

STANDARD OPERATING PROCEDURE
Miami-Dade County Aviation Department
SOP No. 01-02
Effective: December 4, 2001

SUBJECT: USE OF PRIVATE CELLULAR TELEPHONES AND PAGERS BY UNIFORMED EMPLOYEES IN OPERATIONAL DIVISIONS

PURPOSE AND SCOPE: To provide Miami-Dade Aviation Department (MDAD) uniformed employees in operational divisions with policy and procedures for requesting permission to carry and use a private cellular telephone or pager.

I. AUTHORITY:

- A. [Chapter 25 of the Miami-Dade County Code, Aviation Department Rules and Regulations.](#)
- B. Miami-Dade Aviation Department [Operational Directive 99-03, Aviation Department Written Directive System.](#)

II. POLICY:

- A. Upon the recommendation of the employee's supervisor and concurrence from the Division Manager, uniformed employees in operational divisions will be permitted to carry and use a personal cellular telephone/pager while on an approved break.
- B. Approved personal cellular telephones or pagers must only be utilized in a vibrating mode to minimize workplace disruptions, and utilization must never be done in the public view.
- C. Requests for approval to use a personal cellular telephone or pager will be considered on a case-by-case basis and, if approved, authorization will be limited to a period not to exceed one year.
- D. Permit renewals will also be considered by the Division Manager on a case-by-case basis.
- E. Neither Miami-Dade County nor the Aviation Department will be liable for any costs, loss, or damage to a private cellular telephone or pager.
- F. Violation of any of the provisions contained in this SOP will constitute revocation of approval and possible administration of disciplinary action.

III. PROCEDURE:

- A. Requests for permission to use a private cellular telephone or pager must be made by the uniformed employee through the supervisor to the Division Manager by filling out a [Private Cellular Telephone or Pager Authorization Request](#).
- B. The employee must articulate in the form the specific reasons for utilizing a private cellular telephone or pager.

IV. REVOCATION: None.

V. CROSS REFERENCES: None.

(Original Signed)

Bruce Drum, Assistant Aviation Director
for Operations

Date: December 4, 2001

[Annex: Private Cellular Telephone or Pager Authorization Request](#)