

 Proudly Policing Since 1926	SUBJECT SERGEANT- AT- ARMS DETAIL		
	CHIEF OF POLICE JUAN PINILLOS		
NUMBER 3-21	EFFECTIVE DATE 11/15/2021	REVISED DATE 04/04/2025	CFA STANDARD

1.0 **POLICY:** The North Miami Beach Police Department (NMBPD) recognizes the need to provide security and assistance to our Mayor and Commissioner. The North Miami Beach Police Department (NMBPD) is committed to ensuring the safety and security of the Mayor, City Commissioners, and official City proceedings. The Sergeant-at-Arms detail shall be responsible for maintaining order, enforcing decorum, and providing security at official City meetings and functions. This policy establishes the guidelines and responsibilities for the Sergeant-at-Arms detail.

1.1 **PURPOSE:** The North Miami Beach Police Department (NMBPD) is committed to ensuring the safety and security of the Mayor, City Commissioners, and official City proceedings. The Sergeant-at-Arms detail shall be responsible for maintaining order, enforcing decorum, and providing security at official City meetings and functions. This policy establishes the guidelines and responsibilities for the Sergeant-at-Arms detail.

1.2 **DEFINITION:**

Sergeant-at-Arms: Sworn personnel assigned to provide security in Commission Chambers, lobbies, and meeting rooms during all official City governmental activities and proceedings.

1.3 **PROCEDURE:**

1.3.1 **SCHEDULING & ASSIGNMENTS**

1.3.1.1 The Chief of Police or designee will be responsible for assigning personnel to the Sergeant-at-Arms detail.

1.3.1.2 Requests for a Sergeant-at-Arms must be submitted at least 72 hours in advance to ensure proper scheduling.

1.3.1.3 The Sergeant-at-Arms will not be assigned to specific elected officials; assignments will be made based on scheduled events and on a rotating or random basis.

1.3.1.4 Blanket requests for service are not permitted.

1.3.2 DUTIES & RESPONSIBILITIES:

- 1.3.2.1 Maintain order and decorum during Commission meetings and other City functions.
- 1.3.2.2 Enforce rules of conduct, including ensuring attendees remain seated, cell phones are off, and meetings proceed without disruption.
- 1.3.2.3 Provide security for the Mayor and City Commissioners during official City events.
- 1.3.2.4 Coordinate parking, transportation, and logistics with the City Chief of Staff for off-site official meetings.
- 1.3.2.5 Travel outside of **Miami-Dade County** for official duties must be approved by the Chief of Police or his designee.
- 1.3.2.6 Work in conjunction with the Special Response Team (SRT) for security of public officials, foreign dignitaries, and high-profile visitors.
- 1.3.2.7 Respond to any security threats, disturbances, or breaches of decorum within Commission Chambers.

1.3.3 RESTRICTIONS:

- 1.3.3.1 Sergeant-at-Arms personnel **shall not**:
 - 1.3.3.1.1 Perform personal errands for the Mayor or Commissioners.
 - 1.3.3.1.2 Provide transportation for events that are personal in nature.
 - 1.3.3.1.3 Transport family members of elected officials unless in an official capacity.
 - 1.3.3.1.4 Engage in duties outside the scope of official City business

1.4 CONDUCT GUIDELINES:

1.4.1 POLITICAL NEUTRALITY:

- 1.4.1.1 While on duty, personnel shall not participate in any political events or activities, including but not limited to election campaigns, fundraising, canvassing, or distributing campaign literature.

1.5 **UNIFORM** Sergeants-at-Arms shall maintain a professional appearance at all times. Attire (dress uniform or business attire) will be determined by the Chief of Police or designee.

1.6 **VEHICLES:** There are two (2) vehicles assigned to the Sergeant-at-Arms. Vehicles-must be cleaned and maintained with preventive maintenance conducted every three (3) months. Vehicles shall be inspected

regularly by the Sergeant-at-Arms Commander. Any accidents or vehicle damage must be reported immediately.

1.7 **DOCUMENTATION & ACCOUNTABILITY:** A Commissioners' travel log shall be maintained in SharePoint database. All requests and completed assignments must be logged, including notes on service provided. The Chief or his designee will review the Sergeant-at-Arms logs to ensure compliance with policy.

1.8 **PROGRAM DETAILS:**

1.8.1 **PERSONNEL:** Two (2) sworn officers will serve as Sergeants-at-Arms for the Mayor and City Commissioners. The detail will be on a rotational overtime basis.

1.8.2 **SCOPE OF DUTIES:** Services will be provided only for official City functions and not for personal purposes. Requests for services must be submitted in 72 hours in advance to ensure proper scheduling. For large gatherings, rallies, or parades, additional security personnel, including the **Special Response Team (SRT)**, may be deployed.

1.8.3 **POLICY COMPLIANCE:** Officers assigned to the Sergeant-at-Arms detail must adhere to all **NMBPD policies, directives, and operational procedures**. Violations of policy will result in corrective action, disciplinary measures or termination.

1.9 **IMPLEMENTATION & OVERSIGHT:** The Deputy Chief of Police will oversee the Sergeant-at-Arms detail, ensuring adherence to policy and operational efficiency. The Chief of Police will conduct periodic reviews to assess effectiveness and compliance. The policy will be reviewed annually to address any necessary updates or modifications.

JUAN PINILLOS
Chief of Police

Sergeant-At-Arms Log

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