



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 18.8	<b>DATE OF ISSUE:</b> December 20, 2016	<b>EFFECTIVE DATE:</b> January 1, 2017	<b>NUMBER OF PAGES:</b> 04
<b>CFA STANDARD:</b> <b>SUBJECT:</b>  SERGEANT-AT-ARMS	<b>NEW ( ) RESCINDS ( )</b>  <b>AMENDS (x ) OTHER ( )</b>	<b>By Order Of:</b>    <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:**  
**SECTIONS:**

- 18.8.1            **General Operations**
- 18.8.2            **Responsibilities of the Sergeant-at-Arms**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish Departmental policy and provide guidelines concerning the planning and operational management of security and safety at meetings held by the City Commission of the City of South Miami by assigning a Sergeant-at-Arms to provide security at the meetings. Additionally, to establish Departmental policy and provide guidelines concerning the planning and operational management of security and safety at certain meetings held by the City Administration of the City of South Miami by assigning a Sergeant-at-Arms to provide security at the meetings.

**SCOPE:** All Departmental personnel.

**POLICY:** It is the policy of the South Miami Police Department to plan and coordinate security activities related to the meetings of the City in order to provide for safety and security as necessary to ensure orderly City meetings are held.

**DEFINITIONS:**

**City Commission:** The City Commission of the City of South Miami.

**City Commission Chamber:** The meeting room of The City Commission of the City of South Miami.

**Commissioner:** Any Commissioner of the City Commission of the City of South Miami.

**Manager:** The City Manager of the City of South Miami or his duly appointed designee.

**Mayor:** The Mayor of the City of South Miami.

**Presiding Official:** Person chairing the meeting, such as the Mayor, City Manager, or Board Chair.

**Sergeant-at-Arms:** A sworn City of South Miami Police Officer assigned by the Chief of Police to provide security for the City of South Miami specifically including as a group and individually during meetings, the City mayor and the City Commission of the City of South Miami.

## **PROCEDURES:**

### **18.8.1 General Operations**

- A. The Chief of Police or his designee is responsible for planning and coordinating security for all regular and/or special meetings of the City Commission and certain meetings as determined in advance by the City Manager potentially to include the Environmental Review and Preservation Board (ERP), the Community Redevelopment Agency (CRA) and the Planning Board.
- B. The Chief of Police or his designee is responsible for appointing at least one sworn member of the Department to act in the capacity of Sergeant-at-Arms for all regular and/or special meetings of the City Commission and certain meetings as determined in advance by the City Manager. Prior to the appointment, each appointee will be trained in the requirements of said position by City Ordinance and this General Order.
- C. Sworn members appointed to serve in the capacity of Sergeant-at-Arms for any City Commission meeting and certain meetings as determined in advance by the City Manager shall report for duty in uniform.
- D. Prior to each meeting, the Chief of Police's designee, normally the Assistant Chief, shall submit a copy of the upcoming meeting agenda and an operational plan to the Chief of Police delineating:
  - 1. Personnel assigned to act as Sergeant-at Arms
  - 2. Use of other personnel, if needed.
  - 3. Anticipated problem areas.
  - 4. Anticipated problems with speakers or attendees, if known, and any related background or history of disturbing the meetings and/or potential violence regarding speakers or attendees.
  - 5. Presiding Official

## **18.8.2 Responsibilities of the Sergeant-at-Arms**

- A. Members assigned to act as Sergeant-at-Arms shall be deployed so as to provide maximum security, safety, and decorum for all persons participating in or attending City Commission meetings and certain meetings as determined in advance by the City Manager. The Sergeant-at-Arms shall:
1. Take up a position inside the City Commission Chamber.
  2. Remain in a tactically advantageous place in the room so that it is possible to observe attendees entering and leaving the room.
  3. Remain alert, and aware of the actions of attendees at all times.
  4. Be prepared to take immediate action to protect life, decorum, and property. Should tensions rise or decorum wane, the Sergeant-at-Arms shall move to a position within the peripheral vision of the individual causing the situation to escalate.
  5. Be prepared to act by removing any person causing a disturbance; this may be done at the discretion of the Mayor or Presiding Official, or a majority of the City Commission, as well as in the discretion of the Sergeant-at-Arms or his command. Any person being removed shall be requested to leave the premises and should the person fail to leave after being given adequate warning that their presence was a disruption to the process, they may be subject to arrest.
  6. Such removal shall be from the entire building or property as applicable for the duration of the event being held at the time of the disturbance.
- B. The Sergeant-at-Arms shall note all pertinent information discussed at the meeting and report same to the Chief of Police or his designee by telephone at the conclusion of the meeting. Body worn cameras will be activated during the entire time a Sergeant-at-Arms is on duty.
- C. The Sergeant-at-Arms shall prepare a written Offense Incident Report (OI) with a detailed summary of all law enforcement action taken by the Sergeant-at-Arms. Such a report shall be generated when:
1. Any person is escorted or removed from the meeting by the Sergeant-at-Arms.
  2. Any person is arrested.

3. Any person makes a credible threat to the Mayor, any member of the City Commission, or the City Commission as a whole or any member of the Board, Committee, or member of the public.
  4. Any person is found to be in possession of a weapon or firearm in violation of Florida law.
  5. Any incident that would require police action, including the maintenance of decorum.
  6. Any incident that would require an Offense Incident Report (OI) or an information report.
- D. The Sergeant-at-Arms shall not interfere with or prevent any person from exercising the right to freedom of speech, as determined by State and local government policies and law, unless such speech constitutes disorderly conduct under the Florida Statutes.
- E. Upon completion of the meeting, the Sergeant-at-Arms shall ensure that all members of the City Commission make it to their vehicles safely. The Sergeant-at-Arms shall not leave until the members of the City Commission leave the parking lot by driving away.
- F. The Sergeant-at-Arms may be utilized to act in the official capacity at other functions, such as the State of the City address, ad hoc meetings, or other functions that may occur in locations other than the Commission Chambers as determined by the City Manager.