

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

TRAINING AND PERSONNEL DEVELOPMENT SECTION

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

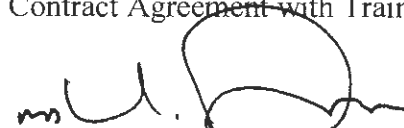
### STANDARD OPERATING PROCEDURES

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 Major Um Set Ramos  
 Section Commander  
 Training & Personnel Development Section

2/1/19  
 \_\_\_\_\_  
 Effective Date



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# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter  
Inspections

  
Section Commander

3/11/19  
Date

Second Quarter  
Inspections

  
Section Commander

5/25/19  
Date

Third Quarter  
Inspections

  
Section Commander

9/7/19  
Date

Fourth Quarter  
Inspections

  
Section Commander

11/25/19  
Date

Annual  
Inspections

  
Section Commander

12/19/19  
Date



# City of Miami



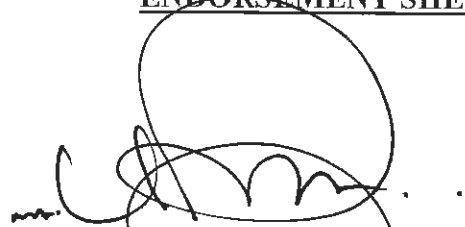
ARTHUR NORIEGA, V  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter  
Inspections

  
Section Commander

1/1/2020  
Date

Second Quarter  
Inspections

  
Section Commander

4/22/2020  
Date

Third Quarter  
Inspections

  
Section Commander

7/31/2020  
Date

Fourth Quarter  
Inspections

  
Section Commander

9/30/2020  
Date

Annual  
Inspections

\_\_\_\_\_  
Section Commander

\_\_\_\_\_  
Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### LETTER OF PROMULGATION

TO: ALL PERSONNEL, Training & Personnel Development Section (CALEA 5.3.1)

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Training & Personnel Development Section of the City of Miami Police Department.

The procedures set forth in this manual supplement, but do not supersede the Departmental Orders or other administrative and operational directives, are formulated accordingly. Unforeseen conflicts between the Standard Operating Procedures, the Departmental Orders, or any other directives will be arbitrated and resolved through the Section Commander.

Personnel assigned to the Training & Personnel Development Section will read, know, and follow these procedures, the Departmental Orders, and any other pertinent directives. Any conflict between them will be reported to the immediate supervisor.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### VISION, MISSION, GOALS, AND OBJECTIVES

#### I. VISION

The Training & Personnel Development Section maintains and enhances criminal justice professionals and governmental entities by providing relative and qualitative training. The Miami Police College is an internationally recognized training center that provides high-level customer service and innovative professional training programs.

#### II. MISSION

The Miami Police Training Center is committed to:

- A. Quality training in a professional, efficient, and cost-effective manner by promoting community and staff involvement through continuous assessment and problem-solving partnerships;
- B. Innovative and state-of-the-art instruction through traditional academic instruction, scenario based training, and on-line training environment;
- C. Service to the law enforcement community with training in the latest high liability, managerial, operational, and investigative techniques;

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date





VISION, MISSION, GOALS, AND OBJECTIVES  
(Continuation)

- D. Mechanisms to identify and maintain training and development curriculum, which is responsive to current, future, and anticipated needs in the law enforcement profession;
- E. Enhancement to the International law enforcement community through effective criminal justice programs.

III. OBJECTIVES (CALEA 5.3.1 a.)

- A. Each year after this, the Training & Personnel Development Section will continue to market the programs and facility (classrooms and auditorium) based on the allotted budget item to increase the amount of attendees to the facility by five percent each year.
- B. By the end of the first fiscal year, the Miami Police Training Center, to include the Miami Police College, will be recertified as a Florida Department of Law Enforcement Training Center.
- C. On an annual basis, the Police College will continue to provide specialized and advanced course offered and marketed through Region XIV Trust Funds.
- D. On an annual basis, each Unit and Detail within the Training & Personnel Development Section will identify personnel for enhanced training abilities by attending professional training seminars. These personnel will be utilized to create new course curriculum, which will be advertised through multi-media.
- E. The Police College will continue to be a training center recognized by the Department of Veterans Affairs in order for the GI Bill and the Vocational Educational Assistance Program (VEAP) to be processed directly at the facility.
- F. Police College will continue to collaborate with State Department, Homeland Security, and the United States Military to offer specialized and advanced training courses to domestic and international law enforcement and criminal justice professionals.
- G. Training & Personnel Development Section will meet with the Budget Unit on a quarterly basis to review all of the budget accounts and procurements in order to prepare for the annual budget.

## VISION, MISSION, GOALS, AND OBJECTIVES (Continuation)

- I. On an annual basis, the Training & Personnel Development Section will conduct an overview of our accomplishments and strategies in a presentation to the Chief of Police.
- J. On an annual basis, the Training & Personnel Development Section will provide the CJSTC Satisfaction Survey (**CALEA 6.6.1**) to outside agency personnel who have attended training courses at the Miami Police Academy and internal satisfaction survey to all those that attend a course provided by the Miami Police Training Center.
- K. On an annual basis, Training & Personnel Development Section will coordinate with the City of Miami's Grant Writing Department to prepare, review and submit grants for the Police College.
- L. Training & Personnel Development Section will submit one grant, on an annual basis, directly related to the functions and operations of the Miami Police Training Center or Miami Police Academy.

### IV. GOALS (**CALEA 5.3.1 a.**)

- A. To utilize the modern and state-of-the-art equipment within the Police College facility to offer Specialized and Advanced Training Courses.
- B. The Police College will continue to have a process in place to hire part-time instructors and contractors to be utilized for specialized and advanced courses (**CALEA 4.8.1**).
- C. The Miami Police College will continue to host Equivalent of Training Courses.
- D. The Miami Police Training Center will continue to offer an Executive Leadership Classes.
- E. The Training and Personnel Development Section will develop a process and curriculum to host Internal Affairs, Homicide Training, Homeland Security and Terrorism Training, Economic Crimes, Crime Scene Technician, Parking Enforcement Specialist Training, Civilian Support Training, and Dispatch and E911 Training, FITT (Active Shooter Training) MAT, and MAST courses.
- F. The Miami Police Training Center will continue to develop a process to provide a proctored 40-hour FDLE approved mandatory retraining for any law enforcement officer through the use of the computer classroom.

VISION, MISSION, GOALS, AND OBJECTIVES  
(Continuation)

- E. The Training and Personnel Development Section will continue to provide Lieutenants and above a 40-hour mandatory training.
- F. The Miami Police Training Center through the International Policing Institute will continue to provide, market, and develop Internship participation.
- I. To develop personnel within the Training & Personnel Development Section (TPDS) to be successful at administrative duties and responsibilities.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

The Miami Police Department Training & Personnel Development Section is located in Room 327. Assignment, days off, and duty hours will change when necessary to meet the Miami Police Department's needs in accomplishing its mission. Vacation will be granted in compliance with Departmental Orders. The basic duty hours of the personnel are: (CALEA 5.3.1 b.)

Lieutenant of Police (Administration)	0700 – 1700 (Monday – Thursday)
Lieutenant of Police (Academy)	0700 – 1700 (Tuesday – Friday)
Sergeant of Police (Career Development)	0700 – 1700 (Monday – Thursday)
Training Liaison Officers	0700 – 1700 (Monday – Thursday)
Training Liaison Officers	0700 – 1700 (Tuesday – Friday)
Sergeant of Police and Staff (Skills Development)	0700 – 1700 (Monday – Thursday)
Sergeant of Police and Staff (Firearms)	0700 – 1700 (Tuesday – Friday)
Sergeant of Police and Staff (Academy)	0700 – 1700 (Tuesday – Friday)
Training Officers	0700 – 1700 (Tuesday – Friday)
Training Officers	0700 – 1700 (Monday – Thursday)
Sergeant of Police (Testing Standards/Drill Inst.)	0700 – 1700 (Tuesday – Friday)
Officer of Police (Drill) (4)	0700 – 1700 (Tuesday – Friday)
Senior Staff Analyst/Director's Assistant	0900 – 1800 (Monday – Friday)
Administrative Assistant I	0600 – 1700 (Monday – Friday)
Administrative Aide II/International Liaison	0600 – 1500 (Monday – Friday)
Audio Visual Specialist	0800 – 1700 (Monday – Friday)

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19

Effective Date



## DUTY HOURS AND DRESS

(Continuation)

Administrative Aide I	0600 – 1500 (Monday – Friday)
Marketing Specialist	0600 – 1500 (Monday – Friday)
Special Project Coordinator/Specialist	0600 – 1500 (Monday – Friday)
Subject Matter Expert	0600 – 1500 (Monday – Friday)
Typist Clerk II	0600 – 1500 (Monday – Friday)
Fitness Center Specialist	0600 – 1500 (Monday – Friday)

E. Dress code requirements will be in compliance with Departmental Orders as follows:

### Black BDU's Pants:

Accompanied with a red t-shirt with the words “**Police Instructor**” on the back; Miami Police badge emblem will be on the front left side of the red t-shirt and underneath the Miami Police Badge emblem it will state “**Training Staff**”.

Red long-sleeve t-shirt with the words “**Police Instructor**” on the back; Miami Police badge emblem will be on the front left side of the red t-shirt and underneath the Miami Police Badge emblem it will state “**Training Staff**”. The left arm sleeve will state “**Police**” and the right arm sleeve will state “**Instructor**”. Red long sleeve t-shirt is optional to be worn for sun protection, inclement weather, or etc.

Red Polo shirt with the word “**Police**” on the back; Miami Police badge emblem will be on the front left side of the shirt and underneath the Miami Police Badge emblem it will state “**Training Staff**”.

### **Hats:**

Black Boonie embroidered “**Miami Police**” in front, and in the back it is optional to have the word “**Instructor**”, or the name of the instructor.

City issued ball cap or Miami Police Training Center black and red cap.

Campaign Hat made of felt in a dark blue color with tassels in gold and silver.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### DUTIES AND RESPONSIBILITIES OF MEMBERS

##### I. Police Major, Commanding Officer (CALEA 5.3.1 c.)

The person in charge of the Miami Police Department Training & Personnel Development Section performs three (3) simultaneous functions:

- A. He/She is the Section Commander and, as such, the Departmental Training Officer, and
- B. He/She is the Director of the Miami Police Training Center, a Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission Certified (Region XIV) Training Institute.

As the Departmental Training Officer, he/she is charged with the following responsibilities: Maintains a continuous audit of the department's training needs; prepares objectives for section work and communicates them to his staff; prepares section budget and periodically evaluates value received from budget expenditures; develops and applies administrative controls to the work of the Training & Personnel Development Section; researches learning theory for application to department's teaching/learning problems; supervises the work of the training staff; plans developmental activities for his/her staff, and periodically appraises their professional growth; arranges for training materials, equipment, and facilities

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

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## DUTIES AND RESPONSIBILITIES OF MEMBERS (Continuation)

;supervises and assists in the production of audiovisual materials for training; edits all written materials produced by the Training & Personnel Development Section; organizes and participates in developmental programs for top management; develops and applies methods for checking the effectiveness of all training programs.

As the Miami Police Training Center, a training center certified in accordance with Florida State Statute Chapter 943.25, Criminal Justice Standards and Training Commission (CJSTC), the Director is charged with the following responsibilities: Developing and discharging the Second Dollar Trust Fund Budget; developing training programs and budgets for submission to the Region XIV Advisory Committee for application for Miami Police Training Center (MPTC) inclusion in the Regional First Dollar Trust Fund Budget; authorizing the expenditure of aforementioned funds and ensuring reporting is complied with; supervises the Training staff to ensure that proper CJSTC forms are forwarded to the Commission; monitors the implementation of no less than one CJSTC certified curriculum courses annually and any additional requirements which assure continued State certification as a training center.

### C. International Policing Institute Director

1. Review police training programs across the world and find out common objectives to enforce the law.
2. Review the difference in the training areas and qualifications.
3. Ensure the Miami Police International Policing Academy provide the needs of the department requesting training, such as physical fitness, emergency life-saving techniques, police procedures, communications, etc.
4. Review any perceptions shared by all of the participating law enforcement agencies of a serious threatening crime problem.
5. Review the involvement of political officials who formulate, enact, and defend enabling laws and budgetary support.
6. Review the involvement of experienced career law enforcement personnel who help define the problem and propose practical solutions.
7. Ensure regular communications between law enforcement professionals and political officials throughout the whole world.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

8. Ensure a relationship with politicians and their constituents to build a valuable and effective international police relationship. Consider their claims at a reasonable time and their countries resources to merit their concerns and prompt attention.
9. Review any and all short or long term enmity and/or rivalry between countries in order to adapt a successful training program.
10. Ensure in attaining political support to work out any fundamental differences in law enforcement styles. For example, U.S. Common Law traditions have heavy emphasis on individual rights, due process of law. Most European countries follow the Civil Law tradition that emphasizes the interests of the community/state, informal, neutral, efficient inquisitorial proceedings, legislative superiority in declaring the law.

II. Lieutenant, Administration Unit (CALEA 5.3.1 c.)

- A. Review all termination requests submitted through channels, adding any addendum, if necessary.
- B. Review, sign and forward through channels performance evaluation for subordinates and/or recruits.
- C. Counsel supervisors.
- D. Oversee disciplinary action taken against recruits.
- E. Review and monitor the preparation of necessary reports on city recruits to the Training & Personnel Development Section.
- F. Monitor any and all remedial training and review written documentation of their progress. Copies forwarded through the Training & Personnel Development Section.
- G. Monitor the organization of class practicum performances.
- H. Monitor the physical conditioning of recruits.
- I. Ensure supervisors post "I", "V", and "EO" time used by all City of Miami personnel assigned to the Miami Police Academy.
- J. Approval of equipment needed, as well as, justification.



DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- K. Ensure all training staff are properly qualified and certified to instruct law enforcement courses.
- L. Ensure Miami Police Academy receives proper documentation for all certifications (ATMS II).
- M. Provide in detail to the Section Commander the development of training programs.
- N. Ensure the development and the maintenance of an atmosphere and environment conducive to learning.
- O. Must approve pre- and post-orientation for all Police Academy Class (PAC) and PSA classes, certified officers and independents.
- P. Will act as a designee/liaison with FDLE and local criminal justice agencies for Section Commander/Training Director.
- Q. Attend quarterly FDLE Criminal Justice Standards and Training Commission Meeting instead of the Training Director when he/she is not able to attend.
- R. Review and approve any and all purchase orders for materials needed to conduct firearms training.
- S. Review Firearms Training Detail budget.
- T. Ensure that the department is provided with information for questions concerning firearms training or firearms functioning.
- U. Ensure that the Miami Police Firearms detail work in conjunction with other law enforcement agencies in matters of firearms training.
- V. Review the Section's SOP's dealing with Firearms and Firearms Training.
- W. Ensure that maintenance of contracted Pistol ranges is supervised.
- X. Review monthly and quarterly reports on the progress of firearms training programs.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- Y. Ensure that the Firearms Detail attend any and all periodic training, within and outside the department to keep up with contemporary training.
- Z. Ensure that the Firearms Detail is available for PAC personnel. Review any and all accidental discharge reports.

### III. Lieutenant, Academy (CALEA 5.3.1 c.)

- A. Ensure that firearms training are provided to all department members.
- B. Ensure the supervisors are conducting annual qualifications.
- C. Review any and all new training that is being developed or implemented in the Firearms detail.
- D. Review any and all new training which has been developed based on anticipated needs.
- E. Ensure that all CJSTC 86 and 86A have been entered in the ATMS II System provided by the Florida Department of Law Enforcement.
- F. Approve teaching assignments on police training programs and ensure instructors are qualified.
- G. Review the preparation of the necessary reports on City recruits and outside agencies delivered to the Training & Personnel Development Section.
- H. Evaluate and approve a calendar of events for each PAC and PSA Classes. A copy will be forwarded to Training Director.
- I. Ensure the monthly inventory of ammunition and other range supplies is conducted.
- J. Ensure all range weapons are maintained, as well as repairing any departmental weapons.
- K. Ensure that the appropriate documents are filled out correctly such as the CJSTC forms to certify instructors as Firearms Instructors being taught at the Miami Police Training Center.
- L. Review any and all research and development of new techniques and course materials when necessary for the Academy Unit.

## DUTIES AND RESPONSIBILITIES OF MEMBERS (Continuation)

- M. Ensure course outline is kept current in file.
- N. Ensure that the weapons being used are operated in a safe fashion.
- O. Review any and all discharge reports generated in the Academy Unit.
- P. Ensure that all instructors are state certified to function in that capacity. Ensure that a copy of their ATMS global profile is kept on file and in all class books.
- Q. Review any and all memorandums, letters, ticklers, etc.

### IV. Sergeant, Academy (CALEA 5.3.1 c.)

The sergeant/supervisor will assist the chairperson in the performance of his/her principal duties in the administration of police training programs hosted by the Miami Police Academy, which are as follows:

- A. Establish effective liaison with local criminal justice agencies.
- B. Provide advice and counsel in determining equipment needs for Miami Police Academy facilities.
- C. Recommend assignment of qualified instructors to teaching assignments in police training programs.
- D. Perform other administrative duties attending to the maintenance and/or improvement of police training programs sponsored by the Miami Police Academy.
- E. In addition to his/her Miami Police Academy duties, the sergeant/supervisor will be responsible for the actions and accomplishments of each City of Miami Recruit.
- F. The sergeant/supervisor will supervise and monitor the preparation of the necessary reports on City recruits, to be delivered to the Training & Personnel Development Section.
- G. Will develop a calendar of events for each Police Academy Class (PAC), which will cover the date of each event and the date that preparation should begin (see Training Officer manual). A copy is delivered to the Training & Personnel Development Section and a copy is given to the Training Officer of each class.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- H. Must follow up on all remedial training and develop written documentation of their progress. Copies are delivered to the Training & Personnel Development Section.
- I. Monitor the attendance and performance of City of Miami Training Officers under the functional supervision of another PAC Commander for evaluation purposes.
- J. Monitor the attendance and performance of a City of Miami Recruit's performance when they are assigned to a PAC class other than his/her own.
- L. Monitor all "I", "V", and "EO" time used by all City of Miami personnel assigned to the Miami Police Academy.
- M. Keep abreast of all termination requests and submit a redline memo, through channels, giving justification for the request.
- N. Evaluate performance of subordinates and recruits.
- O. Periodically review recruit files.
- P. Counsel recruits.
- Q. Oversee disciplinary action taken against recruits.
- R. Assist in organizing and performing class practicum.
- S. Assist with physical conditioning of recruits.
- T. Supervise and monitor the preparation of necessary reports on city recruits to be delivered to the Training & Personnel Development Section.
- U. Make suggestions regarding equipment needs, along with justification of same.
- V. Ascertain that training officers are properly qualified and certified to instruct law enforcement courses, and provide the Miami Police Academy with proper documentation for all certifications.
- W. Provide input to detail Lieutenant for the development of training programs.
- X. Assist in developing and maintaining an atmosphere and environment conducive to learning.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

V. Police Officer, Training Officer (CALEA 5.3.1 c.)

- A. All Training Officers are mandated to read, know, and understand their responsibilities as listed in the Miami Police Academy and Training Officer Manual.
- B. The Training Officers (TO) will make suggestions to the Training Coordinator concerning equipment needs, along with justification of same.
- C. The TO will advise the Training Coordinator when he/she becomes aware that the scheduling is not making the most effective use of Miami Police Academy's facilities.
- D. The TO will monitor those classes assigned to him/her, so as to report any deficiencies that may exist in ascribing to the standards of the Miami Police Academy.
- E. The TO shall assist, when required, in preparing course schedules.
- F. The TO shall ascertain that he/she is properly qualified and certified to instruct law enforcement and public service aide courses, and provide the Academy with proper documentation for all certifications.
- G. The TO shall maintain a current knowledge of training, so that he/she may appropriately evaluate new techniques.
- H. The TO will assist the chairperson and coordinator in evaluating instructors on the basis of divisional and institutional goals and objectives.
- I. The TO will encourage and assist instructors in upgrading their instructional material and methodology.
- J. The TO will provide input to the class supervisor, in reference to the development of training programs.
- K. The TO will keep their students fully advised of Academy's policies, rules, regulations, and changes thereto, and general information, as listed in the Miami Police Academy, Basic Recruit Training Program Rules and Regulations Manual.
- L. The TO will ascertain that each participant assigned to him/her in the training class is provided with instructional materials, when and where they are required and needed.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- M. The TO will ascertain that all Miami Police Academy equipment is operative and ready for use when needed by the instructors.
- N. The TO will assist the class supervisor in establishing and maintaining a participant evaluation program.
- O. The TO will assist in developing and maintaining an atmosphere and environment conducive to learning.
- P. The TO shall assist in counseling students who are experiencing difficulty of a personal, academic, or behavioral nature. The TO will share information and work cooperatively with other Agency in accomplishing Miami Police Academy's goals.
- Q. The TO will be available to assist, when needed, in registration.
- R. The TO will attend all Miami Police Academy meetings in which his/her presence is requested or required.
- S. The TO will be responsible for maintaining class attendance and checking for proper uniform care and maintaining same.
- T. The TO shall maintain an attendance file on each student assigned to him/her.
- U. The TO will assist the instructors in participatory-type programs, such as: firearms training, first responder, defensive driving, and mechanics of arrest, riot control, and swimming. The TO shall evaluate notes and assist students with any problems they may be experiencing in note taking.
- W. The TO shall assist the coordinator in developing practicum schedules for students. The TO will accompany his/her students on field trips, and ascertain that proper discipline is maintained.
- X. The TO shall ascertain that a complete file is maintained on each student assigned to him/her.
- Y. In addition to his/her Miami Police Academy duties, the TO will maintain close contact with the City of Miami Recruits, and assist them in transferring the generalized police concepts into a detailed knowledge of how to operate within the Miami Police Department. The TO will coordinate, conduct, and supervise pre- and post- orientation for all PAC and PSA classes.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- Z. The TO will prepare and maintain PAC and PSA class notebook, and when completed, will be stored in the Miami Police Training Center offices. The TO will maintain PAC and PSA class rosters. The TO will supply the Miami Police Academy Training Supervisor with the following information:

1. TO's working schedule and any changes.
2. Requests for time off, such "V", "EO" time.
3. All sick and injury reports.
4. Performance evaluation reports on recruits.
5. All disciplinary action on recruits.
6. Periodic, overall synopsis on City of Miami Recruit progress.
7. All scores and test results.
8. Information on recruit attendance.
9. Remedial defensive tactics, driving, and shooting progress.
10. Requests and preparation for graduation Uniform equipment, badges, etc.
11. All physical proficiency results.
12. Copies of all observation reports.
13. Orientation of new classes.
14. Responses to departmental correspondence.
15. Court appearance requirements.
16. Recruit assignments after graduation.
17. Any duties assigned to him/her, which are not TO-related.

### VI. Sergeant, Career Development (CALEA 5.3.1 c.)

- A. The person in charge is responsible for the operation of the internal, external, and special programs, as outlined in the Training & Personnel Development Section organizational chart. The supervisor is responsible for the following:

1. Training Calendar
2. Vacation Scheduling
3. Region XIV and other training entities
4. Monthly evaluations
5. Goals and objectives of the Section
6. Accomplishments
7. Complete monthly reports as may be required.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- B. Supervise the Internship Program to ensure the program is properly functioning efficiently and effectively.
- C. Maintain daily cash control over all collections, such as Region XIV and the Entrepreneurial Accounts.
- D. Maintain a complete set of books on the Training & Personnel Development Section auditable programs such as CJSTC classes, MAT, MAST, budget control and internal funds.
- E. Maintain a set of equipment, materials, and other cost accounts in accordance with any and all predetermined breakdowns, balance accounts, and reconciles to general books.

### VII. Police Officer, Training Liaison Officer (CALEA 5.3.1 c.)

- A. To provide instruction to Police Academy Class (PAC), Instructor Training Workshops (ITW), Public Service Aide (PSA), and Advanced/In-Service classes.
- B. Validate, prepare, review, administer, and score modular exams for the PAC classes; modular exams include the Patrol Procedures, Criminal Investigation, Final Comprehensive, and Final Practicum Examinations.
- C. Coordinate existing material with instructors to ensure the material covered is relevant to examination criteria, and still sound with existing policies and procedures.
- D. Counsel students who are experiencing academic difficulties, making appropriate recommendations to help them improve their performance.
- E. Represent Miami Police Academy at various meetings concerning the curriculum and academic needs of the students.
- F. Devise and implement testing procedures and instruments for modular examinations, integrating subsequent modules into a competency-based format.
- G. Review professional journals, new text materials and periodicals or other publications pertaining to the law enforcement-training field.



## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- H. Coordinate the subject matter presented to the students with the Field Training Officers (FTO's) from the respective departments, to assist in facilitating the entire program, becoming one that is competency-based.
- I. Act as liaison between the department and the Director of Student Internship Program.
- J. Assure that student interns complete the appropriate documents and forward to Public Information, Personnel, Building Maintenance, and Civilian ID Unit.
- K. Conduct student intern orientations. This period should be used to acquaint the student with the rules and regulations of the department.
- L. Prepare assignments for the intern in various sections and units: IT, Homeland, Training, Budget Unit, Patrol Section, AIU, and CIS.
- M. Coordinates registration for Union Institute, Barry, FIU, Miami-Dade and St. Thomas University evening classes conducted at the MPTC.

### VIII. Sergeant. Skills Development Detail (CALEA 5.3.1 c.)

- A. Research and develop new techniques and course material, when necessary.
- B. Maintain a current course outline on file.
- C. Ensure that all blank ammunition is collected and secured from both, the students and instructors, prior to the commencement of any training.
- D. Ensure that the use of the police training vehicles is operated in a safe manner by both the recruit and instructors.
- E. Ensure that a sufficient number of vehicles are available for training. If there are not enough vehicles, arrangements are to be made to secure a loaner vehicle from the Patrol Section or another Section that can spare one.
- F. Ensure that no student leave the training area, except on official business or during a dinner break.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- G. An inventory of all equipment assigned to the Officer Survival Program will be submitted to the Training & Personnel Development Section Commander on an annual basis (January 15<sup>th</sup> of each year). The inventory will include:
1. Quantity;
  2. Serial Number(s), if applicable;
  3. Description of items;
  4. Any other necessary information.
  5. As described on Equipment Use and Expectations SOP
- H. Ensure that the weapons used in the training are operated in a safe fashion; that the blank rounds used by the students and instructors are not discharged at a close range to another individual.
- I. Ensure that the building and main gate at the training facility are locked at the end of the day's training.
- J. Ensure that non-police personnel are not allowed to enter the training area.
- K. Ensure that a class roster is taken and kept on file for each training session, morning and afternoon.
- L. Ensure that training certificates are prepared and issued to each student who successfully completes the course, when applicable.
- M. Ensure that each instructor is State certified to function in that capacity. A copy of that certification is to be kept in that individual's Section file and one in the course file.
- N. Coordinate the scheduling of classes through the identification of problem areas related to officer safety.
- O. Select an instructor to be an acting supervisor in the Skills Development Detail Supervisor's absence. A memo to this effect is to be maintained on file.
- P. Upon completion of a training session, and, when not in use, all equipment shall be secured. The area for storing the equipment will be the storage room located in the main projector room. This is found on the west side of the building. The storage room and building are protected by locks and a burglar alarm system.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- Q. In addition to the above, the Skills Development Supervisor will be responsible for ensuring that all areas of the training are presented in a professional and safe manner.

VIII. Police Officer, Skills Development Instructor (CALEA 5.3.1 c.)

- A. Ensure that training equipment is operable and made ready for the day's classes.
  - 1. Handguns;
  - 2. Shotguns;
  - 3. Audiovisual equipment;
  - 4. Radios;
  - 5. Training ammunition
- B. Ensure that the training vehicles are properly maintained and are kept in a safe, running condition.
- C. Ensure that all live ammunition, knives, and second weapons are collected from the students and secured in a safe manner. This will be done prior to the commencement of any training.
  - 1. Ensure that color-coded wristbands are issued to each student. This indicates a "safe" weapon.
- D. Ensure that he/she acts in a professional manner at all times.
- E. Ensure that he/she maintains current instructor certification with the State Standards and Training Commission.
- F. Ensure that he/she becomes familiar with all facets of the program curriculum.
- G. Ensure that the use of all training aids (weapons) is performed in a safe manner and not used carelessly.
- H. Be aware of the students' actions during the training and not allow them to act in a careless manner.
- I. Be observant for actions by other instructors or students that could result in injury;

**IMMEDIATELY TAKE CORRECTIVE ACTIONS TO ADHERE TO THE HIGHEST SAFETY STANDARDS. MAKE SURE TRAINING IS PROVIDED ALWAYS KEEPING SAFETY THE HIGHEST PRIORITY.**

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- J. Ensure that the area used for training is kept secured to keep unauthorized persons from being injured or interfering with the training.
- K. Be observant for trends in unsafe actions by the students, which they may be performing while on regular duty. These actions should be brought to either the supervisor's or senior instructor's attention, so that they may be addressed either immediately or in future training.
- J. Ensure each training exercise will have one primary and one assistant instructor. The designated primary instructor will ensure that his/her assistant will be capable of instructing that particular exercise in his/her absence. Alternate instructors will be assigned, as needed.
- K. Ensure the designated acting supervisor will ensure that all the training exercises are conducted in a safe and orderly fashion. The acting supervisor will ensure that all Departmental Orders (DO's) and Section Standard Operating Procedures (SOP's) are complied with.
- L. Ensure that blank ammunition used for training is not accessible to the students.
- M. Ensure that all training equipment is accounted for and stored in a predetermined storage area and secured at the end of the day's training.
- N. Ensure that students are not allowed to leave the training facility except on official business, or during dinner break.
- N. Ensure that all additional directives and assigned duties are carried out to their completion.
- X. Sergeant, Firearms (Range) (CALEA 5.3.1 c.)
  - A. Administer firearms training to all departmental members required to carry a firearm. **MAKE SURE TRAINING IS PROVIDED ALWAYS KEEPING SAFETY THE HIGHEST PRIORITY.**
  - B. Supervise range officers conducting semiannual qualification.
  - C. Develop and implement different firearms training programs, as needs arise.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- D. Develop and implement different firearms training programs to meet anticipated needs.
  - E. Instruct police recruits in PAC classes in Basic Firearms Programs.
  - F. Administer the budgeted ammunition supply of the Firearms Training Detail.
  - G. Prepare Firearms Training Detail budget.
  - H. See to purchasing of needed materials to conduct firearms training.
  - I. Provide the department with information for any questions concerning firearms training or firearms functioning.
  - J. Work in conjunction with other law enforcement agencies in matters of firearms training.
  - K. Keep current the Section SOP's dealing with firearms and firearms training.
  - L. Supervise maintenance of contracted Pistol Ranges.
  - M. Prepare monthly and quarterly reports on the progress of firearms training programs.
  - N. Attend periodic training, within and outside the department to keep with contemporary training.
- XI. Police Officers, Firearms Instructors (CALEA 5.3.1 c.)
- A. Instruct in firearms training for in-service and PAC personnel.
  - B. Conduct semiannual qualifications.
  - C. Maintenance of range facility will be monitored.
  - D. Develop different firearms training programs to be submitted for consideration.
  - E. Maintain the firearms van.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- F. Attend periodic training within and outside of the Department, to keep current with contemporary training.
- G. Maintain the Firearms training files of all department personnel.
- H. Assist in the preparation of monthly and quarterly reports.
- I. Maintain a monthly inventory of ammunition and other range supplies.
- J. Maintenance of all Range weapons, as well as repairing any departmental weapons.

### XII. Sergeant. Testing Standards/Drill (CALEA 5.3.1 c.)

- A. The Drill Sergeant (DS) will ensure the maintenance and wear of the police uniform is properly instructed by the Drill Instructor (DI).
- B. The Drill Sergeant (DS) will ensure the importance of maintaining a professional personal appearance is instructed and upheld by the Drill Instructor (DI).
- C. The Drill Sergeant (DS) will conduct formal and informal Uniform, Equipment and Personnel Inspections.
- D. The Drill Sergeant (DS) will oversee Close Order Drill. The DS will ensure individual, platoon, guide, and flag detail movements are properly instructed by the Drill Instructor (DI).
- E. The Drill Sergeant (DS) will ensure the Morning and Evening Colors Ceremony is conducted by the Drill Instructor (DI).
- F. The Drill Sergeant (DS) will ensure the importance of the Chain of Command, Rank Structure, and Custom and Courtesies are properly instructed by the Drill Instructor (DI).
- G. The Drill Sergeant (DS) will oversee Physical Training.
- H. The Drill Sergeant (DS) will ensure the Drill Instructor (DI) is conducting Physical Training properly.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- I. The Drill Sergeant (DS) will conduct regular Physical Training and Physical Evaluations/Tests.
- J. The Drill Sergeant (DS) will assure the Drill Instructor (DI) assist Training Officers and Academy Staff with any disciplinary issues a Police Recruit may have during classroom instruction.
- K. The Drill Sergeant (DS) will administer and grade tests.
- L. The Drill Sergeant (DS) will ensure the Drill Instructor (DI) advises the assigned TA of a Police Recruit regarding any uniform or equipment discrepancies.
- M. The Drill Sergeant (DS) will immediately notify the Unit Commander of any incident(s) or injury(s) a Police Recruit may experience.
- N. The Drill Sergeant (DS) will report to the Unit Commander and provide input as to the progress of the Police Recruit Class.
- O. Monitor and be aware of attendance and performance of the Drill Instructor(s)/personnel assigned to him or her.
- P. Monitor all "I", "V", "EO" time used by the Drill Instructor(s)/personnel assigned to him or her.
- Q. Oversee disciplinary action taken against recruits by the Drill Instructor (DI).

### XIII. Drill Instructor/Officer (CALEA 5.3.1 c.)

- A. The Drill Instructor (DI) will emphasize the maintenance and wear of the police uniform. This will include:
  - 1. Instruct the proper fit of clothing.
  - 2. Instruct how to mark individual clothing.
  - 3. Instruct how to maintain prescribed quantities of clothing.
  - 4. Instruct how to inspect clothing.
  - 5. Instruct how to clean, inspect, and store equipment.
  - 6. Instruct how to wear proper fitting and serviceable police uniform(s).
  - 7. Instruct the wear of physical training uniforms.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- B. The Drill Instructor (DI) will emphasize the importance of maintaining a professional personal appearance. This will include:
1. Instruct how to maintain grooming standards.
  2. Instruct how to wear accessories properly (jewelry, sunglasses, cosmetics, watchbands etc.).
- C. The Drill Instructor (DI) will conduct formal and informal Uniform, Equipment and Personnel Inspections.
- D. The Drill Instructor (DI) will conduct Close Order Drill, as well as the instruction of the movements. The DI will focus on individual, platoon, guide, and flag detail movements.
- This will include:
1. Instruct the five purposes of Close Order Drill.
  2. Instruct individual drill movements.
  3. Instruct platoon level drill movements.
  4. Instruct the class guide drill movements.
  5. Instruct the flag detail drill movements.
- E. The Drill Instructor (DI) will march and present the class during the Pass and Review.
- F. The Drill Instructor will conduct the Morning and Evening Colors Ceremony.
- G. The Drill Instructor (DI) will emphasize the importance of the Chain of Command, Rank Structure, and Custom and Courtesies. This will include:
1. Instruct how to follow and purpose of the Chain of Command.
  2. Instruct how to differentiate between the different types of rank within the police rank structure.
  3. Instruct how to properly greet an individual or a group of fellow officers.
  4. Instruct how to report and speak to Police Academy Staff.
- H. The Drill Instructor (DI) will emphasize the importance of achieving and maintaining a level of physical fitness.
- I. The Drill Instructor (DI) will conduct Physical Training, as well as the instruction of the exercise movements. The DI will focus on Warm-up, stretching, calisthenics, aerobic, anaerobic, and cool down exercises. This will include:



## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

1. Instruct how to perform proper warm-up exercises.
  2. Instruct how to perform proper stretching exercises.
  3. Instruct how to perform aerobic and anaerobic exercises.
  4. Instruct how to perform proper cool down exercises.
- J. The Drill Instructor (DI) will conduct regular Physical Training and Physical Evaluations/Tests.
- K. The Drill Instructor (DI) will assist Training Officers and Academy Staff with any disciplinary issues a Police Recruit may have during classroom instruction.
- L. The Drill Instructor (DI) will assist the Drill Sergeant (DS) in administering and grading tests.
- M. The Drill Instructor (DI) will advise the assigned TA of any uniform or equipment discrepancies.
- N. The Drill Instructor (DI) will immediately notify the Drill Sergeant (DS) of any incident(s) or injury(s) a Police Recruit may experience.
- O. The Drill Instructor (DI) will report to the Drill Sergeant (DS) and provide input as to the progress of the Police Recruit Class.
- P. The Drill Instructor (DI) will supply the Drill Sergeant (DS) with the following information:
1. Any changes in the working schedule.
  2. Request for time off, such "V", "EO", or "I".
  3. All disciplinary action on recruits.
  4. Periodic, overall synopsis on Miami Police Academy recruits.
  5. Information on recruit attendance.
  6. All physical proficiency results.
  7. Court appearance requirements.
  8. Any duties assigned to him/her, which are not DI related.

### XIV. Senior Drill Instructor (CALEA 5.3.1 c.)

- A. The Senior Drill Instructor (SDI) selection will be made base on the following criteria:
1. Must have senior officer status with the department (15 years or more).

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

2. Must have served a minimum of 8 years in the Training Section of which 5 must be as a Drill Instructor (DI).
  3. Must have current ITW certification and completed Drill Instructor School/Course.
  4. Must have above average evaluations for the last 2 rating periods and endorsed by the Drill Sergeant & Drill Lieutenant.
  5. A ceremonial insignia will be placed on the uniform to identify his status.
- B. Performs all functions outlined under the Drill Instructor position in addition to the following:
1. The (SDI) will conduct periodic inspections of Police Recruits classes, identify areas of improvement and work closely with all the Drill Instructors to address concerns.
  2. The (SDI) will conduct monthly Drill Ceremonies, progress evaluations with each Police Recruit Class.
  3. The (SDI) will assist and coordinate the Drill Sergeant with the regular duties and assignments of the Academy.

XV. Senior Staff Analyst – Director’s Assistant (CALEA 5.3.1 c.)

- A. Performs all functions required for FDLE, as custodian of records, required by Rule 11B-21.00592 (B), FAC.
- B. Performs administrative duties within the Training & Personnel Development Section.
- C. Provides assistance to the Training Center Director for administrative issues.
- D. Ensure FDLE Annual Salary Report is printed and distributed to Payroll.
- E. Ensure all officers are certified and completed all mandatory requirements by June 30, and entered into ATMS II.
- F. Ensure CJSTC Form 84 is completed with proof of training and signed by the Commander/Training Director or designee.
- G. Ensure all documentation and procedures are followed when officers apply for salary incentive pay. Process Higher Education Report CJSTC Form 63.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- H. Ensure FDLE and Training Center requirements are met before submitting information into ATMS for all recertification for instructors by March 31.
- I. Maintain a file with names of all MPD, State Certified Instructors, and submit requests for certification to FDLE.
- J. Maintain a special file for Region XIV information, rules and regulations, CJSTC Tech memorandums and the department.
- K. Prepare Official Bulletin to notify instructors of expiration date.
- L. Must enter any and all recertification for instructors by March 31.
- M. Must ensure and review proper documentation for new instructors teaching are sent to the Criminal Justice Standards and Training Commission to include: CJSTC Forms: 71, 84, 4, 5, 6, 7 & 8, reference certificates, evaluations, and profiles.
- N. Ensure memorandums are prepared, reviewed, routed and saved electronically.
- O. Prepare weekly report, daily P-sheets, and Section meeting minutes for Training & Personnel Development Section.
- P. Maintain Training Section tickler system.
- Q. Respond to Public Record requests, keep a log of incoming and outgoing mail, and perform mail distribution.
- R. Perform other related work as required.

XVI. Administrative Assistant I/Standards Detail (CALEA 5.3.1 c.)

- A. To ensure all FDLE Standards are met to facilitate the academy administration.
- B. Registration of all applicants for independent police academy.
- C. Maintain all records for the independent police academy recruit program.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- D. Maintain operational files for each Police Academy Class to include Public Service Aide, Auxiliary Officer, and Equivalency of Training that the Miami Police Training Center conducts.
  - E. Ensures compliance with State course mandates and regulations.
  - F. Process all financial payments for tests and tuition payments.
  - G. Administer physical agility test to recruit applicants.
  - H. Handle walk-in and phone inquiries about police academy program.
  - I. Compile Training Announcements.
  - J. Maintain class files per FDLE requirement.
  - K. Act as GI Bill liaison for military service student applicants.
  - L. Post all accounts receivable and bad check accounts.
- XVII. Administrative Aide II/International Policing Institute and Training Center (CALEA 5.3.1 c.)
- A. Perform administrative duties using all available technology for daily operation of the Training & Personnel Development Section.
  - B. Knowledge and application of City of Miami, the Miami Police Department policy and procedures, including the Vision and Mission of the Miami Police Training Center.
  - C. Perform marketing responsibility of the Miami Police Training Center, all three (3) schools of the Miami Police College, Police Academy Class, School of Professional Development, and the International Policing Institute.
  - D. Prepare itinerary, logistics, and schedules for international law enforcement professionals attending training and/or internships as the International Policing Institute Liaison.
  - E. As the Residential Liaison of the Miami Police College dormitory rooms, responsible for making all reservations, confirmations, and notifications to ensure

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

issuance of the following: invoice, payment, room key, identification card, building tour, and dormitory regulations.

- F. Research, compile, and participate in special projects with management, i.e. website development, training announcements, and training brochures.
- G. Prepare the Training & Personnel Development Section 5-year Balance Scorecard and yearly accomplishment report. Compile data for and prepare monthly, annual and special reports.
- H. Assist staff in the development of responses to legal research and liabilities, Public Records Request, Contract Agreements, Purchase Orders, fiscal management, operational needs, and the Official Bulletin updates.
- I. Assist management and subordinates with their assignments as needed to include being a recorder of Training Committee meetings.
- J. Customer service experience with internal and external customers.
- K. Revise and develop methods to enhance efficiency in the workplace, i.e. official bulletins, forms, training notices, etc.
- L. Prepare travel documentation for Training Director and staff members.
- M. Perform other related work as required.

### XVIII. Special Projects Coordinator (CALEA 5.3.1 c.)

- A. Publish in the Official Bulletin and Training Bulletin all training courses being offered by MPTC and outside agencies for Miami Police Department personnel, and other information to be disseminated on training issues.
- B. Intake all training requests for In-Service and Region XIV courses to include notification made to all persons selected to attend courses via memorandum.
- C. Submit the white copy of CJSTC Form 15-A to the appropriate training agencies for each officer attending outside advanced/in-service training.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- D. Prepare classrooms, facilitating audiovisual equipment when necessary for courses, keep attendance with Sign-in Log, when applicable, and act as liaison between Instructors and the Training Center.
- E. Consults with management and supervisors to determine current training needs and relative priorities.
- F. Measures students learning progress and evaluates the effectiveness of training courses through course evaluations and student feedback.
- G. Maintain a special file for Region XIV information, rules and regulations, CJSTC Tech memorandums, and CJSTC laws.
- H. Assists with the maintenance of resource materials; training aids and equipment; orders training materials; supervises the scheduling of departmental personnel in training programs, and the maintenance of related records.
- I. Informing the appropriate personnel of any changes in the state standards rules, regulations, and laws that pertain to the Training & Personnel Development Section function, goals, and objectives.
- J. Maintaining a file and keeping the Training & Personnel Development Section Commander informed of all the sources of funding available for training.
- K. Prepare and print salary incentive report with CJSTC Form 63 and forward to Payroll Detail to compare FDLE records with Miami Police Department for final approval.
- L. Prepare and submit Region XIV calendar year letter listing all hosted courses with attaching announcements to Miami Police Academy.
- M. Send announcement for all Region XIV courses to all law enforcement agencies, Miami Police Academy Coordinators and FDLE Region Coordinator.
- N. Request salary incentive letter from all outside agencies for Region Courses that are incentive courses.
- O. Prepare account invoice for Region XIV career development courses for payment of services and forward within one week.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- P. Perform other related work as needed.

XVIV. Subject Matter Expert (CALEA 5.3.1 c.)

- A. Prepare lesson plans and instructional programs for Florida Department of Law Enforcement (FDLE) and CALEA Mandatory Training topics such as ethics, cultural diversity, use of force, electronic control devices, and less than lethal.
- B. Conducted FDLE and CALEA courses for all sworn officers and civilian staff on an annual basis. These personnel teach approximately 500 officers and civilians annually to comply with FDLE and CALEA mandates.
- C. Research and prepare high liability specialty courses related to new trends such as defensive driving, social media, criminal investigations, threat assessment and vulnerability assessments, dignitary protection, first line and mid-level management courses.
- D. Conduct high liability specialty courses for all sworn officers and civilian staff
- E. Supplement Officer Survival School Program by providing instruction with defensive tactics, fit testing for respirator, mobile field force, discretionary shooting, and fire arms range.
- F. Conduct Miami Police Training Center specialized courses such as community policing, cultural diversity, workplace violence, high risk tactics, death investigations, Investment and Excellence utilizing Thought Patterns for High Performance, MAT, MAST, ITW, Civilian Leadership, Public Speaking, and others.
- G. Assist with logistics and planning of conferences and symposiums being conducted by Miami Police Training Center. This includes moderators and specialized instruction.
- H. Perform other related work as needed.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

XX. Marketing Specialist (CALEA 5.3.1 c.)

- A. Involved in the development, research and analysis of economic and marketing strategies.
- B. Research the impact of local, national, and international economic policies.
- C. Assist with input and compiling information via the computer database entry.
- D. Conduct and analyze studies for different industries and their impact on the local economy.
- E. Research and prepare statistical data to forecast future marketing trends.
- F. Monitor professional service agreements to ensure proper compliance.
- G. Prepare articles for the biannual digest and monthly publications when needed.
- H. Perform website design to include updates, and publication design.
- I. Posting all accounts receivable and bad check accounts.
- J. Prepare cost breakdowns.
- K. Close accounts on assessable public improvements.
- L. Oversee the activities of the accounts payable.
- M. Prepare trial balances to include monthly and annual statements.
- N. Responsible for the maintenance and review of all fiscal records in the Training & Personnel Development Section.
- O. Ensure that all adjustments, opening and closing entries are made.
- P. Coordinate the preparation of annual budget estimates for a large department.
- Q. Formulate, track, and tabulate all purchase orders.
- R. Perform other related duties as needed.



DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

XXI. Administrative Aide I/Administration Unit and Career Development Detail (CALEA 5.3.1 c.)

- A. Review any and all routine administrative problems and development of procedures designed to improve efficiency.
- B. Forwarding certificates to the Officer's Unit, making copies for the training file and the Payroll Detail, and forwarding CJSTC Form 67 to the Payroll Detail for salary incentive.
- C. Establish procedures for handling administrative details, within guidelines of the Training & Personnel Development Section Director.
- D. Prepare payroll for the Section.
- E. Assist subordinates in routine public contact work, i.e. answer phones, customer service, etc.
- F. Process tuition reimbursement for departmental personnel.
- G. Knowledge of modern office equipment, practices and procedures, the laws, regulations, practices and procedures governing the area of assignment.
- H. Ability to relieve a superior of a variety of administrative detail work.
- I. Ability to communicate effectively, both orally and in writing to the public and the City staff.
- J. Ability to research related work and participate in specialized projects.
- K. Perform other related work as required.

XXII. Typist Clerk II, Operations Unit (CALEA 5.3.1 c.)

- A. Performs all secretarial functions for the Training & Personnel Development Section (i.e., typing, filing, custodian of records for FDLE, answer phones, payroll).
- B. Updates the Training & Personnel Development Section's Emergency Mobilization List.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

- C. Safeguards operational files for each course that the Miami Police Academy offers.
- D. Coordinates classroom space assignment and update calcium calendar.
- E. Update the Response to Resistance Report.
- F. Perform other related work as required and or needed.

XXIII. Fitness Center Specialist/Manager (CALEA 5.3.1 c.)

- A. To maintain order and discipline in the Miami Police Department Fitness Center & Miami Police College Gymnasium.
- B. To ensure that only authorized personnel have access and use of the Fitness Center & College Gymnasium.
- C. Ensures that all safety measures are upheld while utilizing the department's gym equipment.
- D. To coordinate the application and screening process for use of the Fitness Center & College Gymnasium by non-police department employees.
- E. To facilitate the cleaning, maintenance, and repair of the facility.
- F. To maintain and replace defective equipment or parts, as required.
- G. To ensure the proper and safe use of all equipment.
- H. To maintain a Sign-in log for persons utilizing the Fitness Center & College Gymnasium.
- I. To maintain additional records of all authorized users of the Fitness Center & College Gymnasium.
- J. Perform other related work as needed.

DUTIES AND RESPONSIBILITIES OF MEMBERS  
(Continuation)

XXIV. Audio/Visual Specialist (CALEA 5.3.1 c.)

- A. To assist with all the audio and video operations for the City of Miami Police Department, Miami Police Academy, and Training and Personnel Development Section events, including but not limited to master control, studio, and on location production operations.
- B. Delivers, sets up, tests, repairs, and maintains all audio/visual equipment used by City of Miami Police Department personnel.
- C. Installs, tests, maintains, troubleshoots, and repairs broadcasting related equipment.
- D. Assists in identifying and upgrading audio/visual equipment for the Miami Police College, classrooms, and facility.
- E. Operates and sets up classroom video equipment, recording and preparation of video, for use in staff meetings, trainings, and other events.
- F. Maintains a log for past and upcoming events.
- G. Sets up, assembles, and installs TV and broadcast equipment to record and broadcast events.
- H. Operates audio and video recording systems, selecting and positioning microphones and mixing to achieve technically and aesthetically pleasing sound for all training and police events, (live events, audio recordings, remote shots, and other productions.
- I. Performs other related duties as required.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STANDARD OPERATING PROCEDURES

#### SECTION POLICIES

- I. At least two coordinators of the Section will be in the main office or workplace at all times.
  - A. When leaving the office or workplace, notification must be made on where that employee is going and when that employee will be back. A supervisor will be notified and or designee. If the employee is not able to return to the office at the time required, they are to call the office and relate why they are not able to return to the office and when they might be able to return.
  
- II. Lunch periods should be staggered whenever possible.
  - A. When leaving the office, notification must be made that the employee is leaving on break or lunch.

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/16

Effective Date



# City of Miami



FAMILIO T. GONZALEZ Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### GENERAL INFORMATION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 1

**SUBJECT:** EMERGENCY MOBILIZATION LISTING

**PURPOSE:** To maintain an accurate record of each Section member's address and telephone number in case of an emergency mobilization.

**SCOPE:** It shall be the responsibility of the administrative support to update monthly any changes of address or telephone number on any person assigned to the Training & Personnel Development Section. This update will be submitted to the Personnel Unit the fifth working day of the month, and copies will be given to each sworn member of the Section (one for the Division and one for the Office of Emergency Management).

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### GENERAL INFORMATION

### STANDARD OPERATING PROCEDURES

**S.O.P.**            **2**

SUBJECT:    FIRE DRILL INSTRUCTIONS

PURPOSE:    To assist in the orderly conduct of the evacuation of the Miami Police Department building, Miami Police College, and International Police Institute dormitories, and to outline the specific responsibilities and duties of the training personnel during a fire drill.

SCOPE:        When a fire drill is conducted, the building fire alarms will be activated by the Fire Department, and an advisory announcement will be made over the Public Address system.

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2  
(Continuation)

Evacuation: All personnel, except those designated in these instructions, will immediately proceed to the nearest emergency stairwell (3rd Floor - S.E. corner - stairwell #1), and occupants of the International Policing Institute dormitory or Miami Police College (3<sup>rd</sup> Floor – S.E. corner Academy and 1<sup>st</sup> Floor S.E. corner Academy) and advance downward in a calm and safe manner, and assemble on the grassy area to the south of the police department complex. Do not use the elevators. The elevators will proceed to the first floor, where the doors will open and remain. Personnel are to assemble and remain with other persons from their respective Sections for accountability purposes. If anyone is left in the building, it will be quickly known by his or her absence in their work group.

Communication Unit personnel will conduct a limited evacuation so that Communications will not be disrupted.

Vehicle Removal: When the fire alarm is sounded, vehicles on the west ramp 2<sup>nd</sup> floor, or the drive under on the 1<sup>st</sup> floor must be removed to avoid congestion during evacuation. The vehicle drivers are responsible for moving the cars from the ramp or drive under.

Fire Marshals: Fire Marshals will be designated for each floor and will be responsible for monitoring the evacuation of their respective floor. They will ensure that only the fire stairways are used, and that all persons have left the floor. When the entire floor has been evacuated, each Fire Marshall will call the security console, to report that the floor is clear. The Marshals will then leave the building by the evacuation route.

The Training & Personnel Development Section is responsible for providing one Marshall for stair #1 (Third Floor – southeast corner of the building, and stairway #4, located on the first floor – east side of the building). The primary responsibility is assigned to the Police Sergeant in the Career Development Detail. The following personnel will be responsible for assuming the Marshall's tasks if one of the people preceding them on the list is present at the time of a fire drill:

1. Police Officer, Training Coordinator
2. Police Sergeant, Career Development Detail
3. Commander, Training & Personnel Development Section

# City of Miami



FABIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### DISSIMINATION AND STORAGE

### STANDARD OPERATING PROCEDURES

**S.O.P.**        3

**SUBJECT:**    DISSIMINATION AND STORAGE OF ACADEMY AND TRAINING WRITTEN DIRECTIVES (CALEA 3.1.7).

**PURPOSE:**    To outline the policies and procedures for the dissemination of new or revised policy and directives, as well as the storage and acknowledgement of their receipt by all civilian, sworn, and police academy recruits.

**SCOPE:**        This policy applies to all written directives in the Training and Personnel Development Section Standard Operating Procedures (S.O.P) and the Miami Police Academy manual.

#### I. Dissemination of directives (CALEA 3.1.7 a).

A. The Training Section Commander will be responsible for the bi-annual dissemination of all Training and Personnel Development Section S.O.P's and Miami Police Academy manual to all section employees.

B. In the event of a revision to any section of the training directives, the Training Section Commander will provide the updated version via electronic copy to Training Unit Commanders for dissemination.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date





DISSIMINATION AND STORAGE: S.O.P. 3  
(Continuation)

II. Storage (**CALEA 3.1.7 b**).

A. All Training and Personnel Development Section S.O.P's and Miami Police Academy manual will be stored on the City of Miami Police Department's SharePoint site and Intranet.

B. The Training Section Commander will be responsible to distribute any and all changes to the Training and Personnel Development Section S.O.P to the Information Technology Support Section for department-wide electronic posting. A copy will be electronically delivered to the Professional Compliance Section.

C. The Training Section Commander will ensure compliance with the dissemination through channels of any major updates, signatures, quarterly inspections, and annual approval and endorsement.

III. Acknowledgement (**CALEA 3.1.7 c**).

A. Training Unit Commanders are responsible for the creation and dissemination of annual and quarterly written directive logs indicating the receipt and review of both Training and Personnel Development Section S.O.P's and Miami Police Academy manual from all civilian and sworn personnel.

B. Annual written directive receipt logs will be due on January 15<sup>th</sup> of each year, and 7 working days from the dissemination of quarterly or revised written directives. The written directive receipt logs will be e-mailed to the Training Section Commander and Administrative Unit Sergeant for record keeping.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MONTHLY ACTIVITY REPORT

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        4

**SUBJECT:**    MONTHLY ACTIVITY REPORT

**PURPOSE:**    To coordinate the preparation of the Miami Police Training & Personnel Development Section's Monthly Activity Report.

**SCOPE:**        The Training & Personnel Development Section's Region XIV Supervisor is responsible for assembling the information and preparing the monthly report. The report will be available for Region XIV meetings and published in the training bulletin.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### REVENUE FUND AND ACCOUNT MAINTENANCE

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        **5**

**SUBJECT:**    REVENUE FUND AND ACCOUNT MAINTENANCE (CALEA 3.2.5)

**PURPOSE:**    To outline policies and procedures for the proper control over all receipts and receivables and help guarantee thorough financial management practices for the handling of checks, money orders, and cashier checks when received directly by Section personnel. To define the persons authorized to execute transactions, record, and the recording of transactions.

**SCOPE:**        The policy applies to the handling of all financial documents directly related to courses and programs that are produced by the Miami Police Training Center.

#### I. Intake of Financial Documents

A. The Administrative Assistant I /Standards Detail is responsible for the initial intake and documenting on all financial documents. There will be a manual verification process in place and supplemented by the use of Sharepoint to track all financial documents.

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



REVENUE FUND AND ACCOUNT MAINTENANCE: S.O.P. 5  
(Continuation)

The Section Commander and Administrative Assistant are the only persons permitted to remove the financial documents from the secured storage area in order to transmit them to the Budget Unit (**CALEA 3.2.5 g.**).

B. It is the responsibility of all Training & Personnel Development Section personnel to accurately record all financial documents received and transmitted.

C. Oracle Revenue Collecting System (Primary) - The Administrative Assistance I, will be responsible for entering all in-service customer information and invoices into the system. All credit card transactions, money orders, cashier checks, and cash will follow City of Miami revenue collection procedures and coordinated with. Once the customer is entered into the Oracle System, the customer will coordinate payment through Alarm Ordinance Unit collections.

D. A Financial Sign In and Out log (Secondary) will be maintained by the designated support civilian personnel.

II. Fund Disbursement Approval.

A. All fund disbursement request will require the authorization of the Section Commander or his designee, regardless the amount of the item or service. Additionally, all purchase order requisitions will require the approval process through the Administration Division Chief, The Deputy Chief of Police, and the Budget Unit (**CALEA 3.2.5 c.**).

1. After approval, when a financial document is rendered for payment, the designated personnel receiving such payment will issue a receipt and record the process as outlined in Departmental Order 8 (**CALEA 3.2.5 b.**) and (**CALEA 3.2.5 d.**).

a. All training transactions must be made with approved City of Miami vendors.

b. The Administrative Assistant is responsible for documenting all transactions in the Training and Personnel Development General ledgers on a daily basis (**CALEA 3.2.5 a.**).

REVENUE FUND AND ACCOUNT MAINTENANCE: S.O.P. 5  
(Continuation)

c. The Administrative Assistant is responsible for submitting a revised Training and Personnel Development balance sheet every 14 days for presentation during the Section meeting.

2. Financial documents will be entered in the log and reviewed by two persons to verify the amounts and reasons for the transaction.

III. Receipt of Revenue (Miami Police Academy).

A. Cash will not be accepted as a form of payment. Checks and Cashier Checks will be the only permitted form of payment.

B. Only checks and cashier's check will be accepted as form of payment for transactions for the Miami Police Academy.

C. All transactions originating as form of payment for the Miami Police Academy for outside agencies and self-sponsored recruits (e.g., Physical Agility Test, transcripts, and academy tuition) will only be handled by the Administrative Assistant of the Miami Police Academy and stored in a locked safe or similarly secured area until it is deposited (**CALEA 3.2.5 e.**).

1. All agencies and self-sponsored recruits will receive a receipt of the transaction, and a signed copy of such receipt will be stored and kept for training records.

2. The Administrative Assistant will be required to create a photocopy of forms of payment (i.e., checks) and a copy of the pre-numbered receipt will be attached to the academy receipt log.

3. All Miami Police Academy transactions will be deposited in the City of Miami General ledger account.

4. All refunds and voided transactions must be approved by the Section Commander (**CALEA 3.2.5 f.**).

1. Refunds for Physical Agility Test will only be given with a 24-hour notice of cancelation.

REVENUE FUND AND ACCOUNT MAINTENANCE: S.O.P. 5  
(Continuation)

2. Refunds for the Miami Police College will only be given during the first week of the start of the academy and will incur \$500.00 processing fee.

a. No refunds will be given after the first week of the Miami Police Academy.

IV. Custody of Assets involved in Training Transactions.

A. All financial documents will kept in a safe located in the records retention room. The records retention room is to remain locked at all times, and the issuance of keys will be restricted to designated personnel, which are approved by the Section Commander (**CALEA 3.2.5 g.**).

V. Periodic Reviews and Reconciliation of Existing Assets to Recorded Amounts of General and Entrepreneurial Accounts (**CALEA 3.2.5 h.**).

A. Once a week or when necessary, the In-Service Administrative Assistant, will prepare the transmittal memorandum to transfer the financial documents to the Budget Unit. The transmittal memorandum will detail the appropriate budget, program, and funding structure in which the financial documents will be deposited into.

1. The memorandum will be reviewed and signed off by the Section Commander and forwarded to the Budget Section Commander.

2. Upon the memorandum being accepted by the Budget Section representative, it will be signed off as a receipt for all financial documents.

3. The original memorandum will be kept on file with all financial document receipts and will also be scanned and copied into the Sharepoint system.

B. It will be the responsibility of the Administrative Assistant I to provide a current ledger showing monies received and monies deposited. This financial ledger will also be accessible on the Sharepoint System. The balance sheet will be reviewed at every Section Meeting to ensure transparency, efficiency, and effectiveness.

REVENUE FUND AND ACCOUNT MAINTENANCE: S.O.P. 5  
(Continuation)

1. Upon completion of the monthly payment and purchase reconciliations, the Administrative Assistant will formulate the monthly journal entries for the balance sheet.
  - a. There are two types of transaction entries, those that remain consistent from month to month (e.g., recurring annual ammunition purchases) and those that are specific to that month (e.g., purchase requisitions).
  - b. The Administrative Assistant will maintain a file for each month which includes red-line memorandums which document the balance of each balance sheet account. The Administrative Assistant will be required to reconcile the balance sheet on a monthly basis to support the accuracy of all statements that are provided to the Budget Unit.
  - c. Once the final general transaction entries are posted, the monthly balance sheet statement will be printed along with a copy of the transaction ledger for that month.
  - d. The Administrative Assistant will prepare a monthly expense report for the Section Commander to be included with the monthly financial statements.

VI. Periodic Reviews and Reconciliation of Existing Assets to Recorded Amounts  
Miami Police College (**CALEA 3.2.5 h.**).

A. It will be the responsibility of the Administrative Assistant of the Miami Police Academy to provide a current ledger showing monies received and monies deposited. The balance sheet will be reviewed at every Section Meeting to ensure transparency, efficiency, and effectiveness.

1. The Miami Police Academy Administrative Assistant will follow all the quarterly accounting procedures outlined in this policy (Section V.)

# City of Miami



EMILIO F. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### REQUISITION AND PURCHASING PROCEDURES

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 6

**SUBJECT:** REQUISITION AND PURCHASING PROCEDURES (CALEA 3.2.3)

**PURPOSE:** To prescribe the manner in which the Training and Personnel Development Section (TPDS) shall control the purchase and requisition of materials, supplies, equipment for academy and police personnel, and to maintain a high ethical standard for all officers and employees of the Miami Police department in connection therewith.

**SCOPE:** The procedure will cover all training related requisitions.

I. The commander of the TPDS has the final authority to approve or deny the requisition and purchase of any and all training equipment and supplies (CALEA 3.2.3. a).

A. In the absence of the commander of the section, the acting ranking officer will be responsible for the approval and authorization of any equipment.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date





REQUISITION AND PURCHASING PROCEDURES: S.O.P. 6  
(Continuation)

- II. Training firearms, caliber, accessories, ammunition, and lifesaving equipment and supplies will require a standardization that complies with Departmental Order 5 Chapter 2.5.1 (Specifications for authorized firearms utilized by employees).
  - A. Equipment that does not meet the standardized specifications outlined in Departmental Order 5 Chapter 2, will require a red-line memorandum with the justification for purchase, and approval from the commander of the TPDS (**CALEA 3.2.3. b**).
  
- III. The bidding procedure for the TPDS will comply with Article III of the City of Miami Procurement Ordinance and Departmental Order 8 Chapter 2.
  - A. The TPDS section commander has the authority to identify and solicit vendors for the purchases of goods, services, and equipment up to \$2,500, and a P-card may be used when items are not under contract.
  - B. The TPDS section commander must receive prior authorization from the Procurement Department to solicit the purchases of items over \$2,500.
  - C. Any equipment, service, or supply over \$25,000 must be procured through a competitive sealed bidding process outlined in Section 18-85 of the City Code. The competitive sealed bidding process and criteria for selection of vendors will include the following procedures (**CALEA 3.2.3 c.d**):
    - 1. Instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the city, the right of the city manager to reject all offers or bids, and any other special information;
    - 2. The purchase description, qualification factors, delivery or performance schedule, and such inspection and acceptance requirements as may not be included in the purchase description;

REQUISITION AND PURCHASING PROCEDURES: S.O.P. 6  
(Continuation)

3. The contract terms and conditions, including warranty and bonding or other security requirements, as applicable;
4. The date, time and place at which any pre-bid conference may be held and whether attendance at such conference is a condition for bidding;
5. The place where any documents incorporated by reference may be obtained.
6. Bidders' lists may be compiled to provide the city with the names of businesses which may be interested in competing for various types of city contracts. Unless otherwise provided, inclusion or exclusion of the name of a business does not indicate whether that business is responsible in respect to a particular procurement or otherwise capable of successfully performing a particular city contract.
7. Notice inviting bids shall be published at least once in a newspaper of general circulation in the city a reasonable time prior to bid opening; but in any event at least 15 calendar days shall intervene between the last date of publication and the final date for submitting bids. Such notice shall state the general description of the goods or services to be purchased, the place where a copy of the invitation for bids may be obtained, and the time and place for opening of bids. In addition, the chief procurement officer may solicit bids from all responsible prospective suppliers listed on a current bidders list by sending such bidders copies of the notice to acquaint them with the proposed purchase.
8. Pre-bid conferences may be conducted to explain the requirements of the proposed procurement and shall be announced to all prospective bidders known to have received an invitation for bids. Conferences should be held long enough after the invitations for bids have been issued to allow prospective bidders to become familiar with the proposed procurement, but sufficiently before bid submission to allow consideration of the conference results in preparing their bids. Nothing stated at a pre-bid conference shall change the invitation for bids unless a change is made by written addendum, which shall be supplied to all those prospective bidders known to have received an invitation for bids. All pre-

REQUISITION AND PURCHASING PROCEDURES: S.O.P. 6  
(Continuation)

bid conferences shall be recorded, and, if a transcript is made, such transcript shall be a public record.

9. All bids shall be submitted sealed to the city clerk and shall be opened publicly by the city clerk or designee in the presence of one or more witnesses at the time and place stated in the public notice and in the invitation for bids. The amount of each bid and such other relevant information as may be deemed desirable, together with the name of each bidder, shall be recorded; the record and each bid shall be open to public inspection.
10. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, quality, technique, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award, such as discounts, transportation costs, and total or life cycle costs shall be measured objectively. No criteria may be used in bid evaluation which were not set forth in the invitation for bids. The results of the evaluation and tabulation of bid prices shall be transmitted by the chief procurement officer to the city manager.
11. The procurement shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder, whose bid meets the requirements and criteria set forth in the invitation for bids except as otherwise provided in this section. For any procurement, including contracts, a bid to be awarded which exceeds \$25,000 shall be awarded by the city manager only upon certification of the results of the evaluation and the bid tabulation by the chief procurement officer as being in compliance with competitive sealed bidding methods, except as otherwise provided in this article. Copies of the city manager's award shall be delivered to the chief procurement officer and all affected department directors.
12. All bid awards in excess of \$50,000 must be approved by the city commission upon recommendation by the city manager.

REQUISITION AND PURCHASING PROCEDURES: S.O.P. 6  
(Continuation)

IV. All emergency purchase requests must first be approved by commander of the TPDS. The procedures for emergency purchases or rental of training equipment will be the following **(CALES 3.2.3 e.)**:

A. A red line memorandum through channels will be submitted to the Business Management Section commander or designee, to include the item/equipment, name of vendor, cost, and justification for emergency considerations.

1. All emergency purchases must receive final approval from City of Miami Director of Purchasing. The following will be the procedures outlined by City Code:

- i. In seeking a waiver of competitive bidding methods for emergency procurements that do not exceed \$25,000, the TPDS unit commander shall submit to the chief procurement officer in writing a full explanation of the circumstances of the emergency and the reasons for selection of a particular firm, along with a list of others which may have been solicited, with an approved requisition by the director of the requesting department.
- ii. In seeking the waiver of competitive sealed bidding methods for emergency procurements exceeding \$25,000.00, the head of the using department or office shall submit to the chief procurement officer and the city manager in writing a full explanation of the circumstances of the emergency and the reasons for selection of a particular firm, along with a list of others which may have been solicited, and certification of fund availability from the director of the department of management and budget. The city manager may then waive competitive sealed bidding requirements after making a written finding,

REQUISITION AND PURCHASING PROCEDURES: S.O.P. 6  
(Continuation)

supported by reasons that an emergency exists. Such finding must be ratified by an affirmative four-fifths vote of the city commission or a unanimous vote of the quorum that exists because of either abstentions or vacancies resulting from resignation, death, suspension, or physical incapacitation at the next available city commission meeting.

V. All requests for supplemental or emergency budget appropriations must first be approved by commander of the TPDS. The following procedures will be adhered to (CALES 3.2.3 f.):

A. A red line memorandum through channels will be submitted to the Administration Chief for approval. The memorandum will include in detail the explanation of the circumstances of the emergency appropriations and the reasons for selection of a particular vendor, along with a list of others which may have been solicited. The memorandum will include cost, and description of items. The supplemental or emergency budget appropriations will be reviewed and approved by the Chief of Police with an accompanying signed requisition.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PROCEDURES GOVERNING THE PREPARATION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 7

**SUBJECT:** PROCEDURES GOVERNING THE PREPARATION AND SUBMISSION OF ITEMS REQUIRING CITY COMMISSION ACTION

**PURPOSE:** To ensure harmonious and methodical conformity on all materials submitted to the City Commission, in a uniformed format, with only the essential information necessary for competent consideration.

**SCOPE:** The policy applies to all training agenda items submitted for commission approval.

I. Routine agenda items: The following procedures and timetable pertain to routine agenda items only. Routine items include items requested for discussion before the City Commission, for personal appearances by individuals, and items requiring legislation. Routine items requiring legislation are those proposed solutions and ordinances involving ordinary departmental activities and the expenditure of budgeted funds that are not controversial. These items are submitted concurrently to the departments specified for review.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

Effective Date



PROCEDURES GOVERNING THE PREPARATION: S.O.P. 7  
(Continuation)

II. Non-routine items: Items involving complex or controversial agreements, contracts, or other documents requiring careful scrutiny by the Law Department should be submitted to the Office of the Chief of Police at least one week ahead of the deadline for routine reviews.

A. Procedures

1. Covering Memoranda: Any item proposed for placement on the City Commission agenda must contain a covering memorandum, which should include a concise and complete explanation of the item.
2. Timetable of Agenda Process for Routing Items: On or before 20 days prior to the City Commission meeting, all items must be received by the Office of the Chief of Police. Such items include: (a) Committee of the Whole Items – items requested for discussion before the City Commission. Please note that these items must be limited to a 10-minute presentation. (b) Items requiring legislation (see distribution process below).
3. Assistance will be provided by the Legislation Detail of the Business Management Section.

III. Any items submitted to the Chief of Police for submission to the City Manager for subsequent placement on the City Commission agenda will require the following copies being submitted simultaneously, with the original to the Chief of Police:

A. Procedures

1. A copy identified for the Law Department.
2. A copy identified for the Budget Unit.
3. A copy identified for the Chief of Police.
4. A copy identified for the Commander of the Planning and Research Unit.
5. A copy identified for Internal Affairs.

PROCEDURES GOVERNING THE PREPARATION: S.O.P. 7  
(Continuation)

6. A copy identified for the origination unit, section and/or division within the police department.
7. Two (2) blue copies of the cover memorandum only for the Office of the Chief of Police.

IV. In the event that legislation submitted involves capital improvements, an additional copy shall be submitted and identified for the Planning Department.

A. In addition, items with supportive documentation in excess of five (5) pages (excluding cover memorandum and legislation) will require the reproduction of an additional 22 copies by the originator.

B. All items to be submitted for City Commission action will be forwarded through the Office of the Chief of Police as much in advance of the required 20 days prior to the City Commission meeting. Any items received after the 20-day deadline may be included in the next agenda. Exceptions to the deadline will only be permitted at the City Manager level.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### REQUISITION OF SECTION SUPPLIES/EQUIPMENT

#### STANDARD OPERATING PROCEDURES

**S.O.P**        8

**SUBJECT:**    REQUISITION OF SECTION SUPPLIES/EQUIPMENT

**PURPOSE:**    To outline the policies and procedures for purchasing Training & Personnel Development Section supplies.

**SCOPE:**        The policy for purchasing Training & Personnel Development Section supplies is as follows:

I. Procedures

A. A requisition form will be completed and submitted to the Property Specialist for items less than \$300.00 in cost.

B. An inventory of the supply/equipment room will be conducted prior to and after a requisition has been filled out.

C. Once stock supplies are received, the bottom half of the requisitions form will specify the date, name, and IBM number of the person receiving the supplies.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**MAINTENANCE OF SECTION SUPPLIES/EQUIPMENT**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.** 9

**SUBJECT:** MAINTENANCE OF SECTION SUPPLIES/EQUIPMENT

**PURPOSE:** To outline the policies and procedures for signing out supplies and equipment from the supply and equipment rooms.

**SCOPE:** The policy for signing out supplies from the supply and equipment rooms is as following:

I. Rules and procedures

- A. The supply coordinator, Region XIV Sergeant, and the administrative support are the only persons permitted to remove supplies from the supply room. The Region XIV Sergeant and a designated coordinator are the only persons permitted to remove equipment from the equipment room. The equipment room includes all Region XIV equipment.

A handwritten signature in black ink, appearing to read "Um Set Ramos".

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19

Effective Date



MAINTENANCE OF SECTION SUPPLIES/EQUIPMENT: S.O.P. 9  
(Continuation)

- B. A supply/equipment room sign-out log will be maintained by the supply/equipment coordinator.
- C. It is the responsibility of all Training & Personnel Development Section personnel to accurately record all supplies/equipment signed out.
- D. Inventory of the supply/equipment room will be conducted on a weekly basis to determine the accuracy of the supply/equipment sign-out log. Region XIV equipment will be inventoried, matching all serial numbers, etc. Region XIV equipment will not be disposed of unless the Florida Department of Law Enforcement Standards and Training Commission authorize same. Some Region XIV equipment will be maintained, inventoried and locked at all times. The Supervisor of the Center will be the only person authorized to remove Region XIV equipment.
- E. The supply and equipment rooms are to remain locked at all times, and the issuance of keys will be restricted to the supply coordinator, Region XIV Sergeant, and the administrative support.

# City of Miami



EMILIO T. GONZALEZ Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### EQUIPMENT USE AND EXPECTATIONS

### STANDARD OPERATING PROCEDURES

**S.O.P.** 10

**SUBJECT:** EQUIPMENT USE AND EXPECTATIONS (CALEA 2.2.3).

**PURPOSE:** To outline the policies and procedures for the expectation of privacy for academy sworn and civilian employees

**SCOPE:** This policy applies to the expectation of privacy for all academy telephones, fax machines, academy property, office desks, and lockers used by all academy personnel.

I. Academy telephones, fax machines, and computers.

A. All academy and training telephones, fax machines, and computers will be used solely for the purpose of official duties and responsibilities related to the functions of the Training and Personnel Development Section. Training personnel are reminded that telephones may be monitored for quality assurance. Academy personnel are given computers and computer accounts to assist them in the performance of their jobs.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



EQUIPMENT USE AND EXPECTATIONS: S.O.P. 10  
(Continuation)

B. Academy personnel do not have an expectation of privacy in anything they create, store, send or receive on the computer. The computer resource and the information within belong to the Training and Personnel Development Section and the Miami Police Department. The Training Director or his designee may authorize an investigation of any academy telephone, fax machine, or computer when there are reasonable grounds to suspect misconduct.

1. The destruction of any training backup files, or training media will only be done with prior approval of a Unit Commander **(CALEA 7.3.6 d.)**.

2. Training staff are prohibited from destroying any backup files associated with FDLE training records, employee training, college transcripts, MAT/MAST records, or academy profile records.

3. The approved destruction of any backup files will only be done by the Computer Support Unit. Training staff will submit a RF#598 and request the removal of the file or media **(CALEA 7.3.6 d.)**.

II. Academy Property.

A. Personal use of training and academy property, equipment, or devices is not authorized. The use of equipment and academy property for the purpose of job-related functions is authorized, but only if it results in minimal impact or normal wear and tear of the equipment. The modification of academy and training property is strictly prohibited, unless authorized by the Training Center Director.

B. Academy and Training personnel that are issued academy property or equipment do not have a right to nor should they have an expectation of privacy while using the equipment at any time. The Training Director or his designee may authorize an inspection of any equipment when there are reasonable grounds to suspect misuse.

III. Office desks and lockers.

A. All academy and training lockers may be subject to administrative search for the purpose supervision management, control and efficient operation of the workplace.

EQUIPMENT USE AND EXPECTATIONS: S.O.P. 10  
(Continuation)

B. Academy and Training office space and training lockers will have a limited expectation of privacy. The Training Director or his designee may authorize an administrative search for any office desk or locker for the purposes of work-related misconduct, or for searches necessary for a non-investigatory work-related purposes (e.g., retrieval of a training file).

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ANNUAL INVENTORY AND CONTROL

### STANDARD OPERATING PROCEDURES

**S.O.P.** 11

**SUBJECT:** ANNUAL INVENTORY AND CONTROL OF ACADEMY PROPERTY AND EQUIPMENT (CALEA 3.2.7).

**PURPOSE:** To outline the policies and procedures the quality and control of property and equipment purchased by the Training and Personnel Development Section.

**SCOPE:** This policy applies to the process for the recording, identification, and accountability of all training purchased equipment and movable property having a minimum cost of \$100.00 each and a life expectancy of over 5 years that will be assigned for the use of the Training and Training and Personnel Development Section.

I. The Unit Commanders' responsibilities:

A. The Academy and In-Service Unit commanders shall conduct a review of the annual inventory of all equipment purchased and assigned to each Detail. The annual inventory will include any equipment purchased for the delivery of Region XIV training courses.

B. The Unit commanders will ensure that all training equipment purchased is identified by a serial number affixed to each item or through specific description of its manufacturer, model, and make.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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ANNUAL INVENTORY AND CONTROL: S.O.P. 11  
(Continuation)

C. The commanders will ensure that periodic physical inventories, at least once annually (January 15<sup>th</sup>), shall be taken of all training equipment placed under serial number control.

D. Equipment utilization controls shall be performed for significant items (e.g., simunition weapons and safety equipment, and firearms), whether they are in the form of daily usage records or simple periodic observations to provide a safeguard against injury and to guarantee effective operation.

E. The Unit Commander will ensure that training equipment is not permitted to leave a training site without the authorization of the Section Commander or his designee.

F. The Unit Commander are administratively responsible for the training equipment assigned to the unit. The training property assigned will not be permanently transferred without written approval in the form of a red line memorandum by the Section Commander.

II. Property and Training Equipment to be included:

A. Training equipment and items purchased through budgeted general and entrepreneurial funds.

1. Items such as: furniture, electronic equipment, machinery, weaponry, exercise equipment, vehicles and apparatus which may be used repeatedly without any material impairment of physical condition and which have a probable life of more than five years.

2. Include items the Miami Police Training Center is leasing or renting.

III. Property and Training Equipment NOT to be included:

A. Items received by a grant or contract for which the Miami Police Training Center does not hold possession or title (e.g. ALEERT training equipment).

B. Items personally owned by instructors or training personnel.

C. Items permanently attached to the training classrooms, Defensive Tactic Room or Auditorium (e.g., light fixtures, built-in cabinets, or mats).



ANNUAL INVENTORY AND CONTROL: S.O.P. 11  
(Continuation)

D. Normally, all training equipment purchased must be placed under control. However, different levels of equipment control can be designated depending on its use and cost. Items purchased that meet the threshold criteria of over \$1000.00 will be tagged with a City of Miami Serial Number, contact person, and the location of the equipment. The information of the training equipment, along with the invoice, will be delivered electronically to the Budget Unit after its receipt. Police academy desks, exercise equipment, and file cabinets should be identified with a city asset tag identifying it as City of Miami property.

IV. New Equipment and Property

A. Upon receipt of new training property, the Detail Sergeant shall verify that the item description is identical to the item as described on the purchase order issued to the vendor. The Detail supervisor will sign and date the copy of the package slip and forward it through channels. The Detail Sergeant will record the serial number or description of the property and arrange for the equipment to be stored appropriately.

B. The packaging slip for all new equipment must be turned in to the Unit Administrative Aide for recording and delivery to the Budget Unit.

C. The Detail supervisor will be responsible for detailing the following information on the Unit Equipment Spreadsheet and recording it on the Training SharePoint:

1. Description of the equipment
2. Serial or manufacturer identification number
3. Original cost
4. Purchase order number
5. Acquisition date
6. Disposition date
7. Category (e.g., weapon, safety equipment, or furniture)
8. Unit to which equipment is assigned
9. Person assigned responsibility for the equipment
10. Location: Storage room and shelf

V. Annual Inventory Procedures

A. Annually, Each Unit Commander, or his/her designee will complete a physical inventory and inspection of the training equipment assigned to each Detail.

ANNUAL INVENTORY AND CONTROL: S.O.P. 11  
(Continuation)

Inventories will begin during the first week of January and a report detailing all assigned equipment will be due on January 15<sup>th</sup> of each year to the Section Commander.

1. Detail Sergeants will be responsible for equipment utilization controls:

- a. Identification of stand-by equipment
- b. Need for stand-by equipment
- c. Documentation of under-utilized equipment
- d. Procedures for the destruction or disposal of any equipment will no longer be used

1) The destruction or disposal of any training equipment must be approved by the Section Commander.

2) The Budget Unit will be contacted prior to the destruction or disposal of any equipment.

B. A red line memorandum submitted through channels will be required for any lost, damaged, or unaccounted training item or equipment.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### RISK MANAGEMENT PROGRAM

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 12

**SUBJECT:** RISK MANAGEMENT PROGRAM (CALEA 2.2.2)

**PURPOSE:** To outline the proper procedure for the evaluation of risk management procedures for the Miami Police Academy in order to reduce internal and external threats. All members of the Training and Personnel Development Section will strive to improve the public and organizational confidence through the management of internal training resources and training structures.

**SCOPE:** The procedure shall cover all risk management related instances in training.

I. The Miami Police Academy unit commander shall be responsible for the management and supervision of all risk management protocols (CALEA 2.2.2. a).

A. The unit commander's responsibilities will include (CALEA 2.2.2. b):

1. A quarterly review of all risks associated with the Miami Police Academy to include: the academy's physical, operational, social, policy, training, economic, and internal environments.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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RISK MANAGEMENT PROGRAM: S.O.P. 12  
(Continuation)

2. The Miami Police Academy unit commander will be in charge of documenting any deficiencies connected to the above listed areas through red-line memorandum on a yearly basis (January 15<sup>th</sup>) to the section commander. The report will provide corrective action recommendations, identify relevant risk factors, and establish risk management goals and/or objectives for personnel and policy considerations.
3. The unit commander apart from his/her daily risk management responsibilities, will make a walkthrough of all areas of training (e.g., defensive tactics room, auditorium, gymnasium, classrooms, TRX training space, and shooting range) to inspect the physical environment and document the need for corrective action. The unit commander will conduct quarterly unit meetings to ascertain the possibility of training risks and document/review its findings (**CALEA 2.2.2. c**).
4. The unit commander will conduct an internal audit of a random sampling of high liability courses, classroom instruction, and defensive tactic training and report the operational standard. The unit commander will seek to discover problems or training trends before they rise to critical mass levels and expose recruits to avoidable risk. All incidents related to academy risks will be documented through a red-line memorandum and include the supporting documentation of the event (e.g., complaint of injury report, damaged property report, instructor discipline, or internal complaint) (**CALEA 2.2.2. d**).
5. The unit commander is responsible for the risk identification and the analysis of historic training data (i.e., recruit injury packages or internal complaints) in order to recognize any patterns of activity, actions and/or behaviors, which may contribute to academy liability.
6. The unit commander will provide in the yearly report an identification, and evaluation of solutions. The report will include the transfer of any risks to responsible parties, as well as the policy, training, and/or infrastructure implications. The unit commander will also include the need for any re-training

RISK MANAGEMENT PROGRAM: S.O.P. 12  
(Continuation)

or disciplinary investigations necessitated with the actions that lead to any academy risk event.

- B. The section commander with the use of the Risk Management yearly report is responsible for the implementation of solutions outlined in the analysis. The section commander will oversee the Annual Administrative Review and its board, and ensure that all recommendations are implemented and corrective actions are instituted to mitigate risk conditions, health liability, and worker's compensation **(CALEA 2.2.2. e)**.
1. In the event a risk condition is discovered and documented that creates a present danger to recruits, employees, or members associated with the Miami Police Academy, the section commander will make all necessary reports, announcements, policy changes, and corrections at the time of the discovery, in order to prevent any further damage or possible liability to the organization.
  2. The Annual Administrative Review Board will consist of the Training and Personnel Development Section Commander, the Miami Police Academy Unit Commander, the Drill Instructor Unit Sergeant, the Instructor Detail Unit Sergeant, and the FDLE/CJSTC Standards Administrative Assistant.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**CONTRACT AGREEMENT WITH TRAINING VENDORS**  
**STANDARD OPERATING PROCEDURES**

**S.O.P. 13**

**SUBJECT:** CONTRACT AGREEMENT WITH TRAINING VENDORS (CALEA 4.8.1)

**PURPOSE:** To ensure all agreements between the Miami Police Training Center and training vendors have a written agreement to clearly define the scope of services and responsibilities of all parties.

**SCOPE:** All outside training vendors will adhere to the execution and agreement of a Miami Police Training Center Agreement of training services and courses.

**I. Miami Police Training Center Agreement**

A. It is the responsibility of the Section Commander to ensure that all outside vendors agree and sign the agreement for training services.

1. No training shall be delivered without a signed and agreed training agreement.
2. All training agreements will be recorded and filed along with invoices, lesson plans, and other outside training related material.
3. Only the Section Commander or his designee are allowed to contract any outside training vendors.
4. All training agreements are subject to approval by the Administration Chief, Deputy Chief, and Budget Unit.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



CONTRACT AGREEMENT WITH TRAINING VENDORS: S.O.P. 13  
(Continuation)

II. Miami Police Training Center Agreement Sample



**Miami Police Training Center**  
***“Committed to Excellence”***

400 N.W. 2 Avenue  
Miami, Florida 33128  
Main Office: 305-603-6624

**Training Vendor Agreement**  
**Miami Police Department**

The \_\_\_\_\_ will deliver \_\_\_\_\_ courses that make up the \_\_\_\_\_ **training course** in cooperation with the **Miami Police Department (MPD), 400 NW 2<sup>nd</sup> Ave, Miami, FL** beginning at \_\_\_\_\_ and ending at \_\_\_\_\_ at the on the following dates.

**Miami Police Department** agrees to pay a contract price of \_\_\_\_\_ (\_\_\_\_\_) for **XX** registered participants for each of the four programs above. Each program shall be paid in \_\_\_\_\_ due on the closing day of the course.

**Code of Ethics:** As a law enforcement officers, our fundamental duty is to serve mankind; safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice. All training provided by the Miami Police Training and its contracted vendors will follow a code of ethics to pursue our fundamental duty.

Whatever our officers learn through training that is of confidential nature or that is confided to them in their official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

CONTRACT AGREEMENT WITH TRAINING VENDORS: S.O.P. 13  
(Continuation)

MPD officers recognize the badge of their office as a symbol of public faith, and they will be committed to accepting any training in order to advance the public trust.

*Formatted from: International Association of Chiefs of Police, Law Enforcement Code of Ethics.*

**Code of Conduct during Training:** Police officers and MPD Civilian personnel shall conduct themselves during training in accordance with Departmental Orders, Standing Operating Procedures, safety guidelines and directives, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority. Police officers and MPD Civilian personnel shall refrain from any conduct during training that creates a danger to instructors, participants or the public; or any conduct that detracts from the learning environment the training. Police officers and MPD Civilian personnel shall not, while in training, exhibit any conduct which discredits themselves or their Department or otherwise impairs the course objectives to be delivered. Police officers and MPD Civilian personnel shall treat all training participants and instructors courteously and with respect.

*Formatted from: FDLE Law Enforcement Officer Ethical Standards of Conduct*

**Scope of Service from Vendor:**

- a. Provide a lesson plan, curriculum, and list of training equipment to be used (must be approved by Section Commander prior to the start of the course).
- b. Advertise the program as necessary;
- c. Provide email flyer;
- d. Handle the course registration process;
- e. Provide qualified instructional personnel;
- f. Provide individual training materials (padfolio, notebook, weapons, equipment etc.), instructors and course evaluation forms;
- g. Pay costs associated with air travel and the on-site stay of the instructors;
- h. Pay costs associated with meals, transportation, and other related expenses;
- i. Collect tuition and registration information;
- j. Provide enrollment reports on request;
- k. Provide certificates.



CONTRACT AGREEMENT WITH TRAINING VENDORS: S.O.P. 13  
(Continuation)

**MPD will:**

- a. Appoint a course liaison person as a point of contact to provide assistance to instructors, recruit personnel for and encourage participation in the program;
- b. Contact the chief administrator, commander of training, or other appropriate senior command staff;
- c. Provide a suitable classroom for participants equipped with a whiteboard, flip charts, markers, LCD projector, projection screen, computer hook ups, and personal computer with speakers (that will accommodate PowerPoint presentations (Unless prescribed otherwise in vendor scope of services);
- d. **Miami Police Department** agrees to select each participant from the agency for the training session that is registered for this course and to provide a final roster at least five (5) days prior to the course start date;
- e. **Miami Police Department** will be responsible for the notification and attendance of each participant.

**Termination and Modification of Contract:** Either party may terminate or modify this Agreement on thirty (30) calendar days written notice, or if prior to such action, the other party materially breaches any of its representations, or obligations under this Agreement. Except as may be otherwise provided in this Agreement, such breach by either party will result in the other party being responsible to reimburse the non-defaulting party for all costs incurred directly as a result of the breach of this Agreement, and shall be subject to such damages as may be allowed by Florida State law including all attorneys' fees and costs of enforcing this Agreement.

We the undersigned agree to the tasks stated herein and recognize our joint and individual responsibilities and reserve the right to review and revise this agreement. All agreements with the Miami Police Training Center are subject to approval by the Miami Police Department and vendors will be notified 30 days after the completion of this agreement.

\_\_\_\_\_  
Name  
Company  
Location

\_\_\_\_\_  
Um Set Ramos, Major  
Miami Police Department  
Miami, FL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACT AGREEMENT WITH TRAINING VENDORS: S.O.P. 13  
(Continuation)

Please return this signed contract to:

Major Um Set Ramos  
Miami Police Training Center  
400 N.W. 2 Avenue  
Miami, FL 33128  
[5893@miami-police.org](mailto:5893@miami-police.org)

(Contract may be returned in electronic or paper format and may be emailed, mailed or faxed.)

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PRIVACY AND SECURITY OF ACADEMY AND TRAINING RECORDS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 14

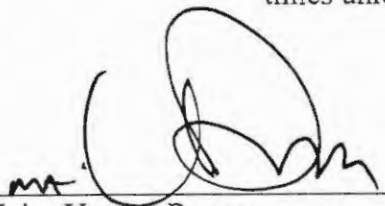
**SUBJECT:** PRIVACY AND SECURITY OF ACADEMY AND TRAINING RECORDS

**PURPOSE:** To establish a policy to secure all personal information through administrative, physical, and logical security controls to protect from a data breach or an unauthorized data disclosure.

**SCOPE:** All academy personnel will ensure only authorized disclosure of confidential information of recruits, sworn police and civilian personnel, outside vendors, and training participants. Training personnel will safeguard any confidential or sensitive data from loss to avoid adversely impacting our recruits and departmental personnel.

#### I. Physical Security (CALEA 7.2.1 a.)

A. The Training and Personnel Development Section will secure all training records (e.g., FDLE documentation, degree transcripts, certification, physical and psychological test scores, medical information and waivers) at the training and academy file room. The file rooms will be kept closed at all times unless a record has been requested.

  
\_\_\_\_\_  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



PRIVACY AND SECURITY OF ACADEMY: S.O.P. 14  
(Continuation)

II. Administrative Security

A. Only the Section Commander or his assigned designee will be allowed to have physical access to keys and entry into the training record file rooms.

B. Any training personnel with administrative access to personal information or records who discovers a breach of security will immediately contact the Unit Commander and the Section Commander of the event.

1. The Unit Commander is responsible for the investigation of the breach of security, as well as contacting the affected personnel.

III. Logical Security

A. All training personnel will safeguard the training management system, U-Drive, and SharePoint. All personnel are required to keep user identification and password access confidential. Personnel are not permitted to share authenticating access rights, or authority levels to any person without prior approval.

1. All training personnel will be required to report any breach of logical access to their respective supervisor and forward a red line memorandum to the Information Technology Section with details of the breach.

IV. Release of Records Procedures (CALEA 7.2.1 b.)

A. The request for the release of training or academy records by members of the Miami Police Department will be made through e-mail. Only the member making the request will be allowed to receive the requested training record.

B. Any outside-agency training or academy records request must be made to the Unit Commander for approval via e-mail and must provide proof of a governmental identification or agency letter head.

C. Administrative training personnel responsible for the release of public records will abide by the following procedures:

PRIVACY AND SECURITY OF ACADEMY: S.O.P. 14  
(Continuation)

1. All public training or academy records request must be made to the Miami Police Records Unit.
2. All training non-routine records and subpoena records must first be reviewed by Legal Police Advisor prior to release.
3. All training personnel will abide by Florida State Statute 119 Public Records Law and will not prevent the release of any training record which is not exempt from public disclosure.
  - a. Training personnel will not be permitted to provide hard copies of training or academy records (**CALEA 7.2.1 a.**).
  - b. All sensitive personal police or recruit information (e.g., addresses, social security, phone numbers), will be omitted from any record.
  - c. Medical records will not be released by the Training and Personnel Development Section. All records will be forwarded to the Personnel Resource and Management Section.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### DISSIMINATION OF CONFIDENTIAL INFORMATION

#### STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: DISSIMINATION OF CONFIDENTIAL INFORMATION

PURPOSE: To establish a policy that outlines how we expect our employees to treat confidential information. All academy and training employees will unavoidably receive and handle personal and private information about recruits, officers, supervisors, and the Miami Police Department.

SCOPE: This policy affects all academy employees, recruits, police instructors, police supervisors, administrative assistants, and outside vendors, who may have access to confidential information.

#### I. Dissemination of Sensitive Information (CALEA 7.1.6)

A. All police recruits, officers, instructors, supervisors, administrative personnel, or outside vendors associated with the Miami Police Training Center are prohibited from disseminating, sharing, or disclosing any personal, sensitive, or agency information without prior written consent of the Section Commander to the public, other agencies, or via any type of communication network.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/16

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SECURITY CONCERNS/MEASURES

### STANDARD OPERATING PROCEDURES

**S.O.P.** 16

**SUBJECT:** SECURITY CONCERNS/MEASURES (CALEA 7.4.1)

**PURPOSE:** To outline policies and procedures for the security measures implemented to protect all training participants, instructors, and civilian personnel from hazardous material, firearms, unauthorized areas, and equipment. The policy will also outline evacuation procedures and the process to summon medical assistance.

**SCOPE:** The policy applies to all security measures conducted in the Miami Police Training Academy and during any training. The Academy and In-Service Unit Commanders will be responsible for the overall safety of all training participants and staff during any threat/act of violence at the training facility (CALEA 8.1.8 d).

#### I. Firearms and hazardous material

A. All firearms during training will be handled as if they were loaded.

1. The possession of firearms or weapons will be strictly prohibited during any defensive tactics training, simunition, scenario-based training, or as directed by the assigned Safety Officer and Lead instructor (CALEA 7.4.1 a.).

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

2. During firearms training, participants will always keep firearms pointed at a safe direction.
3. All firearm training participants must wear approved eye and ear protection at all times, even during observation phases of instruction.
4. All training firearms will be secured and stored unloaded in the range storage.
  - a. The range firearms storage will be restricted to only the Range Master, the Firearms Detail Supervisor, and the In-Service Unit Commander (CALEA 7.4.1 c.).
  - b. Training personnel must request access by the Unit Commander prior to entering the firearms storage area.
5. Firearms and ammunition will not be kept in the same storage area/room.
  - a. All training ammunition will be securely kept in the ammunition bunker located in the Firearms Range.
  - b. Small arms ammunition shall be separated from flammable liquids, flammable solids as classified in 49 CFR part 172, and from oxidizing materials, by a fire-resistive wall of 1-hour rating or by a distance of 25 feet, and small arms ammunition shall not be stored together with Class A or Class B explosives unless the storage facility is adequate for this latter storage, OSHA regulations: 1910.109(j)(2)(iii) and 1910.109(j)(2)(ii).
  - c. Access to the ammunition bunker shall be limited to the Range Master, the Firearms Detail Supervisor, and the In-Service Unit Commander (CALEA 7.4.1 a.).
  - d. The Range Master will be responsible for the accountability, security, and maintenance of all ammunition and firearms.



SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

e. All training and on-duty, extra-duty, ammunition and simunition issuance will be approved by the Firearms Detail Supervisor.

6. Video surveillance of the firearms range and the firearms storage rooms will be managed by the Training Section Commander and the Virtual Policing Unit.

a. Any and all video requests must be made through channels via a red-line memorandum addressed to the Section Commander.

7. The unauthorized access to the ammunition bunker or firearm storage facility is strictly prohibited. Any violation of this standing operating procedure shall be subject to disciplinary action.

a. The In-Service Unit Commander shall be notified of any suspected violations of this procedure and will provide a written report of the incident to the Training Section Commander for review.

**B. Hazardous material (CALEA 7.4.1 a.).**

1. Hazardous materials are defined as substances, which are capable of causing substantial harm to people, property and the environment when, mishandled or accidentally released. These include: explosives; gases; flammable liquids; flammable solids; oxidizers and organic peroxides; poisonous and etiologic materials; radioactive materials; corrosive materials; and other regulated materials (Hazardous Materials Emergency Response Plan, 2017)

2. All hazardous material (e.g., cleaning supplies, chemical sprays, and firearms range chemicals) will be clearly marked and kept in secured storage areas (CALEA 7.4.1 a.).

a. Miami Police Training Center facilities will be prohibited from storing any Extremely Hazardous Substance (EHS), or material identified as a hazardous chemical under the Occupational Safety and Health Act of 1970 and regulations promulgated under that Act (15 U.S.C. 651 et seq.).

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

b. Miami Police Training Center facilities will be prohibited from storing any high explosives (Type 1, 2, or 3), low explosives (Type 1, 2, or 4), or blasting agents (Type 5), as defined in Federal explosives regulations at 27 CFR, Part 555, Subpart K.

c. Any combustible or flammable material will be safely secured in designated areas of the Miami Police Training Center.

3. The Safety Data Sheet for all ammunition stored and used in the Miami Police Training Center will be kept inside the Firearms Range at all times. Additionally, the Material Safety Data Sheets and Hazardous Identification information of any chemical used in the range will be reviewed by all training personnel and all warnings will be avoided while substances are being used.

4. In the event of a hazardous material incident during any Miami Police training exercise, notwithstanding the location, a training unit supervisor will be responsible to make the necessary internal and external notifications.

a. Training supervisors will be responsible for the safe evacuation of all participants during a hazardous material emergency. All training personnel will assist during any evacuation procedure as outlined in the Standing Operating Procedures Fire Drill and adhere to all the rules and regulations of the plan (CALEA 8.1.8 b).

b. The Miami-Dade County Fire Alarm Office is the designated County Warning Point in the event of a hazardous materials incident. To report a hazardous materials emergency notify 911 and an MDOEM Duty Officer (24 hour) at (305) 468-5800.

II. Limited Access Areas (CALEA 7.4.1 b).

A. All limited access areas will be clearly posted as *restricted*.

1. Training Unit Commanders are responsible for restricting key-card access to all personnel not approved to be at training limited access locations.

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

2. Access to the Defensive Tactics room, Meggitt Virtual Simulator room, Firearms range, TRX workout area, police college gymnasium and academy floor, will be restricted to authorized training personnel (CALEA 7.4.1 c.).

a. Sworn and civilian personnel will be only be authorized to access with prior approval from a Training Unit Commander, or during approved training.

b. The off-duty use of any sensitive training location as described in Section (2) shall require approval through channels via a red-line memorandum.

II. Sensitive Training areas (CALEA 7.4.1 b.).

A. The Police College rooms (located in the second floor: Room 214, 215, 216, located in the third floor: Room 330, 331, 332) and the Police College Auditorium shall be designated as Sensitive Training areas.

1. Unit Commanders are responsible for restricting key-card access to all personnel not approved to be at Sensitive Training areas.

a. Sworn and civilian personnel will be only be authorized to access with prior approval from a Training Unit Commander, or during approved training.

i. Outside agency personnel enrolled in Miami Police Training Center courses will be issued identification cards on a daily basis as confirmation of their access to sensitive training rooms.

b. The on-duty and off-duty use of any sensitive training location/room as described in Section (A) shall require approval through e-mail correspondence. Scheduling for the areas will be subject to availability.

c. All scheduled Sensitive Training area rooms will be posted on the Training Calendar after approval.

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

d. All Police College classrooms shall remain locked and secured at the end of each day by the instructor.

2. Law Enforcement Officers Memorial High School faculty and staff will not be permitted to access sensitive areas in the police college without proper identification.

B. The Miami Police Academy registration office (Room 202) located in the second floor of the police college is open to the public from Monday through Friday (0600-1430 hours).

1. Police Recruits will not be permitted to enter the registration room without prior authorization from the PAC Drill Instructor.

2. Access to the Academy File Room (202-A) will be limited to the Administrative Assistant of the Miami Police Academy, Training Section Commander, and Academy Unit Commander (**CALEA 7.4.1 d.**).

a. Any request for academy records shall be made via red-line memorandum to the Record's Unit in compliance to State Public Records Law (Florida Statute Chapter 119).

b. Sensitive academy records containing confidential information will be redacted in accordance to Florida Statute Chapter 119.071 (General Exemptions).

c. The Academy File Room will be kept closed at all times and sensitive recruit records shall not be left unattended.

C. The Miami Police Academy Testing Office located in Dorm #1 will be strictly prohibited to any police recruit, and sworn and civilian personnel.

1. Access to the testing office will be limited to the Training Section Commander, Academy Unit Commander, and the Testing Officer (**CALEA 7.4.1 d.**).

a. No exceptions will be granted for the access of the testing office.

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

b. Any breach of the testing office will be reported immediately to the Training Section Commander, and Academy Unit Commander.

c. The unauthorized access to the testing office is strictly prohibited. Any violation of this standing operating procedure shall be subject to disciplinary action and or expulsion from the Miami Police Academy.

d. Video surveillance of the testing office will be managed by the Training Section Commander and the Virtual Policing Unit.

D. The In-Service Training File Room located in Room 327-H will be secured at all times.

1. Access to the In-Service Training File Room shall be limited to the Training Section Commander, In-Service Training Commander, Training Administrative Supervisor, In-Service Administrative Aide, and Region Coordinator (**CALEA 7.4.1 d.**).

2. Any request for training records shall be made via red-line memorandum to the Record's Unit in compliance to State Public Records Law (Florida Statute Chapter 119).

3. Sensitive sworn and civilian training records containing confidential information will be redacted in accordance to Florida Statute Chapter 119.071 (General Exemptions).

4. The In-Service Training File Room will be kept closed at all times and sensitive employee records shall not be left unattended.

E. The In-Service Training Instructor and Academy Instructor Training (Room 327-F and Police College Room 117) will be restricted to Miami police training personnel.

1. All Miami Police Academy recruits, sworn and civilian personnel must request access prior to entering the instructor areas.

2. Recruits entering the Academy Instructor Training must be escorted by Academy personnel.

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

F. The Miami Police Academy Equipment Storage Room (Police College Room 114) and TRX storage shall be secured at all times (**CALEA 7.4.1 d.**).

1. Only authorized training personnel shall be allowed access.
2. Recruits entering the storage areas must be accompanied by Academy personnel.

III. Miami Police College Front Desk Security

A. The Miami Police College Front Desk is open from Monday through Friday (0700-1700 hrs.) and located 350 N.W. 2 Avenue, Miami FL, 33128.

B. The Miami Police College Front Desk is secured by Kent Security Services (**CALEA 7.4.1 c.**).

1. All outside visitors and outside agency personnel will be required to sign-in the visitors log and provide a form of identification and reason for visit.
2. The entrance to the Miami Police College Front Desk will remain closed and access will be granted by Kent Security personnel.
3. Any issues concerning access to the Miami Police College Front Desk will be handled by the Training Drill Instructor Supervisor.

C. All Miami Police Department sworn and civilian personnel may enter through the Miami Police College with proper identification or while in proper issued uniform.

D. Outside agency personnel attending Region XIV or specialized training at the Miami Police College will be issued Miami Police Training Identification key cards on a daily basis.

1. The Training Administrative Supervisor is responsible for the issuance and inventory of all Miami Police Training Identification key cards.

SECURITY CONCERNS/MEASURES: S.O.P. 16  
(Continuation)

IV. Emergency Assistance Procedures (**CALEA 7.4.1 e.**)

A. In the event of real-life emergencies during any training occurring at the Miami Police College or Training Center facility, the assigned Safety Officer will assign an officer to summons assistance via police radio.

B. All training personnel shall be required to follow the procedures outlined in the Firearms Medical Emergency Operational Plan during any type of medical emergency.

1. All training participants will receive safety briefings prior to the commencement of any training and the Safety Officer will be introduced and identified.

V. Emergency Evacuation Plan (**CALEA 7.4.1 f.**)

A. In the event of the need of a real-life building evacuation of the Miami Police College all training personnel and participants will adhere to instructions and procedures outlined in *Police Building Evacuation* Departmental Order 10 Chapter 6: (**CALEA 46.1.4 b.**)

1. When a fire alarm or audible evacuation announcement is made over the public address system, all personnel shall immediately proceed to the nearest emergency stairwell (S.E. corner - stairwell #1).

2. Occupants of the International Policing Institute dormitory or Miami Police College (3<sup>rd</sup> Floor – S.E. corner Academy and 1<sup>st</sup> Floor S.E. corner Academy) and advance downward in a calm and safe manner and assemble under the parking garage or as directed by the Safety Officer or Training personnel.

3. Personnel shall not use the elevators during a fire or emergency evacuation.

4. Miami Police Training Center personnel and participants shall assemble under south of the complex or as directed by the Safety Officer or Training personnel.

**SECURITY CONCERNS/MEASURES: S.O.P. 16**  
**(Continuation)**

5. The Safety Officer for each training course will be responsible for ensuring the safe evacuation of all participants and notification of successful completion of evacuation during audio or visual emergency alarms (**CALEA 8.1.8 b**).

**References:**

Hazardous Materials Emergency Response Plan (2017). South Florida Local Emergency Planning Committee.

Retrieved from

<http://sfregionalcouncil.org/wp-content/uploads/2018/03/SoFlaLEPC-2017-HazMat-Emergency-Response-Plan-Final.pdf?fbisphpreq=1>



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PROCEDURES FOR THE AUTOMATED TRAINING

#### STANDARD OPERATING PROCEDURES

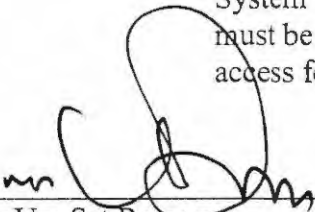
**S.O.P.** 17

**SUBJECT:** PROCEDURES FOR THE AUTOMATED TRAINING MANAGEMENT SYSTEM (ATMS)

**PURPOSE:** To outline the policies and procedures for granting access to the Florida Department of Law Enforcement (FDLE) website.

**SCOPE:** To establish policy for the eligibility of personnel responsible to update the ATMS as required by FDLE.

- A. Any individual, Training Director, Instructors, Training Liaison Officer, Administrative staff (sworn or civilian), with direct responsibility for the Criminal Justice Professional Program, requesting access to ATMS system pursuant to this policy must complete an Automated Training Management System User Account Application Form (revised 9/17/2009). The form must be approved by the Training Director, who will determine the level of access for the user.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



PROCEDURES FOR THE AUTOMATED: S.O.P. 17  
(Continuation)

- B. The User Account Application Form must be forwarded to the Professionalism Records Section by fax, email, or carrier.
- C. Access to ATMS will be granted based upon certain job assignments in the performance of their duties.
- D. Once an employee ceases to perform these functions or leaves the Training & Personnel Development Section, access to the ATMS system will be terminated by the Training Center Director through his administrative assistant.
- E. It is the responsibility of the employee's immediate supervisor to ensure that computer resources are being used in a manner consistent with the needs and responsibility of the employee's position.
- F. The following procedural rules are for the use of the ATMS:
  - 1. When not in use, employees are to take personal and professional responsibility for the security of their computers, by signing out of ATMS or lock computer by pressing the Ctrl + Alt + Delete keys.
  - 2. Employee should safeguard their password; never give or lend their passwords to another person to use, which may compromise their access and eligibility for use of the ATMS system.
  - 3. Employee should only use ATMS system for work related issues.
  - 4. Users must keep information obtained from system confidential, except as otherwise necessary to perform the assigned task.
  - 5. Failure to comply with the policies and procedures that govern the use of the ATMS system will result in immediate suspension of ATMS access and/or disciplinary action.
- G. An employee will need access to ATMS, should they perform the following functions or supervise individuals with these active assignments:
  - 1. To enter regional courses completed for salary incentive.

PROCEDURES FOR THE AUTOMATED: S.O.P. 17  
(Continuation)

2. Mandatory Retraining – to enter recertification for sworn employees.
3. Mandatory Firearms qualifications.
4. Instructor certification or recertification.
5. Police Academy Class curriculum
6. Submission for salary incentive classes and higher education bonus.
7. To make inquiries as follows:
  - a. Notifications
  - b. New Information
  - c. CJSTC Forms
  - d. CJSTC Rules
  - e. Name Search/Person
  - f. Profile
  - g. ATP Permit Report
  - h. Employment
  - i. Salary Incentive
  - j. Certification
  - k. Exam
  - l. Equivalency
  - m. Class
  - n. Curriculum
  - o. Administration
  - p. Change of affiliation (Training Centers).

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### DEPARTMENTAL INSTRUCTORS FILING SYSTEM

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 18

**SUBJECT:** DEPARTMENTAL INSTRUCTORS FILING SYSTEM

**PURPOSE:** To outline the basic format of the filing system. To institute a uniform procedure for maintaining accurate and up-to-date records of attendance at Instructors Training Workshop (ITW) Certified Instructors, Section Training Coordinators, subject areas, levels of course offerings, and expiration dates of instructor certification.

**SCOPE:** The Departmental Instructors Filing System will be maintained by a Region XIV Program Coordinator. The following data will be maintained in four (4) separate files:

- I. Master File
  - A. Block Title Areas of Instruction
  - B. Instructor's Name
  - C. Section
  - D. Level of Course Offering
  - E. Expiration Date

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

7/11/16

Effective Date



DEPARTMENTAL INSTRUCTORS FILING SYSTEM: S.O.P. 18  
(Continuation)

- II. Instructor's File
  - A. Instructor's Name
  - B. Date of Completion of ITW
  - C. Date of Certification
  - D. Certification Number
  - E. Expiration Date of Certification
  - F. Block of Instruction
  - G. Level of Course Offering
  - H. A Copy of School and State Certificates
  
- III. Organizational File
  - A. Section and Unit
  - B. Number of Instructors
  - C. Instructors Name
  
- IV. Expiration Dates File
  - A. Chronological Account of Expiration Dates by Month of Year
  
- V. File Storage
  - A. All Region files, officer files, and Instructor files are stored in a secure locked room in accordance with FDLE rules and regulations. This room has limited access to (Room 327-F and Police College Room 117) Miami police training personnel.

All ITW certified instructors conducting training for the Department or any other outside entity must maintain an instructor's log. Certified instructors must teach a minimum of two (2) hours per year for a total of eight (8) hours every four (4) years in order to maintain ITW certification. The Training & Personnel Development Section will maintain a file of all ITW certified instructors and said files must include the instructor's log. These logs will be stored in the individual files.

# City of Miami



FAMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING BULLETINS

#### STANDARD OPERATING PROCEDURES

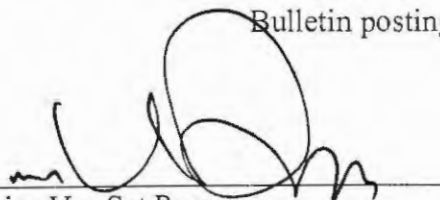
**S.O.P.** 19

**SUBJECT:** TRAINING BULLETINS

**PURPOSE:** To outline what kind of Training Bulletins will be distributed to all entities of the Department.

**SCOPE:** The Training & Personnel Development Section will distribute Training Bulletins whenever there are any updates in training tactics, etc.

- A. If an idea for a Training Bulletin originates in another departmental element, it will be researched and drafted within that element, and then submitted to the Training & Personnel Development Section for review and refinement.
- B. Upon completion of a final draft of any Training Bulletin, the draft shall be forwarded to the Training Section Commander for approval and Official Bulletin posting.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



TRAINING BULLETINS: S.O.P. 19  
(Continuation)

- C. Training Bulletins that are submitted will be printed with the rough draft of said bulletins being submitted to the Commander of the MPD Training & Personnel Development Section.
- B. On any occasion when roll call training is to be conducted in conjunction with a Training Bulletin, the distribution of the bulletin will be handled at roll call during the training. Distribution and training should be coordinated between the Unit providing the training (Robbery, ID, etc.) and the Training & Personnel Development Section.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### COLLEGES AND UNIVERSITIES

### STANDARD OPERATING PROCEDURES

**S.O.P.** 20

**SUBJECT:** COLLEGES AND UNIVERSITIES

**PURPOSE:** To provide liaison and coordination between city employees and college/university staff.

**SCOPE:** Assist personnel with materials needed to obtain state incentive pay, transcripts, letter to state tuition reimbursement, cohort opportunities, application and registration, drop and add procedures, and tuition refund.

#### I. Duties and Responsibilities

A. Arrange for and schedule registration appointments.

B. To prepare official bulletin announcements as they pertain to the college and university programs.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date





COLLEGES AND UNIVERSITIES: S.O.P. 20  
(Continuation)

- C. Notification to outside agencies of upcoming events.
- D. To provide instructors with the necessary aids.
- E. To prepare parking permits for outside agency personnel.
- F. To arrange classrooms for use.
- G. To oversee and maintain files (e.g., tuition reimbursement).

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### CERTIFICATE OF TRAINING COURSES

### STANDARD OPERATING PROCEDURES

**S.O.P.**        **21**

**SUBJECT:**    CERTIFICATE OF TRAINING COURSES FOR PERSONNEL OF OTHER  
LAW ENFORCEMENT AGENCIES

**PURPOSE:**    To provide personnel from outside agencies attending Miami Police Department  
training programs with certificates.

**SCOPE:**        Duties and Responsibilities

1.        Coordinate classes.
  
2.        Upon completion of the training course, certificates will be mailed to the  
agencies' Training & Personnel Development Sections, or issued to the  
student at the end of the course.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/15

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PROCEDURES FOR THE RESERVATION

### STANDARD OPERATING PROCEDURES

**S.O.P.**        **22**

**SUBJECT:**    PROCEDURES FOR THE RESERVATION OF MIAMI POLICE COLLEGE FACILITY

**PURPOSE:**    To outline the policies, procedures and guidelines in the reservation and use of Miami Police College

**SCOPE:**        To establish reservation policy for all requests to reserve the Miami Police College facility to accommodate the administrative and operational needs of Miami Police Department and Miami-Dade Schools' Law Enforcement Officers' Memorial High School.

A.        Reservation Policy

At the discretion and approval of Training Center Director or designee, all requests to reserve Miami Police College rooms for the purpose to conduct law enforcement meetings and training of departmental personnel, outside agencies including local, state, federal, and educational institutions, or other entities. Rooms are reserved on a first-come first-serve basis.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

7/11/19  
Effective Date



PROCEDURES FOR THE RESERVATION: S.O.P. 22  
(Continuation)

B. Miami Police Department Requests

1. All requests are sent via email to Staffing Coordinator for review to ensure the availability of room(s). A response will be sent via email with confirmation or to request another date and time. Each requestor must provide the following information:
  - a. contact information: name, rank/title, division/unit/section, telephone, email address;
  - b. specify Classroom, Auditorium, Indoor Firearms Range, Gymnasium, Moot Courtroom, Defensive Tactics Room, Patio Area or a combination, thereof;
  - c. event date, time, number of hours, to include set-up time before event and dismantling time after event;
  - d. the purpose and use of the room;
  - e. the number of people expected;
  - f. completed Auditorium Reservation Form to request audio/visual equipment, or stage set-up, use of LCD projector or CD/DVD for presentation;
  - g. person responsible for security, cleanliness, reporting any damage or malfunction of equipment.
2. All requests for use of Indoor Firearms Range will be forwarded to Training Operations Commander or Range Supervisor for approval.
  - a. The approval of range use will require the following:
    - (1) Range Master who will be responsible for the overall running of facility to include, safety, proper operation of equipment, implementation of approved and appropriate training and use of approved ammunition.

PROCEDURES FOR THE RESERVATION: S.O.P. 22  
(Continuation)

C. Outside Agency/Educational Institution/Other Entity Requests

1. Requestor must send all requests via email to Staffing Coordinator. Each request will be reviewed to ensure the availability of room(s). The Staffing Coordinator will respond via email with confirmation or to request another date and time. Each requestor must provide the following information:
  - a. contact information: name, rank/title, business name, telephone, email and mailing address;
  - b. specify Classroom, Auditorium, Indoor Firearms Range (follow same SOP 16, B. 2), Gymnasium, Moot Courtroom, Defensive Tactics Room, Patio Area or a combination, thereof;
  - c. event date, time, number of hours, to include set-up time before event and dismantling time after event;
  - d. the purpose and use of the room;
  - e. the number of people expected;
  - f. completed Auditorium Reservation Form to request audio/visual equipment, or stage set-up, use of LCD projector or CD/DVD for presentation;
  - g. person responsible for security, cleanliness, reporting any damage or malfunction of equipment;
  - h. an invoice will be generated and sent via email to party responsible for payment as per the following charges per hours of usage. Invoice payment can be made online at <http://miamigov.com/pay> or in person with Visa/MasterCard, certified check or money order payable to "City of Miami Police Department":

PROCEDURES FOR THE RESERVATION: S.O.P. 22  
(Continuation)

- (1) Classroom, Moot Courtroom, Defensive Tactics Room, Patio Area Rental Rate: 8-10 hours usage: \$100.00; 4-6 hours usage: \$50.00;
- (2) Auditorium Rental Rate: 8-10 hours usage: \$300.00; 4-6 hours usage: \$150.00;
- (3) Indoor Firearms Range Rental Rate: Full Day (8-10 hours usage): \$360.00; Half Day (4-6 hours usage): \$180.00;
- (4) Gymnasium Rental Rate: 8-10 hours usage: \$300.00; 4-6 hours usage: \$150.00

D. Miami Police College Room Description

**Classrooms** are equipped with computer, internet access, Wi-Fi, Promethean Board and LCD projector. **Moot Courtroom** simulates an actual courtroom atmosphere using hands-on scenario training to prepare for court protocol and testimony. **Defensive Tactics Room** is outfitted with the latest defensive tactics equipment in accordance with Florida Department of Law Enforcement (FDLE) mandated defensive tactics curriculum. **Patio Area** is an outdoor location on 3<sup>rd</sup> floor level that can be configured with table and chairs.

**Auditorium:** an amphitheater style to accommodate up to 220 people for lectures, meetings, and presentations. It contains a spacious stage platform, integrated video cameras, and modern audio systems, LCD projectors, which are all integrated into a computerized audio/visual system.

**Indoor Firearms Range:** this environmentally-friendly and state-of-the-art range is certified according to Florida Department of Law Enforcement (FDLE) standards, features 12 lanes (25-yard distance), a running man system, discretionary target shooting and multiple horizontal moving targets. It can also accommodate ammunition from caliber .380 pistol to high-powered rifle .308. **Gymnasium:** a collegiate-certified gymnasium offers a variety of indoor sports, i.e. basketball, soccer, volleyball, with access to showers.

PROCEDURES FOR THE RESERVATION: S.O.P. 22  
(Continuation)

E. Law Enforcement Officers' Memorial High School (LEOMHS)

The LEOMHS is exempt from the reservation policy, when using common areas of facility. The LEOMHS administration will reserve common area facility directly from the reservation system. Common areas are defined as: Auditorium, Gymnasium, Moot Courtroom, and Patio Area.

If the LEOMHS Administration requires a specific Miami Police Training Center facility/room, the following will apply:

1. LEOMHS administrative personnel requests in writing or via email. All efforts will be given to accommodate request. However, priority shall be given to Miami Police Training Center use for specified rooms;
2. The specified rooms are as follows:
  - a. Training Rooms to include all classrooms;
  - b. Defensive Tactics Room;
  - c. Indoor Firearms Range (only with Training Center Director's approval);
  - d. All common areas designated as Miami Police Training Center areas.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING ATTENDANCE CRITERIA

### STANDARD OPERATING PROCEDURES

**S.O.P.** 23

**SUBJECT:** TRAINING ATTENDANCE CRITERIA

**PURPOSE:** To provide a process for the selection of personnel to attend training courses.

**SCOPE:**

- I. An Official Bulletin/Training Bulletin Announcement will be prepared immediately upon notification of training availability for all training with attendance limitations. If the class is more than two months in the future, it will be announced approximately two months before applications are due.
  - A. Classes, which are department-wide, involving a majority of MPD personnel, will be scheduled by the individual units upon notification to the unit of the number of slots reserved for the unit.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date





TRAINING ATTENDANCE CRITERIA: S.O.P. 23  
(Continuation)

- II. Procedures for Criminal Justice Standards and Training Commission approved advanced/in-service courses, with limited attendance, are as follows:
  - A. All applications (RF#19) must be accurately completed with all appropriate signatures and dates affixed and received by the Training & Personnel Development Section at least 30 days prior to the commencement of the course. Advertisement of the course will be attached. Applications will be dated and filed when received by the Training & Personnel Development Section Coordinator responsible for the course.
  - B. Preference shall be given to personnel whose duties most clearly coincide with the training topics.
  - C. All applications will be ranked by date as received (first come, first serve).
  - D. Those classes needed for re-certification will have preference.
  - E. Probationary police officers shall not be considered to attend salary incentive career development courses. Exception: Probationary officers may attend (Patrol Rifle, ALERRT I & II, and Tactical Handgun) with the prior recommendation of their NET or Section Commander.
  - F. Coordinators will notify officers chosen to attend by memo prior to the course.
  - G. The Training & Personnel Development Section shall return through channels:
    - 1. All applications submitted by anyone who is not eligible to attend the requested course.
    - 2. Incomplete or improperly completed requests shall also be returned to the applicant, through channels.
    - 3. All returned requests will reflect the reason for such return.

TRAINING ATTENDANCE CRITERIA: S.O.P. 23  
(Continuation)

4. Those requests which cannot be met due to requests which exceed capacity shall be so noted.
- H. Procedures for unit specific training (including SWAT, K-9, Field Force, Criminal Investigation, etc.) and external seminars not coordinated through the Training & Personnel Development Section:
1. These training sessions are the primary responsibility of the Section sponsoring the training. The Training & Personnel Development Section will have record-keeping responsibilities for:
    - i. Attendance records with class books.
    - ii. Updating personnel training profiles.
    - iii. Classroom reservation.
    - vi. Prepare Registration Forms.
    - v. Prepare Evaluations.
    - vi. Prepare Certificate of Attendance.
- I. Methodology for data collection from the various units.
1. The Commander of the sponsoring unit should submit the following information to the Training & Personnel Development Section:
    - i. Title of the course.
      - a. Copy of the course lesson plan, outline, and curriculum.
      - b. Course duration.
      - c. Roster of instructors.
      - d. Attendance roster for each session

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ILLNESS ARISING WHILE ATTENDING TRAINING

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 24

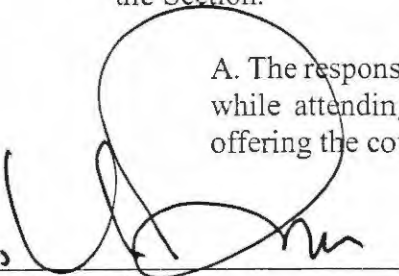
**SUBJECT:** ILLNESS ARISING WHILE ATTENDING TRAINING

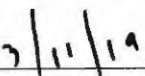
**PURPOSE:** To establish reporting procedures to follow when officers attending training become ill.

**SCOPE:** The safety of all training participants is the number one priority and training personnel will ensure that all procedures all followed to maintain the highest level of officer wellness.

I. The responsibility for determining that a member is entitled to sick leave while attending training rests initially with the Training & Personnel Development Section Detail's supervisor in charge of the course or the Commander/Director of the Section.

A. The responsibility for determining that a member is entitled to sick leave while attending training rests initially with the supervisor of the Detail offering the course or the Commander/Director of the Section.

  
\_\_\_\_\_  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

  
\_\_\_\_\_  
Effective Date



ILLNESS ARISING WHILE ATTENDING TRAINING: S.O.P. 24  
(Continuation)

B. Once the supervisor of the Detail offering a training course determines that a member is entitled to sick leave, the supervisor will notify the member's Section Commander/Designee of the member's sick leave status.

C. The Training & Personnel Development Section Detail supervisor will ensure that the officer's chain of command completes the appropriate paperwork (i.e., Sick Leave Certificate) and that the member be considered "present" for the actual number of hours worked and "I" for the actual number of hours remaining in the tour of duty (Payroll Attendance Report procedures).

D. The Training & Personnel Development Section Detail supervisor will prepare a red-line memorandum (or e-mail to the Staffing Unit) to the member's Section Commander informing him/her of the member's inability to complete training due to illness, and that the member needs to be rescheduled for training in order to receive a certificate for the course.

1. The above stated procedures will be documented and filed in the Training & Personnel Development Section records.

2. A member attending a Region XIV course will not be able to continue the course and will have to re-apply to attend a future course. Records will be marked that the member was not able to complete the course due to illness. They will not receive a certificate of completion.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ADVERSE WEATHER TRAINING POLICY

### STANDARD OPERATING PROCEDURES

**S.O.P.** 25

**SUBJECT:** ADVERSE WEATHER TRAINING POLICY (CALEA 9.1.5)

**PURPOSE:** To outline policies and procedures for the continuation or cancellation of training due to adverse weather and the responsibilities of Safety and Lead Training Officers prior, during, and after such events.

**SCOPE:** The policy applies to all physical fitness training, defensive tactics, outdoor/indoor training, driving range operations, chemical agent training, reality based training, tactical training, and outdoor firearms training.

#### I. Adverse Weather

A. Adverse weather shall be defined as any ice, high winds, tornados, earthquakes, hurricanes, flooding, extreme heat or any other weather event that may pose a potential health and safety risk to training personnel and participants.

1. Adverse weather will also include any event that affects an employee's ability to travel to or from training.

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/14  
Effective Date



ADVERSE WEATHER TRAINING POLICY: S.O.P. 25  
(Continuation)

II. Effects of Severe Weather

A. All Training Safety Officers and Lead Instructors must be cognizant of the physical effects of severe weather (e.g., excessive heat, extreme cold, and rain), on human conditions.

B. Outdoor training in severe weather conditions may cause any or more of the following physiological effects:

1. Reduced cognitive function
2. Reduced muscle function and endurance
3. Dehydration
4. Torn muscles
5. Frostbite
6. Excessive fatigue
7. Hyperthermia

C. The assigned Safety Training Officer during training will be responsible for the evaluation of all training participants, to include any physical or cognitive deterioration that may place a participant or others at risk.

1. Any training participant or academy recruit that is determined to be experiencing any physical or cognitive affects due to severe weather, shall immediately discontinue the training and receive a medical evaluation. Participants shall not be permitted to continue until medically cleared. Safety Training Officer shall ensure the proper reporting requirements are completed if an injury has occurred.

2. It is the responsibility of the Training Safety Officer to report any weather condition that may affect, is affecting or has affected the training environment.

a. Training environment conditions may include:

- 1) Strong winds
- 2) Extreme heat
- 3) Flooding
- 4) Severe cold
- 5) Thunderstorms and lightening
- 6) Slippery roads
- 7) Fog causing decreased visibility

ADVERSE WEATHER TRAINING POLICY: S.O.P. 25  
(Continuation)

D. The Training Safety Officer shall be responsible for the evaluation of training environmental conditions and will make the appropriate adjustments to ensure the safety of all participants at all times of the training **(CALEA 8.1.8 c)**.

1. The Training Safety Officer and Police Academy Class Drill Instructors shall be responsible to monitor weather conditions, patterns, and advisories before all extended outdoor training courses and activities.

2. In the event comparable training adjustments cannot be made, the Training Safety Officer will confer with the Training Lead Instructor and make the recommendation of training cancellation/suspension to the Academy Unit Commander or the In-Service Unit Commander.

3. Only a Training Unit Commander shall be authorized to cancel or suspend a training due to severe weather.

a. All training cancellations or suspensions due to severe weather will be reported to the Administrative Assistant Region Class Coordinator, Academy Administrative Assistant and the Administrative Training Sergeant, to ensure the proper documentation, training hour requirements, and personnel staffing modifications.

b. The Administrative Assistant Region Class Coordinator shall be responsible for contacting all outside agencies that have participants that have received a training cancellation or suspension due to severe weather.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### COPYRIGHT AND PLAGIARISM MATERIAL

#### STANDARD OPERATING PROCEDURES

S.O.P. 26

SUBJECT: COPYRIGHT AND PLAGIARISM MATERIAL

PURPOSE: To establish a policy to prevent the use of plagiarized or copyrighted instruction/material during all aspects of training without the proper acknowledgements.

SCOPE: All academy and training instructors will be restricted from using plagiarized or copyrighted material or reproduced works without the permission or acknowledgements of the author.

#### I. Definitions of Plagiarism

A. Definition: Plagiarism is presenting another person's existing work, or original idea, as one's own without proper credit. Any training ideas or materials taken from another source, must be fully recognized unless the information has been regarded as common knowledge.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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Effective Date





COPYRIGHT AND PLAGIARISM MATERIAL: S.O.P. 26  
(Continuation)

B. Prohibited Acts: Instructors will not use another person's ideas, theories, graphics, and pictures without proper credit to. Instructors will not directly quote another's actual words, whether oral or written; using another's ideas/strategies, opinions, practices, or theories; borrowing facts, statistics, and offering training materials assembled or collected by others in the form of projects or collections without acknowledgment (**CALEA 7.1.7**).

II. Copyrighted Material

A. Defined: United States Copyright Law protects authors' original "works of authorship" that are fixed in a tangible medium.

B. Instructors are prohibited from:

1. Reproducing copyrighted works in copies
2. Use copyrighted works to create new derivative works (**CALEA 7.1.7**)

C. Instructors are permitted to:

1. Use lawfully acquired copies of materials
2. Use works in the public domain, including works for which the copyright has expired
2. Use Facts
3. Photographs that are exact reproductions of works in the public domain
4. Works produced by the United States government, unless the work has been contracted and produced by another entity
5. Works that the creator has made available through a commons or institutional repository

Russell, C. Complete Copyright. Charts on p. 10 and 14. • Gasaway, L.  
Chart "When works pass into the public domain"  
[www.unc.edu/~uncing/publied.htm](http://www.unc.edu/~uncing/publied.htm)

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING COURSE REVIEW AND ANALYSIS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 27

**SUBJECT:** TRAINING COURSE REVIEW AND ANALYSIS

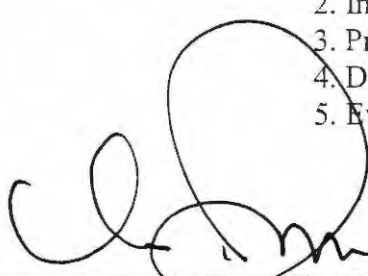
**PURPOSE:** To outline the policies and procedures for the operational and departmental improvement of all training courses performed at the Miami Police Training Center, Miami Police Academy, and Miami Police In-Service training (Leadership courses, MAT, FITT, MAST, Field Force).

**SCOPE:** This policy applies to the revision, review, and needs assessment of all courses developed and provided by the Training and Personnel Development Section.

#### I. Task Analysis (CALEA 6.2.1).

A. The following criteria will be used when designing and revising any In-service training:

1. Improves officer safety behavior and habits
2. Improves officer reasoning and problem-solving
3. Provides target performances
4. Develops expertise and learning
5. Evaluates knowledge for each law enforcement response task

  
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 Section Commander  
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TRAINING COURSE REVIEW AND ANALYSIS: S.O.P. 27  
(Continuation)

6. Evaluates the interrelations among training and human relation elements
7. Fragments tasks according to behaviors performed in different response situations
8. Segments tasks according to cognitive skills and skills required

II. Needs Assessment (CALEA 6.2.2):

A. The Training and Personnel Development Section will perform bi-annual training needs assessment for the Miami Police Academy, Region XIV courses, and In-service curriculum.

B. The Academy Unit Commander and In-Service Unit Commander will be responsible for creating a Course Review Training Committee to discuss the need for operational training improvement.

C. The Committee will review the following to identify the gaps between what is happening in training and what should be happening in training (gap analysis) and identifying the causes for the gaps in training (causal analysis).

D. During the needs assessment “planning” stage the committee will review and collect data from the following:

1. Departmental Training Committee notes as outlined in Departmental Order 15 Chapter 1
2. Body Worn Camera Training Review memorandums
3. State and National Training Research
4. Training Course Evaluations (e.g., Region XIV, In-Service)
5. High Liability Board results
6. Internal Affairs Annual Report
7. MPD Assaults of Police Officers Annual Report
8. FBI Training Bulletin and Annual Reports (e.g., Law Enforcement Officers Killed and Assaulted Report)
9. Remedial Training Forms (i.e., RF 799)
10. Officer Involved Shooting Cases

E. During the needs assessment “doing” stage the committee will perform the following:

1. The committee will create a report detailing the appropriate method improve the training problems of the organization.

TRAINING COURSE REVIEW AND ANALYSIS: S.O.P. 27  
(Continuation)

2. The report must include the following:

- a. Training findings
- b. Skill gaps and deficiencies
- c. Performance problems
- d. Future training recommendations
- e. Action plans

A. The Training Unit Commanders will be responsible for submitting the Training Course Review Schedule (**CALEA 6.4.2**): report to the Section Commander by February 1<sup>st</sup> and August 1<sup>st</sup> of each year.

1. The Unit Commanders will be required to include any new information, training gaps, strategies, techniques, equipment application, best practices, content material, and evolutions of training found during the evaluation phase as modifications or additions to existing courses (**CALEA 6.6.5**).

2. All new modifications shall be approved by the Section Commander and will be first introduced as pilot courses prior to full-scale implementations.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### RE-TESTING POLICY

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 28

**SUBJECT:** RE-TESTING POLICY (CAREER DEVELOPMENT COURSES)

**PURPOSE:** To offer a second opportunity for sworn employees to demonstrate a working knowledge of the course material and quality for salary incentive and mandatory retraining in the event that circumstances beyond their control contributed to the failure of the first examination.

**SCOPE:** The Criminal Justice Standards and Training Commission's rules governing certifies police training centers in the State of Florida allows for training centers, at their option and discretion, to offer a makeup examination to sworn police personnel who fail to pass a career development, salary incentive course, providing that the failure was due to a reason that is determined to be valid by the Training Center Director.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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Effective Date



RE-TESTING POLICY: S.O.P. 28  
(Continuation)

I. Procedures

A. Sworn police personnel who attend career development, salary incentive courses at the Miami Police Training Center must score at least 80% on the written test given at the end of each course, in order to pass.

B. Once the determination has been made and the examinee elects to be re-tested, a score of at least 80% must be attained on the makeup examination.

C. If the makeup test is passed, the official recorded score forwarded to the Criminal Justice Standards and Training Commission shall be 80%, regardless of how high the makeup score may actually have been.

D. Sworn police personnel who fail to pass the first test and (a) are not qualified to take a makeup exam, (b) refuse to take a makeup exam, (c) fail to pass a makeup exam, and will not be given credit for the course. They will not receive State certification, nor will they be eligible to receive career development incentive monies for the course.

E. In the event of such an occurrence, the Training & Personnel Development Section shall notify the examinee's commanding officer, in writing, detailing the circumstances of the failure.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING INSTRUCTIONAL SYSTEM DESIGN

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 29

**SUBJECT:** TRAINING INSTRUCTIONAL SYSTEM DESIGN

**PURPOSE:** To outline the policies and procedures the instructional system design used to create police-learner experiences, and provide thorough learning outcomes that have been determined through an analysis of training needs, innovation and technology, knowledge, skills, and abilities of personnel, and best practices.

**SCOPE:** This policy applies to the analysis, design, development, implementation, and evaluation of all training provided by the Training and Personnel Development Section.

#### I. Training Instructional Design System

A. The Training and Personnel Development Section will follow the following phases during the construction and delivery of all training performed by trained personnel.

1. The instructional design will be used as a guide to provide dynamic, innovative, systematic, and flexible direction to provide effective and efficient police training (CALEA 6.1.1).

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Section Commander  
Training & Personnel Development Section

3/11/19  
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TRAINING INSTRUCTIONAL SYSTEM DESIGN: S.O.P. 29  
(Continuation)

B. Training Instructional Model

	<b>Training Sample Tasks</b>	<b>Training Sample Output</b>
<b>Analysis:</b> Training to be delivered	<ul style="list-style-type: none"> <li>• Needs assessment (CALEA 6.2.2)</li> <li>• Training problem identification</li> <li>• Task Analysis (CALEA 6.2.1)</li> </ul>	<ul style="list-style-type: none"> <li>• Officer skill level</li> <li>• Organizational need</li> <li>• Task analysis (CALEA 6.2.1)</li> </ul>
<b>Training Design:</b> How will training be delivered	<ul style="list-style-type: none"> <li>• Lesson plan objectives</li> <li>• Curriculum mandates</li> <li>• Training instructions</li> <li>• Equipment and facility</li> <li>• Testing and validation</li> </ul>	<ul style="list-style-type: none"> <li>• Instructional training strategy</li> <li>• Measurable objectives</li> <li>• FDLE standards or national bets standards</li> </ul>
<b>Lesson Development:</b> Materials to be created and produced	<ul style="list-style-type: none"> <li>• Subject-matter experts</li> <li>• Creation of lessons, power-points, instructional guides, videos, flowcharts, or manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Reality-based exercises</li> <li>• Scripts</li> <li>• Scenarios</li> <li>• Computer assisted instruction (i.e., Meggitt).</li> </ul>
<b>Training Implementation:</b> Introduction in to MAT, MAST, In-service training, Region XIV, FITT, or Field Force training	<ul style="list-style-type: none"> <li>• Train the Trainer Sessions</li> <li>• Trainer group study</li> <li>• Pilot group study</li> </ul>	<ul style="list-style-type: none"> <li>• Trainer evaluations</li> <li>• Officer evaluations</li> <li>• Training data</li> </ul>
<b>Training Evaluation:</b> Examination of efficiency and adequacy of the training	<ul style="list-style-type: none"> <li>• Interpret officer results</li> <li>• Survey officer and supervisor graduates</li> <li>• Modify scenarios</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations and improvements</li> <li>• Provide report of findings (CALEA 6.4.2)</li> <li>• Revise lesson plan, curriculum, and scenarios</li> </ul>

McGriff, S. J. (2000). Instructional Systems. college of education. Penn State University.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ADVANCED/IN-SERVICE PROGRAMS

### STANDARD OPERATING PROCEDURES

**S.O.P.** 30

**SUBJECT:** ADVANCED/IN-SERVICE PROGRAMS

**PURPOSE:** To provide other elements of the Department with the information and assistance necessary to facilitate the participation of members of the Department in out-of-town schools, career development courses, recruit training, pre- and post-orientation, PSA training, SWAT training, K-9 training, and other specialized courses as needed.

**SCOPE:** Programs are sought and evaluated for applicability to Departmental needs. The programs are generally pre-established, specialized in course content, or are being established due to identified needs. Some of these courses may qualify as Salary Incentive courses (see S.O.P. 9). External programs are utilized when a need is apparent, and an internal program would not be feasible due to cost or other considerations.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



# City of Miami



EMILIO F. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PERFORMANCE TRAINING PROGRAM

### STANDARD OPERATING PROCEDURES

S.O.P. 31

SUBJECT: PERFORMANCE TRAINING PROGRAM

PURPOSE: To establish a program to measure the training activities through a feedback and evaluation process.

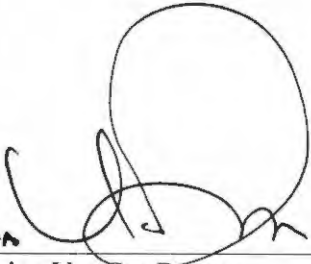
SCOPE: To provide a systematic method to measure academy and in-service training activities in order to create modifications and improvements.

#### I. Performance Training Program (In-Service and Academy)

A. The In-service Unit Commander will be responsible for the monitoring and identification of performance measures for all training for sworn and civilian personnel (CALEA 3.3.1 a).

1. The Unit commanders will perform periodic evaluations to address the rating of performance dimensions outlined on SOP 35 Reality Based Training (CALEA 6.4.3 b).

- a. Situational Awareness
- b. Threat Identification

  
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 Section Commander  
 Training & Personnel Development Section

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PERFORMANCE TRAINING PROGRAM: S.O.P. 31  
(Continuation)

- c. Initial Response
- d. Scene Control
- e. Application of Force
- f. Arrest Techniques
- g. Communication
- h. Articulation/ After Action Review

2. The Unit Commander will identify strategic goals and objectives and methodology for the achievement of all measures and describe them within lesson and actions plans.

3. Sworn and civilian personnel will be evaluated through the conduct of performance on each evaluation.

B. The Unit Commanders will be responsible for reviewing all end-of-course evaluations.

1. With the use of end-of-course evaluations, use-of-force reports, RF 799 forms, FDLE yearly survey, and citizen complaints, Unit Commanders will conduct quarterly meetings with supervisors and lead instructors to assess instructor performance, class management, equipment, lesson plan and curriculum, and andragogic processes.

2. The Unit Commanders will review the following outcomes of all training and academy lessons (**CALEA 3.3.1 b**):

- a. Volume of topic instruction
- b. Timeliness of lesson and instruction (i.e., mandatory courses; MAT, MAST, De-escalation, etc.)
- c. Accuracy to real-life training
- d. Cost-efficiency
- e. Officer Satisfaction (e.g., FDLE survey and course evaluations)

3. The Academy Unit Commander will continue to participate with the Training School Customer Satisfaction Survey required by Rule 11B-21.001(5) of the Florida Administrative Code (**CALEA 6.4.3 c**).

PERFORMANCE TRAINING PROGRAM: S.O.P. 31  
(Continuation)

4. The Academy Unit Commander will be required to create an Academy Performance Employee Feedback Survey, and distributed it on an annual basis. The survey will be due on January 15<sup>th</sup> of every year to the Section Commander (CALEA 6.4.3 c).

C. The Section Commander will review the Academy Performance Employee Feedback findings and make the necessary modifications to the training and curriculum.

II. Line Supervision

A. Performance Evaluation Training (CALEA 35.1.1 d.)

1. Training will be conducted to address the rating performance dimensions. Identification of position goals and objectives and methodology of achievement for same will be made. This will be accomplished through the coordination with Personnel Resource Management Unit.

2. Training will elaborate on the scope of performance dimensions and the identification/measurement of behaviors corresponding to performance dimensions.

3. Training will address employee development and goal attainment through conduct of performance evaluations.

PERFORMANCE TRAINING PROGRAM: S.O.P. 31  
(Continuation)

- c. Initial Response
- d. Scene Control
- e. Application of Force
- f. Arrest Techniques
- g. Communication
- h. Articulation/ After Action Review

2. The Unit Commander will identify strategic goals and objectives and methodology for the achievement of all measures and describe them within lesson and actions plans.

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PERFORMANCE TRAINING PROGRAM: S.O.P. 31  
(Continuation)

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C. The Section Commander will review the Academy Performance Employee Feedback findings and make the necessary modifications to the training and curriculum.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 32

**SUBJECT:** TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES

**PURPOSE:** To outline the procedures for any complaint received during in-service training, Region XIV training courses, and in the Miami Police Academy.

**SCOPE:** This policy applies to any complaint that is received during the commission of a training course by a law enforcement class participant or a police recruit.

#### I. Complaint Intake

A. Training Detail Supervisors are responsible for reporting and documenting any minor internal acts of misconduct (e.g., tardiness, rudeness, insubordination, and missing equipment) observed or discovered by any personnel during training. The Detail Supervisor must document the incident via a red-line memorandum and submit it through channels for appropriate discipline (CALEA 2.3.1 b.).

1. The Training and Personnel Development Section will be the responsible body assigned to review, investigate, and recommend the discipline for any minor acts committed during training by any personnel assigned to training (CALEA 2.3.1 c.).

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Section Commander  
Training & Personnel Development Section

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TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES: S.O.P. 32  
(Continuation)

B. Minor training misconduct and complaints lodged by members of the public committed by outside agency personnel during Region XIV training will be forwarded to their respective chain of command for discipline and a red line memorandum will be kept in the Training vault documenting the incident **(CALEA 2.3.1 d.)**.

1. The In-Service Training Unit Commander is responsible for the review and proper completion of all internal complaints arising from in-service training.

2. The Training and Personnel Development Section Commander will review all training misconduct incidents, regardless of the investigative body. The In-Service Unit Commander is responsible for notifying the section commander of any complaints via a red-line memorandum before the end of the training tour of duty. The In-Service Training Unit Commander is responsible for submitting all documents related to the misconduct for proper review and disciplinary action and recommendation **(CALEA 2.3.1 e.)**.

C. Complaints made by members of the public during a training course will be documented via a RF#121 by a Training Detail Supervisor and forwarded to the Internal Affairs Section for processing, classification, coordination, and assignment. The confidentiality of all complainants will be protected and all files will be maintained in the training vault during the investigation process and logged in a secured training file **(CALEA 2.3.5)**.

D. The Detail supervisor will be responsible for ensuring that all complaints of misconduct during training are received and documented. These complaints will include and are not limited to **(CALEA 2.3.1 a.)**:

1. Anonymous complaints
2. Abusive Treatment
3. Discourtesy
4. Criminal Act
5. Intoxication or substance abuse

E. Complaints from members of the public that are assigned to the Training and Personnel Development Section will be investigated by a training unit commander. Unit commanders will adhere to Departmental Order 2 Chapter 2 when interviewing and investigating any aspect of a complaint. The investigating unit commander will adhere to the 180 Day



TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES: S.O.P. 32  
(Continuation)

Rule and 45 Day Status Report during all complaint investigations  
(CALEA 2.3.1 f).

II. Harassment Complaints during Training

A. Acts of harassment as prescribed by Departmental Order 6 Chapter 10 during in-service, Region XIV, or police academy training will include:

1. Jokes or innuendoes of racial, sexual, or religious nature
2. Sexual gestures of any kind at any time
3. Any unwelcome activity of sexual nature
4. Any inappropriate or unwelcome touching, pinching, patting, caressing or fondling
5. Hazing (CALEA 8.1.8 e.)

B. Training Detail Sergeants are responsible for immediately remedying any incident of harassment and documenting the incident. The Detail Sergeant must document the incident via a red-line memorandum and notify the Training Unit Commander and Section Commander immediately (CALEA 2.3.1 e.).

1. The Training Detail Sergeant will obtain a written account from the employee who believes has been harassed and forward it to the Training Section Commander.

2. The Training Section Commander will be responsible for notifying the Internal Affairs Section and the Administration Division Chief of all incidents of harassment during training.

a. The Training Section Commander is responsible for the investigation, corrective action, discipline and counseling of all minor harassment (e.g., jokes or inappropriate conversations) incident during training. The Training Section Commander will also forward the findings of any harassment during the police academy to CJSTC when applicable.

b. The Internal Affairs Section will be responsible for coordinating and assigning the investigation of serious allegations of employee harassment during training.

TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES: S.O.P. 32  
(Continuation)

III. Police Academy Recruit Complaints

A. Serious complaints made by members of the public against a Miami Police Training Center recruits will be documented via a RF#121 by the class Academy Supervisor.

1. Serious complaints will include abusive treatment, discourtesy, criminal acts, and intoxication or substance abuse.
2. The Drill Instructor will immediately notify the Chain of Command during any complaint lodged by a member of the public **(CALEA 2.3.1 e.)**.
3. The Internal Affairs Section will be responsible for the coordination, processing, and assignment of all serious complaints.
  - a. Internal investigations will be made by academy supervisors of self-sponsored recruits.

B. Minor complaints (e.g., illegal parking and discourtesy) will be investigated by the class assigned Drill Instructor via a red-line memorandum.

1. An administrative package will be completed, which will include an inquiry into the allegation, utilize Miami Police Department Internal Affairs Procedures (Departmental Order 2), absent Florida State Statute 112 Officer Bill of Rights.
2. The completed administrative package with findings will be completed within 72 hours of the minor incident and submitted to the Chain of Command **(CALEA 2.3.1 f.)**.
3. Complaints by members of the public involving recruits hired or sponsored by outside agencies will be forwarded to the respective agency.
4. At the completion of each academy class, the assigned Drill Instructor will forward all complaints recorded against members of the class to the Training Center Director for review and record.
5. The confidentiality of all complainants will be protected and all files will be maintained in the academy training vault during the

TRAINING AND POLICE ACADEMY COMPLAINT PROCEDURES: S.O.P. 32  
(Continuation)

investigation process and logged in a secured training file (**CALEA 2.3.5**).

C. Recruit Complaints against Training Personnel

1. Any recruit who believes he/she has been harassed or hazed by a member of the Miami Police Academy (sworn or non-sworn personnel) will be required to immediately request a conference via academy memorandum addressed to the Police Academy Unit commander with a summary of the incident.

2. Academy Supervisors will create a report of the incident and follow the procedures outlined in the Training and Personnel Development Standard Operating Procedures Training and Police Academy Complaint Procedures (Section III.A.1. and Section III.B.1) (**CALEA 8.1.8 e**).

IV. Annual Administrative Review of Training Complaints (**CALEA 2.3.6**).

A. Training Unit Commanders are responsible for submitting to the Training Section Commander a red-line memorandum report detailing all the complaints filed during training during each year.

B. The yearly Training Complaints Report will include:

1. A synopsis of the incident
2. Officers or recruits involved
3. Case disposition,
4. Discipline issued
5. Recommendations for the future

C. The yearly Training Complaints Report will be due by January 15<sup>th</sup> of each year.

D. The Training Section Commander is responsible for scheduling a supervisory section meeting to discuss future implementations to minimize the occurrence of misconduct during the training. The findings of the section meeting will be recorded by the Training Administrative Sergeant and documented via a red-line memorandum.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING INSTRUCTOR'S EARLY INTERVENTION SYSTEM

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        **33**

**SUBJECT:**    TRAINING INSTRUCTOR'S EARLY INTERVENTION SYSTEM

**PURPOSE:**    To establish a program to improve academy and training supervisor effectiveness to detect at-risk personnel through data and observation. The purpose of this procedure is not to supersede the department's Incident Tracking System, but to work in conjunction with the Departmental Orders.

**SCOPE:**        All academy and training supervisors be responsible for the identification, management, and early intervention activities of all training instructors with the goal to ultimately preserve the officers' careers and preserve the efficiency of training.

#### I. Definitions of Intervention Behaviors (CALEA 4.4.9 a)

A. Supervisors will monitor and assess the following behaviors in the academy or in-service training that may be cause for employee intervention:

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Section Commander  
Training & Personnel Development Section

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TRAINING INSTRUCTOR'S EARLY INTERVENTION SYSTEM: S.O.P. 33  
(Continuation)

1. Absenteeism
2. Excessive Use-of-Force or Discharge of firearms reports during off-duty work
3. Citizen complaints
4. Reprimands
5. Internal complaints by fellow instructors or trainees
6. Sudden quiet and withdrawn attitude
7. The quality of an officer's paperwork or instruction has declined
8. Instructor begins avoiding responsibilities in small ways
9. An instructor is going through a difficult divorce, or a member of his family is having problems

B. The Training and Personnel Development Section will follow the same threshold as outlined in Departmental Order 2 Chapter 5 for (ITS) Quarterly Memorandums (CALEA 35.1.9 a. b).

1. Additionally, training supervisors will initiate a Training Incident Tracking Memorandum if an academy or in-service instructor has one or more of the following observed actions during a training quarter (CALEA 4.4.9 b):

- a. (2) or more complaints from trainees
- b. (2) or more complaints or observations of lackluster instruction
- c. (2) or more issues (i.e., safety) during reality-based training exercises
- d. (3) or more issues with paperwork related to the academy or FDLE required documentation

## II. Reporting Requirements

A. Training Supervisors will be required to abide by the reporting requirements of ITS memorandums as prescribed by Departmental Order Chapter 5. Additionally, all training supervisors will be required to submit to the Unit Commanders quarterly Training Incident Tracking Memorandums for instructors that meet the criteria outlined in this order (CALEA 4.4.9 d).

B. The training supervisor will be required to create a the ITS memorandum and include a synopsis of each incident, the time and dates of events, and recommendations for improvement.

**TRAINING INSTRUCTOR'S EARLY INTERVENTION SYSTEM: S.O.P. 33  
(Continuation)**

C. The Training Section Commander will be responsible for reviewing all the Training and Departmental ITS memorandums, along with the accompanying documentation and assembling a conference to discuss with the police instructor, Supervisor, and Unit Commander the findings and approve the recommendations for performance improvement **(CALEA 4.4.9 c)**.

1. Special attention will be placed on incidents that potentially may cause a training hazard likely to cause injury to police officers, civilians, or academy trainees.
2. Supervisors will include any behavioral, or procedural indicators affecting the police instructor.

B. Unit Commanders will be responsible for submitting an annual basis (January 15<sup>th</sup>) evaluation of the training early intervention system with a synopsis of incidents, solutions, and recommendations **(CALEA 4.4.9 e.)**.

**III. Supervisor Responsibilities (CALEA 4.4.9 f.)**

A. Academy Supervisors and In-service Supervisors will be responsible for the documentation of all observations related to an officer's emotional, physical, and organizational well-being. The supervisors will be tasked with uncovering the underlying issues that may be causing a decline in an instructor's productivity and instructional performance.

B. Academy Supervisors and In-service Supervisors will provide a recommendation for performance improvement for all instructors that have met the departmental or training section threshold for intervention.

1. The supervisor will conduct daily, weekly, and monthly performance improvement meetings with the instructor and annotate the results as part of the Training Incident Tracking Follow-up Memorandum.
2. Supervisors shall consider all interventions and remedies for improvement to last a total of 90 days.

C. The Academy Supervisors and In-service Supervisors will be responsible for the following solutions or remedial actions to improve instructor behavior and performance during an intervention **(CALEA 4.4.9 g)**:

TRAINING INSTRUCTOR'S EARLY INTERVENTION SYSTEM: S.O.P. 33  
(Continuation)

1. Counseling by the supervisor
2. Re-Training
3. Referral to Employee Assistance Program (**CALEA 4.4.9 h.**)
4. Transfer as a result of burnout
5. Fitness for duty evaluation
6. Peer officer support
7. Task analysis review
8. Intervention follow-up

# City of Miami



EMILIO F. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SAFETY OFFICER

### STANDARD OPERATING PROCEDURES

**S.O.P.** 34

**SUBJECT:** SAFETY OFFICER (CALEA 9.1.7)

**PURPOSE:** To outline and establish the position of a safety officer with the authority to authorize and discontinue training when hazardous conditions or real-life emergencies are presented.

**SCOPE:** The policy applies to all physical fitness training, defensive tactics, outdoor/indoor training, driving range operations, chemical agent training, reality based training, tactical training, and outdoor firearms training.

#### I. Safety Officer Positions

- A. Canine; Canine Lead Instructor (CALEA 9.1.6. a).
- B. Equine Operations; Mounted Lead Instructor (CALEA 9.1.6. a).
- C. Defensive Tactics; Safety Officer (CALEA 9.1.6. c).
- D. Physical Fitness; Class Drill Instructor (CALEA 9.1.6. d).
- E. Firearms; Range Master (CALEA 9.1.6. f).
- F. Motor Vehicle Operations; Academy Lead Instructor (CALEA 9.1.6. g).
- G. Motorcycle; Motors Lead Instructor (CALEA 9.1.6. h).
- H. Bicycle Operations; Lead Instructor (CALEA 9.1.6. h).

Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19  
Effective Date





**SAFETY OFFICER:**  
(Continuation)

S.O.P. 34

- I. Tactical Operations; Lead Instructor (**CALEA 9.1.6. i**).
- J. Marine Operations; Lead Instructor (**CALEA 9.1.6. j**).
- K. SWAT Operations; Safety Officer (**CALEA 9.1.6**)
- L. MAT/MAST Training; Safety Officer (**CALEA 9.1.6**)
- M. SBT; Safety Officer (**CALEA 9.1.6**)
- N. Chemical Agent; OEM Lead Instructor (**CALEA 9.1.6 b.**)
- O. Field Force Training; Lead Instructor (**CALEA 9.1.6**)
- P. Active Shooter Training; (**CALEA 9.1.6**)

II. Lead Instructor Responsibilities

A. All Training Lead Instructors will be responsible for assigning a Safety Officer for each training course when they will not handle safety duties as outlined by Reality Based Training Standard Operating Procedures. (**CALEA 6.4.3 d**), (**CALEA 7.4.1**), and the Training Code of Conduct.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ALL REALITY-BASED TRAINING

### STANDARD OPERATING PROCEDURES

**S.O.P.** 35

**SUBJECT:** ALL REALITY-BASED TRAINING

**PURPOSE:** To establish minimum training guidelines while conducting all scenarios based training (Career Development, Recruits, Independent and International Students).

**SCOPE:** To establish a systematic process for the safety of all participants and to develop an accountability process of resources, equipment, and training. This process is applicable to all Scenario based training in which Simunition and Blank Ammunition weapons are used, blue or red gas (plastic), and the use of departmental issued weapons.

1. Basic Safety Guidelines for providing scenario based training when handling weapons as follows:

A. Safety is the most important element.

1. All Scenarios will have dedicated personnel and zones to ensure compliance.
2. All equipment and rounds will be inventoried and verified.
3. Defensive Tactics and Vehicle Operations will also ensure safety measures are in effect and practiced.

Major Um Set Rames  
Section Commander  
Training & Personnel Development Section

2/11/19  
Effective Date



ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

B. Reality-based Training (**CALEA 6.4.3 a.**)

1. The objective of reality-based training will be to design scenarios that integrate realistic policing elements that enable officers and civilian personnel to attend to critical cues, improve decision/problem solving skills, and develop the ability to respond with the correct motor program during all situations.

C. The Laser Rule is to treat the muzzle of your firearm as if it is a Laser gun with the Beam always on; whatever the Laser beam touches, it cuts through. The following rules should be covered with all students prior to the commencement of the scenario on each respective date:

1. Treat all ammunition as lethal until obtaining a comprehensive understanding of the differences in ammunition.
2. If at any time someone perceives a situation to be hazardous, they are to shout "Cease Fire" until everyone complies. Upon hearing "Cease Fire" all participants and observers will immediately stop all action and keep weapons pointed in what they consider a safe direction until receiving further orders.
3. If a piece of mandatory safety equipment becomes dislodged, immediately protect the exposed area with the hands and go to the ground calling "Cease Fire." Replace the equipment when the action has stopped and it is safe to do so.
4. If there is an activity in the course in which you feel uncomfortable participating in for any reason, it is your responsibility to bring it to the attention of the instructor prior to participating.
5. Unsafe or frivolous behavior will not be tolerated.
6. Report any and all injuries immediately to the instructor.
7. It is the responsibility of the participants to disclose any existing health conditions to the instructor prior to the beginning of the class.
8. Activities, which may aggravate a health condition or chronic injury, are to be avoided.

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

9. Protective equipment must be worn during all Simunitions training exercises for both participants and observers.
- D. The minimum requirements, six (6) active participants engaged per every Training Safety Officer, to safely and efficiently conduct scenario based training are as follows:
1. The Lead Instructor, Class Coordinator, and Training Officer, are responsible for documenting in an approved lesson plan (**CALEA 6.5.1**) format the type of scenario being conducted and the equipment necessary for application.
  2. To identify a safe and isolated location for the training, which allows adequate space to accommodate for the four safety areas, such as the staging area, the cold zone, the warm zone, and the hot zone.
  3. Identify the Controller (Supervisor).
    - a. Responsible for the overall command and control of the scenario based training.
    - b. Responsible for implementation to all standard operating procedures related to scenario based training.
    - c. Responsible for the visual inspection of all equipment brought into the warm zone along with a Training Safety Officer.
    - d. Ensure that blank ammunition and simunition rounds are visually inspected along with the Training Safety Officer prior to entering into the warm zone. Upon the completion of this inspection, the rounds will be turned over to the Equipment Officer.
  4. Identify the Training Safety Officer(s) (**CALEA 6.4.3 d**).
    - a. Responsible for the overall safety of the scenario and to provide security for those individuals involved in the scenario. The Safety Officer will be responsible for the acquisition of a first-aid kit, and the performance of first aid to any injured participants. The Safety Officer will document all incidents requiring first-aid in the after-action sheet (**CALEA 8.1.8 a**).

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

- b. Responsible for ensuring that participants are not in possession of any weapons not authorized to be in the scenario.
  - c. Notify the Communications Bridge of the practicum location and advise them of the Training & Personnel Development Section Radio Channel in use.
  - d. Not be an active participant during any portion of the scenario based training.
  - e. Be a FITW certified instructor when utilized for all weapon based scenario practicum.
  - f. Be identified by wearing a safety vest, a police radio, whistle, air horn, and armed.
5. Identify the Equipment Officer(s).
- e. Responsible for the issuance and collection of all equipment to be utilized for the scenario.
  - f. Responsible for ensuring that participants are not in possession of any weapons not authorized to be in the scenario.
6. Identify and properly mark the staging area.
- g. The staging area will be utilized to conduct the briefing and debriefing of the training, and to provide instructions.
7. Identify and properly mark the cold zone.
- h. The cold zone is the preparatory area in which the instructor outlines the scenario being conducted, prepares the participants to engage in the training, and conducts a safety check.

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

8. Identify and properly mark the warm zone.
    - i. The warm zone is the area where the Equipment Officer provides the equipment and conducts a safety check.
  9. Identify and properly mark the hot zone.
    - j. The hot zone is the area in which the scenario is actually taking place and the Training Safety Officer(s) along with the Controller (Supervisor) has complete command and control of the training and its safety.
  10. Complete the Training Scenario Action Plan and Training Scenario After Action Report for each tour of duty in which equipment was used for scenario based training and submit through channels.
- E. Procedures for checking out weapons that have been identified to discharge blank ammunition.
1. A Sign-in/Sign-out Sheet, located in the Firearms Bunker, must be completed for use and return of the Blank Shotgun or Blank Handgun.

A designated “Blank Shotgun” and “Blank Handgun” with orange stock/grip will be the only shotgun or handgun authorized.

    - a. The shotgun or handgun will be encased in a Pelican case and locked at all times, until ready for use.
    - b. The approved shotgun case will contain 4 boxes, 25 rounds per box of blank rounds.
    - c. The approved handgun case will contain 2 boxes, 50 rounds per box of blank rounds.
    - d. The only authorized blanks that will be used with this shotgun/handgun are blank rounds issued from the Firearms Staff and will have a spray painted head-stamp in bright orange on all blank ammunition.

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

The blank ammunition will not be allowed out of the Firearms Bunker unless the head-stamps are painted in bright orange.

2. During the scenario, the shotgun mussel will be pointed in a safe direction to be utilized for effect only.

F. Procedures for the use of Trust Fund equipment

1. When using any Region XIV Trust Fund equipment, the Lead Instructor will first sign the Sign-in/Sign-out log to obtain the equipment from the secured location.
2. The Lead Instructor will inspect equipment for any damage prior to dispensing the equipment.
3. If there is any damage to any equipment before Sign-out, the Lead Instructor will advise a supervisor immediately of any damaged equipment.
4. After the use of the equipment, it will be returned to the secured location.
5. The Lead Instructor will again inspect the equipment for any damage that may have occurred during the training.
6. If there is any damage when equipment is returned, the Lead Instructor must report the damage to the supervisor immediately.
7. The Lead Instructor will acknowledge receipt of equipment with entry on Sign-in/Sign-out log.
8. The Lead Instructor will secure the equipment in secured location.

G. Defensive Tactics Scenarios

1. In Defensive Tactics scenarios, the Lead Instructor, Training Officer, and Safety Officer(s) assigned to the practicum must ensure that the following procedures are adhered to at all times:

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

- a. Only plastic handguns, knives, or rifles (blue or red) will be utilized for scenarios design to implement defensive tactics techniques.
- b. All personnel involved in the defensive tactics exercises will not wear any loaded firearms on their persons.

H. Vehicle Operations

1. In Vehicle Operations scenarios, the Range Master designated by the Training & Personnel Development Section will ensure the safety and proper operation of vehicles under all weather conditions.
  2. All vehicles designated to participate in these exercises will have a certified Driving Instructor in the vehicle at all times;
  3. The Range Master is responsible for ensuring the maintenance and care of all vehicles assigned to the Training & Personnel Development Section, which are used in the vehicle operations training.
  4. Any damages as a result of an accident must be reported in the proper forms, i.e. Accident Reports, Supervisory Reports.
  5. The maximum number of four (4) occupants in the vehicle includes the instructor.
- I. In instances where the Training & Personnel Development Section Standard Operating Procedure does not contain specific procedures to conduct training, the instructor's certification will dictate the course of action taken and safety needed for the training being provided.

J. Role Players

1. All role players will be briefed prior to the start of all scenarios by the Lead Instructor and Safety Officers.
2. Outside-agency or civilian role players will only be used after the approval of the Section Commander or his designee (**CALEA 6.4.3 e.**).



ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

K. Learning Objectives

1. The Lead Instructor is responsible for providing all scenario instructors, role players, and student participants the learning objectives prior to the start of any exercise **(CALEA 6.4.3 a)**.
2. The learning objectives will be defined in the training Action Plan along with the learning goal of each exercise.
3. All scenario instructors will debrief each participant at the end of the scenario based on the goals and objectives of the exercise.
4. The Lead Instructor will provide the time allotted for each debriefing session.

L. Performance Measures

1. The overall guiding principle for all reality-based performances will be the student participant's decision-making process **(CALEA 6.4.3 b)**.
2. The Lead Instructor shall ensure that all performance measures are defined in the training Action Plan, communicated during the instructor and safety briefing, and explained to all student participants.
3. Lead Instructors shall guide all reality-based training by the following training performance disciplines:
  - a. Situational Awareness: A participant's awareness of dangers information, and events during a given scenario.
  - b. Threat Identification: Accounting for threats and non-threats.
  - c. Initial Response: "A strategy to counter any threat or emergency situation and includes position of advantage, tactics, or other corrective actions."
  - d. Scene Control: A participant's ability to effectively control subjects, actors, scene, evidence, and witnesses in a situation.

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

e. Application of Force: The use of appropriate and legal use of force during the scenario.

f. Arrest Techniques: A participant's ability to correctly, tactically, and advantageously apply handcuffing and searching techniques to all subjects.

g. Communication: The correct use of verbal and non-verbal communication during all exchanges of information during a scenario.

h. Articulation/ After Action Review: A participant's ability to explain and articulate his actions during his/her decision making process.

Adopted from: Homeland Security (2011). Stress and Decision Making. Retrieved from [https://www.fleec.gov/sites/default/files/imported\\_files/reference/research-papers-Stress-and-Decision-Making-04-06-12--Approved---Pulic-Release--508-Accessible.pdf](https://www.fleec.gov/sites/default/files/imported_files/reference/research-papers-Stress-and-Decision-Making-04-06-12--Approved---Pulic-Release--508-Accessible.pdf)

M. Grading Guidelines and Assessment

1. The Lead Instructor shall explain the grading guidelines for all reality-based scenarios (**CALEA 6.4.3 c**).
2. Scenario Instructors must use the Reality-based Assessment Form with all student participants during debrief.
3. The assessment scale for student participant will scored from a 4 point Likert-type scale:
  - a. Not Acceptable (N): The actions by the participants were not consistent with legal rules, department orders, standard operating procedures, or training best practices.
  - b. Least Desirable (LD): Actions can be used, but present identifiable dangers and risks.
  - c. Acceptable (A): Participant's actions are consistent with training but may not produce the most advantageous or tactical outcome.
  - d. Desirable (D): Participant's actions and decision-making produced sound and effective tactics.

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

N. Assessment Form Sample:

## SCENARIO BASED TRAINING ASSESSMENT FORM

### Chase

Officer's Name: \_\_\_\_\_ IBM# \_\_\_\_\_ SBT Class# \_\_\_\_\_

Assessor's Name: \_\_\_\_\_ IBM# \_\_\_\_\_ Date: \_\_\_\_\_

Scenario (Circle One): (29)

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***Instructions: Check off Desirable (D), Acceptable (A), Least Desirable (LD) or Not Acceptable (N).***

### **Perimeter-Did the officer:**

- |   |  |
|---|--|
| Properly advise on the radio ( <i>If applicable</i> )?                      | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |
| Place his/her vehicle appropriately on scene ( <i>Secure</i> )?             | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |
| Give accurate & detailed description of suspect or vehicle ( <i>BOLO</i> )? | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |
| Advise if suspect is armed? ( <i>If applicable</i> )                        | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |
| Advise what type of crime was committed?                                    | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |
| Request additional units to set perimeter?                                  | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> N <input type="checkbox"/> |

### **Did the officer:**

- |  |   |
|--|---|
| Operate the police vehicle in a safe manner?               | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Run in after the subject?                                  | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Set the coordinates right on the perimeter?                | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Request resources ( <i>K-9, TRU, or Aviation</i> )?        | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Maintain proper radio silence ( <i>QAH</i> )?              | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Give appropriate verbal commands? ( <i>If applicable</i> ) | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Maintain tactical positioning – Reactionary gap?           | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Move to a position of cover?                               | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Communicate with backup officers?                          | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Take off lights on police vehicle ( <i>blinding</i> )?     | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Perform a “Phantom” call out?                              | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |
| Maintain muzzle discipline?                                | D <input type="checkbox"/> A <input type="checkbox"/> LD <input type="checkbox"/> NA <input type="checkbox"/> |

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

**Comments:**

1. **Observe Performance** - tactics - communications - procedures (List them during RBT)

---

2. **Identify Actions** - Evaluator will ask: "Tell me what happen?" Listen to them...

---

3. **Identify Strengths** - Ask them: "What did you think you did well on?" If they do not answer, tell them "how do you feel about..." What did you see them do well on?

---

4. **Areas of Improvement**: "If we did the scenario again, what would you do differently?"

---

5. **Alternate Solutions**: What if you did... Would that work? (The evaluator will provide practical feedback)

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ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

N. Reality-based Training Action Plan and After-Action

TRAINING SCENARIO  
ACTION PLAN

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Radio Channel: \_\_\_\_\_  
Contact Communications (Bridge): \_\_\_\_\_  
(List Title, Name, IBM, and Time)

End Time: \_\_\_\_\_ Radio Channel: \_\_\_\_\_  
Contact Communications (Bridge): \_\_\_\_\_  
(List Title, Name, IBM, and Time)

Type of Scenario: \_\_\_\_\_

Location: \_\_\_\_\_

Equipment used: \_\_\_\_\_

Emergency Route: \_\_\_\_\_

Safety Zone: \_\_\_\_\_

Emergency Call-word: \_\_\_\_\_

Safety Checklist:

First Aid Kit:  Hearing Protection:  Safety Signs:   
Safety Brief:  Equipment check:  Debrief:   
Emergency Medical Plan:  Safety Search:   
Two types of Communication: \_\_\_\_\_ & \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scenario Supervisor: \_\_\_\_\_ IBM: \_\_\_\_\_  
Safety Officer: \_\_\_\_\_ IBM: \_\_\_\_\_  
First Aid Officer: \_\_\_\_\_ IBM: \_\_\_\_\_  
Equipment Officer: \_\_\_\_\_ IBM: \_\_\_\_\_  
Dispatcher: \_\_\_\_\_ IBM: \_\_\_\_\_  
Dispatcher: \_\_\_\_\_ IBM: \_\_\_\_\_

ALL REALITY-BASED TRAINING: S.O.P. 35  
(Continuation)

**TRAINING SCENARIO  
AFTER ACTION REPORT**

**Date:** \_\_\_\_\_

**Type of Scenario:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Equipment used:** \_\_\_\_\_

**Injuries:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scenario Supervisor:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

**Safety Officer:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

**First Aid Officer:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

**Equipment Officer:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

**Dispatcher:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

**Dispatcher:** \_\_\_\_\_

**IBM:** \_\_\_\_\_

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

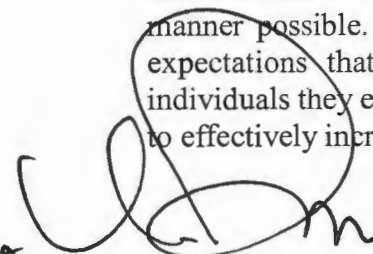
**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.** 36

**SUBJECT:** OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE

**PURPOSE:** To provide all sworn/reserve police personnel with a hands-on training on an annual basis via the MAT and MAST course, this will improve their capabilities to survive life-threatening situations which they may encounter. The training will provide techniques which will enable the police officer to complete his/her job task in a safe manner, not only to themselves, but to the community as well.

**SCOPE:** The Miami Police Department Officer Skills Development Program was developed to provide police personnel with new and updated techniques, as well as reinforcing proven ones, to assist them in hostile/potentially-hostile situations that they may be confronted with while performing their duties. The course of action selected by the student must accomplish the job task, and must also be performed in the safest manner possible. All aspects of MPD training should reflect and instill agency expectations that officers are committed to the constitutional rights of the individuals they encounter, and employ strategies to build community partnerships to effectively increase public trust and safety.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

I. Miami Police Training Center

A. Staff Policy and Procedures for Officer Skills Development Program

Scheduling: The Training & Personnel Development Section is will work with the Staffing Unit in coordinating the scheduling of all personnel. It is the responsibility of each officer to comply and attend on their scheduled training date.

Rescheduling/Cancellation: Any officer rescheduling or cancelling their scheduled date must request it **via email and red-line memorandum** (In-Service Unit Commander) through their respective administrative detail, which must be completed a minimum of one week prior to the scheduled date. Cancellations or rescheduling made on the scheduled date are unacceptable.

Members who fail to comply with the mandatory training by FDLE and allow their certification to expire will not be allowed to perform their functions in any capacity (On or Off-duty) in accordance with our guidelines, which constitutes grounds for dismissal.

Sworn personnel will be held accountable to the following penalties when they fail to adhere to the Scheduling Procedures:

1 <sup>st</sup> Occurrence	Formal Counseling
2 <sup>nd</sup> Occurrence	Reprimand
3 <sup>rd</sup> Occurrence	Reprimand with 10-hour Suspension
4 <sup>th</sup> Occurrence	Reprimand with 20-hour Suspension
5 <sup>th</sup> Occurrence	Reprimand with 40-hour Suspension
6 <sup>th</sup> Occurrence	Reprimand with 50-hour Suspension
7 <sup>th</sup> Occurrence	Reprimand with 100-hour Suspension
8 <sup>th</sup> Occurrence	Dismissal

B. Police Sergeant, Supervisor

1. Research, develop, and train members of the Miami Police Department on the use of force policy and the use of force level of resistance matrix on an annual basis. Additionally, each member of the Miami Police Department must demonstrate proficiency with impact weapons on a bi-annual basis.



OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

2. Maintain a current course outline on file.
3. Ensure that all blank ammunition is collected and secured from the students and instructors, prior to the commencement of any training.
4. Ensure that all computers used in the Training Computer room are used for the purpose of training (CALEA 6.5.2).
5. Ensure that the use of the police training vehicles is operated in a safe manner by both the recruit and instructors.
6. Ensure that a sufficient number of vehicles are available for training. If there are not enough vehicles, arrangements are to be made to secure a loaner vehicle from the Patrol Section or any other unit that can spare one.
7. Ensure that no student leaves the training area, except on official business or during a dinner break.
8. An inventory of all equipment/training aids assigned to the Officer Survival Program or Academy is submitted/approved to the Training & Personnel Development Section Commander on an annual basis. The inventory will include (CALEA 6.5.2):
  - a. Quantity
  - b. Location
  - c. Serial number(s), if applicable
  - c. Description of items
  - d. Any other necessary information
9. Ensure that the weapons and equipment are used in training are operated in a safe fashion; that the blank rounds used are not discharged at a close range to another individual (CALEA 6.5.2):  
**WHEN DISCHARGING A BLANK ("DUMMY") ROUND POINT IN A SAFE DIRECTION; NEVER DISCHARGE A DUMMY ROUND WHILE POINTING AT AN INDIVIDUAL.**
10. Ensure that the building and main gate at the training facility are locked at the end of the day's training.
11. Ensure that non-police personnel are not allowed to enter the training area.

OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

12. Ensure that a class roster is taken and kept on file for each training session, morning and afternoon.
13. Ensure that training certificates are prepared and issued to each student who successfully completes the course, when applicable.
14. Ensure that each instructor is State certified to function in that capacity. A copy of that certification is to be kept in that individual's Section file and one in the course file. Coordinate the scheduling of classes for all sworn department members.
15. Identify problem areas that relate to officer safety.
16. Select an instructor to be an acting supervisor in the Officer Survival Program Supervisor's absence. A memorandum of this action must be submitted and maintained on file.
17. Upon completion of a training session, and when not in use, all equipment shall be secured at the training facility. The area for storing the equipment will be the storage room located in the main projector room. This is found on the west-side of the building. The storage room and building are protected by locks and a burglar alarms system **(CALEA 6.5.2)**.
18. In addition to the above, the Officer Survival Supervisor will be responsible for ensuring that all areas of the training are presented in a professional and safe manner.
19. Coordinate research for new training equipment/techniques. Supervisors will ensure that all new and existing training equipment is only obtained and used for the purposes of police instruction, and is only used by certified instructors specialized to use each training tool **(CALEA 6.5.2)**.
20. Supervisors will ensure on an annual basis for any new training instituted in the Academy or through MAT or MAST is conducted first via a pilot basis to ensure its efficiency, andragogy, applicability to full-scale implementation, reaction to the course, time allocation and resources, and prepared to measure the success of the instruction **(CALEA 6.5.3)**.

OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

C. Police Officer, SKILLS DEVELOPMENT DETAIL Instructor

1. Ensure that training equipment is operable and location is identified, as well as made ready for the day's classes (CALEA 6.5.2):
  - a. Handguns
  - b. Shotguns
  - c. Audiovisual equipment
  - d. Radios
  - e. Training rounds
  - f. The Instructor must maintain an Instructor's profile book detailing all the certifications and certificates of the Instructor.
  - g. The Instructor Profile Book must contain the following:
    - 1) Resume
    - 2) Certificates
    - 3) Courses attended
    - 4) FDLE Re-certification Forms
    - 5) Instructor's Log
2. Ensure that the training vehicles are properly maintained and are kept in a safe, running condition.
3. Ensure that all live ammunition, knives, and second weapons are collected from the students and secured in a safe manner (CALEA 6.5.2). This will be done prior to the commencement of any training.
  - a. Ensure that color-coded wristbands are issued to each student. This indicates a "safe" weapon.
4. Ensure that he/she acts in a professional manner at all times.
5. Ensure that he/she maintains current instructor certification with the State Standards and Training Commission.
6. Ensure that he/she becomes familiar with all facets of the program curriculum.

OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

7. Ensure that the use of all training aids (weapons) is performed in a safe manner and not used carelessly.
8. Be aware of the students' actions during the training and not allow them to act in a careless manner.

D. Administrative Support, Typist Clerk II

1. **Scheduling Procedures:**  
Responsible for the scheduling of all sworn/outside agency personnel and coordinates with each administrative person from their respective detail for Officer Survival Scheduling through the Training Management System to ensure that scheduling procedures are followed.
2. Prepare and distribute scheduling memos to each respective detail in a timely manner.
3. Prepare and maintain the Course book for each class, which includes attendance sheet, certificates, sign-in and sign-out log, and course evaluation.
4. Selection of tests to be administered, and collect and file course evaluation in class book.
5. Maintains an Inventory Log and order office supplies.
6. Prepare city forms to include: letters, memos.
7. Maintains administrative supplies.
8. Prepare and maintains course package and specialty course books, i.e. staff retreat, outside agencies, police reserve.
9. Responsible for office telephone procedures, mail and correspondence collections.

OFFICER SKILLS DEVELOPMENT PROGRAM/COURSE: S.O.P. 36  
(Continuation)

E. Reserve and Auxiliary Officers Procedures

1. Provide a written letter signed by their Chief of Police requesting to attend the Officer Skills Development Program and releasing the City of Miami from liability if injuries occur.
2. Provide the Training & Personnel Development Section with the Florida Department of Law Enforcement (FDLE) Training Authorization Advanced/Career Development Course form.
3. Retirees attending will abide by the Miami Police Training Center and FDLE Rules and Regulations.
4. At the conclusion of the course and if the course is successfully completed, the Director/Commander of the Training Center will sign the FDLE approved Advanced/Career Development form.
5. Retirees and Reserves/Auxiliaries successfully completing the Officer Skills Development Program will receive a certificate of completion and a copy will be kept in the Training & Personnel Development Section.
6. It will be the employing agency's responsibility to provide proper documentation to FDLE for mandatory re-certification.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### IN-SERVICE PROGRAMS – OUT-OF-TOWN PROGRAMS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 37

**SUBJECT:** IN-SERVICE PROGRAMS – OUT-OF-TOWN PROGRAMS

**PURPOSE:** To establish guidelines for processing requests to attend courses outside of the City of Miami/Dade County and/or costs money.

**SCOPE:** A request to attend any training course or seminar/conference outside of the City of Miami/Dade County and is not being presented by the Criminal Justice Standards and Training Commission (Region XIV) will be made on the form entitled, "Travel on City Business", RF #122, and submitted through channels to the Chief of Police.

A twenty-four month travel/training profile to the Chief of Police will be attached, along with the information of the conference/training and the City of Miami Travel Request Form, FN/AC 210. Once the Chief approves, the request will be forwarded to the Training & Personnel Development Section.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

Effective Date



IN-SERVICE PROGRAMS – OUT-OF-TOWN PROGRAMS: S.O.P. 37  
(Continuation)

- A. Upon receipt of the request, the Training & Personnel Development Section will review it for the type of course, content, and the objectives as they apply to the needs of the Department.
- B. If the course attendance is to be funded by “Second Dollar” and has not been previously approved by the Criminal Justice Standards and Training Commission (FDLE) for Second Dollar funding, the Region XIV supervisor will evaluate the course outlined to ensure compliance with FDLE Rules and Regulations.
- C. A copy of each request (RF #122), will be maintained by a Training Coordinator, and all approved requests will be logged on a monthly basis. The original request will be forwarded to the Budget Unit for request for payment (RFP).
- D. It will be the responsibility of the Unit making the request to arrange for registration, reservations for accommodations, travel arrangements, and to make the necessary funding requests with the Budget Unit.
- E. It will be the responsibility of the travelling member to obtain any reimbursements from the Budget Unit and to abide by are rules set forth by Departmental Orders for travel and training.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ADVANCED/IN-SERVICE PROGRAMS

### STANDARD OPERATING PROCEDURES

**S.O.P.**        **38**

**SUBJECT:**    ADVANCED/IN-SERVICE PROGRAMS (SPECIALIZED)

**PURPOSE:**    To provide training through selected in-house programs and facilitate any new programs which may arise as needs are identified.

**SCOPE:**        These programs are divided into the following areas:

- A.    Specialized training
  - A.    Coordinate with specialized units any training that is appropriate for said unit.
  - B.    Assist the units by obtaining and scheduling instructors with the expertise needed in any specialized areas.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

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ADVANCED/IN-SERVICE PROGRAMS: S.O.P. 38  
(Continuation)

- C. Locate and/or provide facilities and materials (books, handouts, and other printed materials) for conducting seminars, workshops, etc.
- II. The Training Coordinator will review and approve training courses, lesson plans, curriculum, and instructors of all advanced/in-service courses (e.g., Region XIV, MAT, MAST, Academy, in-service) conducted at the Miami Police Training Center.
- A. When training is conducted in the police department or within the Training & Personnel Development Section by a police officer, vendor, or any other entity, a lesson plan and training equipment and material list will be turned in to the Training & Personnel Development Section Commander/Director or his designee (usually the Training Coordinator) and signed with approval. The lesson plan will be filed in the course book or designated area for filing.
  - B. Only training courses with an approved lesson plan and equipment and materials list will be permitted to be delivered **(CALEA 6.5.1 a. b.)**.
    - 1. At the start of all training programs, all training attendees will be informed and briefed of **(CALEA 9.1.4)**:
      - a. Training goals and objectives **(CALEA 9.1.4 a.)**:
      - b. Training schedule and written agenda **(CALEA 9.1.4 b.)**:
      - c. Proficiency and skill requirements **(CALEA 9.1.4 c.)**:
      - d. Testing and evaluation required **(CALEA 9.1.4 d.)**:

ADVANCED/IN-SERVICE PROGRAMS: S.O.P. 38  
(Continuation)

- C. The Section Commander or his designee will have the sole authority to approve or deny training course lesson plans and materials and equipment list.
- III. The Training Coordinator will coordinate the notification of the Criminal Justice Standards and Training Commission of those who have successfully completed any state-sanctioned training programs presented by the department (FTO, SWAT, K-9, etc.).
- IV. **M.A.S.T. (Miami Agreement Supervisor Training)** All Sergeants, Lieutenants, and Captains are mandated to complete 40 hours of DOJ agreement annual training in the following areas:
- A. Incident Management
  - B. Evaluation of written reports
  - C. Strategies for effectively directing officers to avoid unnecessary Critical Firearms Discharges
  - D. Responding to Critical Firearms Discharges
  - E. De-escalating conflict.
  - F. Community Engagement to include developing positive relationships with diverse community groups.
  - G. Deadly force and use of force policy reporting requirements
  - H. Conducting use of force investigations, including supervisor investigatory responsibilities.
  - I. Processing and preservations of crimes scenes and forensic evidence to include care and custody of video recordings.
  - J. Burdens of proof, interview techniques, and factors to consider when evaluating officer complaints or witness credibility. Ensure that investigative findings, conclusions, and recommendations are unbiased, uniformed, and legally sound.
  - K. Strategies for effectively directing officers to minimize uses of force and to intervene effectively to prevent or stop unreasonable force.
  - L. Responding to an investigating allegations of officer misconduct.

ADVANCED/IN-SERVICE PROGRAMS: S.O.P. 38  
(Continuation)

- A. Supporting officers who report unreasonable or unreported force or who are retaliated against for using only reasonable force or attempting to prevent unreasonable force.
  - B. Techniques for effectively guiding/directing officers and promoting effective police practices.
  - C. Techniques for de-escalating conflict, including peer intervention when necessary.
  - D. Evaluating officer performance on a yearly basis.
  - E. Fostering positive career development and imposing appropriate disciplinary sanctions and non-disciplinary corrective actions.
  
- V. The Training Section will continue to provide mandatory supervisory training for all new first line supervisors, which shall be completed prior to assuming supervisory duties.
  
- VI. The training section will continue to review, develop and maintain mandatory supervisory training for all new second-line supervisors (lieutenants and captains), which shall be completed prior to assuming duties.
  
- VII. All training courses or training events conducted by the Training and Personnel Development Section will maintain records of (CALEA 7.2.2):
  - A. Courses content (e.g., course syllabus, courses lesson plan, and course objectives) (CALEA 7.2.2 a.);
  - B. Instructor names (CALEA 7.2.2 b.);
  - C. Instructor resumes;
  - D. Dates of instruction (CALEA 7.2.2 b.);
  - E. Name of training attendees (CALEA 7.2.2 c.);
  - F. Performance examinations (CALEA 7.2.2 d.)
  - G. Course/instructor evaluations (CALEA 7.2.2 d.)
  - 1. Instructors will abide by any rules not included as mandated by Criminal Justice Standards Commission (e.g., required FDLE forms).

ADVANCED/IN-SERVICE PROGRAMS: S.O.P. 38  
(Continuation)

VIII. Removal of participants from training course (**CALEA 9.2.2**):

A. Any instructor that identifies a student participant that is violating the training code of conduct or refuses to participate in any training program shall immediately notify the attendee of their conduct and ensure that it does not continue.

B. Student participants that ignore an instructor's attempt for the training code of conduct and participating requirements to be met will be escorted out of the classroom or teaching environment.

1. Training sergeants are responsible for the removal of any student that is identified as disruptive or non-participatory.

2. Training sergeants will be responsible for contacting the attendee's chain of command and returning the attendee to their regular assignment, to include outside agency personnel of unsuccessful completion of any form (**CALEA 7.2.6**).

a. Training sergeants will document the removal of any student in a red-line memorandum through channels with a synopsis of the event.

3. Any removal of a student will be subject to disciplinary actions and possibly prohibited from attending future non-mandatory training courses.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### FIREARMS RANGE RULES (IN-DOOR and OUTDOOR)

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 39

**SUBJECT:** FIREARMS RANGE RULES (IN-DOOR and OUTDOOR)

**PURPOSE:** To establish the procedures for the new In-door state-of-the-art Firearms Range at the Miami Police College and the Outdoor Range, as per contract with Medley Range and Miami Dade Police Department.

**SCOPE:** Firearms Range rules are created to provide safety guidelines during the operation of the In-door Range and Outdoor Range. In addition, these rules are applicable during the operation of the Meggitt Simulator.

I. In-door Range Personnel will consist of a Range Master, Tower Officer, Lead Instructor, Firearms Instructor, and Safety Officer. Their respective duties while conducting firearms training as follows:

A. Range Master – to oversee the entire the class and firearms training.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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FIREARMS RANGE RULES (IN-DOOR and OUTDOOR): S.O.P. 39  
(Continuation)

- B. Tower Officer – responsible for the proper operation of the HVAC, fire safety, targeting systems, and alarm system;
  - C. Lead Instructor – responsible for teaching the firearms curriculum;
  - D. Firearms Instructor – responsible for carrying out the firearms curriculum and the safety of students as per the designated ratios.
  - E. Safety Officer – responsible for the overall safety of the class, to insure proper ingress and egress of the Range.
- II. In-door Range Operational Rules and Procedures
- A. It provides multiple moving adversary targets in a twelve (12) lane range.
  - B. Performs firearms training for all departmental personnel on an annual training to include mandated qualification with issued off-duty weapons, firearms maintenance, and review of the Deadly Force Policy.
  - C. Implements specialized firearms training for in-service personnel from other agencies through Region XIV courses.
  - D. Sign-in with your rank, first and last name, IBM number and Unit/Detail, email address, and name of Supervisor.
  - E. Range Rules:
    - 1. Listen to and follow all instructions.
    - 2. Participate in all drills, if physically possible.
    - 3. Wear only departmental approved duty gear.
    - 4. Assist fellow students and instructors with Range set-up and Range breakdown.
    - 5. Do not anticipate commands and listen intently.

FIREARMS RANGE RULES (IN-DOOR and OUTDOOR): S.O.P. 39  
(Continuation)

6. Treat every firearm as if it were loaded.
7. Be aware of muzzle direction and recall the “Laser Rule”.
8. Do not break the 180° degree plane, moving left to right, up and down, with the muzzle of the firearm i.e. even if a hot casing falls in your shirt).
9. Keep finger out of the trigger at all times unless ready to discharge your firearm.
10. Do not move from the firing line unless instructed to do so by a Firearms Instructor.
11. Obey the “Cease Fire” Command.
12. Wear eye and ear protection on the firing line.
13. Everyone is responsible and instructed to report any un-safe condition immediately to a Firearms Instructor.
14. Do not un-holster and/or handle any weapons unless directed to do so by a Firearms Instructor.
15. While on the firing line, if a problem arises, raise your hand and wait for a Firearms Instructor.
16. Place pagers or cell phones on silent or vibrate while in the Range.
17. No eating, drinking, use of tobacco products or cell phones on the Range.
18. No solvents or lubricants allowed on the Range unless directed by a Firearms Instructor.

FIREARMS RANGE RULES (IN-DOOR and OUTDOOR): S.O.P. 39  
(Continuation)

19. Students will be lined up facing down range, their weapons will be made safe and they will be given an opportunity to secure their duty ammunition.
20. Range staff will instruct students with range setup, range breakdown, the proper range cleaning and hearing and eye protection.
21. No one will be allowed in the range without hearing and eye protection while firearms' training is in session.
22. An instructor to student ratio of 1:5 will be used with 1 Safety Officer and 1 Officer controlling the targets during training. Any individual dynamic training will have an instructor to student ratio of 1:1.
23. No one will be allowed to enter or leave the range while firearms training are in session unless authorized by Range staff.
24. Only the use of authorized ammunition as deemed by the firearms staff will be allowed in the in-door range.
25. At the conclusion of the firearms' training session, students will be lined up facing down range, their weapons will be made safe, and they will be given an Ammo Safety Tab to insert in their weapons.
26. Maintenance and cleaning of firearms be done in the range or other approved area, i.e., at home, or licensed ranges. At no time will a loaded weapon be handled, cleaned or have maintenance done in the office. Weapons cleaning are not permitted in public places or any office area within the police complex.
27. Before leaving, students will be lined up facing down range, ammo safety tabs will be collected and they will charge and holster their weapons.
28. Only firearms staff are authorized to be in the range tower, administrative office or ammunition locker unless authorized by firearms staff.



FIREARMS RANGE RULES (IN-DOOR and OUTDOOR): S.O.P. 39  
(Continuation)

III. Outdoor Range Operational Rules and Procedures

- A. The range rules for Medley Range and Miami Dade Police Department will be followed along with the range rules and procedures for the Miami Police Department.

IV. Meggitt Systems Simulator Operational Rules and Procedures

- A. Before the start of any training the students will be instructed to secure all weapons in the trunk of their vehicles in the parking lot – Cold Zone. The weapons include firearms (duty weapon, secondary weapons), Taser, ASP, Pepper spray, ammunition, magazines, knives, and anything that can be used as a weapon. The instructors will also conduct a canvass of the firing range – Hot Zone – to ensure there are no weapons in the area.
- B. The students will then enter the Warm Zone where they will be thoroughly checked and patted down for weapons. This area will also be used for briefing, gear storage, and issuance of protective gear and Meggitt Systems Simulator devices. The Warm Zone will be located in the two rooms prior to entering the actual firing range – Safe Zone.
- C. The Meggitt Systems Simulator will be located in the third floor of the Police College. While the Meggitt Systems Simulator session is in progress, no weapons or use of the firing range will be allowed.
- D. After the Meggitt Systems Simulator session is concluded, the students will exit through the Warm Zone and rechecked for any equipment that was issued and proceed to the Cold Zone to be debriefed and sent back to their vehicles for their weapons.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        **40**

**SUBJECT:**    FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN

**PURPOSE:**    To establish the procedures for the Firearms Emergency Operational Plan at the Indoor Firearms Range at the Miami Police College, Medley Range, Miami Dade Police Department Metropolitan Police Institute, and Immigration & Customs Enforcement Outdoor Range.

**SCOPE:**        Firearms Emergency Operational Plan is created to provide guidelines during the operation of the Range when a medical emergency occurs. The In-door Range will house an Automated External Defibrillator (AED), which is a Public Access Defibrillator Program piloted by the City of Miami Fire Department.

#### I. Medical Emergency

A.    If a medical emergency should occur, all firearms training will safely cease until the Range Master decides the medical emergency is over and it is appropriate and safe to resume training.

B.    Training Sergeant, Range Master, Tower Officer, or Safety Officer will coordinate with the Training Officers and ensure that each has been briefed regarding the medical emergency and their assignments as follows:

Major Um Set  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN: S.O.P. 40  
(Continuation)

1. Ensure one Officer is instructed to request Fire Rescue via police radio and provide all pertinent information to the dispatcher regarding the facts of the incident, specifically the patient injuries.
2. Ensure one Officer stays with the patient at all times and provides first responder duties until properly relieved by Fire Rescue personnel. Officer will secure all equipment of the patient such as firearm, if applicable.
3. Ensure one Officer is assigned to the front entrance of the Range to provide security and easy access for Fire Rescue personnel.
4. Ensure Officer assigned to the front entrance remains there to contain media personnel, if applicable, remains outside of the gated entrance.
5. Ensure one Officer maintains logistic log for After Action Report.
6. Ensure Command staff is notified.
7. Ensure Field Duty Lieutenant is notified.
8. Ensure Training Section Commander is notified.
9. If Fire Rescue transports patient by ground, ensure one Officer coordinates the transportation route with the dispatcher from the Miami Police College In-door Range to Jackson Memorial Hospital Trauma Center.
  - a. The route is as follows:
    - 350 NW 2 Avenue, 1<sup>st</sup> Floor, Miami, Florida 33128;
    - GPS Coordinates: N25° 46.6443' W080° 11.8704';
    - Turn Right on NW 3 Street westbound;
    - Turn Right on NW North River Drive;
    - Bear Right on NW 7 Avenue (US-441);
    - Bear Left on NW 8 Street Road;
    - Continue on NW 10 Avenue;
    - Continue on NW 9 Avenue;
    - Arrive at Ryder Trauma Center, 1800 NW 10 Avenue.

FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN: S.O.P. 40  
(Continuation)

10. If Fire Rescue transports patient by ground, ensure one Officer coordinates the transportation route with the dispatcher from Medley Range to Jackson Memorial Hospital Trauma Center.
  - a. The route is as follows:
    - 9700 NW 97 Avenue, Medley, Florida 33178;
    - GPS Coordinates: N25° 52.5025', W080° 21.3229'
    - Okeechobee East to 826 South to SR 836 eastbound;
    - SR 836 eastbound to NW 17 Avenue;
    - Exit NW 17 Avenue and go northbound to NW 14 Street;
    - East on NW 14 Street to NW 10 Avenue;
    - North on NW 10 Avenue to NW 18 Street;
    - West on NW 18 Street;
    - Ryder Trauma Center on right side, 1800 NW 10 Avenue.
  
11. If Fire Rescue transports patient by ground, ensure one Officer coordinates the transportation route with the dispatcher from Miami Dade Police Department Metropolitan Police Institute to Jackson Memorial Hospital Trauma Center.
  - a. The route is as follows:
    - 9601 NW 58 Street, Miami, Florida 33178;
    - GPS Coordinates: N25° 49.5718', W080° 21.1137;
    - Bear Right to take ramp onto SR-826 South;
    - Take the Turnpike exit onto SR-836 E toward Airport/Miami;
    - Take NW 17 Avenue/Civic Center/Orange Bowl exit toward MDC Medical Campus/NW 17 Avenue North/Civic Center/Hospitals/SR-836 W/Downtown Miami/Miami Beach;
    - Continue on NW South River Drive;
    - Turn Right on NW 17 Avenue;
    - Turn Right on NW North River Drive;
    - Turn Left on NW 13 Terrace;

FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN: S.O.P. 40  
(Continuation)

- Bear Right on NW 14 Street;
  - Turn Left on NW 12 Avenue (SR-933 N);
  - Turn Right on NW 19 Street;
  - Turn Left on NW 10 Avenue;
  - Ryder Trauma Center on left side, 1800 NW 10 Avenue.
12. If Fire Rescue transports patient by ground, ensure one Officer coordinates the transportation route with the dispatcher from Immigration & Customs Enforcement (ICE) Outdoor Range to Jackson Memorial Hospital Trauma Center.
- a. The route is as follows:
- 18201 SW 12 Street, Miami, Florida 33194;
  - GPS Coordinates: N25° 45.2489' N, W080° 29.337';
  - Krome Avenue (SW 177 Ave) North to SW 8 Street;
  - SW 8 Street East to SW 137 Avenue;
  - SW 137 Avenue North to SR 836 Extension;
  - SR-836 Extension eastbound to NW 17 Avenue;
  - Exit NW 17 Avenue and go northbound to NW 14 Street;
  - East on NW 14 Street to NW 10 Avenue;
  - North on NW 10 Avenue to NW 18 Street;
  - West on NW 18 Street;
  - Arrive at Ryder Trauma Center on right side, 1800 NW 10 Avenue.
13. In the event that Air-Rescue is requested, assist Fire Rescue in locating the landing zone, the following information will be provided to the Fire Rescue staff coordinating the arrival of Air-Rescue.
14. Ensure all personnel remain 100 feet clear of the landing zone.
15. Ensure all proper administrative paperwork is completed.
16. Ensure follow up of operation.

FIREARMS MEDICAL EMERGENCY OPERATIONAL PLAN: S.O.P. 40  
(Continuation)

17. Ensure debriefing of operation.
18. These directives are subject to change due to the totality of the circumstances.
19. List of contact numbers:
  - a. Communications Unit (Bridge) Complaint Sergeant: **305-579-3449**;
  - b. Workmen's Compensation Reporting Hotline: **1-877-647-4545**;
  - c. Ryder Trauma Center: **305-585-1152**;
  - d. Miami Police College In-door Range: **305-579-6402**;
  - e. Medley Range: **305-889-1018**;
  - f. Miami Dade Police Department Metropolitan Police Institute Training Bureau: **305-715-5000**;
  - g. Immigration & Customs Enforcement (ICE) Outdoor Range: **305-207-2082**.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SELECTION OF CANDIDATES TO ATTEND FIREARMS INSTRUCTORS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 41

**SUBJECT:** SELECTION OF CANDIDATES TO ATTEND FIREARMS INSTRUCTORS  
TECHNIQUE WORKSHOP (F.I.T.W)

**PURPOSE:** To establish criteria for the selection of qualified candidates to attend Firearms  
Instructors Technique Workshop (F.I.T.W.).

**SCOPE:** The Firearms Instructors Technique Workshop is a state mandated, 40-hour high  
liability course, available at the Miami Police Department. Because of the high  
liability nature of police firearms instruction, not all applicants are guaranteed  
attendance in F.I.T.W.

- I. The purpose of selecting an employee to an F.I.T.W. is to add that person to the pool of qualified firearms instructors available to the department, and for that person to assist both in-service and PAC firearms instruction. Therefore, available spots in an F.I.T.W. will be reserved for persons who are capable and willing to participate in on-duty firearms training. Minimum requirements for attendance in an F.I.T.W. will include:

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19  
Effective Date



SELECTION OF CANDIDATES TO ATTEND FIREARMS INSTRUCTORS: S.O.P. 41  
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- A. The physical ability to fulfill the duties of a firearms instructor, including but not limited to the ordinary duties of a department Firearms Instructor. These ordinary duties include standing for long periods in the elements; running, sitting or prone positions during instruction; exposure to sustained noise; and loading and unloading ammunition and other supplies. Applicants must be full duty, unless released for the above by the City doctor.
  - B. The ability to participate in the Department's Firearms Training schedule while on-duty. The applicant's Commanding Officer must be willing for the applicant to miss some regular duties while performing firearms training on-duty. Applicants may be asked to present a red line memorandum from their commanding officer consenting to occasional temporary duty at firearms range.
  - C. Application for F.I.T.W. is on a first come basis, based on the above criteria.
- II. Personnel interested in attending F.I.T.W. must submit a RF#19 through channels to the Commander, Training & Personnel Development Section. Only applicants who can meet the requirements of Section I above will be considered. The Commanding Officer, Training & Personnel Development Section, and/or his/her designee will review all qualifying applicants and select those who best can be utilized as Department firearms instructors.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PISTOL QUALIFICATION

#### STANDARD OPERATING PROCEDURES

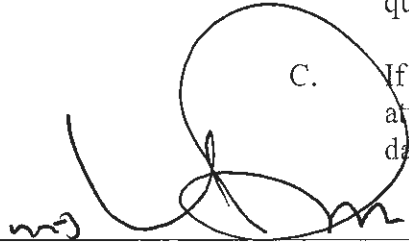
**S.O.P.** 42

**SUBJECT:** PISTOL QUALIFICATION

**PURPOSE:** To ensure that officers demonstrate proficiency with their service pistols on a yearly basis with issued handgun, back-up handgun, rifle, and shotgun (if applicable / DOJ Agreement).

**SCOPE:** The following guidelines will be adhered to:

- I. An officer's first attempt at qualification will consist of the following:
  - A. A shooter firing 80% or better on his/her initial Practical Pistol Course will be deemed a qualified shooter.
  - B. In the event a shooter does not qualify with an 80% or better on the first attempt, he/she will be offered a second attempt. If he/she scores 80% or better on the second attempt, he/she will be deemed qualified.
  - C. If the officer does not qualify with an 80% or better on the second attempt, he/she will be scheduled for remedial training on another date.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
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PISTOL QUALIFICATION: S.O.P. 42  
(Continuation)

- D. **M.A.T (Miami Agreement Training)** All officers, including part-time and auxiliary officers, are required to demonstrate proficiency with authorized weapons during qualification periods which are conducted annually, to include:
1. Qualification Course: Qualifications will consist of the course recommended by the State of Florida Criminal Justice Standards and Training Commission for Law Enforcement, and those courses developed by the Miami Police Firearms Training Staff. This course will include night shooting/low light, de-escalation techniques, stress training, decision making skills, physical exertion, and proper application of force based on threat.
    - a. Ensure the use and handling of safe gun procedures is covered in classroom and practical exercises.
  2. Qualifications with second weapons and off-duty weapons must be completed annually.
  3. Failure to demonstrate firearms proficiency and meet departmental qualification standards:
    - a. When an officer fails to achieve a qualifying score of 80% (32 of a possible 40) on one of two attempts offered, the officer will not be allowed to work off-duty employment assignments, and will be assigned to an administrative position. The officer will then be scheduled for remedial training and a second attempt to qualify within seven (7) days from the date of failure. If the officer again fails to qualify, he/she will be scheduled for remedial training, and a third attempt to qualify within seven (7) days of the second unsuccessful attempt.
    - b. After three (3) unsuccessful attempts to qualify, the officer will be scheduled for remedial training and a fourth attempt to qualify within seven (7) days of the third unsuccessful attempt.

PISTOL QUALIFICATION:  
(Continuation)

S.O.P. 42

- c. After four (4) unsuccessful attempts to qualify, the officer will be scheduled for remedial training, and a fifth and final attempt to qualify within seven (7) days of the fourth unsuccessful attempt.
    - d. If the officer fails to qualify after the fifth attempt, the officer will be recommended for termination.
  4. Shotgun Qualification: Officers will be offered two (2) attempts to qualify with the shotgun utilizing #00 buck and rifled slug ammunition during the yearly eight (8) hour tactical program. Personnel who qualify with the #00 buck will be given two (2) attempts to qualify with slug.
  5. Curriculum Training in MPD's Use of Force Policy and use of force reporting requirements.
  6. Curriculum Training in the display of firearms and decision making skills training.
  7. Conduct Scenario Based Training to include the computer simulated training of different weapons (lethal & non-lethal).
    - a. Continuous threat assessment techniques
    - b. Employ reality based incident scenarios with both live action and computer simulated components.
    - c. Emphasize de-escalation training and techniques.
  8. A complete and comprehensive course testing will be provided at the end of the course to encompass rules, regulations, and skills demonstrated during the course.
  9. Firearm instructors will observe students and provide corrective instruction regarding deficient firearm techniques and failure to utilize safe gun handling procedures at all time.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ASSIGNMENT OF FIREARM INSTRUCTORS

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        **43**

**SUBJECT:**    ASSIGNMENT OF FIREARM INSTRUCTORS FOR ADVANCED/IN-SERVICE CLASS

**PURPOSE:**    To ensure that the instructor/student ratio as mandated by the State will be adhered to.

**SCOPE:**        The Miami Police Department is committed in maintaining the quality of training it provides its personnel.

#### I. Procedures for Assignment of Firearm Instructors

1. It shall be the responsibility of the Miami Police Range Supervisor to ensure that the instructor/student ratio while actively engaged will be one (1) instructor per six (5) students, one (1) instructor safety officer per class (a maximum of 30 students per class), and one (1) caller.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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ASSIGNMENT OF FIREARM INSTRUCTORS: S.O.P. 43  
(Continuation)

2. F.I.T.W. – Certified Instructors not assigned to the Training & Personnel Development Section will be scheduled to instruct during the department’s qualifications. This is done to ensure that sustainment of training is done at a minimum of twice annually by the Range Supervisor over all F.I.T.W. personnel.
  - a. F.I.T.W. Personnel not assigned to the Training & Personnel Development Section, who instruct will be evaluated by the Range Supervisor, and the evaluation form will be placed in the Officer’s respective training file, Room 327.
  - b. Those personnel who have been evaluated and do not meet the specified State standards will be processed for retraining. Failure to attend the specified retraining will result in a non-extension of qualification for F.I.T.W. by the Training Center Director or his/her designee.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### DOCUMENTATION OF TRAINING PROFICIENCY IN FIREARMS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 44

**SUBJECT:** DOCUMENTATION OF TRAINING PROFICIENCY IN FIREARMS

**PURPOSE:** To maintain and keep annual records of the training and proficiency of each individual officer.

**SCOPE:** The Miami Police Department will adhere to the policy and standards of the State of Florida as it pertains to Firearms Training.

1. A file will be maintained documenting the training, and firearm proficiency of each individual officer.
2. Each officer's file will include proficiency scores for all firearms weapons on both on-duty and off-duty firearms, and the Firearms Training history of the officer throughout his career.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### AMMUNITION, PISTOLS, AND MAINTENANCE

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 45

**SUBJECT:** AMMUNITION, PISTOLS, AND MAINTENANCE

**PURPOSE:** To establish guidelines that will mandate the type of ammunition officers use for their Glock 9mm pistols, and department issued carbines. Identify and establish the specifications of the on-duty and off-duty weapons to include maintenance procedures.

**SCOPE:** Sworn and authorized personnel will carry and use only ammunition issued and/or approved by the department when acting within the scope of their authority.

#### I. AMMUNITION

- A. An initial fifty-two (52) rounds of authorized pistol ammunition will be issued to each sworn or authorized member by the Firearms Training Staff on an annual basis.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

7/16/20  
Effective Date



AMMUNITION, PISTOLS, AND MAINTENANCE: S.O.P. 45  
(Continuation)

- B. Sworn and authorized personnel will not carry more than two (2) spare full magazines at any time while on duty in addition to the loaded weapon.
- C. Officers who choose to carry a third spare magazine will be issued seventeen (17) rounds. An officer requesting the additional rounds must submit a request from the officer's Unit/Platoon Commander approving the officer's request.
- D. Authorized duty pistol ammunition will be the current departmental-approved Winchester Ranger® Centerfire Luger +P+ 127 Grain rounds.
- E. Authorized shotgun ammunition is 12 gauge 2 3/4 shell #00 buck and 1 ounce rifled slug. The rifled slug ammunition is not to be used for routine patrol. It is to be used only in extreme situations where penetration of cover is necessary. It is also authorized for stopping fleeing felons in vehicles in conformance with the deadly force policy.
- F. Authorized *Specialized Unit* carbine ammunition will be the current department-approved Winchester Ranger® Centerfire Luger +P+ 127 Grain rounds.
- G. Authorized Patrol Carbine ammunition will be the current department-approved Federal Premium Law Enforcement .223 caliber.
- H. Replacement rounds for lost ammunition will be obtained from the range by presenting a red-line memorandum, signed by the officer's Commander, indicating the number of rounds needed, and an incident report, along with a lost and damage report. Replacement rounds for expended ammunition will require a red-line memorandum signed by a Commander and include the incident number.

II. THE SPECIFICATIONS FOR THE DEPARTMENT ISSUED WEAPON ARE AS FOLLOWS:

- A. Make: GLOCK  
Model: 17  
Caliber: 9mm  
Action: Glock Safe Action® System  
Trigger Pull: 8 lbs.  
Capacity: 17 rounds (magazine) + 1 (chambered)



AMMUNITION, PISTOLS, AND MAINTENANCE: S.O.P. 45  
(Continuation)

- B. Members will carry approved semi-automatic weapons with the magazine fully loaded and the hammer in the down position with one round chambered. No weapon will be carried "cocked." Members will only carry approved factory loads.
- E. The following types of ammunition are prohibited both on-duty and off-duty:
  - 1. Teflon coated, armor piercing, exploding or glazer rounds (no matter the brand or manufacturer).
  - 2. All other ammunition not specified in this section is allowed for off-duty use.
- F. The only departmentally authorized sidearm calibers are, 380 auto, 9mm Parabellum, .38, .40 caliber, and .45 ACP.
- G. All personnel authorized to carry a sidearm, and who own a Glock-17/19, 22/23, 26/27, 45 pistol, 12 gauge pump shotgun, or another semi-automatic pistol meeting the standards outlined in this chapter, and who wish to use the weapon on-duty, may do so after complying with the following requirements:
  - 1. The weapon must be owned by the officer who is carrying it, whether on-duty or off-duty.
  - 2. Have the weapon inspected and approved by the supervisor of Firearms Training. He/she will ensure that the firearm meets departmental requirements. Note: Revolvers carried on-duty must be double action only.
  - 3. Demonstrate proficiency on the prescribed course.
  - 4. Prepare original and four (4) copies of "Officers Personal Weapon Permit" (R.F. #398) and submit through channels.
  - 5. Approved R.F. #398 will be filed with the Personnel Unit, Property Unit, Training & Personnel Development Section and individual's section.
  - 6. Any member wishing to carry any weapon other than the Glock semi-automatic pistol must obtain final approval by the Chief of Police for on-duty use.

AMMUNITION, PISTOLS, AND MAINTENANCE: S.O.P. 45  
(Continuation)

- H. All weapons must comply with manufacturer's specifications and are subject to the approval of the supervisor of firearm training upon the attempt of qualification.

III. SECONDARY FIREARMS

- A. The Miami Police Department recognized the need for an secondary firearm to be available during incidents involving the potential use of deadly force. The secondary weapon shall be considered an auxiliary firearm to the Glock pistol and shall not be routinely deployed in most situations. Secondary weapons may be utilized by officers when the officer believes, based on available information, that there is an imminent threat to life.

- B. The following are the specifications for pistols and rifles:

- A. Semi-Automatic Pistol:

Make: Any  
Model: Any  
Caliber: .380/.38/9mm/.40/.45 Auto  
Action: Double (only)  
Barrel: Factory  
Magazines: 3  
Safety: Factory

- B. Revolver:

Make: Any  
Model: Any  
Caliber: .38/9mm/.45 Auto  
Action: Double (only)  
Barrel: Factory

- C. Shotgun:

Make: Any  
Model: Any  
Caliber: 12 Gauge  
Action: Pump  
Barrel: 18" in.  
Safety: Manual  
Sling: Single Point or Two-Point  
Stock: Fixed or Telescopic Stock

AMMUNITION, PISTOLS, AND MAINTENANCE: S.O.P. 45  
(Continuation)

D. Rifle:

Make: Any (AR-15 Style)  
Model: Any  
Caliber: .223/5.56  
Action: Single / Semi-Automatic  
Barrel: Minimum 16" – Maximum 20"  
Safety: Manual  
Sling: Single-Point, Two-Point or Three-Point  
Magazines: 3  
Stock: Fixed or Telescopic Stock

Approved brand name optics that shall be utilized are:

1. Eotech
2. Aimpoint
3. Vortex
4. Trijicon Red Dot Sights

IV. SPECIALIZED UNIT CARBINE:

- Make: Sig
- Model: MPX
- Caliber: 9mm
- Barrel Length: 8 inches
- Magazine: Maximum 30 rounds per magazine.
- Safety: Manual
- Stock: Collapsible
- Sights: Factory manufactured and mounted sights without modification.
- Slings: Single Point, Double Point (Vickers Tactical Sliding Style or similar) or Three Point.
- Optics: Any optics installed on a rifle must be co-witnessed with the manufactured sights.

A. Approved brand name optics that shall be utilized are:

1. Eotech
2. Aimpoint
3. Vortex
4. Trijicon Red Dot Sights

AMMUNITION, PISTOLS, AND MAINTENANCE: S.O.P. 45  
(Continuation)

V. MAINTENANCE

- A. Maintenance of the department's issued weapon will be conducted annually during qualification sessions. Any weapon that is malfunctioning, damaged, or in need of repair, will be brought to the Training Section's Survival Unit for immediate repairs. In case the weapon cannot be repaired at the time, the officer will be taken to Quartermaster and issued another weapon. If the weapon is the officer's issued firearm, the officer will then qualify with the newly issued weapon.
- B. All weapons will be maintained in such a manner that they are clean and in good condition. All handling of loaded firearms whether cleaning, loading or repairing will be done in the range or other approved area, (e.g., at home, or licensed ranges). At no time will a member handle a loaded weapon for the purposes of maintenance/function or check/cleaning in a public place or any office area within any police complex.
- C. It shall be the member's responsibility to care and provide maintenance to their personally owned weapon. In addition, they shall bring their own ammunition to qualify and practice at the range. If the weapon breaks down, it should be repaired by the owner at their own expense.
- D. No member will alter, modify, or adorn any "duty" approved weapon, either personal or city issued without the approval of the Training & Personal Development Range Master.
- E. All approved alterations or modifications to a weapon MUST be conducted by a firearms instructor from the Training & Personnel Development Section and approved by the Range Master.
- F. Only Level II security holsters or higher will be utilized by uniform officers during the performance of their duties.
  - 1. Officer are not authorized to use the Black Hawk Level III gun holsters.
- G. Undercover or secondary weapon holsters must have a trigger/safety/guard cover.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SAFETY PROCEDURES FOR THE PREVENTION

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 46

**SUBJECT:** SAFETY PROCEDURES FOR THE PREVENTION OF ELEVATED BLOOD LEAD LEVELS AND OTHER HEAVY METALS IN RANGE PERSONNEL

**PURPOSE:** To establish guidelines to prevent elevated blood lead levels along with other heavy metals and ensures the safety of range personnel.

**SCOPE:** With elevated blood lead levels becoming more prominent in range personnel, it has become necessary to monitor the increase in blood lead levels and take precautionary measures, to minimize against such increases, and reduce blood levels that exceed 40 micrograms and other heavy metals. The following guidelines and procedures are mandatory for all range personnel, to ensure the safety of all concerned.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



SAFETY PROCEDURES FOR THE PREVENTION:  
(Continuation)

S.O.P. 46

- A. Blood tests: Quarterly blood test for all Range personnel, dependent upon the amount of firearm activity being conducted. The supervisor of the Firearms Training Detail will make the determination, dependent upon past lead levels along with other heavy metals and amount of activity. This test will include Heavy Metal Screening for Pb (Lead), As (Arsenic), Hg (Mercury), Cu (Copper), Sn (Tin), Zn (Zinc), and Al (Aluminum).
  - 1. A chart will be maintained on personnel, indicating monthly increase or decrease in blood lead level.
- B. Safety procedures utilized to minimize exposure to lead contamination.
  - 1. Protective gloves and toxic dust respirators will be worn while repairing or cleaning the range.
  - 2. Armorers will wear protective gloves whenever possible while repairing weapons.
- C. Hands must be washed immediately after performing repairs in range or weapons.
- D. Test-firing of weapons is prohibited in the Armorer Room because of inadequate ventilation.
  - 1. Weapons will be test-fired in the range facility only.
  - 2. Treat every firearm as if it were loaded with live ammunition.
- E. Cleaning of uniforms
  - 1. Cleaning uniforms (coveralls or civilian attire) on a daily basis.
  - 2. Clothing is to be washed separately from other family clothing to reduce possibility of further contamination.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SELECTION OF ELECTIVE COURSES FOR CANDIDATES

#### STANDARD OPERATING PROCEDURES

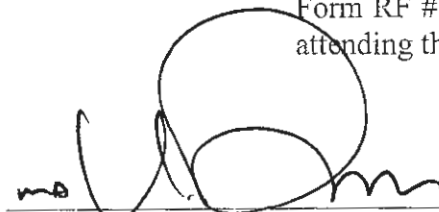
**S.O.P.** 47

**SUBJECT:** SELECTION OF ELECTIVE COURSES FOR CANDIDATES APPOINTED TO ATTEND SPI, FBI ACADEMY, AND NORTHWESTERN TRAFFIC INSTITUTE CLASSES

**PURPOSE:** To allow MPD staff input in choice of elective courses, research papers.

**SCOPE:** Candidates appointed to attend SPI, FBI Academy, or SMIP classes will be contacted by the training officer, prior to the submission of the elective course sign-up form to the respective school, for the purpose of instructing the candidate in the following procedures:

1. The candidate will submit the course form to the Training & Personnel Development Section for input and completion by MPD Staff.
2. The candidate will sign a memorandum of understanding and submit it with Form RF #122 to the Training & Personnel Development Section prior to attending the school.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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SELECTION OF ELECTIVE COURSES FOR CANDIDATES: S.O.P. 47  
(Continuation)

1. Upon completion of the school, the candidate will submit a copy of the school required papers, abstracts, projects, etc. to the Training & Personnel Development Section, along with a report of the course value for review by MPD staff.
2. The candidate will work with the Training & Personnel Development Section staff to establish possible subjects for the research paper required to graduate.
3. Any personnel who are accepted to attend the FBI Academy, SPI, or NTI will submit a copy of the academy curriculum selection list to the Training & Personnel Development Section. The final determination of curriculum selection will be made in conjunction with the MPD staff.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### IN-SERVICE TRAINING FOR RETIREES AND RESERVE/AUXILIARY

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 48

**SUBJECT:** IN-SERVICE TRAINING FOR RETIREES AND RESERVE/AUXILIARY OFFICERS

**PURPOSE:** To provide retirees and Reserve/Auxiliary Officer with the required mandatory re-training required for re-certification every four (4) years.

**SCOPE:** To provide mandatory re-training for retirees and Reserve/Auxiliary Officers employed with the City of Miami Police or other law enforcement agencies, currently possessing a Florida Department of Law Enforcement (FDLE) certificate. Students attending will abide by the following:

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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SERVICE TRAINING FOR RETIREES AND RESERVE/AUXILIARY: S.O.P. 48  
(Continuation)

- A. Provide a written letter signed by their Chief of Police or designee requesting to attend the mandatory training program and releasing the City of Miami from liability if injuries occur.
- B. Provide the Training & Personnel Development Section with the FDLE Training Authorization Advanced/Career Development Course form.
- C. Retirees attending will abide by the Training Center and FDLE Rules and Regulations.
- D. At the conclusion of the course and the course is successfully completed, the Director/Commander of the Training Center will sign the FDLE approve Advanced/Career Development form.
- E. Retirees and Reserve/Auxiliary Officers completing the mandatory courses (MAT) will receive a certificate of completion and a copy will be kept in the Training & Personnel Development Section.
- F. It will be the employing agency's responsibility to provide proper documentation to FDLE for mandatory re-certification.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### SALARY INCENTIVE PROGRAM FOR EDUCATION

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 49

**SUBJECT:** SALARY INCENTIVE PROGRAM FOR EDUCATION

**PURPOSE:** To assist Department members in applying for Salary Incentive for education.

**SCOPE:** The assigned Training Coordinator will assist sworn personnel obtain a copy of ATMS II Global Profile, to qualify for the Salary Incentive Program. Each applicant will be required to submit this documentation to the payroll clerk for educational salary incentives. The Training Coordinator will enter the information into the FDLE ATM II System, only if training is held at the Miami Police Training Center.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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SALARY INCENTIVE PROGRAM FOR EDUCATION: S.O.P. 49  
(Continuation)

- I. The In-Service Training Coordinator will also assist with any applications that are denied by the State (i.e., transcript does not reflect degree due to clerical error on the schools' part).
- II. If the school has made an error in sending a transcript that does not reflect the degree earned, a new application will be made, along with a copy of the original application so that salary incentive can be authorized from the date of the original application.
- III. Copies of the applications received from the registrar and the authorizations for payment from the State will be maintained by the Training & Personnel Development Section.
- IV. The Training Coordinator will also assist with any applications received for the education contractual monies upon receiving redline and original seal transcript sent through channels.
- V. The Training Coordinator will notify any and all applicants that were denied by the MRC for their education contractual monies.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INTERNATIONAL POLICING INSTITUTE

### STANDARD OPERATING PROCEDURES

**S.O.P.**        **50**

**SUBJECT:**    MISSION, GOALS, AND OBJECTIVES


**PURPOSE:**    To provide quality training programs and internship opportunities to law enforcement and government personnel from around the world in various law enforcement concepts. Training programs are tailored to meet participant and agency needs or areas of interest.

**SCOPE:**        It shall be the responsibility of the Miami Police College training personnel to offer innovative instruction to the international law enforcement community.

#### I. MISSION

A. To provide members of international law enforcement and government agencies the opportunity to enhance their service delivery through participation in and observation of Miami Police Department training and criminal justice programs.

  
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Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

  
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Effective Date



INTERNATIONAL POLICING INSTITUTE: S.O.P. 50  
(Continuation)

II. GOALS

- A. To provide specialized and advanced courses to law enforcement and government personnel from State Department approved foreign countries.
- B. To provide an Internship program for international law enforcement and government personnel tailored to the participant's specific training needs.
- C. To provide career development training courses to international law enforcement and government personnel.
- D. To provide on-site dormitory accommodations for participants of International Policing Institute programs.

III. OBJECTIVES

- A. Develop curriculum to provide specialized and advanced courses to law enforcement and government personnel from State Department approved foreign countries.
- B. Develop an Internship program that is tailored to the participant's specific training needs.
- C. Incorporate our highly skilled instructors and subject matter experts in the delivery of modern training to international and law enforcement personnel.
- D. To ensure for the safe and proper use of the Miami Police College's dormitory facilities.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INTERNATIONAL POLICING INSTITUTE

### STANDARD OPERATING PROCEDURES

**S.O.P.** 51

**SUBJECT:** ADMISSION POLICY

**PURPOSE:** To adhere to an admission policy that meets the requirements of an active international law enforcement or government participant.

**SCOPE:** International Policing Institute personnel will review and respond to all inquiries made regarding admittance and participation. We require participants to submit an application which includes their agency approval verification. Department of State verification will be conducted for foreign participants. Once approved, notification of admission will be made and an orientation will be conducted. Training duration will be based upon the curriculum or internship program developed.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INTERNATIONAL POLICING INSTITUTE

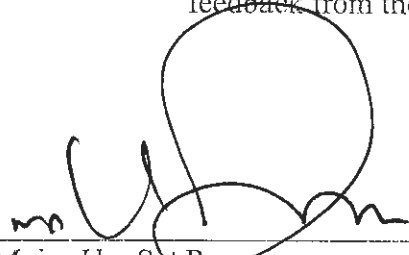
### STANDARD OPERATING PROCEDURES

**S.O.P.**            52

**SUBJECT:**      INTERNSHIP

**PURPOSE:**     To provide an internship experience to enhance the students' career and educational development.

**SCOPE:**        The Internship program is created based on the participant's area of study and career interests. The Internship program will be designed to meet the participant's training and educational needs. International Policing Institute personnel will facilitate the training and participation with Unit personnel within the Miami Police Department and City of Miami. At the conclusion of the Internship program formal feedback from the participant will be conducted.

  
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Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/15  
\_\_\_\_\_  
Effective Date





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INTERNATIONAL POLICING INSTITUTE

### STANDARD OPERATING PROCEDURES

**S.O.P.** 53

**SUBJECT:** SPECIALIZED TRAINING FOR INTERNATIONAL LAW ENFORCEMENT AND GOVERNMENT PERSONNEL

**PURPOSE:** To provide specialized training instruction that provides the participant an opportunity to increase their knowledge, skills and abilities in the subject matter being observed and/or instructed on.

**SCOPE:** Provides the participant an opportunity to increase their knowledge, skills and abilities in the subject matter being observed and/or instructed on. Delivery methods will be varied and tailored to the participant's training needs.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

7/11/19

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INTERNATIONAL POLICING INSTITUTE

### STANDARD OPERATING PROCEDURES

**S.O.P.**        **54**

**SUBJECT:**    RULES AND REGULATIONS FOR THE USE OF DORMITORY

**PURPOSE:**    To govern the accountability and procedures for dormitory use.

**SCOPE:**        The International Policing Institute has seven (7) fully furnished dormitories that are available for rental. Domicile information and regulations must be reviewed, signed and adhered to. An International Policing Institute Residential Liaison will oversee and manage matters relating to the dormitory use and maintenance.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



INTERNATIONAL POLICING INSTITUTE: S.O.P. 54  
(Continuation)

I. RESIDENTIAL LIAISON

A. Responsible for room reservations. All guests will be screened to ensure they are on premises for scheduled training, internship, or law enforcement related subject matter at the Miami Police College or Miami Police Department.

B. All guests must provide official law enforcement or government identification. This documentation will be kept on file.

C. All guests must review and sign the Domicile Information and Regulations form, which lists their name, rank, if applicable, agency/affiliation, contact telephone, and vehicle description and tag number, if applicable.

D. All guests will be issued a dorm room key with a number, 1 thru 7, to indicate the room reserved. The replacement cost of dorm room key is \$10.00.

E. Parking is available at the Miami Police Department garage at no additional cost. A parking privilege form will be issued with their name, agency/affiliation, with expiration date and kept in the vehicle when parked in the garage.

F. All guests will be issued an Identification Card (ID) for access and egress of the Miami Police College and Miami Police Department buildings. Identification cards will be collected on last day of stay. This ID card must be kept with guest at all times and used for official purposes only. If an ID card is lost or misplaced, the cost of replacement is \$15.00.

G. Depending upon the length of training, internship, or law enforcement related subject matter; the Residential Liaison will make a determination regarding the mandated issuance of a picture ID card at the cost of \$10.00 paid by guest.

INTERNATIONAL POLICING INSTITUTE: S.O.P. 54  
(Continuation)

H. All guests will receive a tour of premises and briefing on the rules and regulations of residency at the Miami Police College.

I. All guests will be informed via telephone or email in advance of the dorm room costs, which are calculated as follows: \$50.00/night, after two (2) weeks the rate changes to \$700.00/monthly rate.

J. The guest is responsible for payment of invoice created the next business day after their arrival. If their agency pays for dorm, check must listed the correct amount due payable to "City of Miami Police Department," a copy of the agency/affiliation Federal Tax Identification form must be presented at time of payment.

K. All rooms will be inspected on last day of stay by both the Residential Liaison and guest to ensure all furniture, walls, carpet and room is in the same condition when they arrived. Any damage or loss will be assessed and calculated based upon replacement and/or repair costs and charged to either the guest or agency/affiliation in the form of an invoice with itemized charges.

L. Residential Liaison will initial the checklist in the presence of the guest when dorm room key and ID card are returned, which will be kept in the file.

L. Payment of invoice generated in the respective guest name or agency name will be made as follows: Visa, MasterCard, cashier's check or money order made payable to "City of Miami Police Department" with reference to Invoice number.

## II. IDENTIFICATION CARD

A. When student/guest enters Miami Police College lobby area, they are to stop at the Reception Area and speak with Public Service Aide who verifies the name of class, the student/guest name and request Driver's License or picture ID.

B. The Public Service Aide utilizes the College Key Card Daily Log form to list the following:

INTERNATIONAL POLICING INSTITUTE: S.O.P. 54  
(Continuation)

1. Select Key Card #, enter last name, first name, time issued, time returned, ID presented (Driver's License or photo ID) number, PIN number if City of Miami employee.

C. Public Service Aide informs student/guest to bring ID card daily, keep the ID card for the duration of the training period, and inform of ID card is lost, the replacement cost is \$15.00.

D. The Residential Liaison will ensure that ID cards are returned at the conclusion of participation in the program.

### Domicile Information and Regulations

Guest Name & Rank: \_\_\_\_\_  
 Agency/Affiliation: \_\_\_\_\_ Contact Tel: \_\_\_\_\_  
 Vehicle Description: \_\_\_\_\_ Tag Number: \_\_\_\_\_ Dorm Room: \_\_\_\_\_

*Welcome to the Miami Police College, International Policing Institute! We are delighted that you have elected to stay as our guest in our dormitory. We hope that you feel comfortable with our accommodations. Please let us know how we may improve with our service delivery during your stay, with check-in \_\_\_\_\_ and check-out \_\_\_\_\_.*

*Major Um Set Ramos, Training Center Director*

Contact: Residential Liaison, Rachel Hendrickson, Contact: 305-603-6626 or [IPI@miami-police.org](mailto:IPI@miami-police.org)

**Rules:**

1. **Airport Transport:** We will coordinate your transportation needs upon request to and from the Miami International Airport. Commercial transportation to and from the airport will be at the expense of the participant.
2. **Orientation & Facility Tour:** Room Assignment (1-8), keys, keycard identification. Keys and identification must be returned on check-out date.
3. **Safety is our number one concern.** This is a secure facility equipped with personnel and cameras 24 hours a day. No unauthorized guests are allowed on premises. No alcoholic beverages will be consumed while on premises. No weaponry will be kept, displayed, or used while on premises. **No weaponry, other than your department issued equipment, will be kept, displayed, or used while on premises.** Smoking is not permitted in the dorm rooms or hallways. Smoking is permitted in outdoor areas only. Pets are not allowed; the exception is a professionally trained animal to assist with your life-function or disability requirements. Prescribed medications are permitted. Missing or damaged items will be charged to the agency or individual. Govern yourself accordingly.  
 Miami Police Department Front Desk, 400 NW 2 Avenue, Lobby Area: 305-603-6640  
 Miami Police College Front Desk, 350 NW 2 Avenue, Lobby Area: 305-603-6005
4. Your **Room Accommodation** consists of a bed, desk and chair, internet access, clothes cabinet w/mirror, telephone, private bathroom and limited daily housekeeping service. Keep your dorm room closed and secure at all times. Do not rearrange the furniture or place anything on the walls. Do not remove the bed or bathroom linens from the premises. No overnight guests are allowed on premises. We will conduct an inspection with you at the beginning and at the end of your stay.
5. **Lounge & Kitchen Area:** This common area houses a 42" plasma television with cable, comfortable couches, telephone, drink and snack vending machines for use by our guests. There is a kitchen with glass-top stove, refrigerator, dishwasher, and storage cabinets. **No cooking is allowed as per Fire Code.** Remove all items left in refrigerator and cabinets when leaving.
6. **Meal Plan:** There are options.
  - (A) Meal Plan for International Students. There is a cafeteria located in the main police station, which is accessed through the connecting walkway. They serve breakfast, lunch, and dinner during operating hours Monday - Friday, 6 AM to 4 PM, 5 PM to 8 PM (closed from 4 PM – 5 PM Monday - Friday).
  - (B) Purchase or order meals at nearby restaurants.
  - (C) Purchase food at nearby supermarkets and reheat in microwave.
7. By signing below, you acknowledge adherence to the Rules and Regulations governing your occupancy in our facility.

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Emergency Contact:** \_\_\_\_\_

### Domicile Checklist

**Guest:** \_\_\_\_\_

**1. Room Accommodations:**

Bed/Pillow: \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Desk & Chair:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Bed linens:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Clothes Closet w/Mirror:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Walls:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**2. Room key(s):** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**3. Keycard Identification:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**4. Lounge & Kitchen Area:** \_\_\_\_\_ (please initial)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Notification Checklist

**Guest:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Communications Bridge:** Notification made in writing and hand-delivered to \_\_\_\_\_  
\_\_\_\_\_

**Central District Front Desk:** Notification made in writing and hand-delivered to \_\_\_\_\_  
\_\_\_\_\_

**Items allowed on premises by Guest:**

- Towel, hand cloth, soap, clothes hanger, iron, etc.
- Comforter
- Radio, MP3 player
- Cell phone charger
- Laptop with wireless internet card

**Course Evaluation Form:** Completed by Guest last day of training.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ACADEMY INDEPENDENT PROGRAMS

### STANDARD OPERATING PROCEDURES

**S.O.P.**        55


**SUBJECT:**    ACADEMY INDEPENDENT PROGRAMS

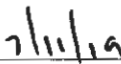
**PURPOSE:**    To establish compliance with the policies and procedures, as set forth by the Florida Department of Law Enforcement (FDLE) and the Criminal Justice Standards and Training Commission for Independent students.

**SCOPE:**        To create a process to establish eligibility admission requirements and records management of independent students to the Miami Police Academy.

I. Admission requirements (mandatory):

- A. Submit proof of United States Citizenship (Police Academy Class)
- B. Be at least 19 years of age
- C. Have a High School Diploma or GED
- D. Have no Felony or Misdemeanor convictions involving perjury, false statements or moral turpitude
- E. Honorably discharged from military service (if applicable)
- F. Have a valid Florida Driver's License

  
\_\_\_\_\_  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

  
\_\_\_\_\_  
Effective Date



ACADEMY INDEPENDENT PROGRAMS: S.O.P. 55  
(Continuation)

- G. Passing score in the Florida Basic Abilities Test or the Criminal Justice Basic Abilities Test (Police Academy & Public Service Aide Class)
- H. Complete the Miami Police Training Center Student Application Form (first page only).

II. Testing requirements:

- A. The Florida Basic Abilities Test (FBAT) is administered at Miami Dade College and the Criminal Justice Basic Abilities Test (CJBAT) is administered at Broward College. The cost of testing is established by each respective College. Payment is made by the applicant at the time of test to the respective College.
- B. Physical Agility Exam scheduled with the Miami Police Academy at a City of Miami park facility. Payment, \$30.00, is made by the applicant at the time of the scheduled test via money order payable to the City of Miami Police.
- C. Background: a profile will be created by the Recruitment & Selection Unit of all applicants who will be fingerprinted; their respective information will be forwarded to the Federal Bureau of Investigations for background verification. Payment, \$90.00, is made by the applicant via money order payable to the City of Miami Police at Orientation; completion of a Pre-Screening Questionnaire.
  - 1. Military Documentation: present all pertinent information, i.e. DD 214 (Military Discharge), etc. (if applicable)
  - 2. Marriage Certificate/Divorce Decree (if applicable)
  - 3. Polygraph and Psychological appointments will be made by independent vendors at their respective business location. Payment is made by the applicant at the time of the appointment.

ACADEMY INDEPENDENT PROGRAMS: S.O.P. 55  
(Continuation)

- D. Medical: appointment is made by a FDLE certified independent vendor at their business location. Payment is made by the applicant at the time of the appointment.
- E. Final Interview: to be conducted with the Miami Police Training Center Director and staff. Notification to applicant/student will be made regarding admission status.
- F. Medical Insurance will be covered through tuition cost.
- G. Academy Tuition: student is required to make full tuition payment as follows: **\$6,100.00** (Independent Program for Police Officer Program Full-time); **\$7,100.00** (Independent Program for Police Officer Program Part-time); **\$900.00** (Public Service Aide Program); cashier check or money order made payable to the City of Miami Police.
- H. Other miscellaneous expenses:
  - Class Dues: \$100.00 (approximately)
  - State Officer Certification Exam: \$100.00
  - Uniforms: \$600.00 (approximately)
  - Gear: To be determined

III. Records Management

- A. Application file created when an applicant submits completed student application form with documentation, which may include proof of US citizenship, social security card, high school diploma or GED, State of Florida driver's license, military discharge (DD 214), marriage certificate/divorce decree, background (fingerprints NCIC/FCIC printout, pre-screening questionnaire, polygraph, psychological, medical) and testing records, health insurance coverage, and proof of invoice payment (Physical Agility Test, Independent Program for Police Officer (Full-time/Part-time) tuition, Public Service Aide tuition, or Auxiliary Police Officer), which are securely stored in the Miami Police Training Center Registrar's Office. Archived documents are also stored in the secured storage area on the first floor adjacent to the Training Officer's Area.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### LIVE ALCOHOL WORKSHOP

### STANDARD OPERATING PROCEDURES

**S.O.P.** 56

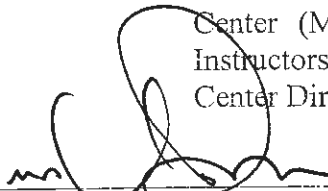
**SUBJECT:** LIVE ALCOHOL WORKSHOP

**PURPOSE:** To establish procedures outlining the proper method of conducting a Live Alcohol Workshop (LAW) (also known as "Drinking Lab") for training purpose at the Miami Police Department.

**SCOPE:** The National Highway Traffic Safety, Standardized Field Sobriety Testing (SFST) core curriculum requires the participation of volunteers who will consume carefully measured quantities of alcohol and submit to standardized field sobriety tests administered by the participants. Drinking volunteers are an essential resource for the core curriculum. Therefore, careful steps must be taken to ensure the volunteers' safety as well as their contribution to a worthwhile learning experience.

#### I. DUTIES OF THE SFST COURSE LEAD INSTRUCTOR

The SFST Course Lead Instructor, who is assigned to the Miami Police Training Center (MPTC) and acts as a liaison between participating/assisting guest Instructors from other Sections or outside police agencies, reports to the Training Center Director/Section Commander.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
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LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

- A. Once the date for the SFST course has been set, the SFST Course Lead Instructor will be responsible for the overall planning and managing a “Live Alcohol Workshop” (also known as “Drinking Lab”) and this also requires the securing of funds for the acquisition of supplies needed for the alcohol workshop(s).

II. PROCEDURE FOR CONDUCTING A LIVE ALCOHOL WORKSHOP

A. Advanced Planning Tasks for Conducting a LAW

- 1. Advanced planning should begin at least 4 weeks prior to the alcohol workshop.
- 2. Select the volunteer drinkers. It is suggested that there is one volunteer drinker for every three to five participants (preferably 1:3 ratio). Recruitment should start immediately after a training date has been set. A great deal of consideration should be given to pending National Holidays when selecting a date for a LAW, since it may interfere with the recruitment of suitable volunteer(s).

a. Criteria to be considered when selecting volunteer drinkers:

- (1) They cannot be members of the class.
- (2) They should not be law enforcement officers.
- (3) They must be verified to be at least 21 years old, but not over 65 years old.
- (4) They cannot have any history of alcoholism.
- (5) They cannot be known to suffer from any medical condition that may be exacerbated by alcohol (such as hypertension or diabetes).
- (6) They cannot be taking any medication (prescription or otherwise) that might adversely interact with alcohol.
- (7) They should be in good physical health.

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

- (8) They should not be more than 50 pounds overweight.
3. Prepare the volunteers.
  - a. Notify the volunteers of the date and time of the alcohol workshop.
  - b. Volunteers should be instructed to refrain from eating two hours prior to their arrival at the training facility. Food in their stomachs may affect the absorption of alcohol into their bloodstreams, and impede your ability to control their Blood Alcohol Concentration (BAC).
  - c. Instruct volunteers that no weapons will be permitted at the workshop.
  - d. Instruct volunteers to bring an official picture ID, i.e. driver's license for age verification.
4. Secure the supplies. Determine the costs of providing all necessary supplies. Obtain funds and purchase the supplies. These supplies include, but not limited to the following:
  - a. Alcoholic beverage, 80 proof (Rum, Vodka, Whiskey), which is donated through community organizations
  - b. Mixers (Orange juice, cola, lime-flavored sodas, cranberry juice, etc.)
  - c. Chips and dip
  - d. Cups (16 oz.)
  - e. Plates
  - f. Napkins
  - g. Stir sticks
  - h. Cooler for ice
  - i. Ice
  - j. Paper towels
  - k. Bar tender accurate shot measuring glass
  - l. Food for the volunteer (cold cut sandwich or pizza).

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

5. Select and assign monitors for the volunteers. It is suggested that there is one monitor for every four volunteer drinkers. One monitor will be the “Chief Coordinator/Lead Monitor”.
  - a. The “Chief Coordinator/Lead Monitor” responsibility will be for ensuring that the schedule of drinking and breath testing is maintained.
  - b. **The Monitor’s principal job priority is to ensure the well-being of the drinkers.**
  - c. Monitors also must ensure that the volunteers follow their instructions concerning drinking and smoking. They must ensure that the volunteers refrain from drinking or smoking 20 minutes prior to breath test.
6. Select and assign bartenders. Minimum of one bartender is needed. It is suggested that whenever possible, bartenders should not serve as monitors. Bar tending duties are busy enough to be a full-time job.
  - a. Must gather the supplies and setup the bar area.
  - b. Bartender duties are to prepare the drinks for the volunteers.
  - c. Bartenders are responsible for keeping detailed records of the time and the amount of alcohol in each drink taken.
7. Select and arrange facilities for the volunteer drinkers.
  - a. The room set aside for the drinkers must be isolated from the classroom and the public.
  - b. The drinkers’ room should be spacious, to provide ample room for the bar, the breath testing solution(s) and the drinkers’ lounge.
  - c. The drinkers’ room should provide easy access to restrooms.

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

8. Arrange transportation for the volunteer drinkers.
  - a. Transportation must be provided for the volunteers to and from the training session.
  - b. No volunteer who will consume any amount of alcohol whatsoever can be permitted to drive to and from the workshop, regardless of their blood alcohol concentration (BAC) at the time of departure.
  - c. Volunteers should be released only into the custody of responsible, sober persons.
  - d. A designated driver can act as a “placebo volunteer” and can “swish” a small amount of an alcoholic beverage in their mouths prior to entering testing area.
  - e. Each volunteer’s driver must be identified by name.

9. Arrange for breath testing.
  - a. Two evidentiary-quality breath testing device, i.e. Intoxilyzer 400 PBT OR Intoxilyzer 8000, plus a qualified operator should be available with disposal mouth pieces.
  - b. The equipment must be on hand at the start of the drinking lab and volunteers must be breath tested prior to administration of any drinks.

B. Preparing the Volunteer Drinkers for the Workshop

1. Volunteers should arrive at the facility at least three hours prior to the scheduled start of the practice session/proficiency examination.
  - a. Upon arrival, each volunteer must read and sign the “Informed Consent Statement”. (See Attachment A)
  - b. Volunteers must be checked to verify that they have no weapons.



LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

- c. Volunteers must produce valid ID, for purpose of identification and age verification.
  - d. From time of their arrival until safely disposed of, volunteers must be kept under constant supervision.
  - e. A volunteer must be paired with a monitor of the same sex.
2. Conduct the preliminary examination of each volunteer.
- a. First element the breath test.
  - b. Second element is a complete test of HGN.
  - c. Third element is to compare pupil size under room light.
  - d. The fourth element is suggested that the following vital signs be checked: Only an Emergency Medical Specialist personnel or qualified Drug Recognition Expert may be used to check vital signs.
    - (1) Pulse: "Normal Range" of pulse is 60-90 beats per minute.
    - (2) Blood Pressure: "Normal" values of blood pressure are:  
Systolic 120-140  
Diastolic 70-90
3. Dose the volunteers. NOTE: Do not dose with alcohol any volunteer who has tachycardia or hypertension.
- a. Identify which of the volunteers will be "placebos", low BACs and high BACs.
  - b. Determine how much alcohol will be given to each volunteer by following the alcohol dose guidelines, as a function of volunteer's weight and "targeted" BAC. (See Chart in D. Guidelines for Achieving Target BACs)
  - c. Administer half of the total dose during a one hour and 30 minute period.

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

- d. After the one hour and 30 minutes, all alcoholic drinks are removed from drinkers and a 20 minute wait period is conducted.
- e. After the 20 minute wait, a breath test is conducted.
  - . Evaluate each volunteer's status. If the volunteer's BAC is much more than half of the "targeted" value, reduce the amount of the remaining alcohol target dosage. If it is much less than half of the "target", increase the dosage.
- g. Administer the rest of the alcohol to the volunteers during a 40 minute period.
- h. After another 20 minute wait, administer another breath test to the volunteer.

C. Controlling the Workshop

- 1. Assignment of participants to teams.
  - a. It is ideal to create teams of three members each if sufficient volunteers are available.
- 2. Explanation of procedures.
  - a. Teams of three participants will be assigned a specific workplace, and will remain there throughout the session.
  - b. Volunteer drinkers will be brought to the teams.
  - c. For each volunteer, one team member will be designated the "Examiner" another will be the "Recorder", and the third will be the "Coach". If this is a "proficiency examination", the third team member will become an observer and will not coach its team mate.
  - d. The team members will "swap" roles when they get their next volunteer.

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

3. Monitoring participants' practice.
  - a. A SFST Instructor will be assigned to each team, who will observe the participant as the "Examiner" and evaluate their performance.
  - b. The Instructor must also monitor the volunteer drinker for their safety, while they are performing the Standardized Field Sobriety Testing.
  - c. At any time a safety concern becomes apparent with the volunteer drinker the Instructor must remove the drinker from the designated workplace area and take him/her back to the room or to designated monitor.

D. Controlling Equipment and Alcohol

All equipment will be secured in accordance to Florida Department of Law Enforcement (FDLE) guidelines and permanently secured in a designated classroom of the Miami Police Training Center. All alcohol will be inventoried at the beginning and the ending of each Drinking Lab and secured in a locked container.

E. Guidelines for Achieving Target BACs.

The table below indicates the ounces of 80 proof distilled alcoholic beverages that volunteers should consume, in relation to their weight and the "target" peak BAC, during a three (3) hour interval.

Weight (Pounds)	MEN	WOMEN
110	5	4
120	6	5
130	6	5
140	7	5
150	7	6
160	8	6
170	8	7
180	9	7
190	9	7
200	10	8
210	10	8

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

Weight (Pounds)	MEN	WOMEN
220	10	8
230	11	9
240	11	9
250	12	10

It is suggested that volunteers consume half of the total allocated amount of alcoholic beverage during the first hour. They should refrain from drinking or smoking prior to any breath test.

NOTE: A volunteer may cease drinking at any time.

III. HOSTING SFST COURSES FOR OTHER TRAINING ENTITY

A. Duties and Responsibilities

If the Miami Police Training Center becomes the hosting facility for SFST Courses that are conducted by an outside training entity, i.e. IPTM, FPSI, etc., a Section Course Coordinator shall be assigned as a facilitator and host, who will be liaison between the outside Instructors. The Course Coordinator will be responsible for planning a “Live Alcohol Workshop,” recruiting volunteer drinkers, and arranging for their supervision and transportation. It is preferred that an SFST Instructor(s) from the hosting agency be tasked to assist the outside instructors.

1. The outside entity Lead and Co-Instructor, who are under contract for the outside entity, is responsible for the overall managing of the “Live Alcohol Workshop” (also known as “Drinking Lab”). This includes the acquisition of supplies needed for the alcohol workshop(s).
2. The MPTC responsibility is to provide support in the form of manpower (SFST Instructors/monitors/transporter, etc.), and make available the facility for the LAW to be conducted.
3. The outside Instructor will adhere to the procedures delineated in this SOP in conducting a LAW. These procedures are noted in the NHTSA, Manual 181C R2/06 Revision, in which every certified SFST Instructor is trained to follow.

LIVE ALCOHOL WORKSHOP: S.O.P. 56  
(Continuation)

MIAMI POLICE DEPARTMENT  
ALCOHOL WET LAB  
STATEMENT OF INFORMED CONSENT

I, \_\_\_\_\_, hereby agree to participate in the alcohol workshop conducted on \_\_\_/\_\_\_/\_\_\_ by the City of Miami Police Department.

I understand that I will consume alcohol, and may become impaired or intoxicated. I specifically agree that my participation as a volunteer drinker in this program makes it imperative that: I REFRAIN FROM DRIVING FOR AT LEAST TWELVE (12) HOURS FOLLOWING COMPLETION OF THE PROGRAM.

I understand that while participating in the program, I will be required to submit to breath tests to determine my blood alcohol concentration. I also understand I will be required to submit to psychophysical examinations and other non-intrusive clinical tests to assess the extent of my impairment.

I represent that I am in good physical health, and that I am not an alcoholic. I attest I am not now under the influence of alcohol or any other drug. I attest I have not consumed any drug, medication, or other substance, which would make my consumption of alcohol at this time inadvisable. I affirm there exists no condition, which should preclude my participation in this alcohol workshop as a volunteer drinker.

I have been informed of the purposes of this workshop, namely, to assist in training police officers to recognize and investigate persons impaired by alcohol and other drugs. I acknowledge that I may refuse to consume any or all alcohol offered to me during this workshop.

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_/\_\_\_/\_\_\_  
Date

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### STATE-MANDATED POLICIES AND PROCEDURES

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        57

**SUBJECT:**    STATE-MANDATED POLICIES AND PROCEDURES

**PURPOSE:**    To ensure compliance with the policies and procedures, as set forth by the Florida Department of Law Enforcement (FDLE) and the Criminal Justice Standards and Training Commission (CJSTC).

**SCOPE:**        It shall be the responsibility of the Training Center Director of the Miami Police Training Center to ensure compliance with all procedures and guidelines established in the Criminal Justice Standards and Training Commission Policies and Procedures Manual.

- A.    Administrative and Operating Procedures: These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the Miami Police Training Center. The procedures set forth in the following manuals are in effect and in accordance to Florida Department of Law Enforcement and the Criminal Justice Training Standards and Training Commission Administrative Codes: Miami Police Academy, Basic Recruit Training Program Rules and Regulations; Miami Police Academy, Training Officer Manual; Miami Police Academy, Student Training Orientation Manual; Miami Police Training Center, School of Professional Studies, Police Academy Class, International Policing Institute, Policies & Standards for Advanced and Specialized Training Manual.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### TRAINING REQUIREMENTS FOR LATERAL POLICE APPLICANTS

#### STANDARD OPERATING PROCEDURES

**S.O.P.**        **58**

**SUBJECT:**    TRAINING REQUIREMENTS FOR LATERAL POLICE APPLICANTS

**PURPOSE:**    To ensure that the specified training standards adopted by the Policy Review Committee (PRC) and are adhered to when reviewing the qualifications of a lateral police officer applicant.

**SCOPE:**        It shall be the responsibility of the Training & Personnel Development Section to determine the amount of training that shall be given to a police applicant who has law enforcement experience and holds a current certification. The following are recommended guidelines, adopted by the Policy Review Committee (PRC), used to determine a lateral applicant's equivalency to the training standards of the Miami Police Department.

- A.     Full Police Academy Class (Miami Police Academy)
  - 2.     All out-of-state office applicants
  - 3.     In-state officer applicants with more than one (1) year break in service.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



TRAINING REQUIREMENTS FOR LATERAL POLICE APPLICANTS: S.O.P. 58  
(Continuation)

B. Selective Training

1. In-state officer applicants currently working in law enforcement, with no more than one (1) year break in service.

Graduates of the Miami Police Academy should be considered as having equivalency of training, and be recommended for the Lateral Entry Training Program.

Non-graduates of the Miami Police Academy will submit a field and duty assignment profile, together with all their training records. Records will include course curriculum components and hours. The Training & Personnel Development Section will analyze the applicant's training curriculum components and hours, comparing the same with the Miami Police Academy's current curriculum components and hours. Any component with a deficiency of more than four (4) hours, which is not offset by field or duty assignment experience, will necessitate training in the designated area.

Upon completion of the analysis, the Training & Personnel Development Section will submit a recommendation to the Background Investigation Unit to be included in the applicant's background file.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MINIMAL LATERAL ENTRY TRAINING PROGRAM

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 59

**SUBJECT:** MINIMAL LATERAL ENTRY TRAINING PROGRAM

**PURPOSE:** To establish minimum training guidelines for all current, certified lateral police applicants who have a training background deemed to be equivalent with the training standards of the Miami Police Department.

**SCOPE:** All newly hired lateral police applicants who are deemed as having equivalent standards with those of the Miami Police Department, and who meet the training criterion prescribed by the Policy Review Committee (PRC) will participate in the Minimal Lateral Entry Training Program.

This training program includes but is not limited to the following:

1. Post-orientation of a graduating Police Academy Class (PAC) class;
2. A Glock transitional class;

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Section Commander  
Training & Personnel Development Section

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MINIMAL LATERAL ENTRY TRAINING PROGRAM: S.O.P. 59  
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3. Officer Skill Development Training;
4. Additional training if deemed necessary by the Training & Personnel Development Section Staff, as identified during the post-orientation;
5. F.T.O. Program.



# City of Miami



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City Manager

**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**RECRUIT TRAINING - MIAMI POLICE TRAINING CENTER**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.**        **61**

**SUBJECT:**    RECRUIT TRAINING - MIAMI POLICE TRAINING CENTER

**PURPOSE:**    To outline the basic objective of the Miami Police Academy.

**SCOPE:**        The basic objective of this setting is to educate and train adult individuals to meet the required standards of the State of Florida and of their departments. The Miami Police Academy staff will observe, evaluate, and report the recruit's behavior and progress during their training periods.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
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## TRAINING & PERSONNEL DEVELOPMENT SECTION

### RECRUIT UNIFORMS, EQUIPMENT, AND SCHEDULES

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 62

**SUBJECT:** RECRUIT UNIFORMS, EQUIPMENT, AND SCHEDULES

**PURPOSE:** To establish guidelines for the Training Officers to provide uniforms and equipment for police recruits during their course of instruction at the Miami Police Academy.

**SCOPE:** 1. Prior to their arrival at Miami Police Academy, the recruits will have been issued a uniform request from the M.P.D. Property Unit. This form will then be taken by the recruits to the uniform company for fitting and issuing.

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RECRUIT UNIFORMS, EQUIPMENT, AND SCHEDULES: S.O.P. 62  
(Continuation)

- II. The issuance of equipment needed for the recruit's training is coordinated with the Property Unit/Quartermaster. Prior to the start of Miami Police Academy Training, each recruit is issued an A.S.P. Baton, handcuffs, Civil Service Rules and Regulations, Departmental Orders, and the Florida Law Enforcement Handbook. As the class schedule calls for it, the Property Unit is requested to issue other equipment, consisting of police badges and uniform chits for their initial police uniforms.
  - A. This procedure is coordinated by the Training Officer, who will see to it that the necessary equipment is delivered to the recruit.
- III. As the recruit enters the last phase of his/her training, the Training Supervisor will draft a memo to the Field Operations Division Assistant Chief's Office, requesting duty assignment, including shift and "E" days. This memo advises of the recruit's name, graduation date, and assignment date. After duty assignments are made by Patrol, the information is forwarded to the individual recruit and Court Liaison.
- IV. During the month before graduation, the Training Officer will make arrangements for the Oath of Office, key cards, sworn I.D., uniform and issuance of ammo. Coordination of time is made with the Deputy Chief's Office, Community Relations, Personnel, Media Relations, and a notary public. After a date and time is determined, all involved are notified. The City Manager, Mayor, and Commission members will be notified by memo.
- V. During the final week of recruit training, the Training Officer will make constant checks on the completion of the new officer's uniform. Here again, it is often necessary to follow up with the uniform supplier.
- VI. Checklist for Coordinating Recruit Needs:
  - B. Badges: Memo to Property Unit Commander three (3) months prior to graduation, requesting that these items be ordered.
  - C. Leather: Inform recruits to purchase necessary leather prior to the first range assignment.

RECRUIT UNIFORMS, EQUIPMENT, AND SCHEDULES: S.O.P. 62  
(Continuation)

- A. Remedial Firearms Training: See Training & Personnel Development Section's S.O.P. on the Remedial Firearms Training Program.
- B. Police Uniforms: The commander of the Property Unit will be notified by memo at least eight (8) weeks prior to graduation of the date, times, and name of recruits who will be picking up uniform chits and going to the uniform supplier for fitting. Fitting must be done no later than six (6) weeks prior to graduation, as the training schedule permits.
- C. Swearing-In and Graduation: The Personnel Unit must be notified two (2) weeks prior to graduation of the date, time, location, and names of recruits, so that "Oath of Office" forms can be prepared, along with a notary, for the swearing-in ceremony. Those persons who will be invited to the graduation, i.e., Chief of Police, Department Staff, City Manager, Commission, etc., should be notified by memo or letter at least two (2) weeks prior to graduation.
- D. Sworn I.D. and Key Cards: The training officer should be given advanced notice as to when the graduation is to occur so that recruits will be able to come to the station prior to graduation to have sworn I.D. cards and sworn key cards made by the I.D. Unit.
- E. Service Ammo: The Range Master should be notified, at least one (1) week prior to the graduation, as to the date, time, and name of recruits for service ammunition issued—36 rounds, .40 cal., and 5 rounds shotgun (if issued qualification card).
- F. Duty Assignment and Transfer: Memo to Assistant Chief, Field Operations Division, thirty (30) days prior to graduation, advising that the new officers will need shift assignments and "E" days to begin duty two (2) weeks after graduation. Two (2) weeks of post-orientation are provided by the Training & Personnel Development Section immediately following graduation from the academy. After post orientation is completed, the new officers will be assigned to the Field Training Program Commander, Field Operations Division. Field Operations Division should also be requested to prepare transfer forms and forward to the Training & Personnel Development Section for signature.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### RECRUIT DISCIPLINE PROCEDURES

### STANDARD OPERATING PROCEDURES

**S.O.P.** 63

SUBJECT: RECRUIT DISCIPLINE PROCEDURES

PURPOSE: To identify and define disciplinary procedures and to establish the criteria for the recommendation of involuntary separation or the dismissal of recruits from recruit training thereby providing unmistakably specific, precise, consistent, and standard expectations of performance and conduct.

SCOPE: All Miami Police Department recruits are bound by the Departmental Orders and the Miami Police Academy Basic Recruit Training Program Rules and Regulations Manual. It shall be the duty of every recruit to familiarize themselves with the contents of the Departmental Orders and Basic Recruit Training Program Rules and Regulations Manual, and it will not be accepted as an excuse for lack of knowledge thereof.

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Section Commander  
Training & Personnel Development Section

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RECRUIT DISCIPLINE PROCEDURES: S.O.P. 63  
(Continuation)

Recruit Observation/Recruit Notices will be required for all disciplinary actions. They should be used to document all unsatisfactory or above satisfactory behavior.

I. Discipline and Counseling

A. Discipline for Miami Police Department employees can be completed on the observation form as well as City forms. Copies of all disciplinary paperwork should be placed in the recruit's file, the Training Officer's Notebook, and the Supervisor's Notebook, and the retrievable records for future use.

1. Observation Sheet. – This is a Miami Police Academy form on which any notations (in reporting composition form) are made in regard to a recruit's performance and/or behavior. They are mainly used for minor problems, but can also be compiled as documentation for a termination or to show a "pattern" of particular behaviors. They are written by training staff members (and can be typed by the secretary). When this is completed, the "observation" is with him/her, and the student should sign the observation to acknowledge that he/she has read it. The observation sheet will be placed and secured in the Training Officer's notebook, Supervisor's notebook, and the original in the Academy secured file room. The recruit should be allowed the opportunity to write a memo in response to the observation when he/she feels it is necessary. All files will be kept and purged in accordance to Florida Record's law (CALEA 4.6.7).

B. In accordance with departmental and Miami Police Academy policies, discipline shall be administered in a progressive manner, with every effort made to stop the improper behavior quickly, and provide corrective direction to the employee.

1. Minor rules and policy violations may be handled informally or by use of Miami Police Academy forms (Observation Sheet and Disciplinary Action Report)
2. Habitual or serious violations shall, at the direction of the Section Commander, be handled departmentally.

RECRUIT DISCIPLINE PROCEDURES: S.O.P 63  
(Continuation)

B. Separation

1. Terminations: Terminations generally fall into three (3) categories:
  - a. Academic/Proficiency Skills Failure.
  - b. Disciplinary Action.
  - c. Training Staff Recommendation.

In all cases, it is possible for the employee to be demoted or transferred, and remains a Miami Police employee.

2. Institute Procedures: For any termination, the Training Officer is to complete the following:
  - a. Miami Police Academy Documentary form.
  - b. Miami Police Academy Resignation/Termination form.
  - c. Miami Police Academy Resignation/Termination memo.
  - d. Miami Police Academy Final Grade Report.
  - e. Miami Police Academy Final Evaluation (if over six (6) weeks since evaluated).

Copies of all forms are to be placed in the student's file.

Miami Police Academy procedures require the recruit to put the resignation in memorandum and will accompany the separation package.

All resigning recruits will be interviewed by the section commander.

3. Termination Conference and Process

A recruit may be terminated for failing to meet State standards regarding deficient and unacceptable performance and conduct. The Agency Standards may be more demanding than the State Standards, which are specifically stated elsewhere. The performance and conduct that is considered unacceptable to the Miami Police Department for its police recruits will be measured in terms of deficiencies, as prescribed in this S.O.P.

RECRUIT DISCIPLINE PROCEDURES: S.O.P. 63  
(Continuation)

A recruit considered for termination will be granted a conference with the class Training Officers, the Training Supervisor, and the Section Commander for the purpose of reviewing the recruit profile and all pertinent records, while giving thorough consideration to all extenuating circumstances, and allowing for the recruit's statements regarding his/her views and feelings.

Following the conference and based on all the information available, the Training & Personnel Development Section Commander will decide whether to recommend termination or a stay for the recruit. In any event, recommendations will be submitted in writing to the recruit's department, with copies of all documentation.

4. Check-Out Procedures: Recruits who are separated from Miami Police employment shall be issued an Employee Check-Out Form and be directed as to the procedure for return of all issued equipment. The Training & Personnel Development Section will be notified by the Personnel Unit of the separation by telephone when the employee begins the checkout procedure; the Training Officer will make the appropriate entries on the payroll forms.

C. Injuries

1. Police recruits are required to report any injury to their assigned Training Officer and/or instructor immediately (at time of injury). When an injury is reported, the training officer will fill out the appropriate reports as soon as possible, and send the police recruit to the appropriate medical facility for treatment.

If any first aid is appropriate, it can and should be done at the academy before transporting recruit to a medical facility. The physical training supervisor should be notified immediately of all injuries.

RECRUIT DISCIPLINE PROCEDURES: S.O.P. 63  
(Continuation)

When a recruit departs for the medical facility, a copy of the Miami Police Academy injury release form will be sent with him/her. The recruit is instructed to advise the attending physician to complete the form. When the recruit leaves the medical facility, the recruit should return to the academy, if possible, with the completed form and submit it to the Training Officer. An injury report package will be completed, and copies will be retained for the Training Officer's notebook, recruit file, and supervisor's notebook.

A copy of the injury package will also be forwarded through the recruits department.

2. The injury report package consists of the following:
  - a. Memo from recruit with required information.
  - b. Training facility injury report (Miami Police Academy Injury Report Form).
  - c. City of Miami "Supervisor's Report of an Injury".
  - d. State Workers Compensation ("Notice of Injury") – ensure Gallagher Bassett, Risk Management, and Health Services are notified. All copies and originals are signed by employee and Training Officer, and sent to the Training Supervisor.

He/she reviews the paperwork at the academy level, and sends it on through the chain of command to the Training & Personnel Development Section.

The Miami Police Academy Injury Report stays at the Academy with the recruit's memo. City of Miami forms are to be completed and sent to the Miami Police Department

RECRUIT DISCIPLINE PROCEDURES: S.O.P. 63  
(Continuation)

Training & Personnel Development Section (see Injury Reports, Annex 5-A, for examples of forms).

Recruit's memo (reference the injury) must include:

- a. How the injury occurred (specific details)
- b. What activity they were participating in, to include:
  - 1) Date and time
  - 2) Class name
  - 3) Instructor's name (or person supervising activity)
- c. Injury sustained
- d. Any previous injury contributing to the incident

D. Recruit Evaluations

1. Training Officers must complete evaluations on the recruits in their class midway and at the end. The Miami Police Academy Training Evaluation Report is utilized for all recruits.

The rating of each recruit should be in accordance with the Evaluation Rating Explanation.

These evaluations should not take the place of counseling, disciplinary action or commendation. They should be complimentary to those resources (for modifying behaviors) already used by the training officers.

The part of the training officer should be noted and, also, any results from the recruit accepting or rejecting those efforts.

RECRUIT DISCIPLINE PROCEDURES: S.O.P. 63  
(Continuation)

The evaluation presentation to the recruit and conference should be of a private nature, with only the recruit and his/her training officers present. This is not always possible, but should be adhered to as often as practical. This conference should be of a “positive” counseling nature, re-advising recruit in depth of any problem areas and suggestions or assigning him/her avenues for improvement. All the recruit’s acceptable and low-level areas of performance should be dully acknowledged verbally (see Evaluation, Annex 5-B).

2. All evaluations shall be filled out according to facts and recorded documentation.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### ASSIGNMENT OF TRAINING OFFICERS FOR PAC AND PSA CLASSES

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 64


**SUBJECT:** ASSIGNMENT OF TRAINING OFFICERS FOR PAC AND PSA CLASSES

**PURPOSE:** To establish criteria for the selection of Training Officers for Police Academy Class and Public Service Aide Classes.

**SCOPE:** I. The commanding officer of the Training & Personnel Development Section will, with the approval of the Division Chief, select Training Officers based on the following criteria:

- A. F.T.O. Certified
- B. I.T.W. Certified
- C. Patrol Experience
- D. Department Seniority
- E. Past Evaluations, Internal Affairs Record, Attendance Record, and Driving Record
- F. Ability to pass the entry level physical agility test

II. Personnel selected as Training Officers will display the traits required to present a positive role model for Police Academy Class and Public Service Aide Recruits. These traits will include, but are not limited to: leadership, professional conduct, good citizenship and moral character, and dedication to duty as a police officer.

  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/1/16  
Effective Date



# City of Miami



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## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MIAMI POLICE RECRUIT EVALUATION FORM

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 65

**SUBJECT:** MIAMI POLICE RECRUIT EVALUATION FORM

**PURPOSE:** To provide information on the progress of recruits involved in the Police Academy Class Program.

**SCOPE:** The Miami Police Academy Recruit Performance Evaluation form will be utilized during the training period at the Miami Police Academy.

1. Two (2) evaluations will be completed for all City of Miami Recruits by the Training Officer. This evaluation will include:
  - A. All grades earned during the review period.
  - B. Any entries in the recruit's file that were not reported in a previous evaluation report or any other problems that the recruit may be experiencing.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date





MIAMI POLICE RECRUIT EVALUATION FORM: S.O.P. 65  
(Continuation)

- C. Any special aid or recommendations given to the recruits.
- II. Distribution: Copies of the evaluation will be distributed as follows:
- A. Training Supervisor
  - B. Training Officer
  - C. Recruit's Miami Police Academy File
  - D. Recruit

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PROCEDURES FOR REDUCTION IN GRADE

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 66

**SUBJECT:** PROCEDURES FOR REDUCTION IN GRADE OR REENTRY OF POLICE AND PSA RECRUITS INTO POLICE ACADEMY CLASS AND PUBLIC SERVICE AIDE TRAINING AFTER REMOVAL FROM CLASS DUE TO ACADEMIC, PROFICIENCY SKILLS DEFICIENCIES, CONDUCT

**PURPOSE:** To establish procedures and guidelines for Police and PSA Recruits, who fail to meet academic proficiency skills standards and applications for reentry into Police Academy Class (PAC) and Public Service Aide (PSA) training.

**SCOPE:** This policy shall prescribe the procedures for academy academic or conduct dismissal.

I. Recruits who are removed from the training program for failing to complete the PAC or PSA training due to academic or proficiency failures may be afforded an opportunity to reenter the academy.

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Section Commander  
Training & Personnel Development Section

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PROCEDURES FOR REDUCTION IN GRADE: S.O.P. 66  
(Continuation)

II. Academic Failure:

- A. Recruits who fail any Academic Module Exam and the Makeup will immediately be removed from the class.
- B. The Training Officer/Training Supervisor shall review the recruit's file and make a recommendation as to whether the recruits should be recycled into the next PAC or PSA class or be terminated from his/her employment. This recommendation will be based on factors such as the recruit's performance, motivation, and potential to successfully complete the program if given another attempt.
- C. This recommendation will be forwarded through channels to the Deputy Chief of the Administration Division.
- D. The Deputy Chief of the Administration Division and Training Center Director will make the final determination as to the recruit's status.

III. Proficiency Skills Failure:

- A. Firearms – A recruit who fails Module I or Module II Firearms Qualification will receive remedial training of the type determined by the Miami Police Department. They will then be given a second qualification attempt by the Academy. If a recruit fails to qualify on the second attempt, he/she will immediately be removed from the class.
- B. Defensive Tactics – A recruit who fails any portion of the Defensive Tactics Exam will be given one re-test attempt. If the recruit fails the re-test, he/she will be removed from the class. The Training Officer/Training Supervisor shall review the recruit's file and make a recommendation as to whether the recruit should be recycled into the next PAC or terminated from his/her employment. This recommendation will be based on factors such as the recruits performance, motivation, and potential to successfully complete the program if given another attempt.
- C. This recommendation will be forwarded through channels to the Training Center Director and Deputy Chief of the Administration Division.

PROCEDURES FOR REDUCTION IN GRADE: S.O.P. 66  
(Continuation)

- D. The Deputy Chief of the Administration Division and Training Center Director will make the final determination as to the recruit's status.
- IV. Florida Law Enforcement Certification Examination Failure:
- A. Recruits who fail the Florida Law Enforcement Certification Exam will be immediately assigned to an administrative position.
  - B. The Recruit will then take the next available examination.
  - C. Recruits who fail the second attempt will then be recommended for termination from his/her employment.
  - D. This recommendation will be forwarded through channels to the Deputy Chief of the Administration Division.
  - E. The Deputy Chief of the Administration Division and Training Center Director will make the final determination as to the recruit's status.
- V. Review Board
- A. Administrative Review Board
    - 1. For the purpose of fairness and consistency, the Miami Police Academy will initiate a panel of both sworn and civilian personnel from the Training and Personnel Development Section to review the dismissal of a recruit as a result of disciplinary actions or academic performance. The Board shall consist of the following: Training Director (Chairperson and voting member), Police Academy Commander (voting member), In-Service Unit Commander (voting member), In-service police instructor (voting member), training administrative civilian personnel (voting member). The Miami Police Academy Drill Instructor Supervisor will be a non-voting member but serve as the secretary of the board and be responsible for providing all supporting documentation for the dismissal package.
    - 2. The Chairperson will provide a summary of the case objectively and provide the members with demerit files, examination grades, memorandums, and any relevant information necessary for voting. The Board will consider the procedures of the discipline and the

PROCEDURES FOR REDUCTION IN GRADE: S.O.P. 66  
(Continuation)

actions associated with the level of offenses. The Board will deliberate, and a majority vote will determine the outcome for the recommendation of dismissal. If the Board, by a majority vote, disagrees with the original proposal for dismissal, the Board may recommend an alternative action by majority vote. The recommendation will not be binding until approved by the Assistant Chief of Administration.

3. Outside agencies sponsoring a recruit shall be notified and briefed regarding the recruit's dismissal from the Miami Police Academy.

4. Once a dismissal is approved by the Board, the affected recruit will be advised of the decision and the appropriate out-processing procedure will begin. The highest level within the chain-of-command that a recruit can request to speak to, about the termination, will be the Miami Police Training Center Director.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**MIAMI POLICE RECRUIT TERMINATION PROCEDURES**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.** 67

**SUBJECT:** MIAMI POLICE RECRUIT TERMINATION PROCEDURES

**PURPOSE:** To provide a uniform method for recording the termination of a Miami Police Recruit.

**SCOPE:**

- I. Prior to discharging any sworn or non-sworn employee, a report indicating the proposed termination action and the reasons therefore, will be submitted by the officiating officer to the Assistant Chief, Administration Division, through channels. Each person in the chain-of-command will indicate his/her concurrence or objection on the report.
  - A. After review by the Assistant Chief, Administration Division, the report will be forwarded to the Chief of Police for final review.

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Section Commander  
Training & Personnel Development Section

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Effective Date



MIAMI POLICE RECRUIT TERMINATION PROCEDURES: S.O.P. 67  
(Continuation)

- B. The Training & Personnel Development Section Commander should be consulted before any termination proceedings are initiated. The Miami Police Academy Training Supervisor will be responsible for gathering all documentation which will include all Miami Police Academy records, firearms scores, exam grades, and the TABE test scores.
- C. The Miami Police Academy Training Supervisor will then prepare a memo, through channels, to the Deputy Chief, Administration Division, for his decision. The memo should also contain a space for comments by each person in the chain-of-command.

III. Recruit Appeal Process

- A. Should a Miami Police Recruit wish to appeal his/her termination from Miami Police Academy, the following steps shall be initiated by the Miami Police Academy Training Supervisor.
  - 1. Inform the recruit that he/she may request a review of the termination in writing by red-line memorandum, addressed to the Training Director.
  - 2. The Personnel Resource Management Commander may discuss the termination in person with the affected recruit. In this case, the Miami Police Academy Training Supervisor shall advise the affected recruit of the date, time, and place of the meeting.
  - 3. The Training Supervisor shall have all pertinent data (i.e., grades, firearms scores, TABE test scores, etc.) for the Training Director's review prior to the meeting with the recruit.
  - 4. Upon completion of the review process, the Training Director shall prepare a letter of notification to be drafted and sent to the recruit, advising him/her of the decision reached after the determination of the Termination Review Board.
  - 5. The Review Board as outlined on SOP 60 (Subsection V-A.) will be instituted.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### PROCEDURES FOR REENTRY OF POLICE AND PSA RECRUITS

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 68

SUBJECT: PROCEDURES FOR REENTRY OF POLICE AND PSA RECRUITS

PURPOSE: To establish procedures and guidelines for Police and PSA Recruits who fail to meet academic proficiency skills standards and applications for reentry into Police Academy Class (PAC) and Public Service Aide (PSA) training.

SCOPE: Recruits who are removed from the training program for failing to complete the Police Academy Class or Public Service Aide training due to academic or proficiency skills failures may be afforded an opportunity to reenter the academy.

1. Academic Failure

- A. Recruits who fail any academic Module Exam and the makeup will immediately be removed from the class.

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Section Commander  
Training & Personnel Development Section

3/11/18

Effective Date





PROCEDURES FOR REENTRY OF POLICE AND PSA RECRUITS: S.O.P. 68  
(Continuation)

- B. The Training Officer/Training Supervisor shall review the recruit's file and make a recommendation as to whether the recruit should be recycled into the next PAC and PSA or terminated from his/her employment. This recommendation will be based on factors such as the recruits performance, motivation, and potential to successfully complete the program if given another attempt.
  - C. If the recruit fails any further "exit point" exam during his/her recycled course, the supervisor will recommend termination through channels to the Deputy Chief of the Administration Division, and the recruit will not complete the recycled course.
  - D. The Deputy Chief of the Administration Division will make the final determination as to the recruit's status.
2. Proficiency Skills Failure
- A. Firearms – A recruit who fails Module I or Module II Firearms Qualification will receive remedial training of the type determined by the Miami Police Department. They will then be given a second qualification attempt by the Academy. If a recruit fails to qualify on the second attempt, he/she will immediately be removed from the class.
  - B. Defensive Tactics – A recruit who fails any portion of the Defensive Tactics Exam will be given one re-test attempt. If the recruit fails the re-test, he/she will be removed from the class. The Training Officer/Training Supervisor shall review the recruit's file and make a recommendation as to whether the recruit should be recycled into the next PAC or terminated from his/her employment. This recommendation will be based on factors such as the recruits performance, motivation, and potential to successfully complete the program if given another attempt.
  - C. This recommendation will be forwarded through channels to the Deputy Chief of the Administration Division.
  - D. The Deputy Chief of the Administration Division will make the final determination as the recruit's status.
3. Florida Law Enforcement Certification State Examination Failure

PROCEDURES FOR REENTRY OF POLICE AND PSA RECRUITS: S.O.P. 68  
(Continuation)

- A. Recruits who fail the Florida Law Enforcement Certification State Exam will be immediately assigned to an administrative position.
- B. The Recruit will then take the next available examination.
- C. Recruits who fail the third attempt will then be recommended for termination from his/her employment.
- D. This recommendation will be forwarded through channels to the Deputy Chief of the Administration Division.
- E. The Deputy Chief of the Administration Division will make the final determination of the recruit's status.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### POLICE RECRUIT TRAINING

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 69

**SUBJECT:** POLICE RECRUIT TRAINING

**PURPOSE:** To ensure the highest level of firearms training to Miami Police Recruits.

**SCOPE:** The Miami Police Firearms Training & Personnel Development Section conducts basic firearms training, in conjunction with the Miami Police Academy. In support of this training, the supervisor of firearms is responsible for:

1. Providing a pre-orientation prior to firearms training, in preparation for basic firearms training.
2. Arranging for certified firearms instructors to train the recruit class. These instructors are drawn from various elements of the police department.
3. Arrange and deliver to the firearms training facility all ammunition required for recruit training.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

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# City of Miami



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## TRAINING & PERSONNEL DEVELOPMENT SECTION

### REMEDIAL FIREARMS TRAINING PROGRAM (POLICE RECRUITS)

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 70

**SUBJECT:** REMEDIAL FIREARMS TRAINING PROGRAM (POLICE RECRUITS)

**PURPOSE:** To identify responsibilities and provide guidelines for the Training & Personnel Development Section personnel when a Miami Police Recruit cannot meet firearms training standards as established by the Miami Police Department and Florida Department of Law Enforcement Standards.

**SCOPE:** The Miami Police Academy administers the firearms training in conjunction with the Firearms Training Detail Supervisor during Recruit Firearms Training. The training consists of 48 hours of Basic Pistol Training, with a qualification course at the end of the training. The qualification course is based on the State of Florida, Police Standards and Training Commission guidelines. The satisfactory completion of a qualification course is mandatory for certification of a police officer.

#### I. Training & Personnel Development Section Remedial Firearms Training

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/12  
Effective Date



REMEDIAL FIREARMS TRAINING PROGRAM (POLICE RECRUITS): S.O.P. 70  
(Continuation)

- A. The remedial firearms training will be presented to Miami Police Recruits while they are attending Miami Police Academy.
  - 1. The program will be conducted so as not to conflict with Miami Police Academy's regularly scheduled courses.
  - 2. The program will provide a maximum of 24 hours remedial firearms training for each non-qualifying recruit.
  - 3. At the end of the 24 hours of remedial training, each recruit will be required to attain an 80% or better-prescribed State Qualification Course.
  - 4. All instructors will be State-certified police firearms instructors.
  
- B. The Miami Police Training Detail Supervisor of firearms training will be responsible for providing the Remedial Firearms Program, and :
  - 1. Providing a range facility
  - 2. Providing certified instructors
  - 3. Documenting attendance
  - 4. Documenting training performance
  - 5. Coordinating the presentation of the program with recruits' regular training schedule.
  
- C. The Miami Police Academy Detail Supervisor will be responsible for accomplishing the following:
  - 1. Coordinating the remedial program with the Supervisor of Firearms Training.
  - 2. Notifying in writing the appropriate recruits the dates, places, and times in which the remedial training will be conducted.
  - 3. If a recruit fails to meet the State's firearms qualification standard at the end of the Remedial Training Program and Testing, a decision will be made as to whether that recruit should be terminated from the Recruit Training Program. A recommendation will be forwarded, in writing, to the Commander of the Training & Personnel Development Section.

REMEDIAL FIREARMS TRAINING PROGRAM (POLICE RECRUITS): S.O.P. 70  
(Continuation)

- D. The recruit's responsibility includes:
1. Attending all available remedial firearms training classes, on time, and with all necessary equipment.
  2. Participating fully in the remedial program, and making a concerted effort to pass the State Firearms Qualification Course at the end of the Remedial Training Program.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### EMPLOYEE PRE-ORIENTATION

### STANDARD OPERATING PROCEDURES

**S.O.P.** 71

**SUBJECT:** EMPLOYEE PRE-ORIENTATION

**PURPOSE:** To acquaint the new employee with the functions and goals of the Miami Police Department.

**SCOPE:** The Employee Pre-Orientation Program is administered by the Training Officer, and presented to all new Public Service Aide, Police Recruits, and laterals prior to the start of each PAC/PSA class, or employment as the case may be.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



EMPLOYEE PRE-ORIENTATION: S.O.P. 71  
(Continuation)

I. The program should cover the following topics:

- A. Expectation of Recruits.
- B. Miami Police Academy Basic Recruit Training Program Rules and Regulations Manual.
- C. Introduction of Training Staff.
- D. Introduction to the Chief of Police and Staff.
- E. Miami Police Department Organization.
- F. Departmental Orders.
- G. Civil Service Rules and Regulations.
- H. Physical Training.
- I. Firearms Training (Police Recruits)
- J. Equipment Issue.
- K. Post-Orientation Information for Laterals



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**TRAINING & PERSONNEL DEVELOPMENT SECTION**  
**POST-ORIENTATION RECRUIT TRAINING PROGRAM (SBT)**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.** 72

**SUBJECT:** POST-ORIENTATION RECRUIT TRAINING PROGRAM (SBT)

**SCOPE:** The Post-Orientation Recruit Training Program is a five (5) week program for newly sworn police officers and laterals. The program is designed to help new police officers apply those concepts learned at the Academy to operations. It will also familiarize the officer with information and procedures particular to the Miami Police Department.

I. This program presently covers the following subject areas:

- A. Critique of Training
- B. Off-Duty Employment
- C. Overview of MPD
- D. Police Media Relations
- E. F.T.O. Program
- F. Report Writing

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19

Effective Date



POST-ORIENTATION RECRUIT TRAINING PROGRAM (SBT): S.O.P. 72  
(Continuation)

- G. Officer Survival
- F. Use of Deadly Force and ALERRT
- H. Crime Scene Procedures
- I. Juvenile Procedures
- J. Traffic Policy and Procedures
- K. Patrol Functions and DUI/BTO
- M. Accident Investigations
- N. SWAT Familiarization
- O. K-9 Familiarization
- P. I.D. Familiarization
- Q. C.I.S Familiarization
- R. Communications Procedures and MDT
- S. Police and Fire Coordinator
- T. Case Preparation and Court Presentation (when available)
- U. Patrol S.O.P's and Employee Benefits
- V. Community Policing/SARA Problem-solving and Investment and Excellence
- W. Ethics and Professionalism
- X. Domestic Violence/Sexual Harassment
- Y. Homeless Sensitivity
- Z. Scenario Based Training and Mandatory Training

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MIAMI POLICE FITNESS CENTER

### STANDARD OPERATING PROCEDURES

**S.O.P.** 73

**SUBJECT:** MISSION, GOALS, AND OBJECTIVES

**PURPOSE:** To provide a quality facility for members of the Miami Police Department to properly exercise and maintain themselves at an effective level of physical fitness.

**SCOPE:** It shall be the responsibility of the Miami Police Fitness Center Manager to ensure that the Fitness Center and College Gymnasium are properly equipped and maintained.

#### **Mission**

To provide the members of the Miami Police Department with a clean, state-of-the-art, well-maintained facilities that will help enhance the overall wellness and fitness of the organization.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/11/19  
Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MIAMI POLICE FITNESS CENTER

### STANDARD OPERATING PROCEDURES

**S.O.P.** 74

**SUBJECT:** HOURS AND USE OF THE MIAMI POLICE FITNESS CENTER

**PURPOSE:** To inform users of hours of operation and use is restricted solely to departmental personnel and others authorized by the Chief of Police.

**SCOPE:** The facility is open 24 hours a day, 7 days a week. The Miami Police Department Fitness Center is available to provide departmental personnel with facilities and equipment with which they may maintain proper levels of physical fitness. Personnel will be informed of any *necessary closures* due to maintenance or cleaning.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/1/19

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MIAMI POLICE FITNESS CENTER


### STANDARD OPERATING PROCEDURES

**S.O.P.**        **75**

**SUBJECT:**    RULES AND REGULATIONS FOR USE OF THE MIAMI POLICE FITNESS CENTER

**PURPOSE:**    To provide guidelines for the members of the Miami Police Department and other authorized users of the facility.

**SCOPE:**        It shall be the responsibility of the Miami Police Fitness Center Manager to ensure that the following rules, regulations and procedures are adhered to by the users of the Fitness Center. Non-departmental persons must complete and submit application form for approval to Training Center Director's Office, Administration Division, and Office of the Chief of Police.

  
\_\_\_\_\_  
Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

2/10/15  
\_\_\_\_\_  
Effective Date



RULES AND REGULATIONS FOR USE OF FITNESS CENTER: S.O.P. 75  
(Continuation)

I. Rules and Procedures

- A. Fully read, complete, sign, and date the below listed forms:
  1. Application
  2. Release and Hold Harmless Agreement
  3. Rules and Regulations
  4. Physical Fitness Equipment
  5. Physical Activity Readiness Questionnaire (PAR-Q Form).
- B. The Fitness Center Manager will review the forms for accuracy and completeness and forward it through the chain of command, along with his recommendation.
- C. The Authorization page of the application form will be reviewed by the Training & Personnel Development Section, Miami Police Training Center Director, then Assistant Chief, Administration Division, and then Chief of Police for approval .
- D. Upon final approval, the Fitness Center Manager will write their name on a log with picture identification kept each time he/she uses the Fitness Center. The Front Desk personnel will log in the person's name in a Fitness Center Visitor's Log, which will be maintained at the Front Desk.

Authorized personnel will be limited to the following:

1. Police Department employees and retirees.
2. City employees and non-departmental persons (with approval from the Chief of Police).
3. Sworn law enforcement instructors and students attending police department training.
4. Other individuals not noted above, with special approval from the Chief of Police.

RULES AND REGULATIONS FOR USE OF FITNESS CENTER: S.O.P. 75  
(Continuation)

- E. Rules and Regulations for the Miami Police Department Fitness Center and Police College Gymnasium:
1. Abide by the posted signs listing the Rules and Regulations of the Fitness Center.
  2. Complete the Fitness Center Log by signing in and out at every Session.
  3. Smoking, food, or drinks are not permitted in the Fitness Center. Plastic bottled water is acceptable.
  4. Proper techniques will be utilized when using all Fitness Center equipment. Improper techniques may result in personal injury and possible revocation of Fitness Center privileges.

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**Application Process**

This package includes a complete copy of the current rules and regulations to be followed while using the Fitness Center and Gymnasium. The following information is provided as a preliminary guide when utilizing the facility.

1. Complete and submit an “Application” form for approval to use the Fitness Center and Gymnasium.
2. Read and sign the appropriate “Release and Hold Harmless Agreement”.
3. Read and sign a “Physical Activity Readiness Questionnaire” (PAR-Q) form. If an applicant has a physical or medical limitation, they must provide a written statement from a licensed physician, indicating the nature of the problem(s) and that, despite limitations, a physical exercise program will not aggravate the injury or condition.
4. Read and sign the “Rules and Regulations” and agree to abide by them
5. Read and sign the “Physical Fitness Equipment” form.
6. The Authorization page will be signed by the Miami Police Training Center Director, Assistant Chief, Administration Division, and the Chief of Police
7. Upon final approval of application, you must obtain a “Gym Pass” from the Training Center Manager prior to utilizing the Fitness Center or Gymnasium. Must present this Pass along with picture identification to authorized personnel at the Miami Police Department.

Utilization of the Fitness Center and Gymnasium is a privilege extended to employees and/or authorized persons. Any person who knowingly damages any piece of equipment through negligence or misuse will have their access rescinded.



**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**APPLICATION**

The undersigned hereby applies for permission to utilize the Miami Police Department Fitness Center & Miami Police College Gymnasium. I understand that I am using the Fitness Center and Gymnasium voluntarily and at my own risk, and hereby agree to the rules and regulations governing the use of the Fitness Center and Gymnasium.

I, \_\_\_\_\_, agree to abide by the rules  
(Print first and last name)

established for the Fitness Center and Gymnasium usage and by the instructions of the Training Center Manager or other individual in authority. I understand that permission to use these facilities may be withdrawn at any time. I also understand that this request, if approved, applies only to the Fitness Center and Gymnasium and not to any other part of the police building.

I am presently aware of no personal health condition or injury that restricts or precludes my participation in any physical fitness instruction or activity.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer/Department/Supervisor: \_\_\_\_\_

Occupation: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Telephone: \_\_\_\_\_

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**RULES AND REGULATIONS**

1. The use of the Fitness Center and Police College Gymnasium is restricted solely to departmental personnel and others authorized by the Chief of Police.
2. Utilization of gym equipment without using proper techniques can be hazardous and result in personal injury.
3. You must sign in and out when utilizing the Fitness Center or Gymnasium.
4. No smoking, food, drinks, or glass containers allowed in the gym. Bottled water and sport drinks are allowed.
5. Wear appropriate athletic attire with sneakers, tennis or deck shoes are the only footwear authorized. No street clothes or uniforms are to be worn while utilizing the equipment.
6. Personal towels must be used to clean off equipment after use. Paper towels are not to be used.
7. Equipment will not be abused or dropped. Utilize mats when placing weights on the gym floor.
8. Only city equipment is allowed in the gym.
9. Have an extra person standing by when lifting heavy weights or using bench press at all times.
10. All equipment must be returned to its proper place after use.
11. Report all damage immediately to the Training Center Manager, telephone: 305-603-6435, or Training Section Supervisor, telephone: 305-603-6624.
12. No horse playing or throwing objects in the fitness center or gymnasium.

**RULES AND REGULATIONS – (continued)**

13. The Training Center Manager, senior ranking officer or weight trainer in the gym will ensure these rules and regulations are followed.
14. The use of the gym is a privilege, not a right. Those abusing the privilege will have it revoked.
15. Be prepared to identify yourself if challenged by a member of the Miami Police Department by presenting picture identification.
16. The Fitness Center Manager must be promptly notified of any changes in his or her employment and/or contact information.

I have read the rules and regulations of the Miami Police Fitness Center and Miami Police College Gymnasium and agree to abide by these rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / PIN

\_\_\_\_\_  
Witness

### PHYSICAL FITNESS EQUIPMENT

CARDIO MACHINES:

Bioclimber 500	_____	Low Impact Treadmills	_____
Rowing Machine Concept 2	_____	Elliptical Cross over	_____
Stairmaster	_____	Straight-up Bike	_____
Tectrix Bike Recubent	_____	Life Step	_____
Punching Bag	_____		

WEIGHT/FREE WEIGHT MACHINES:

Universal Multipurpose Machine	_____	Nautilus Multi-exercise Machine	_____
Nautilus Leg Extension	_____	Nautilus Leg Curl Machine	_____
Nautilus Compound Abduction-Adduction	_____	Counter Balance Free Weight	_____
Nautilus Abdominal Machine	_____	Sit-up Boards	_____
Vertical Knee Raise	_____	Paramount Horizontal Leg Press	_____
Paramount Seated Chest Press	_____	Par. Vertical Butterfly (Chest)	_____
Paramount LAT Pull down	_____	Paramount Pullover	_____
Paramount Lower Back	_____	Paramount Seated Shoulder Press	_____
Paramount Lateral Shoulder	_____	Empire Vertical Raise	_____
Paramount Arm Curl	_____	Sit up Rack Machine	_____
Paramount Triceps	_____	Climber Machine	_____
Paramount Lat Raise	_____	3-way Hips + Leg Sled	_____
Dumbbells 5-100 lbs.	_____	Inner-Outer Thigh	_____
Decline Bench (without weight rack)	_____	Standing Leg Curl Machine	_____
Arm Curl Bench	_____	Chest Press	_____
Flat Bench	_____	Arm Curl Bicep	_____
Incline Lever Row	_____	Lat Pull Down	_____
Decline Bench Press (with rack)	_____	Bicep Hammer Strength	_____
Incline Bench Press (with rack)	_____	Counter Balance	_____
Flat Bench Press (with rack)	_____	ISO Lat Bench	_____
Power Rack	_____	ISO Lat High Row	_____
Hack and Leg Press Combination	_____	Power Rack Free Weight	_____
Multi-press Machine	_____	Olympic Bench Press	_____
Squat Rack	_____	Olympic Bars	_____
Arm Curl Free Weight	_____	Curl Bars	_____
Up Right Seated Bench	_____	Tricep Bars	_____
Calf Raise	_____	Glute Master	_____
Plate Weights (from 5-45 lbs.)	_____	Adjustable Crossover	_____
Sauna located Men/Women Locker	_____		

I have been instructed on the proper use of the above equipment. I further understand and agree to be held financially responsible, should any of the equipment become damaged due to my own misuse or negligence.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Physical Trainer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**AUTHORIZATION PAGE**

I have reviewed the application of \_\_\_\_\_ for the use of  
the Miami Police Fitness Center & Miami Police College Gymnasium and

Recommend: \_\_\_\_\_ Approval  
                  \_\_\_\_\_ Disapproval

\_\_\_\_\_  
**Miami Police Training Center Director** **Date**

Recommend: \_\_\_\_\_ Approval  
                  \_\_\_\_\_ Disapproval

\_\_\_\_\_  
**Assistant Chief / Administration Division** **Date**

Recommend: \_\_\_\_\_ Approval  
                  \_\_\_\_\_ Disapproval

\_\_\_\_\_  
**Chief of Police** **Date**

**Miami Police Department  
Training & Personnel Development Section  
Hold Harmless Agreement**

I, \_\_\_\_\_ request to participate in the  
\_\_\_\_\_ training program, which will be conducted by the City of  
Miami Police Department, Training & Personnel Development Section from  
\_\_\_\_\_ through \_\_\_\_\_. By signing below,

I acknowledge and state that in consideration for participation in this training program, I understand and agree to the following:

- To indemnify and hold City of Miami, its Board of City Commissioners, its employees, agents and servants harmless for all liability for property damage, physical harm, personal injury or death resulting from any and all acts, including negligent acts or omissions of any officer, employee, or agent of the City of Miami;
- To further agree to waive all rights and claims for damages, legal or equitable, arising out of any negligent act or omission by any officer, employee, or agent of the City of Miami;
- To assume all of the risks involved with participating in this training program;
- To acknowledge that all participation in this training program to be conducted by the City of Miami Police Department, Training & Personnel Development Section is completely voluntary;
- To acknowledge and declare that I have no medical conditions that would prohibit me from safely participating in this training program;
- I understand that it is solely my responsibility to advise the City of Miami Police Department, Training & Personnel Development Section, of any physical limitations I have which may preclude me from or limit my participation in this training program or any other City of Miami Police Department activity;
- I understand that under no circumstances will I be considered an employee or agent of City of Miami or the Miami Police Department;
- I hereby agree to obey at all times all instructions, orders and commands given me by any Miami Police Department, Training & Personnel Development Section employee; and
- I fully understand the risks that are inherent and unavoidable with this particular activity and I will assume those risks.

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### MIAMI POLICE FITNESS CENTER

### STANDARD OPERATING PROCEDURES

**S.O.P.** 76

**SUBJECT:** DUTIES AND RESPONSIBILITIES OF THE MIAMI POLICE FITNESS CENTER MANAGER

**PURPOSE:** To delineate the duties and responsibilities of the Miami Police Fitness Center Manager.

**SCOPE:** Assignments, days off, and duty hours may change as necessary to meet the Department's needs. Vacations and dress code requirement will be in compliance with Departmental Orders. The Fitness Center Manager's regular duty hours shall be Monday thru Friday, 0800 – 1700 hours.

- I. It shall be the responsibility of the Miami Police Fitness Center Manager to ensure that the following duties and responsibilities are accomplished:
  - A. To be a trained fitness instructor. **(CALEA 22.2.3 b)**
  - B. To maintain order and discipline in the Miami Police Department Fitness Center & Miami Police College Gymnasium.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



RULES AND REGULATIONS FOR USE OF FITNESS CENTER: S.O.P. 76  
(Continuation)

- C. To ensure that only authorized personnel have access and use of the Fitness Center & College Gymnasium.
- D. Ensures that all safety measures are upheld while utilizing the department's gym equipment.
- E. To coordinate the application and screening process for use of the Fitness Center & College Gymnasium by non-police department employees.
- F. To facilitate the cleaning, maintenance, and repair of the facility.
- G. To maintain and replace defective equipment or parts, as required.
- H. To ensure the proper and safe use of all equipment.
- I. To maintain a Sign-in log for persons utilizing the Fitness Center & College Gymnasium.
- J. To maintain additional records of all authorized users of the Fitness Center & College Gymnasium.
- K. To coordinate mandatory or voluntary participation of the wellness program with agency personnel. **(CALEA 22.2.3 a)**
- L. To conduct individual health screening and fitness assessments. **(CALEA 22.2.3 c)**
- M. To educate on fitness and setting personal goals. **(CALEA 22.2.3 d)**
- N. To maintain ongoing support and evaluate the agency personnel. **(CALEA 22.2.3 e)**
- O. Perform other related work as needed.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## TRAINING & PERSONNEL DEVELOPMENT SECTION

### INSTRUCTOR CRITERIA

#### STANDARD OPERATING PROCEDURES

**S.O.P.** 77

**SUBJECT:** INSTRUCTOR CRITERIA

**PURPOSE:** To institute a set of mandatory criteria for police training instructors.

**SCOPE:** All training officers will be subject to training certification criteria prior to the instruction of any course at the Miami Police Training Center, Miami Police Academy, and In-service training.

I. Instructor Criteria (CALEA 8.1.1):

A. Educational Level (CALEA 8.1.1 a.)

1. All training instructors must have the current minimum standards set forth by the Criminal Justice Training Standards and Commission (CJSTC), as mandated by Florida Administrative Code 11B-20.001 and 11B-20.0014.

Major Um Set Ramos  
Section Commander  
Training & Personnel Development Section

3/11/19  
Effective Date



INSTRUCTOR CRITERIA: S.O.P. 77  
(Continuation)

2. All training instructors shall successfully complete the Florida General Instructor Techniques Course (ITW) delivered through a training school or complete equivalent instructor training. The training center director is authorized to have instructor applicants complete only those portions of the CMS Instructor Techniques Course for which the instructor applicant is deficient.

a. Training officer who instruct training courses pursuant to Rule Chapter 11B-35, F.A.C., at or through a training school, shall be certified by the Criminal Justice Standards and Training Commission from the following via course:

- (1) General Instructor Certification (ITW).  
    High-Liability Instructor Certifications.
- (2) Vehicle Operations Instructor Certification.
- (3) Firearms Instructor Certification.
- (4) Defensive Tactics Instructor Certification.
- (5) First Aid Instructor Certification.  
    Specialized Instructor Certifications.
- (6) Criminal Justice Diving Instructor Certification.
- (7) Speed Measurement Instructor Certification.
- (8) Canine Team Instructor Certification.
- (9) Breath Test Instructor Certification.

3. Training officer may apply for Equivalent Instructor Training shall be evaluated by the training center director or designee for completion of equivalent instructor training by documenting the instructor applicant's qualifications. Documentation shall include the instructor applicant's training in all of the following competencies via a resume:

- a. Training liability.
- b. Ethics.
- c. Human diversity training required by Section 943.1758, F.S.
- d. Adult learning theory.
- e. Communication skills.
- f. Instructional aids.
- g. Principles of instruction.
- h. Lesson plan preparation.
- i. Evaluation, measurement, and simulation.
- j. Demonstration of instructional ability.

INSTRUCTOR CRITERIA: S.O.P. 77  
(Continuation)

- k. Group management.
- l. Facilitation skills.
- m. Applied Learning Concepts.

3. All training officers must possess three years' experience as a certified criminal justice officer or three years' experience in the topic of instruction for which certification is sought **(CALEA 8.1.1 b.), (CALEA 8.1.1 c.)**.

4. All training instructor shall complete the required CJSTC internship prior to instructing a training course and demonstrate technical proficiency **(CALEA 8.1.1 d.)**.

a. All training officer applicants shall have their high-liability internship documented on the Instructor Competency Checklist form CJSTC-81 that is supervised and signed by a certified instructor of that subject matter.

b. All training certifications forms and internship forms must be inputted in the Automated Training Management System (ATMS), and it shall be the responsibility of the instructor to ensure re-certification is completed as required per FACB 11-20 through CJSTC-84 form.

c. Training Unit Commanders will be responsible for ensuring that all instructors are certified prior through the commencement of a course through the an ATMS query **(CALEA 8.1.2. b)**.

d. Training Unit Commanders will be responsible for evaluating the instructor's experience through the CJSTC-82 form prior to the commencement of any course **(CALEA 8.1.2. c)**.

e. The In-Service and Police Academy Administrative Aides shall ensure that all instructors training qualifications are up-to-date prior to any course offering or instruction **(CALEA 8.1.2. a)**.

4. The training center director or Section Commander may grant an instructor an Exemption from General Instructor Certification for professional or technical certification or three years of experience in the specified subject matter to be instructed. The training center director shall document the instructor's qualifications and complete CJSTC-82 form **(CALEA 8.1.1 e)**.

5. All training documentation for instructors shall be kept in the instructor's file at and Unit Commanders shall ensure CJSTC-84 forms are submitted to Commission staff through the ATMS when mandatory retraining requirements are due.

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**Application Process**

This package includes a complete copy of the current rules and regulations to be followed while using the Fitness Center and Gymnasium. The following information is provided as a preliminary guide when utilizing the facility.

1. Complete and submit an “Application” form for approval to use the Fitness Center and Gymnasium.
2. Read and sign the appropriate “Release and Hold Harmless Agreement”.
3. Read and sign a “Physical Activity Readiness Questionnaire” (PAR-Q) form. If an applicant has a physical or medical limitation, they must provide a written statement from a licensed physician, indicating the nature of the problem(s) and that, despite limitations, a physical exercise program will not aggravate the injury or condition.
4. Read and sign the “Rules and Regulations” and agree to abide by them
5. Read and sign the “Physical Fitness Equipment” form.
6. The Authorization page will be signed by the Miami Police Training Center Director, Assistant Chief, Administration Division, and the Chief of Police
7. Upon final approval of application, you must obtain a “Gym Pass” from the Training Center Manager prior to utilizing the Fitness Center or Gymnasium. Must present this Pass along with picture identification to authorized personnel at the Miami Police Department.

Utilization of the Fitness Center and Gymnasium is a privilege extended to employees and/or authorized persons. Any person who knowingly damages any piece of equipment through negligence or misuse will have their access rescinded.

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**APPLICATION**

The undersigned hereby applies for permission to utilize the Miami Police Department Fitness Center & Miami Police College Gymnasium. I understand that I am using the Fitness Center and Gymnasium voluntarily and at my own risk, and hereby agree to the rules and regulations governing the use of the Fitness Center and Gymnasium.

I, \_\_\_\_\_, agree to abide by the rules  
(Print first and last name)

established for the Fitness Center and Gymnasium usage and by the instructions of the Training Center Manager or other individual in authority. I understand that permission to use these facilities may be withdrawn at any time. I also understand that this request, if approved, applies only to the Fitness Center and Gymnasium and not to any other part of the police building.

I am presently aware of no personal health condition or injury that restricts or precludes my participation in any physical fitness instruction or activity.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer/Department/Supervisor: \_\_\_\_\_

Occupation: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Telephone: \_\_\_\_\_

**MIAMI POLICE DEPARTMENT FITNESS CENTER  
&  
MIAMI POLICE COLLEGE GYMNASIUM**

**RULES AND REGULATIONS**

1. The use of the Fitness Center and Police College Gymnasium is restricted solely to departmental personnel and others authorized by the Chief of Police.
2. Utilization of gym equipment without using proper techniques can be hazardous and result in personal injury.
3. You must sign in and out when utilizing the Fitness Center or Gymnasium.
4. No smoking, food, drinks, or glass containers allowed in the gym. Bottled water and sport drinks are allowed.
5. Wear appropriate athletic attire with sneakers, tennis or deck shoes are the only footwear authorized. No street clothes or uniforms are to be worn while utilizing the equipment.
6. Personal towels must be used to clean off equipment after use. Paper towels are not to be used.
7. Equipment will not be abused or dropped. Utilize mats when placing weights on the gym floor.
8. Only city equipment is allowed in the gym.
9. Have an extra person standing by when lifting heavy weights or using bench press at all times.
10. All equipment must be returned to its proper place after use.
11. Report all damage immediately to the Training Center Manager, telephone: 305-603-6435, or Training Section Supervisor, telephone: 305-603-6624.
12. No horse playing or throwing objects in the fitness center or gymnasium.

**RULES AND REGULATIONS – (continued)**

13. The Training Center Manager, senior ranking officer or weight trainer in the gym will ensure these rules and regulations are followed.
14. The use of the gym is a privilege, not a right. Those abusing the privilege will have it revoked.
15. Be prepared to identify yourself if challenged by a member of the Miami Police Department by presenting picture identification.
16. The Fitness Center Manager must be promptly notified of any changes in his or her employment and/or contact information.

I have read the rules and regulations of the Miami Police Fitness Center and Miami Police College Gymnasium and agree to abide by these rules and regulations.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name / PIN

\_\_\_\_\_

Witness

## PHYSICAL FITNESS EQUIPMENT

CARDIO MACHINES:

Bioclimber 500	_____	Low Impact Treadmills	_____
Rowing Machine Concept 2	_____	Elliptical Cross over	_____
Stairmaster	_____	Straight-up Bike	_____
Tectrix Bike Recubent	_____	Life Step	_____
Punching Bag	_____		

WEIGHT/FREE WEIGHT MACHINES:

Universal Multipurpose Machine	_____	Nautilus Multi-exercise Machine	_____
Nautilus Leg Extension	_____	Nautilus Leg Curl Machine	_____
Nautilus Compound Abduction-Adduction	_____	Counter Balance Free Weight	_____
Nautilus Abdominal Machine	_____	Sit-up Boards	_____
Vertical Knee Raise	_____	Paramount Horizontal Leg Press	_____
Paramount Seated Chest Press	_____	Par. Vertical Butterfly (Chest)	_____
Paramount LAT Pull down	_____	Paramount Pullover	_____
Paramount Lower Back	_____	Paramount Seated Shoulder Press	_____
Paramount Lateral Shoulder	_____	Empire Vertical Raise	_____
Paramount Arm Curl	_____	Sit up Rack Machine	_____
Paramount Triceps	_____	Climber Machine	_____
Paramount Lat Raise	_____	3-way Hips + Leg Sled	_____
Dumbbells 5-100 lbs.	_____	Inner-Outer Thigh	_____
Decline Bench (without weight rack)	_____	Standing Leg Curl Machine	_____
Arm Curl Bench	_____	Chest Press	_____
Flat Bench	_____	Arm Curl Bicep	_____
Incline Lever Row	_____	Lat Pull Down	_____
Decline Bench Press (with rack)	_____	Bicep Hammer Strength	_____
Incline Bench Press (with rack)	_____	Counter Balance	_____
Flat Bench Press (with rack)	_____	ISO Lat Bench	_____
Power Rack	_____	ISO Lat High Row	_____
Hack and Leg Press Combination	_____	Power Rack Free Weight	_____
Multi-press Machine	_____	Olympic Bench Press	_____
Squat Rack	_____	Olympic Bars	_____
Arm Curl Free Weight	_____	Curl Bars	_____
Up Right Seated Bench	_____	Tricep Bars	_____
Calf Raise	_____	Glute Master	_____
Plate Weights (from 5-45 lbs.)	_____	Adjustable Crossover	_____
Sauna located Men/Women Locker	_____		

I have been instructed on the proper use of the above equipment. I further understand and agree to be held financially responsible, should any of the equipment become damaged due to my own misuse or negligence.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Physical Trainer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date





**Miami Police Department  
Training & Personnel Development Section  
Hold Harmless Agreement**

I, \_\_\_\_\_ request to participate in the \_\_\_\_\_ training program, which will be conducted by the City of Miami Police Department, Training & Personnel Development Section from \_\_\_\_\_ through \_\_\_\_\_. By signing below, I acknowledge and state that in consideration for participation in this training program, I understand and agree to the following:

- To indemnify and hold City of Miami, its Board of City Commissioners, its employees, agents and servants harmless for all liability for property damage, physical harm, personal injury or death resulting from any and all acts, including negligent acts or omissions of any officer, employee, or agent of the City of Miami;
- To further agree to waive all rights and claims for damages, legal or equitable, arising out of any negligent act or omission by any officer, employee, or agent of the City of Miami;
- To assume all of the risks involved with participating in this training program;
- To acknowledge that all participation in this training program to be conducted by the City of Miami Police Department, Training & Personnel Development Section is completely voluntary;
- To acknowledge and declare that I have no medical conditions that would prohibit me from safely participating in this training program;
- I understand that it is solely my responsibility to advise the City of Miami Police Department, Training & Personnel Development Section, of any physical limitations I have which may preclude me from or limit my participation in this training program or any other City of Miami Police Department activity;
- I understand that under no circumstances will I be considered an employee or agent of City of Miami or the Miami Police Department;
- I hereby agree to obey at all times all instructions, orders and commands given me by any Miami Police Department, Training & Personnel Development Section employee; and
- I fully understand the risks that are inherent and unavoidable with this particular activity and I will assume those risks.

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Miami Police Department Training Center (305)603-6624**

## INSTRUCTOR PERFORMANCE EVALUATION (CALEA 8.1.6)

**INSTRUCTOR NAME:**

**COURSE**

**DATE**

### Grading Scale:

**Meets expectations (ME)** Performance consistently met expectations in all *essential* areas of police instruction, at times possibly exceeding expectations.

**Needs Improvement (NI)** Performance did not *consistently* meet expectations – performance failed to meet expectations in one or more *essential* training, and/or one or more of the most critical goals were not met.

**Not Applicable (NA)** Does not apply to lesson or teaching dimension.

INSTRUCTOR PREPARATION AND CREDIBILITY	GRADE
1. Established and maintained a learning environment of mutual respect.	
2. Provides simple and direct explanations of lesson objectives and goals.	
3. Uses participants' past experiences to maximize learning development.	
4. Avoids biases against participants, either through actions, language, or behavior.	
5. Displays poise in his/her skills, knowledge, and teaching abilities.	
CLASS MANAGEMENT	
1. Balances class time effectively for both activities and learner questions.	
2. Uses different instructional methods (e.g., Demonstration, Guided discussion, Role play)	
3. Lesson and course objectives are explained prior to class start.	
4. Uses different training aids (e.g., handouts, Power Point, videos).	
PRESENTATION SKILLS	
1. Voice projection.	
2. Uses questions to stimulate interest and shows teaching enthusiasm.	
3. Provides encouraging feedback to create comfortable situations for mistakes to be made.	
4. Summarize content to integrate learning objectives.	
5. Uses proper verbal and non-verbal communication effectively.	

INSTRUCTOR PREPARATION AND CREDIBILITY	GRADE
6. Lesson is completed in a timely manner.	

FIREARMS INSTRUCTION AND CONDUCTIVE ELECTRONIC WEAPON (CEW)	GRADE
1. Line Duties: Demonstrates line safety procedures.	
2. Line Duties: Shows alertness.	
3. Line Duties: Commands are clear and accurate.	
4. Line Duties: Targets are scored truthfully and efficiently.	
SHOOTING AND WEAPON KNOWLEDGE	
1. Demonstrates familiarity in the identification and correction of shooter errors.	
2. Understands all weapons nomenclatures.	
3. Demonstrates and explains weapon mechanics: identify and clear malfunctions, knows loading and unloading, and a weapon's operating system.	
4. Clarifies in a step-by-step manner how the CEW is handled and operated.	
SHOOTING LINE PRESENCE	
1. Displays a professional stance and demeanor at all times.	
2. Shows a teamwork mentality with other instructors.	
3. Provides fair and impartial evaluations to all shooters.	
4. Exhibits patience and a methodical approach to teaching, correcting, and praising.	
5. Lesson is completed in a timely manner.	
DEFENSIVE TACTICS	
1. Ensures all necessary equipment is available during class session.	
2. Inspects training area to eliminate all safety hazards.	
3. Organizes students depending on physical size and defensive tactic abilities.	
4. Monitors any improper or unsafe activities.	
5. Clearly explains and provides demonstrations of all learning objectives.	

6. Remains alert for all injuries, issues, or safety concerns.	
7. Provides fair and impartial evaluations.	
8. Lesson is completed in a timely manner.	

<b>VEHICLE OPERATIONS</b>	<b>GRADE</b>
1. Clarifies in a step-by-step manner how the exercises are performed.	
2. Explains the purpose of all exercises performed, and provides exercise expectations.	
3. Uses proper terminology in all teaching explanations.	
4. Demonstrates driving exercise with smoothness, correct speed, and precision.	
5. Sits in the vehicle in a fashion capable of taking corrective action.	
6. Shows alertness to any risks and gives directions to mitigate.	
7. Provides fair and impartial evaluations.	
8. Lesson is completed in a timely manner.	
<b>FIRST-AID</b>	
1. Clarifies in a step-by-step manner how all first-aid is performed.	
2. Explains the importance of treating patients with special considerations.	
3. Demonstrates the proper use of Personal Protective Equipment (PPE).	
4. Provides clear instructions to patient assessments (AVPU).	
5. Demonstrates proper lifting techniques and recovery positions.	
6. Explains and identifies treatment for trauma related issues.	
7. Provides fair and impartial evaluations.	
8. Lesson is completed in a timely manner.	

Evaluator's Printed Name \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Miami Police Department Training Center (305)603-6624**

### **INSTRUCTOR PERFORMANCE GUIDELINES (CALEA 8.1.6)**

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All supervisors conducting an Instructor Performance Evaluation will review the guidelines for instructor evaluation and monitoring prior to the commencement of the training observation. The training supervisor shall conduct a debrief at the culmination of the evaluation period and discuss the grades and the performance of the instructor. All Instructor Performance Evaluations must be signed and dated and submitted for record-keeping.

Grading Scale:

#### **INSTRUCTOR PREPARATION AND CREDIBILITY**

- *Established and maintained a learning environment of mutual respect.*

**Meets expectations (ME)** Instructor facilitated a learning environment conducive to development, interaction, and sharing of ideas.

**Needs Improvement (NI)** Instructor allowed for disrespectful comments to be made towards other in the class.

- *Provides simple and direct explanations of lesson objectives and goals.*

**Meets expectations (ME)** Instructor provided simple interpretations of concepts that are understandable.

**Needs Improvement (NI)** Instructor provided lengthy and difficult terminologies during instruction.

- *Uses participants' past experiences to maximize learning development.*

**Meets expectations (ME)** Instructor allowed for students' current knowledge to improve learning.

**Needs Improvement (NI)** Instructor did not allow for a student's past experience to enhance learning.

- *Avoids biases against participants, either through actions, language, or behavior.*

**Meets expectations (ME)** Instructor treated all students with respect and dignity.

**Needs Improvement (NI)** Instructor failed to use actions geared on individual respect.

- *Displays poise in his/her skills, knowledge, and teaching abilities.*

**Meets expectations (ME)** Instructor was confident in the subject matter and portrayed assertiveness.

**Needs Improvement (NI)** Instructor does not have a grasp on the subject.

### ***CLASS MANAGEMENT***

- *Balances class time effectively for both activities and learner questions.*

**Meets expectations (ME)** Instructor used time effectively for all exercises and activities.

**Needs Improvement (NI)** Instructor ran out of time and did not complete aspects of the lesson.

- *Uses different instructional methods (e.g., Demonstration, Guided discussion, Role play)*

**Meets expectations (ME)** Instructor used more than one instructional method.

**Needs Improvement (NI)** Instructor only used a single method of teaching.

- *Lesson and course objectives are explained prior to class start.*

**Meets expectations (ME)** Instructor explained the lesson and course objective clearly during the beginning of the course.

**Needs Improvement (NI)** Instructor failed to explain the lesson and course objective clearly during the beginning of the course.

- *Uses different training aids (e.g., handouts, Power Point, videos).*

**Meets expectations (ME)** Instructor used one or more training aids.

**Needs Improvement (NI)** Instructor failed to use training aids.

## ***PRESENTATION SKILLS***

- *Voice projection.*

**Meets expectations (ME)** Instructor's voice projected throughout the classroom and he/she was easily understood.

**Needs Improvement (NI)** Instructor's voice was low and did not have command presence.

- *Uses questions to stimulate interest and shows teaching enthusiasm.*

**Meets expectations (ME)** Instructor asked questions and engaged students to participate.

**Needs Improvement (NI)** Instructor did not ask any questions and was not enthusiastic.

- *Provides encouraging feedback to create comfortable situations for mistakes to be made.*

**Meets expectations (ME)** Instructor provided meaningful feedback and students felt comfortable participating.

**Needs Improvement (NI)** Instructor did not provide feedback and there was a low level of participation.

- *Summarize content to integrate learning objectives*

**Meets expectations (ME)** Instructor summarized all learning objectives prior to the conclusion of the lesson.

**Needs Improvement (NI)** Instructor failed to summarize all or some of the learning objectives prior to the conclusion of the lesson.

- *Uses proper verbal and non-verbal communication effectively.*

**Meets expectations (ME)** Instructor communicated effectively, was understood, and two-way dialogue was proficient.

**Needs Improvement (NI)** Communication was not effective and students seemed to not receive content properly.

- *Lesson is completed in a timely manner.*



**Meets expectations (ME)** Instructor completed all learning objectives and students achieved learning goals.

**Needs Improvement (NI)** Instructor failed to complete all learning objectives and students did not achieve learning goals.

### **FIREARMS INSTRUCTION AND CONDUCTIVE ELECTRONIC WEAPON (CEW)**

- *Line Duties: Demonstrates line safety procedures.*

**Meets expectations (ME)** Instructor kept all students safe and rules were followed.

**Needs Improvement (NI)** Instructor allowed safety rules to be violated without correction.

- *Line Duties: Shows alertness.*

**Meets expectations (ME)** Instructor was alert and showed a quick response to line dangers.

**Needs Improvement (NI)** Instructor was inattentive and did not anticipate or identify dangers.

- *Line Duties: Commands are clear and accurate.*

**Meets expectations (ME)** Instructor provide clear commands that were followed.

**Needs Improvement (NI)** Instructor failed to provide clear commands.

- *Line Duties: Targets are scored truthfully and efficiently.*

**Meets expectations (ME)** Instructor scored all targets with accuracy and efficiency.

**Needs Improvement (NI)** Instructor failed to score all targets with accuracy and took a substantial amount to score.

### ***SHOOTING AND WEAPON KNOWLEDGE***

- *Demonstrates familiarity in the identification and correction of shooter errors.*

**Meets expectations (ME)** Instructor corrected shooting errors and quickly identified the weakness.

**Needs Improvement (NI)** Instructor failed to identify corrective actions for shooting.

- *Understands all weapons nomenclatures.*

**Meets expectations (ME)** Instructor explained the nomenclature of all weapons correctly and understood their respective functions.

**Needs Improvement (NI)** Instructor showed minimal understanding of weapon nomenclature.

- *Demonstrates and explains weapon mechanics: identify and clear malfunctions, knows loading and unloading, and a weapon's operating system.*

**Meets expectations (ME)** Instructor was proficient in the identification and correction of malfunctions and provided clear instructions for resolution.

**Needs Improvement (NI)** Instructor failed to demonstrate proper weapon clearance, loading, and unloading.

- *Clarifies in a step-by-step manner how the CEW is handled and operated.*

**Meets expectations (ME)** Instructor provided clear and precise instructions for the handling of firearms and CEW.

**Needs Improvement (NI)** Instructor failed to provide clear instructions for the handling of firearms and CEW.

### ***SHOOTING LINE PRESENCE***

- *Displays a professional stance and demeanor at all times.*

**Meets expectations (ME)** Instructor showed a professional demeanor and attitude at all time.

**Needs Improvement (NI)** Instructor was playful and not attentive during instruction.

- *Shows a teamwork mentality with other instructors.*

**Meets expectations (ME)** Instructor included other members of the Firearms Detail to meet courser objectives.

**Needs Improvement (NI)** Instructor acted alone and did not function in a group mechanic.

- *Provides fair and impartial evaluations to all shooters.*

**Meets expectations (ME)** Instructor evaluated all students in the same manner and according to standing operating procedures and departmental orders.

**Needs Improvement (NI)** Instructor did not evaluate all students in the same manner.

- *Exhibits patience and a methodical approach to teaching, correcting, and praising.*

**Meets expectations (ME)** Instructor had a proper instructional pace and knew the content well.

**Needs Improvement (NI)** Instructor did not have proper pacing or delivery for all aspects of the lesson plan.

- *Lesson is completed in a timely manner.*

**Meets expectations (ME)** Instructor completed all learning objectives and students achieved learning goals.

**Needs Improvement (NI)** Instructor failed to complete all learning objectives and students did not achieve learning goals.

## **DEFENSIVE TACTICS**

- *Ensures all necessary equipment is available during class session.*

**Meets expectations (ME)** Instructor prepared all equipment for the course.

**Needs Improvement (NI)** Instructor was missing items necessary for practicum instruction.

- *Inspects training area to eliminate all safety hazards.*

**Meets expectations (ME)** Instructor inspected the mat area for chemicals, body fluids, or debris, foreign object before the course began.

**Needs Improvement (NI)** Instructor failed to inspect the mat.

- *Organizes students depending on physical size and defensive tactic abilities.*

**Meets expectations (ME)** Instructor placed students into groups based on height, weight, and capabilities.

**Needs Improvement (NI)** Instructor had random groups assigned without forethought or planning.

- *Monitors any improper or unsafe activities.*

**Meets expectations (ME)** Instructor was alert during all training activities made students aware of improper tactics.

**Needs Improvement (NI)** Instructors was not attentive and students performed tactics that were not taught or instructed.

- *Clearly explains and provides demonstrations of all learning objectives.*

**Meets expectations (ME)** Instructor explained all moves and tactics in a clear and concise manner.

**Needs Improvement (NI)** Instructor did not explain moves and tactics with sufficient information to develop proficiency.

- *Remains alert for all injuries, issues, or safety concerns.*

**Meets expectations (ME)** Instructor was aware of all risk aspects presented in the class.

**Needs Improvement (NI)** Instructor was not aware of risks or injuries during instruction.

- *Provides fair and impartial evaluations.*

**Meets expectations (ME)** Instructor evaluated all students in the same manner and according to standing operating procedures and departmental orders.

**Needs Improvement (NI)** Instructor did not evaluate all students in the same manner.

## VEHICLE OPERATIONS

- *Clarifies in a step-by-step manner how the exercises are performed.*

**Meets expectations (ME)** Instructor provided step-by-step instruction of all maneuvers.

**Needs Improvement (NI)** Instructor's instructions did not contain all the pertinent information to provide meaningful instruction.

- *Explains the purpose of all exercises performed, and provides exercise expectations.*

**Meets expectations (ME)** Instructor explained the course objectives and goals and students understood exercise expectations.

**Needs Improvement (NI)** Students were unclear of expectations and goals for the course.

- *Uses proper terminology in all teaching explanations.*

**Meets expectations (ME)** Instructor used terminology that was consistent with the training and defined each term.

**Needs Improvement (NI)** Instructor used jargon and unclear statements to describe maneuvers.

- *Demonstrates driving exercise with smoothness, correct speed, and precision.*

**Meets expectations (ME)** Instructor demonstrated all exercises with confidence and expertise.

**Needs Improvement (NI)** Instructor's exercise demonstration and driving instruction lacked proficiency.

- *Sits in the vehicle in a fashion capable of taking corrective action.*

**Meets expectations (ME)** Instructor was situated in the vehicle in a location suitable to correct and prevent driving errors.

**Needs Improvement (NI)** Instructor was not seated properly and was inattentive.

- *Shows alertness to any risks and gives directions to mitigate.*

**Meets expectations (ME)** Instructor was attentive to road hazards and provided clear instructions to assist students to navigate properly.

**Needs Improvement (NI)** Instructor was not attentive and road hazards affected the students' driving.

- *Provides fair and impartial evaluations.*

**Meets expectations (ME)** Instructor evaluated all students in the same manner and according to standing operating procedures and departmental orders.

**Needs Improvement (NI)** Instructor did not evaluate all students in the same manner.

- *Lesson is completed in a timely manner.*

**Meets expectations (ME)** Instructor completed all learning objectives and students achieved learning goals.

**Needs Improvement (NI)** Instructor failed to complete all learning objectives and students did not achieve learning goals.

### **FIRST-AID**

- *Clarifies in a step-by-step manner how all first-aid is performed.*

**Meets expectations (ME)** Instructor provided step-by-step clear instructions.

**Needs Improvement (NI)** Instructor failed to provide a complete and thorough lesson.

- *Explains the importance of treating patients with special considerations.*

**Meets expectations (ME)** Instructor provided the importance of treating special patients and explained how to mitigate their injuries.

**Needs Improvement (NI)** Instructor failed to explain the needs of patients with special considerations.

- *Demonstrates the proper use of Personal Protective Equipment (PPE).*

**Meets expectations (ME)** Instructor demonstrated how to properly don PPE equipment and how to properly dispose.

**Needs Improvement (NI)** Instructor failed to discuss the importance of PPE use and disposal.

- *Provides clear instructions to patient assessments (AVPU).*

**Meets expectations (ME)** Instructor was clear and precise on patient assessment procedures.

**Needs Improvement (NI)** Instructor failed to cover at least one topic of AVPU procedures.

- *Demonstrates proper lifting techniques and recovery positions.*

**Meets expectations (ME)** Instructor was proficient in explaining all the lifting techniques and recovery positions through visual and verbal demonstration.

**Needs Improvement (NI)** Instructor failed to properly discuss the lifting and recovery positions and or failed to visually demonstrate.

- *Explains and identifies treatment for trauma related issues.*

**Meets expectations (ME)** Instructor was proficient in explaining all trauma related injuries and first aid processes.

**Needs Improvement (NI)** Instructor failed to explain with clarity trauma related injuries.

- *Provides fair and impartial evaluations.*

**Meets expectations (ME)** Instructor evaluated all students in the same manner and according to standing operating procedures and departmental orders.

**Needs Improvement (NI)** Instructor did not evaluate all students in the same manner.

- *Lesson is completed in a timely manner.*

**Meets expectations (ME)** Instructor completed all learning objectives and students achieved learning goals.

**Needs Improvement (NI)** Instructor failed to complete all learning objectives and students did not achieve learning goals.

**CITY OF MIAMI – CITY OF MIAMI POLICE DEPARTMENT TRAINING  
CENTER  
GENERAL RELEASE AND HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, (hereinafter the “*Undersigned*”), hereby acknowledge that I have requested and have been given permission from the City of Miami, Florida, a municipal corporation (“*City*”) to participate in receiving training or instruction in police procedures, techniques, or practices from the City of Miami Police Department (“*MPD*”) at a City owned training facility and/or utilizing City owned equipment (“*Training Center*”). I hereby agree to obey at all times all instructions, orders, and commands given to me by MPD officer(s) in command of the training or exercise. I fully understand and have full knowledge that dangerous situations may arise while participating at the Training Center which could result in the Undersigned being physically harmed or injured, as well as being fatally injured. I nevertheless, freely and voluntarily assumes these risks.

In consideration for the training or instruction received by the Training Center, I, the Undersigned, hereby agree to indemnify and hold harmless the City, its officers, agents, and employees against any and all claims, demands, suits, causes of action or rights of action, whether in law or equity which the I may have had, have, or hereafter may claim to have against the City, its officers, agents or employees, for any personal injury, temporary, permanent or fatal, and any or all property damage or any loss of property I may sustain during the period of time I am participating in the training or instruction while using the Training Center.

Furthermore, I agree to voluntarily, unconditionally release and discharge the City, its officers, agents, and employees from any and all liability resulting in personal injury, either temporary, permanent, or fatal, and any or all property damage or any loss of property that I may sustain during the period of time I am participating in the training or instruction while using the Training Center.

I, the Undersigned, acknowledge that I am not an employee of the City, nor a volunteer, and I am not to receive any compensation, salary or remuneration of any nature from the City. As such, I fully understands and agrees that I shall not attain any right or benefit nor shall I be entitled to Florida Workers’ Compensation benefits as an employee of the City.

I, the Undersigned, further agrees and acknowledges that the above-stated agreement to indemnify, hold harmless, and release from any and all liability by the Undersigned, shall be legally binding upon my personal representatives, assigns, heirs, and next of kin for any and all loss or damage, and any claim or demands therefore on account of any injury to the person or property of the Undersigned or resulting in death of the Undersigned, whether caused by the negligence of the City or any third party or otherwise while the Undersigned is in, upon or nearby the Training Center. I am aware that I am releasing certain legal rights that I may otherwise have and am undertaking other specific legal obligations that I otherwise might not have, and I nevertheless enter into this agreement on behalf of myself, and others described above, of my own free will.

*My signature below indicates that I, the Undersigned, have read and am voluntarily signing this release and hold harmless agreement releasing the City of any liability, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made:*

**Participant:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Witness:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date