

**DEPARTMENTAL STANDARD OPERATING PROCEDURE**  
**Miami-Dade Aviation Department**  
**DSOP NO. 05-02**  
**Effective: October 18, 2005**

**SUBJECT: Miami-Dade Aviation Department Employee Participation in Elections**

**PURPOSE: To establish policy regarding participation of Aviation Department personnel in elections as County employees.**

**BACKGROUND:** The Federal Aviation Administration (FAA) in its Final Policy has defined activities which constitute diversion of airport revenue. On October 24, 2002, the FAA's District Office specifically stated that any costs (including salaries, benefits, training, travel, etc.) in support of election efforts cannot be paid with airport revenue.

**I. AUTHORITY:**

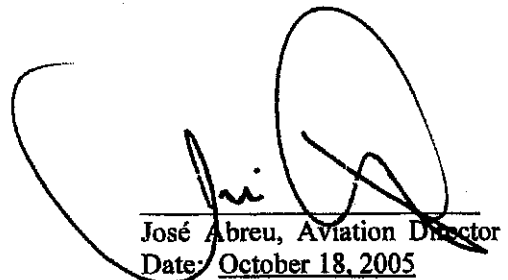
- A. Federal Register, Vol. 64, No. 30, February 16, 1999, Policy and Procedures Concerning the Use of Airport Revenue (Final Policy).
- B. Chapter 25, Miami-Dade County Code, Aviation Department Rules and Regulations. Authorizes the Aviation Director to promulgate policies, rules, regulations, orders, procedures, or instructions for employees or for those who do business at the Airport.
- C. FAA Letter to the County Manager Dated October 24, 2002 regarding MDAD Employee Election Participation. (Attached).

**II. POLICY:**

- A. Any requests by Aviation employees to participate in elections must be submitted in advance, with appropriate documentation and leave request, and approved by the employee's supervisor. These approvals are subject to the governing Division's current workload.
- B. The work must be performed on the employee's own time, using the employee's own accrued annual leave.

**REVOCATION:** None.

**CROSS-REFERENCE:** None.

  
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José Abreu, Aviation Director  
Date: October 18, 2005