

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

PATROL

FIELD OPERATIONS DIVISION
DISTRICT PATROL
STANDARD OPERATING PROCEDURES
MASTER INDEX

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FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES



City of Miami


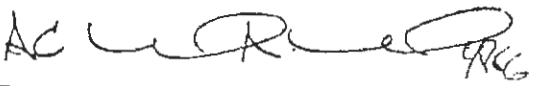

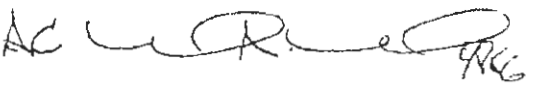



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	 _____ Section Commander	<u>1/24/19</u> Date
Second Quarter Inspection:	 _____ Section Commander	<u>4/18/19</u> Date
Third Quarter Inspection:	 _____ Section Commander	<u>7/3/19</u> Date
Fourth Quarter Inspection:	 _____ Section Commander	<u>12/4/19</u> Date
Annual Inspection:	 _____ Section Commander	<u>12/4/19</u> Date



City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>AC [Signature]</u> Section Commander	<u>3/6/20</u> Date
Second Quarter Inspection:	<u>AC [Signature]</u> Section Commander	<u>4/27/20</u> Date
Third Quarter Inspection:	_____ Section Commander	_____ Date
Fourth Quarter Inspection:	_____ Section Commander	_____ Date
Annual Inspection:	_____ Section Commander	_____ Date



City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Patrol District Personnel:

The Standard Operating Procedures were established to provide additional guidelines for the operation and management of all patrol personnel. These guidelines help to ensure uniformity among all districts and sections within the division.

These procedures do not supersede current departmental orders. The Division Chief will resolve any conflicts which may arise.

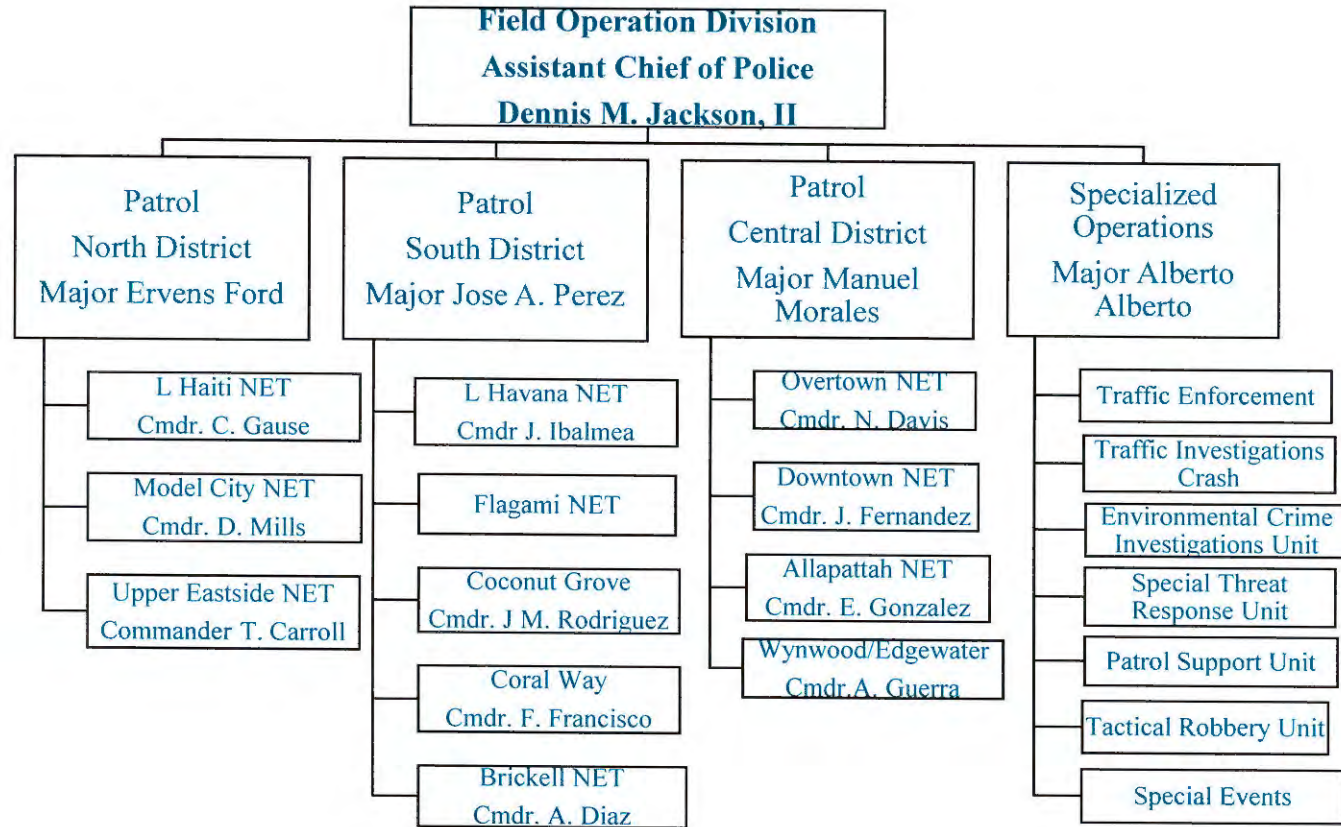
Each section within the Field Operations Division will update their individual Standard Operating Procedures outlining issues specific to their section/district.

All personnel assigned to the Field Operations Division are required to read, understand and abide by these procedures as set forth by the Field Operations Division Chief.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date





City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

I. MISSION

To provide law enforcement, emergency response and maintain order for the residents and visitors of the City of Miami. Our efforts will focus on encouraging residents and visitors alike to work together with the police.

II. GOALS

To provide Proactive Community Policing, increasing the safety of our residents and visitors by reducing crime and delivering professional and efficient police services focused on the overall needs of our communities.

III. OBJECTIVES

To identify crime trends and apprehend all offenders through proven and innovative strategies and technologies for policing.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: PRODUCTIVITY REPORTS

PURPOSE: To ensure uniform reporting of patrol productivity.

SCOPE: To standardize patrol efficiency by recording individual, squad, and platoon level activities and assign responsibility for accurately reporting and evaluating work efficiency.

- I. Automated Officer Worksheets/information contained in Worksheets:
 - A. Every officer must enter all activity that is completed during their tour of duty into the current field-based reporting application (CAD). Additionally, members are responsible for advising Communications (dispatch) of every signal and status throughout their tour of their duty.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

II. Monthly Activity Report:

The Monthly Activity report is compiled electronically aggregating all the data from the automated officer worksheets.

A. Activity

1. Back Up's / Go-By's
2. Crisis/Detox Referrals
3. Directed Patrol
4. Disturbance calls
5. Narcotics call
6. Other call
7. Part 1
8. Prostitution call
9. Special detail
10. Traffic crash
11. Traffic stop
12. Transport
13. Watch Order

B. Report

1. Accidents
2. Crash Reports
3. Citations
4. False Alarms
5. Field Interviews

C. Arrest Type

1. Arrested after incident
2. Arrested on scene
3. Promise to Appear

D. Arrest Charge

1. Aggravated Assault
2. Burglary
3. Destruction/Damage/Vandalism
4. DUI
5. Forcible Sex

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

6. Homicide
7. Misc
8. Motor Vehicle Theft
9. Narcotics
10. Non-Forcible Sex
11. Prostitution
12. Robbery
13. Theft
14. Weapons Violation

F. Property

1. Recovered Firearms
2. Recovered Vehicles

II. Section Monthly Report:

The District Commander will compile the section monthly report and submit to the FOD Chief by the second Wednesday of the subsequent month. The report will include the below listed areas of reporting.

1. Top Accomplishments per NET/Unit
2. NET/ Unit Operations
3. Award Nominations Submitted
4. NET Support Vacancies & Status
5. Overtime Policy Violations and Action Taken
6. Evaluations Past Due Over 30 Days and Action Taken
7. Shift Representative Meetings and Highlights
8. Body-Worn Camera Compliance Audits
9. Body-Worn Camera Ticklers
10. FOD Open Tasks per Section
11. Personnel Inspections
12. Response to Resistance Reports Pending Over 30 Days and Justification or Action Taken
13. NET/ Unit Light Duty Personnel and Update
14. Past Due Reports Over 15 days and Action Taken

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-1

SUBJECT: SERGEANTS, LIEUTENANTS, CAPTAINS AND COMMANDERS ARE TO DESIGNATE AN ACTING SUPERVISOR WHEN ABSENT FROM REGULAR DUTY.

PURPOSE: To ensure a proper Chain-of-Command is in place in the absence of regularly scheduled Sergeants, Lieutenants, Captains or Commanders.

SCOPE: This SOP delineates the responsibilities of Sergeants, Lieutenants, Captains and Commanders to assign an acting subordinate in their absence to act on their behalf and ensure Continuity of Command by maintaining a proper Chain-of-Command.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-1
(Continuation)

- I. Responsibilities – District NET Commanders:
 - A. NET Commanders will assign an Acting Commander in their absence.

- II. Responsibilities – Captains:
 - A. Captains will assign an Acting Captain in their absence.

- III. Responsibilities – Lieutenants:
 - A. Lieutenants will assign an Acting Lieutenant in their absence.

- IV. Responsibilities – Sergeants:
 - A. Sergeants will assign an Acting Sergeant in their absence. The acting sergeant will only be responsible for administrative duties, not field activities.

- V. Lieutenants, Captains and Commanders will communicate the name of their acting subordinate to the District Major.

- VI. Sergeants will communicate the name of their acting subordinate to their Lieutenant.

- VII. All affected personnel within the chain of command will be made aware of the name and rank of the personnel acting on behalf of the absent member.

- VIII. Those personnel acting on behalf of an absent member will be made aware of all responsibilities, pending paperwork, and scheduled meetings they are responsible for.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-2

SUBJECT: **MINIMUM STAFFING FOR PATROL DISTRICTS**

PURPOSE: To ensure minimum staffing levels for the Patrol Districts are established and adhered to uniformly in all three districts.

SCOPE: This SOP delineates the responsibilities of the District Majors, NET Commanders, Captains, Lieutenants, Sergeants, Administrative Sergeants and the Staffing Detail Sergeant.

- I. **NET Commanders Responsibilities:**
 District Majors will ensure compliance with the following:
 - A. Conduct a professional assessment of district personnel to ensure quality service to the community throughout the year.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-2

(Continuation)

- B. Based on the assessment, provide the Deputy Chief of the Staffing Detail with a minimum staffing level for response to calls for service.
 - C. Ensure NET Commanders, Captains, Lieutenants and Administrative Sergeants adhere to the procedures delineated in Section II of this SOP.
- II. Captains, Lieutenants, Sergeants and Administrative Sergeants, Responsibilities:
- A. Ensure an updated "P Sheet" is maintained on the Staffing Program along with a hard copy of the P-Sheets for the present day and next three (3) upcoming days, easily in a known and easily accessible area as a redundancy to the Staffing Program.
 - B. Review P-Sheets for the next ten (10) upcoming days to ensure minimum staffing for all three districts has been maintained and report any shortages to the Staffing Detail immediately.
 - C. Ensure all scheduled time off and any subsequent schedule changes have been posted on the Staffing Program and the approved paperwork has been forwarded to the Staffing Detail for record keeping.
- III. NET Commanders, Captains and Lieutenants will be responsible for the following:
- A. Review the daily P- Sheets prior to the beginning of the shift to ensure minimum staffing for the district has been maintained.
 - B. **If a NET Area is below minimum staffing**, the Lieutenant shall utilize officers from other NET Areas within the district showing above minimum staffing. If the district is below minimum staffing overall, the "Overlap" officers from other districts will be used to reach the districts minimum staffing. **Minimum Staffing takes precedence over any other use of officers.**
 - C. **Overtime usage: If there are insufficient personnel available for a current shift and all resources have been exhausted** (Overlap from all three districts, BEAT Officers, P.S.T. Officers and N.R.O.'s) a NET Commander,

STANDARD OPERATING PROCEDURES: S.O.P. 1-2
(Continuation)

Captain or Lieutenant may authorize overtime for additional officers.

Shift overtime is authorized as follows:

1. "A" Shift: 0700-1300
2. "B" Shift: 1600-2100
3. "C" Shift: 2400-0600

The NET Commander, Captain or Lieutenant who authorized the overtime must enter their IBM into the Staffing Program and will initial the P- Sheet, documenting their approval of the overtime expenditure.

Should a NET Commander, Captain or Lieutenant not be present for the district, the Early Sergeant shall contact a NET Commander and/or Lieutenant from another district to obtain authorization of the expenditure of overtime. This supervisor will note on the "P" Sheet, which commander authorized the overtime and enter the Commanders IBM number into the Staffing Program.

D. Minimum Staffing:

The following criteria are applicable to the concept of minimum staffing.

1. Minimum staffing levels are determined by the District Major, with the approval of the Field Operations Division Chief. **Minimum staffing levels must always be maintained for the district without exception.**
2. Beat Officers, PST Officers, NRO's and officers on FTO rotation cycles R1-R4, **are not counted as part of minimum staffing levels.**
3. Requests for E/O or unscheduled "V" will not be approved if such a request lowers staffing below minimum. (See subsection E.2 of this SOP for the exception.)

STANDARD OPERATING PROCEDURES: S.O.P. 1-2

(Continuation)

E. Granting of time off:

1. The granting of time off **within 10 days** (CEO) of the requested time period may be denied at the discretion of a Commanding Officer and/or the Staffing Detail based on one or more of the following:
 - a. Officer does not have a sufficient time balance.
 - b. District minimum staffing has not been met.
 - c. Emergencies, demonstrations, civil disturbance, natural disasters, large scale events.
 - d. Pre-planned operations such as stings, bar-checks, minor crime initiatives or other events.
 - e. Officers are encouraged to request time off as far in advance as possible. However, officers will be able to take time off without advance notice under the following circumstances:
 - 1) The district has regularly scheduled officers above minimum staffing who are not scheduled to be off for training or any other commitment keeping them from working their tour of duty.
 - 2) Approval must be obtained from a supervisor for the time off. Supervisors are required to check the P-Sheet in the Staffing Program for the specific day to ensure minimum staffing is maintained if the time off is granted.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-3

SUBJECT: DAILY ATTENDANCE ROSTER

PURPOSE: To provide patrol districts with uniform procedures for preparation, distribution, and filing of the Daily Attendance Roster (P-Sheet).

SCOPE: The Daily Attendance Roster, also referred to as the P-Sheet, shall reflect the daily status of all personnel in each respective service area and will serve as a record of these assignments. It will be the primary record used by the Communications Section to reference patrol and patrol support assignments.

- I. The Staffing Detail will prepare the daily P-Sheets using the Staffing Program. Entries will be posted under the following categories:
 - A. Commanding Officers on duty.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

January 9, 2019
Effective Date



- B. Supervisors assigned as the Early Sergeant or Transfer Sergeant.
- C. Special Details assigned to the district such as Directed Patrols.
- D. Administrative personnel on duty, i.e. Light/Limited Duty Personnel and C.S.P.'s.
- E. All personnel, to include the Chain-of Command assigned to each NET Service Area. The below-listed abbreviations will follow each member listed as applicable:

- 1. F – Female Officer
- 2. FTO – Field Training Officer
- 3. FTS – Field Training Sergeant
- 4. FTL – Field Training Lieutenant
- 5. NET Commander – Neighborhood Enhancement Team Commander
- 6. FDL – Field Duty Lieutenant
- 7. K-9 – Canine Unit
- 8. OBS – Observer
- 9. PB – Probationary Officer
- 10. PSA – Public Service Aide
- 11. REC – R # (Recruit in FTO Phase 1-4)
- 12. SP – Spanish Speaking Officer
- 13. C – Creole Speaking Officer
- 14. A – Asian Speaking Officer
- 15. P – Portuguese Speaking Officer
- 16. SW – SWAT
- 17. B – Black Officer
- 18. NRO – Neighborhood Resource Officer
- 19. CIT – Crisis Intervention Team
- 20. T – Mandatory 2- person Unit
- 21. DUI – DUI Certified Officer
- 22. DRE – Drug Recognition Officer
- 23. SOLO # - Rotation Month/Solo Phase in FTO Program
- 24. DO – Detention Officer
- 25. BOLD # - Rotation month must ride with FTO

- 26. HN – Hostage Negotiator
- 27. RD – Radar Certified
- 28. LJ – Lojack Certified
- 29. BTO – Breath Test Operator
- 30. AED – Officer assigned an Automated Electronic Defibrillator

- F. NET Service Area, zone and vehicle number
- G. On-duty SWAT and K-9
- H. Special Details
- I. Alternate
- J. Personnel in school or training
- K. Off-duty personnel: E/O, V, I, D, W/WW, L, ML, IW, K

- II. The Staffing Program and a hard copy of the P-Sheet will be utilized to check attendance and announce assignments for the day during district Roll Calls. The Early Sergeants shall update the Staffing Program with any changes made to the P-Sheet and the updated P-Sheet made available on the Staffing Program. A copy of the P-Sheet will be distributed to the following immediately after updating:
 - A. To each on duty field duty sergeant and lieutenant in the district.
 - B. To the Front Desk Detail.
- III. Each original roster (P-Sheet) will be maintained electronically month by month by the Staffing Detail in accordance with Florida State Statues
- IV. The electronic copy of the P-Sheet will be maintained and backed up by Information Technology Detail.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-4

SUBJECT: ROLL CALL TRAINING

PURPOSE: To establish a uniform and effective method of training via field duty supervisors, field duty staff, certified trainers or subject matter experts directly to field officers.

SCOPE: This SOP is intended to provide guidelines ensuring patrol officers in each district are provided with specific training related to day to day operations, new or updated training methods, new or updated statutory guidelines or other relevant information or tactics critical to patrol officers in the field.

- I. Roll Call Training supplements formal In-Service Training. To include the following:
 - A. Recent state and supreme court decisions.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

January 9, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-4
(Continuation)

- B. Changes in county, municipal and departmental policies.
 - C. New or updated procedures and programs.
 - D. New or updated guidelines, tactics or other relevant issues critical to law enforcement, particularly for Field Operations.
-
- II. Roll Call training will be reported monthly by the District Major to the Field Operations Chief.
 - III. Roll Call training will be documented in the Admin Section of the MPD Staffing Program by including the type of training conducted and who provided the training.
 - IV. The Lieutenant designated as the shifts Field Training Lieutenant, is considered the Training Coordinator and will oversee and coordinate all In-Service Training within the district. The Training Coordinator will appoint a service area Training Sergeant for each service area who will implement and document all Roll Call training.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-5

SUBJECT: LINE INSPECTION

PURPOSE: To ensure compliance with departmental directives regarding uniforms, driver's licenses, departmental identification, required certifications, mission statements, personal appearance, vehicles and assigned equipment.

SCOPE: The Miami Police Department is responsible for ensuring its personnel report to work clean and well groomed, conforming to the standards set forth in Departmental Order 1, Chapter 11, Subsection 11.4.2.4. All personnel will properly maintain all their issued and/or assigned equipment to include but not limited to their assigned vehicle, weapon, uniforms, accessories, and specialized equipment in proper working order free of unnecessary wear and tear. Division inspections will be held bi-annually as per departmental order.

I. Line Inspection:

A. The Field Duty Lieutenant will be responsible for personnel inspections.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

January 9, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-5

(Continuation)

1. It will be at the discretion of the Field Duty Lieutenant as to when to conduct an inspection.
 - a. The Field Duty Lieutenant will conduct quarterly general inspections of all components, functions, personnel, facilities, property, and equipment assigned to their command in accordance with Departmental Order 1, Chapter 11. The inspection will require the submission of a written report through channels documenting the results of the general inspection to include any corrective action as well as any recommendations for improving police services. Any instance where a deficiency was identified but corrective action was not immediately taken, requires a follow-up inspection report documenting the corrective action taken, to be forwarded through channels.
2. The inspection shall focus on cleanliness, good grooming, and proper care of equipment.
3. The Field Duty Lieutenant or designee will note and maintain a record of those officers who are deficient in appearance and equipment care. Inspection form RF#699, will be used for this purpose and made a portion of the member's unit, personnel file. Results of the inspection will be noted in the employee's performance evaluation.
4. Repeat inspection violations will require the appropriate progressive disciplinary action to include but not limited to a Record of Formal Counseling/Reprimand.
 - a. When an officer is found to be deficient at the time of inspection, the appropriate corrective/disciplinary action will be completed.
 - b. More stringent measures will be undertaken in the event the officer continues to exhibit deficiencies.
5. District Majors will report the results of the bi-annual inspections to the Field Operations Chief.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION
DISTRICT PATROL
STANDARD OPERATING PROCEDURES

S.O.P. 1-6

SUBJECT: **WORKSHEETS**

PURPOSE: To provide the NET Service Areas with guidelines for the proper preparation of worksheets.

SCOPE: As per Departmental Order 1, Chapter 11, the Miami Police Department has transitioned to automated worksheets. It shall be the responsibility of sworn personnel of the rank of Police Officer and Sergeant assigned to any NET Service Area, to ensure that the automated worksheet accurately depicts their activities during their tour of duty.

1. Automated Officer Worksheets/information contained in Worksheets:
 - A. Every officer must enter all activity that is completed during their tour of duty into the current field-based reporting application (CAD). Additionally, members are responsible for advising Communications (dispatch) of every signal and status throughout their tour of their duty.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

October 26, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-6

(Continuation)

- B. NET assignment for statistics is based on the officer's unit number conducted.
2. To ensure accuracy, officers must verify they are properly placed on calls to reflect their activities.
- A. It is the officer's responsibility to ensure all information is correct on the CAD prior to clearing the incident.
 - B. PRIOR TO CLEARING AN INCIDENT, officers need to make notes in the comments of the incident as to what occurred.
 - 1. In accordance with Departmental Orders **Transportation of Prisoners: of the opposite sex or any juveniles:** Officers will record the departure and arrival times and mileage on their worksheet; therefore, officers will enter the appropriate starting and ending mileage into the CAD notes so that it will reflect on the automated worksheet.
 - C. Correct IBM information must be entered into citations and accident reports for the officer to receive credit for the work performed.
3. Officers must place themselves on signals for all actions to obtain credit for work done.
- A. Primary officers will receive the stat for the call.
 - B. Backup officers will receive a backup stat.
 - C. The officer who creates the case reports, watch orders, and false alarm will receive the credit for the report and associated stats. attendance during the tour of duty.
 - D. If an officer is 06 and starts a report, the stat will not be attributed to the proper NET area.
 - E. Watch Orders will require you to change your status (Note that a Watch Order status still leaves you available to answer calls for service.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-7

SUBJECT: VEHICLE ISSUANCE

PURPOSE: To provide guidelines for the temporary assignment of Spare Vehicles for Officers assigned SOLO I, or SOLO II phases of the FTO Program and Probationary Officers not yet assigned a permanent take-home vehicle.

SCOPE: This SOP establishes procedures for the utilization, documentation, and control of vehicles assigned to the patrol districts for temporary use as patrol vehicles.

Manuel A Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P.1-7

(Continuation)

I. Responsibilities:

- A. Each districts Field Training Sergeant {(FTS) as determined by the District Field Training Lieutenant} is responsible for vehicle inventory and accountability of vehicle keys.
- B. The Early Sergeant will assign and issue vehicle keys to SOLO and probationary officers on a daily basis.
- C. The priority for vehicle issuance is as follows:
 - Officers in SOLO Phases I and II of the FTO Program.
 - Probationary Officers.
- D. The Field Training Sergeant will complete an inventory of all spare vehicles assigned to the districts and forward the inventory to the District's Field Training Lieutenant.
- E. The vehicle must be inspected for damage at the time it is signed out. The officer who is checking out the vehicle will note any damage on the "District Vehicle Operational Readiness Checklist" and will report the damage to their sergeant immediately. The appropriate forms must be completed.
- F. The vehicle must be returned with a full tank of gas, running correctly and clean both inside and outside.
 - 1. The vehicles Radio Frequency Identification Device (RFID) located in the vehicles fuel access door, activates the County fuel pumps automatically for fueling.
- G. These vehicles will must be parked at their respective district station, in their designated area at the end of the tour of duty and all vehicle keys turned in. **Under no circumstances will any vehicle keys be taken home or stored anywhere else other than there designated location.**
- H. **The district vehicles are prohibited from being used as take-home vehicles.**
- I. **The district vehicles are prohibited from being used for off-duty employment.**
- J. Any maintenance required by the vehicle will be the officer's responsibility. The officer must write an email to the district's FTS detailing the problem with the vehicle, i.e. "brake problems," "won't start," "air conditioning," etc. who will forward it to the Field Training Lieutenant.
- K. The officer will ensure the vehicle is taken to the motor pool and a "work order" is completed unless circumstances do not allow. Otherwise the FTS will make arrangements to ensure the motor pool receives the vehicle with a completed work order.

STANDARD OPERATING PROCEDURES: S.O.P.1-7

(Continuation)

- L. A vehicle file will be maintained by each district. The Field Training Lieutenant will check once a month to ensure each vehicle receives the required preventative maintenance.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL STANDARD OPERATING PROCEDURES

S.O.P. 1-8

SUBJECT: **NEGATIVE TIME BALANCES**

PURPOSE: To propose a procedure for monitoring negative time balances.

SCOPE: To establish procedures for record keeping and the accounting for the use of time balances and the notification of negative time balances.

- I. It is incumbent upon each district Early Sergeant and Deputy Field Duty Lieutenant to be cognizant of all members' creditable time usage in order to avoid negative time balances. This may be accomplished by monitoring approval of time off and holding members accountable.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P.1-8

(Continuation)

II. Criteria for the standardization of time off approval, accountability and negative time balances corrections.

- A. Negative time balances will not be permitted. All approved time off requests will be forwarded immediately to the Staffing Detail for final review, approval and posting. The Staffing Detail is the final authority for granting advance time off request.
- B. If time off is granted to an employee whose creditable time has been expended, the employee will be carried as outlined in Departmental Order 6, Chapter 1, Subsection 1.4.2.16.
- C. If time off is granted where none exists, a payroll correction will be forwarded immediately taking time from another source. If creditable time does not exist in another account, the payroll correction form will reflect the employee's status consistent with Departmental Order 6, Chapter 1, and Subsection 1.4.2.16.
- D. All requests for time off must be reviewed and approved by a supervisor, reviewed and approved by a commanding officer and then forwarded to the Staffing Detail for final review, approval and posting of the requested time. The final authority for granting time off is the Staffing Detail.

Prior to approval, the supervisor or commanding officer granting the time off will check the employee's most recent "Employee Balances by Assignment" printout to ensure time is available. The supervisor or commanding officer will also ensure the time off is properly documented on the Shift P-Sheet by the Staffing Detail.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

- S.O.P.** 1-9
- SUBJECT:** TIME OFF REQUESTS "V", "EO", "CEO", "MILITARY",
ETC.
- PURPOSE:** To establish uniform policies and procedures for requesting
time off.
- SCOPE:** The following procedures will be adhered to when granting
time off:

I. Full Day Off Request:

- A. Vacation leave must be requested twenty-four (24) hours in advance of use and shall be taken in increments of not less than 1 hour. Requests will be submitted on the Telestaff Program and an email will be sent to staffing personnel, carbon copying employee's supervisor. The Staffing Detail will approve or deny the request based on minimum staffing levels for the day that the employee has requested.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

February 12, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-9

(Continuation)

- B. No request made to staffing personnel within twenty-four (24) hours of the requested shift will be granted, regardless of the minimum staffing, this includes partial time off request, without the approval of a commanding officer.
- C. Emergency/last minute full-day time off requests for unforeseen or unplanned events can be approved by an on-duty Field Duty Lieutenant. The Field Duty Lieutenant shall take into consideration minimum staffing requirements when evaluating the request.
- D. Partial time off request: Partial time off requests for officers/public service aides may be submitted on the same day and will be forwarded through the Chain of Command as a regular time off request.
- E. Officers/Public Service Aides wishing to go home "I" during their tour of duty must notify their supervisor before transferring. The supervisor will then make the adjustments in the Workforce Telestaff Program and notify the Staffing Detail via email. The Staffing Detail will ensure the proper time has been posted on the KRONOS System.
- F. Public Service Aids: Public Service Aides assigned to Field Operations are essential employees and are required to work their assigned shifts/days included but are not limited to; December 24 (Christmas Eve) and December 31 (New Year's Eve), or as directed by the Field Operations Assistant Chief. All time off requests shall follow the guidelines of this S.O.P.
- G. Only the Staffing Detail, NET Sergeants, NET Captains or NET Lieutenants are authorized to post the time off prior to the officer/public service aide leaving work.

STANDARD OPERATING PROCEDURES: S.O.P. 1-9
(Continuation)

II. Regular Scheduled Vacations:

A. All employees are entitled to an annual vacation. Every effort will be made to satisfy the employee in his/her selection of vacation days:

1. Scheduled vacation is defined as 40 hours or more of consecutive time off. These types of requests will be processed through the Staffing Detail for approval and posting on the Daily Attendance Roster.
2. Annual scheduled vacation requests will begin to be accepted once the City-Wide Bid has been completed. Dates for the vacation submissions will be announced through MPD Mailer and Official Bulletin prior to each bid.
3. Additional vacation requests will be made during the completion of each Quarterly Bid and processed accordingly. Dates for the Quarterly Vacation submissions will be announced through MPD Mailer and Official Bulletin prior to each bid.
4. Approval of vacation requests that were not completed during the above time frame will be at the discretion of the Staffing Detail personnel.
5. The employee must have enough time in his/her time bank at the date of the request to be granted time off.

B. The following are the steps for requesting scheduled vacation in advance:

STANDARD OPERATING PROCEDURES: S.O.P. 1-9
(Continuation)

1. The employee will request their top three (3) choices for scheduled vacation in order of importance on an email directed to staffing personnel. A district's minimum staffing requirements will always be maintained before time off can be granted.
2. The Staffing Detail will then deduct from the requested time bank of the employee in Kronos Workforce Central.
3. The same procedure will be followed for vacation requests that were not requested during the designated time frames. These requests will be at the discretion of the Staffing Detail personnel and will be based on minimum staffing levels. If two (2) or more employees are requesting the same time frames off, approvals will then be based on seniority.
4. Re-submissions for Vacation request will also be taken at every Quarterly Bid for review following the same procedures as stated above.
5. Changing shifts, E-days, or Districts after vacation was granted will not guarantee your scheduled vacation. Requests will be resubmitted on the Telestaff Program and an email will be sent to staffing personnel, carbon copying employee's supervisor.

STANDARD OPERATING PROCEDURES: S.O.P. 1-9
(Continuation)

III. Compensatory Time "CEO":

- A. The granting of Compensatory Time (Contractual Earned Overtime "CEO") will be in compliance with current collective bargaining agreements.
1. Employees are encouraged to request compensatory "CEO" time leave as far in advance as possible.
 2. Requests for compensatory time must be made at least ten (10) days prior to the requested day(s).
 3. Employees will request compensatory time via the departments Workforce TeleStaff Program and Email the Staffing Detail and include their supervisor. The request will then be posted on the Daily Attendance Roster. The Staffing Detail will then deduct the hours used from the employees "Comp" time bank in Kronos Workforce Central.

IV. Earned Overtime "EO":

- A. Time off requested within ten (10) days prior to the requested day(s) shall not be considered compensatory time. The request may or may not be granted and this will be at the sole discretion of management pursuant to minimum staffing requirements.
1. Employees will request "EO" time via the department's Workforce TeleStaff Program and Email the Staffing Detail and include their supervisor. The MPD Staffing Detail will approve or deny based on minimum staffing levels for the day(s) that the employee has requested.

STANDARD OPERATING PROCEDURES: S.O.P. 1-9
(Continuation)

V. Military Time:

A. The granting of Military Time will be in compliance with current City of Miami Civil Service Rules, collective bargaining agreements and applicable labor laws.

1. Active Military or Reservists are encouraged to request Military Time off as far in advance as possible via City of Miami "REQUEST FOR MILITARY LEAVE" Form # CS/AL 001 through the employee's chain of command.
2. Per Civil Service Rule 15.9 (b) requests for Military Leave shall be made as early as possible but at least two (2) weeks prior to the date when such leave is desired.
3. The completed form with copies of military orders will go through the employee's chain of command and will be given to the Staffing Detail once all the necessary approval signatures are affixed.
4. The Staffing Detail will then post the requested Military time on the Daily Attendance Roster.
5. The Staffing Detail will have sole authority for posting the requested time on the Daily Attendance Roster.
6. The Staffing Detail will then carry the employee "Military Leave" in Kronos Workforce Central.

VI. Bereavement Leave "K":

A. The granting of Bereavement leave will be in compliance with current collective bargaining agreements and Civil Service Rules.

1. In the case of death of an immediate family member as defined in the collective bargaining agreements the employee shall be authorized up to a maximum of forty (40) hours of paid leave.
2. The employee will call his/her immediate supervisor and advise them of the situation

STANDARD OPERATING PROCEDURES: S.O.P. 1-9
(Continuation)

and ask to be carried "K". The supervisor will then post the employee "K" on the Daily Attendance Roster in the amount of the time needed by the employee (maximum of forty (40) hours).

3. Employee has 30 days to submit "Death Certificate" accompanied by appropriate "K" paperwork to the Labor Relations Unit for proper processing.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-10

SUBJECT: VACATIONS

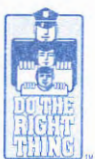
PURPOSE: To provide all three Patrol District NET Service areas with guidelines for vacation scheduling to ensure adequate manpower availability throughout the year.

SCOPE: See Departmental Order 6, Chapter 1, Subsection 1.4.18.2, for additional information concerning departmental vacation procedures.

- i. It is the responsibility of the Staffing Detail to ensure that the guidelines of this SOP and the departmental order mentioned above are implemented and followed.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

December 12, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-10
(Continuation)

- II. Field Operations Division personnel are responsible for submitting their vacation schedules to the District Administrative Personnel and the Staffing Detail no later than December 15, for the following calendar year. The schedules will be developed based on the following procedures:
 - A. Vacations will be scheduled based on:
 1. Seniority in rank
 2. Seniority in the department
 3. The Staffing Detail will list all members in their respective NET service area in rank order first, by seniority in rank. The highest are given first selection for vacation slots available in their respective district according to the master vacation schedule.
 - B. The Staffing Detail will schedule vacations ensuring that minimum level staffing is achieved.
 1. Generally, no more than 1/12 of the unit strength shall be scheduled during any given month.
 - a. For the patrol shifts, the following personnel will be scheduled for vacations on a weekly basis as indicated:
 - 1) Police officers assigned to NET service areas shall be permitted to be scheduled on "V" as service area staffing allows.
 - 2) NET service area sergeants shall be permitted to be scheduled for "V" at the rate of one sergeant as service area staffing allows.
 - 3) Field Duty Lieutenants shall be permitted to be scheduled for "V" as staffing allows.
 - b. No vacations for sworn personnel will be scheduled in the last week of December and the first week in January without the express consent of the appropriate District Commander.
 - c. Vacation scheduling will ensure that all members scheduled on the master vacation roster, submitted December 15, will be below the hour maximum carry-over by the following January, when the roster has terminated.
 - d. When the Staffing Detail finds it necessary to cancel or hold in abeyance a vacation during any calendar year, and the member(s) will exceed 200 vacation hours going into the next calendar year, it will be brought to the attention of the Chief of Police, through channels. This information will also be submitted with the annual vacation roster submitted each December 15.

STANDARD OPERATING PROCEDURES: S.O.P. 1-10

(Continuation)

- e. In accordance with the labor contract, vacations shall be taken by the last payroll period of the calendar year in which the vacation was credited. Employees shall only be allowed to carry over 200 hours of previous year's credited vacation. Any excess vacation over the 200-hour automatic carryover shall be forfeited as of February 1 of each year provided; however, those employees who were on disability at the time of their scheduled vacation shall be paid for all excess vacation over 200 hours at the rate of pay the employee was placed on disability. If an employee is unable to take the previously authorized vacation due to cancellation by his/her department, any hours in excess of the 200 hours which would have been forfeited shall be paid at the employee's January 1, hourly rate of pay.
- f. Any employee requesting a vacation in excess of 4 consecutive weeks (160 hours) must first have prior approval of the Chief of Police via the VAPO form. Consecutive includes vacation time, compensatory time (EO), or a combination of both.
- g. Patrol district members scheduled for vacation for June, July, and August will be scheduled for a maximum of four consecutive weeks until order or seniority and their vacation scheduled according to the date and slots indicated on the master roster. If, after everyone in the district has been scheduled for vacation by order of seniority, there are additional vacancies available during the months of June, July, and August within a member's district, he/she may be scheduled for additional "V" beyond the 4-week restriction, provided prior approval from the Chief of Police is received.
- h. If a member is transferred at his/her request to a new assignment outside his/her respective district and has not taken his/her vacation as previously scheduled, the member will be given the opportunity to select his/her vacation according to the vacation vacancies available in the receiving district or shift.
 - 1. A member transferring into a new assignment will not bounce another member's scheduled vacation, regardless of his/her seniority.
 - 2. District Commanders will make every effort to honor previously scheduled vacations whenever possible; however, minimum-level staffing will not be sacrificed for vacation scheduling.
- a. Members transferred to a new assignment due to shift or NET service area exigencies will be allowed to take a scheduled vacation unless an extreme urgency situation precludes such.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-11

SUBJECT: "I/IF" TIME

PURPOSE: To establish an effective method for notification and documentation of illness.

SCOPE: To provide Patrol District Supervisors and Officers with guidelines for the proper utilization of sick leave benefits.

- I. Member's Responsibility in Sick Leave Cases:
 - A. Responsibility for Notification of Illness: To be granted "I/IF" time due to illness or injury, the member must report daily by telephone to the Early Sergeant, 15 minutes prior to the time scheduled for the beginning of the employee's daily duties. If the member is too sick or incapacitated to telephone him/herself, he/she shall have a reliable person telephone for him/her.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-11

(Continuation)

- B. Illness Arising During Tour of Duty: A member released from duty because of an illness during a tour of duty shall be considered "Present" for the actual number of hours worked and "ill" for the actual number of hours remaining in the tour of duty.
- C. Confinement During Sick Leave: Members granted "I" or "IF" time shall remain at home or in the hospital during the entire period of absence. Should it become necessary to leave home for any reason, the member shall notify his/her supervisor of the reason for departure and the duration of the absence. In the event the immediate supervisor is not available, the member will follow the procedures set forth by Departmental Order 6, Chapter 1.
- D. Sick Leave (3 days or less): Any member absents from duty for 3 days or less can return to regular duty on the 4th day.
- E. Sick Leave (over 3 days): Any member absent from duty in excess of 3 days shall respond to the MRC and schedule an appointment with City Medical. City Medical will then clear the member before returning to regular duty.
- F. Off-Duty Employment When Unable to Report for Work: Pursuant to departmental orders, members are prohibited from engaging in off-duty employment after being unable to report for regular duty due to illness, or illness in the family, until he/she has subsequently completed a full tour of duty. This policy includes those members carried "I" or "IF" for the tour of duty immediately preceding "E" days. Any deviation of this policy needs the approval of the officer's commanding officer.

II. Supervisor's Responsibility in Sick Leave Cases:

- A. The responsibility for determining that a member is entitled to sick leave rests initially with the supervisor. Whenever a member is carried "I/IF," the member's supervisor shall be responsible for following the guidelines outlined below.
 - 1. The first day "I/IF" in the quarter will require a mandatory phone contact or home visit.
 - 2. Beginning with the second "I/IF" day during any given quarter, a home contact will be required, and home visits will become mandatory. A record of all phone contacts and home visits shall be entered on the front of the member's Sick Leave Utilization Supervisors Report.

STANDARD OPERATING PROCEDURES: S.O.P. 1-11

(Continuation)

3. The supervisor's home visits may be waived when a member has extended continuous illness. However, periodic phone contacts will be maintained at the discretion of the shift commander.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-12

SUBJECT: DISTRICT RENTAL VEHICLES

PURPOSE: To provide written guidelines for the use of rental vehicles assigned each District.

SCOPE: This SOP is intended to provide operational guidelines to all the members of each District concerning the use of district rental vehicles.

- I. Officer, NET Commander, and District Commander Responsibilities:
 - A. The District shall be assigned a District rental vehicle.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-12

(Continuation)

- B. The District rental vehicles will be used, **exclusively**, for undercover, tactical, and plainclothes operations within the NET service areas of the District.
- C. The District rental vehicle will be assigned for use by the District PST units. In the event, when practical, that patrol needs to utilize the District rental vehicle it must be approved by the District Commander or his/her designee.
- D. A sign-out log will be provided in the designated District's PST office. District rental vehicles will be signed in and out on a daily basis.
- E. The District rental vehicle must be inspected for damage at the time it is signed out. The officer who is checking out the District rental vehicle will note any damage on the log. The damage will also be reported to his/her supervisor immediately. The appropriate departmental forms must also be completed.
- F. The District rental vehicles shall be returned with a full tank of gas. The vehicles must be kept clean, both inside and outside. Maintenance of the district rental vehicles will be the responsibility of the officers that signed out the vehicles. Officers that utilize the District rental vehicles are required to note the starting and ending mileage of the vehicle on sign-out log.
- G. The District rental vehicles shall be parked at the District station in an area designated by the District Commander. The District rental vehicles must remain parked at the District station when not in use.
- H. The District rental vehicles must not be altered in any way.
- I. The District rental vehicles shall not be exchanged at the rental agency without the prior authorization of the District Commander or his/her designee.
- J. In the event of an accident, the District Commander must be notified, and arrangements will be made to exchange the District rental vehicle. The appropriate departmental forms must also be completed.
- K. The District rental vehicles are to be utilized for district-wide use and are prohibited from being used as take-home vehicles.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-13

SUBJECT: **RECORD OF FORMAL COUNSELING REPORTS**

PURPOSE: The purpose of this SOP is to assist NET supervisors and commanding officers in the proper utilization of the Record of Formal Counseling reports.

SCOPE: Fairness and appropriateness are important considerations in any disciplinary undertaking. Supervisors may exercise some discretion which allows for personal and circumstantial differences when determining appropriate disciplinary action. Record of Formal Counseling reports are designed as training guides that the officer's behavior or action is unacceptable. This unacceptable behavior may be failing to carry out a required duty or unacceptable performance according to standards set by departmental guidelines.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

June 27, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-13
(Continuation)

I. Procedures:

A. Record of Formal Counseling Report Utilization

1. Most instances of substandard or unacceptable performance/behavior will be documented. Minor infractions which are instantly correctable may be disposed of with verbal counseling/warning.
2. Record of Formal Counseling reports will be used for infractions which are not serious enough to warrant a reprimand.
3. Record of Formal Counseling reports are to be issued when they do not conflict with other disciplinary guidelines.
4. The supervisor will be required to provide positive statements to support his/her decision that the Record of Formal Counseling report is recommended in lieu of a reprimand.
5. Record of Formal Counseling reports will not be issued when an officer commits a serious violation, or when the officer is a habitual violator of minor infractions.
6. When a Record of Formal Counseling report is written by a supervisor, it will be submitted for review via the chain of command to the Deputy Chief's Office. The Record of Formal Counseling report will then be returned and issued to the department member by the supervisor that authored the discipline.
7. An officer receiving a Record of Formal Counseling report is subject to reflecting of same in ratings and for comments in the evaluation report for that period.
8. Generally, Record of Formal Counseling report are issued after counseling and/or training have not worked to change the violations of procedures or the unwanted behavior.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS

STANDARD OPERATING PROCEDURES

S.O.P. 1-14

SUBJECT: **PATROL SUPPORT SERGEANTS**

PURPOSE: The Patrol Support Sergeants are responsible for the daily, weekly, and yearly monitoring and supervision of the patrol support elements assigned to their respective NET. The Patrol Support Sergeants work directly for the NET Commanders.

SCOPE: The Patrol Support Sergeants are responsible monitoring and supervision of the patrol support elements assigned to their respective NET. The Patrol Support Sergeant is tasked with motivating, training and directing their employees in the performance of their duties. Full Duty personnel are to wear a police uniform always.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

Jan 31, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-14
(Continuation)

- I. Duty Hours:
 - A. Patrol Support Sergeants – as directed by the NET Commander.

- II. Duties and Responsibilities:
 - A. Coordinates, oversees, and supervises the patrol support elements assigned to his respective NET, to include Neighborhood Resource Officers, NRO Public Service Aides, Community Motor Officers and Beat units.
 - B. Monitors the area as needed to include the school safety officers assigned to the NET schools to ensure proper coverage and relief.
 - C. Assists in assessing, defining, and monitoring crime by directing the support elements in implementing “Community Oriented-Policing, Problem Oriented-Policing, and Intelligence Led-Policing” initiatives in their NET.
 - D. Assists the NET Commander in establishing rapport with homeowners’ associations, community groups and agencies servicing their N.E.T. Area.
 - E. Attendance at meetings and participation on committees is at the direction of the NET Commander.
 - F. Monitors the request for time off and time usage of NET support personnel.
 - G. Compiles and reviews KRONOS payroll for the officers under his supervision.
 - H. Ensures that the overall appearance of the NET personnel and their equipment is kept clean and in working conditions.
 - I. Monitors daily tickler reports and ensure that ticklers for their assigned personnel for missing reports, and PMP evaluations are completed.
 - J. Acts as the NET Liaison with the District Administrative personnel to ensure all CALEA standards are met and forms are completed.
 - K. Performs other duties as may be required and directed by NET Commander.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-15


SUBJECT: COURIER DISPATCH OF DEPARTMENT MAIL AND OTHER RELATED CORRESPONDENCE

PURPOSE: To ensure prompt pick-up and delivery of all mail, forms and reports between Patrol North, Central, and South District stations.

SCOPE: It is imperative that departmental delivery of all mail-related correspondence be distributed among district stations in a timely manner. Administrative personnel will be held responsible for the prompt pick-up and delivery of the mail.

I. District Responsibilities:

- A. The outgoing mail and other correspondence will be delivered to the Central District station just before 10 a.m. and 1 p.m. each day. Any items marked "Hand Deliver" will be handled as requested. All other items will be placed in the "outgoing box" located in the Field Operations Division for further distribution.



Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS

STANDARD OPERATING PROCEDURES

S.O.P. 1-16

SUBJECT: **DISTRICT ADMINISTRATIVE AND PATROL SUPPORT SERGEANTS**

PURPOSE: District Administrative Sergeants and/or Administrative Personnel are responsible for the daily, weekly, monthly and yearly recording, scheduling and reporting of information vital to the orderly operation of the District. The Administrative Personnel report directly to the District Major.

SCOPE: The District Administrative Sergeant and/or Administrative Personnel's primary duty is the supervision of administrative personnel assigned to the District. In addition to the duties outlined in this SOP, each District Administrative Sergeant and/or Administrative Personnel is tasked with motivating, training and directing their employees in the performance of their duties. Full Duty personnel are to wear a police uniform always. Limited Duty and civilian personnel are to professional business attire.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

January 3, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-16

(Continuation)

I. Duty Hours:

A. Administrative Sergeant and /or Administrative Personnel – As directed by the District Major.

B. Administrative Personnel

1. Administrative Personnel “E” Days and duty hours shall be determined by the District Administrative Sergeant with the approval of the district Major.

II. Duties and Responsibilities:

Administrative Sergeant and/or Administrative Personnel:

- A. Oversees and administers the use of the MPD Staffing Program for his/her District
- B. Coordinates and supervises all administrative personnel/ functions of the District.
- C. Coordinate with the Staffing Detail to ensures that minimum staffing levels for all shifts are maintained ten (10) days out.

Time off minimum staffing shall be defined and determined by the Assistant Chief in charge of Field Operations. The Field Operations shall maintain a schedule of minimum staffing guidelines. If staffing falls below minimum safe staffing levels, overlap officers will be utilized. The following is the order that personnel shall be used to maintain minimum staffing:

1. Overlap Officers
 2. Other District non-overlap officers
 3. Beats Officer
 4. Voluntary Overtime
 5. Mandatory draft
- D. When overtime is needed to maintain minimum staffing, the following hours will be authorized:
1. A-Shift: 0700 hours to 1300 hours
 2. B-Shift: 1600 hours to 2100 hours
 3. C-Shift: 2400 hours to 0600 hours
- E. Supervises all administrative and permanently assigned Front Desk personnel.

STANDARD OPERATING PROCEDURES: S.O.P. 1-16

(Continuation)

- F. Accounts for all District vehicles and transport wagons via a check-out log.
- G. Assists the District Major and Commanders in accomplishing administrative tasks. Maintains and updates all Districts files.
- H. Ensures that accurate EML's, vacation schedules, Alpha/Bravo lists, training schedules and any and all other rosters/schedules are maintained.
- I. Monitors all training (Survival, Range, yearly physicals, elective training, etc.) of the District's personnel to ensure mandatory training is attended.
- J. Prepares memos and letters as needed to facilitate the administrative function of the District.
- K. Ensures that the District roll calls are provided up to date notices, bulletins and BOLOs.
- L. Monitors the time usage of District personnel.
- M. Ensures that the overall appearance of the District and its equipment is kept clean and working conditions
- N. Coordinates and assigns personnel for all District's monthly operations and special events drafts
- O. Monitors Crystal Report (under Record's Unit Report Ticklers folder) for missing and incomplete report information.
- P. Maintains a log for District ticklers.
- Q. Reviews final KRONOS payroll for the Major, District Commanders, Administrative Personnel, Problem Solving Teams, NROs and BEATS officers
- R. Monitors the collection of the Districts "I" papers through an Administrative Detail tickler system
- S. Acts as the District Liaison with the Accreditation Unit to ensure all CALEA standards are met.
- T. Monitors District compound and ensures that all parking regulations are adhered to.
- U. Monitors the tickler log for overdue Response to Resistance Reports on a weekly basis to ensure the reports generated by the District have been forwarded to the Internal Affairs Unit.
- V. Monitors the Performance Management Plus evaluation system (PMP) to ensure that the District's supervisory personnel complete annual and monthly evaluations by due dates.
- W. Performs other duties as may be required and directed by District Major.

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-17

SUBJECT: REPORT TRACKING SYSTEM AND ROUTING OF INCIDENT REPORTS

PURPOSE: To ensure that incident reports are completed and forwarded to the Records Unit in a timely manner and to improve the effectiveness of the Miami Police Department by having a standard direction of turning in, and accounting for, all required reports (at the District level) in an effort to efficiently enter them in a database within the respective Districts and, to have them available for investigations when required.

SCOPE: This SOP delineates the responsibilities of officers and sergeants assigned to the Field Operations Division and outlines the tracking system that is to be implemented by all three Districts and SOS. The goal of the Report Tracking System is to substantially reduce missing reports, including, and not limited to, accident reports. This is an effort to run our report database more accurately and efficiently.

RECEIVED
MAY 10 2017

Dennis M. Jackson, II
Assistant Chief of Police
Field Operations Division

May 3, 2017
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-17

(Continuation)

I. Duties and Responsibilities:

A. Officer's Responsibilities: Field officers will adhere to the following procedures:

1. All incident and accident reports will be completed during an officer's tour of duty. Extenuating circumstances may relieve an officer of this responsibility. However, when such circumstances exist, the shift's Late Sergeant must be notified.
2. Completed reports will be turned in to the officer's supervisor prior to transfer time.
3. Officers holding late reports will turn them in to the Late Sergeant for that day.
4. Under no circumstance will officers place reports in a supervisor's in box. Officers are to turn in reports as outlined in procedures set forth in this section.
5. Officers will maintain sufficient information in their personal notes to allow for reconstruction of an incident /accident report, should it become necessary.

B. Sergeant's Responsibilities: Field sergeants will adhere to the following procedures:

1. Patrol Sergeants will ensure that his/her squad turns in all reports prior to leaving at the end of their tour of duty, as per D.O. 1, Chapter 11.6. 18. 19. Each sergeant will collect reports during the work day. Under no circumstances will an officer be allowed to place reports in the sergeant's inbox.
2. Prior to transfer, supervisors will attach all collected hard copy reports from his/her team to the Late Sergeant's List of Reports. The Late Supervisor's List of Reports can be obtained through the Crystal Reports System on the MPD Server. The supervisor will enter the identification number of his/her officer (or any officer he/she is collecting reports from on that date) on to the appropriate Late Sergeants List of Reports to retrieve the reports list. The hard copy reports will be attached to the list and turned over to the Administrative Sergeant and/or Administrative Personnel.
3. The supervisor will indicate on the report list if the report was done through the Field Based Reporting System.
4. Patrol Supervisors will deliver all collected hard copy reports to the Late Sergeant prior to transfer.

STANDARD OPERATING PROCEDURES: S.O.P. 1-17

(Continuation)

- C. Late Sergeant's Responsibilities: Late Sergeants will adhere to the following responsibilities:
1. The shift's Late Sergeant will collect reports from officers that were unable to turn in late reports to their immediate supervisor.
 2. The Late Sergeant will attach the collected reports and the reports collected from the shift supervisors to the shift's Late Sergeant's List of Reports and turn them over to the Administrative Sergeant and/or Administrative Personnel.
 3. The shift's Late Sergeant will check the shift's report cue to ensure that all reports are turned and approved prior to the end of his/hers tour of duty to avoid any missing reports.
- D. Administrative Sergeant/Staff Responsibilities: The Administrative Staff will adhere to the following procedures:
1. The Administrative Sergeant and/or Administrative Personnel will assign a member of the Administrative Staff to account for and scan all Burglary, Robbery and Assault reports into the system. In cases where the patrol supervisor is not available to check Field Based Reporting System (FBR) reports, the Administrative Sergeant and/or Administrative Personnel will become the default (the second choice in checking FBR reports).
 2. The Administrative Sergeant and/or Administrative Personnel will maintain a "Report Tickler Log". An assigned Administrative Staff and/or Administrative Personnel will compare the hard copy reports with the Late Sergeant's List of Reports to ensure each District report for that date is accounted for. He/she will check the corresponding box on the Late Sergeant's List of Reports that designates whether the report was submitted as a hard copy or completed using FRB.
 3. Once all reports are accounted for, the Administrative Staff personnel will perform the below listed tasks to achieve the goal of importing the reports into a District file:
 - a. A report file will be created on each District's U-Drive to store Burglary, Robbery and Assault hard copy reports written within the three patrol districts.
 - b. The Burglary, Robbery and Assault reports will be scanned and filed by categories and dates.

STANDARD OPERATING PROCEDURES: S.O.P. 1-17

(Continuation)

- c. A standardized sequencing number will be used to identify all scanned reports. The number will provide information on the "Station", "Shift", "Date of Report" and "Signal". The information will be separated by a hyphen (single spaced). Below are three examples:
- SDSS-A-032408-26
 - NDSS-B-032408-29
 - Cen-C-032408-32
- d. It will be the duty of the Administrative Staff person to spot check each report to ensure that all general information is included on each report. Including but not limited to this spot check will be case numbers, narratives and empty boxes, and signals. The Administrative Staff person will ensure that the Report Signal (box 1 in the O/I Report) corresponds with the Type of Offense/Incident (box12). For example, if the Type of Offense is entered as an "Aggravated Battery" the report signal must be entered as a "32A".
- e. The Administrative Sergeant and/or Administrative Personnel will take notice of all missing reports.
- f. Missing reports will be tickled out to the appropriate supervisor.
- g. All "Missing/Incomplete" report ticklers generated by the Records Unit to patrol officers will be cleared by Patrol supervisors. Under no circumstances will patrol officers report to the Records Unit reference any "Missing/Incomplete" report ticklers.
- h. If a report is missing, a notation will be made on the Late Sergeant's List of Reports (above the case number) stating: **"Missing report-District Tickler number #"**. (only on list sent to the Records Unit)
- i. **Reports not accounted for will be the subject of a tickler from the District Major's office to the responsible supervisor.**
- j. The Administrative Sergeant and/or Administrative Personnel will deliver the Late Sergeant's List of Reports with the hard copy reports to the records unit.
- k. The Records Counter Clerk will sign the transmittal, acknowledging that all reports on the transmittal are accounted for. A signed copy will be returned to the District.
- l. Officers covering the Front Desk Detail will turn in their report to their respective supervisors. Reports written by light duty and the District's Administrative Officers will be turned over to the Administrative Sergeant and/or Administrative Personnel.

STANDARD OPERATING PROCEDURES: S.O.P. 1-17

(Continuation)

- m. Any report completed by an officer while working an **unsupervised** Off-Duty job will require the officer to turn in his/her report to their respective supervisor on their first day back to work. A report transmittal will be made for reports collected from non-patrol shift officers.
- n. Any reports completed by an officer while working a **supervised** Off - Duty job will require that supervisor to collect all reports, turn them in, and keep a copy of the transmittal(s).
- o. In the event a supervisor is going on vacation, training or taking extended time off, he/she will designate an “**Acting Report Sergeant**” or arrange to have another supervisor turn in the reports and leave a copy in his/her box.
- p. Deputy Commanders will ensure each team is assigned a sergeant daily. Teams that do not have a sergeant assigned for any extended period will be assigned a supervisor by the Deputy Commander. The temporary assigned supervisor will handle all the duties and responsibilities of the assigned sergeant.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-18

SUBJECT: NET SERVICE AREA OFFICER'S NOTEBOOKS

PURPOSE: To provide the NET service area personnel with guidelines in the proper preparation and maintenance of a notebook.

SCOPE: To outline the contents of NET service area officer's notebooks

- I. Notebook Preparation:
 - A. It shall be established that every sworn member of the division of the rank of lieutenant, sergeant, and police officer will keep a notebook.
 - B. This notebook will record each member's activity, assigned and unassigned, that occurs during his/her tour of duty. The officer's notebook shall be brought to each roll call and kept with the officer during their tour of duty.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

9/4/18

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-18

(Continuation)

- C. Police officers, NET sergeants, and area commanders will keep notebooks to record all pertinent activity that occurs during their tour of duty. All NET service area notebooks will be subject to inspections by each officer's supervisor and each sergeant's and lieutenant's commanding officer.
 - D. The information recorded in the notebooks will be kept chronologically. It will include such items as:
 - 1. Dispatched calls and arrival times.
 - 2. Reports made – note: information on report calls should be put down in as much detail as possible. This will enable the officer to rewrite an offense report at some future date if required.
 - 3. Business and public contacts.
 - 4. BOLO's read over the police radio or at roll call.
 - 5. Any information which is pertinent to field activities and official police action.
- II. Notebook Maintenance:
- A. The NET service area notebook does not have to be of any specific type; however, it should be of such construction that it will remain intact, and be able to be preserved for future reference. (Note: a spiral bound notebook such as that used by a stenographer appears to be the most popular and durable.)
 - B. The NET service area notebook will be kept for a year period after the last date of entry. This will enable for each member to retrieve the information necessary for court or investigative purposes.
- III. Supervisor's Notebook:
- A. Responsibility: Supervisors are required to maintain a separate supervisory notebook to ensure that suitable information is maintained and applied to improve the effectiveness of the supervisory process and to assist supervisors in the productive supervision of subordinates.
 - B. The supervisory notebook will be available for periodic inspection by superior officers upon request.
 - C. Contents: The notebook will be kept up to date with the following information:
 - 1. EML (Emergency Mobilization List).
 - 2. Individual profiles on each subordinate, including:
 - a. Officer's name, pin number and date assigned.

STANDARD OPERATING PROCEDURES: S.O.P. 1-18

(Continuation)

b. Semi -Annual Internal Affairs Profile to include reports of :

- Driving Complaints
- Reprimands
- Deficiencies/Informal Counseling
- Response to Resistance Reports
- Copies of all sustained investigations
- AIU City Accident Profile
- Training Profile
- Officers' Annual evaluation

c. Court profile – dates missed, reasons – action taken

d. Personnel inspection information –CALEA forms

D. Notebook Maintenance:

1. A quality constructed loose-leaf notebook of similar type.
2. When an officer transfers, the information on the officer shall be copied from the supervisor's notebook and given to the new supervisor. The data regarding the transferred officer will be filed with the NET service area files and disposed of consistent with the destruction of records schedule.

IV. Commander's Notebook:

- A. Responsibility: NET commanders are required to maintain a commander's notebook to document daily activities and personal accomplishments.
- B. The commander's notebook will be subject to inspection by superior officers upon request. District commanders will review the commander's notebook prior to completion of commander's semiannual evaluation.
- C. Contents: The notebook will be kept up to date and is to contain the following information:
 1. Personnel absences/time off.
 2. Chronological of personnel daily activity to include:
 - a. Official contact (departmental and external), their purpose, outcome and important details, and
 - b. Official reports prepared with identifying information.
 3. Personal accomplishments

STANDARD OPERATING PROCEDURES: S.O.P. 1-18

(Continuation)

- a. Personal accomplishments for this purpose are accomplishments which the individual is personally proud of and/or which are likely to impact positively on that individual's semiannual evaluation.
- b. Examples:
 1. Assigned projects with outcome
 2. Training received
 3. Training provided to others
 4. Advice given at critical times with positive outcomes
 5. Operational and administrative changes devised and/or implemented; and
 6. Increases in subordinate productivity or decreases in subordinate problems such as citizen complaints
 7. Document all meetings with supervisors involving critical incidents.
 8. Actions taken to address training and equipment needs

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 1-19

SUBJECT: DETENTION OFFICERS TRANSPORT OF PRISONERS

PURPOSE: To provide a strict procedure for detention officers to follow during their tour of duty and whenever they pickup and/or transport prisoners to a detention facility.

SCOPE: To explain the procedures to be used during transport of prisoners

1. Whenever a prisoner is placed into a police vehicle/wagon for safe transportation to a detention facility, he/she will be handcuffed behind the back. All persons arrested will always be handcuffed behind their backs as directed by Departmental Orders. These include prisoners being transported to and from any Miami-Dade County correctional facility, etc.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



- A. Detention officers are assigned to the Field Operations Division. They will be stationed in the Central District under the supervision of the District Administrative Sergeant and/or Administrative Personnel. The detention officers will complete a daily worksheet which will be reviewed by the Central District Administrative Sergeant and/or Administrative Personnel.
- B. Detention officers will inspect the Prisoner Interview Area located in the Central District, Room #217 for officer safety concerns and cleanliness at the beginning and at the end of their tour of duty.
- C. The work area **must** be inspected prior and at end of shift for the following:
 - Cleanliness
 - Personal Property
 - Equipment Inventory
 - Proper Forms Available (A-forms, FIVOs, Gloves, etc.).
 - Weapons

If any Weapon/Personal Property is found in the detention area, the Detention Officer will adhere to the following:

Generate a 14I Offense Report and place the item(s) in the property unit before the end of the tour of duty.

If any weapon is found, a supervisor will be notified immediately and e-mailed in order to document the notification.
- D. Detention officers will inspect transport wagons for damage, contraband and maintenance requirements at the beginning of their tour of duty. Any damage will be documented and reported to a supervisor immediately. Additionally, they will inventory all equipment (handcuffs, flex-cuffs, leg restraints, first aid kit, etc.) before and at the end of their tour of duty.
- E. The transport vehicle will be inspected before and at the end of the tour of duty for visible damages and to ensure the prisoner area is properly ventilated.
- F. A Vehicle Log will be maintained for each vehicle to properly document damages and accountability.
- G. Vehicle sign-out sheet will be kept in the processing area to record inspection and assignment.
- H. Detention officers will transport prisoners for all department units. Whenever units are planning details (ex. Operation Difference, reverse stings, etc.) in which multiple arrests are going to be made,

they must notify the detention officer supervisor seven days prior in order to ensure proper staffing.

- I. All officers WILL bring ALL prisoners to the Prisoner Interview Area, Room # 217 to then be turned over to the Detention Officers for transport. When detectives/investigators request detention officers for transport, the detective/investigator will walk the prisoner to the Prisoner Interview Area on the second floor, Room #217 for the detention officer to pickup. Prisoners will be transported to the detention facility as soon as possible without unnecessary delay.
- J. Handicapped prisoners who require the use of a wheelchair, crutches, or prosthetic devices will be transported by the arresting officer or ambulance to the Miami Dade County Correctional Facility or other receiving facility where they will be turned over to the detention officers.
- K. Detention officers will search the wagon before and after transporting prisoners. All prisoners will be logged in transport log RF#804, searched and handcuffed behind their backs prior to placing them into the transport wagon. Detention officers will not perform a strip search and/or body cavity search.
- L. No more than 10 prisoners will be placed in the rear of a transport wagon. Juvenile and adult prisoners, including male and female prisoners will not be transported together in the same compartment unless they have been arrested together for the same crime.
- M. Detention officers are responsible for the prisoner's well-being and safety while in their custody. Detention officers will provide necessary first aid when a prisoner complains of injury. The prisoner then will be immediately transported by the arresting officer or ambulance directly to a medical facility, JMH etc. Fire Rescue will be called for seriously injured and/or unconscious prisoners. When a prisoner is injured during transport, a supervisor will be notified, and a general report will be generated.
- N. Injured Prisoner: If the injury requires emergency medical treatment, the Fire Rescue Squad shall be dispatched to the scene. If no emergency medical treatment is required, the following procedures will be adhered to:

Minor injuries, such as a small cut, bruise, abrasion, sprain, etc., can be transported by ambulance or in the arresting officer's vehicle. The officer must complete the arrest form, and have it approved. J.M.H. will not treat the prisoner unless the form accompanies the Prisoner.
- O. When detention officers encounter a violent and/or uncontrollable prisoner, they should notify a supervisor and make arrangements to have a patrol unit transport.

- P. When transporting prisoners with AIDS/HIV and/or other possible transmittable disease, detention officers will wear their issued Personal Protective Equipment (PPE) gear to avoid contamination. When a transport wagon becomes contaminated by blood or other bodily fluids, the detention officer will advise a supervisor who will contact BIO Response Corporation via Complaint Room to disinfect the wagon.
- Q. Upon arriving at the Miami-Dade County Correctional Facility or other detention facility the detention officers shall secure all weapons, i.e. gun, knife, Electronic Control Device, OC Spray and magazines. The weapons will be properly secured in the transport wagon or other secured location provided by the detention facility. Under no circumstances shall a detention officer enter a detention facility while armed.
- R. When detention officers are not performing transports, they will conduct watch orders in identified areas of high concentration of burglaries and larcenies to motor vehicles. These areas will be identified by NET commanders who will forward the information to the Central District Administrative Sergeant and/or Administrative Personnel who will disseminate the information to the detention officers.
- S. When possible, the Prisoner Interview Area will have a Detention Officer assigned for security of prisoners. This Detention Officer will secure all personal property to be transported with prisoners and properly mark it. Any other property or evidence not being transported with the prisoner will be the responsibility of the arresting or transporting Patrol Officer to handle.
- T. The detention Officer will ensure the following is completed as well:
 - Accuracy of the A-form
 - Security of the Prisoners
 - Prisoner Processing Log
 - Equipment
- U. **Under no Circumstance will prisoner(s) be left unattended in the interview area.**
- V. **NO JUVENILES WILL BE ALLOWED IN THE PRISONER INTERVIEW AREA. No Exceptions**
- W. Detectives taking custody of a prisoner for interview purposes will take custody of the arrest form and any personal property belonging to the prisoner. It is the responsibility of the Detective to bring back the prisoner to the interview area for proper processing.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. **1-20**

SUBJECT: **SIGNAL 30 (Shots Fired in the Area) REPORTING**

PURPOSE: To provide Field Operations Division personnel with procedures for reporting and tracking Signal 30's. This SOP will provide guidelines for officers who are dispatched to calls involving shots fired. Officers will respond to all Signal 30 calls and make an assessment on the scene. All dispatched calls involving shots fired will be investigated in accordance with requirements that are adhered to and the officer's safety is not compromised

SCOPE: "Signal 30" is identified as a dispatched call that involves shots fired. This SOP will cover the procedures and protocol that needs to be followed when units are dispatched to investigate. This procedure will be implemented to better track and respond to all signal 30 calls.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

June 27, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-20

(Continuation)

I. Shots Fired Dispatched Call:

- A. The Communications Unit will immediately dispatch a minimum of two (2) units to a Signal 30 call.
- B. The units will give the dispatcher their responding location.
- C. The responding units will use the most expeditious route to the Signal 30 location call.
- D. The responding units will ensure that all "officer safety precautions" are followed, prior to and upon arrival.
- E. All responding units will announce arrival over the police radio.

II. On-Scene Assessments:

- A. The responding units will immediately investigate to ensure that no one is injured.
- B. If upon arrival, if anyone has been injured, the officers will immediately notify the dispatcher and request Fire-Rescue and other resources, if needed.
- C. The responding units will make every attempt to contact the person(s) who called the Miami Police Department to report the "shots fired" and they shall also make the attempt to locate where the shots originated.
- D. The responding units will make every attempt to locate witnesses.

III. Primary unit's responsibilities reporting the signal 30:

- E. The responding units will make every attempt to locate:
 - 1. Crime scene
 - 2. Victim
 - 3. Witness
 - 4. Weapon
 - 5. Casing(s)
 - 6. Suspect(s)

STANDARD OPERATING PROCEDURES: S.O.P. 1-20

(Continuation)

- F. Upon arrival and during the course of investigating the information provided for the signal 30 incident, the officers will make every attempt to identify one or more of the above listed criteria.
- G. The primary unit will complete an incident report.
- H. If the responding officers find any of the six items listed below, the officer shall notify his / her sergeant and complete the proper report:
 - 1. Crime scene
 - 2. Victim
 - 3. Witness
 - 4. Weapons
 - 5. Casing(s)
 - 6. Suspect(s)
- I. In the event that none of the below listed Items or criteria are met, the primary officer will notify his / her sergeant seeking authorization to not generate a report and shall notify communications upon approval. The unit will then request to change the Signal "30" to a 30N (non-report).
 - 1. Crime scene
 - 2. Victim
 - 3. Witness
 - 4. Weapons
 - 5. Casing(s)
 - 6. Suspect(s)
- J. In either case as described in H and I above, the officer will provide updated information to the dispatcher who will in turn update the CAD system.
- K. The 30N signal can still be tracked by the CAD System.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS

STANDARD OPERATING PROCEDURES

S.O.P. 1-21

SUBJECT: **COMMUNITY MOTOR OFFICERS**

PURPOSE: To provide guidelines for Motor Officers assigned to the NET areas within the City of Miami.

SCOPE: The SOP covers the deployment, assignment, duties and responsibilities of the Community Motor Officers. Community Motor Officers will report to their respective NET Patrol Support Sergeants. In addition, the Community Motor Officers participate in collateral duties when the Motor Detail requires augmentation during presidential escorts, parades, DUI checkpoints, or any other duties as directed by the Field Operations Chief.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

Jan 31, 2019
Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

I. Duty Hours:

As directed by the NET Commander.

II. Duties and Responsibilities:

- A. The Community Motor Officer differs from other police officers only in that they are equipped to handle a specialized police service. The enforcement of laws and protection of life will not be overlooked while attending to his specialized traffic function.
- B. Assigned N.E.T Service areas are to be covered thoroughly with special attention given to those areas that present problems concerning traffic, parking, and other related police functions which make the motorcycle the preferred tool.
- C. Enforcement will be directed toward high hazard intersections, speeding complaints, citizen complaints, and as indicated by statistical reports. Enforcement action shall be taken when State of Florida traffic law violation(s) are observed. Officers may use discretion, when appropriate.
- D. Any tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol. However, when there is an unusual or continuing enforcement problem at a location, officers may park in a conspicuous location and observe traffic. This function includes the aggressive enforcement of traffic-related violations with high priority such as DUI and school zone infractions.
- E. Prior to beginning their shift, Motor Officers should make sure that they are properly equipped, which includes the necessary reports and forms. The Motor Officers will check for subpoenas in the E-Notify system at the beginning and the end of their tour of duty and address any outstanding ticklers.
- F. If no special instructions to the contrary have been given, the Motor Officer will, without delay, check into service via his police radio and proceed to his zone.
- G. The police radio will always be monitored while on duty. Body Worn Camera will be utilized in compliance with Departmental Orders.
- H. Motor Officers who discover or become aware of defects in the traffic control system, to include missing, improper, visually obstructed, downed, or damaged mechanical traffic control devices and informational signs, shall notify the Communication Unit.
- I. When hazards are observed such as debris in the roadway, missing or defective highway safety features, such as, impact

DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

attenuation devices, reflectors, missing or defective roadway lighting systems, the reporting officer shall notify the Communication Unit.

- J. When handling crash calls, assisting other units on crash calls, and/or caring for injured persons involved in the crash, every effort will be made to position the vehicles involved so that traffic can flow without interference.
- K. Worksheets are to be completed daily and submitted at the end of the tour of duty. Information on the worksheet is to be complete and in compliance with departmental rules. Community Motor Officers shall only use the Traffic Section.
- L. Officers shall not stop at eating establishments or take breaks during rush hour (0700-0900 hrs. and 1600-1800) hrs.) No more than two (2) Motor Officers may patronize the same establishment at the same time.
- M. During inclement weather, Community Motor Officers shall take a signal 10 for rain. If after 30 minutes the rain has not subsided, the unit shall deploy rain gear and proceed to the station to acquire a vehicle to resume duties.
- N. When motorcycle repairs are warranted, only the authorized Harley Davidson Service Center shall conduct the necessary repairs as directed by GSA. If the repairs may take longer than 15 minutes, the officer shall sign out a spare motorcycle to resume his duties.
- O. Community Motor Officers will participate in all necessary motor training and escort details as directed by the Motor Detail Coordinator under the direction of the Field Operations Chief.
- P. Perform any other duties as directed by the NET Commander or their designee.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: **MASS DEMONSTRATIONS ON PUBLIC STREETS**

PURPOSE: To prepare patrol officers, supervisors, and commanders for response to mass demonstrations on public streets. (See Departmental Order 10 Chapter, 4 for Emergency Procedures on civil disorder).

SCOPE: To explain procedures to be used when responding to mass demonstrations on public streets.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

June 26, 2019
Effective Date



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

- I. Orderly demonstrations are a legitimate exercise of the right to protest under the First Amendment of the United States Constitution* and must be protected as long as this right does not jeopardize public safety or infringe on the rights of others.
 - A. The City of Miami Code, Chapter 54, provides the requirements for parade and assembly permits.
 - B. The Police Department is responsible for public safety whether a permit is issued or not.

- II. Notification of Demonstration:
 - A. A permit issued by the City of Miami Police Department is the best notification of intent to demonstrate on public streets or sidewalks.
 - B. When such a permit is issued, it means that the applicant and the police department have planned for a safe and legal demonstration.
 - C. Permits are issued pursuant to Chapter 54 of City Code. When the permit is issued, the affected NET Service Area Commander will be notified and supplied with a copy of current permit.

- III. Demonstrations on Public Property or Thoroughfares without Permit:
 - A. Pursuant to Section 54-6.2 of the Code, a permit is only required when more than fifty (50) persons are assembled on public property.
 - B. On discovering a spontaneous or unannounced demonstration upon public property or thoroughfare of fifty-one (51) or more persons, an officer will first notify the Communications Unit who will contact all necessary supervisory and command personnel. A supervisor will respond to the scene immediately.
 - C. The supervisor shall make an assessment of the demonstration. In such an event, the supervisor will see that a field report is prepared, identifying those individuals who, by their actions, appear to be in a leadership role. The report will be forwarded through channels to the department's Legal Advisor for possible future action. If an immediate or potential problem exists, the supervisor shall notify a shift commander and inform him/her of the situation.

** Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.*

STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

- D. If there is an immediate or potential problem which endangers life or property, the commander shall attempt to resolve such problem by establishing communications with a leader or spokesperson of said demonstration.

The commander must stress that damaging property, blocking public property and thoroughfares, interfering with the rights of involved citizens, or provoking incidents which endanger public safety cannot and will not be permitted.

- E. If the problem of public safety is resolved, the commander may use his/her discretion to assist an orderly and safe demonstration.

IV. Unlawful Assembly:

- A. If the issue of public safety cannot be resolved and sufficient manpower is present, the supervisor in charge may declare an unlawful assembly and shall immediately notify staff duty.
- B. Demonstrators shall be advised to allow persons and vehicles free passage to enter or exit the concerned area without facing physical risk or abnormal traffic congestion.
- C. The incident commander or his designee shall go among the persons so assembled, or as near to them as may be with safety and, in a location and manner in which the warning will be heard by the persons so assembled, state the following:

DISPERSAL ORDER

I am (rank and name), a police officer for the City of Miami Police Department. I hereby declare this to be an unlawful assembly and, in the name of the State of Florida, command all persons so assembled at (specific location) to immediately and peacefully disperse, which means break up this assembly. ***If you do not do so, you will be arrested or subject to other police action. Other police action may include the use of less-lethal munitions, which could cause significant risk of serious injury to those who remain.*** Chapter 870.04 of the Florida State Statutes prohibits remaining present at an unlawful assembly. If you remain in the area, which was just described, regardless of your purpose in remaining, you will be in violation of Section 870.04. The following routes of dispersal are available: (given most expeditious routes of dispersal). You have (a reasonable amount of time- minutes) to disperse.

- D. After allowing a reasonable time, under the circumstances, for the persons so assembled to disperse the incident commander shall direct his/her subordinates to clear the thoroughfare or public property by dispersing the crowd.

STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

- E. Officers shall be directed to take positions that allow the flow of vehicular and pedestrian traffic to proceed with safety and minimal congestion.
- F. The force used to assume control of a disorderly demonstration should be firm, but temperate. Conduct which can be construed as harsh or officious may invite resistance.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-1

SUBJECT: OPERATIONS AND ENFORCEMENT AROUND SCHOOLS

PURPOSE: To provide written guidelines for officers conducting operations or taking enforcement action around schools or parks.

SCOPE: When conducting operations in/and around schools, parks or playgrounds the safety of our children and our citizens shall be a priority. We must weigh the needs and benefits that will be derived from the operation versus the safety issues it may create. In the event that a traditional policing operation poses too high a risk then alternative Community Policing techniques shall be explored.

- I. In the event that undercover operations such as surveillances or narcotics operations are determined to be necessary, the City of Miami Police department shall maintain complete operational control. The City of Miami Police department shall make every effort to conduct any such operations, at a time and in a manner, that will minimize the impact to any ongoing activities in the affected area.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

July 2, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-1

(Continuation)

- II. In undercover operations, surveillances or any other planned operations which we have NO control of the time or area, the safety of the community shall be considered top priority. During the course of the operation all steps shall be taken to avoid placing any lives in danger. A detailed operational plan shall be created and reviewed by a commanding officer prior to the commencement of the operation for final approval. The operational plan shall contain a strategic component as well as the measures taken to minimize the impact to the children and the citizens in the area.

- III. When responding to a major incident that occurs in or around a school or playground during school hours, the commanding officer or supervisor in charge will make all the proper notifications including school staff and administration as well as staff duty. A major incident such as a bomb threat or active shooter situation shall be handled according to established procedures and protocol. In the event a perimeter is established that may compromise the safety of the children and citizens in a school the commanding officer shall follow established procedures and protocol. In any case, a clear line of communication must be established immediately, with the administration of the school or facility being impacted. This is done in order to take all measures necessary to insure the safety of the children and the citizens.

When it comes to our children and their safety in and around schools, parks or playgrounds we must consider the unintended consequences of proactive operations versus alternative means of addressing the issue. When it comes to responding to an incident the intent is to respond and take all the actions necessary to address the issue while making the safety of the children and the citizens a priority.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-2

SUBJECT: MINOR CRIMES INITIATIVE /DIRECTED PATROL

PURPOSE: To provide guidelines for officers to focus attention on the underlying causes of criminal activity such as public nuisance and disorder, and to direct resources to high problem areas.

SCOPE: This SOP includes criminal violation references in order to ensure that all members are diligent in the enforcement of nuisance violations.

I. Minor Crimes Initiative:

Each NET Service Area will conduct monthly Quality of Life operations, targeting issues that adversely affect residents in our community.

II. Directed Patrol:

NET Commanders will direct law enforcement personnel and resources to areas experiencing criminal activity.

NET Commanders will routinely review crime analysis data to define areas in need of attention.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020
Effective Date



City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-3

SUBJECT: CRIME REDUCTION OPERATIONS

PURPOSE: To assist MPD personnel in carrying out successful crime reduction operations.

SCOPE: The objective of a crime reduction is to achieve high levels of police services in a timely manner.

- I. There are two major concerns during a crime reduction operation:
 - A. To maintain clear lines of communications with the citizens during the operation in a courteous and professional manner.
 - B. To address crime within the community and deal with it accordingly.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-3

(Continuation)

- II. An arrest should be made where probable cause exists unless it pertains to a minor offense where an officer uses discretion and feels a warning would suffice. This may be appropriate where such action would lead to continued public support and program effectiveness.
- III. Crime reduction operations shall not be random or spontaneous. Citizen input shall play a part in targeted areas along with the use of the Miami Police Department's collective knowledge, experience, and automotive systems.
- IV. The criteria for selecting areas shall include but not be limited to:
 - A. Types of criminal activities
 - B. Volume of criminal activities
 - C. Frequency of criminal activities
 - D. Nuisance misdemeanor activities
 - E. Expressed citizen concerns for disruptive and illegal behavior causing fear of free movement from one place to another
 - F. High call locations
- V. After a target area has been selected, all pertinent data shall be collected and under the coordination of the commanding officer.
- VI. The participating officers shall be briefed on the existing crime reduction policy. The objectives to be achieved during the operation shall consist of, but not limited to:
 - A. Available photos of offenders active in the area
 - B. Description of active offenders in the area
 - C. M.O. of active offenders in the area
 - D. Particular "Hot Spots" in the area
 - E. Type of criminal activity
 - F. Briefing by the regular zone officer assigned to the area as to problems, trouble spots, etc.
 - G. At the completion of each crime reduction operation, and After-Action Report shall be completed and forwarded to the Chief of Police

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-4

SUBJECT: PARK AND WALK

PURPOSE: To provide higher police visibility and reduce crime.

SCOPE: The "Park and Walk" program identifies areas within each zone that are in need of special police attention. The zone officer shall spend at least an hour in the identified area each day, for as many days as necessary, to remedy the problem identified.

- I. Each District Commander shall have the responsibility of applying the "Park and Walk" program according to the scheduled beats for their respective district.
 - A. NET Service Area Field Duty Lieutenant shall direct the activity for the shifts

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-4

(Continuation)

B. NET Service Area Sergeants shall:

1. Functionally implement the program and identify the area to be covered.
2. Submit a monthly updated schedule.
3. Ensure that all assigned areas are properly covered.

II. Selection of "Park & Walk" BEATS:

A. NET Service Area Sergeants shall solicit input from other units to identify problem areas. The following list will serve as a guide:

1. Crime View
2. Robbery Unit
3. Narcotics & Vice Unit
4. Watch Orders and special calls from citizens or merchants
5. Computer printouts
6. Community Relations Section
7. Officers working in the beats

B. A beat will be designated in each zone experiencing problems.

1. Specific problem identified (robbery, narcotics, undesirables, prostitution, homeless, etc.).
2. Recommended time of coverage.
3. Estimated dates of coverage.
4. Problem-solving instructions.

III. "Park & Walk" Procedure:

1. Officers shall check out of service whenever possible to walk the beat and take a signal on the air of Park & Walk.
2. NET Service Area Sergeants shall coordinate the beats in their NET service area to ensure that not more than one unit is checked out of service at one time walking a beat.
3. A minimum of one hour shall be dedicated to the beat.

IV. "Park & Walk" Documentation:

1. Officers shall note the "Park & Walk" detail as a note on Premiere One.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-5

SUBJECT: ABANDONED VEHICLES

PURPOSE: To ensure the timely and legal removal of abandoned vehicles from public property located within the City of Miami.

SCOPE: The criteria to be applied when removing abandoned vehicles from public property located within the City of Miami are detailed in this SOP

I. Organization:

- A. Pursuant to Chapter 705, Florida Statutes, the primary responsibility for the identification and disposition of abandoned vehicles rests with the police department.
- B. The North, South, and Central Districts have the responsibility for the administration and enforcement of abandoned vehicles.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

May 1, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-5

(Continuation)

II. Procedures:

Compliance

- A. The NRO or the Department of Code ~~Enforcement~~ will be responsible for the initial identification, photographing, stickering with preliminary notice pursuant to City Code Chapter 22, and the eventual removal of abandoned vehicles. The Department of Code Enforcement will complete the notification sheets and forward it to the NET Service Area NRO for a determination of the applicability of the statutory definition of abandoned property.
- B. The NRO, upon receipt of the notification, will log it to reflect the date received.
- C. The NRO will review the forms and ensure that they are completed properly.
- D. The form must include the following information:
 - 1. Location of vehicle
 - 2. Date it was identified
 - 3. Description of vehicle (make, color, etc.)
 - 4. Tag and VIN if available
 - 5. Name of person that made the vehicle's notification
- E. If the vehicle has a tag or VIN number, the NRO will obtain ownership information on each vehicle through the CIS Desk or the Complaint Room and retain this information for notification of the registered owner.
- F. The vehicle will then be located by the NRO and proper application of notification for removal will be made. This will be done by affixing a 5-day sticker to the windshield of the vehicle.
- G. If the NRO determines that a vehicle does not meet the requirements of Chapter 705, Florida Statutes, the paperwork on said vehicle will be returned to the Certified Parking Enforcement Specialist for appropriate actions.
- H. Abandoned vehicles located on private property will not be stickered or towed by police officers. The officers will notify the NET Administrator of the NET Service Area and The Department of Code ~~Enforcement~~ *Compliance*.
- I. The procedures outlined under this SOP are applicable to NROs and uniformed patrol officers.
- J. Officers shall not authorize the towing of a vehicle pursuant to County Code Section 30-388.15. This county code section only applies to the unincorporated areas of the county and not within the City of Miami.

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-6

SUBJECT: VEHICLE IMPOUNDMENT PROGRAM

PURPOSE: To provide written guidelines for the application of the Miami Police Department's Vehicle Impoundment Program, pursuant to City of Miami Ordinance Section 42-82.

SCOPE: It is the policy of the Miami Police Department to utilize all available resources to discourage the commission of offenses relative to narcotics, prostitution and illegal dumping within the City of Miami. Therefore, all personnel assigned to the Field Operations Division are directed to strictly comply with the procedures enumerated within.

Dennis M. Jackson, II
Assistant Chief of Police
Field Operations Division

May 3, 2017
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-6

(Continuation)

- I. Definition: A motor vehicle shall be subject to seizure and impoundment whenever a police officer has probable cause to believe that the vehicle:
 - A. Contains any controlled substances or cannabis as defined in Chapter 893, Florida Statutes; or
 - B. Was used in the purchase, attempt to purchase, sale, or attempt to sell such controlled substances or cannabis; or
 - C. Was used to facilitate the commission of any act of prostitution, assignation or lewdness as defined in Section 796.07, Florida Statutes; or facilitate the commission of an/or was instrumental in the commission of the offense of illegal dumping.
 - D. Was used to dump litter in any manner as prohibited in F.S. § 403.413(4) (1997), in an amount exceeding 15 pounds in weight or 27 cubic feet in volume, but not exceeding 500 pounds in weight or 100 cubic feet in volume and not for commercial purposes; or
 - E. Was used to dump litter as prohibited in F.S. § 403.413(4) (1997) in an amount exceeding 500 pounds in weight or 100 cubic in volume or in any quantity for commercial purposes, or dumps litter which is hazardous waste.

- II. Procedures: When an officer determines that there is probable cause to seize an impounded vehicle, the officer shall:
 - A. Conduct a records check to determine the vehicle's registered owner; and
 - B. The vehicle will not be seized if the owner of the vehicle is not physically present
 - C. Provide for the towing of the vehicle pursuant to the City Rotational Wrecker System and all applicable towing procedures; and
 - D. Notify in writing the person determined to be the owner of the vehicle at the time of the seizure, of the fact of the seizure and impoundment of the vehicle; as well as the right to request a preliminary hearing, or to pay a \$500.00 administrative civil penalty, plus towing and storage costs, in lieu of requesting the preliminary hearing. To satisfy this requirement, the officer will complete a Notice of Vehicle Impoundment form and hand-deliver it to the person in control of the vehicle at the time of its seizure and impoundment; and

STANDARD OPERATING PROCEDURES: S.O.P. 2-6

(Continuation)

- E. Attach copies of all arrest paperwork to a copy of the "Notice of Vehicle Impoundment Form", and deliver same to the Property Unit Counter for further processing by the Vehicle Impoundment Unit.
 - F. In addition to hand delivery, the Department will mail notice of the seizure via Certified Mail. Vehicle owner notification will then become the responsibility of the Vehicle Impoundment Unit.
- III. Prohibitions: Nothing in this standard operating procedure shall apply and the vehicle shall **not** be seized or impounded if:
- A. The possession, use or sale of the control substance and/or cannabis is authorized by Chapter 893 or Chapter 499, Florida Statutes; or
 - B. The vehicle was stolen at the time that it is subject to seizure and impoundment; or
 - C. The vehicle was operating as a common carrier at the time it was subject to seizure and impoundment; or
 - D. A law enforcement agency has expressed its intent, in writing, to institute state forfeiture proceedings on the vehicle
 - E. The vehicle was being operated by someone other than the owner and there is no reason to believe that the owner knew or should have known that the vehicle would be used in violation of this section

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-7

SUBJECT: **ISSUANCE OF WATCH ORDERS**

PURPOSE: To provide an effective policy for watch orders.

SCOPE: The Watch Order system is intended to provide a specific police service under certain circumstances. The criteria to be applied in issuing a Watch Order and the methods of implementation are detailed in this SOP.

- I. Reception and Issuance of a Watch Order:
 - A. All requests, written, verbal or telephone for Watch Orders will be referred for screening to the on-duty patrol NET Sergeant assigned to the affected NET Service Area.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-7

(Continuation)

Approval of Watch Orders shall be authorized by the Commander of the NET Service Area, on-duty Deputy NET Commander or above. Include any unique information in the "Special Remarks" section (i.e., owner on scene, owner is armed, identity and description of possible suspect(s)/vehicle(s), etc.

- B. A Watch Order will be issued only in cases of:
1. Actual, or highly probable felony crimes
 2. Actual or highly probable misdemeanor crimes which would endanger life or property
 3. Actual serious breaches of the peace
- C. A Watch Order may be issued for homes during the occupant's absence, i.e., vacation, hospitalization of the occupants, etc. at the NET Commander's approval. In these cases, advise the requesting party of the suggested precautions for preventing a burglary. Bear in mind that all suggestions may not pertain to any one situation or person(s). Also, they are not police directive techniques.
1. When responding to someone requesting a watch order for a residence when they are on vacation, advise them to use the below suggestions that apply and for further information, they may consult our Community Relations Section.
 - a. Make arrangements for a reliable and trusted neighbor or relative to make periodic checks, and leave a key to the premises with this person
 - b. Suspend delivery of newspaper, mail or other services which may leave an impression that no one is home
 - c. Leave an emergency contact number with a neighbor to aid police in the event that a problem may arise
 - d. Ensure all window and door locks are properly secured when departing
- D. To facilitate the proper check of Watch Orders, all patrol personnel are expected to comply with the following procedures:
1. The zone officer in the NET Service Area will be provided with an email with details of the Watch Order by the Sergeant.
 2. Each officer will take a signal on CAD for every Watch Order

STANDARD OPERATING PROCEDURES: S.O.P. 2-7

(Continuation)

3. A complete list checks is available in CAD by location search.
4. The supervisor will conduct a review of the officer's unit history and provide follow up, if necessary
5. Any additional information discovered concerning the Watch Order shall be passed on to all shift officers responsible for conducting the Watch Order (i.e., the owner is remaining on the premises, the owner is armed, descriptions of possible suspects or vehicles, etc.)

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-8

SUBJECT: **WATCH OVER MIAMI PROGRAM**

PURPOSE: To provide the business and residential communities of the City of Miami with an added sense of security by demonstrating that the Miami Police Department is proactively safeguarding their property.

SCOPE: To provide guidelines to follow in order to ensure that all members assigned to the Field Operations Division carry out their duties pertaining to this program.

- I. Patrol officers will carry the WATCH OVER MIAMI PROGRAM notification cards while on patrol. Patrol officers will conduct security surveys on both business and residential properties during their tour of duty. Each officer will perform a minimum of two (2) surveys per shift.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-8

(Continuation)

- II. Whenever a security concern is identified (i.e., poor lighting/visibility, broken windows, overgrown shrubbery, inadequate locking device, door/window ajar, etc.), the officer will complete a WATCH OVER MIAMI PROGRAM notification card and place it on the door of the business or residence checked.

- III. Patrol officer will take a signal WATCH OVER MIAMI on the air and place a comment in Premiere One that a WATCH OVER MIAMI card was left at the location with and any pertinent notes.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROLS

STANDARD OPERATING PROCEDURES

S.O.P. 2-9

SUBJECT: BAKER ACT

PURPOSE: To ensure the members of the Miami Police Department Patrol Districts protect the individual dignity of all persons suffering from emotional disorders. This shall include any occasion when a person is taken into custody, detained, or transported by departmental members.

SCOPE: The procedures of this department dealing with custody, detention, or transportation of persons suffering from emotional disorders shall comply with laws of the State of Florida's Mental Health Act.

- I. **Mental Illness is defined** as an impairment of the mental or emotional processes that exercise conscious control of one's actions or of the ability to perceive or understand reality, which impairment substantially interferes with a person's ability to meet the ordinary demands of living, regardless of etiology. For the purposes of this part, the term does not include retardation or developmental disability as defined in chapter 393, intoxication, or conditions manifested only by antisocial behavior or substance abuse impairment.



Manuel A Morales
Assistant Chief of Police
Field Operations Division

June 25, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

A. Types of Admissions:

Voluntary

Involuntary

B. Types of Voluntary Consent:

Incompetent to consent to treatment means that a person's judgment is so affected by his or her mental illness that the person lacks the capacity to make a well-reasoned, willful, and knowing decision concerning his or her medical or mental health treatment.

Express and informed consent means consent voluntarily given in writing, by a competent person, after sufficient explanation and disclosure of the subject matter involved to enable the person to make a knowing and willful decision without any element of force, fraud, deceit, duress, or other form of constraint or coercion. Persons 60 years of age or older living in a licensed facility generally cannot be voluntary unless they have had an assessment of their competence to provide express and informed by an independent professional prior to being moved from their residence. Persons adjudicated by a court as incompetent or persons for whom a health care surrogate/proxy is currently making health care decisions cannot be voluntary.

C. Criteria for Involuntary Examination:

A person may be taken to a receiving facility for involuntary examination if there is reason to believe that he or she has a mental illness and because of his or her mental illness:

The person has either refused voluntary examination or is unable to determine for himself or herself whether examination is necessary; and Either:

Without care or treatment, the person is likely to suffer from neglect or is likely to refuse to care for himself or herself; such neglect or refusal poses a real and present threat of substantial harm to his or her well-being; and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; or

There is substantial likelihood that without care or treatment the person will cause serious bodily harm to himself or herself or others in the near future, as evidenced by recent behavior.

D. Initiation of an Involuntary Examination can be Initiated by:

Law Enforcement Officer

Circuit Court

Ex parte order

Physician

STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

E. Initiation of Involuntary Examination by a Law Enforcement Officer:

If you have reason to believe that someone appears to have a mental illness, you can decide whether or not that person may be putting himself/herself or others in danger, and they meet the criteria for a complete evaluation.

An officer does not need to witness all of the behaviors personally.

An officer can consider credible eyewitness accounts from others as you determine the need for further assessment.

A person may be taken to a receiving facility for involuntary examination if there is "reason to believe" the criteria for involuntary examination exists.

A Crisis Intervention Team officer should be requested to assist the officer while still on the scene.

Officers handling a call involving a voluntary patient will immediately notify the dispatcher and take a signal 56.

Initiation of Involuntary Examination by the Courts:

If the involuntary examination has been initiated by the circuit court, a court order will be given to an officer to deliver with the person to the nearest receiving facility.

While the sheriff will handle a great majority of such orders, it is possible that members of the Miami Police Department will be called upon on occasion to execute such court orders.

It is important that if dispatched to initiate serving an ex parte order officers can serve and execute such order on any day of the week, at any time of the day or night and may use such reasonable physical force as is necessary to gain entry to the premises, and any dwellings, buildings, or other structures located on the premises and to take custody of the person who is the subject of the ex parte order.

All attempts to have a Crisis Intervention Team member dispatched to the call will be made. If no C.I.T. member is available the unit dispatched will wait for a back up unit unless that unit is a two-man unit.

The court order for involuntary examination, along with the petition(s) seeking the order, will be delivered by officer to the facility to be placed in the person's clinical record along with the "Transportation to a Receiving Facility" form (CF-MH 3100) completed by the law enforcement officer.

On all ex parte orders served officers will contact a sergeant or commanding officer notified prior to transporting the subject.

Officers handling a call involving an involuntary patient will immediately notify the dispatcher and take a signal 56.

F. Initiation of Involuntary Examination by the Others:

When the involuntary examination has been initiated by a:

- a. Physician

STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

- b. Clinical psychologist
- c. Psychiatric nurse
- d. Clinical social worker, or
- e. Licensed mental health counselor

A certificate will be completed by the professional (HRS-MH-3052B-Physicians Certificate), stating that he or she has examined a person within the preceding 48 hours and finds that the person appears to meet the criteria for involuntary examination and stating the observations upon which that conclusion is based.

G. Transportation of Persons for Voluntary Examination:

Law enforcement has no responsibility to transport persons for voluntary admission to a mental health facility.

Exceptions:

- If the person requesting help has no other means and is in need of assistance.
- The C.I.T. member is requested to the scene for assistance.
- Officers will not transport persons from a hospital where they may have been medically examined or treated to a Baker Act receiving facility.
- The hospital will be required to provide for transportation.

H. Transportation of Persons for Involuntary Examination:

Officers are required to transport those ordered for involuntary examination when initiated by:

- The courts
- Law enforcement, or
- An authorized professional

The responding unit or C.I.T. member will be responsible for transporting the person to the nearest receiving facility for the examination.

The unit or C.I.T. member will make a decision to either transport the person or call and emergency transport service.

The officer transporting or follows the emergency transport service to the facility will fill out the required forms for an involuntary examination (HRS-MH-3001).

After transporting the subject to the receiving facility the officer will also fill out the mandatory "Transportation to a Receiving Facility" (CF-MH 3100).

Once the person has been accepted by the facility the office has no further responsibility.

STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

A receiving facility **must accept** persons brought by law enforcement officers for involuntary examination.

It will be the responsibility of the facility to make arrangements outside of the police department to transport the patient to another facility.

If a problem between the receiving facility and a member of the Miami Police occurs the officer will contact a sergeant or commanding officer immediately to resolve the problem.

If the officer was only transporting a person whose involuntary examination was initiated by a court or authorized professional, the officer must submit the court's Ex Parte Order for Involuntary Examination or the Certificate of Professional Initiating Involuntary examination.

Any questions concerning the requirements of transporting of persons to facilities will be referenced to the 2006 Baker Act booklet on the Florida Mental Health Act (394.462 FS).

I. Persons with Criminal Charges:

When an officer has custody of a person based on either non-criminal or minor criminal behavior that meets the statutory guidelines for involuntary examination under the Baker Act, the law enforcement officer shall transport the person to the nearest receiving facility for examination.

When any law enforcement officer has arrested a person for a felony and it appears that the person meets the statutory guidelines for involuntary examination or placement under the Baker Act, such person shall first:

Be processed in the same manner as any other criminal suspect.

A receiving facility is not required to admit a person charged with a crime for whom the facility determines and documents that it is unable to provide adequate security, but shall provide mental health examination and treatment to the person where he or she is held.

J. Handling of Persons who are Voluntary and Involuntary:

All persons are to be treated with courtesy, consideration and professionalism.

If a person indicates that he/she is likely to injure him/herself or others, all necessary measures may be employed for his/her protection and that of other persons, specifically including department members.

Any person requiring to be physically restrained (i.e., Hobble) due their violent nature will necessitate the immediate notification of a supervisor as required by departmental and request;

Fire Rescue, or Emergency transport service

STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

K. Physically Injured Persons:

When department members encounter a mentally ill person who is suffering from a physical injury of any kind, the Miami Fire-Rescue will be called to the scene and render first aid and determine the most feasible mode of transportation to the nearest hospital for the protection of his/her life.

If the hospital is a Mental Health facility the officer can fill out the required paperwork and release the person to the emergency services.

L. Resultant Criminal Conduct:

Conduct which is technically a violation of the law is often, in fact, a non-volitional, immediate, and unavoidable product of the emotional disorder.

When departmental members encounter resultant criminal conduct, which does not seriously injure persons or the property of persons, and the officer reasonably believes that the conduct is an unavoidable consequence of the emotional disorder;

The placing of criminal charges should be abandoned in favor of the treatment provisions of the Florida Mental Health Act.

If an arrest is made for either non-criminal or minor criminal behavior that meets the statutory guidelines for involuntary examination, **shall** transport or have transported the person to the nearest receiving facility for examination.

M. Receiving Facilities:

Officers who transport or have a subject transported will ensure that they are taken to the closest receiving facility available.

South District:

- 1) Banyan Health – 3800 W. Flagler St.
- 2) Jackson Memorial Hospital Crisis-1695 NW 9 Ave.
- 3) Jackson Memorial Hospital Emergency-1600 NW 10 Ave.

Central District:

- 1) Jackson Memorial Hospital Crisis-1695 NW 9 Ave.
- 2) Jackson Memorial Hospital Emergency-1600 NW 10 Ave

North District:

- 1) North Shore Hospital-1100 NW 95 St.
- 2) Jackson Memorial Hospital Crisis-1695 NW 9 Ave.
- 3) Jackson Memorial Hospital Emergency-1600 NW 10 Ave.

N. Required Forms to be Filled out by Law Enforcement Officers:

STANDARD OPERATING PROCEDURES: S.O.P. 2-9

(Continuation)

Officers shall take a person who appears to meet the criteria for involuntary examination into custody.

Officers must complete two state forms when initiating a Baker Act.:

The two forms are Report of Law Enforcement Officer Initiating Involuntary Examination (CF-MH 3052A), and Transportation to a receiving Facility-Part 1 (CF-MH 3100).

Officers will immediately contact a sergeant or commanding officer when serving an ex parte order.

O. Required Police Reports to be Generated:

All Crisis Intervention Team members who are dispatched or requested as a back-up will take a signal 56 and record the appropriate required information.

C.I.T. members who are dispatched to another NET area or district to assist with an attempt suicide (44) call will be required to handle;

- a. The Baker Act required forms
- b. Transportation of the subject to the nearest facility

The primary officer not the C.I.T. member will be responsible for completing an incident report associated with the incident.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROLS

STANDARD OPERATING PROCEDURES

S.O.P. 2-9 (B)

SUBJECT: Risk Protection Order (RPO)

PURPOSE: The purpose of this policy is to provide guidelines for implementing the Risk Protection Order Act, § 790.401, Florida Statutes. This policy will: assist officers in the identification of individuals who may qualify for a Risk Protection Order (RPO); outline the procedures for petitioning the court for an RPO; provide guidelines for the service of an RPO; provide guidance for the collection and accounting of firearms seized as a result of an RPO; and ensure that the department is in compliance with the reporting requirements per statute.

SCOPE: The procedures of this department dealing with individuals for whom an RPO is appropriate shall comply with the laws of the State of Florida's Risk Protection Order Act, § 790.401.

1. DEFINITIONS:

- A. Affidavit: A sworn written document attesting to the probable cause usually made by a police officer but, may be attested to by a citizen or informant. The affidavit will outline the factual justification for why a judge should consent to an arrest or search warrant.

Manuel A Morales
Assistant Chief of Police
Field Operations Division

March 15, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-9 (B)

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- B. *Family/Household Member*: For purposes of a risk protection order, a relative can include, but is not limited to a spouse; persons related by blood or marriage; persons who are presently residing together, as if a family or any other person living in the same house regardless of the relationship.
 - C. *Petitioner*: The law enforcement officer or law enforcement agency that petitions a court for an RPO pursuant to § 790.401, Florida Statutes.
 - D. *Respondent*: The individual who is the subject of the RPO petition. An individual who poses a significant danger of harming himself/herself or others by having a firearm or ammunition in his/her custody or control, or by purchasing, possessing, or receiving a firearm or any ammunition.
 - E. *Referrals*: The act of recommending an individual to the RPO Detail for threat assessment and case management.
 - F. *RPO Detail*: Personnel assigned to assist in the management of Risk Protection Orders at the discretion of the Field Operations Chief of Police.
 - G. *Risk Protection Order (RPO)*: An order entered by a judge that prohibits the possession or purchase of firearms or ammunition for the length of time the order is in effect.
2. **CRITERIA FOR OBTAINING A RPO**: A subject qualifies for a RPO if all three of the following are met:
- A. Subject poses a significant danger of causing personal injury to him/herself (Note: Mental illness or other Baker Act (BA) criteria are not required), and
 - B. Subject has firearms in his/her custody or control or has the ability to purchase, possess, or receive firearms/ammunition, and
 - 1. Custody or Control
 - a. Actual possession
 - b. Constructive possession
 - 2. The subject should be presumed to have the ability to purchase, possess or receive a firearm, unless you have knowledge the person has been disqualified and is unlikely to become eligible to purchase or possess in the near future. For example, a felon is disqualified.

STANDARD OPERATING PROCEDURES: S.O.P. 2-9 (B)

(Continuation)

- C. Subject poses a significant danger of causing personal injury to him/herself or others in the near future by having a firearm or ammunition in his/her custody or control or by purchasing possessing or receiving a firearm or ammunition.
1. To obtain a temporary RPO some person who has personal knowledge of why the subject is a danger in the near future must fill out an affidavit. The person with personal knowledge can be the deputy or a witness. There can be more than one affidavit and everyone with personal knowledge should complete an affidavit.
 2. The subject must be a significant danger likely to cause personal injury to himself/herself or others. In addition to any incident outlined in an affidavit, the court will also consider other factors when making its determination if the subject poses a significant danger of causing personal injury. There are no minimum number of factors that must be present. Any factor that applies to subject should be identified in your affidavit.

The factors the court will consider are:

- a. Was the subject (respondent) involved in a recent act or threat of violence against himself/herself, or others whether or not such violence involves a firearm?
- b. Was the subject (respondent) engaged in an act or threat of violence in the past twelve (12) months against self or others?
- c. Evidence of the respondent being seriously mentally ill or does the subject have recurring mental health issues?
- d. A violation by the respondent of a risk protection order or a no contact order.
- e. A previous or existing risk protection order issued against the respondent or
 - a. has the subject violated a previous or existing RPO?
- f. Whether the respondent, in this state or any other state, has been convicted of, had adjudication withheld on, or pled nolo contendere to a crime that constitutes domestic violence as defined in Florida State Statue 741.28.

STANDARD OPERATING PROCEDURES: S.O.P. 2-9 (B)

(Continuation)

- g. Whether the respondent, in this state or any other state, has been arrested for, convicted of, had adjudication withheld on, or pled nolo contendere to a crime involving violence or a threat of violence.
- h. Whether the respondent has used, or has threatened to use, against himself or herself or others any weapons.
- i. Whether the respondent unlawfully or recklessly used, displayed, or brandished a firearm.
- j. Does the subject express a recurring use of threat to use physical force against another person or stalked another person?
- k. Is there corroborated evidence that the subject abuses-controlled substances or alcohol?
- l. Is there evidence of recent acquisition of firearms or ammunition?
- m. Is there any relevant information from family/household members concerning the respondent?
- n. Witness testimony, taken while the witness is under oath, relating to the matter before the court.

- 3. To obtain a temporary RPO, it must be established that the danger of personal injury will occur in the “near future”, and;
 - a. Going to occur or think it will occur, prospective
 - b. Although not necessarily immediate; expected to occur soon.
- 4. The fear of future harm is related to the subject having custody, control or being able to obtain a firearm or ammunition.

3. STEPS TO OBTAINING AN RPO: If an officer believes that an individual meets the criteria for an RPO, the officer should immediately notify their respective supervisor and:

- A. Contact the Assaults Unit and inform the Assaults Investigator of the incident; subsequently, outlining the details/criteria for the RPO.
- B. The Assaults Investigator will then verify if the subject meets the criteria outlined above. If the subject meets the requirements of an RPO, the Investigator will inform their respective Assaults Supervisor. The Assaults

STANDARD OPERATING PROCEDURES: S.O.P. 2-9 (B)

(Continuation)

Supervisor or designee will then notify the RPO Detail Officers detached to the MDPD Taskforce.

- C. The RPO Detail in conjunction with the Miami-Dade Police Department Taskforce will then coordinate efforts to procure an RPO according to their operating procedures.
- D. If the Supervisor of Assaults deems it necessary to institute a Call-Out they will coordinate with the Assaults Commander and the RPO Detail to make arrangements.
 - a. All referrals shall be managed in accordance with the protocols established by the MDPD Taskforce.

4. GUIDELINES:

- A. Administrative Guidelines for obtaining an RPO.
 - 1. An agency can petition the court for an RPO if the agency believes that a person poses a significant danger of causing personal injury to himself/herself or others by having a firearm or any ammunition in his/her custody or control, or by purchasing, possessing, or receiving a firearm or ammunition. The petition and accompanying affidavit must allege specific statements, actions, or facts based on personal knowledge that give rise to a reasonable fear of significant dangerous acts by the Respondent, and that Respondent poses a significant danger of injury to himself/herself or others by having in his/her control, or by purchasing, possessing, or receiving, a firearm or ammunition.
 - 2. The police agency with the belief and information that a person poses a significant danger of causing personal injury to himself/herself or others is the agency responsible for preparing, filing, and serving the RPO.
 - 3. If the person who poses a danger resides outside of the jurisdictional boundaries of the law enforcement agency that petitioned for the RPO, then the filing agency shall seek the assistance of the appropriate jurisdictional law enforcement agency to assist with service of process at the RPO recipient's residence. The municipal or county law enforcement agency assisting with service of process is only responsible for serving the RPO. It is the responsibility of the petitioning law enforcement agency to impound any firearms, ammunition, or concealed weapons permit in the possession of the RPO recipient.

STANDARD OPERATING PROCEDURES: S.O.P. 2-9 (B)

(Continuation)

4. Once an RPO is issued and served upon the respondent, the respondent is prohibited by law from having firearms or any ammunition in his/her custody or control, or purchasing, possessing, or receiving a firearm or ammunition. Violating the RPO with knowledge of the existence of the RPO, is a third-degree felony in violation of § 790.401(11)(b), Florida Statutes.

5. The Miami Police Department shall designate one or more persons to be the "RPO Coordinator" for the agency. The RPO Coordinator is the liaison between the agency and the attorney (City or County) et al. who is responsible for all aspects of the RPO process, such as filing the Petition and Affidavit for the RPO with the Clerk of Courts, coordinating witnesses, discovery, and representing the agency at the RPO hearings. For purposes of the Miami Police Department the liaison will be the direct supervisor of the RPO Detail specifically the law enforcement personnel detached to the Miami-Dade County Police Department Threat Management Section Risk Protection Order Taskforce.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-10

SUBJECT: LABOR DISPUTE OR STRIKES

PURPOSE: To effectively prepare patrol officers on how to respond to labor problems, strikes or disputes.

SCOPE: Strikes are a legitimate exercise of the right to protest, which must be protected as long as this right does not generate into violence. When violence and unlawful acts occur, the Miami Police Department must act. Our action in labor disputes or strikes must always be impartial to avoid accusations of siding with any of the parties involved. The Miami Police Department's mission during labor disputes or strikes is to maintain a neutral posture while protecting the public and allowing the participants of labor dispute or strike to exercise their civil rights.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-10

(Continuation)

I. Notification of Strike or Labor Dispute:

- A. Upon observation or notification of a labor dispute or strike situation, the sector sergeant should be notified promptly.
- B. The sector sergeant, after personally inspecting the area, shall report the actual facts to the platoon commander. The platoon commander will determine if police presence and/or intervention is necessary.
- C. Should the matter be any more than a minor management/labor dispute, the division chief will be notified immediately of the events and action taken, followed by a written report. After hours, the staff duty officer should be notified.
- D. The Legal Advisor's office should be contacted for up-to-date case law or what our duties or options are.

II. Patrol Response:

- A. Maintain Impersonal Attitudes
 - 1. The supervisor should instruct his/her subordinates assigned to strike duty that they must not allow themselves to be personally involved in the strike issues. They must avoid overreacting when they are subjected to taunts, insult and derisions. If they become emotionally involved, their reactions may be exploited against them.
- B. Avoid Fraternizing
 - 1. Fraternizing with the strikers or management, the acceptance of gratuities from either, or any other act that might be interpreted as partiality must be avoided.
- C. Display of Weapons
 - 1. Officers at the scene should be cautioned against displaying their weapons unnecessarily. Special weapons should never be displayed in a threatening manner. To do so might unnecessarily provoke violent reactions.
- D. Meeting with Labor and Management Representatives
 - 1. One of the supervisor's first acts at the scene of a labor dispute should be to arrange a meeting with picket captain and a representative of management to discuss ground rules that both parties should be expected to follow. He/she should make it clear that damaging property, blocking sidewalks,

STANDARD OPERATING PROCEDURES: S.O.P. 2-10

(Continuation)

streets, entrances and exits, interfering with lawful business and the rights of uninvolved employees and the public, or provoking incidents by either side cannot and will not be tolerated.

E. Control Tactics

1. The tactics used to control disorders arising from a strike should generally follow the same patterns as those used in the control of other civil disturbances.
2. Pickets should be requested to allow the passing of patrons or vehicles of employees or persons delivering merchandise to the concern. If they fail or refuse to do so, the supervisor should direct his/her subordinates to affect an opening in the line.
3. Officers should be instructed to face the pickets when the line must be broken to allow persons or vehicles to pass through it.
4. They may thus prevent their sidearms and batons from being taken and is in a more favorable position to observe the actions of the pickets.
5. The force used to break picket lines should be firm but temperate. Acts which can be constructed as harsh or officious will only incite resistance, which is contagious. Timing of an arrest is of the essence.

F. Arrest

1. The force used to make an arrest must be objectively reasonable in light of the facts and circumstances confronting the officer.
2. The supervisor will direct his/her personnel to use discretion in dealing with violations that might best be handled by the picket captain.
3. Should an officer be assaulted, however, other officers will quickly give him/her assistance in making an arrest. The assailant should be quietly and promptly removed from the scene.

III. Legal Aspects:

- A. The Florida Statutes concerning labor organizations define what lawful actions can be taken in the event that a strike should occur.

STANDARD OPERATING PROCEDURES: S.O.P. 2-10

(Continuation)

- B. Florida Statute 447.03, employee's right of self-organization, states employees shall have the right to self-organization, form, join, or assist labor unions or labor organizations or to refrain from such activity, to bargain collectively through representatives of their own choosing, and to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection.
- C. When responding to a labor dispute or strike, Florida Statute 447.09 should be consulted with regards to arrests.

NOTE: these are misdemeanor arrests and should be handled accordingly.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-11

SUBJECT: OFFICER SURVIVAL TECHNIQUES

PURPOSE: To provide procedures that will increase the officer's personal safety and operational effectiveness when responding to life-threatening situations where there are imminent situations posing a direct threat to the officer's safety.

SCOPE: Research into situations involving police officer deaths and injuries has revealed numerous procedures that can reduce this risk if properly performed and applied. It should be kept in mind, however, that no procedure of this type will be applicable to all situations involving incidents posing a threat to the officer's safety. The use of good discretion by the officers, when confronted with these types of situations, coupled with knowledge, training and options will provide the needed skills and abilities to respond effectively and maximize one's capability to survive and minimize injury.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

May 1, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-11
(Continuation)

Officers must stay current with materials covered in Training Bulletins, Official Bulletins, and Safety Alerts and with information found under the MPD Intranet SharePoint site.

Information is also available in the MPD Training Unit Library. It contains a broad collection of materials ranging from patrol tactics to senior management functions as well as research studies relating to officer safety.

- I. Definitions:
 - A. Life-threatening calls: calls that historically have contributed to a significant percentage of police officer deaths and/or injuries.
 - B. Life-threatening situations: situations where information indicates that a person could be armed with a weapon or situations where a person is armed with a weapon but does not pose an imminent or direct threat to the officer.
 - C. Imminent life-threatening situations: situations where a person is armed with a weapon and makes a direct movement toward placing the officer in immediate danger.
 - D. Immediate life-threatening situations: situations where a person is armed with a weapon and has the immediate and direct ability to inflict death or serious injury upon the officer.
 - E. Refer to Florida State Statutes, Chapter 776, and entitled "Justifiable Use of Force" for additional information.

- II. Life-threatening Calls:
 - A. The 5 most common life-threatening calls where officers are killed or seriously injured are:
 1. Attempting arrests
 2. Domestic disturbances
 3. Crimes in progress
 4. Traffic stops
 5. Building searches

 - B. Three departmental specialized units are available that can reduce potential threats to the officer's safety. See departmental orders for additional information on the utilization of these units.
 1. Special Weapons and Tactics
 2. K-9
 3. Aviation

STANDARD OPERATING PROCEDURES: S.O.P. 2-11

(Continuation)

- C. The police officers should possess a constant state of alertness throughout his/her tour of duty, particularly when responding to the indicated threatening calls, to ensure application of tactics and techniques that will increase the level of officer safety

III. Life-threatening Situations:

- A. When approaching life-threatening situations, the officer should have his/her weapon drawn and use available cover to increase personal protection and safety
- B. Properly performed tactical maneuvers in a life-threatening situation, before any gunfire takes place, may allow an officer to prevent a volatile situation from escalating into violence or, at the very least, will put the officer in a position for maximum protection and effective response, should his/her life be imminently threatened
 - 1. Every effort should be made by the police officer to prevent a shooting situation whenever possible, in those instances where the officer's life is not imminently or immediately threatened
- C. In a life-threatening situation where the officer is not imminently or immediately threatened, the words "POLICE, DON'T MOVE" should be shouted sincerely and confidently in an attempt to prevent a shooting situation. This is done:
 - 1. Before the armed suspect has a chance to challenge the officer
 - 2. To prevent a plainclothes officer from being shot accidentally
 - 3. To buy additional time to assess the suspect's ultimate action
 - 4. To give the suspect an opportunity to surrender

IV. Imminent Life-threatening Situations:

- A. When life is in imminent danger:
 - 1. Anticipate in advance danger whenever possible; be alert.
 - 2. Be aware of your preparation, approach, and shooting technique.
 - 3. Identify imminent life-threatening danger and react with target acquisition.
 - 4. Make use of available cover before and after shooting.

V. Immediate Life-threatening Situations:

- A. When your life is immediately threatened by a suspect, the following alternatives should be considered:

STANDARD OPERATING PROCEDURES: S.O.P. 2-11

(Continuation)

1. If you have the advantage tactically over the suspect, apply the appropriate force consistent with policy.
2. If you do not have the advantage tactically over the suspect:
 - a. Find immediate cover, if available.
 - b. If immediate cover is not available, but time is, attempt to talk with the suspect(s), reducing the threat you pose to them while attempting to increase your tactical advantage.

VI. Felony Suspects:

A. The arrest of felony suspects poses considerable concern for the safety of the officer initiating same. Procedures for arresting felony suspects are:

1. Every attempt will be made by the officer to control the suspect's hands during the physical arrest.
2. Felony prisoners shall be thoroughly searched by the arresting officer immediately following the arrest, when tactically advantageous and conditions permit.

- a. If the police officer is assigned to a single-man unit, the officer may hold the suspect at gunpoint, pending the arrival of a backup unit and then conduct the search.

This is recommended, particularly for crimes against person offenses or when the officer anticipates danger from the suspect. Under these conditions, the suspect(s) should be put spread-eagle, face down on the ground, pending arrival of the backup unit.

3. All felony prisoners shall be handcuffed as soon as possible after arrest with hands behind their back before transporting.

- a. If the officer(s) had to struggle with the offender to get him/her in the police vehicle and search at the time was not practical, the officer will request his/her supervisor and needed backup units to the location, remove the suspect upon their arrival, conduct the search, handcuff the prisoner, search the vehicle the suspect was in for contraband and weapons, and put him back in the vehicle, prior to transporting same.

- b. This procedure will ensure that the offender is not armed and does not pose a threat to the officer transporting same.

- c. While waiting for the supervisor and the backup unit, the officer will place him/herself in a safe location, in case the suspect is armed and should attempt to fire his weapon.

- d. Under emergency conditions, the officer may have to depart from an area prior to incorporating the above procedure. In those

STANDARD OPERATING PROCEDURES: S.O.P. 2-11

(Continuation)

cases, as soon as the officer is in a secure location from the original scene, the procedure will then be implemented.

VII. Pursuing Suspects on Foot:

A. Due to the vulnerability of officers pursuing suspects on foot, and in many cases not knowing whether or not the suspect is armed or what offense he/she has committed, the following procedure will be incorporated:

1. Whenever practical, the officer will pursue suspects on foot with his/her issued weapon in a ready combat position.

However, foot chases are discouraged unless it's the only means of ensuring apprehension. Never chase a subject into bushes or down dark areas. Use perimeters with the assistance of K-9.

2. A ready position is one where the weapon is removed from the holster and maintained in the officers shooting hand with the trigger finger placed outside the trigger guard parallel to the weapon.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-12

SUBJECT: **AFTER ACTION REPORTS**

PURPOSE: To provide guidelines for patrol command level officers to aid them in determining the necessity of notifying the Staff Duty Officer and making an After-Action Report.

SCOPE: The on-duty Field Duty Lieutenant has the responsibility to notify the Staff Duty Officer and make a written after action report on any event that would be of immediate interest. All after action reports will be directed to the Chief of Police.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-12

(Continuation)

- I. Situations where the Staff Duty Officer will be notified:
 - A. The following areas should be considered by the on-duty Field Duty Lieutenants in his/her decision to contact the Staff Duty Officer.

These are general guidelines. The situation, facts at hand, and common sense will dictate the proper course of action.

 1. Bombings or bombs found
 2. Hostage situations, active shooter incidents and terrorist acts
 3. SWAT operations
 4. Disasters
 - a. Major fires and explosions
 - b. Aircraft crashes
 - c. Collapsed buildings
 - d. TORNADOS or other major storm damage
 - e. Extensive flooding
 - f. Large-scale power failures
 5. Police personnel shot or shot at.
 6. Accidents, use of force, or other incidents involving police department personnel or equipment resulting in a fatality or an injury serious enough to warrant admission to a hospital
 7. Discharge of firearms by police personnel
 8. Major or unusual police/citizen confrontations including rock and bottle incidents
 9. Any other situation requiring the commitment of more than the personnel assigned to one NET service area (1 sergeant, 7 police officers) for an extended period of time (more than 1 hour)
 - a. Civil disturbances
 - b. Demonstrations
 - c. Large-scale perimeters or area searches
 - d. Labor disputes where violence appears imminent
 - e. Rock concerts or other events where on-duty personnel are required to respond.
 10. Requests for police response to other jurisdictions

STANDARD OPERATING PROCEDURES: S.O.P. 2-12

(Continuation)

NOTE: The on-duty Field Duty Lieutenant shall notify the Staff Duty Officer immediately when a NET service area's officers are dispatched outside the city limits. Additional personnel may be committed only with the authorization of the Staff Duty Officer.

11. Arrests or serious incidents involving dignitaries (ambassadors, consuls, etc.), government officials, police officers.
 12. Mass arrests
 13. Unusual incidents or confrontations involving department members and the media
 14. Serious and unusual complaints against police department personnel (if the on-duty Commander feels that notification is warranted).
- B. The on-duty Field Duty Lieutenant will be responsible for evaluating any other unusual situation or event to determine whether the Staff Duty Officer should be notified.
 - C. In the event the Staff Duty Officer is not available, the next Staff Duty Officer on the Staff Duty Officer List (published in the Official Bulletin) shall be notified.
- II. Procedure for notifying the Staff Duty Officer
- A. Initial notification of the Staff Duty Officer shall be by the Communications Unit, per their SOPs.
 - B. Information on the situation should be coordinated between the Field Duty Lieutenant and the Communication Unit Supervisor so that the Staff Duty Officer can be accurately informed.
 - C. The Communication Unit Supervisor will advise the on-duty Field Duty Lieutenant when notification of the Staff Duty Officer has been accomplished.
 - D. The Staff Duty Officer will determine the necessity of his/her response to the scene or the police station and advise the Complaint Sergeant and the on-duty Field Duty Lieutenant of his/her decision. In the event there is no immediate need for his/her response, the Staff Duty Officer will maintain frequent contact with the on-duty Field Duty Lieutenant until the incident is resolved. The on-duty Field Duty Lieutenant shall coordinate information with the Communication Unit Supervisor and shall advise the Staff Duty Officer of any change in the situation.
- III. After Action Reports: An after-action report should be prepared in any instance where a decision has been made to contact the Staff Duty Officer. This report shall be uploaded to the Field Operations Division SharePoint under the folder labeled After Action, by 0800 hours following occurrence.
- A. An after-action report should contain the following information:

STANDARD OPERATING PROCEDURES: S.O.P. 2-12

(Continuation)

1. Date, time and location(s) of incident.
2. Original units/officers involved in incident (if any).
3. Additional units dispatched.
4. Time Field Duty Lieutenant advised and by whom.
5. Staff Duty Officer and other staff personnel notified and time.
6. Personnel from other sections involved or required.
7. SWAT requested and response time.
8. Other agencies notified or requested (if any).
9. Commanding officers responding to the scene.
10. Chronological account of events.
11. Diagrams of scene, if appropriate (required on discharge of firearm).

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS

STANDARD OPERATING PROCEDURES

S.O.P.: 2-13

SUBJECT: ROLL CALL

PURPOSE: To establish an orderly uniformed procedure for conducting roll calls in the Patrol Districts.

SCOPE: To disseminate pertinent information to District Officers before the beginning of their tour of duty.

- A. Field Duty Lieutenant and the Early Sergeants are responsible for preparing the "daily Roll Call agenda." At the beginning of each shift they will ensure that the following materials are placed on the reading board: Current Official Bulletin, police/crime related material such as BOLO's, wanted subject information, training announcements, major investigations information etc., Additionally, they will ensure that the following administrative items are completed: "I" papers, shift concerns, missing reports, ticklers minimum staffing, special detail staffing etc.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

January 9, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-13

(Continuation)

- B. Field Duty Lieutenant and the Early Sergeant are responsible for conducting a visual inspection of the Roll Call Room to ensure readiness for the Roll Call.
- C. District Roll Call will commence punctually at 0600 hours for A-Shift, 1400 hours for B-Shift, and 2100 hours for C-Shift.
- D. The Field Duty Lieutenant and supervisors will conduct a visual inspection of the officer's uniforms to ensure compliance in accordance with uniform guidelines.
- E. The daily attendance roster or 'P'-Sheets will be read by the Early Sergeant. The NET Area will be read first and then the zone number. (Example: "Overtown NET, Officer Smith, 4311" "Officer Gomez, 4312" etc.)
- F. The Early Sergeant will read the current Official Bulletin (OB), (Note: items that are intended to be read at Roll Call are marked with initials "RC" on the OB), police/crime related material such as BOLO's, wanted subject information, training announcements, major investigations information, shift related ticklers etc.
- G. Burglaries, robberies, and shots fired, and "Hot Spots" information for all of the District's NET Areas during the last 72 hours will be reviewed using Crime View and Crystal reports via projector/flat screen.
- H. When applicable, Roll Call training will be conducted at this time. Roll Call training will provide the members of each District with specific information relating to current criminal and police related subjects. When Roll Call Training takes place it will be documented and reported on the Monthly Activity and Training Report. All Roll Call training will also be documented in the Administrative Sergeant Section of the MPD Staffing Program, with a notation of the type of training conducted and who presented the training.
- I. When applicable, the floor will be opened to any approved guest speakers. Vendors making presentations at Roll Calls should have prior approval (per City Manager APM 1-85). Officers will have an opportunity to ask the speakers and/or vendors questions after the presentation.
- J. Roll Call will be dismissed by the Field Duty Lieutenant, at which time officers will report immediately to the transfer line where the Field Duty Lieutenant will ensure that the in-service transfer line is conducted properly and that a visual inspection of vehicles and personnel takes place. After this is completed, the members will check in-service.
- K. The Field Duty Lieutenant and supervisors will ensure the Roll Call room is maintained clean and orderly for the next shift.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-14

SUBJECT: **Special Threat Situations: Mobilization Procedures for SWAT**

PURPOSE: To explain the procedure to be used to mobilize SWAT.

SCOPE: It will be the responsibility of the Field Duty Lieutenant or on-duty Commanding Officer to authorize a SWAT mobilization. When the decision to mobilize SWAT has been made by the on-duty Field Duty Lieutenant, he/she will have the following responsibilities:

I. Advise the Communication Unit Supervisor or notify the STRU Commander.

A. If the STRU Commander cannot be reached, the Communication Unit Supervisor will notify the SWAT Commander.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-14

(Continuation)

- II. Be responsible for the development and manning of a perimeter.
 - A. The perimeter is established to reduce the probability of deaths or injuries to innocent civilians and police members within the area of the incident, and to reduce the avenues of escape to the offender.
 - 1. All innocent civilians should be evacuated from within the perimeter area, if it can be completed safely.
 - B. The size and configuration of the perimeter will be determined by the special threat circumstance in light of the resources present. In most cases, an initial perimeter of the one block surrounding the location should be sufficient.
 - C. When the SWAT team arrives, the perimeter will be further developed to reflect two concepts: the inner perimeter and the outer perimeter.
 - 1. The outer perimeter, which is defined as that area surrounding the inner perimeter, will be manned by NET service area units who will be responsible for keeping all unauthorized persons and vehicles from entering the inner perimeter and in some cases leaving.
 - 2. The outer perimeter, which is defined as that area surrounding the inner perimeter, will be manned by NET service area units who will be responsible for keeping all unauthorized persons and vehicles from entering the outer perimeter.
 - D. The command post for the overall scene will be located within the outer perimeter.
 - E. The Field Duty Lieutenant will be responsible for coordinating activity at the Command Post with the SWAT Commanding Officer on the scene.
 - F. The Field Duty Lieutenant will have the authority and responsibility for the overall coordination of the incident location.

- III. The coordination of an immediate response to the special threat situation is coordination of the incident location.

Generally, a stabilized condition prevails once a special threat develops. The offender is isolated and patrol officers cannot risk further direct action without unnecessarily endangering their own safety or that of innocent civilians.

However, the Field Duty Lieutenant should be prepared to take immediate action in the event that the offender places the life of innocent civilians or officers in immediate jeopardy.

STANDARD OPERATING PROCEDURES: S.O.P. 2-14

(Continuation)

- IV. Once the STRU Commander is notified, he/she will organize a SWAT team and appoint a team leader in accordance with the Special Threat Response Unit SOP.
- V. The on-scene SWAT Commander will have the authority and responsibility for the planning of the SWAT tactical response to the special threat situation.
- VI. If sufficient SWAT personnel are on-duty, a team would be able to respond to the incident location, fully equipped, in approximately 45 minutes.
- VII. If it is necessary to call off-duty personnel, it will take approximately 1 hour and 15 minutes, to 1 hour and 30 minutes for a fully equipped team to respond to the incident location.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-15

SUBJECT: **RAPID RESPONSE TO AN ACTIVE KILLER**

PURPOSE: The Miami Police Department (MPD) recognizes the significant need for preparation and the capability to effectively resolve an active killer incident. The Department regards an active killer occurrence as a very serious event which requires procedures to ensure the safety of the public and police officers alike.

SCOPE: City of Miami police officers must be prepared to operate in a Unified Command configuration with other agencies to form a multi-agency response.

DEFINITIONS:

Active Killer: Anyone who uses any weapon to systematically or randomly inflict death or serious bodily injury to others and continues to do so while having unrestricted access to additional victims.

Ambulance Exchange Point (AEP): A specific location where an ambulance is sent to pick up evacuated casualties from a team operating in the Warm Zone. An Ambulance Exchange Point involves the RTF and law enforcement. It should be located in an area with drivable access, near casualties and an exit point. It must be in a defensible space with cover, concealment, and limited exposure to threats.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

8/23/18
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-15

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Ballistic Protective Equipment: Ballistic protective gear, including body armor, for the head and body; i.e., vests, gloves, knee pads, and shields.

Casualty Collection Point (CCP): A location designated for wounded persons to come or be transported to and wait for medical attention or evaluation to a medical treatment facility. The casualty collection point must be located in a relatively safe area near the scene (inside or outside the affected area as determined by the incident commander). It must also be easily accessible to multiple fire rescue personnel.

Chain of Command: A series of management positions in order of authority.

Cleared: An area that has been searched and does not pose a threat – no perpetrator present.

Cold Zone: The area where no significant danger or threat can be reasonably anticipated. This could be achieved by distance, geographic location or inaccessible areas from the incident. The cold zone is the location for staging of resources, ICP, treatment, and transportation of patients. Could also be classified “Outer Perimeter” by law enforcement.

Hot Zone: The area where a direct and immediate threat exists. A direct and immediate threat is very dynamic and is determined by the complexity and circumstances of the incident. Examples of direct and immediate threat are an active killer, a barricaded suspect, a hostage situation, a high-risk warrant service, and possible terrorist acts.

Warm Zone: (also known as the area of indirect threat) Areas that law enforcement has either cleared or isolated from the threat where there is minimal or mitigated risk. This area can be considered clear but not secure. This is where the **RTF** will deploy, with security, to treat victims.

Cover: An area generally impenetrable to ballistic weapons, such as a concrete wall. Something that prevents a responder from being observed by the perpetrator AND provides direct protection from the hazard/threat.

Concealment: A structure that hides a person’s exact location but can be penetrated by ballistic weapons (e.g., a sheetrock or interior wall).

Contact Team: A contact team should be composed of one to five officers. The objective of a contact team is to locate, distract, neutralize and/or arrest the subject actively killing victims.

Evacuation Cordon: A safe area or route secured by law enforcement personnel which allows for the safe evacuation of victims.

Force Protection: Actions taken by law enforcement to prevent or mitigate hostile actions against personnel, resources, facilities, and critical infrastructure. These actions conserve the operational ability of fire and EMS resources so they can be applied as needed.

Hostage/Barricaded: Any incident in which people are being held by another person or persons against their will, usually by force or coercion, and demands are being made by the hostage taker. A barricaded subject is an incident where a person maintains a position of cover

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

(Continuation)

or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe that the subject is armed with a dangerous or deadly weapon.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post: The field location where the primary functions of Incident Command are performed.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and applies to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Rescue Task Force (RTF): A rescue team composed of two to four (2-4) officers accompanied by two to three (2-3) fire rescue personnel who enter a **cold** or **warm** area to remove, treat, and aid victims.

Safety Cordon: A secure area or route to a safe place or extraction point that is secured by law enforcement personnel. The cordon will allow for the safe passage of an **RTF** in and out of the Casualty Collection Point to the Ambulance Exchange Point.

Secured: An area has been searched and is now under direct law enforcement control.

Span of control: Pertains to the number of individuals or resources that one supervisor can manage effectively on emergency response incidents. Maintaining an effective span of control is particularly important on incidents where safety and accountability are a top priority.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Tactical Emergency Casualty Care (TECC): TECC guidelines are a set of best practice recommendations for casualty management during high threat civilian tactical and rescue operations. Based upon the principles of Tactical Combat Casualty Care (TCCC), TECC guidelines account for differences in the civilian environment, resources allocation, patient population, and scope of practice. The applications of the TECC guidelines for civilian Fire/EMS medical operations are far-reaching, beyond just the traditional application in tactical and law enforcement operations. The medical response to almost any civilian scenario involving high risk to responders, austere environments, or atypical hazards will benefit from the guidelines, including active shooter response, CBRNE (Chemical, Biological, Radiological, Nuclear, and

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

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Explosives) and terrorism related events, mass casualty, wilderness/austere scenarios, technical rescue events, and even traditional trauma response.

Unified Command: An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions.

POLICY:

In cooperative agreement with Miami Fire Rescue (MFR), MPD personnel shall use this policy to integrate operations between MFR and MPD at incidents with a hostile element and the potential for loss of life. MPD members will be familiar with this policy and the initial actions to be taken as they arrive at the scene of an active killer incident.

PRODEDURES:

In the event of an active killer incident, it is likely that the Police Department will be notified after the suspect(s) have initiated an attack. It is imperative that police response be swift, with the primary objective being to neutralize the threat and minimize the loss of life.

Officers responding to an active killer incident should ensure all mission essential equipment (e.g., Active Shooter vest, rifle, or shotgun) has been donned and is readily accessible. The responder may have to engage the threat immediately upon arrival and may not have the opportunity to retrieve their equipment from the trunk of the vehicle.

Before arriving on scene, officers should consider tactical routes of approach based on information being received. Consideration should also be taken as to where vehicles are parked ensuring ingress/egress routes are not obstructed.

The first officer arriving on the scene shall be the initial Incident Commander (IC), immediately assess the situation, and begin coordinating all efforts and resources to locate and neutralize the Active Killer(s).

Upon establishing situational awareness, the first officer should provide an initial **“size up report”** which initiates ICS and provides the following information.

Who I Am:	Unit number
Verbalize to Dispatch:	“I AM IN COMMAND” (Establish Command)
Where I Am:	Outside of the south door
What I Have:	Description of Incident (i.e., shots being fired)
What I Need:	Type of resources needed
Where I need it:	All officers respond to this location
Where I’m going:	If moving, engaging Solo, or linking-up with officers

A solo entry should only be made by officers if they have an **exigent driving force** such as active gun fire, sounds of violence, or visual confirmation on the subject. If a solo entry is made

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

(Continuation)

the officer must advise dispatch of their entry location, the direction of movement, and assessment of the interior scene.

As additional officers begin arriving on scene, they shall link-up with the IC who will form and deploy contact teams (consisting of 2 to 4 officers). As contact teams are deployed the IC will identify a **team leader** and **team number** (e.g., CT1) in ascending order. Circumstances dictating, the IC may deploy as part of the Contact Team but must notify dispatch and a new IC must be identified. Contact teams must advise dispatch of their entry location, the direction of movement, and assessment of the interior scene.

Responding officers will **link-up** with the IC who will continue to deploy contact teams sufficient to neutralize the threat, but not overwhelming the scene with officers. The IC will also identify a staging location.

Speed of Movement

Stealth: (deliberate or slow speed) Is only used when the subject's location is not known and as officers approach the subject to make contact.

Direct-to-threat: The speed of the movement used when officers have information as to the specific location of the suspect(s).

Concepts and Principles of Team Movement:

- Stay together as much as possible
- Maintain a 540° of security coverage around the team
- Maintain communication with the team and with other units and incident command
- Cover the angles of engagement as the team moves inside the structure
- Perform threshold evaluation before entry into a room
- Move as fast as you can accurately shoot and think

Two-Man Movements

The two-man team can use either the **side by side** or the **tethered** movement. The front cover position has responsibility for 180° to the front and 90° up and over the team. The rear-guard position has responsibility for 180° to the rear and 90° up and over the team.

Three-Man Movements

The three-man team can use either the **side by side** or the **tethered** movement. The two front cover positions support each other in covering 180° and 90° up and over the team with the rear guard covering 180° to the rear and 90° up and over the team.

Four-Man Movements

The four-man team can use the **diamond**, "T," or "Y" formations. Point position is centered in a three-man wedge and is responsible for long coverage down a linear hallway. Left cover

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

(Continuation)

position covers the front and anything to the left. Right cover position covers the front and anything to the right. The rear guard position is responsible for all threats coming from the rear of the formation.

Five-Man Movements

This is the maximum number of officers recommended for a single contact team. Based on the operational environment the five-man team can use the double rear-guard formation. Point position is centered in a three-man wedge and is responsible for long coverage down a linear hallway. Left cover position covers the front and anything to the left. Right cover position covers the front and anything to the right. The two rear guard positions are responsible for all threats coming from the rear of the formation.

The five-man team can also use the special **skill/knowledge formation**. Point position is centered in a three-man wedge and is responsible for long coverage down a linear hallway. Left cover position covers the front and anything to the left. Right cover position covers the front and anything to the right. The rear-guard position is responsible for all threats coming from the rear of the formation. The officer in the center of the formation assists in the overall situational awareness, radio communication, and increased ballistic protection around the team.

Officers should be cognizant of utilizing the appropriate **formations** and **tactics** according to the environment in which they are operating. If the subject's **whereabouts are unknown** movements should be deliberate as contact teams clear the area before moving forward. As officers move through the incident location, they should be aware of booby traps and/or improvised explosive devices (IED's). Utilizing the appropriate distance from the booby trap/IED, the officers should notify Dispatch of the description and location of the device and continue moving forward towards the active killer.

If the subject's **whereabouts are known**, or there is a driving force (i.e., active killing), then the contact team must move as quickly as possible to neutralize the threat while being situationally aware of their surroundings.

The **primary objective** of the contact teams is to neutralize the threat and prevent the loss of any lives. Contact teams must bypass victims and continue to engage the active killer until the threat is stopped.

The **secondary objectives** are to rescue the victims, provide medical assistance, preserve the crime scene, assist in conducting a post-event investigation, and a return to normalcy.

Upon the arrival of a **Supervisor**, they will obtain a briefing from the initial IC and assume command over the air. The IC will establish a Command Post, assign a staging manager, assign perimeter (inner/outer) group, request any additional resources which are required to address the incident (SWAT, Aviation), and coordinate with fire rescue.

- A. **Inner** and **outer** perimeters will be established to contain the scene, and to reduce the avenues of escape to the offender.

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

(Continuation)

All civilians should be evacuated from within the inner perimeter, if it can be accomplished safely.

- B. The size and configuration of inner and outer perimeters will be determined by incident type and location.

The **outer perimeter**, which is defined as that area surrounding the inner perimeter, will be manned by officers whose responsibility will be to keep all unauthorized persons and vehicles from entering the inner perimeter and in some cases from leaving.

The **inner perimeter**, which is defined as that area surrounding the immediate location of the incident will be manned by officers whose responsibility will be to keep all unauthorized persons and vehicles from entering the inner perimeter and incident location.

- C. The **Staging Manager** is responsible for managing all activities within the staging area. Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment.
- D. The **Command Post** for the overall scene will be determined by the Incident Commander.
- E. The **Incident Commander** will be responsible for coordinating all activity at the Command Post with the S.W.A.T. Commanding Officer and Fire Rescue Liaison in a **Unified Command**.
- F. The Incident Commander will have the authority and responsibility for the overall coordination of the incident location.

CONTAINMENT/ NEUTRALIZATION OF ACTIVE KILLER:

Upon neutralization or containment of the subject, the Incident Commander will make a determination of **warm** and **cold zones** within the incident location. The IC will then coordinate with the Fire Rescue Liaison to begin deploying contact teams with rescue task force (**RTF**) personnel to begin rendering aid to casualties, or removing them from the immediate area and consolidate to the Casualty Collection Point (**CCP**). The goal of initial **RTF** team is to stabilize as many victims as possible.

If possible, determine a **Casualty Collection Point (CCP)** before deploying an **RTF**. Depending on the size of the incident and location, injured victims may need to be placed in a **CCP** before the transition from a warm zone to the cold zone.

Officers assigned to an **RTF** have the responsibility of providing security to Fire/EMS personnel and **shall not leave** them regardless of the circumstances. The medics on the **RTF** are responsible for the victims. Officers assigned to an **RTF** will need to coordinate all movement with interior contact teams and recognize the status of security anywhere the **RTF** moves.

Once the **RTF** arrives at the **CCP**, officers are to continue to provide security for Fire/EMS while planning and coordinating evacuation routes, safety cordons, and ambulance exchange points.

STANDARD OPERATING PROCEDURES: S.O.P. 2-15

(Continuation)

When determining where to establish an ambulance exchange point, the **RTF** should consider their ability to provide security within the crisis site and the exchange point. **RTF** officers should also consider the number of casualties requiring evacuation and the ingress/egress routes for ambulances to extract casualties.

DEMOBILIZATION:

- Once the scene is secure and MFR has treated or transported all the victims, focus should be on preserving the scene.
- An on-scene debriefing will be conducted with all involved units.
- IC will determine which units are required to remain on scene and which can be released back into service.
- Consideration must be given to post incident responder's welfare. Potential resources include:
 - The Department's Mental Health Provider
 - Department Chaplains

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-16

SUBJECT: NET SERVICE REQUESTS

PURPOSE: To ensure that a NET Service Request email is used by all personnel who encounter complaints and/or requests for service from the citizens of Miami or observe conditions which should be addressed.

SCOPE: A NET Service Request emails are to be used by all personnel who encounter complaints and/or requests for service from the citizens of Miami (see annex). Once a request is generated, this email should be forwarded to the NET Service Area Command, who will, in turn, ensure that the request is handled. The NET Commander will also ensure that feedback is provided to the initiator of the email, detailing any action taken and results.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



This form should be used for complaints/requests of:

- A. Overgrown lots
- B. Abandoned vehicles, vessels, and properties
- C. Neighborhood nuisances
- D. Any other quality-of-life issue which may necessitate a response from city services
- E. Lights out in the area

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-17

SUBJECT: **N.E.T. Office Non-Emergency Request for Police Services**

PURPOSE: To outline the procedures to be used for completing the "N.E.T. Office Non-Emergency Request for Police Services" form (MPD/RF #TBA). These procedures will apply to walk-in requests for police services at the Neighborhood Enhancement Team (N.E.T.) office.

SCOPE: A "N.E.T. Office Non-Emergency Request for Police Services" form (MPD/RF # TBA) is to be used by all N.E.T. office personnel when presented with requests for police reports and/or general information from the citizens of Miami at the N.E.T. office. Once a request is generated, this form will be forwarded to the Neighborhood Resource Officer (N.R.O.) or NET Commander, who in turn, will ensure that the requests are handled in a timely manner. The N.E.T. Commander will also ensure that feedback is provided to the initiator of the form, detailing any action taken and results. In order to facilitate the reporting process, the following guidelines shall apply:

Dennis M. Jackson, II
Assistant Chief of Police
Field Operations Division

May 3, 2017
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-17

(Continuation)

- I. This form will be used for requests of:
 - A. Reporting a minor crime (vandalism and minor theft)
 - B. Providing a crime tip(s)
 - C. Requesting information on the Crime Watch program
 - D. Requesting information on the Citizens on Patrol program

- II. Procedures for Walk-in Response- N.E.T. Office:
 - A. A N.E.T. office representative (N.E.T. office employee) who encounters a citizen for the purpose of reporting a minor crime will complete a "N.E.T. Office Non-Emergency Request for Police Services" form (MPD/RF #TBA) at that facility, regardless of where the crime occurred in the City of Miami. The complainant shall not be required to leave one facility and travel to another facility for the mere purpose of reporting a crime, even if the incident occurred in another District within the City of Miami. Every effort will be made to avoid unnecessarily inconveniencing the complainant.

 - B. Personnel assigned to the N.E.T. office who receive a request for police services shall determine the following:
 1. Does an emergency exist i.e., an in-progress robbery, burglary, or assault -dial 911 immediately. Similarly, the need for medical attention/Fire Rescue will also be evaluated and if needed – dial 911 immediately.
 2. Did the incident occur within the City of Miami? If not, refer to the appropriate police department.
 3. For anything other than vandalisms and minor thefts, the N.R.O. or the police non-emergency number (305) 579-6111 will be called directly. An officer will be dispatched in the order in which the call was received.
 4. If the person is reporting a minor crime (vandalism or minor theft), reporting a crime tip, or requesting information on programs such as Crime Watch or Citizens on Patrol, the N.E.T. office personnel will complete the form and ensure it is provided in a timely manner to the Neighborhood Resource Officer.
 5. If the complainant does not wish to wait for an officer to call and set up the appointment, he/she will be given the option of responding to one of the District Police Sub Stations.

STANDARD OPERATING PROCEDURES: S.O.P. 2-17

(Continuation)

6. After determining the nature of the request and evaluating the circumstances involved, N.E.T personnel may:
 - a. Request Police assistance if an emergency exists.
 - b. Refer the complainant to another City department, if deemed appropriate.
 - c. Refer the complainant to another police agency if the incident occurred outside the City of Miami.

III. Procedures for Neighborhood Resource Officer:

- A. The Neighborhood Resource Officer will contact the citizen within twenty-four hours of receiving the request and he/she will make an appointment to complete the report or provide the information requested.
- B. The Neighborhood Resource Officer will keep a log of all requests and provide a monthly memorandum to the respective District Major through channels including the following:
 - Total numbers of requests received
 - Total number of reports completed as a result of requests
 - Type of reports completed
 - Any concerns expressed by citizen from the service provider
 - Crime tips received and follow-up
 - Citizen's Crime Watch referral
 - Citizens on Patrol program referrals
- C. In an effort to reduce fraudulent reports, every effort will be made to make direct contact with the citizen.

STANDARD OPERATING PROCEDURES: S.O.P. 2-17

(Continuation)

6. After determining the nature of the request and evaluating the circumstances involved, N.E.T personnel may:
 - a. Request Police assistance if an emergency exists.
 - b. Refer the complainant to another City department, if deemed appropriate.
 - c. Refer the complainant to another police agency if the incident occurred outside the City of Miami.

III. Procedures for Neighborhood Resource Officer:

- A. The Neighborhood Resource Officer will contact the citizen within twenty-four hours of receiving the request and he/she will make an appointment to complete the report or provide the information requested.
- B. The Neighborhood Resource Officer will keep a log of all requests and provide a monthly memorandum to the respective District Major through channels including the following:
 - Total numbers of requests received
 - Total number of reports completed as a result of requests
 - Type of reports completed
 - Any concerns expressed by citizen from the service provider
 - Crime tips received and follow-up
 - Citizen's Crime Watch referral
 - Citizens on Patrol program referrals
- C. In an effort to reduce fraudulent reports, every effort will be made to make direct contact with the citizen.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-18

SUBJECT: RADIO COMMUNICATIONS SYSTEM FAILURE

PURPOSE: To provide written guidelines and procedures in the event that a radio communications failure should occur within the City of Miami during normal daily patrol operations.

SCOPE: In the event a radio communications failure occurs while patrol service area units are dispersed within the NET service areas, standardized procedures will be established. This will ensure officer safety and accountability, as well as continued police service within the City of Miami.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

May 1, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-18

(Continuation)

- I. Procedures: In the event of a radio communications system failure, personnel will adhere to the following procedures:
- A. Radio system failure
- | | | |
|---------------------|--------|---------------|
| 1. North District | Zone 4 | PD Repeater 1 |
| 2. Central District | Zone 4 | PD Repeater 2 |
| 3. South District | Zone 4 | PD Repeater 3 |
- B. Keypad operation
- To select the correct zone, turn the A/B/C/D switch to "D". To select the correct channel, turn the channel knob to Channel 1 (PD Repeater 1), Channel 2 (PD Repeater 2) or Channel 3 (PD Repeater 3).
- II. When engaged on Zone 4 and communications is not compromised, calls for service dispatching will continue.
- III. In the event of a complete radio communications system failure for a substantial period of time, all patrol personnel, including field support officers, will respond to the designated fire station or police substation located within their assigned NET service area as soon as practical to contact a supervisor for further instruction. The senior Deputy NET Commander on duty will ensure that the Staff Duty Officer is notified. The following locations will be used when complete radio communications failure occurs.
- | <u>NET Area Location:</u> | <u>Phone</u> |
|--|--------------|
| Allapattah – Fire Station 5, 200 NW 20 Street | 305-575-5221 |
| Wynwood – Fire Station 6, 701 NW 36 Street | 305-635-7428 |
| Downtown – Headquarters, 400 NW 2 Avenue | 305-603-6640 |
| Overtown – Headquarters, 400 NW 2 Avenue | 305-603-6640 |
| South District Sub Station – All Nets, 2200 West Flagler | 305-643-7160 |
| North District Sub Station – All Nets, 1000 NW 62 Street | 305-795-2300 |
- IV. Each NET service area sergeant will ensure the accountability of their respective Service area personnel and ensure they have arrived at the designated location.
- V. If a unit does not report to the designated location within 15 minutes of the radio failure the sergeant or senior officer will contact the unit at its last known location via phone or by site visit.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-19

SUBJECT: **CONSENT SEARCHES**

PURPOSE: To ensure compliance with departmental and state guidelines concerning consent searches by patrol officers.

SCOPE: This SOP is an operational guideline for all members of the Miami Police Department dealing with the parameters of consent searches executed by patrol officers. This will ensure conformance to the standards set forth in Departmental Orders and the Florida Law Enforcement Handbook Legal Guidelines.

In all situations dealing with consent searches, all members of the Miami Police Department will adhere and comply with these guidelines.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P.2-19

(Continuation)

- I. Any search or seizure not based upon a warrant is considered unreasonable unless an exception exists as listed:
 - A. Consent
 - B. Search incident to lawful arrest
 - C. Vehicle search
 - D. Plain view seizure
 - E. Stop and frisk
 - F. Protective search
 - G. Other exigent circumstances in which facts indicate that the safety of officers or other persons will be jeopardized.

The burden of proving the reasonableness of any such warrant less or consent search and seizure is always on the state. Therefore, a warrant is recommended when practicable. If the search is based on consent obtain it in writing whenever possible.

II. Consent Search – General

- A. A search of premises for a person or property may be conducted pursuant to consent without a warrant and without probable cause to obtain a warrant.
- B. A search is held to be lawful when police receive general consent to search a vehicle or premises.
- C. Consent must be given freely, voluntarily and intelligently by an appropriate party having authority to grant consent.
- D. The search must be limited to the terms of the consent.
- E. The consent of one co-tenant cannot override the refusal of a “physically present resident.”
- F. It is lawful to open closed containers or look in a place that might reasonably hold the object of your search, if you expressed what that object was when obtaining consent.

III. Consent Searches – Vehicles

- A. A search is lawful when police receive general consent to search a vehicle for narcotics, and without specific permission, open closed containers found in the vehicle that might reasonably hold the object of their search.
- B. The object of such a search must reasonably be susceptible to being found within such containers, and the officer must have

STANDARD OPERATING PROCEDURES: S.O.P.2-19

(Continuation)

expressed what the object of the search is to the person giving consent.

- C. General consent to search a vehicle would ordinarily not extend to locked containers, or to the trunk of a vehicle. You must make it clear that you intend to search a person's trunk in order for valid consent to be given.
- D. Officers are not permitted to detain and interrogate a motorist, after the officer is fully satisfied that the motorist has not committed a violation of the laws of the State of Florida. State v. Diaz.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES


S.O.P. 2-20

SUBJECT: POLICE TORT LIABILITY

PURPOSE: To provide a guideline for notification of the Legal Advisor on possible civil action.

SCOPE: This SOP is intended to ensure that members of the department are aware of their responsibilities as it relates to making notification to the Legal Advisor on potential claims or suits.

- I. Self-insurance program concerning police tort liability – City Attorney's Office
 - A. The City of Miami Office of the City Attorney is charged with the primary responsibility of representing the city or any of its agencies and/or employees, when the action alleges that certain acts were done within the scope of duties to be performed.



Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-20

(Continuation)

- B. So as to effectively represent the City of Miami, the Miami Police Department and individual police officers involved in potential claims or suits initiated, it is necessary to establish procedures which will aid all entities and individuals, as well as to facilitate the Law Department completing the necessary initial investigation.
- C. If there is an incident of major importance in which there is a strong likelihood of a claim against the city and/or civil litigation that could result in a judgment against the city, Miami Police Department and/or individual police officers, the Legal Advisor will be notified about said incident as soon as possible.
- D. The Legal Advisor will make the determination as to scene attendance after receiving required information from the supervisor on duty at the Communications Unit.
- E. The following information should be readily available at the time each matter is reported:
 - 1. The name of the injured subject or subjects.
 - 2. The age of the injured subject or subjects.
 - 3. The location of place where the incident occurred.
 - 4. The part or parts of the body where injuries were sustained.
 - 5. Basic facts surrounding the incident.
 - 6. The facts actually involved with the injury that the subject received.
- F. With the above information, the proper Legal Advisor can make an intelligent decision as to whether or not it is necessary to be present either at the scene of the incident or Jackson Memorial Hospital, and whether or not there is a possibility of a potential claim or civil liability action concerning the individual police officer, the City of Miami Police Department, and/or the City of Miami.
- G. The following areas are considered by the Law Department to be of major importance:
 - 1. Discharging of firearms by police officer (where there has been injury or death or where property has been damaged).
 - 2. Use of force to effect an arrest (when there is a significant injury to the arrestee, in case of false arrest or if the force used to effect the arrest was considered excessive and unwarranted).
 - 3. Property damage caused by police officers (this area covers kicking in doors without search or arrest warrants, etc.).
- H. The purpose for establishing the procedures herein is two-fold:
 - 1. To prepare and provide effective representation when and if a claim or civil action is initiated against the City of Miami, Miami Police Department, and/or an individual police officer, and

STANDARD OPERATING PROCEDURES: S.O.P. 2-20

(Continuation)

2. To protect the City of Miami, the Police Department, and individual police officers from claims that are wanting for validity.

II. Procedures for Legal Advisor Notification:

A. Discharging of firearms by police officer

1. The officer(s) involved will immediately notify the Communications Unit on duty supervisor of the basic required information which will be passed on to the Legal Advisor. In questions of legal issue where a police officer is in doubt as to what course of action to take, it is recommended that he/she contact the Police Legal Advisor.)
2. The Police Legal Advisor will report to the scene but will not interfere with the investigations of the police department.
3. Copy of the Discharge of Firearm Report shall be forwarded to the Police Legal Advisor within 48 hours of the incident.

B. Use of Force to Effect an Arrest: The Police Legal Advisor should be notified only when a wrongful arrest has been made, or excessive unwarranted force was used in order to effect an arrest.

1. The officer's sergeant will immediately notify the Complaint Sergeant who will then notify the Police Legal Advisor when a person is transported to Jackson Memorial Hospital, or any other medical institution.
2. The Legal Advisor may report to Ward D or the proper medical institution but will not interfere with the police department investigation.
3. Copies of the Control of Persons Report shall be forwarded to the Police Legal Advisor.

C. Property Damage Caused by Police Officers:

1. Copies of all reports concerning the incident shall be forwarded to the Police Legal Advisor immediately upon their completion.

NOTE: In reference to all three (3) areas: If the news media is present during or after any of the aforementioned incidents, the officer should advise the Police Legal Advisory of the type of media, the name of the media, and what occurred while they were present.

2. It should be further noted that the Police Legal Advisor has police powers, but they will act solely to conduct a civil liability investigation. All possible consideration and cooperation should be extended to them but be assured that they will not interfere with the official police investigation.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-21

SUBJECT: **TRANSPORT OF PRISONERS**

PURPOSE: To provide a strict procedure for officers to follow whenever they arrest and/or transport prisoners in accordance with Departmental Orders.

SCOPE: To explain the procedures to be used during transport of prisoners

- I. Whenever a prisoner is placed into a police vehicle for transportation to a detention facility, he/she will be handcuffed behind the back. All persons arrested will always be handcuffed. These include prisoners being transported to and from the main jail or any other detention facility.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-21

(Continuation)

- A. Officers shall search all prisoners prior to placing them into the transport vehicle.
- B. If situations warrant, violent prisoners should have their legs Hobbled before they are transported in the back of the police vehicle. Police officers shall be responsible for having their Hobble restraint device readily accessible. The violent prisoner shall be handcuffed with city-issued cuffs behind his/her back.
- C. Prisoners will be transported to the detention facility as soon as possible.
- D. Injured or mentally ill prisoners may be transported in police vehicles and will always be handcuffed. If they cannot be handcuffed, a supervisor will be notified for further instructions.
- E. No more than 3 prisoners will be placed into the rear of a caged 2-man vehicle. When transporting prisoners in a vehicle other than a patrol car the transporting officer shall adhere to the capacity restrictions for the specific vehicle.
- F. Juvenile and adult prisoners, male and female prisoners will not be transported together unless they have been arrested together for the same crime.
- G. Prisoners shall be transported as soon as practicable and without any unnecessary delay.
- H. Arresting or transporting officers are responsible for prisoners' well-being while in their custody, or until prisoners are released to booking offices.
- I. Immediately upon the acceptance of prisoners by corrections personnel at the County Jail, arresting or transporting officers will have no further contact with, or responsibility for the prisoner.
- J. If a prisoner is injured, complains of injury, he/she will be transported directly to Jackson Memorial Hospital either by police vehicle or ambulance. Fire Rescue will be called for seriously injured and/or unconscious prisoners. For information on transporting mentally ill prisoners, refer to SOP 2-9.
- K. Officers are to search their vehicles at the beginning and end of their tour of duty, and after transporting a prisoner.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-22

SUBJECT: TRANSPORT OF PRISONERS TO DETENTION FACILITIES

PURPOSE: To provide written guidelines for members of the Miami Police Department when transporting prisoners to a detention facility.

SCOPE: This SOP is intended to provide operational guidelines to all members of the Miami Police Department concerning the proper safety procedures to follow when transporting prisoners to a jail or detention facility.

Officers must adequately provide for the safe and secure transportation of prisoners, and will adhere to the following procedures:

Manuel A Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-22

(Continuation)

- A. Members of the Miami Police Department will search every prisoner prior to placing them into the transport vehicle; however, members of the Miami Police Department will not perform a "strip search" and/or "body cavity search."
- B. Transporting officers shall handcuff all prisoners with their hands behind their back. The transporting officers will remain alert for sudden violent behavior and attempt to escape, and for illness of the prisoner.
- C. Officers are required to search the transport vehicles before and after transporting prisoners.
- D. All vehicles used for transporting prisoners must have the driver separated from the prisoner by a clear safety barrier, which prevents the prisoner from having access to the driver's compartment.
- E. Each patrol vehicle used for transporting prisoners must have the window cranks and door handles removed from the rear compartment. The door release locks should operate from the front compartment or from the outside; this should minimize the opportunity for the prisoner to exit from the rear compartment.
- F. Upon arriving at the detention facility, the transporting officer(s) shall secure all weapons, primary gun and secondary gun, if any, all spare magazines, buck knife, ECW, OC Spray etc. The weapons shall be secured in the trunk of the police vehicle, inside of the transport vehicle, or at any other secured locations offered by the receiving facility. Under **no circumstances** shall an officer enter a detention area while armed.
- G. Once all weapons are properly secure, transporting officers will then carefully escort their prisoners inside the receiving facility. Transporting officers are responsible for their prisoners until they are relieved of that duty by personnel of the receiving facility.
- H. Transporting officers will not remove the handcuffs from their prisoners until they are informed to do so by receiving correctional officer(s). If a transporting officer has a prisoner who is considered dangerous and violent, he/she shall inform the receiving correctional office(s) of the potential risk prior to removing the handcuffs.
- I. The transporting officer is responsible to turn in all necessary paperwork to the receiving facility.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-23

SUBJECT: **INFORMANTS**

PURPOSE: To outline the procedure to be followed by patrol officers when using informants.

SCOPE: The use of confidential informants is important to the successful completion of many investigations. Procedures should be established to provide for this resource within a controlled system to avoid abuse.

- I. The management of informants is an investigative function; however, patrol officers may encounter persons willing to provide information pertinent to a given incident.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-23

(Continuation)

- II. The officer shall relay the information immediately by contacting the appropriate investigative unit through dispatch. The investigator shall make the determination of urgency of the matter. The management of the informant will be conducted under the direction of the appropriate Investigative Unit.
- III. If it is determined by the investigator that time is of the essence the patrol officer shall coordinate with the investigator in order to establish a direct line of communication with the informant.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS

STANDARD OPERATING PROCEDURES

S.O.P. 2-24

SUBJECT: **ARREST PROCEDURES FOR TRESPASS AFTER WARNING**

PURPOSE: To provide written guidelines for officers effecting arrests for trespass after warning. In addition, to provide procedures for officers so they may educate the residents and business owners on how to go about obtaining a Miami Police Department "no trespassing sign" for their residence or place of business.

SCOPE: It is the policy of the Miami Police Department to partner with the community we service, to proactively address all types of crime, including trespass after warning. Therefore, all personnel assigned to the Field Operations Division are directed to comply with the procedures enumerated below:

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

October 9, 2018
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-24

(Continuation)

- I. Persons Authorized to Issue Non-Trespass Warnings:
 - A. Pursuant to the Florida trespass statutes, the following categories of people are authorized to issue no trespass warnings (an order to depart the property in the case of a threat to public safety or welfare): any owner or lessee; or any agent of the owner or lessee; or any law enforcement officer whose department has received written authorization from the owner or lessee; or the agent of the owner or lessee.
 - B. Any individual who is an owner, lessee, or agent of the owner or lessee and requests for police to issue no-trespass warning and/or effect arrests on the private property must complete and sign and notarize an authorization letter, and forward it to the respective district substation of the Miami Police Department. When the Miami Police Department receives the written authorization letter, it will be kept on file, for inspection, at the district substation.

- II. Officers May Effect Arrests Under the Following Circumstances:
 - A. If an officer arrives at a location where authorization has been granted to the police department to issue non-trespass warning, and in the absence of the owner, lessee or agent of the owner or lessee, the officer determines (has substantial reason to believe) that an individual's presence constitutes a threat to public safety or welfare, the officer may tell the individual to leave the premises.
 - B. If the individual refuses to leave the premises, the officer may effect an arrest. If the individual leaves and returns, the officer may make an arrest provided that officer has reason to believe that the warning has not been withdrawn.
 - C. If an officer arrives at a location where an individual is on private property and has been told to leave the premises by the owner, lessee, or agent of the owner or lessee, and the individual has ignored the order to leave, the officer may make an arrest. The no-trespass warning issued by the owner, lessee or agent of the owner or lessee must have occurred in the presence of the officer.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-25

SUBJECT: SUPERVISORY REVIEW OF ARREST REPORTS

PURPOSE: Supervisors are responsible for thoroughly reviewing arrest reports completed by his/her personnel to ensure the highest levels of accuracy and efficiency.

SCOPE: Prior to approving an arrest form, all supervisors will ensure the following:

- A. The use of proper English grammar.
- B. The use of correct spelling.
- C. The elements of the crime(s) being charged are clearly documented.
- D. The role of each officer/witness is clearly defined in the narrative.
- E. Pre-file information for all felony arrests is clearly listed at the end of the arrest affidavit narrative.
- F. All pertinent boxes are filled in correctly and accurately.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

June 27, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-25

(Continuation)

- G. The witness list is complete and accurate. A brief description of the officer's/witness' testimony must be included after each listed officer/witness. Supervisors must ensure that no unnecessary police personnel have been placed on the witness list.

- H. If a felony of the first degree, a charge of Battery on a Police Officer and resisting arrest with violence, or a second or third degree felony arrest is made, where there is a victim and/or witness, the officer is required to schedule a Pre-Filing Conference (PFC); the time and place of the PFC must be noted on the "A" form, and the said time should be during the arresting officer's on-duty time. If the PFC was not scheduled during on-duty hours, the supervisor should make all the appropriate inquiries to ascertain that the only time available for the particular PFC was in the officer's off-duty time, prior to approving the "A" form. If second or third-degree felony where there is no victim or witness is involved, the "Affidavit Pre-Filing Conference Program" procedures should be followed.

- I. When a supervisor/commanding officer has reviewed the completed arrest report, they will sign the report to ensure it has been properly completed, its legality, and to indicate that a thorough supervisory review has occurred.

- J. All supervisors/commanding officers shall ensure that only the decoy is listed as a witness on prostitution cases. No other officers are to be listed as witnesses in the narrative or the pink witness portion unless they are needed for the prosecution of an additional criminal offense.

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-26

SUBJECT: **INFORMATION COORDINATION (T.A.O. DUTIES)**

PURPOSE: To establish an orderly and effective method of coordinating and disseminating criminal information.

SCOPE: This SOP is intended to provide guidelines in order to ensure that all members of the district are provided specific information in relation to current criminal and related activity.

- I. Tactical Analysis Officer (TAO)
 - A. Each shift will assign one sergeant on a daily basis to assume the duties of the Tactical Analysis Officer. The Tactical Analysis Officer shall be the Early Sergeant and he/she shall report to work one hour prior to roll call and assume the following duties:

Dennis M. Jackson, II
Assistant Chief of Police
Field Operations Division

May 3, 2017
Effective Date

PROFESSIONAL CONTROL SECTION
MAY 16 2017



STANDARD OPERATING PROCEDURES: S.O.P.2-26

(Continuation)

1. Log into the MPD Intranet and pull all BOLOs for the preceding 12 hours and major BOLOs for the preceding 48 hours.
2. Contact the CIS Unit and solicit information on current criminal activity and wanted persons.
3. Contact the Crime Suppression Team and solicit information on current criminal activity (i.e., drug problems, etc.).
4. Provide roll call with all the information he/she has acquired.

B. In the event the TAO is unavailable/absent, he/she will notify the shift commander and that sergeant will be responsible for obtaining a replacement.

II. TAO Sergeants shall be responsible for the following:

- A. Preparing the roll call room.
- B. Ensuring the roll call room is left in an orderly manner and locking the roll call room, if applicable, after use.
- C. Reporting to the 09 line immediately following roll call and completing the 09 line log.
- D. Granting time off prior to the beginning of the shift.
- E. Checking for un-served subpoenas in his/her group and ensuring that officers who are present retrieve their subpoenas.

III. NET Sergeant duties

- A. Each NET service area sergeant will be responsible for periodic contacts with the corresponding NET service area sergeants of the other 2 shifts. This will be done to discuss mutual sector problems and to ensure coordination of effort. This information will be documented and passed on to his/her sector at least weekly.
- B. Each individual NET service area sergeant will be responsible for getting information from the crime analyst and checking computer information sources for patterns and information on crime, especially burglaries and robberies in his/her assigned area.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. **2-27**

SUBJECT: **TRANSFER SERGEANT DUTIES AND RESPONSIBILITIES**

PURPOSE: To provide the Districts with a uniform and effective procedure for completing the transfer of the patrol service areas, and to designate responsibilities for Transfer Sergeant and the off-going officers.

SCOPE: This SOP explains the assignment, procedures, duties, responsibilities, and job function of the Transfer Sergeant.

- I. Transfer Sergeant's Duties and Responsibilities:
 - A. Each District Commander or Administrative Sergeant/designee will assign the duties of Transfer Sergeant prior to shift change each month.
 - B. The Transfer Sergeant will come in at their regularly scheduled roll call time.

Manuel A. Morales
Assistant Chief of Police.
Field Operations Division

January 4, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-27

(Continuation)

C. The following duties of a Transfer Sergeant should be considered as a guide for Patrol Districts:

1. Ensure probationary officers without take home privileges turn their vehicles in. If the vehicles are not being utilized by the incoming officers, ensure officer's properly park the vehicles in the station parking lot.
2. Have all units come by transfer point and sign transfer log.
3. Handle late arrest affidavits for personnel.
4. Assess the need for all potential overtime to ensure proper staffing needs are met on oncoming shift by either volunteers or draft.
5. Check on all personnel who have not received their 06 signal.
6. Verify that all reports were completed during the shift and were submitted to the completing officer's supervisor prior to 06.
7. Ensure all units have taken an 06 before taking your 06 signals.

II. Transferring Officer's Responsibilities:

A. All officers transferring have the following responsibilities and duties:

1. All officers will 06 from their N.E.T. area and come by transfer point.
2. Turn in all reports to their respective Sergeant, sign transfer log and place all other paperwork in their designated slots. Officers will not be given an 06 unless all their reports are turned in.
3. Either the NET service area Sergeant or the Transfer Sergeant must approve all overtime.
4. All late arrest affidavits will be approved by the Transfer Sergeant when the NET service area Sergeant is not available.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-28

SUBJECT: RESPONSIBILITIES OF N.E.T. SERVICE AREA SERGEANTS
REFERENCE CALLS HOLDING

PURPOSE: To ensure the efficient dispatch of calls for service.

SCOPE: This S.O.P. establishes procedures to ensure that dispatched calls for service are responded to within their appropriate time frame.

- I. Sergeant's responsibilities on calls holding:
 - A. The efficient dispatch of calls for service is a responsibility that takes into accounts the seriousness of each incident (priority), balanced with the desire to maintain N.E.T. area integrity. This is accomplished by defining precise ascending steps designed to dispatch calls within the appropriate time frames, as dictated by their priority, while at the same time making every effort to keep patrol units within their specific geographic areas of responsibility.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

June 27, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-28

(Continuation)

- 1) Priority "3" and Priority "4" Calls:
 - a. "3-15"- The Communications Section will instantly dispatch "3-15" calls to the closest unit available, regardless of N.E.T. Service area.
 - b. Priority "3" and "4" calls (excluding 3-15's) require immediate dispatch.
 - c. The zone unit will be dispatched as the primary unit to all calls for service in their zone and area. If the zone unit is not available for dispatch, the primary will be dispatched from within the N.E.T area.
 - d. When the Communications Operator is unable to clear a unit for a priority dispatch in his /her N.E.T. service area, the Communications Operator will "QSM" a unit from within the service area to handle the call. If there is no response to the request, the Communications Operator will check for units that are timed out within that N.E.T service area or for units recently dispatched to a non-priority call. If no units are available, the Communications Operator will raise the N.E.T. service area sergeant and inform him/her that no units are available. The Communications Operator will stand-by for directions from the N.E.T. service area sergeant.
 - e. The N.E.T. Zone sergeant will review the Live CAD View from their computer and make a quick assessment of the status of their units and determine which one/if any can be cleared to handle the priority call, or
 - f. If no computer is available to the N.E.T. area sergeant, he/she will contact the Bridge over the telephone and request an assessment of the status of their units and determine which one/if any can be cleared to handle the priority call, or
 - g. The N.E. T. area sergeant will contact the Complaint Sergeant on the Command Channel of the police radio. He/she will request an assessment of the status of their units and determine which one/if any can be cleared to handle the priority call.
 - h. If after having completed the situation assessment using any of the above recommendations (A, B, or C), the N.E.T area sergeant determines that there are no N.E.T. zone units available to handle the priority call, they will provide the Communications Operator with that information and at that time the N.E.T. area sergeant will be dispatched to handle the call, if available.
 - i. If the call requires a back-up unit, the N.E.T. area sergeant will inform the Communications Operator to cross-dispatch the primary unit from an adjacent N.E.T. service area (within the same district) and the N.E.T area sergeant will be dispatched as the backup.

STANDARD OPERATING PROCEDURES: S.O.P. 2-28

(Continuation)

- j. The N.E.T. area sergeant may not request that the Communications Operator cross-dispatch a unit from an adjacent N.E.T. (within the same district) if they are available to handle the call as the primary and/or as a back-up
- k. If a N.E.T. area sergeant is unavailable (i.e., are in a meeting, court, or on a special assignment), units will be dispatched from the adjacent service area(s) within the same district.
- l. If there are no units available from the adjacent N.E.T. service area(s), within the same district, the sergeant(s) from the adjacent N.E.T. service area(s) of the same district will be dispatched.
- m. If no sergeant is available, a field duty lieutenant will be dispatched to handle the call. Upon arrival, the deputy N.E.T commander will determine what resources are needed) e.g., Fire Rescue, a wrecker, etc.
- n. He/she will request the resources as necessary and stand by until a unit becomes available to handle the call.
- o. If a field duty lieutenant is unavailable, the Communications Operator will notify the Complaint Sergeant.

Note: A N.E.T. Sergeant's response of "QSL" minus any action taken will not constitute a proper response for the operators' query.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION
DISTRICT PATROL STANDARD
OPERATING PROCEDURES

S.O.P. 2-29

SUBJECT: PRISONER INTERVIEW AREAS (Formerly Prisoner Processing)

PURPOSE: To establish procedures for the interviewing of prisoners in a secure area.

SCOPE: The following procedures shall apply to the Prisoner Interview Areas located at Central District Station, North District Station and South District Station.

- I. The Prisoner Interview Area shall only be utilized for the interviewing of prisoners, and the completion of any necessary paperwork prior to being transported to a correctional facility. **(CALEA 71.1.1, 71.3.3 c)**
- II. The Prisoner Interview Area shall not be utilized as a holding facility or to temporarily detain prisoners for any reason except for interview purposes.

Manuel Morales
Assistant Chief of Police
Field Operations Division

10/9/18

October 9, 2018
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-29

(Continuation)

- IV. The Prisoner Interview Area may be utilized to house prisoners in order to facilitate the completion of routine arrest affidavits and corresponding paperwork. Sick and/or injured prisoners shall not be brought into the Prisoner Interview area.
- V. Unruly and/or violent prisoners shall not be brought into the Prisoner Interview Area. Prisoners who become violent shall not be inside the interview area and must be transported immediately to a correctional facility.
- VI. Under no circumstances shall any prisoner be left unattended. Visual observation as well as the use of body worn camera(s) (BWC) and CCTV will be utilized to maintain constant supervision of all prisoners. **(CALEA 71.3.3 e, g)**
- VII. The arresting/transporting officer(s) will thoroughly search each subject prior to placing them in the Interview area.
- VIII. The Early Sergeant will be responsible for checking the interview area at the beginning of his/her tour of duty. The Late Sergeant will also be responsible for checking the interview area at the end of his/her tour of duty.
- IX. Once the prisoner has been placed inside the interview area, the officer will secure his/her weapon(s) inside a locked weapon's locker. No weapon(s) will be brought inside the Prisoner Interview area. **(CALEA 71.3.3 a)**
- X. In an effort to prevent escape, prisoners are to be secured to a bench during the completion of routine arrest affidavits and corresponding paperwork. The bench they are secured to must be permanently secured to the floor. Prisoners shall not be secured to any objects not permanently affixed or intended for securing prisoners. **(CALEA 71.3.3 d)**
- XI. Maintenance of the Interview Area: Interview Areas will be cleaned at least once daily (or as needed) by Building Maintenance personnel.
- XII. Security: Any incident which compromises the integrity of the Prisoner Interview Area will be reported verbally to a supervisor, and a written record of such incident(s) shall be forwarded to the district commander for review by the end of the officer's tour of duty.
- XIII. Female prisoners will be separated from male prisoners at all times while in the prisoner interview area.
- XIV. Juveniles: Juvenile offenders will not be placed in the Prisoner Interview area under any circumstances.

STANDARD OPERATING PROCEDURES: S.O.P. 2-29

(Continuation)

XV. Emergency Plans:

A. Panic or Duress Situations (CALEA 71.3.3 b)

1. During panic or duress situations personnel will use the emergency button located in the prisoner processing area or the police radio to summon assistance.

B. Fire

1. In the *event* of a fire, Communications will be contacted immediately, and the fire department will be requested to respond.
2. The on-duty commanding officer or a deputy NET commander will respond immediately to the prisoner interview area

XVI. Evacuation: The evacuation of prisoners from the Prisoner Interview area shall be accomplished by the removal of all prisoners, with the aid of additional officers from the Patrol Section. The building will be vacated utilizing the posted evacuation plan located within the Prisoner Interview area. The escape route will be kept hazard free at all times. The prisoners will be removed from the building by utilizing the west door. All prisoners shall be placed in caged police vehicles and transported to a safe location.

- A. The Detention Officer or his/her designee will make visual check of the detainees and detention area every 30 minutes in order to ensure prisoner(s) safety and wellbeing. **(CALEA 71.3.3 f)**

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-30

SUBJECT: VENDING ORDINANCE ENFORCEMENT

PURPOSE: To provide written guidelines for the enforcement of the City of Miami Vending Ordinance.

SCOPE: This SOP is intended to provide operational guidelines to all members of the Miami Police Department concerning the enforcement protocol related to vending violations. This SOP is intended to better coordinate the efforts of the Neighborhood Enhancement Team's code compliance program, and the Miami Police Department as it pertains to vending activities in the public right of way.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-30

(Continuation)

I. Definition:

- A. **Enforcement:** As set forth in Section 39-52 of the Miami City Code, the police department, license inspectors and code enforcement inspectors of the City of Miami are authorized and charged with the enforcement of this ordinance.
- B. **Vendor:** Any person engaged in the selling or offering for sale of food, beverages, services, or merchandise on the public streets, or sidewalks from a stand, motor vehicle, or from his/her person.
- C. **Public Right-of-Way:** A strip of area of land typically but not necessarily landscaped or otherwise improved which lies between a private property line and a road whether paved or unpaved.
- D. **Vending:** The act of selling, offering for sale, transferring, or offering to transfer, food, merchandise or services to another for pecuniary gain.

II. Procedures:

- A. The initial enforcement responsibility of the vending ordinance will lie with the NET Office and the Code Enforcement Inspectors.
- B. Officers observing any vending violation that warrants an immediate public safety concern or obstruction of the roadway should take immediate enforcement action.
- C. Officers may take enforcement action on any vending violation; however, it is recommended that, unless the situation poses a public safety issue and/or an obstruction of the public road, the situation be referred to the respective NET Administrator for appropriate follow-up action, based on APM 02-09. The officer should complete the NET referral form and submit it to the appropriate NET office.
- D. The NET Administrator will ensure that the area zoning inspector responds to the location and takes enforcement on the applicable ordinances as set forth in the Miami City Code and/or Zoning Ordinances.
- E. Pursuant to the administrative policy related to the zoning inspectors, if the violator is not complying with the inspector's instructions, the respective NET Administrator will forward all the documented instances of the vendor in noncompliance to the appropriate NET Commander. The commander will then ensure the incident is followed up through criminal enforcement, based on the documentation provided by the administrator.

The officer responding to the complaint will review all of the documents and conduct an on-site assessment of the situation and take appropriate action, including but not limited to, conducting criminal enforcement.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-31

SUBJECT: **BEAT OFFICER – GENERAL DUTIES AND RESPONSIBILITIES**

PURPOSE: To provide general guidelines to assist Beat Officers in accomplishing their daily duties

SCOPE: To outline the duties and responsibilities of Beat Officers.

- I. Primary Duties and Responsibilities
 - A. The Beat Officer's duties will normally consist of routine patrol response to calls for service, and preliminary investigation of reported crime. This assignment will be conducted from a marked police vehicle, a bicycle, on foot, or by any other means established by their commanding officer in a designated area.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

December 17, 2018
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-31

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- B. Attend community meetings to keep abreast of concerns in his/her assigned area.
- C. Make recommendations to the NET Commander by determining crime patterns in his/her assigned area and suggesting pro-active measures to achieve the desired results.
- D. Work on any special tasks or projects relating to the assigned area concerns or as directed by the NET Commander.
- E. If Patrol staffing falls below minimum safe staffing levels, Beat Officers will be utilized.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. **2-32**

SUBJECT: **RESIDENTIAL AND BUSINESS CRIME WATCH**

PURPOSE: To organize and educate community members so that they can become actively involved in crime prevention.

SCOPE: To reduce crime through community involvement.

I. Procedures:

- A. Crime Watch is a viable program that is wanted and needed by the citizens of Miami. This is a neighborhood-based partnership between citizens, Neighborhood Resource Officers, and the Crime Prevention Specialist that stresses crime prevention through education and information sharing. The following are responsibilities held jointly by Neighborhood Resource Officers and the District Crime Prevention Specialist:

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-32

(Continuation)

1. Review crime data provided by the Crime Analysis Unit to ascertain crime patterns and trends.
2. Periodically survey communities within their assigned neighborhoods to identify conditions that breed crime, decay and disorder. They will provide the NET Commander with this information to be included in the monthly update of the Beat Profiles.
3. Routinely attend homeowner and merchant association meetings to learn of community problems and log municipal service requests.
4. Use all practical means to notify residents and merchants of a crime concern and crime watch meetings; door-to-door notifications, flyer distribution, e-mail, NET 9 announcements, Citizens on Patrol, etc.
5. The following should occur at the Crime Watch meetings:
 - a. Purpose, function, and organization of crime watch should be explained.
 - b. Organize individuals and select Block Captain.
 - c. Explain call report procedures.
 - d. Explain how to identify suspicious activity.
 - e. Explain how to record offender and vehicle information.
 - f. Exchange member information and telephone numbers to establish a phone bank.
6. Citizens should be provided information about crime concerns in their neighborhoods. In turn, they should be encouraged to disseminate this information throughout their neighborhoods.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL


STANDARD OPERATING PROCEDURES

S.O.P. 2-33

SUBJECT: POLICE CRISIS INTERVENTION

PURPOSE: To provide a guideline and format for Miami Police Department's Police Crisis Intervention Team members and patrol zone officers in an effort to protect the individual dignity of all persons suffering from emotional disorders or mental illness. This shall include any occasion when a person suffering from an emotional disorder or mental illness is taken into custody of transported to a mental health facility pursuant to the Baker Act statute.

SCOPE: The procedures of this department dealing with the mentally ill or those suffering from other emotional disorders is to develop a humane approach that preserves the dignity, and confidentiality of those recognized as suffering from mental illness or emotional disorder in accordance to established laws and procedures.



Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 29, 2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-33

(Continuation)

I. Crisis Intervention Team Member Requirements:

- A. Crisis Intervention Team consists of members of the Miami Police Department that have attended a 40-hour training session conducted by Eleventh Judicial Circuit Criminal Mental Health Project.
- B. Crisis Intervention team members will be selected by the Program Commander.
- C. Each NET Area will have a designated CIT position that will be open for bidding only to certified CIT members in accordance with seniority.
- D. CIT Sergeants are required to review and conduct checks throughout the month with CIT members that are assigned to him/her.
- E. The CIT Commander will generate a report with the monthly and YTD statistics and a current CIT list Quarterly.
- F. All activations and deactivations will be completed by Program Commander.
- G. Crisis Intervention Team members will be designated as CIT on the daily roster (P-sheets).

II. Crisis Intervention Team:

- A. Preferably, Crisis Intervention Team members, when available, will be dispatched to calls for service identified as involving a person with a possible emotional disorder or mental illness. In cases when it appears that the patrol zone officer will be in imminent danger if he/she proceeds or the mentally ill person presents an immediate danger to him/herself, a CIT Unit will be cross dispatched.
- B. Patrol units encountering a person with a possible emotional disorder or mental illness will summon a Crisis Intervention Team member to the scene. Unless the above criteria are met, CIT officers will be dispatched to calls where a physician, clinical psychologist, psychiatric nurse, clinical social worker, licensed mental health counselor or a licensed marriage & family therapist has completed a Mental Health Professional Certificate in accordance to established guidelines. CIT officers will assist in transporting the mentally ill individual to the nearest receiving facility.
- C. Patrol units who come upon a violent mentally ill or a possibly emotionally disturbed person will request a CIT officer to respond to the scene.
- D. A CIT Sergeant will respond in all situations where the individual is exhibiting signs of violence. In situations that a CIT Sergeant is not available, a Patrol Sergeant will respond.
- E. Crisis Intervention Team members will be dispatched to all calls regarding an ex-parte order for emergency admission.

STANDARD OPERATING PROCEDURES: S.O.P. 2-33

(Continuation)

- III. Guidelines for Patrol Personnel – prior to CIT officer(s) arriving:
- A. In all cases, patrol personnel should use caution when confronting a person experiencing signs of a mental disorder or mental illness.
 - B. If a CIT member or CIT Sergeant is not available, the Communications Unit will dispatch patrol personnel to the call.
 - C. Patrol personnel will evaluate the need for a specialty intervention by a CIT officer who will then be cross dispatched.
 - D. Patrol personnel will refrain from asking questions that might agitate a person with possible mental illness.
 - E. Patrol personnel will maintain a professional attitude and avoid any inference to medical or behavioral conditions.
 - F. If the need arises for patrol personnel to take action, the action must be in accordance to established criteria.
 - G. If a subject becomes violent patrol personnel must contact a CIT member to the scene to assist in taking a person into custody pursuant to the Baker Act Law.
 - H. CIT members can assist patrol personnel in documenting and completing the required forms, detailing circumstances under which the person was taken into custody for evaluation in accordance to the Baker Act Law.
 - I. The aforementioned, can be accomplished either via phone or police radio and does not necessarily require the physical presence of the CIT officer at the scene or the CIT officer; however, it is recommended that the CIT Officer respond to the scene when feasible.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-34

SUBJECT: CIVIL CITATION PROGRAM

PURPOSE: The Miami Police Department (MPD) recognizes the need for alternatives to a physical arrest for certain misdemeanor violations that may be enforced through the issuance of a civil citation in lieu of an arrest. **(CALEA 1.2.6)**

SCOPE: City of Miami police officers have limited discretionary authority if the violator is eligible for the issuance of a civil citation in lieu of an arrest.

CIVIL CITATION DETAIL: The Civil Citation Detail operates out of the Court Liaison Office located in the Richard E. Gerstein Building.

- The Detail will be responsible for collecting all civil citations deposited in the Civil Citation Box at each station no less than once a week.
- Once the administrative hearing has been set, the Detail will be responsible for ensuring evidence is sent to the Miami-Dade Police Department (MDPD) Laboratory for appropriate testing, if necessary.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

3/16/2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-34

(Continuation)

CIVIL CITATIONS: Officers encountering violators committing any of the following misdemeanors may issue a City of Miami, Civil Violation Notice form (“Civil Citation”). While an officer may exercise discretion and issue a Civil Citation in lieu of arrest, these offenses are still misdemeanor crimes and violators are subject to arrest:

1. Florida Litter Law – Fla. Stat. §403.413(6)(b);
2. Illegal Use of Dairy Cases/Egg Baskets/Poultry Boxes/Bakery Containers – Fla. Stat. §506.509;
3. Retail Theft by Removal of a Shopping Cart – Fla. Stat. §812.015(1)(d);
4. Possession of Cannabis in an amount of 20 grams or less – Fla. Stat. §893.13(6)(b); and
5. Possession of Drug Paraphernalia – Fla. Stat. §893.146 and §893.147(1)(b).

CRITERIA:

1. All offenders in violation of the above-referenced crimes are eligible for civil citations in lieu of an arrest.
2. If the violator is not eligible to receive a citation, all officers shall adhere to **D.O. 11-16** titled “Arrest Procedures”.
3. Officers will not issue a civil citation if the offense is in conjunction with any other crime that would otherwise result in an arrest.

If the violator is eligible for a civil citation and the officer effects an arrest in lieu of issuing a civil citation, the arresting officer shall indicate on the narrative portion of the Arrest Affidavit the exigent circumstances which lead to the arrest.

The laws regarding stopping and detaining individuals remain the same. An officer’s ability to stop and temporarily detain an individual is authorized when the officer has a reasonable suspicion that a person has committed, is committing, or is about to commit a crime. Like an arrest, the issuance of a citation should be based on the officer’s probable cause determination that a violation of law has occurred.

Civil Citations are not applicable to juveniles. D.O. 11-25.4.1 defines a juvenile as any unmarried person under the age of 18 years old who has not been emancipated by the court.

Handling a Juvenile Offender(s) in custody:

In accordance with **D.O. 11-25.5.1**, Law enforcement officers have the authority to take a juvenile offender into custody under the same circumstances and in the same manner as if the juvenile were an adult. Although taking a juvenile into custody does not differ from an adult detention situation, procedural requirements safeguarding the distinct rights of a juvenile shall take place immediately after the juvenile is taken into custody. **(CALEA 44.2.2c)**

STANDARD OPERATING PROCEDURES: S.O.P. 2-34

(Continuation)

Procedures for Issuing a Civil Citation:

1. Prior to issuing a citation, officers shall conduct a record check at the Miami-Dade Clerk of the Courts website to ascertain whether the violator has been issued a civil citation in the past for any of the above-referenced violations. To conduct a record check for prior civil citations, including the payment status of pending civil citations go to: <http://www2.miami-dadeclerk.com/CEF/CitationSearch.aspx>
2. The search may be conducted by using either the violator's name or address. In the search results, officers will be able to see if any prior civil citations have been issued, the date of issuance, the types of violations cited, and whether the violator has paid the civil citation(s) that were issued in the past.
3. Officers issuing a civil citation will take a signal 14CC on the police radio. The issuing officer shall complete a Field Interview Report (FIVO). No Offense Incident Report is necessary.
4. Officers may only cite one (1) violation per citation. To cite an offender for multiple violations, the issuing officer must use a separate civil citation for each violation.
5. Upon issuing a civil citation, the issuing officer shall provide the violator with the yellow copy of the civil citation.
6. The issuing officer shall deposit the white and blue copies of each civil citation in the designated Civil Citation Box before the end of the shift. A Civil Citation Box shall be located at each MPD station.
7. All available evidence must be delivered to the Property Unit.
8. For Possession of Cannabis and/or Drug Paraphernalia violations, officers must impound the evidence and write "CIVIL CITATION" and the Civil Citation Number on the bottom of the narrative section of the Property Receipt.
9. If a violator cited for Possession of Cannabis and/or Drug Paraphernalia requests an administrative hearing, the evidence impounded under that Citation will be transported to the hearing by the Miami-Dade Police Department ("MDPD").
10. Evidence impounded for violations involving Possession of Cannabis and/or Drug Paraphernalia will be disposed of after the violator has paid the fine or after the administrative hearing.
11. The Civil Citation Detail will work with the Property Unit to manage the transfer of evidence to MDPD and/or the disposal of the evidence. Officers do not need to complete property disposal forms.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 2-35

SUBJECT: MIAMI POLICE SCHOOL SAFETY OFFICERS

PURPOSE: To provide guidelines for officers assigned as a School Safety Officer to Miami-Dade County Public Schools within the City of Miami.

SCOPE: This SOP covers the agreement between the City of Miami and the Miami-Dade County Public Schools for assignment, reporting, duties and responsibilities of the School Safety Officer (SSO).

I. Duty Hours at the School:

The SSO must remain on their post from 0800-1600 hours, or as directed. When a SSO must leave the school for any non-emergency reason (meal break, illness, etc.) they shall notify the on-duty area patrol supervisor and ensure that a relief officer arrives on site, prior to their departure from the school.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2-35

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II. Court Appearances during post duty hours:

1. When officers are notified of a court subpoena at least 24 hours in advance of their scheduled school post (0800-1600), which conflicts with the school coverage, the officer shall attempt to find a replacement to work their assignment during the time that they will be attending court.
2. Officers must notify the NET Area Patrol Support Sergeant at least 24 hours in advance when they are unable to find a replacement to cover their SSO assignment during the time that they will be attending court.
3. If the NET Area Patrol Support Sergeant is not available, the District Patrol Sergeant shall ensure that a relief officer is assigned. Relief officers shall be selected from available Beats or NRO Officers prior to the utilization of patrol resources.
4. Officers shall ensure that their relief officer arrives on site, prior to leaving their post to attend court.
5. Officers who remain on their post will not be excused from attending court and are subject to disciplinary action per Departmental Order 5 Chapter 4 Court Procedures.

III. Dress:

SSO's must wear a full Class-B uniform with all issued equipment.

IV. Reporting:

At the beginning of each assigned tour of duty, the SSO must check in on the police radio with the appropriate unit number and take a signal 43S with the exact address and name of the school.

Following the radio check-in, the SSO must respond to the school's administrative office and inform the staff that they will be assigned to the school's perimeter for the duration of the school day. The school's office staff will provide the SSO with a School Board radio for direct communications with the school.

V. Duties and Responsibilities:

SSO's are responsible for calls for service within the school in accordance with existing Miami Police Department (MPD) policies and procedures.

STANDARD OPERATING PROCEDURES: S.O.P. 2-35

(Continuation)

Primary Responsibilities:

1. Take command and respond immediately to any life safety threats in the interior of the school.
2. Maintain security along the school's perimeter.

Additional Responsibilities include:

3. Notify School Board Police of any police action taken within the school.
4. Notify School Board Police for routine matters within the school, that require a police report be generated.
5. SSO's shall not patrol the interior of the school.
6. SSO's shall not handle disputes within the school that are normally resolved by School Board personnel in accordance with School Board policies and procedures.

Emergency Response Exceptions:

1. SSO's shall respond to emergency calls for back-up and in-progress emergency calls for service within the NET area of the school as necessary for the protection of life. SSO's shall immediately return to their posts once either the threat has subsided, or a sufficient number of officers have arrived to stabilize the scene.
2. SSO's shall not take a perimeter or traffic posts, nor shall they serve as the primary reporting officer on any calls for service beyond the immediate perimeter of their assigned school.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: SECURITY AND RECEPTION

PURPOSE: To provide a system of regulated and controlled admittance and accountability of visitors to the Miami Police Department's Central facilities.

SCOPE: For security reasons, there must be restricted access to police department facilities. At the same time, security measure must not be so restrictive as to intimidate individuals who wish to visit the police department facilities on legitimate business.

- I. Sworn Officers assigned to the Front Desk in the Central District must be diligent and firm in carrying out their responsibilities to maintain accountability and to admit only bona fide visitors.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

- II. Laxity in this regard is not only unprofessional, but it could result in unnecessary danger to fellow employees.
- III. Sworn Officers and/or assigned personnel must maintain the highest standards of courteous service. Most problems handled by Police Department personnel at the Front Desk, Magnetometer and the X-Ray Scanning area are relatively minor. In any event, all personnel should be prepared to deal with any incident, minor or otherwise.
 - A. All containers including briefcases, boxes, cylinders, etc., will be examined. If the visitor declines, he/she will not be permitted entry and may be detained if cause exists to believe that dangerous devices are being held.
 - B. Prior to detainment, the sworn officer at the Front Desk or sworn personnel at Central District Headquarters will be notified for assistance.
- IV. Magnetometer and X-Ray Scan Security Procedures:
 - A. All persons entering the police building and wishing to travel within the building will be logged in on the visitors' log, regardless of their professional affiliation, and will be issued a Visitor's Pass only for the area they wish to visit. The only exception will be persons being escorted by a police officer. Uniformed police personnel from other law enforcement agencies must still be logged in but does not need a Visitor's pass.
 - B. All visitors will be screened and must produce valid picture identification.
 - C. The visitor must present a legitimate reason to enter the police building before a pass may be issued.
 - 1. Anyone who merely wants to visit will be directed to the on-duty commanding officer.
 - 2. Anyone wanting to visit a certain police officer will be referred to the sworn officer at the Front Desk.
 - 3. The telephones at the Magnetometer are for the sole use of departmental employees to facilitate departmental business, and they are not intended for use by the general public or department personnel not assigned to the Magnetometer.
 - D. The procedure for issuing passes will be:
 - 1. The visitor must present positive identification, i.e., driver license with photograph, issued governmental agency identification, or a recognized private concern.
 - 2. No social security cards or unsealed documents will be acceptable identification.
 - 3. The sworn officer at the Front Desk will resolve any conflicts.

STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

4. Anyone wanting to visit a unit or section will have to have the approval from a member of the unit or section before a pass is issued.

E. Special Guidelines:

The following guidelines apply to persons wishing to visit the Office of the Chief of Police, Deputy Police Chief, Assistant Chiefs, Special Investigations Section, CID units, and the Legal Unit.

1. Obtain the person's name and the nature of their business.
2. Refer the person to the sworn officer at the Front Desk after receiving a Fast Pass.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 3-1

SUBJECT: SECURITY CHECKPOINT AND FRONT DESK

PURPOSE: To provide a system of regulated accountability of employees and visitors at Miami Police Department (MPD) Headquarters and substation facilities.

SCOPE: For security reasons, there must be restricted access to police department facilities. At the same time, security measures must not be so restrictive as to intimidate persons who wish to visit the police department facilities on legitimate business.

- I. Personnel assigned to the Front Desk functioning in the three districts must be diligent and firm in carrying out their responsibilities to maintain accountability and to limit admittance to bona fide visitors. Laxity in this regard is not only unprofessional, but it could result in unnecessary danger to fellow employees.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3-1
(Continuation)

- A. The checkpoint of the District Stations will be the Front Desk at the main entrance of the facility. (Applicable to: Central/North/South)
- B. The Front Desk will be manned 24 hours a day, 7 days a week. When the control point is manned by a NET Area Zone Officer the shift will be divided (i.e., in a 10-hour shift one zone unit will handle the first five (5) hours and another zone unit will work the other five (5) hours) (Applicable to Central/North/South).
- C. The Front Desk will be considered the central location for the processing of visitors, city officials, and law enforcement personnel from visiting agencies. (Applicable to: Central/North/South).
- D. A sworn City of Miami police officer will always be assigned to operate the Front Desk on a shift basis. (Applicable to: Central/North/South).
- E. Limited duty officers working the Front Desk Detail will wear the blue City of Miami Polo shirt as the uniform of the day. Light or R.O.D personnel will be dressed in professional/business attire and be well groomed. (Applicable to: Central/North/South).
- F. A designated visitor's 24-hour log will be maintained at the Front Desk. (Applicable to: Central/North/South).
- G. At no time will the Control Point/Front Desk area be left unattended by sworn personnel (Applicable to: Central/North/South).
- H. Only officers and Community Service Provider (CSP) assigned to the Front Desk are authorized to be behind the desk. The Front Desk will not be use as an officer's work area (Applicable to: Central/North/South).
- I. Front Desk area should be maintained neat and clean at all times. Only police related materials will be allowed at the Front Desk. (Applicable to: Central/North/South).
- J. The Front Desk area will be fully lit at all times (24 hours a day/ 7 days a week). (Applicable to: Central/North/South).

II. Front Desk Personnel Responsibilities:

Police personnel must maintain the highest standards of courteous service. Most problems handled by personnel at the Front Desk are relatively minor, but to citizens involved it may be a very traumatic experience. Front Desk Personnel responsibilities will include:

- A. Meet and greet all and visitors in courteous and professional manner. (Applicable to: Central/North/South).
- B. Initiate and properly complete all request for police reports. (Applicable to: Central/North/South).
- C. Promptly answer and forward all telephone calls for assistance in a courteous and professional manner. Front desk personnel shall promptly

STANDARD OPERATING PROCEDURES: S.O.P. 3-1
(Continuation)

answer the phone and give their rank, surname, and the position and location to which they are assigned (i.e., Front Desk Detail Central Station) refer to D.O. 1 Chapter 11.6.13.15 (Applicable to: Central/North/South).

- D. Ensure all visitors have proper Identification and that their information has been logged (Applicable to: Central/North/South).
- E. All police personnel not in uniform shall display at all times an official identification card bearing name, rank, and photo. This identification card will be clearly displayed on the outer-most garments.
- F. The Central District Front Desk Officer shall closely monitor the security guard at the magnetometer (Applicable to Central Station only).

III. Central District Magnetometer Security Detail:

All individuals entering the police headquarters building via the lobby entrance must pass through the metal and weapons detector. Those persons who will not comply with this procedure will be denied admittance to the building. In the event an individual passing through the metal weapon detector causes it to activate the audible signal, the guard manning the security checkpoint will instruct the individual to do the following:

- A. Walk back through the metal and weapon detector.
- B. Remove any metal objects from his/her person and place them in the trays provided.
- C. Proceed again through the metal and weapon detector a second time.
- D. In the event the metal and weapon detector activate again, the individual will be patted down for weapons by the Front Desk Officer before access to the building is granted.
- E. At no time, will any person be allowed admittance unless the source of the alarm has been identified and the person passes through the detector **without** activating the alarm.
- F. Florida Statute 790-06(12) prohibits any person, except law enforcement officers, from carrying weapons and/or concealed firearms into a police station.
- G. During instances when there is no guard manning the security checkpoint, the Front Desk Officer will be responsible for steps 1 through 5.

IV. Security Checkpoint and Front Desk Procedures:

- A. A daily 24-hour visitor's log will be maintained in ink, by the personnel assigned to the Front Desk.

STANDARD OPERATING PROCEDURES: S.O.P. 3-1
(Continuation)

- B. All persons entering the police building and wishing to travel within the building will be logged on the visitor's log, regardless of their professional affiliation, and they will be issued a Visitor's Pass only for the area they wish to visit. The only exception will be persons being escorted by a police officer. Uniformed police personnel from other lawful agencies must be logged in, but they do not need a Visitor's Pass.
- C. All visitors must present a legitimate reason to enter the police building before a pass may be issued.
- D. Anyone who only wishes to visit will be directed to the on-duty Field Duty Lieutenant or his/her designee.

Anyone wanting to visit a certain police officer will not be issued a pass until the officer has been contacted and he/she approves the visit. Verbal approval via telephone will suffice.
- E. Any person who fails to meet the requirements as stated in Section C, but who still requests to contact a specific police officer, will be provided with the business telephone number for the unit where the officer works so that they can make the contact via public pay telephones outside the lobby doors.
- F. The telephones at the Front Desk are for the use of departmental employees to facilitate department business, and they are not intended for use by the general public or department personnel not assigned to the Front Desk Detail.

V. Procedures for Issuing Visitor Passes:

- A. The visitor must present positive identification, i.e., driver license with photograph, issued governmental agency identification, identification recognized from a private entity.
- B. No social security cards or unsealed documents will be acceptable as identification.
- C. A supervisor or commanding officer will resolve any conflicts.

VI. Special Guidelines:

The following guidelines apply to persons wishing to visit the Office of the Chief of Police, the Office of Deputy Chief of Police, Assistant Chiefs, Special Investigations Section, CID units, and the Legal Unit.

- A. Notify the appropriate office by telephone and wait for approval from the office before allowing access.
- B. Visitor will be issued a "Fast Pass".
- C. A unit designee will come to the Front Desk and escort visitor to the respective unit and return the visitor to the lobby.

STANDARD OPERATING PROCEDURES: S.O.P. 3-1
(Continuation)

VII. Hours of Operation:

The Security Checkpoint/Front Desk hours will be 0700 -2300 hours. The Security Checkpoint responsibilities will be assumed by the Front Desk Officer between the hours of 2300-0700 hours, to include Saturday and Sunday.

- A. Front Desk personnel shall continue to closely monitor all visitors to the building. Visitors who wish to enter beyond the lobby area **must be escorted** by a person from the unit that the visitor wishes to contact. The only exceptions to this would be persons visiting the Records Unit, Property Unit, Credit Union, and Cafeteria during normal office hours.
 1. The on-duty shift commander is directly charged with the responsibility of ensuring security of the facility.
 2. All personnel assigned to the Central District station are responsible for ensuring that security measures set forth are adhered to.
- B. Security violations will be reported immediately via interoffice memorandum to the on-duty Shift Commander for review and follow-up.
- C. For accountability purposes, responsibility of shift commanders will be broken down as follows:
 1. A Shift: 0700-1500 hours
 2. B Shift: 1400-2300 hours
 3. C Shift: 2100-0700 hours

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 3-2

SUBJECT: TAKING COMMAND AT MAJOR and/or EMERGENCY INCIDENTS
(IN-COMMAND)

PURPOSE: To provide written guidelines and procedures for the sergeant and/or Field Duty Lieutenant in the event that a unit is dispatched to or self initiates an incident which would be classified as a major incident, emergency incident, or any other incident that would require supervisory involvement in order to coordinate the ongoing/unfolding situation or its immediate aftermath.

SCOPE: When a unit is dispatched to a major event, an emergency event, and/or self initiates either of the two, there is an immediate and initial need for supervision on the scene either from the supervisor (sergeant), Field Duty Lieutenant, or both. The involvement of a supervisor will ensure that procedures are followed and that all necessary steps are taken to ensure a favorable outcome to the matter at hand.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3-2
(Continuation)

- I. Procedures: When the Communications Section dispatches a unit on a major and/or emergency incident or when a unit self-initiates such an incident, the communications operator will notify the sergeant and the field duty lieutenant. The supervisor will then take command of the scene upon their arrival.
 - A. There shall always be an incident commander on the scene of a major/emergency incident. If the original incident commander needs to clear the scene for any reason, they shall immediately advise the communications operator that they are relinquishing command to another other supervisor.
 - B. The new incident commander shall then acknowledge over the radio that they are now in command.
 - C. The communications operator shall acknowledge the transmission.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 3-3

SUBJECT: POLICE FACILITY BUILDING FIRES

PURPOSE: To provide all personnel with written guidelines regarding evacuation procedures due to fires.

SCOPE: To ensure there is a safe and orderly evacuation of all personnel in case of fire.

- I. Duties: It shall be the responsibility of all district personnel to familiarize themselves with the instructions, procedures and routes to be followed, if an emergency evacuation of the building becomes necessary.
 - A. During any evacuation, the senior ranking person in each office will be responsible for ensuring that the building is evacuated.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3-3

(Continuation)

- B. Floor Evacuation Personnel: Fire Marshals will be designated for each floor and will be responsible for monitoring the evacuation of their assigned area.
- C. Fire Marshal Assignment: During any emergency evacuation, Fire Marshals and the following persons will be responsible for ensuring that floors are evacuated:
 - 1. The First Floor Lobby Fire Marshal shall be the “on-duty” administrative officer assigned to the Front Desk.
- D. General Evacuation Procedures: The fire alarm should be sounded for all evacuations.
 - 1. If the alarm sounds, call 911 and report a possible fire.
 - 2. When the fire alarm is sounded, all personnel shall proceed to the nearest emergency stairwell and advance downward in a calm and safe manner. They should assemble outside of the building in an area that would place them out of harms way.
 - a. Maps indicating a primary evacuation route and an alternative route will be posted in strategic areas of the building.
 - b. Emergency stairwells will be used to descend to ground level during an evacuation. Elevators will not be used during an emergency evacuation.
- E. Bomb Threat Procedures: If a bomb threat is received by any person within the building, the Complaint Sergeant and the on-duty commanding officer shall be notified immediately with all available details of the threat.
 - 1. The decision to evacuate the building or any part of it will be made by the on-duty commanding officer. Normally, there will be no evacuation for bomb threats unless a device or suspected device is found, or the threat is from a source that would indicate that a device might be present.
 - 2. Each employee in the area to which the threat applies will search his/her own working area and report any suspicious object.
 - 3. The search of public areas will be conducted by police officers who are designated by the on-duty patrol commander.
 - 4. If a device is found, refer to departmental orders.
- F. All Clear: When the fire drill is completed, the on-duty commanding officer or a designee will give the “all clear” signal for return to the building.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

PATROL DISTRICTS


STANDARD OPERATING PROCEDURES

S.O.P. 3-4

SUBJECT: **FIELD TRAINING PROGRAMS**

PURPOSE: To provide a guideline and format for Field Training Program instructors to ensure standardized training and documentation.

SCOPE: To provide procedures and directions which detail the responsibilities and coordination of the Field Training Program.



Manuel A Morales
Assistant Chief of Police
Field Operations Division

March 31, 2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3-4

(Continuation)

I. Field Training Programs:

- A. The Field Training programs will consist of the following:
 - 1. Field Training Officer Program (FTO)
 - 2. Roll Call Training
- B. The Field Training Commander (FTC) is responsible for the development, implementation and ongoing evaluation of administrative, operational and control procedures that facilitate compliance with departmental policy.

II. Field Training Officers Responsibilities:

- A. FTOs are to conduct roll call training on a weekly basis. These weekly training sessions will assist in the dissemination of departmental policy changes and/or act as refresher to current policy directives.
- B. The Field Training Sergeant (FTS) shall coordinate training through the FTO Program to provide Roll Call training to keep members informed between formal training sessions.
- C. Field Training Sergeants and Field Training Lieutenants are responsible for planning and organizing Roll Call training to meet the needs of departmental personnel. Sergeants will maintain contact with the Training Unit to ensure the most current information and techniques are being utilized.
 - 1. Lectures, videotapes, demonstrations, or other means may be used in Roll Call training.
 - 2. Certified instructors or supervisory personnel may provide training of a specialized nature.

III. Roll Call training may consist of:

- A. Reading and discussing Training, Legal, Special, and Official Bulletins.
- B. Information regarding crime problems occurring within the NET areas.
- C. Reviewing new and revised Departmental Orders and Standard Operating Procedures.
- D. Potential and actual police hazards.
- E. Watch orders, traffic conditions.

STANDARD OPERATING PROCEDURES: S.O.P. 3-4

(Continuation)

- F. BOLO on wanted persons, stolen vehicles, major investigations.
- G. Discussion and review of legal bulletins, new laws and ordinances.
- H. Recent State and Supreme Court decisions.
- I. New developments, methods and techniques in law enforcement.
- J. Information regarding relevant community-based initiatives, if any.
- K. Line inspections to evaluate officer's readiness to assume duty.
- L. Subjects of department wide concern.

IV. Field Training Officers Program:

- A. The Field Training Program Commander (FTC) or designee will publish FTO/FTS position openings in the Official Bulletin; however, this can be waived based on departmental needs and at the discretion of the FTC through the Field Operations Division Chief.
- B. Candidates who meet the requirements may be required to an FTO/FTS application.
- C. I.A. profile and I (Illness) profile will be reviewed.
- D. The candidates may be required to submit to an oral interview.

V. Field Training Officer Requirements:

- A. FTO candidates must have a minimum of two years patrol experience.
- B. The two-year minimum can be waived at the FTC's discretion.
- C. Lateral officers with one (1) year of previous patrol experience from another agency (and/or past FTO experience from another agency) may be qualified at the Program Commander's discretion.
- D. Officers assigned to Beats do not qualify for the FTO program due to the limited patrol restrictions of Beat assignments; however, this can be waived based on departmental needs and at the discretion of the Field Operations Division Chief.

STANDARD OPERATING PROCEDURES: S.O.P. 3-4

(Continuation)

- E. FTO/FTS candidates must have above average attendance records.
- F. FTO/FTS candidates must not have two missed court dates in the past 12 months, resulting in disciplinary action.
- G. FTO/FTS candidates must not have two missed special event drafts that resulted in disciplinary action.
- H. FTO/FTS candidates must not have two preventable accidents in a calendar year.
- I. FTO/FTS candidates must have above average Internal Affairs records.
- J. Candidates must have no more than two minor complaints during the previous two years.
- K. Candidates must have at least six months of satisfactory performance in patrol immediately prior to eligibility.
- L. The previous two-yearly evaluations must be satisfactory or above in all categories.
- M. FTO/FTS's will be evaluated annually on their performance and job skill.
- N. FTO/FTS/FTL's will obtain certification based on the Florida Department of Law Enforcement (FDLE) requirements for Field Training Officer Course for Law Enforcement Officers (40 Hours).
- O. FTO/FTS/FTL are required to have a refresher in-service training course annually (MAT Training or any other training beneficial to a PPO can satisfy this standard and are to be determined by the FTC).
 - 1. The training can consist of updates and
 - 2. Participation in the Scenario Based Training

VI. Probationary Police Officer (PPO) Requirements during Field Training

- A. Probationary Police Officers will be required to complete the following assignments satisfactorily prior to being released from the Field Training Program:
 - 1. Phase I (Rotation 1 or R1) Riding Assignment
 - 2. Phase II (Rotation 2 or R2) Riding Assignment
 - 3. Phase III (Rotation 3 or R3) Riding Assignment

STANDARD OPERATING PROCEDURES: S.O.P. 3-4

(Continuation)

4. Phase IV (Rotation 4 or R4) Riding Assignment
 - a. PPO shall return to Phase I FTO except in extenuating circumstances
 5. SOLO – I
 6. SOLO – II
- B. During Phase I-IV the PPO's will be evaluated on a weekly basis via the current electronic evaluations program.
1. See Miami Police Department's (MPD) Standardized Evaluation Guidelines for anchored description rankings (Located on the MPD Intranet site)
 2. When a PPO falls below performance guidelines and it is anticipated that the PPO may be extended, the FTO shall after discussing with their respective FTS, FTL, and the FTC complete Daily Observation Reports (DOR) detailing the PPO's performance to ensure development.
- C. **When a PPO falls below a satisfactory rating he/she may be extended for up to three additional months with approval by the Program Coordinator and the Field Operations Division Chief of Police.**
- D. Probationary Police Officers who are extended will be monitored and evaluated by the FTS/FTL.
1. For month extensions the PPO will be categorized by the extended phase preceded by the extension number... for example; if a PPO is extended on Phase I the following extension rotation will be Phase I extended or 1R1. Should the PPO be extended again on Rotation 1 the next label would be 1R2 and so forth.
 2. The Field Training Officer will complete Daily Observation Reports (DOR) and a Weekly Observation Report (WOR) for extensions.
 3. Officers who are extended will be monitored and evaluated by the FTS/FTL. The officer will be assigned to two different FTOs and then returned on the third month to the FTO who documented the unsatisfactory dimensions.
- E. All Officers on the Field Training Program will be assigned to all three shifts and all three districts during their riding assignment whenever feasible and at the discretion of the program coordinator.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 3-5

SUBJECT: TREE REMOVAL

PURPOSE: To provide written guidelines for members of the Miami Police Department when dispatched to incidents involving, cutting, removal, relocation, replacement, etc. of a tree.

SCOPE: This SOP is intended to provide operational guidelines to all members of the Miami Police Department concerning the proper handling of a call when a tree is cut, removed, relocated, replaced, etc.

When a patrol officer receives a call-in reference to trees being cut, removed, relocated, or replaced, the following guidelines will be adhered to:

- I. Respond to the call for service.
 - A. Interview all parties and establish if a tree (note type of tree, if known) has been cut.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 28, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3-5

(Continuation)

- B. Inquire if a permit has been obtained and review the permit if available for review (take note of permit number and address issued to).
 - C. Attempt to identify the exact address where the tree cutting has taken place.
 - D. Note if a tree service is on the scene (name of business, telephone number if listed on vehicle, and/or tag number).
 - E. Raise the communications operator and request a Code Enforcement Officer and/or Neighborhood Resource Officer to respond, if available. If either one responds, ensure that the area is photographed.
- II. Generate a signal 14 I report detailing all information listed above as well as your observations and the attempt to contact Code Enforcement and/or an NRO. The "copy to" box (Box 13) of the Offense/Incident Report must contain the name of the NET where the incident took place followed the word NRO i.e., "Overtown NRO". This will ensure that the Records Unit provides a copy of the report to the responsible NET area NRO.
- A. Provide a copy of report to the respective NET Commander prior to the end of the primary officer's tour of duty.
- III. NET Commander/NRO will hand deliver a copy of the report to Code Enforcement for follow up and review.
- IV. Officers should not undertake an arrest of a subject(s) unless it is confirmed with the City of Miami Preservation Officer (Zoning Office located at MRC) that a permit was required for its removal and that the subject(s) was/were in the process of removing the tree without the required permit.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: NEIGHBORHOOD RESOURCE OFFICERS

PURPOSE: To provide general guidelines to assist Neighborhood Resource Officers in accomplishing their daily duties.

SCOPE: To outline the duties and responsibilities of Neighborhood Resource Officers

1. Primary Duties and Responsibilities:
 - A. Assist in assessing, defining, and monitoring crime by implementing "Community Oriented-Policing, Problem Oriented-Policing, and Intelligence Led-Policing." Meeting Attendance: Establish rapport with Homeowners associations, police officer providing services to the area, community groups and agencies servicing their N.E.T. Area. Attendance at meetings is mandatory and participation on committees is desired.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

December 17, 2018
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

- B. Determined crime patterns and recommend to the N.E.T. Commander pro-active measures to achieve the desired results.
- C. Work closely with N.E.T. Commander, N.E.T Administrator, and Code Enforcement Officer. Provide assistance with non-traditional police matters. Examples of these concerns are illegal dumping, missing street signs, potholes, abandoned structures and other nuisances.
- D. Assist service area residents in organizing crime prevention programs and instituting crime watches.
- E. Act as liaison between various city departments and their service area residents while addressing specific crime watches.
- F. Work on any special tasks or projects relating to service area concerns or as dictated by the District Commander.
- G. Keep the N.E.T Commander advised of specific concerns of importance to residents within their service areas.
- H. Citizens on Patrol: Keep members active with meetings and projects.
- I. Homeless Assistance: Help coordinate the City's efforts to assist homeless persons in need.
- J. Speaking Engagements: Offer crime prevention education and information about police services at homes, schools, and businesses.
- K. Private Citizen Contacts: Initiate dialogue with residents and business owners to develop police/community partnerships and inform the public

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

PURPOSE: To utilize the departmentally issued Automatic External Defibrillator (AED) in compliance with the guidelines provided by the City of Miami Fire-Rescue Department in an effort to provide an additional layer of life saving resources for the community.

SCOPE: To outline the responsibilities associated with distribution, training, use, dispatch, reporting, and maintenance relating to AEDs.

RESPONSIBILITIES:

It shall be the responsibility of the City of Miami Fire Department Public Access Defibrillator (PAD) Coordinator to provide AED units to the Police Department. The PAD Coordinator will also be responsible for communicating with the MPD liaison when servicing AEDs with new electrode pads and/or batteries and when any other servicing to these units are needed.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P 5
(Continuation)

I. Procedures for Issuance of AED to members:

- A. All portable AEDs will be issued to members by the Field Operations Division Staffing Detail. The Staffing Detail will also coordinate the returns, redistributions, and maintenance issues associated with the portable AED units.
- B. The Staffing Detail will be responsible for the equitable distribution of the AEDs across all NET areas, and the three standard shifts. An audit of the distribution shall be conducted after every quarterly bid.
- C. The Staffing Detail will be responsible for maintaining an inventory log of all the police portable AED units assigned to the police department.
- D. As an SOP, AEDs will only be issued to Patrol Officers assigned to a patrol zone. AEDs may be issued outside of this guideline if the circumstance of their assignment exposes them to a higher potential of an AED use as deemed by the Staffing Detail supervisor.
- E. An AED unit may only be utilized in strict compliance with the AED Response Guidelines provided by the City of Miami Fire-Rescue Department PAD Coordinator. The guidelines are enclosed in the AED unit.
- F. All members being issued an AED will be responsible for reviewing the Patrol SOP's on AED.
- G. The Staffing Detail supervisor will provide a copy of the SOP on AED to all members being issued an AED unit.

II. Dispatching Procedures:

- A. The Communications Section will be responsible for dispatching units with an AED to incidents that require their use in accordance with the Communications Section SOP on AED Dispatch.
- B. In most cases a patrol unit will inadvertently come across a victim needing an AED, or they will be dispatched on a signal fifteen (15) with Fire Rescue to the scene of a victim needing an AED.

III. Inspection:

- A. Members who have been issued a portable AED unit shall, on a quarterly basis, complete an AED Quarterly Inspection Report. The PAD Coordinator will notify the Police Field Operations Division Staffing Detail supervisor of the impending inspections. The Staffing Detail supervisor will be responsible for notifying the

STANDARD OPERATING PROCEDURES: S.O.P 5
(Continuation)

members that have an inspection due and then collect and forward the completed inspection reports.

- B. Inspection reports are to be completed on the first day of each of the following months: January, April, July, and October. Once completed, the inspection reports will be faxed to the PAD Program office at (305) 400-5164 or email to the PAD Coordinator at padcoordinator@miamigov.com
- C. The City of Miami Fire-Rescue Department PAD Coordinator shall be notified if during the course of the quarterly inspection an error is identified. The City of Miami Fire-Rescue Department PAD Coordinator will be responsible for tabulating the Quarterly Inspection Reports.
- D. The City of Miami Fire-Rescue Department PAD Coordinator may be contacted for issues or questions related to the AED units and the program at (305) 569-3625. For emergency issues related to the AEDs contact the City of Miami Fire Dispatch via the Communications Section complaint sergeant.

IV. Authorized Use of the AED:

- A. An AED may only be utilized in strict compliance with the AED Response Guidelines provided by the City of Miami Fire-Rescue Department. A copy of the AED usage guidelines is located inside the AED unit.

V. Reporting Procedures:

- A. Fire Rescue shall be dispatched to all instances wherein an AED was utilized. The member utilizing the AED unit will be responsible for advising the Fire Rescue personnel that an AED unit was used.
- B. Under no circumstances will a victim that has been revived by an AED be allowed to leave a scene without Fire Rescue first making a medical evaluation.
- C. A member using the AED unit will make an entry on their worksheet noting the AED usage, and the victim's information, if available. A police incident/offense report is not necessary unless unique circumstances exist as deemed necessary by a supervisor.
- D. The Communications Section communications operator will be required to make an entry in the CAD narrative when an AED unit is used.
- E. The Communications Section complaint sergeant will be notified each time an AED is utilized. In accordance with the Communications Section SOP on AEDs, Bridge personnel will make a notation in the 24-hour log. Communications Bridge personnel will be responsible for notifying Fire Dispatch of the AED

STANDARD OPERATING PROCEDURES: S.O.P 5

(Continuation)

usage, and Fire Dispatch will be responsible for notifying the City of Miami Fire Department PAD Coordinator.

VI. Maintenance and Care:

- A. Members who have been issued an AED shall be responsible for the security, and care of the unit.
- B. Members who have been issued an AED shall perform periodic inspections ensuring the AED is in the operational mode as explained in the enclosed guidelines, and in the in-service training video.
- C. All maintenance/repair issues pertaining to the AED units are to be coordinated through the Police Department AED liaison located in the FOD Staffing Detail.

VII. Pad Replacement:

- A. Each AED unit contains two (2) electrode pads. If the pads are used, they are often left on the victim until Fire Rescue personnel arrive and medically triage the victim. The electrode pads are not reusable, once a member uses a set of pads; they shall (within 30 days) obtain a set of replacement pads from the Field Operations Division Staffing Detail supervisor.
- B. The Staffing Detail supervisor will coordinate with the Fire Department PAD coordinator to ensure that replacement pads are on hand in the Staffing Detail office at all times.

VIII. Training:

- A. Formal training shall be required prior issuance or use of an AED unit. The training shall be provided by the City of Miami Fire Department PAD coordinator.
- B. Members who have been issued an AED are encouraged to review the instructional DVD enclosed in the AED units.

IX. Fixed AED Units:

- A. Fixed AED units are installed in all City of Miami Police Department buildings. The floor and locations of the fixed units are determined by the City of Miami Fire Department PAD coordinator.

STANDARD OPERATING PROCEDURES: S.O.P 5

(Continuation)

- B. A detailed list of locations can be obtained by contacting the Communications Section and cross referencing the building address against the CAD Location Menu Configuration screen.
- C. The City of Miami Fire Department PAD coordinator will be responsible for the repair and replacement of the fixed units.
- D. Any Police Department member using a fixed AED unit will be required to adhere to the aforementioned SOP.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: PROBLEM SOLVING TEAMS

PURPOSE: To provide guidelines for officers assigned to the Problems Solving Teams.

SCOPE: This SOP covers the assignment, reporting, duties, responsibilities and job functions of the Problem Solving Teams.

I Duty Hours:

The NET service area commander determines the duty hours and work schedules for the Problem Solving Teams, with the approval of the District Major. The nature of their job may require the officers to work flexible hours, to include all shifts, weekends, holidays, and be available for recall during off-duty hours.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 14, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

II. Dress:

Problem Solving Team members will wear PST hybrid polos shirts with departmental insignia, name tag, and sewn-on badge and Class B uniform pants unless otherwise directed by their Chain of Command. Plainclothes, not issued by the police department, absent of regulation police insignias are not to be worn.

III. Reporting:

A sergeant supervises the Problem Solving Team. The Problem Solving Team sergeant reports to the NET service area commander.

IV. Duties and Responsibilities:

Problem Solving Team members are responsible for identifying stakeholders in their communities, and establishing partnerships with residents and business owners by using the SARA Model, innovative policing techniques and proven methods in policing to resolve chronic crime problems and quality of life issues.

Responsibilities include:

1. Review crime analysis information daily to identify crime trends and patterns of criminal activity and develop and implement the proper response.
2. Work with Neighborhood Resource Officers and Code Enforcement Officers to target issues affecting residents and visitors of the City of Miami.
3. Work with community and faith-based organizations and other government agencies to coordinate problem-solving efforts.
4. Assess the perception of crime and the fear of crime and identify and respond to trash issues, overgrown lots, abandoned vehicles and structures, public nuisances, the impact of businesses and other issues affecting the community.
5. Work with patrol officers, criminal investigations, and special investigations in joint operations.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 7


SUBJECT: CHAIN OF COMMAND RESPONSIBILITIES

PURPOSE: To provide the chain of command for NET Commanders, Field Duty Lieutenants and Patrol Sergeants.

SCOPE: NET Commanders are responsible for reducing crime, reducing the fear of crime and improving the quality of life for their area's stakeholders. Each NET Commander will have designated Field Duty Lieutenant and Patrol Support personnel to assist in accomplishing their goals and objectives.

I. Duty Hours:

Varies – as needed to accomplish the department's mission.



Manuel A. Morales
Assistant Chief of Police
Field Operations Division

August 28, 2020

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

II. Duties and Responsibilities:

- A. Coordinate and supervise crime reduction initiatives and special operations
- B. Attend community and organizational meetings
- C. Be aware of current crime trends and patterns and disseminate to department's NET Commanders
- D. Direct the use of the SARA process to reduce crime, reduce the fear of crime, and improve the quality of life for their area's stakeholders. Improving the perception of crime should be paramount
- E. Investigate and respond to citizen and governmental concerns
- F. Provide a statistical analysis and overview of developments in their neighborhoods during COMPSTAT meetings
- G. Coordinate community events and wellness initiatives within their neighborhoods
- H. Assume "Acting Commander" position of district major when appointed by the district major
- I. Ensure that written correspondence complies with departmental policy
- J. Complete evaluations on assigned Field Duty Lieutenants
- K. Ensure that all monthly reports are properly prepared and forwarded on time
- L. Perform any other duties and responsibilities as directed by the district major

Field Duty Lieutenants

The primary responsibility of the Field Duty Lieutenant is to be available to provide command presence in the field and respond, as needed, to district and citywide incidents. Each Field Duty Lieutenants will report directly to a NET Commander, thereby ensuring unity of command. Each Field Duty Lieutenant will have designated patrol crews within their span of control.

I. Duty Hours:

A Shift: 0500-1500

B Shift: 1300-2300

C Shift: 2000-0600

STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

II. Duties and Responsibilities:

- A. Contact the Communications Unit at the beginning of each tour of duty to check-in, provide a contact number, and to obtain a verbal situational awareness report of city-wide issues.
- B. Take all appropriate signals on the radio channel to ensure the CAD system captures the necessary information for a digital worksheet and monitor the appropriate radio channel.
- C. Contact the outgoing Field Duty Lieutenant (previous shift) to be briefed on major events in progress and existing operational conditions.
- D. Review the daily P sheets to ensure proper deployment of personnel resources at the beginning of each shift and to ensure minimum staffing requirements are met.
- E. Check e-mails and in-basket at beginning and end of each shift
- F. Review the computerized crime mapping program daily to identify crime and quality-of-life issues in their NET area and disseminate the information to subordinates.
- G. Address outstanding ticklers for personnel on the shift
- H. Review and approve requests for training and time off for subordinates, coordinating with the Staffing Detail
- I. Attend and oversee daily roll calls
- J. Oversee roll call training
- K. Conduct inspections of personnel and equipment, to include vehicles at transfer time.
- L. Ensure that enough FTO vehicles are available as needed for the shift. Any concerns shall be routed to the District Major and the FTO Program Coordinator.
- M. Shall conduct a visual inspection of the station to ensure operational readiness at the start of duty.
- N. Supervise and conduct daily field contacts of sergeants
- O. Respond to and manage critical incident scenes such as disturbances, chases, accidents, perimeters or demonstrations
- P. Perform as Field Commander during ICS activation
- Q. Cover other districts when no Field Duty Lieutenant is available and be readily available to respond to citywide incidents that require an on-scene commander
- R. Command Field Forces when the need arises

STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

- S. Manage conflicts between calls for service, special details, and proactive crime prevention operations to ensure continuity of operation.
- T. Investigate all, Response to Resistance Reports, complaints, report of injury, ITS, city related accidents, and all court-related concerns of assigned supervisors
- U. Complete evaluations on assigned sergeants
- V. Investigate and respond to all administrative correspondence, reports and ticklers assigned by the NET Commander.
- W. Assume "Acting Commander" position of NET Commander when appointed by the NET Commander
- X. Attend community meetings, make presentations, and complete special projects as directed by the NET Commander
- Y. Update the incoming Field Duty Lieutenant at the end of your tour of duty on major events in progress and existing operational conditions.
- Z. Perform any other duties and responsibilities as directed by the NET Commander or District Major and/or as mandated in the Departmental Orders

PATROL SERGEANT

Patrol Sergeants are responsible for ensuring the efficiency, discipline, and productivity of officers under their supervision. Patrol Sergeants' primary duty is supervision. Each Patrol Sergeant is tasked with motivating, training and directing their employees in the performance of their duties.

I. Duty Hours:

<u>Regular Duty</u>	<u>Early Sergeant Duty</u>	<u>Transfer Sergeant Duty</u>
A Shift: 0600-1600	A Shift: 0500-1500	A Shift: 0600-1600
B Shift: 1400-2400	B Shift: 1300-2300	B Shift: 1400-2400
C Shift: 2100-0700	C Shift: 2000-0600	C Shift: 2100-0700

II. Duties and Responsibilities:

- A. Attend daily Roll Calls
- B. Read the daily bulletin board
- C. Retrieve and distribute daily BOLOs

STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

- D. Ensure officers report to duty on time
- E. Conduct daily line inspections of officers and vehicles through transfer line at the beginning and ending of their tour of duty
- F. Review computerized mapping program daily to identify crime and quality of life trends and patterns in their assigned NET.
- G. Review and approved incident and accident reports in the computerized program.
- H. Check e-mails and in-basket at beginning and end of each shift
- I. Complete and review digital worksheets
- J. Review requests for training and time off of subordinates
- K. Investigate and respond to all administrative correspondence, reports and ticklers assigned by the Field Duty Lieutenants
- L. Investigate Internal Affairs/citizen complaints against officers as assigned by district major.
- M. Ensure officers review electronic court subpoenas.
- N. Monitor radio channels and manage calls for service
- O. Monitor unit status to determine proper time utilization
- P. Participate in and conduct field training
- Q. Supervise and direct officers in crime fighting, quality-of-life and problem-solving initiatives
- R. Review arrest reports for completeness, legibility, probable cause, elements of crime, propriety of arrest, and court scheduling
- S. Commend and discipline officers where appropriate
- T. Mentor and develop officers
- U. Respond to and coordinate activities in situations involving more than 2 units
- V. Ensure officers maintain service area and beat integrity as much as feasible
- W. Enforce laws, handle calls for service and make arrests when needed
- X. Update the Field Duty Lieutenant of personnel, equipment, crime and community issues
- Y. Cover the other patrol areas when no sergeants are available
- Z. Investigate all Response to Resistance, Complaints, Report of Injury, ITS, accidents, and all court-related concerns involving officers
- AA. Complete evaluations of assigned officers
- BB. Assume "Acting Commander" position of Field Duty Lieutenant when appointed by the Field Duty Lieutenant.

STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

- CC. Attend community/organizational meetings as directed by the Field Duty Lieutenant.
- DD. Perform any other duties and responsibilities as directed by the Field Duty Lieutenant

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 7-1

SUBJECT: **COMMUNITY SERVICE PROVIDERS**

PURPOSE: To provide guidelines for Community Service Providers working throughout the city's NET centers.

SCOPE: This SOP covers the assignment, reporting, duties and responsibilities, and job function of the Community Service Providers (CSP). Community Service Providers are Miami Police Department employees.

I. **Duty Hours:**

Community Service Providers work at the Districts and are scheduled at the discretion of the district commanding officers.

Manuel A. Morales
Assistant Chief of Police
Chief of Operations

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 7

(Continuation)

II. Dress:

Community Service Providers are required to wear the uniform issued to them.

III. Reporting:

Community Service Providers report directly to the District Commanders or their designee.

IV. Duties and Responsibilities:

Community Service Providers augment the police function by providing clerical support and customer service to area residents, merchants and visitors.

Responsibilities include:

- A. Answer telephone
- B. Take messages
- C. Provide crime prevention information
- D. Assist with routine questions
- E. Refer citizens to appropriate agencies for assistance
- F. Assist with walk-in concerns and complaints
- G. Complete incident reports
- H. Complete administrative reports
- I. Filing of completed documents
- J. Data entry of crime information
- K. Perform other clerical duties
- L. Network and coordinate information between operational, investigative and civil elements
- M. Assist the NET Commanders as needed

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: INSPECTION OF ESTABLISHMENTS SELLING ALCOHOLIC BEVERAGES.

PURPOSE: The City of Miami Police Department will conduct a thorough and specific inspection of premises which lawfully sell alcoholic beverages within the City of Miami to ensure compliance with state laws, Miami-Dade County ordinances, and City of Miami municipal codes.

SCOPE: The City of Miami Police Department will coordinate with other City of Miami departments to inspect establishments that serve alcoholic beverages. The police department will enlist the assistance of Code Compliance, Fire Rescue Department, and other city, county and state entities to conduct joint inspections. A Detail Coordinator will be identified by the Field Operation Division Chief and will be responsible for the coordination of all inspections where police personnel are needed or requested.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

March 3, 2019
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 8
(Continuation)

- I. Hours of Operation:
 - A. To be determined by the respected NET Commander.

- II. Duties and Responsibilities:
 - A. Detail Coordinator
 - 1. Coordinate with county, state, and federal law enforcement agencies to assist in the inspections, as needed.
 - 2. Coordinate with other city departments for civilian enforcement component, which may include Code Compliance, Fire Rescue Department, and any other city department deemed necessary.
 - B. NET Commander
 - 1. Compile list of NET locations to be inspected and prepare an Operational Plan for the approval of the Field Operations Division Chief.
 - 2. Provide on-duty and/or off-duty resources to conduct and secure inspection sites.
 - 3. Ensure after action reports are completed and forwarded to the office of the Field Operations Division Chief.
 - 4. Prepare package for Legal Unit for use in Nuisance Abatement or License Revocation procedures.
 - C. Deputy NET Commander
 - 1. Operational supervision of the detail, development, briefing, and execution of the operational plan are included.
 - 2. Ensure completion of tasks and/or orientations assigned by NET Commander.
 - 3. Ensure safety of the operation.
 - 4. Ensure compliance with Departmental Orders and SOPs of all personnel assigned to the detail.
 - 5. Ensure compliance and completion of tasks and directives set forth by the NET Commander.
 - D. Sergeant
 - 1. Designated as the supervisor of the operation and is responsible for accounting for all personnel present in the operation.
 - 2. Make initial contact with the owner of the establishments or representative and obtain all applicable licenses for inspections.
 - 3. Coordinate the actions of the police effort to conduct the inspection. This includes entry and security of the establishment, prior to and while inspections are taking place.

STANDARD OPERATING PROCEDURES: S.O.P. 8
(Continuation)

4. Ensure all arrest forms and other documentation are properly completed and evidence is properly marked and secured.

E. Neighborhood Resource Officer

1. Develop individual files for the establishments to be inspected, to include:
 - a. Violations observed during inspection and previous inspections.
 - b. Enforcement action taken during inspection and previous incidents.
 - c. Provide supporting documentation to all violations and enforcement action.

III. Uniform:

- A. All police personnel working the detail will wear their City of Miami Police Department assigned Class B uniform.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: POLICE ORIENTED COMMUNITY MEETINGS

PURPOSE: Police oriented community meetings are an important part of the department's community policing strategy as it provides a forum for open dialogue between the police department and the community. NET Commanders are responsible to attend community meetings in their respective areas and maintain their chain of command apprised of any updates or changes impacting the NET area.

SCOPE: To ensure the flow of communication from the NET commanders to the Field Operations Division Chief.

- I. Commanders, via their chain of command, will maintain the Field Operations Division Chief apprised of the date, time, and location of regularly scheduled community meetings.
- II. Commander, via their chain of command, will update the Field Operations Division Chief of any issues impacting their neighborhood that might require the involvement of other sections or divisions of the department.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 9
(Continuation)

- III. Commanders, via their chain of command, will disseminate details concerning any police-oriented meeting that might be relevant to the Mayor, City Commission, City Manager, Chief of Police, Chief of Police appointed staff, and the Community Relations Board as soon as the information is received.

City of Miami



ARTHUR NORIEGA, V
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: TRANSFERS WITHIN FIELD OPERATIONS DIVISION

PURPOSE: To provide direction to personnel applying to a specialized unit within the Field Operations Division. This SOP will provide guidelines for the various criteria in which officers and sergeants can apply and be selected for units within the Specialized Operations Section and Patrol Support elements which may be approved and or denied.

SCOPE: In accordance with the Department Orders officers and sergeants are to have completed their probationary requirements in patrol prior to applying to any other unit within the Field Operations Division. This SOP will cover the procedures and protocols that need to be followed when applying to a specialized Field Operations Division unit.

- I. Applying to a unit
 - A. Applications will be accepted only when an announcement is posted in the Official Bulletin.
 - B. A Transfer request will be filled out completely and submitted to the commander of the posted unit within 10 days of the official announcement.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

April 27, 2020
Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

II. Requirements:

A. Minimum Requirements

1. Non-Probationary status.
2. 18 months must be served in Uniform Patrol before an officer can apply to non-patrol related specialized units within the Field Operations Division, unless authorized by Field Operations Division Chief.
3. Above Average performance evaluations.
4. Above average attendance record.
5. No more than two-missed courts within a 12-month period.
6. No more than two-preventable accidents within a 12-month period.
7. Must possess strict disciplinary skills.
8. A thorough review of the applicants' Internal Affairs profile.

B. Any officer or sergeant applying for an opening outside of Patrol must have successfully completed their probationary status prior to applying.

C. Anyone applying for a unit prior to completing their probationary period will be disqualified immediately.

D. Applicants applying to the following specialized units within the Field Operations Division will be required to meet all requirements:

1. Community Affairs Unit
2. Patrol Support Unit
3. Office of Emergency Management
4. K-9 Unit
5. Neighborhood Resource Officer
6. Patrol Beat Unit
7. Problem Solving Team
8. Special Events Unit
9. Special Treat Response Unit
10. Traffic Enforcement Unit

III. Selection:

A. The advertising unit commanding officer will compile an eligible roster of all applicants that meet the minimum requirements.

B. The Section commanding officer will select personnel based on the qualifications of the applicants from the eligible roster and will submit the name on a personnel transfer request form via the chain of command for approval.

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION
DISTRICT PATROL
STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: **AUXILIARY AND RESERVE VOLUNTEER OFFICER DETAIL**

PURPOSE: To provide guidelines for the operation and management of the Miami Police Auxiliary and Reserve Volunteer Officer Detail.

SCOPE: To provide additional volunteer sworn officers to the City of Miami Police Department for the routine delivery of law enforcement services, under normal and emergency situations or other significant events where an increased police response is required.

Dennis M. Jackson, II
Assistant Chief
Field Operations Division



STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Responsibility: It shall be the responsibility of the Field Operations Division Chief to manage and supervise the Auxiliary and Reserve Volunteer Officer Detail, and to maintain a working file on each auxiliary and reserve volunteer officer.

The Auxiliary and Reserve Volunteer Officer Detail will be directly supervised by a supervisor of the Section who will ensure that volunteer officers meet all mandated requirements, and who will be available to assist the volunteer officers as needed.

Definitions: Auxiliary Volunteer Police Officer: Any person employed or appointed, with or without compensation, which aids or assists a full-time law enforcement officer and who, while under the direct supervision of a full-time law enforcement officer, has the authority to arrest and perform law enforcement functions.

Reserve Volunteer Police Officer: A "part-time" law enforcement officer who is employed or appointed less than full-time, with or without compensation, who is vested with the authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the state.

Direct Supervision for Auxiliary Volunteer Officers:

- A. G3v Riding as a two person unit with a full-time police officer:
- B. If assigned a fixed post, the auxiliary volunteer officer must be within continuous, clear and unobstructed view of a full-time police officer that is within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- C. If assigned to a walking/roving detail, the auxiliary volunteer officer will be assigned with a full-time police officer. If assigned solo walking/roving beat assignment, he/she must be within continuous clear and unobstructed view of a full-time officer within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- D. Auxiliary volunteer officers working "Special Events" will comply with the requirements for "Direct Supervision".

Program Eligibility and Tenure:

The Reserve Volunteer Officer Detail is limited exclusively to retired Miami Police officers

- I. Auxiliary and reserve volunteer officers shall comply with eligibility requirements established by the Field Operations Division.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

- II. Miami Police officers certified pursuant to Florida Statutes, who are separating from the Department under favorable conditions may apply for appointment as a Reserve Volunteer Officer within thirty (30) days prior to separation from the Department.
- III. The Assistant Chief has the sole discretion as to who and how many auxiliary/reserve volunteer officers he/she is going to allow in the Auxiliary/Reserve Volunteer Officer Detail at any given time. The Assistant Chief reserves the right to accept or allow to remain in the detail any officer at his/her sole discretion.
- IV. Officers desiring to be considered for the Volunteer Officer Detail must submit a request in writing along with a City of Miami Volunteer Program application to the Field Operations Division.

The request must indicate:

- A. The officer's date of hire
- B. The date of separation
- C. Date vested
- D. Performance evaluations for previous three years

- V. The Field Operations Division will request the following information from the Recruitment and Selections Unit, the Health Services Unit, the Training and Personnel Development Section and the Internal Affairs Section:

Recruitment/Selections:

- A. Electronic fingerprint of the volunteer officer
- B. NCIC/FCIC record check
- C. Miami-Dade County record check
- D. Florida Driver License record check

Health Services Unit:

- A. Date of last physical
- B. Current duty status

Training and Personnel Development Section:

- A. Status of law enforcement certification
- B. F.D.L.E. global profile sheet

Internal Affairs Section:

- A. Complete Internal Affairs profile

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

- VI. This information along with the officer's request will then be forwarded to the Assistant Chief who has sole discretion to accept or deny the officers request to participate in the Volunteer Officer Detail.
- VII. Once accepted/denied by the Assistant Chief, the Field Operations Division will notify the candidate via certified letter.
- VIII. Upon approval by the Assistant Chief:
 - A. The Field Operations Division will change the candidates/officers status in the ATMS System to reflect as a "transfer within the agency". This will facilitate the FDLE process for continued law enforcement certificate status.
 - B. The Field Operations Division Chief will notify the following units via memorandum regarding the change in status of the candidate/officer:
 - 1. Personnel Unit
 - 2. Internal Affairs Section
 - 3. Recruitment/Selections Unit
 - 4. Training and Personnel Development Section
 - 5. Special Events Unit
 - 6. Labor Relations Unit
 - C. New volunteer officers will be required to attend an orientation session to familiarize them with the rules and regulations of the detail. They will sign for and receive a copy of the departmental orders and the Auxiliary and Reserve Volunteer Officer Detail S.O.P. (Standard Operating Procedures)

Ineligibility for the Volunteer Officer Detail:

- I. In order to prevent conflict of interest, the following categories are ineligible to participate in the Auxiliary and Reserve Volunteer Officer Detail:
 - A. Persons currently employed as full-time or part time (reserve and auxiliary) officers with another agency.
 - B. Persons employed as corrections officers.
 - C. Persons currently employed as bail bondsmen, private investigators, or security officers.
 - D. Persons prohibited by law from obtaining law enforcement certification.
 - E. Persons conducting business with the City of Miami.
 - F. Other persons at the discretion of the Assistant Chief.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Duties and Responsibilities of the Field Operations Division:

- I. The Field Operations Division shall ensure that auxiliary and reserve volunteer officer files are updated in January of each year, to include:
 - A. Driver license check
 - B. NCIC/FCIC records check
 - C. Miami-Dade County records check
 - D. Updated outside employment requisition form
 - E. Updated request to work special assignments
 - F. Evaluation of each volunteer's performance

- II. Assignment of Auxiliary and Reserve Volunteer Officers:
 - A. Assignment of auxiliary and reserve volunteer officers will be at the sole discretion of the Field Operations Division.
 - B. Volunteer officers wishing to work in special assignments or specific units must request permission and provide justification to the Field Operations Division.
 - C. The Field Operations Division shall request authorization from the Section Commander that the auxiliary/reserve volunteer officer has requested to be assigned, prior to any approval of the volunteer officers' request for special assignment.
 - D. Auxiliary and reserve volunteer officers will be required to work a minimum of 16 hours per month, or 48 hours per quarter to satisfy FDLE requirements. (Mandatory requirement does not include special event details worked for compensation).

- III. Volunteer officers' unit/training files:
 - A. The Field Operations Division will create and keep updated a unit file for each auxiliary/reserve volunteer officer during their tenure as volunteer officers.
 - B. All training records (survival training, firearms qualifications, etc.) for auxiliary/reserve volunteer officers will be maintained in the Training Section.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Responsibilities of Volunteer Officers:

Volunteer officers function under the direct authority of the Assistant Chief. While working as a volunteer officer they remain under the direct supervision of a full-time officer, regardless of previous rank or grade held, unless otherwise directed by competent authority.

- I. Volunteer officers provide voluntary service and activities on an ongoing or continuous basis to provide similar services to those of full-time officers.
- II. Volunteer officers provide their services and or activities to the agency with no monetary compensation.
- III. Volunteer officers must participate in regular in-service training statutorily required for full-time officers, to include training in use of force policy(s), proficiency in lethal and non-lethal weapons, and other training as mandated by standards.
- IV. Volunteer officers are required to attend all scheduled training classes and meetings.
- V. Volunteer officers will not participate in patrol duty(s) or any special detail while off from their regular employment due to illness or injury, or if they have any condition that would prevent a full time officer from working.
- VI. Volunteer officers will abide by all policies, rules, regulations procedures and directives of the Department and shall familiarize themselves with all aspects of the Auxiliary and Reserve Volunteer Officer Detail.
- VII. Volunteer officers may sign up and work special events as approved by the Special Events Unit commander.
All other Off-Duty jobs and events are strictly prohibited.
- VIII. When not participating in the Volunteer Officers Detail, volunteer officers are reminded they act only in the capacity of a private citizen.
- IX. When participating as a Volunteer Officer, volunteer officers shall be provided the same level of liability protection as full time officers in accordance with Florida statutes.
- X. Volunteer officers shall be provided worker's compensation in accordance with Florida statutes.
- XI. Volunteer officer shall be bonded and/or provided public liability protection equal to that provided full-time officers.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Uniform and Equipment:

Volunteer officers shall be issued the same uniform and equipment as those for full time officers performing like functions with the exception that volunteer officer uniforms will have a patch identifying the volunteer officer as an "Auxiliary" or "Reserve" volunteer officer. Volunteer officers will maintain the uniform and all issued equipment as required by the department.

Officers transitioning to the Volunteer Officer Detail will advise the quartermaster upon turning in his/her uniform and equipment, that he/she is being considered for the Auxiliary and Reserve Volunteer Officer Detail. The Field Operations Division will notify the Quartermaster that said officer is being considered for the Volunteer Officer Detail. The Quartermaster will secure the retiring officers uniforms and equipment for re-issuance upon notification from the Field Operations Division that the officer has been accepted into the Volunteer Officer Detail.

Volunteer officers will be issued two pairs of uniform pants, two shirts, and one pair of shoes annually for the first two years of service. Subsequent issuances will be on an as needed basis.

Retiring sergeants will be issued new uniform shirts and apparel without sergeant stripes.

Upon acceptance into the Volunteer Officer Detail, the candidate will be issued an "Auxiliary" or "Reserve" officer badge.

NO RANK INSIGNIAS WILL BE ATTACHED TO THE VOLUNTEER OFFICERS UNIFORM

Officers who retire from the Miami Police Department and transition into the Volunteer Officers Detail will **NOT** be issued a City owned service weapon, they will qualify and use the service weapon given to them upon retirement.

Previously retired Miami Police officers who separated from service and request to become volunteer reserve officers may be issued a service weapon or may use their previous service weapon given to them upon retirement, if of the same make and caliber as approved for full-time police officers.

If the Department changes the make, model or caliber of the approved service weapon all auxiliary/reserve volunteer officers will be issued the same new City issued approved service weapon as those of full-time officers.

Auxiliary volunteer officers will be issued a service weapon.

Volunteer officers will **"NOT"** be assigned a take home police vehicle or personal protection equipment (PPE).

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Dress Code:

Volunteer officers are prohibited from wearing any uniform, jacket or other apparel that does not readily identify them as "Auxiliary", or "Reserve" Volunteer Officers.

Volunteer officers shall adhere to the uniform standards outlined in the Departmental Orders.

Volunteer officers assigned to patrol, beats or while working special events will wear the class "B" uniform with appropriate designators/insignias. (Reserve or auxiliary rocker type patch underneath the City patch)

Volunteer officers authorized to work special assignments shall adhere to departmental orders governing dress/uniform code for that particular assignment or event, or shall dress in a fashion authorized by the special assignment or special event commander.

FTO Program and Training:

Volunteer officers will meet the minimum standards for police officers as established by the State of Florida Criminal Justice Standards and Training Commission. Volunteer officers will receive the same statutorily mandated training required by the Criminal Justice Commission for full-time officers. Auxiliary/reserve volunteer officers will be required to comply as follows:

Auxiliary volunteer officers that are accepted into the Auxiliary/Reserve Volunteer Officer Detail will be required to successfully complete a 320-hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as an auxiliary volunteer officer.

A retiring Miami Police officer who transitions into the reserve volunteer officer detail without a break in service is "**NOT**" required to complete the F.T.O. training.

A retired Miami Police officer with recent experience (retired within 365 days) is required to successfully complete a 120 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

A retired Miami Police officer without recent experience (retired over 365 days) is required to successfully complete a 240 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

All Field Training and Evaluation Program (FTO) requirements must be met within 12 months of acceptance into the Auxiliary and Reserve Volunteer Officers Detail.

Hours logged during (FTO) will be applied towards the 16 hour monthly mandatory FDLE requirement.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Police Worksheets:

Worksheets are to be completed and turned in at the end of the tour of duty. Information on the worksheet is to be complete and in compliance with Departmental Orders. Auxiliary and reserve volunteer officers shall use the Police Uniform Patrol Worksheet. The following is to be utilized as a guideline for completing the volunteer officer detail worksheet:

- A. Must be signed by the supervisor where the officer worked.
- B. Must be completed when working regular duty or special events.
- C. Must be completed when attending any mandatory events.
- D. Must be turned in at the end of the tour of duty or special event.
- E. Must be given to a supervisor in the Field Operations Division during normal work hours or placed under the Field Operations Division door after hours.

Any mandatory requirements such as, bi-monthly meetings, training, court, physicals, etc., will be documented on the worksheet and counted towards the 16 hours FDLE minimum monthly requirement. No monetary compensation will be authorized

- A. Bi-monthly meeting (2 hour minimum or actual time)
- B. Training (2 hour minimum or actual time)
- C. Court (2 hour minimum or actual time)
- D. Physical (2 hour minimum or actual time)
- E. Other (2 hour minimum or actual time)

City Vehicle Usage:

Volunteer officers assigned to the patrol section or downtown beats will ride as the passenger of a two person unit. Volunteer officers that have been approved to work specialized units will be allowed to drive unmarked city vehicles at the discretion of the Section Commander where they are assigned. (i.e. Taurus, Neon)

AUXILIARY AND RESERVE VOLUNTEER OFFICERS SHALL DRIVE A MARKED POLICE VEHICLE ONLY DURING EXTREME EMERGENCY OR WHEN THERE IS NO OTHER RECOURSE AVAILABLE. VOLUNTEER OFFICERS WILL NOT BE ASSIGNED A TAKE HOME/24 HOUR VEHICLE.

Inspections:

Volunteer officers will undergo a uniform and equipment inspection in January and July of every year. Volunteer officers will be required to attend the January and July meeting in full uniform and bring with them all issued equipment.

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Radios:

The Field Operations Division has been allotted 10 police radios that are available exclusively for auxiliary and reserve volunteer officers while working patrol or special assignments to satisfy their 16 hour monthly mandatory FDLE requirement. These radios will be checked back upon completion of the tour of duty.

PROPERTY UNIT RADIOS ARE NOT TO BE USED WHILE WORKING SPECIAL EVENTS.

Holiday Assignments: (November 15th through December 31st)

Volunteer officers regardless of where they are assigned will be reassigned to one of the following "beat" assignments, from November 15th through December 31st.

1. Downtown Beats
2. NW 20th Street Beats
3. Garment District
4. Coconut Grove

Emergency Mobilizations:

The Field Operations Division will be responsible for logistics during emergency mobilizations, (i.e. civil disturbances, hurricanes, etc.,) as determined by the Assistant Chief. During a mobilization all volunteer officers will be assigned to the Field Operations Division

Volunteer officers will, "upon an emergency mobilization" contact the Field Operations Division telephonically and advise the Field Operations Division commanding officer or his/her designee of the date and hours he/she will be available for assignment.

The Field Operations Division will compile an emergency mobilization schedule based on the information received from the volunteer officers.

All hours logged by volunteer officers during an emergency mobilization will count towards the FDLE minimum requirements of 16 hours per month.

Medical and Drug Screening:

Volunteer officers are not required to undergo an annual physical examination. However; if funds are available volunteer officers will be offered the option of undergoing an annual physical examination. Volunteer officers are required to have a random drug screening test consistent with the procedure for full time police officers. Annual drug screening tests will be conducted during the bi-monthly meetings. (Jan, Mar, May, July, Sept, and Nov.)

STANDARD OPERATING PROCEDURES: S.O.P. 11 (Continuation)

Court:

Volunteer officers are required to attend all mandatory court appearances. They will complete a court liaison time sheet and clock in and out in the "on-duty slot".

Volunteer officers will attach a copy of the completed court liaison time sheet to their worksheet. The worksheet with the attached court liaison slip will be turned in to the Field Operations Division Supervisor.

Termination from Detail:

The Field Operations Division commanding officer will submit a redline memo to the Assistant Chief requesting a volunteer officer be terminated from the Volunteer Officer Detail.

Upon approval by the Assistant Chief, the Field Operations Division commanding officer will generate a letter for the Assistant Chief's signature, (through channels), notifying the volunteer officer that he/she is being terminated from the Volunteer Officer Detail and that all City of Miami issued uniforms and equipment must be returned within (5) days from receipt of the termination letter. The Field Operations Division will be responsible to collect all city issued equipment.

"Admission into the Detail" or "Termination from the Detail" of a volunteer officer from the Volunteer Officer Detail is at the sole discretion of the Assistant Chief. The Assistant Chief's decision to approve or disapprove an officer's admission into the Volunteer Officer Detail or to terminate a volunteer officer from the detail is final and not subject to arbitration/grievance or otherwise challenged.

A copy of the memorandum and subsequent termination letter signed by the Assistant Chief will be placed in the volunteer officer's file.

A notice of termination memorandum will be sent by the Field Operations Division to:

- A. Personnel
- B. Internal Affairs
- C. Recruitment and Selection
- D. Special Events
- E. Labor Relations
- F. Training

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

DISTRICT PATROL

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: **CRIME PREVENTION SPECIALISTS - CPS**

PURPOSE: To improve the effectiveness of the Miami Police Department by facilitating a cooperative effort between the Police Department and the community.

SCOPE: The Crime Prevention Specialists are active members of the Field Operations Division and are assigned to the District Major. Each of the three (3) Districts has at least one CPS assigned to its NET Service Areas. The goal of the Crime Prevention Specialist is to impact on the reduction of crime and the fear of crime in the City of Miami through crime prevention and crime prevention programs.

Manuel A. Morales
Assistant Chief of Police
Field Operations Division

September 13, 2019
Effective Date



STANDARD OPERATING PROCEDURES; SOP

(Continuation)

- I. Duties and Responsibilities:
 - A. To reduce crime by assisting in the development of neighborhood crime watches/presentations and programs.
 - B. To educate the citizens as to their role in the fight against crime by crime prevention projects, presentations, seminar, public service announcements and dissemination of literature.
 - C. The CPS is assigned to operate within a specific geographical area of the City of Miami to promote crime prevention activities.
 - D. To provide crime prevention information and preventative measures to the general public through audio/visual presentations, security surveys, and crime-watches.
 - E. To investigate and follow-up on reported crimes against the citizens of the City of Miami to determine if any services are needed as to result of their victimization, and to make appropriate referrals.
 - F. To impact on the reduction of crime and fear of crime within the City of Miami.
 - G. To establish an effective liaison with other emergency and social service agencies/organizations for the citizens of the City.
 - H. To contact and assist concerned citizens on a personal level when possible.
 - I. To coordinate and attend crime prevention activities with homeowners' associations and other activist groups.
 - J. To be responsible for all functions and activities in order to meet the goals and objectives established by the District Major.
 - K. To carry out all assignments given by their supervisor and Commanding Officer.
 - L. To be responsible to know all written and verbal directives as they apply to their position.
 - M. To prepare monthly activity report on crime prevention.

STANDARD OPERATING PROCEDURES: SOP

(Continuation)

- N. To provide objective appraisals of crime problems affecting individuals and specific areas.
- O. To increase community knowledge of crime prevention.
- P. To organize Neighborhood Crime Watch Groups and Homeowner Associations.
- Q. To make presentations at CompStat on crime prevention measures.
- R. To increase citizen participation in crime prevention by promoting membership in the crime prevention.
- S. To provide a process for bringing community concerns to the attention of the Department.
- T. To provide language and culturally sensitive crime prevention services.
- U. To promote better quality of life for City of Miami residents.
- V. To provide security surveys for both residences and businesses.
- W. To utilize statistical data to develop programs for combating crime.
- X. To collect and provide the Miami Police Department with information needed to control sources of conflict.
- Y. To keep channels of communication open between the community and the police.
- AA. To facilitate the conflict resolution process.
- BB. To assist in evaluating actions taken by the Miami Police Department during a crisis.
- CC. To assist in the dissemination of accurate information to the public.
- DD. To assist neighborhood associations conveying resident views to the city on proposed and existing improvement projects and programs.
- EE. Coordinates and assists city and county departments and agencies with their presentations to the neighborhood associations.

STANDARD OPERATING PROCEDURES:

(Continuation)

FF. Assists with the planning, contract writing and implementation of neighborhood festivals, special events, improvement activities and environmental clean-up campaigns sponsored by the neighborhood associations.

GG. Evaluate and report citizen concerns, and progress of neighborhood association and crime watch meetings.

HH. To monitor and facilitate any major public gathering.

II. To monitor the pulse of the community.

JJ. To conduct ten (10) quality control checks per Net area for each district per month.

KK. Submit a schedule of meetings, activities and special events planned for the week. Weekly report will be turned in every Monday.

LL. To prepare a daily worksheet detailing their activities and accomplishments

11. Duty Hours/Days Off:

A. The CPS works a five (5) days week -- Monday to Friday, 8:00 a.m. to 5:00 p.m.

B. CPS may not change their duty hours without prior approval from their supervisor.

C. Changes in work schedule are made at the discretion of the supervisor.

D. The Crime Prevention Specialist will report to the District Major.

III. Appearance:

A. The CPS while on-duty must always be, neat and clean of body and person.

B. Their clothes shall be clean and neatly pressed; hair neatly cut, clean-shaven.

STANDARD OPERATING PROCEDURES:

(Continuation)

C. The CPS shall, as often as necessary, examine and clean their equipment and always keep them in good, serviceable condition.

D. The CPS work station shall be maintained in acceptable order.

IV. Vehicle Restrictions:

A. The use of the Section CPS vehicle for personal or any other use is strictly prohibited.

B. The CPS is the only authorized driver the CPS vehicle. Under no circumstances may unauthorized person(s) (non-city employees, family members, etc.) be transported in a CPS vehicle, unless on official city business. Take home vehicles will be operated solely by person to whom it was issue.

C. The CPS will obey all traffic laws, signs and traffic control devices.

D. The Section CPS vehicle shall be used solely as a means of transportation to and from authorized functions. Any other unauthorized use is strictly prohibited.

E. The CPS vehicle shall not be used to chase or pursuit other vehicles.

F. The CPS vehicle shall not be used to block traffic in any highway, county or city thoroughfare.

G. The CPS vehicle shall not be used to stop vehicles for traffic violations nor for any other reason.

H. No firearms or weapons are allowed in the CPS vehicle or in possession of a Crime Prevention Specialist.

I. No alcohol or illegal substance will be consumed, purchased or transported while operating the vehicle.

V. Accidents:

A. Should a CPS become involved in an accident, he/she must immediately notify the Miami Police Department and/or his/her supervisor who will in turn dispatch an officer and a supervisor in order to complete the appropriate reports.

B. **All accidents** must be promptly reported.

STANDARD OPERATING PROCEDURES:

(Continuation)

VI. Communications:

- A. The CPS shall always have a cellular telephone with them, while operating an official vehicle.

- I. When a CPS encounters a situation requiring police response, they will advise the Miami Police Department via telephone.