



## **NORTH MIAMI POLICE DEPARTMENT**

### *STANDARD OPERATING PROCEDURES*

#### **WRITTEN DIRECTIVES 100.05**

EFFECTIVE DATE: 02-24-2021

APPROVED

  
Chief of Police

SUPERSEDES: 04-24-2020

CFA: 3.01, 10.03

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#### **I. PURPOSE**

To establish a consistent format for written policies and procedures, rules and regulations, and other written directives; to provide guidelines for the development, review, revision, distribution and maintenance of written directives, and to provide guidance for the issuance and control of official correspondence.

#### **II. POLICY**

The Chief of Police establishes policies and procedures and other written directives to provide guidance and direction for Department operations and employee behavior. All written directives and correspondence will comply with

the provisions of this Standard Operating Procedure (SOP). The Chief of Police has the authority to issue, approve, modify or rescind a policy and procedure, a rule or regulation, or other directive. Division Assistant Chiefs and Section Majors may issue written directives affecting their Division/Section. Once a policy and procedure, a rule or regulation, or other directive is adopted and approved by the Chief, Assistant Chief or Major, and distributed, it shall become the official order on the subject. The issuing authority for other directives as authorized in this policy and procedure shall be responsible for issuing, maintaining, updating and revising those directives as necessary.

**CFA 3.01E**

### **III. SCOPE**

Each Department employee, whether civilian or sworn (including Reserve Officers), full-time or part-time, shall be familiar with and be held accountable for following all the written directives, to include those pertaining to their respective job assignments, rank and/or responsibilities.

### **IV. DEFINITIONS**

- A. Written Directive - The Department publishes orders issued under the authority of the Chief of Police, the City of North Miami, Miami-Dade County and the State of Florida. Each written directive has equal weight with regards to priority. Written directives contain processes utilized to conduct the day-to-day operations of the North Miami Police Department.
- B. PowerDMS - A software program that facilitates the electronic archival, distribution, acknowledgment and testing on written directives for all or for specific members.
- C. Other language clarification:
  - Should: Indicates a general or expected action, absent a rational basis for failing to conform.
  - Shall or Will: Indicates a mandatory action.

### **V. WRITTEN DIRECTIVE TYPES and MEMBERS' RESPONSIBILITIES**

- A. Written Directive types applicable to all members consist of the following:
  1. Standard Operating Procedure (SOP) - A combined directive

containing both a policy statement and specific procedures for carrying out Department activities (available through PowerDMS).

2. Rules and Regulations- Specific directives, which narrowly define expected behavior and from which no deviations or exceptions are permitted (available through PowerDMS).
3. Florida Law Enforcement Handbook – A hard copy document containing legal guidelines for officers based upon statutory interpretation and case law. It also contains a selection of procedural, criminal and traffic laws. The handbook is updated and disseminated yearly with new and amended laws noted. The full text of the Florida Statutes can be viewed at [www.leg.state.fl.us](http://www.leg.state.fl.us).
4. City of North Miami Administrative Regulations – Documents establishing the official administrative policy of the City of North Miami applicable to all City departments and personnel. A full list of Administrative Regulations can be viewed at:  
<M:\Public Folders\City Folders\Administrative Regulations Approved>
5. City of North Miami Civil Service Rules – Document establishing the City's rules for personnel classification and pay plans, examinations, promotions, appointments, leaves, etc. (available through PowerDMS).
6. Department Memorandum- A written document used to guide the performance or conduct of Department employees (available through City email or PowerDMS).
7. Personnel Orders- A written document used to address personnel matters such as transfers, job assignments, promotions, terminations, retirements and disciplinary matters (available through City email).
8. Miami-Dade Legal Bulletins and Legal Notes – Written directives addressing new or amended laws emanating from the State of Florida's or the United States' legislative, executive or judicial branches (available through PowerDMS).
9. Organizational Chart – A visual chart establishing the agency's chain of command at all levels (available through City email and posted).
10. NMPD Motto, Values and Mission Statement – Document that

provides direction and focus on the goals of the NMPD and what it is trying to achieve. It defines the core values of the Department and how members are expected to behave in relation to the community and one another (available through PowerDMS and posted).

11. NMPD Law Enforcement Code of Ethics – Document establishing the moral responsibilities of all members and the commitment of the NMPD to be an ethically-guided agency that values integrity (available through PowerDMS and posted).
12. Training materials – Includes, but is not limited to, electronic PowerPoint presentations, orientation checklists, manuals, etc. (available through PowerDMS or hard copy).
13. Resource materials – Includes, but is not limited to, the Emergency Response Guidebook, Officer Bill of Rights, etc. (available through PowerDMS or hard copy).
14. Department forms – Documents that contain specific requirements for completion (available through PowerDMS or the Report Writing Room).
15. Bargaining Contracts – Documents containing binding actions between the City of North Miami and both, civilian and sworn bargaining members (available in PowerDMS).

B. Members' Responsibilities:

1. Members are responsible for consulting any applicable written directive(s) if they have questions regarding their job assignment responsibilities or proper procedures. If, upon reviewing the applicable written directive questions remain, a supervisor will be consulted to resolve the issue.
2. The Accreditation Manager, or the Chief of Police's designee, is responsible for ensuring the electronic distribution of all SOPs, General Rules and Regulations, Legal Bulletins and Notes and any other written directive requiring publishing in PowerDMS. The Florida Law Enforcement Handbook is distributed by the Human Resources Unit.
3. The Accreditation Manager, or the Chief of Police's designee, will maintain the PowerDMS electronic files containing the SOPs, Rules

and Regulations, and other applicable written directives, along with signatures and updates to show modifications to any written directive.

**CFA 3.01G**

4. PowerDMS has a test component for members to take that may be attached to a policy or training course.

## **VI. SOP REVIEW PROCEDURES**

- A. Section Majors are responsible for the currency and accuracy of all SOPs applicable to their Section.
- B. Majors shall ensure operations are conducted in accordance with all written directives and shall take appropriate steps to ensure SOPs are developed or updated based on the following:
  1. Direction of the Chief of Police;
  2. Changes in law and legal guidelines;
  3. Changes to accreditation standards;
  4. Mandatory review of all SOPs to be completed by May 1, 2022.
  5. Changes in Department operations;
  6. New or revised programs;
  7. Discontinuance of existing programs; or
  8. Suggestions and feedback from Department employees or outside agencies.
- C. The Section Major is responsible for ensuring the suggested directive changes are provided to the Accreditation Manager, or the Chief of Police's designee, for administrative approval and that the changes provided are well-researched, properly drafted, and subject to staff review for concurrence.
- D. Assistant Chiefs will provide review and oversight for those revisions affecting their Division.
- E. Mandatory policy reviews:

Prior to the above-listed review expiration date for all policies, the Accreditation Manager, or the Chief of Police's designee, will submit to all Section Majors and the Chief's Office (which includes the Office of Professional Compliance and the Police Administrator) the latest accreditation standards pertaining to policies under their purview for

review and modifications, if any. **CFA 3.01C**

Personnel reviewing policies shall ensure that, aside from the latest accreditations standards, that the following sources of authority are taken into consideration when forwarding policies for approval to the Chief of Police:

1. Florida State Statutes affecting the policy. Some accreditation standards specify the Florida statutes that apply. If not already listed on the policy, contact the Accreditation Manager, or the Chief of Police's designee, for assistance;
2. City of North Miami Civil Service Rules;
3. Current bargaining contracts;
4. Florida Legal Guidelines;
5. Miami-Dade PD Legal Bulletins;
6. Miami-Dade PD Legal Notes; or
7. Any other SOP, General Rules and Regulations, or any other written directive listed on Section V of this policy that may conflict with the policy changes in question.

F. Review procedures will be carried out as follows: **CFA 3.01D**

1. SOPs, including General Rules and Regulations, along with all applicable accreditation standards, will be:
  - a. Submitted to the Section Major, who may delegate the task to a Sergeant or Commander.
  - b. Returned back to the Accreditation Manager, or the Chief of Police's designee, to enter any changes.
  - c. If changes originate from a Sergeant or Commander, the new version of the policy, along with the original noted changes, will be forwarded to the Section Major for review and approval. If the policy entails an administrative function, the same can go directly to the Assistant Chief responsible for that function.
  - d. Returned back to the Accreditation Manager, or the Chief of Police's designee, to enter any changes.
  - e. Submitted to the Assistant Chief within the given chain of command for final review and any additional modifications.
  - f. Returned back to the Accreditation Manager, or the Chief of Police's designee, to enter any changes.
  - g. Returned to the Chief of Police for signature.

G. Any changes to policies, regardless of extent, shall culminate with a

revised date, and an approved and signed copy by the Chief of Police, which will then be uploaded by the Accreditation Manager, or the Chief of Police's designee, into PowerDMS for dissemination, as prescribed by this policy in Section IX.

H. All Section Majors, Commanders, and Sergeants shall process policy development or review requests in a timely fashion.

I. Member suggestions:

Any Department member may propose a new policy, a revision to an existing policy, or deletion of a policy by submitting an e-mail through their chain of command explaining their request.

1. The Accreditation Manager, or the Chief of Police's designee, will research the request to ensure it conforms with accreditation standards and any other appropriate guidelines.

2. Upon completion of staff review, if held, the proposed policy and procedure shall be submitted to the Chief for review and approval. Any changes requested by the Chief of Police shall be made prior to approval.

3. In the case of minor modifications to any policy, including but not limited to changes made due to reorganization, changes in format, changes due to legislative direction, etc., the Accreditation Manager, or the Chief of Police's designee, may make those changes without a staff review and submit the proposed changes directly to the Chief of Police for approval.

J. The Accreditation Manager, or the Chief of Police's designee, will be responsible for:

1. The maintenance of all SOPs, to include maintaining the original approved copies of SOPS and other directives and shall maintain historical files of all rescinded/revised/purged directives.

K. Retention/amendments of other written directives:

1. Issued Memorandums, Legal Bulletins and Notes, Civil Service Rules and/or Administrative Regulations will remain in effect until superseded or rescinded.

## VII. WRITTEN DIRECTIVES FORMAT

A. Standard Operating Procedures: **CFA 3.01A**

1. All new and revised SOPs after the effective date of this policy shall conform to the specified format:
  - a. The first page will have a blue banner header showing the policy name, policy number;
  - b. The effective date of the policy, and the last revision date of the policy;
  - c. The Chief's signature line showing approval of the policy;
  - d. The superseded date indicating the last publication of the policy;
  - e. The accreditation standards that apply to the policy;
  - f. Subsequent banners will have Roman numerals and define the topic; and
  - g. The page number.
2. Text -The text follows the header information and encompasses as many pages as necessary to complete the policy. Sections will be organized using an alphanumeric outline form. The following serves to illustrate the system.
  - a. The writer will use the following descending alphanumeric order to differentiate and establish topic relationships:

I.  
A.  
1.  
a.  
1).  
a).  
I).

B. Personnel Orders:

1. All new Personnel Orders (POs) will be on Department Interoffice letterhead, and will include the following:
  - a. Addressed to specific personnel or for distribution to all

- members;
- b. From the specified authority;
- c. Current date;
- d. Subject entailing the content of the Order;
- e. The body of the order will be self-explanatory, indicating a member being assigned or re-assigned, and any change of status (retired, resigned, etc.), and will be in paragraph form; and
- f. A PO number will be assigned by the Accreditation Manager, or the Chief of Police's designee,

C. Department Memorandums:

- 1. All new Department Memorandums (Memos) will be on Department Interoffice letterhead, and will include the following:
  - a. Addressed to specific personnel or for distribution to all members;
  - b. From the specified authority;
  - c. Current date;
  - d. Subject entailing the content of the Memorandum;
  - e. The body of the memorandum will be self-explanatory, indicating new information, training, policy issuance, initiatives, shift changes, etc.; and
  - f. A memo number will be assigned by the Accreditation Manager, or the Chief of Police's designee.

D. Administrative Regulations:

- 1. All new Administrative Regulations will be issued by the City Manager, and will have:
  - a. City of North Miami Administrative Regulations at the top of the page;
  - b. The name of the current City Manager on the top left;
  - c. The Administrative Regulation number on the right;
  - d. The approval signature line below the number;
  - e. The date of approval below the number; and
  - f. The body of the Administrative Regulation will show the title and the contents describing each heading.

E. Legal Bulletins and Notes are formatted and issued by the Miami-Dade Police Department's Legal Bureau, or an outside authority.

- F. Legal Guidelines are issued by the Miami-Dade Police Department's Legal Bureau and are listed by way of the topic and page number.
- G. Civil Service Rules are issued by the City of North Miami and are listed by way of Roman numerals identified rules.
- H. Civilian and Sworn members' bargaining contracts are listed by way of article numbers.

## **VIII. WRITTEN DIRECTIVES NUMBERING**

- A. Numbering will be as follows:

- 1. SOPs:

A sequential number will be assigned to facilitate uniformity and control. A designated three-digit number series will codify written policies. The following illustrates the number designations assigned to each policy: Policies pertaining to the specific area will be numbered accordingly: **CFA 3.01B**

Administration....	100.00 to 199.00
Personnel.....	200.00 to 299.00
Operations.....	300.00 to 399.00
Support.....	400.00 to 499.00

- 2. Memorandums containing directives will be consecutively numbered with a prefix consisting of the last digits of the year, e.g., Memo 19-01, Memo 19-02, etc. The Accreditation Manager, or the Chief of Police's designee, will assign numbers and retain a copy for the files.

**CFA 3.01G**

- 3. Personnel Orders will be consecutively numbered with a prefix consisting of the last digits of the year, e.g., PO 19-01, PO 19-02, etc. The Accreditation Manager, or the Chief of Police's designee, will assign numbers and retain a copy for the files. **CFA 3.01G**
- 4. Administrative Regulations are numbered under the authority of the City Manager.
- 5. Legal Bulletins and Notes are numbered under the authority of the Miami-Dade Police Department's Legal Bureau.

## IX. DISSEMINATION, RECEIPT & MAINTENANCE OF DIRECTIVES

### A. Dissemination: **CFA 3.01F**

1. When a new or revised SOP is issued, or any other document that may require acknowledgement (such as Legal Bulletins, forms, Memos, etc.), the same will be entered in the PowerDMS program, which will automatically notify the affected members via e-mail of their availability.
2. Members will then log into PowerDMS on their assigned computer, or through the PowerDMS mobile application, and will familiarize themselves with the new and/or revised directive.
3. Members are responsible for reading the new policy or revision within ten (10) days of the receipt of the notification. After reviewing the new and/or updated policies, each member shall acknowledge their receipt via electronic signature.
4. The member's electronic signature is acknowledgement that the procedure has been read and understood. Members will direct any questions regarding any type of written directives to their immediate supervisor.
5. Supervisors will monitor the status of their subordinates' pending items on PowerDMS by way of status reports available in PowerDMS. Supervisors requiring assistance extracting reports for compliance will seek assistance from the Accreditation Manager, or the Chief of Police's designee.
6. Members failing to review and acknowledge via electronic signature any posted written directive may be subject to disciplinary action.

### B. Receipt:

1. The Accreditation Manager, or the Chief of Police's designee, has access to the date and time when a member electronically signs off on a written directive.
2. When requested, or at the Accreditation Manager, or the Chief of Police's designee's discretion, an electronic report will be generated by the Accreditation Manager, or the Chief of Police's designee, and

forwarded to concerned Section Majors listing any personnel who have failed to review and acknowledge the necessary documents.

C. Maintenance:

The Accreditation Manager, or the Chief of Police's designee, will maintain a copy of Personnel Orders, Memos, Legal Bulletins, and Administrative Regulations in accordance with the Public Records Law. PowerDMS maintains an archive of all revised SOPs, Rules and Regulations and other written directives contained therein. **CFA 3.01G**

## X. PURGING

- A. The purging of SOPs, Rules and Regulations, and other applicable written directives must be approved by the Chief of Police or his/her designee.
- B. Directives and SOPs will remain in effect until superseded, purged, or ended by law or court decision in the form of a Legal Bulletin or Note, or by a directive by the Chief of Police or his/her designee.
- C. Once the document has been approved to be purged, the Accreditation Manager, or the Chief of Police's designee, will make the change in PowerDMS, issuing a Department-wide e-mail indicating the removal.
- D. Memorandums, Personnel Orders, Legal Bulletins, etc., will be purged at the time of expiration, if there is a timeframe, or once the revisions are included in a directive.

## I. TRAINING

- A. The Accreditation Manager, or the Chief of Police's designee, will conduct Accreditation training during all new members' (civilian and sworn) orientation periods. The training will encompass an overview of the agency's accreditation standards and process. **CFA 10.03**
- B. All new members, civilian and sworn, will be instructed on the use of the PowerDMS system during orientation. Training will include instruction as to how to search for written directives, forms, and other available resources for all members, to include employee wellness information.