
 Proudly Policing Since 1926	SUBJECT SERGEANT- AT- ARMS DETAIL			
	CHIEF OF POLICE RICHARD RAND			
NUMBER 3-21	EFFECTIVE DATE 11/15/2021	REVISED DATE	CFA STANDARD	

1.0 **POLICY:** The North Miami Beach Police Department (NMBPD) recognizes the need to provide security and assistance to our Mayor and Commissioners.

1.1 **PURPOSE:** This directive is written to provide guidelines for the duties and responsibilities for the position of Sergeant-at-Arms. The Sergeant-at-Arms detail will consist of sworn personnel whose responsibilities will be maintaining order and providing security during official assembly of the City of North Miami Beach (City) Mayor and Commission. The Chief of Police or his/her designee will ensure police presence is provided for the Mayor and all Commissioners. The Sergeant-at-Arms reports directly to the Deputy Chief of Police.

Sergeant-at-Arms are not personal chauffeurs and are not specifically assigned to any commissioner. They are responsible for providing security at City Hall and other locations where the Mayor and Commissioners are in attendance.

Sergeant-at-Arms will not be used to do the following for the Mayor and/or City Commission: run personal errands; drive to events that are personal in nature; provide personal transportation for family members in situations that have no relevance to a commission event; and/or other situations that are obviously not a responsible use of the Sergeant-at-arms detail.

1.2 **DEFINITION:**

Sergeant- at-Arms: Provides security in the Commission Chambers, lobby and meeting rooms during all City governmental activities and proceedings.

1.3 **PROCEDURE:**

1.3.1 All scheduling will be coordinated through the Chief of Police or his/her designee. The request for the use of a Sergeant -at-Arms must meet the criteria specified in this directive. While all situations cannot be foreseen; where possible, 48-hour notice must be given to properly schedule the appropriate personnel.

1.3.2 The Sergeant-at-Arms will coordinate parking, communication, and transportation for members of the Commission with the City Chief of Staff for all official meetings held outside the City. All travel outside of Miami-Dade County must be approved by the Deputy Chief of Police.

- 1.3.3 Sergeant-at-Arms will not be assigned to any specific Commissioner and will be assigned based on scheduled events or random basis. Blanket request for service will not be considered.
 - 1.3.4 The Chief of Police or his/her designee will ensure that adequate security is provided at all Commission meetings. Sergeant-at-Arms assigned will be focused on services for Commissioners and Commission activities. They will be assigned at random to commissioners who need their assistance.
 - 1.3.5 Upon request, Sergeant-at-Arms, in conjunction with the Special Response Team (SRT), will coordinate security, logistics, and transportation for foreign dignitaries and public officials visiting the City.
 - 1.3.6 The Sergeant-at-Arms is responsible for enforcing the rules of decorum in the Commission's chamber. During Commission meetings, the Sergeant-at-Arms will ensure everyone is seated, cell phones are off, and that everyone is quiet, orderly, and respectful.
 - 1.3.7 Request for all pre-planned events must be made via the City Managers office to the Sergeant-at-arms Commander.
- 1.4 **CONDUCT GUIDELINES:**
- 1.4.1 While on duty, the Sergeant-at-Arms will not participate in any political events or activities including, but not limited to: election campaigns, fundraising, canvassing, telephone surveys, distribution of campaign literature, providing transportation to voters, etc.
 - 1.4.2 The Sergeant-at-Arms will exhibit a tactful and courteous demeanor with members of the public and the news media (Sergeant-at-Arms will adhere to Procedural Directive (PD) 35-89 Release of Information to the News Media)
 - 1.4.3 The Sergeant-at-Arms will abide by all Procedural Directives and Standard Operating procedures established by the Chief of Police
 - 1.4.4 Whenever police action is taken, the Sergeant-at-Arms will immediately notify the Deputy Chief Police.
 - 1.4.5 The Sergeant-at-Arms shall not congregate or lounge in any elected official's office.
- 1.5 **UNIFORM:** Each Sergeant-at-Arms must always report to work neatly groomed displaying a neat and professional appearance. Dress uniform or business attire will be at the discretion of the Chief of police or his/her designee.
- 1.6 **VEHICLES:** There are two (2) vehicles assigned to the Sergeant-at-Arms. The vehicles should be maintained and cleaned on a weekly basis. Personal items should not be in plain view of passengers. Preventive maintenance should be conducted every three (3) months and the vehicle will be inspected by the Sergeant-at-Arms Commander in accordance with PD #9-90, Inspections. Accidents and other vehicle damage(s) must be reported.

- 1.7 **COMMISSIONER'S TRAVEL LOG:** All requests and completed assignments must be entered on the travel log to include notes (Appendix A). The travel log will be maintained in Sharepoint database.

A handwritten signature in black ink, appearing to read "Richard Rand". The signature is stylized with large, overlapping loops and a long horizontal stroke at the end.

RR/hs

Richard Rand
Chief of Police

Sergeant-At-Arms Log

	<u>Date and Time</u> <u>Request Received</u>	<u>Mayor/Commissioner</u> <u>Requestor</u>	<u>Detail</u>	<u>Officer Assigned</u>	<u>Days and Hours</u> <u>Worked</u>	<u>Notes</u>
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