

CHAPTER THIRTY-TWO

PATROL

I. PURPOSE

The purpose of this directive is to establish guidelines for the patrol component and various patrol functions for other components.

II. DISCUSSION

This directive shall apply to all personnel. It is the policy of the Sheriff that the function and responsibility of the Patrol component be:

III. The Protection of Life and Property

1. Preserve Public Order
2. Enforce the Laws of Florida
3. Enforce the Ordinances of Monroe County
4. Prevent and Suppress Crime
5. Apprehend Violators of the Law
6. Performing Preventive Patrol
7. Traffic Direction and Control
8. Community Improvement Through Involvement

IV. POLICY AND PROCEDURE

A. Patrol Function

The Patrol function of law enforcement goes beyond patrolling the streets. Patrol work involves extensive crime prevention duties, criminal investigations, traffic enforcement, community improvement projects and an element of any other line activity carried out by field personnel. Patrol deputies play the leading role in the accomplishment of the law enforcement mission. The objectives of the Patrol Deputy in his/her specific area shall include:

1. The answering of requests for service
2. The investigation of all misdemeanors and some felony cases to completion, unless otherwise assigned to the Criminal Investigations Unit
3. The follow-up investigations of all misdemeanors and assigned felonies in the specific assigned area unless otherwise assigned to Criminal Investigations Unit
4. The service of criminal warrants in the specific area
5. The service of criminal summons in the specific area, if assigned
6. Conducting "Property Checks"
7. Meeting and becoming familiar with the proprietors of business establishments in the Deputy's specific zone.
8. Meeting and becoming familiar with the school officials in the Deputy's specific zone

9. Becoming familiar with "Normal" business operations and procedures within the Deputy's specific zone
10. Become familiar as to knowledge of any criminal element residing in the Deputy's specific zone
11. Be aware of all students suspended or expelled from school who reside in the Deputy's specific zone
12. Perform preventive patrol in the specific zone
13. Enforce traffic laws
14. Meet the citizens residing in his/her specific zone, as opportunity presents itself, and note any requests the citizen may have
15. Respond to back-up when directed
16. Check businesses for security and inside illumination during their closed hours

B. Exchange of Information

The proper exchange of information is vital to good law enforcement. To maximize communication, coordination and cooperation between the various components of the Office and the Patrol component the following shall occur:

1. Detectives and Detective Supervisors shall periodically attend Patrol roll calls.
2. Daily bulletins shall be exchanged between Patrol, Criminal Investigation, Vice and Organized Crime, Special Operations, Juvenile Operations, and Intelligence.

CALEA 42.2.3

C. The Patrol component shall provide twenty-four (24) hours-a-day, 365 days-a-year law enforcement response in all areas of Monroe County, Florida. During periods of shift change, patrol coverage shall not be reduced.

41.1.1 (A) CALEA

D. Assignment and Deployment

1. Patrol shifts in each Sector rotate weekly. Patrol shifts are designated as day or evening/night shift. Patrol deputies and supervisors work a twelve (12) hour shift.
41.1.1 (B) (C) CALEA
2. Patrol operates on a four-squad system, two day squads and two night squads. The shift supervisor will ensure that units are available to respond to calls for service from roll call if necessary. If staffing is available coverage achieved by over-lapping shift reporting times is preferred.
41.1.1 (B) CALEA
3. A weekly cycle starts with two days on, then two days off, then three days on. The following week the cycle is reversed. This allows for a three day weekend every other week.
41.1.1 (B) (C) (F) CALEA
4. Each day of the week is designed to maintain equal coverage; however, if certain events or situations arise that require extra patrol on certain days of the week, it is within a zone commander's authority to rearrange patrol deputies' days off in order to provide adequate coverage.

Persons assigned to administrative duties, investigations, or to specialized units or teams will work a schedule determined by their respective commander. Such rearrangements must be made in compliance with the Fair Labor Standard Act.

41.1.1 (B) (F) CALEA

5. Patrol Members are assigned to patrol shifts based on vacancies in a particular shift. It is, however, within the Sector Commander's authority to approve patrol members changing shifts for the purposes of:

- a. Furtherance of a Member's formal education
- b. Family problems
- c. Health problems
- d. Personal reasons approved by the Commander

41.1.1 (B) CALEA

6. Patrol Zones

a. Patrol members should be assigned to a particular patrol zone based upon:

- 1) The member's knowledge of the geographical area
- 2) The member's knowledge of the population
- 3) The member's knowledge of businesses and proprietors
- 4) The member's community involvement within the zone

41.1.1 (D) CALEA

b. This is not always possible due to holidays, vacations, day(s) off and sick days. However, such knowledge based assignment should be made as much as possible.

41.1.1 (D) CALEA

c. There is no particular rotation practice of patrol zone assignments.

41.1.1 (D) (E) CALEA

d. Patrol members lacking a knowledge of any particular zone or to gain knowledge of other patrol zones may be assigned different patrol zones to gain that knowledge.

41.1.1 (D) CALEA

E. Span of Control

To help insure adequate supervision, guidance, and coordination, Patrol Sergeants shall not be assigned more than twelve (12) individuals collectively to supervise.

F. Roll Call

1. At the beginning of each shift (including special functions such as, football games, parades, roll call for specialized units, etc.) the Commanding Officer in charge and/or the Sergeant will conduct roll call. The objectives of Roll Call are: [CALEA 12.1.4]

41.1.2 CALEA

a. Briefing Members with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.

41.1.2 CALEA

b. Notifying Members of changes in schedules and assignments.

41.1.2 CALEA

c. Notifying Members of new directives or changes in directives.

41.1.2 CALEA

d. Evaluating Members' readiness to assume patrol / law enforcement duties.

41.1.2 CALEA

e. Providing Members with roll call training.

41.1.2 CALEA

2. Members shall become aware of activities in their areas of patrol, especially upon returning from vacations, illness, etc. Sources for this information include: [CALEA 12.1.4]

a. Sergeant's Board

b. Daily Bulletins

c. Crime Analysis Maps and Unit

d. Other Member's Roll Call Notebooks

- 3.** The Office issues each member a notebook for recording Roll Call notes and any other law enforcement matters. Roll Call notes will be maintained for a minimum of 180 days. Members will bring their notebook to Roll Call and write down all information relating to law enforcement matters of importance. Notebooks shall be routinely inspected by supervisors.
- 4.** It is each member's responsibility to be prepared for Roll Call by:
 - a.** Being present at the required time
 - b.** Being ready for inspection
 - c.** Being properly equipped
 - d.** Wearing the proper uniform of the day
- 5.** Each member shall report to his/her Sergeant. Any information regarding law enforcement hazards, updated crime information, etc. that will be of interest to the oncoming shift.
- 6.** A designated Roll Call Log Book is to be used for every roll call regardless of the number of deputies attending. Only in an extreme emergency will an officer be excused for roll call. The Roll Call Log Book will be filled in by the Shift Sergeant who is conducting the Roll Call.
 - a.** The following entries will be mandatory:
 - 1)** Officers attending will be listed
 - 2)** Zone assignment will be indicated for each officer
 - 3)** Officers who do not attend will be listed and the reason why they were not present
 - b.** Issues to be discussed / reviewed will be indicated. Some of the issues to be covered are listed below:
 - 1)** BOLO's / Wanted Persons
 - 2)** Active Burglary Areas
 - 3)** Active Burglars
 - 4)** Traffic Problem Areas
 - 5)** Road Construction Sites
 - 6)** Vacation Checks
 - 7)** Compensatory Time to be Taken
 - 8)** Schedule / Shift Changes
 - 9)** Upcoming Training Schedules
 - 10)** New / Updated Directives
 - 11)** Administrative Memorandums
 - 12)** New Laws Updates
 - 13)** Inspections (Personal / Vehicle)
 - 14)** Prisoner Releases
 - 15)** Special Details
 - 16)** Visiting Dignitaries or VIP's
 - 17)** Current events and/or anything of particular interest to those present.
 - c.** Periodically, the Station Commander or the Sector Commander will review the Roll Call Log Book for adherence to this directive and initial each page with the date of review.
 - d.** Staff Inspections Officer will utilize the Roll Call log book to validate the Roll Call. The ledger will be an inspection item.

acknowledged, the member shall once again notify Office Communications he/she has returned to the normal operating channel.
[CALEA 81.2.4 A, D]

I. Member Response to Incidents

Generally, most calls for service or incidents arising can be adequately handled by a single member. However, some calls may require several members to deal effectively and safely with the situation. In the following instances, two or more members shall be dispatched:

1. Where there is a potential for an assault on a member.
2. Where there is potential for an on-scene arrest for a felony or a violent misdemeanor.
3. Where there is likely to be resistance to arrest.
4. Where there is anticipation for the use of force.
5. Where there is a crime in progress.
6. Where there is a fleeing suspect or prisoner.
7. Where the Supervisor determines, based on the nature of the situation, more than one member is required at the scene.
8. Where specialized assistance is required the supervisor shall be notified and request the necessary specialized assistance. A perimeter shall be established to secure the scene, consideration given to persons needing emergency medical care, gather information critical to responding special units and case investigation and limited escalation of the incident till assistance arrives.

[CALEA 46.2.1 A], [CALEA 81.2.4 E]

J. Preliminary Investigations

Refer to Chapter 34.

K. Field Interview Reports

The field interview is a means of collecting, preserving and disseminating information about suspicious activity of individuals and/or vehicles. Deputies making temporary stops of individuals or vehicles for the purpose of conducting an investigative interview, may detain a person if the Deputy has reasonable suspicion that the person is committing, has committed, or is about to commit a crime. The right to detain applies to both pedestrians and vehicles and may be exercised upon reasonable suspicion of any crime.

Reasonable suspicion is more than a hunch and must be based on articulable circumstances, but is less than the probable cause necessary to effect an arrest. Reasonable suspicion coupled with the Deputy's experience, may justify a belief that the person to be stopped has committed, is committing or is about to commit a crime. Elements which may establish reasonable suspicion include, but are not limited to, the following:

1. The person fits the description of a suspect wanted for committing a crime.
2. The vehicle fits the description of a vehicle used to commit a crime.
3. The person flees at the sight of a Deputy.

4. The person or vehicle is seen leaving the area of a crime.
5. The person is behaving or maneuvering a vehicle in a manner indicating criminal activity.
6. The time of day or night.
7. The type of neighborhood or physical surroundings.
8. The Deputy's prior knowledge of the person or his/her criminal record.
9. The location where the person or vehicle was observed - A person or vehicle stopped may be detained for a reasonable period of time. Deputies should detain a person only for the length of time necessary to obtain identification or an accounting of the person's presence or conduct. The person should be released as soon as the interview is completed, unless probable cause to arrest develops. He/she may only be detained at or near the scene of the stop and not moved to another location without his/her consent. The United States Constitution guarantees an individual the right to refuse to answer questions.
10. A Field Interview Report shall be initiated when:
 - a. Persons or vehicles are observed acting in a suspicious manner or are involved in suspicious circumstances.
 - b. Persons or vehicles are observed in suspicious circumstances in high crime areas.
 - c. Contact is made with known criminals.
11. Initiation of Field Interview Reports shall be based on the experience and initiative of the individual Deputy making the observation.
12. Caution shall be exercised by initiating Deputies as to the Constitutional rights of individuals being interviewed.
 - a. Justification must be established as to why this particular individual is being interviewed.
 - b. Delay of the individual or vehicle must be kept to a minimum unless probable cause exists to effect an arrest.
13. Upon completion of the Field Interview Report, the originating Deputy shall submit the report to his/her Sergeant. The Sergeant shall submit the original to the Lieutenant. The Lieutenant shall forward a copy to the Crime Analysis Unit and another copy to CJIS Data Entry.
14. The Field Interview Report form is located in Chapter 90.

L. Informants

Patrol Deputies are encouraged to develop informants who will assist in bringing violators of the law to justice. **If an informant is developed by a Patrol Deputy, that Deputy shall contact the Special Operations Division, and follow the procedures in Chapter 34, Part H of these General Orders.**
Revised 08/07/09

M. Vehicle Operations

1. Take Home Car Program

- a. The Sheriff's Office has a Take Home Unit (car) program for law enforcement certified (excluding Court Security Deputies), necessary corrections certified and other necessary, by job function, members.
- b. The member must have and maintain a valid Florida driver's license.
- c. Certified members, while in the FTO Program, shall only be assigned a take home unit after demonstrating to their Commander's satisfaction that they understand laws and regulations and can address any situation if it arises until assistance can arrive. The Sector Commander shall document this in the FTO Manual.
- d. [CALEA 41.2.1]
Non-certified members will only be assigned an unmarked unit
- e. Limitation on use of assigned unit for commute to and from work - To limit excessive expense, wear and tear on Office owned vehicles the following restrictions are being placed on work commute use. Members hired on and since March 6, 2006 are bound by this policy limitation on use of assigned unit. Members hired prior to this date are bound by the previous policy, which is available through Professional Standards.

1) Members assigned to Sector's 1, 4 and 5

- a) May use the unit anywhere in Monroe County.
- b) If the member lives outside of the county the unit must be parked at the Plantation Key Substation (Roth Building) and the member must commute to and from home from there.
- c) Their commander must approve any other location the member wishes to park their **assigned** unit within the county.

2) Members assigned to Sector's 6 – 7

- a) May use their unit anywhere in Monroe County
- b) If the member lives outside of the county the member may drive the unit as far north as the Snapper Creek Service Plaza on the Florida Turnpike Extension.
- c) Members living south of the Snapper Creek Service Plaza may keep the unit at their residence.
- d) Their commander must approve any other location the member wishes to park their assigned unit south of the Snapper Creek Service Plaza.
- e) The unit may not be used for any personal business or recreational use while outside of the county.

(Revised 4-21-2006)

f. Member Responsibility

- 1) Members assigned a vehicle are responsible to maintain it in duty ready status. Failure to accomplish this may result in the loss of the assigned vehicle. Duty Ready Status is accomplished by;
 - a) Maintaining operating fluids at the proper levels at all times.
 - b) Maintaining proper air levels in the tires at all times.
 - c) Maintaining an adequate level of fuel at all times.
 - d) Maintaining a clean exterior
 - e) Maintaining a clean interior, free of food, drink spills, food or drink containers, cigarette, cigar or other tobacco item waste, paper or general trash.

- f) Ensuring routine maintenance is performed per scheduled requirement.
- g) Ensuring routine or emergency repairs are performed as necessary.

- 2) Members assigned a vehicle are required to operate the vehicle in accordance with all applicable traffic laws and regulations of the jurisdiction they are in during operation.

g. Off-Duty Use

- 1) No person will operate a Sheriff's Office vehicle within eight hours of consuming an alcoholic beverage.
- 2) Members must check in-service with communications and advise their status, projected destination and out-of-service when appropriate.
- 3) All members must be properly attired when operating an Office vehicle. Especially certified members who may be required to take enforcement action at any time.
- 4) Non-certified members may not operate any marked unit, except in the case of an emergency. Nor are non-members allowed as passengers in marked units, unless for official business.
- 5) Non-certified members are permitted to operate unmarked units and civilian passengers are permitted as passengers.
- 6) Sheriff's Office vehicles will not be taken out of the county except on official business or to commute to and from work as permitted under "M., 1., e. Limitation ..." above.
- 7) Members assigned a vehicle who reside in Monroe County may use the vehicle for general personal business, such as shopping, etc... within the restrictions in "5 & 6" immediately above. Members assigned a vehicle who reside outside Monroe County may not use the vehicle off duty for general personal business.

h. Taxable Usage – certified members who are issued an Office vehicle are given a tax exemption for those vehicles if they meet certain criteria.

- 1) Marked Units.
 - a) The marked unit may only be used outside the county on Official Sheriff's Office business.
 - b) Should the issued vehicle be utilized outside the county and is not being used for Office business, this may invalidate the exemption for the entire year.
- 2) Unmarked Units – The unmarked unit must meet four (4) requirements to establish the tax exemption.
 - a) The unmarked unit must be driven by a Sheriff's Office member.
 - b) The personal use be must be authorized by the Sheriff.
 - c) The use must be incidental to law enforcement use (i.e. the officer must be available for calls).
 - d) The use of vehicles for vacation or recreation is not permissible.

2. Spare Units

- a. When spare units exist the respective Station Commander is responsible for the routine maintenance of that vehicle.
 - b. When a member uses a spare unit that member is responsible to return the unit to storage after use in a duty ready status (i.e. fuel tank full, fluids at the proper level, tires properly inflated, battery, lights, etc... are check and in good working condition). If any necessary repairs are noted the employee is required to notify the Station Commander so repairs can be made.
3. Request For Sheriff's Office to Stop – Sheriff's Office members, when directed to stop by another law enforcement officer and/ or agency shall:
- a. Immediately stop, regardless of assignment.
 - b. Clearly identify self and activity unless such declaration would nullify or hinder a criminal investigation.
 - c. Provide the stopping officer with requested information or documentation.
 - d. When the operator of a Sheriff's vehicle continues to be detained by another law enforcement officer (agency), advise communications of the circumstances and request a supervisor to report to the scene of the detention.

4. Routine Vehicle Operation

- a. Under normal non-emergency- operating conditions, and while responding to routine calls for service members shall strictly adhere to all traffic laws, and shall drive defensively in a safe and courteous manner.
- b. Operators of Sheriff's vehicles shall exercise a greater than ordinary degree of care while backing.
- c. Seat belts shall be worn. If seat belts are not worn, injuries from accident may not be covered by Worker's Compensation.

[CALEA 41.2.1]

5. Emergency Vehicle Operation

- a. Sheriff's members may engage in emergency vehicle operation in accordance with Florida law when responding to an emergency.
- b. The provisions of this procedure and Florida law do not relieve the operator of a Sheriff's vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the operator of a Sheriff's vehicle from the consequences of careless disregard for the safety of others.
- c. Sheriff's vehicles engaged in emergency operations shall utilize emergency lights. The siren shall be used to warn vehicle and pedestrian traffic along the emergency route. Hazardous warning lights, the spotlight, headlights, and public address system may be used as additional safety measures during emergency operations.

[CFA 22.04M A B, C, D, E]

- d. When engaged in emergency operations, the operator of a Sheriff's vehicle shall exercise extreme care. Wearing of seat belts is mandatory at all times for the driver and occupants of the vehicle.
- e. In accordance with Florida law, Sheriff's vehicles engaged in emergency operations may:
 - 1) Exceed the maximum speed limit so long as life or property are not endangered. Speed shall be limited by road and weather conditions and the exercise of good judgment.

- 2) Proceed past a stop signal or stop sign, but only after slowing or stopping as necessary for safe operation. Sheriff's vehicles shall not enter controlled intersections against the directed flow of traffic at a speed greater than fifteen (15) MPH and shall be sure that cross-traffic flow has yielded in each lane before attempting to cross that lane.
 - 3) Disregard regulations governing direction of movement or turning direction, so long as life or property are not endangered.
 - 4) Disregard regulations governing parking laws under normal circumstances, except that a Sheriff's vehicle shall not block access to a fire hydrant at a fire scene, or in any way obstruct the passage of fire apparatus.
- f. Sheriff's vehicles shall not be parked in roadways or traffic lanes except when necessary to protect accident scenes or injured persons.
- 1) Use of Sheriff's vehicles to protect accident scenes or injured persons shall be signaled by the activation of emergency lights, flares, or other appropriate warning device.
[CFA 22.04M A]
 - 2) When use of Sheriff's vehicles for protection of accident scenes or injured persons is necessary flairs shall be placed in the roadway between the Sheriff's vehicle and approaching traffic as soon as possible.
 - 3) Sheriff's vehicles shall not be used to protect minor accident scenes.
 - 4) Sheriff's vehicles shall be removed from roadways as soon as possible.
- g. Emergency operation of Sheriff's vehicles shall be immediately reported to communications.
- h. Operation of Sheriff's vehicles shall immediately terminate emergency operation when it is no longer necessary or ordered to do so by a superior authority.

[CALEA 41.2.1]

6. Traffic Stops

- a. Sheriff's personnel making a traffic stop shall inform Communications in a manner which enables the Communications officer to copy the information that a vehicle is being stopped, the location and a brief description (color, model, year, tag) of the vehicle being stopped.
- b. Operators of Sheriff's vehicles making a traffic stop shall make every effort to direct the violator to a suitable stopping point where normal traffic flow will not be impeded.
- c. Use of private driveways, gas stations (when open), or other areas providing access to business establishments shall not be used for traffic stops when avoidance is possible. When private property is used for a traffic stop, care shall be taken to avoid inconvenience to property owners or patrons.
- d. When stopping traffic violators in residential areas at night, flashing emergency lights may be turned off if there is no traffic hazard or need to signal location to other Sheriff's units.

[CALEA 41.2.1] [CFA 22.04M A]

- 7. Emergency Escort of Civilian Vehicles -** Emergency escort of civilian vehicle is prohibited. Should a civilian request a medical emergency escort, the Deputy shall summon an ambulance for treatment and/or transporting of the injured or ill person. The MCSO does not escort emergency vehicles.

[CALEA 61.3.3]

[CALEA 41.2.1] [CFA 24.03 G]

8. Emergency Medical Transportation - In an extreme medical emergency, it may become necessary for a Deputy to transport the injured or ill person to a treatment facility in a Sheriff's vehicle. Such transports shall be approved by a supervisor.
[CALEA 41.2.1] [CFA 24.03 C]

N. Bank Alarm Response

1. Background Information

- a. Paramount to establishing as near to a "FAIL SAFE" program as possible is the acceptance and understanding by all members of the potential risk in any alarm situation. Underscored is the personnel safety of responding law enforcement members, banking employees, innocent bystanders, vehicular traffic and generally all citizens of Monroe County.
- b. To implement an effective program, adherence to the procedures set forth in this general order is critical for both the Monroe county Sheriff's Office and the financial institution alarm users.
- c. Our Crime Prevention Unit will be the liaison with the banks, savings and loan associations, and other alarm users to ensure their compliance and continuing cooperation, particularly as to notification of changes in security authorized personnel, code phrase changes, etc.
- d. Historically, as a nation's economy falters with continuing inflation and rising unemployment, significant increases occur for bank robberies, attempted hold-ups and burglaries. Therefore, it is timely to emphasize and implement as standard county-wide program at this time.

2. Dispatcher Response

- a. When a call is received by telephone:

- 1) Get the basic information and keep the caller on the line.
- 2) Dispatch a patrol unit and backup.
- 3) With the caller still on the line, get as much information as soon as possible, and communicate same to field units.

- 3. When an alarm board activated (financial institutions) during normal banking hours (0800 to 1700 hours):

- a. Dispatch a patrol unit and backup.
- b. Call the bank and state: "I would like to check on cash letter number 36 or whatever number is used on the code phrase (this number will change from time to time). At that time, the bank employee who answers the phone knows who to put on the phone to give you the information you need."
 - 1) If no response to the phone is received or the named official cannot be contacted, it will be assumed that an in-progress condition exists.
 - 2) When speaking with the named official, the code phrase should be given by the official. If this is not done properly, assume that there is an in-progress condition.
 - 3) If the code phrase is given correctly, cancel the back-up unit and reduce the responding patrol car to a routine response. Obtain a description of the clothing that the named official is wearing and request him/her to meet the Deputy at the designated meeting location outside the bank.
- c. Relay the description information to the responding Deputy.
- d. If the official does not meet the Deputy at the designated meeting place in a reasonable length of time (three minutes), it will be assumed that an in-progress condition exists.

4. False Alarm Situation

- a. If a financial institution phones the Sheriff's office advising their alarm was set off or activated in error, the following procedures are performed by the named bank employee. He/she will phone the Sheriff's Office giving the following information:

- 1) Alarm number.
- 2) Name of bank or savings and loan.
- 3) Branch office location or address.
- 4) Name of person calling us.
- 5) Code phrase.
- 6) Agree to meet Deputy outside at the designated place listed on the bank alarm information card.

DO NOT UNDER ANY CIRCUMSTANCES ASK FOR THE CODE PHRASE. FAILURE TO GIVE THE CODE IS OUR ALERT TO AN IN-PROGRESS CRIME.

- b. The zone Deputy is to continue to respond as expeditiously as possible and prepare for the tactical response to an in-progress situation.
- c. Some institutions have their alarm systems activate one or more lobby cameras. The relays and/or operation mechanisms can be heard and may alert a perpetrator to phone himself, claiming false alarm, further aggravating an inside duress situation.

5. Code Phrases

- a. The use and knowledge of bank identifier code phrases must be considered highly classified information. Access will be limited to authorized financial institution officers and employees, and in the Sheriff's Office, duty sergeants and communications section only. Auxiliary Deputies and Sheriff's office cadets are not included in this program.
- b. The theory of code phrases, alpha-numeric, and techniques is not new and is currently in various degrees of use throughout the nation. However, reliability is most often impaired by inconsistent application, lack of written policy standards to all users, improper training of new employees by all users, complacency, and downgrading impropriety relative to the day to day operations.

6. Bank Alarm Maintenance Checks

- a. If the commercial alarm company makes a routine equipment check from the bank or the bank itself phones in to check their alarm stations (they should perform this monthly or as recommended by the manufacturer), they will telephone our communications sections identifying properly, including code phrases. Once again, this could be a well planned bank robbery and an attempt to abort any law enforcement interference. The code phrase is vital.
- b. If the communications officer is satisfied as to the validity of the call, keep the phone line open while their alarm is tripped, functioning properly or not, and then reset. They may test more than one teller or desk station in the progress, but normally not lasting more than five or six minutes.
- c. If the communications officer is not satisfied with the response or if the code phrase is not given, a Deputy will be dispatched to the scene.

7. Field Unit Response

- a. Assigned units will respond, emergency lights and siren until reaching the proximity of the alarm site at which the siren can be heard. At that point, response will be downgraded to a routine response and from that point will be in accordance with all speed and traffic controls.
[CFA 22.04M A,B]
- b. Before arrival in the area, turn off emergency lights and take a position of surveillance of the building, locate all exits.
- c. Responding Deputies will observe traffic in and out of the bank for three minutes or longer as determined by the nature of the activity and total circumstances. After this observation interval, if no suspicious activity is noticed, advise communications. Stay on radio standby.
- d. With Deputy at scene, if communications confirms false alarm status, a bank officer or authorized employee will meet our deputy OUTSIDE at the pre-arranged location.
- e. At the outside rendezvous, the bank employee will identify himself/herself to the Deputy reinforced by general description provided by the communications section. Code phrases are NOT to be used here. The communications section has validated this phrase, thus confining code knowledge to limited users within our internal security network. The communications section will have radioed identifiers to the Deputy as described under Section 1., and 2. Any other means to confirm identify used in field work may be employed.
- f. If the bank employee does not appear outside the bank, the Deputy will REMAIN OUTSIDE and assume a robbery is in progress and transmit this information via radio.
- g. If the responding Deputy observes suspicious activity or if the communications section advises of a robbery / holdup situation, the communication section will notify the criminal investigation section. Deputies will then deploy under the command of the district commander, supervisor and/or senior detective. NO ONE will enter the bank until the bank officer has met with the district commander, supervisor or senior detective at the designated meeting location OUTSIDE the bank. When the officer in charge feels conditions permit, and there is no danger to anyone's safety, the detectives shall enter the building and view the situation.

AT NO TIME DOES A UNIFORMED OFFICER MAKE HIMSELF/HERSELF VISIBLE FROM INSIDE THE BANK OR ENTER A BANK UNLESS DIRECTED TO DO SO FROM A DISTRICT COMMANDER, SUPERVISOR OR SENIOR DETECTIVE DURING ANY SITUATION.

8. Alarm Response Procedure for Off-Duty Hours

- a. When an alarm sounds in the communications section, the dispatcher will dispatch a patrol car and backup unit, notify the bank official whose name appears on the alarm index card, and get a description of the vehicle used by the bank official.
- b. The code phrase IS NOT required when calling the bank official at home during off-hours. If the alarm is from a bank which we do not monitor in the dispatch office, then their own security monitoring company will contact our dispatch office to let them know that a Deputy needs to respond to whichever bank it is.
- c. The regular designated meeting location during this situation will NOT be used. After the named bank official has been notified, they are also instructed to meet with the Deputy at a safe location point in front of the bank. If the responding bank official arrives at the location prior to the deputy's arrival, he or she has been instructed to circle the area until they have visual contact with the Deputy to ensure a set-up condition does not exist.

- d. After the bank official and responding Deputy meet, the bank official will unlock the bank door, and the responding Deputy will search the building for the cause of the alarm.
 - e. If the alarm is from a Nation Bank and everything appears secure and there is no signs of damage, NO BANK OFFICIAL WILL RESPOND. The Deputy will notify dispatch that everything appears secure after checking the outside of the bank and then go in-service. If damage is found, the Deputy will notify the dispatcher, who will contact Nation's security company by using the toll-free number. Nation's Alarm Monitoring Company will contact a responsible party to meet the Deputy and provide any further information as needed. During normal working hours, an official should be at the bank.
 - f. If a bank official does not wish to unlock the door himself/herself, they may give the keys to the Deputy. However, this information must be placed on the radio log.
 - g. If the responding Deputy(s) finds no evidence of a crime present, the bank official will then go in the bank with the Deputy(s) and attempt to locate the reason for the alarm.
9. The code phrases, alpha-numerics will be issued on the first Monday of the month to each bank in each district. A copy will also be provided to each district's communications section and to the Key West Police Dispatcher's Office. NO two banks in Monroe County will have the same code phrase. These codes will go into effect on the first Tuesday of the month.
 10. All complaints from law enforcement or banking officials will be directed to the Crime Prevention Deputy as soon as possible after any incident.
 11. There will be a staff meeting of the Sheriff's Office Crime Prevention Unit and bank officer's every six months.
 12. There will be a training session every 30 days in each district of all new banking employees.
 13. During duty hours of the bank, if the Deputy arrives before the code has been cleared, DO NOT GO to the designated meeting location. Park at a proximity location, maintain surveillance until the code has been cleared.
 14. On the index cards in the communications section, there will be an identification number next to the named employee name. This identification number will be used by the communications officer only to verify the identity of the person the communications officer is speaking with.

EXAMPLE: You know the voice of Mrs. Ruth Smith, but the voice just doesn't sound like her today. You may verify her identity at any time you feel the need to do so.

15. Reports will be written when:
 - a. An actual robbery or extortion occurs.
 - b. Any violation of said procedure by either the Monroe County Sheriff's Office or the financial institution.

O. Patrol Vehicle Equipment

1. All patrol cars shall be equipped with the following equipment:
 - a. A siren
 - c. Red and blue emergency lights;
 - d. A mobile radio transceiver;

- e. A first-aid kit with basic emergency medical supplies;
- f. Two blankets in a suitable container;
- g. A fire extinguisher;
- h. Reflector set and/or flares;
- i. A wrecking bar or other extrication device;
- j. Jumper cables; and
- k. Infectious disease kit
- l. In addition, for traffic enforcement cars:

- 1) a marking crayon;
- 2) an Accident Investigation template;
- 3) a clipboard; and
- 4) accident and supplementary report forms.

CALEA 41.3.1, CALEA 41.3.2

- 2. All patrol cars used in routine patrol shall be conspicuously marked.
CALEA 41.3.1

3. Deputies shall ensure that supplies are replenished as needed by requesting them from their supervisor. Supervisors shall insure that Deputies are maintaining appropriate amounts of supplies in their patrol vehicles during monthly inspections. Supervisors shall obtain supplies from the current inventory, requisitions or purchase orders.

CALEA 41.3.2

4. Vehicle Transfer - Upon completion of the FTO program, all Deputy Sheriffs are assigned a take home vehicle. Any time a deputy wishes to exchange their assigned vehicle for another, other than through normal rotation, MCSO form ops-040 must be completed and approved by the Undersheriff.

P. In-Car-Video Recording (VHS/DVD)

[CALEA 41.3.8]

See Chapter 32G In-Car Video/Audio Recordings.

(Revised 3/23/11)

Q. Computerized Mobile Data

The Monroe County Sheriff’s Office has and will continue to use mobile computers in some or all of its vehicles to increase the productivity and effectiveness of its officers. As with the Monroe County Sheriff’s Office computers in use at the substations and offices, precautions must be taken to safeguard the security and confidentiality of the information that may be stored on both the mobile computers and the sheriff’s office central systems.

1. Mobile computer users will observe the following guidelines:

- a. Mobile computer users will use passwords and other security measures when logging onto the sheriff’s office systems.
- b. Mobile computer users will be responsible for the physical security of the mobile computer and wireless connection equipment in their vehicles.
- c. Members shall be responsible for the proper usage of the MCT laptops and the accountability of all associated accessories that are assigned to them.
- d. Normal NCIC/FCIC inquiries shall be conducted by the member using their MCT laptop, unless officer safety is an issue.

- e. All NCIC/FCIC inquiries that indicate a positive hit, such as wanted person, stolen article, domestic violence, or missing person, should be confirmed to assure that the proper interpretation of the hit is valid and confirmed through NCIC/FCIC procedures. A member should not take action solely on the information obtained through MCT laptop until it is confirmed by the NCIC/FCIC operator on duty.
- f. Members shall not operate the MCT while driving. This shall be accomplished by keeping the cover down while the vehicle is in drive.
(Revised 10/4/2011)

R. Safety Belts

The use of seat belts can have a significant effect in reducing the number of deaths and the severity of injuries sustained in a vehicle crash. Increased seat belt usage at all times among members and strict enforcement of the applicable seat belt and child restraint laws remains the single most effective thing the Monroe County Sheriffs Office can do to save lives and reduce injuries on Monroe County Roadways.

- 1. It is the policy of the Monroe County Sheriff's Office that all members will comply with the requirements of F.S.S. 3 16.614-Seat Belt Usage and F.S.S. 316.613-Child Restraints, when applicable, while operating or riding as a passenger at any time in an office vehicle.
- 2. Any sworn member of this agency shall enforce F.S.S. 3614.614-Seat Belt Usage while on-duty.
- 3. Any sworn member of this agency shall fully enforce F.S.S. 3614.613-Child Seat Restraints with a zero tolerance while on-duty.

Pursuant to F.S.S. 316.614 (4)(a), it is unlawful to operate a motor vehicle unless each passenger under the age of sixteen (16) is properly restrained by a safety belt or child restraint device pursuant to F.S.S. 316.613. There is NO statutory exception for law enforcement officers transporting juvenile offenders.

- 4. All Passengers five (5) years of age or younger shall be transported in a crash tested federally approved child restraint device. Such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat for children age three (3) years or younger.
- 5. Any member who transports a child in an approved separate carrier, or an integrated child seat shall insure the device is properly installed/attached to the vehicle seat, in compliance with the manufacturer's recommendations.

CALEA 41.3.3

S. Emergency Notifications

The delivery of emergency messages is a basic and legitimate function of law enforcement. However, restrictive guidelines are necessary in order to insure that Sheriff's personnel are able to operate effectively and perform their daily objectives. Therefore, the procedures outlined herein shall be followed when accepting and delivering emergency messages.

1. Agency Notification

- a. Medical Examiner - The Medical Examiner's Office shall be notified by the Homicide Team.
- b. Public Utilities - Notification of emergency, or hazardous situations involving public utilities shall be made by the on-scene Deputy through Communications. Requests for response shall be made promptly.
- c. Traffic Control / County Maintenance - Notification of traffic hazards requiring immediate attention shall be made by Communications.

- d. News Media - Media notification shall be made in accordance with existing procedures. Refer to Chapter 70.
- e. Department of Transportation - Notification of accidents on bridges shall be made by Communications. (The Department of Transportation must inspect the bridge before it can be opened.)

2. Notification of Individuals

- a. "Attempt to Contact" requests received by telephone or teletype in the Communications Center, which contain a specific location, shall be handled by dispatching a patrol unit to the applicable address.
 - 1) If the patrol unit is unable to locate the individual at the address provided by the complainant, the Deputy shall make inquiries to obtain information which may lead to the whereabouts of the subject.
 - 2) Other resources available to the Deputy, including the resources of the Communications Center, shall be utilized to investigate leads which may develop during the course of interviews.
- b. "Attempt to Contact" requests received by telephone or teletype in the Communications Center, which do not contain a specific address, shall first be researched by Communications personnel.
 - 1) If an address can be located, a patrol unit shall be dispatched to take action as required or to follow through with investigative procedures listed above.
 - 2) If the research efforts of Communications personnel should lead to negative results and a location for the subject cannot be developed through channels available to the Sheriff's Office, the request shall be forwarded to the Shift Supervisor

The supervisor shall review the request to determine if a county-wide alert would be appropriate based upon the nature and magnitude of the request.

- c. "Emergency Message" Request received by telephone or teletype in the Communications Center shall be handled by dispatching a patrol unit to the applicable address with the message.
 - 1) Notification of next of kin involving death, serious injury, or a critical illness shall be accomplished promptly in such a manner as to cause the least discomfort possible to the individual being notified.
 - 2) Notification of next of kin involving death or serious illness, relating to a traffic or criminal investigation being conducted by the Sheriff's Office, shall be made only after approval of a supervisor.
 - 3) All such notification shall be made in person by the originating Deputy or another Deputy as authorized by the supervisor.

[CALEA 55.2.6]

- d. Communications personnel shall verify "Attempt To Contact" and "Emergency Message" requests received from private individuals to be true and factual.
 - 1) Verification may require the receipt of an FCIC / NLETS administrative message from a local law enforcement agency or by contacting the appropriate medical or social organization within the jurisdiction of the requestor.
 - 2) Once Communications personnel have verified that the request is legitimate, a patrol unit shall be dispatched.
- e. When such a request is received by Sheriff's Office personnel, the requested member shall contact the Communications center and cause a case number to be generated in order to properly document the action.

f. Requests received by mail or telegram shall be forwarded to the appropriate patrol component of the Sheriff's Office for action as indicated by the nature of the request.

g. All notifications to be made outside Office jurisdiction shall be documented, teletyped to the law enforcement agency in that jurisdiction and request that contact be made. A reply shall be requested.

[CALEA 41.2.4]

T. Supervisor Notification and/or Presence Required

1. The on-duty supervisor must be notified by Communications or the member when the following exists:

a. When a member plans to transport a critically sick or injured person in an Office vehicle.

b. When transporting stranded passengers in an Office vehicle.

c. When a vehicle or vessel is to be impounded.

d. Accidents involving hazardous materials.

e. Chase situations.

f. Kidnapping.

g. Bomb, bomb threats.

h. Evacuation of a building.

i. Building search.

j. At the intention to execute a warrant.

k. Any member of the Office is injured.

l. Death notifications.

m. Any occurrence which generated, or has the potential to generate coverage by the news media.

n. When an on-duty Deputy must leave his/her patrol zone.

2. The on-duty Supervisor shall respond to the scene of the following:

a. When an arrestee, complainant, or other citizen requests to have a supervisor present.

b. When any member of this Office or a certified member of another office or department is arrested or there is a potential for such arrest.

c. When a member's family or friends are involved in a situation requiring official action by a member of this Office.

d. When a demented person may be taken into custody.

e. Accidents involving fatalities.

- f. Traffic accidents involving on-duty members.
- g. Traffic accidents involving an Office vehicle if in the jurisdiction of the on-duty supervisor.
- h. Help calls.
- i. When a member responds to calls involving terrorist activity, civil disorder, riots, barricaded gunmen, snipers, hostages and suicide threats.
- j. When a member responds to calls involving homicides, deaths of questionable cause, serious injury, or major property loss.
- k. When a member has used force involving his firearm or resulting in serious injury or property damage.
- l. Bank alarm. (When not properly cleared by code)
- m. When any person to be charged claims exemption from arrest because of diplomatic immunity or is an elected State or local official.
- n. When any member of the Office is injured while on-duty.
- o. When more than four (4) members execute a search warrant.
- p. A robbery or burglary in progress.

[CALEA 41.2.4], [CALEA 81.2.4 F]

U. Florida Mental Health Act / Baker Act – (Mental Illness Encounters)

V. Handling Intoxicated Persons – Marchmans Act

The handling of intoxicated persons is outlined in Florida law by Florida Statute **397.6772**

(commonly referred to as the Marchmans Act). The purpose of the Marchmans Act is to recognize alcoholism as a disease rather than a crime and to provide treatment for the alcoholic through health and rehabilitative services. This directive section recognizes the fact that every person who becomes intoxicated is not an alcoholic. [CALEA 1.1.3] (Revised 5-13-05)

The purpose here is to establish guidelines, alternatives and duties of Sheriff's Office personnel when dealing with intoxicated persons.

1. Procedures for Handling Intoxicated Persons:

- a. Under the provisions of the Marchmans Act, public drunkenness is no longer a violation of the law and persons coming under this category may not be arrested and charged as public drunks.
- b. In the event a member is confronted with a situation where an individual has lost the power of self-control with respect to substance use; and either has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another; or is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services and of making a rational decision in regard thereto; however, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his or her need for such services, and has been brought to the attention of law enforcement or is in a public place, the member shall have the following options for handling the individual.

- 1) If the person is posing no threat to himself or to others he may be released to make his own way home.
 - 2) The member may take the person home if he resides within the member's assigned district.
 - 3) The member may take the person into protective custody and transport him to the Detoxification Center or the jail for admission. At the member's request, Communications personnel shall telephone the center to determine if they will admit the person.
- c. A person may be admitted to the detoxification center if he is inebriated or withdrawing from alcohol and requests voluntary admission. A person may be detained involuntarily at the Detoxification Center only on court order for evaluation or treatment.
 - d. Upon arrival at the Detoxification Center or the jail, the member's duty is concluded by delivery of the individual and completion of the report of the law enforcement member provided by the Detoxification Center personnel or jail personnel.
 - e. The following forms are to be completed by the detaining officer.
 - Report of Law Enforcement Officer Initiating Protective Custody
 - Monroe County Sheriff's Office Marchman Act Non-Criminal Detention Report
 - Detaining Officers Assessment of the Marchman Detainee Report

2. Intoxicated Persons - Crime Involved

a. Disorderly Intoxication Section 856.011, Florida Statute.

- 1) "No person in the State shall be intoxicated and endanger the safety of another person or property, and no person in the State shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a disturbance.
 - a) Arrest the person for the violation, using normal arrest and booking procedures; or,
 - b) Take the person to the Detoxification Center if the person indicates a willingness to go and appears able to control his behavior and poses no danger to self or others.

b. Intoxicated persons committing other crimes

- 1) When a member observes an intoxicated person committing a crime other than disorderly intoxication, he shall arrest the person, using normal arrest and booking procedures.

3. Medical disability identification.

- a. Any member who comes in contact with any person who appears to be intoxicated shall ascertain if that person possesses identification which indicates that he has a medical disability which would account for such actions (i.e., diabetic reactions, etc.).
- b. Upon finding such identification, which may be in the form of an ID card, bracelet, or necklace, the member shall assure that the person receives proper medical attention.

4. Search, seizure and use of force.

a. Search and Seizure

- 1) Prior to placing an intoxicated person in a police vehicle for any reason, the member shall search that person for weapons as if the intoxicated person were under arrest.
- 2) Any contraband discovered during such search shall be seized by the member and used as evidence in bringing the appropriate charge against the person.

b. Use of Force

If a person resists a member, the member may use reasonable force necessary to take the intoxicated person into custody, including the use of handcuffs. The person shall not have the option of going to the Detoxification Center or being taken into protective custody, but instead, shall be transported directly to the Monroe County Jail and be charged with the offense committed.

NOTE: Taking an intoxicated person into protective custody under the Myers Act shall not be considered an arrest for any purpose and no other entry or record shall be made to indicate that he/she has been arrested or has been charged with a crime.

W. Uniforms and Equipment

See Chapter 19

X. Community Oriented Policing Position

1. Bicycle Patrol

- a. Performs patrols of assigned areas on a Sheriff's Office marked bicycle.
- b. Maintains constant contact with all citizens in the assigned areas.
- c. Responds to all calls for service in the assigned areas as practical and is considered the primary officer on these calls for not only report purposes, but as the lead investigator, environmental officer, etc. The Bicycle Patrol Unit performs all of the same duties within the assigned area as any other Deputy assigned to a zone and as outlined in the job description for Deputy Sheriff.
- d. Is primarily assigned to "high incident" and central commercial areas, as well as local schools where it has been traditionally difficult to maintain a close working partnership between this office and the citizens we serve.
- e. Duty schedules are flexible to meet the needs of the community in the assigned areas.
- f. Must be able to proficiently ride the Sheriff's Office mountain style bicycle and be able to perform routine maintenance on same.

[CALEA 41.1.3 A ALL OF ITEM 1]

2. Special Purpose Vehicle – Bicycle

- a. Objectives of their operation or usage: Monroe County bicycles may be used by any sworn Monroe County member for the purpose of community policing and responding to calls for service in the assigned work area.
- b. Instructions, conditions, and limitation of usage: Monroe County bicycles will not be used during inclement weather and all operators will wear an approved bicycle helmet while engaged in their use.

- c. Authorization for use in various situations: The duty supervisor will be responsible for authorizing the use of a bicycle in various situations.
- d. Qualifications and training for members assigned to operate the vehicle: A bike - A training course taught by an instructor certified to teach this type of course.
[CALEA 41.1.3 B]
- e. Designation of a person or position responsible for the condition and maintenance of the vehicle: The members assigned the use of the bicycle will be responsible for care and maintenance of the same.
[CALEA 41.1.3 C]
- f. A list of equipment to be kept in or on the vehicle: When the bicycle is being used at night, a bike light will be used and mounted on the bike.
[CALEA 41.1.3 D]
- g. Vehicle list of persons or positions authorized to operate the bike: All sworn Monroe County Sheriff's Office members are authorized to operate the bike with approval of the duty supervisor.

Y. Coordination of Investigation

Special Investigations Division (SID) - These investigations include: narcotics, homicide, and organized. The benefits of focusing these types of investigations through SID are numerous:

1. Personnel from the respective districts will be freed to handle their primary areas of responsibility.
2. SID will act as a case de-conflicting mechanism, thereby reducing the number of redundant or overlapping investigations. This is critical from both a safety standpoint and in promoting internal efficiency.
 - a. Notification by Member
 - 1) It shall be the responsibility of all Sheriff's Office personnel to notify their supervisor of any intelligence received pertaining to narcotics, death investigations, or organized crime. This notification shall be in the form of a Memorandum Of Information Received (MOIR), or if necessary, a standard Monroe County Sheriff's Office report form. (If the information is regarding criminal activity of an "in progress" nature, the member will investigate as authorized by law but will notify their supervisor as soon as possible without jeopardizing the safety of the public, other law enforcement members or the successful resolution of the investigation.
 - 2) The member's supervisor will forward the MOIR to the Supervisor of the SID Narcotics Section. If the investigation is of an urgent nature or involves significant amounts of a controlled substance, the Supervisor will notify the supervisor of the SID.
 - 3) The SID supervisor shall be notified of any narcotics, homicide, or organized crime investigation of a non-urgent nature. The SID supervisor and the Division Supervisor shall confer regarding the appropriate course of action for coordination of the investigation, however, the final decision on coordination shall be made by the SID commander or his designee.
 - b. Coordination with Outside Agencies
 - 1) The Supervisor of the SID will be notified prior to any investigations pertaining to narcotics, homicide, or organized crime that coordinate with other local, state, or federal agencies. This will include found or abandoned narcotics that need safe keeping for future investigative purposes or disposal.