

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

SGT.-AT-ARMS DETAIL

OFFICE OF THE CHIEF OF POLICE
SERGEANT-AT-ARMS DETAIL
STANDARD OPERATING PROCEDURES



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SERGEANT-AT-ARMS

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection: [Signature] 1.9.19
Section Commander Date

Second Quarter Inspection: _____
Section Commander Date

Third Quarter Inspection: _____
Section Commander Date

Fourth Quarter Inspection: _____
Section Commander Date

Annual Inspection: _____
Section Commander Date



City of Miami



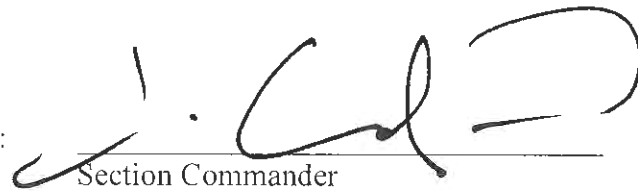
EMILIO T. GONZALEZ, Ph.D.
City Manager

SERGEANT-AT-ARMS

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter Inspection:


Section Commander

DEC 18 2019

Date

Second Quarter Inspection:

Section Commander

Date

Third Quarter Inspection:

Section Commander

Date

Fourth Quarter Inspection:

Section Commander

Date

Annual Inspection:

Section Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SERGEANT-AT-ARMS DETAIL
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

TO: ALL PERSONNEL, Sergeant-At-Arms Detail

These Standard Operating Procedures are established to provide guidelines for the operation and management of the City of Miami Police Department, Sergeant-At-Arms Detail.

Procedures incorporated into these Standard Operating Procedures are not meant to supersede, but will supplement published Departmental Orders and Administrative Directives. The Unit Commander will resolve conflicts between documents.

Personnel assigned to the Sergeant-At-Arms Detail are required to read and abide by the procedures as set forth by the undersigned.

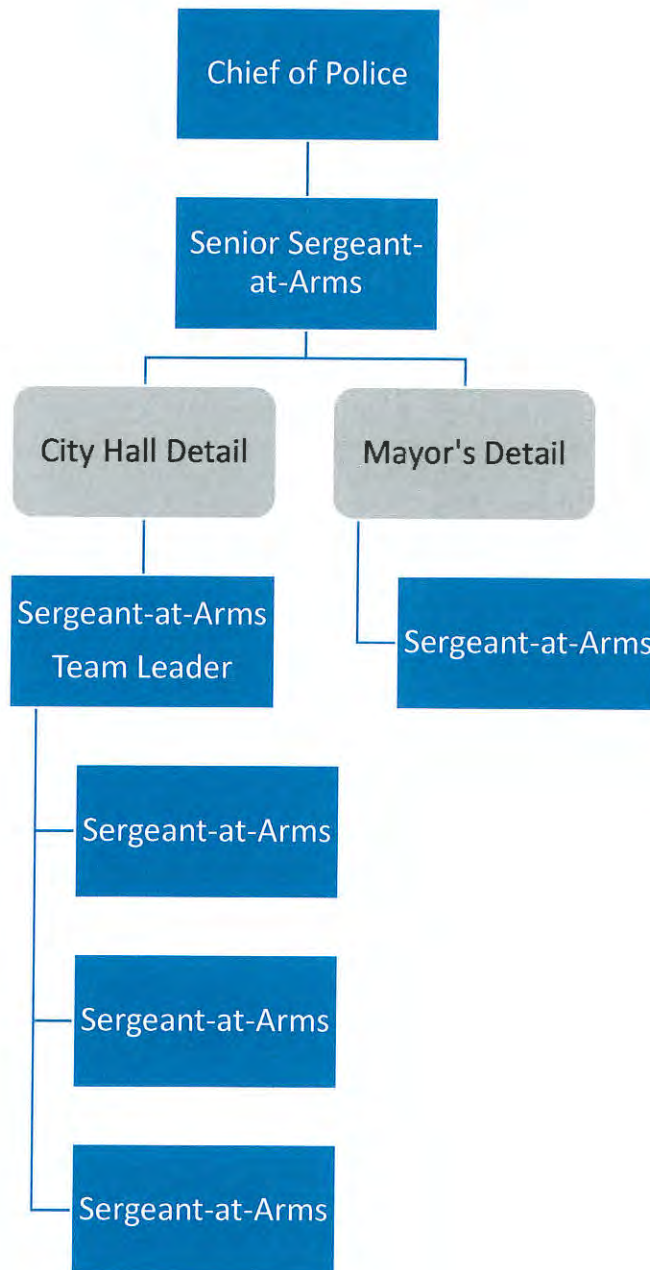
Jorge R. Colina
Chief of Police

DEC 18 2019

Effective Date



OFFICE OF THE CHIEF OF POLICE
STANDARD OPERATING PROCEDURES
SERGEANT-AT-ARMS DETAIL



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

OFFICE OF THE CHIEF OF POLICE
STANDARD OPERATING PROCEDURES
SERGEANT-AT-ARMS DETAIL

S.O.P. 1-1

SUBJECT: SERGEANT-AT-ARMS DETAIL

PURPOSE: To outline duties and responsibilities for Sergeant-at-Arms Positions.

SCOPE: Sergeant-at-Arms assigned to the City of Miami Mayor, the Board of City Commissioners, and/or City Administrators (appointed or otherwise) serve at the discretion of the Chief of Police or his/her designee.

The Sergeant-at-Arms Detail consists of sworn members whose primary responsibilities are maintaining order and providing security during any official assembly of the City of Miami Mayor and the Board of City Commissioners; and, ensuring that police protection is provided for the Mayor, all Commissioners, and City Administrators as deemed necessary by the Chief of Police or his/her designee.

The Sergeant-at-Arms Detail will consist of a sufficient number of officers deemed necessary by the Chief of Police to effectively carry out their responsibilities.

Jorge R. Colina
Chief of Police

DEC 18 2019

Effective Date



STANDARD OPERATING PROCEDURES: S.O.P. 1-1

(Continuation)

- I. **Responsibilities: Sergeant-at-Arms assigned to City of Miami Commissioners.**
(This detail will consist of one (1) Sergeant-at-Arms Team Leader, and three (3) Sergeants-at-Arms.)
 - A. Sergeants-at-Arms will be responsible for managing the security of Miami City Hall. This will include supervising the security guards assigned to Miami City Hall, maintaining the security of all offices contained therein, and addressing any additional security concerns pertaining to the City of Miami Mayor, Board of City Commissioners, and City Administrators (appointed or otherwise), 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.
 - B. The Sergeants-at-Arms will coordinate parking, communications, and transportation for members of the Miami City Commission and City Manager's Office for all official meetings held outside of Miami City Hall.
 - C. At least one Sergeant-at-Arms will be present at all public hearings held by members of the Miami City Commission in their respective districts.
 - D. Upon request, Sergeants-at-Arms will transport members of the Miami City Commission to and/or from the airport for travel outside the City of Miami.
 - E. Upon request, Sergeants-at-Arms will coordinate security, logistics, and transportation for foreign dignitaries and public officials visiting Miami from outside jurisdictions.
 - F. All Sergeants-at-Arms are required to attend any meeting where two or more City Commissioners are present, (For example: City Commission meetings, Community Redevelopment Authority Board of Directors meetings, Miami Sports and Exhibition Authority meetings, etc.) or any City Administrators as deemed necessary by the Chief of Police or police administration.
 - G. At least one Sergeant-at-Arms will attend all Board meetings as required by the Miami City Commission.
 - H. The Sergeants-at-Arms will coordinate with the Community Relations Section to ensure that the members of the Miami City Commission are informed of all community events sponsored by the City of Miami Police Department scheduled to occur in their respective districts.
 - I. The Sergeants-at-Arms will be responsible for making threat assessments, if necessary, made towards any member of the City Commission, City of Miami Mayor, or any City Administrator (appointed or otherwise). Threats and/or any unusual incidents will be reported immediately to the Senior Sergeant-at-Arms and the Office of the Chief. Police protection will be provided to the above-

STANDARD OPERATING PROCEDURES: S.O.P. 1-1

(Continuation)

referenced city officials as deemed necessary by the Chief of Police or his/her designee.

- J. The Sergeants-at-Arms shall be stationed in the Sergeant-at-Arms Office located at the front lobby of the City Hall building.
 - 1. The office will be clearly identified with a sign that reads, "Sergeant-at-Arms Detail."
 - 2. The office will be maintained in a professional manner, free of clutter and disarray.
 - K. The Sergeant-at-Arms will remain in their office, providing security to City Hall, when not specifically tending to the request of a Commissioner.
 - L. The Sergeant-at-Arms shall not congregate or lounge in any elected official's office.
 - M. The Sergeants-at-Arms will notify the corresponding District Major of any police-related function they may be responding to with an elected official.
 - N. The Senior Sergeant-at-Arms will be responsible for the scheduling, appearance, and integrity of the Security Guards who are located at City Hall, to include any requests for time off.
 - O. The Senior Sergeant-at-Arms will coordinate security and the maintenance of public order for the parking lot at City Hall. The Senior Sergeant-at-Arms will ensure that Disabled Parking laws are enforced at City Hall.
- II. **Responsibilities: Sergeant-at-Arms assigned to City of Miami Mayor** (This detail will consist of one (1) Senior Sergeant-at-Arms and one (1) Sergeant-at-Arms. This will only be done with prior approval from the Chief of Police or his designee.
- A. The Sergeant-at-Arms will coordinate with the Community Relations Section to ensure that the Mayor is informed of all community events sponsored by the City of Miami Police Department.
 - B. The Sergeant-at-Arms will be responsible for evaluating threats to the Mayor. Any threats or unusual incidents will be reported immediately to the Senior Sergeant-at-Arms and the Chief of Police.
- III. **Assignment:**
- A. The Sergeants-at-Arms will report to the Senior Sergeant-at-Arms.

STANDARD OPERATING PROCEDURES: S.O.P. 1-1

(Continuation)

- B. The Senior Sergeant-at-Arms will determine the duty hours and days off of the Sergeant-at-Arms Detail. Unless otherwise dictated, the hours of the Sergeant-at-Arms position will be from 0900 hours to 1700 hours, Monday through Friday. (NOTE: working additional hours will not necessarily relieve the Sergeant-at-Arms from reporting for work during the above listed hours).
- C. All requests for time off will be first approved by the Senior Sergeant-at-Arms.

IV. **Dress Code:**

- A. The Sergeants-at-Arms will display a professional and neat appearance at all times (business attire at all times).
- B. The Sergeants-at-Arms will keep their firearms concealed at all times.

V. **Rules of Conduct:**

- A. 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.
- B. 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).
- C. The Sergeants-at-Arms will abide by all Departmental Orders and follow the policies and procedures established by the Chief of Police.
- D. The Sergeants-at-Arms will immediately notify the Senior Sergeant-at-Arms whenever they take police action.
- E. The Sergeants-at-Arms will possess a general knowledge of city government and protocol (e.g. refer to Commissioners by their title, "Good morning Commissioner John Doe.").

VI. **Duty Hours Log:**

- A. A log of duty hours will be submitted by the Senior Sergeant-at-Arms to the Office of the Chief of Police time clerk.