

Memorandum



Date: November 14, 2012
To: Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Miami-Dade County Procedures Manual Update

It is time to review and update the *Miami-Dade County Procedures Manual* to reflect procedural and administrative changes. Please review all procedures under your department's purview. It is important to maintain this valuable resource by carefully examining every procedure to ensure it accurately reflects departmental responsibilities as we continue streamlining our organization.

For your reference, attached is the Table of Contents organized by functional area and the entire *Miami-Dade County Procedures Manual* can be accessed at <http://intra.miamidade.gov/procedures/>. Revisions to existing procedures, along with new procedures and deletions, should be e-mailed to Marla Golberg, Office of Management and Budget, at marlag@miamidade.gov. Revisions should include two files, one showing additions underscored and deletions marked through and the other as a final version.

Submissions should be electronic and are due **no later than Friday, December 7, 2012.**

If you have any questions or need clarification, please contact Marla at 305-375-4368.

Attachment

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Pedro Garcia, Property Appraiser
Robert A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Joseph Centorino, Executive Director, Commission on Ethics and Public Trust
Charles Anderson, Commission Auditor
Christopher Mazzella, Inspector General

mayor00613

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
COUNTY MANAGEMENT (100-199 Series)		
ADMINISTRATIVE ORDERS/IMPLEMENTING ORDERS		
Administrative Order and Implementing Order Preparation	100	01/12
AGENDA GUIDELINES		
Agenda Coordinator's Office Procedures	101	01/12
AUDIT/CONSULTING SERVICES (120-129)		
Request for Audit Services and Disposition of Audits	120	01/12
Independent Private Sector Inspector General (IPSIG) Services	121	01/12
Management Advisory Consultant Services (MACS) Pool	122	01/12
BUDGET (130-139)		
Annual Operating Budget Preparation	130	01/12
Budget Modifications	131	01/12
CONFLICT OF INTEREST		
	140	08/12
LEGAL ASSISTANCE (150-159)		
Obtaining Legal Assistance	150	01/12
Requesting a Written Legal Opinion from the County Attorney	151	01/12
LEGISLATION (160-169)		
Requests to Change a Federal Law	160	01/12
Requests for Funding from State and Federal Legislatures	161	01/12
Requests to Change a State Law	162	01/12
Responding to Legislative Proposals	163	01/06
PROCEDURES MANUAL		
Procedures Manual Updating	170	01/12
COMPUTERS/TECHNOLOGY (200-249 Series)		
IT Service Center	200	01/12
Computer Reports	201	01/12
Request for Computer Equipment	202	01/12
Public Requests for Electronic Information	203	01/12
Internet and Intranet Websites	204	01/12
Maintenance of Portal Knowledge Integrated Management System	205	01/12
Request for GIS Services	206	01/12
Procurement of GIS Products and Services	207	01/12
Request for Application Services	208	01/12
COMMUNICATIONS AND PUBLIC RELATIONS (250-299 Series)		
Miami-Dade County's Government Access Channel	250	01/12
Translation Services	251	01/12
Media Relations	252	01/12
Miami-Dade Portal Calendar Updates	253	01/12
Photographic Services	254	01/12
Request for Print Advertising	255	01/12
Graphics and Artwork	256	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Miami-Dade County Branding	257	01/12
Submitting Items for What's New	258	01/12
Duplicate Videos of Miami-Dade TV Meetings and Programs	259	01/12
Protocol Documents from Office of the Chair	260	01/06
County Web and Mobile Applications Development	261	01/12
Miami-Dade County Web Guide	262	01/12
E-Mails to All County Employees	263	01/12
Use of Social Media	264	01/12
FINANCIAL/ACCOUNTING MANAGEMENT (300-349 Series)		
Famis Accounting Software Overview	300	01/12
Fund Accounting Overview	301	01/12
County Fund Structure	302	01/12
County Department Structure	303	01/12
Organization Structure	304	01/12
Classification Structure - Index Codes	305	01/12
Function Classification Structure	306	01/12
Grant Classification Structure	307	01/12
Program Classification Structure	308	01/12
Object Structure	309	01/12
General Ledger Accounts	310	01/12
Logging Onto FAMIS General Ledger	311	01/12
Logging Onto ADPICS Accounts Payable	312	01/12
Logging Onto Graphical User Interface FAMIS/ADPICS/Accounts Payable	313	01/12
Requesting FAMIS, ADPICS and/or Accounts Payable Security	314	01/12
Requesting FAMIS Training	315	01/12
Requesting ADPICS and Accounts Payable Training	316	01/12
How to Access On-Line FAMIS Training Manuals	317	01/12
Accessing General Ledger (FAMIS) and Accounts Payable Reports	318	01/12
Establishing Subfunds, Projects and Grants	319	01/12
Journal Entries/Interdepartmental Transactions	320	01/12
How to Fill out FAMIS Transaction Code Form	321	01/12
How to Fill out FAMIS Report of Collection Form	322	01/12
Automatic Clearing House (ACH) Payment Procedures	323	01/12
Outstanding Checks	324	01/12
Delinquent/Outstanding Accounts	325	01/12
Petty Cash	326	01/12
Request for Banking Services	327	01/12
Updating Authorized Bank Signatures	328	08/09
Red Flag Identity Theft Fraud Prevention Program	329	01/12
GENERAL GOVERNMENT (350-399 Series)		
GENERAL ADMINISTRATION (350-369)		
(Unassigned)	350	
Attendance at Local Conferences	351	01/04
Miami-Dade County Public Documents	352	10/98
Printing and Photocopying	353	01/12
Ordering County Forms	354	01/12
Gifts/Donations to the County	355	01/03
Lost and Found Property	356	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Mail Processing	357	01/12
Art In Public Places Procedures	358	01/12
Reproduction of Maps, Photos and Blueprints	359	01/12
Reimbursement for Stolen, Lost, or Damaged Personal Property	360	01/12
Smoking Restrictions	361	10/98
Filming on Miami-Dade County Property	362	01/12
RECORDS RETENTION/STORAGE (370-379)		
Records Retention Schedule	370	01/12
Transfer of Records to the Record Center	371	01/12
Destruction of Public Records	372	01/12
TELEPHONES (380-399)		
Requesting Departmental Telecommunication Usage Reports Summary	380	01/12
Request for Wireless Service/Equipment	381	01/12
Request for Telephone Services/Equipment	382	01/12
HUMAN RESOURCES (400-499 Series)		
ADMINISTRATIVE (400-429)		
Policies Affecting Employment	401	01/12
Financial Disclosure	402	01/12
Outside Employment	403	01/12
Submitting and Revising a Table of Organization	404	01/12
Requesting a Reclassification	405	01/12
Payroll and Attendance Records	406	01/08
Making Payroll Changes	407	01/12
Change of Name or Address	408	01/12
Change in Employee Budget Status	409	01/08
Performance Evaluation	410	01/12
Requesting Unbudgeted Staff (Overages)	411	01/12
Personnel Files	412	01/12
Human Rights and Fair Employment Practices	413	01/12
Filing Discrimination Complaint	414	01/12
Grievances	415	01/12
Union Contracts	416	01/12
Layoffs	417	01/12
Resignation of Employment	418	01/12
Training	419	01/12
Employee Recognition Programs	420	01/12
Name Clearing Hearings	421	01/12
Job Abandonment	422	01/12
Workplace Violence	423	01/12
Miami-Dade County Internship Program	424	01/12
ADA Reasonable Accommodation Requests	425	01/12
ADA Grievances	426	01/12
EMPLOYEE BENEFITS (430-459)		
Employee Support Services--Self-Referral	430	01/12
Employee Support Services Referral Process for Supervisors	431	01/12
Special Recognition Increases	432	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Longevity Pay and Bonus Awards	433	01/12
Social Security	434	01/12
Deferred Compensation	435	01/12
Employee Discount Program	436	01/12
Long-Term Disability Program	437	01/12
Retirement	438	01/12
Group Medical, Dental, Vision and Life Insurance	439	01/12
Death Benefits/Payments	440	01/12
Unemployment Compensation	441	01/12
Tuition Refund Program	442	01/12
Service Awards	443	01/08
Idea Rewards/Employee Suggestion Program	444	01/12
Safe Driving Awards	445	01/12
Savings Bonds	446	01/08
Dade County Federal Credit Union	447	10/98
Earned Leave Pool	448	01/12
Leave	449	01/12
Holidays	450	01/12
PAYCHECKS (460-469)		
Supervisor's Responsibility for Paychecks	460	01/12
Direct Deposit	461	01/12
Advance Vacation Paychecks	462	01/12
DISCIPLINE (470-479)		
Reasons for Dismissals, Demotions and Suspensions	470	01/12
Employees Charged with Crimes	471	01/12
Unauthorized Absence	472	01/12
Appeals of Disciplinary Action	473	01/12
Resignations in Lieu of Dismissal	474	01/12
EMPLOYEE HIRING (480-494)		
Employee Transfers	480	01/12
Employee Recruitment	481	01/12
Applicant List Report for Non-Tested Position	482	01/12
Veterans' Preference	483	01/12
Merit System Written Examination and Eligible Lists	484	01/12
Reinstatements/Restoration to Eligible Lists for Testing Positions	485	01/12
Physical Examinations	486	01/12
Employee Orientation Program	487	01/12
Extraordinary Appointments	488	01/12
Interviewing Guidelines	489	01/12
Special Employment Consideration to Dependents of Deceased Employees	490	01/10
Appropriate Use of Credit History for Employment Purposes	491	08/12
TEMPORARY HELP (495-499)		
Temporary Help from Employment Agencies	495	01/08
ENVIRONMENTAL RESOURCE MANAGEMENT (500-519 Series)		
Reporting Environmental Emergencies and Environmental Complaints	500	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Land Use Restrictions and Activities Which Require PERA Review, Authorization or Approval Prior to Implementation	501	01/12
Conducting Environmental Work Under PERA Contracts	502	01/12
PROPERTY MANAGEMENT (520-599 Series)		
BUILDING REPAIRS/RENOVATIONS (520-529)		
Request for a Repair, Renovation, Improvement or Office Furniture Purchase or Space Alteration	520	01/12
Space Planning/Interior Services	521	01/12
Emergency Repairs	522	01/12
CAPITAL IMPROVEMENTS (530-539)		
Request for Property Appraisal	530	01/04
Request for Governmental Facility Hearing	531	01/04
ENERGY (540-545)		
Opening or Closing an Electric Utility Account	540	01/12
Restoring Electrical Service	541	01/09
Energy Management	542	01/12
Life Cycle Costing	543	01/04
FACILITIES PLANNING (546-549)		
ADA Built Environment Procedure	546	01/12
(Unassigned)	547	
Facility Identification	548	01/04
INVENTORY (550-559)		
Annual Property Inventory	550	01/12
Adding Items to the Inventory	551	01/12
Transfer and Acquisition of Property	552	01/12
PROPERTY - COUNTY/PRIVATE (560-569)		
Damage to County Property, Property of Others, or Injury to a Citizen	560	01/12
Leasing Real Property for County Use	561	01/04
Private Business on County Property	562	10/98
Stolen, Lost, Damaged or Destroyed Property	563	01/09
SUPPORT SERVICES (570-589)		
Cultural Plaza Use	570	01/09
Janitorial Services	571	01/12
Landscaping	572	01/12
Meeting and Conference Rooms	573	01/09
Moving Furniture, Equipment, and Boxes	574	10/99
Signs	575	01/12
Requesting Cable Television Installation at County/Government Facilities	576	01/12
Grounds Maintenance/Trash Removal/General Labor	577	01/08
Catering Services	578	01/08
Providing Effective Communication to Persons with Disabilities	579	01/12
Event Equipment Rental and Services	580	01/12
Service Animals	581	01/12
ADA Accessible Special Events	582	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Mobility Devices	583	01/11
ADA Ticketing	584	01/11
SURPLUS PROPERTY (590-599)		
Sale, Lease or Other Property Actions Affecting County Real Property	590	01/04
Property Disposal	591	01/12
PURCHASING (600-699 Series)		
GOOD, COMMODITIES AND SERVICES (600-649)		
Ordering Materials and Supplies	600	01/12
Small Purchase Orders (\$10,000 or less)	601	01/12
Purchases (\$10,000 or more)	602	01/12
Request to Modify a Purchase Order or Contract	603	01/12
Waiver of Competitive Bidding	604	01/12
Receiving Merchandise	605	01/11
Processing Payments for Purchases	606	01/12
Monitoring and Reporting Vendors Performance	607	01/12
Contract Measures on County Contracts	608	01/12
Property and Casualty	609	01/12
Purchasing Card Program	610	01/12
PROFESSIONAL SERVICES (650-699)		
Acquisition of Architectural, Engineering, Landscape-Architectural & Land Survey Services	650	01/12
Anti-Discrimination Guidelines for Cont, Procurement, Bonding & Svcs	651	01/12
Role of the Clerk of the Board	652	01/12
SAFETY AND SECURITY (700-799 Series)		
ACCIDENTS (700-709)		
Reporting Employee Injury	700	01/12
Traffic Crashes Involving a County Owned/Leased/Contracted Vehicle or On-Duty County Employee	701	01/12
SAFETY (710-719)		
Reporting Unsafe Conditions, Unsafe Acts, or Other Safety Concerns	710	01/12
Employees Using Potentially Hazardous Materials	711	01/12
Safe Driving Rules	712	01/12
First Aid Kits and First Aid Providers	713	01/12
Emergency Plans for Departments	714	01/12
SECURITY (720-729)		
Requesting Security Guard Service	720	01/12
Requesting Armored Car Services	721	10/98
Anchoring Office Equipment	722	10/98
Requesting Special Fire or Police Services	723	01/12
Security Systems/Alarms	724	01/12
Specialized Security Services and Products	725	01/12
TRAVEL AND TRANSPORTATION (800-829 Series)		
AUTOMOBILES/VEHICLES (800-819)		
Checking Out Pool Cars for Various Uses	801	01/12

**MIAMI-DADE COUNTY PROCEDURES MANUAL
TABLE OF CONTENTS**

PROCEDURE NAME	PROCEDURE NUMBER	EFFECTIVE DATE
Twenty-four hour Vehicle Assignment	802	01/12
Department Vehicle Request Eligibility Guidelines	803	01/12
Replacing/Re-Ordering a Fuel Card	804	01/12
Use of County Vehicle by Non-County Personnel	805	01/12
Maintaining/Repairing A County Vehicle	806	01/12
Towing a County Vehicle	807	01/12
Complaints about Misuse of a County Vehicle	808	01/12
Renting or Leasing a Vehicle	809	01/12
Mobile Equipment Acquired by Confiscation, Gift, or other Non-Purchase Methods	810	01/08
Vehicle Retirement and Replacement	811	01/08
TRAVEL (820-829)		
Request/Reimbursement to Travel for County Personnel	820	01/12
Travel by Non-County Personnel	821	01/12
Reimbursement of Moving Expenses	822	01/12
Mileage Reimbursement	823	01/12
INDEX (ALPHABETICAL)		