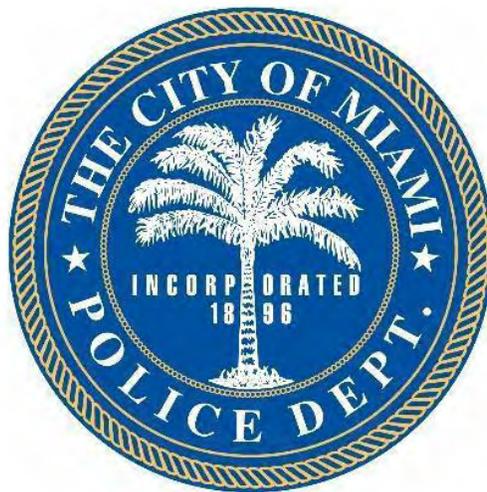


STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

MARINE PATROL DETAIL

MIAMI POLICE PATROL SUPPORT UNIT
MARINE PATROL DETAIL
STANDARD OPERATING PROCEDURES

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City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

ENDORSEMENT SHEET

First Quarter Inspection	<u>Jorge Costa</u> Detail Commander	Date <u>1-1-16</u>
Second Quarter Inspection	<u>Jorge Costa</u> Detail Commander	Date <u>4-6-16</u>
Third Quarter Inspection	<u>Jorge Costa</u> Detail Commander	Date <u>8-10-16</u>
Fourth Quarter Inspection	<u>Jorge Costa</u> Detail Commander	Date <u>12-4-16</u>
Annual Inspection	<u>Jorge Costa</u> Detail Commander	Date <u>12-4-16</u>



City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

ENDORSEMENT SHEET

First Quarter Inspection	 Detail Commander	Date <u>1-4-17</u>
Second Quarter Inspection	 Detail Commander	Date <u>4-12-17</u>
Third Quarter Inspection	_____ Detail Commander	Date _____
Fourth Quarter Inspection	_____ Detail Commander	Date _____
Annual Inspection	_____ Detail Commander	Date _____



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: ALL PERSONNEL, MIAMI POLICE MARINE PATROL DETAIL

These Standard Operating Procedures have been prepared and compiled specifically to aid and inform Marine Patrol personnel of their duties and responsibilities and to improve the expertise of new officers to the unit. These Standard Operating Procedures should be utilized for training of all unit personnel.

The very nature of the Marine Patrol Unit's equipment and law enforcement requirements differ greatly from other units within the police department. Major areas of concern for the Marine Patrol Detail include, but are not limited to: proper utilization of unit vessels and specialized equipment; providing assistance to the U.S. Coast Guard in search and rescue of distressed vessels; participation in drug interdiction operations with State and Federal agencies; investigation of marine related thefts, enforcement of boating safety equipment regulations and vessel operation codes; enforcement of Saltwater Fishery and Department of Natural Resource statutes; removal of derelict vessels; hurricane preparedness and assistance; and underwater search and recovery operations.

It is expected that the supervisor in charge and the senior field-training officers will conduct formal classroom and field training for unit personnel on a continued basis.


#26113

Commander
Marine Patrol Detail

6-7-19

Date

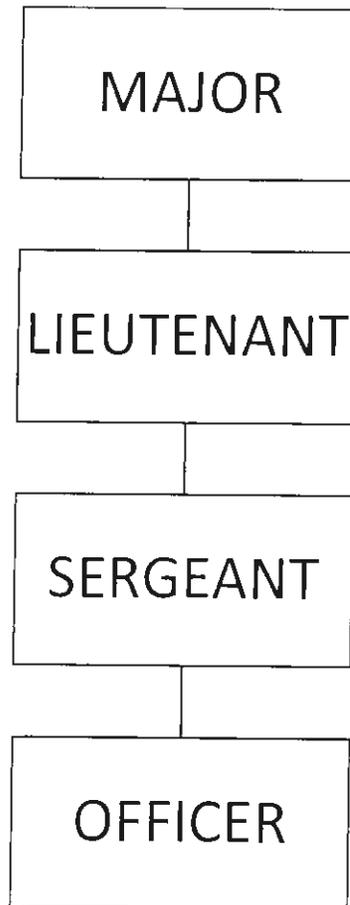


MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

ORGANIZATIONAL CHART



City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

MISSION, GOALS, AND OBJECTIVES

MISSION

The mission of the Detail is to provide uniform patrol of all waterways within the jurisdictional boundaries of the City of Miami and respond to all water related incidents and emergencies. To enforce maritime laws, inspect vessels, support public safety on the Intercoastal Waterway and coastal waterways in the City of Miami, render assistance to other law enforcement entities and the public, and provide underwater assistance.

GOALS

To provide the citizens of the City of Miami with enhanced marine support and service, in addition to:

- A. To deploy officers who are highly trained in vessel and underwater recovery operations.
- B. Facilitate search and rescue operations.
- C. Interdict drug and alien smugglers.
- D. Assist all other law enforcement agencies in marine operations as requested.

Commander
Marine Patrol Detail

1-1-16

Date



Mission, Goals (continued)

III. **OBJECTIVES**

- A. To reduce the number of injuries/fatalities resulting from unsafe boating practices.
- B. To suppress criminal activity and marine thefts on the waterways and shorelines of the City of Miami.
- C. To enforce all marine related City of Miami ordinances, Miami-Dade ordinances, State of Florida statutes, and Federal laws and statutes directly related to those sanctioned by the Blue Lightening Operations Center.
- D. To respond to all water related incidents that threaten public safety and health.
- E. Provide support for law enforcement entities, which require marine law enforcement service.
- F. To respond to all incidents requiring underwater recovery specialists on a 24-hour basis.
- G. To assist other elements of the Miami Police Department in the investigation and/or recovery of stolen vessels.
- H. On the following pages are the objectives of the Field Support Section. The Marine Patrol will assist in attaining those goals, which are applicable to their assignment.

City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

To establish the working hours and dress for the personnel assigned to the Marine Patrol Detail.

- I. The duty hours for the detail supervisor are Monday through Thursday 0700 to 1700 hours. Duty hours and days off can be adjusted to meet the detail's needs.
 - A. The Marine Patrol duty hours and days off are varied from week to week and are subject to change by the Marine Patrol Detail Supervisor and Unit Commander according to the needs of the Department.
- II. The standard working uniform for the Marine Patrol Personnel will be as follows:
 - A. Navy blue shorts, (six pockets) will be worn as the warm weather uniform. Navy blue or black pants, (six pockets) will be worn as the winter uniform and for attending court.
 - B. Blue, gray or white polo shirts with embroidered, cloth or silkscreen City Police badge.
 - C. Leather topsider type deck shoes or white or black leather tennis type deck shoes.
 - D. Police issued baseball hat.

Commander
Marine Patrol Detail

1-1-16

Date



Duty Hours & Dress (continued)

- E. Uniform duty leather with issued sidearm. Duty leather will be standard approved nylon web gun belt and accessories may be worn in lieu of the traditional leather or clarion. On the belt will be worn a magazine pouch with at least one (1) extra magazine, knife case and knife with a blade at least 3" long, handcuff case with handcuffs, issued asp with case, issued Oleoresin Capsicum (Red Pepper) spray with case, issued radio with case, issued high-rise or break front holster made of plastic or nylon material, to be worn on the strong hand side. No swivel, border patrol, or clamshell holsters will be worn.
- F. Regular issue foul weather jackets, rain suits, rubber boots, sweaters and lightweight police jackets will be worn as weather conditions dictate. **No civilian clothing will be worn by on duty Marine Patrol Personnel, unless approved in advance by the Marine Patrol Detail Supervisor for special details.**
- G. Those officers that are qualified Miami Police Divers will wear the diver's insignia pin over the nametag on the standard and Class A issued uniforms. No unauthorized pins, insignias or patches will be worn on the uniform.
- H. Unit approved "T" Shirts may be worn in place of the blue, gray or white polo shirts for special details or in extremely hot weather while on the boat, with the approval of the detail supervisor. In these instances, all working shift members will dress the same.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. MARINE PATROL SERGEANT

- A. The duty hours for the detail supervisor are Tuesday through Friday 0700 to 1700 hours. Duty hours and days off can be adjusted to meet the detail's needs.
- B. The Marine Patrol Supervisor has the responsibility for the overall direct supervision of detail personnel, administrative effectiveness, and training needs of the personnel assigned. The supervisor is responsible for the maintenance and operation of the Marine Patrol Detail office and assigned vessels. The supervisor must attend meetings as required
- C. The Marine Patrol Supervisor may delegate training and administrative duties to a Marine Patrol Detail officer. However, the final responsibility for the overall accomplishment of these duties lies with the supervisor.
- D. Supervisors will be cognizant of all operational and staff needs for the Marine Patrol Detail and the senior on-duty police officer will be responsible in the supervisor's absence.
- E. The following are some specific duties of the Marine Patrol Supervisor.
 - 1. Assist in the interview and selection of Marine Patrol Detail officers.
 - 2. Issue equipment to newly assigned personnel.

 #28113

Commander
Marine Patrol Detail

8-7-19

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

PROGRAMS/PROJECTS/AND FUNCTIONS

I. FUNCTIONS

- A. To maintain a level of diver proficiency and safety through constant training.
- B. To promote boating safety by example and to create a favorable image as perceived by the public.

 #28113

Commander
Marine Patrol Detail

8-7-19

Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

DETAIL POLICIES

- I. The purpose of the Marine Patrol Standard Operating Procedures is to provide policy and procedural guidelines to the members of the Marine Patrol Detail.
 - a. All members of the Marine Patrol Detail shall become familiar with the Standard Operating Procedures, will be governed by them, and will update their issued manuals to conform with the latest official changes.
 - b. All members of the Detail will be issued a copy to be used during their tenure with the Marine Patrol Detail.


 _____ #2813

Commander
 Marine Patrol Detail

_____ 8-7-19
 Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P **1**

SUBJECT: **CARE AND HANDLING OF UNIT VEHICLES, VESSELS AND TRAILERS**

PURPOSE: To establish guidelines for the proper and safe handling of vehicles, vessels and trailers assigned to the Marine Patrol Detail.

SCOPE:

- I. The procedure that will be followed by any member of the Marine Patrol when using any of the motorized vehicles, vessels or trailers will be as follows:
 - A. Prior to use, vehicle/trailer/vessel will be signed out in the proper log book by the operator and the log book will be checked for any notations of damage, broken or inoperative devices, missing equipment and scheduled maintenance.
 - B. Operators will familiarize themselves and follow all operating procedures as per S.O.P's, for the particular vehicle/trailer/vessel they are using and will be responsible for its safe operation.
 - C. Prior to use, operator will check vehicle/trailer/vessel for damage not noted in log, and if any exists, report it to his supervisor on a written memorandum.
 - D. If logbook indicates that a particular vehicle/trailer/vessel is due for service, the operator will perform this service. If the operator is unable to do this, it should be brought to the attention of the Detail Supervisor so that it can be done at the first possible opportunity.


 _____ #28113
 Commander
 Marine Patrol Detail

_____ 8-7-19
 Date



City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 2

SUBJECT: CARE, USE AND HANDLING OF VESSELS

PURPOSE: To outline the general procedures for the care, use and handling of vessels assigned to the Marine Patrol Detail.

SCOPE

i. Boats: Boston Whaler 24-E, Contender 25', Carolina Skiff 21', Marlin 35'

A. Pre-Trailing Procedures

The following procedures will be followed prior to trailing the boat.

1. Outboard motors will be in the full up position when trailing the boat.
2. Boat tie-down strap will be secured to the trailer, along with the winch cable and hook.
3. The lower units of the outboards will be checked for cracks and oil leaks. In addition, check the propellers, nuts and cotter pins for damage and tightness.

Commander
Marine Patrol Detail

1-1-16

Date



S.O.P 2 (continued)

4. All fold-down equipment, such as antennas, etc., will be in the down position and secured.
5. Cabin doors, hatches, and compartment covers, ball, and safety chains will be secured to the tow vehicle.
6. The trailer hitch will be locked to the hitch ball, and safety chains will be secured to the tow vehicle. Insure ball and hitch size are the same.
7. Check the trailer brake fluid level and replenish as needed.
8. The trailer light harness will be attached to the tow vehicle connector, and a visual check will be made of the operation of all trailer lights.
9. A visual check will be made for any broken or loose objects on the boat, or the trailer. All loose objects will be secured.
10. Check batteries for proper water level, and check voltmeters for sufficient battery charge and condition.
11. Check fuel supply in all tanks of the boat.
12. Remove wheel block from trailer and bring it along to use as a wheel block for tow vehicle.

B. Equipment Check: (Boating Equipment)

The following equipment should be aboard the boat:

1. Bow and Stern mooring lines
2. Towing bridle
3. Two (2) charged fire extinguishers (USCG Approved)
4. Six (6) personal flotation devices
5. First aid kit (including blanket)
6. Flare kit (USCG Approved)
7. Anchor, chain, and line

S.O.P 2 (continued)

8. Minimum of four (3) boat fenders
 9. Heaving line with weight
 10. One (1) throw able life saving device (USCG Approved)
 11. Boat hook
 12. Binoculars
 13. Four (4) lengths of 3/8" nylon rope line (50 foot each)
 14. Boat log book
- C. Equipment check: (Diving Gear)
1. Descent line and weight
 2. Dive Flag
 3. Marker buoy and line
 4. Fifty foot divers search line
- D. Launching Procedures:
1. Make sure outboard engines are in the upward positions.
 2. Check all drain plugs in boat and make sure all plugs are secured in the holes.
 3. Remove towing safety strap.
 4. Disconnect trailer lights at the harness.
 5. Secure a bow and stern line to the boat.
 6. Secure bumpers to the side of the boat, where the boat may contact a pier.
 7. Guide personnel will direct the tow vehicle's driver as he backs up to the ramp.
 8. Rear trailer wheels will be backed up to the water lines, and stopped when the wheel rim edge contact the water.
 9. Guide personnel will hold on the bow and stern lines and be positioned alongside of the boat on the pier.

S.O.P 2 (continued)

10. Wheel block will be secured behind one of the tow vehicle's wheels.
 11. Tow vehicle will be put in "PARK" and parking brake will be set.
 12. One person will release any other tie down fasteners to the boat, and then disengage the winch control lever, and allow the boat to roll down the trailer slowly, maintaining control of the boat while launching.
 13. Once the boat is launched off the trailer, one person will walk down the trailer slowly, maintaining control of the boat while launching.
 14. Guide personnel will secure the bow and stern line of the boat to the pier.
 15. Tow vehicle driver will remove the wheel block, release the parking brake, then park and secure the tow vehicle along with the trailer.
- E. Start-up Procedures at Dockside: (Boston Whaler 13', Contender 25).
1. Release engine trailering bars and lower engines into the water, check trim and tilt operation on gauges.
 2. Turn fuel valve, then prime by pumping primer ball.
 3. Periodically check fuel filter for debris and water, replace as needed.
 4. Place both engine disconnect switches to the "on" position and battery cross over (selector) switch TO THE "both" or "All" position.
 5. Place engine controls in the neutral fast idle position, turn on ignition and check all gauges that should respond when energized.
 6. It may be necessary to utilize the choke control on initial start up. Start each engine independently and allow to fast idle no more than 1,000 RPM's until operating temperature is reached. Check water temperature and pressure gauge for approximately 3 p.s.i., and make visual inspection at engine for cooling water discharge. While the first engine is warming up, second engine may be started following the same procedures.
 7. After both engines are started and warming up, check all gauge operation.
 8. Check hydraulic steering system for proper operation and hydraulic leaks. then set wheel amidships.

S.O.P 2 (continued)

9. After proper warm up, place both engine controls in the neutral position with both fast idles off and check each shifting control momentarily for operation while secured to the dock. Each engine is to be done independently.
10. Place all antennas in the up position and secure each one. Check all radios and other electronic equipment for operation; siren, horn, lights, and any other emergency equipment.
11. If all systems are operational, the boat is now ready to be operated. If something is not working properly, but does not affect the boat's operational status, it should be noted in the log book along with the engine hour readings at start up, and have the trouble repaired at the first opportunity.

II. OPERATING PROCEDURES (Contenders)

- A. The following guidelines for the Miami Police Contenders. These guidelines are a permanent part of this S.O.P. These guidelines will be adhered to and supersede any other S.O.P.

1. Engine tilt pins have been preset at the factory in the #2 position (second away from the transom). This setting limits the amount of "Bow-Down" trim available to the boat's operator; however, it is done in the interest of safety at high speed.

At speed in excess of 40 M.P.H., trimming the boat into a level planing attitude will depress the sharp bow entry too deep into the water. The result will be a loss in steering control as bow hunts for direction or is influenced by cross-waves, etc.

Contenders perform best with a bow high attitude. Under normal operations the engines can remain trimmed in and will provide good performance and boat handling characteristics.

For maximum performance, the engines can be tilted up once the boat is up on plane. This will result in speed increase of between 3-5 M.P.H.

2. Turning: Best hard turning characteristics are experienced at 3500 RPM's or less. This speed allows the boat to bank sharply into the turn, digging in the down side spray rail and cornering nicely. At higher speeds the boat may bank out of the turn causing an uncomfortable motion.
3. This boat is equipped with propellers designed for maximum acceleration and good power when the boat is loaded or for towing operations. With light loads and the engine trims out, the engine will turn up to 6000 RPM's. This is higher than recommended for sustained operation and should only be used in emergency situations. In normal operations, should not exceed 5500 RPM's.

S.O.P 2 (continued)

4. Trim: Wind, current and onboard loading will affect boat trim. List can be corrected by utilizing the engine power trim system. For starboard, planning hulls always heel to the windward side by tilting the starboard engine out. By trimming out, this engine is causing the starboard bow to rise.

Hands-on experimentation will be necessary to realize the full effect of engine trim.

5. Propeller selection has been chosen for maximum acceleration. Caution should be exercised when accelerating, insuring that passenger or crew onboard are prepared for the forces that will be placed upon them. The same is true during rapid deceleration. In addition to rapidly slowing down, the driver will experience a heavy torque by steering right. Experiment in a clear area to learn more about torque effect.
6. When accelerating, the engines must be trimmed all the way in. This will minimize propeller cavitation. Once on plane, the engines may be trimmed out for optimum performance and efficiency.
7. The 25' Contender is equipped with a 175 gallon fuel tank.

Fuel tanks have a magnetically driven fuel gauge that reads accurately only when the boat is at rest floating level. Each tank is equipped with a fill and vent system. Each fuel withdrawal line is equipped with a Yamaha in line filter which should be inspected periodically and filter elements replaced as the need arises.

Tank maintenance should include periodic inspection of:

- a. Fuel hoses and deck fittings including clamps.
 - b. Vent hoses and hull fitting including clamps.
 - c. Ground wires from tank to ground plate and fill pipes.
 - d. Fuel lines to filters including clamps.
8. During heavy weather operation, operators will find that the boat's acceleration will become an asset as it is positioned ahead or behind large boarding seas. It is important to maintain a bow high attitude accomplished by throttling the boat into a slow plane. Experience has demonstrated that rough seas can be negotiated at slow planning speeds in the 10-15 M.P.H. range.

S.O.P 2 (continued)

Following and breaking seas can usually be outrun by using judicious use of power and a wary eye astern.

9. The maximum operating revolutions per minute will be 4000 (R.P.M.'s), unless an emergency or pursuit arises.
10. Maintain the same RPM's on both engines while under way. This can be accomplished by observing the two tachometers and by listening to the sound of the engines in the absence of an engine synchronizer.
11. Never operate the boat on just one engine, unless idling or at very slow speeds. However, due to engine failure, the boat may be operated on one engine to return to port and should be operated at no more than 2500 RPM's to avoid undue stress on the transom and steering system due to uneven torque.
12. If electronic equipment is operated for a sustained period of time without the engines running and electronic equipment operating, the battery selector switch should be placed in the number "one" or number "two" position to insure one battery being charged sufficiently to start the engines.
13. The senior officer on board will be in charge and will be responsible for monitoring all gauges, instruments, equipment, and the complete operation of the boat. He will also be responsible for the safety of the crew and passengers, regardless of who is operating the boat or what function they are performing.
14. Channel Sixteen (16) on the VHF radio will be monitored while underway, along with the Miami Police Radio and the M.D.P.D. radio when appropriate.

B. Docking Procedures: All Marine Patrol Vessels

1. The safety of the crew is paramount during this procedure, as well as the safe operation of the boat to prevent damage.
2. Mooring lines shall be in a position with regard to which side (port or starboard) the boat is to be docked.
3. Boat fenders shall be secured at the appropriate heights and positioned on the side (port or starboard) that the boat is to be docked.
4. Boat hooks and other helpful devices shall be readily available to the crew during this procedure so as to prevent crew member's limbs from being injured.
5. Upon contacting the dock, the boat is to be tied off and secured, with the boat fenders in place.

S.O.P 2 (continued)

C. Mooring to Other Vessels: All Marine Patrol Vessels

1. The safety of the crew is paramount during this procedure, as well as the safe operation of the boat to prevent damage.
2. Mooring lines shall be in a position with regard to which side (port or starboard) the boat is to be moored to another vessel.
3. Boat fenders shall be secured at the appropriate heights and positioned on the side (port or starboard) that the boat is to be moored.
4. Boat hooks and other helpful devices shall be readily available to the crew during this procedure so as to prevent crew member's limbs from being injured.
5. Upon contacting the dock, the boat is to be tied off and secured, with the boat fenders in place.

D. Shut Down Procedures: Boston Whaler 13, Contender 25, Safeboat 27.

1. With both engines idling at no more than 1000 RPM's, turn fuel valve off and allow engines to run out of fuel.
NOTE: If the boat is to be put on the trailer, this procedure will be done later after both engines have been freshwater flushed while on the trailer.
2. Both engines are to be raised up, and the trailering locks are to be set on the transom brackets.
3. All electronic equipment is to be turned off.
4. Turn ignition keys to the "OFF" position and remove the keys.
5. Place battery selector switch to the "OFF" position.
6. Place both battery disconnect switches to the "OFF" position.
7. Place bilge pump switch in the "AUTO" position.
8. Remove all personal gear and equipment which is to be stored off the boat.
9. The entire boat is to be fresh water washed with boat cleaner (as needed).

S.O.P 2 (continued)

10. After the engines have cooled down to the point where they can be touched by hand on the engine block, spray the exposed power heads with fresh water. Allow approximately ten (10) minutes to dry and then spray both engines with C.R.C or other rust preventative. Only a light film is necessary to combat rust and moisture on the electrical system. Replace and secure power head covers.
 11. Secure all hatches, doors, equipment, etc. until next tour of duty.
 12. If the boat is left in the water, make sure that all dock lines, spring lines, and boat fenders are secured so as to prevent any rubbing or damage due to tidal change and wave action.
- III. General Maintenance Procedures: Boston Whaler 13', Contender 25, Safeboat 27
- A. Check all fuel lines, connectors, and electrical wiring for tightness, breaks, cracks, and leaks.
 - B. Check steering system hydraulics for leaks and ease of operation.
 - C. Check engine trim and tilt hydraulic system for leaks and operation.
 - D. Check battery condition, water level, and electrical connections.
 - E. Check and examine lower units for cracks, leaks, or other damage.
 - F. Check propellers for unusual wear or dents, cotter pin for placement and tightness or brass propeller nuts.
 - G. As needed, spray engine transom brackets with rust preventative.
 - H. Check all doors, hatches, and compartments for operation, and lubricate as needed.
 - I. Powerheads and lower units are to be washed with fresh water, and then apply a thin coating of rust preventative as outlined in the "Shut down Procedures."
 - J. If the boat is placed on the trailer, the engine should be freshwater flushed.
- IV. Following each one hundred (100) hours of engine operating time:
- A. Lubricate the engine grease fittings on the trim and tilt mechanism, along with the steering system.
 - B. Lubricate the throttle, shift and timing advance linkages on power heads.

S.O.P 2 (continued)

- C. Spray "soft seal" on engine transom mounts, along with trim mechanism.
- D. Check all hardware and fittings for tightness.
- E. Change lower unit fluid in both engines.
- F. Check engine spark plugs for fouling, and replace as needed.
- G. Clean and lubricate the battery terminals and electrical connections.
- H. Remove propellers and lubricate propeller shafts. Replace cotter pins.
- I. Check and clean in-line fuel filters and replace as needed.
- J. Record all service completed in boat log book.

City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 3

SUBJECT: GENERAL OPERATIONAL POLICIES
(INCLUDING HURRICANE PREPARENESS PLAN)

PURPOSE: To establish uniform procedures for the Marine Patrol Officers

SCOPE: The Miami Police Department's Marine Patrol Detail has established certain guidelines to insure uniformity in the performance of all duties. The following procedures and policies will be followed.

I. Special Working Conditions.

A. All Marine Patrol Officers when reporting for work will report to the Marine Patrol office at the designated time. They will check the "P" sheet and enter vehicle, vessel and radio numbers on the "P" sheet. They will then check into service for their tour of duty. They will monitor Channel 7 or the Marine/Mounted Tactical Channel.

1 On the days that a Marine Patrol Sergeant is not working, roll call for all Marine Patrol officers will be at the Marine Patrol Office as outlined above. The senior officer will hold roll call and shall notify the Detail Supervisor in the event of tardiness or any failure of an officer to report to work for any reason, eg. Ill, K, etc.

Commander
Marine Patrol Detail

1-1-16

Date



S.O.P 3 (continued)

2. All Marine Patrol officers will be directly under the command of the senior Marine Patrol officer working that tour of duty. This officer will be the Acting Supervisor if there is no Marine Patrol Supervisor.

II. General Operational Policies for Waterborne Marine Functions.

Boat units will utilize each officers assigned radio call numbers marine-10, marine-11, marine-12 etc.

A. Disabled Vessels: Mechanical Problem

1. May assist but do not perform any repairs.
2. Dead battery- tow is necessary. Do not jump.
3. Out of fuel- tow is necessary. Do not transfer fuel.

B. Fire Emergencies

1. If in Marina or at private dock:
Call M.F.D. and U.S.C.G. (through complaint room). Ensure the safety of occupants.
2. If in bay call Coast Guard
3. Utilize on-board fire fighting equipment as necessary.

C. Vessel Sinking

1. Contact Coast Guard.
2. Give assistance to those on board.

III. Safety Inspections

- A. All vessels that are assisted shall be given a safety inspection.
- B. Boats operated in an unsafe manner shall be given a safety inspection.
 1. Vessels being operated unsafely shall be given a safety inspection.
- C. Safety Inspections should consist of:
 1. Backfire flame arrester

S.O.P 3 (continued)

2. Inboard gasoline engines
3. Ventilation of engine and fuel compartments
4. PFD's
5. Bell or whistle
6. Fire extinguisher
7. Oar or paddle (under 16')
8. Anchor and line
9. Visual distress signals
10. Registration
11. Proper display of FL numbers

IV. Towing Procedures

- A. Determination must be made as to whether vessel is safely towable with our equipment. This determination will be made by the senior officer and he is responsible for the occupant's boat once under tow.
- B. Determine if there is time available for the tow.
- C. If vessel is determined not to be towable notify the proper authorities (Coast Guard, Towing Service, County or F.M.P.)
- D. If vessel is determined to be towable, tow to nearest Marina or dock. If the operator's trailer is at a place other than the one to which he is towed, the officer may transport operator to pick up trailer. However, the tow cannot be discontinued until the vessel is at the dock.
- E. Method of Towing:
 1. Use of towing bridle: hook to towing eye on vessel being towed.
 2. If no towing eye exists, a towing bridle must be made for the vessel being towed.
 3. Tow at safe speed. Tow with outdrive or outboard raised.

S.O.P 3 (continued)

4. All passengers on vessel being towed must wear PFD's.
5. Require operator to stay on board vessel, when possible, to assist in steering.
6. Advise operator what is expected of him and what he will be required to do to assist in docking.

V. Boating Accidents:

- A. The Miami Police Marine Patrol will respond to all boating accidents that occur within the jurisdiction of the City of Miami Police Department. If the Senior officer feels the injuries are so severe that death may occur or has occurred, he will immediately request the Florida Fish & Wildlife Conservation Commission Homicide investigator and whatever emergency equipment that may be needed. He/She will take a signal 15 with F.F.W.C.C. and assist in securing the scene, vessels, witness, etc.
- B. On all boating accidents, a signal 17 will be used. A Florida Boating accident report will be completed by the investigating officer. The Florida boating accident report will have the incident number placed in the upper right corner. Two copies of the Florida boating accident report will be made. The original and one copy will be left with the supervisor. It is the supervisor's responsibility to take the original report to the records bureau and to file the copy. It will be the investigating officer's responsibility to take the second copy to the F.F.W.C.C. Office.
- C. If City property is involved in the accident, I.D. will be requested to the scene.
- D. When checking back into service, the officer will check in as follows: 09 with one (1) Florida Boating Accident Report.

VI. Injured Persons:

- A. Determine severity of injuries.
- B. Determine type of transportation needed.
 1. If no extreme emergency exists and a capable operator is on board the victims vessel may be used to transport.
 2. City Boat may be used if necessary.
 3. Coast Guard Helicopter should be used for emergency.
- C. Where to transport
In south bay transport to Mercy Hospital.

S.O.P 3 (continued)

1. Elsewhere notify M.F.D. Rescue and transport to nearest dock.
2. If diving accident notify the South Florida Hyperbaric Medical Center, at Mercy Hospital (1 800 NO BENDS). Also notify M.F.D. Rescue to transport from the dock at rear of Mercy to the Recompression Chamber.

VII. Passengers on Marine Patrol Vessels

- A. All non-crew personnel will wear PFD's while aboard Marine Patrol Vessels.
- B. Arrestees
 1. Arrestees will always be handcuffed, in the rear, while on board.
 2. Arrestees will always wear a PFD.
 3. Arrestee will be placed in the sitting position in the rear of the boat, and the officer not operating the boat will watch the arrestee at all times.
 4. Other than dealing with prisoners, the wearing of PFD's by non-Marine Patrol personnel will be at the discretion of the senior officer.

VIII. Weapons

- A. The Marine patrol boat crew will be equipped with their City issued sidearms. A shotgun or a Mini-14 may be used on the boat while on patrol if so desired by the crewmembers. Officers must be currently qualified to carry a shotgun or Mini-14 aboard the vessels.

IX. LEFT OUT NOT USED

X. Small Boat Handling/Training:

Introduction: All boat handling training will be conducted by the Unit supervisor or senior field-training officers. As a coxswain you will find it necessary to know the capabilities and limitations of your equipment so that it may be successfully operated. The art of boat handling may be defined as the application of knowledge and skill acquired by study, observation, and experience in effecting safe and smart operation. No two boats will react or handle the same in identical situations.

A. Handling Techniques:

1. Ensure that you are ready to get underway. all personnel and equipment is ready to go.

Use engine speed and throttles only to the degree necessary to maintain proper control.

S.O.P 3 (continued)

2. Anticipate maneuvers in advance. This gives better control of the boat.
 3. Be alert to your position and avoid getting into emergency situations.
 4. Prepare in advance for bad weather.
 5. Keep your stern free for maneuvering in close quarters.
 6. Be aware of a loss of speed in making turns at all speeds. Loss of control could result during this period.
 7. Watch your wake! You are responsible for any damages.
 8. When coming alongside, have fenders and lines ready.
 9. Take your time. A slow approach is the best approach.
- B. Principles of Pressures and Currents:
1. Suction current is the water, which is drawn into the prop.
 2. Discharge current is the water, which is driven out astern of the prop.
 3. Rudder effect is the prop discharge in relation to the direction of the lower unit.
 4. Sideways blade pressure is the unequal thrust exerted by the ascending and descending blade of the prop.
 5. Wake current is the water carried along by the boat as it moves through the water overcoming friction.
- C. Navigation:
1. Defined as art and science of safely directing the movement of a craft from one position to another.
 2. Know relationship of shape, color, light flashing, frequency, and numbering system of channel markers.
 3. Nautical charts are an indispensable aid to safe piloting.
 - a. Standardized abbreviations and symbols.
 - b. Compass rose- outer ring shows true north; inner ring shows magnetic north for that particular area.

S.O.P 3 (continued)

- b. Depth soundings.
- c. Distance scale.

D. Magnetic Compass:

1. The only thing aboard to conduct your boat's direction.
2. Mounted on line parallel to keel.
3. Navigation information obtained from compass rose on chart.

E. VHF-FM Homing Device (Direction Finder)

1. Receives incoming VHF radio signals from vessel's onboard VHF radio.
2. Converts signals and displays as relative bearing in relationship to your vessel.
3. Deviation is then either added or subtracted from your compass bearing to determine course to radio signal's source.

F. Radio/Radar

1. Primary search and aid to navigation instrument during inclement weather or nighttime hours.
2. Generates radio frequency pulses which are transmitted through radar antenna.
3. A portion of the pulse is reflected back by solid objects within line of sight and range of the antenna.
4. Reflected pulse is displayed on screen, which is calibrated to allow measurement of range and relative bearing.

G. Conclusion

Once you know your boat's capabilities and limitations, you will be able to direct her movements to a successful completion. Know your boat from bow to stern. Hands-on supervised training is essential. The City of Miami has put you in charge of these boats. learn to operate them efficiently and properly. Marine Patrol Officers will remain in a training status for a minimum of three working months when assigned to the unit. Officers failing to meet acceptable standards will not operate the vessels until the standards are met.

City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 4

SUBJECT: ARREST SITUATIONS

PURPOSE: To standardize procedures for determining the disposition of vessels when operator is arrested.

SCOPE:

- I. General operational policies for situation involving physical arrests.
 - A. Misdemeanor Arrests:
 - 1. Generally, misdemeanor arrests will be of the "Will Appear Nature."
 - 2. The exceptions to this policy will fall into three basic categories.
 - a. Someone willfully operating a boat in a reckless and/or dangerous manner.
 - b. Operating a boat while under the influence of drugs or alcohol.
 - c. Warrants outstanding for the arrest of the operator.


 _____ #26113
 Commander
 Marine Patrol Detail

_____ 8-7-19
 Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 5

SUBJECT: DEFENSIVE BOARDING PROCEDURES FOR SMALL BOATS

PURPOSE: To establish standard operating procedure for the boarding of vessels by boat crew.

SCOPE: Small boat crews are increasingly faced with the possibility of having a "routine" boarding develop into a much more hazardous situation (i.e. contraband, alien smuggling, etc.) The safety of the boat crew involved in these potentially dangerous situations is paramount. Therefore, observance of the standard operating procedures and adherence to the training requirements outlined herein are essential. These guidelines, no matter how explicit or well executed, can neither replace "common sense" nor can they cover every possible situation. When in doubt in any situation, contact the appropriate member in the chain of command for additional guidance.

A. General:

1. Check all weapons for serviceability while you are enroute to the vessel or suspected vessel, also put on P.F.D.
2. Notify the dispatcher, USCG OR USCS of your arrival to the scene. Provide the location so that assistance may be dispatched as required.

 #28113

Commander
Marine Patrol Detail

8-7-19
Date



City of Miami



EMILIO T. GONZALEZ, Ph.D.
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 6

SUBJECT: **GUIDELINES AND TECHNIQUES FOR TRAINING IN UNDERWATER RECOVERIES**

PURPOSE: The purpose of the Miami Police Divers is to support the Miami Police Department, other City of Miami Departments, and other Municipalities and Organizations that the City of Miami deems necessary to assist in the task of lifesaving, underwater recovery of property or evidence, underwater surveys, and the recovery of bodies and property in water related accidents and incidents.

SCOPE:

- I. The Diving Unit is made up of the Miami Police Department Marine Patrol Detail Supervisor and Marine Patrol Detail Officers, who are qualified Miami Police Divers. This is intended to be another service and capability provided by the Marine Patrol Detail. All members of the Miami Police Marine Patrol Detail will be qualified divers.

The training for new members assigned to the unit will be provided by in-house instruction as per guidelines set fourth in the Unit's S.O.P.'s.

 #28113

Commander
Marine Patrol Detail

8-7-19

Date



City of Miami



DANIEL ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 7

SUBJECT: SPECIAL WEAPONS CARE AND USE

PURPOSE: To establish guidelines for the practical use, care, maintenance and characteristics of the Mini-14 carbine.

SCOPE: Only those members who obtain a qualifying score from a certified instructor will be authorized to handle the mini-14 carbine. Qualification must be kept current by completion of the certified course on a yearly basis.

I Maintenance of Weapon

A Daily

1. Inspect weapon and magazine for rust.
2. Wipe all exposed metal with a light coat of oil (except gas piston), with special attention to adjustment screws.
3. Swab barrel with light coat of oil.
4. Inspect magazine spring tension.

Commander
Marine Patrol Detail

1-1-16

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S.O.P 7 (continued)

- B. Weekly
 - 1. Weapons will be disassembled (on Mondays) by the designated unit armorer.
 - 2. All parts will be inspected for proper operation, carbon build up, rust, and dirt.
 - 3. All parts will be thoroughly cleaned and oiled before reassembly.
 - 4. Weapons and magazines will be stored in carrying cases at all times.
 - 5. Weapons shall be empty and in the out-of-battery mode to prevent prolonged fatigue on the hammer spring.
 - 6. Magazines shall also be stored empty to prevent spring fatigue.
- II. Functional Check:
 - A. Cock weapon and insure safety is "on". Pull trigger; hammer should not fall.
 - B. Release safety and pull trigger; hammer should fall.
 - C. Cock weapon, and with safety "off". Pull trigger; hammer should fall.
 - D. Weapon is ready for use.
- III. Practical Use of Mini-14:
 - A. Qualified members shall carry the Mini-14 carbine in an approved rifle case to prevent salt-water corrosion while on routine patrol in the police vessel.
 - 1. The weapon shall be in the "out-of-battery mode."
 - 2. The magazines may be loaded in the charged mode, while on patrol.
 - B. The only time the weapons may be placed in the charged mode, while on patrol, is when the likelihood of a potential life-threatening situation exists as described by Departmental Policy.
 - C. The weapons will never be left in the police vessel during non-duty hours. They shall be secured in a place and manner as designated by the unit supervisor.
 - D. The safety of the boat crew and community in a potentially dangerous situation is paramount. Therefore, adherence to standard operating procedures and Departmental Policy regarding use of deadly force are essential. These guidelines, no matter how explicit or well executed, cannot replace "common sense," nor can they cover every possible situation.

City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT:

PURPOSE:

SCOPE:

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Marine Patrol Detail

1-1-16

Date



City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT:

PURPOSE:

SCOPE:

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Commander
Marine Patrol Detail

1-1-16
Date



City of Miami



DANIEL ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: HURRICANE PREPAREDNESS PLAN

PURPOSE: To establish response procedures in the event of a hurricane

SCOPE:

The Marine Patrol Hurricane Preparedness Plan is activated via warnings issued by the National Hurricane Center. The four phases correspond to the interval remaining before the storm clears the Miami area. The Marine Patrol Unit, due to training and equipment, can be expected to perform its duties in far worse weather conditions than normal patrol units. When it is no longer practical to keep the boats in the water, the Marine Patrol Unit will form a Special Response Team to be deployed in rescue and life threatening situations.

A. Phase I

1. Method of Activation:

When the National Hurricane Center issues a Hurricane Watch, or when the Metro-Dade Police Department issues a "yachtsmen's Watch." These watches are usually announced within twenty-four (24) hours before the storm's arrival.

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Marine Patrol Detail

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S.O.P 10 (continued)

2. Personnel Deployment:

All Marine patrol personnel will be placed on twelve (12) hour shifts (Alpha-Bravo Plan) and their days off will be cancelled. Shift hours will be designated by instructions from the Field Support Section Commander.

3. Duties:

The Marine Patrol Unit will survey the Miami River, Little River Canal, and City Marinas for barges and vessels, which may create a hazard. Owners will be advised to remove or secure potential hazards.

B. Phase II

1. Method of Activation:

When the National Hurricane Center issues a "Hurricane Warning" or when the Metro-Dade Police Department issues a "Yachtsmen's Warning." These warnings will be issued approximately twenty-four (24) hours before the storms arrival.

2. Personnel Deployment:

Those personnel that are on duty when the "Warning" is issued will remain on duty until the hurricane has passed. When the next shift is recalled for duty, they also will remain on duty until the hurricane has passed.

3. Duties:

- a. Liaison will be maintained with the Metro-Dade Marine Patrol, Florida Wildlife Commission, and the United States Coast Guard by telephone and Marine Radio when possible.
- b. The Marine Patrol Office will be manned continuously.
- c. Marine Patrol boats will survey the Miami coastline for obstructions, hazards, and disabled vessels. Disabled vessels will be towed to the nearest safe harbor. When possible, obstructions and hazards will either be secured or removed. Beach and Marine Patrol units will check Virginia Key Park to make sure that all trash barrels have been removed and that City facilities are properly secured. All citizens will be removed from the park property. Roads leading to the beach and "fill" areas will be blocked off.

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S.O.P 10 (continued)

- d. Marine Patrol units will monitor the little River Canal to make sure it is not blocked by vessels seeking safe harbor and will check that vessels are properly secured.
- e. In the event boats block or hinder operations at any City Marina, Marine Patrol units will respond and take whatever action is necessary to remove the vessels or cite the operator as provided in City, County, State and Federal Statutes.
- f. A check will be made of the Marine Stadium, all City Marinas, and all boat ramps to insure that all vessels and trailers have been removed.

C. Phase III

1. Method of Activation:

When the National Hurricane Center announces "Gale Warnings", i.e., when winds are recorded in excess of 34 knots. A warning will be issued between four and eight hours before the arrival of hurricane force winds.

2. Personnel Deployment:

Unit members will be assigned to teams. These teams will have two or three members in one four-wheel drive vehicle. All team members will have full foul weather gear and diving gear. The teams will be on standby at the Marine Patrol Office ready to respond to emergency situations as directed by the E.O.C. Room.

3. Duties:

- a. Marine Patrol boats will be removed from the water when wind and sea conditions make further operation unsafe (30-35 knots). The boats will be taken to the heavy equipment garage or other designated area for safe storage.
- b. Teams will go to the Marine Patrol Office or other designated area and maintain radio and telephone contact with the Complaint Room.
- c. Teams will be ready to respond to rescue and arrest situations as long as the weather permits.
- d. When winds exceed 50 m.p.h., Marine Patrol Units will only respond to dire, life threatening situations.

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S.O.P 10 (continued)

D. Phase IV

1. As soon as practical after the storm passes, the Marine Patrol will put all available boats into the water. The Marine Patrol four-wheel drive vehicles will then be used in situations where normal police vehicles cannot respond.
2. The Marine Patrol will survey the Miami coastline, Marinas, Virginia Key, Watson Island, and dry storage areas for damage.
 - a. An assessment of damage will be furnished to the Complaint Room and E.O.C.
 - b. The Coast Guard will be notified of vessels sunk in the Miami River and intercoastal waterway.
3. In the event that major street flooding occurs and isolates areas of the City, the Marine patrol Personnel will utilize any safe small craft available (inflatable boats, skiffs, dinghies, jet ski's, etc.) for rescue and response to emergency situations.

City of Miami



DANIEL J. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P 11

SUBJECT: 24-HOUR ON-CALL DIVERS

PURPOSE: To provide 24-hour availability for waterborne and underwater recovery emergencies.

SCOPE:

- I. The Marine Patrol Detail Supervisor shall maintain a roster of qualified Miami Marine Patrol Divers. Divers will be assigned on a rotating basis as the "On-Call Divers."
 - A. The complaint Sergeant will be given a copy of the duty roster and a listing of the individual officer's home phone number and pager number.
 - B. The pager shall be monitored when not in telephone contact while off-duty. The Marine Patrol Detail Supervisor and Miami Marine Patrol Divers will monitor the pager 24-hours a day.
 - C. If an emergency requiring Marine Patrol or diver assistance exists, the Marine Patrol Detail Supervisor or his designee will be notified first by the Complaint Room. He/She will determine if the additional assistance of the On-Call Divers are required.

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Commander
Marine Patrol Detail

1-1-16

Date



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S.O.P 11 (continued)

- C. If the On-Call Divers are notified by telephone, she/he will ascertain the exact location of the emergency, the requesting unit, and whether the location can be reached by land or vessel. He/She will then proceed immediately to the scene or the police vessel, whichever is more appropriate.
- D. If the On-Call Divers are notified, he/she shall immediately call the Complaint Sergeant via telephone to acknowledge the page and ascertain the information requested in paragraph four (4) above.
- E. Prior to retiring for the evening, the member shall prepare a duty uniform and bathing suit to minimize response time.
- F. The On-Call Diver will use there assigned radio number for all transmissions while in transit to dive scenes.
- G. The On-Call Diver will have the use of a 24-hour vehicle to provide minimal response time. He/She will be responsible for having the vehicle serviced according to the regular maintenance service schedule.

II. Duties:

- A. The On-Call Diver's equipment shall include, but to be limited to the following:
 - 1. (2) full scuba tanks.
 - 2. Personal dive bag and weight belt.
 - 3. Underwater light.
 - 4. Two 50' search lines.
 - 5. One (1) pony tank.
 - 6. One (1) set of chains with axle hooks
 - 7. One (1) Fire Extinguisher.

III. On-duty Underwater Recovery Response

- A. When a boat crew receives a call for diver assistance, they must make a determination if the location can be reached by boat or land vehicle.

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S.O.P 11 (continued)

- B. If the location can be reached by boat, the vessel operator will proceed by the most direct route while the second officer immediately begins donning his wetsuit and preparing his scuba gear. Once on the scene, if two (2) divers are required the coxswain will then prepare himself for the diving operation.

- C. If the location can only be reached by land, the vessel operator will proceed immediately to the nearest port where a Marine patrol vehicle is located. The second officer will be donning his wet suit while en-route to the port. The diving gear must then be transferred from vessel to vehicle. The second officer will then drive the vehicle while the vessel operator prepares himself for the operation.

City of Miami



DANIEL L. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: CARE, USE AND HANDLING OF SPECIAL PURPOSE JET-SKI'S.

PURPOSE: To outline the general procedures for the care, use, and handling of Jet Ski's assigned to the Marine Patrol Detail.

SCOPE:

I. Jet Ski's , Bombardier SeaDoo's.

A. Pre-Trailing Procedures:

The following procedures will be followed prior to trailing the Jet Ski's.

1. Boat-tie down strap will be secured to the trailer, along with the winch cable and hook.
2. The trailer hitch will be locked to the hitch ball, and safety chains will be secured to the tow vehicle.

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S.O.P 12 (continued)

3. The trailer light harness will be attached to the tow vehicle.
4. A visual check will be made for any broken or loose objects on the Jet Ski or the trailer. All loose objects will be secured.
5. Check batteries for proper water level.
6. Check fuel supply and replace as needed.
7. Remove wheel block from trailer and bring it along to use as a wheel block for tow vehicle.
8. Check oil supply and replace as needed.

B. Equipment Check: (Boating Equipment)

The following equipment will be placed aboard the personal water craft or be worn by the operator:

1. One (1) charged fire extinguisher.
2. One (1) personal floatation device (P.F.D.)
3. One (1) whistle attached to each personal floatation device.
4. One (1) emergency strobe light attached to each personal floatation device.
5. One (1) emergency cut-off lanyard.
6. Adequate footwear; dive boots or similar water shoes.
7. Dive skin or Shorty dive suit
8. One (1) 10' Bow Line.

C. Launching Procedures: Bombardier SeaDoo Jet Ski's

1. Check all drain plugs in Jet Ski and make sure all plugs are secured in the holes.
2. Remove towing safety strap.
3. Disconnect trailer lights at the harness.
4. Guide personnel will direct the tow vehicle's driver as he backs up to the ramp.

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S.O.P 12 (continued)

5. Rear trailer wheels will be backed up the water lines, and stopped when the wheel rim edge contacts the water.
6. Guide personnel will hold the bowline and be positioned alongside of the Jet Ski on the pier.
7. Wheel block will be secured behind one of the tow vehicle's wheels.
8. Tow vehicle will be put in "Park" and parking brake will be set.
9. One person will release any other tie down fasteners to the Jet Ski, and then disengage the winch control lever, and allow the Jet Ski to roll down the trailer slowly, maintaining control of the Jet Ski while launching.
10. Once the personal water craft is lunched off the trailer, one person will walk down the trailer, and release the winch tow hook and secure the hook to the rear of the trailer.
11. Guide personnel will secure the bowline of the personal water craft to the pier.
12. Tow vehicle driver will remove the wheel block, release the parking brake, then park and secure the tow vehicle along with the trailer.

II. Operating Qualifications: Personal Water Craft

A. Minimum Qualifications for the use of the Marine patrol Detail Special Purpose Jet Ski.

The Operator must be a:

1. Certified Police Officer assigned to the Marine Patrol Detail.
2. The operating officer must have attended the two (2) day Wave Ranger Certification Course.

III. Operating Procedures: Personal Water Craft

The following procedures are to be followed for the proper use of the Bombardier SeaDoo Jet Ski:

- A. Vessels will be operated in compliance with the rules of the waterways as mandated by international, federal, state and local authority.
- B. Vessels will be operated at a reasonable engine speed, consistent with weather and sea conditions.

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S.O.P 12 (continued)

- C. Vessels will be operated in a safe manner, having due regard for safety of persons and property.
- D. When operating the Jet Ski's, at least two (2) Jet Ski's or one Jet Ski and the police boat will be in the water at one time. At no time will one Jet Ski operate alone, except in an emergency situation approved by a supervisor.
- E. Jet Ski's shall be limited to weekends and holidays, unless otherwise authorized by the proper supervisor. The on-duty shift supervisor may request the use of Jet Ski's in emergency situations.
- F. Special attention must be paid to current and forecasted weather conditions. Watercraft will not be utilized under poor weather conditions unless absolutely necessary under emergency situation.

IV. General Maintenance Procedures: Personal Water Craft

- A. Check all fuel lines, connectors, and electrical wiring for tightness, breaks, cracks and leaks.
- B. Check steering system for ease of operation.
- C. Check battery condition, water level, and electrical connections.
- D. As needed, spray engine with rust preventative.
- E. Check all doors, hatches, and compartments for operation, and lubricate as needed.
- F. When the personal water craft is placed on the trailer, the engine should be freshwater flushed.

V. Maintenance of Personal Water Craft

Following each twenty-five (25) hours of engine operating time:

- A. Lubricate the steering system.
- B. Lubricate the throttle.
- C. Check all hardware and fittings for tightness.
- D. Check engine spark plugs for fouling, and replace as needed.
- E. Clean and lubricate the battery terminals and electrical connections.
- F. Check and clean in-line fuel filters and replace as needed.
- G. Record all service completed in boat logbook.

City of Miami



DANIEL I. ALFONSO
City Manager

MIAMI POLICE PATROL SUPPORT UNIT

MARINE PATROL DETAIL

STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: AFTER HOURS ACCESS TO THE MARINE PATROL DETAIL FACILITY

PURPOSE: To provide guidelines governing the after hours use of the Marine Patrol Detail Facility located at 171 MacArthur Causeway, on the second floor of the Miami Yacht Club.

SCOPE:

- A. To maintain accountability and control of Marine Patrol Detail personnel and Citizens entering the Marine Patrol Facility after hours.
- B. The Marine Patrol Details hours varies on a daily basis. Marine Patrol Detail personnel, to carry out their duties, use the office at various times throughout the day and night. The office is used to store equipment and supplies and is not generally open to the public.
- C. Any officer working an off-duty job which requires the use of a vessel or to pick up any equipment may enter the premises after hours.

Commander
Marine Patrol Detail

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S.O.P 13 (continued)

- D. Any Marine Patrol Detail personnel or City of Miami Police Officer responding to the alarm ringing may enter the premises after hours. In the event that other emergency access is required, Marine Patrol Detail personnel should be contacted.
- E. Any City of Miami employee or civilians responding to assist or ride with a Marine Patrol Detail Officer.
- F. Any other persons wishing to visit the facility after hours must receive permission from the Marine Patrol Detail Supervisor or a Field Support Commanding Officer.