

R7 Q A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, DIRECTING THE CITY ADMINISTRATION TO EXPLORE THE FEASIBILITY AND POTENTIAL BENEFITS OF HIRING ADDITIONAL CIVILIAN PERSONNEL TO ASSIST THE POLICE DEPARTMENT WITH DESK WORK (ADMINISTRATIVE TASKS, DUTIES, AND PAPERWORK), IN ORDER TO ENSURE A MORE ROBUST AND VISIBLE POLICE PRESENCE IN THE COMMUNITY; AND FURTHER, DIRECTING THE ADMINISTRATION TO PRESENT ITS FINDINGS IN A DETAILED REPORT WITHIN 90 DAYS OF THE ADOPTION OF THIS RESOLUTION, AND TO BE PREPARED TO DISCUSS ITS REPORT, FINDINGS, AND RECOMMENDATIONS AT THE DECEMBER 11, 2024 CITY COMMISSION MEETING.

Applicable Area:

# MIAMI BEACH

## COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: City Attorney Ricardo J. Dopico

DATE: September 11, 2024

TITLE: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, DIRECTING THE CITY ADMINISTRATION TO EXPLORE THE FEASIBILITY AND POTENTIAL BENEFITS OF HIRING ADDITIONAL CIVILIAN PERSONNEL TO ASSIST THE POLICE DEPARTMENT WITH DESK WORK (ADMINISTRATIVE TASKS, DUTIES, AND PAPERWORK), IN ORDER TO ENSURE A MORE ROBUST AND VISIBLE POLICE PRESENCE IN THE COMMUNITY; AND FURTHER, DIRECTING THE ADMINISTRATION TO PRESENT ITS FINDINGS IN A DETAILED REPORT WITHIN 90 DAYS OF THE ADOPTION OF THIS RESOLUTION, AND TO BE PREPARED TO DISCUSS ITS REPORT, FINDINGS, AND RECOMMENDATIONS AT THE DECEMBER 11, 2024 CITY COMMISSION MEETING.

### **RECOMMENDATION**

### **BACKGROUND/HISTORY**

### **ANALYSIS**

The attached Resolution was prepared at the request of the sponsor, Mayor Steven Meiner.

### **FISCAL IMPACT STATEMENT**

Administration is requested to be prepared to address the fiscal impact of this proposed measure, if any, at the September 11, 2024 City Commission meeting.

### **Does this Ordinance require a Business Impact Estimate?** (FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:  
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

### **FINANCIAL INFORMATION**

### **CONCLUSION**

**Applicable Area**

Citywide

**Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

City Attorney

**Sponsor(s)**

Mayor Steven Meiner

**Co-sponsor(s)**

**Condensed Title**

Administration to Determine Benefits of Hiring More Police Civilians - Meiner. (Meiner) CA

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, DIRECTING THE CITY ADMINISTRATION TO EXPLORE THE FEASIBILITY AND POTENTIAL BENEFITS OF HIRING ADDITIONAL CIVILIAN PERSONNEL TO ASSIST THE POLICE DEPARTMENT WITH DESK WORK (ADMINISTRATIVE TASKS, DUTIES, AND PAPERWORK), IN ORDER TO ENSURE A MORE ROBUST AND VISIBLE POLICE PRESENCE IN THE COMMUNITY; AND FURTHER, DIRECTING THE ADMINISTRATION TO PRESENT ITS FINDINGS IN A DETAILED REPORT WITHIN 90 DAYS OF THE ADOPTION OF THIS RESOLUTION, AND TO BE PREPARED TO DISCUSS ITS REPORT, FINDINGS, AND RECOMMENDATIONS AT THE DECEMBER 11, 2024 CITY COMMISSION MEETING.**

**WHEREAS**, the City of Miami Beach is committed to maintaining public safety and ensuring the well-being of its residents and visitors; and

**WHEREAS**, an increased and highly visible police presence in the community has been shown to deter crime and improve the sense of security among residents and visitors alike; and

**WHEREAS**, in addition to its traditional policing out “in the field,” the Miami Beach Police Department is currently tasked with a variety of administrative and desk duties that may limit the time available for officers to engage in active community patrols and other visible policing efforts; and

**WHEREAS**, the hiring of expert and/or trained civilians to assist with desk work may allow sworn police officers to focus more on patrol duties and community engagement, thereby enhancing the overall effectiveness of the Police Department; and

**WHEREAS**, it is in the best interest of the City to explore the feasibility, costs, and potential benefits of such an initiative in order to ensure that resources are being utilized most effectively to support public safety; and

**WHEREAS**, the City Administration shall conduct an objective review to include:

1. Evaluating the current administrative and desk work duties within the Police Department that could be performed by expert and/or trained civilians;
2. Conducting a workload analysis to include reviewing current job descriptions and duties of all Police Department personnel;
3. Analyzing the time allocation of sworn police officers between field operations versus administrative tasks/duties;
4. Collecting data and information pertaining to the performance and impact of existing civilian Police Department personnel;
5. Assessing the estimated cost savings and benefits associated with reallocating certain administrative tasks and duties to civilian personnel;
6. Considering the potential impact on police visibility and community engagement as a result of the reallocation of administrative tasks and duties to civilian personnel;
7. Exploring potential recruitment strategies, job descriptions, and necessary qualifications (and subsequent training) for the hiring of civilians to perform these administrative tasks and duties;
8. Reviewing the experiences of other municipalities that have implemented similar initiatives; and

**WHEREAS**, the Administration shall include the utilization of surveys and interviews with police officers and administrative staff, a review of daily activity logs and timesheets, and an analysis of departmental reports and performance metrics to conduct its review; and

**WHEREAS**, within 90 days of the adoption of this Resolution, the Administration shall present its findings in a detailed report which shall include:

1. The current allocation of tasks between sworn officers and civilian personnel;
2. A comparison of the costs for hiring, training, and maintaining sworn officers versus civilian personnel (considering factors such as salaries, benefits, training costs, and equipment needs);
3. A workflow chart that maps out the existing workflow and highlights the distribution of tasks between police officers and civilian staff, and maximizes the use of civilian personnel to ensure sworn police officers focus on field operations and community engagement;
4. The anticipated benefits to the community of relieving sworn police officers of certain administrative tasks and duties by hiring civilian personnel (including increased visibility, response time, and community policing);
5. Specific recommendations concerning the potential hiring of additional MBPD civilian personnel;
6. The identification of various metrics for success including crime rates, response times, and community feedback; and

**WHEREAS**, the City Administration shall be prepared to discuss its report, findings, and recommendations at the December 11, 2024 City Commission meeting and, based upon the information provided by the Administration, the City Commission may consider further action including, but not limited to, the authorization to hire additional civilian personnel and/or the reallocation of police resources.

**NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA**, that the Mayor and City Commission hereby direct the City Administration to explore the feasibility and potential benefits of hiring additional civilian personnel to assist the Police Department with desk work (administrative tasks, duties, and paperwork), in order to ensure a more robust and visible police presence in the community; and further, directing the Administration to present its findings in a detailed report within 90 days of the adoption of this Resolution, and to be prepared to discuss its report, findings, and recommendations at the December 11, 2024 City Commission meeting.

**PASSED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

\_\_\_\_\_  
Steven Meiner, Mayor

\_\_\_\_\_  
Rafael E. Granado, City Clerk

(Sponsored by Mayor Steven Meiner)

APPROVED AS TO  
FORM & LANGUAGE  
& FOR EXECUTION



\_\_\_\_\_  
City Attorney

9/3/2024

\_\_\_\_\_  
Date