary. Radios are still the primary method of communication.
- C. Cellular telephones will be maintained during all undercover operations and surveillances. Unless circumstances dictate otherwise, e.g., surveillance team.


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Intelligence & Terrorism Unit


Date



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(Continuation)

- D. Cellular telephones are to be kept in the "ON" mode during the normal daily routines, unless directed to the contrary by a supervisor or Unit Commander.
- E. Cellular telephone numbers will only be given out for job related reasons and otherwise kept confidential.
- F. Personal calls are to be kept to a minimum, noting, however, that extensive/lengthy surveillance hours often cause situations when personal use of those phones are practical and necessary.
- G. Use of the cellular telephones can be revoked by the Unit Commander if found and determined that the telephone is being utilized for other matters or reasons not specified in this directive.

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

S.O.P.

7

SUBJECT:

Take Home Rental Vehicles

PURPOSE:

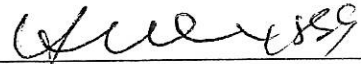
To establish directives to be adhered to by all Unit personnel assigned a take home rental vehicle.

SCOPE:

In order to insure that all take home rental vehicles are being utilized properly and in accordance with Departmental Orders, it will be necessary that the following directives be followed:

I. General Responsibilities

- A. The Unit Commander shall have the authority to assign or deny any member of the use of a take home rental vehicle.
- B. Vehicles may be driven to and from work and may be used for off-duty court appearances or special details approved by the Unit Commander.
- C. Vehicles may only be driven by a member of the Special Investigations Section, unless emergency circumstances exist which require someone else to operate the vehicle.


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Intelligence & Terrorism Unit

Date 11/3/12



STANDARD OPERATING PROCEDURE: SOP 7
(Continuation)

- D. Investigators assigned vehicles will restrict their use to the South Florida counties of Dade and Broward. Special permission must be obtained from the Unit Commander or his designee to expand this directive.
- E. Investigators will operate their assigned vehicles in a responsible manner obeying all traffic laws. Investigators will not operate their vehicles while under the influence of alcoholic beverages or drugs.
- F. Investigators will be responsible for all tickets issued during the performance of their official duties.
- G. Parking tickets will be dealt with immediately through the established clearing procedures.
- H. Any investigator who will be off-duty for a period of two weeks or more shall notify his/her supervisor and/or commanding officer, who will make the determination regarding the vehicle's status.
- I. If an investigator is involved in an accident, the investigator will notify a Unit Supervisor, who will notify the Unit Commander. Each investigator will follow the procedures outlined in the Department Orders for motor vehicle accidents.
- J. If a vehicle is involved in an accident outside Dade County, the Florida Accident Report shall be completed by the police department having jurisdiction. The investigator shall notify the Unit Commander and his/her immediate supervisor of said accident. The investigator shall comply at all times with the Departmental Orders regarding motor vehicle accidents.

STANDARD OPERATING PROCEDURE: SOP 7
(Continuation)

II. Use and Maintenance

- A. Investigators assigned a rental vehicle **shall not** utilize the vehicle for making routine traffic stops or high-speed pursuits.
- B. Each investigator has a blue light, which will be carried while operating his/her undercover rental vehicle.
- C. Use of rental vehicles during takedowns involving other vehicles will be utilized at the discretion of the Unit Supervisors and/or Unit Commander.
- D. It will be the responsibility of the investigator to maintain his vehicle, keeping it clean, and insuring routine maintenance is performed.
- E. Investigators shall be responsible to see that all routine maintenance and general check-ups are done by notifying the rental company of the necessary maintenance or repairs.
- F. All assigned vehicles shall undergo preventative maintenance and a general check-up every 3,000 miles as per rental company procedures. It shall be the responsibility of the investigator to notify the rental company that a 3,000-mile inspection is required and to obtain a schedule for delivering the vehicle to the rental company.
- G. Unit supervisors shall be responsible for inspecting the vehicles of investigators under his/her command.
- H. Investigators shall at all times operate their vehicles with reasonable prudence in order to maintain them at the highest degree of operating efficiency.

STANDARD OPERATING PROCEDURE: SOP 7
(Continuation)

III. Purpose of Vehicle Program

- A. To insure a quick and dependable response by investigators in the event of a call-out for duty.
- B. To provide investigators with an assigned vehicle in which to carry police related equipment.
- C. To insure maximum effectiveness during surveillances.

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

INTELLIGENCE ANALYSIS DETAIL

S.O.P. 8

SUBJECT: Intelligence Analysis Detail.

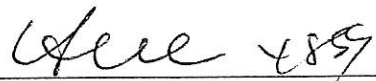
PURPOSE: To outline the duties and responsibilities of the Intelligence Analysis Detail.

SCOPE: The Intelligence Analysis Detail is part of the Special Investigations Section.

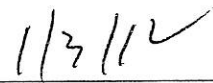
The Detail is responsible for performing analytical and other specialized functions, including support service for sworn personnel. The Analysts' main functions include the collection, evaluation, collation, analysis, and dissemination of criminal and intelligence information.

The Analysts handle a great deal of correspondence from intelligence units of other law enforcement agencies.

In addition to maintaining a close relationship with intelligence units of other law enforcement agencies, the Detail maintains liaison with numerous private and public agencies that provide



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Date



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STANDARD OPERATING PROCEDURE: SOP 8
(Continuation)

An important goal of the Intelligence Analysis Detail is to keep abreast of the various individuals and groups operating, financing, supervising, directing, or participating in illegal operations and who may be living, vacationing, or meeting within the Miami City limits. The product of this effort should enable our Department to make appropriate plans for combating illegal activities in Miami.

The Detail shall maintain analytical capabilities of conducting interrogatories into the causes of particular crimes, and the tracking of such crimes. Analysts assigned to the detail have the ability to prepare flow charts, which will enable investigators to track the cause of factors leading to the commission of particular crimes germane to the mission of the Section (example: the flow of drugs from manufacturing countries through the different segments of the market to distribution nets and ultimately to the user).

The Detail shall assist other members of law enforcement agencies in preparing profiles of victims of criminal acts and suspects of criminal activities when requested by the agency and approved by the S.I. Section Commander. Requests for assistance from other investigative details within the Miami Police Department will be made through channels and approval for the release of the information shall be granted by Detail supervisor, Section supervisor or above.

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

INTERNATIONAL CURRENCY ENFORCEMENT

S.O.P.

9

SUBJECT:

International Currency Enforcement Detail (I.C.E.)

PURPOSE:

To outline the duties and responsibilities of the International Currency Enforcement Detail (ICE).

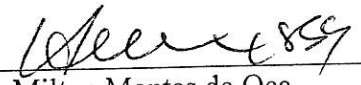
SCOPE:

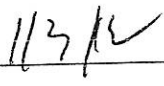
The International Currency Enforcement Detail is part of the Intelligence and Terrorism Unit of the Special Investigations Section.

I. International Currency Enforcement Detail Responsibilities.

A. The investigation of money-laundering and currency smuggling trends and activities.

1. To proactively investigate, arrest and prosecute all persons, organizations, businesses or entities national or international involved in illicit money laundering or currency smuggling activities.


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Date



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(Continuation)

2. To maintain liaison with and assist all State and Federal agencies involved in the identification, investigation and prosecution of all persons, businesses or organizations involved in money-laundering and/or currency smuggling activities.
3. To develop sources of information which will facilitate the successful accomplishment of the Detail's mission.
4. To significantly reduce, hinder and otherwise adversely impact upon currency smuggling, money laundering and the illegal transportation of illicit currency in, out or within the United States.
5. To seek and gather criminal intelligence information in the areas of currency smuggling and money laundering.
6. To prepare and maintain records of State and Federal seizure reports containing information which will facilitate the presentation of evidence in court and the initiation of other related investigations.
7. To assist all State and Federal agencies in conducting ongoing surveillance of known money laundering, currency smuggling targets.

STANDARD OPERATING PROCEDURE: SOP 9
(Continuation)

8. To assist State and Federal agencies in conducting passenger flight and cargo checks at International Airports in the Tri-County area.
9. To assist State and Federal agencies in conducting investigations and warehouse checks of all freight forwarders and cargo companies within the U.S. Customs Services' jurisdiction.

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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 10

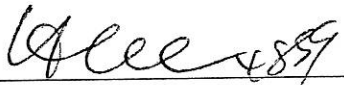
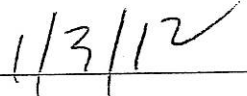
SUBJECT: Technical Assistance Detail (T.A.D.) duties and responsibilities

PURPOSE: Outline the duties and responsibilities of the Technical Assistance Detail (commonly referred to as the "Tech Squad").

SCOPE: The Tech Squad is tasked with maintaining control of inventory, utilization, maintenance and acquisition of highly specialized technical investigative equipment.

Through the investigators assigned to the Tech Squad in combination with the wide selection of investigative tools, services and electronic equipment, we are able to provide a vast array of investigative support to the Department. Any person issued or loaned equipment by the Tech Squad is responsible for the loss or damage to said equipment. If the damage or loss is determined to be due to carelessness or negligence, the individual will be responsible for reimbursing the Section for the equipment. Therefore, all personnel using this equipment are urged to be equipment conscious and take exceptional care of these investigative aids.

I. Use of Equipment


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STANDARD OPERATING PROCEDURE: SOP 10
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- A. Care must be taken when handling electronic surveillance equipment.
 - 1. Electronic equipment in general is exceptionally fragile, with particular attention to connectors, cables and power sources. Any mishandling or rough treatment can cause a malfunction and/or less than optimal results.
- B. Instructions on the proper use and handling of said equipment will be available from the issuing Tech Squad personnel if necessary. The operator will be responsible for the proper operation and care of the equipment in their possession. Therefore, their use is restricted to persons who have been trained in its operation.
- C. Special Investigations Section equipment will never be used for anything other than legal law enforcement purposes. The use of this equipment shall always be within the legal limits of the law.
- D. All inventoried S.I.S. equipment will be signed out for accountability.
 - 1. A sign-out list or service request sheet will be used when equipment is being signed out short term use. The sign-out/service request form will be filled out in its entirety.
 - 2. When equipment is being permanently assigned to Section personnel a list of those items will be maintained in that person's equipment folder. This electronic folder will be maintained in the Tech Squad area of the section server.
- E. When returning loaned equipment to the Tech Squad, malfunctioning or inoperable equipment will be reported to the Tech Squad supervisor or detail personnel.

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

The problem will be noted on the equipment sign-out/service request sheet so that the equipment may be serviced or repaired as needed.

1. All equipment assigned, or loaned will be returned in the same condition as when it was checked out, i.e. all accompanying accessories, manuals and parts associated with the equipment.
2. Before equipment is returned to storage, any audio or video obtained in the course of the operation will be downloaded and turned over to the lead investigator to maintain chain of custody.
3. The Tech Squad will not retain copies of any evidentiary materials. The lead investigator will be provided an "original" disk and as many copies as requested at the time of download. The Tech Squad will purge computers and equipment after the successful download of evidence to prevent possible cross contamination of evidence.

II. Storage of Equipment

A. All technical equipment will be secured under the direct control of the Tech Squad. It is prohibited to leave any equipment unattended when not in use. It is essential that any equipment not in use be returned to the Tech Squad promptly so that it can be made available for the next user.

1. In the field, care and storage of assigned or loaned equipment is the responsibility of the person to whom the equipment has been issued.
2. The T.A.S. maintains an assortment of Audio/video and miscellaneous supplies (batteries, audio and video tapes, etc.) for use in conjunction with City equipment. Supplies will be issued to personnel on an as needed basis.

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

B. In the event a hurricane, all equipment and records should be stored in the following manner.

1. If possible, equipment and records should be stored in locations free of possible water damage.
2. Stationary equipment and records in areas where water damage may occur should be covered with plastic sheeting or similar material.

III. Utilization of Equipment by other than S.I.S. personnel.

A. Other elements from within the Department may utilize Special Investigations Section equipment, providing they meet all of the following criteria:

1. They are trained and/or qualified in the use of the particular piece of equipment they are requesting.
2. The request is made either in writing or in exigent cases verbally by their Unit Commander or Deputy Commander.
3. The use of the equipment requested will not hinder the operations of the Section.
4. The Tech Squad supervisor will verify availability of equipment and advise the Section Commander for approval.

B. Outside Law Enforcement agencies may be loaned equipment when:

1. A ranking member of that agency, accepts responsibility for, and provides a written request.
2. The person utilizing the equipment has obtained training and is qualified and shown proficiency in its operation.

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

3. The Tech Squad supervisor will verify availability of the requested equipment and advises the Section Commander or his designee for approval.

IV. Requests for Technical Assistance

- A. The Tech Squad is able to provide technical support for units within the Section, units within the Department and outside Law Enforcement agencies.
 1. All outside agency requests must be submitted to the Technical Assistance Detail supervisor to verify availability prior to processing the request. The Tech Squad supervisor is responsible for obtaining approval from the Section Commander or his designee.
 2. The request should be made in a timely fashion when feasible, so that the work may be scheduled and the proper equipment reserved or obtained for the task.

V. Inventory

- A. The Tech Squad maintains a computerized accountability of all equipment purchased by and maintained in the Special Investigations Section. This inventory does not include office equipment and furniture.
 1. An annual inventory of all equipment under the direct control of the T.A.D. will be conducted. A written report will then be submitted to the Section Commander.
 2. At least once a year, an inventory of assigned equipment will be conducted of Section personnel. A written report shall be included as part of the semi-annual inventory report to the Section Commander.

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

3. Any equipment conflicts will be resolved at the Section level.

VI. Surveillance Platform

The surveillance platform is a state of the art vehicle that, if properly utilized, can greatly enhance an investigation. As with all tools it is only a supporting element in the investigation. Investigations should not depend solely on the evidence obtained from electronic surveillance. Proper utilization of the surveillance platform will not only assist in investigations, but is essential for the safety of the investigators operating this equipment.

A. Surveillance Vehicle Checkout Procedures

1. Only designated Tech Squad personnel are authorized to operate the surveillance vehicles.
2. Investigators are advised that these vehicles require a minimum of a one hour lead time to become operational not including travel time to the location of use.
3. When practical, surveillance locations should be visited in advance of surveillance vehicle setup in order to locate and if necessary, secure a spot where the vehicle can be situated to obtain its maximum potential.
4. The surveillance vehicle operator will perform a complete safety check prior to moving the vehicle.
5. It is the responsibility of the surveillance vehicle operator to insure that the vehicle is in proper order (fueled, iced etc.) before its use.

Under no circumstances will the vehicle be fueled at the police compound or any other City or government facility that might associate the vehicle with the City of Miami or the Police Department.

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

B. Vehicle Deployment

1. For maximum effectiveness, officer safety, and operational security, the surveillance vehicle shall be operated by two Tech Squad investigators. One will serve as the vehicle driver and the other will operate the surveillance equipment.
2. Once the vehicle is in position, the driver will either exit and secure the vehicle, and carry out his/her outside assignment or transfer to the rear compartment to assist with the operation.
3. The operators in the rear compartment will complete an equipment check and initiate the surveillance.
4. Entering or leaving the surveillance vehicle should be done through the driver or passenger front compartment doors. The side door should only be utilized in extreme emergencies or when in a completely controlled and secure environment.
5. An effective surveillance requires teamwork and coordination with an emphasis on officer safety.

Once the surveillance is terminated and the vehicle is returned to the storage facility, the following procedures are to be followed to ensure operational readiness for the next operation:

- a. Refuel/top off vehicle
- b. Check fluids & tires
- c. Connect shore power verify charging status
- d. Clean interior compartment
- e. Power down equipment & turn off main disconnect

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

C. General Rules for Vehicle Usage

1. Under no circumstances, will the surveillance vehicle be brought to the police station or any other government facility (be it local, state, or federal) that might associate it with a law enforcement agency.
2. The surveillance vehicle identity is confidential in nature and is to be revealed only on a need to know basis. It is each Section member's responsibility to insure that this confidentiality is adhered to and the integrity of the vehicle(s) be maintained.
3. Smoking is prohibited inside the surveillance vehicle.
4. Investigators will refrain from "badge flashing" when operating surveillance vehicle. All tolls will be paid if the Sunpass fails.
5. A minimum of one trained Tech Squad operator will be assigned to the vehicle's rear compartment during all missions.

VII. Cellular Phone Tracking

Under no circumstances should the use or capabilities of this equipment be discussed with non-law enforcement personnel.

The SIS Tech Squad has equipment that is capable of locating cellular telephones with a high degree of accuracy. This capability is based upon legally acquired (court order) pen register information from cellular service providers in conjunction with electronic tracking equipment.

Specific information as to:

A. How to obtain court orders

STANDARD OPERATING PROCEDURE: SOP 10
(Continuation)

B. Circumstances when this service may be requested

C. Authorization to conduct this type of investigation

D. How this technology works

Will be provided by the Tech Squad via an investigators guide to cellular phone investigations provided to all C.I.D. supervisors in conjunction with class room and/or roll call training for investigators.

VIII. Cellular Phone Interrogation

The S.I.S. Tech Squad has pursuant to a valid court order the ability to electronically interrogate cellular phones for: data, photographs, instant messages, text messages, call history and a variety of other pertinent information.

As stated above this information can only be obtained with a valid court order. This service addresses a different aspect of investigations as it pertains to cellular phones and is handled as a stand alone component requiring a court order specifically for electronic interrogation.

Specific information as to:

A. How to obtain court orders

B. Circumstances when this service may be requested

C. Authorization to conduct this type of investigation

D. How this technology works

Will be provided by the Tech Squad via an investigators guide to cellular phone investigations provided to all C.I.D. supervisors in conjunction with classroom and/or roll call training for all investigators.

City of Miami



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INTELLIGENCE AND TERRORISM UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 11

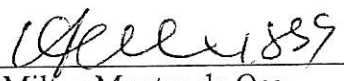
SUBJECT: AVID SYSTEM

PURPOSE: Provide a guide by which the Video Forensic Analyst may operate.

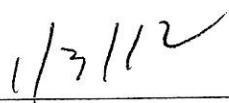
SCOPE: This S.O.P. sets forth guidelines for duties performed by the Unit's Video Forensic Analyst.

I. Procedures:

- A. All video evidence, collected by the lead investigator will be placed in the Property Unit as expeditiously as possible. The investigators will adhere to Departmental Order 14, Chapter 3.
- B. It is the sole responsibility of the lead detective to gather and secure the video for evidence.
- C. A request form will be completed by the lead detective, and turned into the Special Investigations Section, Technical Assistance Detail, along with a copy of the property receipt.



Lt. Milton Montes de Oca
Commander
Intelligence & Terrorsim Unit



Date

