

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

TRAFFIC ENFORCEMENT UNIT

TRAFFIC ENFORCEMENT UNIT
STANDARD OPERATING PROCEDURES
MASTER INDEX

SUBJECT

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**MIAMI POLICE DEPARTMENT
SPECIALIZED OPERATIONS SECTION
TRAFFIC ENFORCEMENT UNIT
STANDARD OPERATING PROCEDURES**

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, MIAMI POLICE TRAFFIC ENFORCEMENT UNIT

This S.O.P. is established to provide guidelines for the operation and management of the Miami Police Department's Traffic Enforcement Unit.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the Miami Police Traffic Enforcement Unit are required to read, understand and follow the procedures as set forth by this manual, Departmental Orders and any pertinent directives.

Commander
Traffic Enforcement Unit

07/22/19

Effective Date



City of Miami




EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT
STANDARD OPERATING PROCEDURES
ORGANIZATION AND ORGANIZATIONAL CHART

I. ORGANIZATION

A. The Traffic Enforcement Unit is organized into FIVE (5) Details:

1. Traffic Enforcement Detail
2. DUI / DRE Detail
3. A.R.B. (Accident Review Board)
4. Wrecker Detail
5. Traffic Control Specialist



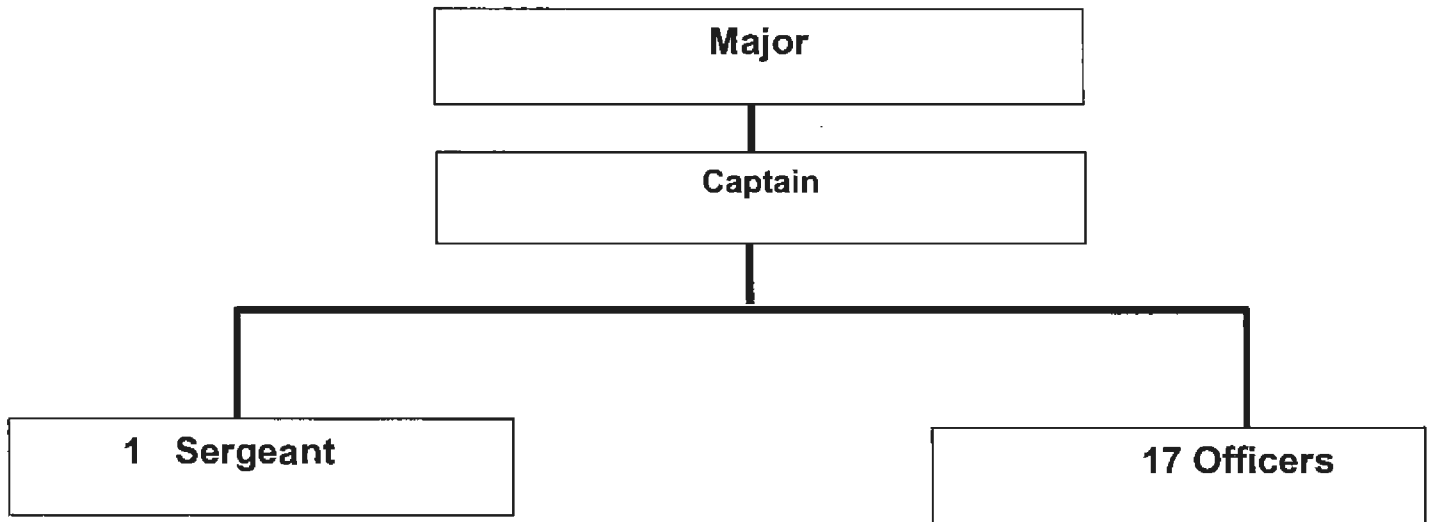
Commander
Traffic Enforcement Unit

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**FIELD OPERATIONS DIVISION
SPECIALIZED OPERATIONS SECTION
TRAFFIC ENFORCEMENT UNIT**



City of Miami



EMILIO T. GONZALEZ, Ph.D.
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TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

I. MISSION

The mission of the Traffic Enforcement Detail is the same as the overall mission of the Police Department, which is the prevention of crime, enforcement of laws, protection of life and property, preservation of the peace and the apprehension of criminals. However, due to the specialized nature of the Detail, it is committed to the following additional activities.

- A. **Selective Traffic Enforcement:** The Enforcement Detail uses selective traffic enforcement as one of several methods to reduce traffic collisions, fatalities, and injuries within the boundaries of the City of Miami. Motor officers conduct daily traffic enforcement activities within high crash areas and other areas where complaints are received.

These officers focus on traffic-related areas of concerns such as speeding, impaired driving, occupant protection, motorcycle enforcement, improper lane change or weaving, red light violations, right-of-way violations, and pedestrian violations. One (1) unmarked aggressive driving Dodge Charger is used regularly to identify aggressive drivers and improve safety on our roadways. A combination of enforcement, public information, and education is utilized in an effort to reduce traffic crashes and fatalities.



Commander
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MISSION, GOALS, AND OBJECTIVES**(Continuation)**

- B. **Selective D.U.I. Enforcement:** The Traffic Enforcement Detail provides D.U.I. enforcement and education throughout the community in an effort to reduce underage drinking, and other alcohol-related offenses. Their primary function is to target areas with a high volume of DUI-related crashes. These officers work diligently every night of the week patrolling the city's roadways in search of impaired drivers.
- C. **Quarterly D.U.I. Sobriety Checkpoints:** The Traffic Enforcement Detail conducts quarterly Sobriety Checkpoints throughout the City of Miami, in an effort to curb drunk driving and alcohol-related traffic crashes and fatalities.
- D. **N.E.T. Saturation Patrols:** As part of our selective enforcement function to reduce citywide crashes and enforce drunk driving and underage drinking laws in the City of Miami, the Traffic Enforcement Detail conducts weekly specialized saturation patrols targeting locations with a high volume of pedestrian-vehicle collisions, speeders, and drunk drivers.
- E. Traffic direction and control duties at crash scenes, traffic light malfunctions and fire or other emergency situations.
- F. Escort assignments
- G. Related traffic duties – The motor officers participate in numerous events that occur in the City of Miami that require traffic control such as Calle Ocho Festival, Arts Festival, Art Basel Festival, Miami Boat Show and other similar events that, by their very nature, require a motorcycle officer with two-way communication to move about in congested areas.
- H. Educational demonstrations at schools and civic organizations to promote traffic safety.
- I. The mission of the Traffic Enforcement Detail also includes:
 - 1. Projects and programs designed to reduce motor vehicle crashes.
 - 2. Maintenance of safe school zones during school hours.
 - 3. Traffic control and coordination of smooth traffic flow during special events such as parades, escorts, etc.

MISSION, GOALS, AND OBJECTIVES
(Continuation)

4. Deterrence awareness and education on traffic safety.

II. GOALS:

The Traffic Enforcement Unit is a specialized unit that focuses on the traffic-related responsibilities of the Patrol section. Its primary goals are to:

- A. To maintain a high level of professionalism while displaying a high degree of leadership in the area of traffic enforcement.
- B. Reduce traffic crashes and fatalities in specific areas identified as **high-risk** within our jurisdiction by providing strict traffic enforcement.
- C. To reduce alcohol and drug-related traffic offenses.
- D. To reduce local speed-related crash statistics.
- E. Increase Occupant Protection Usage.
- F. To ensure safe and convenient travel for motorists and pedestrians through the identification and reporting of traffic engineering deficiencies and obstructions to the proper authorities.

III. OBJECTIVES:

- A. To conduct traffic enforcement and handle the majority of calls for traffic service, which in turn, allows routine patrol officers more time to devote to their primary function.
- B. To analyze current trends in vehicle collisions based on collision data, enforcement activity records, traffic volume, traffic conditions, and develop new or refine existing countermeasures to reduce overall collisions.
- C. Conduct an annual review of the traffic control devices in terms of operational readiness and overall usefulness based on data analysis.
- D. To educate the public by publishing traffic statistics and provide information aimed at exposing specific problems via the Public Information Office.

TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

I. Duty Hours

- A. The Traffic Enforcement Detail operates on day shift hours set by each NET Commander four (4) days a week.
- B. Light-duty personnel assigned to the Unit will work from 0800-1600 hours with 30 minutes for lunch.
- C. The civilian Typist Clerk II or III will work from 0800-1700 hours, with an hour lunch break. The lunch break will be taken between the hours of 1100 to 1300.

II. Dress Code

- A. The dress code requirements are the standard Police uniform. Appropriate civilian attire will be worn by administrative personnel as prescribed by Departmental Orders.
- B. All personnel are required to wear the regulation uniform at all times while on-duty, unless authorized by the Unit Commander. At no time will a member wear a different uniform than other members of his or her squad.
- C. Personnel assigned to the Traffic Enforcement Detail **will** conform to the uniform dress code established by the Unit Commander, for routine duty and all off-duty assignments. The following are guidelines to be utilized by members of the Enforcement Detail.
- D. Day-Shift personnel will wear the issued blue shirt sleeve shirt or long sleeve shirt adorned with buttons (silver for officers, gold for motor sergeants and lieutenants) on breast pockets, gig line and sleeves.

DUTY HOURS AND DRESS
(Continuation)

- E. Uniform dress code for extra on/off duty special assignments, (funerals escorts, parades, presidential details, heavy equipment movers and other extra duty assignments designated "Special" by the Unit Commander) will wear the issued blue shirt sleeve shirt or long sleeve shirt adorned with buttons, (silver for officers, gold for motor sergeants and lieutenant), on breast pockets, gig line and sleeves.
- F. When additional clothing is needed over the uniform for warmth, a heavyweight blue jacket, or the lightweight blue jacket, may be worn (City issued only). If an officer desires, he may wear a scarf, white or black in color, in conjunction with the jacket. As necessity dictates during rainy weather, personnel will wear the City issued rain suit. Black rubber boots may be worn with the rain suit if desired.
- G. Personnel assigned to the Traffic Enforcement Detail office on light-duty status will wear civilian clothes unless prior written approval by the division Chief is granted to wear the police uniform.
- H. The uniform for civil disturbance duty will be the standard class b motor officer uniform or department class c uniform, to be determined by the Detail Commander according to the Detail's civil disturbance assignment.
- I. During extended periods of inclement weather where motor officers are assigned to automobiles for patrol duty, the Detail Commander may grant permission to wear straight pants in place of the riding breeches for comfort.
- J. The dress uniform with long-sleeve blue shirt, a white citation cord on the right shoulder, and a white ascot, replacing the black dickie, will be worn by all motor officers for special functions or as indicated by the Detail Commander.
- K. The Detail Commander and supervisors will wear the same uniform as the motor officers with the exception of the citation cord and ascot which will be gold in color.

III. Special events calling for the above-mentioned uniform are as follows:

- A. Funeral escorts for deceased members of the Police Department, (black ascot and citation cord shall be utilized).
- B. When participating in Parades.
- C. Special functions requiring the dress uniform, at the discretion of the Detail Commander.

IV. Uniform Appearance:

- A. Uniformity in appearance is paramount.
- B. Uniform will be clean and pressed and of the type issued by the Department. Boots and leather goods will be kept clean and polished.
- C. Uniform shall be properly cared for and replaced as warranted due to normal wear or damage as a result of job requirements.
- D. Personal and departmental issued phones will be worn on the duty belt while wearing any uniform issued by the department.
- E. The cellular telephone and its respective holder must be of a color that does not detract from the uniform.

V. Motor officers who terminate their assignment with the Enforcement Detail will assemble Detail issued equipment and turn it in to the Detail Commander prior to their departure date. Detail issued equipment in any of the categories listed below will be turned in to the Detail Commander as prescribed below:

- A. Leather Cross Straps
- B. Breeches
- C. Uniform Shirts
- D. Ascots
- E. Citation Cord
- F. Helmet

City of Miami



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City Manager

TRAFFIC ENFORCEMENT UNIT


STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. DUTIES OF THE UNIT COMMANDER

The sergeant is responsible for uniform police officers, and a Typist Clerk II or III. In addition to the direct supervision of the officers, the sergeant is required to accomplish the following:

- A. Check the Enforcement Detail's previous day's attendance record for verification of proper status.
- B. Check the officer's activities and spot check the worksheets to determine quality, quantity, and time spent on work performed by the Detail.
- C. Review results of previously assigned work to determine if it has been completed satisfactorily. This would include requests from higher authority for members of the Detail to perform a special task.
- D. Inspect and approve/disapprove various administrative forms requiring action, i.e., sick papers, supervisory reports of accident and/or injury.



 Commander
 Traffic Enforcement Unit

07/22/19

 Effective Date



DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

- E. Assist other Commanders in their efforts to complete tasks pertaining to the Traffic Detail that have been delegated by the Chief or Assistant Chief of Police.
- F. Prepare operational plans to coordinate the activities and assignments of the Traffic Enforcement Detail so they are completed satisfactorily. This function normally precedes special events such as parades or citizen demonstrations/protests.
- G. As the need arises, establish new or change existing policies and procedures that relate solely to the needs of the Detail.
- H. Maintain communication channels with the motorcycle manufacturers to assist in correcting deficiencies in the motorcycle, which would benefit the motorcycle officer.
- I. Maintain a tickler file of all written informal memorandums directed to the sergeants or personnel of the Detail, to be used as a tool for directing, coordinating and controlling the activities of the Detail.
- J. Maintain control over special uniform requirements for the Detail by requisitioning needed items to replace deteriorated and/or unserviceable equipment, i.e., helmets, and rain suits.
- K. Attend planning meetings relating to special events.
- L. Monitor overtime within the Detail to prevent unnecessary use of overtime.
- M. Maintain a rapport with Miami-Dade Traffic and Transportation Section so mutual assistance can be utilized to correct adverse traffic conditions and hazards before they become problems.
- N. Review the Selective Enforcement statistics monthly to ascertain if the placement of the personnel is causing a reduction in traffic crashes as predicted.
- O. Train the senior officers of the Detail to perform the functions of the Detail Commander. This training is accomplished by demonstration of job performance.
- P. Review commendations and disciplinary action taken by the sergeants.
- Q. Accept applications from officers who desire motorcycle duty.
- R. Review and analyze city vehicle crashes involving personnel assigned to the Detail for the purpose of ascertaining possible trends.
- S. Plan and participate in funeral escorts and honor guard assignments for active and retired police officers per Departmental Order 7, Chapter I.

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

- T. Prepare vacation schedule, based on seniority, so that the number of personnel permitted vacations at any given time does not affect the overall job performance of the Detail according to Departmental Order 5, Chapter 11.
- U. Review monthly statistics and evaluate the Traffic Enforcement Detail's performance.
- V. Generate correspondence to other departmental offices, city agencies, and private organizations that request information pertaining to the Unit.
- W. Adjust shift hours when the need for additional manpower arises, i.e., civil disturbance, parades, and other special functions.

II. DUTY OF THE MOTORCYCLE OFFICER

- A. The motorcycle officer differs from other police officers only in that he is 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. Attention will be given to roll call assignment attendance information. Pertinent material will be passed disseminated. General orders and Training Bulletins, when issued, will be read and retained by the individual officer. Prior to beginning a patrol 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.
- C. If no special instructions to the contrary have been given, the officer will without delay check into service via his police radio and proceed to his zone.
- D. Selective Enforcement assignments require placing emphasis on selected crash causing violations at a given location.
- E. Enforcement will be directed toward high hazard intersections, speeding complaints, citizen complaints, and as indicated by statistical reports. Enforcement action shall be taken when violation of State traffic laws are observed. Officers may use discretion, when appropriate.
- F. When conducting a traffic stop, officers must be cognizant of roadway, traffic, and lighting conditions. If the violator stops in an unsafe location, the officer shall direct the violator to move to a more suitable location by use of signals and/or public address system. Officers will position

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

motorcycles far enough back to allow for a safety zone between the police motorcycles and the violators' vehicles.

- G. During communication with the violator, officer shall exhibit a professional image through actions and appearance, complete required forms or reports, and check for signs of chemical impairment or emotional distress.
- H. While completing Uniform Traffic Citations (UTC's) or conducting a record check on the radio, the officer shall situate himself in a manner affording maximum cover and protection from the violator or other motorists. At all times, the officer shall maintain visual contact with the violator and passengers.
- I. Upon termination of the traffic stop, the officer shall ensure the safety of the violator by remaining on the scene until the violator leaves.
- J. A high rate of public contacts requires self-evaluation to prevent poor public response. Courtesy must be displayed by the officer openly and freely.
- K. Officers shall enforce all existing parking regulations with reasonableness and impartiality.
- L. Uniform Traffic Citations (UTC's) and Parking Citation are to be printed clearly and correctly with none of the requested information omitted. The appropriate instruction sheet or envelope must accompany each summons issued. UTC's are to be transmitted daily via the TRACS ticket writing program.
- M. Motor officers who discover, or become aware of, defects in the traffic control system, which includes lack of, improper, visually obstructed, and downed or damaged mechanical traffic control devices and informational signs, shall notify the Communication dispatcher.
- N. When hazards are observed such as debris in the roadway, lack of or defects in highway safety features, for example, impact attenuation devices, reflectors, lack of or defective roadway lighting systems, the reporting officer shall notify the Communication dispatcher. They in turn will notify MDC Public Works Department, Highway and Road Repair.
- O. Traffic hazards encountered are to be submitted to the Duty Sergeant in writing. The Duty Sergeant will be assigned enforcement personnel to investigate such complaint: if engineering study is needed, the Traffic Detail Commander will submit a letter to the Department of Transportation requesting an engineering study. If the hazard is of such nature that person or property are in immediate danger, the Complaint Sergeant will

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

- be notified and, corrective action taken, i.e. a large oil spill, wires down, or a large hole in pavement.
- P. Officer, while assigned to a N.E.T. Service area on a special detail shall keep himself available for duty, during those times and at those places, where his presence will have the greatest impact on current traffic and crime conditions.
- Q. Electronic 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. Enforcement personnel shall only use the Traffic Section worksheet.
- R. Motorists experiencing breakdowns will be assisted as a matter of courtesy and to expedite traffic.
- S. The police radio will be monitored at all times while the police motorcycle is in use.
- T. 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.
- U. An ample supply of forms will be carried so that when given a call, time will not be lost by having to contact other officers for the necessary forms.
- V. Calls will be handled in an expeditious manner and upon completion, the officer will immediately check into service. Due to lack of writing facilities on the motorcycle, the officer may choose a location in close proximity to complete the report in a neat manner; however, excessive time is not to be used.
- W. A.V.O.'s, Inter-office Memorandums, and other official requests issued to an officer for action will be handled in the best interest of the City and the Detail. Where clarification is needed, the Duty Sergeant will be contacted.
- X. Court schedules and other official notices will be placed on either bulletin board and will be read and complied with.
- Y. While riding a solo motorcycle during routine tours of duty, officers will not "team up" with other solo motorcycle officers and ride as a two-man unit unless so directed by the Duty Sergeant or Detail Commander.
- Z. 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 eating establishment at the same time.

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

- AA. During inclement weather, Enforcement 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 into the station to acquire a vehicle to resume duties.
- BB. When motorcycle repairs are warranted, only the authorized Harley Davidson Service Center shall conduct the necessary repairs. If the repairs may take longer than 15 minutes, the officer shall sign out a spare motorcycle to resume his duties.
- CC. Assigned N.E.T Service areas are to be covered thoroughly with special attention given to those areas that present problems concerning traffic, parking, auto thefts, purse snatching and other related police functions which make the motorcycle the preferred tool, i.e. motorcycles are not normally used on prowler calls due to engine noise.
- DD. 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 particular location, officers may park in a conspicuous location and observe traffic.
- EE. This function includes the aggressive enforcement of traffic-related violations with high priority given to DUI and school zone enforcement.

Further enforcement will be directed toward high hazard intersections, speeding complaints, and as indicated by statistical reports.
- FF. If an officer is to be absent from his place of residence in excess of his regular days off, his motor will be parked only in those spaces designated for police motorcycle parking, unless otherwise authorized by his supervisor.
- GG. City motorcycles are to be used for police or police related business only.
- HH. All vehicles routinely used for traffic enforcement shall be equipped with red and blue emergency lights, siren, and be properly marked.
- II. Officers are not to ride motorcycles assigned to other officers without permission of their immediate supervisor or the Detail Commanding Officer.
- JJ. The motorcycle helmet is to be worn and chinstrap shall be secured any time the motorcycle is in motion.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

- KK. City motorcycles shall be operated by Enforcement Detail personnel **ONLY** - exceptions to this must be authorized by the Detail Commander.
- LL. All Enforcement Detail personnel, while operating a motorcycle, in or out of uniform, on or off duty, will conduct himself/herself in a professional manner.

III. DUTY OF THE ENFORCEMENT DETAIL SECRETARY-

- A. Type letters, memos and reports for the signature of the Chief of Police, City Manager, Traffic Commander, and Supervisors of the Detail from hand written copy.
- B. Maintain files of all detail correspondence, telephone calls are to be taken by the secretary whenever possible and the messages directed to proper personnel. Order office supplies and forms used by the detail.
- C. **Bi-Weekly Attendance Reports-** posted in the daily Assignment Board and submits to the payroll slips to Police Payroll.
 - 1. Overtime slips are recorded on the attendance forms and attached.
 - 2. Correction slips (LOP's) are generated on Monday mornings for all changes in attendance that occurred during Wednesday, Thursday, or Friday of the previous week.
- D. The Time Book for the Enforcement Detail is kept current.
 - 1. **Police Witness Schedule:** Prepare a "Duty Schedule Addition/Change Form" for all sworn members to provide current and projected work schedule information (effecting work schedule, hours, days off, vacations, ML, etc.) for current scheduling. Work schedule information will be projected at least six (6) weeks in advance.
- E. Monthly activity reports will be generated under the direction of the Duty Sergeant, and necessary copies will be forwarded and filed electronically whenever possible.
- F. Request for information by any authorized person falling within the duty requirements of the detail secretary will be handled in an expeditious and courteous manner.
- G. The detail secretary will make the necessary copies after they are signed by the appropriate personnel prior to leaving the unit. The copies will then be filed in the appropriate administrative folders.

DUTIES AND RESPONSIBILITIES OF MEMBERS**(Continuation)**

Commendations/Reprimand Forms will be typed at the direction of the duty Sergeant or Lieutenant, and after completion, will be submitted to the originating authority for signature. Upon receipt of the signed copies from the Personnel Office, one copy will be filed in the officer's unit file and the other will be given to the officer by his Sergeant.

- H. Numerous routine forms are forwarded through channels to various units within the Department and other City offices and must be typed by the secretary prior to being sent forward. Special functions require work schedules indicating each officer's work assignment and must be typed according to the originating authority's request, usually the Duty Sergeant.
- I. Daily assignment sheets will be updated at the direction of the Duty Sergeant on forms provided for this purpose.
- J. Correspondence received in the Enforcement Detail will be routed as indicated and where filing is required will be done no later than five (5) days after receipt.
- K. A copy of all memos and correspondence originating in the Enforcement Detail is placed in the Unit/Section Commander's reading file.

City of Miami



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City Manager

TRAFFIC ENFORCEMENT UNIT

PROGRAMS, PROJECTS OR FUNCTIONS

IMPAIRED DRIVING COUNTERMEASURE PROGRAMS

SUBJECT: SELECTIVE D.U.I. ENFORCEMENT AND SOBRIETY / TRAFFIC CHECKPOINTS PROGRAMS

PURPOSE: To reduce alcohol and drug-related traffic offenses by utilizing specially trained and equipped personnel skilled in detecting persons who are driving under the influence, (D.U.I.).

I. SELECTIVE D.U.I. ENFORCEMENT PROGRAMS

The City of Miami Police Department is concerned with the safety of its motoring public and will utilize various combinations of countermeasures in the selective enforcement program to combat DUI, as well as enforcing vehicle safety equipment statutes and driver's license violations.

- A. Personnel shall be assigned to locations where analysis has shown a significant number of violations and/or crashes involving impaired drivers.
- B. Selective surveillance of roadways is conducted where there is a high incidence of DUI related crashes, to identify the distinguishing attributes of the impaired driving problem within the City of Miami.

M/DET. M. D. [Signature]

Commander
Traffic Enforcement Unit

07/22/19

Effective Date



PROGRAMS, PROJECTS, OR FUNCTIONS
(Continuation)

- C. Alcohol-related crash investigations are selected for analysis.
- D. Roadway checks are selected for deterrence purpose.
- E. DUI laws are enforced by concentrating on existing traffic laws and expeditiously processing violators.

II. SOBRIETY CHECKPOINT: POLICY, GUIDELINES AND PROCEDURES

- A. **PURPOSE:** Sobriety checkpoints are, and have been, a valuable tool for the Miami Police Department in a continuing effort to remove impaired drivers from the road. The purpose of the checkpoints is twofold; first, to apprehend impaired drivers at the physical location of the checkpoint; and secondly, to increase the perception of "risk of apprehension" in those who might decide to drive while impaired by alcohol or drugs.

The Legality of Checkpoints: The courts have indicated that the following "balancing tests" should be used as guidelines to determine the need for a police checkpoint: (1) the gravity of public concern that the checkpoint serves; (2) the degree to which the checkpoint advances the public interest; and (3) the severity of the interference with individual liberty. The court further indicated that the vehicle checkpoints do not need to stop every vehicle in order to avoid running afoul of infringement of the Fourth Amendment right. Instead, the stopping of every third or fifth car is acceptable and not considered selective. The following are the "Guidelines and Considerations" that must be utilized when setting up vehicle checkpoints. (U.S. Supreme Court; and the Florida Supreme Court: State v. Jones and Campbell v. State)

- B. **POLICY:** It is the policy of the Miami Police Department to implement a sobriety checkpoint program. This is done as part of a comprehensive enforcement program. To ensure standardization of this program, a clear and concise set of written guidelines has been developed governing procedures on how checkpoints will be operated within this jurisdiction.

PROGRAMS, PROJECTS, OR FUNCTIONS
(Continuation)

To implement this policy the Miami Police Department will:

- Satisfy federal, state and local legal requirements.
- Conduct checkpoints with a minimal amount of intrusion or motorist inconvenience.
- Assure the safety of the general public as well as law enforcement officers involved.
- Provide for an objective site selection process based on relevant data.
- Provide for public information and education to maximize the deterrent effect and heighten awareness of the impaired driving problem.
- Provide for a systematic procedure for data collection and after impact analysis report to monitor and ensure standardization and consistency of the sobriety checkpoint program.
- Officer selection should be based on experience and training.
- Operational procedures will be covered during a briefing period prior to each checkpoint.

C. **GUIDELINES:** The purpose of this guideline is to establish a process by which our objectives can be accomplished with minimum delays to the motoring public, yet the process must be just and fair in the selection of which vehicles are to be stopped. Written guidelines, consistent with existing agency policies, prepared in advance of the checkpoint operation must:

1. Be approved by the Special Operations Section, Traffic Unit Commanding Officer prior to commencement of the checkpoint.
2. Specify the type of signs, safety equipment, warning devices, barriers, etc. that will be used, their placement and proper use at the scene. This specification will be consistent with Florida State D.O.T. manual on traffic control devices for applicable standards and regulations.

PROGRAMS, PROJECTS, OR FUNCTIONS
(Continuation)

3. Specify the method for selecting motorists to be contacted, i.e. "every vehicle, every fifth vehicle," etc. to ensure objectivity.
4. Provide for an operational briefing of personnel prior to each checkpoint. At this briefing, the *lead supervisory officer* will designate assignments and respective duties.
5. Provide for the removal of vehicles to the predetermined area when further investigation is required.
6. Public reaction to the use of sobriety checkpoints can be obtained by several different methods. Recommended procedures for obtaining feedback are:
 - a. Mail in surveys, and/or;
 - b. Verbal feedback from motorists at checkpoint site, and/or;
 - c. Periodic public opinion polls.

D. SOBRIETY CHECKPOINT PROCEDURES

1. **SITE SELECTION AND PREPARATION:** Sobriety checkpoints will be conducted at times and in places where alcohol and drug use has caused traffic danger. The selection of each site will be made by the Special Operations Section Traffic Unit Commanding Officer, who will review updated statistical information and other relevant information to determine the time, location, and number of police officers needed to properly implement a vehicle checkpoint. The criteria and data used to determine each site will be recorded and maintained.
 - a. General Site Locations: The choice of general checkpoint sites shall be based on the following:
 - (1) Alcohol and drug-related crash experience.

PROGRAMS, PROJECTS, OR FUNCTIONS
(Continuation)

- (2) Inter-departmental interests.
 - (3) Law enforcement resource availability.
 - (4) Prior checkpoint location.
 - (5) Visibility to the general public.
- b. Specific Site Selection: The choice of specific checkpoint sites shall be based on the following:
- (1) Safety of the location for citizens and law enforcement personnel. The site selected shall have a safe area for stopping a driver and must afford oncoming traffic sufficient sight distance for the driver to safely come to a stop upon approaching the checkpoint.
 - (2) Safety Conditions: Prior to the operation, each location shall be checked by the Lead Supervisory Officer to ensure that a safe environment exists for both the officers and motorist.
 - (3) The location must ensure minimum inconvenience for the driver and facilitate the safe stopping of traffic.
 - (4) Roadway choice must ensure that sufficient adjoining space is available to pull the vehicle off the traveled portion of the roadway for further inquiry if necessary.
 - (5) Consideration should be given to posted speed limits, traffic volume and visibility.
 - (6) The site should have maximum visibility from each direction and sufficient illumination. If permanent

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lighting is unavailable ensure that portable lighting is provided.

- (7) Consider other conditions that may pose a hazard, i.e. road construction/repair, slippery surface, etc.
2. **VEHICLE SELECTION METHODOLOGY:** The numerical methodology in which vehicles are to be stopped during a checkpoint will be determined according to the volume of traffic and available resources to safely and expeditiously make the stop. Vehicles passing through the checkpoint will be stopped according to a preplanned numerical pattern established by supervisory personnel. Where possible, **every vehicle** shall be stopped. If the flow of traffic makes this impossible, either a fill lane (**Chute Method**) will be used or every third, fifth, or tenth vehicle will be stopped. Every effort will be made to avoid any disruption to the prevailing traffic flow and inconvenience to the general public.
3. **ADVANCE NOTICE TO PUBLIC:** An integral aspect will be to publicize the use of sobriety checkpoints to attain maximum public awareness and voluntary compliance with DUI laws. The Public Information Office (PIO) will assist in the dissemination of checkpoint information in the form of "News Release" to encourage news media participation to enhance public perception of aggressive enforcement, to heighten the deterrent effect and to assure protection of constitutional rights. When feasible, the location of a vehicle checkpoint will be given to Media Relations (Public Information Office) for release to the press.
4. **SCHEDULING:** The length of checkpoint will be determined ahead of time based on previous experience in the location and anticipated activity.
5. Consideration should be given in choosing the time and day of a checkpoint to make sure that the checkpoints do not become too predictable. It is essential to the overall deterrent effect that

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motorists are not aware when and where checkpoints will appear.

E. CHECKPOINT OPERATIONAL PROCEDURES

1. **ROLL CALL INFORMATION:** Uniform officers participating at the checkpoint are to be given written and verbal instruction regarding the procedure to be followed. This shall consist of a briefing to be conducted at a predetermined location and time. At the briefing, supervisory personnel will instruct all officers as to the exact location of the sobriety checkpoint, vehicle selection methodology, legal considerations involved, and the procedure to be followed in approaching a vehicle, the initial contact with its driver, and what to do in specific problem situations. One supervisory officer shall be designated the "lead officer" who will answer on-site questions from officers and motorists.

2. **STAFFING AND SAFETY CONSIDERATION:**
 - a. **STAFFING:** Each site will be staffed by a sufficient number of uniformed police officers to maintain a safe and efficient operation. It is recommended that a minimum of ten (10) uniformed police officers and one (1) supervisor shall be maintained to address safety concerns.

 - b. **TRAFFIC VEST:** All personnel at the site will wear appropriate reflective safety vests.

 - c. **COMMUNICATION:** It is imperative that communication is available to all involved during checkpoint operations. This will be accomplished through the use of radios assigned to checkpoint officers. When possible, operations will be conducted on a point-to-point frequency.

 - d. **TOWING DETAIL:** Each site will have sufficient numbers of wreckers on stand-by at the checkpoint site for removal of vehicles to a temporary holding area.

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Public Service Aides will be utilized for this function.

e. **MOTORISTS WARNING / SAFETY EQUIPMENT:** Special care is required to warn approaching motorists of the sobriety checkpoint.

(1) Appropriate numbers of reflective safety equipment shall be used and set up by all personnel. This basic equipment may include variable message signs, flares, cones and /or reflectors to illuminate the site and aid in traffic direction.

(2) Warning signs, which are required by the State of Florida, will be placed in advance of the checkpoint. Variable message signs, flares or cones will be utilized and properly displayed to provide advance notice of the impending stop.

(3) Marked patrol vehicles will be utilized in the approach and departure of the checkpoint.

(4) The use, placement and types of traffic control devices must comply with federal, state, or local transportation codes.

3. **STAFFING – DUTIES:**

a. **COMMAND PERSONNEL DUTIES:** Supervisory Officer (Rank of Sergeant or Above).

(1) A supervisory officer shall be the officer in charge (lead supervisory officer) at the sobriety checkpoint. Responsibilities of this supervisor include preparation of the "Operational Plan", conducting roll call, site set up, proper operation, contingency planning, overall

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supervision, debriefing, and after-action memorandum report.

(2) If at any time, traffic congestion or other circumstances arise that warrant the discontinuing of the operation, the lead supervisory officer may close down that checkpoint for any length of time necessary.

(3) Contingency Planning: The lead supervisory officer will be responsible for any deviation from the predetermined plan for stopping vehicles. If a deviation from the operation plan occurs, it should be thoroughly documented and the reason for the deviation given (e.g., traffic backing up, intermittent inclement weather).

b. **APPROACH SAFETY OFFICER:** This officer, with a vehicle, will be stationed along the roadway in the approach to the checkpoint. His responsibility is to observe vehicles on their approach and provide advance warning of any potentially hazardous activity. The approach safety officer will not leave his position as long as the checkpoint is in operation unless relieved by another officer.

c. **OBSERVATION OFFICER:** An observation officer in a vehicle is responsible for observing the driving behavior of those who choose to avoid the checkpoint. If the driving pattern exhibits signs of impairment, the officer may follow the vehicle only after receiving permission from the lead supervisory officer after reporting the facts suggesting impairment.

PUBLIC SERVICE AIDE (PSA): The PSA shall maintain a record of the time, date and location of the checkpoint, its duration, the number of drivers stopped, and the number of arrests made. The PSA will also be responsible for ensuring that all

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flares remain lit and all cones and barriers remain in place. PSA's will assist the arresting officers with the towing of vehicles and completing the Vehicle Storage/Towing Receipt. At the checkpoint, PSA's are not to stop vehicles and check motorist on the line. They are allowed to distribute educational/informational materials, once the line officer has completed his initial contact.

d. CHECKPOINT CONTACT OFFICERS:

- (1) An officer will approach each driver stopped and identify himself by title and department. The officer will advise each driver contacted that he is at a sobriety checkpoint intended to identify impaired drivers.
- (2) The officer will request to see the driver license in order to verify the identity and check the expiration date. NOTE: A computer check of the driver must be run if the driver failed to produce a license. The driver will be directed to move to an out of traffic location and then asked for vehicle documents (Registration and Insurance). If there is no evidence of intoxication or other traffic violations (Defective equipment; Occupant Safety Belts violations; Expired Tag, etc.), the officers will direct the motorist on his way. The initial stop should average approximately 30 seconds.
- (3) During the brief stop and contact with the driver, the officer will observe the driver for any signs of impairment. These may include the odor of intoxicants, slurred speech, lack of coordination, disorientation, unusual eye movements or other behavior that, in the officer's

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experience, is commonly associated with impairment by alcohol or controlled/chemical substance.

- (4) Should indications of impairment be present, the driver will be asked to exit the vehicle and either a passenger or the on-site wrecker will move the vehicle to a safe location pending the conclusion of the field sobriety tests.
- (5) Once out of his vehicle a driver will be requested to perform field sobriety tests. If sufficient evidence of impairment is present, the driver will be arrested and asked to provide breath samples and if suspected of drug impairment a urine sample will be requested. If there is no evidence of impairment, the driver will be released.
- (6) If a driver approaching a sobriety checkpoint deliberately avoids the checkpoint by either turning around or turning away, the decision to follow will be based on observed driving behavior. If it appears that the driver, based on the driving pattern, may be impaired, a decision to follow will be authorized by the lead supervisory officer.
- (7) The checkpoint officer shall remain with the driver from the initial contact to the arrest or release. When the officer leaves the lane, he is to be replaced by another officer, if available.
- (8) All checkpoint officers should have significant training and experience in the detection and apprehension of motorists that are DUI.

e. SUPPORT PERSONNEL:

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- (1) Additional personnel may be assigned as replacement or support officers for any of the above positions, or for other duties that may be identified as necessary to conduct a safe and efficient sobriety checkpoint operation.
 - (2) All participating personnel, regardless of capacity, will be in full uniform and will have been briefed at roll call prior to the operation.
 - (3) If the lead supervisor officer determines that it is possible to combine the duties described above while maintaining the safety, efficiency, and fairness of the checkpoint procedure, an officer may function in more than one capacity.
 - (4) Breath Alcohol Testing Mobile Unit (B.A.T. Mobile): Whenever possible, the B.A.T. Mobile will be deployed at the Sobriety Checkpoint site to facilitate the expeditious processing of the DUI arrestee.
- g. BREATH TESTING PERSONNEL: Only certified Breath Test Operators (BTO) will be responsible for administering the post arrest breath tests in those cases where an arresting officer has concluded that a subject is DUI and has placed the subject under arrest, but he is not certified to administer the breath test. The B.A.T. Mobile operator shall be responsible for verifying that the testing equipment is in proper working order and ensure all related paperwork and equipment is available for DUI Testing. The B.T.O. will ensure that the breath test is administered in accordance with F.D.L.E./ Alcohol Testing Program Administrative Rules and FS Laws. If any chemical test is refused, the arresting officer must read the Implied Consent Law to the

PROGRAMS, PROJECTS, OR FUNCTIONS
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arrestee. (Must follow D.O 's related to DUI Processing)

- h. DRUG INFLUENCE EVALUATION: Only certified Drug Recognition Expert (DRE) officers will conduct the drug influence evaluation on an arrestee suspected to be under the influence of drugs and the breath test results were below the .08 level.
 - i. PRISONER SECURITY / TRANSPORTATION OFFICERS: A minimum of two officers will man the prisoner van for transportation of subjects from the checkpoint to a booking facility. In lieu of a prisoner van, two caged cars may be substituted as a shuttle service to the booking jail. These officers will ensure that all the necessary documentation has been completed, reviewed and signed by a supervisor prior to transporting the arrestees.
 - j. STAGING AREA SECURITY OFFICER: A minimum of one officer will remain at the Command Post at all times and will ensure all prisoners are secured while awaiting transport to Miami Dade County Jail.
4. DISPOSITION OF VEHICLES AND SUBJECTS:
- a. DUI Arrests:
 - (1) Vehicle Disposition:
 - i. Release vehicle to owner or authorized agent with valid driver license if present at the time of the drivers' arrest.

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immediate critique of the operation and receive constructive comment from those involved and for data collection of the operation.

- b. An "After Action Report" memorandum will be prepared and submitted within five working days by the lead supervisory officer to the Field Operations Division Chief with relevant data and attachments detailing the following:
- 1) Number of personnel used.
 - 2) Overtime used.
 - 3) Number of police vehicles used.
 - 4) Equipment expended; flares, etc.
 - 5) Total number of drivers stopped.
 - 6) Average time delay to motorists.
 - 7) Number of motorists detained for field sobriety testing.
 - 8) Number and categories of arrests. (Examples: DUI, Felony, Misdemeanor, No D.L., etc.
 - 9) Name of other Police Agency(s) participation and number of officers.
 - 10) News media participation.
 - 11) Number of vehicles towed.
 - 12) Number of traffic summons written.

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- 13) Drugs impounded.
 - 14) Guns recovered.
 - 15) Identification of unusual incidents such as safety problems or other concerns.
 - 16) Comments from debriefing.
 - 17) Recommendations.
- c. The Traffic Unit Commander, or his designee, will issue press release information with the results of the operation.
6. APPENDIX OF CHECKPOINT DOCUMENTATION:
- a. Cover Page
 - b. Table of Content / Checklist
 - c. Authorization Form
 - d. Operational Plan
 - e. News Release
 - f. Safety Equipment Checklist Form
 - g. Briefing Sign-In Form
 - h. Every Vehicle Method Form
 - i. Chute Method Form
 - j. Site Setup Drawing
 - k. After Action Report Form

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT
STANDARD OPERATING PROCEDURES
UNIT POLICIES

One of the primary procedures of the Traffic Enforcement Detail is to establish a pattern of safety and familiarity with the motorcycle; and to explain the policies of the Detail and their relation to the expected job performed.

The Traffic Enforcement Unit Commander will designate a State Certified Motorcycle Instructor to train personnel in all cases where replacement officers are involved, and he will be acting in a supervisory capacity.

Training will be Monday through Friday from 0700 to 1500 with a lunch break from 1130-1215 hours, unless directed otherwise by the Motor Sergeant.

- I. It will be the training officer's responsibility to instruct the trainee in a safe atmosphere and take into consideration the individual trainee's ability.
- II. The job requirements will be explained to the trainee and he will be required to read all AVO's; Detail S.O.P's; Official Bulletins, and General Orders which apply to the Enforcement Detail.
- III. The trainee will be introduced to the vehicle dynamics of police motorcycle and equipment.



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UNIT POLICIES
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- IV. Practical operation of the motorcycle by the trainee will take place at the Magic City Casino east parking lot or other designated track, where permission has been granted for this function.
- V. The trainee will be required to wear Class "C, boots for ankle protection, eye protection (sunglasses), gloves, duty belt, and city issued motorcycle helmet.
- VI. The training officer will make arrangements with the Duty Sergeant to assist in having the trainee's motorcycle driven to the training area. The motorcycles will be stored at the training site, and the trainee will be required to drive his police vehicle to the training. The training officer will ride his motorcycle to the training site to be utilized as a base of operation and for radio communications purposes.
- VII. The training officer will set a course, utilizing rubber traffic cones, in such a manner that the trainee is required to make all of the routine maneuvers which he will encounter in a normal tour of duty. Hazards such as oil and water will be explained and demonstrated to the trainee by training officer.
- VIII. The initial training begins with the "Motorcycle Basic Maneuvers" portion of training. This portion deals with starting, stopping and turning of the motorcycle. The trainee is closely monitored to ensure that the trainee can perform the exercises proficiently and consistently. An evaluation is kept for each exercise. At the end of this portion of training, an overall evaluation is made to determine if the trainee is to proceed to the advanced portion of training.
- IX. After successful completion of the basics, the trainee then begins the advanced portion of this training. This part of the training deals with tight, restricted and confined maneuvers. This teaches the rider the importance of maximum braking and counter steering techniques. All maneuvers are again evaluated on a separate evaluation form.
- X. At the completion of the "Advanced Maneuvers" portion of training, the trainee is then required to run the timed obstacle course. This course is designed to evaluate the trainee's ability, as well as how he can or cannot control his progression with minimal amount of errors.
 - A. The police motorcycle training is a 4-6 week course. The timed obstacle course is performed at the designated training site. Upon successful completion of the "Advanced Maneuvers" training, the officer is presented with a Certificate of Accomplishment.

UNIT POLICIES
(Continuation)

XI. If at any time during training, it becomes apparent that the trainee's ability to learn, or attitude is such that might endanger his wellbeing, it will be the instructor's duty to inform the Commanding Officer, through the Duty Sergeant, of the facts relating to incidents giving rise to the conclusion and after review, the Commanding Officer will decide if the trainee is to continue or be removed from training.

XII. At the completion of the off-street portion of training, the Duty Sergeant will report to the designated training site to observe and assist the training officer in the final evaluation of each trainee. The Duty Sergeant will make the final determination as to whether or not the trainee will report for the on-street phase of his training.

A. Course Completion Requirements:

1. Attendance is a must for each day unless for family emergencies or court subpoenas.
2. The officer must complete a physically demanding 160-hour course in police motorcycle operation.
3. The Officers must achieve a minimum score of 75(%) percent on their skills test and must also be able to negotiate each and every exercise.
4. The officer must achieve a test score of at least 75(%) percent on a written examination.
5. Once a trainee has completed the off-street portion of his training, the officer will report to day shift for four weeks of street training with a senior officer. The trainee will observe the senior officer's riding habits. He will also observe all traffic stops, arrests, summons writing, accident reports, and radio procedures. All aspects of this portion of the training will be evaluated on a weekly basis by the senior officer. A copy of the trainee's evaluation form will be turned in to the Duty Sergeant and a copy will be forwarded to the Traffic Enforcement Unit Commander.

B. At the end of the four-week period the Duty Sergeant will review all the trainee's evaluations and at this time make a determination as to whether or not a trainee should proceed to the next senior officer.

C. The trainee will report to a second senior officer for a training period of four (4) weeks. The trainee will again ride with the senior officer to observe the proper riding procedures for the motor unit. A weekly evaluation will again be completed on each trainee and forwarded to the Duty Sergeant, Traffic Enforcement Detail Commanding Officer. While on

UNIT POLICIES (Continuation)

- the second training phase, the Duty Sergeant will periodically ride with the trainee to observe the trainee's progress.
- D. During the latter portion of riding on the second phase, the Duty Sergeant will make a personal check of the trainee's storage facilities at his residence. At the Commander's approval, the trainee will be allowed to begin taking his motorcycle to and from work. The trainee will continue to ride with a senior officer during his tour of duty.
- E. At the end of the month the Duty Sergeant will review the trainee's evaluation and make a determination as to whether or not he will be going back to the first trainer to start four (4) weeks of solo riding.
1. Officers in training **will not** utilize these motorcycles for any off-duty assignments, i.e., baseball games, AAA Arena, etc., until approved for "to" and "from" work duty with the Commanding Officer's authorization.
- F. If at any point in the training procedure, it becomes apparent that the trainee's ability to learn or attitude is such that he might endanger his wellbeing, it will be the senior officer's responsibility to inform the Duty Sergeant. The Duty Sergeant then must review all facts and notify the Commanding Officer, who will decide if the trainee is to continue or be removed from training.
- G. It will be the Duty Sergeant's responsibility to place the trainee with a capable senior officer. It should be an officer with at least three years of solo street experience. The senior officer's experience should cause the trainee to observe the proper procedures involved in motorcycle duty. This instructor is to cover the issuance of summonses, traffic direction and control duties, handling of traffic complaints, and those functions performed by motorcycle officers.
1. It is recommended to rotate senior officers once a week, for evaluation purposes and to give the trainee the best possible opportunity to observe the different approaches which can be used and avoid one senior officer possibly overlooking something important to the trainee.
- H. During the second month of solo riding, the Enforcement Detail Commander will check with the Duty Sergeant and together they will determine whether or not the trainee will be allowed to begin observing escorts and how they are conducted. During this observation period, all trainees will receive instruction in escort policies and procedures. This course of instruction will consist of eight (8) hours of classroom lectures.

UNIT POLICIES
(Continuation)

- XIII. When a trainee starts escort training, he is to ride in the rear of the escort and observe only. The Duty Sergeant will determine when the trainee will start to follow a senior officer in to the intersections. The senior officers must inform the Duty Sergeant of the trainee's progress. The Duty Sergeant will then allow a trainee to start breaking the intersection with a senior officer following the trainee. If the senior officer sees that there is a problem, he should notify the Duty Sergeant immediately.
- A. The senior officers must take time after each assignment to explain to the trainee what, if any, mistakes he is making, so the trainee has a better idea what is expected of him. After an adequate amount of training assignments, the trainee will ride with the Training Sergeant for a couple of weeks. The Duty Sergeant will then evaluate the trainee's abilities and recommend further training or release the trainee to run assignments on his own. The final decision being made by the Commanding Officer.
- XIV. The Traffic Enforcement Unit Commander will review all crashes involving Enforcement Detail personnel, and after such review, including the officer's prior driving record, will make a decision if remedial training is necessary. All officers involved in a preventable accident must attend remedial training, regardless of their prior driving record. The training officers would then be responsible for the remedial training. At the completion of the officer's training, the Commander or the Duty Sergeant would then check out the officer that had just completed his training, before he/she is allowed to return to street duties. If after review and training, it has become apparent to the Commanding Officer that the officer has become a danger to himself or the public, the Commanding Officer would then take the necessary steps to initiate a transfer of the officer to another assignment or unit.
- XV. All Enforcement personnel will be required to attend a monthly in-service training class. This training will consist of refresher exercises. Also included will be a timed obstacle course. The in-service training will consist of a ten (10) hour training course.
- XVI. Upon completion of the mandated training, the Motor Training Officer will submit a training attendance list with the officer's name, and date the training was received to the Traffic Enforcement Unit Commander.
- XVII. The Enforcement Detail will maintain a file containing the monthly in-service training schedule for Police Motorcycle Officers. The training attendance sign-in sheet with the officer's name, signature and date of the training will be uploaded to the Department's Training Sharepoint.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: OFFICE PROCEDURES

PURPOSE: To set forth rules necessary to maintain the Enforcement Detail office in a business-like manner.

SCOPE: During routine business hours, the Enforcement Detail's door will be left in an open position to provide easy access.

- I. Persons desirous of information, or persons wishing to lodge complaints, will be asked to take a seat as a matter of courtesy.
- II. Routine person to-person discussions will be conducted in the main Enforcement Detail office.
- III. Office files, telephones, desks and other equipment are to be situated in a manner, which will promote efficiency on the part of office personnel.
- IV. Desks are to be kept free of unnecessary items such as newspapers, used coffee cups, and other items not necessary in conducting office business.
- V. Telephones will be answered by stating the unit, the rank, and name of person receiving call, i.e., "Enforcement Detail, Sgt. Smith", with the exception of the secretary.

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

- VI. The last supervisor/officer to leave the office in the evening shall be responsible for:
 - A. Turning off lights
 - B. Turning off computers
 - C. Locking the door

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: MONTHLY ACTIVITY SHEET

PURPOSE: To establish uniformity in transferring material from daily worksheets to Monthly Activity Sheet.

SCOPE: The Monthly Activity Sheet, which is kept up to date electronically on a daily basis through the electronic worksheet program, reflects an individual officer's activity with relation to the type of police action taken and the time involved during each ten (10) hour tour of duty.

I. The attached form (Annex) is for the most part self-explanatory and only the following need separate instruction:

A. Uniform Traffic Citation (UTC's)

1. Moving Hazardous Violations: Those violations, which have the immediate potential for bodily, and property destruction: e.g., running a red light or stop sign, or careless driving.

2. Non-Moving Hazardous Violations: Those violations not likely to expose persons to injury or result in property damage: e.g., parking violations, obstruction of traffic, equipment violations.

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

II. REQUEST FOR CANCELLATION OF PARKING CITATIONS AND SUMMONSES

When it is necessary to void a traffic citation, the officer shall write "Void" across the front of all copies of the citation. An explanation may be given on the reverse side. The officer must then fill out a "Request for Cancellation Form".

- A. The issuing officer will fill in the date, complaint number, and reason for the request, and undersigned same.
- B. The form will then be sent to the Commander of the Traffic Unit for his approval, before being sent to the County Clerk's Office
- C. Cancellation of traffic summons will also adhere to this policy. However, a uniform traffic citation *UTC) will only be cancelled if it was improperly issued and cancelled only by the issuing officer, with the unit commander's approval.
- D. If there is evidence that a UTC was inappropriately written due to the officer's error, the officer shall report to the 8th floor of the Metro Justice Building and fill out a "Request for Cancellation Form."

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: **ENFORCEMENT DETAIL INSPECTION (Personnel and Equipment)**

PURPOSE: To ensure continuous compliance, inspection procedures will be conducted on a regular basis.

SCOPE: Each officer will be visually inspected once a week. This will be a complete uniform inspection. Equipment and vehicular inspection will be semi-annually.

- I. Copies of the semi-annual inspection report will be forwarded to the Unit Commander.
- II. Attachment: Inspection report listing to be checked.



 Commander
 Traffic Enforcement Unit

07/22/14

 Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: Tickler file for outgoing correspondence requiring compliance/follow-up

PURPOSE: To ensure work requested is completed as per standard follow-up procedures.

SCOPE: Copies of correspondence requesting work to be done, such as letters to DOT, will be given an administrative number, but will not be filed in the Detail file until the work is completed.

- I. In the interim, the correspondence will be filed in the Lieutenant's office in the numerical file box under the anticipated date of completion.
- II. Correspondence will be checked daily to ascertain if the work was completed. If not completed, another attempt or contact will be made and correspondence will be re-filed as before.
- III. If work was completed, then correspondence will be filed in the Detail file for future reference.



Commander
Traffic Enforcement Unit

07/24/19

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: EXTRA DUTY ASSIGNMENT

PURPOSE: Establish procedures for the assignment of On/Off-duty work within the Enforcement Detail.

SCOPE: The following guidelines have been provided pertaining to extra duty assignments:

I. EMERGENCY ESCORTS:

The Miami Police Department does not provide emergency escorts. Medical emergencies will be handled in accordance with existing procedures. Members assigned as Miami Police Motorcycle Officers may provide police escorts while on-duty under the following conditions:

- A. When specifically required by law.
- B. When circumstances dictate that the public safety would be endangered without the assistance of a police escort.
- C. When requested by the below listed dignitaries when they are engaged in the official performance of duty only and not as political candidates.
 - 1. President of the United States.

[Signature]

Commander

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

2. Vice-President of the United States.
3. Governor and Lieutenant Governor of the State of Florida.
4. Other dignitaries at the request of the Governor.
5. Other dignitaries when requested by the Chief of Police.
6. When escorting a funeral procession of a police officer killed in the line of duty.
7. When escorting the funeral procession of a deceased member.

II. MOTORCYCLE USE FOR OFF-DUTY POLICE ESCORTS:

All requests for off-duty police escorts will be routed through and submitted in writing to the Detail Commander. If time does not allow for a written request, a verbal request will suffice. All escorts approved by the Unit Commander will be handled by the Enforcement Detail.

All off-duty details falling within the following categories have the approval of the Unit Commander:

- A. Funeral Escorts
- B. Oversize vehicles
- C. House moving
- D. Hazardous or unusual cargo

The following boundaries will be adhered to on any escort:

- A. On the North -Dade-Broward County line
- B. On the South –Campbell Drive (312nd St)

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

- C. These boundaries will be extended only upon the approval of the Enforcement Unit Commander.

All escorts are the responsibility of the Motor Sergeant or his designee and will be assigned on a rotation basis.

Under unique circumstances, i.e. special event escorts, the escort schedule will be determined by the Duty Sergeant.

All notifications of court, training, vacation, meetings, city business, or unavailability for personal reasons, will be noted on the calendar board in the Enforcement Detail's office at least 24 hours prior to the escorts being scheduled for the following day. Failure to do so will result in the officer being charged seven (7) escorts.

The Sergeant will delegate this responsibility to a senior officer during his absence or unavailability.

A completed hard copy of the Daily Escorts Assignments and Daily Line Up Sheet will be placed in the Escort Book located in the Traffic Enforcement Detail's office. Additionally, the daily detail sheet and line up sheet will be filed electronically in the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server.

Escort Assignments will not be scheduled within an hour of each other unless approved by the sergeant.

Escort assignments will be sent via text and email. Officers will be provided a hardcopy when feasible. Officers will acknowledge receipt of their escort assignments.

Escorts will be assigned on a rotational basis by seniority beginning on the first day of the year. Every officer will commence from zero (0).

Every effort will be made to "even up" the escort totals among the entire running crew personnel in order to finish up the running year within one or two escorts of each other.

Officers assigned to escort duty shall report to the assigned location ten (10) minutes prior to the time requested. If the senior officer on an escort feels additional officers will be required due to the size or location of the assignment, he will immediately contact the Duty Sergeant and advise him of the circumstances.

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

The following guide will be used with relation to the number of officers needed on motorcycle escorts:

- A. Minimum of three (3) officers per escort.
- B. If the procession consists of more than (16) sixteen vehicles, additional officers will be requested at the rate of one officer per (8) eight vehicles, or any portion thereof.
- C. Escorts moving heavy equipment will use (4) four officers for one piece of equipment. Request for escort of heavy equipment where more than one piece of equipment is to be moved at the same time will be referred to the Detail Commander who will assign the necessary number of officers, based on the size and speed of expected escort.
- D. Bus Escorts – A minimum of 3 officers for one (1) bus and one (1) additional officers for each additional bus. The senior officer will ride “lead” while the other officers conduct the escort.

III. OFF-DUTY WORK ASSIGNMENT POLICIES:

- A. On the first day of the year, a roster will be established by listing officers in order of squad seniority.
- B. Assignment will be made starting from the top of the roster.
- C. The roster will be maintained in order of assignment completed, lesser numbers moving to the top of the roster, like numbers listed in order of squad seniority.
- D. A yearly ledger will be maintained electronically in the Traffic Enforcement Detail’s “U” drive on the S.O.S. computer server, indicating number and type of assignment completed or symbol for other classifications.
 - 1. Chargeable assignments will be indicated in the electronic ledger in the Traffic Enforcement Detail’s “U” drive on the S.O.S. computer server.
 - a. A chargeable assignment is defined as a generally attractive assignment such as funerals, heavy equipment, and other

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

- assignments paid on a trip basis rather than hourly.
2. Non-chargeable assignments will be indicated in a purple font in the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server and have no effect on the primary roster.
 - a. Refusal of an assignment will be indicated in a red font in the electronic ledger in the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server, by the numerical amount of details refused (1 or 2) and is counted as a chargeable assignment completed.
 3. Unavailable for assignment will be indicated in a red font in the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server, indicating number of assignments unavailable for that day.
 - a. Unavailable for assignment is defined as the inability to be contacted by phone at least one hour prior to assignment time, absent from duty "EO", "V", "I", "D". Officers attending in-service training of 40 hours or less will not be charged as unavailable. If the in-service training is over 40 hours the officer will be averaged in with his respective shift. The amount of escorts a member is eligible for on the day of refusal shall be added to the members daily rotation count in the detail roster but only one (1) will be added to the members unavailable/refusal tally for the year, i.e. 4 refusals on a Saturday count as 1 refusal (or 1 day of refusal) on the members annual tally.
 - b. If an officer is unavailable for escorts for any period of time, he must write an AVO to the Motor Sergeant indicating the time period.

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

If an Officer is called for an assignment and he has not made any notification that he/she is not available, the officer will be charged with (7) escorts.

4. Gratis assignment is defined as assignment without compensation to the officer at direction of the Detail Supervisor.
 - a. Gratis assignments will be indicated on the ledger in red pencil by the letter "G".
 - b. The on-duty shift is to be assigned gratis details.
 - c. The squad is broken into two teams for weekend Gratis escorts. The teams will rotate on a weekly basis. If the officer is on scheduled "V" for 40 hours, he is excused from his weekend Gratis Duty however, he must get someone from the other crew to cover and it must be noted on the board. The Motor Sergeant must also be notified of the change
 - d. Radio or telephone communication must be maintained when en-route to, during, and from duty assignments.
 - e. Radio transmissions on the Traffic Channel are to be kept at a minimum with reference to off-duty assignments.
 - f. Off-duty assignments will be assigned on a seniority basis.

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

- g. Escorting officers will report to their assignment 10 minutes prior to the designated time, unless it conflicts with another assignment or originates at a funeral home.
- h. Officers will contact the office by phone if it becomes apparent the assignment time cannot be met, giving a reason for the delay and estimated arrival time.
- i. An officer failing to appear or late reporting for an assignment will be charged with seven (7) details. If the officer shows a pattern or routinely fails to appear or reports late, he will have his/her name removed from the Detail Roster.
- j. An officer on the scene of an assignment where his partner has not arrived shall be required to call the office at least 10 minutes before the estimated time of departure.
- k. Officers attempting to cover for another officer by conducting the escort alone are subject to the same discipline rendered an officer late or missing an assignment.
- l. No escort is to be conducted by a lone officer. A pattern of unavailability may cause the officer's name to be removed from the Detail Roster and given assignments only on workload demand.
- m. Officers removed from the regular Detail Roster, either by request or as a result of punitive actions, are not relieved of their responsibility for non-chargeable assignments.
- n. Any dispute as to the rate of pay for assignment is to be resolved by the Detail Supervisor.

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

- o. Those personnel NOT assigned any details on any given workday are still required to be available if the need arises. Telephone contact should be made to the office by an officer advising of his unavailability or of leaving his residence, etc. When an officer is unable to be contacted for a detail, a notation is to be made on the Detail Board as to the time and attempts to contact. The next succeeding officer contacted is to be assigned the detail. The personnel unable to be contacted will offer their reasons and, if unacceptable, will be charged with the detail(s) that they were unavailable for. After Seven (7) documented unavailable/refusals, the officer may be removed from the detail roster for 30 calendar days during the members primary "running month."
- p. Each member is allowed Three (3) documented unavailable/refusals per calendar year.
- q. Upon the fourth (4) documented unavailable/refusal, the member will be charged seven (7) escorts in addition to the amount of escorts the member would have run on the day of the refusal, i.e. member is up for 4 escorts but refuses for the 4th time, member is charged 7 plus the 4 for that day for a grand total of 11.

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

IV. SURCHARGE MONIES:

- A. All escorts will be tabulated on a daily basis indicating the date and number of officers used for each service. This will be done for each escort and will be electronically logged into the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server.
- B. Multiple stop escorts will be billed only one surcharge for the complete escort. Whichever portion of the multiple stop utilizes the greater number of officers is the number that will be collected for the surcharge.
- C. All escorts or events, in which cash money or a check for the City surcharge is collected by an officer, will require a new surcharge sheet. All pertinent information will be recorded on the surcharge sheet. It will be the responsibility of the junior officer on an escort or event to turn in the surcharge sheet and payment to the Off-Duty Account Clerk. The officer will then take the receipt from the Off-Duty Account Clerk and file it in the surcharge file kept in the Enforcement Detail Office. All the log sheets and receipts will be maintained electronically in the Traffic Enforcement Detail's "U" drive on the S.O.S. computer server.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To ensure compliance with Emergency Mobilization Procedures as per Departmental Orders.

SCOPE: All Enforcement Detail personnel will comply with Departmental Order 14 in the event of an emergency mobilization.

- I. The following is a mobilization checklist:
 - A. Prepare in advance, time permitting, for the safety and security of personnel, property and family members.
 - B. The following items will be needed for a hurricane mobilization:
 - 1. Twenty-four (24) hour supply of non-perishable food items.
 - 2. Change of uniforms
 - 3. Personal hygiene items
 - 4. Drinking water
 - 5. Pillow, Blanket and sheets



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6. Raingear
 7. Regular uniform will be worn when reporting for duty.
 8. Park personal vehicles in designated off-street parking garage.
- C. All computer and electronic equipment assigned to the Specialized Operations Section will be stored in a secured, dry and safe location.
- D. All personnel will report to the Manpower Coordinator Commander at the designated location for Traffic and/ or Field Force assignment.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: **MOTORCYCLE MAINTENANCE AND CARE**

PURPOSE: To ensure proper maintenance of the City issued police motorcycle, while maintaining maximum efficiency and minimum time lost from duty.

SCOPE: The following procedures for the maintenance and care of motorcycles are as follows:

I. MONTHLY SERVICE AND MAINTENANCE SCHEDULE

- A. Each individual Motor Officer is responsible for their assigned motorcycle's service and maintenance schedule. The Motor Officer will drop off his/her assigned motorcycle to the motor pool after the first 1,000 miles of break-in period and every 5000 miles thereafter.

- B. Mechanical defects detected by an officer will require leaving his motorcycle at the motor pool for the necessary repair. If the mechanical defect is minor in nature, the officer will ride the motorcycle to the motor pool.
 - 1. Should a condition occur while an officer is on routine patrol which prohibits his riding the motorcycle to the motor pool, the officer will contact the Traffic Enforcement Detail Duty Sergeant, if available, and the Complaint Sergeant, advising the location and circumstances involved.



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2. Under no circumstances will an officer attempt to repair the City issued motorcycle. There are to be no alterations or touch up paintwork attempted on the City issued motorcycle.
- C. If a motorcycle mechanic at motor pool is not available for immediate service, or is of the opinion that the repairs will take more than fifteen (15) minutes, the officer will check out a spare motorcycle and resume his duties.
 - D. Before leaving the motor pool with a spare motorcycle, the officer will check the spare to ascertain if it is properly gassed and has an adequate oil supply.
 - E. Before leaving the motor pool with a spare motorcycle, the officer shall sign out the spare motorcycle on the form provided for this function. Same form shall be completed when the spare motorcycle is returned.
 - F. When a spare motorcycle is returned to the Harley Davidson Service Department, the officer will "top off" the motorcycle with gasoline.
 - G. Officers, while in the motor pool will conform to the request of the Shop Foreman in matters dealing with motorcycle repairs and necessary work orders to facilitate these repairs.
 1. Most motorcycle mechanical parts or components have an expected duration of service under normal operation. Should this duration be shortened as a result of abuse, particularly in the case of a transmission or motor operated without oil, a Property Damage Report must be made.
 - H. The Motor Pool Service Center
 1. The service hours are 6:30 a.m. to 2:30 p.m. Monday through Friday.
 2. All motorcycles taken to the shop for service or repair will be parked in the designated service area only.

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(Continuation)

3. No diagnosis or minor repair will be made outside of the Service Department unless directed by the Shop Foreman.
4. A work order is to be made for all repairs or service.
5. If possible, discuss problems with the Shop Foreman. If not, explain in sufficient detail on the work order so he fully understands the problem.
6. Any and all requests for service or repair will be made to the Shop Foreman only.

I. Spare motorcycles

1. Spare motorcycles must be parked in a designated area.
2. Secure saddlebag lids when returned to the designated area.
3. All spares must be signed out on the "Spare Log".
 - a. Only those motorcycles designated as "Spare Motors" will be used unless otherwise instructed by the Duty Supervisor.
 - b. Fuel and oil must be checked before leaving the Harley Davidson Service Department.
 - c. Spare motorcycles with mechanical defects are to be taken to Harley Davidson Service Department for repair with a work order attached.

II. **MOTORCYCLE BREAKDOWN**

A. Breakdown During Shop Hours (On-Duty)

1. If breakdown is of a minor nature and not hazardous to ride, the motorcycle will be taken to the motor pool for repair.
2. The officer will obtain estimate of time for repair from the Shop Foreman. If the repair can be completed in 15 minutes, the officer will wait for repair.

STANDARD OPERATING PROCEDURES: S.O.P. 7
(Continuation)

3. If there is no mechanic available at that time or the estimated time of repair is beyond 15 minutes, the officer will check out a spare and return to patrol.
4. If road service is required, the officer will contact the Duty Sergeant and advise of the circumstances. Maintain radio on working channel for further instructions.

B. Breakdown During Shop Hours (Off-Duty)

1. If road service is required, the officer will contact the Duty Sergeant during office hours, and advise of the circumstances. Maintain radio on working channel for further instructions.
2. Should service be required just prior to the officer's tour of duty, the officer will contact the Duty Sergeant.

C. Breakdown After Shop Closes (On-Duty)

1. If road service is required, the officer will contact the Duty Sergeant during office hours. A City rotation wrecker will take the motorcycle to the Specialized Operations Section building.
2. Should service be required for the motorcycle parked at the SOS building, the officer will leave a note for the morning Duty Sergeant. The motor pool will be notified during the shop hours the following day.

D. Breakdown After Shop Closes (Off Duty)

1. Should road service be required on the motorcycle parked at home, the officer will contact the Duty Sergeant and advise of the circumstances.
2. If road service is required just prior to the tour of duty, the officer will contact the Duty Sergeant and advise of the circumstances. Maintain radio on working channel or telephone for further instructions.

STANDARD OPERATING PROCEDURES: S.O.P. 7
(Continuation)

III. HOME STORAGE

A. To ensure that Traffic Enforcement Detail officers provide proper home storage of their issued motorcycle, protecting it from the weather and providing adequate security.

1. When a closed garage is used, it must have an access door that can be secured and prevents rain from entering the garage.
2. When a carport is used, it must be shielded on at least two (2) other sides. The motorcycle will be positioned out of the blowing rain when this condition occurs.
3. Utility sheds, properly anchored to a cement floor to prevent movement in high winds, for all intents and purposes, will be considered a garage except in the event of a hurricane. When a shed is used, it must be constructed of a material which will protect the motorcycle from weather and be able to be secured.
4. When an officer's storage facility protects the motorcycle from a heavy rainstorm but when a "blowing rainstorm" would expose the motorcycle to the elements, a suitable 'motorcycle cover' will be acceptable and the cover must be in place anytime the motorcycle is at the officer's home. A motorcycle cover alone will not be adequate.
5. The home storage facility provided by the officer is to be located at his place of residence.
6. It will be the officer's responsibility to notify the Unit Commander should he move and/or change his storage facility. The Unit Commander shall then have the officer's new storage facility inspected.
7. If an officer temporarily leaves his place of residence, for whatever reason, he shall notify the Unit Commander, who will determine if officer has proper storage at his temporary residence.
8. If an officer's storage facility is visible by the public, the officer must have the motorcycle secured by a heavy gauge chain and lock, securing the rear

STANDARD OPERATING PROCEDURES: S.O.P. 7
(Continuation)

wheel of the motorcycle to a permanent, immovable object, or have a security alarm system preventing access to the motorcycle. Whenever the motorcycle is at the officer's home it will be secured by one of the above methods.

9. The Officer's immediate supervisor will prepare a red-line memorandum to the Unit Commander stating:
 - a. When the officer's storage facility was inspected.
 - b. If it did or not conform to the S.O.P.
 - c. Give a brief description of the storage facility.
10. When the weather service issues a "Hurricane Warning," Officers without a garage are required to bring their motors into the garage at the SOS building. They may pick up their motors after the "Hurricane Warning" has been downgraded.

IV. REGULAR SERVICE AND MAINTENANCE DAY

- A. Motor Officers will take their assigned motors to the motor pool bi-weekly to be inspected by a mechanic.
 1. The officer will sign the bi-weekly inspection log.
 2. No service or repairs will be done at the Harley Davidson Service unless approved by the unit commander or the motor pool mechanic supervisor.

V. EQUIPMENT TRANSPORTED IN SADDLEBAGS

- A. Rain Suit: Wrapped and stored to prevent vibration wear. (Rain suit not to be wet)
- B. Blue Cloth Jacket: When carried will be protected against dirt and vibration wear.
- C. Official Report Forms: Kept neat and clean.
- D. Equipment: Any other equipment or clothing necessary in the performance of daily assignments.

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(Continuation)

- E. Whenever a City issued or leased vehicle is delivered to G.S.A. or any other maintenance or repair facility, the vehicle's operator is responsible for removing all un-secured property items that may be subject to theft or loss.

VII. WASHING OF ASSIGNED MOTORCYCLE

- A. Each officer must maintain a clean motorcycle. One (1) hour per week of on-duty time will be allotted to wash his/her assigned motorcycle.
- B. It will be the Sergeant's responsibility to ensure that each officer assigned to the detail maintains compliance.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: POLICE MOTORCYCLE OPERATOR TRAINING


PURPOSE: To develop the officer's coordination, skills, and confidence necessary for the safe operation and familiarization of the police motorcycle.

SCOPE: To keep up with innovations in motorcycle technology and riding techniques.

I. POLICE MOTORCYCLE TRAINING

- A. The police motorcycle operator training will be conducted in a controlled, off-street environment, typically a parking lot. In this course, each officer will learn how to operate a police motorcycle safely. Special emphasis is placed on skill and officer safety.

The idea behind this training is the concept that the better trained and competent the member, the safer they will be in the dangerous conditions in which he or she must operate.



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- B. The Enforcement Detail Commander will designate a state certified motorcycle instructor to provide standardized training to all newly assigned officers and in all cases where replacement officers are involved.
- C. The training hours will be 0700-1500 Monday through Friday. In some occasions, the training will be conducted in the afternoon (1300 to 2100hours). This will require the approval from the Detail Sergeant or Unit Commander.
- D. A minimum of (8) eight hours classroom instruction prepares the trainees for the (8) eight hours of practical riding in a controlled, off-street environment, typically a parking lot (Magic City Casino or the Marine Stadium).
- E. The trainee will become familiar with the Unit's S.O.P.s, Official Bulletins, and all A.V.O.'s, and General Orders, which apply to the Enforcement Detail.
- F. This intensive (160) hour program will cover:
 - 1. Machine nomenclature
 - 2. Slow maneuvering
 - 3. Control
 - 4. Braking
 - 5. Curve Negotiation
 - 6. Motorcycle Maintenance
 - 7. Defensive driving techniques
 - 8. Law enforcement techniques
 - 9. On-the-street riding
 - 10. Defensive tactics on a Motorcycle.
- G. The uniform of the trainee, during the break-in period will be uniform Class "C".
- H. The initial training begins with the "Motorcycle Basic Maneuvers" portion of training. This portion deals with

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

starting, stopping, and turning of the motorcycle. The trainee is closely monitored to insure the trainee can perform the exercises proficiently and consistently. An evaluation form is kept for each exercise. The end of this portion of training, an overall evaluation is made to determine if the trainee is to proceed to the advance portion of training.

- I. After successful completion of the basics, the trainee is ready to begin the advance portion of training. This part of training deals with tight, restricted and confined maneuvers. This advance training teaches the trainee the importance of maximum braking and counter steering techniques. All maneuvers are evaluated on a separate form.
- J. After completion of each week of training, the instructor must fill out Miami Police Department Motor Training, Weekly Evaluation Form for each officer.
- K. The instructor will evaluate the officer's performance for that week. The officer will then review it and sign it. The instructor will then forward it to the Unit Supervisor for review and then to the Unit Commander.
- L. The instructor will create a training file for each officer and the original evaluation form will be kept in his/her file. The file will be kept in the Enforcement Detail.
- M. Throughout the program, the training instructor will spend time in all phases of the training, evaluating and measuring the trainee's proficiency level, and provide additional training if needed. The trainee must achieve a 75(%) percent on the skills test and must be able to negotiate each and every exercise. The course concludes with a knowledge test and skill evaluation.
- N. Upon successful completion of the course, the trainee will have demonstrated his ability to use all the defensive riding techniques he/she has learned in actual street riding situations, and will be fully prepared for on-the-job training.
- O. It will be the Duty Sergeant's responsibility to place the trainee with an experienced senior officer who has a minimum of (3) three years of actual street riding. The senior officer will cover:
 1. the issuance of uniform traffic citations (UTCs)

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

2. traffic direction and control duties
 3. the handling of traffic complaints
 4. the mental and physical aspects of safe riding
 5. rider responsibility
 6. motorcycle Inspection and Care
 7. those functions performed by motorcycle officers.
- P. Newly assigned officers must receive additional training in the field where they can learn from senior officers who have already gained a great deal of practical motor experience. The senior officer will evaluate and measure the trainee's proficiency level on how to operate a motorcycle safely, and his ability to use all the defensive riding techniques. Senior officers will be rotated weekly.
- Q. If, at any point during the on-street portion of the training, it becomes apparent that the trainee's ability to learn or attitude is such that might endanger his wellbeing, it will be the senior officer's responsibility to immediately inform the Duty Sergeant. The Duty Sergeant will review all the facts and notify the commanding officer. The Commanding officer will then decide if the trainee is to continue or be removed from training.
- R. The Duty Sergeant will evaluate and measure the trainee's proficiency level on how to operate a motorcycle safely, before making a determination on the trainee's ability to start escort training. The Duty Sergeant will then assign the trainee with a senior officer. The trainee will follow the senior officer as closely as is practical and safe within the funeral procession. The senior officer will provide the trainee with a basic understanding on how to conduct a safe motor escort. The senior officer shall keep the Duty Sergeant informed on the trainee's progress.
- S. The Duty Sergeant shall convey to all motor officers our purpose in providing adequate training is to ensure the safety of everyone traveling, both within the funeral procession and the general public who we share the roadway with.

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

- T. The Duty Sergeant will evaluate and measure the trainee's proficiency level on how to operate a motor escort safely, before making a recommendation, on the trainee's ability, to be released from escort training. The commanding officer will then decide if the trainee is to continue or be released from escort training.

II. Police Motorcycle Operator's Program

All Enforcement Detail personnel are required to attend ten (10) hours of practical riding in a controlled, off-street environment, typically a parking lot (Magic City Casino). This training will be conducted monthly. The idea behind this training is the concept that the better trained and competent the member, the safer they will be in the dangerous conditions in which he/she must operate.

The program consists of nearly a dozen individual elements where the rider learns to travel in tight circles, swerve sharply to avoid obstacles, use their brakes to the fullest, and perform other feats requiring exceptional balance and skill.

Throughout the program, the training instructor will spend time in all phases of the training to evaluate the officer's defensive riding techniques, and provide additional training if needed. Officers must achieve a 75% on their skills test and must also be able to negotiate each and every exercise.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: **GUIDELINES ON THE USE OF SPEED MEASUREMENT DEVICES
(Radar/Laser)**

PURPOSE: To adopt a uniform policy and set guidelines when utilizing radar or laser instruments as a means of detecting excessive speed violators.

SCOPE: The City of Miami Police Department is concerned with the safety of its motoring and pedestrian public and shall employ speed measurement devices in an effort to enforce speed violations.

- I. The Traffic Enforcement Detail supervisor shall determine time, location and number of police officers required to safely deploy units with speed measurement devices.
 - A. Site locations will be chosen based on documented data concerning speed problems and approved by the Shift Supervisor or Detail Commander.

- II. The operation of speed measurement devices during the evening or night (during darkness) hours is considered hazardous and will only be done with the approval of a detail supervisor.



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- B. **Location:** The site location will be based on documented data concerning a speed problem at that site, along with officer's input based on previous knowledge of an excessive speed problem.
- C. **Approval:** Deployment of speed measurement devices and site locations shall be approved by a shift supervisor or the Unit Commander.
- D. **Safety Conditions:** Operation of speed measurement devices during the hours of darkness will require that the detail supervisor determine the best method to be used in stopping violators, i.e. Chase motor or stationary positions. The detail supervisor will insure that all officers assigned to the speed enforcement detail during darkness are equipped with a traffic wand and high visibility traffic vest if stationary position stopping is to be employed.
- E. **Effectiveness of Speed Measuring Devices:** Statistical data shall be maintained on each location where the unit is deployed to enable the detail to evaluate its effectiveness at the location.
- F. **Purchasing speed measuring devices** is not a recommended policy. However, if a member so desires, he or she may make such a purchase without reimbursement from the city. Any Member that owns his or her device must comply with all Departmental and F.D.L.E. rules on the use, (Florida Administrative Code 15B-2 rules) for certification and maintenance of the equipment. An up to date copy must be supplied to the traffic commander every six months.
- G. Any member that utilizes a speed measuring device must have a copy of the equipment's certification on scene. Supervisors will make spot checks to verify calibration.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

TRAFFIC ENFORCEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 10


SUBJECT: BREATH ALCOHOL TESTING (B.A.T.) MOBILE DETAIL

PURPOSE: To describe the purpose and procedure in the use of the Breath Alcohol Testing Mobile Unit (**B.A.T. MOBILE**).

SCOPE: The B.A.T. MOBILE will primarily be used to process D.U.I. arrestees unless the services of additional facilities are required.

I. OPERATION AND MAINTENANCE

- A. With the approval of the Detail Commander the BAT Mobile can be used for community relations purposes, i.e. demonstrations at schools and other special events.
- B. Traffic Enforcement Detail personnel authorized by their Supervisor to operate the BAT Mobile must have a basic driving knowledge to ensure the safe operation of this oversized vehicle, which includes, but not limited to safe backing procedures, mirror usage, height clearance restrictions, safe parking procedures (parking brake application) and cornering maneuvers.



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- C. The operator must have specific knowledge of the proper operation of all its internal factory installed equipment listed in the Operator's Manual provided in the vehicle, which includes but is not limited to, the generator power plant, AC/DC system, AC units, copy machine, lighting system, lavatory system and emergency lighting system, (see Operator's Manual).
- D. The use of the B.A.T. Mobile by personnel outside the Traffic Enforcement Detail will require the Traffic Detail Commander's approval.
- E. Equipment stored in the BAT Mobile, i.e., portable lighting, portable copier, and Intoxilyzer(s) 8000, will be maintained and inventoried monthly by the DUI Detail supervisor or officer assigned to the BAT Mobile Detail. An inventory list will be kept in the Enforcement Detail office.
- F. All maintenance needed for the BAT Mobile will be performed at and by the City of Miami G.S.A./Fleet heavy-duty equipment motor pool in accordance with the manufacturer's maintenance/service procedures.
- G. The operator will ensure that the Breath Alcohol Testing Mobile Unit (BAT MOBILE) is locked/secured during use and at all times when not in use.
- H. The DUI Detail Motor Supervisor / DUI officer will ensure that any personnel requiring the use of the BAT Mobile meets FDLE/ATP requirements and that such person sign the log prior to issuing the access key(s). Upon completion of the use of the BAT Mobile, the key will be returned to the DUI Detail Supervisor/DUI officer who will ensure that the person signing out the key, signs it back in.
- I. Only a Miami Police Department DUI/DRE coordinator(s) or a designee of the Traffic Unit with FDLE/ATP valid permit (Agency Inspector) is authorized to remove the Department's Intoxilyzer(s) instrument from the BAT Mobile. The DUI Detail Supervisor or the Traffic Enforcement Detail Commander must be notified prior to the removal of the Intoxilyzer(s).
- J. The officer assigned to the BAT Mobile Detail will ensure it is properly maintained, which includes keeping the exterior and interior clean at all times.

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(Continuation)

- K. The operator of the BAT Mobile will ensure that at the completion of his tour of duty or its use, empties all trash baskets and leaves all work areas clean, including holding cell and lavatory. Additionally, the user must ensure that the fuel tank is filled to capacity.

- L. The operator must report any equipment malfunction and/or vehicle concern as soon as possible to the BAT Mobile/DUI Detail Supervisor

City of Miami



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City Manager

TRAFFIC ENFORCEMENT UNIT STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: DRUG RECOGNITION EXPERT DETAIL

PURPOSE: To establish procedures outlining the proper standardized and systematic method of completing the Drug Influence Report and maintaining symmetry within the Miami Police Department.

SCOPE: Many driving under the influence cases are lost because the driver was operating a vehicle under the influence of a chemical substance set forth in FSS. 877.111, or any substance controlled under Chapter 893. The Drug Evaluation and Classification Program established a procedure for the testing and evaluation of these drivers thereby removing them from dangerous operation of a motor vehicle.

I. DUTIES OF THE DRUG RECOGNITION EXPERT COORDINATOR

The D.R.E. Coordinator reports to the Program Commander and acts as a liaison between the D.R.E.'s and the Programs Commander. In addition, they will review all drug influence evaluations for completeness, accuracy and legibility.



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Further, they will be responsible for forwarding copies of the evaluation to the State Attorneys' Office and other agencies where a Miami Police D.R.E. performed a drug influence evaluation. They are also responsible for preparing the "on call" list, handling requests for equipment and in-service training sessions, and ensuring a D.R.E. is available for all sobriety checkpoints.

II. DUTIES OF THE DRUG RECOGNITION EXPERT

A. The Drug Recognition Expert will be responsible for conducting every drug evaluation in a standardized and systematic method ensuring that the twelve (12) step process is adhered to. They will maintain a current activity log which will be subject to inspection by the coordinator, and an up-to-date resume which will be provided to the D.R.E. Coordinator every six (6) months. They must conduct a minimum of four (4) drug influence evaluations within a two (2) year period. One of the four (4) evaluations must be conducted under the supervision of D.R.E. Instructor (as per N.H.T.S.A. guidelines).

Additionally, D.R.E.'s will be responsible for the following:

1. Write evaluations either printed in black ink or typed.
 2. Prepare evaluations in outline format.
 3. Provide the original copy of the evaluation conducted to the coordinator within seven (7) working days for review and distribution. If it is returned for correction (s), it shall be corrected and returned to the coordinator within four (4) working days.
 4. Write evaluations completely ensuring that all required information is filled out.
- B. All evaluations conducted in the City of Miami for Miami Police officers must contain a City of Miami case number, a traffic citation number and a Miami-Dade Police Department case number if a urine specimen is collected.
- C. When collecting urine from a subject, the time the specimen was collected and the name of the officer that collected it, must be written under the toxicology section of the narrative. Also, who took custody of the specimen and where it was taken must be included in this section.

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- D. If the subject admits to having consumed any type of medication, the name of the medication must be listed on the front of the evaluation. The medication must be located in the Physicians Desk Referral (P.D.R.) and the definition of the medication must be written under the Suspect's Statements section of the narrative.
- E. On the front of the evaluation where the subject is asked, "what time is it now?" , their response will be entered and next to it, write the actual time.
- F. When the D.R.E. finds a subject "Not Impaired", but can determine that the subject may have been under the influence of a drug (s) immediately prior to conducting the evaluation, the report will reflect under the Opinion section of the narrative that the subject is "Not impaired at this time; however, the subject displays signs of having used drugs recently."
- G. Whenever a D.R.E. is called out to perform a drug evaluation and determines that the subject is not impaired, the D.R.E. will not terminate the evaluation process. They must complete the evaluation process and include in the opinion section that the subject is not impaired. Exceptions to this are limited to:
 - 1. When the impairment is due to a medical condition and the subject requires medical attention.
 - 2. The subject becomes violent and poses a threat sufficient to require the abandonment of the evaluation process.
 - 3. Any other emergency which requires the D.R.E. to abandon the evaluation process.
- H. Whenever possible and practical the D.R.E. conducting the evaluation will request the assistance of a second D.R.E. who must be ON DUTY at time of the evaluation.
- I. No D.R.E. will conduct a drug influence evaluation while wearing a firearm. The firearm must be secured either in a locked compartment or handed to another officer for safekeeping. It is the responsibility of the D.R.E. to ensure that the person taking custody of the firearm understands that he/she may not enter the room while the evaluation is

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being conducted, unless in case of extreme emergency requiring the assistance of that officer.

- J. No. D.R.E. will conduct a drug influence evaluation by themselves. In the event that a D.R.E. backup is not available to assist the evaluator, the D.R.E. will request the presence of another police officer. The D.R.E. will also ensure that the backup officer does not have a firearm in their possession during the evaluation.
- K. Prior to commencing the evaluation, the D.R.E. will conduct a screening of the subject to be tested to ensure that the impairment of the subject is not due to a medical condition.
- L. If the subject's systolic blood pressure exceeds 200 mmHG, or the diastolic blood pressure exceeds 120 mmHG, the D.R.E. must immediately request Fire Rescue to respond and examine the subject.
- M. If the subject's systolic blood pressure drops below 90 mmHG, or the diastolic blood pressure drops below 50 mmHG, the D.R.E. must immediately request Fire Rescue to respond and examine the subject.
- N. If the subject's heart rate exceeds 150 beats per minute, or drops below 50 beats per minute, the D.R.E. will immediately request Fire Rescue to respond and examine the subject.
- O. Drug influence evaluation (s) will NOT be video recorded under any circumstances.
- P. All drug influence evaluation(s), resumes, logs and any other D.R.E. work related requirements should be completed while the D.R.E. is ON DUTY. The only exception is as follow:
 - 1. A commanding officer approves the compensation of overtime for the D.R.E. to complete the required work OFF DUTY.
- Q. When a D.R.E. is in an OFF-DUTY status and gets called out to a specified destination and as a result conducts a drug influence evaluation, the D.R.E. will record all the necessary information to complete the evaluation and write the report upon returning to work when in an ON-DUTY status.

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- R. All call out request (s) for a D.R.E. will come through the Communications Section. A Field Duty Lieutenant must authorize the request for a D.R.E. to respond on a call out.
1. As per Departmental Orders, any OFF-DUTY participation in a D.U.I. / D.R.E. arrest or processing will require prior authorization from the Field Duty Lieutenant or DRE Coordinator.
 2. As per Departmental Orders, any participation in a D.U.I. / D.R.E. incident for an outside agency, regardless of status (ON or OFF Duty), must have prior authorization from the Field Duty Lieutenant or DRE Coordinator. Every attempt will be made to locate a D.U.I. / D.R.E. certified officer from that outside agency prior to requesting authorization from the Field Duty Lieutenant. If the arresting officer from the outside agency is B.T.O. certified, then that officer shall complete the initial D.U.I. testing.
 3. NO D.R.E. officer will be called out from an OFF-DUTY status to conduct the Field Sobriety Test or to conduct the breath test. On-duty patrol units will be used to conduct the D.U.I. processing.
 4. If there is a D.R.E. officer on-duty, an off-duty D.R.E. will not be called out. The ON-DUTY D.R.E. will handle all D.R.E. requests.
 5. Every attempt will be made by the Communications Section and the Complaint Sergeant to locate an on-duty D.R.E. Certified officer from an outside agency prior to requesting authorization from the Field Duty Lieutenant to call out a D.R.E. officer from OFF-DUTY status.
- S. D.R.E.'s will use their assigned off-duty unit number when called out in an off-duty status.
- T. D.R.E.'s will utilize their personal cellular phone and must have it turned on at all times during the ON CALL period.
1. D.R.E.'s will be ON CALL for one week at a time. The ON CALL period starts and ends on Sundays at 2400 hours.

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2. Upon request, a D.R.E. will respond to all traffic fatalities and accidents involving serious bodily injuries where it is determined to involve a D.U.I. driver. If no D.R.E.'s are available, the Complaint Sergeant or a Supervisor will follow the D.R.E. Call-Out procedures.
- U. The following step by step procedures for drug influence evaluations is submitted as a guide and is not intended to be all inclusive in the conduct of drug recognition experts.
1. Upon dispatch, the D.R.E. whether on duty or on call, shall proceed to the destination requested in the most expeditious manner possible. The D.R.E. will advise the Complaint Sergeant of an estimated time of arrival to the requested destination. As soon as practical, the D.R.E using the assigned unit number will transmit over the police radio and will check into service. The D.R.E. will then request a signal ten to the requested location and announce arrival upon reaching that destination.
- V. Upon arriving at the scene of a crash involving serious bodily injury or fatality, the D.R.E. will do the following:
1. Contact the traffic homicide investigator, who will remain the lead investigator and will have final authority in any matters including the investigation.
 2. Obtain as much information from the officer on the scene and traffic homicide investigator as possible.
 3. Conduct a preliminary examination of driver (s) involved in the accident, keeping in mind that any medical treatment needed by any of the drivers will be deemed a priority.
 4. Make a determination of whether or not sufficient reasonable cause exists to proceed with a D.U.I. investigation.
 5. If the D.R.E. deems that drugs and/or alcohol impaired a subject, the D.R.E. will convey this information to the traffic homicide investigator. If the T.H.I. has not arrived on the scene, the information will be relayed via phone and the D.R.E will wait for

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instructions from the T.H.I. on the course of action to take.

6. **If the Subject is Unconscious:** Only in **felony** D.U.I. crashes involving a Fatality or Serious Bodily Injury (S.B.I.) where the subject is unconscious and the D.R.E. has probable cause to believe that subject is under the influence of alcohol and / or an impairing substance, the DRE will wait for instructions from the Traffic Homicide Investigator. A search warrant will need to be obtained prior to conducting a blood draw from the subject. Once the search warrant is obtained the D.R.E. will instruct the paramedics on the scene or a person qualified to draw blood at a medical treating facility to draw blood as per Florida State Statutes 316.1932. **NOTE: The Traffic Homicide Investigator will make contact with the on-call Traffic Homicide ASA to update them on the case and to seek guidance in doing an Exigency first blood draw of the subject.**

7. **If the Subject is Conscious:** In a **felony** D.U.I. crash case involving a Fatality or Serious Bodily Injury (SBI) where the subject is incapacitated and the D.R.E. has probable cause to believe the subject is under the influence of alcohol and/or impairing substance, the DRE will wait for instructions from the Traffic Homicide Investigator. An attempt to obtain the subject's blood voluntary will be made. A "Voluntary Consent to Provide Blood Sample for D.U.I. Testing" will be read to the subject to obtain his/her blood prior to conducting the blood draw. The D.R.E. will ensure that the subject signs the form. If the subject refuses to provide a blood sample then a warrant to obtain his/her blood will then need to be obtained. The DRE will wait for instructions from the Traffic Homicide Investigator. **NOTE: The Traffic Homicide Investigator will make contact with the on-call Traffic Homicide ASA to update them on the case and to seek guidance in doing an Exigency first blood draw of the subject.**

8. In **misdemeanor** crash case where the subject is conscious and the D.R.E. has probable cause to believe the subject is under the influence of alcohol

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and/or impairing substance, the D.R.E. should request the subject to provide a blood sample. If the subject refuses to provide a voluntary blood sample, the officer will read implied consent to subject. If subject refuses, the DRE will inform the lead crash investigating officer so that a refusal DHSMV form can be filled out and forwarded to DHSMV in Tallahassee. In the event that the D.R.E. has no probable cause to believe the subject is under the influence of alcohol and/or an impairing substance, the information will be conveyed to the lead crash investigating officer and the D.R.E will conclude his/her investigation at that time.

9. In a NON-Crash misdemeanor D.U.I cases, if the subject is not incapacitated and the D.R.E. (after conducting a preliminary examination of the subject) determines that the subject is under the influence of alcohol and/or an impairing substance, the D.R.E. will advise the lead officer and proceed with the D.U.I. / D.R.E. investigation. The D.R.E. will fill out all D.U.I. / D.R.E. related paperwork and forward the Drug Influence evaluation (D.I.E.) report to the coordinator for review and distribution.
- W. Upon arrival at the scene of a non-accident request for a D.R.E., the D.R.E. will do the following:
1. Contact and interview the lead officer to obtain information regarding the behavior, the field sobriety test results, and breath test results of the subject to be evaluated.
 2. Conduct a preliminary examination.
 - a) First pulse
 3. Eye examinations
 - a) Equal Tracking
 - b) Pupil Size & Resting Nystagmus
 - c) Horizontal Gaze Nystagmus
 - d) Vertical Nystagmus

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- e) Lack of Convergence
- 4. Divided attention test.
 - a) Rhomberg balance test
 - b) Walk and turn test
 - c) One leg stand
 - d) Finger to nose
- 5. Vital signs
 - a) Blood pressure
 - b) Body temperature
 - c) Second pulse
- 6. Dark room examination
 - a) Pupil size
 - b) Reaction to light
 - c) Oral cavity
 - d) Nasal area
- 7. Check For Muscle tone
- 8. Injection sites
 - a) Third pulse
- 10. Read Miranda Rights (regardless whether previously read or not).
 - a) Record suspect's statements
- 10. Opinion of the evaluator
- 11. Toxicology
- 12. Miscellaneous

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III. MANDATORY IN-SERVICE TRAINING and D.U.I. CHECKPOINTS

The Drug Recognition Expert will be responsible for attending all in-service training. They also must attend the Department's Sobriety checkpoints as part of their continuing training process. Attendance on checkpoints is mandatory and may be excused for the following reasons:

- A. Previously scheduled vacation
- B. Illness, illness in family, or death in the family
- C. Previously scheduled training (efforts should be made by each D.R.E. to schedule all training on non-checkpoint dates)
- D. Minimum staffing (the district shift commander may cancel D.R.E.'s from attending the checkpoint)
- E. Although, on some occasions, D.R.E.'s are excused from checkpoints, each D.R.E. is responsible for notifying the D.R.E. supervisor seven days prior to the checkpoint date, in writing as to the reason (s) why they will not be attending the checkpoint. If the absence is a result of a sudden illness or another circumstance, such as an emergency where the D.R.E. was unable to notify the D.R.E. supervisor in advance, the D.R.E. will notify the D.R.E. supervisor in writing, as soon as he/she returns to duty, the reason(s) for not attending the checkpoint.

IV. RECERTIFICATION / RENEWAL

- A. The D.R.E. officers are required to renew their certification of continuing proficiency every two years. A one (1) year grace period following the lapse of certification may be allowed for those whose certifications have expired. During the grace period, the D.R.E. may be certified without having to repeat portions of the original certification process.
- B. Pursuant to the I.A.C.P./DECP Standards, a D.R.E. officer shall demonstrate continuing proficiency by performing a minimum of four (4) drug influence evaluations every two

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(2) years. One of the four (4) evaluations must be conducted under the supervision of a D.R.E. Instructor. These four evaluations may be performed on subjects suspected of drug and/or alcohol impairment or during classroom simulations.

- C. A D.R.E. officer shall demonstrate continuing proficiency by completing a minimum of eight hours of I.A.C.P. recertification training within two years of their most recent certification.
- D. Three (3) months prior to recertification, the D.R.E. officer shall present an updated resume and rolling log to the Agency Coordinator.

NOTE: They will maintain a current Drug Influence Activity log which will be subject to inspection by the Agency Coordinator upon request.

- E. D.R.E. Instructors shall maintain their instructor certification as long as their D.R.E. certification is maintained.

V. VOLUNTARY / INVOLUNTARY REMOVAL

- A. The Program Commander holds the right to recommend decertification of a D.R.E. officer and forward such to the Chief of Police.
- B. Upon decertification of a D.R.E. the Department will prepare a letter to the State Coordinator stating the request for decertification as per I.A.C.P. standards.
- C. D.R.E.'s who have three (3) unexcused checkpoint absences during the year may be subject to temporary removal/suspension from the D.R.E. program and/or possible decertification as a D.R.E.
- D. All requests for D.R.E. decertification must be made in writing and sent to the D.R.E. Detail commanding officer. D.R.E.'s who are recommended for decertification may request a meeting with the D.R.E. Detail commander to reevaluate the circumstances that warranted the recommendation for de-certification.
- E. Individual D.R.E.'s may request temporary leave from the D.R.E. program by submitting a memorandum to the

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D.R.E. Detail commander, outlining reasons and anticipated leave time requested.

- F. D.R.E.'s may request to be permanently removed from the D.R.E. Program by submitting a memo to the D.R.E. Detail commander, requesting removal from the program.

VI. EQUIPMENT

- A. While on duty and during the on-call period, D.R.E.'s will carry and have available the following equipment to conduct Drug Influence Evaluations.

1. Pen light
2. Stethoscope
3. Sphygmomanometer
4. Ski Light
5. Thermometer with covers
6. Pupilometer

- B. It is the responsibility of the D.R.E. to make sure that their equipment is in proper working order at all times. Any damage or defective equipment will be replaced upon written request via Form R.F. #66 to the D.R.E. Coordinator. (Request for Replacement of Lost or Damaged Equipment)

- C. It is the responsibility of the D.R.E. to obtain their own supply of batteries and light bulbs.

- D. Upon decertification or removal from the D.R.E. program, all issued equipment either issued by the city or other entity will be returned to the D.R.E. Coordinator. The Miami Police Department holds sole ownership to all issued equipment.

VII. D.R.E. SUPERVISOR'S PARTICIPATION

The involvements of D.R.E.'s above the rank of officers is only limited in conducting the Drug Influence Evaluation of their own arrestee when an on-duty D.R.E. is not available. Supervisors certified as D.R.E. Instructors are allowed to participate in the

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D.R.E. Field Training Phase by supervising the D.R.E.s officer in training.

VIII. ONLINE D.R.E. EVALUATION DATA REPORTING SYSTEM

Once the Influence Evaluation Report has been reviewed and signed off by the D.R.E. Agency Coordinator, the D.R.E. evaluator will input the evaluation in the Texas A&M University Online System. This Web site is the official site of the I.A.C.P./Drug Evaluation and Classification Program for the National Highway Traffic Safety Administration.

- A. All certified D.R.E.s would be granted Internet access for this purpose.
- B. All certified D.R.E.s will make use of their section assigned Network desktop computer.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE TRAFFIC UNIT

STANDARD OPERATING PROCEDURES

ACCIDENT REVIEW BOARD DETAIL

S.O.P. 12

SUBJECT: ACCIDENT REVIEW BOARD

PURPOSE: To review all vehicles crashes involving sworn personnel driving city vehicle. To decide preventability and establish training and prevention methods.

SCOPE:

- I. The Accident Review Board will hear all cases involving sworn personnel, regardless of their immediate supervisor findings. (ie. Preventable, Non-Preventable, Operational)
 - II. Staff members are excluded from the policies of the Accident Review Board. Traffic crashes involving the Chief's Staff will be reviewed by the Chief's Office.
 - III. Procedures
 - A. The board will consist of three (3) members. The Specialized Operations Section Commander or Deputy Commander, and two (2) Lieutenants. The selection of lieutenants is department wide. The Traffic Commander will sit as an advisor to the board, represent the city's interest and will present each case.
 - B. The Traffic Unit Commander will prepare the cases to be heard and ensure notifications are sent out to the involved officers and witnesses. In the event a witness does not appear, it shall be the responsibility of the Traffic Unit Commander to determine if the case can be heard or should be reset for a later date. It shall be the goal of the hearing to seek the true finding as to how the crash occurred.



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- C. The A.R.B. Board will convene once a month and will hear Contested and/or Non-Contested cases. The board will take all evidence into consideration in determining if the finding made by the supervisor is justified or not.
- D. If an officer checks the appropriate box on the Supervisor's report of an accident, they will be notified of the hearing date. The officer's appearance is not mandatory and he or she will not be compensated. All members listed as witnesses will make the appropriate schedule change to ensure their attendance. Witnesses that cannot attend must notify the Traffic Commander at least twenty-four (24) hours prior to the hearing. Commanders are encouraged to accommodate the involved officer when possible.
- E. An officer's failure to appear does not result in the case being reset. If the officer was notified, the Board will hear the case. A decision will be rendered.
- F. Members are reminded that the Board's findings are only a recommendation to the Division Chief. The division Chief's decision is final in all accident cases. Discipline must be challenged in accordance with the current labor agreement.
- G. Prior to the Accident Review Board hearing, the Accident Review Board Detail will attach the officer's driving profile to the case file for the Accident Review Board. Cases requiring reprimands will be prepared by the Detail Supervisor and have them attached to the packages at this time.
- H. The entire package will then be forwarded to the Division Chief of Field Operations Division. The Division Chief will make a final determination as to the findings.

IV. Filing

- A. Once a package is forwarded to the Traffic Unit, the unit secretary will document the date the package was received in the unit. The A.R.B. Coordinator or the unit secretary will enter the required information on an Accident Review Board Status Log (Appendix A).
- B. The package will then be forwarded to the A.R.B. Coordinator. He/She will review the entire package to ensure that all required reports and forms are included and completed correctly. If a package is missing any reports or forms, the A.R.B. Coordinator will make a copy of the package and return it to the investigating supervisor with an F.O.D. tickler identifying the deficiency. The copy will be filed in the appropriate "Pending" file.
- C. The packages will be filed under the appropriate folders. The folders will be labeled as follows:

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1. Pending Contested Hearing
 2. Pending Un-Contested Hearing
 3. Pending Division Chief's Signature
 4. Pending Discipline
 5. Pending Division Chief's Signature (Non- Preventable)
 6. Civilian Accident
- D. The above-mentioned folders will be kept in a file cabinet located in the Traffic Commander's Office.
- F. Once a package is heard, the A.R.B. Coordinator or the unit secretary will enter the outcome of the hearing in the Officer's Driving Profile. The Accident Review Board Status Log will be updated as well.
- G. The officer's individual driving profile will be printed and attached to the package with the person's initial and IBM number who entered the information. This will verify that the information was entered into the officer's driving profile. The package will be filed in the appropriate "completed files" drawer, labeled by the month and year of the date that the accident occurred (ex: January 2002). This will facilitate the process of locating packages quicker.
- H. Packages will be kept in the file cabinet for a minimum of 3 years. Once, the 3 years has lapsed the folders will be removed from the file cabinet and transferred into a box with the year written outside of the box. The box will be kept in the unit storage closet located next to the entrance of the Specialized Operations Section.
- V. Civilian Employees involved in accidents with city vehicles.**
- A. Accident packages received involving civilian employees driving city vehicles assigned to the police department will be forwarded to the Safety Coordinator at Risk Management. The Safety Coordinator will conduct their own Accident Review Board.
- VI. Discipline**
- A. Departmental Order 12 Chapter 13 and current labor agreement will govern discipline.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

Miami Police Traffic Unit

Standard Operating Procedures

Traffic Control Specialist

S.O.P. 13

SUBJECT: TRAFFIC CONTROL SPECIALIST

PURPOSE: To outline authority of Traffic Control Specialists.

SCOPE: This S.O.P. contains the full job description and responsibilities of all Traffic Control Specialist.

I. Authority

- A. Traffic Control Specialists are employed under **Florida State Statue 316.640(4)**, may direct traffic or operate a traffic control device only at a fixed location and upon the direction of a fully qualified law enforcement officer; however, it is not necessary that the traffic control specialist's duties be performed under the immediate supervision of a fully qualified law enforcement officer. **TRAFFIC CONTROL SPECIALISTS ARE NOT SWORN PERSONNEL AND DO NOT HAVE EXPRESSED POLICE POWERS.**
- B. Traffic Control Specialist do not have expressed police powers.
- C. Traffic Control Specialist are to expedite the safe movement of pedestrians in their assigned post and minimize traffic flow delays.



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- D. Traffic Control Specialist are required to utilize the marked crossing walkways at all intersections.

II. MISSION

The Traffic Control Specialist Detail is a function of the Traffic Enforcement Unit, under the Field Operations Division.

It is the policy of the Miami Police Department to provide a degree of safety in guiding pedestrians and vehicular traffic on streets and intersections during peak or high traffic periods.

III. GOAL

- A. Ensure pedestrian safety and smooth traffic flow at designated intersections within the City of Miami.

IV. OBJECTIVES

- A. To assign Traffic Control Specialist at designated intersections within the City of Miami.
- B. To safeguard pedestrians and ensure traffic flow at intersections or assigned crossings within the City of Miami.

V. DUTY HOURS

- A. The traffic control specialist's tour of duty is performed Monday thru Friday in two (6) hour increments, 6:30 a.m. to 12:30 p.m. and 2:00 p.m. to 8:00 p.m. The specialist may be subjected to extremes of heat, cold, rain, humidity and traffic hazards. Days off are primarily Saturday, Sunday, and holiday's or as needed.

VI. DRESS

Uniforms and equipment are issued to each traffic control specialist. The uniform will consists of a blue shirt, blue pants, black shoes, black socks, blue cap, gloves, reflective vest, whistle, and radio.

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The equipment must be functional and in good working order and the uniform must be clean and neat.

VII. CONDUCT

Traffic control specialist must be diplomatic, tactful, decisive and firm. They should display confidence and pride in their assignment. They must treat all people fairly and maintain self- control. His or her speech must be guarded so as to not offend anyone or create a bad impression. **Traffic Control Specialists shall not use radios or headphones, nor shall they read books, magazines, newspapers or any other materials while on duty.** Their mission is to safely cross pedestrians, monitor traffic flow, and focus his or her full attention on the job at hand.

- A. Traffic control specialists shall not in any way interfere with the duties of any police officer, nor shall they in any way act in the capacity of a police officer.

VIII. DUTIES AND RESPONSIBILITIES OF TRAFFIC CONTROL SPECIALIST

- A. Ensure the crosswalk zone is clear of dangerous obstacles.
- B. Report to the line supervisor of any and all deficiencies concerning traffic control devices.
- C. Report for duty on time and remain on post until the time designated.
- D. It is the traffic control specialist's responsibility to notify the line supervisor at least 30 minutes prior to his / her tour of duty, of any inability to either report for duty or to report on time. In the event that the supervisor cannot be contacted, the traffic control specialist will contact the complaint sergeant at (305) 579-3449.
- E. The traffic control specialist while on duty and / or while wearing the uniform are reminded that they are identified as a representative of the Miami Police Department and should not bring discredit to the City.
- F. The traffic control specialist uniform is to be worn only while performing their assigned function or traveling to or from his / her post.
- G. The traffic control specialist will ensure the safe crossing of pedestrians and

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smooth traffic flow at their assigned location during their assigned work hours.

H. Traffic control specialist will notify their line supervisor immediately of any incident that are connected or related to the crossing of pedestrians or any incident of importance that occurs at or near his / her post.

IX. DUTIES AND RESPONSIBILITIES OF TRAFFIC CONTROL SPECIALIST SUPERVISOR

A. The duties of the traffic control specialist supervisor are as follows:

1. Prepare P-sheet on a daily basis.
2. Check posts daily to ensure that traffic control specialists are in the correct location and conduct a minimum of (8) checks per day, between the hours of (6:30am-12:30pm) – (2:00pm-8:00pm).
3. Check operation and condition of traffic control devices and markings.
4. Monitor designated zones and determine if traffic enforcement measures are needed.
5. Refer traffic complaints to the Traffic Enforcement Unit supervisor.
6. Prepare bi-weekly attendance slips and prepare payroll every other Friday for processing.
7. Maintain a current Emergency Mobilization List.
8. Maintain personnel files.
9. Maintain a daily worksheet.
10. Coordinate traffic enforcement measures with other units and outside agencies.
11. Conduct uniform inspections.

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S.O.P. 13 (Continuation)

POST PROCEDURES

The Traffic Control Specialist must become familiar with their post in which he / she is assigned at the beginning of the shift.

- I. In order to work effectively at pedestrian crossings, the specialist must check signs and markings around their assigned post.
- II. TRAFFIC CONTROL SPECIALIST MUST:
 - A. Ensure no traffic control devices are missing or damaged.
 - B. Check pavement markings around pedestrian crosswalks.
 - C. Report any missing, damaged or inadequate signs or markings to the line supervisor.
- III. TRAFFIC CONTROL DEVICES:
 - A. Become familiar with the following devices:
 1. Stop signs
 2. Signals for devices and pedestrians
 3. Push buttons
- IV. Identify all traffic hazards and dangerous conditions and report them promptly to the line supervisor. The following conditions should be reported to line supervisors and the supervisor will submit a report to the Downtown NET Beats commander.
 - A. Inoperable or missing traffic control devices / signs
 - B. Roadway or sidewalk construction
 - C. Sight obstruction
 - D. Standing water or debris.

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S.O.P. 13 (Continuation)**SELECTION PROCESS****I. CRITERIA: EXCEPTIONS**

- A. The same criteria that are applied to sworn applicants shall generally apply to a non-sworn applicant, with more emphasis on certain aspects of the background, exceptions are noted below.
- B. The following exceptions are permitted:
 - 1. No upper age limit, but applicants must be at least 18 years of age.
- C. **Strictly Prohibited:** Critical areas for security are histories of substance abuse, serious traffic related offenses, child abuse or molestation, or other serious assaults reflecting uncontrollable bursts or temper.

PROCEDURES

- I. The traffic control specialist must give the **appropriate visual signals** to alert drivers that pedestrians are about to enter the crosswalk, and ensure cars yield the right-of way.
- II. The traffic control specialist needs to be highly visible to motorist and ensure the following:
 - A. Stand at the edge of the crosswalk at least one step back nearest the center of the sidewalk.
 - B. Should heavy traffic situations exist, alert vehicles lane by lane until the center of the street is reached
- III. Appropriate Signals for Traffic:
 - A. The traffic control specialist will use either a hand held stop sign or clear hand signals and ensure the following:
 - 1. Position the hand held stop sign facing oncoming traffic.
 - 2. Clear hand signals are used for alerting traffic by raising the arm straight up with palm and fingers extended upward toward traffic.

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3. If the intersection has a signal light, push the walk button.

PROCEDURES (Continuation)

- B. When a motorist is causing a dangerous situation, the specialist shall sound one long blast on his / her whistle and point at the motorist. If the motorist doesn't respond write down the license plate number and report the incident to the supervisor.
 - C. Do not assume that the motorist will stop or remain stopped.
- IV.** The traffic control specialist will always give the visual signal to stop traffic, even when there are no cars in the immediate vicinity or when traffic is minimal. These signals not only alert drivers, but they provide a means to get pedestrians attention for crossing.
- V.** Appropriate visual signals for pedestrians
- A. Use verbal commands and whistle.
 1. Be aware that your hand signals toward pedestrians may confuse the motorist.
 - B. Hearing impaired or language barriers.
 1. Use hand signals.
 2. A smile in their direction and a nod of the head along with a verbal command.
 - C. When a pedestrian or motorist is causing or involved in a dangerous situation, the specialist will sound one long blast on the whistle and visually make contact with the pedestrian or motorist in order to ensure compliance.

PROCEDURES

TRAFFIC CONTROL SPECIALIST MUST CREATE / UTILIZE GAPS WHEN DIRECTING MOTORIST

- I. Ample warning must be given to drivers to stop safely before crossing pedestrians.
- II. An appropriate gap in vehicular traffic should be long enough to give ample warning for drivers to stop, causing the least interference in the traffic flow.
 - A. Observe traffic flow.

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- B. Wait for the appropriate gap.
- C. Check the flow of traffic in both directions and if necessary, create a safe gap in traffic to assist pedestrians cross safely by waiting for the most opportune moment.

PROCEDURES

TRAFFIC CONTROL SPECIALIST MUST AID THE PEDESTRIANS IN CROSSING THE STREETS AND INTERSECTIONS SAFELY

- I. Instruct pedestrians not to move until the visual signals are given and the appropriate precautions are taken.
- II. The traffic control specialist must stand on the curb or on the edge of the roadway or on the sidewalk where pedestrians are approaching.
- III. If possible wait until a small group has gathered and watch for pedestrians rushing to join the group about to cross.
 - A. Pedestrians are to wait one step behind the curb or road edge.
 - B. Instruct pedestrians to look left, right, then left again and over their shoulder for turning traffic.
 - C. After precautions have been taken, signal pedestrians verbally, by hand or both and proceed within the marked crosswalk.
 - D. If applicable, utilize the pedestrian traffic control signal to cross the pedestrians.
 - E. Pedestrians shall not be allowed to run, ride bikes, scooters or skateboards across the street.
 - F. Advise pedestrians to walk their bikes, scooters and carry skates or skateboards when crossing the street.
 - G. Traffic control specialist must wait until the last pedestrian of the group has reached the opposite curb or roadway edge before returning to the post area.

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- IV. When returning to the post area, lower your hand(s) and allow traffic to resume.
 - A. Remain at the curb for the next group of pedestrians to assemble.

TRAFFIC CONTROL SPECIALIST ABSENCE AND REPLACEMENTS

- I. Ensure the line supervisor is notified when absenteeism occurs.
- II. Should unforeseen circumstances arise and the traffic control specialist is late or absent, alternate arrangements can be made.
 - A. Any traffic control specialist unable to report for duty will report their absence as soon as possible, but no later than **30** minutes prior to their scheduled reporting time. It is the traffic control specialist responsibility to notify their line supervisor of their inability to report to work.
 - B. Any traffic control specialist who faces prolonged absence from duty will report their expected length of absence to their line supervisor. The line supervisor will report this information to the Downtown NET commander.
 - C. Any traffic control specialist who becomes ill or must leave their post will report immediately to the line supervisor.
- III. Replacement of Traffic Control Specialist.
 - A. Extended periods of time
 - 1. The line supervisor will notify the Traffic Unit Commander when a specialist becomes absent for an extended period of time.
 - B. Unexpected absences
 - 1. When an unexpected absence occurs the line supervisor will notify the Traffic Unit Commander.

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TRAINING PROCEDURES

- I. All traffic control specialist must successfully complete a (3) week block of classroom instruction consisting of the following topics:
 - A. Purpose and Goals of the Traffic Control Specialist Program.
 1. Overview of the job
 2. Student pedestrian and bicyclist tips.
 3. Justification for Traffic Control Specialists.
 4. Relationship of the traffic control specialist to other traffic personnel.
 - B. Extent of responsibilities.
 - C. Orientation to the organization.
 - D. Professional guidelines and uniform attire.
 - E. Knowledge of traffic laws, traffic control devices and pavement markings.
 - F. Appropriate signals for alerting motorists and pedestrians.
 - G. Traffic hazard identification.
 - H. Emergency procedures.
 - I. First Aide and Cardio Pulmonary Resuscitation.
 - J. In the Field Training (40) hours.
 - H. On site observation