

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

LGBT LIAISON

City of Miami



DANIEL J. ALFONSO
City Manager

LESBIAN, GAY, BI-SEXUAL, TRANSGENDER

STANDARD OPERATING PROCEDURES

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City of Miami



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STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

Section Commander

Date

Second Quarter
Inspection:

Maj. Seth Farnes
Section Commander

4/6/17
Date

Third Quarter
Inspection:

Maj. Seth Farnes
Section Commander

7/1/17
Date

Fourth Quarter
Inspection:

Section Commander

Date

Annual
Inspection:

Section Commander

Date



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LETTER OF PROMULGATION

TO: Lesbian, Gay, Bi-Sexual, Transgender Police Liaison

These Standard Operating Procedures are established to provide guidelines for the effective management and efficient operation of the LGBT Police Liaison.

Procedures incorporated into these Standard Operating Procedures are not meant to supersede, but to supplement published Departmental Orders and Administrative Directives.


Section Commander

Lesbian, Gay, Bi-Sexual, Transgender

7/1/17
Effective Date



City of Miami

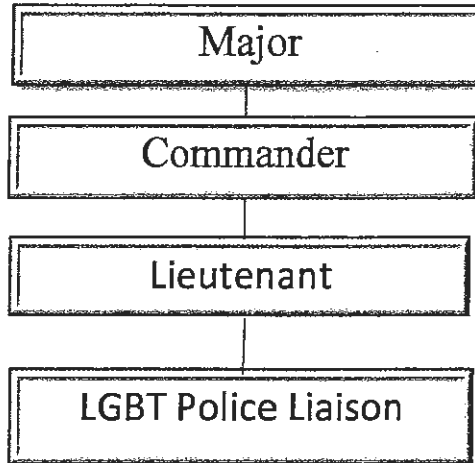


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ORGANIZTIONAL CHART



Major Seth Swann
Section Commander
Lesbian, Gay, Bi-Sexual, Transgender

7/1/17
Effective Date



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PURPOSE, GOALS AND OBJECTIVES

I. PURPOSE

The Lesbian, Gay, Bi-Sexual, Transgender (LGBT) Liaison will be responsible for strengthening the relationship between the LGBT community and the City of Miami Police Department.

II. GOALS


- A. Ensure fair and equitable representation for all of the City of Miami LGBT citizens and allies.
- B. Create mutual trust and confidence in the police through community involvement, departmental education, and the provision of fair and professional policing services.
- C. Involves citizens in the LGBT community or places associated with or owned by members of the LGBT community in different city initiatives.
- D. Educate members of the department on how to deal with LGBT individuals.

III. OBJECTIVE

- A. Support and ensure the safety of LGBT members throughout the City of Miami.


Section Commander

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DUTIES AND RESPONSIBILITY OF MEMBERS

Chain-of-Command

- I. Major - The Section Commander is responsible for the overall functions of the Community Relations Section which includes the LGBT Liaison Position.
- II. Commander - Assist the Major with the functions of the LGBT Liaison task. The Commanding Officer reports to the Major of the Community Relations Section.
- III. Lieutenant - Responsible for the overall functions of the Public Information Office which includes the LGBT Liaison. The Lieutenant will ensure completion and authorization of administrative tasks and ensure written correspondence within departmental guidelines. The Lieutenant reports to the Commander.
- IV. Police Officer (Liaison) - Responsible for carrying out all assignments given by the lieutenant or commander. The LGBT Police Liaison shall also perform any other duties deemed necessary as well as attend LGBTQ community meetings and other gatherings. The LGBT Police Liaison will identify goals and objectives for the role, coordinate and direct LGBT related activities for the community. The liaison will also create mutual trust and confidence in the police through community involvement, departmental education, and the provision of fair and professional policing services. Police officers (Liaison) are responsible for knowing all written and verbal directives as they apply to their position. Police officers report to the Public Information Office Lieutenant.

Maj. [Signature]
Section Commander

Lesbian, Gay, Bi-Sexual, Transgender

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LESBIAN, GAY, BI-SEXUAL, TRANSGENDER STANDARD OPERATING PROCEDURES

POLICIES

All personnel, sworn and civilian, shall be familiar with, conform to, and abide by the policies and Departmental Orders of the Miami Police Department. The Section Commander must approve any deviation from any LGBT policy.

I. Privileged Information - Personnel are reminded that information obtained during one's tour of duty is confidential and is not to be divulged. Departmental Order 1 Chapter 11.6.27.2 states "Members and civilian employees of the Department shall treat the official business of the Department as confidential. They shall not impart confidential information to anyone except those for whom it is intended or as directed by a commanding officer or under due process of law. Members and civilian employees shall not make known to any person any special or general order, which they may receive, unless required by the nature of the order. Members and civilian employees shall not divulge or exhibit the contents of any official file or criminal record filed in the Police Department to any person other than a duly authorized police officer or agency, except on approval of the Chief of Police, a police commanding officer, or under due process of law."

II. Office - The LGBT Liaison will be housed in a designated office space at the Central Station, under the Community Relations Section. The office will be utilize for the purpose of accomplishing the tasks and responsibilities of the LGBT Liaison role.

III. Overtime - Overtime has to be pre-approved by the unit's commanding officer prior to any member incurring overtime.

IV. Functions --

- A. Maintain a point of contact with the LGBT community, associations, businesses, civic meetings, and local and national LGBT organizations to include attending events.
- B. Provide assistance to include, but not limited to, criminal and internal/administrative investigations relating to LGBT matters, support the LGBT members of the City of Miami Police Department, diversity and in-service training curriculum and recruitment.



City of Miami

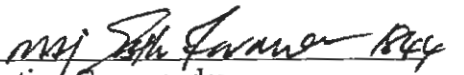


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POLICIES (continued)

C. Monitor and track crime statistics and internal complaints affecting the LGBT.


Section Commander
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