

STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

PERSONNEL RESOURCE
MGMT SECTION

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION MASTER INDEX

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PERSONNEL RESOURCE MANAGEMENT SECTION
STANDARD OPERATING PROCEDURES

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION ENDORSEMENT SHEET

First Quarter Inspection	<u>MAJ. [Signature]</u> Unit Commander	<u>1/30/18</u> Date
Second Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>4/10/2018</u> Date
Third Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>7/7/18</u> Date
Fourth Quarter Inspection	<u>[Signature]</u> Unit Commander	<u>9/4/2018</u> Date
Annual Inspection	<u>[Signature] 1894</u> Section Commander	<u>12/21/18</u> Date




City of Miami



EMILIO F. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION ENDORSEMENT SHEET

First Quarter Inspection	 Section Commander	3/15/19 Date
Second Quarter Inspection	 Section Commander	3/1/19 Date
Third Quarter Inspection	_____ Section Commander	_____ Date
Fourth Quarter Inspection	_____ Section Commander	_____ Date
Annual Inspection	_____ Section Commander	_____ Date



City of Miami



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STANDARD OPERATING PROCEDURES
PERSONNEL RESOURCE MANAGEMENT SECTION
LETTER OF PROMULGATION

To: All members of the Personnel Resource Management Section

The Standard Operating Procedures are established to provide guidelines for the operation and management of the units which comprises of the Personnel Resource Management Section, City of Miami Police Department.

Procedures incorporated into this Standard Operating Procedure are not meant to supersede but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

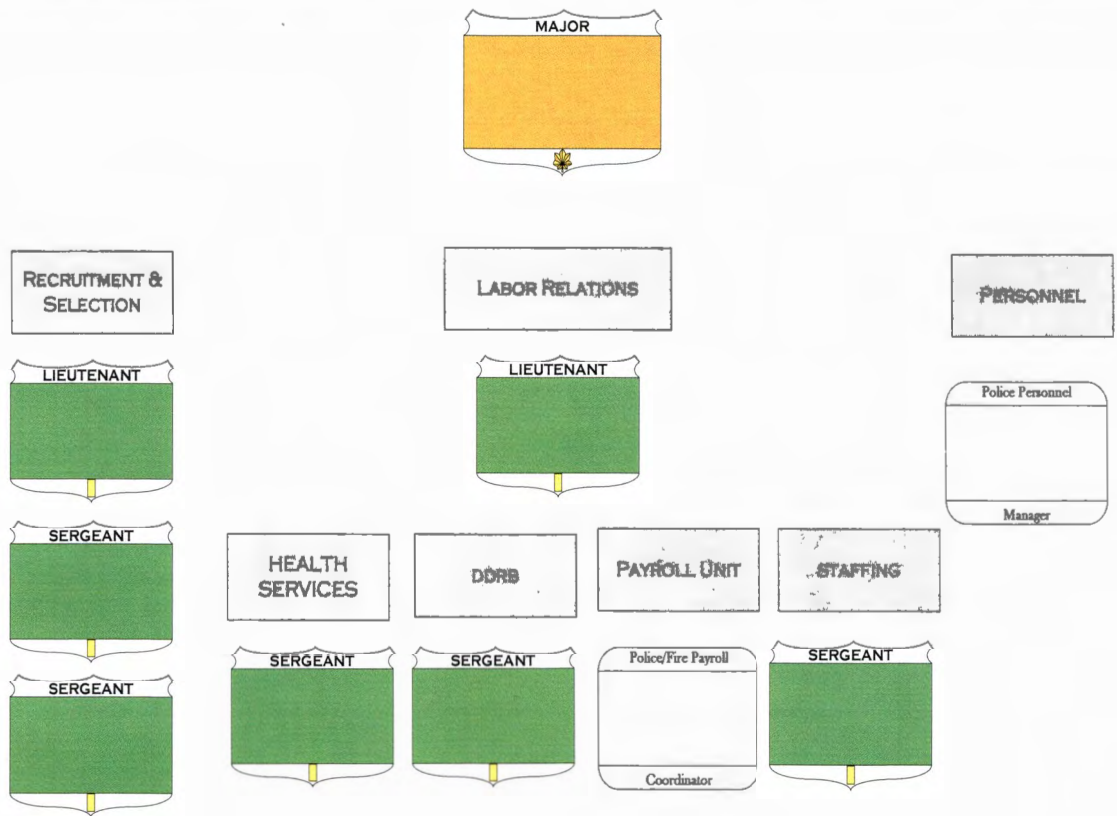
Personnel assigned to Personnel Resource Management Section are required to read and follow the procedures as set forth by this manual, Departmental Orders, and any pertinent directives. Conflicts between documents will be reported to the immediate supervisor.

Major Esther Farmer
Section Commander
Personnel Resource Management

Effective Date: 5/1/19



PERSONNEL RESOURCE MANAGEMENT SECTION



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION MISSION, GOALS AND OBJECTIVES

Mission

To provide a mechanism for components of the Personnel Resource Management Section to accomplish its goals through integrated systems and proficiency, representing the highest ideal of services to the department.

Goals

The facilitation of the achievement in goals set for: maintenance of personnel records and the payroll system; disciplinary review; recruitment and selection; ensuring proper systems of administration; and promotion of a healthy and safe environment for the benefit of the department and all employees.

Objectives

1. To provide a professional personnel operation that will accurately maintain personnel files, perform required personnel actions for all employees, and monitor status of affirmative actions goals.


Major Esther Farmer
Section Commander
Personnel Resource Management

Effective Date: 5/1/19



MISSION, GOALS AND OBJECTIVES:

(Continuation)

2. To maintain payroll records and perform the necessary payroll transactions for all personnel.
3. To ensure that all personnel hired are the highest caliber attainable, based upon the realistic and consistent application of objective recruitment and selection criteria.
4. To maintain the appropriate level of personnel staffing for all positions in the department.
5. To provide for a healthy and safe working environment, through the administration of employee physical examinations, employee counseling, and a safety committee to monitor safety compliance.
6. To provide administrative liaison to the other city departments, State Attorney's Office, Police Academy, and other criminal justice agencies.

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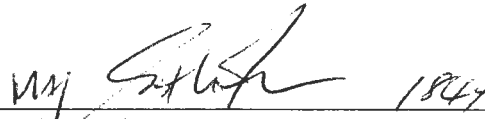
STANDARD OPERATING PROCEDURES
PERSONNEL RESOURCE MANAGEMENT SECTION
DUTY HOURS AND DRESS

The Personnel Resource Management Section administrative staff is located in Room 319-AA.

Duty hours for the administrative personnel vary. Civilian personnel are required to work an eight (8) hour day, and an additional one (1) hour unpaid lunch period. The hours for the senior staff and administrative assistant may be adjusted to meet the department's needs in accomplishing its mission. The basic duty hours of the administrative personnel are as follows:

Major of Police	0900-1800 hours
Administrative Aide I	0800-1700 hours

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



Major Esther Farmer
Section Commander
Personnel Resource Management

Effective Date: 5/1/19



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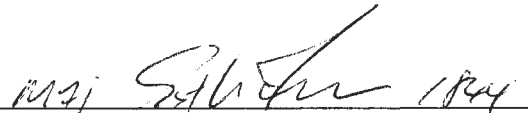
STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION DUTIES AND RESPONSIBILITIES OF MEMBERS

The administrative personnel by classification/title for the Personnel Resource Management Section are: Major of Police, who is the Section Commander and an Administrative Aide I. The Section Commander reports directly to the Assistant Chief of the Administration Division, and the other support persons report to the Section Commander.

I. Section Commander

A. Duties and Responsibilities

1. Manages and directs the productivity of the command staff personnel commanding the following units: Recruitment & Selection, Personnel, Staffing, and Labor Relations (including Payroll, Health Services and Disciplinary Detail)
2. Serves as a staff duty officer on a rotational basis.
3. Responsible for the section level budget and utilization of resources.
4. Supervises and completes work performance evaluations on the command staff, and other support staff who report directly.
5. Serves as liaison between the department and community on primarily personnel matters and/or other issues given by the Chief of Police.


 Major Esther Farmer
 Section Commander
 Personnel Resource Management

Effective date: 5/1/19



DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

6. Ensures a documented review of job descriptions of all employees every four years, ensuring that job descriptions are current and made available to all personnel. (CALEA 21.2.2 LE1)
7. Provides police public relations via public speaking when necessary or as delegated by the Chief of Police.
8. Attends meetings with various city agencies and criminal justice agencies in accomplishing goals and objectives of the section.

C. Administrative Aide I

This job involves limited administrative work, relieving a management official of various administrative details in fiscal, personnel and other management area.

Responsibilities

1. Sorts incoming mail and assemble files and material to facilitate response by designated Unit Commander.
2. Maintains Personnel Resource Management Section's Tickler Tracking System.
3. Maintains Commander's calendar.
4. Serves as a supervisor, staff assistant and/or public contact employee.
5. Oversees the activities of a small group of subordinate employees engaged in a variety of support or operational activities.
6. In accordance with detailed instructions, may serve as supervisor's representative at meetings and on committees.
7. Serve as liaison between supervisor and other departments or divisions.
8. Assists with the preparation and administration of the annual budget for division.
9. Compiles data for and prepares monthly, annual and special reports.

DUTIES AND RESPONSIBILITIES OF MEMBERS

(Continuation)

10. Composes, types, and proofreads correspondence requiring a knowledge of departmental operations and regulations.
11. Maintains administrative files for the Personnel Resource Management Section.
12. Maintains attendance records for Personnel Resource Management staff members.
13. Performs other duties as required.

City of Miami



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STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION POLICY

The Personnel Resource Management Section is dedicated to support all intra and interdepartmental operational and administrative functions. This Section will manage the department's personnel resources with high proficiency and effectiveness. This is done in conjunction and coordination with other elements, such as: Civil Service Board, Pension Board, Human Resource Department, Labor Relations, Risk Management, and other criminal justice agencies.

Major Esther Farmer
Section Commander
Personnel Resource Management

Effective date: 5/1/19



City of Miami



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City Manager

STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION

SOP 1

Subject: Emergency Mobilization

Purpose: To provide procedures to follow upon notification of any emergency situations requiring a department-wide response.

Scope: An Emergency Mobilization List of all unit personnel will be maintained in the possession of the clerical staff and Unit Commander. This list will be updated monthly, and copies forwarded to the Section Commander, as well as to the Office of Emergency Management.

I. Procedure

The Unit Commanders will be responsible for ensuring that all personnel under their command are in compliance with the order(s) being given as to deployment procedures.



Major Esther Farmer
Section Commander
Personnel Resource Management

Effective date: 5/1/19



STANDARD OPERATING PROCEDURES SOP 1

(Continuation)

A. Off-Duty

Once personnel have been notified to report for duty (recall) from an off-duty status, they will report to designated areas as soon as possible for deployment as required.

B. On Duty

Should a situation arise while personnel are on duty, they will be assigned by their Unit Commanding Officer, and will dress in full uniform which should be maintained in their lockers at all times.

Emergency procedures as mandated by Departmental Order 10 are to be adhered to. Members of the Administration Division are responsible for securing all Miami Police Department buildings and providing other support services. These activities will be carried out under the direction and control of Administration Division Commanding Officers.

II. Emergency Mobilization Checklist

- _____ EMLs updated and submitted to Commander of Personnel Resource Management and Emergency Planning Specialist
- _____ Cancellation of "E", "V", "EO", "FH", time, etc.
- _____ Briefing on emergency with Unit Commanders
- _____ Commanding Officers contact and notify all assigned members
- _____ Briefing on emergency
- _____ Duty assignment
- _____ Duty hours
- _____ Secure equipment needs
- _____ Personal adjustment needs (food, hygiene, water, etc.)
- _____ Debriefing
- _____ Return to normal schedule

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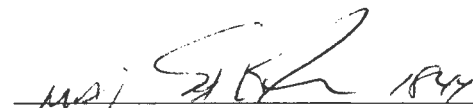
STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION

SOP 2

Subject: Tickler Tracking System

Purpose: To provide a directive for the tracking of correspondence via the department's tickler system, and to establish procedures at the section level to enable an efficient flow of paperwork through channels.

Scope: All section personnel will comply with the procedures as outlined in Departmental Order 1, Chapter 8.4.1, for the department's tickler system, as stated below, in addition, to the procedures established for late ticklers.


Major Esther Farmer
Section Commander
Personnel Resource Management

Effective date: 5/10/19



STANDARD OPERATING PROCEDURES SOP 2
(Continuation)

I. Ticklers

Official correspondence (all correspondence requiring a response) will be dealt with upon receipt. A tickler (a form which calls attention to items that must be done by a certain day) will be assigned by the Assistant Chief of the Administration Division for control purposes. The tickler will specify the action to be taken and any instructions not already indicated on the form. Routing slips (R.F. #230) are occasionally used for this purpose. Routing slips and ticklers shall remain with the original memorandum and be maintained with the original file. The tickler will show a suspense date, usually ten calendar days from the date of receipt in the assistant chief's office. If the suspense date cannot be met, an informal inter-office memorandum (AVO) shall be sent, explaining the reason for the delay. An extension of the suspense date may be obtained by calling the Assistant Chief's Office. If correspondence is routed to a section not usually handling the specific matter, it will be returned immediately to the appropriate division chief's office for reassignment.

II. Late Ticklers

All personnel are expected to comply with standards established for tracking ticklers in the department; in addition, the following guidelines are required for submission of late ticklers:

- A. Upon receipt of an assigned tickler, if it is determined that a due date cannot be met, it will be imperative for the Unit Commander to contact the Personnel Resource Management Section to obtain an extension and new date.
- B. It will be the responsibility of the section's administrative personnel to obtain the extension and new date for all ticklers.
- C. All late ticklers must be accompanied by an AVO delineating the reason(s) for late submission. These AVOs should be addressed through channels to the Assistant Chief of the Administration Division.

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STANDARD OPERATING PROCEDURES PERSONNEL RESOURCE MANAGEMENT SECTION

SOP 3

Subject: Correspondence

Purpose: To provide a directive for the expectation of all correspondence produced by the various elements of the section.

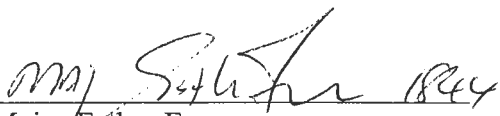
Scope: All written correspondence is expected to be error-free. It is the responsibility of each Unit Commander to ensure compliance with correspondence being prepared in accordance with Departmental Order 1, Chapter 8.

I. Unit Commander's Approval

The correspondence will bear the signature of the Unit Commander, which will indicate it has been proofread and is approved to be forwarded to the Section Commander.

II. Corrections Needed

When corrections are necessary, a copy of the original work product which is being returned at the section level will indicate the necessary corrections to be made. Once the corrections have been made by the various Units, the original correspondence should be returned, along with the corrected copy to the Section Commander.


Major Esther Farmer

Commander
Personnel Resource Management

Effective date: 5/1/19

