

Departmental Standard Operating Procedure

Miami-Dade Aviation Department

DSOP No. 00-01

Effective: March 17, 2000

Amended: December 15, 2000

SUBJECT: DEPARTMENTAL STANDARD OPERATING PROCEDURES

PURPOSE AND SCOPE: The purpose of this Departmental Standard Operating Procedure (DSOP) is to establish uniform policy and procedures for the development, establishment, modification and maintenance of Miami-Dade County Aviation Department Standard Operating Procedure.

I. AUTHORITY:

- A. [Operational Directive No. 99-02, Operational Directives](#)
- B. [Operational Directive No. 99-03, Written Directive System](#)

II. DEFINITION:

Departmental Standard Operating Procedure: A written communication relaying policy, orders, procedures or instructions to employees issued to mandate, prohibit, direct or guide the actions of Miami-Dade Aviation Department (MDAD) personnel.

III. POLICY:

- A. DSOPs contain department-wide policies and are issued only by the Aviation Director.
- B. Unless otherwise stated in the DSOP, the procedures remain in effect until revoked or modified by the Aviation Director or a higher legal authority.
- C. DSOPs become effective on the date stated on the document or, if no effective date is provided, on the date signed by the Director.
- D. DSOPs are intended to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties, while promoting consistent and effective coordinated departmental activities. Therefore, all departmental employees are required to comply.
- E. Uniformity, as prescribed herein, is required in the preparation, issuance, dissemination, and maintenance of DSOPs.

IV. PROCEDURES:

- A. DSOPs will be prepared in draft form by the Division or staff element having primary responsibility for the activity to be regulated using the prescribed format.
- B. The draft DSOP will be forwarded to the Professional Compliance Division (PCD) for staff review. PCD will:
 - 1. Review for conflicts with existing written directives and recommend appropriate language to eliminate any conflicts.
 - 2. Distribute the draft to the Deputy Director, Assistants, and Associate Directors for review and comments.
 - 3. Collect, analyze and synthesize staff comments and make appropriate changes.
 - 4. Prepare the proposed DSOP in final form and forward to the Director for signature.
- C. PCD will distribute the new DSOP to all interested parties.
- D. PCD will be the official source for the most current versions of DSOPs and will provide copies as needed.

V. FORMAT:

- A. DSOPs will, to the appropriate extent, use the following topical format starting with Roman numerals to identify each major topical section:

DEPARTMENTAL STANDARD OPERATING PROCEDURE

Miami-Dade Aviation Department

DSOP No.

Effective:

SUBJECT: (Descriptive title for the procedure)

PURPOSE AND SCOPE: (summary of the main objective the document is to accomplish)

I. AUTHORITY: (legal or administrative authority for the DSOP)

II. DEFINITIONS: (if applicable)

- III. POLICY:
- IV. PROCEDURES:
- V. Other subject specific topics (use as many Roman numeral sections as needed)

Authentication Section which includes:

REVOCAATION: (Previous DSOP/s or other directives superseded by the DSOP)

CROSS-REFERENCE: (Any additional sources of information closely related)

Signature Block: (Director's signature)

Date:

Annexes: Annexes are written material or items graphically displayed which are attached to the DSOP to furnish details or additional information that will help complete the understanding of the written directive. Annexes are encouraged when appropriate in order to keep the body of the DSOP clear and simple to read and understand.

Written material would include detailed operational plans, equipment or inventory lists, certificates or copies of pertinent correspondence, bibliography, etc.

Graphic items could include sample forms, graphs, charts, data printouts, maps, etc.

Annexes will be identified with letters, preferably in alphabetical order in the sequence mentioned in the basic document.

- B. Standard topic outline format will be used under each Roman numeral section to clearly present information where use of a normal written paragraph does not effectively convey the message. This standard outline format consists of:

(Roman numeral for major headings – first level, bolded and uppercased)

- A. (Minor heading – second level)
 - 1. (Subelement – third level)
 - a. (fourth level)
 - (1) fifth level

REVOCATION: None.

CROSS-REFERENCE: None.

(Original signed)

Gary J. Dellapa, Aviation Director

Date: December 15, 2000