

# STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

SPECIAL EVENTS UNIT

**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**  
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MIAMI POLICE DEPARTMENT  
SPECIALIZED OPERATIONS SECTION  
SPECIAL EVENTS UNIT  
STANDARD OPERATING PROCEDURES





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager


**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**  
**LETTER OF PROMULGATION**

**TO: ALL PERSONNEL OF THE SPECIAL EVENTS UNIT**

This S.O.P. is established to provide guidelines for the operation and management of the Special Events Unit.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commanding Officer.

Personnel assigned to the Special Events Unit are required to read and follow the procedures as set forth by this manual, Departmental Orders, and pertinent directives.

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Commander  
Special Events Unit

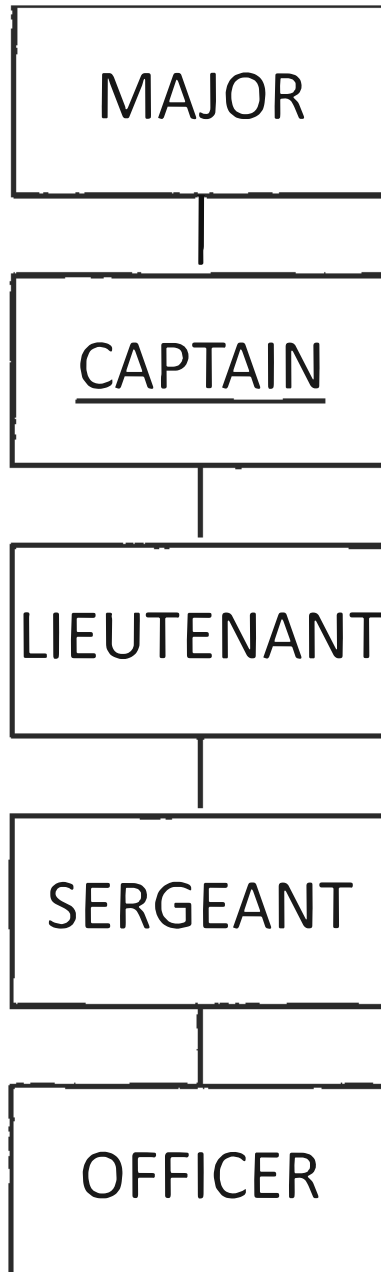
1/8/2020  
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Effective Date



SPECIALIZED OPERATIONS SECTION

SPECIAL EVENTS UNIT

ORGANIZATIONAL CHART OF ELEMENT



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**  
**MISSION, GOALS, AND OBJECTIVES**

The Special Events Unit is primarily responsible for the planning, implementation, and analysis of **Extra-Duty** police services required to maintain public safety for citizens who patronize special events within the City of Miami.

**I. MISSION**

- A. Such events occur throughout the City on a continual basis, thus requiring a special detail of the Police Department to coordinate staffing and payroll; to facilitate pre-event coordination with event sponsors, and other governmental services; and to ensure post-event analysis, and documentation.
- B. The Special Events Unit is also responsible for the management of extra duty employment. It is the policy of the Miami Police Department to allow its employees to engage in outside employment activity, providing the activity has prior Departmental approval, does not impair their efficiency, duties and responsibilities, and conforms to Departmental Orders and all laws.

  
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Commander  
Special Events Unit

*1/8/2020*  
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Effective Date



- C. Members of the Special Events Unit attend meetings with event sponsors, as well as other City Departments, i.e., Parks, Public Works, Solid Waste, Fire, Community Development, etc., to plan special events. Specific items to be addressed are inclusive of traffic control, personnel assignments, staffing requirements, parking, safety, event location, and method of payment.
- D. The Special Events Unit currently coordinates the billing, collection, and disbursement of payroll for Special Events. At the conclusion of a Special Event, the Special Events Unit is responsible for conducting a post event analysis based on an After-Action Report, and the observations and suggestions relayed to Unit personnel. The Special Events Unit is responsible for the monitoring of roadway construction projects, utility maintenance work, and related functions, which temporarily close streets or sidewalks and impede the normal flow of vehicular or pedestrian traffic. This responsibility is assigned to one of the officers within the Unit. As part of the monitoring process, extra duty officers are used to control traffic around such construction sites.

## **II. GOALS**

- A. To coordinate staffing, payroll, and pre-event planning with event sponsors and other government services; to ensure post-event, analysis and documentation of all Special Events
- B. To keep all involved and affected personnel, to include the chain of command, advised of upcoming special events/projects/processions.

## **III. OBJECTIVE**

- A. To staff all extra-duty employment requests (accordingly).
- B. To document, maintain, and provide accurate records of all statistical data stemming from extra-duty employment.
- C. To ensure compliance by officers during Extra-Duty assignments at temporary jobs, permanent jobs, and special events.
- D. To provide recommendations for venues and/or special events to include a threat analysis, staffing deployment, resources needed, and contingency plans to be implemented.



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**  
**DUTY HOURS AND DRESS**

**I. DUTY HOURS**

- A. The Special Events Unit's office hours are 0700 to 1700 hours, Monday through Friday. The office is closed on all City observed holidays.
- B. Sworn members work a four-day week from 0700-1700. Civilian members will be divided to work 0700-1600 and 0800-1700. When necessary, members' duty hours and sworn members' E days may be modified. (Per the Unit Commander's approval.)

**II. DRESS REQUIREMENT**

- A. The dress code for sworn personnel is the standard police uniform in compliance with Departmental Orders. The appropriate civilian attire in compliance with Departmental Orders will be worn by non-sworn personnel.

*IA. [Signature]* #2367

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Commander  
Special Events Unit

*1/8/2020*

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Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

### DUTIES & RESPONSIBILITIES OF MEMBERS

#### I. UNIT COMMANDING OFFICER

- A. Ensure that all tasks are completed with strict adherence to Departmental guidelines and unit S.O.P.'s.
- B. Authorize temporary and permanent changes to unit S.O.P.'s.
- C. Determine and implement policies for all unit personnel to include both sworn and civilian regarding assigned tasks and arbitrate conflicts which arise among employees and between employees and clients.
- D. Establish duty hours for all unit personnel.
- E. Ensure the completion and authorization of administrative tasks assigned to the Unit, such as Monthly Activity Reports, personnel action, payroll documents, budgetary requests, goal and objective statements, etc.

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Commander  
Special Events Unit

1/8/2020  
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- F. Review current affairs as presented by internal and external sources for items that pertain to Unit operations; for example, City Commission Agendas, newspaper articles, etc.
- G. Represent the Special Events Unit at meetings with public and private officials and make final determination of personnel staffing levels at events and extra duty jobs.
- H. Conduct inspection on unit personnel for equipment, uniform, and compliance of all Departmental Orders and Standard Operating Procedures.
- I. Monitor work proficiency of supervisory personnel and apply training, counseling, corrective action plans, and/or discipline as needed.
- J. The Special Events Commander may authorize police personnel to work temporary jobs whereas the company/promoter/job representative makes a request via phone call or electronic correspondence (email) to employ police personnel after normal hours of operation. The official request form to employ Extra-Duty officers is to be signed and sent via email by the person/business making the request prior to the requested date for extra-duty officer(s) to work. All administrative paperwork and/or fees are to be turned in and paid on the following business day. The Special Events Unit Commander, upon approval of the job, will notify the respective NET area Commander.
- K. Determine deployment of resources, logistics, staffing, reassignment of personnel, and other resources needed for Special Events to include, but not limited, to visible rifle deployment of officer(s) at venues based on credible and/or perceived threats.
- L. Ensure all involved entities to include; the chain of command, affected person(s), and businesses in the affected area(s) are informed of upcoming major special events and/or projects.

## II. SUPERVISOR

- A. Supervise all activities and tasks pertaining to special events management and extra duty employment.
- B. Ensure that all tasks are completed with strict adherence to Departmental guidelines and unit S.O.P.'s.
- C. Monitor working conditions and practices.
- D. Monitor employees for compliance with departmental dress codes.
- E. Monitor employees for compliance with assigned duty hours.
- F. Provide authorization of leave time requests by employees.
- G. Monitor the completion of administrative tasks delegated to employees, such as Monthly Activity Reports, personnel action and payroll documents, budgetary requests, goal and objective statements, etc.
- H. Monitor the completion of daily tasks delegated to employees such as requests for extra duty services by citizens, planning and management of special events, maintenance of files and official documents, timely transmittal of outgoing correspondence, proper telephone contact procedures, and general office practices.
- I. Represent the Special Events Unit at meetings with public and private officials.
- J. Monitor employees to ensure compliance with on-site inspection of temporary and permanent extra duty jobs.
- K. Monitor work proficiency of assigned personnel to demonstrate knowledge, skills, and abilities in their respective position and capacity.

- L. Apply training, counseling, corrective action plans, and/or discipline as needed to personnel.
- M. Supervisors are to ensure staffing sheets and payroll is modified to accurately reflect attendance and/or time usage for sworn and civilians assigned to the unit.
- N. Monitor employees for compliance with Departmental Orders/SOP's relating to all extra duty employment guidelines. Officers must abide by Departmental Orders Extra-duty policy; 36 hours per week/16 hours per day unless involving a major event and/or approved by Chief of Police.
- O. Monitor the completion of all assigned tasks, responsibilities, directives by the given deadlines to employees.
- P. Monitor workload assigned to Special Event Officers to ensure assignments and responsibilities are distributed across the board.
- Q. Upon approval from the Special Events Unit Commander, Special Event Unit personnel may hire supervisor(s) based on their training, qualifications, experience, and/or needs of the venue/special event, regardless of accumulated hours.

### **III. POLICE OFFICER**

- A. Represent the unit at meetings with public and private officials.
- B. Provide assistance to public and private organizations to insure public safety at events.
- C. Analyze, coordinate, and implement police service requirements for events.
- D. Determine special traffic detour plans, circulation patterns, and parking requirements for events.

- E. Coordinate pre-event budget projections and post-event payroll documents for police services.
- F. Follow established procedures for publicizing events within Extra Duty Trak to ensure staffing.
- G. Follow established procedures for documenting and assigning employees within Extra Duty Trak, to work at events.
- H. Coordinate maps, charts, or other graphic representations to illustrate event sites, traffic detour routes, police coverage locations, event staffing and budget statistics, etc.
- I. Issue permits to allow the temporary use and/or closure of roadways or sidewalks for events.
- J. Compile and maintain event files to document all Special Events Unit participation in an event.
- K. Assist in completing daily office functions as needed.
- L. Provide assistance to public and private organizations to insure public safety at roadway construction sites, utility maintenance sites, construction equipment operating and parking areas, or other related projects.
- M. Determine special traffic detour plans, circulation patterns, and parking requirements for these projects and analyze police service requirements.
- N. Officers responsible for on-site inspection of all temporary and permanent extra duty jobs to ensure compliance with department order.
- O. Officers assigned to the Special Events Unit are also known as Special Events Coordinators. SOP 3/Duties and Responsibilities.
- P. Officers assigned to the Special Events Unit are to be cross trained in all aspects of the unit needs to include coordinating and handling all venues

and major special events (i.e. AAA/Marlins Park/Adrienne Arsht Center/Bayfront Park/Marine Stadium/Virginia Key/ Calle Ocho/Corporate Run/Miami Marathon/Ultra/4th of July Celebration/New Year's Eve).

- Q. All officers are to demonstrate proficiency in their assigned tasks to include all administrative functions related to their position. Officers are to be efficient with their assigned workload and maintain accurate record keeping of all event related materials in both their digital files and hard copies. All documentation is to be readily available to complete the after-action report or for referencing when requested.
- R. All officers are to request approval for modification of duty hours to their supervisor to ensure coverage for Extra-Duty employment and/ or Special Event(s). This will include using appropriate time usage if applicable and will use electronic correspondence to make said request to ensure their on-duty and extra-duty times do not overlap. All requests for schedule modification and/or time usage must be made via Kronos/Telestaff.
- S. Officers, upon supervisory approval, are authorized to use the unit spare vehicle when their assigned vehicle is not operational or being serviced for preventive maintenance. Officers are not authorized to lend and/or exchange their vehicles with other members within the unit. Officers will use the unit spare vehicle or check out a spare vehicle at the motor pool. All requests for driving an unassigned vehicle will be done via digital correspondence and a log must be kept by the supervisor receiving the request.
- T. All officers/members from the Special Events Unit will receive priority for special events/extra-duty temporary job openings. Personnel outside of the unit will only be hired after all officer(s) within the unit have refused or turned down the extra-duty assignment. All available positions will be advertised and hired accordingly.
- U. The liaison officer is responsible for transferring all tactical gear (entry tools, shields, medic bags, etc.) and/or radios (fully charged) to and from his/her

event. Officers shall not store weapons or SEU equipment in their vehicles overnight.

- V. All personnel, sworn and civilian, are expected to assist with daily functions of the unit during special events to include, but not limited to: handing out P-Sheets, maps, loading/unloading vehicles, setting up tables, maintenance of mules & spare vehicle, charging radios, preparing vouchers, filing, assisting members/customers at window and answering of phones.
- W. All jobs must be entered in the Extra-Duty track immediately. Separate files will be kept for Hired and Pending jobs/vouchers. Files shall be made easily accessible for other members of the unit to view in case of any discrepancies and to avoid double booking. No jobs will be entered through phone calls or text messages.
- X. All officers MUST meet all assigned tasks and directives by the given deadlines.
- Y. Upon approval from the Special Events Unit Commander, Special Event Unit personnel may hire police officer(s) based on their training, qualifications, experience, and/or needs of the venue/special event, regardless of accumulated hours.

#### **IV. UNIT SECRETARY**

- A. Monitor the front desk at the Special Events Unit and meet and greet visitors to the office and assist in determining their needs.
- B. Coordinates intake, documentation, and distribution of general correspondence and administrative items assigned to the Special Events



Unit, including regular and inter-office mail, permit issuance notifications and other required items.

- C. Assist unit staff in typing memos, letters, special event documents, extra duty employment documents, surcharge vouchers, budget proposals, supply requisitions, monthly activity reports, emergency mobilization lists, and other items needed.
- D. Maintains the Special Events Unit files to document extra duty employment matters, general correspondence personnel functions, and other items in accordance with City and Departmental procedures.
- E. Assist unit staff in publicizing, documenting and assigning employees to work at special events and extra duty jobs using Extra Duty Trak.
- F. Assist Special Events Unit Personnel with office function such as scanning, printing, answering telephones, etc.
- G. Monitor daily E-mail of unfilled jobs generated by Extra Duty Trak.
- H. Assist Permit Coordinator in preparing permits for various functions such as demonstrations, street closures, filming and any other event requiring a Police Department Special Events Permit.
- I. Ensure the proper notification of the affected NET Area Commanding Officer or their designee and the timely distribution of the permits.
- J. Prepare the monthly surcharge and status report for all permanent extra duty jobs.
- K. Prepare vouchers for customers and/or businesses requesting extra-duty police services.
- L. Prepare ADP payroll for Special Events.

- M. Reconcile ADP payroll accounts to include refunds and/or invoicing customers.
- N. Prepare the Special Events Unit payroll in compliance with the departments Oracle system.
- O. Receive, verify for accuracy, sort extra duty payroll checks and prepare them for distribution.
- P. Prepare the Special Events Unit Monthly Report, to include the unit's revenues and number.

**V. PERMIT COORDINATOR**

- A. Meet and greet permit applicants at the Special Events Unit counter.
- B. Determine type of permits required for specific jobs.
- C. Ensure that the permit applicant fills out the permit application accurately and completely and provides all necessary documentation for processing.
- D. Review permit applications for outside agencies and other city departments, I.E. Parks and Recreation, Film Office, Public Works, etc.
- E. Review plans and documents and assist in determining the need for extra duty police officers.
- F. Review applications for demonstrations and processions. Assist in determining the need for extra duty officers.
- G. Review film permit requests and applications.

- H. Prepare actual permits and provide to sworn members of the Special Events Unit for approval. Notify the applicant upon completion of permit process.
- I. Assign permit numbers and maintain Special Events Unit Permit Log.
- J. Make notifications and ensure distribution of permits as necessary, COP, NET Commanding Officers, SIS, outside agencies, etc.
- K. Prepare payment vouchers to be taken by applicants to MRC for payment.
- L. Assists Unit Commander in completing daily office functions as needed.
- M. Create and maintain permanent extra-duty files.
- N. Process Public Records requests.
- O. Process Workman's Comp requests.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**  
**UNIT PROCEDURES AND FUNCTIONS**

**I. PROCEDURES**

- A. All extra duty jobs must be approved by the Area NET Commander. Once approved by the NET Commander, all jobs will be submitted to the Special Events Unit for documentation and to ensure compliance with all applicable Departmental Orders, rules and regulations. Approval of jobs is based on the nature of the job, location, requested staffing level, payment procedures, and prospective employer.
  
- B. The nature of the proposed job must correspond to Departmental Orders regarding extra duty employment. The job cannot place a police employee, in an extra duty capacity, in a position which will conflict with these Orders. In addition, the job cannot conflict with Departmental Orders or S.O.P.'s regarding on-duty service as well. Generally, extra duty police services are required for either safety or traffic control.

*LA [Signature] 2367*

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Commander  
Special Events Unit

*1/8/2020*

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Effective Date



## II. FUNCTIONS

- A. Safety functions include stationary assignments at specific facilities, such as buildings and parking lots. Examples include bank lobbies, cemeteries, department stores, office buildings, theaters, concert halls, stadiums, parks motion picture sets, and private homes.
- B. Employers utilizing police services at these locations wish to secure a particular area and provide a visual deterrent to crime through a dedicated police presence.
- C. Traffic control functions include stationary and mobile assignments at individual roadway intersections or along specific routes. Examples include traffic direction at special events to accommodate increased vehicles and reduce delays caused by traffic control devices (signs and signals), maintenance of circulation patterns around roadway construction sites, control of vehicles and pedestrians at building construction sites which encroach upon streets or sidewalks, and any other function which will assure the normal flow of traffic.
- D. Extra duty services will not be provided for any function in which the utilization of extra duty police services may be perceived as a conflict of interest. For example, a security function involving an individual, i.e., bodyguard service, presents different responsibilities than guarding a building lobby, and is not normally approved (unless authorized by the Chief of Police).
- E. Other examples include any job which isolates a police employee with items of value, identifies a police employee as a “bouncer”, “doorman”, or similar guest-verification position, assigns a Police employee with one side of a dispute, employee union action, litigation, or similar matter.
- F. The location of the proposed job will affect the staffing level. High crime areas, hazardous locations, or dangerous roadway intersections are examples of items which must be considered when staffing a job. In addition, the duty hours and duration (length of each shift) of the job, combined with the location, must be reviewed prior to approval. For example, a proposed extra duty assignment on a major roadway at “rush hour” must be considered differently from an assignment at the same location during non-peak hours. Finally, the method of payment and the actual employer are factors, which must be considered. Questions regarding an unspecified payment process or an employer with a delayed or delinquent account must be satisfied before any job approval is granted.

- G. Sworn law enforcement officers are without authority to, and under no circumstances shall enforce or attempt to enforce company policies for any business, private entity, special events venue, or any organization that employs law enforcement personnel in an extra duty capacity.
- H. Police personnel have the responsibility to ensure that all extra duty assignments worked have been approved and authorized by the City of Miami Special Events office and by the respective NET Area Commander. A job number (#) issued by the Special Events Office must always be generated prior to any officer working in an extra duty capacity. Under no circumstances is an officer to contact the Special Events office to generate surcharge/payment paperwork for a job previously worked without it being initially reviewed and approved by the Special Events office and/or NET Area Commander. The RF13 form must be filled PRIOR to the job being worked and the schedule and list of officers is to be submitted to the Special Events office along with payment of surcharges.
- I. The business and/or company requesting extra-duty officers must complete all necessary paperwork needed i.e. email notifications/ surcharge payment to the City of Miami/ signed applications/other administrative functions to employ police officers at their location. All businesses/persons employing Extra-Duty officers MUST pay the current hourly surcharge fee to the City of Miami per each officer working. Any officer working in an extra-duty capacity whereas the business/person(s) has not paid the required hourly surcharge fees is in violation of the Departmental Orders and subject to progressive disciplinary action. Taking a signal 46 on the air solely, does not exempt any officer from the Extra-Duty guidelines. Any officer not doing their due diligence in inquiring as to the status of an extra-duty job shall be considered working an unauthorized job and will be subject to discipline.

**SPECIAL EVENTS UNIT**  
**STANDARD OPERATING PROCEDURES**

**S.O.P.**            1

**SUBJECT:**        **DOCUMENTATION OF EXTRA DUTY EMPLOYMENT**

**PURPOSE:**        To provide for a permanent record of all extra duty employment using the Extra Duty Trak program.

**SCOPE:**            All extra duty jobs and special events are recorded through Extra Duty Trak. Once any extra duty job is approved by the NET Commander and given a final approval by the Special Events Unit, it is entered into Extra Duty Trak. All pertinent information is entered, such as date and times for the job, location of roll call, staffing levels, anticipated attendance and duration of the job, the serving of alcohol, person requesting the job and person responsible for payment.

All extra-duty jobs to include special events, temporary jobs and permanent jobs will be invoiced to the respective business and/or applicant with the below listed payment options for police services to include the following:

- a. Payment of all police services to include surcharges (ADP) to be paid to the City of Miami prior to event date(s).
- b. Payment of surcharge fees only/payment to officer(s) on site.
  - 1. Payment to officers on site shall only be made in form of check or electronic transfer. Legal tender and/or cash is not an authorized method of payment for all City of Miami Police officers in an extra-duty capacity.


# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

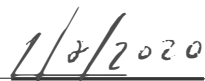
Extra Duty Trak maintains an accurate count of assigned hours, worked hours, and compensation for each employee working extra duty jobs.

All approved extra-duty assignments will be logged into the extra-duty trak monthly by the respective job coordinator to account for all hours worked by officers. Permanent job coordinator(s) will be tasked with providing an initial monthly schedule and a finalized schedule in the event there were changes to personnel during the 30-day period. If no changes were made to the staffing, then the coordinator must notify the Special Events Office that the original schedule turned in has remained the same via digital correspondence. This is to maintain an accurate record and count of assigned hours, worked hours, and compensation for each employee working extra duty permanent jobs.

  
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Commander

Special Events Unit

  
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Effective Date





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

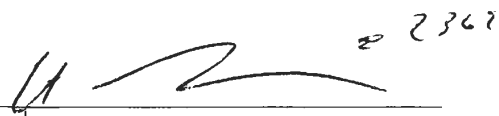
**S.O.P.**        2

**SUBJECT:**     REGULATIONS FOR TEMPORARY EXTRA DUTY JOBS

**PURPOSE:**    To provide regulations for scheduling and assignment of temporary extra duty jobs.

**SCOPE:**        The following are regulations regarding temporary extra duty jobs.

- I.        All temporary extra duty jobs must be submitted to the Special Events Unit for documentation and final approval.
  
- II.       Applicants must submit an "Application for Volunteer Extra Duty Police Services permit for Temporary Job and Release" form, available on line and at the Special Events Office.

  
\_\_\_\_\_  
Commander  
Special Events Unit

1/8/2020  
\_\_\_\_\_  
Effective Date



- III. The Special Events Personnel receiving the application will review it to ensure the request complies with all Departmental Orders and policies.
- IV. Special Events Personnel will also contact the respective NET Area Commander for approval of the Extra-Duty job.
- V. Once the extra-duty assignment has been approved, Special Events Personnel will provide the applicant with a surcharge voucher for applicable surcharge and permit fees. These fees must be paid in advance, prior to the job being approved and opened.
- VI. Once a written approval from the NET Commander and a verification of the surcharge payment is received, then the job will be opened on Extra Duty Trak, as a Sign and Work Job.
- VII. All temporary extra-duty assignments are worked on a voluntary basis. The Miami police Department will not draft officers for temporary jobs. (Unless approved by the Chief of Police.)
- VIII. Temporary extra-duty assignments are Sign and Work, on a first come first serve basis. Any officer who wants to work the job must sign up on Extra Duty Trak. Officers can also call the Special Events Office and have a Coordinator sign them up for the job.
- IX. Once an employee signs up for an extra-duty assignment, they are responsible for the job. If they cannot work the job, they must find a replacement for the job. The employee replacing them must also comply with all Departmental Orders and policies.
- X. If the original employee scheduled to work a temporary extra-duty assignment does not work the job, it is their responsibility to notify the Special Events Unit of their inability to work the job and of the personnel changes in order to update Extra Duty Trak, preferably prior to the job.
- XI. Employees must report all problems or changes at the extra-duty assignment site immediately or as soon as practical to the Special Events Unit.
- XII. In the event the extra-duty assignment is extended longer than fifteen minutes past the scheduled time, employees will be required to collect surcharges, rounded to the next half hour for the extra time worked.

- XIII. Employees must refer all requests for temporary extra duty police jobs to the Special Events Unit. In the case of an emergency (downed power lines, ruptured water pipe, burglary after hours where building is unsecure etc.) where the Special Events Unit is closed, the NET Area Commander and/or on duty Field Duty Lieutenant may approve the emergency job on site.
- XIV. Upon approval, the Field Duty Lieutenant will notify any Special Events Unit Supervisor or Commander and the respective NET Commander via E-mail, prior to the end of their tour of duty for the day. The FDL must include the reason for the job approval as well as the expected hours and staffing. The FDL must also refer the private employer to the Special Events Unit on the next business day to fill out the appropriate paperwork and payment of surcharge(s).
- XV. Once the temporary jobs are staffed and completed, all the original copies will be filed in the monthly folder for all temporary jobs.
- XVI. Extra Duty Job Cancellation Process: Once an Extra Duty Temporary Job is approved, it can be cancelled at any time, based on a conflict of interest, whether real or apparent, violations of Departmental Policies, or if the required work casts a negative perception to the image of the City of Miami or the Miami Police Department. Any cancellation of an extra-duty assignment can only be done by the NET Commander or Special Events Unit. At times when the NET Commander or Special Events Unit is unavailable, the on-duty Field Duty Lieutenant may also cancel an Extra Duty Job for any of the above conditions. In those circumstances, the Field Duty Lieutenant must notify the NET Commander and Special Events Unit Commander of the cancellation via E-mail, prior to the end of their tour of duty. The Special Events Unit will then notify the employer of the reasons for the cancellation in writing, on the very next business day.
- XVII. Employees are prohibited from signing up for extra-duty work to secure the position for another officer who would not be hired due to his/her accumulated hours on their extra-duty profile and to prevent others from obtaining the job who

would have been eligible by the accumulated hours documented on their extra-duty profile.

XVIII. All authorization to work extra duty police jobs is immediately suspended whenever the employee is/or:

- a) Placed on "D" or limited duty status
- b) Relieved of duty
- c) Has applied for workmen's compensation benefits
- d) On leave of absence with or without pay
- e) On Military Leave
- f) Scheduled for training or court
- g) Carried "W" or "WW"
- h) Unable to report for regular duty or court due to illness, or illness in the family, until they have completed a full tour of regular duty or a time period of 24 hours has elapsed since scheduled reporting time, unless approved by a Commanding Officer.
- i) Involved in a conflict or apparent conflict of interest between his on duty and extra duty responsibilities
- j) Listed as "not qualified" with the service weapon by the completion of the qualification period
- k) The extra-duty assignment is at a place of business involved in a labor/management dispute (strike), work slowdown, etc.
- l) The extra-duty assignment is part time work for another city employee, unless the extra-duty assignment has been approved by the City Manager
- m) The extra-duty assignment creates circumstances, real or perceived, which may be construed as a conflict of interest.
- n) Suspended by the Special Events Unit

XIX. It will be the responsibility of the hired officer to check the status of the extra-duty assignment prior to the date of the event. Officers will be responsible for checking and/or monitoring their Extra-duty track profile for changes to include but not limited to cancellation, roll call location and time, assignment, rate of pay, duration of the event for assigned extra-duty jobs via the extra-duty track email

system. The Special Events Office will not incur the minimum hours to be paid to the officer if the officer(s) showed up to a cancelled event and/or job if the officer was properly notified via the off-duty track within 24 hours of the job. This information is to be updated by the Special Events Office and disseminated via the extra-duty track notification system.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

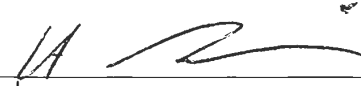
### STANDARD OPERATING PROCEDURES

**S.O.P.**            3

**SUBJECT:**    REGULATIONS FOR SPECIAL REQUEST TEMPORARY EXTRA DUTY JOBS

**PURPOSE:**    To provide regulations for scheduling of temporary extra duty jobs brought to the Special Events Unit by an employee.

**SCOPE:**        Employees may not solicit jobs from private employers; however, they may bring jobs into the Special Events Unit, which are given directly to them by a private employer. In these special request cases, the requesting officer becomes the temporary coordinator for that specific job. All Special Request Temporary Extra Duty Jobs are recorded through Extra Duty Trak. Once any Special Request Temporary Extra Duty Jobs is approved by the NET Commander and given a final approval by the Special Events Unit, it is entered into the Extra Duty Trak.

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Commander  
Special Events Unit

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Effective Date



All pertinent information is entered, such as date and times for the job, location of roll call, staffing levels, anticipated attendance and duration of the job, the serving of alcohol, person requesting the job and person responsible for payment. Extra Duty Trak maintains an accurate count of assigned hours, worked hours, and compensation for each employee working extra duty jobs. All temporary extra duty jobs must be submitted to the Special Events Unit for documentation and final approval.

- I. Any special request temporary job brought into the Special Events Unit by an officer must have the prior approval of the NET Commander.
- II. The temporary Coordinator must submit a paid surcharge voucher and an approved RF-13, with all the required information for the job, including the date, times, location, contact person and a complete schedule for the officers working the job.
- III. A member of the Special Events Unit will enter all the information into Extra Duty Trak and the job will be given a job number.
- IV. The temporary coordinator will be responsible to ensure that all employees assigned to work the job are in compliance with departmental orders and policies (single officer, supervisors, rank, payment, etc.).
- V. Upon completion of the job, the temporary coordinator will notify the Special Events Unit of any issues with the job, as well as any changes, for entry into Extra Duty Trak and finalization by a member of the Special Events Unit.
- VI. The temporary coordinator must notify the Special Events Unit of any changes via E-mail, on the coordinator's next tour of duty on a business day.
- VII. Once the Special Request Temporary jobs are staffed and completed, all the original copies will be filed in the monthly folder for all temporary jobs.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT


### STANDARD OPERATING PROCEDURES

**S.O.P.**        4

**SUBJECT:**    REGULATIONS FOR PERMANENT EXTRA DUTY JOBS

**PURPOSE:**    To provide regulations for scheduling and assignment of Permanent Extra Duty Jobs.

**SCOPE:**        All Permanent Extra Duty Jobs are recorded through Extra Duty Trak. Once a Permanent Extra Duty Job is approved by the NET Commander and given a final approval by the Special Events Unit, it is entered into Extra Duty Trak, where a job number is created. An assigned Job Coordinator will be responsible for all administrative functions related to the job. He/she will be tasked with submitting an accurate report of all personnel that worked and a monthly surcharge report. Extra Duty Trak maintains an accurate count of assigned hours, worked hours, and compensation for each employee working extra duty jobs.

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Commander  
Special Events Unit

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Effective Date        11/8/2020





The following are regulations regarding permanent extra duty jobs.

- I. Any requests for permanent jobs brought to the Special Events Office by an applicant will be evaluated and brought to the attention of the NET Commander. When no coordinator is requested by the applicant, the Special events Unit Commanding Officer will select a coordinator.
- II. Any request for a permanent job(s) brought in by an employee will be evaluated and brought to the attention of the NET Commander. The employee bringing in the job will be given first preference as to being the coordinator.
- III. The job coordinator will prepare an Operational Plan which includes all the pertinent information and submit it to the NET Commander.
- IV. Upon approval by the area NET Commander, an approved operational plan and Federal Employer Identification Number (F.E.I.N.) form must be provided to the Special Events office for the job to be classified as a permanent extra duty job. All the pertinent information will be inputted into Extra Duty Trak.
- V. The Special Events Unit will create and maintain a job file for each permanent job. Each job file will contain the following:
  - A. The job coordinator name assigned by the Special Events Unit.
  - B. An operational plan approved by the NET Commander for the area. This Plan must be renewed annually by the coordinator. It must be approved by the NET Commander and submitted by December 15<sup>th</sup> for the following year.
  - C. A job ID number generated by Extra Duty Trak.
  - D. A FEIN (Federal Employer Identification Number) form including the employer's tax identification number and surcharge collection information. (This will be provided to the Budget Unit for surcharge collection).
  - E. A work general schedule for the employees assigned to the job and the hours of coverage.
- VI. Job Coordinators are prohibited from receiving additional compensation for coordinating extra duty jobs. The Job

Coordinator will be paid the prevailing extra duty rate for the time worked at the job site only.

#### Job Coordinators responsibilities

- I. The job coordinator will be responsible for the coordination of schedules, surcharge report, duty hours and act as a liaison between the City of Miami Police Department and the employer. The job coordinator will prepare a monthly schedule using Extra Duty Trak, under the Coordinator Module, which must be posted by the 20<sup>th</sup> of the preceding month. The coordinator will also finalize the job on Extra Duty Trak, noting any changes to the schedule by the 5<sup>th</sup> of the following month. The job coordinator must also submit a signed copy of the monthly report via email to the Special Events Unit by the 5<sup>th</sup> of the following month.
- II. Minor changes or substitutions in work schedules must be reported immediately to the job coordinator. Employees must notify the job coordinator immediately of any tardiness or inability to work the extra duty job. If the job coordinator is not contacted, the Special Events Unit or Communications Section must be notified. Any employee who holds a rank higher than that of the job coordinator is prohibited from working the job.
- III. The job coordinator will be held accountable for the job and the personnel assigned to the job. The job coordinator will have the preliminary approval over all officers who work the permanent extra duty job. The job coordinator can make their selection based on job performance and dependability. The job coordinator can replace an officer based on job performance or conflict between the officer and the employer.
- IV. The Special Events Unit Commander can replace or suspend a job coordinator or any employee working the job based on performance, failure to submit required administrative paperwork by given deadlines, or a conflict involving the coordinator, employee, and or the employer.
- V. All disputes involving employees and job coordinators on permanent extra duty jobs will be resolved by the Special Events Unit Commander.
- VI. Extra-Duty coordinators may not coordinate more than five (5) permanent jobs and/or locations at one time.

- VII. Any change to the coordinator's position must be immediately reported to the Special Events Unit. The new coordinator will immediately prepare a new operational plan from the date he/she has taken over the position and submit it to the Special Events Office and the respective NET Area Commander for approval. The new coordinator will assume full responsibilities of coordinating the extra-duty job.
  
- VIII. Extra Duty Permanent Job Cancellation Process: Once a Permanent Extra Duty Job is approved, it can be cancelled and/or suspended at any time, based on a conflict of interest, whether real or apparent, violations of Departmental Policies, or if the required work casts a negative perception to the image of the City of Miami or the Miami Police Department. The Special Events Unit will then make the proper notifications to the employer and the extra duty assignment coordinator in a timely manner.
  - A. Any cancellation to an Extra Duty Job can only be done by the NET Commander or Special Events Unit.
  - B. At times when the NET Commander or Special Events Unit is unavailable, the on-duty Field Duty Lieutenant may also cancel an Extra Duty Job for any of the above conditions and will notify the NET Commander and the Special Events Unit via email prior to the end of their tour of duty.
  
- VIV. Extra duty permanent assignments cancelled at the requests of employers and/or business within 24 hours will be subject to pay the scheduled officer a four-hour minimum at the assigned rate of pay.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT


### STANDARD OPERATING PROCEDURES

**S.O.P.**            5

**SUBJECT:**        EXTRA DUTY EMPLOYMENT DISCIPLINARY ACTION

**PURPOSE:**        To provide progressive standardized disciplinary procedures.

**SCOPE:**            Employees are reminded that attendance at scheduled extra duty jobs is mandatory. Extra duty jobs, including special events, are staffed at the necessary level by the Special Events Unit. Officers who fail to report at the scheduled time create several issues for the job, including the creation of an officer safety situation. It is therefore imperative that officers selected to work any extra duty job report to the designated roll call at the scheduled place and time. Employees failing to report to an extra duty job at a designated place and time are subject to progressive discipline.

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Commander  
Special Events Unit

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Effective Date



- I. Employees must notify the Special Events Unit of any tardiness, no later than one (1) hour prior to the commencement of the job. If the Special Events Unit is closed the employee must call Communications. The Special Events Unit is open Monday through Friday from 0700 to 1700.
- II. Any member arriving late to an extra duty job will be subject to removal from the job at the discretion of the event supervisor or commander. Employees removed from an extra duty job due to being late will not be entitled to compensation for the job. Supervisors are to advise the event commander of any removal of an officer prior to sending them home. It will be the event commander's final decision to send the officer home.
- III. Employees unable to report to an extra duty job, due to an illness, must call the Special Events Unit one (1) hour prior to his/her scheduled arrival time. If the Special Events Unit is closed the employee must call Communications. The Special Events Unit is open Monday through Friday from 0700 to 1700. The employee must obtain the name and IBM of the Special Events Unit personnel they spoke with and the time of the call.
- IV. Employees calling in "I" or "IF" to an extra duty job will not be able to work any other extra duty job for a period of twenty-four (24) hours.
- V. Employees unable to attend an extra duty job as a result of calling in "I" or "IF", will not be able to report to regular duty for a period of twenty-four (24) hours. Employees scheduled to work regular duty within that twenty-four (24) hour period, will be carried "I" or "IF" during their regular work hours, unless approved by their Section Commander as per Departmental Orders.
- VI. Employees who call in "I" or "IF" to their regular duty assignment or court are prohibited from working any extra duty job for a

period of 24 hours, or until they have completed a regular tour of duty. Any exceptions must be approved by the Specialized Operations Section Commanding Officer or his designee. (Field Duty Lieutenant/NET Area Commander, and or Special Events Commander.)

- VII. An employee who fails to attend a Special Event or temporary extra duty job that was coordinated by the Special Events Unit, as a result of calling into that Special Event either "I", "IF", will be assessed double the hours initially assigned.
  
- VIII. A member who fails to attend a Special Event or temporary extra duty job that was coordinated by the Special Events Unit, as a result of being a "No Show", will be subject to written discipline and suspended from working extra duty for a period of no less than 30 days, unless appealed to the Specialized Operations Section Commander. The Specialized Operations Section Commander, or his designee, must approve exceptions to the member's suspension.
  - A. 1<sup>st</sup> Occurrence – Written reprimand and 30-day suspension from all Extra Duty Employment
  - B. 2<sup>nd</sup> Occurrence – Written reprimand and 60-day suspension from all Extra Duty Employment
  - C. 3<sup>rd</sup> Occurrence – Written reprimand and 120-day suspension from all Extra Duty Employment
  - D. 4<sup>th</sup> Occurrence – Written reprimand and a one-year suspension from all Extra Duty Employment

Complete police uniform (Class B) must be worn when working extra-duty police jobs to include two less than lethal weapons on their duty belt as dictated by the Departmental Orders Chapter 14, unless prior approval has been obtained from Special Operations Section Commanding Officer or his

designee. This will include all directives given by the event commander to include but not limited to traffic vest, baseball cap, whistle, Class A hat.

Any employee reporting for duty at an extra duty job to include outside agencies hired who is found to be in violation of the Departmental Orders and Standard Operation Procedures of the Miami Police Department will be subject to written discipline and removal from the job at the discretion of the event supervisor or commander. Employees removed from an extra-duty assignment will not be entitled to compensation for the event. The event commander must be notified of the violation prior to removal of the police officer(s) from the event assignment and will be responsible to document it on the after-action report.

- A. Written discipline will follow the same established discipline schedule for members who fail to attend a Special Event or temporary extra duty assignment as outlined in S.O.P. 5, VIII, A, B, C, D.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.**            6

**SUBJECT:**        SPECIAL EVENTS COORDINATION/AFTER ACTION REPORTS

**PURPOSE:**        To provide for safety and traffic control for special events.

**SCOPE:**            Special Events are normally proposed in writing by private event sponsors through the use of the "Special Events Application Form" provided by the City of Miami Office of Film and Special Events. After the form is reviewed by the Film and Special Events Department personnel, an interdepartmental meeting is called whereby representatives of all affected departments may review the application and offer a preliminary staffing level, budget, and service recommendations. Subsequent meetings are conducted to finalize these items.

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Commander

Special Events Unit

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Effective Date





The initial contact will determine the need for meetings, site plans, police equipment and permits. The type of event, location, expected attendance, event history and duration are all factors considered when determining staffing.

**Special Events Coordinator:**

- I. The Special Events Supervisor will assign the event to a Special Event Coordinator.
- II. The Event Coordinator will be responsible for doing the following:
  - A. Reviewing the event application.
  - B. Scheduling follow up meetings with the event promoter.
  - C. Enter the job in the Extra Duty Trak.
  - D. Determining the number of police personnel needed to provide for a safe event, and/or to minimize the traffic impact of the event on the local community ensuring that span of control is maintained.
  - E. Determine what posts are needed and duty hours of the officers.
  - F. Prepare a "P" sheet for the event.
  - G. Prepare a budget for the event.
  - H. Determine what permits are needed if any, and ensure they are completed in a timely manner.
  - I. Conduct a walkthrough of the event location.
  - J. Liaison with other city agencies (i.e. solid waste, fire rescue, parking authority, etc.)
  - K. Approve external support staff (i.e. barricade companies, security companies, parking etc.)
  - L. Ensure there is a sufficient number of officers who sign up for the event or submit a draft request within 14 days of the event excluding weekends.

- M. Complete and maintain a digital file documenting the extra duty assignment with all event related information to properly document police services.
  - N. Submit an Operational Plan no less than **ten (10) days** prior to the event.
  - O. Periodically update the Special Event Supervisor with the status of the event and submit information for approval.
  - P. Finalize the payroll with all modifications and submit all administrative paperwork by end of your next tour of duty on the Extra-Duty Track. Should an officer have scheduled V/EO or calls out I/IF, he/she will complete this task by the end of their next tour of duty.
  - Q. The Event Coordinator or his designee will attend the event, and all roll calls.
  - R. Act as a liaison with the event promoter in the command post.
  - S. Prepare a press release outlining details of the upcoming event.
  - T. Prepare an after-action report if applicable to inform all involved entities delineating pertinent information relating to the event to identify successes and needed improvements for future occurrences.
- III. The Special Event File to include digital/U-Drive should contain all detailed information regarding the event to include but not limited to the following:
- A. Application Form
  - B. Pre-Event budget invoices/Final Invoices
  - C. Permits (i.e. FDOT/Special Event Permits/Film Permits)
  - D. Signup sheets from Extra Duty Trak, printed when the event was closed, and officers picked

- E. ADP/Payrolls/Refunds
- F. Accurate P-Sheets (Modified initial/final with appropriate times)
- G. Receipts
- H. Operational Plan
- I. Draft Notice (Draft memo/ No Draft List Redline memos)
- J. After Action Report
- K. Information for the event liaison
- L. Resolution documentation
- M. All faxes, memorandums, digital correspondence and notes from the initial meeting to the conclusion of the event.
- N. Maps i.e. Grid Maps/Site Maps/Course Route(s)
- O. Press Releases.
- P. Arrest Reports/Incident Reports
- Q. Pictures/Videos of the event
- R. Outside Agency email requests and/or spreadsheets
- S. Request(s) for Overtime Code

**Filing System:**

- I. Once the event is assigned to an event coordinator, he or she will enter the job in the Extra Duty Trak and will assign it a job number. The Extra Duty Trak will maintain a log indicating the job number, event staffing, venue, and Special Event Coordinator.

- II. Upon completion of the event, and all follow up paper work has been turned in to the event coordinator (i.e. After-Action Report, Arrest Reports, Payroll etc.) the event coordinator will organize the digital file and submit it to the Special Events Supervisor. The Special Events Supervisor will review the digital file for completeness and accuracy. The supervisor will sign off on the digital file check list and save in the Special Event Unit U-drive and/or scan to SharePoint.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.**        7

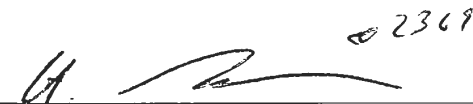
**SUBJECT:**    EXTRA DUTY SURCHARGE/OFFICER PAY RATE

**PURPOSE:**    Provide a standard procedure for collection of surcharges.

**SCOPE:**        Extra duty Administrative Surcharges.

Fees:

- I.        The Administrative fee is \$4.50 per hour, per officer, per day. A minimum Administrative fee of \$18.00 will be required as payment for each officer. Extra duty jobs that patrol residential neighborhoods will pay an Administrative fee of \$10.00 per officer, per day. Monies received will be placed in the General Fund with the exception of \$5.00 that each Administrative fee collected shall be placed in the City of Miami self-insurance and insurance trust.

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Commander  
Special Events Unit

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Effective Date



- II. All surcharges will be collected prior to the event. They will be paid at the City of Miami Cashier, located on the fourth floor of the MRC Building, 444 S.W. 2<sup>ND</sup> Avenue. Special events surcharges and administrative fees will be collected at least five working days prior to the event date. After the five-day window, surcharges will be paid by cash or cashier's check only. Any exception to the prepayment of surcharges must be approved by the Special Events Commanding Officer. Major established promoters or venues may, at the discretion of the Special Events Commander may pay all fees and salaries after the event, once billed by the SEU.
- III. All payments to the City of Miami should be made at the cashier. In certain circumstances, where a check is delivered or mailed to the Special Events Office, the coordinator for that event shall log the receipt of the check. The log will contain the date received, issuer of the check, amount, and the day it was submitted to the cashier. Any check not deposited immediately, shall be secured in a safe deposit box in the office of the Special Events Commander.
- IV. The Miami Police Department Extra-duty rates are outlined in the current city letterhead approved by the Chief of Police and available on the City of Miami website. Annually, the Special Events Unit Commander shall review all rates to ensure the current extra-duty rates and/or minimum hourly rates are comparative with neighboring jurisdictions and municipalities.
  - A. When four or more police officers are needed in an extra duty capacity, a police supervisor is required as one of the personnel.
  - B. The differential rate for extra duty assignments between midnight and 0700 hours (7:00 a.m.) will be an additional \$1.00 per hour.

- C. A minimum charge of four (4) hours pay will be required for all temporary extra duty jobs. A minimum charge of three (3) hours pay is required on all permanent jobs. Personnel working in an extra duty capacity, longer than the minimum, will be entitled to receive compensation only for the number of hours actually worked. Partial hours worked will be computed to the next highest half hour.
- D. Extra duty assignments cancelled at the requests of employers and/or business within 24 hours will be subject to pay the scheduled officer a four-hour minimum at the assigned rate of pay.
- E. All extra duty jobs worked on a "designated extra duty holiday," will be compensated at time and one half the extra duty pay rate. "Designated extra duty holidays" are identified as New Year's Day, Memorial Day, Columbus Day, Dr. Martin Luther King Jr. Day, Independence Day, Veterans Day, President's Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day.
- F. All extra-duty jobs performed by City of Miami Police Officers while in the same capacity as Miami-Dade County Police Officers working the same venue (i.e. Marlins Park/Performance Arts Center/Marine Stadium/Historical Virginia Key), shall be compensated at the highest rate of the City of Miami or Miami-Dade County Police Officer's extra duty rates.
- G. In the event of multiple events occurring during the same period in which requests for extra-duty police officers may deplete police personnel resources and/or produce insufficient enrollment by volunteer officers, the Special Events Unit may list the job at the time and a half extra-duty rate upon Unit

Commander approval. Promoter and/or event organizer(s) can request the time and a half extra-duty rate at their discretion, to ensure staffing.

- H. All extra-duty requests within a 24-hour period will be charged at the time and a half extra-duty rate including holiday rate. This will also include request(s) for the following business day.
- I. If the job was listed on the Extra Duty Trak and there was insufficient signup by City of Miami Police Officers and outside agencies were requested to provide personnel, the job will be listed at the extra-duty time and a half rate. Note: Outside agencies will not exceed 50% of the allotted sworn staffing of any MPD Special Event.



# City of Miami



EMILIO T. GÓZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT


### STANDARD OPERATING PROCEDURES

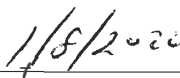
**S.O.P.**            8

**SUBJECT:**        TRAFFIC PERMIT ISSUANCE

**PURPOSE:**        To regulate street and traffic lane closures and sidewalk blockage to provide for citizen safety.

**SCOPE:**            Traffic permits may be issued and/or approved by any Special Events Unit employee designated by the Special Events Unit Commanding Officer. All permits will completely document the purpose of the permit, applicant's name, contact name, address and telephone number. Permit numbers, applicant information, and effective dates will also be recorded on the "Permit Log". Permit copies will be distributed as follows:

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Commander  
Special Events Unit

  
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Effective Date



WHITE: To applicant.

YELLOW: Special; Events Unit Copy

E MAIL: Permit copies shall be e mailed to the distribution list set forth by the Special Events Unit Commanding Officer.

Although the actual format used to state the conditions specified by the permit are beyond the scope of this document, the following guidelines are established for a variety of permit subjects.

## **I. PARADES AND RELATED CLOSURES**

Event sites or routes are listed, recording each roadway/sidewalk segment to be used; as such segments are often included into City Resolutions.

Detour routes and event boundaries are specified. State maintained roads require a "State Road Closure Permit" in addition to a City of Miami Permit. This permit can only be issued by Department of Transportation personnel.

Barricades and other traffic control devices required for traffic safety are specified. The applicant is responsible for providing such devices.

All Special Events Permits are solely for the authorization of the requested road closures; City of Miami police officers hired in an Extra-Duty capacity are to ensure the safety of vehicular and pedestrian traffic during this closure. Any work completed as a result of the road closures must abide by all City of Miami ordinances and/or have the approval of public works.

## **II. DEMONSTRATION AND RELATED CLOSURES**

Demonstration site or route is specified.

Participants may not obstruct pedestrian or vehicular traffic, building entrances, driveways, etc and are to abide by all City of Miami ordinances and Florida State Statutes.

Participants may not carry wood, metal, plastic or other solid support for signs or banners.

### **III. TRAFFIC CONSTRUCTION AND RELATED CLOSURES**

Specific area of construction site is identified, along with detour routes for pedestrian and vehicular traffic.

Special restrictions may be required for certain locations during peak traffic hours.

Entry and exit routes for heavy equipment traveling to the site may be specified.

Barricades and other traffic control devices required for traffic safety **is** specified. The applicant is responsible for providing such devices.

All construction areas along roads used by parade and festival sponsors are reviewed to reduce conflicts.

### **IV. FILMING AND RELATED CLOSURES**

Filming content is reviewed. Stunts, firearms use, chase scenes, etc. must be reported, planned, and approved. Specific needs for safety and crowd control purposes are identified.

Filming locations are specified. Camera angles and placement location must be known, as camera equipment and lights are often placed away from the main source of action.

Equipment placed on a roadway or sidewalks are delineated with barricades, cones, or other traffic control device provided by the applicant. Detour routes and site boundaries are specified. State-Maintained roads require a "Permit for Filming on a State Road" in addition to a City of Miami Permit. Special restrictions may be required for certain locations during peak traffic hours.

### **V. TRAFFIC PERMIT ISSUANCE, BILLING AND COLLECTION**

All Police Departments Special Events Permits are charged a standardized fee of \$120.00. All Special Events Permits are issued at the Special Events Unit office. Once all the necessary information is received, documented, and approved, the applicant will be provided a payment voucher and directed to make payment at the City of Miami Cashier, located at the MRC building, 444 S.W. 2<sup>ND</sup> Avenue, 4<sup>TH</sup> Floor. Once payment is made and a verification E-mail is sent to the Special Events Unit, the permit will be considered active and given to the

applicant, either in person at the Special Events Office, or via E-Mail. Detour routes and site boundaries are specified.

## **VI. ROAD CLOSURES**

Parties seeking to obtain a State Road Closure Permit for State roads that transverse the City of Miami jurisdictional boundaries, are required to fill out a State of Florida Department of Transportation form. This request for the temporary closing of State road must be signed by the Chief of Police or his designee and then forwarded to the City Manager or his designee for his signature. Upon receiving the signature of the City Manager, the form will be delivered to the Department of Transportation for final approval. Upon completion of the process, the parties will return to the City of Miami Police Department and request a Police Department Special Events Permits.

## **VIII. ROAD CLOSURES FOR PUBLIC SAFETY**

Police personnel at Special Events or temporary jobs may implement a temporary street closure or an alternative maintenance of traffic (M.O.T.) if in doing so can effectively prevent injury or damage to persons based on crowd size, pedestrian traffic, or vehicular traffic during ingress/egress times of an event. Once the area is clear of any inherent danger to persons, the road closure and or change to the maintenance of traffic will be lifted allowing for the regular flow of traffic to continue.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

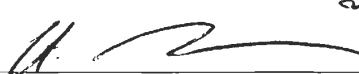
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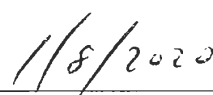
**SUBJECT:**    SELECTION FOR STAFFING SPECIAL EVENTS

**PURPOSE:**    To outline procedures used to select officers working extra-duty at Special Events.

**SCOPE:**        Once a special event is approved and all the information regarding the event is gathered, it will be entered into Extra Duty Trak by the appropriate coordinator.

- I.        Personnel will be notified via e mail of the impending job opening and closing date.
- II.       All personnel desiring to work the job will be allowed to electronically register for the job.

  
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Commander  
Special Events Unit

  
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Effective Date



- III. Personnel will be awarded jobs based on their previously awarded hours on special events as well as temporary extra duty jobs for the past 365 days.
- IV. All post assignments will be determined by the Special Events Unit Coordinator.
- V. Special details and assignments will be assigned based on training, qualifications, experience, and other factors, at the discretion of the Special Events Unit Commanding Officer. Members of the Special Events Unit will be exempt from any awarded/accumulated extra-duty hours while assigned to the unit.
- VI. P-sheets will be completed, and the event reviewed with the Unit Supervisor prior to the event.
- IX. Any personnel unable to attend the scheduled special event shall be responsible for obtaining a replacement of the same rank. If no replacement is available, the Special Events Unit must be notified prior to the event.
- X. Lieutenants and sergeants may be allowed to work certain Special Events as officers of one lower rank. This would be permitted when all officers and public service aides who have applied for the job have been selected. The Lieutenants will only be allowed to work on vacant Sergeant positions and Sergeants will be allowed to work on vacant officer positions.
- XI. A supervisor may opt to work at a lower rank by choice due to shortages in hiring/obtaining personnel for certain extra duty jobs. The supervisor working at a lower rank must recognize that they will be acting as a subordinate to the job supervisor of that specific event/job and will be compensated at the paygrade of the hired position.)

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.**            10

**SUBJECT:**        MAJOR VENUE POLICE PROCEDURES

**PURPOSE:**      To provide basic guidelines for officers working events in large venues and address the needs of venue patrons and management.

**SCOPE:**            The following are the duties for extra duty personnel working at venues within the City of Miami:

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Commander  
Special Events Unit

*Handwritten date 1/8/2020*

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Effective Date



**I. Captain**

- A. The Captain (Event Commanding Officer) will oversee all major venues and events when two or more lieutenants are required. They will ensure that lieutenants are supervising the sergeants and officers and following Departmental Orders. Captains will prepare an After-Action Report for each event and ensure that all pertinent information relevant to that event is documented, e.g. arrests, ejections, fights, cars towed, cars ticketed, etc. The After-Action Report will be turned in to the Special Events Unit within five days.

**III. Lieutenants**

- B. The Lieutenant (Event Commanding Officer) will be in charge of events at all major venues when two or more sergeants are required. They will ensure that sergeants are supervising the officers and following Departmental Orders. Lieutenants will prepare an After-Action Report for each event and ensure that all pertinent information relevant to that event is documented, e.g. arrests, ejections, fights, cars towed, cars ticketed, etc. The After-Action Report will be turned in to the Special Events Unit within five days.

**IV. Sergeants**

- A. Sergeants will be responsible for the direct supervision of the officers assigned to the event. The Sergeant will also be the Event's Commanding Officers at minor events where staffing does not require a Lieutenant. When there is no Lieutenant, the sergeant will write the After-Action Report and will submit it to the Special Events Office within five (5) days.
- B. Safety Posts (Inside and venue perimeter) Sergeants assigned to the perimeter or inside posts will monitor the officers, ensuring they are performing their assigned duties.
- C. Traffic Posts (outside the venue) Sergeants assigned to the traffic posts will monitor officers assigned to traffic posts and ensure they are performing their assigned duties.
- D. All post assignments for supervisor(s) will be assigned by the Special Events Unit and are subject to change at any time based on unit needs and to promote the efficiency and success of the event.



#### **IV. Officers**

- A. Officers will report in full uniform including: proper head gear, appropriate footwear, traffic vest, whistle, traffic flashlight, and rain gear. All officers will have a pre event, during event, and post event assignment and is subject to change at any time based on event needs.
- B. Officers are to meet Departmental Standards of personal appearance, including haircuts and facial hair.
- C. Officers must be at assigned posts unless approved by a supervisor.
- D. Officers will not slouch, sit or lean against seats, posts, etc., while in view of the public.
- E. Officers will not stand in front of patrons or block their view unless taking necessary police action.
- F. Officers will respond to all requests for assistance.
- G. Officers must monitor their radios at all times.
- H. Officers will not abandon their posts unless of an emergency.
- I. Officers will not leave their posts until they are transferred appropriately by supervisory personnel.

#### **VI. Unit Numbers**

- A. Unit numbers will be issued by the Special Events Unit and will appear on P-Sheets. Officers must monitor their radio at all times.

## **VII. Arrest and Report Policy**

- A. Violations of law shall not be overlooked and will be dealt with accordingly (i.e. warn and dismiss, will appear, and physical arrests).
- B. Minor infractions may be dealt with by ejecting the violators, however, proper documentation such as, name, date of birth, and reason for ejection must be submitted to the Event Commanding Officer, for notation on the after-action report.
- C. All required reports will be completed by the officers involved unless otherwise approved by the Event Commanding Officer. The officer's supervisor must clear all arrests.
- D. All arrestees and persons ejected must be taken to the security office for processing.
- E. Incidents requiring Field Reports should be directed to the security office (AAA), unless an on-scene investigation is required.
- F. All ejection policies by the respective venue and MPD policies will be followed when dealing with ejection(s).
- G. All event related arrests' administrative duties will be completed by the officer(s) affecting the arrest to include both event hired (extra-duty) and on duty officer(s).
- H. The transfer of custody and transportation of the arrested subject(s) will be requested on the working channel for on-duty patrol officer(s) to respond. All related documentation will be provided to the transporting officer(s) including any evidence and/or personal property to be submitted into the MPD Property Unit.

## **VIII. Inside Safety**

- A. All officers working inside assignments will be responsible for maintaining law and order in their assigned sections. Officers will assist venue security personnel when needed.
- B. Any officer encountering problems with venue personnel should contact their supervisor, who will notify the venue's

management.

- C. Officers will watch for patrons throwing objects at other patrons, athletes, or other performers. Any person caught doing this will be ejected or arrested and reported to the Event Commanding Officer for notation on the After-Action Report.
- D. Officers assigned to individual sections will remain there at all times and monitor activity in that vicinity.
- F. Officers will be assigned to the Command Post at the discretion of the Special Events Unit. The officer working the command post will stay at their assignment at all times, except for emergencies and assist officers making arrests with paperwork. This officer will leave his/her post only when cleared by a supervisor.
- G. Officers working turnstiles will maintain the integrity of the gates at all times. Officers will assure that no one crashes the doors
- H. No entry will be permitted without proper credentials. Officers will not allow friends or relatives to gain entry without proper tickets. Any on-duty or extra duty officers attempting to gain entry to the venue without a ticket must be approved by the Event Commanding Officer. The Event Commanding Officer will determine whether the visit to the venue is duty related.

#### **IX. Outside Safety/Traffic**

- A. Officers assigned to outside safety will maintain a high profile and remain in the area of their responsibility until relieved.
- B. Officers assigned to traffic control will wear the proper safety equipment and position themselves where they will provide the most visibility for motorists.
- C. Officers assigned to traffic control will also make themselves aware of security and traffic concerns in their immediate area and report potential problems to supervisors. Their primary function is to maintain the flow of traffic while assisting the safe movement of pedestrians.
- D. All open-air events/venues will have an over watch element assigned.
- E. Rifle deployment at any special event and/or venue will be at

the discretion of the supervisor or event commander based on intelligence and/or credible threats.

**IX. Span of Control**

The span of control during special events may exceed the normal standards based upon assignment/responsibility and/or location of the officer(s) assigned to one supervisor.

**X. American Airlines Arena**

- A. Officers working the American Airlines Arena must wear headgear at all times. They must wear an MPD approved baseball Cap inside and out of the venue unless they are on the floor and wearing the Class A uniform).
- B. Officers assigned to the Box Office must watch for illegal vendors, trespassers, illegal parkers or any other individuals interfering with the orderly ticket selling process.
- C. Officers assigned to remain outside during the event will maintain the area clear of illegally parked vehicles and ensure traffic flows during the event.
- D. Officers assigned to the floor detail must wear class "A" Uniform.
- E. Officers assigned to the vomitories must remain there at all times, unless approved by a supervisor.
- F. Officers assigned to the concourse must maintain vigilance and provide a visibility presence to spectators and staff.
- G. All ejections of person(s) will follow guidelines set forth by the American Airlines Arena in conjunction with MPD policies.

**XII. Marlins Park**

- A. Officers assigned to Marlins Park must wear their traffic vest, whistle and a baseball cap at all times.
- B. Officers will remain vigilant, outside of their vehicles at their assigned traffic posts and on the exterior of the venue at all times unless approved by a supervisor.

**XIII. Bayfront Park**

- A. Officers assigned to Bayfront Park/Amphitheatre must wear a baseball cap at all times and their traffic equipment if assigned to a traffic post.
- B. Officers will remain vigilant, outside of their vehicles and at their assigned posts at all times, unless approved by a supervisor.

**XIV. Marine Stadium/ Historical Virginia Key**

- A. Officers assigned to Marine Stadium/Historical Virginia Key must wear a baseball cap at all times and their traffic equipment if assigned to a traffic post.
- B. Officers will remain vigilant, outside of their vehicles and at their assigned posts at all times, unless approved by a supervisor.

**XV. Adrienne Arsht Center/Performing Arts Center (P.A.C.)**

- A. Officers assigned to the Adrienne Arsht Center/P.A.C. must wear their traffic vest, whistle and a baseball cap at all times.
- B. Officers will remain vigilant, outside of their vehicles at their assigned traffic posts and on the exterior of the venue at all times, unless approved by a supervisor.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES


**S.O.P.** 11

**SUBJECT:** OUTSIDE AGENCIES

**PURPOSE:** To regulate the use of outside agencies.

**SCOPE:** To augment the viable pool of officers working special events. Certified police officers from agencies other than the City of Miami Police Department can be used to work special events.

- I. Only officers from police agencies that have a current Mutual Aide Agreement with the City of Miami Police Department will be allowed to work within the City of Miami. A request to outside departments will be made for officers to work extra duty events under mutual aide.

  
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Commander  
Special Events Unit

  
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Effective Date



- II. The Miami Police Special Events Unit will contact outside agency police department(s), requesting law enforcement assistance three weeks prior to an event.
- III. The rate of pay for the officer will be at the prevailing rate per hour for the event. The method of payment will be determined by the event.
- V. Officers from outside agencies will be used as officers, regardless of rank.
- VI. Whenever a complaint has been filed against an officer, a Miami Police supervisor will respond to the complaint and gather all information. The information will then be forwarded to the Internal Affairs Division of the officer's agency.
- VII. Whenever an officer is involved in a use of force incident, a Miami Police supervisor and Commanding Officer will initially respond to the scene. If a supervisor from the involved officers' agency is present, that supervisor will respond to the scene and follow their department's procedures. If no supervisor from the agency is present, the involved officer will contact his or her department and have a supervisor respond.
- VIII. The request for outside agencies to work will be done approximately 3 weeks prior to an event to ensure adequate staffing is met. The ratio of outside agencies to City of Miami personnel will vary upon the needs of the event and/or venue. The range may vary from 25 % of outside agency personnel but will not exceed 50 % of the total police staffing.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL EVENTS UNIT

### STANDARD OPERATING PROCEDURES


**S.O.P.** 12

**SUBJECT:** ADP PAYROLL

**PURPOSE:** Provide a standard procedure for payment of temporary jobs and outside agencies.

**SCOPE:** To provide payment to officers that work temporary jobs as efficient and as expedient as possible.

- I. All monies that are due for an event will be collected at least five (5) working days prior to the event. The Special Events coordinator assigned to that event will provide the customer/promoter with a payment voucher. The customer/promoter will respond to the City Cashier and make payment for the event. This payment will be deposited into the ADP account by the City Cashier.

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Commander  
Special Events Unit

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Effective Date





- II. The next business day after the event, the event coordinator will turn in an accurate payroll to the Special Events Supervisor for review and approval. Once the payroll has been approved, it will be turned over to the Account Clerk. The Account clerk will be responsible for entering the ADP payroll into the computerized system. Once complete, the Account Clerk will be tasked with transmitting the payroll to ADP and filing it.
- III. Once the checks have been received from ADP, the Account Clerk will verify that all checks are accounted for. Checks will be held in the Special Events Unit until officers pick them up.
- IV. The employees assigned to the Special Events Unit will not hold checks for payroll. Any check received after hours will be placed in a locked box, in the supervisor's office and will be deposited the next business day.
- V. Checks collected at the Special Events Office must be done in person by the member whose name is on it. Any members wishing to have another member collect their checks, must call the Special Events Office at the time of pick up and give authorization. Any member collecting a check must sign the check log.