



CHAIRMAN ESTEBAN L. BOVO, JR.  
MEMORANDUM

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To: Honorable Audrey M. Edmonson, Vice Chairwoman, and Members, Board of County Commissioners Date: January 9, 2017

From: Honorable Esteban L. Bovo, Jr., Chairman Miami-Dade Board of County Commissioners Re: Sergeant-At-Arms Operating Procedure

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I have reviewed the current Standard Operating Procedures for the Office of Sergeant-At-Arms created by former Chair Dennis C. Moss and adopted by the Board on March 29, 2009. These procedures shall remain in force during my tenure as Chairman. Additionally, I hereby appoint Miami-Dade Police Sergeant Paul Hernandez to serve as lead sergeant in the Sergeant-At-Arms Office effective January 2, 2017. Attached to this memorandum is a copy of the aforementioned Sergeant-At-Arms Operating Procedures.

Cc: Honorable Carlos A. Gimenez, Mayor  
Honorable Harvey Ruvin, Clerk of the Court  
Abigail Price-Williams, County Attorney  
Geri Bonzon-Keenan, First Assistant County Attorney  
Juan J. Perez, Director, Miami-Dade Police  
Christopher Agrippa, Division Chief, Clerk of the Board  
Eugene Love, Agenda Coordinator

**Sergeant -At- Arms  
Standard Operating Procedures (SOP)**

**PURPOSE**

The Sergeant-At-Arms is a group of police officers whose primary mission is to provide security for the members of the Board of County Commissioners. They operate under the supervision of the Chairman of the Board.

Sergeant-At-Arms are not personal chauffeurs and are not specifically assigned to any commissioner. They are responsible for providing security at the Stephen P. Clark Government Center, and other locations where county commissioners are in attendance. They will be assigned at random to commissioners who need their assistance. They will be assigned to commissioners if they have to travel into or through areas where there is reason to believe that security is an issue. They will be assigned to commissioners if they are needed to traverse crowds at various functions. They will be assigned to commissioners on a temporary basis, who may be experiencing medical problems and their driving ability is temporarily affected. They will also be assigned to other details that are in the best interest of the county, as determined by the Chairman's office.

Sergeant-At-Arms will not be used to run personal errands; to drive commissioners to events that are personal in nature; to provide personal transportation for family members in situations that have no relevance to a commission event; or in other situations that are obviously not a responsible use of the Sergeant-At-Arms services.

**- PROCEDURES**

**LEAD SERGEANT-AT-ARMS**

The Lead Sergeant-At-Arms is chosen by the Chairman of the Board of County Commissioners and serves in this capacity at the will of the Chair. The Lead Sergeant-At-Arms is the Lead Officer who will make assignments, review hours, inspect officer vehicles and carry out other duties associated with this Division.

**SCHEDULING THE SERGEANT-AT-ARMS**

All scheduling shall go through the chair's office. The chair shall handle the scheduling or may designate that function to the Lead Sergeant-At-Arms. The request for use of the Sergeant-At-Arms must meet the criteria specified in this Standard Operating Procedure (SOP).

While all situations cannot be foreseen; where possible, advance notice of the need for a Sergeant-At-Arms should be provided. The chair's office will not entertain any blanket requests

for service (i.e., driven from home and transport to BCC Meetings on every BCC Meeting date). Routine Board of County Commissioners meetings and similar events that don't meet the criteria outlined above will be ineligible, unless there is some compelling reason for the service. Sergeant-At-Arms will not be assigned to any specific commissioner, and will be assigned on a rotating and random basis.

#### **SERGEANT-AT-ARMS SERVICES OUTSIDE OF MIAMI-DADE COUNTY**

Request for Sergeant-At-Arms services outside of Miami-Dade County should be limited, only requested in rare instances and should be related to County Commission Business. All travel outside of county must be cleared through the Chairman's office.

#### **SERGEANT-AT-ARMS SERVICES AT COMMUNITY COUNCIL MEETINGS**

The Chairman's Office will work with the police director to ensure that adequate security is provided at community council meetings, without the use of the Commission's Sergeant-At-Arms, who will be focused on services for Commissioners and Commission Activities.

#### **SERGEANT-AT-ARMS AT MEETINGS -**

Sergeant-At-Arms, if requested, will be provided at townhall meetings, press conferences, groundbreakings, grand openings, etc. where county commissioners are in attendance.

#### **SERGEANT-AT-ARMS AND OVERTIME**

Overtime use by the Sergeant-At-Arms will be closely reviewed by the Chairman's office, and should only be used when absolutely necessary.

#### **SERGEANT-AT-ARMS AND CHAMBER DECORUM**

The Sergeant-At-Arms are responsible for enforcing the rules of decorum in the chamber. Officers should be strategically placed throughout the facility during meetings and ensure that everyone is seated, cell phones are off, and that everyone is quiet, orderly and respectful.

#### **SERGEANT-AT-ARMS ATTIRE**

Each Sergeant-At-Arms must report to work neatly groomed. Attire including suits with long sleeve shirts and ties is mandatory except during outside events that require other attire such as parades, rallies, etc.

### **SERGEANT-AT-ARMS VEHICLES**

Each Sergeant-At-Arms is issued a dignitary vehicle (DV). The vehicle should be maintained and cleaned twice a week or more depending on the season/weather. Personal items should not be in plain view of passengers. Preventive maintenance should be conducted every three months and the vehicle must be inspected by the Lead Sergeant-At-Arms every two months. Accidents, dents, tears and other vehicle damage must be noted and reported to the Lead Sergeant-At-Arms.