



OPERATIONAL DIRECTIVE NO. 99-3

Effective: October 18, 1999

Last Modified: JAN 08 2001

SUBJECT: WRITTEN DIRECTIVE SYSTEM

PURPOSE: To establish uniform policy and procedures for the development, establishment, modification, and maintenance of the Aviation Department written directive system.

BACKGROUND:

Chapter 25, Aviation Department Rules and Regulations, authorizes the Aviation Director to promulgate rules and regulations for the operation of the airports. The current text of the relevant sections of the County Code is set forth below in Section I.

Historically, Operational Directives (ODs) were promulgated by operating divisions of the Aviation Department and revised as required. As there are no provisions for Sunset review, the Operational Directives issued in the 1970's remain in force.

Standard Operating Procedures (SOPs) have routinely been developed by departmental divisions to provide coordination and direction for the administration or operation of the Department. However, the format and distribution of those divisional directives have not, heretofore, been standardized nor regulated by the Department

I. AUTHORITY:

- A. The authority for Operational Directives is Chapter 25 of the County Code, Aviation Department Rules and Regulations. Section 25-1.1 of Definitions states in part:

(30) 'Operational Directive' shall mean a written order issued by the Director bearing the designation "Operational Directive" and requiring specific operational procedures or prohibiting specific operations or types of operations onto or from an Airport, or establishing designated and restricted uses of various areas of an Airport, and enforceable under Section 21-1.2(c).

(37) 'Rules and Regulations' shall mean the Dade County Aviation Department rules and Regulations as codified in Chapter 25, Code of Metropolitan Dade County, Florida, including Operational directives issued thereunder.

B. Ordinance 75-113, adopted December 1975, provides in part:

“...an order issued by the Director bearing the designation ‘Operational Directive’ and requiring *specific operational procedures* or prohibiting specific operations or types of operations onto or from an Airport, or establishing designated and restricted uses of various areas of the Airport” (emphasis added).

C. [Operational Directive No. 99-02 titled “Operational Directives.”](#)

II. DEFINITIONS:

A. *Written Directive*: An authorized written communication relaying policy, orders, procedures or instructions to employees or to those who do business at the Airport.

1. Depending on the type of written directive, they can be issued by the Director, or any supervisor or higher authority pertaining to personnel or functional activities for which they are responsible.

2. *Departmental Written Directive*: Written directives issued by the Director; i.e., ODs and DSOPs.

B. *Subordinate Directive*: A written directive issued by a manager or supervisor other than the Director. Subordinate directives are applicable only to those units/employees under the supervision of the issuing manager/supervisor or those employees performing the function being addressed in the directive for which the issuing manager/supervisor is responsible. Examples would include a division's/section's/unit's SOP or memorandum.

C. *Operational Directive*: A departmental directive issued by the Director under the authority of Chapter 25 of the County Code.

1. ODs are applicable to all persons entering any airport or airport property, or who are engaged in any covered activity regarding airport operations.

2. ODs become effective 15 days after being filed with the Clerk of the Court, or on any stated effective date, whichever is later.
 3. Unless otherwise stated in the OD, the OD remains in effect until revoked or modified.
- D. *Departmental Standard Operating Procedure (DSOP)*: A departmental directive issued by the Director to mandate, prohibit, direct or guide the actions of the Aviation Department.
1. DSOPs become effective on the date stated in the document or, if no effective date is provided, on the date signed by the Director.
 2. Unless otherwise stated in the DSOP, the procedures remain in effect until revoked or modified.
- E. *Subordinate Standard Operating Procedure*: A written subordinate directive signed by a manager/supervisor, not by the Director, issued to mandate, prohibit, direct or guide the actions of Aviation personnel. The SOPs are applicable only to those units/employees under the supervision of the issuing manager/supervisor or those employees performing the function being addressed in the directive for which the issuing manager/supervisor is responsible. Examples would include Maintenance Division SOP, Finance Division SOP, etc.
1. SOPs become effective on the date stated in the document or, if no effective date is provided, on the date signed by the issuing authority.
 2. Unless otherwise indicated in the SOP, the procedures remain in effect until revoked or modified.
- F. *Aviation Department Manual (ADM)*: All ODs and DSOPs currently in effect.
- SOPs and written directive memoranda are considered supplemental to, but not a part of, the Aviation Department Manual.
- G. *Directive Memorandum*: A written directive in memorandum format issued by any supervisor or higher authority pertaining to personnel or functional activities for which they are responsible.
1. Applicable to employees on the date stated or, if no effective date is stated, on the date signed by the issuing authority.

2. Memoranda are effective on the date stated or, if no effective date is stated, on the date signed by the issuing authority.
3. Memoranda normally remain in effect for one year from their effective date unless a specific time period or end date is identified in the memorandum. To make the substance of a memorandum permanently effective:
 - a. The memorandum must be reissued each time before it expires.
 - b. The memorandum must be incorporated into an appropriate OD or SOP.

III. POLICY:

- A. The written directive system is intended to provide employees with clear understanding of the constraints and expectations relating to the performance of their duties, while promoting consistent and effectively coordinated departmental activities.
- B. The Written Directive System applies to all departmental employees and all employees are required to comply.
- C. Uniformity, as prescribed in this document, is required in the preparation, issuance, dissemination and maintenance of all written directives.
- D. No subordinate directive may conflict with a departmental directive or a subordinate directive issued by a higher level of authority.

IV. GUIDELINES:

- A. Departmental Written Directives (ODs, DSOPs and Director's memoranda) will be prepared in draft by the Division or staff element having primary responsibility for the activity to be regulated. The document must be prepared in the applicable format corresponding to the particular directive.
- B. Departmental Written Directives must be first forwarded to the Professional Compliance Division (PCD) of the Director's Office for staff review. PCD will:
 1. Review for conflicts with existing written directives
 2. Recommend changes if appropriate

3. Distribute the draft for comments to the Deputy Director, Assistants, Associate Directors, and technical and management staff having a direct material interest in the document
 4. Collect, analyze and synthesize staff comments, and make appropriate changes
 5. Prepare final copy
 6. Forward to the Director for signature
- C. ODs become effective 15 days after being filed with the Clerk of the Court and DSOPs, upon review and signature by the Director.
- E. PCD will incorporate all ODs and DSOPs in the Department Manual. The Manual will be available in hard copy and through access to the departmental Local Area Network (LAN) PCD web site.
- F. *Subordinate Standard Operating Procedures* will be prepared in the prescribed format by the Division or staff element having primary responsibility for the activity to be regulated.

A draft will be forwarded first to the PCD for possible conflict with existing directives before being signed by the issuing authority and put into effect.

- G. All departmental written directives will be written to comply with Federal Law, Florida Statutes and Miami-Dade County Ordinances, Resolutions Administrative Orders, and County procedures. Conflicts will be resolved in favor of the superior directive as listed below in descending order of precedence.
1. Federal Laws
 2. State Laws
 3. County Ordinances
 4. County Resolutions
 5. County Rules
 6. County Orders
 7. County Procedures
 8. Aviation Department Operational Directives
 9. Department Standard Operating Procedures
 10. Director's Written Directives (Departmental memoranda)
 11. Subordinate Standard Operating Procedures
 12. Subordinate written directives (memoranda)
- H. Employees are responsible and accountable for compliance with Federal Laws, Florida Statutes, County Rules and Regulations, County Administrative Orders and Procedures, and applicable Aviation Department Written Directives.

- I. Employees will bring any such conflict to the attention of their supervisor as soon as practical for resolution.

V. TRANSITION PERIOD:

All departmental written directives existent at the time of the approval of this DSOP will remain in force for a period of one year. During that time the concerned divisions are to update and revise those documents to be in compliance with this DSOP.

VI. AMENDMENTS:

The Department reserves the right to amend ODs at any time and from time to time and copies of such amendments will be mailed to all affected parties who register with the Aviation Department.

VII. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this OD is illegal or void, the remainder of the OD shall continue in full force and effect.

VIII. SUNSET PROVISION:

Since there are no provisions for Sunset review, the Operational Directives issued in the 1970's remain in force.

REVOCAION: None.

CROSS REFERENCE: None.

(Original signed)

Gary J. Dellapa, Aviation Director

Date: December 15, 2000