

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

COMMUNITY AFFAIRS UNIT

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES

INDEX

Subject

MPD Badge, Cover

Endorsement Sheet

Master Index

Letter of Promulgation

A

Organizational Chart of Element

B

Mission, Goals, and Objectives

C

Duty Hours and Dress

D

Duties and Responsibilities of Members

E

Programs

F

Unit Policies

G

MANAGEMENT RESPONSIBILITIES

S.O.P. #1

VACATIONS

S.O.P. #2

OPERATING PROCEDURES ON TIME,
HOLIDAYS, SUBPOENAS, JURY DUTY

S.O.P. #3

STANDARD OPERATING PROCEDURES: Index
(Continuation)

<u>UNIT VEHICLES KEY CONTROL</u>	S.O.P. #4
<u>OFFICE KEY CONTROL</u>	S.O.P. #5
<u>SECTION VEHICLES</u>	S.O.P. #6
Annex - Request for Vans	
<u>FIREARMS QUALIFICATIONS</u>	S.O.P. #7
<u>PRIVATE CONTRIBUTIONS</u>	S.O.P. #8
<u>HURRICANE RESPONSIBILITIES</u>	S.O.P. #9
Annex - Hurricane Emergency Checklist	
<u>GENERAL MOBILIZATION</u>	S.O.P. #10
<u>RUMOR CONTROL</u>	S.O.P. #11
<u>WEEKLY ASSIGNMENT SHEET</u>	S.O.P. #12
Annex - Weekly Assignment Sheet	
<u>ATTENDING COMMUNITY MEETINGS</u>	S.O.P. #13
<u>COMMUNITY INVOLVEMENT DETAIL</u>	S.O.P. #14
<u>RESERVED</u>	S.O.P. #15
<u>CITIZEN ON PATROL</u>	S.O.P. #16
<u>CITIZENS POLICE ACADEMY</u>	S.O.P. #17
<u>CIVILIAN OBSERVER PROGRAM</u>	S.O.P. #18
<u>CITIZEN VOLUNTEER PROGRAM</u>	S.O.P. #19
<u>GUIDELINES FOR CRIME WATCH PROGRAMS</u>	S.O.P. #20
<u>POLICE FACILITY TOUR</u>	S.O.P. #21
<u>POLICE ATHLETIC LEAGUE DETAIL</u>	S.O.P. #22
<u>LAW ENFORCEMENT TRUST FUND</u>	S.O.P. #23
<u>SCHOOL RESOURCE OFFICERS DETAIL</u>	S.O.P. #24

STANDARD OPERATING PROCEDURES: Index
(Continuation)

<u>CRIME AGAINST THE ELDERLY DETAIL</u>	S.O.P. #25
<u>POLICE EXPLORER PROGRAM</u>	S.O.P. #26
<u>AUXILIARY AND RESERVE DETAIL</u>	S.O.P. #27
<u>QUALITY CONTROL CHECKS</u>	S.O.P. #29
<u>CRIME STOPPERS ANONYMOUS</u>	S.O.P. #30
<u>RESERVED</u>	S.O.P. #31
<u>GOODWILL AMBASSADORS</u>	S.O.P. #32
<u>RESERVED</u>	S.O.P. #33
<u>COMMUNITY DOG</u>	S.O.P. # 34



**COMMUNITY RELATIONS SECTION
STANDARD OPERATIONS PROCEDURES**

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection: _____ Unit Commander _____ Date _____

Second Quarter Inspection: _____ Unit Commander _____ Date _____

Third Quarter Inspection: Maj. John Farmer 1844 Unit Commander 7-19-17 Date

Fourth Quarter Inspection: _____ Unit Commander _____ Date _____

Annual Inspection: _____ Section Commander _____ Date _____



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
ENDORSEMENT SHEET

First Quarter Inspection: _____
Unit Commander Date

Second Quarter Inspection: _____
Unit Commander Date

Third Quarter Inspection: _____
Unit Commander Date

Fourth Quarter Inspection: *MJ SAH 1844* _____
Unit Commander *11/28/17*
Date

Annual Inspection: _____
Section Commander Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: All Community Relations Section Personnel

These Standard Operating Procedures are established to provide guidelines for the effective management and efficient operation of the Community Relations Section.

Procedures incorporated into these Standard Operating Procedures are not meant to supersede, but to supplement published Departmental Orders and Administrative Directives. Conflicts between documents will be resolved by the Section Commander of the Community Relations Section.

Personnel assigned to this Community Relations Section are required to read and abide by procedures as set forth by the undersigned.

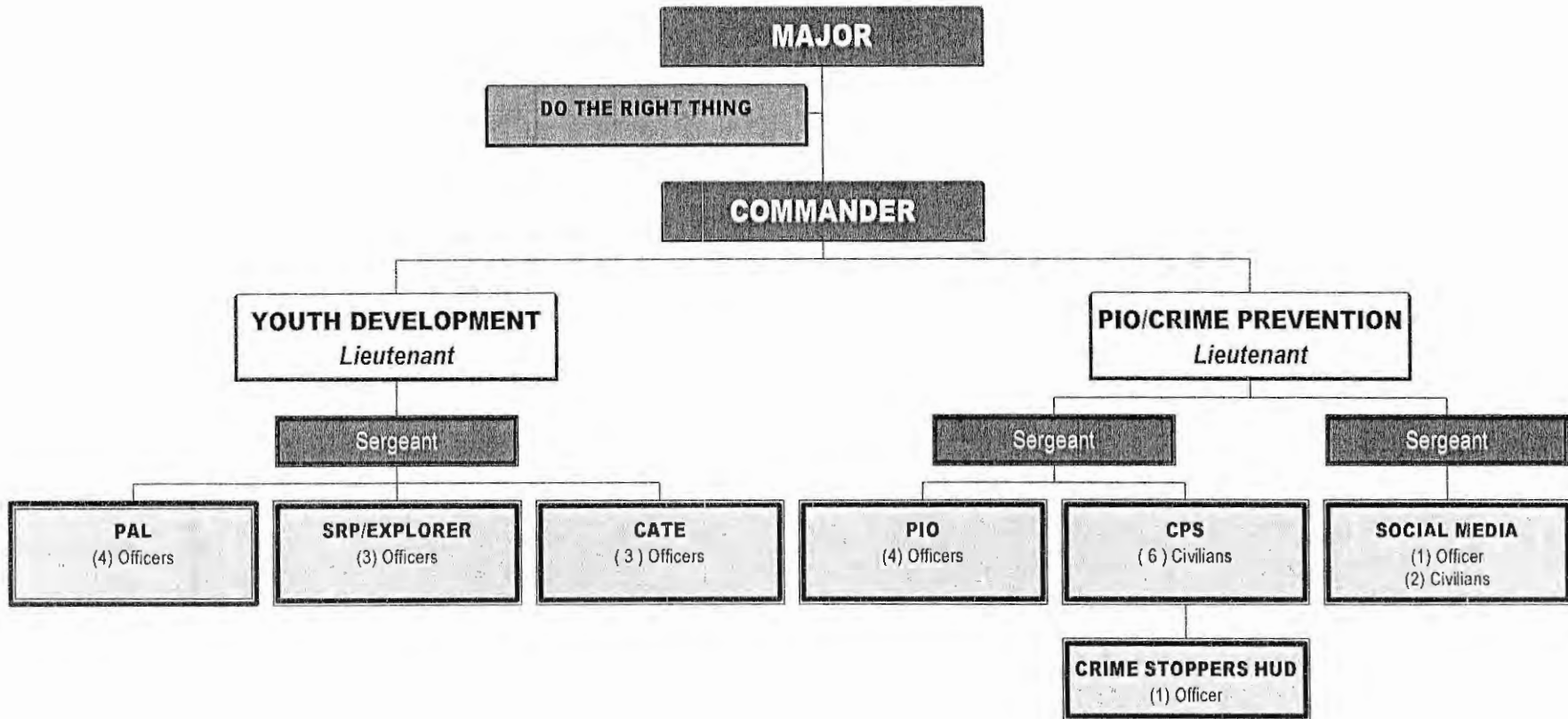
Commander
Community Relations Section

8/4/16

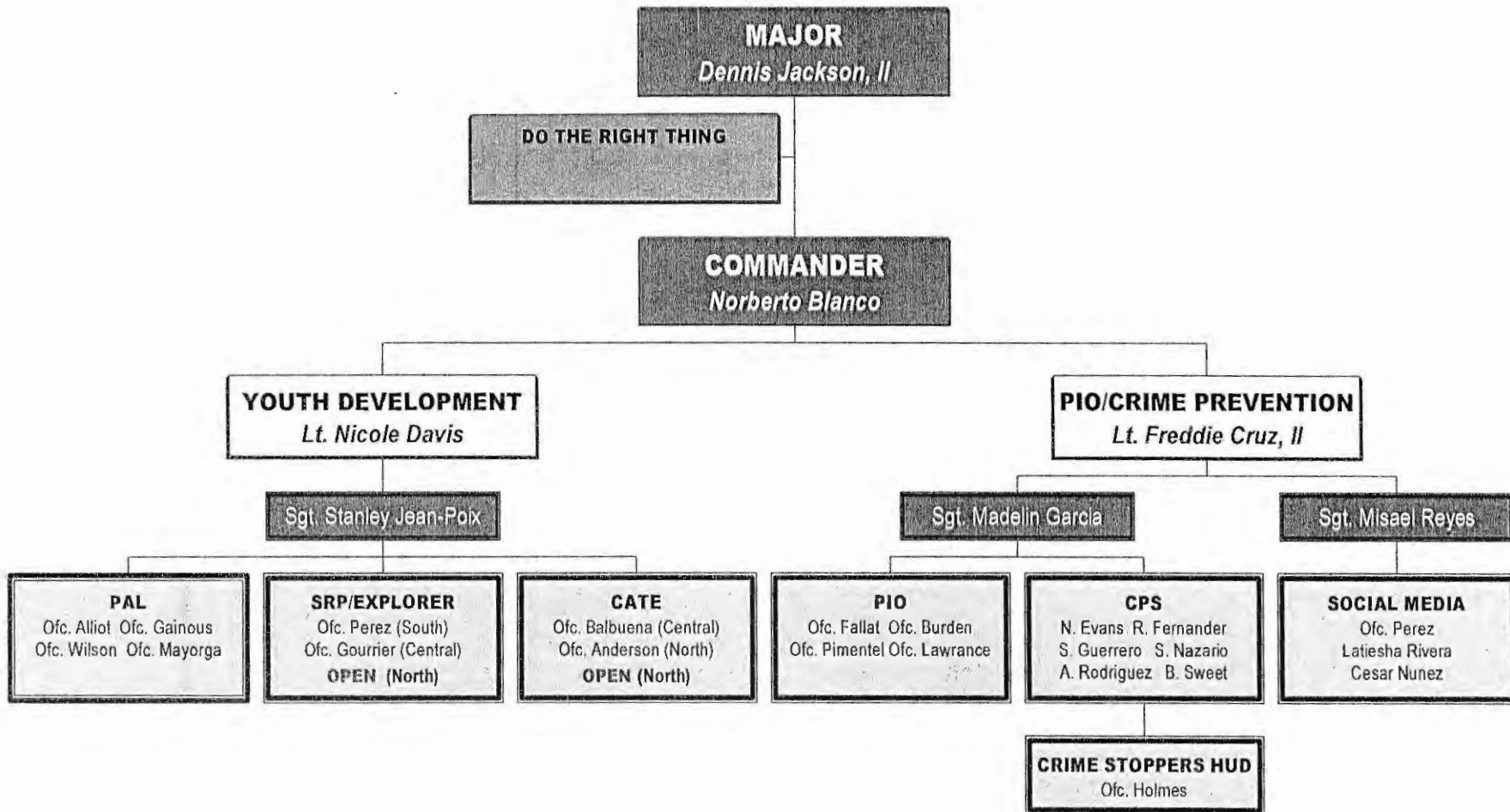
Effective Date



COMMUNITY RELATIONS/PIO SECTION



COMMUNITY RELATIONS/PIO SECTION



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION

STANDARD OPERATING PROCEDURES

MISSION, GOALS AND OBJECTIVES

MISSION

To improve the effectiveness of the Miami Police Department by facilitation a cooperative effort between the Police Department and the community through enhancement of Departmental and Citywide programs, projects and services.

GOALS

To engage in qualitative activities and actions to effectively and positively promote the overall mission of the Miami Police Department.

OBJECTIVES

To be actively involved in the coordination, planning, development, implementation, evaluation and follow-up of specific projects, programs and related services that will foster and nurture effective police-community partnerships.

Commander
Community Relations Section

8/4/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
DUTY HOURS AND DRESS

Daily Assignments: The Section Commander is responsible for adjusting assignments, working hours, etc., to provide maximum personnel utilization and coverage for all assignments.

Projected Work Schedules: On the last day of each week, personnel will prepare a projected weekly work schedule for the following week. Schedules should reflect all personnel names, I.D. numbers, duty hours, and "E" days. The schedule should be submitted in draft form to the Community Relations Section Commander.

Dress: Uniform Officers will comply with Departmental Orders regarding uniforms. Uniform Officers may wear plainclothes for special assignments, upon approval of the Commander of Community Relations Section. Officers assigned plain-clothes duties will wear clothing appropriate for their job requirements and will comply with Departmental Orders.

Civilian personnel will dress in accordance with contemporary businesslike apparel. Dress will be in accordance with existing Departmental Orders relative to dress requirements. Any deviation, must have prior approval of the Section Commander of Community Relations Section.

Commander
Community Relations Section

8/2/14

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

Purpose: To ensure that there is a chain of command structure in place when the, Section Commander, Commanding Officer or Sergeant are not working during their regular schedules.

Scope: This S.O.P. delineates the responsibility of the Section Commander, Commanding Officer and Sergeants.

Section Commander - Responsibilities for the overall working of the Community Relations Section's operational and administrative functions. The Section Commander reports to the Chief of Police

Commanding Officer - Assist the Section Commander with the functions of the Community Relations Section. The Commanding Officer shall also perform any other duties deemed necessary as well as attending meetings and other gatherings. The Commanding Officer will ensure completion and authorization of administrative task, identify goals and objectives for the Section, coordinate and direct activities of the personnel, ensure written correspondence is within departmental guidelines, ensure daily, weekly and monthly reports are properly prepared and submitted in a timely meeting, coordinate monthly meetings with the crime stoppers representative to ensure tips and leads are

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: DUTIES AND RESPONSIBILITIES OF MEMBERS
(Continuation)

properly followed up and documented. The Commanding Officer reports to the Section Commander of the Community Relations Section.

Supervisor - Responsible for the overall working of his/her assigned details. The supervisor insures compliance with operational administrative requirements and the proper functioning of his/her assigned duties. The supervisor reports to the Commanding Officer.

Police Officer - Responsible for carrying out all assignments given by the supervisor or commanding officer. Police officers are responsible for knowing all written and verbal directives as they apply to their position.

Crime Prevention Specialist - Responsible for carrying out assignment given by Supervisors. Crime Prevention Specialists are responsible for knowing all written and verbal directives as they apply to their position and the mission of the Section. The Crime Prevention Specialists report to the supervisor of the Community Development Unit.

Administrative Aide I - Responsible for handling all duties and responsibilities as they apply to their position. The Section Commander may assign additional duties and responsibilities. The Administrative Aide I reports to the Commanding Officer.

Typist Clerk III - Responsible for handling all duties and responsibilities as they apply to the position. The Typist Clerk III reports to the Administrative Aide I.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
PROGRAMS

Details of the Community Relations Section will strive to develop and implement projects and programs, which enhance their areas of responsibility.

All members of the Section will shoulder the responsibility of cooperating in major projects and programs. All programs and projects require the approval of the Section Commander prior to implementation.

Commander
Community Relations Section

8/2/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
UNIT POLICIES

Community Relations Section policy is to establish a liaison between the department and the community it serves. Through specialized projects/programs, the Section will reach various segments of the community.

Commander
Community Relations Section

8/2/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: **MANAGEMENT RESPONSIBILITY**

PURPOSE: To identify the general framework necessary to achieve effective management of the Community Relations Section.

SCOPE: Community Relations Section Commander, Commanding Officer, Supervisor, Sworn and Civilian Personnel are considered to be selected professionals responsible for applying modern management and techniques to guide the daily activities of the Community Relations Section towards its goals.

- I. Responsibilities
 - A. Command and supervisory personnel are expected to reflect a positive awareness of importance of the Section's activities relative to the success of all police efforts.
 - B. Daily activities will be guided by the "Code of Ethics."

Commander
Community Relations Section

Effective Date 8/2/16



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

- C. Authority will be exercised with reason and discretion, but standing orders, laws, etc., will not be abridged.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: VACATIONS

PURPOSE: To provide maximum service and availability of personnel

SCOPE: Annual vacation leave is a very important employee benefit. Every effort should be made to grant an employee's request for vacation. However, the section's operational requirements are equally as important. Command and supervisory personnel must strive to balance the two.

- I. Vacations - All personnel will ensure that they conform to S.O.P guidelines, so no shortage of personnel exists at any time.
 - A. Vacation requests must be submitted by members to the Section Commander no later than December 15th of each calendar year if individual preference is to be considered.
 - B. Vacations will be scheduled based on:

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

1. Seniority in rank.
 2. Seniority in the department.
- C. In the event that the Unit is composed of twelve (12) or less persons, the rule of 1/12 per month will be employed allowing for one (1) person to be on vacation per month.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: OPERATING PROCEDURES

PURPOSE: To provide guidelines aside from normal duty hours for the Community Relations Section. (e.g. City holiday, earned overtime, court subpoenas, "I" time and jury duty)

SCOPE: All Section employees will adhere to the following:

- I. Time Guidelines
- A. City Holidays - All Community Relations Section personnel will follow the current collective bargaining agreement. Schedules may be adjusted to accomplish the Section's mission for the Miami Police Department. No employee will adjust their "E" day to gain benefits for City Holiday.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 3

(Continuation)

- B. Regular Assignment Overtime - When a member of this Section, because of a late arrest, completion of reports, etc., finds himself/herself approaching an overtime situation, the Section Commander must be notified immediately through channels. The Commanding Officer will decide if the overtime is necessary and approved it. Overtime will not be approved for any member submitting an overtime slip without prior knowledge/approval from the Section Commander.
- C. Court Subpoenas-
1. It will be the responsibility of all sworn members of this Section to check the subpoena log daily.
 2. The Supervisor will check their subpoena logs daily so that they may be aware of necessary schedule/hour changes, possible overtime, vacations, etc.
 3. Vacation schedules shall be forwarded to Court Liaison as outlined in the Departmental Orders.
- D. Jury Duty-
- Non-sworn employees receiving a subpoena for jury duty shall adhere to the following:
1. If chosen to serve as juror, the employee shall be carried "J" each day served.
 2. A daily contact with Court Liaison advising them of your arrival at court.
- Sworn personnel are precluded from serving as a juror in both criminal and civil cases pursuant to Florida Statute. When sworn personnel received notification to report for jury duty, they will contact a Court Liaison Supervisor advising of the notice and request their assistance in getting excused.
- E. "I" Time-
- All Supervisors of the Community Relations Section shall make a home visit to their personnel who call in "I" after three (3) days within a six (6) month period. All subsequent "I" days will require a home visit unless unusual circumstances prevail (extended "I" or "D"). Then a phone contact may suffice unless otherwise directed by the Commanding Officer or designee.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATION PROCEDURES

S.O.P. 4

SUBJECT: UNIT VEHICLE KEY CONTROL

PURPOSE: Accountability and Control

SCOPE: It will be the responsibility of the Commanding Officer and the P.A.L. Sergeant to maintain all Section keys (Office and vehicles).

- I. Control Measures
 - A. Each Section member will be assigned a key to the Section.
 - B. When personnel are no longer a member of the Community Relations Section, all assigned keys will be returned to the Commanding Officer or designee.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 4

(Continuation)

- C. All Section vehicle keys will be kept in the lock box located inside the equipment room, or in the Commanding Officer's office.
- D. Every time a Section member removes keys from the lock box, such member shall sign the "Vehicle Sign-out sheet."
- E. All Section members who sign-out a vehicle must sign the keys in and return them to the locked box before the end of their tour of duty.
- F. Under no circumstances will anyone park the vans from the Community Relations Section on the top level of the parking garage.
- G. Section vehicles will not be taken out of the City without completing a Travel on City Business Form.
- H. All vans will be properly parked.
- I. No member of the Section will possess spare keys.
- J. No Section vehicle will be taken home.
- K. Section vehicle will be used **only** during a member's tour of duty.
NO EXCEPTIONS

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: OFFICE KEY CONTROL

PURPOSE: Accountability and Control

SCOPE: It will be the responsibility of the Section Supervisor to maintain all spare keys to desks, offices, files, etc.

- I. Control Measures
 - A. The Commanding Officer shall maintain a sign-out log for keys loaned out for other than immediate use.
 - B. All keys shall be maintained in the CRS office.

Commander
Community Relations Section

8/2/14

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: **ASSIGNED SECTION VEHICLES**

PURPOSE: To provide guidelines for the use of Section Vehicles.

SCOPE: Section members are responsible for vehicles assigned to them.

I. Vehicles Responsibilities

A. All members will keep assigned vehicles clean and in mechanical working condition. Those vehicles that need repair should be left at the Motor Pool and a work order completed for correcting all defects. The Commanding Officer will make periodic inspections and submit a report to the Section Commander.

Commander
Community Relations Section

9/2/18

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 6

(Continuation)

- B. Notification of Supervisor - In all cases where an assigned vehicle must be left at the Motor Pool or patrol spare vehicle is issued; the Commanding Officer will be notified.
- C. All assigned drivers have the additional responsibility to ensure that:
 - 1. Under no circumstances will vehicles have less than an half (1/2) tank of gasoline.
 - 2. Vehicles are properly inspected. Prior to use
 - 3. Vehicles are promptly returned to the Motor Pool for their regular maintenance and servicing as mandated by the Fleet Management.
- D. Section vehicles will not be loaned to anyone not assigned to Community Relations Section, without the prior knowledge or approval of the Section Commander

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: FIREARMS QUALIFICATION

PURPOSE: Accountability

SCOPE: All personnel will adhere to the following:

- I. Procedures
 - A. All sworn members of this Section will comply with existing Departmental Orders on firearms qualification.

Commander
Community Relations Section

8/2/16

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: PRIVATE CONTRIBUTIONS

PURPOSE: To establish guidelines whereby Community Relations personnel may accept private contributions of monies, goods, or services toward any project or program officially sponsored by the Community Relations Section and the Miami Police Department.

SCOPE: Many of the projects and programs coordinated by the Community Relations Section are very costly to operate. Since these programs benefit the community as a whole, and not any particular individual or group, contributions from private sources to offset expenses are welcome.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 8

(Continuation)

- I. Authorization for Acceptance
 - A. Without exception, all contributions from private sources must be approved by the Section Commander of the Community Relations Section prior to acceptance.
- II. Forms of Acceptance Contributions
 - A. Financial contribution in the form of a check made payable to the specific project or program. The contributor must be made to understand that the contribution will be used to offset expenses for the project or program, and not toward any specific purchase. A letter, signed by the contributing party, specifying the amount being contributed, must accompany cash contributions.
 - B. Goods may be contributed to any project or program. Some examples of goods that may be contributed are toys, food, supplies necessary to complete a project, equipment, etc.
 - C. Services may also be contributed to any project or program. Some examples of services, which may be contributed, are volunteers, entertainment, catering services, printing, photographic and video services, and other form of professional services necessary to complete a project.
- III. Prohibitions
 - A. Adherence to existing Departmental Orders governing acceptance of gifts or gratuities is a must for all Section personnel.
 - B. All Section personnel are prohibited from accepting contributions for personal gain or enrichment.
 - C. Section personnel are prohibited from making promises or assurances of preferential treatment to potential contributors.
- IV. Procedures
 - A. All financial contributions will be forwarded to the Section Commander of the Community Relations Section immediately upon receipt. These contributions will be deposited into a special account arranged through the Budget Unit. Only the Community Relations Commander will be authorized to make withdrawals from these accounts.

STANDARD OPERATING PROCEDURES: S.O.P. 8

(Continuation)

- B. With prior approval from the Community Relations Section Commander or designee, contributions in the form of goods or services may be utilized as the needs arise.
- V. Projects or Programs
- A. Listed below are some of the projects or programs to which private sources may make contributions. The list is not all-inclusive, and contributions may be accepted for any project or program involving the Community Relations Section.
 - 1. The Police Athletic League
 - 2. National Night Out
 - 3. Open House
 - 4. Children's Holiday Celebration
 - 5. Thanksgiving Giveaway
 - 6. Peace walk and Rally
 - 7. Take Your Children to Work
 - 8. Sponsors Recognition and Volunteer Program
 - 9. Gun Buy Back
 - 10. All programs or projects must be approved by the Section Commander of the Community Relations Section.
 - 11. All contributions will be documented and audited on an annual basis. Any carried over balances will be added to the following year's contributions.
 - 12. An annual report will be submitted to the Chief of Police.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: HURRICANE RESPONSIBILITIES

PURPOSE: To outline specific duties in accordance with the Department's Seven Phase Hurricane Response Plan.

SCOPE: All Community Relations Section personnel will be assigned specific responsibilities during the seven-phase process of a hurricane response.

- I. Unit assignments during phases
 - A. Phase I (48 hours before anticipated landfall)
 - 1. A Commanding Officer will ensure that civilian employees are notified of work assignments during the different response phases.

Commander
Community Relations Section

8/2/13

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

2. The Section Commander will ensure contact is made with Camillus House, the Mission and other social service agencies to ensure that they are making arrangements to transport downtown homeless to safer sites. Community Relations Section personnel will be assigned this responsibility.
 3. The Section Commander will have his/her chain of command advise personnel of assignments during the hurricane response and assignments during mobilization in Phase III.
 4. The person assigned any Community Relations Section responsibilities will notify the E.O.C. Room of the fulfillment of that task.
- B. Phase II (32 hours before anticipated landfall)
1. The Section Commander will ensure that all vehicles under his/her command are fueled and ready for service.
 2. The Section Commander will take the necessary steps to ensure that all essential records and equipment are covered and moved away from windows and doors.
 3. The Section Commander will ensure that the Hurricane Information Line is manned by Section personnel throughout the emergency and publicized through Media Relations.
- C. Phase III (20 hours before anticipated landfall)
1. Upon notification by the E.O.C. personnel will mobilize to Alpha/Bravo with either a Department wide or Field Operations Division specific assignment.
 - a. The First shift called will be allowed to return home approximately eight hours prior to the hurricane/storm to secure their homes and family.
 - b. The second shift will be notified to report to work approximately eight hours before the storm.
 - c. Private vehicles will be parked in City Garage #5 at 270 N.W. 2 Street.

STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

- d. All personnel, unless previously assigned, will report to the assignment table at the Central Station back gate, with the following equipment:
 - 1) Extra set of uniforms/coveralls
 - 2) Rain gear
 - 3) Shoes/sneakers or rubber knee boots
 - 4) Toiletries including towels
 - 5) Any special dietary needs and medications
 - 6) Flashlights
 - 7) Personal protection gear

- D. Phase IV (8 hours before anticipated landfall)
 - 1. The second shift personnel and essential civilian person will report to work at the Central Station, back gate, assignment table, unless previously assigned to a specific report site or detail.
 - 2. Private vehicles will be parked in City Garage #5 at 270 N.W. 2 Street.
 - 3. The First shift personnel will be relieved and sent home. They will be instructed by the E.O.C. when to return, and monitor radio station WIOD/610 AM or call the Hurricane Information Hotline, if operable.
 - 4. The Commanding Officer will ensure all Section vehicles not being used are parked above ground level.

- E. Phase V (hurricane hits landfall)
 - 1. Notify E.O.C. of any emergency situation

- F. Phase VI (Recovery Phase)
 - 1. The Commanding Officer will check equipment and office area for any damage and report to E.O.C.
 - 2. Personnel working during the storm will be relieved unless otherwise advised.

- G. Phase VII (when normalcy is restored)
 - 1. All personnel return to normal working schedules. The Commanding Officer will ensure that Section equipment and furniture are returned to proper places. The Section

STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

Commander will ensure that all damage to equipment and facilities is properly documented and reported.

- II. All personnel assigned to field force will park their private vehicles in City Garage #5 at 270 N.W. 2 St, and report to the Central Station back gate assignment table.
 - A. Department Wide Mobilization
 - 1. Unit personnel will be assigned pursuant to the Miami Police Department's Civil Disorder Plan, Severe Weather and Hurricane Response Plan.
 - B. F.O.D. Mobilization
 - 1. All Section personnel will be assigned pursuant to the Miami Police Department Civil Disorder Plan and Hurricane Response Plan.
- III. Unit Personnel not assigned to mobilization
 - A. Police Officers not specifically assigned to F.O.D. or Departmental Mobilization, or by the Section Commander will report to the Central Station assignment table for duty as Alpha Shift.
 - B. The Section Commander will decide which civilian personnel will be needed during the emergency and assign them Alpha/Bravo in the Community Relations Section. All civilian personnel maybe assigned to the City Rumor Control.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: GENERAL MOBILIZATION

PURPOSE: To provide an organized process for mobilization of section personnel during a civil disturbance, and to ensure that specific responsibilities assigned to the Community Relation Section during a General Mobilization are met.

SCOPE: A General Mobilization is a Department-wide effort in which personnel are assigned specific duties and responsibilities. During such a mobilization, the Community Relations Section is responsible for completing certain specific tasks.

1. General Responsibilities
 - A. Section personnel will be assigned duties and responsibilities in accordance with the most current Miami

Commander
Community Relations Section

9/2/14

Effective Date



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

Police Departmental Civil Disorder Plan, Severe Weather and Hurricane Response Plan.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: RUMOR CONTROL TELEPHONE

PURPOSE: To provide a source of inquiry for citizens regarding rumors impacting on the serenity of the community.

SCOPE: This method provides an avenue from dispelling alarm through accurate information.

- I. Procedures
 - A. All rumor control calls should be made through 311. The rumor control phone is available for answering and clarifying issues regarding specific incidents or situations of concern to the citizens of the City of Miami.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 11

(Continuation)

regarding rumors about specific incidents, situations or concern will be addressed.

1. The rumor control phone is located in the reception area of the Community Relations Section.
2. The rumor control phone has the capability of receiving calls on a 24-hour basis.
3. The receptionist will answer the rumor control phone. Calls are transferred to a Community Relations employee.
4. The "telephone answering system" will be utilized to take messages when the office is not staffed.
5. An employee from the Community Relations Section will be assigned on a weekly basis to monitor and record any message left on the rumor control phone.
6. During periods of unrest or when the need arises, the Community Relations Commander may request to have the rumor control phone staffed on a 24-hour basis.
 - a. The employee assigned to the rumor control phone detail will secure responses for all inquiries. Some inquiries may require research and the caller should be advised that the employee will return the call when the information needed to respond is available.
 - b. The employee will maintain a log of calls received. The information to be included will be:
 - 1) Date and time of inquiry
 - 2) Name and telephone number of caller
 - 3) Nature of the inquiry and/or rumor
 - 4) Source of rumor
 - 5) Response given to the inquiry
 - 6) Whether rumor was founded or unfounded
 - 7) Employees initials and IBM number

Thank you for calling the City of Miami Police Department Rumor Control Desk. This message will be recorded in English, Spanish, and Creole.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: WEEKLY ASSIGNMENT SHEET

PURPOSE: To provide Community Relations Section personnel with guidelines for the completion of the weekly assignment sheet.

SCOPE: To provide for the effective and efficient management of the employee work week.

- I. Assignments
 - A. All members of the Community Relations Section shall maintain and fill out a weekly assignment sheet. This sheet will indicate approximately where and what the employee will be doing during his/her tour of duty.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 12

(Continuation)

- B. This assignment sheet is to be completed and turned in to the Community Relations Section Commanding Officer at the end of the tour of duty.
- C. The assignment sheet should include the address and phone number of any meeting being organized or attended.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: ATTENDING COMMUNITY MEETINGS

PURPOSE: Accountability

SCOPE: When a request is made of any Community Relations Section Personnel to attend any Community Meeting or to conduct any presentation, the following will be adhered to:

- I. Procedures
 - A. Each member will complete a meeting/presentation request form.
 - B. The Meeting/Presentation request form will be forwarded to the Section Commander for approval prior to attendance.

Commander
Community Relations Section

9/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 13

(Continuation)

- C. Any request coming from a N.E.T. Commander or any other Department personnel must be via AVO or Redline Memo (attached to the Meeting/Presentation Request Form).
- D. Under no circumstances will any Section personnel attend any meeting or conduct any presentation during their tour without following the aforementioned procedures and consent from the Section Commander.
- E. Under no circumstances will any Section personnel become part of any committee or board representing the Community Relations Section without written approval from the Section Commander.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 14

SUBJECT: **COMMUNITY INVOLVEMENT DETAIL**

PURPOSE: To enhance police-community partnerships

SCOPE: To coordinate, develop, implement, evaluate, and follow-up on specific projects, programs and related services that help foster and nurture effective community policing.

The Community Involvement Unit is designed to improve the effectiveness of the Miami Police Department by facilitating a cooperative effort between the police department and the community through enhancement of departmental and citywide programs, projects and services.

The overall objective of the Community Involvement Unit is to maintain effective avenues of communication and positive relationships with the citizens of the City of Miami.

Commander
Community Relations Section

8/2/14

Effective Date



City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 16

SUBJECT: CITIZENS ON PATROL

PURPOSE: To provide the Community Relations Section Crime Prevention Specialists with guidelines to administer the Citizens on Patrol Program.

SCOPE: The Citizens on Patrol Program provides concerned citizens with the following opportunities:

- A. To help reduce crime in our city.
- B. To provide a safe, secure environment for all residents.
- C. To assist the Police Department through observation.
- D. To increase cooperation between citizens and law enforcement professionals.
- E. To increase the public presence in the community and unite neighbors in a common purpose.
- F. To increase crime awareness and to educate citizens in crime prevention.

Commander
Community Relations Section

8/2/18

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

- I. Benefits:
 - A. The Citizens on Patrol Program benefits the community through increased security of homes and property, code enforcement, and active citizen involvement, which is an important factor in deterring crime. Citizens on Patrol clearly identified by the program's official shirt, baseball cap, and ID serves as a visible presence in the community, discouraging illegal behavior.
 - B. Citizens on Patrol volunteers are in direct telephone communication with the department, ensuring prompt police response when necessary.
- II. Citizens on Patrol:
 - A. Citizen on Patrol is a person appointed by the Commander of Community Relations Section who has met the designated application, background, and training requirements prescribed for the position. Citizens on Patrol personnel have **NO LAW ENFORCEMENT AUTHORITY OR POWERS.**
- III. Requirements/Selection/Backgrounds:
 - A. Must be eighteen years of age or older
 - B. Must live, work or own a business or property within City of Miami.
 1. Individuals desiring to participate must pass NCIC, FCIC and Miami-Dade County computer checks and cannot have a criminal, conviction in the following areas:
 - a. A felony
 - b. Any misdemeanor of a drug or sex crime nature
 - c. Or any other misdemeanor as determined by the Community Relations Section Commander.

The Community Relations Section Major will reject these applications.
 2. The Community Relations Section Commander will evaluate all applications with convictions to determine participation in the program.
 - C. Must complete six (6) hours of Citizens on Patrol training.

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- a. Overview of the Citizens on Patrol program; Rules and Regulations; Communications; Patrol; Worksheets; Picture ID.
- b. Hurricane Preparedness
- c. Anti-Terrorism
- d. C.P.R./C.E.R.T. (optional)
- e. Ride-along (TBD)

- D. Must participate as a Citizen on Patrol a minimum of sixteen (16) hours per month.
- E. Must attend a four (4) hour refresher training annually.
- F. Must abide by all Citizens on Patrol policies and procedures.

IV. Recruitment of Citizens on Patrol Volunteers:

A. Methods:

- 1. Neighborhood Meetings
- 2. Public Service announcements
- 3. Brochures
- 4. Radio/TV talk shows/neighborhood newsletter
- 5. Citizens on Patrol Volunteers
- 6. Citizens (Area Wide Sub-Councils, Churches)
- 7. Neighborhood Enhancement Team Offices
- 8. Neighborhood Resource Officers
- 9. C.O.P. Board of Directors
- 10. Miami Police Department Personnel
- 11. Crime Prevention Specialist

V. Training:

All Citizens on Patrol volunteers will attend a training program conducted by the Coordinator/Crime Prevention Specialist in the Community Relations Section. The program will consist of classroom and practical exercises. There will be two annual academy's one held in March (spring) and September (fall).

- A. N.E.T. Crime Prevention Specialists should utilize the C.O.P.'s for all special events taking place within their N.E.T. Service Areas: i.e. Coconut Grove Arts Festival, New Years Eve Parade, Three Kings Parade, and Martin Luther King Parade, etc. All requests must have prior approval of the Commander of Community Relations Section or his/her designee.

STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

- VI. Organization of the Miami Police Department's Citizen on Patrol:
- A. The Citizens on Patrol will be comprised of volunteers who wish to avail themselves of this program in an attempt to reduce criminal activity and improve the quality of life within their respective neighborhoods.
- B. The Citizens on Patrol program shall be administered and monitored by the Crime Prevention Specialist.
1. Crime Prevention Specialist Administrative requirements:
- a. Send out memos to Staff, Communications Section, and Training Unit at least a month prior to the class, unless otherwise approved by the Commander.
 - b. Open new folder and create files for all related documents with labels for each C.O.P. training class (to be kept in Community Relations and made available for inspection at any given time within reasonable working hours).
 - c. All applicants files must include the following blank forms: City of Miami I.D. Card application, Citizens on Patrol volunteer agreement release and risk assumption (including incidental ride along) request for permission to train with the Miami Police Department and hold harmless agreement, and program evaluation (all forms must be filled out and explained at the beginning of the class on the day of training)
 - e. A copy of driver's license or other I.D. will be made and placed in the volunteers file.
 - f. The Coordinator/Crime Prevention Specialist will prepare a sign-in sheet for the day of training class for volunteers.
 - g. Complete flyer announcing class (at least thirty (30) days prior to class)

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- h. E-mail class announcements to all N.E.T. Commanders and N.R.O.'s.
- i. Review applications for completeness fill out criminal history request and submit to C.I.S. for background checks.
- j. Review background checks before applicants can attend the class.

C. Rank Structure

- 1. Chief of Police
- 2. Deputy Chief, Chief of Operations
- 3. Community Relations Commander
- 4. Crime Prevention Specialist
- 5. C.O.P. Captain/Board Members
- 6. Citizens on Patrol Volunteer

VII. Rules of Conduct/Procedures:

- A. C.O.P.'s are prohibited from representing themselves as Police Officers. It is illegal.
- B. Confrontation, questioning, and detention are police functions and must be left to sworn Police Officers.
- C. Citizen on Patrol Volunteers, are encouraged to greet the public and talk with them in a friendly and helpful manner. Help citizens if they need assistance and explain your role as a volunteer. C.O.P.'s are encouraged to pass along crime prevention information.
- D. Citizens on Patrol must back away from the situation and summon a Police Officer.
- E. Citizens on Patrol must stay in public view while on duty.
- F. C.O.P.'s must avoid inappropriate gestures, comments and conversations.
- G. C.O.P.'s obey all laws and ordinances.
- H. C.O.P.'s job as a volunteer is to **observe, communicate, and provide** invaluable services to the Miami Police Department and your Community.

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- I. **NO WEAPONS OF ANY KIND** will be carried by any volunteer while on duty or in any Miami Police Department facility. Any member of the program that is found in possession of any weapon; (gun/shotgun/rifle, knife, handcuff, and/or asp baton) will be **terminated** from the program. This also applies to a person who may have a Florida Concealed Firearms permit.
- J. No cameras, portable radios, tape recorders or any other recording device will be allowed.
- K. No member shall possess a blue or amber light in the vehicle for no reason whatsoever. Anyone found with possession of such lights shall be terminated/arrested from the program.
- L. No drugs or alcohol may be consumed prior to and during patrols. Volunteers taking prescription medication shall notify the Crime Prevention Specialist prior to their tour of duty.
- M. Volunteers will not chase, pursue, or apprehend anyone at any time.
- N. Volunteers will not report traffic violations unless their life is threatened.
- O. All paperwork will be turned in to the Group Captain or designee at the end of the month.
- P. Volunteers will remain within the boundaries of their N.E.T. Service area. The only exception will be when there is a special assignment and subject to approval by Commander or designee.
- Q. Volunteers will not interfere with the actions of sworn police officers or any other law enforcement officer. C.O.P.'s are not to shadow an Officer in the middle of a crime or crime scene.
- R. Volunteers will not enforce the rules and/or regulations of any condominium or homeowners' association in their role as a Citizen on Patrol. The Commander or designee will be made aware of beforehand of a tie between the C.O.P. program and the association.
- S. Volunteers will not contact the Miami Police Department at the request of a neighbor or other person unless a crime is

STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

being committed or an emergency exists. The C.O.P. will give the contact numbers of the agency he/she needs to contact.

- T. Volunteers will obey all instructions, orders, or commands given to them by Commander, Police Officer, Crime Prevention Specialist or designee while participating in the program.

VIII. Duties of Volunteers:

- A. C.O.P.'s will talk with the Group Captain about patrol assignments to get any information needed (area, special attention, events, and potential problems).
- B. C.O.P.'s will meet with their Crime Prevention Specialists, Neighborhood Resource Officers and other area officers to exchange information; i.e observations/concerns. If a concern arises, the C.O.P. needs to make contact with the Crime Prevention Specialist, and the C.P.S. will then fill out a tip-sheet for tracking purposes.
- C. C.O.P.'s will ensure that proper attire is worn at all times and that all necessary equipment is up to date. A tucked in C.O.P. Volunteer shirt, dark blue or black shirt will be used while on patrol. I.D. will also need to be in worn or in their possession for safety reasons.
- D. C.O.P. volunteers will decide what roles each member of the team will take when patrolling.
- E. It is encouraged for their safety that C.O.P.'s remain with their partner at all times.
- F. C.O.P.'s will vary their route, talk with people, and show an interest in their community.
- G. C.O.P.'s will stay in public areas/streets/parks/facilities open to the public and in public view. Volunteers will not hide in alleys, or unlit areas which may be concern for themselves or others. These dark areas will be reported to the Crime Prevention Specialist and/or the N.E.T. administrator.
- H. C.O.P.'s will be respectful if entering businesses.
- I. C.O.P.'s will know where they are, and what's go on around at all times.

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- J. C.O.P.'s are the **eyes and ears** of the police department and will record all activities and helpful information.
- K. C.O.P.'s will ensure that standard formats are followed for taking down descriptions and reporting these descriptions. This information is taught in the training class.
- L. C.O.P.'s will stay with the victims, keeping them calm, observing, and reporting unless otherwise informed.
- M. C.O.P.'s will contact the Miami Police Department via the Miami Police Line at (305) 579-6111 for non-emergency or 911 when there is a life or death situation.
- N. C.O.P.'s may immediately gather information if a crime occurs, **without** hindering the crime scene. They will not touch potential evidence or walk on the crime scene. They will help secure area for the Officers. Direction will then be given by Officers on the scene. If a C.O.P. has been a witness in a crime, contact needs to be made to the Sergeant in charge on the scene.
- P. Refer neighborhood eyesores (graffiti, garbage, abandoned cars abandoned houses, zoning issues, etc.) to the N.E.T. Service Area via service request form or by calling 311 or your respective Crime Prevention Specialist.
- Q. C.O.P.'s will provide citizens with informational materials on crime prevention and service area issues. If they do not know the information, they will make contact with the Crime Prevention Specialist.
- R. C.O.P.'s will assist the Miami Police Department in the staffing of major events such as marches, parades and rallies. Uniforms will be neatly worn.
- S. C.O.P.'s may participate in crime prevention presentations at area schools and neighborhood homeowners' meeting after contacting the Crime Prevention Specialist.
- T. C.O.P.'s may participate in neighborhood clean-ups.
- U. C.O.P.'s may participate in neighborhood sweeps such as Drivers License/DUI checks. Prior approval is needed

STANDARD OPERATING PROCEDURES: S.O.P. 16
(Continuation)

from the Community Relations Commander or Crime Prevention Specialist.

- V. C.O.P.'s may assist police personnel with completing forms when authorized.

IX. Communications:

- A. Communications equipment will be acquired by each group through donations, grants, fund raisers and/or provided by the Police Department.

B. M.P.D. Communications Unit Section

1. M.P.D. Communications personnel have been briefed on the Citizens on Patrol Program however they are not expected to have detailed knowledge of the C.O.P Program.

2. When contacting M.P.D. Communications identify yourself as follows:

a. "This is a Citizens on Patrol from N.E.T. Area - Little Havana/Little Haiti/etc.

b. My name is XXXXX

c. I am calling from location and the telephone number that I am calling from is XXX-XXX-XXXX.

d. I am reporting XXXX

g. The description of the person(s) and/vehicle is XXXX.

3. Cautionary note: Depend on your cellular phone to contact M.P.D. Communications.

C. Reporting

1. Suspicious activities, traffic accidents, burglar alarms, street violence, domestic violence observed, tag checks, etc. and similar non-life threatening situations encountered will be reported by telephoning Miami Police Department's Communication Section (305) 579-6111.

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

2. Serious crimes in progress, display and/or use of deadly force such as guns and knives, life threatening emergencies, fires, rescue/ambulance requests, etc. will be telephoned in to 911. Ensure you are speaking to the City of Miami Police Department.

D. Procedures

1. C.O.P.'s will carry their cellular phones before leaving on foot patrol. They will make sure their uniforms and ID's will be worn.
2. C.O.P.'s will contact the Crime Prevention Specialist in their area. Time, location, activity (walking, event, and activity) and approximately how long patrolling will last.
3. Upon completion of their patrol assignment, contact will be made to the Crime Prevention Specialist and general conditions of the area will be asked.

E. C.O.P Volunteer Emergencies

1. If a C.O.P. finds themselves at risk, their first duty is to back away from the situation otherwise the C.O.P. and/or others will also be at risk.
2. If it is not possible to back away or withdraw, or injured the C.O.P. will call 911 and give details of what occurred.

X. Identification Cards:

- A. All Citizens on Patrol volunteers will wear the assigned identification card, while working in their assigned duties and while within the City of Miami Police Department facility.
- B. The identification card shall be displayed on the left breast collar.
- C. The identification card shall not be displayed except in the course of the volunteer's official duties. **UNAUTHORIZED OR IMPROPER DISPLAY WILL RESULT IN TERMINATION FROM THE PROGRAM.**

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- D. If an identification card is lost the volunteer shall immediately file a lost/missing report with the Police Department wherever the last location was and will also notify the Crime Prevention Specialist. Normal policy and procedures for reporting the loss of equipment shall apply.
- XI. Uniforms:
- A. All Citizens on Patrol shall wear the designated uniform while on duty or attending official functions. The uniform shall not be worn in any other circumstance.
 - B. The uniform shall consist of the issued shirt with the Citizens on Patrol logo, the issued dark baseball cap (if available) with the Citizens on Patrol logo in the front.
 - C. Uniforms shall be laundered, pressed, and maintained by the volunteer.
- XII. Personal vehicles:
- No vehicles will be used to perform C.O.P. patrolling.
- XIII. Leave of Absence:
- A. Citizens on Patrol Volunteers may be granted a leave of absence upon request and approval of the Community Relations Section Commander. The Crime Prevention Specialist will also need to know.
- XIV. Board of Directors:
- A. The Chief of Police and the Commander of the Community Relations Section reserves the right to create a Board of Directors for the Citizens on Patrol Program.
 - B. Composition:
 - 1. Chairman (Elected by C.O.P. Board of Directors).
 - 2. One Group Captain from each N.E.T. Service Area that has an operational C.O.P. program (elected by each C.O.P. group).
 - 3. Commander of Community Relations Section or C.O.P. Coordinator designee.

STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

4. Up to two non-voting observers from each C.O.P. N.E.T. Service Area.

C. Responsibilities

1. Attend monthly meetings to review program activities.
2. Review all C.O.P. Volunteer applications presented to the Board of Directors.
3. Attend quarterly meetings and special called meetings.
4. Review and approve policy: forward procedural recommendations to the Chief of Police, create and maintain by-laws and rules of conduct.
5. Recommend goals and objectives for the program.
6. Select outstanding C.O.P. or the month.
7. Review complaints and take appropriate correctional actions, up to and including recommending removal of a volunteer from the program.
9. Sending of training report.

D. Term of Office for the Board of Directors

1. One year, from July 1 to June 30.

XVII. Reports:

- A. Monthly Citizens on Patrol monthly activity is to be recorded and turned in to the Crime Prevention Specialist on a monthly basis.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: **CITIZENS POLICE ACADEMY**

PURPOSE: To provide the Community Relations Section with guidelines to administer the Citizens' Police Academy Program.

SCOPE: The Citizens' Police Academy provides concerned citizens with the following opportunities.

- A. The Citizen's Police Academy provided members of the community with the opportunity to gain specific knowledge about the workings of the Miami Police Department and general insight into the field of Law Enforcement.
- B. The opportunity to gain an appreciation of problems and challenges facing law enforcement.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 17

(Continuation)

- C. The opportunity to be a goodwill ambassador for the Miami Police Department.
- D. There will be two annual academies if needed, one held in March and another in September.

I. Requirements:

To participate in the Citizens' Police Academy, the applicant must have the desire to create a better understanding and communication between the police and the citizens.

A. Application

- 1. Individuals desiring to participate must complete and sign a Citizens' Police Academy application.

B. Computer Check

- 1. Individuals desiring to participate must pass NCIC, FCIC, and Dade County computer Background Check.

C. Qualifications

- 1. Be eighteen years of age or older
- 2. Any citizen who has a sincere interest in the Miami Police Department.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: **CIVILIAN OBSERVER RIDE-ALONG PROGRAM**

PURPOSE: To provide the Community Relations Section with guidelines to administer the Civilian Observer Ride-Along Program.

SCOPE: The Civilian Observer Ride-Along Program provides concerned citizens (over 18 years of age) with an opportunity to observe Patrol (A, B, and C shifts) officers at work by riding with them during their patrol assignments.

I. Requirements

A. Application:

1. Individuals desiring to participate must complete and sign a "Civilian Observer Ride-Along Program Application" (Request to Ride in a Police Vehicle as a Passenger and Observer) and the Hold Harmless Agreement.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 18

(Continuation)

B. Computer Check:

1. Any individual desiring to participate must pass NCIC, FCIC and Miami-Dade County Computer checks, **no exceptions**.

C. Dress Code:

1. Men will be required to wear a long sleeve shirt and tie or Guayabera type shirts will be an option. Females shall dress, in a dress, pantsuit, coordinated pant and blouse or skirt and blouse, which conform to contemporary fashion trends in the business community. Closed shoes will be worn; flip-flops, sandals, tennis shoes or sneakers are not acceptable.

D. Criteria:

1. Individuals desiring to ride must meet one of the following criteria:
 - A. Be an active law enforcement officer from another jurisdiction (must provide department ID.).
 - B. Be a member or employee of an accredited news service (must provide media ID.).
 - C. Be an accredited member of the criminal justice system (must provide judge, lawyer, etc. ID.).
 - D. Be currently enrolled in an accredited program of study directly associated with or aligned with a criminal justice career (must provide student ID and a copy of the syllabus).
 - E. Be involved with an approved program of research that is directly related to police techniques and procedures.
 - F. Be a concerned citizen living within the city limits of Miami (must provide a copy of a utility bill). (Address on driver's license must be within the City of Miami).
 - G. Other legitimate reasons, as determined and approved by the Community Relations Section Commander or designee (request must be in writing).

II. Personal equipment:

- A. The civilian observer will carry "no" weapons of any kind.
- B. No cameras, portable radios, tape recorders or any other recording device will be allowed; exceptions may be made for the news media as determined by the Community Relations Section Commander or designee.

III. Limitations:

- A. The number of times an applicant can request to ride will be closely monitored. Applicants can only ride-along twice in a twelve (12) month

STANDARD OPERATING PROCEDURES: S.O.P. 18

(Continuation)

period. However, there must be a six (6) month gap between one ride-along and another. Applicants will not be allowed to ride-along more than twice in a twelve (12) month period without prior approval from the Community Relation Section Commander.

- IV. Procedures for patrol notifications of assignment:
- A. When the request is approved by the Community Relations Section Commander or designee, the Community Relations Section's secretary will deliver the civilian observer booklet to the staffing office.
 - B. The staffing office will assign the civilian observer to an FTO/Senior Officer (minimum 3 years in patrol, when an FTO is not available.). (The staffing office will try to accommodate the civilian observer's preference of district, shift and date.) The staffing office will add the civilian observer to the p-sheet.
 - C. The staffing office will complete and sign the box in the lower right hand corner of the civilian observer booklet and return the booklet to the Community Relations Section.
 - D. The Community Relations Section's secretary will "tickle" the civilian observer booklet to the appropriate district. The district Major will forward the civilian observer booklet to the appropriate shift within his/her district. (If the district Major cannot accommodate the request, the booklet will be returned to the Community Relations Section with an A.V.O. with a brief explanation.)
 - E. The early sergeant of the shift the civilian observer will be participating in the ride-along will review the civilian observer booklet, greet the civilian observer and introduce him/her to the FTO/Senior Officer. The early sergeant will give the civilian observer booklet to the FTO/Senior Officer. **(The civilian observer booklet will not be taken outside the station. No exceptions.)**
 - F. The FTO/Senior Officer will read, sign and explain pages 3 and 4 (**guidelines**) of the civilian observer booklet to the civilian observer and ascertain that he/she and the civilian observer sign pages 3 and 4 **prior to the beginning of the ride-along.**
 - G. The FTO/Senior Officer will return the civilian observer booklet to his/her NET Sergeant or (if not available), to another NET Sergeant for review. **(Prior to the beginning of the ride along.)**
 - H. The NET Sergeant will review the civilian observer booklet for appropriate signatures on pages 3 and 4 "Guidelines". He/she will sign the civilian observer booklet and forward it to the Deputy NET Commander (Field Duty Lieutenant), etc.
 - I.

STANDARD OPERATING PROCEDURES: S.O.P. 18

(Continuation)

- J. Upon the district major reviewing and signing the civilian observer booklet the booklet will be returned to the Community Relations Section.
 - K. Upon the civilian observer booklet arriving at the Community Relations Section, the secretary will attach the record check and copies of any other document to the booklet and file in the Community Relations files.
- V. Arranging Ride-Along Request:
- A. The citizen requesting a ride-along will complete a "Civilian Observer Ride-Along Program Application". (Request to ride in a police vehicle as a passenger and observer)
 - B. A representative from the Community Relations Section will witness the applicant's signature on the Civilian Observer Ride-Along Program Application and on the Hold Harmless Agreement (pages 1 & 2 of booklet). The Community Relations Section representative will provide the applicant with a copy of pages 1 & 2 of the booklet.
 - C. The Community Relations Section representative will make a copy of the applicant's driver license and any other required document (i.e. utility bill, syllabus, etc.).
 - D. The Community Relations Section supervisor **must** attach a complete computer check printout, from C.I.S. /24 hour desk (NCIC, FCIC and Miami-Dade County).
 - E. The Community Relations Section supervisor will forward entire package/booklet to the Community Relations Section Commander or designee for approval/signature.
- VI. Required forms must be on file:
- A. Civilian Observer Ride-Along Program Application Booklet
 - 1. Application
 - 2. Hold harmless agreement
 - 3. Program guidelines
 - 4. Emergency contact information.
 - B. Record's check print out.
 - C. Copy of driver's license.
 - D. Copies of any other required documents
 - 1. Student I.D.
 - 2. Student syllabus.
 - 3. Media I.D.

STANDARD OPERATING PROCEDURES: S.O.P. 18

(Continuation)

4. Utility bill
5. Criminal Justice I.D.
6. Law Enforcement I.D.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 19

SUBJECT: CITIZEN VOLUNTEER PROGRAM (C.V.P.)

PURPOSE: To establish guidelines in the management and administration of the Citizen Volunteer Program

SCOPE: The Citizen Volunteer Program provided interested citizens with the opportunity to:

1. Broaden their knowledge of law enforcement functions.
2. Enhance their job skills and experience.
3. Become involved as a concerned citizen in the process of law enforcement and crime prevention.
4. Expand their scope of public contacts through meeting new people.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 19

(Continuation)

Join a community-police partnership, by contributing time, talent, and enthusiasm to the Department will better serve the needs of our city and the residents.

I. Benefits:

- A. Facing continuous budgetary constraints and shrinking manpower, the Citizen Volunteer Program will bring additional manpower to the various units of the department, thereby facilitating quality delivery of essential services to the community. Interested citizens can derive pleasure in becoming a part of a program that helps to improve the quality of life for all in the community.

II. Requirements:**A. Participants in the program must:**

1. Be willing to get involved with the program
2. Have a strong desire and personal interest in donating time and energy to the Miami Police Department.
3. Be 16 years of age or older.
4. Live, work, attend school, own business or property in the City of Miami.
5. Complete an application and pass a background check.
6. Complete the 3-hour orientation program.
7. Sign a work agreement.
8. Participate as a volunteer for a minimum of 8 hours per month.

B. Application:

All individuals desiring to participate in the program must complete and sign a Citizen Volunteer Program application and Volunteer Interest Form.

C. Screening Process:

1. All applicants must pass a criminal background and record check.
2. Employment history and personal references of every applicant must be verified. Additionally, all applicants must attend a mandatory orientation session.

STANDARD OPERATING PROCEDURES: S.O.P. 19

(Continuation)

D. Identification:

1. All applicants who have been accepted into the program will be issued a C.V.P. identification card, which must be visibly worn during their duty hours.

E. Dress Code:

1. All participants in the program are expected to dress in accordance with the dress code of the particular section, unit or detail, where they are assigned.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 20

SUBJECT: **GUIDELINES FOR CRIME WATCH PROGRAMS**

PURPOSE: The purpose of this directive is to establish guidelines for the operation of the Department's Neighborhood and Business Crime Watch program. The Community Relations Sections Crime Prevention Specialists are highly trained Crime Prevention Practitioners who have successfully completed a series of comprehensive crime prevention courses.

SCOPE: To earn the **Florida Crime Prevention Practitioner Designation**, a participant must successfully complete three courses of instruction offered through Florida Crime Prevention Training Institute (FCPTI) within a period of five consecutive years. The curriculum includes forty hours of instruction in each of the following courses:

- **Basic Crime Prevention:** The Crime Prevention Practitioners are taught how to set up a crime prevention program, obtain funding and maintain an effective program, marketing and media relations;



 Commander
 Community Relations Section

01-31-19

 Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 20

(Continuation)

- **Crime Prevention Residential Applications:** Instruction is provided in neighborhood watch, residential security, selection of security equipment, and the elements of security surveys for home protection; and
- **Crime Prevention Commercial Applications:** Instruction is given in access control, loss prevention, credit card and bank fraud, commercial security equipment, and business security surveys.

By developing programs that increase the community's understanding of the activities and the role of its law enforcement agency, the department can increase public confidence. The overall result of these actions and programs will be improved performance on the part of the agency. Proactive crime prevention and community relations programs are effective tools that build strong community bonds.

SET UP NEIGHBORHOOD CRIME WATCH:

It is the policy of the Miami Police Department to develop residential and business crime watch programs in all NET areas. The purpose of the program is to organize various neighborhood residents and businesses into a coordinated association designed to enhance the residents' awareness of local crime and boost their efforts to suppress criminal activity. When setting up a crime watch program, the Crime Prevention Specialist or others trained as Crime Prevention Practitioners shall:

- Communicate to residents how Neighborhood/Business' Crime Watch works through presentations by the Community Relations Section crime prevention specialists or others who have successfully completed a series of comprehensive crime prevention courses. Information will be distributed through flyers to homeowners' associations and other outlets.
- Organize neighborhoods of single family homes, gated communities, apartment complexes, and business corridors in the City of Miami.
- Identify a Neighborhood Crime Watch Chairperson and organize the first meeting. During the meeting the Crime Prevention Practitioners will provide instruction on neighborhood watch, residential security, selection of security equipment, and the elements of security surveys for home and business protection.
- The Neighborhood Crime Watch Chairperson and the Crime Prevention Practitioners will establish a telephone chain of all participants.
- Citizens' Crime Watch signs will be placed at key entrances of the neighborhood or business indicating an active Neighborhood Watch group.
- Once the Citizens' Crime Watch is established, the designated Chairperson will meet monthly with the crime prevention specialists to report their progress.

STANDARD OPERATING PROCEDURES: S.O.P. 20

(Continuation)

Monthly meetings will be held at designated areas within the respective NETs and will be coordinated by the Crime Prevention Specialist Detail.

RESPONSIBILITIES:

- A. Target, organize and establish crime watch programs by crime type and geographic area and on the basis of an analysis of crime data provided by the Crime Analysis Unit.
- B. Teach residents and business owners techniques to reduce the risk of being a victim in their home or business.
- C. Train crime watch participants on the importance of recognizing suspicious activities, how to record the activities, evaluate suspicious activities and proper reporting procedures (**911 or 305-579-6111**), **Crime Stoppers (305- 471-TIPS)**.
- D. Target and develop programs designed to address community perceptions or misperceptions of crime to better educate the public of crime and its effects on the community.

The Community Relations Section has specific responsibilities to achieve its goal of crime prevention.

- 1. Establish community and crime watch groups where needed.
- 2. Canvass neighborhoods or business corridors to distribute pamphlets, fliers, and newsletters on public and private safety. Establish email and telephone chains and other means of communication.
- 3. Maintain close liaison with interested community and business groups in an attempt to incorporate the interest of those in the community in planning new crime prevention programs.
- 4. Publicize agency objectives, problems, and successes.
- 5. Convey information transmitted from citizens and business crime watch groups to the agency.
- 6. Conduct interviews with citizen representatives; interviews will be conducted through surveys.
- 7. Maintain and create new programs to enhance citizens' awareness.
- 8. To achieve its goals, the Community Relations Section has established a variety of priority crime prevention programs designed to inform and educate the public on the impact of crime and how it can be prevented. Those programs include, but are not limited to, the following:

CRIME PREVENTION PROGRAMS:

- 1. Neighborhood and Business Crime Watch
- 2. Residential and Business security surveys
- 3. Crimes against the Elderly
- 4. Sexual Assault Prevention

STANDARD OPERATING PROCEDURES: S.O.P. 20
(Continuation)

5. Drug Awareness
 6. Bicycle Safety programs
 7. Child Abuse Awareness
 8. Identity theft
- A. The Community Relations Section Commander will provide the Chief of Police or his/her designee with the goals and objectives of the Crime Watch Program.
- B. The crime prevention specialist will submit a monthly report to the Community Relations Section Commander containing the following elements:
1. A description of current concerns voiced by the crime watch residential or business groups and recommended action taken.
 2. A description of potential problems that have a bearing on law enforcement activities within the community and recommended action taken.
 3. A list of new crime watch groups established.
 4. A statement of progress made toward addressing previously identified concerns and problems.
- C. Whenever any member receives information which is relevant to the compilation of the above quarterly reports, the member shall forward that information to the Community Relations Section supervisor.
1. The information may be submitted in the Crime Prevention monthly report.
 2. Documented information should be directed to the proper Net Service Area
 3. The information should be disseminated as soon as possible so that it may be further disseminated as needed.

COMMUNITY SERVICE SURVEY:

To provide the Crime Prevention Specialist or others trained as crime prevention practitioners with guidelines to administer a Community Service Survey for citizens to voice their concerns with respect to:

1. Overall agency performance.
2. Overall competence of agency members.
3. Department's attitudes and behavior toward citizens.
4. Safety and security within the Department's service areas as a whole.
5. Safety and security within the area where the respondent lives.
6. Recommendations and suggestions for improvements.

A community survey will be conducted to evaluate citizen attitudes and perceptions. A section of the survey will be reserved for input from respondents regarding suggestions for improvement in the Department's policies relating to community relations. The survey will be conducted every two (2) years.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 21

SUBJECT: POLICE FACILITY TOURS

PURPOSE: To provide procedures for organizing and scheduling tours of the police station.

SCOPE: Providing the community with an opportunity to view first hand police operations and facilities.

- I. Tour Procedures
 - A. Scheduling of Tours: Upon receiving a request for a tour, the Community Relations Personnel will notify the District Major of the date, time, number of people in the group, and type of group via AVO. All tours shall be scheduled at least two weeks in advance.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 21
(Continuation)

- B. Request for Tours: Any request for tours made by civic organizations or other collective bodies, including public/private schools in the City of Miami, must have the approval of the Community Relations Commander or designee.
- C. S.I.S. will be notified of any groups or organizations requesting a tour of the police facility. S.I.S. will investigate the group or organization and advise the Community Relations Commander of their findings. (Exceptions: known civic groups or organizations; i.e. boy/girls scouts, rotary clubs, school, groups etc.)
- D. All interested citizens will complete a request for police facility tour. Criminal history checks will be run on all persons requesting a tour of the police facility.
- E. A tour log will be maintained in the Community Relations Section delineating the name, address, phone number and other pertinent information on individuals touring the police facility. Additionally, the log will include date/time of tour and the name of the tour facilitator.
- F. All tours will be facilitated by a sworn member of the Police Department. Any deviations from this order will require prior approval from the Community Relations Commander or his/her designee.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 22

SUBJECT: MIAMI POLICE ATHLETIC LEAGUE

PURPOSE: To provide guidelines Miami Police Athletic League

SCOPE: To set procedures for Miami Police Athletic League participants, facilities, and personnel.

- I. Participants requirements:
 - A. Must be 7 years of age or older
 - 1. Participants under 18 years of age must have a parental consent.
 - 2. Participants must sign daily logs.
 - B. Participants must abide by the rules posted at facilities:

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 22

(Continuation)

- C. Participants must be supervised and wear proper safety equipment.
 - D. Participants must attend mandatory drug counseling either in a group or individually monthly.
- II. Maintenance:
- A. An organized inventory of equipment must be maintained.
 - B. All equipment must be kept secure and in proper working condition.
 - C. Field must be maintained in proper playing condition.
- III. Officers Daily Requirements:
- A. Equipment:

All officers have readily available all necessary equipment and reports. A complete uniform or jumpsuit be kept at the station in the event a situation develops where it is needed. Periodic inspections will be made.
 - B. Checking In Service:

P.A.L. Officers (after attending roll call) report to their assigned center. If the officer is going to be delayed for a period of time, he/she should notify the P.A.L. Supervisor.
 - C. Daily Log:

The P.A.L. Officers will keep a daily work log of all reports completed and contracts relating to the Police Athletic League. The officers be held responsible for neatness and accuracy of their daily logs.
 - D. Overtime:

All overtime shall be maintained at a minimum and in accordance with the Section's S.O.P. and Departmental Orders.
 - E. Subpoenas:

It is the responsibility of each officer to check the computer for subpoenas on a daily basis.

STANDARD OPERATING PROCEDURES: S.O.P. 22

(Continuation)

F. Request to use Earned Time:

P.A.L. Officers requesting time off, submit a memo to their supervisor at least twenty-four (24) hours prior to the requested time.

G. Mail box:

Each P.A.L. Officer is assigned a mail box. It is the responsibility of the officer to check his/her box daily and remove all contents.

H. Vacation:

Regular vacations are scheduled throughout the year, January through December. Vacations will be scheduled in accordance with Section S.O.P's and Departmental Orders.

I. Monthly Reports:

At the end of each month, the P.A.L. supervisor must submit a monthly report providing the Commander with an update of the Police Athletic League Program's activities. This report must be submitted through channels, no later than the 5th day of each month.

IV. Affiliation with Professional Athletes:

The Miami Police P.A.L. Program realizes the benefit of professional athletes as roll models to participants in the program. Personnel and facilities may be used under certain conditions.

V. Professional athletes at a Miami Police P.A.L. sports facility:

A. Presentations

1. Professional athletes may, after receiving permission from a program supervisor, give a presentation to program participants that will be beneficial to the participants' character development.
2. Professional athletes may utilize program equipment for a demonstration in conjunction with a structured presentation.

B. Coaching

STANDARD OPERATING PROCEDURES: S.O.P. 22

(Continuation)

1. Professional athletes may, under supervision of P.A.L. personnel, instruct participants on proper sport techniques and utilization of equipment.
 2. Professional athletes may utilize program equipment only in conjunction with an actual demonstration or instruction to participants.
- C. Prohibitions
1. Professional athletes will not be allowed to use or borrow equipment, or use the Miami Police P.A.L. facility for personal training without written permission from the Chief of Police.
 2. P.A.L. personnel will not solicit training advice from professional athletes.
- D. Program Personnel Involvement
1. P.A.L. personnel are not permitted to train professional athletes at any Miami Police facility at any time.
 2. P.A.L. personnel will not become involved in the managing, promoting, coaching, or training of person(s) who were former participants of the program and have gone on to a professional career, without written permission from the Chief of Police.
 3. The managing, promoting, coaching, or training of professional athletes, where P.A.L. personnel receive compensation of any form, is considered an off-duty job and is governed by Off-Duty regulations.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 23

SUBJECT: LAW ENFORCEMENT TRUST FUND EXPENDITURES (L.E.T.F.)

PURPOSE: To provide guidelines and procedures for the daily needs for L.E.T.F Funds.

SCOPE: To direct all members of the Miami Police Athletic League program on the proper use of L.E.T.F. funds within the parameters set forth by statute, resolution and city policy.

- I. Expenditures allowed:
 - A. Travel
 - 1. Members of the program who are participating in a USA/YSA sanctioned event.

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 23

(Continuation)

2. Other drug diversionary and educational programs with prior approval through the chain of personnel.
 - a. An R.F. 22 will be prepared as soon as practical, detailing the purpose, cost and names of travelers.
- B. Equipment
 1. \$250.00 and under
 - a. Phone quotes on price
 - b. Choose vendor
 - c. Redline to Budget outlining specifics on items, cost, and recommended vendor
 - d. Upon receipt of items, invoice is approved by recipient and forwarded to Budget for payment.
 2. \$1,000.00 and under - Three written quotes through Budget to Purchasing.
 - a. Approval needed by Purchasing
 - b. Upon receipt of items, invoice is approved by recipient and forwarded to Budget for payment.
 3. \$4,500.00 and over - must be presented to City Commission for approval.
 - a. Out to bid by Purchasing
 - b. Upon receipt of items, invoice is approved by recipient and forwarded to Budget for payment.
- II. Accounting:
 - A. Ledger contents
 1. Account code
 2. Resolution number
 3. Account of expenditure allowed
 4. Type of expenditure
 - a. By date
 - b. Event or item
 - c. Total cost
 5. Balance
 - B. Receipts

STANDARD OPERATING PROCEDURES: S.O.P. 23

(Continuation)

1. All original receipts are forwarded to Budget
2. Copies of receipts are maintained on file by month and year along with pertinent forms.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 24

SUBJECT: SCHOOL RESOURCE OFFICERS

PURPOSE: It is the policy of the City of Miami Police Department to maintain a partnership with the students, parents and faculty of public schools in the City, to prevent and respond to delinquent behavior and provide a forum that will lead to mutual respect. School Resource Officers will act as role models and educate youth in the function of police in the society.

SCOPE: The following procedures will apply to all officers assigned as School Resource Officers.

I. Responsibilities:

The School Resource Officers will act as a resource with respect to delinquency prevention, provide guidance on ethical issues in a classroom setting, and provide individual counseling and/or mentoring to students.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 24
(Continuation)

II. Assignment:

A School Resource Officer will be assigned to each NET Area.

A. The S.R.O. will report to the Community Relations Section Sergeant. The Section Commander will determine the working hours and days off.

B. The S.R.O. will be responsible for every school in their NET Area.

III. The S.R.O.'s are an integral part of the Field Operations Division and they will abide by all Departmental Orders, Rules and Regulations and S.O.P'S. School Resource Officers will maintain high visibility presence in and around the schools they are responsible for. At a minimum, they will visit each school once a week. S.R.O.'s will be vigilant in recognizing problems in the vicinity of their schools and develop plans to solve them. They will pay particular attention to truancy, youth street crimes; youth gang activities and places where large groups of youth congregate.

B. School Resource Officers will act as a liaison between the Department and the schools administrators.

They will be available to assist all officers who have a need to interact with students or school administrations.

C. They will make contact with the N.E.T. Commanders in their districts and be available to assist in any activity where juveniles or schools are involved.

D. School Resource Officers will maintain a liaison with P.T.A. Presidents and attend meetings. They will attend any other public meetings at their assigned schools where their presence would benefit the department.

E. School Resource Officers will develop and present programs with respect to delinquency prevention and the role of law enforcement in society to students in a classroom setting.

F. School Resource Officers will conduct at least one (1) D.A.R.E. Class during the school year. They will follow the F.D.L.E. guidelines for the course.

G. School Resource Officers will contact the school principal or administrator at least twice (2) a month.

H. School Resource Officers will maintain contact with Civic Groups and businesses in the vicinity of their assigned schools.

STANDARD OPERATING PROCEDURES: S.O.P. 24
(Continuation)

- I. School Resource Officers will complete and forward a monthly report on their activities at the end of each month.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 25

SUBJECT: **CRIME AGAINST THE ELDERLY - C.A.T.E.**

PURPOSE: To reduce crime and the fear of crime in the elderly community.

SCOPE: The Community Relations Section will assign specially trained C.A.T.E. Officers to each of the Senior Citizen Congregate Housing sites in the City of Miami. The C.A.T.E. Officer will provide crime prevention information and preventative measures to the elderly population through audio/visual presentations, security surveys, and crime-watches. He/she will investigate and follow-up on reported crimes against the elderly to determine if any services are needed as to result of their victimization, and to make appropriate referrals. The C.A.T.E. Officer will establish effective liaison with other emergency and social service agencies/organizations for the elderly and attend their meetings and advocate on behalf of the elderly.

I. Duties and Responsibilities:

Commander
Community Relations Section

8/2/14

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 25

(Continuation)

- A. To be responsible for all functions and activities in order to meet the Detail's goal and Objectives.
 - B. To carry out all assignments given by his/her supervisor or Commanding Commander.
 - C. To know all written and verbal directives as they apply to his/her position.
 - D. To provide police services designed especially for individual senior sites.
 - E. To prepare studies and special reports as required.
 - F. To prepare C.A.T.E. monthly activity report.
 - G. To conduct roll call training on a regular basis.
 - H. To provide crime prevention programs on an "as needed" basis at all senior citizen sites.
 - I. To patrol senior sites and provide high visibility of police presence.
 - J. To enforce laws within the senior sites.
 - K. To provide information to senior citizens regarding criminal activity in or around the senior citizen complexes in order to impact on the perception of crime.
 - L. To make personal contacts with elderly citizens.
 - M. To contact Miami Dade Housing Agency Project Managers regularly.
 - N. To provide crime prevention presentations for the elderly
 - O. To be sensitive to the unique needs of elderly citizens.
 - P. To complete C.A.T.E. Officer's daily work sheets, and submit before transfer time.
 - Q. To check subpoenas daily.
- II. Duty Hours/Days Off:
- A. The C.A.T.E. Detail will be staffed four (4) days per week: Monday thru Thursday, or Tuesday thru Friday

STANDARD OPERATING PROCEDURES: S.O.P. 25

(Continuation)

- B. The C.A.T.E Officers will work ten (10) hour days.
 - C. C.A.T.E. personnel may not change their duty hours without prior approval from his/her Section Commander.
 - D. Changes in work schedules will be made at the discretion of the Section Commander.
 - E. Duty hours of C.A.T.E. Officers: 0700-1700
- III. Dress Code:
- A. C.A.T.E. Officers will comply with Departmental Order 7.6 regarding uniforms.
 - B. C.A.T.E. Officers may wear plain clothes for special assignments, upon approval by their Supervisors or Commanding Officer.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 26

SUBJECT: THE EXPLORER PROGRAM

PURPOSE: To provide the young men and women of the Miami area an opportunity to gain an insight into a career in law enforcement.

SCOPE: The following are the operational policies for the Police Explorer Program.

I. Program Operations

A. Sponsorship:

The Miami Police Department sponsors the Police Explorer Post as part of the Explorer Program of the Learning for Life Organization.

B. The Community Relations Section Supervisor and Police Explorer advisors will administer and supervise the Police

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

Explorer Program. The time spent working with this program will be on-duty time.

C. Training Program:

The Explorer Advisors will develop an in-service training program for the Explorers. One Police Explorer Academy will be conducted each year. The training will be in conjunction with the Explorer programs at the North, Central, and South Districts.

D. Explorer Program Activities:

1. The Police Explorers will have regular weekly meetings. Times of meetings and any changes in meeting dates will be worked out with the Police Explorer Staff. The Explorer programs at the North, Central and South Districts will have a combined meeting or activity once a month.
2. The activities of the Post will change with its needs and those of the Department. The Advisors and the Advisor's Section Commander in keeping with Department goals and objectives along with the Police Explorer Post By-Laws will approve all activities. All activities will be coordinated with the Community Involvement Unit Supervisor. All posts will have the same opportunity to participate in all the activities.
3. The Police Explorer post will be a member of the Florida Association of Police Explorers.
4. Two registered adult leaders or one registered adult leader and a parent of a participant, both of whom must be 21 years of age or older, are required on all trips and outings. If the activity is coeducational, leaders of both sexes must be present.

E. Recruitment:

The Majority of the recruitment for Police Explorers will be conducted by the Explorer's Advisors from the Miami-Dade County Public Schools that feed from students living within the City of Miami, the Miami Areas and private schools located thereto.

F. Commendations:

Commendations are covered under Article VIII of the Police Explorers By-Laws, which states that an Explorer's supervisor or advisor shall, when desiring to commend an Explorer for good

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

work, submit an original Form RF-36A (non sworn to the Chief of Police through channels. The following are examples of when a commendation would be appropriate.

1. For recognition of assigned work well done.
2. For recognition of unassigned work well done.
3. For courage beyond that expected in normal performance of duty.

G. Reprimands/Discipline:

Reprimands/Discipline are covered under article VII Sections 1,2,3,4,5,6,7, and 8 of the Police Explorer By-Laws.

By-Laws of Article VII states that an explorer may receive a warning (verbal or written), reprimand, loss of rank, suspension, or dismissal from the post.

H. Proficiency Awards:

The Learning for Life Organization Awards program provides an opportunity for Explorers to earn a series of recognition items that acknowledge their law enforcement Exploring experience. These recognitions are community service, crime prevention, law enforcement service, law enforcement training, emergency preparedness, and tenure, Explorer of the Year, drug abuse prevention and perfect attendance.

Each proficiency area is intended to recognize experience, tenure, training, or leadership. These awards are intended to be worn on the Police Explorer uniform.

1. Law Enforcement Training – Recognizes the accumulation of 64 hours of training in the following areas:
 - a. History of law enforcement (1 hour)
 - b. The contemporary law enforcement role (2 hours)
 - c. Radio procedures (2 hours)
 - d. Basic patrol procedures (3 hours)
 - e. Report writing (4 hours)
 - f. Criminal law (6 hours)
 - g. Juvenile law (2 hours)
 - h. Traffic law (2 hours)
 - i. Procedures of investigation (6 hours)
 - j. Human relations (4 hours)
 - k. Crime prevention (8 hours)
 - l. Accident investigation (4 hours)
 - m. Crime scene investigation (4 hours)

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

- n. Fingerprinting and classification (4 hours)
- o. Narcotics and Dangerous Drugs (2 hours)
- p. Arrest and Search (4 hours)

The recognition is a red and blue commendation bar (No. 5619A).

2. Community Service – Acknowledges 100 hours of community service, including crowd traffic control, parking service, community events, etc. Service must be pre-approved and logged by the Advisor. The recognition is a blue and yellow commendation bar (No. 5619B).
3. Crime Prevention - Includes the basic 8 hours of crime prevention instruction as well as additional 8 hours of training in areas such as neighborhood watch, security survey, and bicycle registration. The award is presented to Explorers who participate in at least three departmental crime prevention projects with a total of 25 hours of activity. The recognition is a green and gold commendation bar (No. 5619C)
4. Law Enforcement Service - Includes assistance to the department in area such as records, communications data procession, etc. It recognizes an accumulation of (100) hours of service. The recognitions are a red and gold commendations bar (No. 5619).
5. Emergency Preparedness - Certifies that the Explorer has received training advanced first aid, CPR, and how the post would assist in a disaster such as flood, tornado, hurricane, etc., and has participated in at least one Civil Defense or community wide disaster training exercise. This is recognized by a red and white commendation bar (No 5619E).
6. Firearms Training - Includes 7 hours of firearms safely training, and matches the guidelines started in the NRA/Law Enforcement Explorer Firearms Certification Program for .38 caliber or air pistol. The recognition is the NRAA Explorer Marksmanship bar. (See BSA form No. 23-464).
7. Tenure - Awards those Explorers who complete one year of satisfactory service to the post. It is recognized with a red commendation bar (NO. 5619G).
8. Perfect Attendance - Recognizes attendance at each scheduled meeting of the post during the preceding year.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

The recognition is a yellow and white commendation bar (5619G).

9. Drug Abuse Prevention -- Acknowledges proficiency in drug abuse prevention training and service. Requires 6 hours of advanced training outline in Explorer Drug Abuse Prevention Guide (No. 23-509) and 50 hours of service in at least two different drug abuse prevention projects. The recognition is a blue and silver commendation bar (No. 5619J).
10. Explorer of the Year. This Explorer should be selected on the basis of dependability, attitude, attendance, and contributions to the post, the department, the community, their outstanding prominences and personal attributes. The recognition is a blue bar with a gold "E" (No. 5619H).
11. National Law Enforcement Explorer Conference Bar - presented to Explorers who attend a national Law Enforcement explorer conference. The recognition is a dark green commendation bar, No 04030.
12. Ride-A-Long Wings - Recognizes the Explorer who meets the post requirement by participating in the Ride-A-Long Program. To earn this recognition, the Explorer must successfully complete twenty (20) hours of service at the station's front desk, attend Ride-A-Long orientation or complete the Explorer Academy and pass the Ride-A-Long examination.

The examination consists of the Explorer's knowledge of the Ride-A-Long guidelines, radio procedures, and codes. The recognition is a silver wing pin worn centered above the right breast pocket or centered above the proficiency awards.
13. South Florida Police Explorer Association Bar - Presented to Explorers who attend an SPFEA Conference.
14. Florida Association of Police Explorers Bar - Presented to Explorers who attend FAPE Conference.

BY – LAWS: MIAMI POLICE EXPLORER POST

ARTICLE I -

NAME AND SCOPE:

Section 1

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

The name of this organization shall be MIAMI POLICE EXPLORER POST, 122, 162 and 106.

It shall be sponsored by the Miami Police Department, and herein after referred to as EXPLORER POST. Post 122 shall be assigned to the South District Substation, Post 162 shall be assigned to the North District Substation and Post 106 shall be assigned to the Central District Substation.

Section 2

The scope of the Explorer Post shall be to further the knowledge of its members by allowing them to gain a better understanding of law enforcement between the police and the youth of the community.

ARTICLE II - MEMBERSHIP AND FINANCES:**Section 1**

Membership shall be coed and limited to thirty (30) youth per Explorer Post with a maximum, twenty-three (23) Patrolmen, four (4) Sergeants, two (2) Lieutenants, one (1) Captain and one (1) Section Commander

Section 2 - Membership Qualifications

- A. The membership shall be composed of persons fourteen (14) years of age through twenty-one (21) years of age, and from the ninth (9) grade through twelfth (12th) grade. College students will also be accepted. All explorers must be enrolled in a state approved school and maintaining a passing grade of "C" average or above.
- B. Prospective members must be of good moral character, without any serious arrest record.
- C. Prospective members must appear before an Explorer Oral Board consisting of a minimum of (3) three Explorer Officers and one Advisor, before they are approved as members of the Post.
- D. Prospective members may attend a Post meeting. At the conclusion of the meeting, the prospective member may request all forms necessary for application, parental release, medical, interview booklet and Explorer Learning for Life Youth Participant Registration. Upon completion of all these forms, the applicant shall present the aforementioned forms to the personnel officer of Explorer Post.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

The applicant will be investigated by the personnel officer and taken before an oral review board comprised of a minimum of three (3) persons, including at least one (1) advisor, selected by the personnel officer. The membership of the board shall reflect the ethnic diversity of the City of Miami. The applicant shall be notified of acceptance or rejection on his/her application on the night of his/her oral examination. If accepted, the new member shall receive his cadet uniform or instructions on how to obtain said uniform.

Section 3 - Checking Accounts and Finance

The Explorer Post shall have a Club Checking Account with the Miami Police Federal Credit Union.

- A. Have a minimum of two (2) signatures from Post Advisors.
- B. Maintain a balanced checkbook.
- C. All accounts must be available for auditing by anyone upon request.
- D. Every member of the Explorer Program shall receive a receipt upon payment of any dues, deposit for trips, membership fees or any other financial obligations.
- E. Receipts must be kept from the purchase of items by the Post.
- F. All expenses must be approved by the Post Advisor.
- G. The Post Financial Officer shall collect all money and shall turn in all receipts to the Post Advisor for deposit into the Post Club Account.
- H. Deposits shall be made on a regular basis.
- I. The City of Miami Tax Exemption number shall be used in the purchase of any items.
- J. A file on all expenses must be kept at all times.
- K. A detailed monthly expenditure reported will be prepared each month, no later than the 5th business day of the month. The report will be sent to the Community Relations Section Supervisor for review and a copy will be kept on file for auditing by anyone upon request.
- L. A maximum of \$2,000.00 will be allowed for each Explorer Post.

Section 4 - Dues

- A. A membership fee of seven dollar (\$7.00) shall be paid upon approval of the application for membership.
- B. Annual chartering fees shall be paid with available L.E.T.F. funds.

Section 5 - Attendance:

Any Explorer who cannot attend activities due to being out of town,

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

religious commitments, or any other excuse deemed excusable by the Post Captain, shall be expected to submit a memo or explanation. Said memo shall be submitted as soon as possible, but no later than one week after returning. Any activity the Explorer missed due to this shall not count against him/her.

Section 6 - Reprimands/Suspensions

A member receiving four (4) reprimands in one hundred (100) day period will be suspended immediately for three (3) months. At the end of the one hundred days, all reprimands are no longer pending, providing the member has not accumulated a total of four (4).

Section 7 - Reinstatements

To be formally reinstated the suspended member must appear before the first staff meeting occurring after he/she has participated in two (2) activities/meetings upon his/her return to duty.

Section 8 - Reapplications

Former members will be allowed to rejoin the Explorer Post only if they left in good standing and their reapplication is unanimously approved by the Oral Board. Though no repeated training is required, original rank will not be kept; former members will be placed in the rank of patrolmen.

Section 9 - Request for Transfers

The Police Explorer requesting a transfer will submit a red line memo to the Explorer Advisor explaining the circumstances for the request. The Advisor will submit the red line memo to the Community Relations Section Supervisor with his recommendation. The Community Relations Section Supervisor will approve or disapprove the transfer.

ARTICLE III - OFFICERS AND RANK:**Section 1 - To Hold Rank**

To hold any rank in the unit the member must be in good standing, and must complete a post officer's seminar conducted by the Explorer Advisor.

Section 2 - Officers and Ranks

Duties and Responsibilities of the Post Officers and Members

The post commander will hold the rank of Section Commander

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

The post commander must be able to apply common sense and judgment in the solving of problems that affect the Explorer Post. Post commander must be fair and non-judgmental.

The post commander must be mature, willing to accept responsibility, and able to effectively delegate authority and supervise subordinates.

The post commander controls the staff through the commanding officer, while maintaining the final approval authority in the post chain of command.

The duties and responsibilities of the post commander are to:

1. Serves as the youth leader of the post.
2. Maintain a direct and personal relationship with the staff and the commanding officer.
3. Encourage the commanding officer to communicate freely. Use the staff to assist in gathering information and preparing plans for conducting training and controlling the post.
4. Designate staff members to assist in the preparation, execution, and supervision of orders.
5. Ensure that feeling of mutual respect and confidence exists between the staff and the commanding officer.
6. Ensure that staff members are competent and they understand their responsibilities to the post.
7. Ensure orders and actions are in compliance with the post regulations, policies, standard operating procedures and by-laws.
8. Execute all responsibilities in the names of the post advisor, seek advice and assistance from the advisors and carry out all of their directives quickly and completely.
9. Arrange the required meetings and assemble the required staff personnel to determine any actions that may be necessary in fulfilling the obligations of the post.
10. Prepare to evaluate any number of the post, but specifically the commanding officer.
11. Make operation decision for the post.
12. Preside over staff meetings.
13. Appoint special post officers and committees to oversee special projects and activities with the approval of the post advisor.
14. Assist the post advisor in conducting an annual post officer seminar.
15. Be responsible for post operation.

Commanding Officer:

The commanding officer will hold the rank of captain.

The duties and responsibilities of the deputy commander are to:

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

1. Oversee for all the post failures and successes.
2. Keep the post commander appraised of the status of the explorer post at all times.
3. Ensure the post is prepared to accomplish its assigned mission.
4. Ensure all members of the post know and use the chain of command.
5. Check with the advisors regularly to obtain any changes or information they may want announced.
6. Seek advice from the post commander or advisors when encountering a problem.
7. Execute the orders of the post commander as if they were your orders, even though you may personally agree with them.
8. Conduct uniform inspections during formation, make on the spot corrections as necessary, and follow up to ensure that deficiencies from earlier inspections are corrected.
9. Make each explorer an effective member of the post; take an interest in them and their problems; offer advice and help them to solve their problems.
10. Make on-the-spot corrections at any time to ensure that all members of the post understand and comply with post regulations.
11. Keep the post commander informed in case of absence.
12. Designate commanders to oversee special projects or events as needed. (e.g. camporees, parades, special displays, etc.)
13. Assume the duties of the post commander in their absence.
14. Arrange for recognition of achievements. (e.g. proficiency awards, commendations special awards, etc.)
15. Directs the recruitment and admission of new members. Publish and execute a recruiting plan.

Administrative Commander:

The administrative commander will hold the rank of lieutenant. The administrative commander is responsible for performing and overseeing all administrative duties assigned by the post commander, commanding officer, and post advisors.

The duties and responsibilities of the administrative commander are to:

1. Receive the post financial report from the financial sergeant and oversee the performance of their duties.
2. Plan for special ceremonies in coordination with the deputy commander.
3. Prepare and publish any orders necessary for the operation of the post.
4. Ensure the maintenance of the membership files on all explorers.
5. Assist the commanding officer with directing the recruitment and admission of new members during the year.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

6. Collect, consolidate, post, file and maintain all disciplinary reports and records.
7. Coordinate with the commanding officer on recommendations to the advisors on reassignments and organization.
8. Assign explorers to squads and maintain records of those assignments.
9. Ensure the post roster is posted and up to date.
10. Report incidents that occur which are prejudicial to good order and discipline, and submit reports to the advisors, post commander, and commanding officer.
11. In coordination with the staff make recommendations to improve the morale and welfare of the explorer post. (e.g. social events, special outings, field trips, etc.)
12. Review the ride along evaluations with the training officer and determine weaknesses and strengths. Develop training to improve weaknesses.
13. Perform other duties and assigned by the post commander, commanding officer, and advisors.

Operations Commander:

The operations commander will hold the rank of lieutenant.

The operations commander will be responsible for performing and overseeing all field operations duties as assigned by the post commander, commanding officer, and advisors.

The duties and responsibilities of the operations commander are:

1. Receive the post equipment and supply report from the equipment sergeant and oversee the performance of their duties.
2. Receive the post-training report from the training sergeant and oversee the performance of their duties.
3. Be responsible for the post security.
4. Make periodic inspections of the supply and storage areas.
5. Make periodic inspection of the post training reference library and equipment.
6. Maintains a file on all post activities during the year.
7. Make necessary on-the-spot corrections resulting from security inspections and keep the post commander and advisors informed.
8. Report incidents that occur which are prejudicial to the good and discipline, and submit reports to the advisors, post commander, and deputy commander.
9. Assist the staff with disciplinary recommendations. Maintain the post's disciplinary files.
10. Perform other duties as assigned by the post commander, commanding officer, and advisors.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

Communications Officer:

The communication officer of the post will hold the rank of sergeant.

The communication officer will act as the contact between the explorer post and all the news media publications. The communications officer publicizes as many of the explorer post activities as possible to create an outstanding image of the post and to reinforce the image of the Miami Police Department.

The duties and responsibilities of the communication officer are:

1. Maintain all post attendance records and forward report to the administration.
2. Maintain the post boards.
3. Maintain the post's Internet website.
4. Keep abreast of newsworthy events in the post, prepare and distribute news releases, articles, or announcements of explorer post events to the appropriate news agencies. Submit all articles to the post advisor for approval prior to release.
5. Act as the point of contact with the Miami Police newsletter, school newspapers, and school yearbook staffs. Ensure at least one item of interest makes every publication in the school newspaper.
6. Maintain the post scrapbook.
7. Handle post correspondence.
8. Publish and maintain the post quarterly newsletter.
9. Serve as a squad leader.
10. Perform other duties as assigned by the post commander, commanding officer, administrative commander, and advisors.

Financial Officer:

The financial officer will hold the rank of sergeant.

The financial officer will be responsible for overseeing and maintaining the financial activities of the post.

The duties and responsibilities of the financial officer are:

1. Maintain all post financial records and monitor the post budget.
2. Forward report to the administrative commander as to the financial status of the post.
3. Collect and record all dues.
4. Keep records of all purchases and financial transactions of the post.
5. Collect new membership fees and registrations and submit to the post advisor.
6. Develop money-earning projects with approval of the advisors.
7. Serve as squad leader.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

8. Perform other duties as assigned by the post commander, commanding officer, administrative commander and advisors.

Equipment Officer:

The equipment officer will hold the rank sergeant.

The equipment officer will be responsible for the maintenance, security, record keeping, issue, and turn in of all post property.

The specific responsibilities of the equipment officer are:

1. Create a clothing and equipment record for each explorer.
2. Prepares a monthly report of the status and condition of all post supplies and equipment to the operations commander.
3. Conduct periodic inventories of the on hand supplies and equipment; prepare a report to the advisor on the condition and availability of the equipment.
4. Maintains security of all items of clothing and equipment in the supply room.
5. Maintains the supply room in a neat and orderly fashion.
6. Collects all equipment issued from explorers who have resigned.
7. Issues uniforms, supplies, and equipment as directed by the advisors.
8. Serves as a squad leader.
9. Perform other duties as assigned by the post commander, commanding officer, operations commander, and advisors.
10. Maintain a equipment sign in and out log.

Training Officer:

The training officer will hold the rank of sergeants.

The training officer will prepare, conduct, and supervise all training activities of the post.

The duties and responsibilities of the training officer are:

1. Prepare and post a weekly training schedule on the bulletin board at each district station.
2. Select and designate explorers and adults as instructors in coordination with the advisors.
3. Select areas for outdoor training and ensure classrooms or space availability and prepare for instruction.
4. Coordinate the training of the drill team, color guard, and bike patrol.
5. Coordinate the training of the drill team, color guard, and bike patrol.
6. Maintain the post training reference library.
7. Maintains all post training records.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

8. Prepare a monthly training report to the operations commander. The report should contain the type of training, time, location, instructor information, and names of the explorers participating.
9. Ensure all explorer meeting places are kept neat and clean before and after meetings.
10. Develop continuous training and evaluation of the ride along program throughout the year. Forward ride along evaluations to the administrative commander for review and filing.
11. Assist advisors with developing and preparing competition teams for upcoming events.
12. Serves as squad leader.
13. Performs other duties as assigned by the post commander, commanding officer, operations commander, and advisors.

Squad Leaders:

Squad leaders are responsible for the appearance, conduct, training, and discipline of their squad. They will ensure that each squad member learns and does what is expected, and maintains high standards of behavior.

The duties and responsibilities of squad leader:

1. Set a good example at all times.
2. Know the name and personal information on all assigned personnel.
3. Counsel and assist squad members with explorer post matters and help find solutions to other issues.
4. Make sure all members have the necessary uniform and equipment.
5. Make sure all members understand the rules and regulations, standard operating procedures, and by laws.
6. Know and use the post chain of command.
7. Conduct yourself in a manner that brings credit to you, the post, and the Miami Police Department.

Section 1

In the absence of the Section Commander, the Captain shall preside. In the absence of Section Commander and Captain, the Senior Lieutenant shall preside. The advisor shall choose another officer to preside.

Section 2

The duties of the elected officers, shall be such as their titles, by general usage, would indicate, and such as are required by the by-laws and may be assigned to them respectively, by the Post Section Commander.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

Section 3

The election process will fill vacancies to any office.

ARTICLE IV – TERM OF OFFICE, ELECTIONS, AND VOTING:

Section 1

The term of office for elected officers shall be for one calendar year.

Section 2

Installation of newly elected officers shall be held at the first (1st meeting in June in a place designated by a committee chaired by the outgoing Section Commander. Notification of said installation shall be announced at the meeting in which the election is held.

Section 3

The officers shall be elected by secret ballot of the membership.

Section 4

A majority of the voting membership present during a meeting shall constitute a quorum. A majority of the quorum shall constitute election to office, as well as passage of resolution.

ARTICLE V – MEETINGS:

Section 1 – Explorer Uniform:

Explorer Uniforms: Class A

The Class A uniform will consist light blue long sleeve uniform shirt and tie.

Explorer Uniforms: Class B

The uniform for both male and female Explorers holding rank shall be a black baseball cap with gold cloth Explorer badge navy blue uniform pants, and a light blue police short sleeve shirt (light blue police blouse for females) with the Unit patches on both sleeves.

All Explorers will wear a black uniform belt with a square silver buckle. Black plain-toe-shoes dark blue or black socks, black name tag worn above the right pocket, and gold cloth Explorer badge above the left pocket shall be worn with the uniform.

Section 2

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

The navy blue, lightweight jacket is the only acceptable article of clothing to be worn over the uniform. The Unit patch is to be worn on the left and right sleeves.

Section 3

All issued Post Property including patches will be returned within ten (10) days after leaving the post. Failure to do so shall result in the Explorer's family being billed.

Section 4

The prescribed uniform shall be worn at all regular meetings and at all functions of the Post except when otherwise directed

Section 5 – Class C Uniform:

The Class C uniform shall consist of the Official Explorer T-Shirt and Blue shorts or jeans.

Note: There will be no deviation from uniforms outlined without written consent of the Commander of the Community Relations Section.

Section 6

Male Explorers shall keep their hair evenly trimmed at all times while on duty. The maximum extension of combed hair outward from the top of the head shall be two (2) inches, provided that the hair shall be gradually tapered outward beyond the top (upper helix) of the ear, and such that it otherwise gives an overall even appearance.

The ear shall be left well define at all times. The hair at no point shall extend downward below the top of the shirt collar line while standing in a normal position. Sideburn shall not extend below the top of the lower lobe of the ear. The maximum width at the bottom of the sideburns shall not extend more than one and three quarter (1 ¾) inches. Male Explorers shall be clean shaven, with the exception of well-trimmed mustaches: The vermilion line of the upper lip shall show at all times. Mustaches shall be neatly trimmed and not extend more than one-quarter (1/4) inch below the corners of the mouth.

Section 7

All female Explorers with hair below the top of their shoulders shall have their hair tied back at all time when in uniform.

Section 8 – Uniform equipment:

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

- A. Deputy Belts are optional. The only items to be worn on a duty belt will be a radio holder, a flashlight holder and (4) four keepers.
- B. While in uniform the Explorer must have (1) one black ink pen, (1) one whistle and (1) note pad.
- C. Rank insignias shall be worn on the collar of the Class A and Class B shirt.
- D. Proficiency Awards shall be worn above the right breast pocket on the Class "A" or "B" uniform shirt.

ARTICLE VII – DISCIPLINE:

Section 1

Member receiving four (4) reprimands within a one hundred (100) day period will be suspended immediately for three (3) months. No exceptions.

Section 2

Insubordination shall require mandatory disciplinary action, not less than a reprimand.

Section 3

All other infraction, such as:

- 1. Disturbing a meeting
- 2. Improper uniform
- 3. Chronic Lateness
- 4. Failure to comply with an order.
- 5. Any infraction deemed by an Advisor as a violation of the Post By-Laws, Florida State Statutes, Rules and regulations, and/or any action deemed harmful or injurious to any person. Shall result in recommendation for disciplinary action.

Section 4

Disciplinary Actions:

- A. Disciplinary action shall consist of one or more of the following:
 - 1. Record of Formal Counseling
 - 2. Reprimand
 - 3. Loss of rank

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

4. Suspension
5. Dismissal from Post

- B. Any Explorer who feels that disciplinary action should be given to another Explorer shall submit a report of the incident and the recommendation for disciplinary action to the Captain for further investigation. The Captain will then submit a report through Chain of Command up to the Advisor.

After reviewing the report, the disciplinary action shall be handled by either the Section Commander or Advisor, if appropriate. An Explorer who receives three (3) warnings within a hundred (100 days) will automatically receive a reprimand.

All record of formal counseling will be written. There will be no verbal warning.

Section 5

An Explorer will be notified when he/she receives the third reprimand or second formal counseling within a one hundred (100) day period. Officers are demoted upon receiving their third reprimand within a one hundred (100) day period.

Section 6

A member has the right to appeal a reprimand or record formal counseling requesting a hearing before the Staff. This hearing may be held at any time, providing the appellant, investigating officer witnesses, all parties involved, and all staff members are notified at least five (5) days in advance of the set date.

Section 7 – Loss, Damage, or Destruction of Post Property

All members will submit a liability form. It will be signed by the Explorer and his parents, and will be notarized. The liability form will state that the Explorer and his parents are responsible for all equipment issued to the Explorer.

- A. Any equipment issued to an Explorer and not returned in usable condition will be charged to the Explorers' parents, and they will accept financial responsibility for those items.
- B. Anyone destroying, damaging, or losing any equipment belonging to the EXPLORER POST which is not covered by the liability form shall be given to a Board of inquiry by the staff, to determine if the said Explorer should be required to pay for the equipment. If required to pay, the Staff shall have the power to assess damage and set payment plans.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

Section 8

Any member of the Explorer Post may be suspended or expelled from the Unit upon proof of civil misconduct, which could or would lead to arrest. The only appeal to this section shall be to the Advisor.

Section 9 Removal from Office

Any post officer not satisfying his/her elected duties or not maintaining his/her membership in good standing, will be given a conference with the Advisor and Post Commander.

ARTICLE VIII - COMMENDATIONS:

To establish an orderly and effective method of commending Miami Police Department Explorers. This S.O.P. is intended to provide specific guidelines and criteria in order to commend Explorers for work well done.

ARTICLE IX – POLICE/EXPLORER I.D. CARDS:

Section 1

The City of Miami Police Department shall issue all Police Explorers I.D. cards. It will remain the property of the Miami Police Department. Upon leaving the Post, the card will be surrendered. If lost or stolen, a written report shall be forwarded to the Post Advisor.

Section 2

The issued I.D. card shall be for identification purposes only, and in no way should be presented as being representative of the Miami Police Department.

ARTICLE X – POLICE/EXPLORER RELATIONSHIP:

Section 1

Members shall not interfere in any way with the duties of any Police Officer, nor shall they act in any way in the capacity of a Police Officer.

Section 2

Members may, if the need arises, aid a Police Officer in some non-hazardous assignment, provided they are assigned to do so by an Officer of the Miami Police Department, or by a senior officer in the post who has been approached by an Officer of the Miami Police Department.

Section 3

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

Members must follow the guidelines for the Ride-Along Program, Law Enforcement Service Program and any other guidelines set forth by the Advisors.

Section 4

All Officers of the Miami **Police** Department are superior in rank to any Explorer.

ARTICLE XI – ADVISORS:

Section 1

Advisors shall be appointed by the Commander of the Community Relations Section Assistant, Associate or Technical Advisors and Consultants may be appointed as the need arises.

ARTICLE XII – RIDE-ALONG PROGRAM:

The Ride-Along Program exposes Explorers to realistic work situations a police officer may confront while on duty. It includes classroom instruction and practical training in work situations. The purpose is to give the Explorer an opportunity to better understand the police officer's function in law enforcement and to broaden the Explorer's knowledge of basic procedures, in order to assist the officer as directed.

Guidelines:

- A. The Explorer must be 16 years of age and must be approved by the post Advisor.
- B. Required forms must be on file
 1. Hold Harmless Agreement
 2. A statement of consent and limitation of liability will be signed by the parents or legal guardian of the Explorer and by the Explorer. This agreement will be notarized and filed.
 3. A medical release authorizing any City of Miami police officer to consent to emergency medical treatment for Explorers.
- C. The Explorer is prohibited from drinking, smoking, or sleeping on duty. An Explorer found in possession of illegal narcotics or other habitual drugs will be terminated.
- D. The Explorer will not, under any circumstances, be allowed to carry a firearm while participating in the Ride-Along Program or any other Explorer function.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

- E. The Explorer must have successfully completed the minimum Ride-Along Training Program.
- F. The Explorer may ride a maximum of twenty (20) hours per month; a minimum of five (5) hours and a maximum of ten (10) hours per day. Hours of the Ride Along will be determined by the age of the Explorer and approved by the Advisor. No Explorer will be permitted to ride after midnight. No exceptions.
- G. An Explorer will ride along with the officer or Advisor to whom he or she is assigned.
- H. An Explorer must report fifteen (15) minutes before the scheduled ride-along time. The Explorer must be in a clean, neat, and in a complete uniform when riding.
- I. An Explorer must be equipped with a flashlight, whistle, notebook and pen before reporting for duty.
- J. The Explorer must follow the supervising officer' directions regardless of his or her personal feelings. Any disagreement or argument with the supervising officer must be reported to the Post Advisors in writing as soon as possible. No Explorer will be required to obey an order that is contrary to the law.
- K. The Advisor will maintain a log of times, dates, and activities for each Explorer ride-along.

CALLS IN WHICH THE EXPLORER MAY PARTICIPATE:

The Explorer participates in the Ride-Along Program as an observer. The Explorer may fulfill various duties as determined by the Ride-Along officer. They may include:

- 1. Traffic or crowd control
- 2. Radio or MDC operation
- 3. Assisting a motorist
- 4. Completing routine paperwork that will not be used in any court action
- 5. Protection of crime scene / or riding with Crime Scene Investigator.
- 6. Acting as an interpreter, as needed

CALLS IN WHICH THE EXPLORER MAY NOT PARTICIPATE:

At no time will the Explorer be at risk or used in dangerous or undercover activities, in accordance with the Boy Scouts of America Policy on covert operations. Some specific functions to avoid include:

- 1. Interviewing or interrogating witnesses or suspects.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

2. Participating in or being left in control of the arrest of any prisoner.
3. Leaving the police vehicle, unless so instructed by the assigned officer.
4. Assisting any scene, unless so instructed by the assigned officer.
5. Being armed in any manner.
6. Signing any arrest, offense, accident report, traffic citation or other legal documentation.
7. Assisting in providing cover for any possible crime in progress.
8. Driving any police vehicle.
9. Riding with any member of any vice, narcotics, or organized crime unit.
10. Civil Disturbances.

HIGH RISK CALL PROCEDURES:

An Explorer must follow the procedure for risk calls. The procedure is as follows.

1. In case of a high risk call, the officer returns the Explorer to the station or stops at the first convenient location and radios the position of the Explorer so another unit can pickup the Explorer. There will be no exceptions.
2. In case an immediate emergency, the Explorer will remain in the police vehicle and observe until the officer advises that the situation is safe.

TRAINING:

Before the Explorer is permitted to participate in the ride-along program he or she is required to complete training exercise that familiarize the Explorer with the:

1. Post guidelines
2. Daily operations of a police officer
3. Police vehicle and equipment
4. Dress and equipment:
Required uniform
Equipment (clipboard and note pad, pen or pencil, flashlight and weather gear, where applicable)
5. Expected conduct of Explorer:
 - a. The Explorer will follow the directions and instructions of the assigned officer.
 - b. The Explorer will not carry on a conversation with any prisoner, witness, or complainant unless specifically directed by an officer
6. The code of conduct for police officer
7. Report writing and note taking
8. Geographic orientation of the jurisdictional area
9. Familiarization with communications and radio procedures

OFFICER'S CRITERIA:

1. An officer must have at least two (2) years of experience.
2. The officer must have no compromising disciplinary action on file.

STANDARD OPERATING PROCEDURES: S.O.P. 26

(Continuation)

3. The consenting officer must receive an orientation to the Explorer program rules and guidelines prior to participation.
4. The officer must be furnished with a copy of the Explorer program guidelines for future reference.

ARTICLE XIII – LAW ENFORCEMENT SERVICE:

Working in the police substation exposes the Explorer to the daily operations of a police station. The purpose is to give the Explorer an opportunity to better understand the function of a police station and to broaden the Explorer's knowledge of basic procedures, in order to assist the officer as directed.

ARTICLE XIII. MONEY EARNING PROJECTS:**Section 1**

- A. The Community Relations Section Supervisor must approve any money earning project(s).
- B. A Unit money-earning application will be completed and submitted to the Council Service Center of the Boys Scouts of American for Approval.

City of Miami



DANIEL J. ALFONSO
City Manager

FIELD OPERATIONS DIVISION
COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES

S.O.P. **27**

SUBJECT **AUXILIARY AND RESERVE VOLUNTEER OFFICER DETAIL**

PURPOSE: To provide guidelines for the operation and management of the Miami Police Auxiliary and Reserve Volunteer Officer Detail.

SCOPE: To provide additional volunteer sworn officers to the City of Miami Police Department for the routine delivery of law enforcement services, under normal and emergency situations or other significant events where an increased police response is required.



Commander
Community Relations Section

OCT. 2016.

Effective Date



- 2 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Responsibility: It shall be the responsibility of the Community Relations Section Commander to manage and supervise the Auxiliary and Reserve Volunteer Officer Detail, and to maintain a working file on each auxiliary and reserve volunteer officer.

The Auxiliary and Reserve Volunteer Officer Detail will be directly supervised by a supervisor of the Section who will ensure that volunteer officers meet all mandated requirements, and who will be available to assist the volunteer officers as needed.

Definitions: Auxiliary Volunteer Police Officer: Any person employed or appointed, with or without compensation, which aids or assists a full-time law enforcement officer and who, while under the direct supervision of a full-time law enforcement officer, has the authority to arrest and perform law enforcement functions.

Reserve Volunteer Police Officer: A "part-time" law enforcement officer who is employed or appointed less than full-time, with or without compensation, who is vested with the authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the state.

Direct Supervision for Auxiliary Volunteer Officers:

- A. G3v Riding as a two person unit with a full-time police officer:
- B. If assigned a fixed post, the auxiliary volunteer officer must be within continuous, clear and unobstructed view of a full-time police officer that is within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- C. If assigned to a walking/roving detail, the auxiliary volunteer officer will be assigned with a full-time police officer. If assigned solo walking/roving beat assignment, he/she must be within continuous clear and unobstructed view of a full-time officer within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- D. Auxiliary volunteer officers working "Special Events" will comply with the requirements for "Direct Supervision".

Program Eligibility and Tenure:

The Reserve Volunteer Officer Detail is limited exclusively to retired Miami Police officers

- I. Auxiliary and reserve volunteer officers shall comply with eligibility requirements established by the Community Relations Section.
- II. Miami Police officers certified pursuant to Florida Statutes, who are separating from the Department under favorable conditions may apply for appointment as a

- 3 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Reserve Volunteer Officer within thirty (30) days prior to separation from the Department.

III. The Chief of Police has the sole discretion as to who and how many auxiliary/reserve volunteer officers he/she is going to allow in the Auxiliary/Reserve Volunteer Officer Detail at any given time. The Chief of Police reserves the right to accept or allow to remain in the detail any officer at his/her sole discretion.

IV. Officers desiring to be considered for the Volunteer Officer Detail must submit a request in writing along with a City of Miami Volunteer Program application to the Community Relations Section.

The request must indicate:

- A. The officer's date of hire
- B. The date of separation
- C. Date vested
- D. Performance evaluations for previous three years

V. The Community Relations Section will request the following information from the Recruitment and Selections Unit, the Health Services Unit, the Training and Personnel Development Section and the Internal Affairs Section:

Recruitment/Selections:

- A. Electronic fingerprint of the volunteer officer
- B. NCIC/FCIC record check
- C. Miami-Dade County record check
- D. Florida Driver License record check

Health Services Unit:

- A. Date of last physical
- B. Current duty status

Training and Personnel Development Section:

- A. Status of law enforcement certification
- B. F.D.L.E. global profile sheet

Internal Affairs Section:

- A. Complete Internal Affairs profile

VI. This information along with the officer's request will then be forwarded to the Chief of Police who has sole discretion to accept or deny the officers request to participate in the Volunteer Officer Detail.

- 4 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

- VII. Once accepted/denied by the Chief of Police, the Community Relations Section will notify the candidate via certified letter.
- VIII. Upon approval by the Chief of Police:
- A. The Community Relations Section will change the candidates/officers status in the ATMS System to reflect as a "transfer within the agency". This will facilitate the FDLE process for continued law enforcement certificate status.
 - B. The Community Relations Section Commander will notify the following units via memorandum regarding the change in status of the candidate/officer:
 - 1. Personnel Unit
 - 2. Internal Affairs Section
 - 3. Recruitment/Selections Unit
 - 4. Training and Personnel Development Section
 - 5. Special Events Unit
 - 6. Labor Relations Unit
 - C. New volunteer officers will be required to attend an orientation session to familiarize them with the rules and regulations of the detail. They will sign for and receive a copy of the departmental orders and the Auxiliary and Reserve Volunteer Officer Detail S.O.P. (Standard Operating Procedures)

Ineligibility for the Volunteer Officer Detail:

- I. In order to prevent conflict of interest, the following categories are ineligible to participate in the Auxiliary and Reserve Volunteer Officer Detail:
 - A. Persons currently employed as full-time or part time (reserve and auxiliary) officers with another agency.
 - B. Persons employed as corrections officers.
 - C. Persons currently employed as bail bondsmen, private investigators, or security officers.
 - D. Persons prohibited by law from obtaining law enforcement certification.
 - E. Persons conducting business with the City of Miami.
 - F. Other persons at the discretion of the Chief of Police.

- 5 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Duties and Responsibilities of the Community Relations Section:

- I. The Community Relations Section shall ensure that auxiliary and reserve volunteer officer files are updated in January of each year, to include:
 - A. Driver license check
 - B. NCIC/FCIC records check
 - C. Miami-Dade County records check
 - D. Updated outside employment requisition form
 - E. Updated request to work special assignments
 - F. Evaluation of each volunteer's performance

- II. Assignment of Auxiliary and Reserve Volunteer Officers:
 - A. Assignment of auxiliary and reserve volunteer officers will be at the sole discretion of the Community Relations Section.
 - B. Volunteer officers wishing to work in special assignments or specific units must request permission and provide justification to the Community Relations Section.
 - C. The Community Relations Section shall request authorization from the Section Commander that the auxiliary/reserve volunteer officer has requested to be assigned, prior to any approval of the volunteer officers' request for special assignment.
 - D. Auxiliary and reserve volunteer officers will be required to work a minimum of 20 hours per month, or sixty hours per quarter to satisfy FDLE requirements. (Mandatory requirement does not include special event details worked for compensation).

- III. Volunteer officers unit/training files:
 - A. The Community Relations Section will create and keep updated a unit file for each auxiliary/reserve volunteer officer during their tenure as volunteer officers.
 - B. All training records (survival training, firearms qualifications, etc.) for auxiliary/reserve volunteer officers will be maintained in the Training Section.

- 6 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Responsibilities of Volunteer Officers:

Volunteer officers function under the direct authority of the Chief of Police. While working as a volunteer officer they remain under the direct supervision of a full-time officer, regardless of previous rank or grade held, unless otherwise directed by competent authority.

- I. Volunteer officers provide voluntary service and activities on an ongoing or continuous basis to provide similar services to those of full-time officers.
- II. Volunteer officers provide their services and or activities to the agency with no monetary compensation.
- III. Volunteer officers must participate in regular in-service training statutorily required for full-time officers, to include training in use of force policy(s), proficiency in lethal and non-lethal weapons, and other training as mandated by standards.
- IV. Volunteer officers are required to attend all scheduled training classes and meetings.
- V. Volunteer officers will not participate in patrol duty(s) or any special detail while off from their regular employment due to illness or injury, or if they have any condition that would prevent a full time officer from working.
- VI. Volunteer officers will abide by all policies, rules, regulations procedures and directives of the Department and shall familiarize themselves with all aspects of the Auxiliary and Reserve Volunteer Officer Detail.
- VII. Volunteer officers may sign up and work special events as approved by the Special Events Unit commander.
All other Off-Duty jobs and events are strictly prohibited.
- VIII. When not participating in the Volunteer Officers Detail, volunteer officers are reminded they act only in the capacity of a private citizen.
- IX. When participating as a Volunteer Officer, volunteer officers shall be provided the same level of liability protection as full time officers in accordance with Florida statutes.
- X. Volunteer officers shall be provided worker's compensation in accordance with Florida statutes.
- XI. Volunteer officer shall be bonded and/or provided public liability protection equal to that provided full-time officers.

- 7 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Uniform and Equipment:

Volunteer officers shall be issued the same uniform and equipment as those for full time officers performing like functions with the exception that volunteer officer uniforms will have a patch identifying the volunteer officer as an "Auxiliary" or "Reserve" volunteer officer. Volunteer officers will maintain the uniform and all issued equipment as required by the department.

Officers transitioning to the Volunteer Officer Detail will advise the quartermaster upon turning in his/her uniform and equipment, that he/she is being considered for the Auxiliary and Reserve Volunteer Officer Detail. The Community Relations Section will notify the Quartermaster that said officer is being considered for the Volunteer Officer Detail. The Quartermaster will secure the retiring officers uniforms and equipment for re-issuance upon notification from the Community Relations Section that the officer has been accepted into the Volunteer Officer Detail.

Volunteer officers will be issued two pairs of uniform pants, two shirts, and one pair of shoes annually for the first two years of service. Subsequent issuances will be on an as needed basis.

Retiring sergeants will be issued new uniform shirts and apparel without sergeant stripes.

Upon acceptance into the Volunteer Officer Detail, the candidate will be issued an "Auxiliary" or "Reserve" officer badge.

NO RANK INSIGNIAS WILL BE ATTACHED TO THE VOLUNTEER OFFICERS UNIFORM

Officers who retire from the Miami Police Department and transition into the Volunteer Officers Detail will **NOT** be issued a City owned service weapon, they will qualify and use the service weapon given to them upon retirement.

Previously retired Miami Police officers who separated from service and request to become volunteer reserve officers may be issued a service weapon or may use their previous service weapon given to them upon retirement, if of the same make and caliber as approved for full-time police officers.

If the Department changes the make, model or caliber of the approved service weapon all auxiliary/reserve volunteer officers will be issued the same new City issued approved service weapon as those of full-time officers.

Auxiliary volunteer officers will be issued a service weapon.

Volunteer officers will **"NOT"** be assigned a take home police vehicle or personal protection equipment (PPE).

- 8 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Dress Code:

Volunteer officers are prohibited from wearing any uniform, jacket or other apparel that does not readily identify them as "Auxiliary", or "Reserve" Volunteer Officers.

Volunteer officers shall adhere to the uniform standards outlined in the Departmental Orders.

Volunteer officers assigned to patrol, beats or while working special events will wear the class "B" uniform with appropriate designators/insignias. (Reserve or auxiliary rocker type patch underneath the City patch)

Volunteer officers authorized to work special assignments shall adhere to departmental orders governing dress/uniform code for that particular assignment or event, or shall dress in a fashion authorized by the special assignment or special event commander.

FTO Program and Training:

Volunteer officers will meet the minimum standards for police officers as established by the State of Florida Criminal Justice Standards and Training Commission. Volunteer officers will receive the same statutorily mandated training required by the Criminal Justice Commission for full-time officers. Auxiliary/reserve volunteer officers will be required to comply as follows:

Auxiliary volunteer officers that are accepted into the Auxiliary/Reserve Volunteer Officer Detail will be required to successfully complete a 320-hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as an auxiliary volunteer officer.

A retiring Miami Police officer who transitions into the reserve volunteer officer detail without a break in service is **"NOT"** required to complete the F.T.O. training.

A retired Miami Police officer with recent experience (retired within 365 days) is required to successfully complete a 120 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

A retired Miami Police officer without recent experience (retired over 365 days) is required to successfully complete a 240 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

All Field Training and Evaluation Program (FTO) requirements must be met within 12 months of acceptance into the Auxiliary and Reserve Volunteer Officers Detail.

Hours logged during (FTO) will be applied towards the 20 hour monthly mandatory FDLE requirement.

- 9 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Police Worksheets:

Worksheets are to be completed and turned in at the end of the tour of duty. Information on the worksheet is to be complete and in compliance with Departmental Orders. Auxiliary and reserve volunteer officers shall use the Police Uniform Patrol Worksheet. The following is to be utilized as a guideline for completing the volunteer officer detail worksheet:

- A. Must be signed by the supervisor where the officer worked.
- B. Must be completed when working regular duty or special events.
- C. Must be completed when attending any mandatory events.
- D. Must be turned in at the end of the tour of duty or special event.
- E. Must be given to a supervisor in the Community Relations Section during normal work hours or placed under the Community Relations Section door after hours.

Any mandatory requirements such as, bi-monthly meetings, training, court, physicals, etc., will be documented on the worksheet and counted towards the 20 hours FDLE minimum monthly requirement. No monetary compensation will be authorized

- A. Bi-monthly meeting (2 hour minimum or actual time)
- B. Training (2 hour minimum or actual time)
- C. Court (2 hour minimum or actual time)
- D. Physical (2 hour minimum or actual time)
- E. Other (2 hour minimum or actual time)

City Vehicle Usage:

Volunteer officers assigned to the patrol section or downtown beats will ride as the passenger of a two person unit. Volunteer officers that have been approved to work specialized units will be allowed to drive unmarked city vehicles at the discretion of the Section Commander where they are assigned. (i.e. Taurus, Neon)

AUXILIARY AND RESERVE VOLUNTEER OFFICERS SHALL DRIVE A MARKED POLICE VEHICLE ONLY DURING EXTREME EMERGENCY OR WHEN THERE IS NO OTHER RECOURSE AVAILABLE. VOLUNTEER OFFICERS WILL NOT BE ASSIGNED A TAKE HOME/24 HOUR VEHICLE.

Inspections:

Volunteer officers will undergo a uniform and equipment inspection in January and July of every year. Volunteer officers will be required to attend the January and July meeting in full uniform and bring with them all issued equipment.

- 10 -

STANDARD OPERATING PROCEDURES: S.O.P. 27

(Continuation)

Radios:

The Community Relations Section has been allotted 10 police radios that are available in the property unit exclusively for auxiliary and reserve volunteer officers while working patrol or special assignments to satisfy their 20 hour monthly mandatory FDLE requirement. These radios will be checked back into the property unit upon completion of the tour of duty.

PROPERTY UNIT RADIOS ARE NOT TO BE USED WHILE WORKING SPECIAL EVENTS.

Holiday Assignments: (November 15th through December 31st)

Volunteer officers regardless of where they are assigned will be reassigned to one of the following "beat" assignments, from November 15th through December 31st.

1. Downtown Beats
2. NW 20th Street Beats
3. Garment District
4. Coconut Grove

Emergency Mobilizations:

The Community Relations Section will be responsible for logistics during emergency mobilizations, (i.e. civil disturbances, hurricanes, etc,) as determined by the Chief of Police. During a mobilization all volunteer officers will be assigned to the Community Relations Section. Volunteer officers will, "upon an emergency mobilization" contact the Community Relations Section telephonically and advise the Community Relations Section commanding officer or his/her designee of the date and hours he/she will be available for assignment.

The Community Relations Section will compile an emergency mobilization schedule based on the information received from the volunteer officers.

All hours logged by volunteer officers during an emergency mobilization will count towards the FDLE minimum requirements of 20 hours per month..

Medical and Drug Screening:

Volunteer officers are not required to undergo an annual physical examination. However; if funds are available volunteer officers will be offered the option of undergoing an annual physical examination. Volunteer officers are required to have a random drug screening test consistent with the procedure for full time police officers. Annual drug screening tests will be conducted during the bi-monthly meetings. (Jan, Mar, May, July, Sept, and Nov.)

- 11 -

STANDARD OPERATING PROCEDURES: S.O.P. 27
(Continuation)

Court:

Volunteer officers are required to attend all mandatory court appearances. They will complete a court liaison time sheet and clock in and out in the "on-duty slot".

Volunteer officers will attach a copy of the completed court liaison time sheet to their worksheet. The worksheet with the attached court liaison slip will be turned in to the Community Relations Section Supervisor.

Termination from Detail:

The Community Relations Section commanding officer will submit a redline memo to the Chief of Police requesting a volunteer officer be terminated from the Volunteer Officer Detail.

Upon approval by the Chief of Police, the Community Relations Section commanding officer will generate a letter for the Chief of Police's signature, (through channels), notifying the volunteer officer that he/she is being terminated from the Volunteer Officer Detail and that all City of Miami issued uniforms and equipment must be returned within (5) days from receipt of the termination letter. The Community Relations Section will be responsible to collect all city issued equipment.

"Admission into the Detail" or "Termination from the Detail" of a volunteer officer from the Volunteer Officer Detail is at the sole discretion of the Chief of Police. The Chief of Police's decision to approve or disapprove an officer's admission into the Volunteer Officer Detail or to terminate a volunteer officer from the detail is final and not subject to arbitration/grievance or otherwise challenged.

A copy of the memorandum and subsequent termination letter signed by the Chief of Police will be placed in the volunteer officer's file.

A notice of termination memorandum will be sent by the Community Relations Section to:

- A. Personnel
- B. Internal Affairs
- C. Recruitment and Selection
- D. Special Events
- E. Labor Relations
- F. Training

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 29

SUBJECT: **QUALITY CONTROL CHECKS**

PURPOSE: To improve the effectiveness and quality of service of the Miami Police Department and patrol officers

SCOPE: The quality control check questionnaires are utilized to provide the district major with an accurate assessment of the effectiveness and quality of service provided by the patrol officers.

- I. District Responsibilities:
 - A. The Crime Prevention Specialists for each district will be responsible for conducting and submitting the quality control questionnaires for the respective net areas for the North, Central and South Districts.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 29

(Continuation)

- B. The Crime Prevention Specialists will select locations from the daily crystal report and will conduct an interview with the complainant in order to assess the quality of services provided by the responding officer.
- C. The Crime Prevention Specialists will submit at the end of the month copies of all surveys. These surveys will be delivered to the Community Relations Section Commander no later than the 5th working day of each month.
- D. The Community Relations Commander will provide the District Major and Deputy Chief with the results of the quality control checks.
- E. The Crime Prevention Specialists will maintain a filing system by NET area. The filing system will be maintained at each district.

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 30

SUBJECT: CRIME STOPPERS ANONYMOUS

PURPOSE: Crime Stoppers provides a means of communication for members of the public to anonymously provide law enforcement agencies with information on crimes or suspects. Tipsters can give information without revealing their identity and may be eligible for a financial reward for the information they provide.

SCOPE: "Crime Stoppers Anonymous" is an innovative program aimed at encouraging citizen participation in efforts to clear police backlogs of unsolved violent crimes, including arson. The cornerstone of the program is the anonymity that is guaranteed to any citizen having information about a crime, but fears being identify through publicity.

Commander
Community Relations Section

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- A. The Crime Stoppers Detail is responsible for ensuring anonymity of all callers.
- B. Establishing a county-wide telephone number for citizens to call with information about unsolved crimes.
- C. Providing rewards of up to \$1,000 for information leading to the arrest and prosecution of perpetrators of violent crimes.

I. Community Relations Section Responsibilities:

- A. The Community Relations Section Commanding Officer will meet twice a week with the Crime Stoppers detail officer to review any outstanding tips and leads of cases that pertain to the Miami Police Department.
- B. All tips and leads will be logged and tickled before forwarding to the proper unit for investigation. Once the investigation is completed, the package will be returned to the Community Relations Commander. The Commander will forward the results to the Crime Stoppers office.

II. Tip Management Intake Procedures:

- A. The Miami Police Officer assigned to the Crime Stoppers detail will:
 - 1. Complete and review a crime stoppers tip form.
 - 2. Attach a Community Relations/Crime Stoppers (Red) routing slip and assign to the proper entity all tips pertaining to the City Of Miami (see attached routing slip and routing legend).
 - 3. Complete a twice a week "Tip Allocation Report" and deliver it to the Community Relations Section every Monday and Thursday before 1200 hours with tip forms and routing slips attached. (see attached report).
- B. The Community Relations Secretary will review the "tip allocation report" and ensure there is a tip form with a routing slip attached for each entry in the log.
- C. The Community Relations Secretary will keep a Crime Stoppers tip tickler log and assign each tip a tickler number from the Crime Stoppers tip tickler log.
- D. The numerical sequence for the Crime Stoppers tip tickler log will be as follows:
 - 1. First set of numbers will delineate the year.
(i.e. 2007 = 1)
 - 2. Second set of numbers will delineate the month.
(i.e. January = 01)

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

3. Subsequent set of numbers preceded by a dash will delineate the actual sequential tickler number.
(i.e. 01, 02, 03, etc.)
4. Tickler numbers will be preceded by "CS" to identify Crime Stoppers.

Example: Ticklers received on Jan, 2007 will be routed as follows:

C/S 0701 – 01
C/S 0701 – 02
C/S 0701 – 03 and so on.

The following month will start at 01 again.
(i.e. Feb. 2007 = 0702 – 01)

- E. The Community Relations Secretary will then distribute the tips to the appropriate entity at "IN" boxes located at the Field Operations Division Chief.
- F. Crime Stoppers tips will be given a 30 day turn around time.
- G. One 15 day extension may be granted by the Community Relations Commanding Officer or Supervisor upon verbal or e-mail request if a valid reason exists.
- H. Additional extensions if needed must be requested via red-line memo to the Community Relations Commander for his/her approval.

III. Tip Management Intake Procedure/Time Sensitive tips:

- A. Occasionally Crime Stoppers will receive a tip that is "Time Sensitive"

(i.e. Tipster calls to advise of a street level drug sales operation going on "NOW", and provides a description of the seller).

The Miami police officer assigned to the Crime Stoppers Detail will:

1. Complete and review a Crime Stoppers tip form.
2. Contact the Communications Unit telephonically and verbally advise them of the tip, in order for them to enter the call into the CAD system to be dispatch for further investigation. (305) 579-6111 or (305) 579-3449
3. Obtain a case number from Communications and write case number on the Crime Stoppers tip form.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

4. Attach a Community Relations/Crime Stoppers, (RED), routing slip and check off the "Prior Sent" box. Assign tip to the appropriate N.ET. Commander. (See attached routing slip and routing legend).
 5. Complete a twice a week "Tip allocation report" and deliver it to the Community Relations Section every Monday and Thursday before 12:00 hours with tips and routing slips attached (see attached report).
- B. The Community Relations Secretary will review the "tip allocation report" and ensure there is a tip form with a routing slip attached for each entry in the tip allocation report.
- C. The Community Relations Secretary will keep a Community Relations Section Crime Stoppers tip tickler log and assign each tip a tickler number from the Community Relations Section Crime Stoppers tip tickler log.
- D. The numerical sequence for the crime stoppers tip tickler log will be as follows:
1. First set of number will delineate the year.
(i.e. 2007 = 07)
 2. Second set of numbers will delineate the month.
(i.e. January = 01)
 3. Subsequent set of numbers preceded by a dash will delineate the actual sequential tickler number.
(i.e. 01, 02, 03, etc.)
 4. Tickler numbers will be preceded by "CS" to identify Crime Stoppers.

Example: Ticklers received on Jan, 2007 will be routed as follows:

C/S 0701 – 01
C/S 0701 – 02
C/S 0701 – 03 and so on.

The following month will start at 01 again.
(i.e. Feb. 2007 = 0702 – 01)

- E. The Community Relations Secretary will then distribute the tips to the appropriate entity at "IN" boxes located at the Field Operations Division Chief.
- F. Crime Stoppers tips will be given a 30 day turn around time.
- G. One 15 day extension may be granted by the Community Relations Commanding Officer or Supervisor upon verbal or e-mail request if a valid reason exists.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- H. Additional extensions if needed must be requested via red-line memo to the Community Relations Major for his/her approval.

IV. Tip Management Intake Procedure/High Profile or Major Crimes Cases:

- A. Occasionally crime stoppers will receive a tip that involves a high profile or major crimes case.

(i.e. homicide, sexual battery, robbery, missing person, or crimes against children or the elderly)

The Miami Police Officer assigned to the Crime Stoppers Detail will:

1. Complete and review a Crime Stoppers tip form.
 2. Contact the lead detective of the appropriate unit handling the case telephonically and verbally advise him/her of the tip.
 3. Fax or e-mail a copy of the tip form to the appropriate unit (Detective).
 4. Attach a Community Relations/Crime Stoppers, (RED), routing slip and check off the "Prior Sent" box. Assign tip to the appropriate unit commander. (see attached routing slip and routing legend).
 5. Complete a twice a week "Tip allocation report" and deliver it to the Community Relation Section every Monday and Thursday before 12:00 hours with tips and routing slips attached (see attached report).
- B. The Community Relations Secretary will review the "tip allocations report" and ensure there is a tip form with a routing slip attached for each entry in the tip allocation report.
- C. The Community Relations Secretary will keep a Community Relations Crime Stoppers tip tickler log and assign each tip a tickler number from the Community Relations Section Crime Stoppers tip tickler log.
- D. The numerical sequence for the crime stoppers tip tickler log will be as follows:
1. First set of number will delineate the year.
(i.e. 2007 = 07)
 2. Second set of numbers will delineate the month.
(i.e. January = 01)
 3. Subsequent set of numbers preceded by a dash will delineate the actual sequential tickler number.
(i.e. 01, 02, 03, etc.)
 4. Tickler numbers will be preceded by "CS" to identify Crime Stoppers.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

Example: Ticklers received on Jan, 2007 will be routed as follows:

C/S 0701 – 01
C/S 0701 – 02
C/S 0701 – 03 and so on.

The following month will start at 01 again.
(i.e. Feb. 2007 = 0702 – 01)

- E. The Community Relations Secretary will then distribute the tips to the appropriate entity at "IN" boxes located at the Field Operations Division Chief.
- F. Crime Stoppers tips will be given a 30 day turn around time.
- G. One 15 day extension may be granted by the Community Relations Commanding Officer or Supervisor upon verbal or e-mail request if a valid reason exists.
- H. Additional extensions if needed must be requested via red-line memo to the Community Relations Commander for his/her approval.

V. **Gun Bounty/Tip Management Intake Procedure for Guns/Weapons located "Inside Structures":**

Crime Stoppers receives tips related to guns and weapons under the Gun Bounty Program.

- A. The Miami Police Officer assigned to the Crime Stoppers detail will:
 - 1. Complete and review a Crime Stoppers tip form.
 - 2. Attach a Community Relations/Crime Stoppers (RED) routing slip and assign all tips pertaining to the City Of Miami to the Special Operations Section (C.S.U.) Commander. (See attached routing slip and routing legend).
 - 3. Complete a twice a week "tip allocation report" and deliver it to Community Relations Section every Monday and Thursday before 1200 hours with tips and routing slips attached. (See attached report).
- B. The Community Relations Secretary will review the "tip allocation report" and ensure there is a tip form with a routing slip attached for each entry in the tip allocation report.
- C. The Community Relations Secretary will keep a Community Relations Section Crime Stoppers tip tickler log and assign each tip a tickler number from the Community Relations Section Crime Stoppers tip tickler log.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

D. The numerical sequence for the Crime Stoppers tip tickler log will be as follows:

1. First set of number will delineate the year.
(i.e. 2007 = 07)
2. Second set of numbers will delineate the month.
(i.e. 2007=01)
3. Subsequent set of numbers preceded by a dash will delineate the actual sequential tickler number.
(i.e. 01, 02, 03, etc.)
4. Tickler numbers will be preceded by "CS" to identify Crime Stoppers

Example: Ticklers received on January, 2007 will be routed as follows:

C/S 0701 – 01
C/S 0701 – 02
C/S 0701 – 03 and so

The following month will start at 01 again.
(i.e. Feb. 2007 = 0702 – 01)

- E. The Community Relations Secretary will then distribute the tips to the Special Operations Section Commander, thru "IN" boxes at the Deputy Chief's Office.
- F. Crime Stoppers tips will be given a 30 day turn around time.
- G. One 15 day extension may be granted by the Community Relations Commanding Officer upon verbal or e-mail request if a valid reason exists.
- H. Additional extensions if needed must be requested via red-line memo to the Community Relations Major for his/her approval.

VI. **Gun Bounty/Tip Management Intake Procedure for "Time Sensitive" Street Level or Guns/Weapons inside a Conveyance:**

- A. Occasionally Crime Stoppers will receive a tip that is Gun Bounty/ "Time Sensitive"

(i.e. Tipster calls to advise of a street level subject with a gun/weapon going on "NOW", and provides a description of the subject) or (Tipster advises of a gun/weapon inside a conveyance "NOW" and provides a description of the conveyance).

The Miami police officer assigned to the Crime Stoppers Detail will:

1. Complete and review a Crime Stoppers tip form.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

2. Contact the Communications Unit telephonically and verbally advise them of the tip, in order for them to enter the call into the CAD system to be dispatch for further investigation. Communications of the tip. (305) 579-6111 or (305) 579-3449
 3. Obtain a case number from Communications and write case number on the Crime Stoppers Tip Form.
 4. Attach a Community Relations/Crime Stoppers, (RED), routing slip and check off the "Prior Sent" box. Assign tip to the appropriate N.E.T. Commander. (See attached routing slip and routing legend).
 5. Complete a twice a week "Tip allocation report" and deliver it to the Community Relation Section every Monday and Thursday before 1200 hours with tips and routing slips attached (See attached report).
- B. The Community Relations Secretary will review the "tip allocation report" and ensure there is a tip form with a routing slip attached for each entry in the tip allocation report.
- C. The Community Relations Secretary will keep a Community Relations Section Crime Stoppers tip tickler log and assign each tip a tickler number from the Community Relations Section Crime Stoppers tip tickler log.
- D. The numerical sequence for the Crime Stoppers tip tickler log will be as follows:
1. First set of number will delineate the year.
(i.e. 2007 = 07)
 2. Second set of numbers will delineate the month.
(i.e. January = 01)
 3. Subsequent set of numbers preceded by a dash will delineate the actual sequential tickler number.
(i.e. 01, 02, 03, etc.)
 4. Tickler numbers will be preceded by "CS" to identify Crime stoppers.

Example: Ticklers received on Jan, 2007 will be routed as follows:

C/S 0701 – 01
C/S 0701 – 02
C/S 0701 – 03 and so on.

The following month will start at 01 again.

(i.e. Feb. 2007 = 0702 – 01)

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- E. The Community Relations Secretary will then distribute the tips to the appropriate entity at "IN" boxes located at the Deputy Chief's Office
- F. Crime Stoppers tips will be given a 30 day turn around time.
- G. One 15 day extension may be granted by the Community Relations Commanding Officer or Supervisor upon verbal or e-mail request if a valid reason exists.
- H. Additional extensions if needed must be requested via red-line memo to the Community Relations Commander for his/her approval.

VII. Tip Management Clearance/Return Procedures:

- A. All tips will be returned directly to the Community Relations Section from the Section/Unit the tip was assigned, by the due date.

Note: Do not send tips back through F.O.D.

- B. Cleared/returned tips will contain the following:
 - 1. Original Community Relations Section "RED" Routing Slip.
 - 2. Completed "Crime Stoppers Tip Form"
 - 3. Attached supporting documentation (i.e. A-Form, O.I. Report, Property Receipt, etc.)
 - 4. Any other pertinent document (i.e. 301 Report, etc.)
 - 5. Complete explanation of action taken and results.
- C. The Community Relations Secretary will clear all properly completed ticklers from the Community Relations Crime Stoppers Tickler Log.
- D. The Community Relations Secretary will make a copy and file the copy of the completed tickler in the Community Relations' office files.
- E. The original "cleared" tickler will be sent to Crime Stoppers via the Miami Police Officer assigned to Crime Stoppers on a weekly basis.
- F. The Community Relations Secretary will review the Community Relations Section Crime Stoppers Tip Tickler Log on a weekly basis and identify overdue tips.
- G. The Community Relations Section Secretary will send out an "Overdue Crime Stoppers Tip Memo" to the appropriate Section/District Major through the F.O.D. Chief's Office, on all overdue Crime Stoppers Tips. Overdue Crime Stoppers Tips Memo will have a ten (10) day turnaround time.

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- I. All overdue Crime Stoppers Tips Memos will be returned to the Community Relations Section thru the F.O.D. Chief's office

VIII. Monthly Crime Stoppers Tip Tracking Report:

- A. The Miami Police Officer assigned to the Crime Stoppers detail will complete a monthly tip tracking report. (see attached memo format)

The monthly Crime Stoppers tip tracking report will contain the following:

1. Number of tips received/assigned for the month/YTD
2. Number of tips cleared/returned for the month/YTD
3. Number of narcotics related tips received for the month/YTD
4. Number of Gun Bounty related tips received for the month/YTD
5. Number of major crimes related tips received for the month/YTD
6. Other tips
7. Number of tips that resulted in arrest for the month/YTD
8. Number of Gun Bounty tips that lead to gun/weapon being recovered for the month/YTD
9. Number of guns/weapons recovered for the month/YTD
10. A brief synopsis of any major crimes cases solved, apprehensions made, or significant accomplishments that resulted due to a Crime Stoppers tip.

(i.e. Subject in major crimes case arrested, guns/weapons recovered, large amounts of narcotics seized or hydroponics lab uncovered, etc.)

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

**COMMUNITY RELATIONS CRIME STOPPERS TIP
“ASSIGNMENT LEGEND”**

1) Narcotics Related Tips

A) Street Level “Time Sensitive”

“In Progress NOW”

1) Contact Communications Telephonically

2) Assign to appropriate NET Commander

B) Street Level “Not Time Sensitive”

1)Assign to appropriate NET Commander

C) Street Level/MID LEVEL OPERATIONS

1)Assign to S.O.S Commander (C.S.U.)

D) Large Scale Operations/Trafficking

1)Assign to S.I.S. Commander

E) Hydroponics Lab Operations

1)Assign to S.I.S. Commander

2) Gun Bounty Tips

A) Street Level “Time Sensitive”

“In Progress NOW”

1) Contact Communications Telephonically

2) Assign to appropriate NET Commander

B) Guns/Weapons In Structures

1) Assign to S.O.S. Commander (C.S.U.)

C) Large Scale Gun/Weapon Trafficking

1) Assign to S.I.S. Commander

3) General Tips (“Not Time Sensitive”)

A) Assign to Proper Entity:

1) Appropriate NET Commander

2) Appropriate Section/Unit

(i.e. Homicide, Special Victims, etc.)

4) General Tips (“Time Sensitive”)

A) High Profile/Major Cases

1) Contact Appropriate Section/Unit Detective

STANDARD OPERATING PROCEDURES: S.O.P. 30

(Continuation)

- Telephonically
- 2) Assign to Appropriate Section/Unit
Commander

- 5) Terrorist Tips
 - A) Assign to S.I.S. Commander

- 6) Tips Alleging Impropriety by a Miami Police Officer
 - A) Assign to I.A. Commander

City of Miami



DANIEL J. ALFONSO
City Manager

COMMUNITY RELATIONS SECTION STANDARD OPERATING PROCEDURES

S.O.P. 32

SUBJECT: **COMMUNITY GOODWILL AMBASSADORS MOBILIZATION**

PURPOSE: To provide the City Manager with clear guidelines and procedures for the activation and mobilization of the Goodwill Ambassadors during special events and any significant event impacting the community and occurring in the City of Miami or Miami-Dade County.

SCOPE: The Miami Police Department recognizes a need for community involvement in assisting with community unrest, or during large scale demonstrations or special events. The Goodwill Ambassadors program was created and developed to assist the Miami Police Department, the City Manager and the Community Relations Board in providing a stabilizing force as well as community involvement during such large scale events in order to promote harmonious relationships and to facilitate the peaceful resolutions of conflicts.

Commander
Community Relations Section

8/2/16

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P.32

(Continuation)

I. Responsibilities:

- A. To assist in keeping channels of communication open between the community groups, the Community Relations Board and the Miami Police Department during large scale events or mass demonstrations.
- B. To assist in the dissemination of accurate information to the Public during large scale events or mass demonstrations.
- C. To collect and provide the City manager and the Community Relations Board with information needed to control sources of conflict during large scale events.
- D. To facilitate and intervene during the problem solving events involving large masses of citizens.
- E. To perform as greeters and guides during community tensions.
- F. To identify and relived inter-group conflicts before crisis arise during large scale events.
- G. To intervene and provide assistance during community tensions.
- H. TO provide a rapid response support teams in order to relive and contain conflict during large scale events or mass demonstrations.
- I. To identify and forecast community tensions during crisis situations and or large scale events or mass demonstrations.

II. Procedures for Notification Activation and Mobilization:

- A. The determination of the need to activate the Goodwill Ambassadors will be made based on a clear and present crisis. This determination shall be made by the Commander of the Community Relations Section, Chief of Police, or the Chief's designee.
- B. The notification shall be made to the City manager through official channels by the Chief of Police or his/her designee.
- C. The City Manager will notify the Coordinator of the Community Relations Office that there is a need to mobilize the Goodwill Ambassadors.
- D. The Coordinator of the Community Relations Office will advise the members of the Community Relations Board that a mobilization will be implemented. The Goodwill Ambassadors will be mobilized and the Department Directors will be informed by the City Manager's office in writing.
- E. The Goodwill Ambassadors will be mobilized and asked to converge on a pre-determined location and specific instructions and briefings will be

STANDARD OPERATING PROCEDURES: S.O.P.32

(Continuation)

provided by the Coordinator of the Community Relations Office and designee from the police department's Community Relations Section.

- F. Suitable forms of identification will be mobilized and asked to converge on a pre-determined location and specific instructions and briefings will be provided by the Coordinator of the Community Relations Office and designee from the police department's Community Relations Office.
- G. The Goodwill Ambassadors will be transported to the site of the demonstration or significant event. They shall maintain constant communication with members of the Community Relations Board and the Coordinator of the Community Relations Office will supervise their activities.
- H. At no time will the Goodwill Ambassadors portray themselves or create the impression that they are working under the supervision or jurisdiction of the Miami Police Department.
- I. The Goodwill Ambassadors will be mobilized and asked to converge on a pre-determined location and specific instructions and briefings will be provided by the Coordinator of the Community Relations Office and designee from the police department's Community Relations Section.

City of Miami

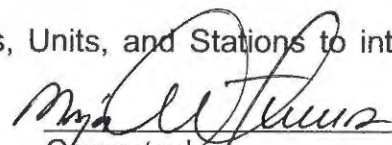


EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION
COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES
MISSION, GOALS, AND OBJECTIVES

SUBJECT: COMMUNITY ORIENTED SUPPORT DOG

- I. **MISSION:** To strengthen the bond and establish close ties with members of the community and provide comfort during critical incidents or high conflict situations.
- II. **GOALS:** The Community Oriented Support Dog (COSD) will be utilized as a community policing component to establish positive relationships with members of the community during police sanctioned events. This community resource will also be used to comfort victims involved in critical incidents as well as to help alleviate stress with departmental personnel assigned to Central Headquarters and other Miami Police personnel approved by the Community Relations Section Commander.
- III. **OBJECTIVES:**
 - A. Attend police sanctioned events and interact with members of the community.
 - B. Visit local schools, hospitals, nursing homes, or other locations approved by the Community Relations commander or designee.
 - C. Respond to critical incidents or high conflict situations and provide comfort to victims.
 - D. Visit departmental Divisions, Sections, Units, and Stations to interact with department employees.



Commander
Community Relations Section

8/27/19
Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

COMMUNITY RELATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P. 34

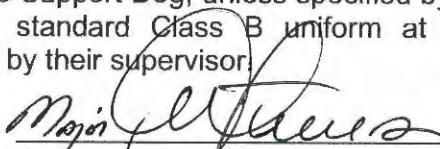
SUBJECT: COMMUNITY ORIENTED SUPPORT DOG HANDLER DUTY HOURS

PURPOSE: To establish On-Duty hours for the Community Oriented Support Dog Handler and provide off-duty assignment guidelines.

- I. The Community Oriented Support Dog Handler's duty hours will be based on a modified A-shift schedule, but will be flexible to provide for special assignments, while also allowing for canine care.

Modified A-shift (0700-1515hours) – (1515-1700 hours) Canine Care time

- II. The Community Oriented Support Dog (COSD) Supervisor will be responsible for organizing the Dog Support Teams schedule. All demonstrations, events, and special request must be submitted and approved by the COSD supervisor in order to modify schedule hours.
- III. The Community Oriented Support Dog Handler, while working an Off-duty assignment, will **NOT** attend the assignment with the Support Dog, unless specified by the COSD supervisor. Handlers will wear the standard Class B uniform at all off-duty assignments, unless otherwise advised by their supervisor.



 Commander
 Community Relations Section

8/27/19

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION

COMMUNITY RELATIONS SECTION

STANDARD OPERATING PROCEDURES

S.O.P 34

SUBJECT: COMMUNITY ORIENTED SUPPORT DOG

PURPOSE: The purpose of this standard operating procedure is to establish procedures and regulations governing the deployment, training, evaluation, and use of a support dog; defining the authority, circumstances and responsibility for their use and handler requirements.

SCOPE: The City of Miami Police Department (MPD) is committed to establishing close ties with and responding to the needs of the community. (CALEA 45.2.1a) The overall objectives of community policing are to identify, evaluate, and respond to the needs of, both the community and the Department in order to establish and maintain effective avenues of communication and a positive relationship with the citizens of The City of Miami. The Community Oriented Support Dog (COSD) was established to serve the citizens of The City of Miami as a community outreach tool to strengthen the bond and provide support during critical incidents or high conflict situations and/or events. The trained support dog is a valuable supplement to the resources of the Department.

Commander
Community Relations Section

8/27/19

Effective Date



S.O.P. 34 (continued)

POLICY: The primary function of the support dog is as a community relations resource by interacting with citizens at community outreach events in local schools, hospitals, nursing homes, and other community events. The support dog will also be utilized to provide interaction with victims affected after traumatic incidents and events in order to offer a calming presence and welcome distraction. The support dog can also be utilized within the Department to help alleviate stress with departmental personnel assigned to the Central District Headquarters and other MPD personnel approved via these SOP's by the Community Relations Commander.

II. DEFINITIONS:**A. Alliance of Therapy Dogs**

Alliance of Therapy Dogs (ATD) is a national organization that provides testing, certification, registration, and support for therapy dogs. ATD dogs have passed extensive testing to make sure that they have good manners and do not mind being touched by strangers. The ATD is one of the few therapy dog organizations recognized by the American Kennel Club (AKC).

B. Support Dog

Support dogs, as "crisis response" dogs, work during active crises and in emergency situations- both natural and manmade. They can offer calming presence and a welcome distraction to those who have been impacted by disasters, often in shelters as in common public gathering spaces.

C. Emotional Support Animal

An emotional support animal (ESA) is a pet that provides disability-relieving emotional support to an individual but is not necessarily trained to do so. Unlike service dogs, laws do not allow ESA's to go out to public places where dogs are normally prohibited. ESA owners do have certain legal rights in housing situations and when flying, though ESAs are supposed to be public access trained for flight access.

D. Service dog

A service dog is trained to help people with disabilities such as visual impairments, mental illnesses, seizure disorders, diabetes, etc. The option to use a service dog is given under the Americans with Disabilities Act (ADA) and local governments. According to the ADA, service animals are working animals, not pets. They have been specifically trained to perform tasks related to the disabled person's specific disabilities.

S.O.P. 34 (continued)**E. Therapy Dog**

A therapy dog is trained to provide support and affection to people in hospice, disaster areas, retirement homes, hospitals, nursing homes, schools, and more. Therapy dogs are used in facilities to support people and give affection. Therapy dogs do not have to be trained to perform specific tasks, like service dogs.

Unlike a service dog, a therapy dog is a pet which is trained to interact with many people, other than its handler, to make those people feel better. Therapy dogs are also trained to behave safely around all sorts of people and are often certified.

A therapy dog handler is not given the same level of rights to public access as to service dog users. Since therapy dogs are not trained to mitigate disabilities, therapy dogs are only allowed into restricted access locations such as hospitals, skilled nursing facilities, and libraries by prior agreement.

F. Therapy Dog Team

A therapy dog team consists of a certified therapy dog and its handler.

III. COMMUNITY ORIENTED SUPPORT DOG ADMINISTRATION**I. SUPERVISION:**

Administrative supervision of the Community Oriented Support Dog Team, for purposes of selection, training and maintenance of the support dog, re-assignment and equipment, will be provided by The Community Relations Section (CRS) supervisor as designated by the CRS Commander or designee. The CRS supervisor will also have direct operational supervision of the Support Dog Program to include:

- A. Direct supervision of the support dog handler.
- B. Coordination and facilitation of requests for the Support Dog Team.
- C. Preparation of monthly summary reports documenting the Support Dog Team's activities.
- D. Ensuring all certification and training requirements are current for each respective support dog and handler.
- E. Responding to any incidents of dog bites or possible injury to individuals that the Support Dog Team is involved in.

S.O.P. 34 (continued)**II. SELECTION OF COMMUNITY ORIENTED SUPPORT DOG HANDLER:**

- A. A memorandum from the Community Relations Commander or designee will announce openings for the COSD handler. This notice will be posted in accordance with the current Collective Bargaining Agreement. Interested personnel should follow the instructions contained in the announcement posting.
- B. The support dog candidate should have a minimum of two full years of Departmental service and have a thorough knowledge and understanding of Community Oriented Policing Practices, and Strategies.
- C. All qualified support dog candidates will be afforded an interview and may be required to interact with the support dog as part of the interview process.
- D. The support dog candidate's residence must be capable of housing the support dog and or have adequate space for the construction of a kennel, since the employee will be required to keep the support dog at his/her residence. In the event the employee does not own the property, the employee must obtain written permission from the property owner for housing the support dog.

III. TRAINING, SELECTION, AND CERTIFICATION:

- A. Currently, the prospective COSD will be selected by the Community Relations Section Commander. The dog(s) will be selected from the Miami-Dade County Animal Services Department (ASD) from dogs waiting to be adopted. The dog(s) will be selected based on their temperament, size, and overall health.
- B. Support Dog Teams will initially receive four (4) weeks of obedience training by a certified City of Miami Police Canine instructor. The team(s) will then receive a certification and or training in accordance with a nationally registered therapy dog organization, the Alliance of Therapy Dogs (ATD) or any certifying association approved by the chief or designee. The support dog handler will become familiar with and adhere to ATD rules, guidelines and policies.
- C. Support Dog Teams will train on a regular basis to maintain proficiency and operational readiness. Additionally, the Support Dog Team will undergo a demonstration of proficiency on a yearly basis under the supervision of a nationally registered therapy dog organization.
- D. The Community Relations sergeant or designee will ensure that the above training is conducted as indicated and will ensure that the training records are maintained for each Support Dog Team.
- E. Additional training and animal care requirements will be in accordance with the specifications set forth in the Special Operations Sections Canine Unit SOP.

S.O.P. 34 (continued)**IV. COMMUNITY ORIENTED SUPPORT DOG DUTIES AND RESPONSABILITIES****• SUPPORT DOG APPLICATIONS:****1. General uses for the Support Dog Team****2. Community outreach demonstrations**

- A. Requests for demonstrations will be routed to the support dog handler's supervisor. All requests will be made far enough in advance to ensure that the support dog will be available. If there is a need for a short notice demonstration or critical incident, approval via telephone by the support dog handler's commander will suffice.
- B. Demonstrations may be given at any location; however, the support dog handler's supervisor will have final determination regarding the site chosen.
- C. Community outreach events will not exceed three visitations within a week. The Community Relations supervisor or handler should schedule the events every other day to coordinate training and recovery for the team.
- D. When events are not scheduled with the support dog, the dog will remain inside the Community Relations office in a kennel that has been approved by a City of Miami Police certified canine instructor.

3. Visits to schools, medical facilities and private institutions.

- A. Support dogs are most effective in environments where people can interact with the dog in a controlled setting. Support dogs are not service dogs and as such, not entitled to the rights, privileges, and protections offered to these dogs by law. Therefore, Support Dog Teams must request permission to visit any building, facility, school, or private event, unless the support dog has received a service dog accredited certification.

3. Persons impacted by crime.

- A. The Support Dog Team may be utilized to support crime victims, witnesses or anyone that has been impacted by a crime.
- B. The Support Dog Team must be requested by the lead detective or in conjunction with an authorized MPD Victim Advocate. This request must be approved by CRS commander or designee.

S.O.P. 34 (continued)**4. Departmental units.**

- A. The Support Dog Team may be utilized to visit units within the Department to ease and help distressed personnel such as Dispatchers, 911 call-takers, Investigators, and other police employees of The City of Miami Police Department.

5. Incidents and events with likelihood of stress.

- A. Support Dog Teams may be requested to respond to incidents and events where there is a likelihood of persons that are in distress.

Authorization for Support Dog Team response is by the Community Relations Section Commander or designee.

- **SUPPORT DOG OPERATIONS:**

A. Deployment and use.

1. Support Dog Teams shall be utilized at times and locations that provide optimal response throughout the City of Miami. Requests to deploy the Support Dog Team outside the City of Miami should be coordinated through the support dog handler's commanding officer.
2. Support Dog Teams are often used in medical facilities. Support dog handlers must be cognizant of the Health Insurance Portability and Accountability Act (HIPAA) and must adhere to ATD rules and regulations regarding medical facility visits.
3. Support dog handlers must always keep the support dog on a leash unless doing exercises or tricks in an indoor, secure location with no other animals present.
4. All support dog handlers are cautioned to be aware that some citizens are frightened by large dogs. Their fear could lead to unusual behavior. This in turn could cause the support dog to believe that he or his handler are threatened, causing the support dog to react aggressively. Support dog handlers will always have control of their dogs.

B. Prohibitions: Support Dog Teams are not to engage in traditional police canine functions such as tracking, detection or apprehension. Additionally, Support Dog Teams will not be utilized:

1. To intimidate, coerce, or frighten any persons.

S.O.P. 34 (continued)

2. To affect the arrest of any person.
3. To physically engage a subject or any person.
3. Canines will never be allowed to agitate other dogs. If an interaction were to occur, the handler will immediately bring the situation under control by all practical means.

- **SUPPORT DOG BITE OR INJURY REPORTING PROCEDURES:**

- A. If a support dog bites or injures any person (child, suspect, citizen, or officer) or animal, the handler will:**

1. Render necessary first aid and request Fire Rescue to respond, if needed. Obtain Fire Rescue Alarm number and name of personnel treating the victim.
2. Arrange transportation to a medical facility, if requested.
3. Notify the Complaint Sergeant and advised of the incident.
4. Notify the support dog supervisor as soon as possible. If the support dog supervisor is not available, a Canine sergeant will be requested.
5. Prepare an Offense-Incident Report (Persons Report) reference the incident.
6. Have photographs taken of any visible injuries or areas where there is complaint of injury. An additional photograph of the person standing erect will be taken.
7. In the event the injury or complaint of injury is in the genital or buttocks area or in the chest area of a female, the photographs will be taken by a CSI officer of the same sex as the injured person. Photographs of this nature will be sealed and submitted in a non-transparent paper envelope.
8. If the incident occurred inside a medical or private facility, the facility supervisor will be contacted and apprised of the incident.
9. If in the event a dog bite occurred out of the City of Miami jurisdiction, the handler will notify the proper police agency and secure a copy of their report which shall be included in the Response to Resistance Report.

- B. Upon notification of a support dog bite, the support dog supervisor will:**

S.O.P. 34 (continued)

1. Respond to the incident location and evaluate the circumstances.
2. Verify the handler has complied with the above requirements.
3. Notify the Field Duty Lieutenant and Community Relations Commander.
4. Prepare a Response to Resistance Report (Blue Team) and follow departmental policy pertaining to completion and distribution.
5. Prepare a memorandum for the Community Relations Commander detailing the incident.
6. Contact the Risk Management Division and give necessary information regarding the incident.
7. Ensure that all paperwork is submitted within 48 hours of the incident.
8. In the event a dog bite occurs and the support dog handler's supervisor or K-9 supervisor is unavailable, an on-duty supervisor will be notified and will complete the above documentation and notifications.
9. If in the event a dog bite occurred out of the City of Miami jurisdiction, the handler will notify the proper police agency and secure a copy of their report which shall be included in the Response to Resistance Report.

V. EQUIPMENT AND FACILITY MAINTENANCE:**A. Support Dog:**

1. Support Dog Care: The handler will have the responsibility of the care, feeding, and health of his or her support dog.
- A. **Feeding the support dog:** The support dog should be fed daily, preferably at the end of the dog's tour-of-duty. Fresh water must always be available. All food pans and water buckets will be cleaned daily.
 - (1) Handlers should wait a sufficient amount of time for the support dog to cool down prior to feeding; consideration should be given if the dog has just completed any type of exercise such as community demonstrations or agility work.
 - (2) No change in the support dog's diet or feeding habits will be attempted without prior consent of a veterinarian.

S.O.P. 34 (continued)

(3) A worm preventative will be administered as prescribed by the veterinarian. Yearly vaccinations will be kept current. Only medications approved by the veterinarian will be given to the support dog.

B. Grooming the support dog: The support dog must be groomed in order to ensure proper hygiene and a healthy appearance.

(1) The support dog will be checked by the handler after every event to ensure that the support dog suffered no injuries and that an infestation of fleas or ticks did not occur.

C. Sanitary Precautions: The handler will clean his yard daily of droppings. The support dog will not be allowed to drink from any public fountains, pools or stagnant puddles. Support dogs are not to be taken into an eating establishment unless there are extenuating circumstances and the support dog is specifically requested. Precautions will be taken to prevent support dogs from relieving themselves in areas or buildings that would be offensive to the general public.

D. Veterinarian Procedures: In the event that a support dog requires veterinarian care, the handler will notify the Community Relations supervisor prior to the vet visit except in an emergency situation. The Community Relations supervisor will then be notified as soon as possible. The support dog handler is to make an appointment before taking the support dog to the veterinarian.

(1) The handler may respond to the closest veterinarian facility under contract. All services and purchases through City of Miami contracts will be only those listed in the contract. The services and purchases will be itemized by the vendor, with a receipt to the commander of the Community Relations section.

E. Care of the support dog when handler is on Leave:

(1) The Community Relations supervisor and handler will coordinate the care and shelter of the support dog with the secondary handler. In most cases, the secondary support dog handler will shelter the support dog on a temporary basis.

F. City of Miami Police Transport Vehicles:

(1) **Operational Objectives:** Vehicles are specifically configured to transport animals in a safe and secure environment.

S.O.P. 34 (continued)

- (2) **Instructions, conditions, and limitations of usage:** Officers are instructed that their vehicles are assigned on a 24-hour basis. The vehicle is not configured for either prisoner or two-man transport.
- (3) All officers are instructed in the proper utilization of their specially equipped vehicles as they apply to the Department and care of their animals and driving safety.
- (4) Support dog handlers are responsible for the maintenance and repair of their assigned vehicle. They are instructed in cleaning reference problems unique to vehicles with animals in transport.
- (6) Support dog handlers will ensure that the vehicle is stocked with an adequate supply of emergency equipment, plastic blankets, flares, jumper cables, etc.
- (7) Support dog handlers will have their heat alarm system on while the support dog is in the vehicle. The system will be tested daily to ensure it is operational.
- (8) Support dog handlers should make every effort to park their vehicles in a shaded area when leaving the support dog in the unattended vehicle, unless extenuating circumstance exist that could be harmful to the animal or the vehicle. Support dog handlers should keep their rear windows down far enough to where the words "WARNING Police Dog" remain visible.
- (9) When support dogs are left unattended in an MPD vehicle, care must be taken to prevent the support dog from having contact with the public.
- (10) Support dog handlers are not to use a support dog vehicle with a malfunctioning heat alarm system. Support dog handlers are to immediately take the vehicle to the radio shop for repair and use a pool support dog vehicle (with a heat alarm system) pending the repair of their system.
- (11) Support dog handlers will ensure the dog has an adequate supply of water inside the vehicle at all times.
- (12) Support dog handlers will utilize the front reflective window shade when the dog is left unattended in the parked vehicle during daylight hours.

S.O.P. 34 (continued)**G. Support dog Equipment:**

- (1) Home kennel - Each handler will be provided with a home kennel to house the support dog outside for the protection of the support dog and anyone visiting the handler's residence. This kennel will be positioned in a shaded area to protect the animal from the elements. (Pending approval and funding)
- (2) Additional equipment provided to the handler will include the following: four-foot lead, one-foot street lead, work collar, choke chain, muzzle, water bowl, food bowl, and food storage container. It is incumbent on the handler to ensure this equipment remains in good condition and proper working order. Other equipment maybe issued depending on the individual support dog's needs.

VI. UNIFORMS AND ACCESSORIES:**A. Support Dog Officer Uniform:**

- (1) Support Dog handlers will wear the standard **Class B**, uniform when in the performance of their official duty. When attending a community event or conducting a demonstration, the Community Relations supervisor will determine which uniform (Class A or B) will be appropriate. Support Dog Handler is authorized to wear **Class C** uniforms during monthly schedule training with the Canine Unit or participating with outside vendor training

VII. DISPOSITION OF SUPPORT DOGS:

- A. Recommendations to retire a support dog for cause will be made through the chain-of-command. After consultation with the departmental veterinarian and an approved trainer, the Chief will make the recommendation as to whether the support dog may be retired to the care of the handler or stay in service. If it is determined that the support dog should be retired, the handler may be required to purchase the support dog at a cost determined by the Department, if so desired.
- B. In cases where a handler leaves the Community Relations Section, the support dog will remain the property of the Department. If the support dog is determined to be suitable for reassignment to a new handler, it shall be retained within the unit. If the support dog is determined unsuitable for reassignment, the support dog shall be made available for purchase to the departing member if so desired.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

FIELD OPERATIONS DIVISION
COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES

S.O.P. 34

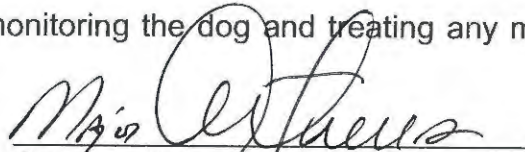
SUBJECT: **COMMUNITY ORIENTED SUPPORT DOG VETERINARIAN PROCEDURES**

PURPOSE: To establish uniform procedures for the use of the City provided veterinarian.

SCOPE: The following are uniform procedures for the use of the City provided veterinarian:

- A. The handler is to make an appointment before taking his canine to the veterinarian. **After the veterinary visit, the handler will complete a "Canine Veterinary Service Form: and turn it in to his/her supervisor prior to the completion of the handler's next tour of duty.**
- B. The Community Relations Commander will be notified if the Community Police Dog suffers an injury requiring medical care.
- C. **Handler is responsible for notifying his/her supervisor of any symptoms of health problems concerning the Support Dog.** All health questions should be directed to a canine sergeant or trainer.
- D. During the first week of each month, the handler will ensure that the heartworm and parasite preventative medication is administered. Annual vaccinations and registrations are to be completed by January 31st, of each year.

The handler is responsible for monitoring the dog and treating any minor health problems.



Commander
Community Relations Section

8/27/19

Effective Date

