



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 10.1	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 1, 2014	NUMBER OF PAGES: 03
CFA STANDARD: NONE SUBJECT: <i>Collective Bargaining-</i> COLLECTIVE BARGAINING AND CONTRACT MANAGEMENT	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: NONE
SECTIONS:

- 10.1.1 Agency Role - Collective Bargaining Process**
- 10.1.2 Ratification Responsibilities -Collective Bargaining Agreement**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines in the collective bargaining process, including instructions as what to do upon the ratification of an agreement by all parties.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department and the City of South Miami to participate in good faith bargaining with representatives of employee bargaining units on matters that affect law enforcement and the capabilities of this organization. This organization will not intentionally violate any portion of current labor agreements when formulating policy and procedures. The South Miami Police Department will operate within the constraints of present and future contracts to resolve grievances and impasses in accordance with the articles of current and future contracts. The South Miami Police Department is committed to abide, both in letter and spirit, by the negotiated labor agreement(s) that has been signed by the City of South Miami, labor representatives, and ratified by the bargaining unit(s).

PROCEDURE:

10.1.1 Agency Role - Collective Bargaining Process

- A. The Chief of Police, City Manager, and the City Labor Attorney represent the City of South Miami during the collective bargaining process. The primary role of these representatives in the process is to ensure that the needs of the citizens of the City of South Miami are considered along with the needs of the City employees in the bargaining unit.

The collective bargaining team formed to represent the City of South Miami during contract negotiations with a duly-recognized bargaining unit will be comprised of persons as determined by the City Manager, generally the Chief of Police, the City Manager, Human Resources Director, and the Labor Attorney as

described above. The City's Labor Attorney has been designated as the principal negotiator, with input provided by other team members as appropriate.

- B. The Miami-Dade County Police Benevolent Association (PBA) is recognized as the exclusive collective bargaining agent for all South Miami Police Department full-time police officers, detectives, and Sergeants. Excluded are the Chief of Police, Police Major, dispatchers, civilian employees, and all other employees of the City of South Miami and the Police Department.

The bargaining committee of the P.B.A. will consist of individuals as decided by the contract, at least one of whom must be a member of the South Miami Police Department bargaining unit. P.B.A. bargaining unit representatives will not be compensated for attending negotiations.

- C. The bargaining team representing the agency and City will conduct negotiations based on the principles of "good faith", and in accordance with the provisions of applicable laws.

- D. Prior to engaging in negotiations for wages, hours, and terms and conditions of employment, ground rules for the bargaining teams will be decided in advance, to establish the following:

1. Size and composition of bargaining teams;
2. Time schedules and agendas for meetings;
3. Procedures governing release of information to third parties (including the media) during the bargaining process;
4. Method of recording the deliberations, if any;
5. Methods for introducing issues; and
6. Methods for resolving conflict.

Members of the City of South Miami's bargaining team will abide by the established ground rules for the collective bargaining process.

- E. The City of South Miami, the South Miami Police Department, and the bargaining team will abide, in both letter and spirit, by the negotiated collective bargaining agreement that has been signed by management, labor representatives, and ratified by the bargaining unit.

10.1.2 Ratification Responsibilities - Collective Bargaining Agreement

- A. Agreements reached by the bargaining team are subject to the approval of the City Manager and City Commission. Approved agreements will be signed into effect by the City Manager and submitted to the City Commission for final ratification. The Chief of Police will obtain a written, signed copy of the labor agreement for departmental and policy usage.
- B. The Chief of Police or his designee will conduct a review of all departmental written directives as soon as practical after a signed agreement is reached between the duly-recognized bargaining unit and the City of South Miami. The purpose of this review is to amend, if necessary, all written directives and procedures to coincide with the collective bargaining agreement. The Chief of Police will then direct the Accreditation Manager to revise the needed policies.

- C. Current collective bargaining agreements will be disseminated to all police personnel. Supervisors will familiarize themselves with the contents of any agreements and will ensure compliance with all applicable terms of such agreements.