

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

QUARTERMASTER DETAIL

City of Miami



DANIEL J. ALFONSO
City Manager

QUARTERMASTER/FLEET UNIT: QUARTERMASTER DETAIL

STANDARD OPERATING PROCEDURES: S.O.P. #14

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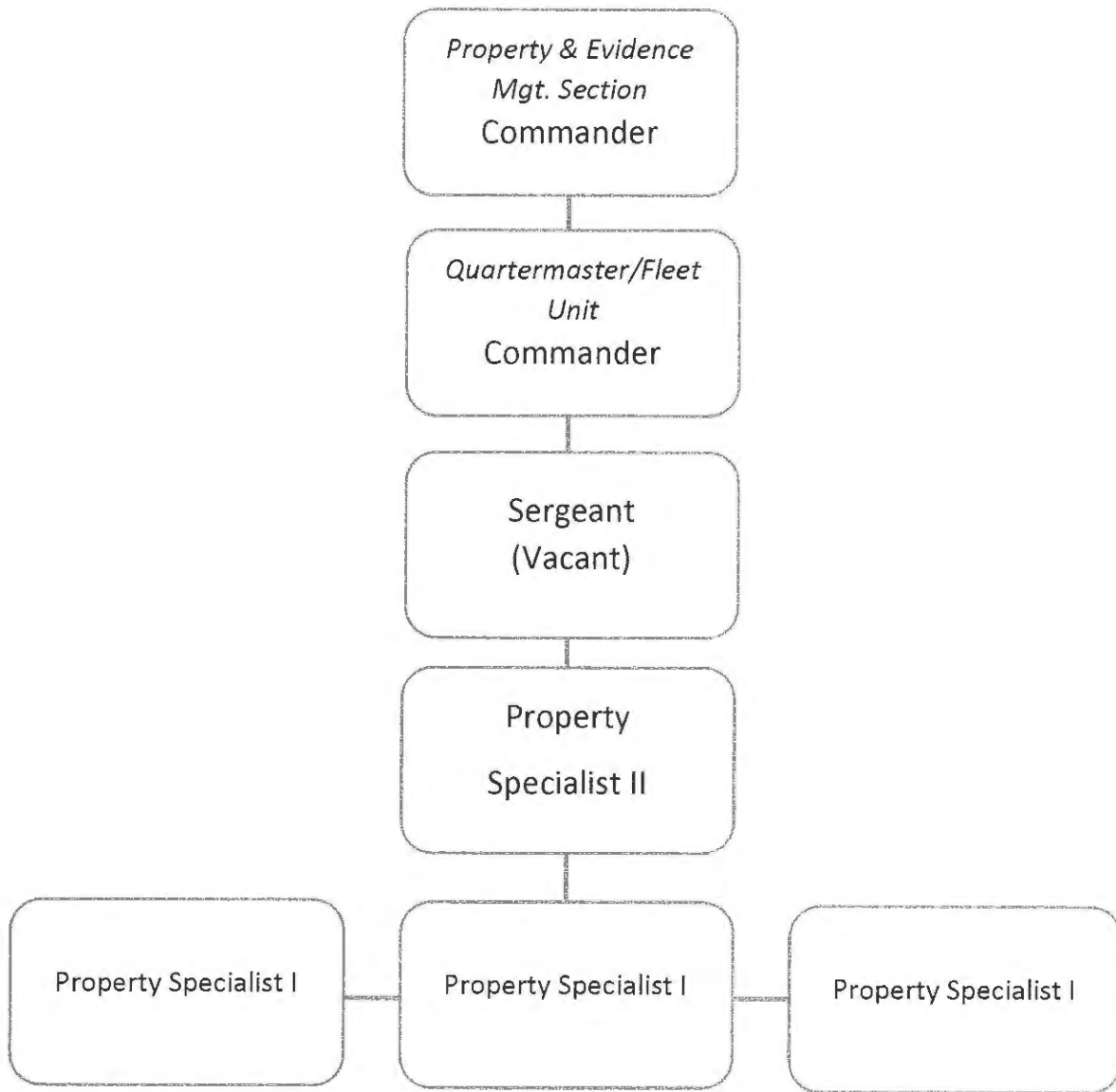
City of Miami Police Department

STANDARD OPERATING PROCEDURES



QUARTERMASTER DETAIL

QUARTERMASTER DETAIL ORGANIZATIONAL CHART



City of Miami



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QUARTERMASTER/FLEET UNIT: QUARTERMASTER DETAIL

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MISSION, GOALS AND OBJECTIVES

MISSION

The mission of the Quartermaster Detail is to provide the best uniforms and equipment to all sworn and uniformed civilian employees in the City of Miami Police Department.

GOAL

To efficiently and effectively provide uniform services in an organized and professional manner.

OBJECTIVES

- I. Ensure officers and uniformed civilians received their allotted accessories.
- II. Ensure replacement uniforms are ordered for lost/damaged items.



Commander
Quartermaster/Fleet Unit

Effective Date 6 Jun 17



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DUTY HOURS AND DRESS

DUTY HOURS

Property Specialists in the Quartermaster Detail work eight hours a day, five days a week, with Saturdays and Sundays off. Duty hours may be changed at the discretion of the Property Unit Commander and in accordance with departmental needs.

Quartermaster Detail Hours:

0700-1600 Hours (Monday - Friday)

DRESS OF PERSONNEL

All Property and Evidence Management Section Personnel must wear uniforms issued by the Miami Police Department. The normal working uniform is a short sleeve navy blue polo shirt with the City of Miami Police Department patch embroidered on the chest and black "BDU" cargo utility trousers. For special events, Property Specialists may wear their "Class A" or "Class B" uniform.

All uniforms must be worn as indicated in the Departmental Orders. The Property and Evidence Management Section personnel dress requirements must be adhered to unless otherwise directed by the Section Commander.

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DUTIES AND RESPONSIBILITIES OF MEMBERS

The Quartermaster Detail consists of the following classifications:

- Property Specialist II
- Property Specialist I

I. Property Specialist II

The Property Specialist II assigned to the Quartermaster Detail reports to the Property Manager and Quartermaster/Fleet Commander. The Property Specialist II works closely with and supervises the Property Specialist I's in the Quartermaster Detail. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. The duties of the PSII in the Quartermaster Detail are as follows:

- A. Supplies Equipment to new recruits, reserve officers, sworn personnel, and civilian personnel
- B. Orders through iProcurement, receiving and issuing uniforms

(Continued)

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- C. Works with vendors and obtains department equipment and supplies, to include duty gear, badges, guns and other items.
- D. Orders and maintains the inventory of all department equipment and supplies.
- E. Works with newly hired officers and staff to establish uniforms and duty gears needed.
- F. Orders stocks and maintain the forms used by the department
- G. Prepares and maintains Quartermaster files for personnel department wide
- H. Enters all equipment in WinACE, and Excel (Firearms, Tasers, etc.)
- I. Returns items to current uniform vendors for exchange
- J. Maintains storage area for new orders
- K. Assigns and maintains paperwork for lockers
- L. Notifies officers via email for uniform pick up
- M. Receives equipment and uniforms from retirees, ROD, and resigning employees
- N. Issues equipment to retirees
- O. Processes Redline Memos regarding service weapons and badges for all sworn retirees
- P. Assists personnel via telephone
- Q. Conducts orientations and equipment issuances to all PAC/POST classes after graduation
- R. Registers all officers in Taser.com for their issued Tasers
- S. Arranges for the repair of damaged Tasers
- T. Prepares old uniforms and equipment for destruction/burn
- U. Retrieves the mail from the post office and assists with mailroom responsibilities when personnel assigned to these duties are not available to carry them out

II. PROPERTY SPECIALIST I (QUARTERMASTER)

Property Specialist I's in the Quartermaster Detail work closely with each other and the Property Specialist II. Each PSI may take on individual responsibilities that differ from the other. The Property Specialist I's report to the Property Specialist II assigned to the Quartermaster Detail. All Property Specialists may be called when there is a shift shortage in any of the Counter shifts. The duties of the PSI in the Quartermaster Detail are as follows:

- A. Supplies Equipment to new recruits, reserve officers, sworn personnel, and civilian personnel
- B. Orders uniforms using the "IProcurement" System
- C. Prepares and maintains files for all personnel
- D. Enters all equipment in "WinACE" and "Excel"
- E. Orders and exchanges items with current uniform companies
- F. Maintains storage area
- G. Frequently interacts with vendors to exchange detailed and/or technical information
- H. Assigns lockers and keys to staff; maintains list of locker assignments
- I. Notifies officers via email to pick up uniform items and body vests
- J. Processes Redline Memos regarding service weapons and badges for sworn personnel retiring
- K. Assists personnel via telephone
- L. Presents orientation classes with incoming recruits to issue uniform equipment
- M. Receives and inventories incoming uniform items for all personnel
- N. Issues uniform equipment to retirees
- O. As directed by administrative staff, works with vendors and obtains department equipment and supplies, to include duty gear, badges, guns and other items
- P. Orders and maintains the inventory of all department equipment and supplies including to whom it is assigned and where it is located
- Q. Arranges for the service, repair and maintenance of department equipment
- R. Works with newly hired officers/staff to establish uniform and duty gear needs; instructs officers about what items they are authorized to order on-line
- S. Orders, stocks and maintains the forms used by the department
- T. Registers and issues Tasers to all officers
- U. Processes body vest for recruits and sworn personnel with proper authorization form.
- V. Enters all body vests in "WinACE" and "Excel"

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QUARTERMASTER/FLEET UNIT STANDARD OPERATING PROCEDURES

QUARTERMASTER DETAIL


S.O.P. 14-1

SUBJECT: INITIAL AND LOANER ISSUE OF UNIFORM/POLICE EQUIPMENT

PURPOSE: To outline the procedures for issuing of uniform police equipment (Initial and loaner).

SCOPE: I. Initial Issue of Uniform/Police Equipment

- A. Regular issue of uniforms to sworn personnel:
 - 1. Uniforms will be issued in quantities and in the manner outlined in the current Fraternal Order of Police labor contract.
 - 2. The Property Manager will designate the date that online orders will be taken.
- B. Regular issue of uniforms to non-sworn personnel required to
(Continued)



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Quartermaster/Fleet Unit S.O.P. # 14 Initial & Loaner Issue of Uniform/Police Equipment
(Continued)

wear them.

1. Non-sworn personnel will be issued uniforms as follows:
 - a. Newly hired will be given an initial full issue
 - b. Annual issue, thereafter, will be one-half (1/2) of initial issue.
 - c. Patches for non-sworn personnel will be read City of Miami MPD. The word Police will not appear on any patch or embroidered emblem.

II. Issue of All Other Police Equipment

A. Regular issue, i.e., badges, guns, handcuffs, and ASPs.

1. The issuance of equipment will be documented as follows:
 - a. Form R.F. #325 (Police Equipment/Uniform Request) is issued, filled out and signed by the receiving officer and issuing property specialist.
 - b. After issuance, the officer will initial next to the Property Specialist's signature on the equipment card.
 - c. If an officer has been previously issued the requested equipment, a "Lost and Damaged Report" is sent to the officer requesting accountability for such issuance.
 - d. Post information on officer equipment card and maintain a cross-reference file.
 - e. Cross-reference file is set up as follows:
 - 1) Officer's last name and first initial
 - 2) Date
 - 3) Issuing person's initial
 - 4) File cross-reference card
 - f. Personal Police Equipment Filing:
 - 1) Handcuffs and handguns by last three digits of serial number.
 - 2) All other equipment cards are filed by numerical sequence.

Quartermaster/Fleet Unit S.O.P. # 14 Initial & Loaner Issue of Uniform/Police Equipment
(Continued)

- g. Wearing, issuance and purchase of the Centennial badge:
 - 1) Only officers employed in 1996 will be allowed to wear the Centennial badge.
 - 2) Officers promoted to a higher rank (and who were employed in 1996) may wear the Centennial badge of their new rank. Officers will purchase the badge at their own expense through the Quartermaster Detail.
 - 3) Officers shall replace lost or damaged Centennial badges at their own expense.
 - 4) The Chief of Police may authorize the wearing, issuance, and/or purchase of a Centennial badge under unusual and uncommon circumstances.

- B. Issuing of Florida Law Enforcement Handbooks, and other manuals, etc.
 - 1. Upon receipt of Florida Law Enforcement Handbooks or other manuals, the Quartermaster/Fleet Unit will prepare an Official Bulletin announcement.
 - a. Advising all personnel that the material will be available 24 hours a day, 7 days a week for 30 days at the Counter. After the 30 day time period, the material will have to be picked up at the Quartermaster's Office during regular business hours.
 - 2. The Quartermaster Detail will supply the Counter Detail with a Computer Printout of all Department Personnel.
 - a. Personnel picking up material will affix their signature next to their name in the printout.

- C. Issuance of Badges/Honorary Badges to persons who are not sworn members of the Miami Police Department.
 - 1. Issuance of these items will be restricted and must be approved only by the Chief of Police.
 - 2. Issued badges will be a breast badge Model B537.

- D. Temporary issue of a service handgun to Police personnel.
 - 1. When a member's assigned service handgun is being repaired or refinished, he/she will be issued a service

Quartermaster/Fleet Unit S.O.P. # 14 Initial & Loaner Issue of Uniform/Police Equipment
(Continued)

handgun on loan. This will be returned when repairs to the issued weapon are complete (within ten days).

2. When a member's assigned service handgun is delivered to the Miami-Dade Police Department lab for ballistics testing, the service handgun issued out on loan must be returned to the Quartermaster/Fleet Unit after testing (within ten days).
3. Other than PAC Classes, the Quartermaster Detail will make necessary arrangements with the Range prior to releasing any weapon for a person to qualify.
4. When approved by a Division Chief for any other reason.

E. Temporary issue of other equipment to Police personnel.

1. Officer obtains Form R.F. #325 (Police Equipment/Uniform request) at Quartermaster Detail. Officer then completes form and has it signed by his/her Commanding Officer (Lieutenant or above).
2. Requested equipment is issued and the completed form is filed in the Quartermaster's tickler book.
3. Borrowed equipment must be returned within ten days.
4. Property Specialist receiving the police equipment signs the blue form as received and places it in the officer's file.

F. Accounting for all Police equipment issued on loan.

1. Maintain a tickler file on all equipment issued out on loan including:
 - a. The name and IBM number of the member issued equipment on loan.
 - b. The date equipment issued out on loan is due to be returned to the Quartermaster Detail.
 - c. The date equipment is issued out on loan.
 - d. A description of the equipment loaned out, including serial number.
 - e. The name of the Quartermaster Detail personnel issuing or receiving the equipment out on loan.
 - f. The reason for which equipment is being issued out on loan.
2. Follow up on equipment issued out on loan:

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Quartermaster/Fleet Unit S.O.P. # 14 Initial & Loaner Issue of Uniform/Police Equipment
(Continued)

- a. Review the tickler file twice monthly.
 - b. Prepare and forward a "Notice of Failure to Return equipment" form for those members who have failed to return equipment issued out on loan within the time limits specified in this SOP.
 - c. Maintain a record in the tickler file for equipment issued out on loan, until the equipment is returned to the Quartermaster Detail.
 - d. Notify Commanding Officer of overdue loaners.
3. Conduct a weekly audit of the safe to account for all assigned loaner equipment.

City of Miami



DANIEL J. ALFONSO
City Manager

QUARTERMASTER/FLEET UNIT STANDARD OPERATING PROCEDURES

QUARTERMASTER DETAIL

S.O.P. 14-2

SUBJECT: LOST POLICE EQUIPMENT AND FINANCE REPORTS FOR
COLLECTION OF LOST POLICE EQUIPMENT

PURPOSE: To outline the procedure for replacement of lost police equipment.

SCOPE: I. Procedures When Equipment is Lost or Damaged

- A. All City of Miami Police employees shall fill out a "Request for Replacement of Lost or Damaged Equipment" Report (PD/AD 201), through channels, describing the circumstances of loss or damage.
- B. After the employee's Commanding Officer makes a recommendation, the Section Commander will make the

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Effective Date 6 Jun 17



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Quartermaster/Fleet Unit S.O.P. # 14 Lost Police Equipment/Finance Reports for
Collection of Lost Police Equipment (Continued)

initial determination as to who is responsible for the loss.

- C. After review by the employee's Section Commander, this report will be directed to the Property and Evidence Management Section Commander for final review.
- D. After review by the Property and Evidence Management Section Commander, the report shall be directed to the Property Manager.

II. Loss or Damage Due to Employee Negligence

A. If the employee's City issued property is lost, destroyed or stolen due to his/her own negligence, the employee shall be liable to the City for the cost of the item. If the item is insured by the City, then the employee is liable for the difference between the cost and insurance paid.

- 1. When the employee's liability for equipment that he/she must pay for is requesting payment for item due within ten (10) days.
- 2. Payment Options:
 - a. Officer pays in full within 10 days.
 - b. Officer arranges through payroll deduction to satisfy the obligation.
- 3. If the officer does not make such arrangement for payment, or does not respond to the memo (within the ten (10) day period), the Quartermaster/Fleet Unit will refer the case to the Budget Unit.
- 4. Payment Schedule: All items must be paid in full within a twenty-four (24) month period.
- 5. The Quartermaster Detail will ensure the reimbursement check is deposited within thirty days.

B. If the lost police equipment is found, full reimbursement will be made to the employee.

III. Payment Procedures for Lost/Damaged Equipment by an Employee

A. The Quartermaster Detail will fill out "City of Miami Official Report Receipt" (R.F. #357) when an employee is paying for lost or damaged equipment.

- 1. The white copy is sent to the officer.

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Quartermaster/Fleet Unit S.O.P. # 14 Lost Police Equipment/Finance Reports for
Collection of Lost Police Equipment (Continued)

2. The yellow copy is retained by the Quartermaster Detail and filed.
 3. The blue copy is attached to the Finance Ticket (R.F. #204), discussed below.
- B. The information recorded on the "City of Miami Official Report Receipt" (R.F. #357) is then recorded on the Finance Ticket (R.F. #204).
- C. Packaging of the funds collected and distribution of the finance ticket will be in accordance with SOP #16, Accounting Detail.

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S.O.P. 14-3

SUBJECT: OWNERSHIP AND REPLACEMENT OF BULLETPROOF VESTS

PURPOSE: To delineate the procedure to reimburse officers for the purchase of bulletproof vests in accordance with existing labor agreements.

- SCOPE:
- I. Purchase of New Bulletproof Vest
 - A. The officer chooses an approved vest from the vendor.
 - B. The Budget Unit receives paperwork from vendor for processing.
 - C. Once received by mail, the Quartermaster Detail applies an M.P.D. serial number to the vest.
 - D. The vest is then issued to the officer by the Quartermaster Detail.

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Quartermaster/Fleet Unit S.O.P. # 14 Ownership and Replacement of Bulletproof Vests
(Continued)

II. Replacement of Purchased Vests

- A. If the Officer's current vest is worn or defective, and is out of the manufacturer's warranty (3-5 years in most cases), the City will replace the Officer's vest in accordance with the existing contract agreement after the employee completes PD/AD 201 (Replacement of Lost or Damaged Equipment).
 - 1. This procedure only applies to those officers who have purchased their vest under the Fraternal Order of Police contractual agreement.
- B. The original worn or defective vest must be turned in to the Quartermaster Detail.

City of Miami



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QUARTERMASTER/FLEET UNIT

STANDARD OPERATING PROCEDURES

QUARTERMASTER DETAIL

S.O.P. 14-4

SUBJECT: UNSERVICEABLE EQUIPMENT AND UNIFORMS

PURPOSE: Provides criteria for the identification and disposal of unserviceable equipment and uniforms.

- SCOPE:
- I. Return of Equipment and Uniforms to the Quartermaster
 - A. From terminated employees, retired employees, and resigning employees.
 - B. From employees requesting replacement.
 - 1. Must be accompanied by a Request for Replacement of Lost or Damaged Equipment form.
 - 2. The form must be signed through the employee's chain of command.
 - 3. The form must indicate whether the item(s) is to be paid for

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by the employee or replaced at City expense.

- C. Equipment and uniforms that are returned in serviceable condition will be stored in the Quartermaster Detail for reissue.
- D. Unserviceable equipment (including guns):
 - 1. Broken, unrepairable, and/or outdated.
 - 2. An Inter-Office Memorandum will be directed to the Quartermaster/Fleet Unit Commander listing the equipment to be destroyed.
 - a. Description of the item(s)
 - b. Serial number, if applicable
 - c. Quantity
 - d. Reason for destruction
 - 3. Upon approval by the Quartermaster/Fleet Unit Commander, the Inter-Office Memorandum will be forwarded to the Confiscation Detail Supervisor for processing.
 - 4. The Confiscation Detail will advise on the action taken.
 - 5. The files will be updated to reflect the action taken by the Confiscation Detail.
- E. Unserviceable uniforms.
 - 1. Torn, worn, faded or outdated.
 - 2. Items are to be collected until there is a sufficient amount to warrant destruction.
 - 3. The collected uniforms will be transported to the incinerator to be burned.

II. Destruction of City Issued Equipment

- A. All city issued equipment, e.g.: Uniforms, Vests, etc. must be burned.
- B. A supervisor, sworn or civilian, will be present at time of burn.
- C. A memorandum will be forwarded to Commander of the Quartermaster Detail. The date, time, all personnel present, and burned items inventory will be listed on the memorandum.

Quartermaster/Fleet Unit S.O.P. # 14 Unserviceable Equipment and Uniforms
(Continued)

III. Destruction of City Issued Equipment Purchased by Outside Units

Requests for destruction of city issued equipment or items purchased with a grant or purchase requisition outside of the Property and Evidence Management Section must be submitted with the following documentation.

- A. Approval for destruction by the Division Chief on redline memorandum
- B. Copy of the Disposition Form
- C. An itemized list of equipment/items with serial numbers

The required documentation will be submitted to the Commander of the Quartermaster Detail. Each respective unit will be notified of a scheduled date and time that the equipment should be relinquished to the Quartermaster Detail for destruction.

IV. Return of Equipment Put into Departmental Use from the Confiscation Process

- A. Guns that have been converted to Departmental use and returned as unserviceable are to be processed the same as guns purchased by the City. (See Section II, above).
- B. The Inventory Control Clerk assigned to the Budget Unit will retain control and be responsible for all other equipment converted to Departmental use by the Confiscation Detail.

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S.O.P. 14-5

SUBJECT: LOCKER KEYS

PURPOSE: To establish guidelines to be followed when issuing locker keys.

SCOPE: I. Lockers

- A. Lockers will be available in both the women's locker room and the men's locker room for miscellaneous usage.
- B. Locker Key Sign-Out Log:
 - 1. A log will be kept in the Quartermaster Detail. Persons issued locker keys will complete the log with the date, time, name, IBM, department or organization, and locker number.

(Continued)

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Quartermaster/Fleet Unit S.O.P. # 14 Locker Keys (Continued)

II. Security and Lost Keys

- A. It will be the responsibility of the on duty Shift Supervisor to check the locker key sign-out log to ensure that keys are returned.
- B. It will be the responsibility of the individual checking out the locker key to pay for replacement, if loss is due to the person's negligence.
- C. The person signing out a locker key is ultimately responsible for its replacement.

III. Issuance of Locker to Authorized Personnel

- A. Record name, officer's signature, PIN and locker number (Key Number), on key control sheet.
- B. Place control sheet and spare key in envelope and file in the "Issued Key Box."
- C. Fill out two index control cards. (White for men and pink for women).
 - 1. Each card will include the locker number, officer's name, PIN

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QUARTERMASTER DETAIL

S.O.P. 14-6

SUBJECT: ACQUIRING SERVICE FIREARMS, BADGES AND POLICE EQUIPMENT UPON RETIREMENT (SWORN)

PURPOSE: To establish a policy and procedure for retiring police officers to acquire their service firearm, badge, and/or other related equipment.

SCOPE: I. Service Firearm/High Capacity Magazines

A. Service firearms which have been issued to sworn personnel of the Police Department for their individual use are to be made available as a donation at no cost to such personnel on the date of their retirement under honorable conditions, provided, that such personnel shall have qualified for service, early service, rule of 64, ordinary disability or service incurred disability retirement.

1. The above City of Miami policy is authorized under Resolution No. 89-0798.

a. Police personnel, who terminate employment prior to their eligibility for retirement, are neither eligible to receive as a

(Continued)

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Quartermaster/Fleet Unit S.O.P. # 14 Acquiring Service Firearms, Badges and Police Equipment Upon Retirement- Sworn (Continued)

gift, nor to purchase their assigned service firearms.

2. Issuance of weapons to the families of officers who are killed in the line of Duty and/or the families of deceased officers.
 - a. The family member must submit a request to the Chief of Police for the weapon.
 - b. If approved, the weapon issued to the family must be disabled, mounted and/or encased prior to issuance.
 3. The Quartermaster, in order to indicate that the firearm is removed from inventory, will fill out City of Miami Disposition of Inventory form #504 (rev. 10/88) and forward to the General Services Administration. The retiring officer, upon receiving his/her firearm, will sign the Equipment Control card and the G.S.A. Request to Retain Firearms form. A copy of the G.S.A. form will be forwarded to the Personnel Unit for inclusion in the retiring officer's personnel file.
- B. High capacity magazines "Upon the release of a service firearm to a retiree, only two firearm "high capacity magazines" may be released with the donated firearm to the retiring Officer, and only upon the retiree's completion of the "Notice and Hold Harmless Indemnification Agreement".

II. Guns for Trade

A. Requirements:

1. Generation 1 and 2 Glock may be traded with Lou's Gun shop at an exchange rate of 10 used Miami Police Glocks for 6 new Glocks from Lou's Gun Shop
2. The exchange paperwork must be submitted through channels within 30 days of acquiring a minimal of ten eligible City of Miami Glock firearms.
3. Lou's will hold the traded firearm for thirty days to allow the officer to purchase the firearm before placing it "for sale" to the general public.

III. Police Badges

A. Requirements:

1. The Police Officer requesting a service badge must have qualified for either regular retirement, disability retirement, or vested rights.

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Quartermaster/Fleet Unit S.O.P. # 14 Acquiring Service Firearms, Badges and Police Equipment Upon Retirement- Sworn (Continued)

2. The badge requested must have been assigned to the retiring officer.
3. Active Police Officers will not receive service badges unless written approval is obtained by the Chief of Police.

B. Procedures:

The Police Officer must submit a "Request to Retain/Purchase Service Badge" form to the Chief of Police (through the Business Management Section) requesting the service badge.

1. In the case of a disability retirement, there will be no time restriction for employment.
2. There will be no charge for the issued service badge at the officer's retired rank, upon the written approval of the Chief of Police.
3. Previously issued badges that were assigned to a member when he/she was at a lower rank will also be given to the officer upon the approval of the "Request to Retain".

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S.O.P. 14-7

SUBJECT: POLICE PATCHES


PURPOSE: To establish guidelines for the issuance of Department of Police uniform patches.

SCOPE: I. Storage of Police Uniform Patches

- A. The Quartermaster will store and secure all City of Miami Police patches.
- B. The Quartermaster Specialist will maintain a control log of all patches received and issued.

II. Distribution outside the Department

(Continued)



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Quartermaster/Fleet Unit

Effective Date 6 Jun 17



Quartermaster/Fleet Unit S.O.P. # 14 Police Patches (Continued)

- A. The Chief of Police has authorized the Quartermaster/Fleet Unit to distribute police patches by submission of written requests.
- B. Requests will include the name and address of person(s) and/or organizations/groups requesting patches.

III. Mailing

- A. Follow the steps as outlined in item II (Distribution outside the Department).
- B. The Quartermaster Detail will mail the police patch in a specially designed pamphlet.

IV. Issuance to Department Members

- A. All requests for the issuance of police patches will require an Inter-Office Memorandum from the person requesting the patches.
- B. The request must be forwarded to the Property and Evidence Management Commander.
- C. Officers who are patch collectors, and need patches for trading purposes, will be required to purchase them through the Quartermaster Detail at the current contract price.

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STANDARD OPERATING PROCEDURES
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S.O.P. 14-8

SUBJECT: ISSUING EQUIPMENT AFTER NORMAL WORKING HOURS

PURPOSE: To set forth guidelines to be followed by Quartermaster Detail personnel prior to releasing equipment.

SCOPE: I. Issuing Equipment after Hours

- A. The officer requesting loaner equipment will fill out form R.F. #325 (Police Equipment Uniform Request) and have it signed by a Commanding Officer.
- B. The R.F. #325 will then be presented to the Counter Detail.
- C. After entry to the safe (where the equipment is kept) the on-duty Supervisor will follow the procedures as outlined in SOP 11-3 (Vault Access) of the Intake/Storage Detail.
 - 1. The equipment issued from the safe will be signed for on the corresponding equipment card.
- D. Emergency equipment will be returned to the Quartermaster during the hours of 0700-1600.

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City of Miami



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City Manager

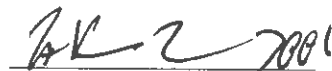
QUARTERMASTER/FLEET UNIT
STANDARD OPERATING PROCEDURES
QUARTERMASTER DETAIL

S.O.P. 14-9

SUBJECT: CLEARANCE FOR TERMINATION OF EMPLOYMENT

PURPOSE: To provide guidelines regarding Property & Evidence Management Section requirements for employees who are terminating employment.

- SCOPE:**
- I. Guidelines to be followed:
 - A. Prior to termination, the employee will contact the Quartermaster and make arrangements for check-out (to ensure availability of service).
 - B. The Quartermaster will ensure that all items originally issued to the Officer have been accounted for (returned or paid for).
 - C. After all of the above procedures have been completed, the Quartermaster will sign the R.F. #102 (Clearance for Termination of Employment). The Officer who is terminating employment is solely responsible for any failure to account for items on the R.F. #102.



Commander
Quartermaster/Fleet Unit

Effective Date 6 Jun 17



City of Miami



DANIEL J. ALFONSO
City Manager

QUARTERMASTER/FLEET UNIT
STANDARD OPERATING PROCEDURES
QUARTERMASTER DETAIL

S.O.P. 14-10

SUBJECT: FIRE EXTINGUISHER INSPECTION

PURPOSE: To provide guidelines for quarterly/annual inspection of Property and Evidence Management fire extinguishers.

SCOPE: i. Monthly Inspection

- A. The Quartermaster Detail will ensure that all fire extinguishers within the Property and Evidence Management Section are checked monthly.
 - 1. They will be checked for charge level, tampering, and location placement.
 - 2. Discrepancies will be reported to the Quartermaster Detail for correction.

- B. The following is a location list:
 - 1. Counter Detail-south wall, east of 108C.
 - 2. Vault and Warehouse Detail-on wall behind door.

(Continued)

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Commander
Quartermaster/Fleet Unit

Effective Date 6 Jun 17



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Quartermaster/Fleet Unit S.O.P. # 14 Fire Extinguisher Inspection (Continued)

3. Confiscation Detail-east wall, center.
4. Vault and Warehouse Detail-on wall, west column and east wall.
5. Quartermaster Detail-northeast corner, east of past thru window.
6. Mail and Supply Detail-on wall adjacent to door 114.

II. Annual Inspection

The Building Maintenance Unit is responsible for the annual inspection of Property and Evidence Management Section fire extinguishers.

City of Miami



DANIEL J. ALFONSO
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QUARTERMASTER/FLEET UNIT
STANDARD OPERATING PROCEDURES
QUARTERMASTER DETAIL

S.O.P. 14-11

SUBJECT: SHOTGUN AND AR-15 RIFLE INVENTORY

PURPOSE: To provide a system of accountability for all shotguns and AR-15 rifles assigned to the Property and Evidence Management Section.

SCOPE: I. Procedures

- A. An inventory will be conducted quarterly for all shotguns/AR-15 rifles assigned to the Property and Evidence Management Section.
- B. When a shotgun/rifle is missing:
 - 1. Notify the Quartermaster/Fleet Commander. If it is determined that Internal Affairs will be notified, the notice must be given within 48 hours (excluding holidays) of discovering the discrepancy.
 - 2. Complete form PD/AD 208 "Request for Replacement of Lost or Damaged Equipment." If necessary, a criminal

(Continued)

ZK C 3991

Commander
Quartermaster/Fleet Unit

Effective Date 8/2/17



2

Quartermaster/Fleet Unit S.O.P. # 14 Shotgun and AR-15 Rifle Inventory (Continued)

offense report will be completed.

- C. A file will be maintained in the Quartermaster Detail for the inventory records.

City of Miami



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City Manager

FLEET/QUARTERMASTER UNIT
STANDARD OPERATING PROCEDURES
QUARTERMASTER DETAIL

S.O.P. 14-12

SUBJECT: INVENTORY CONTROL SYSTEM

PURPOSE: To provide the procedures for entering police inventory into the Quartermaster Computer System.

- SCOPE:**
1. Equipment Entry Preparation
 - A. Log on computer
 - B. Type QMEN and XMIT. The screen for Quartermaster Equipment Record will appear
 - C. Fill out screen
 1. Action: Enter CODE A
 2. Category Code: Enter desired Code
 3. Type Code: Enter last three letters or numbers of item
 4. Serial Number: Enter, if applicable

(Continued)

ZaK 2 3006

Commander
Quartermaster/Fleet Unit

Effective Date 8/2/17



2

Quartermaster/Fleet Unit S.O.P. # 14 Inventory Control System (Continued)

5. Description: Enter brief description of item
6. Purchase Order: Enter P.O. Number if known
7. Price: Enter amount if known
8. Vendor: Enter company name, if known
9. Item Purchased: If purchased by City Employee, Enter (Y)
10. Disposition Date: Enter Action Code A
11. Disposition Date: Enter Today's Date
12. Action: Enter Action Code A
13. Assigned to: Enter Employee's PIN
14. Date Assigned
15. Time Assigned
16. By Whom Assigned: Enter PIN
17. Time Returned
18. By Whom Returned: Enter PIN
19. XMIT: Control Numbers will appear