

# STANDARD OPERATING PROCEDURES



CHIEF OF POLICE DIVISION

IA / PROFESSIONAL COMPLIANCE SECTION

# PROFESSIONAL COMPLIANCE UNIT

## STANDARD OPERATING PROCEDURES



# City of Miami



ARTHUR NORIEGA, V  
City Manager

**PROFESSIONAL COMPLIANCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**ENDORSEMENT SHEET**

January 2025 Inspection: LT. Padron #41087  
Commanding Officer  
(Print and sign)

1/27/2025  
Date

July 2025 Inspection: \_\_\_\_\_  
Commanding Officer  
(Print and sign)

\_\_\_\_\_  
Date

Annual Inspection: MAJOR [Signature] 1441  
Section Commander  
(Print and sign)

1/28/2025  
Date

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

\_\_\_\_\_  
Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

**PROFESSIONAL COMPLIANCE UNIT**  
**STANDARD OPERATING PROCEDURES**  
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# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

#### A. LETTER OF PROMULGATION

**To: ALL PERSONNEL, PROFESSIONAL COMPLIANCE UNIT**

These procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Professional Compliance Unit under the Internal Affairs / Professional Compliance Section of the City of Miami Police Department.

The procedures set forth here supplement but do not supersede the Departmental Orders or other Administrative and Operational Directives, and they are formulated accordingly. Unforeseen conflicts between the Standard Operating Procedures and the Departmental Orders or other Directives will be arbitrated and resolved through the Section Commander.

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

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**B.**

#### ORGANIZATIONAL STRUCTURE

UNIT COMMANDER - One

SERGEANT(S) – Two

POLICE OFFICER(S) – Six

One (1) commander/lieutenant supervises the Professional Compliance Unit

One (1) sergeant supervises and oversees the Accreditation Detail, which consists of three (3) separate CALEA Accreditations: Law Enforcement, Communications Center, and Training Academy. This supervisor is the Accreditation Manager of Record with CALEA.

One (1) sergeant supervises and oversees the Policy Development Detail, Inspections Detail, Policy Review Committee (PRC), Firearms Review Board (FRB), and High Liability Board (HLB) functions.

Three (3) officers are assigned to the Accreditation Detail: one for Law Enforcement, one for the Training Academy, and one for the Communications Center.

One (1) officer is assigned to the Inspections Detail.

One (1) officer is assigned to the Policy Development Detail.

One (1) officer is assigned to the Policy Compliance Unit.

Any of the officers may be utilized to assist in any of the details or functions of the Unit.

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

#### C. MISSION, GOALS, AND OBJECTIVES

##### MISSION:

To assist the Chief of Police in accomplishing the mission of the Miami Police Department as it relates to the operational and administrative aspects of the Department.

##### GOALS:

The Unit includes one (1) Unit, three (3) Details, a High Liability Incident Review Board function, a Policy Review Committee function, and a Firearms Review Board function. These elements are as follows: Policy Compliance Unit, Policy Development Detail, Inspections Detail, and the Accreditation Detail, Commission on Accreditation for Law Enforcement Agencies (CALEA). The Accreditation Detail manages the Departmental compliance with accreditation requirements and utilizes the Inspections Detail to conduct routine inspections of Departmental elements for accreditation and other inspections. The Policy Compliance Unit serves to review Departmental Orders and Standard Operating Procedures relevant to the mission of the Department, CALEA compliance, and identifies critical incidents for review by the High Liability Incident Review Board (HLB). Incidents selected for this review generally involve employee actions and/or behaviors that have a potential for high liability and/or high risk or that have the potential to impact police professionalism negatively. The HLB serves to review and address deficiencies revealed during police incidents and make corrective recommendations to the Chief of Police. The Policy Development Detail develops new DOs and SOPs and conducts necessary revisions. All elements of this Unit maintain a goal of providing the Chief of Police with independent, objective, and timely information concerning the efficiency and effectiveness of Departmental operations.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



## **MISSION, GOALS, AND OBJECTIVES (Cont.)**

### **OBJECTIVES:**

1. Identify and correct any deficiencies within the Departmental Orders (DOs).
2. Ensure time-sensitive reports, plans, analyses, reviews, or other documented activities are completed and submitted for review and approval.
3. Identify and assist in correcting deficiencies with Standard Operating Procedures (SOPs) of all Departmental elements.
4. Determine policy compliance involving high liability incidents.
5. Aide Departmental elements in implementing best practices.
6. Ensure Departmental compliance with all National CALEA standards.
7. Establish clear expectations and deadlines for the development of policies required by law.
8. Ensure Departmental compliance with written directives requiring annual review of DOs by Section Commanders or their designees.

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## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

#### **D. DUTY HOURS AND DRESS**

The Unit is operational Monday through Friday, 0600-1600 hours. Assignments, days off, and duty hours may change when necessary to meet departmental needs and accomplish its mission. The standard duty hours of Section personnel are:

Lieutenant	0600-1600
Sergeant(s)	0600-1600
Police Officer(s)	0600-1600

The standard days off for all members are Saturday and Sunday.

Members will also have either Friday or Monday off.

Holidays, vacations, and dress code requirements will comply with the contractual agreements, Departmental Orders, or the Unit Commander's discretion.

Sworn: Police Uniform.

Professional Attire may also be worn.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

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# City of Miami



ARTHUR NORIEGA, V  
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## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

#### E. DUTIES AND RESPONSIBILITIES OF MEMBERS

##### I. Unit Commander

1. The Commander reports to the Section Commander and is responsible for the overall operational and administrative function of the Unit and Details.
2. Ensures that all written material resulting from the activities of Unit members is accurate, neat, properly structured, clearly stated, and submitted to the Section Commander.
3. Assists personnel in obtaining cooperation, assistance, and information from persons and elements of the Department and other sources necessary to accomplish and complete assignments successfully.
4. Directs Unit members plans the Unit's activities and oversees its operational and administrative functions.
5. Performs special duties or functions as directed by the Section Commander.
6. Acts as the Section Commander when assigned.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



## **DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)**

### **II. Lieutenant / Unit Commander**

1. The lieutenant reports to the Section Commander and is responsible for the Unit's overall operational and administrative functions.
2. Ensures that all written material resulting from the activities of Unit members is accurate, neat, properly structured, clearly stated, and submitted to the Section Commander.
3. Initiates, directs, reviews, and submits results of inspections, policy development, policy compliance, and staff studies of Departmental elements, procedures, practices, or conditions to the Section Commander.
4. Advises and assists personnel in collecting and analyzing data and information pertinent to CALEA standards, inspections, policy development, and policy compliance and implements said data and information into objective and meaningful reports, memorandums, recommendations, etc.
5. Assists personnel in obtaining cooperation, assistance, and information from persons and elements of the Department and other sources necessary to accomplish and complete assignments successfully.
6. Directs Unit members plans the Unit's activities and oversees its operational and administrative functions.
7. Directs on-site observation and analysis of facilities of the element under inspection by the CALEA assessors.
8. Conducts briefing of the commanding officer and key personnel during a follow-up meeting upon completion of the final inspection.
9. Ensures all Unit requirements are met concerning operational and administrative activities such as, but not limited to, filing, training, attendance, records, overtime, supervision, and evaluation.
10. Ensures that periodic reports, reviews, and other activities mandated by applicable national law enforcement standards are accomplished and facilitates all changes and additions submitted by CALEA.
11. Performs special duties or functions as directed by the Section Commander.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)**

### **III. Sergeant**

1. Attends meetings as directed by the Unit Commander or Section Commander.
2. Reviews written directives of element(s) to be inspected, such as Departmental Orders, Rules and Regulations, Standard Operating Procedures, Official Bulletins, Memorandums, Training Bulletins, Legal Bulletins, State Statutes, Articles, Administrative Policy Manual (APM), etc.
3. Participates in the accreditation/inspection process through on-site observation, record collection, analysis, task analysis, facility evaluation, personnel evaluation, and procedure evaluation.
4. Performs observation, collection, and analysis of data activities and compares them with written directives governing the operation of the element(s) to ensure compliance with established standards.
5. Determines adequacy of written directives.
6. Prepares findings and recommendations for final inspection report on assigned areas of responsibility.
7. Investigates, evaluates, observes, and inspects elements of the Department as directed by the Unit Commander or Section Commander.
8. Reviews / prepares payroll for the Unit.
9. Assists with accreditation duties and responsibilities as directed by the Unit Commander or Section Commander.
10. Acts as the Accreditation Manager of Record for CALEA.
11. Develops and reviews Departmental policies.
12. Reviews Section/Unit/Detail, SOPs for compliance.
13. Reviews high liability incidents for compliance with policy.
14. Acts as the presenter/coordinator for the Policy Review Committee.
15. Acts as the coordinator for the Firearms Review Board.
16. Responds to public records requests assigned to the Unit.
17. Acts as the acting unit commander when assigned.
18. Completes assignments as directed by the Unit Commander or Section Commander.

## **DUTIES AND RESPONSIBILITIES OF MEMBERS (Cont.)**

### **IV. Police Officer**

1. Participates in policy development, accreditation/inspection process by on-site observation, record collection and analysis, data collection and analysis, task analysis, facility evaluation, and procedural evaluation.
2. Attends meetings as directed by the Section Commander, Unit Commander, or Sergeant with respective element personnel during accreditation/inspection.
3. Compares observation, collection, and analysis of data and activities with written directives governing the operation of the element.
4. Reviews written directives of the respective element(s) to be inspected, such as applicable Departmental Orders, Rules and Regulations, Standard Operating Procedures, Official Bulletins, memorandums, Training Bulletins, Legal Bulletins, State Statutes, etc., and determines their adequacy.
5. Participates in organizing, editing, and completing the final inspection report with other members of the Inspections Detail.
6. Evaluates functions, activities, tasks, and operations to ensure they are effective and productive.
7. Performs specialized or general tasks as directed by the Section Commander, Unit Commander, or sergeant.
8. Performs duties and responsibilities as needed for the Policy Compliance Unit, Accreditation Detail, Inspections Detail, and Policy Development Detail.
9. Reviews prepares and presents high liability incidents before the High Liability Review Board.
10. Assists the Unit Commander and Accreditation Manager in overseeing and facilitating Accreditation functions.
11. Acts as the presenter for the High Liability Review Board.
12. Acts as a presenter for the Policy Review Committee.
13. Responds to public records requests assigned to the Unit.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

## STANDARD OPERATING PROCEDURES

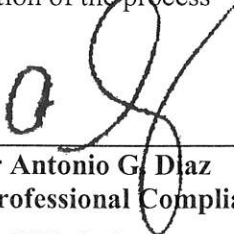
## PROGRAMS AND FUNCTIONS

### F. PROGRAMS

- Accreditation (CALEA)
- Inspections (ensure Departmental elements maintain compliance with directives)
- Policy Development (generate, update, and review Departmental Policies)
- High Liability Incident Review Board (review and evaluate non-deadly use of force incidents, vehicle pursuits, SWAT missions, etc.)
- Policy Compliance (ensure Departmental Policies are followed during High Liability Critical Incidents)

### FUNCTIONS

- Departmental Orders Repository
- Standard Operating Procedures Repository
- High Liability Incident Review Board scheduling and facilitation of process
- Policy Review Committee scheduling and facilitation of process
- Firearms Review Board scheduling and facilitation of the process

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



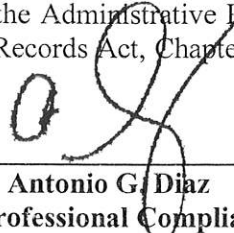
ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

#### G. POLICIES

1. The Miami Police Department's Professional Compliance Unit ensures that the Department complies with all CALEA standards applicable to its operation.
2. The Professional Compliance Unit is responsible for regularly inspecting Departmental elements to ensure compliance with Departmental Orders, policies, rules, regulations, procedures, and guidelines. Following each inspection, the Unit shall prepare detailed written reports for executive prerogative.
3. The Professional Compliance Unit shall have access to the Department's files and records relevant to the assigned inspection. If confidential records are withheld that, in the opinion of the Section Commander of the IA/Professional Compliance Section, apply to the assigned inspection, the approval of the Chief of Police to review such records may be requested.
4. All personnel assigned to the Professional Compliance Unit are responsible for knowing and complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations, and all other written policies and procedures relating to their employment.
5. The Section Commander will review and sign all documents and other written material produced by the Professional Compliance Unit before being filed or forwarded.
6. All information, strategies, communications, and documents learned of or produced in the Professional Compliance Unit are confidential and will not be discussed with anyone outside of the Section.
7. All CALEA files are to be safeguarded and not removed from the office without the consent and approval of the Section Commander or Accreditation Manager.
8. The Professional Compliance Unit shall comply with the Administrative Policy Manual (APM) and Departmental Orders regarding the Public Records Act, Chapter 119, Florida Statutes.

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**SOP** 1

**SUBJECT:** PROCEDURES DURING HURRICANE THREAT

**PURPOSE:** To provide a general outline of procedures to cover the duties and responsibilities of the Professional Compliance Unit's personnel if a hurricane should threaten the City of Miami.

**SCOPE:** If a hurricane strikes the Miami area, the Section Commander of the Professional Compliance Unit shall maintain communication with the police department per Departmental Orders.

1. Upon a hurricane warning being issued, personnel will fuel up any City vehicle before their tour of duty ends.
2. The Section Commander will allow personnel to prepare in advance for the safety and security of personal property and family members, expecting they may not be at home before, during, and after the storm. Also, personnel will bring sufficient personal equipment and supplies to remain at work for seventy-two (72) hours.
3. Once the above procedures have been accomplished, personnel will be informed of their responsibilities during and immediately following the storm, per Departmental Orders.
4. All personnel are responsible for maintaining and updating their information within the iMiami application and with their supervisor for the Emergency Mobilization List (EML).

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## ANNEX #1

## HURRICANE PREPARATION CHECKLIST

- \_\_\_\_\_ 1. Remove files or boxes from the floor and away from windows.
- \_\_\_\_\_ 2. Close all file cabinets.
- \_\_\_\_\_ 3. Secure all non-stationary items (papers, books, etc.).
- \_\_\_\_\_ 4. Unplug all electrical equipment (i.e., computers, printers, etc.).
- \_\_\_\_\_ 5. Place plastic coverings on all office equipment and secure them with tape.
- \_\_\_\_\_ 6. Close all doors to offices with windows.
- \_\_\_\_\_ 7. Store all computer media (CD, flash drive, etc.) inside desks or cabinets.
- \_\_\_\_\_ 8. Desktop items (i.e., staples and calendars) will be placed inside desks or cabinets.
- \_\_\_\_\_ 9. Wall hangings (i.e., bulletin boards and pictures) may be placed inside the file room or an office without windows.

**Major Antonio G. Diaz**  
**IA / Professional Compliance Section**

**JAN 28 2025**

**Effective Date**



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

SOP 2

**SUBJECT:** EMERGENCY MOBILIZATION PROCEDURES

**PURPOSE:** To provide a general outline of procedures to cover the duties and responsibilities of the Professional Compliance Unit if a State of Emergency is declared within the City of Miami.

**SCOPE:** In the event of the occurrence of any situation in the City of Miami which results in a threat to the general safety of the public, when such occurrence necessitates the implementation of the Emergency Mobilization Plan, the Unit shall be mobilized under the following guidelines:

1. All personnel shall maintain and update their information within the iMiami application and with their supervisor for the Emergency Mobilization List (EML).
2. The Section Commander or designee will report to the E.O.C. for deployment and assignment of personnel.
3. Upon being notified to mobilize, Professional Compliance Unit personnel will report to their offices and await their assignments. Should the emergency occur during off-duty hours, the Section Commander will contact the Unit Commander or pre-designated supervisor, who will notify the unit personnel.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025  
Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## ANNEX #1

## EMERGENCY MOBILIZATION CHECKLIST

- \_\_\_\_\_ 1. Briefing on the emergency with the Unit Commander.
- \_\_\_\_\_ 2. Unit Commander contacts and notifies all assigned members.
- \_\_\_\_\_ 3. Cancellation of "E," "V," "EO," time, etc.
- \_\_\_\_\_ 4. Duty assignment.
- \_\_\_\_\_ 5. Secure equipment needs.
- \_\_\_\_\_ 6. Personal adjustment needs (food, hygiene, water, etc.).
- \_\_\_\_\_ 7. Return to regular schedule.

Major Antonio G. Diaz  
IA / Professional Compliance Section  
JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**SOP** 3

**SUBJECT:** SUPPLIES AND EQUIPMENT

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

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

All office equipment and supplies will be stored under lock and key, and access will be limited to Unit personnel only.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

SOP 4

**SUBJECT:** INSPECTIONS DETAIL REPORT FORMAT

**PURPOSE:** To clarify and establish the format to be followed when preparing an Inspection Report for review by the Chief of Police.

#### **I. Comprehensive Staff Inspections:**

In-depth inspections of Departmental elements include the facility, administration and personnel, records and files, procedures, and operations.

Inspection Reports are prepared according to the format described below but will vary if necessary when the element or system requires deviation.

##### **1. Executive Summary**

A summary of the full inspection report to acquaint readers with a large body of material without the need to read the complete report.

##### **2. Facility**

- a. Security
- b. Accessibility
- c. Cleanliness
- d. Safety
- e. Space limitations
- f. Equipment
- g. Materials
- h. Supplies
- i. Layout

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



## **INSPECTIONS DETAIL REPORT FORMAT (Cont.)**

### **3. Administration and Personnel**

- a. Work scheduling and staffing
- b. Organizational chain of command
- c. Work measurement and task analysis
- d. Appearance and uniforms
- e. Training and training needs effectiveness
- f. Communications
- g. Complaint trends
- h. Overtime
- i. Performance, motivation, recognition, commendations

### **4. Records and Files**

- a. Administrative files
- b. Personnel files
- c. Monthly or Periodical Reports

### **5. Procedures and Operations**

All Departmental Orders and Standard Operating Procedures pertinent to the element, function, or system being inspected will be examined.

## **II. Special Inspections:**

Focus on identifying special needs and/or circumstances. These inspections may be unannounced, narrow in scope, and generally conducted in sensitive organizational elements.

## **III. Spot Inspections:**

Spot Inspections are usually short and brief, unannounced examinations of the organizational element.

Special and spot inspection reports are short and concise, explicitly addressing the identified issue(s). They may be provided in writing or verbal form.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**SOP**            5

**SUBJECT:**    INSPECTIONS DETAIL, FOLLOW-UP INSPECTIONS

**PURPOSE:**   To establish inspection follow-up procedures and ensure corrective action has been taken.

**SCOPE:**       Follow-up inspections of organizational elements will be initiated by the Professional Compliance Unit as follows:

- I.        After an inspection by the Inspections Detail:
  - A.        A written inspection report with findings and recommendations will be submitted to the Chief of Police.
  - B.        Upon review and approval by the Chief of Police and their direction, a copy of the report will be forwarded to the Chain of Command of the organizational element for review.
  - C.        The Inspections Detail, as directed by the Chief of Police, will follow up to ensure a timely response and that the necessary corrective action has been taken.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**SOP** 6

**SUBJECT:** ACCREDITATION DETAIL

**PURPOSE:** A file maintenance system to request time-sensitive reports and documents as proof of compliance for maintaining Commission of Accreditation for Law Enforcement Agencies (CALEA) standards.

**SCOPE:** Accreditation standards require the Miami Police Department to maintain a system for ensuring that time sensitive and/or periodic reports and reviews applicable to the Department's requirements are collected. Personnel assigned to the Accreditation Detail are to ensure that appropriate directives and proofs of compliance are requested, received, and maintained on file.

- I. To compile the required information for the files, the Accreditation Detail will periodically request the information mandated to maintain standards from the affected organizational elements. This request for documents will be sent to the organizational elements via red line memorandum, through channels, requesting the following information:
  - A. CALEA standard number.
  - B. Timely submission of all requested documentation.
  - C. Copies of directives and reports of proofs of compliance by the date indicated by the Accreditation Manager.
- II. The Accreditation Manager will maintain a folder for each CALEA standard to store the requested documents.

Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



### **ACCREDITATION DETAIL (Cont.)**

- III. To ensure compliance with standards, any failure to submit documents requested by the Accreditation Unit or the submission of incomplete documents will result in issuing a follow-up memorandum to the Division Chief of the affected Unit. Follow-up memorandums will have a suspense date of ten (10) calendar days and may be assigned a tickler number from the Office of the Chief. Extensions can be granted only upon approval of the Accreditation Manager.
- IV. Simultaneously, Accreditation Unit members shall personally contact each organizational element to retrieve the missing document(s).
- V. Review DOs and SOPs before publication and ensure adherence to CALEA.
- VI. All accreditation files will be maintained in a secured area. Files are not to be removed without the express consent of the Accreditation Manager.
- VII. The Accreditation Detail will issue a list of required documentation to each Division, listing in detail the Proofs of Compliance required to maintain all three (3) CALEA accreditations. The list of documents will be issued according to the month of the respective accreditation's assessment dates.

# City of Miami



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### STANDARD OPERATING PROCEDURES

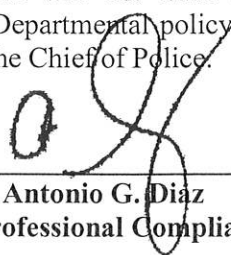
SOP 7

**SUBJECT:** POLICY COMPLIANCE UNIT

**PURPOSE:** To conduct an investigative review of any high-liability or high-risk incident. Incidents to be reviewed may include but are not limited to, the use of non-deadly force, vehicle pursuits, perimeters, SWAT missions, response to resistance reports, arrest procedures, or any other selected critical incidents. The investigative analyses of these critical incidents will determine if Departmental policies are being strictly followed, whether best practices are observed, and assess the positive and negative aspects of these incidents. This investigative review will determine if convening a High Liability Incident Review Board (HLB) would be productive.

**SCOPE:** The High Liability Incident Review Board (HLB) is a function of the Policy Compliance Unit. An HLB serves to review, investigate, and address Department deficiencies in a number of areas using facts and circumstances. Excluded are any high-liability critical incidents under review by Internal Affairs and incidents involving a discharge of firearms. HLB may select completed/closed IAS cases for review.

1. The Board may summon all persons identified from the investigative review of the incident that are determined necessary and /or involved.
2. The Board will focus on the training and tactics used before, during, and after the incident and if the incident was within Department policy.
3. The Board will determine if any future needs, such as training, equipment, policy changes, etc., are appropriate.
4. The Policy Compliance Unit and the HLB will not issue discipline for incidents that are not in compliance with Departmental policy. The Section Commander will refer policy violations to the Chief of Police.

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025  
Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

SOP 8

**SUBJECT:** POLICY DEVELOPMENT DETAIL

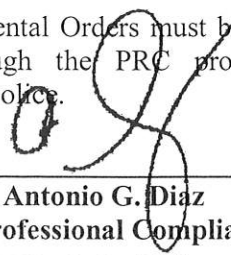
**PURPOSE:** To develop, update, and revise Departmental Orders as necessary, ensuring they are not outdated, do not conflict with any other orders, and are best practices.

**SCOPE:** The Departmental Orders (DO) can be revised through the Official Bulletin during the annual review process or as outlined by Departmental Order 1.1. The creation or revision of a DO that affects another section should be coordinated with that Section's Commander. To ensure that the Miami Police Departmental Orders are living and working orders, a member of the Policy Development Detail will be assigned to ensure that any Departmental Orders submitted to the Professional Compliance Unit are reviewed and CALEA approved before being scheduled for a Policy Review Committee (PRC) meeting.

**Annual Review:** Any changes, creation, or revision of a DO will abide by the policy outlined in DO 1.1.

On or before August 15<sup>th</sup> of each year, Section Commanders (or their designee) will review their Departmental Order(s) to ensure compliance with current City administrative policies, local government legislation, Florida Statutes, and labor agreements. If there are no recommended revisions, the Section Commander must submit a memorandum through channels to the Professional Compliance Unit Commander indicating that their Department Order is current and that no revisions are needed. If there are proposed revisions, the Section Commander (or designee) will prepare a Policy Review Committee (PRC) request and submit it through channels to the Professional Compliance Unit Commander.

**Updating:** Per accreditation standards, Departmental Orders must be reviewed at least once a year. They are revised through the PRC process or OB publication as they are approved by the Chief of Police.

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

JAN 28 2025

Effective Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

SOP 9

**SUBJECT:** POLICY REVIEW COMMITTEE (PRC)

**PURPOSE:** To provide the Chief of Police (COP) with a vetting process where all new or revised Departmental Orders are closely scrutinized when revising, updating, purging, or indexing. Standardized official forms also are approved by the Policy Review Committee (PRC). The PRC consists of appointed staff members and police legal representation. The Committee is responsible for conducting a thorough review of written directives before final approval by the Chief of Police.

**SCOPE:** The PRC is a function of the Departmental directive system process as outlined in Departmental Order 1, Chapter 1. The Professional Compliance Unit is responsible for coordinating the PRC function. The Policy Compliance Unit Supervisor is the Coordinator of the Policy Review Committee.

The responsibilities of the PRC function are:

1. Work closely with MPD elements on policy development and/or revisions of written directives and ensure Departmental Order 1, Chapter 1, is followed.
2. Establish clear quality control for the development of written directives.
3. Establish deadlines for the completion of the annual review of written directives.
4. Conduct meetings with MPD elements and facilitate the policy writing process, as needed.

Major Antonio G. Diaz  
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**POLICY REVIEW COMMITTEE (PRC) (Cont.)**

5. Schedule a PRC meeting once a directive is ready for review by the PRC Committee. Prepare an E-mail calendar invite to the Committee members and the originator of the written directive. Also, invite subject matter experts and any concerned parties that the directive affects.
6. Once a PRC meeting is concluded, a PRC package containing a written report is prepared for the Chief of Police. The package contains committee amendments and/or recommendations and all applicable documents. The Chief of Police will review and approve this report prior to the official adoption of a new or revised written directive.
7. The Professional Compliance Unit ensures the publication of written directives and official forms to the Department's SharePoint website.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## PROFESSIONAL COMPLIANCE UNIT

### STANDARD OPERATING PROCEDURES

**SOP** 10

**SUBJECT:** FIREARMS / IN CUSTODY DEATH REVIEW BOARD (FRB)

**PURPOSE:** To provide the Chief of Police (COP) with a process to evaluate the actions of the officer(s) leading up to, during, and after the discharge of a firearm(s) or in-custody death. The FRB consists of appointed staff members and police legal representation. The Board has the responsibility of conducting a thorough review to determine if the discharge of a firearm(s) or in-custody death complies or not in compliance with the policy.

**SCOPE:** The Firearms / In Custody Death Review Board (FRB) is a function of the Use of Force and Administrative Procedures process outlined in Departmental Order 17, Chapter 1. The Policy Compliance Unit is only responsible for coordinating the FRB function.

The responsibilities of the FRB function are:

1. Schedule an FRB meeting once Internal Affairs receives a closeout memorandum from the Miami-Dade State Attorney and the administrative case is closed and ready for review by the FRB. Prepare an E-mail calendar invite for the Board members and any subject matter experts or others identified by the assigned case manager/presenter.
2. Once an FRB meeting is concluded, a written report documenting the conclusions and recommendations of the FRB Board shall be prepared for the Chief of Police.

  
Major Antonio G. Diaz  
IA / Professional Compliance Section

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