



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



SERGEANT -AT- ARMS 400.25

EFFECTIVE DATE: 10-18-23

APPROVED: *Cherese H. House*
Chief of Police

SUPERSEDES: N/A

CFA: N/A

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I. PURPOSE

To establish the duties and responsibilities for the Sergeant- at- Arms Position.

II. POLICY

The Sergeant-at-Arms assignment consists of a sworn member whose primary responsibilities is maintaining order and providing security during any official assembly of the City of North Miami Mayor and the City Council members and, ensuring that police protection is provided for the Mayor, and all City Council members. The Sergeant-at-Arms will consist of a sufficient number of sworn members deemed necessary by the Chief of Police to effectively carry out their responsibilities.

III. SCOPE

The Sergeant-at-Arms assigned to the City of North Miami Mayor and the City

of North Miami Council Members, will serve at discretion of the Chief of Police or his/her designee.

IV. RESPONSIBILITIES

1. Sergeants-at-Arms will be responsible for managing the security of North Miami City Hall. This will include maintaining the security of all offices contained therein and addressing any additional security concerns pertaining to the City of North Miami Mayor, City Council Members, and City Hall, as necessary. Sergeant-at-Arms will also assess security needs at public hearings and request additional resources as necessary to preserve public safety and order.
2. The Sergeants-at-Arms will coordinate parking, communications, and transportation for the City of North Miami Mayor and North Miami City Council Members for all official meetings held outside of North Miami City Hall.
3. Upon request, Sergeants-at-Arms will transport the City of North Miami Mayor and members of the North Miami City Council to and/or from the airport for travel outside the City of North Miami.
4. Upon request, Sergeants-at-Arms will coordinate security, logistics, and transportation for foreign dignitaries and public officials visiting North Miami from outside jurisdictions.
5. All Sergeants-at-Arms are required to attend any meeting where two or more City of North Miami Council Members, City of North Miami Mayor, or any City Administrators are present, as deemed necessary by the Chief of Police or police administration.
6. The Sergeant-at-Arms will attend all Council meetings as required by the North Miami City Council.
7. The Sergeants-at-Arms will coordinate with the Community Oriented Policing Section to ensure that the City of North Miami Mayor and members of the North Miami City Council are informed of all community events sponsored by the City of North Miami Police Department scheduled to occur in their respective districts.
8. The Sergeants-at-Arms will be responsible for making threat assessments, if necessary, made towards any member of the City Council and City of North Miami Mayor. Threats and/or any unusual incidents will be reported immediately to the Chief of Police or his/her designee. Police protection will be provided to the above referenced city officials as deemed necessary by the Chief of Police or his/her designee.
9. The Sergeant-at-Arms shall not congregate or lounge in any elected official's office.
10. The Sergeants-at-Arms will notify the corresponding Chief of Police of

any police related function they may be responding to with an elected official.

11. The Sergeant-at-Arms is not specifically assigned to any City of North Miami Council Member or the City of North Miami Mayor. They are responsible for providing security at North Miami City Hall, and other locations where the City of North Miami Mayor and/or members of the Council are in attendance.
12. The Sergeant-at-Arms will not be used to run personal errands; to drive the City of North Miami Mayor and/or members of the Council to events that are personal in nature; to provide transportation for family members in situations that have no relevance to a City Council event' or in other situations that are obviously not a responsible use of the Sergeant-at-Arms services.

V. SCHEDULING AND ASSIGNMENT

1. The Sergeant-at-Arms will report to the Chief of Police.
2. All scheduling shall be coordinated through the offices of the City of North Miami Mayor and City of North Miami Council offices with the Sergeant-at-Arms. The request for use of the Sergeant-at-Arms must meet the criteria specified in this Policy.
3. While all situations cannot be foreseen, where possible, advanced notice of the need for a Sergeant-at-Arms should be provided. The Sergeant-at-Arms will not entertain any blanket requests for service.
4. The Chief of Police or his/her designee will determine the duty hours and days off of the Sergeant-at-Arms Detail. Unless otherwise dictated.
5. All requests for time off will be approved by the Chief of Police.

VI. ATTIRE

1. The Sergeant-at-Arms will display a professional and neat appearance at all times.
2. The Sergeant-at-Arms attire includes suits with long sleeve shirts and ties except during outside events that require other attire. Approval of alternative attire for outside events will be at the discretion of the Chief of Police or his or her designee.
3. The Sergeant-at-Arms will keep their firearms concealed at all times.

VII. RULES OF CONDUCT

1. The Sergeants-at-Arms will not participate in any political events or activities including, but not limited to; election campaigns, fundraising, canvassing, telephone surveys, distribution of campaign literature,

providing transportation to voters, etc. while on duty.

2. The Sergeants-at-Arms will deal tactfully and courteously with members of the public and the news media (Sergeants-at-Arms will adhere to the same guidelines as all other department members when dealing with the media).
3. The Sergeants-at-Arms will abide by all Departmental Orders and follow the policies and procedures established by the Chief of Police.
4. The Sergeants-at-Arms will immediately notify the Chief of Police whenever they take police action.
5. The Sergeants-at-Arms will possess a general knowledge of city government and protocol (e.g. refer to the City of North Miami Mayor and Council Members by their title, "Good morning, Councilman John Doe.")