

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

RECRUITMENT AND SELECTION UNIT

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT STANDARD OPERATING PROCEDURES

MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
MPD BADGE, COVER SHEET	
ENDORSEMENT SHEET	I
MASTER INDEX	INDEX
LETTER OF PROMULGATION	A
ORGANIZATIONAL CHART	B
MISSION, GOALS, AND OBJECTIVES	C
DUTY HOURS AND DRESS	D
DUTIES AND RESPONSIBILITIES: (BY CLASSIFICATION/TITLE)	E
PROGRAMS AND PROJECTS, OR FUNCTIONS (AS REQUIRED)	F



MASTER INDEX

<u>SUBJECT</u>	TAB
TRAINING REQUIREMENTS FOR BACKGROUND INVESTIGATORS	SOP 01
OVERALL SELECTION GUIDELINES FOR SWORN OFFICERS AND PUBLIC SERVICE AIDES	SOP 02
SELECTION PROCESS FOR POLICE OFFICERS	SOP 03
PROCEDURES FOR THE SELECTION OF FORMER MIAMI POLICE OFFICERS SEEKING RE-EMPLOYMENT	SOP 04
SELECTION PROCESS FOR CERTIFIED POLICE OFFICERS	SOP 05
SELECTION PROCESS FOR AUX/RESERVE OFFICERS	SOP 06
SELECTION PROCESS FOR PUBLIC SERVICE AIDES	SOP 07
SELECTION PROCESS FOR PROPERTY SPECIALIST	SOP 08
SELECTION PROCESS FOR IDENTIFICATON TECHNICIANS	SOP 09
PROCESS FOR CIVILIAN POSITION (EXCLUDING PUBLIC SERVICE AIDES, PROPERTY SPECIALIST, CRIME SCENE INVESTIGATOR AND EMERGENCY DISPATCH)	SOP 10
BACKGROUND INVESTIGATIONS TRANSFERRED, PROMOTED OR SERVICE PERSONNEL WITHIN THE MIAMI POLICE DEPARTMENT	SOP 11
SELECTION OF POLICE CHAPLAINS	SOP 12
BACKGROUND INVESTIGATION ON ALL PROSPECTIVE OR CURRENT CITY OF MIAMI EMPLOYEES OF OTHER DEPARTMENTS.	SOP 13
BACKGROUND INVESTIGATION ON SUMMER WORKERS AND COLLEGE INTERN'S	SOP 14
MINIMUM TRAINING REQUIREMENTS FOR CURRENT OR FORMER POLICE OFFICE FROM OTHER AGENCIES (CERTIFIED OFFICERS)	SOP 15

MASTER INDEX

<u>SUBJECT</u>	TAB
PRE-EMPLOYMENT PRIOR SUBSTANCE ABUSE SCREENING FOR SWORN, PUBLIC SERVICE AIDE, CRIME SCENE INVESTIGATOR, PROPERTY SPECIALIST AND EMERGENCY DISPATCH APPLICANTS	SOP 16
PRE-EMPLOYMENT PSYCHOLOGICAL TESTING OF SWORN APPLICANTS	SOP 17
PRE-EMPLOYMENT TRAFFIC HISTORY SCREENING FOR SWORN, PUBLIC SERVICE AIDE AND CRIME SCENE INVESTIGATOR APPLICANTS	SOP 18
DISCLOSURE OF PRIOR ARRESTS	SOP 19
EMPLOYMENT OF RELATIVES	SOP 20
PRE-EMPLOYMENT MEDICAL SCREENING OF ALL APPLICANTS FOR EVIDENCE OF RECENT SUBSTANCE ABUSE	SOP 21
PHYSICAL AGILITY EXAMINATION REQUIREMENTS FOR POLICE OFFICER CANDIDATES.	SOP 22
ORAL INTERVIEW PROCEDURES	SOP 23
POLYGRAPH PROCEDURES AND OPERATIONS	SOP 24
CERTIFICATION PROCEDURES	SOP 25
RELEASE OF INFORMATION CONCERNING RECRUITMENT AND SELECTION UNIT FUNCTIONS OR FILES.	SOP 26
TRANSFER OF APPLICANTS FROM ONE REGISTER TO ANOTHER	SOP 27
INVESTIGATOR(S) NOTEBOOKS AND/OR WORKSHEETS	SOP 28
EMERGENCY MOBILIZATION	SOP 29
INQUIRES FROM DISQUALIFIED APPLICANTS	SOP 30

MASTER INDEX

<u>SUBJECT</u>	TAB
ASSIGNMENTS TO SPECIAL DETAILS OR EVENTS	SOP 31
VACATION SCHEDULE	SOP 32
SOCIAL NETWORKING	SOP 33
POLICE EMPLOYEES DRIVER'S LICENSE VERIFICATION	SOP 34
FILE DESIGNATION FOR BACKGROUND FILES	SOP 35
BACKGROUND SCREENING FOR INDEPENDENT PUBLIC SERVICE AIDE ACADEMY (SELF-SPONSORED)	SOP 36
BACKGROUND SCREENING FOR INDEPENDENT POLICE ACADEMY (SELF-SPONSORED)	SOP 37
APPLICANT NAME EXCEL RANDOMIZATION	SOP 38
OMISSIONS	SOP 39
INJUNCTIONS	SOP 40
SELECTION PROCESS FOR EMERGENCY DISPATCH	SOP 41



PERSONNEL RESOURCE MANAGEMENT SECTION
STANDARD OPERATING PROCEDURES
RECRUITMENT AND SELECTION UNIT

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES RECRUITMENT AND SELECTION UNIT ENDORSEMENT SHEET

First Quarter Inspection	<u>St F. Ellis</u> Unit Commander	<u>01/25/18</u> Date
Second Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>06/15/18</u> Date
Third Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>09/06/18</u> Date
Fourth Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>12/6/18</u> Date
Annual Inspection	<u>Maj. G. [Signature] 1894</u> Section Commander	<u>12/21/18</u> Date



City of Miami



EMILIO L. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

LT. [Signature]
Unit Commander

03/20/2019
Date

Second Quarter
Inspection:

LT. [Signature]
Unit Commander

06/13/2019
Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Section Commander

Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, RECRUITMENT AND SELECTION UNIT

This volume of S.O.P.'s is established to provide guidelines for the operation and management of the Recruitment and Selection Unit, City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede, but rather to supplement published Departmental Orders. The Section Commander will arbitrate conflicts between documents.

Personnel assigned to the Recruitment and Selection Unit are required to read and follow the procedures as set forth in this manual. Any portions that are discovered to be in conflict with some pertinent part of the Departmental Orders or Rules and Regulations will be reported to the immediate supervisor for resolution.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



RECRUITMENT & SELECTION UNIT

LIEUTENANT

SERGEANT

SERGEANT

SERGEANT

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

Typist Clerk III

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

Civilian

Typist Clerk III

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

Civilian

Admin Asst I

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

POLICE OFFICER

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

MISSION

To provide a mechanism for acquisition of the highest caliber personnel to staff the Miami Police Department. This process will be consistent with guidelines for certification as established and modified by the State of Florida, Florida Department of Law Enforcement, Division of Standards and Training. They will also be consistent with policies set forth by the Office of the Chief of Police, City of Miami Police Department, and contemporary public expectations.

GOALS

To hire sworn and non-sworn personnel to adequately staff the Miami Police Department, continue to assess the needs of the Employee Relations Department.

OBJECTIVES

To process application(s) for sworn and non-sworn positions on a continuing basis. Keep track of normal attrition, and respond to increased needs as they arise, to maintain manpower levels at budgeted strength.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

The Recruitment and Selection Unit shall be structured, as an investigative unit comprised of field officers and office personnel; all scheduling shall be based upon this structure.

Under normal operating conditions, all sworn personnel assigned to the Recruitment and Selection Unit shall work a ten-hour, four (4) days per week, the hours of which shall fall between 0700 to 1700 daily. Clerical personnel shall work an eight-hour day, a non-paid lunch period. Five (5) days per week.

These hours may be modified as needed to accommodate the completion of special assignments, projects, the needs of the Unit, specific personnel with unique situations, extraordinary conditions and/or to conserve overtime expenditures at the discretion of the Commander or the Commander's designee. Overtime will be authorized only on emergency basis, with command approval, and in accordance with applicable contractual provisions.

Clerical personnel are entitled to two (2) fifteen-minute breaks during the course of their tour of duty, and a one-hour, non-paid lunch period.

Sworn personnel shall adhere to the guidelines established for attire as set forth in Departmental Order 14, Chapter 4.12, inclusive. Normal attire shall be plainclothes (suitable for office wear), except for those occasions, which may require the wearing of the full uniform, as directed by the Commander.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES

A. Unit Commander

1. To provide leadership and direction to all subordinates in the unit.
2. To ensure that maximum effectiveness are achieved in the accomplishment of the unit's mission, by applying the best managerial and organizational skills.
3. To assume overall responsibility for the development, implementation, and ongoing evaluation of administrative, operational, and procedures that facilitate compliance with Departmental Policies.
4. To maintain an environment that encourages the development of motivation and competence on the part of all assigned to the unit.

Lt. Fabria Ellington
Commander
Recruitment & Selection Unit

Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS

5. To direct the selection activities of the unit as a whole, set forth specific objectives and implementing changes in selection process, policies, priorities, as they occur.
6. To prepare and/or review periodic reports on the activities of the unit, as required.
7. To maintain vacation schedules on unit members in accordance with Departmental Policy.
8. To serve as Acting Section Commander when so designated.
9. To attend Section Hiring meetings on those applicants being recommended for employment, if necessary.
10. To evaluate unit supervisor(s).
11. To serve as official spokesperson of the unit (as Custodian of Records for the Recruitment and Selection Unit) and to approve any release of information to any entity outside the unit; to delegate such responsibilities in his/her absence. (Rev. 07Sept89)
12. To actively recruit prospective candidates for the department, coordinate recruitment activities, and serve as liaison between the Recruitment and Selection Unit-recruitment function and the Department of Human Resources.
13. Within two (2) weeks of entry into the Unit, the Commander will secure and review the latest copy of the Standard Operating Procedures, becoming well-acquainted with the applicable section policies contained therein, and the functions of all subordinate elements in the Unit.
14. The Commander will also receive detailed briefings from the Unit Supervisor(s) and senior Unit members on pending matters, which may arise from time to time, and establish precedents in handling those matters (if any).

DUTIES AND RESPONSIBILITIES OF MEMBERS

B. Supervisor(s)

1. To maintain responsibility for the first-line supervisory and management functions of the Recruitment and Selection Unit.
2. The Supervisor assigned to the Investigations and Polygraph Details will supervise the investigators and polygraph examiners. The Administrative Assistant I will supervise the civilian employees of the Recruitment and Selection Unit.
3. The Supervisor(s) will exercise a high degree of cooperation and coordination with each other, to insure unanimity in the enunciation and application of policy.
4. To review investigative files for completeness.
5. To interview disqualified applicants as to the reasons for their rejection, receiving pertinent information from the applicants and offering an understanding and compassionate reception of their input. In the event that new information is disclosed which may warrant a change in decision if confirmed, the Commander may direct the re-investigation of the file as to the information disclosed in the interest of fairness.
6. To complete vacation scheduling.
7. To supervise the daily activities of the investigators; in order to insure quality control of background files, supervisor(s) will periodically (on a random basis) select completed background files to inspect for all steps of the selection process.
8. To receive and arrange the scheduling of conferences for disqualified applicants.
9. If a disqualified applicant calls requesting additional information, the supervisor may:
 - a. try to lead the applicant to a recognition of his/her own problem areas so that further discussion is rendered unnecessary.
 - b. failing that, advise the applicant that an appointment will be set with the clerical staff;
 - c. meet with the applicant, if necessary, in accordance with procedures established in the applicable SOP;
 - d. involve the Unit Commander, if necessary, for the conference;
 - e. document the conference with an AVO, to be enclosed in applicant's file.

DUTIES AND RESPONSIBILITIES OF MEMBERS

10. When a Supervisor enters the Unit, within two (2) weeks he/she must become familiar with the contents of the Unit's Standard Operating Procedures, and will work closely with and rely upon the guidance and expertise of the more experienced supervisor(s) and members of the Unit.
11. Arrangements will be made for attendance in the next available structured training program on the subject of the Background Investigations, unless such training has already been provided. (Rev. 07Sept89)

C. Coordinator(s)

1. The Coordinator(s) are the person(s) initially associated with the Background Investigation processing for the Miami Police Department.
2. Duties include organizing and coordinating various appointment(s); establishing and assigning files for investigation; forwarding materials on applicants for State Certification purposes; maintaining liaison with applicant(s) to update their status in the various stages of processing. To follow the steps in applicant processing, as follows:
 - a. Certification List(s) are periodically sent to the Recruitment and Selection Unit-Coordination Detail from the Department of Human Resources.
 - b. Names of candidates are verified against the copies of the applications, which accompany the Certification List(s).
 - c. Applicants are notified via a certified letter to attend an Orientation Session. The certified letter lists all documentation that should be submitted at the Orientation Session along with the Pre-Screening Questionnaire and Personal Data Form (PDF).
 - d. The file is then issued to a background investigator, utilizing a rotating system to equitably distribute the workload; the Unit Commander may direct the specific issue of a file depending upon special circumstances or the requirement for special handling (sensitive files, time constraints, etc.).
 - e. During the Orientation Session, each applicant is given a folder (color coordinated based on job classification) in which they are to complete their personal information (i.e. home address, Date of Birth, Social Security number and contact numbers etc.). Applicants are then asked to place all documents requested via certified letter along with the Pre-Screening Questionnaire and

DUTIES AND RESPONSIBILITIES OF MEMBERS

PDF inside folders. Folders are then collected and given to Investigators to begin reviewing the PDF at a different location. The PDF is designed to identify those applicants who do not meet the selection criteria for the position they have applied for, early on so that valuable time and resources can be better utilized on more competitive candidates.

- f. Orientation is then continued with explaining the other forms that are to be completed as well as the steps in the selection process. After all forms have been completed the Investigators return to the Orientation Session and conduct a one-on-one with each applicant. During the one-on-one session if it is determined the applicant applied with our agency before then the previous file is pulled and attached with the current file.
 - 1. Acceptable candidates will move on to the next step, in the Background process.
 - 2. Unacceptable applicants will be disqualified and sent a disqualification letter.
- g. Applicants for the position of Police Officer (Certified, Recruit, and Rehire) will be given their physical agility test dates and the Psychological appointment.
- h. Applicants for the position of Emergency Dispatch will be given their Psychological appointment with instructions that the Recruitment Coordinator (or designee) will contact the applicant within three days upon successfully passing of the Psychological Exam to schedule a Polygraph date.
- i. Applicants for the position of Public Service Aides will be given their Physical Agility Test dates and their Polygraph appointments during the Orientation Session.

As each applicant reports for the Polygraph Examination **the Polygraph Examiner must check the form for completeness and accuracy; the Polygrapher will initial the top right corner of the front page of the PDF to indicate that he or she has reviewed the PDF.**

- j. The applicant will then complete the Pre-Polygraph Questionnaire.
- k. The polygraph examination is administered.
- l. Once the Examination Report/Answer Sheet is returned by the examiner, the Polygrapher submits it to a Unit Supervisor for review; the Unit Supervisor will then return the document to the Coordinator with instructions as to disposition.

DUTIES AND RESPONSIBILITIES OF MEMBERS

- m. Upon successful completion of the background investigation phase, the applicant will be scheduled for the Oral Interview Process. If the results of the Oral Interview are favorable, the applicant will be offered a Conditional Offer of Employment for Sworn and Emergency Dispatch only. **(See Appendix)**
 - o. Once the Background Investigation is satisfactorily completed, the Coordinator will review the file checking to ensure all forms are notarized and completely filled out according to FDLE standards. When file meets the Coordinator's approval file is signed off and forwarded through for signatures from the chain of command.
 - p. During each phase of the processing, as appointments are completed, appropriate entries will be made in the Applicant Tracking System.
3. For non-sworn applicants, the procedures are similar, and are set forth as follows:
- a. The Interview Form (and, in some cases, the applicant) is referred to the Recruitment and Selection Unit from the Personnel Unit for the commencement of processing.
 - b. A file is opened and the essential data on the applicant is logged into the system.
 - c. The Coordinator or designee will then conduct an orientation with the applicant(s) on a one-to-one basis if the applicant is present, or will set multiple applicants for an Orientation Session.
 - d. Processing will conform to the steps outlined for sworn applicants with the following exceptions:
 - 1 No Psychological Test is required (except for Emergency Dispatch).
 - 2 No Physical Agility Test is required.
5. To discharge responsibility for necessary Certification Documentation in accordance with Florida Statute 943.13; this involves preparation and maintenance of all required documents for future inspection and review by the Florida Department of Law Enforcement, Division of Standards and Training.
6. Depending upon commitments within the Unit, they will be available for special assignments, to assist in the recruiting efforts and special details.

DUTIES AND RESPONSIBILITIES OF MEMBERS

D. Background Investigators

1. The investigator is primarily responsible for the examination of documents, collation, and summary of all of the factors from an applicant's personal history, which is essential for consideration of that applicant's fitness for employment with the Miami Police Department. **(NOTE: While standard areas of investigation for applicants are included herein, they are not limiting to the investigator in exploring any avenues, which may be pertinent to the consideration of a candidate for employment.)**
2. To conduct investigation according to the following steps:
 - a. The investigation begins when the applicant's file is issued by the Coordinator; the investigator checks to insure that the required documents are included, and reviews for completeness, if not, then steps are taken to secure them.
 - b. The investigator completes requests for computer checks on the applicant to various information sources.
 - c. Requests are made for:
 1. Not less than three (3) personal references.
 2. Other police departments (for applicants from outside of Miami-Dade and Broward Counties).
 3. High schools or colleges attended, requesting transcripts.
 4. The appropriate branch of the armed forces for military records, if applicable.
 5. Past employers outside Miami-Dade or Broward Counties.
 6. Social Security Administration, if necessary.
 7. Credit checks.
 - d. The investigator will contact past local employees personally or by phone, and complete the Employment Reference Sheet; additionally the investigator will contact a minimum of three personal references.

DUTIES AND RESPONSIBILITIES OF MEMBERS

- e. Should the applicant be a candidate for employment at another Law Enforcement agency, past or present, the investigator will make a copy of the applicant's file and should assist other Law Enforcement agency's investigators to exchange relevant information in the applicant's file.
- f. Any evidence or facts pertinent to the investigation should be included in the file.
- g. Should an investigator uncover a violation of law by an applicant, or an open warrant, then the appropriate enforcement action will be taken.
- h. As each stage of the investigation is completed, the investigator will make the appropriate entry on the Applicant Processing Form.
- i. If approved, the Applicant Summary will be completed to show the total findings of the investigation. If disapproved, the investigator will have the appropriate forwarding memoranda completed for final disposition. The completed file will be forwarded through the chain of command for review.
- j. During the course of, or after the investigation, the investigator will not discuss the status of the file with either the applicant or any person outside the chain of command of the Administration Division.
- l. Investigators should be mindful that their role encompasses fact-finding functions in a low-profile mode in unmarked police vehicles. For that reason, investigators will:
 - 1. Refrain from becoming involved in any enforcement activities unless directed by the Complaint Sergeant/Supervisor, an on-scene supervisor, or unless the exigency of the situation demands immediate action.
 - 2. Refrain from "going by" or volunteering for back-ups to line units or volunteering back-ups to line units on routine matters when other units are available, are already on a scene, or if no perceived emergency exists.
 - 3. The Background Investigator position requires a full duty police officer capable of performing full duty functions such as conducting in-the-field investigations, uniform recruitment drives, and the potential for engaging in a forcible arrest situation.

DUTIES AND RESPONSIBILITIES OF MEMBERS

- m. No investigator, while operating an unmarked vehicle bearing no emergency equipment, should ever engage in pursuit of any vehicle, in accordance with current Departmental policy, and should not attempt traffic enforcement activity unless imminent danger of death or serious bodily injury could come as a result of the investigator's failure to perform any of the actions listed above.

E. Clerical Staff

1. The Typist Clerk II is responsible for providing the necessary clerical support for the Recruitment and Selection Unit.
2. Additionally, the primary telephone reception duties also lie with this staff.
3. Other duties include:
 - a. Typing all letters, memorandum, tables and reports, forms, and other material from copy or rough draft.
 - b. Verbally responding to telephone inquiries.
 - c. Maintaining tickler log, ensuring that assignment due dates are met.
 - d. Maintaining the chronological and departmental filing system.
 - e. Maintaining background file logs; closely monitoring outgoing/incoming flow of files.
 - f. Picking up and disseminating incoming/outgoing mail to appropriate destination.
 - g. Performing credit checks.
 - h. Preparing payroll.
 - i. Maintaining sufficient levels of office supplies to provide for uninterrupted function of the Unit.
 - j. Performing other work, as required.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

PROGRAMS AND PROJECTS, OR FUNCTIONS

A. PROGRAMS

1. Planning for Sworn and Non-Sworn Processing to Maintain Budgeted Strength.
2. Ongoing Limited Backgrounds of All City Employees.
3. Activity Reporting (Policing by Objectives).

B. PROJECTS

N/A

C. FUNCTIONS

N/A

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



City of Miami




DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELCTION UNIT

STANDARD OPERATING PROCEDURES

- SOP:** 1
- SUBJECT:** Training Requirements for Background Investigators
- PURPOSE:** To set forth guidelines for consistency in the training of background investigators.
- SCOPE:**
- I. Training Regimen
 - A. When a new investigator is assigned to the Unit, he or she will be paired with an experienced investigator for a period of not less than two (2) weeks, and more if needed, in order to learn the duties and responsibilities of the position.
 - B. While working with the investigator, the new investigator will be taught all of the elements of a background investigation.



 Lt. Fabria Ellington
 Commander
 Recruitment and Selection Unit

1/4/16

 Effective Date



SOP 1:

Training Requirements for Background Investigators

- C. When several new investigators are transferred into the Unit, they will receive the same training as above, but in a classroom setting, to commence within one (1) week of their assignment. The class will be taught by a senior background investigator knowledgeable in all areas of the background investigation and process; the instructor will rely on the outline as above, but will also cover any new procedures, which may have been implemented since publication.
- D. Each investigator will become familiar with the selection criteria for each position contained in the Standard Operating Procedures and be guided by them in the conduct of each investigation.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 2
- SUBJECT:** Overall Selection Guidelines for Sworn Officers and Civilian Employees.
- PURPOSE:** To provide criteria for the selection of Police Officers, Certified Police Officers, Detention Officers, and Public Service Aides.
- SCOPE:**
- I. The selection process of sworn personnel and Public Service Aides.
 - A. The Recruitment and Selection Unit will conduct a background investigation on every person seeking employment in or assignment to the Police Department, unless exempted by the Chief of Police.
 - B. Areas of concern to the Department will be investigated, as indicated:

Lt. Lazaro Alfonso
Commander
Recruitment and Selection Unit

06/17/2019
Effective Date



SOP 2: Overall Selection Guidelines for Sworn Officers and Civilian Employees**1. Criminal History:**

A thorough background investigation shall be conducted in order to determine whether an applicant for a sworn position has committed (regardless of whether he was prosecuted) any act(s) that would constitute a felony or moral character violation, as defined by the Criminal Justice Standards and Training Commission (C.J.S.T.C.) and the Florida Administrative Code (F.A.C.) or if a civilian applicant has committed any criminal act (regardless of whether he was prosecuted) that would disqualify the applicant from employment with the Miami Police Department. Close consideration shall be given to the severity each applicant's past criminal conduct, the amount of time that has passed since the offense(s) in question was committed, the likelihood for the continuation or resurgence of criminal conduct subsequent to employment and the relationship between the offense(s) committed and the position for which the applicant is seeking employment. Applicants facing criminal charges, i.e., charges pending trial, or applicants who are on probation, parole, or any other form of supervised release shall not be recommended for hire until their supervised release has reached its conclusion and their pending cases reach a final disposition. All academy students, prior to beginning an entry-level training program, must have had within 90 days an appropriate documented criminal history records check.

2. Polygraph Examination:

A polygraph examination shall be conducted in order to ascertain an applicant's truthfulness and past conduct, which may have been in violation of any law(s); no applicant will be disqualified solely for responses normally indicative of deception, but reasonable efforts will be made to resolve areas of deception.

3. Substance Abuse:

The background investigation, polygraph, psychological and medical examinations shall seek to determine the degree of an applicant's prior use of illegal substances, if any, and/or toward assessing the chances of recurrence, should the applicant be employed.

4. Psychological Examination:

To identify traits that emphasizes normal dimensions of behavior and personality functions. These dimensions will be measured in the following areas: adequate self-discipline and impulse control, anti-social behavior, admission to shortcomings and ability to be trusted as a team member, communication skills, stress tolerance, self-confidence, initiative, loyalty to organization, learning ability and work patterns.

5. Employment History:

SOP 2: To determine the stability, dependability, integrity and work ethic of each applicant in their prior employments. Indications of a pattern of poor
Overall Selection Guidelines for Sworn Officers and Civilian Employees

performance in several employments (positions) held, terminations or resignations (in lieu of termination for cause), will be disqualifying factors.

6. **Other Law Enforcement Agencies (Former or Current Officers):**
Applicants who have been terminated or resigned from a law enforcement agency (ies) must not have been pending disciplinary or other action at the time of their terminations or resignations. It shall be the burden of the applicant to show that he resigned in good standing from his previous agency. The investigator will contact each previous agency in order to review the applicant's work record and, if allowed to do so by the other agency, make a complete copy of the applicant's background file, personnel file, and Internal Affairs file (excluding any information protected by the Americans with Disabilities Act). Investigators shall also attempt to obtain a copy of the applicant's pre-employment file (excluding any information protected by the Americans with Disabilities Act) from any agency (ies) that did not hire the applicant.
7. **Traffic History:**
An applicant's traffic history shall be researched in order to determine each applicant's level of maturity and safety consciousness in the operation of a motor vehicle; the extent of liability exposure to the City of Miami is a factor in assessing each candidate's traffic history.
8. **Credit History:**
A careful analysis of applicants' credit history shall be conducted in order to determine an applicant's level of maturity and responsibility in meeting financial obligations; negative credit alone may not disqualify the applicant, however other negative aspects in the applicant's profile may lead to the applicant's disqualification.
9. **Educational Background:**
In addition to verifying the education credentials of applicants, consideration will also be given to whether the applicant was a disciplinary problem in school or if he was ever either suspended or expelled from an educational institution.
10. **Moral Character:**
Applicants for sworn positions must be certified through the State of Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, as being "of good moral character," as defined by Florida Statutes, the Florida Administrative Code, and the C.J.S.T.C. This

SOP 2: trait is desirable in candidates for other positions within the Police Department, as well, due to the close interaction with sworn personnel and **Overall Selection Guidelines for Sworn Officers and Civilian Employees**

the sensitivity of information and items of value encountered on a daily basis. Therefore, candidates will be examined carefully to determine any patterns or history of significant thefts, sexual misconduct, past or current associations with persons engaged in criminal activity or other past or current objectionable associations or other serious deficits which may bring discredit or embarrassment to the Miami Police Department if repeated or revealed.

11. Neighborhood Canvass:
A canvass of the applicant's neighborhood shall be conducted in order to determine possible problems in the area of community relations.
12. Oral Interview:
After final review of a file an applicant may be requested to attend an oral interview. This is not required for all applicants. The oral interview is only required if there are discrepancies, concerns and/or areas that need clarification.
13. Medical Examination:
Applicants shall submit to a medical examination in order to determine (after a conditional offer of employment is extended) physical abnormalities, which may preclude an applicant from performing the required job task for the position they are seeking and to determine the presence of certain controlled substances in the applicant's system. The presence of such substances without authorization shall serve to disqualify the applicant. The Department of Employee Relations, through its medical consultant(s), has sole responsibility for qualifying or disqualifying applicants for medical reasons based upon established medical standards.
14. Prior Disqualifications:
Applicants who have been previously disqualified from selection must wait at least one (1) year from the date of the disqualification memo prior to being reconsidered for employment with the Miami Police Department. This order, however, shall be waived for applicants who are disqualified solely for failing the physical agility test.
15. Prior Disqualifications by Other Agencies:
Applicants who have been disqualified by three (3) or more law enforcement agencies within one (1) year of application. This order, however, shall be waived for applicants who have been **Not Selected** by

other agencies due to lack of positions available and/or better qualified applicants. Additionally, this policy will be waived for those applicants who have been disqualified by other agencies based on department policy (i.e. tattoos, smoking and/or failing the physical agility test).

16. Duration of the selection process may range anywhere from two (2) to six (6) months. This is dependent upon the individual applicant's cooperation, life experience and ability to pass the above stages expeditiously.
17. Reapplication Process – Upon failing the process, the applicant will receive an email or a letter in the mail. This letter states that the City of Miami Police Department is unable to extend an offer of employment at this time. Additionally, the letter includes contact information to the Recruitment and Selection Unit in the event the applicant desires more information concerning their file.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 3
- SUBJECT:** Selection Process for Police Officers
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Police Officers.
- SCOPE:**
- I. Application Phase
 - A. The applicant must apply to the Department of Employee Relations, with the following documentation:
 - 1. Be 19 years of age at the time of application.
 - 2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
 - 3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13)

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

06/24/2016
Effective Date



SOP 3:

Selection Process for Police Officers

4. Have a valid Florida Basic Ability Test (FBAT) or Criminal Justice Basic Ability Test (CJBAT). (F.S. 943.13) (Rev. 01 Jan. 02).
 5. Have or qualify for a valid Florida operator's license (F.S. 943.13)
 6. Be a United States citizen. (F.S. 943.13)
 7. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
 8. Be of good moral character (F.S. 943.13(7), FAC 11B-27.0011).
 9. Not have been dishonorably discharged from the military (F.S. 943.13).
- B. It is our policy to ensure that the Department of Employee Relations, should make applicant verification by driver's license or photo identification.
- C. Applications are stamped and logged, then entered into the Department of Employee Relations database.
- D. Employment applicant forms must have all areas completed to be an acceptable document. However, no application should be rejected for detected errors, omissions, or deficiencies if they can be corrected prior to the closing date. The applications should be processed normally until the applicant can be contacted. (Rev. 16 March 95)

II. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.

SOP 3:

Selection Process for Police Officers

- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend a Physical Agility Test (PAT) session at a specified date and time. (Rev. 24 June 16).
1. Those applicants who cannot be reached by email shall be contacted by telephone and/or certified mail. (Rev. 24 June 16).
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored away. No further notification shall be made.
- D. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.
- E. The Pre-History Questionnaire) will be completed prior to the applicants scheduled Physical Agility Test (PAT). The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue. (Rev. 24 June 16).
- F. At the orientation session, all applicants receive an explanation and/or review of the Personnel Data Form (PDF) and Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses their scheduled urinalysis without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept. 00)

SOP 3: **Selection Process for Police Officers)**

- G. Applicants are informed in writing of all applicable elements of the recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing and reevaluation if not selected. (Rev. 27 July 98)
- H. All of the necessary forms are completed at the orientation session.
- I. Applicants who attend the orientation session and meet eligibility requirements will be provided a schedule with the physical agility dates and times and give three physical agility dates.
- J. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant into the tracking system and each stage of his or her processing will be updated as it occurs.

III. **Physical Agility Test Procedures**

- A. The candidate will be given a Physician's Authorization Release Waiver form, which must be signed by a licensed physician prior to the applicant's first attempt of the physical agility test.
- B. The candidate will receive three (3) scheduled Physical Agility test dates during the orientation session. Their first attempt will be scheduled two (2) weeks after orientation (dates may be modified due to time constraints).
- C. Applicants who pass their physical agility test will be scheduled for their psychological exam prior to dismissal from the physical agility testing site.
- D. Applicants who fail the physical agility test will be given two (2) more attempts; each attempt will be one (1) week after the previous attempt. If the applicant fails to pass the physical agility test, he is disqualified from further processing.
- E. Any failure to attend a scheduled physical agility test shall be counted as one (1) failed attempt.

SOP 3: **Selection Process for Police Officers**

IV. **Psychological Examination Procedures**

- A. The results of the psychological exam will be forwarded in writing to the Recruitment and Selection Unit with rating of either SUITABLE or UNSUITABLE. The exam will be reviewed by the investigator or supervisor.
- B. All candidates will be limited to one (1) attempt only at receiving a SUITABLE rating on the psychological examination within 365 days. (Rev. 21 July 98)
- C. Applicants who have received an UNSUITABLE rating on their psychological examination with the City's contracted psychological consultant within one (1) year for the City of Miami Police Department, must wait one (1) year from the date of their last examination, before being eligible for a psychological examination for the City of Miami Police Department. Those applicants who received a SUITABLE rating from the City's contracted psychological consultant for another law enforcement agency may be scheduled. (Rev. 22 May 02).
- D. Only those candidates rated SUITABLE will be considered eligible to continue in the background process and will be scheduled within 24 hours to take their polygraph exam.

V. **Polygraph**

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the investigator or Supervisor, for disqualifying factors. (Rev 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before one (1) week from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 24 June 16)

SOP 3: **Selection Process for Police Officers**

- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed, will be investigated by the Background Investigator.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one (1) year of date of exam, if the results are No Deception. If Deception Indicated or Inconclusive; applicant must be re-examined if applying for another position. (Rev. 24 June 16).

VI. **Background Investigation Procedures**

- A. The preliminary investigation begins prior to orientation.
- B. The investigation is conducted in accordance with guidelines set forth in the Standard Operating Procedures for each sworn officer. All avenues of the investigation will be explored if pertinent to the applicant's fitness for the position they are seeking.
- C. The goal of this investigation is to determine to the best extent possible—if the applicant is "... of good moral character" as required by F.S. 943.13(7) and Florida Administrative Code (FAC) 11B-27.0011.

VII. **Oral Interview Procedures**

- A. After final review of a file an applicant may be requested to attend an oral interview. This is not required for all applicants. The oral interview is only required if there are discrepancies, concerns, and/or areas that need clarification:
 - 1. The oral board will consist of the applicants' investigator, the investigation Sergeant and the Unit Commander or designee.
 - 2. The opinion of the Board members will be tallied and recorded on a redline memo and included in the background file.
 - 3. If the applicant meets the requirements, he or she is given a Conditional Offer of Employment.

SOP 3

Selection Process for Police Officers

VIII.

Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
1. The Applicant Summary is prepared, with a recommendation to hire or not to hire, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance to the Standard Operating Procedures (SOP).
 2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
 3. The Unit Supervisor reviews the file for completeness with a recommendation to hire or not to hire, then sends it through the chain of command.
 4. The final Recommendations to hire requires the approval of the Division Chief.

IX.

Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.
- B. All candidates must have a minimum uncorrected vision of 20/50 in each eye, without contact lenses; with corrective lenses 20/30 in each eye (Rev 28 May 83). Depth perception must be within normal limits.
- C. Any further medical testing shall be at the direction of the Section Commander.

SOP 3

Selection Process for Police Officers

X.

Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURE

SOP 4


SUBJECT: Procedures for the Selection of Former Police Officers Seeking Re-Employment.

PURPOSE: To establish guidelines, criteria, and procedures to cover the selection of former Police Officers.

SCOPE: I. Processing Procedures

A. The former Police Officer will submit a request in writing to the Chief of Police, stating the desire to return to employment, affirming that he or she left in good standing.

B. After being approved by the Chief of Police, the applicant shall be placed on the re-employment list, provided the former Police Officer is still certified as a Police Officer with the State of Florida. The re-employment list shall be considered separate from the eligibility list for new hires. Those on the rehire list may be hired by the Chief of Police as openings occur without regard to the eligibility list.


Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 4: Procedures for the Selection of Former Police Officers Seeking Re-Employment**II. Investigation Procedures**

- A. The selection criteria shall be the same as a Police Officer applicant.
- B. The former officer's personnel records will be reviewed, and his or her work record at the department will be summarized chronologically on a standard memorandum (red-line).
- C. A review of their Internal Affairs record will be included in their background file.
- D. Additionally, checks will be made with the State Attorney's Office, FDLE, DEA, FBI, and ATF to determine if there are any pending investigations on the applicant.
- E. The **investigator** will contact the FDLE, Division of Standards and Training, to determine if any additional training will be required should the applicant be rehired. The appropriate entry will be made on the memorandum to be forwarded to the Policy Review Committee (PRC).
- F. Once the file is completed it will be submitted for review through the chain of command in the customary manner.

III. Review Procedures

- A. After being reviewed and appropriate recommendations are made, the file will be submitted to a special selection committee (Policy Review Committee), staffed as designated by the Chief of Police, for final review. This body may require the applicant to appear in person for an interview.
- B. If approved at this level the file will be returned to the Recruitment and Selection Unit, which will generate the appropriate memorandum advising the Personnel Resource Management Section and the Department of Employee Relations of the approval.

SOP 4: Procedures for the Selection of Former Police Officers Seeking Re-Employment

- C. The Coordinators will then forward a copy of the qualifying memorandum to the Training Unit, if additional training is required.
- D. In any event, the applicant will be notified by mail of the decision.
- E. All hired officers will be returned to employment, if approved, at such time as is consistent with departmental needs, and will be returned at the rank of Police Officer, regardless of the rank previously held.
- F. All former Police Officers will be assigned based on the needs of the department.
- G. If the time elapsed exceeds three (3) years between the date of resignation and the initial request for reinstatement, the former officer must follow the same procedures established for ordinary applicants for hire, (i.e., application at the Department of Employee Relations, testing, and certification on an eligible register).

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP

5

SUBJECT:

Selection Process for Certified Police Officers

PURPOSE:

To establish procedures for the processing, investigation, and selection of Police Officers.

SCOPE:

I. Application Phase

A. The applicant must apply to NEOGOV and create an online profile. All applicants must upload all required documents:

1. Be 19 years of age at the time of application and submit a copy of birth certificate.
2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13)

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/14
Effective Date



SOP 5:

Selection Process for Certified Police Officers

4. Have a valid Florida operator's license (F.S. 943.13)
5. Be a United States citizen. (F.S. 943.13) and submit a birth certificate, naturalization certification or valid U.S. passport reflecting U.S. citizenship.
6. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
7. Be of good moral character (F.S. 943.13(7), FAC 11B-27.0011).
8. Not have been dishonorably discharged from the (F.S. 943.13).

- B. Employment applicant forms must have all areas completed to be an acceptable document. Applicants who do not upload all of the required documents, will be automatically rejected by the NEOGOV system. (Rev. 16 March 95)

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 5:

Selection Process for Certified Police Officers

1. Applicants with a designated date will be sent an orientation package via certified mail. Should the letter be returned as undeliverable, the applicant will be called and/or emailed and asked to pick up the orientation package. (Rev. 27 Sept. 00).
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored. No further notification shall be made.
- D. Prior to the orientation session, the names, races, and dates of birth of all candidates scheduled to attend will be run through FCIC, NCIC, Miami Police Department records and the Miami Dade Police Department information systems to determine criminal past or any open warrants; appropriate action will be taken at the orientation session. This procedure may be modified as required, depending upon time constraints.
- E. The Pre-Screening Questionnaire and Personnel Data Form (PDF) will be completed prior to the applicants scheduled orientation. The investigator will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will be disqualified the applicant. The Unit supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue.
- F. At the orientation session, all applicants receive an explanation and/or review of the Personnel Data Form (PDF) and Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.

SOP 5:

Selection Process for Certified Police Officers

- G. Applicants are informed in writing of all applicable elements of the recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing and reevaluation if not selected. (Rev. 27 July 98)
- H. All of the necessary forms are completed at the orientation session.
- I. Applicants who attend the orientation session and meet eligibility requirements will be provided a physical agility schedule. Upon passing the physical agility test, the applicant will be scheduled for the psychological examination.
- J. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant and each stage of his or her processing will be updated as it occurs.
- K. Applicants that are rated SUITABLE on the pre-conditional psychological examination will be scheduled for a pre-employment polygraph examination.

III. Polygraph Procedures

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Unit Commander or Supervisor, for disqualifying factors. The applicant will be given an updated polygraph examination if their results are more than **six (6) months old; however, this applies only to applicants who have not been disqualified** (Rev. 8 July 98) If the Polygraph examination reveals deception or is inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination less than two (2) weeks from his or her last examination; an applicant can be scheduled earlier by approval of the Unit Commander.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed, will be investigated by the Background Investigator.

SOP 5: Selection Process for Certified Police OfficersIV. Psychological Examination Procedures

- A. Only those candidates rated as SUITABLE will be considered eligible to continue in the background process. All others will be immediately disqualified from further consideration.
- B. The results will be forwarded in writing to the Recruitment and Selection Unit with rating of either SUITABLE or UNSUITABLE.
- C. All candidates will be limited to one (1) attempt **only** at receiving a SUITABLE rating on the psychological examination within 365 days. (Rev. 21 July 98)
- D. Applicants who have received an UNSUITABLE rating on their psychological examination with the City's contracted psychological consultant within one (1) year for the City of Miami Police Department, must wait one (1) year from the date of their last examination, before being eligible for a psychological examination for the City of Miami Police Department. Those applicants who received a SUITABLE rating from the City's contracted psychological consultant for another law enforcement agency may be scheduled. (Rev. 22 May 02).

orth
All
the

. of
IB-

. an
oral
l/or

Unit

V. Physical Agility Test Procedures

- A. The candidate will be given a Physician's Authorization Release Waiver with the Physical Agility Task to be completed by a licensed physician prior to their first attempt of the Physical Agility test.
- B. The candidate will receive three (3) scheduled Physical Agility test dates during the orientation session. Their first attempt will be scheduled two (2) weeks after orientation (dates may be modified due to time constraints).
- C. Applicants who fail the physical agility test will be given two (2) additional attempts; each attempt will be one (1) week after the previous attempt. If the applicant fails to pass the physical agility test, he is disqualified from further processing.
- D. Each date that the applicant fails to attend his scheduled physical agility test will count as one (1) attempt.

1 to
sor;
not
lard

SOP 5

Selection Process for Certified Police Officers

2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander. The final decision for recommendation to hire requires the approval of the Division Chief.

IX Medical Procedures

- A. The applicant will be scheduled for medical testing, consisting of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified if they miss the urinalysis examination.) These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.
- B. All candidates must have a minimum uncorrected vision of 20/50 in each eye, without contact lenses; with corrective lenses 20/30 in each eye. (Rev. 28 May 83). Depth perception must be within normal limits.
- C. Any further medical testing shall be conducted at the direction of the Section Commander.

X. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP

6

SUBJECT:

Selection Process for Reserve/Auxiliary Officers

PURPOSE:


To establish procedures for the processing, investigation, and selection of Police Officers.

SCOPE:

I. Application Phase

A. The applicant must apply to the Department of Employee Relations, with the following documentation:

1. Be 19 years of age at the of application.
2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13).



 Lt. Fabria Ellington
 Commander
 Recruitment and Selection Unit



 Effective Date



SOP 6: Selection Process for Reserve/Auxiliary Officers

4. Have or qualify for a valid Florida operator's license (F.S. 943.13)
 5. Be a United States citizen. (943.13)
 6. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
 7. Be of good moral character (F.S. 943.13(7), FAC 11B-27.0011).
 8. Not have been dishonorably discharged from the military. (F.S. 943.13)
- B. Employment applicant forms must have all areas completed to be an acceptable application. Application will be rejected for detected errors, omissions, or deficiencies.

II. Referral Phase for Processing (Orientation)

- A. Names will be referred to the Recruitment and Selection Unit by the Community Relations Section Commander.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

D. Prior to the orientation session, the names, races, and dates of birth of all candidates scheduled to attend will be run through FCIC, NCIC, Miami Police Department records, Department of Juvenile Justice (CJNET) and the Miami-Dade Police Department information systems to determine criminal past or any open warrants; appropriate action will be taken at the orientation session. This procedure may be modified as required, depending upon time constraints.

E. The Pre-Screening Questionnaire and Personnel Data Form (PDF) will be completed prior to the applicant's scheduled orientation. The investigator will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will be disqualified the applicant. The Unit supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue.

F. At the orientation session, all applicants receive an explanation and/or review of the Personnel Data Form (PDF) and Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept. 00)

G. Applicants are informed in writing of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected (Rev. 27 July 98).

H. All of the necessary forms are completed at the orientation session.

I. Applicants who attend the orientation session and meet eligibility requirements will be given three physical agility dates.

J. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant into the tracking system and each state of his or her processing will be updated as it occurs.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

K. Applicants who are rated SUITABLE on the pre-conditional psychological examination will be scheduled for a pre-employment polygraph examination.

III. Polygraph Procedures

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from the last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 23 May 02)
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed, will be investigated by the Background Investigator.

IV. Psychological Examination Procedures

- A. Only those candidates rated as SUITABLE will be considered eligible to continue in the background process. All others will be immediately disqualified from further consideration.
- B. The results will be forwarded in writing to the Recruitment and Selection Unit with rating of either SUITABLE or UNSUITABLE.
- C. All candidates will be limited to one (1) attempt **only** at receiving a SUITABLE rating on the psychological examination within 365 days. (Rev. 21 July 98)

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

- D. Applicants who have received an UNSUITABLE rating on their psychological examination with the City's contracted psychological consultant within one (1) year for the City of Miami Police Department, must wait one (1) year from the date of their last examination, before being eligible for a psychological examination for the City of Miami Police Department. Those applicants who received a SUITABLE rating from the City's contracted psychological consultant for another law enforcement agency may be scheduled. (Rev. 22 May 02).

V. **Physical Agility Test Procedures**

- A. The candidate will be given a Physician's Authorization Release Waiver form, which must be signed by a licensed physician prior to the applicant's first attempt of the physical agility test.
- B. The candidate will receive three (3) scheduled Physical Agility test dates during the orientation session. The first attempt will be scheduled two (2) weeks after orientation (dates may be modified due to time constraints).
- C. Applicants who fail the physical agility test will be given two (2) more attempts; each attempt will be one (1) week after the previous attempt. If the applicant fails to pass the physical agility test, he shall be disqualified from further processing.
- D. Each date that the applicant fails to attend the scheduled physical agility test will count as one (1) failed attempt.

VI. **Background Investigation Procedures**

- A. The investigation process begins at the orientation session.
- B. The investigation is conducted in accordance with procedures set forth in the Standard Operating Procedures for each job classification. All avenues of the investigation will be explored if pertinent to the applicant's fitness for the position they are seeking.
- C. The goal of this investigation is to determine if the applicant is "of good moral character" as required by F.S. 943.13 and F.A.C., 11B-27.0011.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

VII. Oral Interview Procedures

- A. After final review of a file an applicant may be requested to attend an oral interview. This is not required for all applicants. The oral interview is only required if there are discrepancies, concerns, and/or areas that need clarification.

VIII. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; **all applicants** will be submitted for consideration, if not automatically disqualified in accordance to the Standard Operating Procedures (SOP).
 2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
 3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
 4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

SOP 6 Selection Process for Reserve/Auxiliary Officers**IX Medical Procedures**

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.
- B. All candidates must have a minimum uncorrected vision of 20/50 in each eye, without contact lenses; with corrective lenses 20/30 in each eye (Rev 28 May 83). Depth perception must be within normal limits.
- C. Any further medical testing shall be conducted at the direction of the Section Commander.

X. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 7

SUBJECT: Selection Process for Public Service Aides.

PURPOSE: To establish procedures for the processing, investigation, and selection of Public Service Aides.

SCOPE: I. Application Phase

A. The applicant must apply to the Department of Employee Relations with the following documentation:

1. Be 17 years of age at the time of the Civil Service Examination (Rev. 25 March 2002).
2. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
3. Be a resident of the State of Florida, or intend to reside in Florida.
4. Have or qualify for a valid Florida Operator's license.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/14

Effective Date



SOP 7: Selection Process for Public Service Aide

- A. The Department of Employee Relations has the responsibility for coordinating the Public Service Aide Civil Service Examination and Registration Procedures.
- B. A paper and pencil examination administered and scored by the Department of Employee Relations will be given on a date and time announced; applicants will be scheduled for that examination.
- C. It is our policy that all elements of the selection process are administered in a uniform manner to ensure that time limits, oral instructions, practice problems, answer sheets, and scoring formulas are clearly set forth and carried out identically for all candidates (Rev. 16 March 95).
- D. Those candidates passing the examination will be ranked according to current procedures in the Department of Employee Relations and an eligibility register will be assembled.
- E. Names from that register, along with copies of the corresponding applications, will periodically be certified to the Police Department, by the Director of Employee Relations for processing and investigation.

III. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate,
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 7: Selection Process for Public Service Aide

1. Those applicants will be sent an orientation package via certified mail. A registered letter with a mandatory response date; should that letter be returned as undeliverable, or if there is no response from the applicant by the required date, then the applicant will be removed from the register by placing the letter "G" (unable to contact) from the certification code list, on the certification list. (Rev. 27 September 00)
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their non-appearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored. No further notification shall be made.
- D. Prior to the orientation session, the names, races, and dates of birth of **all candidates scheduled to attend will be run through FCIC, NCIC, MPD, and the Miami-Dade Police Department information systems** to determine criminal past or any open warrants; appropriate action will be taken at the orientation session. This procedure may be modified as required, depending upon time constraints.
- E. The Pre-Screening Questionnaire and Personnel Data Form (PDF) will be completed prior to the applicants scheduled orientation. The investigator will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will be disqualified. The Unit Supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue.
- F. At the orientation session, all applicants receive an explanation and/or review of the Personnel Data Form (PDF) and Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept. 00)
- G. Applicants are informed in writing of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing and reevaluation if not selected. (Rev. 27 July 98)

SOP 7: Selection Process for Public Service Aide

- H. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.
- I. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

IV. Polygraph Procedures

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 23 May 02)
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator.

V. Background Investigation Procedures

- A. The investigation begins on the day that the polygraph report is returned and the file is issued to a background investigator.
- B. The investigation is conducted in accordance with procedures set forth for each job classification. All avenues of investigation will be explored if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine—to the best extent possible—if the applicant is of good moral character.

SOP 7: Selection Process for Public Service Aide

VI. Final Review Phase

A. The file is completed and prepared for final consideration at the Unit level:

1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; **all applicants** will be submitted for consideration, if not automatically disqualified in accordance with this SOP.
2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may appeal.
3. The Unit Supervisor reviews the Summary and file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

VII. Medical Procedures

A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.

B. Any further medical testing shall be by the direction of the Section Commander.

VIII. Qualification Procedures

A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Personnel Unit to notify the candidate.

B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 8

SUBJECT: Selection Process for Property Specialist

PURPOSE: To establish procedures for the processing, investigation, and selection of Property Specialist.

SCOPE: I. Application Phase

- A. The applicant must apply to the Department of Employee Relations and must provide all necessary documentation their position requires.
- B. It is our Policy to ensure that the Department of Employee Relations should make applicant verification by driver's license or photo identification. Applications are stamped, logged and entered into a database. Employment application forms must have all areas completed to be an acceptable document. However, no application should be rejected for detected errors, omissions, or deficiencies if they can be corrected prior to close date. (Rev. 16 Mar 95)

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 8: Selection Process for Property Specialist

- C. Applicants are informed, verbally of all applicable elements of the Selection Process. The applicant will be informed of the expected duration of the Selection Process and the Conditions and Procedures for re-application, re-testing, and re-evaluation if not selected. (Rev. 27 July 98)
- D. Each person applying must:
 - 1. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
 - 2. Be of good moral character.
 - 3. Not have been discharged from the military under dishonorable conditions.
 - 4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on the candidates containing the preliminary forms required for the orientation session.
- B. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time:

SOP 8: Selection Process for Property Specialist

1. Those applicants who cannot be reached by telephone will be sent a registered letter with a mandatory response date; should that letter be returned as undeliverable, or if there is no response from the applicant by the required date, then the applicant will be disqualified.
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their non-appearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored away. No further notification shall be made.
- C. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.
- D. At the orientation session, all applicants receive an explanation of the Personnel Data Form (PDF), the steps in the process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses the scheduled urinalysis without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept 00)
- E. While the necessary forms are completed at the orientation, the Pre-Screening Questionnaire and Personal Data Form--due to its complexity--is completed by each applicant afterwards and brought in at the first polygraph appointment.
- F. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.

SOP 8: Selection Process for Property Specialist

- G. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

III. Polygraph Procedures

- A. The applicant returns the completed Pre-Screening Questionnaire and Personal Data Form at the time of the scheduled appointment. **The polygrapher will check the Personal Data Form for accuracy and completeness and place his or her initials at the top right corner of the Personal Data Form, certifying its completeness.** Any discrepancies and/or omissions on the PDF should be clarified at this time.
- B. The applicant then swears or affirms that there are no willful omissions, falsifications, or misrepresentations of the information submitted on the PDF.
- C. The applicant then completes the Pre-Polygraph Questionnaire.
- D. He or she is then remanded to the Polygraph Examiner for the interview and testing.
- E. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander. (Rev. 23 May 02).
- F. Those applicants, who show deception on two (2) polygraph examinations, will be assigned to an investigator to investigate the areas of deception (Rev 20 April 04). It will be the investigators responsibility to determine if the applicant is suitable for the position.

IV. Background Investigation Procedures

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.

SOP 8: Selection Process for Property Specialist

- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine--to the best extent possible--if the applicant is of good moral character.

V. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
 - 1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; all applicants will be submitted for consideration, if not automatically disqualified in accordance with this SOP.
 - 2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
 - 3. The Unit Supervisor reviews the summary and file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
 - 4. The Unit Commander reviews the file and forwards it, with a recommendation to approve or disapprove, to the Section Commander. The final decision for recommendations to hire requires the approval of the Division Chief.

VI. Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to

SOP 8: Selection Process for Property Specialist

certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.

- B. Any further medical testing shall be conducted at the direction of the Section Commander.

VII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Police Department Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 9
- SUBJECT:** Selection Process for Crime Scene Investigator
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Identification Technician.
- SCOPE:**
- I. Application Phase
 - A. The applicant must apply to the Department of Employee Relations and must provide all necessary documentation their position requires.
 - B. It is our Policy to ensure that the Department of Employee Relations should make applicant verification by driver license or photo identification. Applications are stamped, logged and entered into a database. Employment application forms must have all areas completed to be an acceptable document. However, no application should be rejected for detected errors, omissions, or

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 9: Selection Process for Crime Scene Investigator

deficiencies if they can be corrected prior to the closing date. The applications should be processed normally until the applicant can be contacted (Rev. 16 Mar 95).

- C. Applicants are informed, verbally of all applicable elements of the Selection Process. The applicant will be informed of the expected duration of the Selection Process and the Conditions and Procedures for re-application, re-testing, and re-evaluation if not selected (Rev. 27 July 98).
- D. Each person applying must:
 - 1. Have graduated from an accredited high school or its equivalent (G.E.D.), proof of education must be submitted at the time of application.
 - 2. Be of good moral character.
 - 3. Not have been discharged from the military under dishonorable conditions. (F.S. 943.13)
 - 4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on the candidates containing the preliminary forms required for the orientation session.
- B. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time:

SOP 9: Selection Process for Crime Scene Investigator

1. Those applicants who cannot be reached by telephone will be sent a registered letter with a mandatory response date; should that letter be returned as undeliverable, or if there is no response from the applicant by the required date, then the applicant will be disqualified.
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their non-appearance will be disqualified. No further notification shall be made.
- C. At the orientation session, all applicants receive an explanation of the Personnel Data Form (PDF), the steps in the process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses the scheduled urinalysis without prior excused cancellation will be disqualified from the process (Rev. 27 Sept 00).
- D. While the necessary forms are completed at the orientation, the Pre-Screening Questionnaire and Personal Data Form will be reviewed by the investigator.
- E. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.
- F. Following the session, the coordinator(s) will log in the initial data in the Tracking sheet on each applicant and each stage of his or her processing will be updated as it occurs.

SOP 9: Selection Process for Crime Scene Investigator

- G. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

III. Polygraph Procedures

- A. **The polygrapher will check the Personal Data Form for accuracy and completeness and place his or her initials at the top right corner of the Personal Data Form, certifying its completeness.** Any discrepancies and/or omissions on the PDF should be clarified at this time.
- B. The applicant then swears or affirms that there are no willful omissions, falsifications, or misrepresentations of the information submitted on the PDF.
- C. The applicant then completes the Pre-Polygraph Questionnaire.
- D. He or she is then remanded to the Polygraph Examiner for the interview and testing.
- E. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 23 May 02)
- F. Investigators who have applicants that show deception on two (2) polygraph examinations will investigate the areas of deception. It will be the investigators responsibility to determine if the applicant is suitable for the position.

IV. Background Investigation Procedures

- A. The investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.

SOP 9 Selection Process for Crime Scene Investigator

- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine--to the best extent possible--if the applicant is of good moral character.

V. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
 - 1. The Applicant Summary is prepared, with a recommendation to hire or not hire, for presentation to the Unit Supervisor; all applicants will be submitted for consideration, if not automatically disqualified in accordance with this SOP.
 - 2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a DQ hearing.
 - 3. The Unit Supervisor reviews the Summary and file for completeness and forwards through the chain of command.
 - 4. The final decision for recommendations to hire, require the approval of the Division Chief.

VI. Medical Procedures

- A. The applicant will be scheduled for medical testing, consisting of a general physical examination, EKG and a drug screen for substance abuse (Applicants will be disqualified if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER) for appropriate action. The DER may require the applicant to return for a reevaluation based upon this information. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.
- B. Any further medical testing shall be at the direction of the Section Commander.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 10

SUBJECT: Process for Civilian Position (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

PURPOSE: To establish procedures for the processing, investigation, and selection of Civilian Employees.

- SCOPE:**
- I. Application Phase
 - A. The applicant must apply to the Department of Employee Relations.
 - B. It is our Policy to ensure that the Department of Employee Relations should make applicant verification by drivers license or photo identification. Applications are stamped, logged and entered into a database. Employment application forms must have all areas completed to be an acceptable document. However, no application should be rejected for detected errors, omissions, or deficiencies if they can be corrected prior to the test. The applications should be processed normally until the applicant can be contacted (Rev. 16 Mar 95).

Lt. Lazaro Alfonso
Commander
Recruitment and Selection Unit

06/17/2019
Effective Date



SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

C. Applicants are informed, in writing of all applicable elements of the Selection Process. The applicant will be informed of the expected duration of the Selection Process and the Conditions and Procedures for re-application, re-testing, and re-evaluation if not selected (Rev. 27 July 98).

D. Each person applying must:

1. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
2. Not have been discharged from the military under dishonorable conditions.
3. Be of good moral character.
4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

1. Those applicants who cannot be reached by telephone will be sent a registered letter with a mandatory response date; should that letter be returned as undeliverable, or if there is no response from the applicant by the required date, then the applicant will be disqualified.
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their non-appearance will be removed from the register as NO SHOW, above; an AVO will be placed in the file marked DISQUALIFIED and the file will be stored. No further notification shall be made.
- D. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.
- E. At the orientation session, all applicants receive an explanation of the Personnel Data Form (PDF), the steps in the process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept. 00)
- F. The Pre-Screening Questionnaire is completed prior to the orientation session, the Investigator will review it, and responses that are clearly outside current applicable hiring guidelines, will disqualify the applicant. The Unit Supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue.

SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

- G. Following the session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.
- H. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

III. Polygraph Procedures

- A. The applicant returns the completed PDF at the time of their scheduled appointment. **The Polygraph Examiner will check the PDF for accuracy and completeness and place his or her initials at the top right corner of the PDF, certifying its completeness.** Any discrepancies and/or omissions on the PDF should be clarified at this time.
- B. The applicant will complete the Pre-Polygraph Questionnaire.
- C. The applicant then swears or affirms that there are no willful omissions, falsifications, or misrepresentations of the information submitted on the PDF.
- D. He or she is then remanded to the Polygraph Examiner for the interview and testing.
- E. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 23 May 02).
- F. Those applicants who show deception on two (2) polygraph examinations, will be assigned to an investigator to investigate the areas of deception. (Rev. 20 April 04)
- G. After completing the polygraph, applicants will have their fingerprints taken and attached to their file.

SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

IV. Background Investigation Procedures

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.
- B. The investigation is conducted in accordance with procedures set forth for each job classification. All avenues of investigation will be explored if pertinent to the applicant's fitness for the position.
- C. Prior Substance Abuse:
 - 1. Applicants who have experimented with marijuana one (1) year prior from the date of application, may be considered for employment.
 - 2. Applicants who have experimented with any illegal drugs listed in F.S.S. 893 Schedule I prior to the date of their application, will not be considered for employment. Schedule I consists of, but is not limited to:
 - 1. Cocaine (all forms)
 - 2. Quaaludes
 - 3. Mescaline
 - 4. Psilocybin
 - 5. Codeine (non-medical)
 - 6. Heroin
 - 7. Morphine
 - 8. Methadone
 - 9. LSD
 - 10. PCP
 - 11. DMT
 - 12. Ecstasy
 - 13. MDA
 - 14. DHT
 - 15. Deyote

SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

Any other substance found through competent scientific research to have residual or recurring mental effects, or which produce serious psychological disorders.

3. Applicants in use of prescription drugs not prescribed to the applicant will be evaluated on a case by case bases. Factors to consider are: (Rev. 24 June 16).
 - Type of prescription drug
 - Reason for use
 - Duration of use
 - How the prescription was obtained
 - Prior history of use
4. Applicants who, regardless of amount of usage of a substance or the time lapse since that use, indicate an attitude or frame of mind favorably disposed to illegal substance abuse shall be disqualified, if such attitude is deemed likely to impair the applicant's ability to later objectively enforce all applicable laws. Not only is the applicant's use taken into consideration, but also the illegal activities of associates, when the applicant chooses to remain in the proximity to such activities, or even assists--actively or passively--in their commission.
5. Any applicant who has dealt in, delivered, sold, transferred, carried or stored for another to prevent detection, or bought for another, or who has assisted another in any of the aforementioned activities concerning any of the substances enumerated above or any other controlled substance, with the exception of alcoholic beverages, shall be precluded from qualification through this Unit.
6. Notwithstanding any of the foregoing, any applicant may be deemed suitable for employment and cleared for hire through the exercise of prudent discretion by the Chief of Police, should it be determined that such exercise of discretion serves the best interest of the Miami Police Department and/or the City of Miami.

SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

- C. The goal of this investigation is to determine--to the best extent possible--if the applicant is of good moral character.

V. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:

1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; all applicants will be submitted for consideration, if not automatically disqualified in accordance with this SOP.
2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing.
3. The Unit Supervisor reviews the Summary and file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
4. The Unit Commander reviews the file and forwards it--with a recommendation to approve or disapprove--to the Section Commander for a final decision. Recommendations to hire require approval by the Division Chief.
5. The applicant will have their fingerprints taken again and attached to their file. Applicant fingerprints may be used during any internal investigation.

VI. Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These

tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to

SOP 10: Process for Civilian Position within the Miami Police Department. Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and Emergency Dispatch).

- B. certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.
- C. Any further medical testing shall be by the direction of the Section Commander.

VII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 11

SUBJECT: Background Investigations on Transferred, Promoted or Service Personnel within the Miami Police Department

PURPOSE: To establish guidelines for conducting background investigations on civilian applicants for employment with the Miami Police Department.

- SCOPE:**
- I. Individuals Covered by these Procedures
 - A. New civilian applicants for employment within the Miami Police Department.
 - B. Employees who are transferring or being promoted and will be working within the Miami Police Department.
 - C. Exceptions to this order shall be service personnel who are present in the building for a short time (such as repairmen, etc.).

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 11: Background Investigations on Transferred, Promoted or Service Personnel within the Miami Police Department

II. Procedures

- A. The background investigation will be the same as a sworn applicant's, except that the following shall not be conducted:
1. Psychological Examinations (only Emergency Dispatchers)
 2. Neighborhood Checks
 3. Driver License Checks
 4. Physical Agility Tests
 5. FBAT/CJBAT Results
- B. Current City employees transferred to or promoted within the Police Department to a non-sworn position will only be required to undergo a toxicology screen, unless required due to the physical demands of the position or it involves public safety. Under such circumstances, the employee will be required to undergo both a toxicology screen and a physical examination.
- C. Certain documents will not be required, such as:
1. Proof of liability insurance
 2. Naturalization certificate numbers
 3. Valid Florida driver license (unless the position requires the operation of a City of Miami vehicle).
- D. In the case of contractual service personnel, such as janitorial staff or cafeteria workers, the scope of the investigation shall be limited, unless otherwise directed; the parameters established for background investigations under Resolution 78-110, as amended and extended.

- E. Whenever an area of possible concern is disclosed by the background investigation, the Chief of Police or designee will be advised as soon as possible.
- F. Exceptions to this SOP will be made at the discretion of the Chief of Police.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 12
- SUBJECT:** Selection of Police Chaplains
- PURPOSE:** To establish criteria and procedures for the selection of Police Chaplains.
- SCOPE:**
- I. Structure and Purpose
 - A. Miami Police Chaplains form a group of multid denominational ordained clergy who provide the individual members of the Department with counseling, consolation, and other forms of spiritual crisis intervention.
 - B. They are characterized by:
 1. Voluntary participation in the program.
 2. Full ordination by the participants' religious order.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 12: Selection of Police Chaplains

C. Special Exceptions to processing include:

1. EKG's are not required.

D. All procedures and criteria normally followed for other classifications will be adhered to; the sensitivity of this position, training and ordination credentials will be verified and great attention will be directed to the applicant's moral character.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 13

SUBJECT: Background Investigations on ALL Prospective or Current City of Miami employees of other departments.

PURPOSE: To establish guidelines for conducting a background investigation on prospective and current City of Miami employees of other departments, inclusive of Director and Assistant Directors, as required by City Resolution 78-110.

SCOPE:

- I. Limits
 - A. The background investigation process is coordinated by the Department of Employee Relations in accordance with agreement between the Director of Employee Relations and the Chief of Police.
 - B. The scope of the investigation is limited, due to provisions of applicable state and federal law.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 13: Background Investigation on ALL prospective or Current City of Miami Employees of other Departments:

I. Procedures

- A. Subjects of Investigation will complete a City of Miami “Request for Background Investigation” form, which will be forwarded to the Recruitment and Selection Unit from the Department of Employee Relations.
- B. The document will also be accompanied by a resume, if applicable, which contains information necessary to complete the background investigation.
- C. Once completed, the investigation is summarized on the standard form and forwarded through channels, to the Department of Employee Relations for final disposition. Any negative or questionable information that is developed will be relayed at the earliest opportunity to the responsible staff at the Department of Employee Relations. The date and person notified will be included on the summary.
- D. The completed file and record of each candidate’s background investigation will be maintained in the Recruitment and Selection Unit.
- E. Whenever a background investigation requires longer than three (3) weeks to complete, the Department of Employee Relations is to be notified of the delay and a projected completion date.

II. Investigative Areas

- A. Record Checks
 - 1. Miami-Dade Police Department Criminal Record Check
- B. For Directors and Assistant Directors or other applicants as directed by the Department of Employee Relations, these additional areas will be investigated:
 - 1. Past Employments (previous 5 years)
 - 2. Educational credentials (verification of degree claimed)
 - 3. Credit History

4. Follow-up, to explore leads developed of an extraordinary nature, which may produce relevant information needed about the subject.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 14

SUBJECT: Background Investigations on Summer Workers and College Interns

PURPOSE: To establish guidelines for conducting background investigations on Summer Workers and College Interns.

SCOPE: I. Policy

A. It is the policy of Miami Police Department to complete criminal checks on all individuals who will have access within the police compound.

II. Procedures

A. All criminal checks that are normally conducted on civilian candidates shall be conducted on summer workers and college interns.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 15
- SUBJECT:** Selection of Current or Former Police Officers from Other Agencies (Certified).
- PURPOSE:** To provide guidelines for the selection of sworn applicants to the Police Department who are Certified Police Officers in the State of Florida, so that all officers on the department will have approximately equal amounts and quality of training.
- SCOPE:**
- I. Policy
 - A. It is the policy of the Miami Police Department that all officers will have equal amounts and quality of training as possible, upon reporting for their initial patrol assignment.
 - II. Preliminary Procedures
 - A. Any Certified Police Officer (lateral) or applicant that possesses few number of hours and/or subject matter that is afforded City of Miami Police trainees, shall be required to demonstrate equivalency through a combination of hours in the areas of training, and/or prior experience.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 15: Selection of Current or Former Police Officers from Other Agencies (Certificate)

- B. Applicants shall provide to the Recruitment and Selection Unit a copy of their Certificates of Compliance from the Florida Department of Law Enforcement, Division of Standards and Training.
- C. All applicants shall provide a copy of the Officer Certification Examination, pursuant to Florida Statute 943.17.

III. Processing Procedures

- A. The investigator will also make copies of the applicants Background file, Personnel file and Internal Affairs file; from each agency(ies) they have worked or applied.
- B. Candidates who are recommended for hire will follow the same final review phase as police officer applicants.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 16

SUBJECT: Pre-Employment Prior Substance Abuse Screening for Sworn, Public Service Aide, Crime Scene Investigation, Property Specialist, and Emergency Dispatch applicants.

PURPOSE: To establish criteria for the selection or disqualification for employment of all applicants for the above listed positions within the City of Miami Police Department, based upon disclosed past or present substance abuse.

SCOPE:

- I. Policy Statement
 - A. Those applicants who through their past or present behavior, evince prior or current substance abuse in violation of this order shall be deemed unfit for any of the above positions within the City of Miami Police Department and shall not be qualified through this Unit.

Lt. Lazaro Alfonso
Commander
Recruitment and Selection Unit

01/10/2019
Effective Date



SOP 16: **Pre-Employment Screening of applicants for employment within the Miami Police Department for Prior Substance Abuse. (CALEA 31.4.1)**

II. Procedures

- A. Applicants who have experimented with marijuana three (3) years prior from the date of application, may be considered for employment. (excluding Emergency Dispatchers two (2) years prior from the date of application for marijuana usage may be considered for employment). (Rev.10 January 19).
- B. If an applicant's prior illegal substance abuse was concurrent with the applicant's employment with any law enforcement agency (including military police), a related field, or any position requiring extreme sobriety, responsibility, or attention to duty, the applicant shall be deemed unfit for employment in the Miami Police Department.
- C. Applicants who have experimented with anabolic steroids two (2) years prior to the date of application may be considered for employment.
- D. Applicants who have experimented with any illegal drugs listed in F.S.S. 893 Schedule I prior to the date of their application, will not be considered for employment. Schedule I consists of, but is not limited to:
 - 1. Cocaine (all forms)
 - 2. Quaaludes
 - 3. Mescaline
 - 4. Psilocybin
 - 5. Codeine (non-medical)
 - 6. Heroin
 - 7. Morphine
 - 8. Methadone
 - 9. LSD
 - 10. PCP

11. DMT
12. Ecstasy
13. MDA
14. DHT
15. Deyote

Any other substance found through competent scientific research to have residual or recurring mental effects, or which produce serious psychological disorders.

SOP 16: **Pre-Employment Screening of applicants for employment within the Miami Police Department for Prior Substance Abuse.**

E. Applicants in use of prescription drugs not prescribed to the applicant will be evaluated on a case by case bases. Factors to consider are: (Rev. 24 June 16).

- Type of prescription drug
- Reason for use
- Duration of use
- How the prescription was obtained
- Prior history of use

F. Applicants who, regardless of amount of usage of a substance or the time lapse since that use, indicate an attitude or frame of mind favorably disposed to illegal substance abuse shall be disqualified, if such attitude is deemed likely to impair the applicant's ability to later objectively enforce all applicable laws. **Not only is the applicant's use taken into consideration, but also the illegal activities of associates, when the applicant chooses to remain in the proximity to such activities, or even assists--actively or passively--in their commission.**

III Trafficking

A. Any applicant who has dealt in, delivered, sold, transferred, carried or stored for another to prevent detection, or bought for another, or who has assisted another in any of the aforementioned activities concerning any of the substances enumerated above or any other controlled substance, with the exception of alcoholic beverages, shall be precluded from qualification through this Unit.

IV. Special Reservation of Discretion

- A. Notwithstanding any of the foregoing, any applicant may be deemed suitable for employment and cleared for hire through the exercise of prudent discretion by the Chief of Police, should it be determined that such exercise of discretion serves the best interest of the Miami Police Department and/or the City of Miami.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 17

SUBJECT: Pre-Employment Psychological Testing of Applicants.

PURPOSE: To establish guidelines for scheduling, processing, interpretation of results, and the impact upon hiring of applicants referred for psychological testing.

- SCOPE:
- I. General Criteria
 - A. All applicants for the positions of Police Officer and Emergency Dispatcher, as well as upgrading candidates for these positions will undergo a battery of testing administered by the police department's contracted psychological services agency. (Rev. 15 Mar 95).
 - B. The testing agency will issue a final report of findings, rating each applicant as **SUITABLE** or **UNSUITABLE**. (Rev. 18 Oct 94).

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 17: Pre-Employment Psychological Testing of ApplicantsII. Processing Criteria

- A. Applicants who receive an **UNSUITABLE** rating must wait one (1) year from the original test date before being allowed to take a second psychological examination, regardless of any **SUITABLE** rating received as part of the pre-employment process for any other law enforcement agency. The psychological examination results are **only valid for one (1) year** from date administered. If necessary, the applicant will be given another psychological examination if the abovementioned one (1) year time period has lapsed and if the applicant received a **SUITABLE** rating on the first psychological examination. Any applicant who receives an **UNSUITABLE** rating shall be disqualified and must reapply for the position sought during a subsequent recruitment drive.
- B. A copy of the final report will be submitted to the Recruitment and Selection Unit, and will become part of the background file.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 18

SUBJECT: Pre-Employment Traffic History Screening For Sworn, Public Service Aide and Crime Scene Investigators Applicants.

PURPOSE: To establish criteria for the selection of Police Officers or Public Service Aides based on the applicant's driving history.

SCOPE: I. Policy Statement:

- A. As driving habits tend to reflect a person's maturity, responsibility, and safety consciousness, the record of traffic convictions as maintained by the local and State Law Enforcement information systems will be considered as a salient feature of the background investigation for these applicants and for any applicant whose duties require the operation of a City vehicle. Any applicant whose driving record indicates a potential liability problem for the City of Miami will be disqualified.

Lt. Fabria Ellington
Commander
Recruitment & Selection Unit

8/30/16
Effective Date



SOP 18: Pre-Employment Traffic History Screening for Sworn and Public Service Aide Applicants

B. In order to ensure an accurate account of an applicant's driving history, investigators shall conduct traffic history checks on applicants through DHSMV records, Miami-Dade, Broward, Palm Beach, and Monroe County Clerk of the Courts record. Investigators shall also conduct inquiries into out-of-town applicants' traffic history in their home jurisdictions. Nothing in this order shall prohibit an investigator from conducting a traffic history check outside the scope of what is mentioned above.

II. Criteria

- A. The totality of the applicant's traffic history will be taken into consideration and will be evaluated for compelling mitigating circumstances on a case by case basis for the following offenses: (Rev. 24 June 16).
1. Any driver license suspension for points, the ending date of which is within five (5) years prior to the date of application for employment with the police department.
 2. Convictions, regardless of whether adjudication was withheld, for any three (3) or more moving violations occurring at any time during the three (3) years prior to the date of application.
 3. Three or more driver license suspensions occurring at any time during the three (3) years prior to the date of application.
 4. Convictions for any moving violations which resulted in two (2) or more accidents, within five (5) years prior to the date of application.
 5. Any license suspension for Financial Responsibility arising from an "at-fault" accident for which there has been no release from the injured party, which occurred since the age of 18, and/or within five (5) years prior to the date of application.
 6. Any driver license suspension arising from the refusal to submit to chemical and/or sobriety test as required by law.
 7. Any criminal traffic violations. (Rev. 24 June 16).

SOP 18: **Pre-Employment Traffic History Screening for Sworn and Public Service Aide Applicants**

8. Any convictions equal to or surpassing the disqualifiers, which are enumerated in Section II (A), numbers 1 through 7, and which occurred between the date of application and prior to the final approval of the applicant for employment. (Rev. 24 June 16).

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 19

SUBJECT: Disclosure of Prior Arrests.

PURPOSE: To provide the mechanism by which applicants are clearly informed that all prior arrests must be revealed in pre-employment documents.

SCOPE: I. Policy

- A. For appropriate hiring decisions to be made, the department requires an applicant to disclose and acknowledge all prior arrest (even if those records have been expunged or sealed), by provision of Florida Statute 943.0585.
- B. All applicants will be advised of this at the commencement of the screening processing by the Recruitment and Selection Unit, and will be required to complete an affidavit that affirms that they have been advised and clearly understand this requirement.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/10
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 20

SUBJECT: Employment of Relatives

PURPOSE: To provide guidelines and affirm the policy concerning the employment of relatives within an agency of the City of Miami

SCOPE: Statutory Limitations

- A. Florida Statute 112.3135(2)(a) restricts the employment or promotion of relatives within any municipal agency.
- B. It is specifically unlawful for a person serving within an agency or exercising jurisdiction or control over that agency to employ or appoint, or advocate the employment or appointment of any relative of the public official to a position within the agency.
- C. Any Unit member who receives such advocacy of an applicant from a relative already employed by the Department or City of Miami shall record the incident and particulars on an AVO for inclusion in the background file of the applicant, and notify the Unit Commander and/or Supervisor as soon as possible.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 20: **Employment of Relatives**

- D. Any Police Department member whose relative, as defined by the statute, applies for employment with any City department shall recuse himself from the relative's pre-employment screening, background investigation, and recommendation for hire phases.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 21

SUBJECT: Pre-employment Medical Screening of All Applicants for Evidence of Recent Substance Abuse.

PURPOSE: To establish guidelines for the utilization of medical results as evidence of the presence of controlled substances in any applicant at the time of testing.

SCOPE: I. Policy Statement

- A. It is the goal of the Miami Police Department to provide and maintain a drug-free work place for all of its employees, for their protection and for the protection of the community, it serves.

Lt. Fabria Ellington
Commander
Recruitment and Selection

1/4/10
Effective Date



SOP 21 **Pre-employment Medical Screening of All Applicants for Evidence of Recent Substance Abuse**

- B. Any reasonable measures designed to disclose drug abuse among applicants and prevent them from joining the work force of the City of Miami Police Department will be utilized; medical screening by urinalysis is one such method.
- C. All applicants for employment in the Miami Police Department shall have urinalysis performed on them to determine the presence of selected controlled substances; this test is part of the normal physical examination process for all applicants.

II. Procedures

- A. An applicant is directed by the Coordinator(s) or deisgnee to report to the Department of Employee Relations for their initial medical processing.
- B. The results are forwarded to the Department of Employee Relations for inclusion in the applicant's medical records.
- C. A copy is also forwarded to the Commander of the Recruitment and Selection Unit for review and evaluation by the chain of command of the Personnel Resource Management Section.
- D. Positive results for any controlled substance will be grounds for immediate disqualification without further processing.
- E. An applicant who fails to attend their scheduled urinalysis appointment will be disqualified, if they have not received prior approval by the Commander of the Recruitment and Selection Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP

22

SUBJECT:

Physical Agility Examination Requirements.

PURPOSE:

To establish the structure, description and rationale of the Physical Agility examination, as well as its applicability to certain classifications.

SCOPE:

I. Applicability

- A. All applicants for the position of Police Officer must pass the Physical Agility requirements. The test requirements are the same for all sworn candidates. Sworn applicants are required to complete tasks 1-7. Public Service Aide applicants are required to complete tasks 1, 5, and 7.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

06/24/2010

Effective Date



SOP 22: Physical Agility Examination Requirements

- B. All applicants will be given three (3) attempts to receive a passing score on the physical agility examination. They will be scheduled in the following sequence: (Rev 15 April 04)
1. 1st attempt will be one (1) weeks after orientation.
 2. 2nd attempt will be one (1) week after their first attempt.
 3. Final attempt will be one (1) week after their second attempt.
- C. Each date that the applicant fails to attend the physical agility test for whatever reason will count as one (1) failed attempt.
- D. Candidates' physical agility examination results are valid for one (1) year, from date of examination. (Rev. 24 June 16).

II. General Criteria

- A. Applicants will have to attempt and pass each event to pass the physical agility examination requirement. (Rev 15 April04)
- B. Applicants will be afforded a total of three opportunities to pass the test.
- C. Applicants who are being retested will have to retake the complete physical agility examination (Rev 15 April04).
- D. Recruitment and Selection Unit personnel will demonstrate each exercise before the applicants attempt to perform the task.

III. Rationale:

The Physical Agility Examination was developed to assess physical attributes reflecting skills and abilities which are common job tasks required for the performance of law enforcement work.

SOP 22: **Physical Agility Examination Requirements**

IV. Exercises Performed for Eligibility:

Order of events will be at the discretion of the Section Commander:

- 1 ½ Mile Run
- Push Ups
- Sit Up
- 300 Meter Run

See Appendix 2

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 23

SUBJECT: Oral Interview Procedures

PURPOSE: To establish procedures for the Oral Interview process for all classifications.

SCOPE: I. Structure of Panel and Procedures

A. After final review of a file an applicant may be requested to attend an oral interview. This is not required for all applicants. The oral interview is only required if there are discrepancies, concerns, and/or areas that need clarification .

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 24

SUBJECT: Polygraph Procedures and Operations.

PURPOSE: To outline the policies, procedures, and methods used in the administration of polygraph examinations in conjunction with investigations conducted by elements of the Miami Police Department.

SCOPE: I. Definitions

- A. **Polygraph:** The polygraph is an instrument that records certain physiological changes in a person undergoing questioning in an effort to obtain truth or deception. A polygraph simultaneously records a minimum of respiratory activity, galvanic skin resistance or conductivity and cardiovascular activity.

Lt. Lazaro Alfonso
Commander
Recruitment and Selection Unit

02/05/2019
Effective Date



SOP 24: **Polygraph Procedures and Operations**

- B. Any person qualified by graduation from a school of polygraph accredited by the American Polygraph Association and the Florida Polygraph Association. **(CALEA 31.5.4, 42.2.5)**
1. Membership in the American and/or Florida Polygraph Association shall be required of all persons performing polygraph examinations for the Unit.
 2. When budgetary and manpower needs allow, continuing education and specialized training for polygraph examiners will be accommodated.
 3. All polygraph examinations will follow American Polygraph Association code of ethics and standards of practice.

II. **Functions**

- A. To assist in the screening process of job applicants for any position within the Miami Police Department, as determined by the Chief of Police or designee.
- B. To assist with criminal or administrative investigations conducted by any division of the Miami Police Department. **(CALEA 42.2.5)**
- C. When available, to assist with criminal investigations conducted by any outside law enforcement agency. **(CALEA 42.2.5)**

III. **Personnel Authorized to Administer Polygraph Examinations**

- A. Only those individuals who are qualified Polygraph Examiners shall be authorized to administer polygraph examinations for the City of Miami Police Department. **(CALEA 31.5.4)**
- B. Authorization to administer an examination must be obtained, through channels, from the Commander of the Recruitment and Selection Unit.
- C. Authorized Vendor.

SOP 24: **Polygraph Procedures and Operations**

IV. Polygraph Hours of Operation

- A. Normal hours of operation are from 0700-1700 hours, Monday through Friday.
- B. Under emergency conditions polygraphs may be conducted any day at a reasonable hour, with the approval of the Unit Commander.

V. Polygraph Examination Sites

- A. Under normal conditions, all polygraph examinations will be administered in Polygraph Room, of the Miami Police Department.
- B. Should a need arise to administer an examination when the Polygraph rooms are already occupied, the examiner should use a room that most closely conforms to standards recommended by American Polygraph Association.
- C. Testing facilities shall support recording equipment audio and audiovisual.

VI. Types of Examinations Utilized

- A. **Directed Lie Screening Test (DLST)** – used by examiners administering initial pre-employment retests involving multiple relevant issues; this type of test may be utilized under extraordinary circumstances in a criminal test involving a single relevant issue when the tests that are normally utilized are not indicated.
- B. Every qualified examiner will utilize only polygraph techniques that are validated and recognized by the American Polygraph Association on all occasions, without exception.

VII. Test Requirements

- A. If any of the following conditions that are discovered prior to/or during the examination will preclude the applicant from further testing until the condition(s) are corrected.
 - 1. Fatigue, pain and stress brought on by a recent personal emotional or physical trauma.
 - 2. The polygraph examiner shall make such inquiries as to subject's health, medical history and/or use of medications as necessary to determine their ability to take the examination. Polygraph examinations shall not be conducted on any person whom the examiner reasonably believes to be

SOP 24: **Polygraph Procedures and Operations**

physically or emotionally unsuitable for testing. This may include but is not limited to persons with heart conditions, and individuals taking certain types of medication that may interfere with test results. When in doubt, the examiner may seek guidance from medical or psychological professionals as authorized by MPD and/or request the examinee to obtain a medical certificate from an appropriate health care provider. It is **not** recommended to polygraph women who are pregnant due to movement of the baby and stress involved during the polygraph testing. However, if it is necessary to polygraph, women who are pregnant **may be tested only during their first trimester** (first three months) **and only with written permission of their OB-GYN Medical Doctor.**

3. An examiner shall not conduct a polygraph examination upon an examinee if it is felt for any reason that an unbiased examination cannot be given.
4. Where appropriate, the examiner shall read **Miranda rights** to the examinee and explain the voluntary nature of the test. Where required, the examiner shall obtain a signed consent prior to administering the examination as well as a signed waiver of **Miranda rights**.
5. An examination shall cease immediately if requested by the examinee and will be rescheduled if applicable.
6. Prior to the test, the examiner shall explain the polygraph procedures to the examinee and prepare them for the examination.
7. The examiner shall be responsible for preparing all questions used in the examination. Prior to the examination, each test question shall be reviewed with the person being tested. **(CALEA 31.5.3)**
8. The examiner shall independently interpret the chart tracings and render an opinion on findings that include, but is not limited to, one of the following conclusions:

Criminal:

No Deception Indicated
Deception Indicated
Inconclusive

or

Pre-employment:

No Significant Reaction
Significant Reaction
Inconclusive

Examinee's who receive two (2) Inconclusive test results will be disqualified.

If an examinee receives two (2) Significant Reactions or an Inconclusive and a Significant Reaction the investigator will meet with the examinee and have him/her submit a redline memorandum.

SOP 24: **Polygraph Procedures and Operations**

9. The polygraph examiner shall determine if a second polygraph examination is necessary and appropriate.
10. **Polygraph Countermeasures:** Any intentional attempt, method or action taken by an examinee during the polygraph examination to distort or influence the results of the polygraph examination. Once the examiner determines that an examinee is attempting or using countermeasure techniques, the polygraph examiner will give them a warning to stop their actions. Prior to the applicant continuing the examination they will be warned not to use any type of countermeasure techniques. If during the examination, it is discovered that a countermeasure technique is being used the applicant will be disqualified.
 - B. Anyone who does not voluntarily submit to the test and who refuses to properly execute the waiver will not be tested (pre-employment examinees will be disqualified).
 - C. Minors will not be tested without the consent of a parent, legal guardian, or Circuit Court Judge having jurisdiction has named a special permission request.

VIII. **Polygraph Reports**

A. Pre-Employment Examination

1. A handwritten report will be prepared by each examiner as to the results of all pre-employment examinations, to include:
 - a. name of the examinee
 - b. file number of the examination
 - c. date of the examination
 - d. significant pre-test admission
 - e. post test chart interpretation
 - f. significant post-test admission
2. A copy of the handwritten report will be submitted to a Supervisor in the Recruitment and Selection Unit (pre-employment) for review and evaluation.

SOP 24: Polygraph Procedures and Operations**B. Specific Examinations**

1. A typed report will be prepared by each examiner as to the results of any specific examination associated with a criminal or internal (administrative) investigation, to include:
 - a. name of the examinee
 - b. file number of the examination
 - c. date of the examination
 - d. pre-test Interview results
 - e. test technique utilized
 - f. explanation of the operation of the instrument to the examinee
 - g. post-test chart interpretation
 - h. post-test admissions or confessions
 - i. verification of admissions or confessions
 - j. The polygraph examiner's opinion as to whether there is deception indicated, no deception indicated, or the test is inconclusive, and the reasons for the conclusion.
1. This prepared report will be attached to the subject's Consent Form, Miranda Rights Form, and the polygrams.
2. The polygraph examiner will keep the original report, and a copy will be forwarded to the investigator who requested the examination.

IX. Polygraph Log Sheet Requirements

- A. A daily log sheet will be prepared and maintained in a central log book, reflecting the following information:
 1. name of the examinee
 2. type of examination (pre-employment, re-test, or criminal/specific)

SOP 24: Polygraph Procedures and Operations

3. name of the examiner
 4. file number of the examination
 5. results (abbreviated)
- B. All examiners conducting examinations must enter the above data upon completion of every test.

X. Polygraph Maintenance

1. The computerized polygraph instruments will be calibrated and maintained according to the manufacturer's specifications.

XI. Standards and Principles of Practice

- A. This order comprises the minimum standard of conduct for all polygraph examiners authorized to conduct polygraph examinations for the City of Miami Police Department.
- B. All polygraph examinations must be conducted in a professional and ethical manner and must be objective and unbiased.
- C. In order to foster a clear image to all of professional testing, all examiners must abide by the following:
1. An examiner shall recognize the fact that their primary responsibility must be to the person who has volunteered to submit to a polygraph examination, regardless of the circumstances, which created the need for the examination.

Recognizing that a polygraph examination cannot be conducted on a person against their will, no examiner will attempt to conduct an examination if there is a reason to believe that the examinee has been subject to undue stress, coercion or intensive interrogation.

2. No examiner shall conduct an examination on any person unless an instrument is used which makes a permanent, simultaneous recording on a moving standardized chart of at least three (3) physiological phenomena: a pneumograph, cardiophysymograph, and galvanic skin

SOP 24: Polygraph Procedures and Operations

- response; this shall not preclude the recording of additional physiological phenomena on the same chart.
3. No examiner shall conduct an examination utilizing an instrument where the manufacturer has not supplied information on self-calibration, or sensitivity standards for that instrument.
 4. No examiner shall record any psychological phenomenon with an instrument or any part of an instrument without the examinee first being made fully aware that their psychological and/or psychological phenomenons are being recorded.
 5. Before proceeding with any examination, the examiner must obtain the subject's written permission to proceed, and this must be made a part of the examinee's permanent test records file; if the examinee is a minor, then the parent or legal guardian must grant the permission.
 6. The examiner shall not interrogate nor conduct an examination of the examinee on their sexual behavior, nor ask any questions that can be construed as being sexually oriented, unless the topic is a specific issue or unless it is a part of the basic matter pertinent to the examination.
 7. The examiner shall not conduct an examination upon a person they believe through observation or other credible evidence, to be physically or psychologically unfit for the examination at the time; in case of doubt as to the propriety of administering a test in any given situation, an examiner shall seek expert guidance from a competent medical or psychological authority prior to conducting the examination.
 8. All pertinent questions to be asked during the polygraph examination will be reviewed with the examinee prior to the instrumentation sequence.
 9. The practice of sex offender testing is a specialized sub-discipline in polygraphy, unique in its application. Examinees are required to satisfy the provisions set forth in the standards of practice with a minimum of 40 hours of specialized instruction in practice of sexual offender testing.
 10. All polygraph, question/answer sheets, written reports, waiver forms, opinion(s) of the examiner, and all other pertinent paperwork related to every examination shall be kept on file in a safe place for minimum of two (2) years from the date of the examination.

SOP 24: Polygraph Procedures and Operations

11. No examiner shall terminate a polygraph examination without first affording the examinee a reasonable opportunity to explain and eliminate concern to any physiological responses recorded in relation to any relevant question which is evident on the charts. Furthermore, no examiner shall accept the explanation of the examinee for a chart response without confirmation.
12. No examiner shall, unless professionally qualified to do so, include in any written report any definitive analysis purporting to be a medical, legal, or psychiatric opinion, or which could infringe upon areas on cognizance of professionals in those areas. This shall not preclude the examiner from describing the appearance and/or physical behavior of the examinee, if this is pertinent to the examination.
13. No examiner shall, knowingly, issue a polygraph examination report, which is misleading, biased, or falsified in any way. Each polygraph report shall be a factual, impartial, and objective account of information developed during the examination and the examiner's professional conclusion is based on analysis of the polygraph data.
14. No examiner shall conduct an examination where they have reason to believe that the purpose of the examination is intended to circumvent or defy the law in any way.
15. An examiner shall not offer testimony concerning the charts or conclusions presented by another examiner, unless they are thoroughly familiar with the techniques and procedures used by the other examiner; but this shall not prohibit an examiner from testifying concerning their independent examination of the same examinee.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 25

SUBJECT: F.D.L.E. Certification Requirements

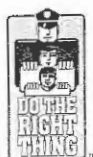
PURPOSE: To establish guidelines for the proper completion and submissions of registration documents and related affidavits pertaining to the certification of Sworn Officers under Florida Statute, Chapter 943.13 FS, to the Florida Department of Law Enforcement, Division of Standards and Training.

SCOPE: I. Statutory Requirements

- A. Florida Statute, Chapter 943.13 FS, requires that all Sworn Officers in the State of Florida must fulfill certain minimum requirements.
- B. Section 943.133, FS, requires employing agencies to be responsible for the collection, verification, and maintenance of documentation that establishes an applicant's compliance, with minimum employment and training requirements. Upon change in employment, a new set of documentation for the officer shall be collected, verified and maintained by the law enforcement agency.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 25: F.D.L.E Certification Procedures

- C. Agencies entering information via ATMS are required to maintain on file all documentation relating to an officer. When a record has been entered or updated, an ATMS—generated form shall be printed and signed by the agency administrator, and notarized if required. **CJSTC forms shall not be submitted to the Officer Records Section if they have been entered into ATMS.**

II. Minimum Requirements for Employment

- A. The minimum requirements for certification as a sworn law enforcement officer are outlined in Florida Statute 943.13 and Rule 11B-27.0011 of the Florida Administrative Code.

III. Registration of Employment

- A. To employ a sworn full-time, part-time, or auxiliary officer, a Registration of Employment and Affidavit of Compliance form
- B. CJSTC-60 (See Index of Forms) shall be completed and submitted by the employing agency via ATMS, or a hardcopy submitted to the Officer Records Section prior to conjunction with the Application for Officer Certification form CJSTC-59 (See Index of Forms).

IV. Change of Employment Status

- A. The CJSTC-60 form shall be submitted or electronically transmitted to the Officer Records Sections to reflect any new employment status. If a break-in-service does not occur, the Background Investigation, drug screen, physical, or fingerprints are not required. Example: Jane Smith is changing her employment status from full-time law enforcement officer to part-time law enforcement effective January 1, 1997. The employment date on the CJSTC-60 for the new employment status of part-time is January 1, 1997.

V. Special Elected and Appointed Status

- A. Legislation was passed in 1998 to allow elected or appointed officials to maintain their law enforcement, correctional, or correctional probation certificates through association with a criminal justice agency to fulfill the continuing education requirement provided in Section 943.135(4)(a)-(e), FS. To comply with the law, the individual shall hold an active law enforcement, correctional, or correctional probation certificate issued by the Commission, and shall have resigned as an officer to serve in an elected or appointed capacity.

SOP 25: F.D.L.E Certification Procedures

- B. If an individual has a previous break in sworn employment from another agency, the agency submitting training for this person shall submit a CJSTC-60 form to reflect the “special elected or appointed” status.
- C. An agency employing individuals with “Special Elected or Appointed” status shall report the continuing education and training by electronically transmitting the information on a completed Mandatory Retraining Report form CJSTC-74 (See Index of Forms) on line via the ATMS or submitting a copy of the form to the Officer Records Section. The agency shall also maintain documentation indicating the elected or appointed office the individual is holding and the anticipated term of office. Any extension of the re-election or reappointment term shall be documented by the agency and maintained on file.

VI. Background Investigation

- A. The employing agency shall submit, or electronically transmit to the Officer Records Section, a CJSTC-77 form for each officer employed or appointed to document the findings of the background investigation. The original of each form shall be signed by the administrator of the employing agency or designee, and maintained in the officer’s file at the employing agency.
- B. The employing agency shall at minimum, use the following background investigation procedures:
 - 1. Neighborhood checks by attempting, where practical, to have a contact interview with at least three (3) neighbors of the applicant within the previous three (3) years. The content of the interview shall be the same regardless of the means of the neighborhood check. The interview shall be attempted in the following order of preference: in person, by telephone, or by mail.
 - 2. Previous employment data obtained from prior employers.
 - 3. Local law enforcement records, Florida Criminal Information Center Records, National Criminal Information Center records and military records.
 - 4. Questioning of the applicant regarding any history of prior unlawful conduct.
 - 5. Questioning of the applicant regarding any unlawful drug use pursuant to Rule 11B-27.0011(2), F.A.C.

SOP 25: F.D.L.E Certification ProceduresVII. Name Change

- A. An applicant shall be questioned about their legal name or alias. If the applicant has had a name change or alias, the applicant shall disclose the previous name(s), and shall be disclosed as AKA's or names used on fingerprint cards. Name changes can be verified by various legal documents (i.e., marriage license, official name change, divorce, etc.) To document name change for certified officers, use the Name Change form CJSTC-79 (See Index Of Forms). The CJSTC-79 form shall be submitted each time an individual's name changes. Agencies on line with ATMS cannot modify name change information. A hard copy of the CJSTC-79 form shall be submitted to the Officer's Records Section, and a copy of the name change document shall be maintained in the officer's file at the employing agency.

VIII. Basic Recruit Training Program

- A. A copy of the Basic Recruit Training Certificate or Officer Certification Examination Qualification Course certificate issued by the training school, and, if applicable.
- B. A copy of the Equivalency-of-Training Out-of-State and Federal Officers form CJSTC-76 (See Index of Forms)
- C. A copy of the State Officer Certification Examination scores.

IX: Certification:

- A. The officer certification process is a method used by employing agencies to notify the Commission of an officer who has been employed or appointed, meets the requirements of Florida law, and is applying for officer certification.

X: Application for Officer Certification:

- A. Section 943.133(4), FS, authorizes the Commission to examine documentation maintained by an employing agency to ensure compliance with employment requirements. A Field Specialist shall audit the employing agency officer files for compliance, within 30 days of receipt of the CJSTC-59 form.
- B. If electronically transmitting the information on a completed CJSTC-59 form via ATMS, the employing agency shall also maintain a copy of the form on file. If submitting a copy of a completed CJSTC-59 form to the Officer Records Section, the employing agency shall maintain the original from on file.

SOP 25: F.D.L.E Certification Procedures**XI. Documentation and Records Inspection**

- A. Section 943.133(4), FS, authorizes the Commission to examine documentation maintained by an employing agency to ensure compliance with employment requirements. A Field Specialist shall audit the employing agency officer files for compliance, within 30 days of receipt of the CJSTC-59 form.
- B. To expedite the documentation and record the inspection performed by the Field Specialist, the completed CJSTC-59 form, including ALL additional documentation, shall be attached to the CJSTC-59 form and maintained on file at the employing agency.

XII. Favorable and Unfavorable Inspections

- A. Favorable Inspection: When a Field Specialist issues a favorable inspection, the Officer Records Section shall be notified by the Field Specialist of the date of the Favorable Compliance Audit. The Officer Records Section shall then generate the officer's certificate and forward it to the employing agency.
- B. Unfavorable Inspection: Noted Deficiency(s): Effective April 1, 1999, when a Field Specialist issues an unfavorable inspection, an Application for Officer Certification Deficiency Notification from CJSTC-259 (See Index of Forms) shall be completed noting any deficiency(s).

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 26

SUBJECT: Release of Information Concerning Recruitment and Selection Unit Functions and/or Files.

PURPOSE: To establish policies and procedures governing the release of information contained in background files, information concerning the status of files currently under investigation, and information concerning processing of applicants.

SCOPE: I. Policy

- A. All information obtained concerning any applicant or current employee of the Miami Police Department is to be treated with utmost confidentiality and is to be released to any individual or agency except under very specific circumstances, or as prescribed by law.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

Effective Date



SOP 26: **Release of Information Concerning Recruitment and Selection Unit Functions and/or Files**

B. Exceptions are as follows:

1. The applicant or current employee is the subject of an ongoing criminal investigation and/or a material part of such an investigation and the information requested is relevant to that investigation.
2. The information has been subpoenaed by a court of competent jurisdiction;
3. The information is material and necessary to an Administrative or other legal matter before Internal Affairs or the City of Miami Law Department.

C. Activity identified during an applicant's background investigation which may negatively impact on the applicant's current job performance, when issues of public safety are involved, will be made available to the current employer for consideration and appropriate action under Florida Statue 119.011, upon submission of a public records request.

II. Procedures

- A. Information that is not exempted by the above statute may be released to the media pursuant to a public records request and **must** be approved by the City of Miami Police Department Legal Advisor.
- B. Upon receiving an inquiry about any applicant from a person not assigned to the Recruitment and Selection Unit or its Chain of Command, **the unit member will notify the unit supervisor as soon as possible; a brief memo (AVO) to the subject's file will be completed by the investigator outlining the individual requesting the information, what information was requested, the date and time of the request, and the reason for the request, if known.**

SOP 26: **Release of Information Concerning Recruitment and Selection Unit Functions and/or Files**

III. Access Limitations and Security of Files:

- A. Investigative materials that are in the Recruitment and Selection Unit are stored in the file room and are secured by an external lock system, which limits access to assigned personnel only. **All personnel and individuals other than those within the unit's chain of command must be accompanied by a member of the unit at all times, and must sign the visitors log located at the front desk.** (Rev. 16 Mar 95)
- B. Internal Affairs investigators who need to obtain pre-employment files for the purposes of criminal or administrative investigations shall adhere to the requirements set forth in Section III., A., above. However, the Internal Affairs investigator shall not be required to provide the Recruitment and Selection Unit member with the name(s) of the person whose file he is signing out. The Internal Affairs investigator will only be required to inform the Recruitment and Selection Unit member of the number of files he is signing out. Once the Internal Affairs investigation regarding the person in question has been completed, the Internal Affairs investigator shall return the file to the Recruitment and Selection Unit. The Recruitment and Selection Unit member accepting the returned file shall confirm that the Internal Affairs investigator or his designee is returning the same number of files he signed out.
- C. The security of materials for the initial screening of applicants is provided, monitored and controlled by the Department of Employee Relations. Screening materials are:
- I. Materials stored within a designated storage area, and access is restricted to authorized personnel only.
 2. Release in accordance with Florida Statute I19.07.
 3. Retained for a minimum of ten (10) years following personnel action and any pending litigation pertain is resolved. For persons hired, however, "personnel action" shall mean the employee's date of separation from the Miami Police Department, not his date of hire.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPEARTING PROCEDURES

- SOP:** 27
- SUBJECT:** **Transfer of Applicants from one register to another.**
- PURPOSE:** To provide guidelines governing the transfer of an applicant from one eligible register to another for consideration for employment.
- SCOPE:**
- I. Eligibility and Methods
 - A. Applicants desiring to be transferred from one register to another must meet criteria prior to such a transfer.
 1. The eligibility requirements for the position must be equal to or less than that of the register the applicants is transferring from.
 2. Requires the approval of the Director of the Department of Employee Relations.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 27: **Transfer of Applicants from One Register to Another**

- B. If prior to or at the Civil Service testing session, an applicant expresses a desire to be considered for any position other than the one originally applied for, from among those choices confirming to the criteria set forth above his or her name may be transferred to that register.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 28
- SUBJECT:** Investigator Notebooks and/or worksheets
- PUROPSE:** To provide a mechanism to record the daily activities of Unit Investigators during their tours of duty, for later inspection if necessary.
- SCOPE:**
- I. Notebooks
 - A. Each officer will prepare and maintain a record of their daily activities associated with investigations and/or other functions.
 - B. Information to be entered will include; time of contact or activity, location of contact or activity, person(s) contacted (if any), and a brief description of the activity.
 - C. The notebook or worksheets will be reviewed by the Unit Supervisor(s).
 - D. The Unit Supervisor(s) and/or Unit Commander may require investigator and polygraph examiners to complete and turn in worksheets at the end of each tour of duty.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/10
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 29
- SUBJECT:** Emergency Mobilization
- PURPOSE:** To establish procedures to follow upon emergency situation requiring a department wide response.
- SCOPE:**
- I. Preparation
 - A. An Emergency Mobilization List (EML) listing the names, address and telephone numbers of all Unit personnel will be maintained by the Unit Commander, Unit Supervisor(s), and Unit Clerical Staff copies will be available to other Unit members as well.
 - B. This list is updated monthly with copies forwarded through the chain of command to the Personnel Resource Management Section Commander.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/10
Effective Date



SOP 29: Emergency Mobilization

- C. Unit personnel will maintain a full uniform, including personal protection gear, **at the station or in the office**, in case of emergencies requiring rapid deployment.

II. Procedures Upon Notification to Mobilize

- A. During non-working hours, the Unit Commander will normally notify unit supervisor(s), who in turn will contact the Unit members and direct them to report for full duty (recall).
- B. Personnel will follow instruction they receive and receive assignments as needed.
- C. During normal working hours, Unit personnel will don their uniforms and report back to the office for further instructions.
- D. Emergency procedures mandated by Departmental Order 14 will be adhered to in the event of an impending hurricane, natural catastrophe, civil disturbance, or other reason as directed by the Chief of Police.

III. Annual Training

- A. The Recruitment and Selection Unit will participate in the annual Field Force Training exercise, in accordance with Departmental Orders.
- B. Each training session will consist of four (4) exercises.
- C. Every able-bodied sworn officer from the rank of Police Officer through Captain will participate.
- D. The exercises will stress the Field Force concept, communications, mobility formation, tactical problems and objectives, and the use of chemical agents.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 30

SUBJECT: **Inquires from Disqualified Applicants**

PURPOSE: To provide guidelines for addressing inquires from disqualified applicant if requested to do so.

SCOPE: I. Responsibility

- A. It is the prerogative of the Unit Supervisor(s) and/or the Unit Commander to address the concerns of a disqualified applicant if the applicant so requests.
- B. It should be noted that a legal opinion rendered by the City Attorney, Jorge L. Fernandez, on December 21, 1988, stated "...applicants for the non-promotional position of Police officer have no statutory or constitutional right to a meeting or hearing with Police Department officials for the purpose of discussing the reasons why such applicants were not hired."

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/10
Effective Date



SOP 30: Inquires from Disqualified ApplicantsII. Procedures

- A. Upon receiving such an inquiry, the applicant will be informed that he or she failed to meet standards, with no other details to be discussed telephonically.
- B. The applicant will be tactfully advised that if he or she would think carefully about all the information disclosed during the background investigation, then it should be clear as to why the rejection occurred, and therefore further discussion of the matter would be unnecessary and unproductive.
- C. If the applicant states that he or she still does not understand the cause(s) for disqualification, and insists upon more details, a meeting will be scheduled with the understanding that the following will be adhered to:
 - 1. The meeting will be scheduled for a maximum of 15 minutes.
 - 2. The purpose of the meeting will be only to discuss the cause(s) for the disqualification and will not be utilized as an opportunity for reversal of the decision.
 - 3. The disqualified candidate will be the only person present at the meeting, with the Recruitment and Selection Unit personnel.
 - 4. The meeting will be conducted by the Unit Commander or Supervisor.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 31
- SUBJECT:** Assignments to Special Detail or Events.
- PURPOSE:** To provide guidelines for the assignment of Unit personnel to Special Details or Event.
- SCOPE:**
- I. Order of Assignment
 - A. Whenever the requirements arise necessitating the assignment of Unit personnel to a special event, all full duty personnel not otherwise assigned or committed to another activity will be eligible.
 - B. Personnel will be assigned according to a rotating/alternating Schedule based upon established seniority policies and practices.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 31: Assignments to Special Details or Events

- C. Although seniority on the department, or prior assignment to the same detail the last time it occurred, is the primary basis for excusing personnel from a given detail or a special event, departmental needs in extraordinary circumstances may dictate otherwise.
- D. Any member who is assigned to work a special event or detail which is scheduled in conjunction with a significant holiday such as New Year's Day will be rotated with other Unit member so as not to work such assignment for two (2) consecutive years, whenever possible.
- E. The above shall not preclude a member from voluntarily working such an assignment, for any number of consecutive years.

II. Procedures for Notification

- A. The Unit supervisory personnel will maintain documentation on all special events and details worked by unit members as a permanent record for future reference so as to insure that all such assignments are equitably distributed.
- B. It is sufficient for tracking such assignments by maintaining a computer log or a folder with the documentation providing notice to the affected member of the particular detail or event they are to work. This provides a handy reference for the next time an assignment comes due for that particular event.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 32

SUBJECT: Vacation Scheduling

PURPOSE: To establish criteria for the scheduling of vacations within the Unit on an annual basis.

SCOPE: I. Criteria and Procedures

- A. Scheduled vacation is defined as any uninterrupted period of "V" time, 40 hours or more in duration.
- B. Occasional days are defined as any "V" time taken that is less than 40 hours duration.
- C. Vacation scheduling will be in accordance with the provisions set forth in Departmental Order 6.1.4.11, inclusive.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

Effective Date



SOP 32: Vacation Scheduling

- D. Personnel will submit their first and second choices for each coming year by AVO to the Unit Supervisor by December 1.
- E. Vacations will be assigned based upon seniority on the department, if two (2) employees have the same hire date then seniority in the unit.
- F. The unit supervisor will complete and submit to the Unit Commander, by December 23, the next year's vacation schedule.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 33

SUBJECT: Social Networking Websites

PURPOSE: To establish procedures for the Recruitment and Selection Unit to augment its ability to conduct a thorough background investigation on applicants by viewing their social networking profiles.

SCOPE: I. Policy

A. Police Department applicants who have active Facebook, MySpace, Instagram and Twitter and Snapshot "to include but not limited to" profiles shall, upon being instructed to do so by a member of the Recruitment and Selection Unit, "friend" the Miami Police Department Recruitment and Selection Unit's Facebook, MySpace, Instagram and Twitter and Snapshot profiles.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/10
Effective Date



SOP 33: **Social Networking**

Nothing in this order shall preclude a background investigator from asking an applicant to view his social networking profile on an online community other than the ones mentioned above.

- B. Social networking pages shall not be used for the purpose of communicating with applicants.

II. Scope of Investigation

- A. The purpose of the investigation into an applicant's social networking profile is to determine whether any disqualifying factors can be found, including but not limited to substance abuse, association with persons engaged in criminal or reckless activities, membership in subversive organizations, and information omitted or falsified by the applicant during any phase of the pre-employment process.
- B. An applicant's failure to "friend" the Miami Police Department Recruitment and Selection Unit after being asked to do so by a member of the Unit or his failure to inform a member of the Unit of the existence of his Facebook, MySpace, Instagram or Twitter and Snapshot profile shall be grounds for disqualification.
- C. Once the applicant has been hired by the City of Miami, he is free to remove the Miami Police Department Recruitment and Selection Unit from his "friends" list. Nothing in this order shall require current employees of the Miami Police Department to "friend" the Recruitment and Selection Unit.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 34

SUBJECT: Police Employees Driver's License Verification

PURPOSE: To complete Driver License checks on all police department employees, as required by Labor Management Policy 5-82

SCOPE: All Police Department employees who are permitted to drive a city vehicle must have an annual driver license check as required by Labor Management Labor Policy 5-82.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

Effective Date



SOP 34: Police Employee Driver's License VerificationProcedures:

- A. The Recruitment and Selection Unit will conduct Driver License checks on Department employees, who drive city vehicles.
- B. The three (3) Division Chiefs will be notified in writing of personnel under their command, who have an invalid Driver's License.
- C. It will be the responsibility of the Section Commanders to take appropriate action; with those employees who have invalid Driver's Licenses.
- D. A copy of each employee's driver license check will be maintained in their personnel file, within the Personnel Section.
- E. A completed package will be forwarded to the Department of Risk Management through channels.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 35

SUBJECT: File Designations for Background Files.

PURPOSE: To provide a standardized and easily understood numbering system for background files.

SCOPE: I. Structure of Filing System

A. Background files are stored in alphabetical order, with Sworn and Non-Sworn filed separately. (Rev. 11 Oct 00)

B. Files are color coded in the following order:

- Blue - Police Officer / SWAT Medics
- Yellow / Orange- Public Service Aide
- Brown / Red - Communications Operator and Assistants
- Green - School Crossing Guard
- Manilla - Civilians
- Manila – Resolutions
- Light Blue – Detention Officers

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/14
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP:** 36
- SUBJECT:** Background Screening for Self-Sponsored (Public Service Aide).
- PURPOSE:** To establish procedures for the Recruitment and Selection Unit to conduct background investigations on applicants for the Miami Police Training Center.
- SCOPE:**
- I. Policy
 - A. The Miami Police Department will conduct background investigations on applicants for the Self-Sponsored Public Service Aide for the Miami Police Training Center.
 - B. The satisfactory completion of a background check by the Recruitment and Selection Unit does not guarantee admission to the Miami Police Training Center and/or employment with the City of Miami Police Department or any other agency.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective/Date



SOP 36: Background Screening for Self-Sponsored (Public Service Aide).**I. Application Phase**

A. The applicant must apply to the Miami Police Training Center with the following documentation:

1. Be 18 years of age at the time of application.
2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application.
3. Have or qualify for a valid Florida operator's license.
4. Be a legal resident of the United States.
5. Not have been convicted of any felony or misdemeanor involving perjury, making a false document or moral turpitude, as the term is commonly defined by law.

B. It is our policy to ensure that the Miami Police Training Center should make applicant verification by driver's license or photo identification.

II. Orientation

A. Orientation will be conducted by the Recruitment Coordinator

B. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.

SOP 36: Background Screening for Self-Sponsored(Public Service Aide).

- C. The Pre-Screening Questionnaire will be completed prior to the applicants scheduled orientation. The coordinator or designee will review each questionnaire for completeness. The applicants that are clearly outside of the minimum criteria for acceptance will be disqualified at this time. The Unit supervisor will review any questionable forms and consult with the Miami Police Training Center designee to determine whether or not the applicant should be allowed to continue and indicate on the face of the form for the Coordinators to take appropriate action.
- D. At the orientation session, all applicants receive an explanation and/or review of the Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance.
- E. All of the necessary forms are completed at the orientation session.
- F. Applicants who attend the orientation session and meet eligibility requirements will begin the background investigation process.
- G. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant into the tracking system and each stage of his or her processing will be updated as it occurs.

III. Polygraph Procedures

- A. The applicant completes the Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph

SOP 36: Background Screening for Self-Sponsored (Public Service Aide).

examination; an applicant can be scheduled earlier by approval of the Unit Commander. (Rev. 23 May 02)

IV. Background Investigation Procedures

- A. The investigation process begins at the orientation session. This process is to screen applicants in order to obtain the best suited students for the Miami Police Training Center

V. Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.

VI. Final Review Phase

- A. The file is completed and prepared for review at the Unit level:
 - 1. The Applicant Summary is prepared, with all findings obtained during the background process for presentation to the Unit Supervisor.
 - 2. The Unit Supervisor reviews the file for completeness and delivers it to the Miami Police Training Center.
 - 3. The Training Director for the Miami Police Training Center will decide which applicants are accepted to attend the Self-Sponsored Public Service Aide training course.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP: 37

SUBJECT: Background Screening for Independent Police Academy (Self-Sponsored).

PURPOSE: To establish procedures for the Recruitment and Selection Unit to conduct background investigations on applicants for the Miami Police Training Center's Independent Police Academy.

SCOPE: I. Policy

- A. The Miami Police Department will conduct background investigations on applicants for the Independent Police Academy for the Miami Police Training Center.
- B. The satisfactory completion of a background check by the Recruitment and Selection Unit does not guarantee admission to the Miami Police Training Center and/or employment with the City of Miami Police Department or any other agency.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

1/4/16
Effective Date



SOP 37: Background Screening for Independent Police Academy (Self-Sponsored).**II. Application Phase**

- A. The applicant must apply to the Miami Police Training Center and provide the following documentation:
1. Be 19 years of age at the time of application.
 2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application (F.S. 943.13).
 3. Have or qualify for a valid Florida operator's license (F.S. 943.13).
 4. Be a United States citizen (F.S. 943.13).
 5. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
 6. At the time of application, the applicant must provide proof passing the Florida Basic Abilities Test (FBAT) Score or the Criminal Justice Basic Abilities Test (CJBAT) Score.
- B. It is our Policy to ensure that the Department of Employee Relations should make applicant verification by driver's license or photo identification. Applications are stamped, logged and entered into a database. Employment application forms must have all areas completed to be an acceptable document. However, no application should be rejected for detected errors, omissions, or deficiencies if they can be corrected prior to close date. (Rev. 16 Mar 95)

III. Orientation

- A. Orientation will be conducted by the Recruitment Coordinator and a representative from the Miami Police Training Center.

SOP 37: Background Screening for Independent Police Academy (Self-Sponsored).

- B. The Pre-Screening Questionnaire will be completed prior to the applicant's scheduled orientation. The coordinator or designee will review each questionnaire for completeness. The applicants that are clearly outside of the minimum criteria for acceptance will be disqualified at this time. The Unit supervisor will review any questionable forms and consult with the Miami Police Training Center designee to determine whether or not the applicant should be allowed to continue and
- C. Indicate on the face of the form for the Coordinators to take appropriate action.
- D. At the orientation session, all applicants receive an explanation and/or review of the Pre-Screening Questionnaire in the background process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance.
- E. All of the necessary forms are completed at the orientation session.
- F. Applicants who attend the orientation session and meet eligibility requirements will begin the background investigation process.
- G. Applicants, who have a money order to pay for fingerprints will be fingerprinted in the Recruitment and Selection office during orientation.
- H. Following the orientation session, the Coordinator or designee will log in the initial data for each applicant into the tracking system, and each stage of his or her processing will be updated as it occurs.
- I. Applicants who are classified as a "No Show" for orientation will have their files closed without any further processing.

IV. Polygraph Procedures

- A. The applicant completes the Polygraph Examination Questionnaire prior to testing.

SOP 37: **Background Screening for Independent Police Academy (Self-Sponsored).**

- B. The applicant is then interviewed and tested by the polygraph examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander (Rev. 23 May 02)

V. Psychological Examination Procedures

- A. All candidates will be scheduled for a psychological examination, and all results will be reviewed by the assigned investigator. Any derogatory results will be thoroughly summarized on the Applicant Summary Sheet.

VI. Background Investigation Procedures

- A. The investigation process begins at the orientation session. This process is to screen applicants in order to obtain the students best suited for the Miami Police Training Center. The background check will include FCIC/NCIC, Miami Police Department Records, Dept. of Juvenile Justice (CJNET), Miami-Dade Police Department information systems to determine criminal past or any open warrants, other agency checks, Sexual Predators checks, and SIS checks. **Accurint checks, Credit checks, Pre-employment checks and Neighborhood checks are not required.**
- B. If an investigator determines that an applicant willfully lied by act or omission during any stage of the application or background investigation process, the assigned investigator shall disqualify the applicant without any further processing.
- C. If at any time during the background investigation process, an investigator discovers significant derogatory information not listed as a disqualifier in this SOP but that he/she determines should be brought to the attention of the Training Unit, the following actions shall be taken:

SOP 37: Background Screening for Independent Police Academy (Self-Sponsored).

1. The investigator shall give written notification of his/her concern(s) to the supervisor or commanding officer of the Recruitment and Selection Unit.
2. The supervisor or commanding officer of the Recruitment and Selection Unit shall review the concern(s) and provide written notification of the concern(s) to the Training Director of the Miami Police Training Center.
3. The Training Director will determine if the assigned investigator is to make note of the concern(s) and proceed with the background investigation or if the investigator is to disqualify the applicant without any further processing.
4. The Training Director will provide written notification of his decision to the assigned investigator and/or the assigned investigator's supervisor.
5. A copy of all written communication concerning the applicant shall be kept in the applicant's file.

VII. Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.

VIII. Final Review Phase

- A. The file is completed and prepared for review at the Unit level:
 1. The Applicant Summary is prepared, with all findings obtained during the background process for presentation to the Unit Supervisor.

2. The Unit Supervisor reviews the file for completeness and forwards the file through channels to the Miami Police Training Center.
3. The Training Director for the Miami Police Training Center will decide which applicants are accepted to attend the Independent Police Academy.

City of Miami



DANIEL L. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

SOP 38

SUBJECT: Applicant Name Excel Randomization.

PURPOSE: To establish guidelines for creating a list of ordered applicant names with corresponding numbers.

- SCOPE:**
- I. General Criteria
 - A. All applicants for the positions of Police Officer, who do not meet the civil service-based preference criteria, names will be placed on a randomization list for the purpose of providing a numeric order.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

04/29/2016
Effective Date



SOP 38: Applicant Name Excel RandomizationII. Processing Criteria

- A. Upon receipt of a certified POBR list, the Commander of the Recruitment and Selection Unit, in the presence of the Director of Human Resource of the City of Miami, will conduct an “Applicant Name Excel Randomization” (conducted by utilizing Excel’s RAND function of all applicable cells) of the remaining applicants that do not meet the civil service-based preference criteria. The “Applicant Name Excel Randomization” will be performed by the Commander of the Information Technology Support Section. The name compilation of this randomized list will be added to the existing list of civil service-based preference applicant names, to create a complete list of ordered applicant names with corresponding numbers. This list will be printed out and include the signature, date, and time of the Commander of the Recruitment and Selection Unit and Director of Human Resource. The signed ordered POBR list will be scanned and emailed to the Human Resources and a hard-copy will be provided to the Director of Human Resources. The Commander of the Recruitment and Selection Unit will be responsible for the retention of the original signed ordered POBR list, and will archive/secure the document on a master file.
- B. Prior to the mailing of applicant notification of orientations, the Commander of the Recruitment and Selection Unit will scan the signed ordered POBR list, along with the corresponding applicant orientation invitation letters of the scheduled applicants. The PDF scan will be electronically sent to the Director of Human Resources for approval. The Commander of the Recruitment and Selection Unit will wait for verification from the Director of Human Resources via email notification and retain such records once received. The orientation of applicants will not commence before the verification and approval of the ordered POBR list is received from the Human Resource Department. This process will be repeated during each scheduled orientation.
- C. In the event of a clerical/computer/human error pertaining to the ordered POBR list occurs, where an applicant of civil service-based preferred status is not properly inserted in proper order, the Commander of the Recruitment and Selection Unit will complete an interoffice memorandum explaining the circumstance of the event. The applicant will be inserted at its earliest and most practical numerical ordered position and a new ordered POBR list will be

SOP 38: Applicant Name Excel Randomization

created. A report along with the corrected ordered POBR list will be sent the Director of Human Resources. It is the responsibility of the Commander of the Recruitment and Selection Unit to archive and retain all records of corrected ordered POBR lists and their corresponding interoffice memorandums and the corresponding email notifications to the Human Resource Department.

City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP:** 39
- SUBJECT:** Omissions
- PURPOSE:** To set forth guidelines for omissions during the investigation process
- SCOPE:**
- I. If an applicant omits information, verbally or in writing, and that information is later discovered then the following steps will be taken:
 - Follow-up with further investigation
 - Bring applicant in for a meeting with the investigator and supervisor
 - Have the applicant write a redline memo explaining incident
 - Note incident and outcome in the summary

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

06/24/2016
Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

RECRUITMENT AND SELCTION UNIT

STANDARD OPERATING PROCEDURES

- SOP:** 40
- SUBJECT:** Injunctions
- PURPOSE:** To set forth guidelines for injunctions
- SCOPE:**
- I. If an applicant currently has an open injunction against him/her they will be disqualified from the process.

Lt. Fabria Ellington
Commander
Recruitment and Selection Unit

06/24/2016
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

RECRUITMENT AND SELECTION UNIT

STANDARD OPERATING PROCEDURES

- SOP** 41
- SUBJECT:** Selection Process for Emergency Dispatch
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Emergency Dispatch.
- SCOPE:**
- I. Application Phase
 - A. The applicant must apply to the Department of Employee Relations and must provide all necessary documentation their position requires.
 - B. The Department of Employee Relations has the responsibility coordinating the Emergency Dispatch Examination.
 - C. A paper and pencil examination administered and scored by the Department of Employee Relations will be given on a date and time announced; applicants will be scheduled for that examination.

Lt. Lazaro Alfonso
Commander
Recruitment and Selection Unit

06/12/2019
Effective Date



SOP 41: Selection Process for Emergency Dispatch

- D. It is our policy that all elements of the selection process are administered in a uniform manner to ensure that time limits, oral instructions, practice problems, answer sheets, and scoring formulas are clearly set forth and carried out identically for all candidates (Rev. 16 March 95).
- E. Those candidates passing the examination will be ranked according to current procedures in the Department of Employee Relations and an eligibility register will be assembled.
- F. Names from that register, along with copies of the corresponding applications, will periodically be certified to the Police Department, by the Director of Employee Relations for processing and investigation.
- G. Applicants are informed, verbally of all applicable elements of the Selection Process. The applicant will be informed of the expected duration of the Selection Process and the Conditions and Procedures for re-application, re-testing, and re-evaluation if not selected. (Rev. 27 July 98)
- H. Each person applying must:
 - 1. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
 - 2. Be of good moral character.
 - 3. Not have been discharged from the military under dishonorable conditions.
 - 4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on the candidates containing the preliminary forms required for the orientation session.

SOP 41: Selection Process for Emergency Dispatch

- B. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time:
1. Those applicants who cannot be reached by telephone will be sent a registered letter with a mandatory response date; should that letter be returned as undeliverable, or if there is no response from the applicant by the required date, then the applicant will be disqualified.
 2. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their non-appearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored away. No further notification shall be made.
- C. Prior to the orientation all applicants scheduled to attend; their names and date of birth will be ran through FCIC, NCIC, CCIS, ATM'S DHSMV, D.A.V.I.D., County Clerk of the Courts, and Miami Police Department Records, Miami-Dade Police Department Information System, and West Palm Beach Police Department to review criminal past driving history, and check for any open warrants. Appropriate action will be taken at the orientation if necessary. The procedure may be modified if required depending upon time constraints.
- D. At the orientation session, all applicants receive an explanation of the Personnel Data Form (PDF), the steps in the process, and the importance of adhering to all appointments and requirements. In addition, they are advised of the consequences of non-compliance. Any applicant who misses the scheduled urinalysis without prior excused cancellation will be disqualified from the process. (Rev. 27 Sept 00)
- E. While the necessary forms are completed at the orientation, the Pre-Screening Questionnaire and Personal Data Form--due to its complexity--is completed by each applicant afterwards and brought in at the first polygraph appointment.
- F. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.

SOP 41: Selection Process for Emergency Dispatch

- G. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

III. Polygraph Procedures

- A. The applicant returns the completed Pre-Screening Questionnaire and Personal Data Form at the time of the scheduled appointment. **The polygrapher will check the Personal Data Form for accuracy and completeness and place his or her initials at the top right corner of the Personal Data Form, certifying its completeness.** Any discrepancies and/or omissions on the PDF should be clarified at this time.
- B. The applicant then swears or affirms that there are no willful omissions, falsifications, or misrepresentations of the information submitted on the PDF.
- C. The applicant then completes the Pre-Polygraph Questionnaire.
- D. He or she is then remanded to the Polygraph Examiner for the interview and testing.
- E. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor, for disqualifying factors. (Rev. 8 July 98) If the Polygraph examination reveals deception and/or inconclusive, the applicant will not be re-scheduled for his or her second Polygraph examination before two (2) weeks from their last examination; an applicant can be scheduled earlier by approval of the Unit Commander. (Rev. 23 May 02).
- F. Those applicants, who show deception on two (2) polygraph examinations, will be assigned to an investigator to investigate the areas of deception (Rev 20 April 04). It will be the investigators responsibility to determine if the applicant is suitable for the position.
- G. After completing the polygraph, applicants will have their fingerprints taken and attached to their file.

IV. Background Investigation Procedures

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.

SOP 41: Selection Process for Emergency Dispatch

- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine--to the best extent possible--if the applicant is of good moral character.

V. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
 - 1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; all applicants will be submitted for consideration, if not automatically disqualified in accordance with this SOP.
 - 2. All candidates who are disqualified are notified in writing. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
 - 3. The Unit Supervisor reviews the summary and file for completeness and refers it to the Unit Commander, with a recommendation to approve or disapprove.
 - 4. The Unit Commander reviews the file and forwards it, with a recommendation to approve or disapprove, to the Section Commander. The final decision for recommendations to hire requires the approval of the Division Chief.
 - 5. The applicant will have their fingerprints taken again and attached to their file. Applicant fingerprints may be used during any internal investigation.

VI. Medical Procedures

- A. The applicant will be scheduled for his/her medical exam on Monday, Tuesday, Wednesday or Friday. The medical exam will consist of a general physical examination, EKG (F.S. 943.13) and a drug screen for substance use. (Applicants will be disqualified, if they miss the urinalysis

SOP 41: Selection Process for Emergency Dispatch

examination.). These tests will be coordinated through the Department of Employee Relations (DER). The DER may require the applicant to return for a reevaluation based upon their medical examination. If the DER does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the DER.

- B. Any further medical testing shall be conducted at the direction of the Section Commander.

VII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Police Department Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

City of Miami



DANIEL J. ALFONSO
City Manager

Dear Sample:

It is my pleasure to extend to you a **Conditional Offer of Employment** for the position of **Police Officer** in the City of Miami Police Department. This offer is contingent upon:

- Successful completion of the review of your Background File;
- Successful completion of the City of Miami Medical Psychological Examination;
- Successful completion of the City of Miami Drug Test;
- Successful completion of the City of Miami Medical Examination;
- Approval of EODP

Should you accept this offer, your compensation and benefits package will include the following:

- Annual Gross Salary of \$45,849.23;
- Health Care Coverage;
- Life Insurance;
- Employee Pension Plan;
- Annual Leave (vacation; ill time; holidays; personal days; bereavement).

Should you decide to participate in the City's health plan, premiums will be deducted from your annual gross salary on a pre-tax basis. The amount of these premiums is contingent upon factors such as individual versus family coverage and whether or not the plan you choose includes medical, vision, and/or dental coverage.

As a City employee, you are **required** to participate in the City's pension plan and contribute ten percent (10%) of your gross salary to this fund. This contribution is also deducted on a pre-tax basis, resulting in the reduction of your taxable income.

I acknowledge the receipt of the conditional offer of employment.

Signature (Candidate)

Date

Signature (Dept. Representative)

Date

12/07



