

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

PROFESSIONAL COMPLIANCE SECTION
(PCS)

City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

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City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Lt. [Signature] 5972
Unit Commander

1/30/18
Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Section Commander

Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:	<u>LT [Signature] 5972</u> Unit Commander	<u>1/30/18</u> Date
Second Quarter Inspection:	<u>LT [Signature] 5972</u> Unit Commander	<u>4/20/18</u> Date
Third Quarter Inspection:	<u>LT [Signature] 5972</u> Unit Commander	<u>8/20/18</u> Date
Fourth Quarter Inspection:	<u>LT [Signature] 5972</u> Unit Commander	<u>11/22/18</u> Date
Annual Inspection:	<u>LT [Signature] 5972</u> Section Commander	<u>12/31/18</u> Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Unit Commander

Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

[Signature] 5872

Unit Commander

12/15/17

Date

Fourth Quarter
Inspection:

[Signature] 5872

Unit Commander

12/14/17

Date

Annual
Inspection:

[Signature] 5872

Unit Commander

1/30/18

Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

A. LETTER OF PROMULGATION

To: ALL PERSONNEL, PROFESSIONAL COMPLIANCE SECTION

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Professional Compliance Section of the City of Miami Police Department.

The procedures set forth here supplement but do not supersede the Departmental Orders or other Administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflicts between the Standard Operating Procedures and the Departmental Orders or other Directives will be arbitrated and resolved through the Section Commander.

Personnel assigned to the Professional Compliance Section will read, know, and follow these procedures, Departmental Orders, and any pertinent directives. Any conflicts between them will be reported to the Section Commander immediately.

**Commander
Professional Compliance Section**

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

B. ORGANIZATIONAL STRUCTURE

COMMANDER / MAJOR - One

DEPUTY SECTION COMMANDERS / LIEUTENANT - Two

SERGEANT(S) – Four

POLICE OFFICER(S) -- Five

One Lieutenant supervises the Accreditation Unit

One Lieutenant supervises the Department of Justice (DOJ) Compliance Unit

One sergeant supervises the Commission on Accreditation for Law Enforcement Agencies (CALEA) Detail. This supervisor is the Accreditation Manager of Record with CALEA.

One sergeant supervises the Inspections Detail.

One sergeant supervises the Policy Compliance Detail and the High Liability Board (HLB) function.

One sergeant supervises the Policy Development Detail and the D.O. and S.O.P. Management project.

Two officers are assigned to the CALEA Detail.

One officer is assigned to the Policy Development Detail and reports to the Deputy Section Commander or designated supervisor. Any and all of the officers may be utilized to assist in any of the units or functions of the Section.

Administrative Aide I - One
Typist Clerk II – One

Vacancies: Two police officers



Commander
Professional Compliance Section

2/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

C. MISSION, GOALS, AND OBJECTIVES

MISSION:

To assist the Chief of Police in accomplishing the mission of the Miami Police Department as it relates to the operational and administrative aspects of the Department.

GOALS:


The Section includes two different Units, four different Details, a High Liability Incident Review Board function, a Policy Review Committee function, and a D.O./S.O.P. project. These elements are as follows: Accreditation Unit, Department of Justice (DOJ) Agreement Compliance Unit, Inspections Detail, Policy Compliance Detail, Commission on Accreditation for Law Enforcement Agencies (CALEA) Detail, and the Policy Development Detail. The Accreditation Unit manages the Policy Review Committee function, departmental compliance with accreditation requirements, and utilizes the Inspections Detail to conduct routine inspections of departmental elements for accreditation purposes and for other inspections. The Department of Justice (DOJ) Agreement Compliance Unit serves to work closely with the DOJ in assisting MPD to accomplish the intent of the agreement. The DOJ Unit utilizes the Policy Compliance Detail to identify critical incidents for review by the High Liability Incident Review Board (HLB). Incidents selected for this review will normally involve employee actions and/or behavior that have a potential for high liability and/or high risk, or that have the potential to negatively impact police professionalism. The HLB serves to review and address deficiencies revealed during police incidents and make corrective recommendations to the Chief of Police. The DOJ Unit also utilizes the Policy Development Detail to develop, revise and update Departmental Orders and SOP's as needed. All elements of this Section have the goal of providing the Chief of Police with independent, objective, and timely information concerning the efficiency and effectiveness of departmental operations.

OBJECTIVES:

1. Identify and correct any deficiencies within the Departmental Orders (DO's).
2. Ensure time sensitive reports, plans, analyses, reviews, or other documented activities are completed and submitted for review and approval.
3. Identify and assist in the correction of any deficiencies with Standard Operating Procedures (SOP's) of all departmental elements.



4. Determine policy compliance in high liability incidents.
5. Aide Departmental elements in implementing best practices.
6. Ensure Departmental compliance with all National CALEA standards.
7. Ensure Departmental compliance with the Agreement with the DOJ.
8. Establish clear expectations and deadlines for the development of policies and training required by the DOJ Agreement.
9. Ensure Departmental compliance with written directive's requiring annual review of DO's by section commanders or their designees.



Commander
Professional Compliance Section

7/3/17

Effective Date

City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

D. DUTY HOURS AND DRESS

The Section is operational Monday through Friday, 0600-1800 hours. Assignments, days off, and duty hours will change when necessary to meet the Department's needs to accomplishing its mission. The basic duty hours of the personnel are:

Major	0800-1700
Lieutenant(s)	0700-1700
Sergeant(s)	0600-1600 0700-1700 0800-1800
Police Officer(s)	0700-1700 0800-1800
Administrative Aide	0800-1700
Typist Clerk	0700-1700

The basic days off for all clerical personnel are Saturday and Sunday.

Members that work a 10 hour shift will have Friday or Monday off.

Holidays, vacations and dress code requirements will be in compliance with the contractual agreements, Departmental Orders, or at the discretion of the Section Commander.

Sworn: Police Uniform

Civilian: Professional Attire



Commander
Professional Compliance Section

7/31/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

E. DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Major / Section Commander

1. The Major reports to the Chief of Police and is responsible for the overall operational and administrative function of the Section.
2. Ensures that all written material resulting from the activities of members of the Section are accurate, neat, properly structured, clearly stated and submits same to the Chief of Police.
3. Assists personnel in obtaining cooperation, assistance and information from persons and elements of the Department and other sources necessary for the successful accomplishments and completion of assignments.
4. Directs members of the Section, plans the Section's activities and oversees its operational and administrative functions.
5. Acts as the High Liability Incident Review Board Chairperson.
6. Acts as the Policy Review Committee Chairperson.
7. Performs special duties or functions as directed by the Chief of Police.

II. Deputy Section Commanding Officer/Lieutenant

1. The Deputy Section Commander reports to the Section Commander and is responsible for the overall operational and administrative function of the Section.
2. Ensures that all written material resulting from the activities of members of the Section are accurate, neat, properly structured, clearly stated and submits same to the Major.
3. Initiates, directs, reviews, and submits results of inspections, policy development, policy compliance, and staff studies of Departmental elements, procedures, practices or conditions to the Major.



DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)

4. Advises and assists personnel in the collection and analysis of data and information pertinent to CALEA standards, inspections, policy development, policy compliance and the implementation of said data and information into objective and meaningful reports, memorandums, recommendations, etc.
5. Assists personnel in obtaining cooperation, assistance and information from persons and elements of the Department and other sources necessary for the successful accomplishments and completion of assignments.
6. Directs members of the Section, plans the Section's activities and oversees its operational and administrative functions.
7. Directs on-site observation and analysis of facilities of the element under inspection by the CALEA assessors.
8. Conducts briefing of commanding officer and key personnel during follow-up meeting at completion of the final inspection.
9. Ensures all unit requirements are met concerning operational and administrative activities such as, but not limited to, filing, training, attendance, records, overtime, supervision, and evaluation.
10. Ensures that periodic reports, reviews, and other activities mandated by applicable national law enforcement standards are accomplished and facilitates all changes and additions submitted by CALEA.
11. Performs special duties or functions as directed by the Section Commander.
12. Acts as the Section Commander when assigned.

III. Sergeant

1. Attends meetings as directed by the Section Commander or Deputy Section Commander.
2. Reviews written directives of element(s) to be inspected such as, applicable Departmental Orders, Rules and Regulations, Standard Operating Procedures, Official Bulletins, Memorandums, Training Bulletins, Legal Bulletins, State Statutes, Articles, Administrative Policy Manual (APM), etc.
3. Participates in accreditation / inspection process, by on-site observation, record collection, analysis, task analysis, facility evaluation, personnel evaluation, and procedures evaluation.
4. Performs observation, collection, analysis of data activities, and compares them with written directives governing operation of the element(s) to ensure compliance with established standards.
5. Determines adequacy of written directives.

DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)

6. Prepares findings and recommendations for final inspection report on assigned areas of responsibility.
7. Investigates, evaluates, observes, and inspects elements of the Department as directed by the Section Commander or Deputy Section Commander.
8. Reviews / prepares payroll for the Section.
9. Assists with accreditation duties and responsibilities as directed by the Section Commander or Deputy Section Commander.
10. Acts as the Accreditation Manager of Record for CALEA.
11. Develops and reviews Departmental policies.
12. Reviews Section/Unit/Detail, S.O.P.'s for compliance.
13. Reviews high liability incidents for compliance to policy.
14. Acts as the acting commander when assigned.
15. Completes assignments as directed by the Section Commander or Deputy Section Commander.

IV. Police Officer

1. Participates in policy development, accreditation / inspection process by on-site observation, record collection and analysis, data collection and analysis, task analysis, facility evaluation, and procedural evaluation.
2. Attends meetings as directed by the Section Commander, Deputy Section Commander or Sergeant with personnel of elements during accreditation / inspection.
3. Compares observation, collection, and analysis of data and activities with written directives governing operation of the element.
4. Reviews written directives of element to be inspected such as applicable Departmental Orders, Rules and Regulation, Standard Operating Procedures, Official Bulletins, memorandums, Training Bulletins, Legal Bulletins, State Statutes, etc., and determines their adequacy.
5. Participates in organizing, editing, and completing the final inspection report with other members of the Inspections Detail.
6. Evaluates functions, activities, tasks, and operations to ensure they are effective and productive.
7. Performs specialized or general tasks as directed by the section commander, deputy section commander or sergeant.

DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)

8. Performs duties and responsibilities as needed for the Accreditation Unit, Inspections Detail, Policy Development Detail and Policy Compliance Detail.
9. Assists the Deputy Section Commander and Accreditation Manager in overseeing and facilitation of Accreditation functions.
10. Responds to public records requests assigned to the Section.

V. Administrative Aide

1. Assists with the accreditation function, inspections, policy development, and policy compliance review as directed. Maintains electronic logs, data bases, and/or systems.
2. Examines, checks and verifies statistical reports for completeness and adequacy when required. Maintains Tickler Log for the Section Commander.
3. Performs all typing duties as required. Completes memorandums, summaries, letters, reports, logs, cards and correspondence as required.
4. Performs the duties of a receptionist as required, answering the phone, taking and transmitting messages, etc.
5. Assist with any public records requests.
6. Maintain an up-to-date inventory of office supplies and reorders supplies when required.
7. Works with TC II to complete tasks outlined in the Annexes attached to this SOP
8. Performs other assignments as directed by the Section Commander, Deputy Section Commander or a sergeant.

VI. Typist Clerk II

1. Provides for/establishes and maintains a large variety of clerical records including Inspection Reports and CALEA files. Maintains electronic logs, data bases, and/or systems.
2. Performs important clerical work, such as collating, typing and filing reports. Maintains an inventory of supplies and equipment. Examines, checks, and verifies reports for completeness, and accuracy when required.
3. Works with Admin Aide to complete tasks outlined in the Annexes attached to this SOP

DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)

4. Performs administrative duties such as answering the telephone, receiving and distributing the Section's mail, and maintaining the files of the Section.
5. Prepares payroll records for the Section when required.
6. Assists with the accreditation function, inspections and policy development as directed.
7. Performs other assignments as directed by the section commander, deputy section commander or sergeant.



Commander
Professional Compliance Section

7/3/17

Effective Date

City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

PROGRAMS AND FUNCTIONS

F. PROGRAMS

- Accreditation (CALEA)
- Inspections (ensure Departmental elements are complying with directives)
- Policy Development (write, update and review Departmental Policies)
- High Liability Incident Review Board (review and evaluate non-deadly use of force incidents, vehicle pursuits, SWAT missions, etc.)
- Policy Compliance (ensure Departmental Policies are followed during High Liability Critical Incidents)
- Department of Justice (DOJ) Compliance: Ensures compliance with DOJ Agreement

FUNCTIONS

- Departmental Orders Repository
- Standard Operating Procedures Repository
- High Liability Incident Review Board scheduling and facilitation of process
- Policy Review Committee scheduling and facilitation of process

Commander
Professional Compliance Section

2/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

G. POLICIES

1. The Professional Compliance Section of the Miami Police Department ensures the Department is in compliance with all CALEA standards applicable to its operation.
2. The Professional Compliance Section is responsible for conducting regular inspections of all departmental elements to ensure compliance with Departmental Orders, policies, rules, regulations, procedures, guidelines and shall prepare detailed written reports for executive prerogative following each inspection.
3. The Professional Compliance Section shall have access to the Department's files and records which are relevant to the assigned inspection. In the event that confidential records are withheld which, in the opinion of the Section Commander of the Professional Compliance Section are relevant to the assigned inspection, the approval of the Chief of Police to review the records may be requested.
4. All personnel assigned to the Professional Compliance Section are responsible for knowing and complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations and all other written policies and procedures relating to their employment.
5. All documents and other written material produced by the Professional Compliance Section will be reviewed and signed by the Section Commander before being filed or forwarded.
6. All information, strategies, communications and documents learned of or produced in the Professional Compliance Section are confidential and will not be discussed with anyone outside of the section.
7. All CALEA files are to be safeguarded. They are not to be taken out of the office without the consent and approval of the Section Commander.
8. The Professional Compliance Section shall comply with the Administrative Policy Manual (APM) and Departmental Orders regarding Public Records Act, Chapter 119, Florida Statutes.



Commander
Professional Compliance Section

2/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: PROCEDURES DURING HURRICANE THREAT

PURPOSE: To provide a general outline of procedures to cover the duties and responsibilities of the Professional Compliance Section's personnel in the event that a hurricane should threaten the City of Miami.

SCOPE: In the event that a hurricane will strike the Miami area, the Commander of the Professional Compliance Section shall maintain communication with the police department as per Departmental Orders.

1. Upon a Hurricane warning being issued, personnel will fuel up any city vehicle before the end of their tour of duty.
2. The Section Commander will allow personnel to prepare in advance for the safety and security of personal property and family members with the expectation that they may not be at home before, during, and after the storm. Also, personnel will bring sufficient personal equipment and supplies to remain at work for seventy-two (72) hours.
3. Once the above procedures have been accomplished, personnel will be advised as to their responsibilities during and immediately following the storm as per Departmental Orders.
4. All personnel are responsible to maintain and update information on the Emergency Mobilization List (EML).



Commander
Professional Compliance Section

7/3/17

Effective Date



City of Miami




DANIEL J. ALFONSO
City Manager

ANNEX #1

HURRICANE PREPARATION CHECK LIST

- _____ 1. Remove files or boxes from the floor and away from windows,
- _____ 2. Lock all file cabinets.
- _____ 3. Secure all non-stationary items (papers, books, etc.).
- _____ 4. Unplug all electrical equipment (i.e., computers, printers etc.).
- _____ 5. Place plastic coverings on all office equipment and secure with tape.
- _____ 6. Close all doors to offices with windows.
- _____ 7. Store all computer media (cd's flash drive, etc.) inside file cabinets.
- _____ 8. Desktop items (i.e., staples, calendars) will be placed inside file cabinets.
- _____ 9. Wall hangings (i.e., bulletin boards, pictures) will be placed inside file cabinets.



Commander
Professional Compliance Section

7/13/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P 2

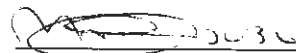
SUBJECT: **EMERGENCY MOBILIZATION PROCEDURES**

PURPOSE: To provide a general outline of procedures to cover the duties and responsibilities of the Professional Compliance Section in the event that a State of Emergency is declared within the City of Miami.

SCOPE: In the event of the occurrence of any situation in the City of Miami which results in a threat to the general safety of the public, when such occurrence necessitates the implementation of the Emergency Mobilization Plan, the Section shall be mobilized under the following guidelines:

The Professional Compliance Section shall maintain an updated Emergency Mobilization List (EML) with current addresses and numbers of all personnel assigned to the Section. **This list is confidential and shall not be posted or placed in any unsecured area.**

1. On a monthly basis, an EML for all section personnel shall be prepared and forwarded by the 20th of each month to The Office of Emergency Management and Homeland Security.
2. The Section Commander or, as his designee, the Deputy Section Commander will report to the E.O.C. for deployment and assignments of personnel.
3. Upon notification to mobilize, personnel of the Professional Compliance Section will report to the Section's office and await their assignments. Should the emergency occur during off-duty hours, the Section Commander will contact the Deputy Section Commander or pre-designated supervisor who will notify the section personnel.



Commander
Professional Compliance Section

7/3/11

Effective Date



City of Miami




DANIEL J. ALFONSO
City Manager

ANNEX #1

EMERGENCY MOBILIZATION CHECK LIST

- _____ 1. Emergency Mobilization Lists updated and submitted to the Emergency Operations and Homeland Security Unit monthly and Office of the Chief of Police.
- _____ 2. Briefing on emergency with unit commanders.
- _____ 3. Unit commander contacts and notifies all assigned members.
- _____ 4. Cancellation of "E", "V", "EO", time, etc.
- _____ 5. Duty Assignment.
- _____ 6. Secure equipment needs.
- _____ 7. Personal adjustment needs (food, hygiene, water, etc.).
- _____ 8. Return to normal schedule.



**Commander
Professional Compliance Section**

5/3/14

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: **SUPPLIES AND EQUIPMENT**

PURPOSE: To provide for a standard procedure to control, maintain, and safeguard equipment and supplies.

SCOPE: All office equipment and supplies will be ordered through the proper Departmental channels and according to Departmental Orders.

All office equipment and supplies will be stored under lock and key. Access will be limited to section personnel only.

A file will be maintained on all equipment and supplies ordered and issued.



Commander
Professional Compliance Section

7/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: INSPECTIONS DETAIL REPORT FORMAT

PURPOSE: To clarify and establish the format that will be followed when preparing an Inspection Report for review by the Chief of Police.

I. Comprehensive Staff Inspections:

Are an in-depth inspection to include the facility, administration and personnel, records and files, procedures and operations.

Reports will be prepared according to the format described below, but will vary if needed when the element or system requires deviation.

1. Executive Summary

Prepare a summary of the full inspection report in such a way that readers can rapidly become acquainted with a large body of material without having to read the complete report.

2. Facility

- a. Security
- b. Accessibility
- c. Cleanliness
- d. Safety
- e. Space Limitations
- f. Equipment
- g. Materials
- h. Supplies
- i. Layout



3. Administration and Personnel

- a. Work scheduling and staffing
- b. Organizational chain of command
- c. Work measurement, worksheets and task analysis
- d. Appearance and uniforms
- e. Training and training needs effectiveness
- f. Communications
- g. Complaint trends
- h. Overtime
- i. Performance, motivation, recognition, commendations
- j. Discipline, reprimands

4. Records and Files

- a. Administrative files
- b. Emergency Mobilization List
- c. Personnel files
- d. Monthly or Periodical Reports

5. Procedures and Operations

All Departmental Orders and Standard Operating Procedures pertinent to the element, function or system being inspected will be examined.


II. Special Inspections:

Focus on identifying special needs or circumstances and may be unannounced, narrow in scope and are generally conducted in sensitive organizational elements.

III. Spot Inspections:

Spot Inspections are usually short and brief. Unannounced examinations of the organizational element.

Reports of both special and spot inspections are short and concise, specifically addressing the issue(s). The report may be provided written or verbally.

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Professional Compliance Section

7/3/17

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City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

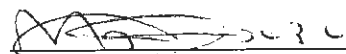
S.O.P. **5**

SUBJECT: **INSPECTIONS DETAIL, FOLLOW-UP INSPECTIONS**

PURPOSE: To establish procedures for inspections follow-up and to ensure that corrective action has been taken.

SCOPE: Follow-up inspections of inspected organizational elements will be initiated by the Professional Compliance Section as follows:

- I. At the completion of an inspection by the Inspections Detail:
 - A. A written inspections report with findings and recommendations will be submitted to the Chief of Police.
 - B. Upon review and approval by the Chief of Police and upon his direction, a copy of the report will be forwarded to the Chain of Command of the organizational element for review.
 - C. The Inspections Detail, as directed by the Chief of Police, will follow-up to ensure a timely response and that the necessary corrective action has been taken.



**Commander
Professional Compliance Section**

7/3/10

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P 6

SUBJECT: ACCREDITATION UNIT

PURPOSE: A file maintenance system to request time sensitive reports and documents as proof of compliance for maintaining Commission of Accreditation for Law Enforcement Agencies (CALEA) Standards.


SCOPE: Accreditation standards require the Miami Police Department to maintain a system for ensuring that time sensitive and/or periodic reports and reviews applicable to the Department's requirements are collected. Personnel assigned to the Accreditation Unit are to ensure that appropriate directives and proofs of compliance are requested, received and maintained on file.

- I. In order to compile the required information needed for the files, the Accreditation Unit periodically will request from the affected organizational components the information mandated to maintain standards. This request for documents will be sent to the organizational components via red line memorandum, through channels, requesting the following information.
 - A. CALEA standard number.
 - B. Individual organizational components are responsible for complying with CALEA standards as well as providing timely submission of all requested documentation.
 - C. Organizational components will comply with requests to provide copies of directives, reports of proofs of compliance, by the date indicated by the accreditation manager.
- II. A folder for each CALEA standard will be maintained by the Accreditation Manager to store the requested documents.
- III. To ensure compliance with standards, any failure to submit documents requested by the Accreditation Unit or the submission of incomplete documents will result in the issuance of a follow-up memorandum to the Division Chief of the affected unit. Follow-up memorandums will have a suspense date of ten (10) calendar days, and may be assigned a tickler number from the Office of the Chief. Extensions can be granted only upon approval of the Accreditation Manager.



ACCREDITATION UNIT (Cont.)

- IV. Simultaneously, Accreditation Unit members shall personally contact each appropriate organizational component to retrieve the missing document.
- V. Review D.O.'s and S.O.P.'s prior to publication and ensure adherence to CALEA.
- VI. All accreditation files will be maintained in a secured area. Files are not to be removed without the express consent of the Accreditation Manager.
- VII. Once yearly (no later than March 31st), the Accreditation Unit will issue a print-out of all required documentation to each division listing in detail, the Proofs of Compliance required to maintain CALEA accreditation. This documentation will be due by the date indicated by the Accreditation Manager.



**Commander
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7/3/17

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City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P 7

SUBJECT: **POLICY COMPLIANCE DETAIL**

PURPOSE: To conduct an investigative review of any high liability or high risk incident. Incidents to be reviewed may include, but are not limited to, use of non-deadly force, vehicle pursuits, perimeters, SWAT missions, response to resistance reports, arrest procedures, or any other selected critical incidents. The investigative analyses of these critical incidents will determine if Departmental policies are being strictly followed, whether best practices are observed and assess both the positive and negative aspects of these incidents. This investigative review will determine if convening a High Liability Incident Review Board (HLB) would be productive.

SCOPE: The High Liability Incident Review Board (HLB) is a function of the Policy Compliance Detail. A HLB serves to review, investigate, and address Department deficiencies in a number of areas using real facts and circumstances. Excluded are any high liability critical incidents under review by the Internal Affairs Section (IAS), and incidents involving a discharge of firearms. HLB may select completed/closed IAS cases for review.

1. The Board will summon all persons identified from the investigative review of the incident that are determined necessary and /or involved.
2. The Board will focus on the training and tactics used before, during and after the incident and if the incident was within or not within department policy.
3. The Board will determine if any future needs, such as training, equipment, policy changes, etc. are needed.
4. The Policy Compliance Detail and the HLB will not issue any discipline for any incidents that are not in compliance with departmental policy. The HLB Chairperson will refer policy violations to the Chief of Police.



Commander
Professional Compliance Section

7/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P 8

SUBJECT: **POLICY DEVELOPMENT DETAIL**

PURPOSE: To develop, update and revise Departmental Orders as needed ensuring that they are not out of date, do not conflict with any other orders and are best practices.

SCOPE: The Departmental Orders (DO) can be revised either through the Official Bulletin, during the annual review process, or as outlined by Departmental Order 1.1. The creation or revision of a D.O. that affects another section should be coordinated with that section's commander. To ensure that the Miami Police Departmental Orders are living, working orders, a member of the Policy Development Detail will be assigned to ensure that any Departmental Orders submitted to the Professional Compliance Section are reviewed and CALEA approved prior to being scheduled for a Policy Review Committee (PRC) meeting

Annual Review: Any changes, creation or revision of a D.O. will abide by the policy set forth in DO 1.1.

On or before August 15th of each year, section commanders (or their designee) will review their Departmental Order(s) to ensure compliance with current City administrative policies, local government legislation, Florida Statutes, and labor agreements. If there are no recommended revisions, the section commander must write a memorandum through channels to the Professional Compliance Section (PCS) commander indicating that their Department Order is current and that no revisions are needed. If there are proposed revisions, the section commander (or his designee) will prepare a Policy Review Committee (PRC) packet and submit it through channels to the Professional Compliance Section (PCS) commander.

Updating: Departmental Orders must be reviewed a minimum of once a year per Accreditation standards. They are revised through the PRC process or OB publication as they are approved by the Chief of Police.



**Commander
Professional Compliance Section**

7/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P **9**

SUBJECT: **DEPARTMENT OF JUSTICE (DOJ) AGREEMENT COMPLIANCE UNIT**

PURPOSE: To provide good cooperation and coordination with the Department of Justice (DOJ) as well as assisting the Miami Police Department (MPD) in accomplishing the intent of the Agreement. A rapid response to the items outlined in the Agreement and expectations to MPD elements, will work towards the goal of improving public trust in The Miami Police Department.

SCOPE: The DOJ Agreement affects many of the Department's tactical and administrative operations and procedures. The DOJ Compliance Unit serves to:

1. Establish clear expectations and deadlines for the development of policies, procedures and training required by the DOJ Agreement.
2. Submit regular reports to the PCS Section Commander detailing each step of compliance.
3. Ensure MPD elements meet the criteria outlined in the DOJ Agreement for the duration of the agreement.

**Commander
Professional Compliance Section**

11/3/17

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

PROFESSIONAL COMPLIANCE SECTION

STANDARD OPERATING PROCEDURES

S.O.P **10**

SUBJECT: **POLICY REVIEW COMMITTEE**

PURPOSE: To provide the Chief of Police (COP) with a vetting process where all new or revised Departmental Orders are closely scrutinized when revising, updating, purging or indexing. Standardized official forms also are approved by the Policy Review Committee (PRC). The PRC consists of appointed staff members and police legal representation. The Committee has the responsibility of conducting a thorough review of written directives prior to final approval by the Chief of Police.

SCOPE: The PRC is a function of the departmental directive system process as outlined in Departmental Order 1, Chapter 1. The Professional Compliance Section is responsible for coordinating the PRC function. The Commander of the Professional Compliance Section is the Chairperson of the Policy Review Committee.


The responsibilities of the PRC function are:

1. Work closely with MPD elements on policy development and/or revisions of written directives and ensure Departmental Order 1, Chapter 1, is followed.
2. Establish clear quality control for development of written directives.
3. Establish deadlines for the completion of annual review of written directives by using the MPD Tickler System.
4. Conduct meetings with MPD elements and facilitate the policy writing process, as needed.
5. Schedule PRC meeting once a directive is ready for review by the PRC Committee. Prepare an E-mail calendar invite to the Committee members and the originator of the written directive. Also invite subject matter experts and any concerned parties that the directive effects.
6. Once a PRC meeting is concluded, a PRC Package is prepared containing a written report to the Chief of Police. The package contains committee amendments and/or recommendations and all applicable documents. This report will reviewed and approved by the Chief of Police prior to the official adoption on a new or revised written directive.



POLICY REVIEW COMMITTEE (Cont.)

7. The Professional Compliance Section ensures publication of written directives and official forms to the department's SharePoint website.



Commander
Professional Compliance Section

7/3/17

Effective Date