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**CHAPTER SEVENTY**  
**COMMUNITY RELATIONS**

**I. PURPOSE**

The purpose of this directive is to establish guidelines and procedures for Community Relations, Public Information and Crime Prevention.

**II. DISCUSSION**

This directive shall apply to all Sheriff's personnel. It is important to the total operation of the Office that a unified, non-conflicting image be presented to the public through the media. At the direction of the Sheriff, the Director of Community Relations shall develop a program geared to present information to all segments of the community; to enhance the overall operation of the Sheriff's Office, and to identify and correct actions, practices, and attitude, which may contribute to community tensions and grievances. The Office is committed to such cause and to establishing close ties and responding to the needs of the community.

The Director of Community Relations shall work in conjunction with the Assistant Director and other members of the Community Relations Division to formulate programs for effective crime prevention. He/she shall also work with the Public Information Officer to ensure that the office effectively and efficiently provides public information to the media and other members of the public in compliance with Florida State Law. The Crime Watch Coordinator and the Crime Prevention Officer shall report to the Assistant Director. The Assistant Director is responsible for relaying significant information to the Director, who shall report directly to the Undersheriff and Sheriff. The Sheriff's policy is that his Office is committed to the development and perpetuation of community crime prevention programs. It is further his policy that his Office inform the community and the news media of events within the public domain that are handled by or involve his Office.

**III. POLICY AND PROCEDURE**

**A. All members of the Sheriff's Office shall be responsible for:**

1. Providing basic Crime Prevention information to citizens when answering calls for service.
2. Encouraging citizens to participate in Crime Prevention activities available through the Community Relations Section.
3. Providing good community relations by presenting a professional and helpful demeanor at all times when dealing with members of the public and by answering questions regarding crime prevention accurately and completely, or referring the questioner to the Community Relations Division for further information.
4. Making every effort to insure each contact inspires respect, not only for himself/herself as an individual and professional, but one that generates the cooperation and approval of the public.
5. Identifying sources of conflict between the Office and the community and encouraging efforts to resolve them. Information about such sources of conflict should also be forwarded, in writing through the chain of command, to the Director of Community Relations.
6. Achieving the Office's Community Relations objectives.

**B. All members of the Community Relations Division shall:**

1. Advise the Director on community concerns involving the Sheriff's Office.

2. Submitting at least quarterly a report, through the chain of command, to the Sheriff which contains the following elements:
  - a. A description of concerns voiced by the community;
  - b. A description of potential problems that have a bearing on law enforcement activities;
  - c. A statement of recommended actions that address these concerns and problems.
  - d. A statement of progress made towards addressing previously identified concerns and problems.

**C. The Public Information Officer's duties shall include:**

NOTE: Only the Sheriff, his designee or the Public Information Office is authorized to release information to the news media, or to approve such release of information.

1. Interacting with the news media and assisting in generating, gathering, and distributing information of public interest in accordance with law and Sheriff's Office policies and procedures.
  2. Responding to requests for information by news media representatives in an accurate, timely, and professional manner.
  3. Establishing and maintaining cooperative working relations with the news media.
  4. Identifying problems which may occur between the Sheriff's Office and the news media. If these problems are the result of a policy failure, the Public Information Officer shall solicit ideas from the news media and submit a written evaluation of the problem(s) and input from the news media, to the Sheriff.
  5. Draft policy changes as necessary and seek media input into proposed changes. Incorporate recommendations as may be appropriate.
  6. Preparing news releases for print and electronic media. (Nothing contained herein shall authorize the release of prohibited information which is governed by State Statute) Such releases shall be equally available to any member of the news media daily upon availability of news.
  7. Preparing and disseminating information from various components of the Sheriff's Office for publication.
  8. Maintaining a press clipping file.
  9. Assisting in the production of radio, television, and internet materials.
  10. Assisting in developing and conducting public information and media relations training programs.
  11. Assisting in the news media, upon their request, in developing and coordinating programs for television or radio broadcast.
  12. Arranging press conferences and assisting Sheriff's Office personnel at such events.
  13. Editing manuscripts prepared by Sheriff's personnel for publication in magazines, newspapers, professional journals, and other periodicals.
- (revised on 3-21-01)
14. Being available for on-call responses to the news media.
  15. Preparing and distributing newsletters for distribution internally and to members of the public.

16. Coordinating the release of information about the Sheriff's Office and Sheriff's Office Investigations of all types, including information about victims, witnesses and suspects.

17. Assisting in crisis situations within the Office.

18. Coordinating and gaining authorization for the release of information concerning confidential Office investigations and operations. (Refer to Florida State Statutes and the News Media Section of this directive.)

19. Assisting and advising the Director on matters of community and media concern. The Director of Community Relations shall be notified immediately by the Public Information Officer of the following incidents or events:

- a. Serious injury or death involving or caused by a Deputy while on or off-duty or while operating a Sheriff's Office vehicle.
- b. Jail incidents resulting in serious injuries or death, or other serious incidents including prisoner escapes, or jail fires which require prisoner evacuation.
- c. Hostage / barricade situations.
- d. Disaster situations.
- e. Other significant events requiring the notification of the Director.

**D. The Crime Prevention Officer's duties shall include:**

- 1. Preventing crime through citizen awareness, education, and public / private participation.
- 2. Maintaining and creating new programs to enhance public citizens awareness on crime prevention.
- 3. Distributing pamphlets, fliers, news releases and letters on concerns of public and private safety of crime prevention related matters.
- 4. Holding public and/or private meetings of a safety or crime prevention nature when requested in his/her respective District.
- 5. Documenting response to all Crime Prevention programs for future reference and scheduling control.
- 6. Enhancing Crime Prevention by assisting in the organization and promotion of crime prevention groups and programs in commercial areas targeted for such activities, as well as on request.
- 7. Assisting and advising the Director on matters of community and crime prevention concern.
- 8. Shall evaluate crime reports and focus prevention programs at those crimes and areas in which lives and property are endangered, in order of importance. These programs may include, but are not limited to:
  - a. Business security, business Crime Watch, and training programs.
  - b. Assisting the Crime Watch Coordinator with home security surveys.
  - c. Distributing and administering Operation Identification for commercial purposes.
  - d. Burglary / robbery alarm ordinance coordination and training programs.

- e. Convenience Store Crime Watch, robbery education and training programs.
- f. Hotel / Motel Crime Watch, education and training programs.
- g. Monitoring false burglar alarms in accordance with the Monroe County False Alarm Ordinance.
- h. In-service police training and education.

**E. The Crime Watch Coordinator's duties shall include:**

1. Preventing crime through citizen awareness, education, and public / private participation.
2. Maintaining and creating new programs to enhance citizen's awareness on crime prevention.
3. Distributing pamphlets, fliers, and newsletters on concerns of public and private safety of crime prevention related matters.
4. Holding public and/or private meetings of a safety of crime prevention nature when requested.
5. Documenting response of all programs for future reference and scheduling control.
6. Enhancing Crime Prevention by assisting in the organization and promotion of crime prevention groups and programs in residential areas targeted for such activity, as well as on request.
7. Assisting and advising the Director on matters of community concern.
8. Administering the following Crime Watch programs:
  - a. The formation, administration and education of Citizen's Crime Watch groups.
  - b. Scheduling and administering residential security surveys.
  - c. Education and administration of Residential Operation Identification.

**F. All School Resource Officers shall be responsible for:** [CALEA 44.2.4] [CALEA 44.2.4]

1. Preventing crime through education of our communities' children. [CALEA 44.2.4] [CALEA 44.2.4]
2. Coordination and instruction of Drug Abuse Resistance Education (DARE Program) in our schools. [CALEA 44.2.4] [CALEA 44.2.4]
3. Maintaining and creating new programs to enhance children's awareness on crime prevention, drug abuse and other concerns. [CALEA 44.2.4] [CALEA 44.2.4]
4. Distributing pamphlets, fliers and newsletters on drug abuse, safety and crime prevention related matters. [CALEA 44.2.4] [CALEA 44.2.4]
5. Holding public and/or private meetings on school related matters, when requested. [CALEA 44.2.4] [CALEA 44.2.4]
6. Documenting response to all programs for future reference and scheduling control. [CALEA 44.2.4] [CALEA 44.2.4]
7. Conducting DARE visitations as assigned by the Supervisor. [CALEA 44.2.4] [CALEA 44.2.4]

8. Participate in school related organizations outside of regular school hours, such as Parent / Teacher Organizations and school sponsored field trips. [CALEA 44.2.4] [CALEA 44.2.4]
9. Any and all other law enforcement functions necessary in the schools and explain the role of law enforcement in society. [CALEA 44.2.4]
10. In conjunction with the school guidance counselor, will provide individual counseling and/or mentoring to students. [CALEA 44.2.4]

**G. The Supervisor of the School Resource Officers is responsible for:**

1. Supervision of all school Resource Officers, and their day to day activities.
2. Overall supervision of all educational programs implemented in the schools by the School Resource Officers.
3. Liaison with school officials and coordination of all programs with those officials.
4. Yearly evaluations of all School Resource Officers.
5. Payroll responsibilities and yearly budget projections for the School Resource program.
6. Monitor and implement necessary training for School Resource Officers.
7. Oversee fund raising efforts for DARE and other youth programs. [CALEA 44.2.5]
8. Assist and advise the Director of all educational and community concerns.

**H. The Assistant Director of Community Relations duties shall include:**

1. Assisting the Crime Watch Coordinator and Crime Prevention Officer in the coordination of their duties and activities.
2. Collecting, checking and submitting time sheets from all members of the Community Relations Division. Notifying the Director of any problems or discrepancies.
3. Coordinating expense requests, requisitions and budgetary matters. Keeping the Director informed of all such matters, and any problems or discrepancies regarding such matters.
4. Performing the duties of Director when the Director is sick, on vacation, or unavailable for some other reason.

**I. The Director of Community Relations' duties shall include:**

1. Advising the Sheriff of the public impact and implications of services, programs, and policies.
2. Preparing bulletins, pamphlets, folders, and other printed material related to Sheriff's Office activities.
3. Writing speeches for the Sheriff as directed.
4. Reviewing and updating the directive on News Media.
5. Perform all functions as crime stoppers law enforcement coordinator, including logging and distribution of tips and liaison with the civilian crime stoppers board.

6. Conduct an on-going survey of citizen attitudes and opinion **and will at a minimum specifically address the following** a summary of which will be provided to the Sheriff:
  - a. Overall agency performance.
  - b. Overall competence of agency personnel.
  - c. Deputy attitude and behavior toward citizens.
  - d. Concern over safety and security within the Office's service area as a whole.
  - e. Recommend suggestions for improvement.
7. Target programs to address community perceptions or misperceptions of crime.
8. Writing and preparing pamphlets, fliers and newsletters.
9. Maintaining a close liaison with Crime Analysis, Planning and Research and various county agencies in order to provide input.
10. At least every third year, prepare an evaluation report that determines the effectiveness of each crime prevention program. Such an evaluation may be conducted more frequently.
11. Maintaining a close relationship with all Office components and personnel for the purpose of pursuing positive Community Relations.
12. Reviewing the monthly reports prepared by members of the Community Relations Division depicting community concerns, potential problems and recommendations.
13. Developing Community Relations Policies for the Office as a whole.
14. Gathering information, preparing and disseminating it to news media representatives during times of extreme emergencies such as hurricanes or other potential catastrophic events.

**J. News Media**

The purpose of this section is to establish guidelines for news releases and for assisting the news media in cases and/or incidents over which the Sheriff's Office has primary jurisdiction. It is the policy of the Sheriff to cooperate fully and impartially with accredited representatives of the news media in their efforts to gather and disseminate information where such activities do not conflict with State law governing the release of public information, or any information protected by such laws. It is important to remember that the Public Information Laws of the State of Florida require the guardians of public records to release them to any member of the public, including a media representative, upon request within a reasonable amount of time. Nothing in this section should be taken to supersede this requirement.

**1. Definitions**

- a. **News Media** - Accredited, properly identified representatives of local, national and international news organizations, to include legitimate, accredited free-lance journalists and photographers.
- b. **News Incidents** - Any Sheriff's Office activity of interest to the public and/or the news media.
- c. **Public Records / Public Information** - Information and records produced by the Sheriff's Office are specifically governed by State Law when it comes to the definition of what is and isn't available for release to the public. In

general, the State of Florida has determined that all information produced by a government agency is public record, with exceptions which the state has specifically set forth in Chapter 119.07 of state law. Such exemptions can be found listed in that statute, or in a yearly publication produced by the Office of the Attorney General, entitled "Public Records: A Guide for Law Enforcement Agencies". It is the policy of the Sheriff that all information deemed to be public by the State of Florida shall be released to anyone who requests it in a timely and expeditious manner.

NOTE: Consider all restrictions carefully and make sure you can cite the appropriate exemption under state law when refusing to release the information.

## 2. Procedure for dealing with the news media:

- a. News Media Requests for Information – The Public Information Officer shall be the coordinator for all media requests for information. Anyone in the Sheriff's Office who receives a request for information from a news media representative should notify the PIO of the request as soon as possible. Nothing in this paragraph shall supersede Florida State Law, which requires the guardians of public records to release them upon request, within a reasonable amount of time. Members of the office who are uncertain about the status of a public record may refer the request to the Public Information Officer for appropriate action (see the note below). The PIO's office, pager and cell phone numbers may be released to anyone who wants to contact the PIO for information.

NOTE: Members of the media are also considered to be members of the public. If the information being requested is routine in nature, and is something that would normally be released to a citizen requesting it, it may also be released to the member of the media who is making the request.

- b. Accreditation and Identification - The Sheriff's Office recognizes valid identification from accredited news agencies, including but not limited to, press cards issued by the Sheriff or other area law enforcement agencies. Appropriate media privileges are extended to properly identified news media representatives and to legitimate free-lance writers and photographers. News media privileges are not extended to members of the general public not affiliated with a legitimate news agency. Applications for accreditation may be obtained through the Office of Public Information, or through the Sheriff's Office Central Records Division.
- c. Revoking Monroe County Sheriff's Office Accreditation - Complaints initiated by Sheriff's personnel against accredited news media shall be documented in an Inter-office Memorandum and forwarded to the Public Information Officer via the chain of command. When a decision has been made by the Sheriff's Office to revoke the Sheriff's Office recognition of an accredited news person or agency, a letter shall be sent to the individual's employer citing the specific violation and informing the agency of the action to be taken.
- d. Media Access - Accredited news media representatives shall have reasonable access to all members of the Sheriff's Office, upon approval of the Director, Assistant Director or the Public Information Officer. The Command Staff may discuss official policy with the news media, however, should make notification to the Director, Assistant Director or the Public Information Officer immediately following such a discussion. Problems that arise between news media representatives and members of the Sheriff's Office shall be referred to the appropriate supervisor and the Community Relations Director or Public Information Officer.
- e. Withholding Information - When news media requests for information are denied by members of the Sheriff's Office, the denial shall be on the basis of Florida Statute 119.07, regarding the public information laws in the State of Florida. Reasons for information denied shall be adequately and courteously explained.
- f. Timeliness, Accuracy - Public information shall be released promptly as circumstances allow, in an impartial, courteous, and objective manner. Any member shall assist the media by referring the inquiry to the director or Public Information Officer and by providing the name and telephone number of that individual if necessary.

- g. Impartiality - News information shall be released impartially. Under no circumstances shall such information be withheld, delayed, or selectively released to favor any particular news media representative or agency. Specific inquiries made independently by media representatives may, however, be honored at the time of the inquiry.
- h. When the Sheriff's Office is working a joint investigation of any kind, the Sheriff's Office PIO should comment only on that portion of the investigation directly involving the Sheriff's Office. If the investigation is sensitive in nature, comment should only be made after consultation with the lead investigating officers. If the investigation is being conducted solely by another agency, with Sheriff's Office resources on loan to that agency, there should be no comment about the ongoing investigation except to acknowledge what types of Sheriff's Office resources are being used. All Sheriff's Office personnel should refer media requests for information on such investigations to the PIO.

3. What **SHOULD** and **SHOULD NOT** be released:

The Sheriff's Office policy on the release of information is governed by the Public Records laws of the State of Florida. Please refer to State Statute 119.07 for further information or consult the publication "Public Records: A Guide for Law Enforcement Agencies" published by the Office for the Attorney General, and updated yearly. The Sheriff's Office believes in an open and honest policy regarding the release of information.

- a. The type or nature of an incident **should** be released, such as fire, accident, homicide, suicide, rape, robbery, assault, or burglary.
- b. The location, date and time, injuries sustained, damages and a description of how the incident occurred **should** be released.
- c. Type of property taken, including the amount or value of the property **should** be released. (Except monies taken in a robbery of a commercial institution, bank robbery or embezzlement.)
- d. The identity and address of victims **should** be released, except those victims protected under Florida State Statute 119, including the identity of any victim of a sex crime or child abuse, or related information which, if divulged would tend to lead to such a victim's identification.
- e. The name, age, and address of adults charged with a crime **should** be released.
- f. The identity and address of a juvenile arrested on a felony charge, or found by a court to have committed three or more misdemeanor violations must be released upon request. This applies only to juvenile records created after October 1, 1994, the effective date of the amendments to the juvenile confidentiality laws. Confidential information on juveniles arrested prior to October 1, 1994, is available by court order upon a showing of good cause.
- g. Requests for aid in locating evidence, a complainant or a suspect **should** be released. A person's race **may** be released as descriptive information in such cases.
- h. Numbers of deputies or people involved in an event or investigation and length of the investigation **may** be released.
- i. Name of the deputy in charge of a case, his/her supervisor and Sector or unit assignment **may** be released.  
  
EXCEPTION: Investigative techniques and names of undercover or special investigation deputies **should not** be released.
- j. The identity of any critically injured or deceased person **should not** be released prior to notification of next of kin.

- k. The specific cause of death **should not** be released, until determined by the Medical Examiner.
- l. Arresting or investigating deputies who are likely to be primary prosecution witnesses in a criminal case **shall not** make statements to the press about information that would normally be given in a deposition or a trial.
- m. Investigative information and information of an evidentiary nature regarding a criminal case **should not** be released, unless approved by the Director of Public Information Officer after consultation with case officer.
- n. Contents of suicide notes **should not** be released, although the fact that a suicide note exists may be acknowledged.
- o. Home addresses and telephone numbers of members of the Sheriff's Office or their family **should not** be released.
- p. Valuables or cash overlooked by crime perpetrators **should not** be released.
- q. Arrest dockets **should** be open to media inspection.
- r. The identity or location of any suspect **can, but does not have to** be released.
- s. Identity of a witness **can, but does not have to** be released if such disclosure would prejudice an investigation to any significant degree or if it would place the victim in clear personal danger.
- t. Prior criminal record in Monroe County **should** be released. Any criminal history outside the county, however shall not be released. Comments about a defendants character or reputation **should not** be discussed.
- u. Booking photographs of a defendant **should** be released. This is to include employees of the Office.
- v. Existence or contents of any formal confession from a defendant, or a failure to make such a statement **should not** be released. This is to include employees of the Office.
- w. Performance or results of any tests of a defendant's refusal or failure to submit to investigative tests such as a polygraph and any other tests **should not** be released.
- x. **The identity of a witness can, but does not have to be released. Information about the** credibility, character or expected testimony of any witness or prospective witness **shall not** be released.
- y. Prospective testimony, character or credibility of any victims **shall not** be released.
- z. Any opinion about the guilty or innocence of a defendant or the merits of the case **should not** be discussed.
- aa. Possibility of a guilty plea, plea bargaining or other disposition such as "absentee" or "nolle prosequi" **should not** be released.
- bb. Reports, transcripts or summaries of proceedings from which the press and public have been excluded by judicial order **should not** be released.

#### 4. Special Considerations

- a. Crime or Incident Scenes

- 1) General access** - Sheriff's personnel shall extend every courtesy to accredited news media representatives who are officially at the scene covering an incident. These courtesies shall permit closer access than that granted the general public if it is possible given the safety and security of everyone concerned. Media vehicles and equipment may be located closer to the scene if such courtesy does not interfere with either the investigation or with general traffic flow. Where there is danger of personal injury, access shall be restricted until the Deputy-in-charge determines the area is safe.
- 2) Direct access at crime scenes** - Direct access by media personnel shall be allowed only after all known evidence has been processed and the on-site investigation has been completed.
- 3) Photographing, televising, recording by news media.**
  - a)** In public places, news media representatives shall be allowed to freely photograph, film, or videotape at the scene of any incident. It is proper to assist the media provided the investigation is neither compromised nor jeopardized by such assistance. Deputies shall take protective measures, such as covering a body in order to prevent it from being photographed or televised, if such actions are deemed necessary by the Deputy in charge.
  - b)** On private property, media mobility shall be restricted unless permission is obtained from the property owner(s) or his/her representative(s) before photographs, films or video tapes are taken on the private property.
- 4) In a hostage or barricade situation**, the PIO shall do everything in his or her power to assist with the safety of the situation and shall work with the hostage negotiator or supervisor in an attempt to ensure that members of the media do not interfere with the situation. This assistance may include, but is not restricted to, keeping the media at a distance from the scene if necessary for safety and security; requesting media aircraft to maintain a safe distance; requesting that the media not attempt to make contact with the suspect(s) or release information about the location or activities of any law enforcement personnel; request the media refrain from releasing specific information about the incident in case the suspect(s) is monitoring television or radio stations.
- 5) Suspects, accused persons** - Suspects or persons in custody shall not be deliberately posed for photographs, telecasts, or interviews, but no action shall be directed against the news media to prevent or impede their lawful right to photograph such persons at incident scenes or in other public places.
- 6) Correctional facilities** - News media representatives shall be allowed to freely photograph, film, or videotape in public areas of detention facilities only. In order to photograph, film or videotape in restricted areas of detention facilities, they must obtain permission from the Commander of the facility, or his/her designee. When such a request is received by the Commander or designee, he/she may refer the request to the PIO. If the request is handled by the Commander or designee, he/she should promptly notify the PIO of the request. Permission must be obtained before photographing or videotaping any inmate of the facility.
- 7) Abuse of child(ren) or the elderly** – other than information required to be released by law, no information is to be released about such cases until ALL related investigations are complete. At that point, information shall be released based on the judgment of the Public Information Officer and primary case investigator. Under NO circumstances is the child or elderly victim to be identified to the public. Initial incident reports on such cases are to be restricted from public or media viewing in accordance with Florida Public Records Law.
- 8) The Public Information Officer will consult with the affected law enforcement agency before releasing to the media any information that directly affects that law enforcement agency.**

**b. Fire Scenes**

- 1) News media access - Media access to and movement within fire lines at commercial or residential fire scenes is controlled by the fire department's officer-in-charge. When news media arrive at such events, the ranking officer on the scene shall confer with the fire department official in charge and assist in establishing an observation point from which media may observe and/or photograph proceedings.
- 2) Mobility of media - Decisions governing media mobility rest with the judgment of the fire department officer-in-command. Efforts should be made to accommodate media needs in recognition of unpredictable duration of fires.

**c. Interviewing persons in custody** - News media representatives shall not be permitted to interview persons in custody, at an incident scene. News media representatives may be permitted to interview an inmate when the inmate consents to the interview and the Commander of the detention facility determines that such interview shall not affect the orderly operation or security of the facility.

**d. Confidential or Internal Investigations**

- 1) Confidential investigations – Confidential or investigative information shall not be disclosed except by express permission of the Sheriff or the commander in charge of the operation or investigation.
- 2) Internal investigations – Sensitive information and the identity of deputies involved in an internal affairs investigations shall not be disclosed except by express permission of the Sheriff or his designee. When information is released on internal investigations, it shall conform with Florida Law, Section 112.533 Florida Statutes. When details on an internal investigation are to be released to the news media, the disclosure shall be made only after the cases have been closed.

**e. Suicides/suicide notes** – The fact that a suicide has occurred may be acknowledged along with factual information describing how it happened. The name, address, age, sex, and occupation of the victim may also be released after notification of the next of kin. The fact that a suicide note exists may also be acknowledged without further comment. Contents of all such messages are personal and confidential and shall not be made to the public.

**f. Citizen requests** - Should a citizen request that information of an incident not be released or reported to the media, Deputies shall explain that crime information is generally considered public information and, therefore, available to news media. Deputies shall explain that such a request will be noted in the information about the incident and the decision to publicize shall be left to the media. If the citizen requests further information about public information and/or the news media, he/she should be referred to the PIO.

**5. Notification Requirements**

**a. Communications Officer's responsibilities:**

Certain incidents can be anticipated to be of interest to the news media. In the interests of expediting the expected requests for information, Communications Officers shall make notification of those incidents to the PIO on duty.

If the Communications Officer receives a request for information from a news media representative, that media representative may be referred to the PIO. The PIO's cell phone and pager numbers may be released to anyone requesting them. If the nature of the information request is routine, and if the information being requested is information which would normally be released to a member of the general

public, the Communications Officer may give the information to members of the media in the interests of providing public information in an expeditious manner.

The Public Information Officer or his/her designee will be notified immediately under the following circumstances:

- a)** Homicides, including all dead persons except those determined to have died a natural death by the Detective or Deputy in charge.
  - b)** Attempted Homicides.
  - b)** Sexual battery, or attempted sexual battery.
  - c)** Armed robbery
  - e)** Kidnapping.
  - f)** Hostage or barricaded subject.
  - g)** Serious automobile accidents involving death or significant road closures.
  - h)** Aircraft accident.
  - i)** Suicide cases that involve prominent citizens or that occur in a public place.
  - j)** Special Weapons and Tactics Team call out (either by our agency, or another agency).
  - k)** Serious accident involving a Sheriff's Office member with injury or large amount of damage.
  - l)** Crimes by an officer of any local, state or federal agency.
  - m)** Jail break or serious injury to prisoner or Detention Deputy.
  - n)** Arson case, or fire with substantial property damage or loss of life.
  - o)** Disaster resulting in the loss of life or extensive property damage.
  - p)** Death of a person in custody. including death of an inmate in a jail facility.
  - q)** Search for missing or wanted persons involving extensive manpower.
  - r)** Strike, riot or major public disorder.
  - s)** Shooting involving law enforcement officer.
  - t)** Hate crimes.
- f.** All supervisory personnel shall be responsible for:
- 1)** Significant office changes - Informing the Director of Community Relations or the Public Information Officer of significant changes in operations, procedures and personnel such as firings, promotions or significant transfers.

**2) Newsworthy items** - Personnel should inform the Director of Community Relations or the Public Information Officer of newsworthy information concerning projects, programs or other activities in advance of effective dates.

**3) Media relations** - Final responsibility for the actions of the Deputy-in-charge with regard to the media rests with the supervisor. This applies to the submission of an oral summary to Communications and to directing media inquiries at the scene.

**e. Sector Commander responsibilities:**

**1) Major incidents** – If possible, major incidents including raids and multiple arrests require advance notification of the Public Information Officer to allow for response to the scene and dissemination of information to the news media.

**2) On site presence of Public Information Officer** - The Public Information Officer shall be notified by the supervisor of the investigating Sector when a major crime or catastrophic event requires on-site liaison and coordination for the dissemination of information to news media representatives. This can be accomplished by communications personnel upon the order of the supervisor.

[CALEA 41.2.4 ]