



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 6.1	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 1, 2014	NUMBER OF PAGES: 02
CFA STANDARD: NONE SUBJECT: <i>Personnel Allocation & Distribution- CIVILIANS</i>	NEW (X) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa , CHIEF OF POLICE	

CFA STANDARDS: NONE

SECTIONS:

6.1.1 Civilian Positions

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy for the specification of civilian positions within the department.

SCOPE: All department personnel.

POLICY: It is the policy of the South Miami Police Department to utilize civilian full-time employees to perform tasks for the department that do not need to be performed by a sworn law enforcement officer, and that such tasks may be more efficiently performed by a civilian employee.

PROCEDURE:

6.1.1 Civilian Positions

- A. Any position not requiring the specific skills, knowledge, or abilities of a sworn officer will be classified as a civilian position, and staffed accordingly.
- B. The following positions within the police department are specified as civilian:
 - 1. Administrative Assistant;
 - 2. Department Head Secretary;
 - 3. Communications Officer;
 - 4. Communications Coordinator;
 - 5. Communications Supervisor.
- C. Sworn personnel may be required to perform the duties of one or more of these positions, based upon operational needs of the department. However, all listed

civilian positions will be allocated for and distributed to the necessary divisions within the department.

- D. All departmental civilian (non-sworn) position vacancies will be listed on the Organizational Chart. The civilian position allocation needs of the department will be reviewed on a regular basis.
- E. Except for state certification requirements, all departmental employees, including civilian (non-sworn) and part-time, are bound by the same departmental directives.