

NORTH MIAMI POLICE DEPARTMENT MEMORANDUM



To: Chief Leonard Burgess

Date: May 20, 2016

From: Commander Patricia Fishel

Subject: CFA 37.03M and 37.05M
Action Plan

The following is the Action Plan for compliance of the following Commission for Florida Law Enforcement Accreditation Standard(s):

- 37.03M: The agency shall ensure that all members participate in an infectious disease training program prior to assignment where risk of occupational exposure may occur.
 - The standard requires that the Department provide proof of training at the time of assignment.
 - The North Miami Police Department failed to provide proof of training for two civilian Crime Scene Technicians, hired during the year of 2015.
- 37.05M: The agency has a Hepatitis B vaccination program that is voluntary for all members who have *occupational exposure*.
 - The standard requires that the Department provide proof that all members of the Department are provided an option to obtain a Hepatitis B vaccination or to decline to do so.
 - The North Miami Police Department failed to provide proof that two civilian Crime Scene Technicians, hired during the year of 2015, declined the option to obtain the vaccination upon being hired.

I Contributing Factors

The following circumstances, during the accreditation period from April 2013 to April 2016, contributed to the compliance issues in this area:

- There was a sudden change in staffing late in the year of 2013; as a result, there was no available supervisor to assign to the Human Resources and Career Development Unit (HRCDU).
- Two Crime Scene Technicians were hired in 2015. Upon their hiring, and due to the staffing change in the HRCDU, they were turned over to the Investigative Section for orientation training. They did not immediately receive training in infectious diseases; neither was documentation produced to reflect their declining of the Hepatitis B vaccination at the time. This task is traditionally conducted by the HRDCU Sergeant within 10 days of hire.

II Action Steps

The following steps were taken in order to rectify the deficiency;

- Realizing that infectious disease training had not been completed, per standards, a class was immediately conducted. The Crime Scene Technicians successfully completed mandatory training on January 29, 2016.
- The two Crime Scene Technicians were immediately scheduled to receive their vaccinations.
 - The first, hired in March 2015, received her vaccination on August 21, 2015. No follow-ups were conducted as she became pregnant. No declination statement was provided to this employee.
 - The second, hired in June 2015, received her vaccination on August 24, 2015 with follow-ups on September 24, 2015 and February 24, 2016.
- The Department is committed to the safety and well-being of its employees. To ensure this objective is met on a daily basis, the Department is developing procedures to establish a fail-safe approach within the HRCDU to guarantee mandatory requirements are met. Meetings have been held and written confirmation will be provided to all applicable Department members to ensure all necessary training is conducted immediately. These measures will take effect prior to the hiring of any additional employees.
- The Accreditation Manager will follow the CFA's Time Sensitive Standards Schedule (Matrix), for tracking time-sensitive standards.
- The HRCDU is actively seeking to obtain a training/alert system software program, which will track all training completed and follow-up with the necessary instructors, to assure future training is conducted in a timely fashion, concentrating on time sensitive issues for maintaining our Accreditation.
- The Chief of Police has made a formal request to City management for the authorization of a new sergeant position for the HRCDU, given the recent certification of a sergeants' list in January 2016.
- The Chief of Police implemented a new chain of command to oversee Accreditation consisting of Major, Commander, Sergeant, and Accreditation Manager.
- All members of the Accreditation chain of command will be sent for assessor certification and training as soon as practicable. Also, any other supervisor interested in participating will be sent as well.

III Action Steps Expectations

The action steps taken will prevent this non-compliance issue from occurring in the future given that:

- The various tracking methods listed above will ensure that all accreditation standards, relating to this area will be in compliance and that all applicable personnel will be protected given an exposure incident.
- A new Accreditation chain of command will ensure all CFA standards will be in compliance as they will be monitored continuously throughout each year.
- The Accreditation team's training and certification in assessments will bring to the Department new expertise in this area that will broaden the number of people within the agency that can effect yearly mock assessments to ensure our policies meet our practice.