

GENERAL ORDERS | SOUTH MIAMI POLICE DEPARTMENT



G.O. Number: 18.9	Subject: Staff Notification Procedures	
Chapter: 18 Uniform Patrol Operations	Number of Pages: 07	
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By Order of Chief of Police : Rene G. Landa Chief of Police		Revised: 03/05/2021 Status: New

SECTIONS:

- 18.9.1** **Definitions**
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- 18.9.6** **Staff Duty Officer Notification Requirements**

RESCINDS: Any other existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines concerning staff notifications.

SCOPE: All departmental sworn personnel.

POLICY: It is the policy of the South Miami Police Department to notify command staff in the event of unusual occurrences. The Staff Duty Officer (SDO) assignment has been established to provide the Department, with a representative from the Chief of Police who will act in his/her behalf and report back to the Chief as circumstances dictate.

18.9.1 DEFINITIONS

- A. **ON-DUTY SUPERVISOR:** A member who holds the rank of Sergeant or higher or an Acting Sergeant supervising a uniform patrol shift.
- B. **SHIFT COMMANDER:** A member who holds the rank of Lieutenant or higher overseeing the operation and/or administration of a uniform patrol shift.
- C. **STAFF DUTY OFFICER (SDO):** A member of the Command Staff, holding the rank of Lieutenant or above, who is to be notified in the event of an unusual occurrence; the duty is assigned on a rotational basis.

18.9.2 STAFF DUTY OFFICER ASSIGNMENT

- A. **Assignments:** Staff members, designated by the Chief of Police, will be assigned the responsibility of Staff Duty Officer. They will serve for one-week periods from 0600 hours on Monday to 0600 hours the following Monday.
- B. **SDO Roster:** A roster scheduling the Staff Duty Officer shall be prepared by a designated Uniform Patrol Division (UPD) Lieutenant and distributed to staff members and Communications.
- C. **Leave Requests:** After the roster has been established, changes can be coordinated between staff members. It will be the responsibility of each staff member to make adjustments with another Staff member and to communicate the agreed upon changes in the official roster, notify Communications, and the Operations Bureau Captain.
- D. **SDO Hour Deviation:** If a Staff Duty Officer needs to deviate from the designated SDO duty hours, he/she must first obtain authorization from the Operations Captain or designee prior to doing so. Once authorization has been granted, it is the responsibility of the Staff Duty Officer to notify Communications and all other appropriate personnel of the schedule change.

18.9.3 STAFF DUTY OFFICER RESPONSIBILITY

- A. The Staff Duty Officer shall be notified during the absence of a Uniform Patrol Division Lieutenant (i.e.: regular days off or any period of leave).
- B. The Staff Duty Officer will be on-call at all times during their SDO tour of duty and must be available. When not available by telephone, the Staff Duty Officer shall keep Communications informed of their location.
- C. When a Staff Notification is made, the Staff Duty Officer will then determine (based on the nature of the incident and totality of the circumstances) if they will proceed up the chain of command with the notification by phone.
- D. When significant incidents occur (i.e.: any incident listed below requiring significant staffing, resources, and/or direction) and the affected Shift Commander is not available, the Staff Duty Officer will respond to the incident location. The Staff Duty Officer will be briefed by the Shift Supervisor in charge and will be responsible for notifying the Chief of Police in a timely fashion. The Staff Duty Officer will also make notification updates when appropriate (i.e.: change of substantive information, circumstances, etc.).
- E. The Staff Duty Officer shall inform the Chief of Police or his/her designee via phone (some significant incident may require an in person debriefing) of any calls requiring his/her response or unusual incidents where the Staff Duty Officer was notified and the Chief of Police must be informed.

18.9.4 SUPERVISOR RESPONSIBILITY

- A. When a call requires a Staff Duty Officer notification, the on-duty supervisor will make that phone call to the Staff Duty Officer as soon as the circumstances permit. No shift supervisor is to have the officer handling the case, or a detective make the call.
- B. If the Staff Duty Officer cannot be reached, the shift supervisor shall then contact their respective UPD Lieutenant or the CID Lieutenant, if a detective call out is required.
- C. In addition to the phone notification, the shift supervisor will send an e-mail to the "Police Administration" email group advising of the incident by the end of their shift. This e-mail

shall be completed with the official "Staff Notification Form" and must include all the applicable information (required form fields/boxes completed).

- D. If there is a high priority call where the shift supervisor and commander are occupied (such as any police involved shooting, a barricaded subject, shots fired where a perimeter is set up, or any call involving SWAT/SRT, etc.) the communications officer on duty will make staff notifications (phone calls) as soon as possible. The first call will be to the Operations Bureau Captain, then the Assistant Chief, and lastly the Chief of Police. The information that will be passed along will be exactly as the dispatcher gets it on the CAD remarks, including the signal used. The on-duty supervisor will also call senior staff periodically, to keep them updated.

18.9.5 OFFICER RESPONSIBILITY

- A. Officers handling any of the following incidents or any incident requiring additional resources or supervisory response, shall notify the on-duty supervisor as soon as circumstances permit.
- B. Officers shall ensure that the supervisor receives the necessary information to determine the appropriate level of response/ resources needed.

18.9.6 STAFF DUTY OFFICER NOTIFICATION REQUIREMENTS

- A. There are certain types of situations (listed below) where the Staff Duty Officer must be notified. Staff notifications include and are not limited to the following:
 - 1. **MAJOR INCIDENTS;**
 - a. Plane Crash;
 - b. Bombing/ Explosion;
 - c. Terrorist Acts;
 - d. Major Fires;
 - e. Collapsed Building or Structure;
 - f. Tornado or other major storm damage;

- g. Extensive Flooding;
- h. Large Scale Power Failures; and/or
- i. Other disasters requiring significant resources.

2. S.W.A.T. / S.R.T. OPERATIONS;

- a. Hostage Situation;
- b. Barricaded Subject(s); and/or
- c. Other high-risk situations requiring resources beyond the capacity of the UPD.

3. DEATH INVESTIGATIONS (i.e.: suicides, homicides, medical examiner cases, suspicious or foul play suspected. Etc.);

- a. Homicides;
- b. Suicides;
- c. Medical Examiner Cases;
- d. Suspicious or Foul Play Suspected; and/or
- e. Other suspicious cases.

4. POLICE INVOLVED SHOOTINGS;

5. POLICE PERSONNEL ASSAULTED WITH A WEAPON (or shot at);

6. SERIOUS INJURY/DEATH OF POLICE EMPLOYEE;

7. DISCHARGE OF FIREARM BY POLICE PERSONNEL;

8. USES OF FORCE WHERE GREAT INJURY WAS CAUSED;

9. MAJOR DISTURBANCES, DEMONSTRATIONS OR UNUSUAL POLICE-CITIZEN CONFRONTATIONS;

10. UNUSUAL INCIDENTS OR CONFRONTATIONS INVOLVING DEPARTMENTAL MEMBERS AND THE MEDIA.

11. MASS ARRESTS;

12. VIOLENT PERSON CRIMES (i.e.: robbery, etc.);

- a. Shootings;
- b. Stabbings;
- c. Kidnappings;
- d. Sexual Battery Crimes;
- e. Violent crimes involving great injuries which require hospitalization and/ or CID response is required;

- 13. **HIT AND RUN WITH SERIOUS BODILY INJURIES** (i.e.: major trauma victim transported to hospital);
- 14. **MAJOR THEFTS WHERE THE AMOUNT EXCEEDS \$20,000** (i.e.: stolen box truck with A/C and Kitchen Appliances, jewelry, etc.);
- 15. **MISSING PERSONS** (i.e.: missing persons fitting the endangered status requirements, suspicious circumstances, or children)
- 16. **ANY INCIDENT INVOLVING PUBLIC OFFICIALS** (i.e.: city or county commissioner, mayors, or other dignitary officials);
- 17. **CITY OF SOUTH MIAMI EMPLOYEE IS ARRESTED** (includes contracted employees);
- 18. **CITY OF SOUTH MIAMI VEHICLE CRASHES;**
- 19. **CITY OF SOUTH MIAMI PROPERTY DAMAGE OR THEFT;**
- 20. **CITY EMPLOYEE INJURIES** (includes contracted employees);
- 21. **FIRES WITH STRUCTURAL DAMAGE** (where building is unsafe and requires building department to be notified or secured for public safety).
- 22. **UNIVERSITY OF MIAMI ATHLETES OR UM STAFF ARRESTED OR SERIOUSLY INJURED;**
- 23. **GENERAL INFORMATION AND/OR NEWSWORTHY EVENTS** or any other incident that may require a staff notification or may be subject to media coverage (i.e.: celebrity arrested, retired SMPD officer's death, etc.);

24. **ANY INCIDENT WHICH REQUIRES THE CHIEF OF POLICE TO NOTIFY THE CITY MANAGER** (i.e.: incidents which may require the response of other city departments/ personnel or would require the briefing of elected officials).
25. **POLICE PURSUITS;**
26. **PERIMETERS OR DEPLOYMENT OF AIR SUPPORT UNITS;**
27. The SDO shall be notified, as soon as practicable, of any unusual activity, situation, or problem in which the Department would logically be concerned or that citizens or public officials may question. Although it would be impossible to document or list every conceivable situation employees are expected to analyze the situation and filter it through the following; would the Chief and/or the City Manager want to be notified if a constituent contacted an elected official and inquired about the situation. The SDO must be contacted in these situations and the SDO will decide if a formal SDO notification will be made. The on-duty supervisor should err on the side of caution and notify the Staff Duty Officer if there is any doubt.