



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



INVESTIGATIONS 300.07

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I. PURPOSE

To establish guidelines, criteria, and accountability for conducting criminal investigations.

II. POLICY

The North Miami Police Department recognizes a need within the law enforcement function to investigate criminal activity by utilizing personnel specifically trained to investigate and conduct preliminary, follow-up and special investigations.

III. SCOPE

This policy applies to all members of the Department.

IV. PROCEDURE

Criminal investigation personnel must adhere to constitutional, federal, state and local laws, pertaining, but not limited to search/seizure, interview and interrogation, line-ups, and arrest situations. Employees assigned to the Investigative Section are required to have a working knowledge of such laws and supervisors will be responsible for adherence to and updating employees on all changes and updates in the law.

V. CRIMINAL INVESTIGATION COMPONENT

- A. For the purpose of accountability, the Investigative Section is divided into five (5) areas:
 - 1. General Investigations Unit (GIU)
 - 2. Crime Suppression Unit (CSU)
 - 3. Crime Scene Unit
 - 4. Crime Analysis
 - 5. Victim Advocate
- B. Each member assigned to their respective area is supervised by a Sergeant who reports to the Commander, who in turn reports to the Section Major. The Investigative Section Major reports to an Assistant Chief of Police.

VI. CLERICAL PERSONNEL

- A. The clerical personnel assigned to the Investigative Section shall conduct routine and normal clerical duties, as well as the following specific assignments:
 - 1. Serve as receptionist and information source for the public's dealings with the Investigative Section.
 - 2. Monitor Florida Pawnbroker Transaction forms.
 - 3. Prepare letters, reports, and memorandums.
- B. Filing Procedures:
 - 1. General Investigations Unit Files:
 - a. These files should be maintained neatly in folders and labeled. This includes the labeling of file cabinets and drawers.
 - b. These files should contain, but are not limited to:

- 1). Administrative forms (properly indexed and filed).
- 2). Pawn transaction forms.
- 3). Correspondence.

VII. ON-CALL SCHEDULE

The Investigative Section provides staffing during the day shift. An on-call schedule is prepared monthly identifying the supervisor, investigators, and Crime Scene Technicians to be notified in the event an investigative call out is required after normal duty hours. A copy of the monthly on-call schedule will be provided to the Communications Unit, each investigator, and posted in the Investigative Section.

VIII. CASE ASSIGNMENT AND FOLLOW-UP CRITERIA

- A. To accomplish the investigative assignment process, copies of all reported cases are provided to an Investigative Sergeant via electronic means. The Sergeant will review the cases for distribution to the appropriate investigator. Each investigator is responsible to maintain complete and up-to-date investigative files on assigned cases.
- B. It shall be the responsibility of an Investigative Section Sergeant, or his/her designee, to assign cases based on solvability factors, with consideration given to the seriousness of the offense and availability of personnel.
 1. Solvability factors include, but are not limited to the following:
 - a. Identity of the subject is known or is easily obtainable;
 - b. Registration of suspect's vehicle is available;
 - c. Similar Modus Operandi (MO) to other cases being worked;
 - d. Evidence left at the crime scene, such as a weapon, latent fingerprints, etc.; and
 - e. Victim or witness is able to make an identification on a subject.
 2. The classes of crimes where the seriousness of the crime itself would warrant the assignment of the case include the following:
 - a. Robbery;
 - b. Felony sexual offenses;
 - c. Death investigation;
 - d. Arson;
 - e. Serious assaults/batteries;
 - f. Any high profile crime or one that involves particular significance to the community; and
 - g. Residential burglaries.

3. Cases will be given priority accordingly, if it is determined to be necessary by the Investigative Sergeant.

IX. ADMINISTRATIVE DESIGNATION OF CASES

Every assigned case will be designated open or closed.

- A. Open: An unsolved criminal case that is active.
 1. Active: Cases that contain facts, which influence the investigator to believe that enough solvability factors exist to support investigative efforts, which may lead to the closure of the case.
- B. Closed: The investigation has come to a conclusion by arrest, exceptional clearance, or all investigative leads have been exhausted or are pending, or the case is deemed a miscellaneous incident.
 1. Arrest: The successful identification and apprehension of the subject(s), or a warrant is issued for the subject(s).
 2. Exceptionally clearing of cases may be done if they meet the following criteria:
 - a. Identity of the offender(s) has been established;
 - b. There is probable cause for arrest;
 - c. The location of the subject is known; and
 - d. One of the following is met:
 - 1). Extradition is declined;
 - 2). Arrest on primary offense, secondary offense without prosecution;
 - 3). Death of the subject;
 - 4). Victim and/or witness refuses to cooperate; and/or
 - 5). Prosecution is refused by the State Attorney's Office.
 3. Unfounded: Investigation determines that a criminal offense did not occur.
- C. Pending: No current leads exist to support further investigative efforts. The case may be re-opened with new investigative leads and/or evidence.
 1. Active, i.e.: Cold case homicide
 2. Miscellaneous Incident: Not a criminal offense.

X. REPORT WRITING

- A. Reports submitted by Investigative Section personnel will be entered into the computerized investigative reporting program in accordance with established formats.

Access into the computer will necessitate a security password. The report will contain all investigative steps taken, and all information obtained. A Supplementary Report will be submitted within **thirty (30) days** after the assignment of a follow up investigation. All reports will be forwarded to the Investigative Sergeant for approval. Reports requiring modification will be returned to the investigator. Reports that are not submitted within the **30-day** timeframe will be flagged by the supervisor, who may require the investigator to provide a justification for the delay. **CFA 15.01C**

- B. Supplementary Reports will be submitted when additional information is available. Following a pre-file deposition, adjudication, or trial, a Supplementary Report will be submitted updating the case status.
- C. Investigative reports that are deemed “confidential” by the assigning Sergeant will be secured.
- D. Various reports, such as those from the Miami-Dade Crime Lab and Identification Section, or units of this Department, will be distributed to the investigator for information. They will be scanned and attached with the case report. **CFA 15.01A**

XI. CASE FILE MAINTENANCE

- A. The Records Unit will electronically forward, to an Investigative Section Sergeant, all reports involving criminal activity.

All original reports will be kept in the computerized Records Management System, pursuant to Florida State Statute. **CFA 15.01A**

The investigator’s files will contain the following items (if applicable):

1. Electronic copies of reports, records and documents pertaining to the investigation;
2. Electronic copies of tapes, audio/video (stored in separate electronic filing system), with transcribed copies of statements;
3. Electronic copies of Property receipts;

4. Electronic copies of the results of CVSA examinations; and
 5. Results of examinations of physical evidence.
- B. While an investigation is in “open” status, case files are to be secured and maintained in the Investigative Section. Types of records to be maintained by investigators may include preliminary investigation reports, criminal intelligence, investigation notes, statements and any other information pertaining to the assigned case. The initial contact information and supplemental reports will be recorded in a computer file, built by the individual investigator. The files will only be accessible to the investigator, the Investigative Section supervisor, Information Technology and Records Unit. Access to this computer will be restricted with a security access code.
- CFA 15.01 A,B,C**
- C. Cases that are closed will be entered, via computer, in the computerized Records Management System, where they will be maintained pursuant to the requirements of the Florida State Statutes.

XII. CRIME ANALYST DUTIES/RESPONSIBILITIES

- A. The Crime Analyst analyzes, collects, and disseminates crime data and trends to assist in the prevention, detection, and apprehension efforts of the Department. The Crime Analyst prepares reports and does related work as required. Data prepared by the Crime Analyst will be secured in the Analyst’s computer system. Access to this computer will be restricted with a security access code. **CFA 15.01C**
- B. The Crime Analyst is responsible for analyzing crime reports and statistics, and developing predictive and projective trends of criminal offenders, and of crimes in targeted geographical areas. Responsibilities include reviewing a variety of police reports, preparing informational and statistical reports for use by departmental personnel, and attending meetings to exchange information. Supervision is received from the Investigative Section Commander, who evaluates work for efficient and effective completion of assigned responsibilities, and for conformance with Departmental policies and procedures.

The Crime Analyst is responsible for:

1. Reviewing daily police reports concerning targeted crimes; including robbery, burglary, sexual battery, etc., and identifying specific information.

2. Reviewing daily police reports concerning suspicious persons, vehicles, loitering and prowling, etc., identifying specific information.
3. Preparing information reports from automated, manual or feedback sources in an attempt to identify known criminal offenders who are outside their personal geographical areas.
4. Responding to specific requests for research assistance from Department personnel.
5. Assisting with preparing investigative photo line-ups.
6. Tracking targeted crimes (i.e., burglary, robbery, etc.) on pin/spot/overlay maps to portray current geographical locations and time frames.
7. Reviewing and inputting Field Interview Reports (FIs) and identifying data elements.
8. Preparing and disseminating bulletins to the appropriate units and other law enforcement agencies.
9. Attending scheduled meetings with other agencies for the dissemination and exchange of criminal intelligence information.
10. Meeting regularly with Department personnel to exchange information.

XIII. VICTIM ADVOCATE

The purpose of the Victim Advocate is to support the provision of services and intervention for victims and their families, with concentration on domestic violence. Services provided may include:

- A. Providing an immediate response by a trained Victim Advocate to the scene or immediately following an incident.
- B. Assisting with the emotional and physical needs of victims.
- C. Assisting victims to stabilize their lives after victimization.
- D. Assisting victims to understand and participate in the criminal justice system.

XIV. COMPUTER VOICE STRESS ANALYSIS (CVSA) EXAMINATIONS

Computer Voice Stress Analysis Examinations shall be used as a tool to aid in both criminal investigations and pre-employment applicant screening. **CFA 15.05**

- A. **COMPUTER VOICE STRESS ANALYSIS (CVSA):** The CVSA is a physiological stress evaluator that detects, measures and charts the stress in a person's voice (live or tape analysis) following a pre-formatted questionnaire. A qualified CVSA examiner must satisfactorily complete training taught by a recognized instructor of the National Institute for Truth Verification. (N.I.T.V.). The CVSA examiner will attend retraining courses or seminars as required. **CFA 15.05**

- B. **USE OF THE CVSA EXAMINATION FOR INVESTIGATIVE PURPOSES:** The examination should be utilized in conjunction with investigative leads and interviews of available suspect(s), victim(s), and/or witnesses. These results are not to be used as a basis for arrest or legal action, but are designed for developing leads, validity, and as an investigative tool.
 - 1. Persons who may be tested:
 - a. Any individual who appears to know right from wrong.
 - 2. Persons who may not be tested:
 - a. Any person who has been coerced or forced into taking the examination;
 - b. Any person who has been indicted by the grand jury or formally charged for the crime that they are being tested for, unless there is an agreement by the person to be examined, their defense attorney, and the prosecutor;
 - c. Any person deemed untestable by the examiner;
 - d. Any person who is severely handicapped or impaired by alcohol or drugs; and
 - e. Any child under 6 years of age.

- C. **RESPONSIBILITIES OF THE EXAMINER:**
 - 1. The examiner will review the available information pertaining to the case in question prior to administering an examination.

2. The examiner should obtain a voluntarily signed consent form from the individual tested.
3. The examiner should have the approval of an Investigative Section supervisor prior to running a CVSA examination.
4. No person will be examined at the request of another organization unless approved by an Investigative Section supervisor.
5. The examiner will receive a second opinion, or “cold call” from another certified examiner, on all cases, including pre-employment examinations.
6. The examiner will refrain from examinations that may compromise their integrity, i.e., tests on relatives, or close friends, and defer the testing to another qualified examiner.

D. RESPONSIBILITIES OF THE INVESTIGATOR REQUESTING AN EXAMINATION:

1. The investigator must conduct an initial investigation prior to the examination being scheduled. The examination will supplement, not act as a substitute for a thorough criminal investigation.
2. The investigator will be responsible for notifying the subject of the date and time of the appointment.
3. The investigator will remain available in the Investigative Section until the examination is completed, unless otherwise excused by the examiner.
4. The investigator will immediately inform the examiner should a subject cancel an appointment.

E. CVSA RECORDS: The records will include the CVSA charts, waiver, N.I.T.V. waiver, Examiner’s report, Miranda forms and Juvenile waiver, when applicable.

1. Records will be maintained for a period pursuant to Florida Statutes and until any litigation in the case is completed.
2. All records will be kept in a secure area in the respective investigator’s case file.
3. All examinations will be entered in the log book. The log is subject to inspection by the Investigative Section Commander, or his/her designee.

XV. LIAISON

The Department establishes and maintains effective channels of communication between Federal, State, and Local law enforcement, social service agencies, the State Attorney's Office, and/or Federal Prosecutor's office. The goal is to ensure that the most efficient and effective law enforcement services are provided for the purposes of:

- A. Exchanging information concerning criminal investigations;
- B. Providing expertise and personnel assistance;
- C. Facilitating the arrest of subjects/fugitives;
- D. Providing investigative assistance involving concurrent jurisdiction; and
- E. Establishing joint plans dealing with matters of mutual concern.

XVI. TASK FORCE POLICY

The following procedures shall be followed when initiating a task force:

- A. The use of a task force shall be approved by the Major of the Investigative Section and may be appropriate when:
 - 1. A major investigation requires more resources than are normally available from an individual unit or agency.
 - 2. A series of major crimes have occurred which have crossed the boundaries of multiple jurisdictions.
 - 3. A crime problem is so extensive or widespread that a large scale police operation with specific objectives is required.
- B. When situations exist where members from various units are assigned to work in unison on an assigned task, the highest-ranking officer will be in command, unless otherwise directed by the Chief of Police, or his/her designee.
- C. When the task force includes members from other agencies, all members shall be specifically advised of which agency is in command.
- D. The task force will be periodically evaluated by its supervisor(s) to determine its effectiveness and the necessity for its continuation.

XVII. INVESTIGATIVE PROCEDURES

- A. Background: In order to standardize procedures and ensure that each investigation is conducted in a deliberate orderly fashion, the following procedures will serve as a guideline to the investigator. The investigator should be aware that these guidelines are to be construed in the general sense and in no way relieves them of completing any additional steps as may be required by any particular case. In brief, the investigator will consider these procedures as basic essential steps in an adequate investigation and use their own judgment and initiative in determining what each individual case demands in the way of additional investigation.
- B. Preliminary Investigation: May be conducted by uniform and/or investigative personnel, and will begin upon arrival at the scene, with the noting of conditions, remarks and events. The preliminary investigation should contain, at a minimum, the following:
1. Request medical assistance if necessary for any parties injured on the scene.
 2. Determine if a crime has been committed, and, if so, what type. This would require the taking of preliminary statements from any victims or witnesses on the scene.
 3. Suspects should be identified and apprehended when appropriate. A check of the suspect's previous criminal history should be conducted. If a suspect is at large, Be On the Look Out (B.O.L.O.) information should be broadcast as soon as possible. In cases where the suspect is on the scene, a preliminary interview may be conducted ensuring that all legal guidelines are followed.
 4. The officer and/or investigator will see that the crime scene is protected and the perimeter boundaries are established and sufficiently staffed for security.
 5. The officer and/or investigator will organize, plan, and conduct searches ensuring that all evidence is collected per department guidelines.
 6. All witnesses should be identified and separated in an effort to prevent contamination of their statements.
 7. A timely, full, and accurate report will be made of the incident/offense.
 8. Before clearing the scene, the investigator will ensure that any evidence

recovered is properly collected and transported.

- C. Follow-Up Investigation and Information Development: While conducting criminal investigations, investigators will develop pertinent information through available resources which may include witnesses, victims, informants, physical evidence, and suspects associated with related investigations and/or known modus operandi.
1. The investigator will review the preliminary investigation and read all police reports pertaining to the case. Previous reports made by the victim, to include recorded statements made by victims and witnesses previously made on Body-Worn Camera, should be checked for similarities. The review may include conferences with initial responding officers.
 2. Investigators will, based on individual case circumstances, locate, identify, and thoroughly interview all victims, witnesses, neighbors, reporting parties and possible suspects. It may be necessary to re-interview individuals and search for evidence, witnesses, or suspects that may have been missed during the earlier phases of the investigation.
 3. Suspects may be developed and/or identified through the use of records, crime analysis, field interrogation cards, pawn slips, cases having similar modus operandi, and other agency files. Contacts and meetings with other agencies, Crime Stoppers, the media, and outside support facilities may prove helpful.
 4. Investigators should stay in contact with Uniform Patrol personnel. Investigators may make appearances at roll calls, as needed, to enhance communication relating to criminal activity, intelligence, and special problems. Information should be coordinated with the Crime Analyst and disseminated to police personnel as appropriate.
 5. The collection, preservation and use of physical evidence will follow the guidelines listed in the Crime Scene procedures. Physical evidence gathered at the scene by the investigator/Crime Scene Technician should be reviewed. Evaluation and analysis by the Miami-Dade Crime laboratory should be requested and names of suspect(s) or active offenders should be submitted for comparisons.
 6. From time to time, searches will need to be conducted in order to gather evidence and recover property. Search Warrants will be carried out in accordance with the Crime Suppression Unit policy, 300.02, Section XVI, and the Law Enforcement Handbook's Legal Guidelines.

7. If the investigation has revealed the identity of the offender, and probable cause to make an arrest has been developed, the investigator will comply with all applicable Federal and State laws to accomplish the apprehension of the subject.
8. Investigators will interview suspects or subjects involved in crimes, when possible, and follow the guidelines listed in the “Interview and Interrogation Procedures” of this policy under Section XVIII. The interview should include the suspect’s involvement in the crime, and/or his involvement in any other crime, the identity of any other subjects involved in the crime, and an attempt to recover any stolen property, if applicable. Prior to the interview, a complete Criminal History check must be conducted, and an attempt should be made to obtain a photograph and fingerprints, when appropriate.
9. If the subject is unable to be located, an arrest warrant will be obtained and a message will be issued.
10. The subject should be investigated for any involvement in other crimes or other jurisdictions. Contact should be made and the investigation coordinated with the proper jurisdiction, when applicable.
11. If a legal question arises that cannot be answered by the investigator’s supervisor, contact should be made with the appropriate division of the Miami-Dade County State Attorney’s office for further advice. The investigator will work closely with the assigned prosecuting attorney when preparing a case for courtroom presentation. The investigator, who is also part of the prosecuting team, will assist in the prosecution of the subject.
12. The Investigative Section has developed a checklist (see attached) for major or complicated investigations to help ensure that critical areas are not overlooked.
13. The unit supervisor will determine if the checklist is required for a particular investigation. However, this does not prevent any investigator from utilizing the checklist if they feel it would be beneficial.
14. When a subject is arrested for a crime handled by an investigator, the Investigative Cost Recovery Form may be completed and submitted to the State Attorney’s Office at the time of the pre-file conference, and/or prior to sentencing. (Investigative Cost Recovery Form, (Attachment #2). A copy of this form must be scanned in the investigative file.

XVIII. INTERVIEWS AND INTERROGATIONS

- A. Statements made by suspects are essential to the successful prosecution of a case. When possible, investigators will interview suspects or subjects involved in crimes and, if so, conduct a criminal history check to determine a criminal past. If the statements made by the subject are going to be admissible in court, they must be obtained in a constitutionally correct manner.

- B. Constitutional warning required: Under the following circumstances, investigators must advise a criminal subject of his constitutional rights before questioning him/her about the crime: **CFA 15.06**
 - 1. When the subject is arrested and the investigator wants to interview the subject about the crime;
 - 2. During custodial questioning about the crime;
 - 3. When questioning occurs in a police-dominated atmosphere; and
 - 4. When fact-finding questioning becomes accusatorial.

- C. Interview and interrogation procedures to follow:
 - 1. Subjects' statements should be video and audio recorded, or written when possible.
 - 2. When taking recorded statements, the following should be included:
 - a. Introduction, starting time, date, location of the interview, and case number.
 - b. The subject should identify himself/herself by:
 - 1). Name;
 - 2). Address (work & home);
 - 3). Date of birth; and
 - 4). Phone numbers.
 - c. Constitutional rights should be read on the recording.
 - 3. Constitutional warnings that are given verbally must be read from a Miranda Rights card or form. **CFA 15.06**

4. When the constitutional warnings are given verbally, the investigator should note the time, date, and place that the rights were advised.
5. Subjects should be interviewed in a room at the station, when possible. The Department's Miranda Rights Form must be utilized when the suspect is able to read and sign the form during to an interview.
6. Prior to any interview, all prisoners/subjects will be thoroughly searched.
7. Only those investigators, or when necessary, no more than three (3) officers involved in the case, will be permitted in the interview room.
8. Suspect's personal property will be secured prior to the start of any interview.
9. All investigator's weapons will be secured in a locked box prior to entering the interview room.
10. Interview rooms shall be continuously monitored electronically while occupied.
 - a. Whenever possible, another investigator, or officer, will monitor any interviews taking place through the electronic monitoring system, given that serious conditions can unexpectedly develop, such as an apparently cooperative suspect becoming combative.
 - b. Investigators must notify other personnel if they suspect a subject may or has become combative and immediately call for assistance.
11. When the situation warrants, prisoners will be secured, via leg cuffs, to a restraint ring located on the floor of the interview room.
12. The only other items permitted in the interview room will be chairs, a table, and any other item brought in by the investigator for investigative purposes.
13. In the event an emergency situation should arise, the prisoner will be handcuffed and taken from the building until the situation has been corrected.
14. Prisoners who have obvious signs of illness or injury, or complain of illness or injury, shall be treated by Miami-Dade Fire Rescue or other authorized medical personnel.

15. Persons being interviewed or interrogated will be given access to restrooms, water, and comfort breaks as requested or as needed.

D. Recorded statements obtained from witnesses should include the following:

1. Name;
2. Address (Home & Work);
3. Date of Birth;
4. Phone numbers; and
5. All pertinent information about the case.

IXX. CRIME SCENE INVESTIGATIVE PROCEDURES

The Department's Crime Scene Unit processes crime scenes to collect and preserve evidentiary items, and to maintain the chain of custody for the presentation of the collected evidence in court, as needed on a 24-hour basis. **CFA 15.04C, 27.03A**

A. The Crime Scene Technician or impounding officer shall:

1. Provide guidance as to the evidentiary value of items at a Crime Scene and direction as to specialized processing.
2. Properly collect sufficient samples and preserve evidence by employing the latest techniques and utilizing proper equipment.

CFA 15.04C, 27.01C

3. Determine what evidence shall be sent to the Crime Lab. Ensure that the necessary forms are prepared and forwarded to the Records Section and Property/Evidence Custodian.
4. Properly collect and store evidence in order to preserve it. Maintain the chain of custody by delivering the evidence to the Miami-Dade Crime lab, the Department's Property/Evidence Custodian, or securing it in an evidence locker, when appropriate. Evidence will be sealed and labeled to prevent tampering or unauthorized access. Evidence needing refrigeration will be stored in the Crime Scene Unit's secured refrigerator, unless it is necessary to move it to the Property/Evidence Unit. **CFA 27.01A,B,E,G**
5. Endeavor to collect and package evidence so that the condition of the evidence is maintained.
6. Be responsible for delivering evidence to the crime lab in a timely fashion and requesting laboratory analysis. **CFA 27.01E**
7. Collect known samples such as glass, fabrics, paint, soil, and/or tool

marks from the scene, whenever necessary, for comparison with samples taken from subjects, and/or other items of evidentiary value where the origin of these materials is not known.

8. Complete a rough or finished crime scene sketch, when necessary.
9. When at a crime scene, where items of evidentiary value are located, photograph the following:
 - a. Overall scene, including an exterior of the building, if the scene is indoors.
 - b. All evidence that will be collected or preserved.
 - c. All items, which could be altered or destroyed during collection, using a scale and/or measuring device prior to collecting.
10. Store digital photographs in a Department approved storage system.
11. Mark evidence collected, for later identification, by placing initials on all evidentiary items' packaging, or on the collection container in the case of very small items. When possible, the case number, date, and badge number shall also appear on the property/evidence. Marking should be done with pen or marker. **CFA 27.01G**
12. Collect known materials and substances whenever they are available:

The process of collecting physical evidence should include the collection of comparison samples whenever possible. Comparison samples are of particular importance when body fluids, hair, fiber, latent print(s), and material(s) transfer evidence is collected. The location of comparison samples, in relation to corresponding physical evidence, should be recorded.

13. Document activities on a Crime Scene Report Supplement, to include:
 - a. The date and time a request for service was received and the name of the investigating officer;
 - b. Date and time of arrival at the scene;
 - c. Location of the crime;
 - d. Name of the victim(s), if known;
 - e. Name of the suspect(s), if known;
 - f. Action taken at the scene;
 - g. Number of photographs taken;
 - h. Whether measurements were made;
 - i. List of physical evidence recovered;
 - j. Case file reference number;

- k. Disposition of the physical evidence and exposed negatives; and
- l. Crime scene measurement information.

B. PROPERTY RECEIPT PROCEDURES:

1. The purpose of a Property Receipt form is to simplify the procedures required when logging evidence/found property. This form will:
 - a. List all evidence collected.
 - b. Note disposition and routing of all evidence sent to the Property/Evidence Unit, crime lab, or other destination.
 - c. Assist in maintaining chain of custody.
 - 1.) This form is self-carboning. Copies will be placed with the impounded evidence/property.
 - 2.) Evidence/property will be secured by placing the retained item(s) in the property room, or in an evidence locker after the Property/Evidence Unit's regular hours.
 - 3.) A clear copy will be scanned into the investigative file.
2. For all items of evidence, a Property Receipt form shall be completed containing the following information:
 - a. Description of the item (including make, model number, and serial number, if any);
 - b. Source (from whom or location which obtained);
 - c. Name of person collecting the items; and
 - d. Other information as requested on the Property Receipt.
 - e. In the event that property/evidence is transported to another location, chain of custody will be maintained.

C. CRIME SCENE TRAINING:

1. All Crime Scene Technicians are expected to be proficient in the collection, preservation, and storage of evidentiary items from a crime scene.

All Crime Scene Technicians will attend specialized training for crime scene investigations which may include, but are not limited to, the following: **CFA 27.03B**

- a. Recovery of latent fingerprints and palm prints;
- b. Casting of foot, tool, and tire impressions;

- c. Photographing crime scenes;
 - d. Preparing crime scene sketches; and
 - e. Collecting, preserving, and transporting physical evidence, including biohazardous materials.
2. Personnel assigned to the Crime Scene Unit shall periodically receive in-service training to constantly update them on new techniques, computer programs, and equipment available. **CFA 27.03B**

D. LATENT PRINTS:

1. Items which contain latent fingerprints will be packaged in such a manner that external conditions will not destroy existing fingerprints or add others.
2. Latent fingerprints should be developed and removed from the surface(s) with department-approved equipment.
3. Visible prints subject to destruction under conditions of normal processing should be photographed before extraordinary measures are taken to further develop or collect them.
4. An item believed to contain latent prints, which fail to develop under normal processing methods, should be packaged to protect their surfaces in order that other methods may be utilized.
5. Whenever a latent print is removed from an item and placed on a fingerprint card, the fingerprint card should contain the following information: Crime Scene Technician's name, date, case number, location and item from where latent print was lifted from.

E. BODY FLUIDS - DRIED BLOOD:

1. Evidence may be collected from dried blood stains by wiping the surface with distilled water and cotton swabs, placing the swabs in a sterile envelope, and forwarding for analysis as soon as possible.
2. Moist blood samples may be collected with an eye dropper, or similar type tool, and placed in a tube container.
3. Blood stained clothing should be air-dried then packaged in such a manner that stains are not transferred to other areas of the garment. A clean piece of non-printed paper should be placed between the layers of clothing in order to prevent cross-contamination. **CFA 27.01F**

4. Where blood has been submitted to the laboratory for examination, victim and suspect samples (if possible) should be included.
5. Seminal stains should be treated much like blood samples. Clothing, bed linens, etc. should be folded, layered with paper, and packaged separately in order to prevent cross contamination. Added precautions should be taken where stains have dried and are subject to cracking and dislodging if disturbed by folding or packaging. Linens should be marked to show the position they were found (head, foot, side, up, etc.).
6. Trace evidence is material which, because of its minute size, is easily exchanged through contact or transferred by air and should be collected as soon as possible. When collecting trace evidence from a person, that person should first stand on a clean piece of non-printed paper. As each item is removed, it should be carefully folded and packaged separately.

The paper should be carefully folded and packaged separately. The paper should be submitted for analysis with the collected items.

7. Every effort should be made to keep suspect and victim clothing samples separate from each other in order to prevent cross-contamination. Threads, fibers, and hairs should be handled with tweezers or forceps. As in the case of most kinds of evidence, a control sample should be collected and submitted for comparison. When hair samples are collected from a live victim or suspect, they should be taken from different areas of the body including the crown, temple, beard, arm, pubic, and leg area(s). Hairs, threads, and fibers should be packaged in clean, dry containers, such as envelopes.
8. A new comb, clean tweezers, or scissors should be used to further prevent contamination of samples during the collection process.

F. LIQUID EVIDENCE:

1. Liquid evidence will be stored within collection tubes. **CFA 27.01D**
2. Different tools or techniques may be used to collect liquid evidence and store it within a collection tube. Special care must be taken to ensure that the collection method or tool does not contaminate the liquid to be collected as evidence.
3. After a tool (a dropper, another collection tube, etc.) is used to collect liquid evidence, it shall be disposed of to ensure it is not utilized again for evidentiary purposes.

G. SUBMISSION OF EVIDENCE TO A FORENSIC LABORATORY:

1. Once collected, perishable evidence such as dried blood, blood stained objects, other physiological stains and tissue, and biological material should be placed in refrigerated evidence storage pending referral to the crime laboratory. Whole blood (liquid) samples should not be frozen but kept refrigerated. **CFA 27.01A, E**
2. Evidence items, pending the collection of comparison samples, will be submitted to the crime lab to be stored until a comparison sample has been obtained.

H. FIREARMS:

1. Before handling a firearm, the following should be noted: position of the hammer, position of the slide mechanism (semi-automatic), and position of the safety. If handling is necessary, it should be picked up by the edge of the trigger guard, or textured finish of the handle, which would not ordinarily retain an identifiable print. The make, model, serial number, and other descriptive information should be recorded.
2. Crime Scene personnel who unload a firearm, will complete either a Revolver Cylinder Cartridge Placement Form and/or an Autoloading Pistol/Submachine Gun/Rifle/Shotgun Form, (Attachment #1).
3. Prior to packaging any firearm, said firearm will be unloaded and a flex cuff will be placed inside the barrel and/or cylinder to maintain safety.
4. Damaged or rusted weapons should be handled with extreme caution. If a gun cannot be checked or unloaded, it should be delivered to the Crime Laboratory in an evidence container clearly marked "Caution - Loaded Firearm." No attempt should be made in the field to clean or dry a firearm taken into evidence.
5. In order to preserve the serial number from a weapon and eliminate the possibility of error (if the number were only hand recorded), one may photograph and/or utilize dusting powder and tape to lift the serial number from the weapon.
6. A firearm submitted as evidence should not be cleaned. Blood and other substances adhering to the gun should be left intact for laboratory examination.
7. Firearms retrieved from bodies of water shall be kept in an evidence

container in water collected from same location.

I. CRIME SCENE VEHICLES:

Crime Scene Vehicles will be utilized to respond to all crime scenes in which processing is required. It will contain all equipment necessary to process crime scenes.

1. The Major Crimes vehicle will be utilized as needed, and may be equipped with the equipment necessary for the processing of all crime scenes, including, but not limited to:
 - a. Cameras and accessories;
 - b. Material for the collection and preservation of evidence, i.e., containers for fluids, evidence bags, etc.;
 - c. Biohazardous protection equipment, including gloves;
 - d. Latent detection kit;
 - e. Reports necessary for completion of crime scenes;
 - f. Material for recovery of latent fingerprints;
 - g. Auxiliary power source (electric start generator);
 - h. Portable lighting system;
 - i. Tool box, bolt cutters and pry bars;
 - j. Ultraviolet black light;
 - k. Shovel;
 - l. Rubber boots, work gloves;
 - m. Dowel rods; and
 - n. DNA collection kit.
2. Individually assigned Crime Scene vehicles should be kept supplied and maintained by the Crime Scene Technician assigned to the vehicle. Equipment that may be kept on each individual vehicle may include, but not be limited to:
 - a. Camera;
 - b. Latent recovery kit;
 - c. DNA collection kit;
 - d. Dowel rods;
 - e. Biohazardous equipment including masks, gloves, booties and suits;
 - f. Reports and paperwork; and
 - g. Tool box.
3. Crime Scene vehicles will be operated by Investigative Section and Crime Scene personnel. It will be used for the purpose of responding to crime scenes. This vehicle shall not be used for any other purpose without the

consent of the Investigative Section Major or Investigative Section Commander.

4. Crime Scene personnel will be responsible for delivering the Crime Scene vehicles to the North Miami Motor Pool for scheduled maintenance.

XX. SEXUAL BATTERY AND SEX CRIMES INVESTIGATIONS

First contact with the complainant or victim is of vital importance, and is usually initiated by Uniform Patrol personnel. The Investigative Section will be notified by the first responding officer's supervisor, advising them of the findings. The investigator should calm the victim, emphasizing the need for cooperation to successfully handle the investigation and will do the following: **CFA 15.10A,B,C**

- A. Determine if medical attention is needed for the victim.
- B. Conduct the initial investigation:
 1. Interview the victim and determine the nature of the offense.
 2. Determine if the subject is known to the victim and obtain a complete description of the subject and vehicle.
 3. In the event of a sexual battery, it will be necessary to have the victim examined by a physician at the Rape Treatment Center, where the victim will be treated, offered counseling, and vital evidence may be collected and preserved. **CFA 15.10B, C**
 - a. Evidence must be submitted to the Miami-Dade Crime Lab within 30 days after receipt;
 - b. The victim must be informed of the purpose of submitting evidence for testing;
 - c. The victim must be notified of the right to request testing by a law enforcement agency that collects other DNA evidence associated with the sexual offense if a kit is not collected; and
 - d. Evidence must be stored in a secure, environmentally safe manner to ensure its preservation until the prosecuting agency has approved its destruction. **CFA 15.10C**
 4. If the victim is a juvenile the parent or guardian must be contacted in order to obtain permission for the examination. If they are unavailable,

a judge's order may be necessary.

5. Notification of the Crime Scene Unit will be done by the Investigative on-call supervisor. **CFA 15.10A**
6. If there is any visible physical injury, photographs should be taken.

C. Follow Up Investigation: **CFA 15.10D**

1. The investigator should obtain the examining physician's verbal opinion.
2. Interview the victim in detail and obtain a formal statement. In cases involving a juvenile, the investigator should conduct the interview away from the influence of the parents.
3. Interview witnesses and obtain statements.
4. In cases involving juveniles, interview the parents and obtain statements to assess the following:
 - a. Determine the mental capabilities of the child;
 - b. Obtain any past reports of similar incidents; and
 - c. Attempt to determine the truthfulness of the victim.
5. Inform the parents of the investigative procedures involved in prosecution.
6. If the investigator has doubt as to the credibility of the victim's testimony, due to conflicting elements, a conference should be held with the Miami-Dade County State Attorney's Office prior to making an arrest of the alleged offender.
7. If probable cause exists for arrest, the offender should be apprehended, or arrange for warrants and formal charging of the subject. **CFA 15.10D**
8. When apprehended, interview and take a formal statement from the subject, if possible. **CFA 15.10D**
9. Prohibited: The name of any victim, photograph, address, or any other identifying facts shall not be released, published, printed, or broadcasted over any instrument of mass communications, including the police radio. This information is protected under Florida Statute 119.

XXI. APPEARANCE FOR MEMBERS OF GIU

Members shall present a neat and clean appearance, unless his/her assignment renders the requirement impractical. Supervisors will be responsible for ensuring employees wear the uniform or appropriate business attire in accordance with these standards. Exceptions to the dress code can be approved by the Chief of Police, or his/her designee. Employees may be allowed to wear alternate attire with supervisory approval, when working on temporary projects or assignments.

Professional business attire, casual business attire, or the appropriate uniform, shall be worn for training, court, meeting with the public, or other functions.

A. Dress Code for non-uniform sworn male members:

Slacks: Neatly pressed, conservative, and suitable for office attire.

Shirts: Long sleeved business shirts with a tie will be worn during winter months (Oct 1-April 31). Short sleeved, button down shirts are acceptable during summer months (May 1-Sept. 30). Polo shirts are not permitted without prior approval.

Jacket: A sports jacket or business suit may be worn.

Footwear: Shoes will be conservative and professional in appearance. Shoes will be clean and un-scuffed.

UNACCEPTABLE SHOE TYPES: Canvas, sandal, flip-flops athletic, boat, and shoes with ornamental buckles.

Hairstyle: Male hairstyles shall not extend over the ear or collar and shall be evenly trimmed at all times. Goatees are authorized and shall be neatly trimmed.

Jewelry: Should be minimal and not distract from a professional appearance. Male members may not wear any earring(s) while on duty.

B. Dress Code for non-uniform sworn female members:

Slacks: Neatly pressed, conservative and suitable for office attire. Slacks must be full length (to the ankle).

Shirt/blouse: Conservative tops (blouse/sweater) with sleeves.

Suit/Dress: A business suit or conservative dress not shorter than 2 inches above the knee.

Footwear: Shoes will be conservative, clean, un-scuffed, mid-heeled; and dress flats are appropriate. UNACCEPTABLE SHOE TYPES: Canvas, sandal, flip-flops, athletic, boat, and shoes with ornamental buckles.

Hairstyle: Female hairstyles shall present a business-like appearance.

Jewelry: Jewelry should be minimal and not distract from a professional appearance. No more than one earring or post per earlobe is permitted. Jewelry and accessories which could be distracting, offensive, or an officer safety issue are not allowed.

UNACCEPTABLE: Tights/leggings in lieu of slacks, capri pants, athletic attire, denim jeans, shorts, skirts, sun dresses/tops, sleeveless tops, spaghetti straps, backless, sheer see-through attire, halters or tube tops, or other tops with low necklines. Ripped, torn, and/or faded clothing is not acceptable. Shirts with potentially offensive words, art and/or images is not acceptable.

C. **Sworn members-weapons:**

When a weapon is worn on an officer in open view of the public, the non-uniformed officer will ensure that a NMPD badge is clearly visible on the front of the body or in close proximity to the firearm. The firearm will be worn on a belt. If desired, a second firearm may be worn in an ankle holster. No shoulder holsters are permitted.

D. **Crime scene technician:**

SHIRTS: Issued polo uniform shirt with Department logo embroidered on the left chest. "CRIME SCENE TECHNICIAN" will be printed on the back of the issued polo shirts.

SLACKS: Issued uniform slacks.

BELT: Issued black nylon uniform belt.

FOOTWEAR: Black boots or black sneakers.

E. **Clerical technician:**

SHIRTS: Issued uniform shirt, conservative tops (blouses/sweaters) with sleeves.

SLACKS: Conservative slacks.

FOOTWEAR: Black sneakers or closed toe/black shoes OR the same attire as the Crime Analyst and Victims Advocate.

F. **Crime analyst and victims advocate:**

FEMALE SHIRT: Short or long sleeved blouse/sweater. Sleeveless tops are prohibited.

MALE SHIRT: Long or short sleeved shirt with tie, with or without a sports jacket.

FEMALE SLACKS: Conservative slacks.

MALE SLACKS: Dress slacks.

FEMALE SUITS: Business suit or conservative dress, no shorter than 2 inches above the knee.

MALE SUITS: Business suit.

FOOTWEAR: Shoes will be conservative, clean, and un-scuffed. Mid-heel or dress flats are permitted.

UNACCEPTABLE SHOE TYPES: Canvas, sandal, flip-flops athletic, boat, and shoes with ornamental buckles.

G. **Miscellaneous:** Cellular telephones, if not black or silver in color, will be carried in a black case.

H. **Courtroom appearance:** Members attending court hearings shall wear either a Class A or B uniform, or the following attire:

1. Males: Long sleeved shirt and tie with or without a sports jacket and dress slacks, or a business suit with a dress shirt and tie and appropriate shoes.
2. Females: Business suit, conservative dress, or slacks with blouse/sweater and appropriate shoes.



CRIME SCENE TECHNICIAN
NORTH MIAMI POLICE DEPARTMENT
AUTOLOADING PISTOL/SUBMACHINE GUN/RIFLE/SHOTGUN

Classification:

Case Number: _____ Location: _____ Time: _____

Investigator: _____ Date: _____

Make: _____ Caliber: _____ Serial Number: _____

Position of Hammer: DOWN: _____ COCKED: _____ ½ COCKED: _____

Blood/Tissue: _____ Frame: _____ Grips: _____ Slide: _____ I/S Barrel _____
____ O/S Barrel

Magazine Contents: _____ Safety: ON _ OFF _

Chamber Contents:

Cartridge type and caliber: 1. _____	2. _____	3. _____	4. _____
(From top down) 5. _____	6. _____	7. _____	8. _____
9. _____	10. _____	11. _____	12. _____
13. _____	14. _____	15. _____	16. _____

____ Any other:

REMARKS:

Crime Scene Investigator: _____ Unit: _____ I.D. _____

Attachment #1



INVESTIGATIVE COST RECOVERY FORM

TYPE:

☐ ORIGINAL

☐ SUPPLEMENTAL

Arrest/Court Date:

PCN# or Court Case #:

Primary Offense:

Primary Misdemeanor Traffic Citation #:

Defendant Name: (Only one)

Date of Birth:

Co-Defendant Involved: YES ☐ NO ☐

The following itemized investigative costs have been incurred by the North Miami Police Department in connection with the above named criminal investigation. The North Miami Police Department requests that these costs be included and entered in the judgment rendered against the convicted defendant as provided in section 938.27, Florida Statute.

INVESTIGATION/COURT TIME

Rank or Classification	Name	ID#	Regular Hours Spent	OT Hours Spent	Regular Hours Rate of Pay	OT Hours Rate of Pay	Total
							\$
							\$
							\$
							\$
							\$
							\$

EQUIPMENT/TRAVEL EXPENDITURES

VEHICLE # _____ # MILES _____ (X) RATE _____ (=) \$ _____

EQUIPMENT/ADDITIONAL EXPENSES (EXPLAIN)

TOTAL INVESTIGATION/COURT TIME \$ _____

TOTAL EQUIPMENT/TRAVEL EXPENDITURES \$ _____

TOTAL COST RECOVERY \$ _____

I affirm that the stated investigative costs are true and correct.

Officer's Signature _____

Court ID# _____ Date _____

Supervisor's Signature _____

Court ID# _____ Date _____

Attachment #2