

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

RECRUITMENT AND SELECTION UNIT

# City of Miami



ARTHUR NORIEGA, V  
City Manager

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# City of Miami




ARTHUR NORIEGA, V  
City Manager

## STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

January 20 24 Inspection: Lt. Jaime Ramirez   
Commanding Officer  
(Print and sign) 01/22/2024  
Date

July 20 24 Inspection: Lt. Jaime Ramirez   
Commanding Officer  
(Print and sign) 07/01/2024  
Date

Annual Inspection: \_\_\_\_\_  
Section Commanding Officer  
(Print and sign) \_\_\_\_\_  
Date

Change of  
Commanding Officer \_\_\_\_\_  
(If applicable) \_\_\_\_\_  
Commanding Officer  
(Print and sign) \_\_\_\_\_  
Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

## LETTER OF PROMULGATION

**TO: ALL PERSONNEL, RECRUITMENT AND SELECTION UNIT**

This volume of S.O.P.'s is established to provide guidelines for the operation and management of the Recruitment and Selection Unit, City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede, but rather to supplement the published Departmental Orders. The Section Commander will arbitrate conflicts between documents.

Personnel assigned to the Recruitment and Selection Unit are required to read and follow the procedures as set forth in this manual. Any portions that are discovered to conflict with some pertinent part of the Departmental Orders or Rules and Regulations will be reported to the immediate supervisor for resolution.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date





# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES


## MISSION, GOALS AND OBJECTIVES

### MISSION

Our mission is to develop a comprehensive system in attracting and hiring outstanding personnel for the Miami Police Department. This process will adhere to the certification standards established and regularly updated by the Florida Department of Law Enforcement, Division of Standards and Training. Additionally, it will align with the policies established by the Office of the Chief of Police of the City of Miami and will respond to the evolving expectations of the community we serve. We are committed to recruiting and selecting highly qualified, diverse, and dedicated individuals who embody the values of our community, ensuring a professional, ethical, and effective police force that serves and protects all citizens

### GOALS

1. Attract a Diverse Candidate Pool
  - a. Implement strategies and outreach programs that promote diversity and inclusion in recruitment efforts.
2. Ensure Fairness and Transparency
  - a. Establish a recruitment and selection process that is consistent, equitable, and transparent for all candidates.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



## **MISSION, GOALS AND OBJECTIVES**

3. Select Qualified and Competent Personnel
  - a. Utilize evidence-based assessment tools to identify candidates with the necessary skills, experience, and character to serve effectively.
4. Enhance Community Trust and Engagement
  - b. Foster strong relationships with the community through inclusive recruitment practices and transparent communication.
5. Maintain Legal and Ethical Standards
  - c. Ensure recruitment practices comply with all applicable laws and regulations and uphold the highest ethical standards.

## **OBJECTIVES**

1. Develop a Recruitment Strategy
  - a. Create a comprehensive recruitment plan that includes outreach to diverse communities, educational institutions, and job fairs.
  - b. Establish partnerships with organizations that support diversity in law enforcement.
2. Implement a Standardized Selection Process
  - a. Design and document a step-by-step selection process that includes application review, interviews, background checks, and psychological evaluations.
  - b. Train all personnel involved in the recruitment process on the standardized procedures to ensure consistency.
3. Utilize Data-Driven Recruitment Metrics
  - a. Track and analyze recruitment data (e.g., applicant demographics, selection ratios, retention rates) to assess the effectiveness of recruitment strategies.
  - b. Regularly review and adjust recruitment efforts based on data insights and community feedback.
4. Conduct Regular Training for Recruitment Personnel
  - a. Provide ongoing training for recruitment staff on implicit bias, cultural competency, interviewing techniques, and legal requirements.

## **MISSION, GOALS AND OBJECTIVES**

5. Engage the Community in the Recruitment Process
  - a. Organize/participate in community outreach events to inform citizens about careers in law enforcement and gather input on recruitment efforts.
  
6. Enhance Candidate Experience
  - a. Streamline the application process and provide clear communication regarding application status and next steps.
  - b. Gather feedback from candidates about their experience and use it to improve the recruitment process.
  
7. Evaluate and Revise Recruitment S.O.P.'s Regularly
  - a. Schedule regular reviews of recruitment and selection SOPs to ensure they remain relevant, effective, and aligned with best practices and community needs.

By establishing this mission, goals, and objectives, the recruitment and selection SOPs can effectively guide the Miami police department in building a professional, competent, and community-oriented workforce.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

### DUTY HOURS AND DRESS


The Recruitment and Selection Unit shall be structured as an investigative unit comprised of field officers and office personnel; all scheduling shall be based upon this structure.

Under normal operating conditions, all sworn personnel assigned to the Recruitment and Selection Unit shall work a ten-hour, four (4) days per week, the hours of which shall fall between 0600 to 1800 daily. Clerical personnel shall work an eight-hour day, a non-paid lunch period, five (5) days per week.

These hours and E-days may be modified as needed to accommodate the completion of special assignments, projects, the needs of the Unit, specific personnel with unique situations, extraordinary conditions and/or to conserve overtime expenditures at the discretion of the Unit Commander. Overtime will be authorized only by the Unit Commander and in accordance with applicable contractual provisions.

Clerical personnel are entitled to two (2) fifteen-minute breaks during their tour of duty, and a one-hour, non-paid lunch period.

Sworn personnel shall adhere to the guidelines established for attire as set forth in Departmental Order 14. Normal attire shall be plainclothes (suitable for office wear), except for those occasions, which may require the wearing of the full uniform, as directed by the Unit Commander.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

## DUTIES AND RESPONSIBILITIES

### A. Unit Commander

1. To provide leadership and direction to all subordinates in the unit.
2. To ensure that maximum effectiveness is achieved in the accomplishment of the unit's mission by applying the best managerial and organizational skills.
3. To assume overall responsibility in the development, implementation, and ongoing evaluation of administrative, operational, and procedures that facilitate compliance with Departmental Policies.
4. To maintain an environment that encourages the development of motivation and competence on the part of all assigned to the unit.

Lt. Jaime Ramirez  
Commanding Officer  
Recruitment & Selection Unit

10/28/2024

Effective Date



## **DUTIES AND RESPONSIBILITIES OF MEMBERS**

5. To direct the selection activities of the unit, set forth specific objectives, and implement changes in selection process, policies, priorities as they occur.
6. To prepare and/or review periodic reports on the activities of the unit as required.
7. To maintain the unit members' vacation schedules in accordance with Departmental Policy.
8. To sit as chairperson of the Oral Interview Board.
9. To serve as the Acting Section Commander when so designated.
10. If necessary, attend the section's hiring meetings on those applicants being recommended for employment.
11. To evaluate unit supervisor(s).
12. To interview disqualified applicant(s) and their reasons for their rejection as a way of gauging pertinent information from the applicant(s) and offering an understanding and compassionate reception of their input. In the interest of fairness and if confirmed, any new disclosed information, which might warrant a change in decision, the Commander may direct the re-investigation of the file as to the information disclosed.
13. To serve as the official spokesperson of the unit as the Custodian of Records for the Recruitment and Selection Unit, to approve any release of information to any entity outside of the unit, and, if necessary, delegate such responsibilities in their absence. (Rev. 07Sept89)
14. To actively recruit prospective candidates for the department, coordinate recruitment activities, and serve as a liaison between the Recruitment and Selection Unit-recruitment function and the Department of Human Resources.
15. Within two (2) weeks of entry into the Unit, the Commander will secure and review the latest copy of the Standard Operating Procedures, becoming well-acquainted with the applicable section policies contained therein, and the functions of all subordinate elements in the Unit.
16. The Commander will also receive detailed briefings from the Unit Supervisor(s) and senior unit members on pending matters, which may arise from time to time, and, if necessary, establish precedents in handling those matters.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS**

### **B. Supervisor(s)**

1. To maintain responsibility for the first-line supervisory and management functions of the Recruitment and Selection Unit.
2. The Supervisor assigned to the Investigations and Polygraph Details will supervise the investigators and polygraph examiners. The Administrative Assistant I will supervise the civilian employees of the Recruitment and Selection Unit.
3. The Supervisor(s) will exercise a high degree of cooperation and coordination with each other, ensuring unanimity in the enunciation and application of policy.
4. To review investigative files for completeness.
5. To interview disqualified applicant(s) and their reasons for their rejection as a way of gauging pertinent information from the applicant(s) and offering an understanding and compassionate reception of their input. In the interest of fairness and if confirmed, any new disclosed information, which might warrant a change in decision, the Commander may direct the re-investigation of the file as to the information disclosed.
6. To complete vacation scheduling.
7. To supervise the daily activities of the investigators. To ensure quality control of background files, supervisor(s) will periodically (on a random basis) select completed background files and inspect all steps of the selection process.
8. To receive and arrange the scheduling of conferences for disqualified applicants.
9. If a disqualified applicant calls requesting additional information, the supervisor may:
  - a. try to lead the applicant to a recognition of their own problem areas so that any unnecessary and further discussion is rendered.
  - b. advise the applicant that an appointment will be set with the clerical staff.
  - c. meet with the applicant, if necessary, in accordance with procedures established in the applicable S.O.P.
  - d. involve the Unit Commander, if necessary, for the conference.
  - e. document the conference with an A.V.O. and enclosed in the applicant's file. All applicant contacts should be documented and logged. **(CALEA 31.3.3)**

## DUTIES AND RESPONSIBILITIES OF MEMBERS

10. When a new Supervisor enters the Unit, they must become familiar with the contents of the Unit's Standard Operating Procedures within two (2) weeks. They will also work closely with and rely upon the guidance and expertise of the more experienced supervisor(s) and members of the Unit.
11. Supervisors assigned to recruitment will receive training in personnel matters, especially equal employment opportunity and key recruitment objectives. Training should include knowledge and skills in the following areas: City of Miami Police Department's recruitment needs and commitments, career opportunities, salaries, benefits, and training; applicable compliance guidelines; community needs (demographic data); cultural awareness; techniques of informal record keeping systems for candidate tracking; selection process; recruitment programs of other jurisdictions; characteristics that disqualify candidates; and medical requirements. **(CALEA 31.1.2)**
12. Supervisors will provide the investigators training in collecting required information from all local, state, and federal. The supervisor will also provide investigators with the knowledge, skills, and abilities to conduct a quality investigation. **(CALEA 31.5.2)**
13. Arrangements will be made to attend the next available structured Background Investigations training program unless such training has already been provided. (Rev. 07Sept89)

### C. Coordinator(s)

1. The Coordinator(s) are the person(s) initially associated with the Background Investigation processing for the Miami Police Department.
2. Duties include organizing and coordinating various appointment(s); establishing and assigning files for investigation; forwarding materials on applicants for State Certification purposes; maintaining liaison with applicant(s); to update their status in the various stages of processing. To follow the steps in applicant processing, as follows:
  - a. Certification List(s) are periodically sent to the Recruitment and Selection Unit-Coordination Detail from the Department of Human Resources.
  - b. Names of candidates are verified against the copies of the applications, which accompany the Certification List(s).
  - c. Files are created for each applicant, which include the Applicant Processing Form and other necessary documents.
  - d. Applicants are notified via **email** to attend an orientation session.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

- e. During the orientation session, each applicant is given a folder (color coordinated based on job classification) in which they are to complete their personal information (i.e. home address, date of birth, social security number and contact numbers etc.).
- f. Orientation is then continued with explaining the other forms that are to be completed as well as the steps in the selection process. After all forms have been completed, the Investigators return to the Orientation Session and conduct a one-on-one with each applicant. During the one-on-one session, if it is determined the applicant applied with our agency before, then the previous file is pulled and attached with the current file.
  - 1. Acceptable candidates will move on to the next step in the Background process—the Polygraph Examination.
  - 2. Unacceptable applicants will be disqualified and sent a disqualification email.
- g. Applicants for the position of Police Officer (Certified and Recruit) will be given their physical ability test dates and the psychological appointment with instructions that the Recruitment Coordinator (or designee) will contact the applicant within three (3) days upon successfully passing of the psychological exam to schedule the polygraph date.
- h. Applicants for the position of Communications Operator will be given their psychological appointment with instructions that the Recruitment Coordinator (or designee) will contact the applicant within three (3) days upon successfully passing of the Psychological Exam to schedule a Polygraph date.
- i. Applicants for the position of Public Service Aides will be given their physical agility test dates and their Polygraph appointments during the Orientation Session.
- j. The file is then issued to a background investigator, utilizing a rotating system to equitably distribute the workload. The Unit Commander may direct the specific issue of a file depending upon special circumstances or the requirement for special handling (sensitive files, time constraints, etc.).

As each applicant reports to the polygraph examination, **the Polygraph Examiner must check the form for completeness and accuracy and will initial the top right corner of the front page of the PDF to indicate that they have reviewed the PDF.**

- k. The applicant will then complete the Pre-Polygraph Questionnaire.

**DUTIES AND REPSONSIBLITIES OF MEMBERS**

- l. The polygraph examination is administered.
- m. Once the Examination Report/Answer Sheet is returned by the examiner, the Polygrapher submits it to a Unit Supervisor for review. The Unit Supervisor will then return the document to the Coordinator with instructions as to disposition.
- n. If upon successful completion of the background investigation phase, and if necessary, the applicant may be scheduled for the oral interview process. If the results of the Oral Interview are favorable, the applicant will be offered a Conditional Offer of Employment.

Re: Conditional Offer of Employment

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_:

It is my pleasure to extend to you a **Conditional Offer of Employment** for the position of \_\_\_\_\_ in the City of Miami Police Department.

This offer is contingent upon:

- Successful completion of the City of Miami drug test;
- Successful completion of the City of Miami medical examination;
- Successful completion of a psychological examination (Part II);
- Successful completion of the City of Miami background investigation (including but not limited to a criminal records check, verification education and/or employment, etc.).

Should you accept this offer, your compensation and benefits package will include the following:

- Annual Gross Salary of \_\_\_\_\_;
- Health Care Coverage;
- Life Insurance;
- Employee Pension Plan;
- Annual Leave (vacation; ill time; holidays; personal days; bereavement).

Should you decide to participate in the City’s health plan, premiums will be deducted from your annual gross salary on a pre-tax basis. The amount of these premiums is contingent upon factors such as individual versus family coverage and whether or not the plan you choose includes medical, vision, and/or dental coverage.

**DUTIES AND REPSONSIBILITIES OF MEMBERS**

As a City employee, you are **required** to participate in the City’s pension plan and contribute ten percent (10%) of your gross salary to this fund. This contribution is also deducted on a pre-tax basis, resulting in the reduction of your taxable income.

I acknowledge the receipt of the conditional offer of employment.

_____	_____
Signature (Candidate)	Date
_____	_____
Signature (Dept. Representative)	Date

- o. The psychological consultants will return reports to the Coordinator as to the results of the testing on each applicant.
  - 1. Upon receipt of confirmation of acceptability from the psychological consultants, the Coordinator may move the applicant to the next step. **All psychological reports will be forwarded to the applicant’s Investigator for inquiry into areas of concern.**
  - 2. Unacceptable candidates will not be officially disqualified until receipt of the written report.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS**

- p. Once the Background Investigation is satisfactorily completed, the Coordinator will review the file, ensuring all forms are notarized and completely filled out according to FDLE standards. When file meets the Coordinator's approval, the file is signed off and forwarded through for signatures from the chain of command.
  - q. During each phase of the processing, as appointments are completed, appropriate entries will be made in the Applicant Tracking System.
3. For non-sworn applicants, the procedures are similar, and are set forth as follows:
- a. The Interview Form (and, in some cases, the applicant) is referred to the Recruitment and Selection Unit from the Personnel Unit for the commencement of processing.
  - b. A file is opened and the essential data on the applicant is logged into the system.
  - c. The Coordinator will then conduct an orientation with the applicant on a one-to-one basis if the applicant is present, or will set multiple applicants for an Orientation Session.
  - d. Processing will conform to the steps outlined for sworn applicants with the following exceptions:
    - 1. No Psychological Test is required.
    - 2. No Physical Agility Test is required.
    - 3. Oral Interview, if required.
    - 4. EKG's are not scheduled.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

5. To maintain statistical data on processing for inclusion in necessary reports, as required (e.g., COINS Report, Reports to the City Commission, Department of Human Resources, etc.).
6. To discharge responsibility for necessary Certification Documentation in accordance with Florida Statute 943.13; this involves preparation and maintenance of all required documents for future inspection and review by the Florida Department of Law Enforcement, Division of Standards and Training.
7. Depending upon commitments within the Unit, they will be available for special assignments, to assist in the recruiting efforts and special details.

### D. Background Investigators

1. The investigator is primarily responsible for the examination of documents, collation, and summary of all the factors from an applicant's personal history, which is essential for consideration of that applicant's fitness for employment with the Miami Police Department. **(NOTE: While standard areas of investigation for applicants are included herein, they are not limiting to the investigator in exploring any avenues, which may be pertinent to the consideration of a candidate for employment.)**
2. Investigators who conduct background investigations will be trained in collecting required information and should include all local, state, and federal requirements. Investigators will have the knowledge, skills, and abilities to conduct a quality investigation. **(CALEA 31.5.2)**
3. Background Investigators assigned to recruitment will receive training in personnel matters, especially equal employment opportunity and key recruitment objectives. Training should include knowledge and skills in the following areas: City of Miami Police Department's recruitment needs and commitments, career opportunities, salaries, benefits, and training; applicable compliance guidelines; community needs (demographic data); cultural awareness; techniques of informal record keeping systems for candidate tracking; selection process; recruitment programs of other jurisdictions; characteristics that disqualify candidates; and medical requirements. **(CALEA 31.1.2)**
4. To conduct investigation according to the following steps:
  - a. The investigation begins when the applicant's file is issued by the Coordinator; the investigator checks to ensure that the required documents are included, and reviews for completeness, if not, then steps are taken to secure them.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS**

- b. The investigator completes requests for computer checks on the applicant to various information sources.
- c. Letters are forwarded to:
  - 1. Not less than three (3) personal references.
  - 2. Other police departments (for applicants from outside of Miami-Dade and Broward Counties).
  - 3. High schools or colleges attended, requesting transcripts.
  - 4. The appropriate branch of the armed forces for military records, if applicable.
  - 5. Past employers outside Miami-Dade or Broward Counties.
  - 6. Social Security Administration, if necessary.
  - 7. Credit checks.
- d. The investigator will contact past local employees personally or by phone and complete the Employment Reference Sheet. Additionally, the investigator will contact a minimum of three (3) personal references.
- e. Should the applicant be a candidate for employment at another Law Enforcement agency, past or present, the investigator will make a copy of the applicants file and should assist other Law Enforcement agency's investigators in exchanging relevant information in the applicant's file.
- f. Any evidence or facts pertinent to the investigation should be included in the file.
- g. Should an investigator uncover a violation of law by an applicant, or an open warrant, then the appropriate enforcement action will be taken.
- h. The Applicant Summary will be completed to show the total findings of the investigation and the completed file will be forwarded through the chain of command for review.
- i. During the course of, or after the investigation, the investigator will not discuss the status of the file with either the applicant or any person outside the chain of command of the Administration Division.

## DUTIES AND RESPONSIBILITIES OF MEMBERS

1. Any inquiries will be referred to a supervisor or commander of the Unit.
  2. The investigator will document any inquiry by completing an A.V.O. for inclusion in the file; the narrative will include the date, time, and person inquiring.
- j. Once the file is approved or disapproved, the investigator will have the appropriate forwarding memoranda completed for final disposition.
- k. As each stage of the investigation is completed, the investigator will make the appropriate entry on the Applicant Processing Form.
- l. Periodically, investigators are to maintain contact with applicants for all positions from initial application to final employment disposition with the status of their applications. Applicant contacts should be documented and logged—from initial application to final disposition. **(CALEA 31.3.3)**
- m. Investigators should be mindful that their role encompasses fact-finding functions in a low-profile mode in unmarked police vehicles. For that reason, investigators will:
1. Refrain from becoming involved in any enforcement activities unless directed by the Complaint Sergeant/Supervisor, an on-scene supervisor, or unless the exigency of the situation demands immediate action.
  2. Refrain from “going by” or volunteering for back-ups to line units or volunteering back-ups to line units on routine matters when other units are available, are already on a scene, or if no perceived emergency exists.
  3. The Background Investigator position requires a full duty police officer capable of performing full duty functions such as conducting in-the-field investigations, uniform recruitment drives, and the potential for engaging in a forcible arrest situation.
- n. No investigator, while operating an unmarked vehicle bearing no emergency equipment, should ever engage in pursuit of any vehicle, in accordance with current Departmental Policy, and should not attempt traffic enforcement activity unless imminent danger of death or serious bodily injury could come as a result of the investigator’s failure to perform any of the actions listed above.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS**

### **E. Clerical Staff**

1. The Typist Clerk II is responsible for providing the necessary clerical support for the Recruitment and Selection Unit.
2. Additionally, the primary telephone reception duties also lie with this staff.
3. Other duties include:
  - a. Typing all letters, memorandum, tables and reports, forms, and other material from copy or rough draft.
  - b. Verbally responding to telephone inquiries.
  - c. Maintaining tickler log, ensuring that assignment due dates are met.
  - d. Maintaining the chronological and departmental filing system.
  - e. Maintaining background file logs; closely monitoring outgoing/incoming flow of files.
  - f. Picking up and disseminating incoming/outgoing mail to appropriate destination.
  - g. Performing credit checks.
  - h. Preparing payroll.
  - i. Maintaining sufficient levels of office supplies to provide for uninterrupted function of the Unit.
  - j. Performing other work, as required.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

**RECRUITMENT AND SELECTION UNIT**  
**STANDARD OPERATING PROCEDURES**  
**PROGRAMS AND PROJECTS, OR FUNCTIONS**

A. PROGRAMS

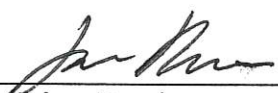
1. Planning for Sworn and Non-Sworn Processing to Maintain Budgeted Strength.
2. Ongoing Limited Backgrounds of All City Employees.
3. Activity Reporting (Policing by Objectives).

B. PROJECTS

N/A

C. FUNCTIONS

N/A

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



MIAMI POLICE DEPARTMENT/P.O. BOX 016777 / Miami, Florida 33101 / (305) 603-6100  
E-Mail Address: chief@police@miami-police.org



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP:** 1
- SUBJECT:** Training Requirements for Background Investigators
- PURPOSE:** To ensure the integrity, professionalism, and accountability of the agency by conducting thorough and objective investigations into the backgrounds of all prospective candidates for employment. This includes assessing their criminal history, financial responsibility, employment history, personal character, and overall suitability for a career in law enforcement.
- SCOPE:**
- I. Training Objectives
    - A. Equip background investigators with comprehensive knowledge of investigative techniques.
    - B. Ensure understanding of legal and ethical guidelines governing background investigations
    - C. Develop skills for assessing candidate suitability based on established criteria

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 1: **Training Requirements for Background Investigators**

II. Training Components

- A. When a new investigator is transferred into the Unit, they will receive the same training as above and will be enrolled in a background investigations course as soon as possible.
- B. Each investigator will become familiar with the selection criteria for each position contained in the Standard Operating Procedures (SOP's) and be guided by them in the conduct of each investigation.

III. Orientation

- A. Overview of the background investigation process.
- B. Introduction to the Miami Police Department's Recruitment and Selection SOP's, mission, and values.
- C. Review of the importance of background investigations in law enforcement.

IV. Legal and Ethical Considerations

- A. Training on applicable laws and regulations (e.g., FCRA, EEOC, ADA, HIPPA, and NDI guidelines).
- B. Ethical standards for conducting investigations, including confidentiality and bias avoidance.
- C. Understanding of candidates' rights and privacy concerns.

V. Investigative Techniques

- A. Instructions on effective interviewing techniques, including behavioral interviewing.
- B. Training on how to conduct thorough reference checks and verify information.
- C. Use of investigative tools and resources (e.g., databases, online searches).

VI. Risk Assessment

- A. Training on identifying red flags in candidate backgrounds (e.g., criminal history, financial issues).
- B. Assessment of personal character traits and suitability for law enforcement.

SOP 1:

## **Training Requirements for Background Investigators**

### VII. Report Writing

- A. Guidelines for writing clear, concise, and factual background investigation reports.
- B. Importance of accuracy and objectivity in documentation.
- C. Training on how to present findings to decision-makers and articulate concerns.

### VIII. Continuous Education

- A. Encouragement of ongoing professional development through training, workshops, seminars, and conferences.
- B. Access to updated resources and training materials as laws and best practices evolve.

### IX. Training Format

- A. Mentorship with experienced investigators.
- B. Evaluation and feedback sessions.

### X. Evaluation and Assessment

- A. To ensure effectiveness, the training program will include:
  - 1. Pre-training assessments to identify baseline knowledge.
  - 2. Post-training evaluations to measure knowledge acquisition and skills development.
  - 3. Regular feedback from participants to improve training content and delivery.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 2
- SUBJECT:** Overall Selection Guidelines for Sworn Officers and Civilian Employees.
- PURPOSE:** To provide criteria for the selection of Police Officers, Certified Police Officers, Detention Officers, and Public Service Aides.
- SCOPE:**
- I. The selection process of sworn personnel and Public Service Aides.
    - A. The Recruitment and Selection Unit will conduct a background investigation on every person seeking employment in or assignment to the Police Department, unless exempted by the Chief of Police.
    - B. Areas of concern to the Department will be investigated, as indicated.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



SOP 2: **Overall Selection Guidelines for Sworn Officers and Civilian Employees**

1. Criminal History:

A thorough background investigation shall be conducted in order to determine whether an applicant for a sworn position has committed (regardless of whether he was prosecuted) any act(s) that would constitute a felony or moral character violation, as defined by the Criminal Justice Standards and Training Commission (C.J.S.T.C.) and the Florida Administrative Code (F.A.C.) or if a civilian applicant has committed any criminal act (regardless of whether he was prosecuted) that would disqualify the applicant from employment with the Miami Police Department. Close consideration shall be given to the severity of each applicant's past criminal conduct, the amount of time that has transpired since the offense(s) in question was committed, the likelihood for the continuation or resurgence of criminal conduct subsequent to employment and the relationship between the offense(s) committed and the position for which the applicant is seeking employment. Applicants facing criminal charges, i.e., charges pending trial, or applicants who are on probation, parole, or any other form of supervised release shall not be recommended for hire until their supervised release has reached its conclusion and their pending case(s) reached a final disposition. All academy students, prior to commencing an entry-level training program, must have had within 90 days an appropriate documented criminal history records check. **(CALEA 31.4.2)**

2. Selection Process:

A. Depending on the job classification, the recruitment and selection process for police officers and civilian employees consist of: **(CALEA 31.4.1) (LE1)**

1. Orientation
2. Physical Abilities Test
3. Psychological Examination
4. Polygraph Examination
5. Background Investigation: traffic, criminal, credit history, moral character, community involvement.
6. Interview
7. Final Review/Consideration
8. Medical Examination

SOP 2: **Overall Selection Guidelines for Sworn Officers and Civilian Employees**

4. **Polygraph Examination:**  
A polygraph examination shall be solely conducted in order to ascertain an applicant's truthfulness and past conduct, which may have been in violation of any law(s); no applicant will be disqualified solely for responses normally indicative of deception, but reasonable efforts will be made to resolve areas of deception. **(CALEA 31.4.2, 31.5.5)**
  
3. **Substance Misuse:**  
The background investigation, polygraph, psychological and medical examinations shall seek to determine the degree of an applicant's prior use of illegal substances, if any, and/or toward assessing the chances of recurrence, should the applicant be employed. **(CALEA 31.4.2)**
  
4. **Psychological Examination:**  
To identify traits that emphasizes normal dimensions of behavior and personality functions. These dimensions will be measured in the following areas: adequate self-discipline and impulse control, anti-social behavior, admission to shortcomings and ability to be trusted as a team member, communication skills, stress tolerance, self-confidence, initiative, loyalty to organization, learning ability and work patterns. **(CALEA 31.4.2)**

SOP 2:

**Overall Selection Guidelines for Sworn Officers and Civilian Employees**

5. Employment History:  
To determine the stability, dependability, integrity and work ethic of each applicant in their prior employments. Indications of a pattern of poor performance in several employments (positions) held, terminations or resignations (in lieu of termination for cause) will be disqualifying factors. **(CALEA 31.4.2)**
6. Other Law Enforcement Agencies (Former or Current Officers):  
Applicants who have been terminated or resigned from a law enforcement agency(ies) must not have been pending disciplinary or other action at the time of their terminations or resignations. It shall be the burden of the applicant to show that they resigned in good standing from their previous agency. The investigator will contact each previous agency in order to review the applicant's work record and, if allowed to do so by the other agency, make a complete copy of the applicant's background file, personnel file, and Internal Affairs file (excluding any information protected by the Americans with Disabilities Act). Investigators shall also attempt to obtain a copy of the applicant's pre-employment file (excluding any information protected by the Americans with Disabilities Act) from any agency(ies) that did not hire the applicant.
7. Traffic History:  
An applicant's traffic history shall be researched in order to determine each applicant's level of maturity and safety consciousness in the operation of a motor vehicle. The extent of liability exposure to the City of Miami is a factor in assessing each candidate's traffic history.
8. Credit History:  
A careful analysis of the applicants' credit history shall be conducted in order to determine an applicant's level of maturity and responsibility in meeting financial obligations. Negative credit alone may not disqualify the applicant; however, other negative aspects in the applicant's profile may lead to the applicant's disqualification.
9. Educational Background:  
In addition to verifying the education credentials of applicants, consideration will also be given to whether the applicant was a disciplinary problem in school or if he was ever either suspended or expelled from an educational institution.
10. Moral Character:
  - I. Applicants for sworn positions must be certified through the State of Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, as being "of good moral

**SOP 2: Overall Selection Guidelines for Sworn Officers and Civilian Employees**

character,” as defined by Florida Statutes, the Florida Administrative Code, and the C.J.S.T.C. This trait is desirable in candidates for other positions within the Police Department, as well, due to the close interaction with sworn personnel and the sensitivity of information and items of value encountered daily. Therefore, candidates will be examined carefully to determine any patterns or history of significant thefts, sexual misconduct, past or current associations with persons engaged in criminal activity or other past or current objectionable associations or other serious deficits which may bring discredit or embarrassment to the Miami Police Department if repeated or revealed.

- II. The Florida Administrative Code, particularly Chapter 11B, outlines the standards and requirements for the training and certification of law enforcement officers in Florida. The Criminal Justice Standards and Training Commission (CJSTC), under the Florida Department of Law Enforcement (FDLE), is responsible for establishing these standards.

a) Definition:

- i. Moral Character: The set of qualities and traits that define an individual's ethical and moral standing, including integrity, honesty, responsibility, and respect for the law.

- III. According to the Florida Administrative Code, specifically Rule 11B-27.0011, the following moral character requirements must be met by individuals seeking employment as law enforcement officers: **(CALEA 31.4.2)**

a) Criminal Convictions:

- i. Applicants must not have been convicted of any felonies.
- ii. Applicants must not have been convicted of misdemeanors involving perjury or false statements.

b) Drug Use:

- i. Applicants must not have illegally used controlled substances or drugs within a specified timeframe (Refer to S.O.P. 16).

**SOP 2: Overall Selection Guidelines for Sworn Officers and Civilian Employees**

- c) Honesty and Integrity:
  - i. Applicants are expected to demonstrate a history of honesty and integrity. Any prior incidents of dishonesty or ethical misconduct can be grounds for disqualification.
  
- d) Employment History:
  - i. An applicant's employment history is assessed for stability and any instances of misconduct. Applicants who have been terminated for cause, particularly involving ethical violations, may be disqualified.
  
- e) Financial Responsibility:
  - i. Applicants should demonstrate financial responsibility. Issues such as bankruptcy or significant debt may be assessed in terms of overall judgment and reliability.
  
- f) Behavioral Standards:
  - i. The applicant's past behavior is evaluated. This includes any domestic violence incidents or other criminal behavior that may reflect poorly on their character.
  
- g) Background Investigations:
  - i. A thorough background investigation is conducted. This includes checks of criminal history, employment records, and interviews with references.
  
- h) Psychological Evaluation:
  - i. Applicants typically undergo psychological evaluations to determine their mental fitness for the duties of a law enforcement officer, which includes assessing their moral character.
  
- i) Community Involvement:
  - i. Engagement in community service or positive community relations can also reflect a candidate's character.

**IV. Conclusion:**

- a. The moral character requirements set forth by the Florida Administrative Code are designed to ensure that individuals who become police officers in Florida are not only

SOP 2: **Overall Selection Guidelines for Sworn Officers and Civilian Employees**

qualified but also possess the ethical standards and integrity necessary to perform their duties effectively and responsibly. These standards help maintain public trust and ensure that law enforcement officers serve as role models in their communities. The moral character assessment process is a critical component of the recruitment and selection of police officers in Florida. By adhering to this SOP, The Miami Police Department will ensure that it hires individuals who are not only qualified but also possess the integrity and ethical standards necessary for effective law enforcement.

11. Neighborhood Canvass:  
A canvass of the applicant's neighborhood shall be conducted to determine possible problems in the area of community relations.
12. Oral Interview:  
After final review of a file an applicant may be requested to attend an oral interview. This is not required for all applicants. The oral interview is only required if there are discrepancies, concerns and/or areas that need clarification.
13. Medical Examination:  
Medical examinations are conducted prior to appointment for all applicants (sworn and civilian positions). **(CALEA 31.5.6)** Applicants shall submit to a medical examination to determine (after a conditional offer of employment is extended) physical abnormalities, which may preclude an applicant from performing the required job task for the position they are seeking and to determine the presence of certain controlled substances in the applicant's system. The presence of such substances without authorization shall serve to disqualify the applicant. The Health Services Detail, through its medical consultant(s), has sole responsibility to qualify or disqualify applicants for medical reasons, based upon established medical standards.
14. Prior Disqualifications:  
Applicants who have been previously disqualified from selection must wait at least one (1) year from the date of the disqualification memo prior to being reconsidered for employment with the Miami Police Department. However, it shall be waived for applicants who are disqualified solely for failing the physical agility test.

SOP 2: **Overall Selection Guidelines for Sworn Officers and Civilian Employees**

15. Prior Disqualifications by Other Agencies:  
Applicants who have been disqualified by three (3) or more law enforcement agencies within one (1) year of application. However, it shall be waived for applicants who have been **Not Selected** by other agencies due to lack of positions available and/or better qualified applicants. Additionally, this policy will be waived to those applicants who have been disqualified by other agencies based on department policy (i.e. tattoos, smoking and/or failing the physical agility test).
16. The duration of the selection process may range anywhere from two (2) to eight (8) months. This is dependent upon the individual applicant's cooperation, life experience, and ability to pass the above stages expeditiously.
17. Reapplication Process:  
Upon being disqualified from the process, the applicant will receive a disqualification email. The email states that the City of Miami Police Department is unable to extend an offer of employment at this time. Additionally, the email includes contact information to the Recruitment and Selection Unit in the event the applicant desires more information concerning their file or request a disqualification hearing.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

**SOP** 3

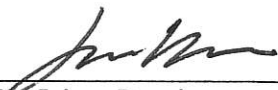
**SUBJECT:** Selection Process for Police Officers

**PURPOSE:** To establish procedures for the processing, investigation, and selection of Police Officers:

**SCOPE:** I. Application Phase

A. The applicant must apply to the Department of Human Resources Services, with the following documentation: (CALEA 31.4.1 (LE1), 31.4.2)

1. Be 19 years of age at the time of application.
2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13)

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024  
Effective Date



**Selection Process for Police Officers**

4. **Basics Abilities Test:** As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate's degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. Any other candidate must take the Basic Abilities Test (B.A.T.).
5. Have or qualify for a valid Florida operator's license (F.S. 943.13)
6. Be a United States citizen. (F.S. 943.13)
7. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
8. Be of good moral character (F.S. 943.13)
9. Not have been dishonorably discharged from the military (F.S. 943.13).

**II. Overall Selection Process**

A. The recruitment and selection process for police officers will consist of: **(CALEA 31.4.1) (LE1)**

1. Orientation
2. Physical Abilities Test
3. Psychological Examination
4. Polygraph Examination
5. Background Investigation
6. Interview
7. Final Review/Consideration
8. Medical Examination
9. Conditional Offer of Employment

**Selection Process for Police Officers**

III. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants' scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether or not the applicant should be allowed to continue.
  - 1. Applicants who fail to submit their PHQ will be contacted by their background investigator via telephone and email; their efforts will be logged in their Investigator's Activity Sheet.
- D. Prior to the orientation, all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, and, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any opened warrants.
- E. Similarly, those who fail to appear for the orientation session (without calling in advance or immediately thereafter) to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file, marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- F. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed

SOP 3:

**Selection Process for Police Officers**

for their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without a prior excused cancellation will be disqualified from the process.

- G. Applicants are informed via e-mail of all applicable elements of the recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing and reevaluation, if not selected.
- H. All the necessary forms are completed at the orientation session.
- I. Applicants who attend the orientation session and meet eligibility requirements will be provided a schedule with three (3) physical abilities dates and times.
- J. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant into the tracking system and each stage of their process will be updated as it occurs.

III. **Physical Abilities Test Procedures**

- A. The candidate will be given a Physician's Authorization Release Waiver form, which must be signed by a licensed physician prior to the applicant's first attempt of the physical ability test.
- B. The candidate will receive three (3) scheduled Physical Abilities test dates. Their first attempt will be scheduled two (2) weeks after orientation (dates may be modified at the discretion of the unit Commander).
- C. Applicants who pass their physical abilities test will be scheduled for their psychological and polygraph exam prior to dismissal from the physical agility testing site. (Listed testing can be modified at Unit Commander's discretion)

**Selection Process for Police Officers**

- D. Applicants who fail the physical abilities test will be given two (2) more attempts; each attempt will be one (1) week after the previous attempt. If the applicant fails to pass the physical agility test, they will be disqualified from further processing.
- E. Any failure to attend a scheduled physical agility test shall be counted as one (1) failed attempt.

IV. Psychological Examination Procedures

- A. Emotional Stability/Psychological Fitness Examinations: an emotional stability and psychological fitness examination of each candidate for a sworn position is conducted and assessed by a qualified professional prior to appointment. (CALEA 31.5.7) (LE1)
- B. The results of the psychological exam will be forwarded in writing to the Recruitment and Selection Unit with rating of either "SUITABLE" or "UNSUITABLE." The exam will be reviewed by the investigator or supervisor.
- C. All candidates will be limited to one (1) attempt only at receiving a "SUITABLE" rating on the psychological examination within 365 days.
- D. Applicants who have received an "UNSUITABLE" rating on their psychological examination with the City's contracted psychological consultant within one (1) year for the City of Miami Police Department, must wait one (1) year from the date of their last examination, before being eligible for a psychological examination for the Miami Police Department. Those applicants who received a "SUITABLE" rating from the City's contracted psychological consultant for another law enforcement agency may be scheduled.
- E. Only those candidates rated "SUITABLE" will be considered eligible to continue in the background process and can proceed to the next step.

**Selection Process for Police Officers**

V. Polygraph

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are “No Deception.” If the results are “Deception Indicated” or “Inconclusive,” then the applicant must be re-examined, if applying for another position.

VI. Background Investigation Procedures

- A. The preliminary investigation begins prior to orientation.
- B. The investigation is conducted in accordance with guidelines set forth in the Standard Operating Procedures for each sworn officer. All avenues of the investigation will be explored if pertinent to the applicant’s fitness for the position they are seeking.
- C. The goal of the investigation is to determine to the best extent possible—if the applicant is “...of good moral character” as required by F.S. 943.13(7) and Florida Administrative Code (FAC) 11B-27.0011.

**Selection Process for Police Officers**

VII. Interview Procedures

- A. After final review of a file, an applicant may be requested to attend an interview, which would be conducted and directed by Human Resources.

VIII. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
  - 1. The Applicant Summary is prepared with a recommendation to hire or not to hire, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
  - 2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
  - 3. The Unit Supervisor reviews the file for completeness with a recommendation to hire or not to hire, then sends it through the chain of command.
  - 4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander. The final recommendations to hire requires the approval of the Administration Division Chief.

**Selection Process for Police Officers**

IX. Medical Procedures

A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility. **(CALEA 31.5.6)**

X. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami

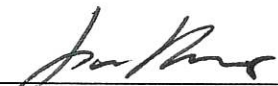


ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURE

- SOP** 4
- SUBJECT:** Procedures for the Selection of Former Police Officers Seeking Re-Employment.
- PURPOSE:** To establish guidelines, criteria, and procedures to cover the selection of former Police Officers.
- SCOPE:**
- I. Processing Procedures
    - A. The former Police Officer will submit a request in writing to the Chief of Police, stating the desire to return to employment, affirming that they left in good standing.
    - B. After being approved by the Chief of Police, the applicant shall be placed on the re-employment list, provided the former Police Officer is still certified as a Police Officer with the State of Florida. The re-employment list shall be considered separate from the eligibility list for new hires. Those on the rehire list may be hired by the Chief of Police as openings occur without regard to the eligibility list.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 4: Procedures for the Selection of Former Police Officers Seeking Re-Employment

II. Investigation Procedures

- A. The selection criteria shall be the same as a Police Officer applicant.
- B. The former officer's personnel records will be reviewed, and their work record at the department will be summarized chronologically on a standard memorandum (red line).
- C. A review of their Internal Affairs record will be included in their background file.
- D. Additionally, checks will be made with the State Attorney's Office, FDLE, DEA, FBI, NDI, and ATF to determine if there are any pending investigations on the applicant.
- E. The **investigator** will contact the FDLE, Division of Standards and Training to determine if any additional training will be required should the applicant be rehired. The appropriate entry will be made on the memorandum to be forwarded to the Policy Review Committee (PRC).
- F. Once the file is completed, it will be submitted for review through the chain of command in the customary manner.
- G. The Coordinator(s) will then forward a copy of the qualifying memorandum to the Training Unit, if additional training is required.
- H. In any event, the applicant will be notified by mail of the decision.
- I. All hired officers will be returned to employment, if approved, at such time as is consistent with departmental needs, and will be returned at the rank of Police Officer, regardless of the rank previously held.
- J. All former Police Officers will be assigned based on the needs of the department.

SOP 4: **Procedures for the Selection of Former Police Officers Seeking Re-Employment**

- K. If the time elapsed exceeds three (3) years between the date of resignation and the initial request for reinstatement, the former officer must follow the same procedures established for ordinary applicants for hire, (i.e., application at the Department of Employee Relations, testing, and certification on an eligible register).

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 5
- SUBJECT:** Selection Process for Certified Police Officers
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Police Officers.
- SCOPE:**
- I. Application Phase
    - A. The applicant must apply to Miami.gov and create an online profile. All applicants must upload all required documents:
      1. Be 19 years of age at the time of application and submit a copy of birth certificate.
      2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
      3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13)

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 5:

**Selection Process for Certified Police Officers**

4. Have a valid Florida operator's license (F.S. 943.13)
  5. Be a United States citizen. (F.S. 943.13) and submit a birth certificate, naturalization certification or valid U.S. passport reflecting U.S. citizenship.
  6. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
  7. Be of good moral character (F.S. 943.13(7), FAC 11B-27.0011).
  8. Not have been dishonorably discharged from the military (F.S. 943.13).
- B. Employment applicant forms must have all areas completed to be an acceptable document. Applicants who do not upload all required documents will be automatically rejected by the online system.

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator or their designee will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 5:

**Selection Process for Certified Police Officers**

1. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an AVO will be placed in the file marked "NO SHOW" and the file will be stored. No further notification shall be made.
- 
- D. Prior to the orientation session, the names, and dates of birth of all candidates scheduled to attend will be run through FCIC, NCIC, Miami Police Department records and the Miami-Dade Police Department information systems to determine criminal past or any open warrants; appropriate action will be taken at the orientation session. This procedure may be modified as required, depending upon time constraints.
  - E. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicant's scheduled orientation. The investigator will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit Supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
  - F. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed complete their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.

SOP 5:

**Selection Process for Certified Police Officers**

- G. The applicants are informed via email and phone of all applicable elements of the recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing, and reevaluation if not selected
- H. All of the necessary forms are completed at the orientation session.
- I. Applicants who attend the orientation session and meet eligibility requirements will be provided a physical ability schedule. Upon passing the physical ability test, the applicant will be scheduled for the psychological and polygraph examinations.
- J. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant and each stage of their processing will be updated as it occurs.
- K. Applicants that are rated "SUITABLE" on the pre-conditional psychological examination will be scheduled for a pre-employment polygraph examination.

III. Polygraph Procedures

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and the applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.

SOP 5:

**Selection Process for Certified Police Officers**

- F. Polygraph results are valid for one 6 months of date of exam if the results are “No Deception.” If the results are “Deception Indicated” or “Inconclusive,” then the applicant must be re-examined if applying for another position.

IV. Psychological Examination Procedures

- A. Only those candidates rated as “SUITABLE” will be considered eligible to continue in the background process. All others will be immediately disqualified from further consideration.
- B. The results will be forwarded in writing to the Recruitment and Selection Unit with rating of either “SUITABLE” or “UNSUITABLE.”
- C. All candidates will be limited to one (1) attempt **only** at receiving a “SUITABLE” rating on the psychological examination within 365 days.
- D. Applicants who have received an “UNSUITABLE” rating on their psychological examination with the City’s contracted psychological consultant within one (1) year for the City of Miami Police Department must wait one (1) year from the date of their last examination before being eligible for a psychological examination for the City of Miami Police Department. Those applicants who received a “SUITABLE” rating from the City’s contracted psychological consultant for another law enforcement agency may be scheduled.

V. Physical Ability Test Procedures

- A. The candidate will be given a Physician’s Authorization Release Waiver with the Physical Agility Task to be completed by a licensed physician prior to their first attempt of the Physical Agility test.
- B. The candidate will receive three (3) scheduled Physical Agility test dates during the orientation session. Their first attempt will be scheduled two (2) weeks after orientation (dates may be modified due to time constraints).
- C. Applicants who fail the physical agility test will be given two (2) additional attempts; each attempt will be one (1) week after the

SOP 5:

**Selection Process for Certified Police Officers**

previous attempt. If the applicant fails to pass the physical agility test, then they are disqualified from further processing.

- D. Each date that the applicant fails to attend their scheduled physical agility test will count as one (1) attempt.

VI.

**Background Investigation Procedures**

- A. The investigation process begins at the orientation session.
- B. The investigation is conducted in accordance with procedures set forth in the Standard Operating Procedures for each job classification. All avenues of the investigation will be explored if pertinent to the applicant's fitness for the position they are seeking.
- C. The goal of the investigation is to determine if the applicant is "...of good moral character" as required by F.S. 943.13.

VII.

**Interview Procedures**

- A. After final review of a file, an applicant may be requested to attend an interview, which would be conducted and directed by Human Resources.

VIII.

**Final Review Phase**

- A. The file is completed and prepared for final consideration at the Unit level:
1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).

SOP 5

**Selection Process for Certified Police Officers**

2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
3. The Unit Supervisor reviews the file for completeness with a recommendation to hire or not to hire, then sends it through the chain of command.
4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander. The final decision for recommendation to hire requires the approval of the Division Chief.
5. If an applicant is self-sponsored in the police academy and fails the state exam three (3) times, they will be disqualified from the process.

IX **Medical Procedures**

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the Medical Facility.

X. **Qualification Procedures**

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 6
- SUBJECT:** Selection Process for Reserve/Auxiliary Officers
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Police Officers.
- SCOPE:**
- I. Application Phase
    - A. The applicant must apply to the Department of Employee Relations, with the following documentation:
      1. Be 19 years of age at the of application.
      2. Have graduated from an accredited high school or its equivalent (GED); proof of education must be submitted at the time of application. (F.S. 943.13)
      3. Be a resident of the State of Florida or intend to reside in Florida (F.S. 943.13).

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



SOP 6: **Selection Process for Reserve/Auxiliary Officers**

1. **Basics Abilities Test:** As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate's degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. Any other candidate must take the Basic Abilities Test (B.A.T.)
2. Have or qualify for a valid Florida operator's license (F.S. 943.13)
3. Be a United States citizen. (F.S. 943.13)
4. Not have been convicted of any felony or misdemeanor involving perjury, making a false document (F.S. 943.13), or moral turpitude, as the term is commonly defined by law.
5. Be of good moral character (F.S. 943.13)
6. Not have been dishonorably discharged from the military (F.S. 943.13).

II. **Referral Phase for Processing (Orientation)**

- A. Names will be referred to the Recruitment and Selection Unit by the Community Relations Section Commander.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

- D. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit Supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
1. Applicants who fail to submit their P.H.Q. will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.
- E. Prior to the orientation, all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, and, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- F. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- G. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed for their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without a prior excused cancellation will be disqualified from the process.
- H. Applicants are informed via e-mail of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.
- I. All the necessary forms are completed at the orientation session.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

- J. Applicants who attend the orientation session and meet eligibility requirements will be given three physical agility dates.
- K. Following the orientation session, the Coordinator or designee will log in the initial data on each applicant into the tracking system and each state of their processing will be updated as it occurs.
- L. Applicants who are rated "SUITABLE" on the pre-conditional psychological examination will be scheduled for a pre-employment polygraph examination.

III. **Polygraph Procedures**

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are "No Deception." If the results are "Deception Indicated" or "Inconclusive," then the applicant must be re-examined, if applying for another position.

IV. **Psychological Examination Procedures**

- A. Only those candidates rated as SUITABLE will be considered eligible to continue in the background process. All others will be immediately disqualified from further consideration.

- B. The results will be forwarded in writing to the Recruitment and Selection Unit with rating of either SUITABLE or UNSUITABLE.

SOP 6: **Selection Process for Reserve/Auxiliary Officers**

- C. All candidates will be limited to one (1) attempt **only** at receiving a “SUITABLE” rating on the psychological examination within 365 days. (Rev. 21 July 98)
- D. Applicants who have received an “UNSUITABLE” rating on their psychological examination with the City’s contracted psychological consultant within one (1) year for the City of Miami Police Department must wait one (1) year from the date of their last examination before being eligible for a psychological examination for the City of Miami Police Department. Those applicants who received a “SUITABLE” rating from the City’s contracted psychological consultant for another law enforcement agency may be scheduled.

V. Physical Abilities Test Procedures

- A. The candidate will be given a Physician’s Authorization Release Waiver form, which must be signed by a licensed physician prior to the applicant’s first attempt of the physical abilities test.
- B. The candidate will receive three (3) scheduled Physical Abilities test dates. Their first attempt will be scheduled two (2) weeks after orientation (dates may be modified at the discretion of the unit Commander).
- C. Applicants who pass their physical abilities test will be scheduled for their psychological and polygraph exam prior to dismissal from the physical agility testing site. (Listed testing can be modified at Unit Commander’s discretion.)
- D. Applicants who fail the physical abilities test will be given two (2) more attempts; each attempt will be one (1) week after the previous attempt. If the applicant fails to pass the physical agility test, he is disqualified from further processing.
- E. Any failure to attend a scheduled physical agility test shall be counted as one (1) failed attempt.

SOP 6: Selection Process for Reserve/Auxiliary Officers

VI. Background Investigation Procedures

- A. The investigation process begins at the orientation session.
- B. The investigation is conducted in accordance with procedures set forth in the Standard Operating Procedures for each job classification. All avenues of the investigation will be explored if pertinent to the applicant's fitness for the position they are seeking.
- C. The goal of the investigation is to determine if the applicant is "of good moral character" as required by F.S. 943.13 and F.A.C., 11B-27.0011.

VII. Interview Procedures

- A. After final review of a file, an applicant may be requested to attend an interview, which would be conducted and directed by Human Resources.

VIII. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
  - 1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
  - 2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
  - 3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander with a recommendation to approve or disapprove.

SOP 6      **Selection Process for Reserve/Auxiliary Officers**

4.      The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

IX      **Medical Procedures**

- A.      The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility.

X.      **Qualification Procedures**

- A.      A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B.      If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

**SOP**

7

**SUBJECT:**

**Selection Process for Public Service Aides.**

**PURPOSE:**


To establish procedures for the processing, investigation, and selection of Public Service Aides.

**SCOPE:**

I. Application Phase

A. The applicant must apply to City of Miami website and meet the below criteria:

1. Be 18 years of age at the time of application.
2. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
3. Be a resident of the State of Florida or intend to reside in Florida.
4. Have or qualify for a valid Florida operator's license.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



SOP 7: **Selection Process for Public Service Aide**

III. **Orientation**

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.
- D. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicant's scheduled orientation. The investigator will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit Supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
  - 1. Applicants who fail to submit their PHQ will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.
- E. Prior to the orientation all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, and, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- F. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- G. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed for their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without a prior excused cancellation will be disqualified from the process.

SOP 7: **Selection Process for Public Service Aide**

- H. Applicants are informed via e-mail of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.
- I. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of their processing will be updated as it occurs.
- J. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

IV. **Polygraph Procedures**

- A. The applicant completes the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in as soon as practical and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and the applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are "No Deception." If the results are "Deception Indicated" or "Inconclusive," then the applicant must be re-examined if applying for another position.

V. **Background Investigation Procedures**

- A. The investigation process begins at the orientation session.
- B. The investigation is conducted in accordance with procedures set forth in the Standard Operating Procedures for each job classification. All

SOP 7:        **Selection Process for Public Service Aide**

avenues of the investigation will be explored if pertinent to the applicant's fitness for the position they are seeking.

- C. The goal of the investigation is to determine if the applicant is "...of good moral character" as required by F.S. 943.13.

VI.        **Interview Procedures**

- A. After final review of a file, an applicant may be requested to attend an interview, which would be conducted and directed by Human Resources.

VII        **Final Review Phase**

- A. The file is completed and prepared for final consideration at the Unit level:
  - 1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
  - 2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
  - 3. The Unit Supervisor reviews the file for completeness with a recommendation to hire or not to hire, then sends it through the chain of command.
  - 4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander. The final decision for recommendation to hire requires the approval of the Division Chief.
  - 5. If an applicant is self-sponsored in the police academy and fails the state exam three (3) times, they will be disqualified from the process.

SOP 7: **Selection Process for Public Service Aide**

VIII **Medical Procedures**

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the Medical Facility.

IX. **Qualification Procedures**

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 8
- SUBJECT:** Selection Process for Property Specialist
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Property Specialist.
- SCOPE:**
- I. Application Phase
    - A. Applicants must apply through the City of Miami website and submit all required documentation for the position.
    - B. Applicants are informed, via email of all applicable elements of the selection process. The applicant will be informed of the expected duration of the selection process, the conditions, and procedures for re-application, re-testing, and re-evaluation if not selected.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



**SOP 8: Selection Process for Property Specialist**

- C. Each person applying must:
  - 1. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
  - 2. Be of good moral character.
  - 3. Not have been discharged from the military under dishonorable conditions.
  - 4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Orientation

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on the candidates containing the preliminary forms required for the orientation session.
- B. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.
- C. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether the applicant should be allowed to continue
  - 1. Applicants who fail to submit their PHQ will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.

**SOP 8: Selection Process for Property Specialist**

- D. Prior to the orientation all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, and, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- E. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- F. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed complete their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.
- G. Applicants are informed via e-mail of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.
- H. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.
- I. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

**II. Polygraph Procedures**

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.

**SOP 8: Selection Process for Property Specialist**

- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are "No Deception." If the results are "Deception Indicated" or "Inconclusive," then the applicant must be re-examined, if applying for another position.

**IV. Background Investigation Procedures**

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.
- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine--to the best extent possible--if the applicant is of good moral character.

**V. Final Review Phase**

- A. The file is completed and prepared for final consideration at the Unit level:

**SOP 8: Selection Process for Property Specialist**

1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander with a recommendation to approve or disapprove.
4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

**VI. Medical Procedures**

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility.

**VII. Qualification Procedures**

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

SOP

9

SUBJECT:

Selection Process for Crime Scene Investigator I


PURPOSE:

To establish a standardized, fair, and efficient process for recruiting, selecting, and onboarding qualified Crime Scene Investigators (CSIs) to ensure that the agency is staffed with skilled professionals capable of effectively collecting and analyzing evidence at crime scenes.

SCOPE:

I. Application Phase

- A. The applicant must apply to the City of Miami website and must provide all necessary documentation their position requires.
- B. The Department of Human Resources will screen applications and resumes for minimum qualifications and relevant experience.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/18/2024  
\_\_\_\_\_  
Effective Date



**SOP 9: Selection Process for Crime Scene Investigator**

C. Each person applying must:

1. Meet minimum educational requirements and experience for this position.
2. Be of good moral character.
3. Not have been discharged from the military under dishonorable conditions.
4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.
- D. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
  1. Applicants who fail to submit their P.H.Q. will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.

**SOP 9: Selection Process for Crime Scene Investigator**

- E. Prior to the orientation, all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- F. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- G. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms for their backgrounds. In addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.
- H. Applicants are informed via e-mail of all applicable elements of the recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.
- I. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

**SOP 9: Selection Process for Crime Scene Investigator****III. Polygraph Procedures**

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are "No Deception." If the results are "Deception Indicated" or "Inconclusive," then the applicant must be re-examined, if applying for another position.

**IV. Background Investigation Procedures**

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.
- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant's fitness for the position.
- C. The goal of this investigation is to determine--to the best extent possible—if the applicant is of good moral character.

**SOP 9: Selection Process for Crime Scene Investigator****V. Final Review Phase**

- A. The file is completed and prepared for final consideration at the Unit level:
1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
  2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
  3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander with a recommendation to approve or disapprove.
  4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

**VI. Medical Procedures**

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility.

**SOP 9: Selection Process for Crime Scene Investigator**

VIII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.
  
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 10
- SUBJECT:** Process for Civilian Position (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911 Operator (Emergency Call-Taker)).
- PURPOSE:** To establish procedures for the processing, investigation, and selection of civilian employees.
- SCOPE:** I. Selection Process:
- A. The recruitment and selection process for police officers will consist of: (CALEA 31.4.1) (LE1)
1. Orientation
  2. Polygraph Examination
  3. Background Investigation
  4. Interview
  5. Final Review/Consideration
  6. Medical Examination
  7. Conditional Offer of Employment

Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024

Effective Date



SOP 10: **Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911 Operator (Emergency Call-Taker)).**

II. Application Phase

- A. Applicants must apply through the City of Miami website and submit all required documentation for the position.
- B. Applicants are informed, via email of all applicable elements of the Selection Process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for re-application, re-testing, and re-evaluation if not selected.
- C. Each person applying must:
  - 1. Have graduated from an accredited high school or its equivalent (G.E.D.); proof of education must be submitted at the time of application.
  - 2. Not have been discharged from the military under dishonorable conditions
  - 3. Be of good moral character.
  - 4. Pass a medical examination administered by a licensed physician, to include a drug screen for substance abuse and an EKG.

**SOP 10: Process for Civilian Position within the Miami Police Department.  
(Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911  
Operator (Emergency Call-Taker)).**

II. Referral Phase for Processing (Orientation)

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on each candidate.
- B. The background file will contain the preliminary forms that are required for the orientation session.
- C. All candidates referred to the Recruitment and Selection Unit will be notified to attend an orientation session at a specified date and time.
- D. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
  - 1. Applicants who fail to submit their P.H.Q. will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.
- E. Prior to the orientation all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, and, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- F. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an AVO will be placed in the file marked NO SHOW and the file will be stored away. No further notification shall be made.

**SOP 10: Process for Civilian Position within the Miami Police Department.  
(Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911  
Operator (Emergency Call-Taker)).**

- G. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed complete their backgrounds, in addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.
- H. Applicants are informed via e-mail of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.
- I. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.
- J. Following the session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.
- K. Those applicants who clear the orientation session will be scheduled for a polygraph examination.

III. Polygraph Procedures

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination

**SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911 Operator (Emergency Call-Taker)).**

reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.

- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are “No Deception.” If the results are “Deception Indicated” or “Inconclusive,” then the applicant must be re-examined, if applying for another position.

IV. Background Investigation Procedures

- A. The final investigation process begins after the polygraph report is reviewed and the file is assigned to a background investigator.
- B. The investigation is conducted in accordance with procedures set forth for each classification. All avenues of investigation will be explored, if pertinent to the applicant’s fitness for the position.
- C. The goal of the investigation is to determine—to the best extent possible—if the applicant is of good moral character.

V. Final Review Phase

- A. The file is completed and prepared for final consideration at the Unit level:
  - 1. The Applicant Summary is prepared, with a recommendation to approve or disapprove, for presentation to the Unit Supervisor; all

**SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911 Operator (Emergency Call-Taker)).**

applicants will be submitted for consideration, if not automatically disqualified in accordance with this S.O.P.

2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
3. The Unit Supervisor reviews the summary and file for completeness and refers it to the Unit Commander with a recommendation to approve or disapprove.
4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander. The final decision for recommendations to hire requires the approval of the Division Chief.

VI. Medical Procedures

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility.

VII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Miami Police Department, Personnel Unit to notify the candidate.

**SOP 10: Process for Civilian Position within the Miami Police Department. (Excluding Public Service Aides, Property Specialist, Crime Scene Investigator and 911 Operator (Emergency Call-Taker)).**

- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

- SOP** 11
- SUBJECT:** **Background Investigations on Transferred, Promoted or Service Personnel within the Miami Police Department**
- PURPOSE:** To establish guidelines for conducting background investigations on civilian applicants for employment with the Miami Police Department.
- SCOPE:**
- I. Individuals Covered by these Procedures
    - A. New civilian applicants for employment within the Miami Police Department.
    - B. Employees who are transferring or being promoted and will be working within the Miami Police Department.
    - C. Exceptions to this order shall be service personnel who are present in the building for a short time (such as contractors, etc.).

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



**SOP 11: Background Investigations on Transferred, Promoted or Service Personnel within the Miami Police Department**

II. Procedures

- A. The background investigation will be the same as a sworn applicant, except that the following shall not be conducted:
  - 1. Psychological Examinations (only 911 Operators (Emergency Call-Takers))
  - 2. Neighborhood Checks
  - 3. Driver License Checks
  - 4. Physical Ability Tests
  - 5. BAT Results
- B. Current City employees transferred to or promoted within the Police Department to a non-sworn position will only be required to undergo a toxicology screen unless required due to the physical demands of the position or it involves public safety. Under such circumstances, the employee will be required to undergo both a toxicology screen and a physical examination.
- C. Certain documents will not be required, such as:
  - 1. Proof of liability insurance
  - 2. Naturalization certificate numbers
  - 3. Valid Florida driver license (unless the position requires the operation of a City of Miami vehicle).
- D. In the case of contractual service personnel, such as janitorial staff or cafeteria workers, the scope of the investigation shall be limited, unless otherwise directed.
- E. Whenever an area of possible concern is disclosed by the background investigation, the Chief of Police or designee will be advised as soon as possible.
- F. Exceptions to this S.O.P. will be made at the discretion of the Division Chief or designee.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 12
- SUBJECT:** Selection of Police Chaplains
- PURPOSE:** To establish criteria and procedures for the selection of Police Chaplains.
- SCOPE:**
- I. Structure and Purpose
    - A. Miami Police Chaplains form a group of multid denominational ordained clergy who provide the individual members of the Department with counseling, consolation, and other forms of spiritual crisis intervention.
    - B. They are characterized by:
      1. Voluntary participation in the program.
      2. Full ordination by the participants' religious order.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



**SOP 12: Selection of Police Chaplains**

C. Special exceptions to processing include:

1. EKG's are not required.

D. All procedures and criteria normally followed for other classifications will be adhered to. The sensitivity of this position, training, and ordination credentials will be verified and great attention will be directed to the applicant's moral character.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

SOP

13

SUBJECT:

**Background Investigations on ALL Prospective or Current City of Miami employees of other departments.**

PURPOSE:

To establish guidelines for conducting a background investigation on prospective and current City of Miami employees of other departments, inclusive of Director and Assistant Directors, as required by City Resolution 78-110.

SCOPE:

I. Limits

- A. The background investigation process is coordinated by the Department of Human Resources in accordance with agreement between the Director of Human Resources and the Chief of Police.
- B. The scope of the investigation is limited, due to provisions of applicable state and federal law.

Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024

Effective Date



**SOP 13: Background Investigation on ALL prospective or Current City of Miami Employees of other Departments:**

II. Selection Process:

- A. The background investigation process will specify reporting procedures for the Department of Human Resources, specifying the investigative areas found. **(CALEA 31.4.1) (LE1)**

III. Procedures

- A. Subjects of Investigation will complete a City of Miami "Request for Background Investigation" form, which will be forwarded to the Recruitment and Selection Unit from the Department of Human Resources.
- B. The document will also be accompanied by a resume, if applicable, which contains information necessary to complete the background investigation.
- C. Once completed, the investigation is summarized on the standard form and forwarded through channels to the Department of Human Resources for final disposition. Any negative or questionable information that is developed will be relayed at the earliest opportunity to the responsible staff at the Department of Human Resources. The date and person notified will be included on the summary.
- D. The completed file and record of each candidate's background investigation will be maintained in the Recruitment and Selection Unit.

**SOP 13: Background Investigation on ALL prospective or Current City of Miami Employees of other Departments:**

IV. Investigative Areas

A. Record Checks

1. Miami-Dade Police Department Criminal Record Check

B. For Directors and Assistant Directors or other applicants as directed by the Department of Human Resources, these additional areas will be investigated:

1. Past Employments (previous 10 years)
2. Educational credentials (verification of degree claimed)
3. Credit History
4. Follow-up, to explore leads developed of an extraordinary nature, which may produce relevant information needed about the subject.

# City of Miami

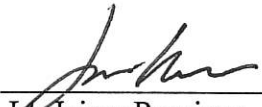


ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 14
- SUBJECT:** **Background Investigations on Summer Workers and College Interns**
- PURPOSE:** To establish guidelines for conducting background investigations on summer workers and college interns.
- SCOPE:**
- I. Policy
    - A. It is the policy of Miami Police Department to complete criminal checks (a soft check) on all individuals who will have access within the police compound.
  - II. Procedures
    - A. All criminal checks that are normally conducted on civilian candidates shall be conducted on summer workers and college interns.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024  
\_\_\_\_\_  
Effective Date



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 15
- SUBJECT:** A.D.A. Compliance in Background Investigations
- PURPOSE:** To ensure that background investigations conducted by the Miami Police Department are in compliance with the Americans with Disabilities Act (A.D.A.) and are promoting equitable treatment and safeguarding the rights of applicants with disabilities.
- SCOPE:**
- I. Policy:
    - A. The Miami Police Department is committed to providing equal employment opportunities to all individuals, including those with disabilities. Background investigations must be conducted in a manner consistent with A.D.A. requirements, ensuring that applicants are not discriminated against due to their disabilities.
  - II. Definitions:
    - A. Americans with Disabilities Act (A.D.A.): a civil rights law that prohibits discrimination against individuals with disabilities.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 15:

**A.D.A. Compliance in Background Investigations**

- B. Disability: a physical or mental impairment that substantially limits one or more major life activities
- C. Reasonable Accommodation: modifications or adjustments to a job or the work environment that enables a qualified applicant with a disability to participate in the application process.
- D. Applicants shall provide the Recruitment and Selection Unit a copy of their certificates of Compliance from the Florida Department of Law Enforcement, Division of Standards and Training.
- E. All applicants shall provide a copy of the Officer Certification Examination, pursuant to Florida Statute 943.17.

III. Processing Procedures:

- A. The investigator will make copies of the applicant's background file, personnel file, and Internal Affairs file from each agency(ies) they have worked or applied.
- B. Candidates who are recommended for hire will follow the same final review phase as police officer applicants.

IV. Responsibilities:

- A. Evaluate applicants based on their qualifications and their ability to perform the essential job functions, not on assumptions about their disabilities.
- B. Investigators should be aware of possible disabilities that may affect applicants and how to address them appropriately.
- C. Ensure adherence to the A.D.A. guidelines during the investigation process.
- D. Ensure that no applicant is disqualified solely based on their disability unless it **directly** affects their ability to perform the essential job functions.
- E. Investigators should approach all applicants with sensitivity, ensuring that any inquiries regarding disability-related matters are relevant to the job while still complying with the A.D.A.

**A.D.A. Compliance in Background Investigations**

F. If an applicant requests an accommodation during the background investigation, assess the request promptly and engage in an interactive process to determine the appropriate accommodations.

V. Limitations:

A. Disability or Medical History: investigators are not to inquire about the applicant's disability or medical history.

B. Assumptions: investigators must not to make assumptions about an applicant's abilities based on their disability. The applicant's capabilities should be evaluated based off their qualifications.

C. Disclosing Information: investigators may not disclose any information related to an applicant's disability to unauthorized personnel or utilize it in the decision-making process.

D. Discrimination: investigators are not to disqualify or penalize applicants based on their request for accommodations or perceived disabilities.

VI. Prohibited Questions/Topics:

A. Some questions/topics that investigators are to avoid during the investigation:

1. Disability-specific inquiries:

a. Any question that directly asks about the existence of a disability.

i. "Do you have a disability?"

2. Medical History:

a. Inquiries about past medical conditions or treatments, such as:

SOP 15:

**A.D.A. Compliance in Background Investigations**

- i. “Have you ever been hospitalized for a mental health issue?”
- ii. “Have you ever been diagnosed and/or treated for a mental illness?”

3. Sick Leave or Absenteeism:

- a. Questions about the applicant’s history of sick leave, such as:
  - i. “How often do you take sick leave?”

4. Future Prognosis:

- a. Inquiries about an applicant's future health status or ability to work:
  - i. “Do you think your condition will prevent you from performing this job?”

5. Family Medical History:

- a. Questions regarding family members’ disabilities or medical conditions, such as:
  - i. “Does anyone in your family have a disability?”

6. Past Drug Use History:

- a. Investigators should avoid asking questions that delve deeply into the specifics of the applicant's past illegal drug use, such as:
  - i. “What specific illegal drugs have you used?”
  - ii. “How often did you use illegal drugs in the past?”
  - iii. “What was the reason for your drug use?”

SOP 15: **A.D.A. Compliance in Background Investigations**

7. Job-Related Concerns:

- a. Given that police officers hold a safety-sensitive position, background investigators may have a legitimate interest in understanding any substance use that could impact job performance. Therefore, while investigators can ask about current illegal drug use, they should avoid creating a discriminatory atmosphere.

8. Rehabilitation or Treatment:

- a. Asking whether the applicant has undergone treatment or rehabilitation for substance abuse is generally not permissible under the A.D.A. **unless** it is relevant to their ability to perform the job.

VII. Permissible Questions:

A. Focus on Job Performance: questions should be designed to determine whether the applicant can perform the essential functions of the job.

- a. Frame questions that focus on the applicant's ability to perform the job rather than delving into personal history that is not directly related to job performance.
- b. It ensures compliance with the A.D.A. and promotes fair and equitable treatment in the hiring process.

B. Illegal Substance Misuse: Miami Police Background Investigators may ask about illegal drug use; however, they should exercise caution about how they approach the questions:

- a. Current Illegal Drug Use: under the A.D.A., investigators may inquire about current illegal drug use. The A.D.A. does not protect individuals who are currently engaging in illegal drug use. Therefore, background investigators

**SOP 15: A.D.A. Compliance in Background Investigations**

may ask if the applicant is currently using illegal substances.

- b. Past Illegal Drug Use: while investigators may ask about current drug use, inquiries about past illegal drug use are more nuanced. Investigators may ask about drug use **only** if it is relevant to the job and does not violate the A.D.A.

VIII. Training and Awareness:

- A. The Recruitment and Selection Unit will conduct mandatory A.D.A. training sessions for all background investigators and personnel, focusing on compliance, sensitivity, and best practices.

IX. Reporting and Accountability:

- A. Any ADA-related concerns or complaints regarding the background investigation process should be communicated as soon as possible to the Unit Supervisor and Unit Commander.
- B. The Unit Supervisor and Unit Commander shall investigate all reports promptly and take corrective actions as necessary.
- C. Refer to SOP 16 regarding the Department's Substance Misuse Drug Policy for additional information.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES


**SOP** 16

**SUBJECT:** Pre-Employment Prior Substance Abuse Screening for Sworn, Public Service Aide, Crime Scene Investigator, Property Specialist, and 911 Operator (Emergency Call-Taker) applicants.

**PURPOSE:** To establish criteria for the selection or disqualification for employment of all applicants for the above listed positions within the City of Miami Police Department based upon disclosed past or present substance abuse.

**SCOPE:** I. Policy Statement

- A. Those applicants who (whether their past or present behavior/substance abuse) are in violation of this order, shall be deemed unfit for any of the above positions within the City of Miami Police Department and shall not be qualified through this Unit.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit  
  
10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 16: **Pre-Employment Screening of applicants for employment within the Miami Police Department for Prior Substance Abuse.**

II. Procedures

- A. The pre-employment screening process of applicants for prior illegal substance abuse will consist of: **(CALEA 31.4.1) (LE1)**
1. Use of Schedule I, II, III, IV or more substance
  2. Trafficking
- B. Sworn applicants who have experimented with marijuana two (2) years prior from the date of application, may be considered for employment. 911 Operator (Emergency Call-Taker) and Emergency Dispatch Assistant applicants who have experimented with marijuana two (2) years prior from the date of application, may also be considered for employment.
- C. If an applicant's prior illegal substance abuse was concurrent with the applicant's employment with any law enforcement agency (including military police), a related field, or any position requiring extreme sobriety, responsibility, or attention to duty, then the applicant shall be deemed unfit for employment with the Miami Police Department.
- D. Applicants must not have used any substance listed in Florida State Statute Chapter 893, **Schedule I** within the past ten (10) years. Schedule I consists of, but not limited to: Heroin, Ecstasy, Lysergic Acid Diethylamide (LSD) and Methaqualone.
- E. Applicants must not have used any substance listed in Florida State Statute Chapter 893, **Schedule II** within the past five (5) years without a prescription. Schedule II consists of, but is not limited to: Cocaine, Oxycodone, Fentanyl, Morphine, Adderall and Ritalin.
- F. Applicants must not have used any substance listed in Florida State Statute Chapter 893, **Schedule III** within the past two (2) years without a prescription. Schedule III consists of, but is not limited to: Ketamine, Anabolic Steroids, Testosterone, and Codeine.

**SOP 16: Pre-Employment Screening of applicants for employment within the Miami Police Department for Prior Substance Abuse.**

G. Applicants in use of prescription/**Schedule IV and above** drugs that were not prescribed to the applicant will be evaluated on a case-by-case basis. Factors to consider are:

1. Type of prescription drug
2. Reason for use
3. Duration of use
4. How the prescription was obtained
5. Prior history of use

H. Applicants who, regardless of amount of usage of a substance or the time lapse since that use, indicate an attitude or frame of mind favorably disposed to illegal substance abuse shall be disqualified, including if such attitude is deemed likely to impair the applicant's ability to later objectively enforce all applicable laws. Not only is the applicant's use taken into consideration, but also the illegal activities of associates, when the applicant chooses to remain in the proximity to such activities, or even assists—whether actively or passively—in their commission. Applicants who disclose past substance abuse addiction and have been in recovery for the length of time allowed under this policy will be considered for employment. Past substance abuse will be evaluated on a case-by-case basis. Factors to be considered but are not limited to:

1. Frequency of usage
2. Conduct of applicant since time of incident
3. Degree of involvement
4. Age of applicant at time of incident

III Trafficking

A. Any applicant who has dealt in, delivered, sold, transferred, carried or stored for another to prevent detection, or bought for another, or who has assisted another individual in any of the aforementioned activities concerning any of the substances enumerated above or any other controlled substance (with the exception of alcoholic beverages) shall be precluded from qualification through this Unit.

**SOP 16: Pre-Employment Screening of applicants for employment within the Miami Police Department for Prior Substance Abuse.**

IV. Special Reservation of Discretion

- A. Notwithstanding any of the foregoing, any applicant may be deemed suitable for employment and cleared for hire through the exercise of prudent discretion by the Chief of Police, should it be determined that such exercise of discretion serves the best interest of the Miami Police Department and/or the City of Miami.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

SOP

17

SUBJECT:

**Pre-Employment Psychological Testing of Applicants.**


PURPOSE:

To establish guidelines for scheduling, processing, interpretation of results, and the impact upon hiring of applicants referred for psychological testing.

SCOPE:

I. General Criteria

- A. All applicants for the positions of Police Officer, Public Service Aide, 911 Operator (Emergency Call-Taker), and Emergency Dispatcher, as well as upgrading candidates for these positions will undergo a battery of testing administered by the police department's contracted psychological services agency. **(CALEA 31.4.1) (LE1)**
- B. The emotional stability and psychological fitness examination of each candidate for a sworn position is conducted and assessed by a qualified professional prior to appointment. **(CALEA 31.4.1, 31.5.7) (LE1)**
- C. The testing agency will issue a final report of findings, rating each applicant as **SUITABLE** or **UNSUITABLE**. **(CALEA 31.4.1) (LE1)**

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024

Effective Date



**SOP 17: Pre-Employment Psychological Testing of Applicants**II. Processing Criteria

- A. Applicants who receive an **UNSUITABLE** rating must wait one (1) year from the original test date before being allowed to take a second psychological examination, regardless of any **SUITABLE** rating received as part of the pre-employment process for any other law enforcement agency. The psychological examination results are **only valid for one (1) year** from date administered. If necessary, the applicant will be given another psychological examination if the abovementioned one (1) year time period has lapsed and if the applicant received a **SUITABLE** rating on the first psychological examination. Any applicant who receives an **UNSUITABLE** rating shall be disqualified and must reapply for the position sought during a subsequent recruitment drive.
- B. A copy of the final report will be submitted to the Recruitment and Selection Unit, and will become part of the background file.
- C. The Unit Commander will be responsible for obtaining from the Psychological Testing Company (PTC) at the completion of each Police Officer Basic Recruit (POBR) certified list, a comprehensive report of the suitability of all applicants. The report must include separate lists of all **UNSUITABLE** and **SUITABLE** applicants with their respective demographics. The Unit Commander will request that the report also include an analysis of the rates at which different demographic groups are deemed “unsuitable” and the rates that each deficit area is identified for different demographic groups. If any demographically related patterns are identified for a finding of unsuitability or a specific deficit area, the Unit Commander will request that the PTC review its own protocols to try to determine and address the cause(s) of any such patterns.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 18
- SUBJECT:** Pre-Employment Traffic History Screening for Sworn, Public Service Aide, and Crime Scene Investigator Applicants.
- PURPOSE:** To establish criteria for the selection of Police Officers or Public Service Aides based on the applicant's driving history.
- SCOPE:**
- I. Policy Statement:
    - A. As driving habits tend to reflect a person's maturity, responsibility, and safety consciousness, the record of traffic convictions as maintained by the local and State Law Enforcement information systems will be considered as a salient feature of the background investigation for these applicants and for any applicant whose duties require the operation of a city vehicle. Any applicant whose driving record indicates a potential liability problem for the City of Miami will be disqualified.

  
\_\_\_\_\_  
L. Jaime Ramirez  
Commanding Officer  
Recruitment & Selection Unit

10/28/24  
\_\_\_\_\_  
Effective Date



SOP 18: **Pre-Employment Traffic History Screening for Sworn and Public Service Aide Applicants**

B. In order to ensure an accurate account of an applicant's driving history, investigators shall conduct traffic history checks on applicants through DHSMV records, Miami-Dade, Broward, Palm Beach, and Monroe County Clerk of the Courts record. Investigators shall also conduct inquiries into out-of-town applicants' traffic history in their home jurisdictions. Nothing in this order shall prohibit an investigator from conducting a traffic history check outside the scope of what is mentioned above.

II. Criteria

- A. The totality of the applicant's traffic history will be taken into consideration and will be evaluated for compelling mitigating circumstances on a case-by-case basis for the following offenses:
1. Any driver license suspension for points, the ending date of which is within five (5) years prior to the date of application for employment with the police department.
  2. Three (3) or more moving violations occurring within three (3) years from the date of application, regardless of outcome. (i.e. conviction, not guilty, dismissed or adjudication withheld)
  3. Three (3) or more driver license suspensions occurring at any time during the three (3) years prior to the date of application.
  4. Any moving violations regardless of outcome, which resulted in two (2) or more accidents, within five (5) years prior to the date of application.
  5. Any license suspension for financial responsibility arising from an "at-fault" accident for which there has been no release from the injured party, which occurred since the age of 18, and/or within five (5) years prior to the date of application.
  6. Any driver license suspension arising from the refusal to submit to chemical and/or sobriety test as required by law.
  7. Any criminal traffic violations.
  8. Any disqualifier enumerated in Section II (A), numbers 1-7, which occurs from the time of application until final approval for hire.

SOP 18: **Pre-Employment Traffic History Screening for Sworn and Public Service Aide Applicants**

9. Discretion may be exercised when evaluating an applicant's driving history, taking into consideration the applicant's overall background history.

# City of Miami

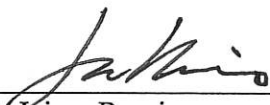


ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP:** 19
- SUBJECT:** Disclosure of Prior Arrests.
- PURPOSE:** To provide the mechanism by which applicants are clearly informed that all prior arrests must be revealed in pre-employment documents.
- SCOPE:**
- I. Policy
    - A. For appropriate hiring decisions to be made, the department requires an applicant to disclose and acknowledge all prior arrest (even if those records have been expunged or sealed) by provision of Florida Statute 943.0585.
    - B. All applicants will be advised of this at the commencement of the screening processing by the Recruitment and Selection Unit and will be required to complete an affidavit that affirms that they have been advised and clearly understand this requirement.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/24/2024  
\_\_\_\_\_  
Effective Date



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP:** 20
- SUBJECT:** Employment of Relatives
- PURPOSE:** To provide guidelines and affirm the policy concerning the employment of relatives within an agency of the City of Miami
- SCOPE:** Statutory Limitations
- A. Florida Statute 112.3135(2)(a) restricts the employment or promotion of relatives within any municipal agency.
  - B. It is specifically unlawful for a person serving within an agency or exercising jurisdiction or control over that agency to employ or appoint or advocate the employment or appointment of any relative of the public official to a position within the agency.
  - C. Any unit member who receives such advocacy of an applicant from a relative already employed by the Department or City of Miami shall record the incident and particulars on an A.V.O. for the inclusion in the applicant's background file and immediately notify the Unit Commander and/or Supervisor.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 20:

**Employment of Relatives**

- D. Any Police Department member whose relative, as defined by the statute, applies for employment with any City department shall recuse himself from the relative's pre-employment screening, background investigation, and recommendation for hire phases.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

**SOP**

**21**

**SUBJECT:**

**Pre-employment Medical Screening of All Applicants for Evidence of Recent Substance Abuse.**

**PURPOSE:**

To establish guidelines for the utilization of medical results as evidence of the presence of controlled substances in any applicant at the time of testing.

**SCOPE:**

I. Policy Statement

- A. It is the goal of the Miami Police Department to provide and maintain a drug-free workplace for all its employees; for their protection and for the protection of the community it serves.

Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection

10/28/2024

Effective Date



SOP 21

**Pre-employment Medical Screening of All Applicants for Evidence of Recent Substance Abuse**

- B. Medical examinations are conducted prior to appointment for all applicants (sworn and civilian positions). **(CALEA 31.4.1 (LE1), 31.5.6)**
- C. Any reasonable measures designed to disclose drug abuse among applicants and prevent them from joining the work force of the Miami Police Department will be utilized; medical screening through urinalysis is one method.
- D. All applicants for employment in the Miami Police Department shall have urinalysis performed on them to determine the presence of selected controlled substances. The test is part of the normal physical examination process for all applicants.

**II. Procedures**

- A. As part of the selection process, an applicant is directed by the Coordinator(s) or designee to report to the Health Services Detail for their initial medical processing. **(CALEA 31.4.1 (LE1))**
- B. The results are forwarded to the Health Services Detail and Human Resources for inclusion in the applicant's medical records. **(CALEA 31.4.1) (LE1)**
- C. A copy is also forwarded to the Commander of the Recruitment and Selection Unit for review and evaluation by the chain of command of the Personnel Resource Management Section.
- D. Positive results for any controlled substance will be grounds for immediate disqualification without further processing. **(CALEA 31.4.1) (LE1)**
- E. If an applicant, who have not received prior approval by the Commander of the Recruitment and Selection Unit, fails to attend their scheduled urinalysis appointment will be disqualified.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 22
- SUBJECT:** **Physical Ability Examination Requirements.**
- PURPOSE:** To establish a standardized procedure for the administration of the Physical Ability Test (P.A.T.) for Police Officer and Detention Officer candidates and assess their physical fitness, Ability, and ability to perform essential job functions.
- SCOPE:**
- I. Applicability
    - A. All applicants for the position of Police Officer, Detention Officers must pass the Physical Ability requirements. The test requirements are the same for both classifications.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024  
Effective Date



SOP 22: **Physical Ability Examination Requirements**

- B. All applicants will be given three (3) attempts to receive a passing score on the physical ability examination. They will be scheduled in the following sequence or may be modified the Unit Commander: **(CALEA 31.4.1) (LE1)**
  - 1. 1st attempt will be one (1) week after orientation.
  - 2. 2nd attempt will be one (1) week after their first attempt.
  - 3. Final attempt will be one (1) week after their second attempt.
- C. Each date that the applicant fails to attend the physical ability test for whatever reason will count as one (1) failed attempt.
- D. Candidates' physical ability examination results are valid for one (1) year from date of examination.

**II. General Criteria**

- A. Applicants must attempt and successfully complete each event to earn the necessary points required to pass the physical abilities examination. **(CALEA 31.4.1) (LE1)**
- B. Applicants will be afforded a total of three opportunities to pass the test.
- C. Applicants who are being retested will have to retake the complete physical ability examination.
- D. Recruitment and Selection Unit personnel demonstrate each exercise before the applicants attempt to perform the task.

**III. Rationale:**

- A. The Physical Ability Examination was developed to assess physical attributes reflecting skills and abilities, which are common job tasks required for the performance of law enforcement work.

SOP 22: **Physical Ability Examination Requirements**

**IV. Exercises Performed for Eligibility:**

A. Order of events will be at the discretion of the Unit  
Commander: (CALEA 31.4.1) (LE1)

1. Push Ups
2. Sit Ups
3. 1 ½ Mile Run
4. 300 Meter Run

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

**SOP**

**23**

**SUBJECT:**

**Oral Interview Procedures**


**PURPOSE:**

To establish procedures for the Oral Interview process for all classifications.

**SCOPE:**

I. Structure of Panel and Procedures

- A. After final review of a file an applicant may be requested to attend an oral interview. It is not required for all applicants. The oral interview is only required if there are discrepancies, concerns, and/or areas that need clarification.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 24
- SUBJECT:** Polygraph Procedures and Operations.
- PURPOSE:** To outline the policies, procedures, and methods used in the administration of polygraph examinations in conjunction with investigations conducted by elements of the Miami Police Department.
- SCOPE:**
- I. Definitions
    - A. **Polygraph:** the polygraph is an instrument that records certain physiological changes in a person undergoing questioning in an effort to obtain truth or deception. A polygraph simultaneously records a minimum of respiratory activity, galvanic skin resistance or conductivity, and cardiovascular activity.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



SOP 24: **Polygraph Procedures and Operations**

- B. Any person qualified by graduation from a school of polygraph accredited by the American Polygraph Association and the Florida Polygraph Association. **(CALEA 31.5.4, 42.2.5)**
  - 1. Membership in the American and/or Florida Polygraph Association shall be required of all persons performing polygraph examinations for the Unit.
  - 2. When budgetary and manpower needs allow, continuing education and specialized training for polygraph examiners will be accommodated.
  - 3. All polygraph examinations will follow American Polygraph Association code of ethics and standards of practice.

II. **Functions**

- A. To assist in the screening process of job applicants for any position within the Miami Police Department, as determined by the Chief of Police or designee.
- B. To assist with criminal or administrative investigations conducted by any division of the Miami Police Department. **(CALEA 42.2.5)**
- C. When available, to assist with criminal investigations conducted by any outside law enforcement agency. **(CALEA 42.2.5)**

III. **Personnel Authorized to Administer Polygraph Examinations**

- A. Only those individuals who are qualified Polygraph Examiners shall be authorized to administer and evaluate polygraph examinations for the City of Miami Police Department. **(CALEA 31.5.4)**
- B. Authorization to administer an examination must be obtained, through channels, from the Commander of the Recruitment and Selection Unit.
- C. Authorized vendor.

SOP 24: **Polygraph Procedures and Operations**

IV. Polygraph Hours of Operation

- A. Normal hours of operation are from 0700-1700 hours, Monday through Friday.
- B. Under emergency conditions polygraphs may be conducted any day at a reasonable hour with the approval of the Unit Commander.

V. Polygraph Examination Sites

- A. Under normal conditions, all polygraph examinations will be administered in the Polygraph Room at the City of Miami Police Department.
- B. If it arises to administer an examination when the polygraph rooms are already occupied, then the examiner should use a room that most closely conforms to the standards recommended by American Polygraph Association.
- C. The testing facilities shall support recording equipment audio and audiovisual.

VI. Types of Examinations Utilized

- A. **Directed Lie Screening Test (DLST)** – tool used by examiners administering initial pre-employment retests involving multiple relevant issues. This type of test may be utilized under extraordinary circumstances in a criminal test involving a single relevant issue, when the tests that are normally utilized are not indicated.
- B. Every qualified examiner will utilize only polygraph techniques that are validated and recognized by the American Polygraph Association on all occasions, without exception.

SOP 24: Polygraph Procedures and OperationsVII. Test Requirements

- A. If any of the following conditions that are discovered prior to/or during the examination will preclude the applicant from further testing until the condition(s) are corrected.
1. Fatigue, pain and stress brought on by a recent personal emotional or physical trauma.
  2. The polygraph examiner shall make such inquiries as to subject's health, medical history and/or use of medications as necessary to determine their ability to take the examination. Polygraph examinations shall not be conducted on any person whom the examiner reasonably believes to be physically or emotionally unsuitable for testing. This may include but is not limited to persons with heart conditions, and individuals taking certain types of medication that may interfere with test results. When in doubt, the examiner may seek guidance from medical or psychological professionals as authorized by MPD and/or request the examinee to obtain a medical certificate from an appropriate health care provider. It is **not** recommended to polygraph women who are pregnant due to movement of the baby and stress involved during the polygraph testing. However, if it is necessary to polygraph, women who are pregnant **may be tested only during their first trimester (first three months) and only with written permission of their OB-GYN medical doctor.**
  3. An examiner shall not conduct a polygraph examination upon an examinee if it is felt for any reason that an unbiased examination cannot be given.
  4. Where appropriate, the examiner shall read **Miranda rights** to the examinee and explain the voluntary nature of the test. Where required, the examiner shall obtain a signed consent prior to administering the examination as well as a signed waiver of **Miranda rights**.

SOP 24: **Polygraph Procedures and Operations**

5. An examination shall cease immediately if requested by the examinee and will be rescheduled if applicable.
6. Prior to the test, the examiner shall explain the polygraph procedures to the examinee and prepare them for the examination.
7. The examiner shall be responsible for preparing all questions used in the examination. Prior to the examination, each test question shall be reviewed with the person being tested. **(CALEA 31.5.3)**
8. The examiner shall independently interpret the chart tracings and render an opinion on findings that include, but is not limited to, one of the following conclusions:

**Criminal:**

No Deception Indicated

Deception Indicated     or

Inconclusive

**Pre-employment:**

No Significant Reaction

Significant Reaction

Inconclusive

- Examinee's who receive two (2) Inconclusive test results will be disqualified.
- If an examinee receives two (2) Significant Reactions or an Inconclusive and a Significant Reaction, then the investigator will meet with the examinee and have them submit a redline memorandum.

SOP 24: **Polygraph Procedures and Operations**

9. The polygraph examiner shall determine if a second polygraph examination is necessary and appropriate.

10. **Polygraph Countermeasures:** defined as any intentional attempt, method or action taken by an examinee during the polygraph examination to distort or influence the results of the polygraph examination. Once the examiner determines that an examinee is attempting or using countermeasure techniques, the polygraph examiner will give them a warning to stop their actions. Prior to the applicant continuing the examination, they will be warned not to use any type of countermeasure techniques. If during the examination, it is discovered that a countermeasure technique is being used, then the applicant will be disqualified.

B. Anyone who does not voluntarily submit to the test and who refuses to properly execute the waiver will not be tested (pre-employment examinees will be disqualified).

C. Minors will not be tested without the consent of a parent, legal guardian, or Circuit Court Judge having jurisdiction has named a special permission request.

VIII. **Polygraph Reports**

A. Pre-Employment Examination

1. A report will be prepared by each examiner as to the results of all pre-employment examinations, to include:

- a. name of the examinee
- b. file number of the examination
- c. date of the examination
- d. significant pre-test admission
- e. post-test chart interpretation
- f. significant post-test admission

2. A copy of the report will be submitted to the Supervisor in the Recruitment and Selection Unit (pre-employment) for review and evaluation.

SOP 24: **Polygraph Procedures and Operations**

B. Specific Examinations

1. A typed report will be prepared by each examiner as to the results of any specific examination associated with a criminal or internal (administrative) investigation, to include:
  - a. name of the examinee
  - b. file number of the examination
  - c. date of the examination
  - d. pre-test interview results
  - e. test technique utilized
  - f. explanation of the operation of the instrument to the examinee
  - g. post-test chart interpretation
  - h. post-test admissions or confessions
  - i. verification of admissions or confessions
  - j. The polygraph examiner's opinion as to whether there is deception indicated, no deception indicated, or the test is inconclusive, and the reasons for the conclusion.
2. This prepared report will be attached to the subject's consent form, Miranda Rights Form, and the polygrams.
3. The polygraph examiner will keep the original report, and a copy will be forwarded to the investigator who requested the examination.

IX. **Polygraph Log Sheet Requirements**

- A. A daily log sheet will be prepared and maintained in a central logbook, reflecting the following information:
  1. name of the examinee

SOP 24: **Polygraph Procedures and Operations**

2. type of examination (pre-employment, re-test, or criminal/specific)
3. name of the examiner
4. file number of the examination
5. results (abbreviated)

B. All examiners conducting examinations must enter the above data upon completion of every test.

X. Polygraph Maintenance

A. The computerized polygraph instruments will be calibrated and maintained according to the manufacturer's specifications.

XI. Standards and Principles of Practice

A. This order comprises the minimum standard of conduct for all polygraph examiners authorized to conduct polygraph examinations for the City of Miami Police Department.

B. All polygraph examinations must be conducted in a professional and ethical manner and must be objective and unbiased.

C. To foster a clear image to all of professional testing, all examiners must abide by the following:

1. An examiner shall recognize the fact that their primary responsibility must be to the person who has volunteered to submit to a polygraph examination, regardless of the circumstances, which created the need for the examination.
2. Recognizing that a polygraph examination cannot be conducted on a person against their will, no examiner will attempt to conduct an examination if there is a reason to believe that the examinee has been subject to undue stress, coercion or intensive interrogation.

SOP 24: **Polygraph Procedures and Operations**

3. No examiner shall conduct an examination on any person unless an instrument is used, which makes a permanent, simultaneous recording on a moving standardized chart of at least three (3) physiological phenomena: a pneumograph, cardiosphygmograph, and galvanic skin response; this shall not preclude the recording of additional physiological phenomena on the same chart.
4. No examiner shall conduct an examination utilizing an instrument, where the manufacturer has not supplied information on self-calibration, or sensitivity standards for that instrument.
5. No examiner shall record any psychological phenomenon with an instrument or any part of an instrument without the examinee first being made fully aware that their psychological and/or psychological phenomenon are being recorded.
6. Before proceeding with any examination, the examiner must obtain the subject's written permission to proceed, and this must be made a part of the examinee's permanent test records file. If the examinee is a minor, then the parent or legal guardian must grant the permission.
7. The examiner shall not interrogate nor conduct an examination of the examinee on their sexual behavior, nor ask any questions that can be construed as being sexually oriented, unless the topic is a specific issue or unless it is a part of the basic matter pertinent to the examination.
8. The examiner shall not conduct an examination upon a person they believe through observation or other credible evidence, to be physically or psychologically unfit for the examination at the time. If there is doubt as to the propriety of administering a test in any given situation, an examiner shall seek expert guidance from a competent medical or psychological authority prior to conducting the examination.

SOP 24: **Polygraph Procedures and Operations**

9. All pertinent questions asked during the polygraph examination will be reviewed with the examinee prior to the instrumentation sequence.
10. The practice of sex offender testing is a specialized sub-discipline in polygraphy, unique in its application. Examinees are required to satisfy the provisions set forth in the standards of practice with a minimum of 40 hours of specialized instruction in practice of sexual offender testing.
11. All polygraph, question/answer sheets, written reports, waiver forms, opinion(s) of the examiner, and all other pertinent paperwork related to every examination shall be kept on file in a safe place for minimum of two (2) years from the date of the examination.
12. No examiner shall terminate a polygraph examination without first affording the examinee a reasonable opportunity to explain and eliminate concern to any physiological responses recorded in relation to any relevant question which is evident on the charts. Furthermore, no examiner shall accept the explanation of the examinee for a chart response without confirmation.
13. No examiner shall, unless professionally qualified to do so, include in any written report any definitive analysis purporting to be a medical, legal, or psychiatric opinion, or which could infringe upon areas on cognizance of professionals in those areas. This shall not preclude the examiner from describing the appearance and/or physical behavior of the examinee, if this is pertinent to the examination.
14. No examiner shall knowingly issue a polygraph examination report, which is misleading, biased, or falsified in any way. Each polygraph report shall be a factual, impartial, and objective account of information developed during the examination and the examiner's professional conclusion is based on analysis of the polygraph data.

SOP 24: **Polygraph Procedures and Operations**

15. No examiner shall conduct an examination where they have reason to believe that the purpose of the examination is intended to circumvent or defy the law in any way.
16. An examiner shall not offer testimony concerning the charts or conclusions presented by another examiner, unless they are thoroughly familiar with the techniques and procedures used by the other examiner; but this shall not prohibit an examiner from testifying concerning their independent examination of the same examinee.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES


**SOP** 25

**SUBJECT:** F.D.L.E. Forms and Requirements

**PURPOSE:** To outline the Florida Department of Law Enforcement (F.D.L.E.) certification requirements and the necessary documentation needed during the hiring process of new police employees. This SOP aims to ensure compliance with state regulations and to maintain the integrity and professionalism of the police department.

**SCOPE:** I. Statutory Requirements:

- A. Florida Statute, Chapter 943.13 FS, requires that all Sworn Officers in the State of Florida must fulfill certain minimum requirements.
- B. Section 943.133 FS, requires employing agencies to be responsible for the collection, verification, and maintenance of documentation that establishes an applicant's compliance with minimum employment and training requirements. Upon change in employment, a new set of documentation for the officer shall be collected, verified, and maintained by the law enforcement agency.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



**SOP 25: F.D.L.E. Certification Procedures**

C. Agencies entering information via ATMS are required to maintain on file of all documentation relating to an officer. When a record has been entered or updated, an ATMS generated form shall be printed and signed by the agency administrator and notarized if required. **CJSTC forms shall not be submitted to the Officer Records Section if they have been entered into ATMS.**

**II. Minimum Requirements for Employment:**

A. The minimum requirements for certification as a sworn law enforcement officer are outlined in Florida Statute 943.13 FS and Rule 11B-27.0011 of the Florida Administrative Code.

**III. Overview of CJSTC Forms:****A. Form CJSTC-58: Background Investigation and Affidavit**

1. Purpose: to gather information necessary for conducting a thorough background investigation on applicants. This investigation is crucial for determining the suitability of candidates for employment in the law enforcement and corrections fields, ensuring that they meet the ethical and legal standards required for these positions. This form is essential for ensuring that candidates for law enforcement and corrections positions are thoroughly vetted.
2. Completion: the completed CJSTC Form 58 should be submitted to the appropriate law enforcement agency or training institution as part of the application for certification.
  - a. It is crucial that **all sections** of the form are accurately filled out and submitted alongside any required supporting documents to avoid delays in processing.

**B. Form CJSTC-59: Certification Application**

1. Purpose: to provide a structured application process for individuals who wish to obtain certification in law enforcement or corrections. This form collects necessary information to evaluate an applicant's qualifications, training, and experience. It serves as a comprehensive

**SOP 25: F.D.L.E. Certification Procedures**

record of the applicant's qualifications and background, facilitating a thorough review by the certifying authority.

2. Completion: the completed CJSTC Form 59 should be submitted to the appropriate agency or authority as part of the application for certification.
  - a. It is essential to ensure that **all sections** of the form are accurately filled out and that it is submitted along with any required supporting documentation to avoid delays.

**C. Form CJSTC-60: Affidavit of Compliance**

1. Purpose: to provide a formal declaration that the applicant complies with all applicable standards and requirements set forth by the CJSTC. This includes confirming that the applicant meets the necessary qualifications for certification in their respective field. It serves as a legal declaration that the applicant is aware of and meets the qualifications required for their desired position, thus, helping maintain the integrity and professionalism of the criminal justice system
2. Completion: the completed CJSTC Form 60 should be submitted to the appropriate law enforcement agency or training institution as part of the application for certification or employment.
  - a. It is crucial that the form is filled out accurately and that all required sections are completed to avoid delays in processing the application.

**D. Form CJSTC-65: Authorization Statement for Training and Experience Assessment (T.E.A.)**

1. Purpose: to authorize the release of information regarding an individual's training and experience. This authorization allows the relevant authorities to assess the qualifications of an applicant who is seeking certification or employment in law enforcement or corrections.

**SOP 25: F.D.L.E. Certification Procedures**

2. Completion: the completed CJSTC Form 60 should be submitted to the appropriate law enforcement agency or training institution as part of the application for certification or employment.
  - a. It is important for applicants to ensure that the form is filled out accurately and submitted alongside other required documentation to avoid delays.

**E. Form CJSTC-68: Affidavit of Training and Experience**

1. Purpose: to formally document and verify an applicant's prior training and experience in the field of law enforcement or corrections. This can include previous employment, training programs, and any other relevant experiences that demonstrate the applicant's qualifications.
2. Completion: the completed CJSTC Form 68 should be submitted as part of the applicant's overall certification or hiring packet to the appropriate agency or authority.
  - a. It is essential to ensure that **all sections** of the form are filled out accurately and completely to avoid delays in processing.

**F. Form CJSTC-77: Investigative Report**

1. Purpose: to provide a comprehensive account of the results from a background investigation conducted on an applicant seeking employment or certification in a law enforcement capacity. The CJSTC Form 77 is vital in safeguarding the integrity of law enforcement agencies by ensuring that applicants undergo a thorough and documented background check.
  - a. It helps identify any potential red flags that could affect an individual's capacity to serve effectively and ethically in law enforcement roles.
2. Completion: the CJSTC Form 77 should be submitted to the appropriate hiring authority or agency as part of the applicant's overall hiring packet.

**SOP 25: F.D.L.E. Certification Procedures**

- a. Agencies must ensure that the form is accurately completed and submitted within the required timelines established by the CJSTC.

**G. Form CJSTC-79: Name Change Request Form**

1. Purpose: to ensure that the records maintained by the CJSTC reflect the current legal name of the individual. This is important for maintaining accurate records related to training, certifications, and employment history in the law enforcement and corrections fields.
2. Completion: individuals will need to attach legal documentation that supports the name change, such as a marriage certificate, divorce decree, or court order. Once completed, the CJSTC Form 79 should be submitted to the appropriate authority within CJSTC or FDLE.
  - a. If the applicant has had a name change or alias, the applicant shall disclose the previous name(s) and shall be disclosed as AKA's or names used on fingerprint cards. Name changes can be verified by various legal documents (i.e., marriage license, official name change, divorce, etc.) To document name change for certified officers, use the Name Change form CJSTC-79. The CJSTC-79 form shall be submitted each time an individual's name changes. Agencies online with ATMS **cannot** modify name change information. A hard copy of the CJSTC-79 form shall be submitted to the Officer's Records Section, and a copy of the name change document shall be maintained in the officer's file at the employing agency.

**X: Application for Officer Certification:**

- A. Section 943.133(4) FS authorizes the Commission to examine documentation maintained by an employing agency to ensure compliance with employment requirements. A Field Specialist shall audit the employing agency officer files for compliance.

**SOP 25: F.D.L.E Certification Procedures**

- B. If electronically transmitting the information on a completed CJSTC-59 form via ATMS, the employing agency shall also maintain a copy of the form on file. If submitting a copy of a completed CJSTC-59 form to the Officer Records Section, the employing agency shall maintain the original form on file.

**XI. Documentation and Records Inspection:**

- A. Section 943.133(4) FS, authorizes the Commission to examine documentation maintained by an employing agency to ensure compliance with employment requirements. A Field Specialist shall audit the employing agency officer files for compliance.
- B. To expedite the documentation and record the inspection performed by the Field Specialist, the completed CJSTC-59 form, including **ALL** additional documentation, shall be attached to the CJSTC-59 form and maintained on file at the employing agency.

**XII. Favorable and Unfavorable Inspections:**

- A. Favorable Inspection: an evaluation by F.D.L.E. indicating that the applicant files and forms meet all necessary standards and regulations.
- B. Unfavorable Inspection: an evaluation by F.D.L.E. indicating deficiencies or non-compliance in the applicant files and forms.
- C. Independent of the inspection outcomes, the Unit Supervisor and Unit Commander need to be informed of the outcome of the inspection. Additionally, the Unit Supervisor and Unit Commander must be notified **in advanced** of such inspection visits.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

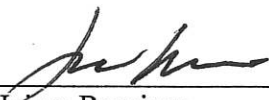
**SOP** 26

**SUBJECT:** Release, Retention, Disposition, and Storage of Information Concerning Recruitment and Selection Unit Functions and/or Files.

**PURPOSE:** To establish policies and procedures governing the release, retention, disposition, and storage of information contained in background files, information concerning the status of files currently under investigation, and information concerning processing of applicants.

**SCOPE:** I. Policy

A. All information obtained concerning any applicant or current employee of the Miami Police Department is to be treated with utmost confidentiality and is to be released to any individual or agency except under very specific circumstances, or as prescribed by law.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024  
\_\_\_\_\_  
Effective Date



SOP 26: Release of Information Concerning Recruitment and Selection Unit Functions and/or Files

B. Exceptions are as follows:

1. The applicant or current employee is the subject of an ongoing criminal investigation and/or a material part of such an investigation and the information requested is relevant to that investigation.
2. The information has been subpoenaed by a court of competent jurisdiction.
3. The information is material and necessary to an Administrative or other legal matter before Internal Affairs or the City of Miami Law Department.

C. Activity identified during an applicant's background investigation, which may negatively impact on the applicant's current job performance, when issues of public safety are involved, will be made available to the current employer for consideration and appropriate action under Florida Statute 119.011 upon submission of a public records request.

II. Procedures

- A. Information that is not exempted by the above statute may be released to the media pursuant to a public records request and **must** be approved by the City of Miami Police Department Legal Unit.
- B. Upon receiving an inquiry about any applicant from a person not assigned to the Recruitment and Selection Unit or its Chain of Command, **the unit member will notify the unit supervisor as soon as possible. A brief memo (A.V.O.) to the subject's file will be completed by the investigator, outlining the individual requesting the information, what information was requested, the date and time of the request, and, if known, the reason for the request.**
- C. Investigative and selective materials that are in the Recruitment and Selection Unit are stored in the file room and are secured by an external lock system, which limits access to assigned personnel only. All disposition of records, medical, psychological fitness examinations will be securely stored in the file room. **(CALEA 31.4.6)**

SOP 26: **Release of Information Concerning Recruitment and Selection Unit Functions and/or Files**

III. Access Limitations and Security of Files:

- D. **All personnel and individuals other than those within the unit's chain of command must be accompanied by a member of the unit at all times and must sign the visitors log located at the Recruitment and Selection waiting area.**
- E. Internal Affairs investigators who need to obtain preemployment files for the purposes of criminal or administrative investigations shall adhere to the requirements set forth in Section III., A., above. However, the Internal Affairs investigator shall not be required to provide the Recruitment and Selection Unit member with the name(s) of the person whose file they are signing out. The Internal Affairs investigator will only be required to inform the Recruitment and Selection Unit member of the number of files they are signing out. Once the Internal Affairs investigation regarding the person in question has been completed, the Internal Affairs investigator shall return the file to the Recruitment and Selection Unit. The Recruitment and Selection Unit member accepting the returned file shall confirm that the Internal Affairs investigator or designee is returning the same number of files they signed out.
- F. The security of materials for the initial screening of applicants is provided, monitored, and controlled by the Department of Human Resources, screening materials are:
1. Materials stored within a designated storage area, and access is restricted to authorized personnel only. **(CALEA 31.4.6)**
  2. Released in accordance with Florida Statute 119.07. Retained for a minimum of ten (10) years following personnel action and any pending litigation pertain is resolved. For persons hired, however, "personnel action" shall mean the employee's date of separation from the City of Miami Police Department, not their date of hire. **(CALEA 31.4.6)**

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP:** 27
- SUBJECT:** Transfer of Applicants from one register to another.
- PURPOSE:** To provide guidelines governing the transfer of an applicant from one eligible register to another for consideration for employment.
- SCOPE:**
- I. Eligibility and Methods
    - A. Applicants desiring to be transferred from one register to another must meet criteria prior to such a transfer.
      1. The eligibility requirements for the position must be equal to or less than that of the register the applicant is transferring from.
      2. It requires the approval of the Director of the Department of Human Resources.

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
Effective Date



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 28
- SUBJECT:** Investigator E-Notebooks and/or Worksheets
- PURPOSE:** To provide a mechanism in recording the daily activities of Unit Investigators during their tours of duty, and if necessary, for a later inspection.
- SCOPE:**
- I. Notebooks
    - A. Each officer will prepare and maintain a record of their daily activities associated with investigations and/or other functions.
    - B. Information to be entered will include time of contact or activity, location of contact or activity, person(s) contacted (if any), and a brief description of the activity.
    - C. The e-notebook or worksheets will be reviewed by the Unit Supervisor(s).
    - D. The Unit Supervisor(s) and/or Unit Commander may require investigator and polygraph examiners to complete e-notebooks and/or worksheets at the end of each tour of duty.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 29
- SUBJECT:** **Emergency Mobilization**
- PURPOSE:** To establish procedures in following upon emergency situations, requiring a department wide response.
- SCOPE:**
- I. Preparation
    - A. An Emergency Mobilization List (E.M.L.) listing the names, address and telephone numbers of all Unit personnel will be maintained by the Unit Commander, Unit Supervisor(s), and Unit Administrative Staff. Copies will be also available to other unit members.
    - B. The list is updated quarterly with copies forwarded through the chain of command to the Personnel Resource Management Section Commander.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2020  
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**SOP 29:****Emergency Mobilization**

- C. Unit personnel will maintain a full uniform, including personal protection gear, **at the station or in their vehicles**, in case of emergencies, requiring rapid deployment.

II. Procedures Upon Notification to Mobilize

- A. During non-working hours, the Unit Commander will normally notify Unit Supervisor(s), who in turn will contact the Unit members and direct them to report for full duty (recall).
- B. Personnel will follow instruction they receive and will receive assignments as needed.
- C. During normal working hours, Unit personnel will don their uniforms and report back to the office for further instructions.
- D. Emergency procedures mandated by Departmental Order 14 will be adhered to in the event of an impending hurricane, natural catastrophe, civil disturbance, or other reason as directed by the Chief of Police.

III. Annual Training

- A. The Recruitment and Selection Unit will participate in the annual Field Force Training exercise, in accordance with Departmental Orders.
- B. Each training session will consist of four (4) exercises.
- C. Every able-bodied sworn officer from the rank of Police Officer through Captain will participate.
- D. The exercises will stress the Field Force concept, communications, mobility formation, tactical problems and objectives, and the use of chemical agents.

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 30
- SUBJECT:** **Inquiries from Disqualified Applicants**
- PURPOSE:** To establish a standardized process in responding to inquiries related to disqualified police applicants. This ensures that all inquiries are handled consistently, respectfully, and in compliance with relevant laws and departmental policies.
- SCOPE:**
- I. Responsibility
    - A. All inquiries should be directed to the designated point of contact, which will be the Recruitment and Selection Supervisor(s). Inquiries may be received via phone, email, or in-person.
    - B. Recruitment personnel will acknowledge receipt of the inquiry. Gathering essential information from the requester, including their name, contact information, position applied, and the nature of their inquiry

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
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**SOP 30: Inquiries from Disqualified Applicants****II. Procedures**

- A. Upon receiving such an inquiry, the applicant will be notified that they did not meet the necessary standards. If the inquiry pertains to a specific applicant and the information is public, then one provides a clear and concise response based on the available records. If the inquiry involves confidential or sensitive information, then one must explain to the requester that such details cannot be disclosed due to privacy laws and departmental policies. Additionally, provide a general overview of the disqualification process, outlining common reasons for disqualification without referencing specific cases, and offer advice for future applications process.
- B. Log all inquiries received, including the date, nature of the request, and the response provided. Maintain records of communications related to the inquiry for future reference and auditing.
- C. It should be noted that a legal opinion rendered by the City Attorney, Jorge L. Fernandez, on December 21, 1988, stated "...applicants for the non-promotional position of Police Officer have no statutory or constitutional right to a meeting or hearing with Police Department officials for the purpose of discussing the reasons why such applicants were not hired."

# City of Miami




ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 31
- SUBJECT:** Assignments to Special Detail or Events.
- PURPOSE:** To provide guidelines for the assignment of Unit personnel to Special Details or Event.
- SCOPE:**
- I. Order of Assignment
    - A. Whenever the requirements arise necessitating the assignment of Unit personnel to a special event, all full duty personnel, not otherwise assigned or committed to another activity, will be eligible.
    - B. Personnel will be assigned according to a rotating/alternating schedule based upon established seniority policies and practices.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/25/2024  
Effective Date



**SOP 31: Assignments to Special Details or Events**

- C. Although seniority on the department, or prior assignment to the same detail the last time it occurred, is the primary basis for excusing personnel from a given detail or a special event, departmental needs in extraordinary circumstances may dictate otherwise.
- D. Any member who is assigned to work a special event or detail, which is scheduled in conjunction with a significant holiday such as New Year's Day will be rotated with other Unit member so as not to work such assignment for two (2) consecutive years, whenever possible.
- E. The above shall not preclude a member from voluntarily working such an assignment, for any number of consecutive years.

**II. Procedures for Notification**

- A. The Unit supervisory personnel will maintain documentation on all special events and details worked by unit members as a permanent record for future reference to ensure that all such assignments are equitably distributed.
- B. It is sufficient for tracking such assignments by maintaining a computer log or a folder with the documentation, providing notice to the affected member of the particular detail or event they are to work. It provides a handy reference for the next time an assignment comes due for that particular event.

# City of Miami

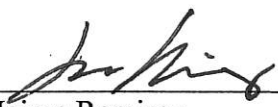


ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP:** 32
- SUBJECT:** **Vacation Scheduling**
- PURPOSE:** To establish criteria for the scheduling of vacations within the Unit on an annual basis.
- SCOPE:**
- I. Criteria and Procedures
    - A. Scheduled vacation is defined as any uninterrupted period of "V" time, 40 hours or more in duration.
    - B. Occasional days are defined as any "V" time taken that is less than 40 hours duration.
    - C. Vacation scheduling will be in accordance with the provisions set forth in Departmental Orders.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
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**SOP 32: Vacation Scheduling**

- D. Personnel will submit their first and second choices for each coming year by a red-line memorandum to the Unit Supervisor by December 1.
- E. Vacations will be assigned based upon seniority on the department, if two (2) employees have the same hire date then seniority in the unit.
- F. The Unit Supervisor will complete and submit to the Unit Commander by December 23<sup>rd</sup> the next year's vacation schedule.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES


**SOP:** 33

**SUBJECT:** Assessing Applicants' Social Media Presence

**PURPOSE:** To establish guidelines for police background investigators when assessing the social media presence of applicants for police Miami Police Department positions. This procedure aims to ensure a thorough, fair, and consistent evaluation process that aligns with departmental policies and legal standards

**SCOPE:** I. Policy

- A. Background Investigators shall assess publicly available social media profiles and posts of applicants as part of the background investigation process. Investigators should focus on content that may reflect on the applicant's character, integrity, and suitability for a law enforcement position.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

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**SOP 33: Social Media**

Nothing in this order shall preclude a background investigator from asking an applicant to view his social networking profile on an online community other than the ones mentioned above.

- B. Social networking pages shall not be used for the purpose of communicating with applicants.

**II. Scope of Investigation**

- A. The purpose of the investigation into an applicant's social media profiles is to determine whether any disqualifying factors can be found, including but not limited to substance abuse, association with persons engaged in criminal or reckless activities, membership in subversive organizations, and information omitted or falsified by the applicant during any phase of the pre-employment process.
- B. Investigators should evaluate the following aspects of an applicant's social media presence:
  - 1. **Professionalism:** Posts should reflect a professional demeanor consistent with the values of law enforcement.
  - 2. **Behavior:** Identify any evidence of illegal activity, substance abuse, violent behavior, or other actions that may be inconsistent with law enforcement standards.
  - 3. **Attitudes and Beliefs:** Assess any expressed views or affiliations that may raise concerns regarding bias, discrimination, or lack of impartiality.
  - 4. **Public Perception:** Consider how the applicant's online presence might impact public trust in law enforcement.
- C. Investigators must respect the applicants' privacy and only review information that is publicly accessible. Do not engage with applicants on social media or attempt to access private accounts without consent.
- D. Any significant concerns identified from social media assessments should be reported to the appropriate unit supervisor(s) for further review. Offer recommendations based on the findings, ensuring that any conclusions drawn are supported by evidence.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

**SOP**

**34**

**SUBJECT:**

**File Designations for Background Files.**


**PURPOSE:**

To provide a standardized and easily understood numbering system for background files.

**SCOPE:**

I. Structure of Filing System

- A. Background files are stored in alphabetical order with Sworn and Non-Sworn filed separately.
- B. Files are color coded in the following order:
  - 1. **Blue** - Police Officer / SWAT Medics
  - 2. **Yellow / Orange** - Public Service Aide
  - 3. **Brown / Red** - Communications Operator and Assistants
  - 4. **Green** - School Crossing Guard
  - 5. **Manilla** - Civilians
  - 6. **Manilla** - Resolutions
  - 7. **Light Blue** - Detention Officers

  
\_\_\_\_\_  
Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

## STANDARD OPERATING PROCEDURES

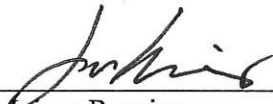
**SOP:** 35

**SUBJECT:** Injunctions

**PURPOSE:** To set forth guidelines for injunctions.

**SCOPE:**

- I. If an applicant currently has an open injunction against them, then they will be disqualified from the process.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

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Effective Date



# City of Miami

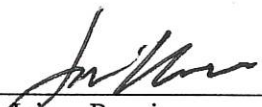


ARTHUR NORIEGA, V  
City Manager

## RECRUITMENT AND SELECTION UNIT

### STANDARD OPERATING PROCEDURES

- SOP** 36
- SUBJECT:** Selection Process for Emergency Dispatcher, 911 Operator (Emergency Call-Taker)
- PURPOSE:** To establish procedures for the processing, investigation, and selection of Emergency Dispatchers and 911 Operators (Emergency Call-Taker).
- SCOPE:**
- I. Application Phase
    - A. The applicant must apply the City of Miami website and must provide all necessary documentation their position requires.
    - B. The Department of Human Resources has the responsibility coordinating the Emergency Dispatcher/ 911 Operators.
    - C. The examination will be administered and scored by the Department of Human Resources. The applicants will be given a date and time to complete exam.

  
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Lt. Jaime Ramirez  
Commanding Officer  
Recruitment and Selection Unit

10/28/2024  
\_\_\_\_\_  
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**SOP 36: Selection Process for Emergency Dispatch**

- D. The Personal History Questionnaire (P.H.Q.) will be completed prior to the applicants scheduled orientation session. The investigators will review each questionnaire for completeness and those that are clearly outside applicable hiring guidelines will disqualify the applicant. The Unit supervisor will review any questionable forms to determine whether the applicant should be allowed to continue.
1. Applicants who fail to submit their P.H.Q. will be contacted by their background investigator via telephone and email and their efforts will be logged in their Investigator's Activity Sheet.
- E. Prior to the orientation, all applicants scheduled to attend will undergo the following preliminary checks; their names and date of birth will be run through FCIC, NCIC, CCIS, ATM'S, LINX, NDI, D.A.V.I.D., Miami-Dade County Clerk of the Courts, Miami-Dade Police Department Information System, and Monroe County to review criminal past driving history, and check for any open warrants.
- F. Similarly, those who fail to appear for the orientation session without calling in advance or immediately thereafter to offer a reasonable excuse for their nonappearance will be removed from the register; an A.V.O. will be placed in the file marked "NO SHOW" and the file will be stored away. No further notification shall be made.
- G. At the orientation session, all applicants will be explained the hiring process and steps and the importance of adhering to all appointments and requirements. They will complete FDLE forms needed complete their backgrounds, in addition, they will be advised of the consequences of non-compliance. Any applicant who misses their scheduled appointments without prior excused cancellation will be disqualified from the process.
- H. Applicants are informed via e-mail of all applicable elements of the Recruitment process. The applicant will be informed of the expected duration of the selection process and the conditions and procedures for reapplying, retesting, and reevaluation if not selected.

**SOP 36: Selection Process for Emergency Dispatch and 911 Operator**

- I. Those applicants who clear the orientation session will be scheduled for a polygraph examination.
- J. Following the orientation session, the Coordinator(s) will log in the initial data in the tracking system on each applicant and each stage of his or her processing will be updated as it occurs.

**II. Orientation**

- A. Once the certification list is referred to the Recruitment and Selection Unit, the Coordinator(s) or their designee(s) will establish a file on the candidates containing the preliminary forms required for the orientation session.

**III. Polygraph Procedures**

- A. The applicant will complete the Pre-Employment Polygraph Examination Questionnaire prior to testing.
- B. The applicant is then interviewed and tested by the Polygraph Examiner.
- C. The results will be turned in (as soon as practical) and reviewed by the Investigator or Supervisor for disqualifying factors. If the polygraph examination reveals deception and/or inconclusive, the applicant will be rescheduled as soon as possible.
- D. Following the second polygraph examination, applicants who could not clear the areas of concern and have no disqualifying factors disclosed will be investigated by the Background Investigator and applicant will write a red line memorandum.
- E. Applicants who pass their polygraphs will continue in the background process.
- F. Polygraph results are valid for one 6 months of date of exam if the results are "No Deception." If the results are "Deception Indicated" or "Inconclusive," then the applicant must be re-examined, if applying for another position.

**SOP 36: Selection Process for Emergency Dispatch and 911 Operator****V. Final Review Phase**

- A. The file is completed and prepared for final consideration at the Unit level:
1. The Applicant Summary is prepared with a recommendation to approve or disapprove, for presentation to the Unit Supervisor. **All applicants** will be submitted for consideration, if not automatically disqualified in accordance with the Standard Operating Procedures (SOP's).
  2. All candidates who are disqualified are notified via email. Candidates who are not selected for employment may request a disqualification hearing with the Unit Supervisor or designee.
  3. The Unit Supervisor reviews the file for completeness and refers it to the Unit Commander with a recommendation to approve or disapprove.
  4. The Unit Commander reviews the file and forwards it with a recommendation to approve or disapprove to the Section Commander for a final decision. Recommendations to hire require the approval of the Division Chief.

**VI. Medical Procedures**

- A. The applicant will be scheduled for their medical exam by the Health Services Detail. The medical exam will consist of a general physical examination, EKG (F.S. 943.13), a drug screen for substance use, among other related exams. The Health Services Detail may require the applicant to return for a reevaluation based upon their medical examination. If the medical facility attending physician does not wish to reevaluate the applicant but is willing to certify his or her medical fitness for the position, then the responsibility for that finding shall rest with the medical facility.

**SOP 36: Selection Process for Emergency Dispatch and 911 Operator**

VII. Qualification Procedures

- A. A Clearance to Hire memorandum is prepared, providing all pertinent information to allow the Police Department Personnel Unit to notify the candidate.
- B. If the projected hire date of qualifications of any applicant exceeds six (6) months from the date of the first medical test, then the applicant will be scheduled for an updated medical test.