

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

SPECIAL PROJECTS MANAGEMENT UNIT

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

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SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

First Quarter
Inspection:

E.T. Gonzalez
Unit Commander

1/8/20
Date

Second Quarter
Inspection:

Unit Commander

Date

Third Quarter
Inspection:

Unit Commander

Date

Fourth Quarter
Inspection:

Unit Commander

Date

Annual
Inspection:

Unit Commander

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT
STANDARD OPERATING PROCEDURES
LETTER OF PROMULGATION

A.

To: ALL PERSONNEL, SPECIAL PROJECTS MANAGEMENT UNIT

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Special Projects Management Unit of the City of Miami Police Department.

The procedures set forth here supplement but 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 other Directives will be arbitrated and resolved through the Section Commander.

Personnel assigned to the Special Projects Management Unit will read, know, and follow these procedures, Departmental Orders, and any pertinent directives. Any conflicts between them will be reported to the Section Commander immediately.

M. V. 1/2/20 5985

Commander
Special Projects Management Unit

1/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

B. ORGANIZATIONAL STRUCTURE



[Handwritten Signature]

Commander
Special Projects Management Unit
[Handwritten Date]

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

C. MISSION, GOALS, AND OBJECTIVES

MISSION:

To ensure that special projects undertaken by the Miami Police Department are completed on time, within their intended scopes, and within their intended budgets through the effective use of project management and process improvement strategies.

GOALS:

1. To identify all agency special projects
Objectives:
 - a. To meet with the commanding officer of each section in the agency at least once a year to verify that SPMU has an accurate inventory of that section's current projects
 - b. To identify the responsible party (Project Owner) for each project
 - c. To maintain a comprehensive list of all agency special projects in the SPMU's system of record
2. To provide the department with a standardized process in which projects are conducted, managed and delivered.
3. To assist project owners in establishing and achieving the project's deliverables based on the triple constraints model of time, cost and scope, as recognized by modern project management methodology.

E. Gonzalez 5985

Commander
Special Projects Management Unit
11/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

D. DUTY HOURS AND DRESS

The Section is operational Monday through Friday, 0700-1700 hours. Assignments, days off, and duty hours will change when necessary to meet the Department's needs to accomplish its mission. The basic duty hours of the personnel are:

Lieutenant	0700-1700
Police Officer(s)	0700-1700
Special Projects Coordinator	0800-1700
Administrative Aide	0800-1700

The basic days off for all civilian personnel are Saturday and Sunday.

Sworn members who work a 4-day, 10-hour shift will have either Saturday, Sunday and Monday off or Friday, Saturday and Sunday off.

Holidays, vacations and dress code requirements will be in compliance with contractual agreements and Departmental Orders and may be modified at the discretion of the Unit Commander.

Sworn personnel shall wear either a Class A Police uniform or professional attire.

Civilian personnel shall wear professional attire.

LT. [Signature] 5955

 Commander
 Special Projects Management Unit

 1/2/2020

 Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

E. DUTIES AND RESPONSIBILITIES OF MEMBERS

I. Commander/Lieutenant

1. Reports to the Executive Officer.
2. Responsible for the overall operational and administrative function of the unit.
3. Ensures that all written material resulting from the activities of members of the Unit are accurate, neat, properly structured, clearly stated and submits same to the Executive Officer.
4. Assists personnel in obtaining cooperation, assistance and information from persons and elements of the Department and other sources necessary for the successful accomplishments and completion of assignments.
5. Directs members of the Unit, plans the Unit's activities and oversees its operational and administrative functions.
6. Ensures all unit requirements are met concerning operational and administrative activities such as, but not limited to, filing, training, attendance, records, overtime, supervision, and evaluation.
7. Performs special duties or functions as directed by the Executive Officer.

ET. Gonzalez 5955

Commander
Special Projects Management Unit

1/20/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

F.

SPECIAL PROJECTS MANAGEMENT UNIT STANDARD OPERATING PROCEDURES

PROGRAMS AND FUNCTIONS

Principles of Project Management

Project Management (PM) is the discipline of planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives. The primary challenge of PM is to achieve the project goals and objectives, while honoring the project constraints, which typically are time, budget, quality and scope. A successful project will be completed on time, on budget and with specified quality measures.

Effective project management should:

- Clarify what must be achieved
- Clarify roles and responsibilities
- Focus on shared goals
- Plan, monitor and control the budget
- Plan, monitor and manage or co-ordinate human resources necessary for project completion
- Minimize risk
- Communicate to all involved
- Manage change
- Ensure that dependencies are identified and completed
- Ensure that original project objectives are met, and planned outputs delivered OR or are renegotiated and amended with the project sponsor and then met, with amended outputs delivered

ET. Gonzalez 05989

Commander
Special Projects management Unit

1/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

G. POLICIES

1. All personnel assigned to the Special Projects Management Unit are responsible for knowing and complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations and all other written policies and procedures relating to their employment
2. The Special Projects Management Unit shall comply with the Administrative Policy Manual (APM) and Departmental Orders regarding Public Records Act, Chapter 119, Florida Statutes.

LT. [Signature] 5888

Commander
Special Projects Management Unit
1/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: PROCEDURES DURING HURRICANE THREAT

PURPOSE: To provide a general outline of procedures to cover the duties and responsibilities of the Special Projects Management Unit's personnel in the event that a hurricane should threaten the City of Miami.

SCOPE: In the event that a hurricane will strike the Miami area, the Commander of the Special Projects Management Unit shall maintain communication with the police department as per Departmental Orders.

1. Upon a Hurricane warning being issued, personnel will fuel up any city vehicle before the end of their tour of duty.
2. The Unit Commander will allow personnel to prepare in advance for the safety and security of personal property and family members with the expectation that they may not be at home before, during, and after the storm. Also, personnel will bring sufficient personal equipment and supplies to remain at work for seventy-two (72) hours.
3. Once the above procedures have been accomplished, personnel will be advised as to their responsibilities during and immediately following the storm as per Departmental Orders.
4. All personnel are responsible to maintain and update information on the Emergency Mobilization List (EML).

By: [Signature] No 5985

Commander
Special Projects Management Unit

1/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P 2

SUBJECT: **EMERGENCY MOBILIZATION PROCEDURES**

PURPOSE: To provide a general outline of procedures to cover the duties and responsibilities of the Special Project Management Unit in the event that a State of Emergency is declared within the City of Miami.

SCOPE: In the event of an emergency mobilization, the Section shall be mobilized under the following guidelines:

The Special Projects Management Unit will make sure the accurate information is on the iMiami website. **This list is confidential and shall not be posted or placed in any unsecured area.**

1. The Unit Commander or, designee, will report to the E.O.C. for deployment and assignments of personnel.
2. Upon notification to mobilize, personnel of the Special Projects Management Unit will report to the Unit's office and await their assignments. Should the emergency occur during off-duty hours, the Unit Commander will contact Unit personnel.

1/7/2020 5:55

Commander
Special Projects management Unit

1/2/2020

Effective Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

SPECIAL PROJECTS MANAGEMENT UNIT

STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: SUPPLIES AND EQUIPMENT

PURPOSE: To provide for a standard procedure to control, maintain, and safeguard equipment and supplies.

SCOPE: All office equipment and supplies will be ordered through the proper Departmental channels and according to Departmental Orders.

All office equipment and supplies will be stored under lock and key. Access will be limited to section personnel only.

A file will be maintained on all equipment and supplies ordered and issued.



Commander
Special Projects Management Unit



Effective Date

