

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

HEALTH SERVICES DETAIL

**STANDARD OPERATING PROCEDURES**  
**HEALTH SERVICES**  
**MASTER INDEX**

<b><u>Subject</u></b>	<b><u>Tab</u></b>
MPD Badge, Cover sheet	
Endorsement Sheet	i
Index	Index
Letter of Promulgation	A
Organizational Chart	B
Mission, Goals, and Objectives	C
Duty Hours and Dress	D
Duties and Responsibilities of Members	E
Programs and Project or Functions	F
Policies	G
Employee Change of Status	SOP 1
Annual Random Substance Program	SOP 2

Master Index (cont.)

**Subject**

**Tab**

Annual Physical Examination Program Exposure Control

SOP 3

Officer

SOP 4

Emergency Mobilization Procedures

SOP 5

Pre-employment Medical Orientations

SOP 6



**PERSONNEL RESOURCE MANAGEMENT SECTION**

**STANDARD OPERATING PROCEDURES**

**HEALTH SERVICES DETAIL**

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES DETAIL

### ENDORSEMENT SHEET

First Quarter Inspection	<u>17 W/L 24512</u> Unit Commander	<u>08/14/19</u> Date
Second Quarter Inspection	<u>17 W/L 29512</u> Unit Commander	<u>08/14/19</u> Date
Third Quarter Inspection	<u>17 W/L</u> Unit Commander	<u>9/27/2018</u> Date
Fourth Quarter Inspection	<u>17 W/L</u> Unit Commander	<u>12/06/2018</u> Date
Annual Inspection	<u>Maj. Gustafson 1804</u> Section Commander	<u>12/21/18</u> Date



# City of Miami



EMILIO F. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES DETAIL

### ENDORSEMENT SHEET

First Quarter  
Inspection

17 L/G 27512  
Unit Commander

3/12/19  
Date

Second Quarter  
Inspection

17 L/G 27512  
Unit Commander

6/12/19  
Date

Third Quarter  
Inspection

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

Fourth Quarter  
Inspection

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

Annual  
Inspection

\_\_\_\_\_  
Section Commander

\_\_\_\_\_  
Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES

### LETTER OF PROMULGATION

To: All members of the Health Services Detail

These procedures are established to provide consistency, uniformity, and effectiveness to the administration and operation of the Health Services Detail of the City of Miami Police Department.

The procedures set forth in this manual supplement do not supersede the Departmental Orders or other administrative and operational directives, and they are formulated accordingly. Unforeseen conflicts between the Standard Operating Procedures and the Departmental Orders or Directives will be arbitrated and resolved through the Section Commander.

Personnel assigned to the Health Services Detail will read, know, and follow these procedures, the Departmental Orders, and any pertinent directives; any conflict between them will be reported to the immediate supervisor.

 27512

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



**STANDARD OPERATING PROCEDURES**  
**HEALTH SERVICES**  
**ORGANIZATIONAL CHART**

POLICE LIEUTENANT  
LABOR RELATIONS  
UNIT

POLICE SERGEANT  
HEALTH SERVICES UNIT

ADMINISTRATIVE AIDE I  
HEALTH SERVICES UNIT



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## HEALTH SERVICES DETAIL MISSION, GOALS AND OBJECTIVES

### Mission

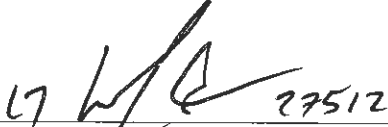
The mission of the Health Services Unit is to create and maintain a health, as well as safe, work environment for Miami Police employees.

### Goals

1. Ensure that our work force is both health and drug free
2. Ensure that seriously injured or ill employees receive the benefits due to them.
3. Ensure that our employees who may have an occupational exposure receive post-exposure evaluation and follow-up.

### Objectives

1. To schedule all sworn personnel with a complete annual physical examination and to ensure their attendance.

  
 \_\_\_\_\_  
 Lt. Marc A. Redondo  
 Commander  
 Health Services Detail

Effective Date: 9/24/2018



## Mission, Goals and Objectives

### Page 2

1. To conduct not more than 1250 random substance screenings and ensure that sworn personnel comply with the protocol and are not tested more than twice in a calendar year.
2. To provide all departmental members with information or guidance requested as it relates to their illness and/or injury.
3. Maintain current, up-to-date working files on all light, limited, and disabled officers.
4. To make available the hepatitis "B" vaccination series to all employees who may be subjected to an occupational exposure.
5. To ensure post-exposure evaluation and follow-up to all employees who may have had a significant occupational exposure.
6. Ensure that all civilians and sworn applicants are medically processed as part of their hiring process.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES DETAIL

#### DUTY HOURS AND DRESS

Assignments, days off, and duty hours will change when necessary to meet the Miami Police Department's needs in accomplishing its mission. All personnel assigned to the unit shall work Monday through Friday with Saturdays and Sundays as days off, unless the needs of the unit dictate otherwise. The basic duty hours of the personnel are:

Unit Commander: The Commander's hours may be scheduled according to the activities being carried out. They may vary so as to afford the Commander an opportunity to observe all facets of the Health Services Unit. Generally, the duty hours will be 0800-1700 hours.

Police Sergeant	0700-1700 hours
Administrative Aide I	0800-1700 hours

Dress code requirements will be in compliance with the Departmental Orders.

*Lt. Marc A. Redondo* 27512

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES DETAIL

### DUTIES AND RESPONSIBILITIES OF MEMBERS

#### I. Commander

- A. Ensure that all written material resulting from the activities of members of the Unit is accurate, neat, properly structured, and clearly stated.
- B. Assist staff members and unit supervisors in scheduling annual physicals and ensuring their attendance. Notify Commanders of employees who did not attend annual physical.
- C. To conduct not more than 1250 random substance screenings in one calendar year. Ensure that sworn personnel comply with the random substance abuse protocol and that they are not tested more than twice in a calendar year.
- D. Provide all departmental members with information or guidance requested as it relates to their illness and/or injury. (CALEA 22.1.5.)
- E. Respond to inquiries requested interdepartmentally, and by outside agencies.

*Lt. Marc A. Redondo 27512*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



## Duties and Responsibilities of Members

### Page 2

- F. Keep current on laws, SOPs, procedures, and court rulings on drug testing, worker's compensation, and medical records.
- G. Modify to state status on Crystal Report
- H. Schedule "Fitness for Duty Examination: scheduling through approved contract vendor.
- I. Maintain current, up to date working files on all light, limited, and disabled employees.
- J. Verify and submit to Budget Unit all bills incurred as a result of physicals, drug testing, fitness for duty, and hepatitis "B" vaccine.
- K. Supervise the staff of the Unit.
- L. Research and make recommendations concerning administrative problems impacting on employment issues.
- M. Monitor the results of all sworn Pension Hearings.
- N. To evaluate and order the appropriate Personal Protection Equipment.
- O. To complete the budget for the Unit reference physicals, drug screening, hepatitis "B" vaccinations, Psychological Fitness for Duty evaluations and personal protection equipment.
- P. Maintain and update Unit SOP's.
- Q. Revise Departmental Orders as necessary and initiate recommendations for the appropriate modifications.
- R. Reviews and signs all Supervisor Reports of Injury as Department Safety Officer
- S. Liaison with the health care provider and all employees who may have an occupational exposure and follow-up.

## Duties and Responsibilities of Members

Page 3

T. Training for all employees on the proper procedure for reporting occupational exposures and use of Personal Protection Equipment.

II. Police Sergeant

A. Assist staff members and unit supervisors in scheduling annual physicals and ensuring their attendance.

B. Maintain current, up to date working files on all light, limited, and disabled employees.

C. Provide all departmental members with information or guidance requested as it relates to their illness and/or injury.

D. To make home visits to all employees on "D" and extended "I".

E. Send get well cards to employees on "D" or extended "I".

F. Monitor the activities of personnel remaining at home on "D" status with monthly home checks.

G. Maintain on IWM Program, a current, up to date status list of all employees carried either extended "I", Maternity, Light Duty, Limited Duty, or Disabled.

H. To assist with the budget for the Unit reference physicals, drug screening, psychological services, Physiological Fitness for Duty evaluations and personal protection equipment.

I. To conduct not more than 1250 random substance screenings in one calendar year. Ensure that sworn personnel comply with the random substance abuse protocol and that they are not tested more than twice in a calendar year.

J. Complete all annual evaluations and merit raise increase for employees out disabled.

K. Respond to inquiries requested interdepartmentally, and by outside agencies.

L. Monitor the results of all sworn pension hearings.

M. Perform related duties as needed.

Duties and Responsibilities of Members  
Page 4

- N. Liaison with the health care provider and all employees who may have an occupational exposure and follow-up.
  - O. Research and make recommendations concerning administrative problems impacting on employment issues.
  - P. Training for all employees on the proper procedure for reporting occupational exposures and Personal Protection Equipment.
  - Q. Prepare purchase orders for health services related purchases.
  - R. Approve and sign off on all health services related budget expenses to include psychological visits, applicant medical exams, and other services rendered through the health services budget.
- III. Administrative Aide I
- A. Maintain a professional liaison with Mount Sinai Hospital, Risk Management, USIS and any vendor that Health Services work with.
  - B. Enter all sworn personnel with a complete annual physical examination and to ensure their attendance.
  - C. To provide all departmental members with information or guidance requested as it relates to their illness and/or injury.
  - D. Ensure all emails are updated and sent out on all work status.
  - E. Maintain current, up-to-date working files on all light, limited, and disabled officers.
  - F. Prepares payroll records for the unit personnel and employees on "D" status.
  - G. Maintains administrative ticker log, types all correspondence for the unit.
  - H. Prepares all weekly and monthly reports to ensure that they are updated and maintained at all times.
  - I. Compose emails pertaining to work status, medical time, personal and workman's compensation injuries.

- J. Prepares transfer notifications on employees coming/going to/from the unit.
- K. Prepare letters for Assistant Chief/Chief signature as it pertains to Health Services/Labor Relations.
- L. Copies and distributes the Supervisor Report of Injury
- M. Enter, maintain, and file all Supervisory Report of Injuries.
- N. Prepare purchase orders and maintains an inventory of supplies and equipment, also orders supplies as needed.
- O. Examines, checks, and verifies statistical reports for completeness and adequacy.
- P. Performs administrative duties such as answering the telephone, receiving, and distributing the unit's mail and maintains unit files.
- Q. Do and follow-up on Prognosis Reports.
- R. Performs other assignments as directed by the Unit Commander
- S. Maintain current, up to date working files on all light, limited, and disabled employees.
- T. Provide employees information or guidance requested as it relates to their illness and/or injury.
- U. Maintain on IWM Program, a current, up to date status list of all employees carried either extended "P", Maternity, Light Duty, Limited Duty, or Disabled.
- V. Revise, type, and make corrections to Departmental Orders.
- W. Enter all status changes into IWM Program.
- X. Process applicants for medical appointments as new hires.
- Y. Perform related duties as needed.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL PROGRAMS, PROJECTS AND FUNCTIONS

### I. Programs:

- A. Annual Physical Examinations
- B. Annual Random Substance Abuse Program

### II Projects:

- A. Tracking system for injuries

### III. Functions:

- A. Departmental liaison with the City of Miami Law Department and Employee Relations, and Risk Management Claims Division/Worker's Compensation.
- B. Psychological Services Providers

*17 [Signature] 2/25/12*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



Programs, Projects Functions  
Page 2

1. Law Enforcement Psychological and Counseling Associates, Inc.
2. Dr. Scott Allen: Fitness for Duty Psychological Evaluations.

Confidentiality will be maintained in all matters including: information and reports dealing with psychological evaluation; investigations of departmental members and their family members and all occupational exposures.

# City of Miami



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## STANDARD OPERATING PROCEDURES

### HEALTH SERVICES

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To: All members of the Health Services Detail

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 27512

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



**STANDARD OPERATING PROCEDURES**  
**HEALTH SERVICES**  
**ORGANIZATIONAL CHART**

POLICE LIEUTENANT  
LABOR RELATIONS  
UNIT

POLICE SERGEANT  
HEALTH SERVICES UNIT

ADMINISTRATIVE AIDE I  
HEALTH SERVICES UNIT

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## HEALTH SERVICES DETAIL MISSION, GOALS AND OBJECTIVES

### Mission


The mission of the Health Services Unit is to create and maintain a health, as well as safe, work environment for Miami Police employees.

### Goals

1. Ensure that our work force is both health and drug free
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### Objectives

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 Lt. Marc A. Redondo  
 Commander  
 Health Services Detail

Effective Date: 9/24/2018



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### Page 2

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# City of Miami



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## STANDARD OPERATING PROCEDURES

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Health Services Detail

Effective Date: 9/24/2018



# City of Miami



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City Manager

## STANDARD OPERATING PROCEDURES

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*Lt. Marc A. Redondo 27512*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018





## Duties and Responsibilities of Members

### Page 2

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Duties and Responsibilities of Members  
Page 4

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- A. Maintain a professional liaison with Mount Sinai Hospital, Risk Management, USIS and any vendor that Health Services work with.
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  - E. Maintain current, up-to-date working files on all light, limited, and disabled officers.
  - F. Prepares payroll records for the unit personnel and employees on "D" status.
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# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL PROGRAMS, PROJECTS AND FUNCTIONS

### I. Programs:

- A. Annual Physical Examinations
- B. Annual Random Substance Abuse Program

### II Projects:

- A. Tracking system for injuries

### III. Functions:

- A. Departmental liaison with the City of Miami Law Department and Employee Relations, and Risk Management Claims Division/Worker's Compensation.
- B. Psychological Services Providers

*17 [Signature] 2/15/12*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



Programs, Projects Functions  
Page 2

1. Law Enforcement Psychological and Counseling Associates, Inc.
2. Dr. Scott Allen: Fitness for Duty Psychological Evaluations.

Confidentiality will be maintained in all matters including: information and reports dealing with psychological evaluation; investigations of departmental members and their family members and all occupational exposures.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETIAL

SOP 1

Subject: Employee Change of Status: Change in employee's status involving: "D", "80%D", "2/3D", Light Duty, Limited Duty and Regular Duty.

Purpose: To provide guidelines for the procedures of proper record maintenance and notifications.

Scope: The Commander and the Sergeant of the Health Services Detail will be responsible for proper record maintenance and shall make the necessary notification.

*LT Marc A. Redondo 27512*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



SOP 1 (Continuation)

Page 2

- A. It will be sent with a cover memo through channels to the Chief of Police and Risk Management on a monthly basis.
- B. The Health Services Detail shall forward a copy of an employee's Return to Work Certificate to the employee's Division Chief

I. Payroll Attendance Correction

- A. When an employee's status involves a change to "D", "80%D", "2/3D", Light Duty, Limited Duty or Regular Duty the Health Services Detail shall complete an L.O.P. and deliver it to the Payroll Unit.
- B. Biweekly payroll attendance will be completed for all employees assigned to the Health Services Detail.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL

SOP 2

Subject: Annual Random Substance Abuse Examination Selection and Employee Notification.

Purpose: To provide guidelines for the selection and notification of employees chosen to take their Annual Random Substance Abuse Examinations.

Scope: Designated members of the Health Services Detail will coordinate the identification and notification of sworn employees to be administered Annual Random Substance Abuse Examinations. The designated members will obtain a computer-generated candidate listing, of sworn employee's names. Sufficient and acceptable notification may also be accomplished through the use of the police radio and/or telephone. After verifying the employee's scheduled work status with the respective Unit Commander, or their designee, the Health Services member will log all the pertinent information on the status sheet. The morning following notification, members of the Health Services Detail will verify with the testing facility that each employee selected

*17 [Signature] 27512*  
Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



## SOP 2 (Continuation)

## Page 2

submitted to a drug screen examination. All cases of excessive delays or refusals to comply will be communicated to the employee's Unit Commander, the Commander of the Personnel Resource Management Section, and the Internal Affairs Section.

I. Employee Candidate Selection

- A. Designated members responsible for obtaining the day's list of employees may utilize the terminal and may make the necessary selections at any time of the day.
  - 1. Computer terminal assignment for use in employee selection will be restricted to a single location.
  - 2. The designated terminals will be located in a secure area or office.
- B. Only the designated members responsible for withdrawing names from the program will have access to the computer terminal, during the selection procedure.
  - 1. All other personnel not involved in the employee selection process will be denied access to the area during times of program operation.
- C. The designated member may utilize the random selection method by selecting the number of candidates to be tested.
- D. After a final selection list of employees is established, the designated member will print (1) one copy.
- E. All employees' names not chosen for that day's testing will be returned to the employee pool for subsequent selection. The designated justification code for that employee's return, along with the date returned, will be included.
- F. All designated members will ensure that they are logged off the terminal upon completion of their tasks and will ensure that no selection related material is left unguarded or uncounted for upon completion of their selection process.
- G. The designated member will make the proper notification(s) as soon as possible.
- H. The designated member will log all the pertinent information on the status sheet.

The designated member will contact the staff at the drug screen examination facility to advise of the expected number of personnel attending. Confirmation of

- A. all employees who have submitted to the examination will be made no later than 0900 hours the morning after each notification, by the designated member.
- B. If there is a special situation or an involuntary delay in the officer reaching the testing facility for his/her Annual Random Drug Abuse Examination within (1) one hour of notification, the employee's Unit Commander should inform the designated member and ensure that the employee submits for a drug screen as soon as possible.
- C. If an employee has not arrived to take his/her substance abuse examination within (1) one hour after notification, and the designee is not made aware of a delay, the Health Services Detail Commander shall notify:
  - 1. The employee's Section Commander
  - 2. The Personnel Resource Management Commander
  - 3. Internal Affairs
- D. Each time a drug screen is run, the designated member will obtain a list of all employees who were selected to take their Annual Random Drug Abuse Examination, and will ensure that the computer record for each employee reflects the date he/she completed the Drug Screen Examination.

# City of Miami



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City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL

SOP 3

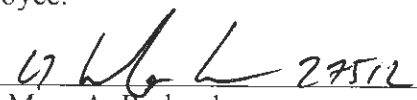
Subject: Annual Physical Examination Program

Purpose: To provide guidelines for the administration of the Annual Physical Examination Program.

Scope: The Health Services Detail Commander should be responsible for coordinating all aspects of the Annual Physical Examination Program. This shall include selection of the program's commencement date and duration, providing a schedule of testing dates and the total number of daily slots available. Other responsibilities shall include record maintenance functions such as billing approvals.

I. Required Employee Participation:

A. Any examination required of full time employees must be provided at no cost to the employee.

  
Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2012



Cont.

B. Health Services Personnel shall ensure that all sworn members submit to the following:

1. Medical questionnaires are completed in their entirety.
2. All applicable SOP 3waiver forms are signed
3. All personnel shall submit to all mandatory portions/test unless the employee provides a doctor note indicating specific tests that are medically contraindicated.
4. Any employee not wishing to take the Annual Physical Examination must obtain prior written approval from the Chief of Police. Health Services shall maintain a copy of each deferral.
5. Health Services personnel shall utilize a listing to ensure that all sworn personnel have undergone their annual Physical Examination.
6. After the Physical Examination cycle is terminated, the Health Services Commander shall provide each Division Chief written notice of personnel who failed to submit for their annual physical.
7. An employee's failure to attend their Annual Physical Examination at the designated site will result in disciplinary action, administered by the Health Services Detail.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL

SOP 4

Subject: Employees with Occupational Exposures

Purpose: An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

Scope: The Commander and the Exposure Control Officer will responsible for notifying supervisors of any changes in the procedures on reporting occupational exposure and new personal protection equipment.

### I. Procedures for Reporting Occupational Exposure

A. All employees will immediately notify his/her supervisor of the possible occupational exposure to airborne/bloodborne pathogens. The supervisor will call Managed Care Service Provider Call Center immediately and a nurse on call will determine if the employee has received a significant exposure and needs follow-up treatment. The nurse will evaluate all bloodborne exposures

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Health Services Detail

Effective Date: 9/24/2018



## SOP 4 (Continuation)

## Page 2

Using the Center for Disease Control (CDC) guidelines to determine if the employee needs to be offered Post Exposure Prophylaxis (PEP) medication. If the employee needs to be offered PEP medication, the Managed Care Service Provider Call Center nurse will contact the nurse on call from Employee Health Services (EHS) at JMH. The EHS nurse will counsel the employee on the PEP medication. If the employee decides to take the PEP medication the EHS nurse will make arrangements for the employee to pick up the medication. Telephone numbers for the Managed Care Service provider may be obtained from the Communications Unit Complaint Sergeant.

- B. The employee must call and schedule a follow-up appointment at the Occupational Health Services Department “Lowenstein Building” at Mount Sinai Medical Center located at 4300 Alton Road. The telephone number is 305-674-2314.
  - C. The supervisor must complete the “Exposure Incident Form: and “Infectious Disease Incident Form”, and ensure a copy of these forms are hand delivered to the Health Services Unit, Room 309-T within 24 hours.
- I. Subject- Examination Procedures
- A. Blood Test (suspect): In situations where direct exposure (i.e., human bites, opening in the skin) has occurred, the testing of the suspected carrier may be desirable.
    - 1. Voluntary: Whenever feasible, the employee or his/her supervisor carrier’s consent to draw blood for the purpose of testing only. The blood may not be used as evidence.
      - a. A “Consent to Draw Blood” form, provided by the medical Facility, will be used.
      - b. All tests will be administered at a medical facility

2. Involuntary: In situations where the suspected carrier of a communicable disease does not volunteer to submit to a blood test, the employee or his/her supervisor will:
  - a. Contact the on-duty Assistance State Attorney to obtain a search/examination warrant for the drawing of the suspected carrier's blood. The suspected carrier does not need to be under arrest or in custody; however, their whereabouts will be necessary to serve the warrant. When the suspected carrier is under arrest, the arresting officer will mark the arrest form "HOLD FOR BOND HEARING" to ensure that the suspect is available. Prerequisites for obtaining a search/examination warrant are:
    1. Proof of exposure
    2. Statement from a physician certifying the exposure is such as to result in the transmission of a disease designated by the Department of Health and Rehabilitative Services as a transmissible disease.
    3. Attend the bond hearing if the suspected carrier has been held for bond hearing.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL

SOP 5

Subject: Emergency Mobilization Procedures

Purpose: To provide guidelines and format for departmental emergency mobilization in case of emergency situations.

Scope: I. General Instructions:

A. All members of the Health Services Detail are required to familiarize themselves with the Emergency Procedures Departmental Order.

1. In addition, all full-duty sworn members of the Health Services Unit will participate in the Annual Departmental Mobilization Training.

### II. Emergency Preparation Procedures

A. All members are to prepare in advance for anticipated emergency mobilizations. When time permits, prior arrangements

*17 LLL 27512*

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 9/24/2018



## SOP 5 (continued)

Should be made regarding the safety and security of personal property and family members.

- B. If the mobilization is for a hurricane, the following items will be needed:
  - 1. 24- hour supply of nonperishable food
  - 2. Changes of clothing
  - 3. Personal hygiene items
  - 4. Drinking water
  - 5. Pillow, blanket, sheets
  - 6. Rain gear
  - 7. Report in full uniform
  - 8. Park personal vehicle in designated off-street parking garage.
- C. Notify any off-duty jobs of unavailability.
- D. All offices are to be locked and office equipment stored in a safe place.
- E. Full duty members are to report to their designated duty assignment as directed by the Personnel Resource Management Section Commander

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## STANDARD OPERATING PROCEDURES HEALTH SERVICES DETAIL

SOP 6

Subject: Pre-employment Medical Orientations

Purpose: To provide guidelines for the administration of all Pre-employment Medical Orientations for all Miami Police Department applicants.

Scope: The Health Services Detail, Administrative Aide I, will be responsible for coordinating all aspects of the Pre-employment Medical Orientations. This shall include contacting the applicants to schedule orientation dates, coordinating and providing a schedule for medical testing with the City's Occupational Health Provider and ensuring the applicants status are regularly monitored up until the medical assessment and disposition is confirmed/finalized. Other responsibilities shall include record maintenance functions such as filing all FDLE related patient assessment forms and all other relevant FDLE documents.

I. Coordinating Request for Medical Orientation:

A. Processing Applicants for Sworn Positions

Lt. Marc A. Redondo  
Commander  
Health Services Detail

Effective Date: 3/5/2020



SOP 6 (Continuation)  
Page 2

1. An email will be sent from the Recruitment and Selection Unit with the applicant(s) information. This email will include the orientation date and time. The Health Services Detail will schedule the applicants accordingly and reserve whatever provisions are necessary to accommodate the set number of appointments (i.e. Conference room/office workspace, adequate number of medical packets/questionnaires.)
2. Apart from non-sworn positions, all applicants applying for the position of Police Officer or Detention Officer, MUST complete the FDLE CJSTC 75 and FDLE CJSTC 75A forms with the standard medical questionnaire.
3. The entire pre-employment medical questionnaire and other related documents for orientation processing can be found on the Administrative U-drive in the Health Services Folder (see ADM-PER-LRU. Go to Health Services Detail then click on Applicants/Forms for applicants).

B. Processing Applicants for Non-Sworn Positions:

1. An email will be sent from the Personnel Unit with the applicant(s) personal information. This information will include the applicants respective contact/phone number. The Health Services Detail will be responsible for contacting the applicant and scheduling an appointment date and time for orientation. The applicant will be instructed to bring their state issued Identification and to be dressed in professional attire when attending their orientation.

SOP 6 (Continuation)  
Page 3

2. Civilian applicants will **NOT** be required to complete the FDLE CJSTC 75 and FDLE CJSTC 75A with their medical questionnaire.
3. Effective 10/23/2019, all new hires (safety sensitive and non-safety sensitive positions), including part-time applicants will be required to undergo a drug test for employment.
4. Temps, Part-time Temps and Paid Interns (without physical demands) will **ONLY** be required to complete the following forms:
  - a) Employment Drug Screening Authorization
  - b) Appointment Schedule
  - c) Statement of Authorization
  - d) Tuberculosis Screening
  - e) Applicant Instructions sheet
5. When scheduling Temps, Part-time Temps and Paid Interns, you must first review the applicants' position and job requirements to determine if there are physical demands. If physical demands do apply, the applicant will be subject to a physical examination and must complete the entire medical questionnaire. The medical examination will be in accordance with the occupational health centers' standard medical protocols.

SOP 6 (Continuation)  
Page 4

6. As per the AFCSME Contract, Crime Scene Investigator Series, Police Property Specialist Series and Latent Print Examiner Series, will all require HIV and HEP Screening. Each applicant must complete the City of Miami Consent Form (notarized and submitted with medical questionnaire.)

II. Medical Questionnaire and Document Distribution:

A. Applicants will submit all the completed documents to the appropriate departments for further processing.

1. Mount Sinai Hospital (Applicant will submit copies):

- a) Employment Drug Screening Authorization (yellow)
- b) Appointment Schedule
- c) Statement of Authorization
- d) City of Miami Consent Form (HIV and HEP)
- e) Full medical questionnaire (original documents)

2. Miami Riverside Center (MRC) [Applicant will submit originals]:

- a) Employment Drug Screening Authorization (white)
- b) Appointment Schedule
- c) Statement of Authorization
- d) City of Miami Consent Form (HIV and HEP if applicable)

B. The Health Services Detail will not keep any of the applicant's questionnaire documentation on file. All the above documents will remain with the applicant for proper distribution to either the Occupational Health Center (Mt. Sinai) or the MRC.

SOP 6 (Continuation)  
Page 5

III. Personnel Notifications and Applicant Logs:

A. The following units must be notified and updated via Email on all medical orientation/examination dates, times and status changes:

- Recruitment and Selection Unit-305-603-6700
- Labor Relations Unit-305-603-6680
- Personnel Unit-305-603-6670
- Human Resources Department-MRC 7<sup>th</sup> Floor-City Medical Unit at City-Medical@miamigov.com
- Mount Sinai Hospital-Occupational Health Center-och@msmc.com

B. The applicant log must be regularly updated whenever new applicants are scheduled for orientation and/or when there are any changes with status.

C. The applicant log can be found on the Administrative U-drive in the Health Services Folder (see ADM-PER-LRU. Go to Health Service Detail, Applicants and Pre-employment Medical Clearance Log)