

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

LEGISLATION DETAIL

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

#### MASTER INDEX

<u>SUBJECT</u>	<u>TAB</u>
M.P.D. BADGE, COVER SHEET	
ENDORSEMENT SHEET	i
MASTER INDEX	INDEX
LETTER OF PROMULGATION	A
ORGANIZATIONAL CHART	B
MISSION, GOALS AND OBJECTIVES	C
DUTY HOURS AND DRESS	D
DUTIES AND RESPONSIBILITIES OF MEMBERS	E
PROGRAMS AND PROJECTS	F
POLICIES	G
REQUEST FOR LEGISLATION	SOP 1
LEGISLATION PREPARATION	SOP 2
CONTRACT LOG	SOP 3
EMERGENCY MOBILIZATION	SOP 4
HURRICANE OPERATIONS ANNEX	SOP 5 #1





# City of Miami



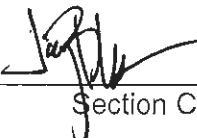


EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

First Quarter Inspection:	_____	_____
	Section Commander	Date
Second Quarter Inspection:	_____	_____
	Section Commander	Date
Third Quarter Inspection:		Sept 20, 2018
	Section Commander	Date
Fourth Quarter Inspection:		Dec 19, 2018
	Section Commander	Date
Annual Inspection:		Dec 19, 2018
	Section Commander	Date



# City of Miami



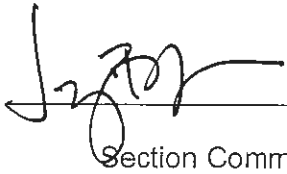
EMILIO T. GONZALEZ, Ph.D.  
City Manager


## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

First Quarter Inspection:  March 28, 2019  
 Section Commander Date

Second Quarter Inspection:  June 28, 2019  
 Section Commander Date

Third Quarter Inspection:  AUGUST 27, 2019  
 Section Commander Date

Fourth Quarter Inspection: \_\_\_\_\_  
 Section Commander Date

Annual Inspection: \_\_\_\_\_  
 Section Commander Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

## STANDARD OPERATING PROCEDURES

## LETTER OF PROMULGATION

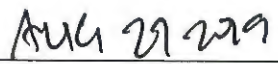
TO: ALL PERSONNEL, LEGISLATION DETAIL

This S.O.P. is established to provide guidelines for the operation and management of the City of Miami Police Department, Business Management Section, and Legislation Detail.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. The Section Commander will arbitrate conflicts between documents.

Personnel assigned to the Legislation Detail are required to read and follow the procedures as set forth by this manual, Departmental Orders, and any pertinent directives. Conflicts between documents will be reported to the immediate supervisor.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



# BUDGET UNIT

## ORGANIZATIONAL CHART

**Police Budget & Finance Manager**  
Section Commander

### **BUDGET AND FINANCE**

Sr. Budget & Financial Support

Advisor

(Vacant)

#### **Grant Management**

Admin. Asst. I

LETF/Reports

Fiscal Assistant

Inv./Imprest Funds/JAG

### **ACCOUNTING DETAIL**

Senior Accountant

Off-Duty/Towing/Ad-hoc Projects

Senior Accountant

Budget Preparation/CRA

Reimbursements

Special Projects/E-911/Ad-hoc

Projects

Accountant

Reporting and Reimbursement for  
Grants

### **BUDGET/PURCHASING/AP/TRAVEL**

Budget & Financial Support Advisor

#### **AP/PROCUREMENT**

2 Admin. Aides I

2 Account Clerks

#### **TRAVEL DETAIL**

Account Clerk

### **GRANT COORDINATION**

Contract Compliance Analyst

Administrative Assistant I

BMS Admin./Special  
Projects/Payroll

Admin. Asst. I

Grant Financial

### **LEGISLATION DETAIL**

Admin. Asst. I

Legislation/Contracts and  
Agreements

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

##### I. MISSION

The mission of the Legislation Detail is to serve as liaison between the Police Department and other City departments in carrying out various legislative functions.

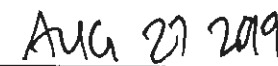
##### II. GOALS

To process in a timely and expeditious manner all approved requests for legislation.

##### III. OBJECTIVES

- To complete legislative packages for the City Commission's Agenda.
- To track the progression of legislative documents through final approval/ completion.
- To maintain files on legislative documents.
- To monitor expiration of contracts and agreements.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

The assignments, days off and duty hours will change when necessary to meet the needs of the Miami Police Department in accomplishing its mission. However, the basic guidelines are as follows:

I. DUTY HOURS

- A. Duty hours shall be between the hours of 0800 and 1700, Monday through Friday. Personnel will be assigned duty hours of 0800 to 1700 depending on the particular needs of the detail.

II. DUTY WORK DAYS

- A. All personnel assigned to the Legislation Detail shall work Monday through Friday with Saturday and Sunday as days off.

III. OVERTIME

- A. Personnel assigned to the Legislation Detail are job-basis and not eligible for overtime pay.

Jorge Blanco  
Section Commander

AUG 27, 2019

Effective Date



-2-

DUTY HOURS AND DRESS  
(Continuation)

IV. VACATION

- A. Vacations will be scheduled and taken in compliance with the established City policies and the Police Department's Departmental Orders. Personnel will be expected to adhere as close as possible to the scheduled vacation, with exception of emergencies.

V. APPEARANCE

- A. Personnel assigned to the Legislation Detail are expected to dress appropriately for business office assignments, adhering to the Police Department's Departmental Orders as to seasonal dress.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

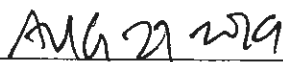
### STANDARD OPERATING PROCEDURES

### DUTIES AND RESPONSIBILITIES OF MEMBERS

#### I. Administrative Assistant I

- A. Researches and gathers background information and materials for preparing purchases, contracts, agreements and memorandum of understanding requiring resolutions and appropriation ordinances, for submission to the City Commission for approval, as appropriate.
- B. Prepares Resolution packages for Commission Meeting.
- C. Submits and routes documents for the chief's signature, Risk Management Legal Service Review, city manager and the Clerk's Office.
- D. Prepares contracts/agreements/MAA's/MOA's/MOU's for City Manager's signature.
- E. Maintains records to track progression of contracts and other important correspondence to ensure completion and appropriate action.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date



-2-

DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- F. Travels which requires the dropping off and picking up of documents from City Hall/MRC, when necessary.
- G. Conducts follow-up to request for additional information from federal, state, local agencies, sections, units and/or vendors, if necessary.
- H. Functions as liaison with various City Departments (Procurement Department, Risk Management, Law Department, Agenda Office, Department of Real Estate and Management, Office of Management and Budget) to coordinate the effective preparation of required legislative and administrative documents.
- I. Mails original contracts, agreements, MAA's/MOA's/MOU's and letters to vendors and other law enforcement agencies.
- J. Collects and prepares the bi-weekly status report for the Business Management Section.
- K. Recommends changes in policies and procedures, which would facilitate the completion of legislation.
- L. Prepares sole source documents for submission to the Procurement Department
- M. Performs various tasks, as directed by the Section Commander, in a cooperative effort to attain departmental goals and objectives unrelated to the Legislation Detail's functions.
- N. Assists with the collection and submission of the Standard Operating Procedures and Departmental Orders for the Business Management Section.
- O. Designated as a liaison to ensure that the collection and submission of the yearly CALEA standards are met within the required timeframe.
- P. Designated as a liaison for the collection and submission of Public Records Request by utilizing the GovQA Website.
- Q. Designated as a liaison for the police department's long-distance account billing by disseminating monthly bills to FOP Trust and Do the Right Thing and emailing reminders to users for checking their account.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

#### PROGRAMS AND PROJECTS

##### I. PROGRAMS

- A. Interpret provisions of procuring, goods, equipment and services as outlined in Procurement Ordinance No. 12271.
- B. Process legislation in accordance with City's Agenda Office protocol and deadlines.
- C. Track the progression of legislative documents.
- D. Monitor expiration of contracts and agreements.
- E. Facilitate the processing of Professional Services agreements.

##### II. PROJECTS

- A. Maintain contract log in up-to-date status.
- B. Effective use of the MinuteTraq System for retrieval of information

Jorge Blanco  
Section Commander

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

#### POLICIES

The Section Commander shall be responsible for overseeing the operation of the Miami Police Department's Legislation Detail.

All personnel assigned to the Legislation Detail shall be responsible for knowing and complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations, and all other written policies and procedures relating to their employment and the discharge of their duties.

Jorge Blanco  
Section Commander

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P.: 1

SUBJECT: REQUEST FOR LEGISLATION

PURPOSE: To outline the procedures to be adhered to by Police Department Subdivisions when requesting legislation.

SCOPE: When a unit requests action, which will require the approval of the City Commission, the following procedures must be followed.

Legislative Action is initiated from a Purchase Service Request Form or redline memorandum submitted, through channels, from the requesting unit to the Commander of the Business Management Section stating the request, and if funding is required, stating the source of funding.

Jorge Blanco  
Section Commander

AUG 27 2019

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 1  
(Continuation)

The memorandum shall contain all backup material, references to any applicable State Statutes or City Code which allows the Department to take the action it is requesting.

The Administrative Assistant will submit requests for processing including any approvals required by the City Manager's Office, Risk Management and Law Department.

When sufficient approval is obtained the required legislation package is prepared and submitted for Commission's approval.

Legislative packages should be prepared at least 60 days prior to the desired City Commission date to allow for placement on the agenda.

The requesting unit could be requested to send a representative to attend the Commission meeting to answer any questions the Commission may have.

If request requires a formal bid process (*Invitation for Bid (IFB)*, *Request for Proposal RFP*, *Request for Qualifications RFQ*):

- A. A Request for Formal Solicitation is forwarded to the Procurement Director for bid processing along with specifications and scope of work.
- B. Before Procurement will initiate processing, a Requisition must be entered into iProcurement System and a Requisition number generated.
- C. A Direct Payment Request Form for Advertisement must be completed.



-3-

STANDARD OPERATING PROCEDURES: S.O.P. 1  
(Continuation)

If the request pertains to a purchase utilizing an existing bid or sole source:

- A. The legislation package is prepared and routed through channels for signature along with all the necessary back-up documentation and forwarded to the Procurement Department.
- B. The legislative package is submitted to the Office of Management & Budget for funding approval.
- C. Upon funding approval, the Procurement Department will verify and make a determination. If approved, the Procurement Department will finalize the legislative package and forward to the Agenda Office to be scheduled for the next available City Commission meeting for approval.

If the request pertains to the acceptance of a grant:

- A. Legislative package is prepared with a copy of grant application, the award letter and a copy of the grant agreement and forwarded through City Protocol to the Agenda Office to be scheduled for the next available City Commission meeting for approval.

If the request pertains to the renewal of an agreement/contract:

- A. The Procurement Department is responsible for sending a Contract Extension Form to the Legislation Detail before the expiration of any contract/agreement. Legally, expired contracts cannot be renewed.
- B. The Legislation Detail is then responsible for having the user section's contract administrator or designee fill out the form by evaluating the vendor/contractor's performance within the last contractual year.
- C. Vendor's performance with a rating of a 3 or 4 does not require any further action by the user section. However, if the rating is a 1 or 2, then a Vendor Performance Form must be filled out by the user section's contract administrator or designee.

-4-

STANDARD OPERATING PROCEDURES: S.O.P. 1  
(Continuation)

- D. Both Contract Extension and Vendor Performance Forms must be filled out in its entirety and forward to the Procurement Department for further processing.
- E. Conditions for Renewal: The Procurement Department will proceed to secure the appropriate approvals from the City Manager, and the vendor(s), if applicable.
- F. Should the vendor be unwilling to extend the contract, a new bid will have to be obtained and the police department will be advised.
- G. Upon approval by the City Manager, and acceptance of the extension by the successful vendor, copies of the contract award (renewal) sheet will be posted on the City's intranet for the user section/department's reference. In addition, a requisition may be entered into the system.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P.: 2

SUBJECT: LEGISLATION PREPARATION

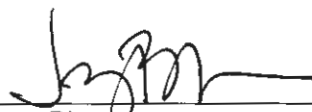
PURPOSE: To establish and outline procedures to be followed when preparing legislation for submission and approval to the Commission.

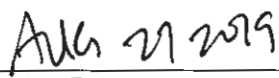
SCOPE: Listed below are procedures for submitting items for Commission approval:

### BIDS

Bids are opened by the City Clerk's Office and forwarded to the Procurement Department for analysis. After bids have been evaluated by the Department of Procurement to determine the lowest bidder, a bid tabulation form is forwarded to the Police Department for evaluation by the requesting Unit to determine if the lowest bidder has indeed met their needs. Once the Unit has approved the lowest bidder, a legislation packet is prepared consisting of:

- Draft Resolution
- An Agenda Summary Form
- Award Recommendation Form (if applicable)
- Bid tabulation sheet as provided by the Procurement Department;

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 2  
(Continuation)

The packet is then forwarded to the Procurement Department for a final resolution and submission to the Agenda Office to be scheduled for City Commission's approval. The same procedures are to be followed in Request for Proposals (RFPs), Request for Qualifications (RFQs) and Letters of Interest.

Exceptions: If Law Enforcement Trust Funds are being used as the source of funding, a copy of an affidavit signed by the Chief of Police must also accompany the package.

Exceptions: If Capital Improvement Funds are being used as the source of funding, the CIP Manager must also sign the Agenda Summary Form.

Original memorandums and a copy of the ordinance and/or resolution not requiring review and approval by the Director of the Procurement Department are forwarded to the Agenda Coordinator in the City Manager's Office to be scheduled for City Commission's approval. Copies of the memorandums and original ordinance and/or resolution are forwarded to the Legislative Coordinator in the Law Department.

AGREEMENTS

Professional Services Agreement: Legislation for a Professional Services Agreements generated as a result of a Request for Proposal, Request for Qualifications, Letter of Interest, or as a result of a grant, must be routed through the Procurement Department to be scheduled for City Commission's approval. Legislation consists of memorandum from City Manager to Mayor and City Commissioners, draft resolution, sample agreement, and documents provided by the Department of Procurement.

Lease Agreement for Police Department's Use: New lease agreement negotiations are done by the Department of Real Estate and Management and forwarded to the police department for review and approval. The Legislative Detail acts as a liaison for obtaining relevant information from the user sections.

-3-

STANDARD OPERATING PROCEDURES: S.O.P. 2  
(Continuation)

Renewal of Existing Lease Agreement: The Department of Real Estate and Management will send a memorandum to the Chief of Police inquiring as to whether the Miami Police Department is interested in having their department pursue a continued lease agreement. The Legislative Detail will contact the user section to obtain such information and respond in a memorandum from the Chief of Police to the Director of the Department of Real Estate and Management advising of the decision. If the police department desires to continue the lease, then, the appropriate funding source will be identified in the memorandum. The legislation packet is prepared and consisting of:

Draft resolution  
An Agenda Summary Form  
Drafted Lease Agreement

Exceptions: If Law Enforcement Trust Funds are being used as the source of funding, a copy of an affidavit signed by the Chief of Police must be given to Department of Real Estate and Management.

Once the City Manager receives authorization from the City Commission to enter into an agreement with Provider(s), or other entity, the agreement is forwarded to Provider for his/her signature, a copy of the resolution with original agreement is sent to Risk Management to determine compliance with insurance requirements, then to the Law Department for review and signature by the City Attorney.

After the City Attorney signs the agreement, the Chief of Police is required to sign the agreement, if applicable, if not, it is mandatory for the chief to sign the Routing Form. It is forwarded to the City Manager for his/her signature, and then to the City Clerk to attest to the City Manager's signature, and final execution. Executed agreement is sent back to the Police Department's Legislation Detail where copies are forwarded to the Provider, to the Unit that initiated the request, the Budget Unit, the Law Department, and the Legislation Detail's file. Original executed agreement is sent back to the City Clerk's Office, who as the records custodian for the City of Miami is responsible for retaining original agreement documents.

-4-

STANDARD OPERATING PROCEDURES: S.O.P. 2  
(Continuation)

Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA)/Mutual Aid Agreement (MAA)/Cost Reimbursement Agreement (CRA)/Vehicle Use Agreement (VUA): Legislation consisting of a resolution authorizing the City Manager to enter into a MOU/MOA/MAA/CRA/VUA, such Agenda package is forwarded through channels for the chief's signature on the Agenda Summary Form. A request for approval for placement on the next available Commission's Agenda is made with the City Manager's Office. Upon receipt, the Resolution and the Agenda Summary Form are emailed to the Agenda Office and the Law Department. In addition, the completed original package along with any back-up documents are then forwarded to the Agenda Office for review. Thereafter, the Agenda Office is responsible for obtaining the required approvals, electronically, and scheduling the item for the previously approved date of the next available City Commission Meeting.

These are agreements between the City of Miami and another law enforcement agency, governmental agency (Federal or State), college/university, and/or non-profit organizations. Once the agreement has been authorized by the City Commission and signed by one of the abovementioned parties, it is forwarded to Risk Management to determine compliance with insurance requirements, if applicable, and then forwarded in the following order to the Law Department, Chief's Office, City Manager, and City Clerk. The executed MOU/MOA/MAA/CRA/VUA (usually three (3) originals) is sent to the requesting party and one is sent to the City Clerk's Office. A copy is forwarded to the Law Department and an original is kept in the Legislation Detail's file.

Grant Agreements: Once the Resolution accepting the grant appropriation has been authorized by the City Commission, the agreement along with a copy of the Resolution are sent to Risk Management and Law Departments for signature. The Chief of Police is required to sign the agreement, if applicable, if not, it is mandatory for the chief to sign the Routing Form. It is then forwarded for the City Manager's signature and City Clerk's Office for attestation. The executed grant agreement is returned to grantor with copies to the Unit receiving grant award, Budget Unit, Law Department, City Clerk's Office, and Legislation Detail's Office.

Refer to the City of Miami, Administrative Policy Manual (APM 3-77) for additional information on items for submission to the Commission.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P.: 3

SUBJECT: CONTRACT LOGS

PURPOSE: To maintain logs in up-to-date status.

SCOPE: Maintain logs to monitor the expiration of contracts and agreements.

### LOGS

In order to monitor and track the progression of contracts/agreements, there are four (4) logs consisting of:

HIDTA Log is to record the contracts for Violent Crime and Drug Trafficking Organization initiatives. These contracts are mainly used by the Special Investigations Section.

OCDETF Log is to record the agreements that are associated with the organized crime drug enforcement task forces.

Police Contract Log is to record those contracts/agreements/MAAs/MOUs/MOAs, that may or may not incur any form of expenditure. These are mainly local/state/federal and non-profit organizations contracts.

Procurement Contract Log is to record contracts that are used by the police department to procure goods or services that will entail expenditures.

Jorge Blanco  
Section Commander

AUG 27 2019

Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

- S.O.P.: 4
- SUBJECT: PROCEDURE FOR EMERGENCY MOBILIZATION OF PERSONNEL
- PURPOSE: To outline the procedures for implementing emergency mobilization to provide whatever resources may be necessary to adequately support operationally mobilized personnel.
- SCOPE:
- I. Alert Notification Procedures
    - A. The Business Management Section shall maintain updated emergency mobilization lists. These lists shall contain current addresses and phone numbers of all personnel assigned to the Section. These lists are confidential in nature and shall not be posted or placed in any unsecured area.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

Aug 27 2019  
 \_\_\_\_\_  
 Effective Date





-2-

STANDARD OPERATING PROCEDURES: S.O.P. 4  
(Continuation)

- B. By the 5<sup>th</sup> day of each month the Commander of the Business Management Section shall submit an Emergency Mobilization List of both sworn and civilian personnel under their command to the Commander of the Office of Emergency Management (OEM).
- C. Upon notification by the Business Management Section Commander to mobilize, each Unit Supervisor of the Business Management Section will notify their subordinates to report to their designated area of responsibility.
- D. Civilian personnel will be notified to commence preparation for procurement of food, equipment, supplies, and services that will be needed during the mobilization.
- E. The Commander of the Budget Unit will coordinate all purchases and maintain a log of all actions taken during mobilization relative to those purchases.
- F. Training needs relative to mobilization will be identified and personnel will be scheduled for appropriate training on an as needed basis.
- G. For additional information regarding responsibilities during mobilization, refer to Departmental Order 10, Chapter 1.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## LEGISLATION DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P.: 5

SUBJECT: HURRICANE OPERATIONS


PURPOSE: To outline the procedures which will be utilized by Business Management Section personnel should a hurricane threaten the City of Miami.

SCOPE: All Business Management Section personnel will be available for duty during a hurricane threat. Personnel will be advised of emergency work schedules when hurricane warnings are issued. Select personnel designated as "essential" will be assigned according to the Emergency Mobilization Assignment List.

I. General Responsibilities: Refer to Departmental Order 10, Chapter 3. (Hurricane & Severe Weather Response Plan)

A. Business Management Section Supervisors will assign sufficient personnel under their command to secure and protect property and records in their areas of responsibility.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 5  
(Continuation)

- B. Each Unit/Detail assigned to the Business Management Section will establish a roster and time schedule for personnel (under their command) who will remain on duty or be available for duty.
- C. Following a check list, supervisors from each Unit/Detail will ensure that their areas of responsibility have been secured. (Annex #1)
- D. As soon as possible (or operating strength permits), on-duty personnel will be relieved to secure their homes. The number of hours granted and the work status of employees permitted to secure their homes will be determined by the City Manager.
- E. Personnel who have not been designated to work during the hurricane will be notified when the City Manager has authorized their release.

II. After Hurricane Has Passed

- A. When notified that the hurricane has passed the Miami area, the Business Management Section Commander, will take the following actions:
  - 1. Determine personnel needs and call in off-duty personnel.
  - 2. When appropriate, relieve personnel who worked during the hurricane.
  - 3. Prepare and submit a report of emergency purchases to the E.O.C. Commander.
  - 4. Prepare an After Action Report for the section.

STANDARD OPERATING PROCEDURES: S.O.P. 5  
(Continuation)

Annex #1

HURRICANE PREPARATION CHECKLIST

- \_\_\_\_\_ 1. Remove files or boxes from the floor.
- \_\_\_\_\_ 2. Lock all file cabinets.
- \_\_\_\_\_ 3. Secure all non-stationary items (e.g., papers, books, etc.)
- \_\_\_\_\_ 4. Unplug all electrical equipment (e.g., computers, calculators, etc.)
- \_\_\_\_\_ 5. Close all doors to offices with windows.
- \_\_\_\_\_ 6. Store all computer media (e.g., floppy disks, etc.)
- \_\_\_\_\_ 7. Desktop items (e.g., staples, calendars, etc.) will be placed inside file cabinets.
- \_\_\_\_\_ 8. Wall hangings (e.g., bulletin boards, pictures, etc.) be placed inside file cabinets.
- \_\_\_\_\_ 9. The department will not assume responsibility for damaged personal items.