

MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 32		TITLE: Patrol
EFFECTIVE DATE: June 6, 2014	NO. PAGES: 7	REVIEWED/REVISED: May 30, 2014
REFERENCE: CALEA: 41.1.1 a-f, 41.1.3 a-d, 41.2.4, 42.2.3, 46.2.1 A, 81.2.4 E,F		RESCINDS:

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 Criminal Ordinances of Monroe County and Contracted Municipalities
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
17. Identifying and addressing quality of life issues within the deputies zone

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

Unless otherwise agreed to in a Collective Bargaining Agreement,

1. Patrol shifts in each Division rotate weekly. Patrol shifts are designated as day or evening/night shift. Patrol deputies and supervisors work a twelve (12) hour shift.
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 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 Division 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. Transporting Prisoners

Whenever Patrol Deputies are not transporting prisoners, they shall be engaged in law enforcement activities. Only under emergency conditions shall a Deputy engage in law enforcement activities while transporting a prisoner. (Refer Chapter 60)

G. 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: (If more than two officers, supervisor authorizations is required.)

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 two members are 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]

H. 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,
Revised 08/07/09

I. Supervisor Notification and/or Presence Required

1. The on-duty supervisor must be notified by 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.
- o. Anytime the highway will be closed to traffic.

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 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]

J. Community Oriented Policing Position

1. Bicycle Patrol

- a. Performs patrols of assigned areas on a Sheriff's Office marked bicycle.
- b. Maintains 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 in order to enhance 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.

K. Coordination of Investigation

Special Investigations Division (SID) - These investigations include: narcotics, organized and major crimes. 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.