



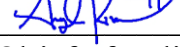
NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



GLOBAL POSITIONING SYSTEM (GPS) 200.03

EFFECTIVE DATE: 04-13-23

APPROVED: 
Chief of Police

SUPERSEDES: N/A

CFA: N/A

CONTENTS:

- I. Purpose
- II. Policy
- III. Scope
- IV. Definitions
- V. Procedures
- VI. Security
- VII. Public Records Requests

I. PURPOSE

To establish guidelines and procedures for the effective use of the Global Positioning System (GPS) by the North Miami Police Department.

II. POLICY

The North Miami Police Department will utilize the Global Positioning System capabilities of existing software on department issued laptops (computers) to locate on-duty personnel when necessary. While GPS has many uses, the primary use for the Department shall be for the safety of our personnel, and for proximity dispatch purposes. GPS shall be used to identify unit locations if radio transmissions fail, are unintelligible, or the unit is unable to communicate via radio.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

- Global Positioning System (GPS) – An electronic system used to indicate the location of a person, vehicle, etc.
- GPS System Administrator - An authorized representative of the North Miami Police Department who is assigned overall responsibility for the GPS System, its equipment, and the maintenance, management, and retention of data captured by said system. The GPS System Administrator will be responsible for all public records requests pertaining to the data captured on the GPS System.

V. PROCEDURES

- A. GPS enabled computers located within police vehicles shall be connected and operational at all times within city limits. GPS will also be enabled when working special details, events, and off-duty assignments.
 1. Employees who reside within the City of North Miami, permitted to use their take home vehicle for unlimited private personal business conducted within the City (pursuant to Administrative Regulation 1-56), shall enable the GPS system while the police vehicle is in use.
- B. GPS enabled computers shall be the primary method of obtaining an employee's location, when or if they are unable to be reached via police radio or by other means.
- C. Personnel will immediately notify an on-duty supervisor when it appears that their GPS is not functioning properly.
- D. Patrol supervisors will ensure there is an active GPS signal from all on-duty personnel. Any unit whose GPS signal is found to be inactive will immediately be addressed by the supervisor.
- E. Communications personnel will ensure that their GPS display is functional at the beginning of their shift and will ensure that the GPS map view is enabled for the remainder of the shift. In the event that the

system fails, they will immediately advise the Patrol supervisor, and make notifications via the chain of command in an effort to restore functionality.

- F. Communications personnel will provide a unit's location upon request from a supervisor.
- G. In the event that Communications personnel identify a unit's GPS location is inactive, they will immediately inform the patrol supervisor.

VI. SECURITY

- A. Officers with GPS devices installed on their vehicles are prohibited from tampering with or removing those devices.
- B. GPS system access will be restricted by rank and assignment as follows:
 - 1. The GPS System Administrator and Office of Professional Compliance personnel are authorized full access to both live and historical GPS data.
 - 2. Supervisors may access live views of GPS data, and historical data for which they have made an appropriate request. Requests for historical data will be directed to the GPS System Administrator.
 - 3. Sworn and civilian employees assigned to the Communications Unit may access live views of GPS data in the performance of their duties.
- C. Except for the GPS System Administrator and Office of Professional Compliance personnel, supervisors wishing to access historical GPS data must issue a formal request to the GPS System Administrator identifying:
 - 1. The employee or vehicle for which the data is needed.
 - 2. The time frame for which the data is needed.
 - 3. The reason for the request.
- D. Historical GPS data will only be accessed for appropriate reasons. Examples of appropriate reasons for retrieving historical GPS data

include, but are not limited to, investigating a citizen's complaint, supporting internal administrative investigations, and retrieving aggregate data for trend analysis.

VII. PUBLIC RECORDS REQUESTS

- A. Public records requests for GPS data must be retrieved in a manner that redacts any information exempt from such requests under F.S.S. Chapter 119. The GPS System Administrator and all other personnel that may be involved in the release of public records must be mindful to avoid the inadvertent disclosure of exempt data.
- B. Officer's home addresses are locations exempted from disclosure via public records request. GPS data that may reveal an officer's home address will not be released, or must be redacted appropriately to ensure that this information is not released.
- C. GPS data which may compromise ongoing criminal investigations, or any other matter considered confidential in accordance with existing statutes, will be redacted accordingly or exempted from public release.