

FLORIDA SCHOOL FOR THE DEAF & THE BLIND

# CAMPUS POLICE



# POLICY MANUAL

COMPLETED OCTOBER 2007 &  
REPLACES OCTOBER 2004 EDITION

# **FSDB Campus Police Policy Manual**

## **Preface**

The FSDB Campus Police Policy Manual is organized by chapters, each of which contains related topics. Procedures, rules and regulations as well as policy statements are contained within each Policy. Policies are used as a guide for the actions of employees.

Policies do not address every possible situation and employees are expected to use good judgment at all times, especially when applying FSDB Campus Police Policy. The use of “shall” and “will” indicate a mandatory action/statement; whereas, the use of “should” and “may” indicate a preferred action/statement.

Each employee is responsible for reading and understanding the contents of the FSDB Campus Police Policy Manual. Employees are responsible for meeting with their supervisors if they need clarification with any FSDB Campus Police Policy.

All policies are written in the best interest of FSDB Campus Police and are at the discretion of the Chief. However, employees are encouraged to make suggestions regarding FSDB Campus Police Policy.

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SUBJECT WRITTEN DIRECTIVES	SOP NUMBER 1.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To standardize procedures for creating, revising, promulgating, and disseminating written directives for the Department.

### II. AUTHORITY

This manual is an official publication of the Department. It is issued pursuant to the provisions of Chapter 1002.36 (8)(f), Florida Statutes, and it contains policies, procedures, regulations and general orders designed to provide direction and guidance to employees of the Department in the performance of their official duties. Violation of policies and procedures contained in this manual shall constitute grounds for disciplinary action.

The Department manual is a public record, as defined in Chapter 119, Florida Statutes, and may be reviewed at any reasonable time, under reasonable conditions, and under the supervision of the Chief or his designee at the police station.

### III. POLICY

It is the policy of the Department to convey guidance to its personnel through written directives, which shall include a series of rules, regulations and orders, reflecting the policies and procedures to which the Department subscribes.

### IV. DEFINITIONS

A. ADDENDUM - A supplement or appendix to a written directive which is issued to separate policy and procedural components into subdivisions or to provide supplementary information, such as maps, charts, forms, samples or lists.

- B. AUTHORITY - A citation from an accepted source of expert information or legal authority or from a source with the power to sanction.
- C. DEFINITION(s) - A statement of the meaning of a term used in a written directive, the understanding of which is essential for correct interpretation of the directive.
- D. DEPARTMENT - The Florida School for the Deaf & the Blind Campus Police Department.
- E. CHIEF – The Law Enforcement Chief appointed by the Administrator of Business Services to serve as the Chief Executive Officer of the Department.
- F. OPERATIONS COMMANDER - The Law Enforcement Lieutenant appointed by the Chief to serve as the mid-level manager of the Department.
- G. GENERAL ORDER - A permanent written directive concerned with policy, rules and procedures affecting more than one component of the Department.
- H. LEO - Sworn Law Enforcement Officer of the Department.
- I. NON-SWORN PERSONNEL - Civilian employees of the Department, who do not have any police powers.
- J. NOTICE - An informal written directive that may or may not convey an order. A notice is generally used to clarify, inform, or inquire, and it is issued to disseminate self-canceling instructions or to assure receipt of appended material.
- K. OBJECTIVE(s) - A statement of the goals to be achieved through implementation of the written directive.
- L. POLICY - The portion of a written directive which sets forth a broad statement of Department principles; it provides direction and the framework for development of procedures and rules.
- M. PROCEDURES - Guidelines for carrying out Department activities. Procedures offer a general description defining a course of action, whereas rules and regulations outline specific steps to be taken.
- N. PURPOSE - A statement of intention; the reason for the written directive.

- O. RESPONSIBILITIES - The section of a written directive which defines specific duties that personnel and/or organizational components are assigned to carry out in order to attain the stated objective(s).
- P. REGULATIONS - Specific portions of written directives from which no deviation is permitted.
- Q. SPECIAL ORDER - A written directive affecting only a specific segment of the organization, or a statement of policy or procedure regarding a specific circumstance or event of a temporary nature. A quantity of special orders relating to a single function within the organization may be collected into a Specialty Manual.
- R. WRITTEN DIRECTIVE - A written document used to guide or affect the performance or conduct of Department personnel. The term encompasses policies, procedures, rules and regulations, general orders, special orders and notices. Training materials, instructional materials, checklists and other printed material may constitute written directives when so designated by the appropriate authority.

## **V. OBJECTIVES**

- A. To standardize the format for written directives and to provide a mechanism that this will facilitate their storage and retrieval.
- B. To ensure timely distribution of written directives to affected components and personnel and to obtain an acknowledgment of their receipt.
- C. To acquaint Department personnel with the duties, obligations, expectations and constraints attendant with the position they hold.
- D. To provide a system for the review, revision, expiration or cancellation of directives.

## **VI. RESPONSIBILITIES**

- A. Authority to issue, modify or approve Department written directives is granted to the Chief.
- B. Authority to promulgate or amend written directives may be delegated to the Commander by the Chief.
- C. Administration of Department directives contained in this manual shall also be delegated to the Commander by the Chief, which shall ensure



that their content is audited annually and that directives comply with the provisions of Florida Statutes and organizational needs.

- D. All personnel employed by the Department are required to comply with the provisions of directives issued by the Department or by the School, including any applicable specialty manuals. Copies of manuals needed to perform a given function will be maintained in a secure location within each work area and shall be accessible to personnel whose activities are guided by their content.

## **VII. PROCEDURES**

- A. DESCRIPTION - The Department manual is organized by sequentially numbered chapters in a 3-ring, loose-leaf binder. General subject matter can be located by consulting the table of contents in the front of the manual. This manual and all other Department (specialty) manuals shall be prepared in accordance with the format specified in this directive and it shall contain each of the components referenced below:

- 1. TABLE OF CONTENTS

- 2. DIRECTIVE CHANGE RECORD - A formatted listing of all revisions posted to the manual since its issuance.

- 3. ORGANIZATION - The manual shall be composed of a series of chapters, containing one or more directives whose subject matter is interrelated. It shall be indexed using the following system:

- a. 1.00 = underlined portion designates chapter number.

- b. 1.00 = underlined portion designates directive number.

- 4. STANDARD ENTRIES - Each directive shall be composed of a title and the following sections:

- a. PURPOSE

- b. AUTHORITY (optional)

- c. POLICY

- d. DEFINITIONS (optional)

- e. OBJECTIVE(s)

- f. RESPONSIBILITIES (optional)

g. PROCEDURES

h. REGULATIONS (optional)

5. POLICY TITLE PAGE - Header plates shall be utilized and will include the Department name, manual title, policy subject, approval authority name and title, signature of approving authority, chapter and directive numbers, issue date, revision date and total number of pages.
6. PAGINATION - Pages in this manual, and in all specialty manuals issued within the Department, shall be numbered sequentially within each chapter and section. Page numbers shall be centered and located under the notation which identifies the manual in which the policy appears, at the bottom of each page.

EXAMPLE: POLICY 12.01

-5-

- a. "POLICY" identifies the manual.
- b. "12" denotes the chapter in which the directive appears.
- c. "01" denotes the policy number.
- d. "-5-" is the page number.

7. REVISION NOTICES - All notices authorizing revisions, additions, and other modification of the content of the manual shall be filed chronologically in a separate portion at the rear of the manual.

- B. ISSUING THE MANUAL - Every employee of the Department shall, upon issuance of a copy of this manual, sign an Acknowledgment of Receipt. The referenced form shall be retained by the employee's supervisor for a period of thirty days, during which time the employee shall be required to become familiar with the content of the manual and shall be afforded opportunities to receive an explanation of entries contained in the manual. Thereafter, the employee shall be required to complete and sign the portion of the Acknowledgment of Receipt Form, indicating that he/she has read and understands the manual. Original forms will then be forwarded by the supervisor to the Human Resources Department to be filed in the employee's master personnel file. Copies of the forms are to be retained by the supervisor and filed with the employee's equipment records.

1. Each employee of the Department shall receive a copy of the Department's policy manual and other specialty manuals required for the performance of their official duties. Such manuals shall be maintained in an up-to-date status in the employee's normal workplace and shall be available for inspection upon the request of a supervisor.
2. One copy of this manual shall be maintained in the Communications Center at the police station.
3. All manuals shall be inspected once each year by supervisors, in order to ensure that revisions/modifications have been posted and acknowledged.

#### C. AMENDMENTS AND RESCISSIONS

1. Written directives will remain in force until rescinded or amended by a subsequent directive.
2. A Department directive may only be amended or rescinded by another written directive. Amendments and addenda to a directive are rescinded when the directive is rescinded.
3. Approval of the Chief is required to amend or rescind any directive.
4. Minor revisions to policies may be corrected with pen. Policies amended in this fashion will be reprinted during annual updating of the manual.
5. Directives, or portions thereof, that require revision will be reprinted and reissued. Revised material will be clearly marked and a notation will be placed on the policy title page indicating the date of the most recent revision.

#### D. DISSEMINATION OF AMENDED POLICIES AND NEW DIRECTIVES

1. Amended policies and new directives will be transmitted to employees attached to a revision notice in memorandum format. The referenced notice shall contain instructions regarding the handling of enclosed directives. Once new material and revisions have been placed in the manual, revision notices shall be filed in chronological order in the back of the manual.
2. Each employee to whom a manual has been issued shall be accountable for acknowledging receipt of new or amended directives by listing each change on the directive change record,

located directly behind the table of contents, in the front of the manual. Each entry shall include the employee's initials and date, certifying that the employee has read and understands the policy/change.

3. When exigent circumstances prevail, the Chief may issue a written directive by Notice Memorandum or other format. If the directive is not self-canceling, the Commander will proceed with staffing and development, as outlined below. Receipt of such material shall be acknowledged on the Directive Change Record and the notice/message shall be filed in date order with Revision Notices in the back of the manual, pending issuance of a new or amended directive.

#### E. DEVELOPMENT OF POLICIES & PROCEDURES

1. All employees of the Department are encouraged to submit recommendations for improving or amending operating policies and procedures. Such recommendations are to be forwarded, without modification, through the chain of command to the Chief for consideration.
2. The Commander shall prepare new/revised policies and a copy of the proposal shall subsequently be forwarded to each of the following personnel or components for review and comment on or before the specified deadline:
  - a. Chief
  - b. Administrator of Business Services
  - c. FSDB General Counsel (as needed)
  - d. State Law Enforcement Officer's Bargaining Unit (for revisions/amendments that impact terms/conditions of employment).
3. Upon receipt of comments, the Commander will facilitate resolution of any identified conflicts in the policies. If required, the procedure outlined in "2" above will be repeated.
4. Once conflicts are resolved, the Commander shall prepare the written policy and procedure in final format and submit it to the Chief for signature. The Chief will then submit it to the Board of Trustees for their review and approval process.

5. Special orders not contained in any specialty manual, as well as unit directives, shall be filed in chronological order in a loose leaf binder and maintained in the component that exercises responsibility for compliance with their content.
  - a. Special orders shall be composed in accordance with the format specified above.
  - b. All special orders not contained in a specialty manual shall automatically be rescinded 30 days after issuance unless provisions to the contrary are included in the directive by the issuing authority.
  - c. Subordinates who will be held accountable for compliance with the provisions of such special orders will be afforded an opportunity to review their content.

**STATEMENT OF ACKNOWLEDGMENT  
FSDB CAMPUS POLICE SOP MANUAL**

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

\_\_\_\_\_  
EMPLOYEE NUMBER

I have received one copy of the new 2008 Florida School for the Deaf & the Blind Campus Police Department SOP Manual.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

I have read the new 2008 Florida School for the Deaf & the Blind Campus Police Department SOP Manual. I understand the policies and procedures, and I have had an opportunity to ask any questions I have about them with a supervisor.

\_\_\_\_\_  
EMPLOYEE SIGNATURE


\_\_\_\_\_  
DATE

Distribution:  
Original to employee's personnel file.  
Copy to employee.  
Copy to employee's Department equipment records.

Rev. 1/08

ADDENDUM 1.01-1

**CAMPUS POLICE**  
 Florida School for the Deaf & the Blind  
**STANDARD OPERATION PROCEDURE**

<b>SUBJECT</b> MISSION, AUTHORITY & JURISDICTION	<b>SOP NUMBER</b> 2.01
	<b>ISSUE DATE</b> 1/1/08
<b>APPROVING AUTHORITY NAME &amp; TITLE</b> JERRY CHANDLEE, POLICE CHIEF 	<b>REVISION DATE</b>
	<b>TOTAL PAGES</b> 2

**I. PURPOSE**

To acknowledge the mission, authority, and jurisdiction conveyed upon the Department, as contained in its legislative mandate.

**II. AUTHORITY**

The Board of Trustees for the Florida School for the Deaf and the Blind is permitted and empowered to employ police officers for the school, who must be designated Florida School for the Deaf & the Blind Campus Police in accordance with Section 1002.36(8), Florida Statutes.

**III. POLICY**

It is the policy of the Department to promulgate procedures designed to ensure that its employees are fully acquainted with the responsibilities and the commensurate authority conveyed upon the Department by the legislature.

**IV. OBJECTIVES**

- A. To define the mission, authority and jurisdiction of the Department.
- B. To delineate certain general accountabilities which ensure compliance with mandated responsibilities.

**V. RESPONSIBILITIES**

- A. **AUTHORITY AND JURISDICTION** - Each Department police officer is a law enforcement officer of the state and a conservator of the peace, whose jurisdiction is on or in any property or facilities of the Florida School for the Deaf and the Blind in accordance with Section 1002.36(8), Florida Statutes.

B. MISSION - *To provide a safe, crime free and drug free environment for the education of our sensory impaired students and to help equip these students with the tools and responsibilities needed to live productive, law abiding and rewarding lives*, as outlined in the School Operational Policy 1.17. Duties in accordance with Section 1002.36(8), Florida Statutes and School Operational Policy 1.17 include:

1. Arrest, in accordance with the laws of this state, any person for a violation of state law or applicable county or municipal ordinance if that violation occurs on or in any property or facilities of the school.
2. Arrest a person off campus for a violation committed on campus after a hot pursuit of that person which began on campus.
3. Patrolling FSDB campus property and facilities.
4. Enforce traffic laws within the boundaries of the campus in accordance with Section 316.640, Florida Statutes.
5. Protecting the students, staff, and facilities from criminal intrusion from external sources as well as to investigate and process crimes that are committed on campus by students, staff, and other individuals who may be on campus for legitimate reasons.
6. The investigation and reporting of any and all suspicious or criminal activity on campus or those incidents which directly relate to the safe and secure operation of the school.


C. MUTUAL AID - Florida School for the Deaf & the Blind Campus Police have the authority under the Florida Mutual Aid Act in accordance with Section 23.1225, Florida Statutes to enter into a combined Mutual Aid Agreement with the St. Johns County Sheriff's Office, St. Augustine Police Department and the St. Augustine Beach Police Department for law enforcement service which:

1. Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines, and;
2. Provides for rendering of assistance in a law enforcement emergency as defined in Section 252.34, Florida Statutes.
3. A copy of the current Mutual Aid agreement is on file with the President's Office.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

SUBJECT CODE OF CONDUCT: OATH OF OFFICE	SOP NUMBER 3.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 3

## I. PURPOSE

To establish an oath to be administered to personnel upon becoming sworn LEOs (Law Enforcement Officers) of the Department.

## II. AUTHORITY

Each campus police officer must, before entering into the performance of the officer's duties, take the oath of office established by the board of trustees in accordance with Section 1002.36 (8), Florida Statutes.

## III. POLICY

The Florida School for the Deaf & the Blind Campus Police will administer an oath to prospective LEOs at the time of induction as a sign of sworn status and allegiance to the Department and the standards expressed in the oath.

## IV. OBJECTIVE

To promote professionalism and adherence to ethical principles of law enforcement among sworn LEOs by requiring those to affirm under oath to abide by the regulations set forth by the Department and the laws of the society they serve.

## V. PROCEDURES

- A. The Chief will administer the oath to the LEOs to be sworn in.
- B. After reciting the oath, the newly sworn LEO and the Chief will sign their names on a dated copy of the oath.

C. A copy of the signed and dated oath will be filed in the personnel file of the newly sworn LEO. The newly sworn LEO will receive a copy of the signed oath.

## **VI. REGULATION**

Failure to abide by the conditions and standards set forth in this oath (see Addendum 3.01-1) will be considered a violation of the Code of Conduct and may result in disciplinary action.

**OATH OF OFFICE**

**FLORIDA SCHOOL FOR THE DEAF & THE BLIND CAMPUS POLICE**

"I \_\_\_\_\_ do solemnly swear: I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; I will observe and abide by all orders and regulations prescribed by my superiors, I will always conduct myself soberly, honorably and honestly; I will maintain punctual and constant attention to my duties; I will abstain from all offensive personality or conduct unbecoming a police officer; I will perform my duties fearlessly, impartially and with all due courtesy and I will well and faithfully perform the duties of a Law Enforcement Officer on which I am now about to enter. So help me God."

\_\_\_\_\_  
LAW ENFORCEMENT OFFICER

\_\_\_\_\_  
POLICE CHIEF

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Before me personally appeared the said \_\_\_\_\_, who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_

Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_


Type of Identification Produced \_\_\_\_\_

ADDENDUM 3.01-1

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT CODE OF CONDUCT: CODE OF ETHICS	SOP NUMBER 3.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 2

### I. PURPOSE

To publish a code of professional ethics for LEOs (Law Enforcement Officers) of the Department.

### II. POLICY

It is the policy of the Department to provide LEOs with a Code of Ethics to assist them in making ethical decisions and judgments during the course of their law enforcement career.

### III. OBJECTIVE

The objective of the Code of Ethics is to set forth a body of standards which promotes adherence to recognized standards of professional conduct.

### IV. PROCEDURE

Failure to abide by the conditions and standards as set forth in this Code of Ethics (see Addendum 3.02-1) will be considered a violation of the Code of Conduct and may result in disciplinary action.

## **CODE OF ETHICS**

### **FLORIDA SCHOOL FOR THE DEAF & THE BLIND CAMPUS POLICE**

As a Law Enforcement Officer of the Florida School for the Deaf & the Blind Campus Police, my fundamental duty is to serve humankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all people to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.


I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT CODE OF CONDUCT: REGULATIONS	SOP NUMBER 3.03
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 12

### I. PURPOSE

To establish a code of conduct to be adhered to by all LEOs (Law Enforcement Officers) of the Department.

### II. AUTHORITY

Rules and regulations set forth herein are promulgated pursuant to the authority granted to the Chief of the Department. Violation of any of these provisions may constitute grounds for the imposition of disciplinary sanctions.

### III. POLICY

It is the policy of the Department to ensure that each sworn LEO is fully cognizant of his/her obligations to the Department, to the profession in which the LEO has elected to serve and to the citizens of the State of Florida. Regulations delineated herein will govern the activities of sworn LEOs of the Department, both on and off-duty.

### IV. OBJECTIVES

- A. To promulgate regulations which will govern the performance of duties by LEOs of the Department and the conduct of their affairs while in an on or off-duty status.
- B. To ensure that all LEOs have knowledge that the commission of any act or omission of any act which constitutes a violation of any of the regulations, directives, policies, procedures or orders of the Department, either written or oral, whether stated in this directive or elsewhere, will constitute justification for disciplinary action.

## **V. RESPONSIBILITY**

It shall be the responsibility of each LEO of the Department to conform to the code of conduct.

## **VI. REGULATIONS**

A. The regulations set forth in this directive shall apply to all sworn LEOs of the Department.

1. LEOs will uphold the Constitutions of the United States and the State of Florida, obey all federal, state and local laws in which jurisdiction the LEO is present, and comply with court decisions and orders of courts.
2. A conviction for violation of any law, other than traffic infractions, shall constitute prima facie evidence of a violation of this directive.
3. LEOs will promptly obey any lawful orders of a supervisor. This will include orders relayed from a supervisor by a person of the same or lesser rank.
4. LEOs who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive will respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the order will stand. Under these circumstances, the responsibility for the conflict will be upon the supervisor. LEOs will obey the conflicting order and will not be held responsible for disobedience of the order, rule, regulation or directive previously issued.
5. LEOs will not obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, LEOs will request the issuing supervisor to clarify the order or obtain his/her permission to confer with higher authority.
6. LEOs will conduct themselves on and off-duty in such a manner so that their actions and behavior reflect favorably on the Department. LEOs will not engage in conduct which discredits the integrity of the Department or its employees, or which impairs the operations of the Department.
7. LEOs will maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of

the law enforcement profession. LEOs will not participate in any incident involving moral turpitude, which impairs their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

8. LEOs will report for duty at the time and place required or report their inability to do so by notifying their immediate supervisor at least two (2) hours prior to the beginning of their assigned shift. LEOs will not leave their assigned duty posts during their shifts unless authorized by a supervisor. LEOs will be physically and mentally fit to perform their duties. They will be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Any legally issued subpoena shall constitute an order to report for duty.
9. LEOs will respond in a prompt manner appropriate to the circumstances when dispatched or ordered to respond to a situation. Postponing response or failure to respond will be grounds for disciplinary action.
10. LEOs will not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of this Department or any other governmental agency or any individual authorized to conduct such an inquiry as to the condition of their health.
11. LEOs will remain awake while on duty. If unable to do so, they will notify their supervisor, who will determine the proper course of action.
12. LEOs will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. LEOs will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of the laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; or absence without leave. In addition, other indications of unsatisfactory performance are: repeated poor evaluations or a written record of repeated infractions of rules, regulations, directives or orders of the Department.
13. LEOs will not solicit or accept from any person, business, or organization any gift (including money, tangible or intangible



personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the LEO or the Department, if it may reasonably be inferred that the person, business, or organization:

- a. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.
- b. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

14. LEOs will not use their official position, official identification cards, or badges for:

- a. Personal or financial gain for themselves or others.
- b. Obtaining privileges not otherwise available to them except in the performance of duty.
- c. Avoiding consequences of illegal acts.

15. LEOs will not lend to another person their identification cards or badges, or permit them to be photographed or reproduced without the approval of the Chief.

16. LEOs may accept reward moneys. However, no LEO will accept or solicit any fee or compensation growing out of the performance of official duties unless authorized by the Chief. Moneys or property which is found in the performance of official duties may not be personally retained by the LEO but will revert to the State.

17. LEOs will not authorize the use of their names, photographs or official titles which identify them as LEOs, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.

18. LEOs will not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service (such as an attorney, ambulance, or towing service) when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance. LEOs will proceed in accordance with established Department procedures. This will not include any recommendation made in the performance of official duties which is in the best interest of the Department and

does not provide benefit to the LEO, or his family and/or personal or business associates.

19. LEOs will be courteous to the public. LEOs will be tactful in the performance of their duties, will control their tempers, and exercise the utmost patience and discretion and will not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, LEOs will not use coarse, violent, profane or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.
20. LEOs will carry their identification cards (and badge when carrying a weapon) on their person at all times, except when impractical or dangerous to their safety or to an investigation. LEOs will make every effort to ensure the security and safekeeping of the identification card and badge at all times. They will furnish their name and identification number to any person requesting that information, when they are on-duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.
21. When any person needs assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established procedures.
22. Except as necessary in the performance of official duties, or where unavoidable because of family relationships, LEOs will avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment, or who have a reputation in the community or the Department for present or past involvement in felonious or criminal behavior.
23. LEOs will not knowingly visit, enter or frequent a house of prostitution, gambling house or establishment wherein the laws of the United States, the state or local jurisdiction are violated, except in the performance of duty and while acting under proper and specific orders from a supervisor.
24. LEOs will not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders from a supervisor.

25. LEOs will not publicly criticize or ridicule the Department or its policies or other employees by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth.
26. LEOs will not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge information or any other matters of the Department while holding them out as representing the Department in such matters without the approval of the Chief.
27. LEOs will not accept compensation, honorariums or permit their expenses to be paid by sources other than the State of Florida for speaking or writing assignments performed as part of their official duties unless specifically authorized by the Chief.
28. LEOs will not undertake any financial obligations which they know or should know they will be unable to meet and will pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition will not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster will not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken.
29. LEOs shall ensure that their supervisor and the Communications Center are aware of their current residence address and telephone number at which they can be contacted for emergency notification/call out purposes. Any changes must be reported to components/personnel referenced above within 48 hours after they take place.
30. LEOs will not interfere with cases being handled by other LEOs of the Department or by any other governmental agency unless:
  - a. Ordered to intervene by a supervisor.
  - b. The intervening LEO reasonably believes that a manifest injustice would result from failure to take immediate action. When intervention occurs, a report of such intervention will be made to a supervisor as soon as possible.

31. LEOs will not undertake any investigation or other official action not part of their regular duties without obtaining permission from their supervisor unless the exigencies of the situation require immediate police action.
32. LEOs will treat the official business, evidence, documents and photographs of the Department as confidential. Information regarding official business will be disseminated in accordance with established procedures. LEOs may remove or copy official records or reports from the police station only in accordance with established procedures. LEOs will not divulge the identity of persons giving confidential information except as authorized by proper authority or release items of evidence, documents, photographs, etc., to members of the news media or others outside the criminal justice system without the express permission of the Chief.
33. Involvement in political activities will not be permitted during LEOs' on-duty time. Political activities include soliciting or receiving any contribution for any political party or cause, or storing, posting, carrying or distributing political literature of any nature. Specifically, Florida Statutes provide that LEOs shall not:
  - a. Hold or be a candidate for public or political office while in the employment of the State or take any active part in a political campaign while on-duty or within any period of time during which they are expected to perform services for which they receive compensation from the State. However, when authorized by the agency head and approved by the Department of Management Services, employees in career service may be a candidate for or hold a local public office which involves no interest which conflicts or interferes with that state employment.
  - b. Use authority of their position to secure for or oppose any candidate, party or issue in a partisan election or affect the results thereof.
  - c. Use any promise of reward or threat of loss to encourage or cause any employee to support or contribute to any political issue, candidate or party.
  - d. Perform any police duty connected with the conduct of any election.

34. LEOs will submit all necessary reports on time in accordance with established procedures. Reports submitted by LEOs will be truthful and complete, and no LEO will knowingly make false statements, charges or allegations in connection with any citations, warnings, assistance rendered, crash reports, field reports, investigative reports, computer entries or by any other means which creates an official record of the Department.
35. Property or evidence which has been discovered, gathered, or received in connection with official responsibilities will be processed in accordance with established procedures, as specified in this manual.
36. LEOs will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other police action, except in accordance with established procedures.
37. LEOs will not make false accusations of a felony, misdemeanor, traffic, petty offense or administrative charge.
38. LEOs will utilize Department equipment only for its intended purpose, in accordance with established Department procedures and will not abuse or damage Department equipment. LEOs will use reasonable care to avoid loss of equipment. All equipment issued to LEOs will be maintained in proper order.
39. LEOs will operate vehicles in a careful and prudent manner, and will obey all laws and all Department directives pertaining to such operation. Loss or suspension of any LEO's driver license will be reported to their supervisor immediately.
40. Upon the order of a supervisor, LEOs will truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.
41. LEOs are required to truthfully answer questions by, or render material and relevant assistance to, competent authority pursuant to any official investigation undertaken by the Department. However, this rule shall not supersede the member's Constitutional rights concerning self-incrimination if the investigation indicates that criminal prosecution will be brought against the LEO from which such statements/assistance is sought.

42. LEOs will not mistreat persons who are in their custody. LEOs will handle such persons in accordance with law and Department procedures.
43. LEOs will not use more force in any situation than is reasonably necessary under the circumstances. LEOs will use force in accordance with procedures outlined in this manual.
44. LEOs will not make any arrest, search or seizure which they know or should know is not in accordance with law and Department procedures.
45. Except when acting under proper and specific orders from a supervisor, LEOs on-duty will maintain a neat, well-groomed appearance in accordance with this manual.
46. LEOs will not consume intoxicating beverages while on-duty.
47. LEOs will not report for duty while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on their breath.
48. Except in the performance of duty, LEOs in uniform will not enter any establishment or place where the principle business is the sale of alcoholic beverages.
49. LEOs, while off-duty, will refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits them or the Department, or renders the LEOs unfit to report for their next regular assigned shift.
50. LEOs will not possess or use cannabis or any controlled substances except when prescribed by law or by a physician or dentist. When controlled substances are prescribed or other medication is being used, LEOs will notify their supervisor if the use will affect their job performance.
51. LEOs will not store or bring into any police facility or vehicle alcoholic beverages, controlled substances, cannabis derivatives, except alcoholic beverages, controlled substances, or cannabis derivatives which are held as evidence, used for training or other official capacity.
52. Personal activities or associations of a LEO that knowingly create an apparent or real conflict of interest with the conduct of official

duties are prohibited. A “conflict of interest” arises when a LEO's private interest, whether of a financial nature or otherwise, conflicts with the LEO's impartial conduct of official duties and responsibilities.

53. LEOs will notify a supervisor when they receive an assignment involving a person or group with whom the LEOs have social, business, or other relationships of a nature that might impair or give the appearance of impairing the LEO's impartiality or independence in the conduct of an assignment.
54. Any employee who, without the approval of a supervisor, fails to appear when scheduled to work shall be considered absent without authorized leave and may be disciplined according to the Department's disciplinary standards.
55. LEOs will, upon being subpoenaed, attend court or quasi-judicial hearings. When appearing in court on Department matters or investigations, either the official uniform or clothing conforming to standards imposed on LEOs working in plain clothes will be worn. Weapons will not be displayed unless wearing the uniform. LEOs will present a neat and clean appearance, avoiding any mannerism which might imply disrespect to the court.
56. Any LEO personally subpoenaed to testify in any trial or hearing will notify a supervisor upon receipt of the subpoena, notice, or request to do so. This provision does not apply to subpoenas received and logged in accordance with the Court Attendance policy 13.13.
57. Any LEO who has knowledge of actual or suspected criminal activities or is about to conduct a criminal investigation will notify a supervisor orally or in writing.
58. LEOs will not obstruct any investigation by destroying, altering, concealing or disguising real evidence, or by planting false evidence or furnishing false information to lawful authority.
59. LEOs will not induce a witness or any other person who has knowledge regarding any issue under investigation by the Department, or any other law enforcement agency, to make false statements, withhold information, conceal information, absent them or otherwise fail to cooperate with lawful investigating authorities.
60. A LEO will not volunteer to testify in civil actions and will not testify unless lawfully and properly subpoenaed or when directed to do so by the LEO's supervisor upon the advice of the School attorney. If a

subpoena arises out of Department employment or if the LEO is informed that he/she is a party to a civil action arising out of Department employment, he/she will immediately notify his/her supervisor of the service or notification and of the testimony he/she is prepared to give. LEOs will not enter into any financial understanding for appearances as witnesses prior to any trial.

61. LEOs will confer with their supervisors before giving a deposition or affidavit in a civil matter.
62. LEOs will not serve civil process or assist in civil cases unless the specific consent of the Chief is obtained.
63. When a LEO becomes aware that he/she is the subject of an investigation by a government agency other than the Florida School for the Deaf & the Blind Campus Police, he/she will immediately notify his/her supervisor and inform him/her of the circumstances surrounding the incident being investigated, the agency conducting said investigation and what actions he/she has taken to resolve the matter.
64. LEOs shall not submit to any interview or give a statement concerning the performance of their official duties to any officer or official of another agency, federal, state, or local, without first informing their supervisor. When a law enforcement officer or an agent from another law enforcement agency requests a LEO of the Department to submit to an interview concerning a non-duty related issue, the LEO shall inform their supervisor as soon as possible. Participation in the interview shall be at the discretion of the LEO.
65. Whenever a LEO is subpoenaed to testify in a civil or criminal proceeding other than Department related, the LEO will appear and testify on his/her own time and will provide his/her own transportation. The appearance and testimony will be made in appropriate civilian attire.
66. LEOs will not engage in any conduct that constitutes sexual harassment as herein defined. The term sexual harassment, within the context of Department employment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.



- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

67. LEOs will not engage in any conduct that constitutes racial, ethnic, or gender harassment as herein defined. The term racial, ethnic, or gender harassment, within the context of Department employment, includes any action which may reasonably be interpreted as derogatory to a particular race, ethnicity, or gender and such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.


## B. REGULATIONS FOR SUPERVISORS

- 1. Supervisory personnel will be responsible for subordinates' adherence to Department rules, regulations, policy, orders, directives and procedures.
- 2. Supervisors are responsible and accountable for the maintenance of discipline and will provide leadership, supervision and example to ensure the efficiency of Department operations.
- 3. Supervisors are responsible for the job performance and development of all subordinates placed under them.
- 4. Authority and functions may be delegated to subordinates but responsibility remains with the supervisor who made the assignment.
- 5. Supervisory personnel remain answerable and accountable for all job related failures on the part of their subordinates when the supervisor was aware of the potential for failure and failed to take the appropriate action to correct the deficiency.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT ORGANIZATIONAL STRUCTURE	SOP NUMBER 4.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

To describe the organizational structure and principles of command adopted by the Department.

### II. AUTHORITY

- A. The functions, principles and duties of the Department are defined in Section 1002.36 (8), Florida Statutes and School Operational Policy 1.17.
- B. The Department is a component of the Florida School for the Deaf & the Blind, whose Chief is accountable to the Administrator of Business Services, as provided for in School Operational Policy 1.17.

### III. POLICY

It is the policy of the Department to implement measures which will ensure that all employees are fully acquainted with their duties and obligations under the law and with the administrative structure which has been established to support those activities.

### IV. DEFINITION

FUNCTIONAL CONTROL - Authority and responsibility to direct the efforts of LEOs or non-sworn personnel or technicians engaged in enforcing the law, conducting an investigation or delivering an authorized service, in order to ensure timely and efficient execution of duties and full compliance with the Department's mandate. Functional control exists in a realm outside the traditional chain-of-command, and its bestowal may involve delegation of total or limited command authority.

## **V. OBJECTIVES**

- A. To acknowledge the mandate conferred upon the Department and the authority and responsibility designated to its Chief.
- B. To define the Department's organizational structure and the responsibilities and functions consigned to its components.
- C. To enact measures that will ensure command succession.
- D. To convey prominent principles of command.
- E. To ensure communication, coordination, cooperation and efficiency in the delivery of law enforcement services.

## **VI. RESPONSIBILITY**

Authority/Duty of LEOs – Florida School for the Deaf & the Blind Campus Police LEOs are declared to be conservators of the peace and law enforcement officers of the state with campus-wide jurisdiction, in Section 1002.36 (8), Florida Statutes.

## **VII. PROCEDURES**

### **A. ORGANIZATIONAL STRUCTURE**

- 1. Organizational Placement - Campus Police are a component of the Florida School for the Deaf & the Blind.
- 2. The Chief reports directly to the Administrator of Business Services.
- 3. The organizational structure of the Department is depicted in Addendum 4.01-1.

### **B. DIRECTING PERSONNEL**

- 1. Principles of Command
  - a. LEOs, appointed/promoted/granted any supervisory or management authority shall exercise responsibility for:
    - (1) Directing the workforce consigned to their respective command.
    - (2) Effective utilization of resources.

(3) Developing the professional capabilities of subordinates.

- b. Unless exigent circumstances prevail, the span of control for managers/supervisors shall not exceed seven to ten subordinates for day-to-day operations.
- c. Each organizational component shall be under the direct command of a single supervisor, who shall maintain accountability for the actions of LEOs/non-sworn employees under his/her command.
- d. Each LEO/non-sworn employee shall be accountable to only one supervisor/manager at any given time and shall obey the lawful orders and instructions of persons assigned to direct their activities.

## 2. Authority and Responsibility

- a. LEOs/non-sworn employees who are assigned the responsibility to perform a given task(s) shall be afforded the commensurate command or functional authority to effectively execute their duties.
- b. LEOs/non-sworn employees shall be held accountable for the judicious use of such authority as may be granted to them for its application in accordance with the provisions of law and in compliance with directives contained within this Manual.
- c. Chain of Command - LEOs/non-sworn employees shall acquaint themselves with positions identified in their respective chain of command and shall afford deference to persons occupying supervisory/management positions.
- d. For purposes of unifying and coordinating the efforts of the Department, orders and instructions shall be communicated downward through the chain of command to respective operational components.
- e. Requests to contact superiors for official purposes shall be transmitted up the chain of command through succeeding managerial levels.

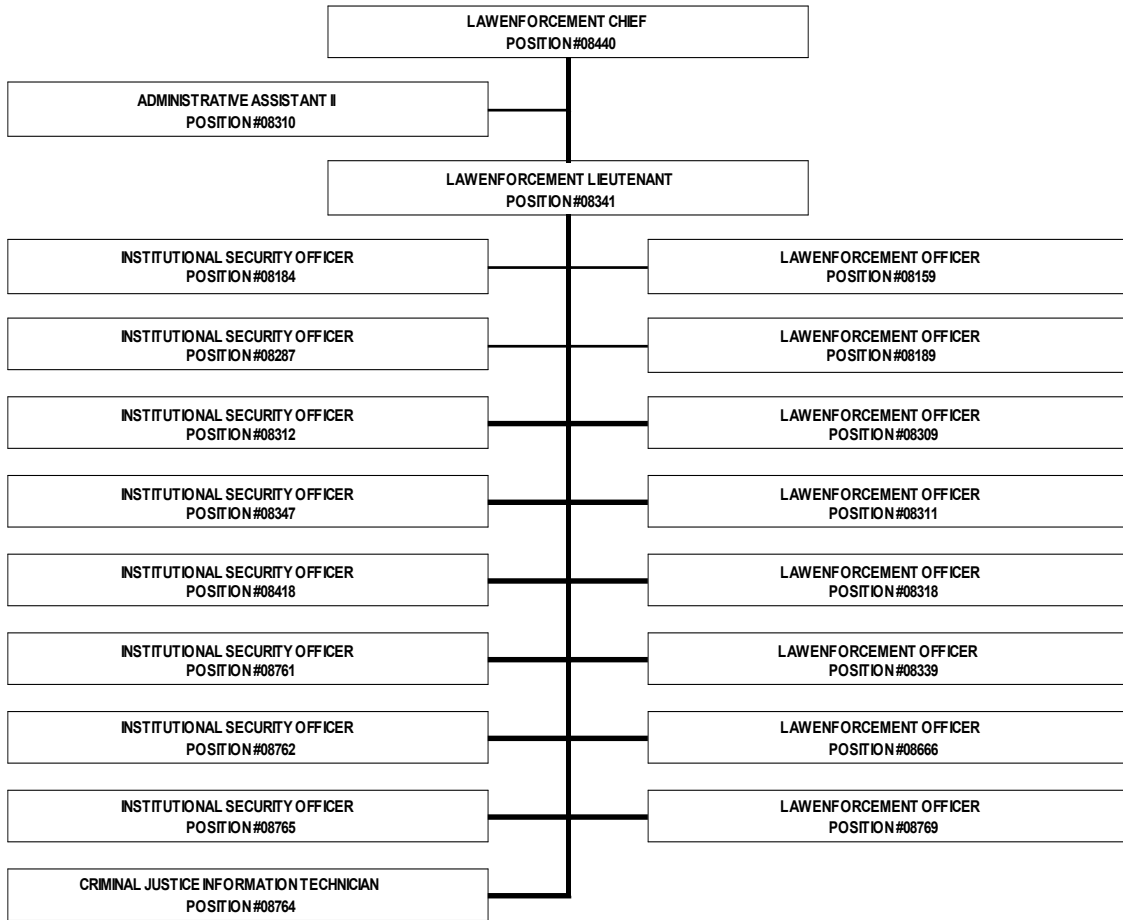
## C. COMMAND SUCCESSION

1. Assignment of a subordinate in an "acting" or "temporary" assignment will be made when an incumbent supervisor will be absent from official duties and/or unavailable.
2. The incumbent will select the subordinate who will be assigned to act on behalf of the incumbent during the incumbent's absence.
3. Such assignment shall be based upon the requirements of the position and the qualifications of those persons reasonably available to perform the work.
4. Notification of the assigned individual and subsequent affected personnel will be made in a timely manner by whatever means of communication necessary to ensure adequate notice.
5. Notification of the assignment will include the following information:
  - a. Name, rank, title and location/telephone number of the individual assigned to the acting or temporary position in the absence of the incumbent.
  - b. Beginning and ending dates and times of the assignment. (If the information is not completely available at the time of assignment, an estimate of the pertinent information will be provided.)
  - c. Any special limitation(s) imposed on the acting or temporary authority of the assigned individual.
6. Notification by the chain of command will be as follows:
  - a. The Chief will notify the Administrator of Business Services and the Commander.
  - b. The Commander will notify the Chief and subordinate personnel.
7. In the event that an incumbent is unable to comply with an assignment due to unusual or special circumstances, the assignment and subsequent notifications will be made by the incumbent's immediate supervisor.

#### D. COORDINATING DEPARTMENT FUNCTIONS

1. Supervisors shall encourage and support the exchange of information among components of the Department in order to enhance the efficiency of the enforcement effort. Such exchanges shall, at a minimum, include:
  - a. Legal updates.
  - b. Officer safety information.
  - c. Enforcement intelligence.
  - d. Changes in procedures/directives.
  - e. Promotional/career development opportunities and employee benefit information.
2. Information may be conveyed to subordinates utilizing any combination of the following methods:
  - a. Scheduled meetings and training sessions.
  - b. E-mails and memorandums.
  - c. Briefings conducted by supervisors.

# FSDB CAMPUS POLICE ORGANIZATIONAL CHART




ADDENDUM 4.01-1

SOP 4.01

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT OUTSIDE EMPLOYMENT (POLICE & NON-POLICE)	SOP NUMBER 5.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish guidelines governing Outside Employment (Police & Non-Police) for Department employees.

### II. POLICY

It is the policy of the Department to allow employees to engage in approved outside employment that does not conflict with their primary employment duties and responsibilities with the Department.

### III. AUTHORITY

The Chief is the final approving authority for all outside employment requests.

### IV. DEFINITIONS

#### A. OUTSIDE EMPLOYMENT (NON-POLICE EMPLOYMENT):

This type of employment is performed while in an off-duty status which does not entail the use or implied use of police authority and is other than with the Department. This type of employment does not require the duties of a sworn Law Enforcement Officer (LEO) in order to perform the job, including self-employed businesses (e.g. carpenter, sales, and lawn service). This type of employment would be performed without state resources, such as Department issued uniforms and equipment. Employment of this type provides no real or potential law enforcement services and vested police powers are not a condition of employment.



**B. OUTSIDE EMPLOYMENT (POLICE EMPLOYMENT):**

This type of employment is performed while in an off-duty status which does entail the use or implied use of police authority and is other than with the Department. This type of employment does require the duties of a sworn LEO. This type of employment would be performed with state resources, such as Department issued uniforms and equipment. Employment of this type provides real or potential law enforcement services and vested police powers are a condition of employment. This type of employment requires the employee to be a sworn LEO employed by the Department as such.

**V. OBJECTIVES**

- A. To formulate and disseminate procedures relating to submission and processing of requests to engage in outside employment.
- B. To establish regulations governing outside employment.

**VI. RESPONSIBILITIES**

- A. Any employee who requests to perform employment outside of state government shall secure the required approval in advance and in accordance with the Rules of the State Personnel System, bargaining unit contracts, department policies, procedures and applicable laws.
- B. Permission shall not be withheld as long as such outside employment does not conflict with the employee's primary duties with his/her state employment or with procedures limiting such outside employment.
- C. The Chief shall review and approve or deny all requests for outside employment.
- D. The Chief may conduct reasonable inquiries to ensure that the outside employment does not constitute a conflict of interest or interfere with the employee's primary duties with the Department.
- E. The Chief shall ensure that all outside employment requests satisfy the current bargaining unit contract agreement for state law enforcement officer covered positions.

## **VII. PROCEDURES**

### **A. APPROVAL OF OUTSIDE EMPLOYMENT (Police & Non-Police)**

1. In order to maintain the high standards of performance expected of the Department's employees, anyone who desires to work outside employment shall submit an Outside Employment Request form to the Chief.
2. Employees shall not be allowed to engage in outside employment under any of the following circumstances:
  - a. Requests which present a conflict of interest or otherwise prohibited by law or rule.
  - b. While serving any type of disciplinary action.
  - c. While on sick leave.
  - d. When the required probationary period of one year has not been successfully completed, unless otherwise approved by the Chief.
  - e. When assigned to approved and scheduled light duties, as a result of a job related injury, that prevents them from performing their primary duties/functions.
  - f. While on administrative leave due to an active internal investigation, where the employee requesting the outside employment is the subject of the investigation.
3. Approval of any outside employment shall only remain active annually through June 30<sup>th</sup> and requests shall be resubmitted annually on or after July 1st.
4. Approval for any outside employment may be revoked upon the discovery of any conflict of interest or for any violation of the conditions listed in section 2.

### **B. PROHIBITED EMPLOYMENT**

1. Outside police employment located off of the FSDB campus property is in violation of the defined "area of responsibility" and jurisdiction outlined in F.S. 1002.36. Police outside employment shall only be considered for approval with requests for employment on the FSDB campus property.

2. Outside employment will not be approved where there is a direct conflict of interest with the duties of a LEO and those duties required by the outside employer.
3. Outside employment involving the direct sales and/or distribution of alcoholic beverages (F.S. 561.25) and employment at any bar, lounge or parking lots of the same where the primary duties of the outside employment is to keep the peace due to the consumption of alcoholic beverages.
4. Employment involving bail bond agencies (F.S. 648.44).
5. Government and private employment in adult correctional or juvenile detention facilities.
6. Any employment that adversely affects the performance of the employee's primary official duties or creates a conflict of interest in violation of F.S. 112.313.

## **VIII. REGULATIONS**

- A. LEOs working approved police outside employment on campus, shall wear their Department issued uniform and equipment while performing the outside employment.
- B. LEOs working approved non-police outside employment are prohibited to carry or wear their Department issued firearm while working in this type of capacity, without prior approval by the Chief.
- C. LEOs working approved police outside employment on campus shall call "in-service" and "special detail" with the Communications Center once on-duty at the assignment. Upon arrival at the outside employment assignment, the LEO will monitor their radio on the Department's primary channel through the duration of the assignment. When the assignment is complete and the LEO is off-duty he/she shall call "out-of-service" on the radio. The LEO shall make notifications to the Communications Center by phone if unable to do so via the radio.
- D. Employees may work a maximum of 24 hours of outside employment in his/her assigned 40-hour work period or a maximum of 128 hours in combination with 80-hours of state employment in his/her assigned bi-weekly work period.
- E. Employees working outside employment shall be scheduled in a manner that does not conflict or interfere with the employee's performance and fitness of duty in his/her primary state employment. The employee shall provide


sufficient time and rest between all outside employment and regularly scheduled on-duty shift assignments. Employees may not work more than 16 hours in any 24-hour period including regular shift assignments and outside employment.

- F. All Department policies shall apply to employees when working police outside employment on campus (e.g. Use of Force policy 7.01).
- G. Employees are prohibited from leaving their assigned shifts early for the purpose of working outside employment, unless compensatory or annual leave time has been approved in advance.
- H. Dual Office Holding Prohibition – Per Florida Constitution and management discretionary rights, a currently employed full-time LEO shall not hold a second paid position with any state, county or municipal law enforcement agency as a Reserve LEO or part-time auxiliary police officer.
- I. Employees who are utilizing state equipment while performing police employment outside of state employment on campus shall be responsible for all insurance relative to such outside employment, including workers' compensation, liability and vehicle insurance.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT DUTY & LEAVE	SOP NUMBER 5.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To provide employees with established guidelines governing duty assignment and leave requests.

### II. POLICY

This policy is established to provide guidance in matters of duty and leave, and to implement procedures for all employees while balancing the needs with the overall mission of the Department.

### III. OBJECTIVES

- A. To provide guidelines for reporting for duty.
- B. To provide information on the types of leave time available and procedures for the use of leave time.

### IV. RESPONSIBILITIES

- A. Employees are individually responsible for reading and being familiar with the State of Florida Employee Handbook, which is made available by the Human Resources Department to each new employee upon their initial hire date.
- B. Employees are individually responsible for completing and submitting their leave and attendance in the People First system in a timely manner.
- C. Supervisors are responsible for:
  - 1. Reviewing employees' time entry for accuracy.

2. Verifying that an employee requesting to use leave has accrued a sufficient amount of leave credits prior to authorizing the leave.
3. Ensuring that adequate manpower will be available prior to authorizing an employee to take leave.

## **V. PROCEDURES**

### **A. REPORTING FOR DUTY**

- a. Employees will report for duty as scheduled unless otherwise directed by a supervisor.
- b. Upon reporting for duty, employees will ensure that they are properly equipped and will make themselves aware of any information necessary for the proper performance of their duties. Employees will be expected to report to their assignment on time in the complete uniform.
- c. If, due to illness or other circumstances, an employee cannot report for duty at the assigned time but will be late, the employee will directly contact his/her immediate supervisor before the start of the shift to explain the situation and provide an estimated time of arrival.
- d. Any employee unable to report for duty due to illness or injury shall notify his/her immediate supervisor directly, at least two (2) hours prior to the beginning of their tour of duty. In the event the immediate supervisor is not available, the on-duty Communications Center personnel shall be notified, who will in turn notify the Chief. Employees are expected to contact their immediate supervisor on each day of absence prior to the beginning of the assigned shift, except during periods of extended illness, when prior arrangements have been made with the immediate supervisor in writing.
- e. Employees are expected to report for duty on their assigned shift except when prevented by injury, illness, or emergency situations. Any leave of absence with or without pay shall be approved prior to the leave commencing, except when emergency situations prevent such action. If any employee takes unauthorized leave, the employee will be placed on leave without pay status and may be subject to disciplinary action.
- f. Any employee who, without the approval of a supervisor, fails to appear when scheduled to work shall be considered absent without

authorized leave and may be disciplined according to the Department's disciplinary standards.

- g. Law Enforcement Officers (LEOs) shall utilize the police radio when checking into and out of service for their assigned shifts.

## B. WORKING A FULL SHIFT

1. Employees are required to remain on duty for their entire assigned shift unless excused by a supervisor. During the shift, employees will carry out their assigned duties to the best of their ability. If any employee must leave duty before the end of their shift due to illness or other circumstances, the employee must directly inform their immediate supervisor before leaving.
2. Duty hours and assignments will be scheduled by supervisors in accordance with the needs of the Department.
  - a. LEO scheduling will at a minimum, comply with the provisions contained in the current law enforcement bargaining unit agreement.
  - b. Supervisors may authorize non-standard work schedules and may utilize permanent or rotating shifts and days off. The workweek will consist of either five (5), eight (8) hour days with two (2) days off or four (4), ten (10) hour days with three (3) days off. Other alternative schedules, such as twelve (12) hour shifts may be utilized when necessary in cases of unforeseen and critical manpower shortages.
3. While on duty, employees will be permitted to suspend patrol or other assigned activity for two (2) rest-breaks that will not exceed fifteen (15) minutes each. At each meal or break period the employee will notify the Communications Center of the employee's location. At the end of any meal or break period, the employee will notify the Communication Center that he/she has returned to duty. Employees on meal periods and rest breaks will be subject to call during this period. These breaks will be recorded into the shift log.

## C. CALL BACK TIME

See the *State of Florida Employee Handbook* and the current *State of Florida Law Enforcement Bargaining Unit Agreement*.

#### D. OVERTIME AND EXTRA HOURS

See the *State of Florida Employee Handbook* and the current *State of Florida Law Enforcement Bargaining Unit Agreement*.

#### E. COURT APPEARANCE

1. Employees who are required to appear in court in connection with their official duties will appear and testify as directed, even though the time of appearance may fall outside their regularly assigned work shift.
2. An employee subpoenaed to appear as a witness in a job-related court case, NOT during the employee's regularly assigned shift or immediately following the regularly assigned shift, shall be credited for the actual time worked or the minimum hours covered by the current bargaining unit agreement, whichever is greater.
3. Witness in Duty-Related Cases – An employee subpoenaed in the line of duty to represent a state agency as a witness or defendant shall NOT be granted administrative leave. Such appearance is considered to be a part of the employee's job assignment and the employee will be entitled to per diem and travel expenses.
4. Employees who appear as official witnesses to testify as stated above shall be entitled to retain the daily witness fees for any appearances occurring entirely or in part outside of their regularly scheduled duty shift, exclusive of the mileage allowance, even if they receive compensatory time or overtime pay. If the appearances occur completely within regularly scheduled shifts, the employee shall submit to the Department any witness fees received.

#### F. LEAVE & HOLIDAYS


See the *State of Florida Employee Handbook*.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT DOMESTIC VIOLENCE	SOP NUMBER 5.03
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To establish a “preferred response” policy to domestic violence. State law provides that victims of domestic violence are entitled to protection from harm or abuse or the threat of harm or abuse. Therefore, it is the duty of all Department LEOs to enforce the law and to protect potential or actual victims of domestic violence.

### II. POLICY

It is the policy of the Department to reduce the incidence and severity of domestic violence, protect victims of domestic violence, provide them with support through a combination of law enforcement and community services, promote officer safety by ensuring that LEOs are fully prepared to respond to and effectively deal with domestic violence calls for service, and protect citizens from the tragedy of domestic violence.

### III. OBJECTIVES

To ensure the protection of domestic violence victims and to bring the offenders of domestic violence under the control of the criminal justice system.

### IV. PROCEDURES

#### A. INVESTIGATION OF ALLEGATION OF DOMESTIC VIOLENCE

1. LEOs shall respond promptly and with caution to the scene, and make an initial assessment to include:
  - a. The presence of any actual or potential weapons;

- b. Whether there is a safe separation of combatants/de-escalation of violent situations;
  - c. The safety of any children, the elderly, and/or third parties;
  - d. There is a need for medical attention; and
  - e. Whether a Crime Victim Advocate should be contacted.
2. When an LEO responds to an alleged incident of domestic violence, whether an arrest is made or not, the LEO **shall** make a written police incident report. LEOs shall conduct an investigation and obtain the facts and/or the criminal elements for a police incident report to include:
- a. Description of the events made known to the LEO.
  - b. Victim/witness statements of parties involved;
  - c. Determination of relationship of parties;
  - d. Descriptions of the violence and injuries;
  - e. Suspect's past and present history of alcohol and/or drug use;
  - f. Suspect's history of violence;
  - g. Criminal history of suspect, if available;
  - h. The existence of a current injunction for protection;
  - i. Collection and recording of evidence, including description and/or anatomy charts of physical evidence, and/or injury and photographs shall be documented in the police incident report. If no evidence is collected, indicate the reason; and
  - j. Arrest of offender(s). If an arrest was **not** made or two or more offenders are arrested, the LEO shall indicate in writing the reasons why an arrest was **not** made or why multiple offenders were arrested.
  - k. This same information should be included on the Arrest Affidavit/Probable Cause form for the judge's viewing at First Appearance.
3. An arrest will be the preferred law enforcement response:
- a. In cases where violence has been initiated and a lawful arrest is possible;

- b. In cases where there is a likelihood of violence to family members and a lawful arrest can be made for other violations, (e.g., disorderly conduct or trespass); and
  - c. In cases where a person has violated an injunction for protection.
4. The decision to arrest and charge an offender shall not require the consent of the victim or the consideration of the relationship between the involved parties.
  5. In cases where an arrest is made and the victim is insistent that he/she does not wish to prosecute, he/she will be instructed to contact the State Attorney's Office. The final decision to prosecute any case of domestic violence is made by the State Attorney's Office.
  6. Victim's Rights Pamphlets: Based on statutory requirements, Section 741.29 F.S., each LEO responding to an alleged incident of domestic violence shall provide the victim with a *Victim's Rights Pamphlet*, stating the victim's legal rights and remedies. The responding LEO shall document that this form was given to the victim in the police incident report and also:
    - a. Assist the victim in obtaining medical attention if necessary.
    - b. Assist the victim in contacting a local domestic violence center from which he/she can receive services.

#### B. DOMESTIC VIOLENCE INVOLVING AN OFF-DUTY LEO


1. Any LEO who becomes the subject of a domestic violence injunction shall notify their immediate supervisor providing a copy of the injunction **immediately** upon being served with such injunction.
  - a. The Chief will direct the Operations Commander to initiate a supervisory inquiry into the events leading to the injunction being filed and present the facts of the inquiry to the Chief.
  - b. The Chief will determine further if an internal investigation is warranted.
2. The Chief will complete a memorandum to the subject LEO placing the following restrictions upon the LEO, effective immediately upon the injunction being served upon the LEO:

- a. The LEO is to surrender all firearms and ammunition in his/her possession to the Operations Commander for safekeeping.
    - (1) Firearms and ammunition shall remain in the property vault until such time as the injunction ceases to be in effect or the LEO separates from employment.
    - (2) If the LEO separates from employment while the injunction is still in effect, personally-owned firearms and ammunition may not be released to the LEO, but can be released to any adult individual designated in writing by the LEO as authorized to receive the firearms and ammunition.
    - (3) Firearms and ammunition not claimed within sixty (60) days of the LEO's separation from employment, shall be considered unclaimed property and disposed of in accordance with Section 790.08, F.S.
  - b. All authorizations to carry off-duty or secondary weapons are revoked.
  - c. All authorizations to work outside police employment on campus are revoked.
3. Based on the circumstances that led up to the injunction being filed, a LEO may be assigned to administrative duties. Such assignment may be based upon the facts outlined in the injunction or as a result of information received at a later time.
  4. LEOs not placed on administrative duties, shall be required to leave their firearms with their supervisor at the end of their work shift.
    - a. Supervisors receiving any firearm and/or ammunition from a LEO shall complete a property receipt listing all firearms and ammunition received. The receipt shall indicate that the property is being taken for "safekeeping".
    - b. All firearms and ammunition shall be stored in a secure area.
  5. LEOs assigned (as well as, those not assigned) to administrative duties, and non-sworn personnel who are the subject of a domestic violence injunction shall refrain from possessing firearms and/or ammunition, or entering any vehicle or dwelling where the LEO knows or should have known that a firearm or ammunition is present except as authorized by this section 4 above.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT COMPLAINT RESOLUTION PROCESS	SOP NUMBER 5.04
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 14

### I. PURPOSE

To establish a process for the detection and intake of allegations of misconduct, assignment of responsibility for handling complaints and the execution of the appropriate investigative responsibilities.

### II. AUTHORITY

The Department will administer a complaint resolution process in accordance with the provisions of existing laws, rules and regulations.

### III. POLICY

The Department will maintain and rely upon an effective complaint resolution procedure to actively seek feedback regarding employee adherence to recognized standards of professional and individual conduct. Violations of this policy or other Department directives will be grounds for initiating disciplinary procedures. Complaints involving employees will be thoroughly reviewed and investigated as appropriate. The requirements of Section 112.532, F.S., the Law Enforcement Officer's (LEO's) Bill of Rights, the relevant provisions of current applicable collective bargaining agreements, and the Department procedures for complaint processing will be followed.

### IV. DEFINITIONS

A. CENTRAL COMPLAINT FILE - The central repository for complaint records will be housed in the central records storage area. All files and logs will be secured and properly locked after regular hours or when unattended.

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- B. COMPLAINT - Any allegation, verbal or written, against a LEO or employee from a citizen, supervisor or other employee coming to the Department's attention, that if true, would constitute a violation of School or Department policy and/or a law. A disagreement with a policy or law or the proper application of a policy or law is **not** considered a complaint.
- C. COMPLAINT CATEGORIES - Complaints will be categorized as follows:
1. Citizen Complaints - Those complaints or allegations of misconduct received from persons outside the Department.
  2. Department Complaints - Those complaints or allegations of misconduct initiated from within the Department.
  3. Agency Vehicle Crashes - Any traffic crash involving a Department vehicle.
- D. COMPLAINT CLASSIFICATIONS - Each allegation of misconduct alleged in a complaint will be classified subsequent to a conclusion of fact based on a thorough and competent investigation using one or more of the following classifications:
1. Unfounded-The investigation conclusively demonstrated that the allegation did not occur.
  2. Not sustained-The investigation disclosed insufficient evidence to prove or disprove the allegation.
  3. Exonerated-The investigation disclosed that the act complained about did in fact occur, but that it was justified, lawful and proper.
  4. Sustained-The investigation disclosed that the allegation did in fact occur and that the act was a violation of policy.
  5. Policy Failure - The allegation is true. The action of the Department or employee was consistent with Department policy; however, the policy was deficient.
- E. COMPLAINT CONTROL NUMBER - A sequential number used to identify and track complaint investigations will be assigned by the Operations Commander. It will contain the current year of when the complaint is received and the numerical sequence of complaints to date for the Department, e.g. 2007-01.

- F. COMPLAINT INVESTIGATION - An investigation of any complaint not resolved by a supervisory inquiry or an investigation of a Department vehicle crash in addition to the initial crash investigation.
- G. EMPLOYEE - Sworn and non-sworn personnel employed by the Department.
- H. GRIPE - Expressed dissatisfaction with an employee that, even if true, would not be considered a violation of the Standards of Disciplinary Action. For example, a person states that they are not guilty of a charge for which they received a citation; unless there are indications that the LEO was rude or did not follow established procedures.
- I. SUPERVISORY INQUIRY - A process of complaint resolution prior to the initiation of an internal investigation. Upon receiving a complaint of a minor nature, a supervisory inquiry will be conducted to determine the basis of the allegations and to explore an early resolution to the complaint.
- J. COMPLAINT INTAKE & INQUIRY REPORT – A report in the form of a Department memorandum used for documenting the complaint.
- K. CHIEF INVESTIGATOR – The Operations Commander will serve as the Department’s designated Chief Investigator for all complaints of misconduct requiring investigations beyond a supervisory inquiry.

## **V. OBJECTIVES**

- A. To establish procedures for the receipt and handling of complaints against Department employees.
- B. To ensure that complaints are handled in a manner that is fair to employees and the citizens of this State.

## **VI. RESPONSIBILITIES**

The Operations Commander shall report directly to the Chief complaint related matters and be responsible for:

- A. The issuance of complaint control numbers.
- B. Tracking all complaint investigations.
- C. Documentation of all disciplinary matters.
- D. Maintaining all complaint files.

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- E. On a monthly basis, the Operations Commander will provide a complaint tracking report to the Chief pertaining to complaint investigations outstanding for longer than 30 days.

## **VII. PROCEDURES**

### **A. RECEIPT OF COMPLAINTS**

1. Citizens who wish to file complaints will be informed of the manner in which this may be done. Employees are to courteously and promptly accept a complaint and then inform their supervisor.
2. Complaints alleging serious or repeated acts of sexual harassment of any employee of the Department will be reported immediately to the Chief.
3. When a complaint is received, it will be date stamped and immediately forwarded for inquiry/investigation to the Operations Commander, who will notify the complainant of the receipt of the complaint and how the complaint will be processed.
4. Complaints which are minor in nature can be immediately resolved by the supervisor who initially receives the complaint.
  - a. For complaints alleging criminal misconduct, the Operations Commander will be notified as soon as possible by the Chief to ensure proper investigatory assignment.
  - b. The Operations Commander will be responsible for contacting the complainant and conducting a supervisory inquiry, if appropriate.
  - c. For complaints not assigned to the Operations Commander, the complainant shall be contacted by an on-duty supervisor who will initiate a supervisory inquiry as soon as possible. When not resolved by supervisory inquiry, a letter to the complainant acknowledging receipt of the complaint shall be written by the Operations Commander. A copy of the letter to the complainant shall be included in any final investigative report.
5. Supervisors should be sensitive to anonymous complaints and should review the allegations to determine if any basis exists for the complaint. Generally, no action will be taken on anonymous complaints unless:

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- a. The person is willing to submit a signed written statement.
  - b. The allegation would constitute criminal misconduct or a serious policy violation or,
  - c. There is independent evidence available, such as Department records, which may be used to corroborate the charge.
  - d. The complaint will be considered a resolved supervisory inquiry, if not covered under "a", "b" or "c" above. All anonymous complaints will be documented on the Complaint Intake and Inquiry Report.
6. The Operations Commander will provide for the timely notification to the Chief, when any of the following occurs:
- a. Any "Use of Control" incident involving serious injury or death or the discharge of a firearm.
  - b. The unauthorized discharge of a firearm.
  - c. Death or serious injury of any Department employee.
  - d. Allegation of excessive use of control.
  - e. Allegation of unlawful search or seizure.
  - f. Allegation of criminal conduct.
  - g. Any matter where dismissal is a possible penalty.
  - h. Any incident of an apparent or significant newsworthy nature.
  - i. Any matter identified as grounds for decertification.
7. Complaint Resolution Process pamphlet.
- a. The pamphlet will be placed in the lobby of the police station in a location readily available to the public.
  - b. LEOs shall maintain a supply of the pamphlets and will distribute them to anyone inquiring into complaint procedures.

## B. GRIPES

1. Supervisors are to attempt to resolve gripes by clearing up any misunderstandings.
2. Gripes are not required to be documented. A written memorandum may be used when documentation is desired and is to have "GRIBE" clearly indicated on it.
3. While gripes are not grounds for disciplinary action, repeated gripes of a similar nature may indicate a need for coaching or training.

## C. SUPERVISORY INQUIRY

1. Supervisors should conduct an inquiry into the allegations of a minor nature for the purpose of:
  - a. Establishing a record.
  - b. Determining the validity of a complaint.
  - c. Determining jurisdiction.
  - d. Determining classification and appropriate routing.
  - e. Determining whether or not to continue the investigation.
2. Supervisors are encouraged to conduct a thorough inquiry into minor citizen complaints in an attempt to resolve minor disagreements or misunderstandings, prior to obtaining a complaint control number.
3. Supervisory inquiries are to be documented.
4. Complaints alleging misconduct of a minor nature may be considered resolved only after a complete inquiry has been conducted and:
  - a. No disciplinary action is to be taken against the employee, and
  - b. The complainant and affected employee has been contacted and notified of the outcome of the inquiry.

Nothing in this policy shall prevent a supervisor from counseling an employee, if warranted, when the inquiry is considered resolved. Resolved supervisory inquiries will be filed and may be used in the Review

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and Performance Planning process; provided the inquiry involves the performance of a standard.

5. A supervisory inquiry will be considered not resolved when:
  - a. The allegation(s) are serious or criminal in nature, or
  - b. Disciplinary action against the employee is anticipated if the allegation(s) are proved true.

A supervisory inquiry should be halted and considered not resolved at any time that information has been received which indicates a complaint investigation is warranted. Complaints not resolved by an inquiry will be referred to the Operations Commander for investigative assignment who will assign it a complaint control number.

#### D. INVESTIGATIVE ASSIGNMENT

2. Supervisors in receipt of allegations or complaints of misconduct included in the list below shall notify the Chief before an investigation is initiated. The Chief shall decide in each case whether the Operations Commander will be involved. The following types of cases will be evaluated for processing:
  - a. Use of Control.
  - b. The unauthorized discharge of a firearm.
  - c. The discharge of a firearm in the direction of a person to be arrested or at a vehicle which is occupied by any person, even though no intent exists to kill or inflict bodily harm.
  - d. Use of control that appears to exceed that which is necessary in the performance of duties.
  - e. Criminal mischief, when an employee is alleged to have willfully, maliciously or through negligence, injured or damaged any real or personal property belonging to another.
  - f. Criminal conduct, which includes any matter identified as grounds for decertification.
  - g. Breaches of Civil Rights.
  - h. Corruption, including but not limited to:
    - (1) Accepting bribes.

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- (2) Bribery or misuse of public office.
  - i. Allegations or complaints of serious misconduct by a Department employee.
  - j. Department property with serial numbers lost or stolen in unusual circumstances (i.e.; finding of possible employee theft).
  - k. Any investigation where a supervisor may be biased or appear to be biased.
  - l. Other cases may be investigated by the Operations Commander upon assignment by the Chief.
2. In all cases of discharge of a firearm which results in death or injury, the Chief, Operations Commander or senior officer at the scene, will notify the local State Attorney, the Sheriff, the local Chief of Police if the event occurred in a municipality, and FDLE as soon as possible. If a death has occurred, the local medical examiner's office will also be notified.

#### E. INVESTIGATIVE PROCEDURES

1. When Department employees are notified that they have become the subject of a complaint investigation, the notification shall be in writing and contain a statement of the allegations. The Employee's Rights and Requirements shall be presented to the employee. The employee shall sign and date the form. If the employee refuses to sign the form, the supervisor shall place "*Refused to Sign*" on the signature line. The original form shall be placed in the case file and a copy will be provided to the employee. The timing of the notification should be as early as possible without compromising the investigation. The nature of the complaint and possible investigative techniques should be considered in determining the timing of the notification. The Chief and the Operations Commander should confer to determine the appropriate time to notify the employee.
2. Complaints Alleging Criminal Activities
  - a. Any time an allegation of criminal activity is made against a Department employee, the following applicable chain-of-command will be notified as soon as possible:
    - (1) Chief.

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(2) Administrator of Business Services.

(3) President.

- b. Complaints alleging criminal activity by any Department employee will result in a criminal and administrative investigation.
  - c. The criminal investigation will take precedence over the administrative investigation. The Operations Commander will determine the appropriate time to initiate the administrative investigation.
  - d. During the course of any criminal investigation, the Operations Commander will maintain contact with and provide periodic updates to the State Attorney. In the event the State Attorney declines prosecution, the investigation will be completed under administrative guidelines.
  - e. When there is a Plea Agreement initiated and approved by the State Attorney, the investigation will be completed and appropriate administrative action will be taken. If there is a proffer of a Plea Agreement by the State Attorney, the Chief will offer advice to the State Attorney based on a decision made by the FSDB General Counsel. In those cases involving criminal allegations, the absolute final approval rests with the State Attorney.
  - f. Upon completion of a criminal investigation of any Department employee, the case will be presented to the appropriate office of the State Attorney.
  - g. Any time an administrative investigation uncovers possible criminal activity on the part of a Department employee, the administrative investigation will be suspended until the Operations Commander has a consultation with the State Attorney. The Operations Commander will determine when it is appropriate to continue with the administrative investigation.
3. The complainant and witnesses will be personally interviewed by the Operations Commander.
- a. In all cases involving allegations of criminal violation, sworn statements are required from all witnesses and complainants.

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- b. In all cases involving serious allegations of misconduct against a LEO, every effort will be made to obtain sworn statements from all witnesses and complainants.
  - c. If the complaint originates from a person outside of Florida, a telephone interview will generally suffice. However, when allegations of a criminal nature or serious misconduct are made, assistance from a police agency in the area in which the complainant or witness resides will be requested to obtain a sworn statement.
  - d. Anytime the Operations Commander is unable to interview or obtain a statement from a witness, the reason(s) shall be included in the investigative report.
- 4. All investigations are to be completed in a timely manner. In most cases, an investigation should be resolved within thirty days. For cases involving extensive investigations, the Operations Commander may request a 30-day extension. The extension must be approved by the Chief.
  - 5. The Operations Commander will provide the complainant with periodic status reports as the complaint investigation progresses. Generally, this should be done anytime an extension of the complaint investigation is granted. When the complaint investigation involves a protracted length of time, the Operations Commander must make the determination of when to contact the complainant. However, this requirement may be waived anytime it is determined that such contact with the complainant may in any way compromise the investigation.
  - 6. At the conclusion of the complaint investigation, the complainant and the affected employee will be notified in writing of the conclusion of fact and the disposition concerning the allegation of misconduct.
  - 7. When a complaint investigation is completed and resolved by any classification, the original complaint investigation file will be forwarded through channels to the central records storage area.

## F. INVESTIGATIVE REPORT FORMATS

- 1. Abbreviated Investigation Report

- a. An abbreviated investigation report may be used for supervisory inquiries considered not resolved when the allegation is of a minor nature.
- b. The Complaint Intake and Inquiry form, along with any other materials relative to the complaint, will serve as the investigative report.

## 2. Full Investigative Report

The full investigative report should be used to document the investigation when the abbreviated investigation report process is inadequate due to the seriousness of the allegation.

- a. The Complaint Investigation Closing Report and the Complaint Investigation Report Checklist will be included at the beginning of the case file.
- b. The Complaint Investigation Report Checklist contains a list of documents needed for the full investigative report.
- c. The Investigation Report form will contain the following sections:
  - (1) Predication: A brief explanation of how the Operations Commander received the complaint and the nature of the complaint.
  - (2) Investigation: A logical sequence of steps taken to bring the investigation to a conclusion.
  - (3) Summary: A brief narrative statement of what can or cannot be proven by the investigation.
  - (4) Classification: The overall classification of the complaint.
  - (5) Exhibits: A witness list specifying what each witness will testify to, copies of documentary evidence, diagrams and any other related evidence.

## G. DEPARTMENT VEHICLE CRASHES

- 1. All Department vehicle crashes will be documented on the Complaint Intake and Inquiry form and the long form crash report.

- a. A crash investigation will be conducted by the Operations Commander. The crash report will only reflect violations of Florida Statute, not policy violations.
  - b. A complaint investigation will be conducted for all Department vehicle crashes, by the Operations Commander. The scope of the investigation will encompass Florida Statute and Department policy.
    - (1) If the crash involves only Department vehicles and no injury occurs, the abbreviated complaint investigation format will be used to report the incident.
    - (2) For all other crashes, a full complaint investigation will be conducted and documented as required by this policy.
    - (3) When the Department vehicle crash has resulted in a fatality, the complaint investigation will be conducted by the Operations Commander and the Florida Highway Patrol will be notified to conduct the traffic homicide investigation.
2. All Department vehicle crashes will be classified using one of the following classifications:
- a. Sustained - Sufficient evidence has been documented to clearly support a policy violation by the LEO.
  - b. Not-Sustained - There is insufficient proof to confirm or to refute the allegation.
  - c. Exonerated - No evidence exists to support a policy violation. It is a non-chargeable crash and no penalty is provided. A non-preventable crash on the part of the LEO.
  - d. Non-Chargeable - A minor crash involving only Department vehicles where no significant damage or physical injury occurs and while the LEO is engaged in the performance of official duties.
3. All sustained Department vehicle crashes shall be classified as follows:
- a. A minor traffic crash: A chargeable crash caused by slight negligence or carelessness, which does not have the potential for serious injury.



- b. A more serious clear-cut violation: A chargeable crash caused by greater negligence or carelessness and which has an obvious potential for, or actually results in, serious injury or property damage.
- c. An extreme violation: A chargeable crash which is caused by driving a vehicle in a reckless or irresponsible manner or with gross disregard for the safety of persons or property, or a traffic crash which exhibits willful abuse of authority in the operation of a patrol vehicle.

#### H. CLASSIFICATION REVIEW PROCEDURE

1. Each allegation of misconduct alleged in a complaint will be classified subsequent to a conclusion of fact based on a thorough and competent investigation using one or more of the following classifications: Exonerated, Unfounded, Not-Sustained, Sustained or Policy Failure. The Complaint Intake & Inquiry Report will be completed on all complaints according to the appropriate classification.
  - a. When a complaint investigation results in a recommendation for disciplinary action, the factual allegation(s) will be narrowly and specifically outlined in the notice of disciplinary action. In most cases, the single most serious offense will be used as the basis for disciplinary action.
  - b. If no disciplinary action is recommended because the complaint is classified as Not-Sustained, Exonerated, Unfounded, Policy Failure or Preventable Department vehicle crash, the complaint summary should clearly specify the reason(s) for the classification.
  - c. When the complaint is classified as a Policy Failure, the Operations Commander shall forward a brief summary of the findings and conclusions, along with a recommendation for an appropriate policy revision, to the Chief.
2. After a complaint investigation is completed by the Operations Commander, he will make the appropriate recommendations to the Chief.
3. The Chief shall review the complaint investigation and recommendations from the Operations Commander and take appropriate action as follows:


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- a. Take disciplinary action.
- b. Promptly notify the employee of the disposition of any complaint.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT SWORN EMPLOYMENT SELECTION PROCESS	SOP NUMBER 5.05
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 7

### I. PURPOSE

To establish the process used for selecting Law Enforcement Officers (LEOs) of the Department.

### II. POLICY

To maintain an efficient and effective work force by selecting capable, qualified applicants through a fair, nondiscriminatory selection process. All elements of the selection process will be administered and evaluated in a uniform manner.

### III. OBJECTIVES

To identify qualification and evaluation factors for employment of LEOs, and to outline the procedures in the selection process.

### IV. RESPONSIBILITIES

A. The Operations Commander will serve as the Chief Background Investigator and shall:

1. Review the State of Florida application and ensure that the applicant meets the minimum qualifications for the position of LEO with the Department.
2. Maintaining an applicant tracking spreadsheet that documents each application throughout the selection process. This spreadsheet shall identify those stages each applicant has successfully completed in the selection process. It shall also identify those applicants that have been disqualified from the selection process.

3. Ensuring that a file is created on each applicant containing the completed application and required supporting documents.
4. Maintaining a pool of candidates that have completed the application process.
5. Coordinate and schedule all LEO applicant interviews.
6. Complete all LEO applicant background investigations for employment.
7. Maintain the flow of all employment selection process paperwork for each applicant.
8. Submit recommendations of LEO applicants to the Chief for selection.

B. The Administrative Assistant shall:

1. File and retain all completed applicant employment background investigation files in the central records storage area.
2. File and retain all completed State of Florida applications received from applicants.

## **V. PROCEDURES**

### **A. MINIMUM QUALIFICATIONS AND EVALUATION FACTORS - LAW ENFORCEMENT OFFICER (LEO) APPLICANTS.**

Applicants for the position of LEO must meet the following minimum standards:

1. Be at least 19 years of age.
2. Be a citizen of the United States.
3. Be a high school graduate or its equivalent.
4. Have completed a Florida Criminal Justice Standards and Training Commission approved Law Enforcement Basic Recruit Training Program.
5. Have one of the following:

- a. One year of sworn or non-sworn law enforcement experience, or
- b. Two years of active and continuous military service, or
- c. Two years of public contact experience, or
- d. Successful completion of 30 semester hours or 45 quarter hours at an accredited college or university.

## B. STEPS IN THE SELECTION PROCESS

1. The standard State of Florida Application may be obtained online from the State of Florida People First web site.
2. All completed State of Florida applications for the position of LEO will be forwarded to the Department either by electronic submission via the People First website, mail, and fax or delivered in person for initial screening.
  - a. If the application is incomplete, the applicant will be notified and informed of what information is needed. The application will be considered inactive until the additional information is received.
  - b. Applicants that do not meet the minimum qualifications will not be notified.
  - c. The Operations Commander will log receipt of those applicants that have met the minimum qualifications into the applicant tracking spreadsheet.
3. Applicants meeting the minimum qualifications will be scheduled for an interview and writing exercise.
4. Applicants successfully passing both the interview and writing exercise will be issued a letter explaining the remaining employment selection process attached with the following documents:
  - a. Supplemental Application (containing the checklist of required documentation); and
  - b. Background Investigation Waiver.

5. Applicants who have successfully passed the employment background investigation process will be scheduled to conduct the following:
  - a. Physical Examination with EKG.
  - b. TB test.
  - c. Controlled substance test.
6. Any applicant that fails any portion of the process will be notified and removed from the remaining selection process.
7. Those applicants who have successfully completed each step of the application process will have their background investigation completed by the Operations Commander. If the applicant has been disqualified, he/she will be notified in writing by the Operations Commander and a copy of the notification will be submitted into the applicant's background investigation file.
8. Any applicant, who has been disqualified due to the initial screening of their supplemental application or the background investigation, may appeal their disqualification. The appeal must be in writing and addressed to the Operations Commander. The appeal, along with the application and all reports identifying the reason for disqualification, will be forwarded to the Executive Staff Review Committee for review and reconsideration. The Executive Staff Review Committee will be comprised of the Chief, the Administrator of Business Services, the Human Resources Director and the President. The Executive Staff Review Committee will render a decision in writing and this decision shall be final. The Operations Commander will notify applicants that do not pass Executive Staff Review in writing within 30 days of the decision.

#### C. BACKGROUND INVESTIGATIONS

1. The background investigation shall include the following, pursuant to Section 943.133, F.S.:
  - a. Neighborhood references (verification of at least 3).
  - b. Previous employment references (verification of at least the past 2 years for non-sworn employments and mandatory verifications for all sworn employments).

- c. Criminal history data verification (conduct queries in N.C.I.C. / F.C.I.C. and with local law enforcement agencies).
  - d. Military service verification (copy of DD214 required).
  - e. Applicant questionnaire.
  - f. Driver's license checks (verification of valid status and review of driving history for the past 7 years).
  - g. Personal references (verification of at least 3).
  - h. Educational background verification (transcripts required for all colleges and universities).
  - i. Discrepancy interview.
  - j. Controlled substance testing and verification.
2. Applicants must have their fingerprints on file with the background investigation.
  3. Applicants who do not pass the background investigation shall be notified in writing by the Operations Commander and a copy of the notification will be submitted into the applicant's background investigation file.

#### D. PHYSICAL STANDARDS

1. Applicants must pass a full medical examination for a LEO performed by a Department approved physician.
2. An applicant will be evaluated based on physical condition or ability to perform the essential functions of the position, not on the basis of past illness or injury.

#### E. APPLICATIONS FOR LAW ENFORCEMENT OFFICER POSITIONS

1. All records pertaining to completed background investigations that have satisfactorily completed all phases of the selection process shall be filed in the central records storage area in a secure manner, when not being used and retained, in accordance with the state records retention schedule.
2. All records pertaining to employment applications that have failed to meet the minimum qualifications and evaluation factors shall be

filed in a secure manner in the central records storage area and retained, in accordance with the state records retention schedule.

#### F. MORAL CHARACTER DISQUALIFIERS

1. A background investigation will be conducted as part of the hiring process to determine if the “moral character” of the candidate is appropriate for employment as a Law Enforcement Officer as set forth in 943.13 (7) F.S.
2. “Moral character” is determined by examination of the life experiences of the candidate including, but not limited to the following listed factors. Other factors such as past illicit narcotic use, history of arrest, incidence of theft, prior work and driving history will also be considered. The present employment standards of the Department shall disqualify an applicant for a sworn LEO position if any of the following are indicated as a result of the background investigation:
  - a. Excessive traffic violations (Defined as 3 or more incidents resulting in moving violations in the last 5 years).
  - b. Any DUI arrest in the last 7 years.
  - c. A refusal to submit to a chemical test for DUI in the last 7 years.
  - d. Any driver’s license suspension in the last 7 years, except for financial responsibility.
  - e. Having two or more driver’s license revocations and/or suspensions during the applicant’s lifetime for driving violations, point accumulation or failure to appear or pay fine. (This does not include suspensions for insurance or other administrative concerns).
  - f. Use of alcohol that resulted in 3 or more alcohol related arrests or other alcohol related illegal conduct that affects moral character or demonstrates a substantial history of poor judgment.
  - g. History of inappropriate gambling which results in an arrest or conviction.
  - h. Financial irresponsibility.
  - i. Propensity toward violence.
  - j. Intolerance or bigotry toward others based on race, color, creed, national or ethnic origin, gender or age; sexual harassment, etc.




- k. Any conviction involving moral character, child abuse, domestic violence, perjury, or false statements.
- l. Any misdemeanor arrest or conviction in the last 7 years.
- m. Any detected or undetected felony crime committed while an adult.
- n. A detected or undetected crime committed while a juvenile may be grounds for disqualification and will be reviewed for further consideration on a case-by-case basis.
- o. Any illegal use of a controlled substance after the age of 25. Illegal use of a controlled substance prior to age 25 may be considered a youthful indiscretion. Youthful indiscretion is defined as 10 times or less. More than 10 times during a lifetime is considered affecting moral character or demonstrating a substantial history of poor judgment.
- p. Any illegal sale of a controlled substance to others.
- q. Use of any controlled substance while in a law enforcement position or prosecutorial position or in any other public official capacity as defined in Chapter 112 of the F.S.
- r. Deliberate omission or falsification of information provided in the administrative interview or the supplemental application.
- s. Any untruthfulness on any issue during the employment process will result in immediate termination of further consideration for employment.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT UNIFORM & PERSONAL APPEARANCE	SOP NUMBER 6.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 12

### I. PURPOSE

To establish the policy and guidelines relating to the Department uniforms and personal appearance for all uniformed employees.

### II. POLICY

It is the policy of the Department to create guidelines to enhance public recognition and to maintain a professional appearance through uniformity in dress. The uniform clearly identifies to the public the presence of uniformed employees.

### III. AUTHORITY

The Chief designates a distinctive uniform, insignias, and emblems to be worn by all uniformed employees of the Department.

### IV. DEFINITIONS

A. CIVILIAN ATTIRE - For male employees, this is normally business casual clothing such as a collared shirt and khaki dress pants or a shirt, tie and dress pants, unless other appropriate dress is specified. Female employees shall wear the equivalent appropriate dress. Law enforcement officers (LEO) working in an undercover capacity or on special detail shall wear clothing appropriate for the specific assignment.

B. COMMAND STAFF – The Chief and the Operations Commander.

C. PLAIN-TOE BOOTS - The allowable boot height can range from 8 1/2 inches to 12 inches, and the heel shall not be of a height or style that resembles a western or "cowboy" type boot. The boot toes shall not

be less than two inches wide at a point one inch from the tip of the boot. All leather or synthetic boot material must be of a nature that is capable of being polished or shined to a high-luster finish. Boots shall be black in color.

- D. SPECIAL INSIGNIA - The Field Training Officer (FTO), Firearms Instructor, Bicycle Patrol, Florida Crime Prevention Practitioner (FCPP), School Resource Officer (SRO) and Drug Abuse & Resistance Education (DARE) specialty pins.
- E. STANDARD ISSUE – Uniforms and equipment that each uniformed employee receives upon initial employment with the FSDB Campus Police, which they shall maintain throughout their employment.
- F. UNIFORM ACCESSORIES - Approved articles that may be worn with the uniform while in an official capacity as a Law Enforcement Officer (LEO).
- G. UNIFORM INSIGNIA - The Department patch, shirt buttons, shirt badge, rank insignia, collar insignia, nameplate, hat badge, and hat chin strap.
- H. UNIFORMED PERSONNEL – (1) Chief, (1) Operations Commander, (8) Law Enforcement Officers (LEOs), (8) Institutional Security Officers (ISOs) and (1) Criminal Justice Information Technician (CJIT).
- I. NON-UNIFORMED PERSONNEL – (1) Administrative Assistant II

## **V. OBJECTIVES**

- A. To ensure that all uniformed employees, while in the performance of their Department duties, dress in a professional manner consistent with the procedures in this Standard Operating Procedure (SOP).
- B. To describe the Class A and Class B uniforms.
- C. To prescribe the proper manner in which the Class A and Class B uniform shall be worn.
- D. To identify the proper footwear to be worn with each uniform.
- E. To regulate the placement of uniform insignia.
- F. To recognize appropriate uniform accessories.
- G. To authorize issuance of uniforms.

- H. To establish maintenance, cleaning, and replacement procedures for the uniform.
- I. To authorize appropriate plainclothes attire in specific assignments.
- J. To identify the standard issue of individual uniforms, uniform accessories, and uniform insignia.
- K. To authorize individual clothing to be retained upon retirement of a LEO.
- L. To authorize the wearing of body armor as a part of the Department uniform.

## **VI. RESPONSIBILITIES**

- A. The supervisor shall issue each LEO, ISO and CJIT a "standard issue" of uniforms, uniform insignia, and uniform accessories for use, upon being hired.
- B. The supervisor shall monitor the ordering, exchanging, and replacement procedures of uniforms of all uniformed employees.
- C. The supervisor shall keep current an individual inventory file on all uniformed employees of the Department.

## **VII. PROCEDURES**

All uniformed personnel of the Department shall wear their complete uniform when reporting for duty and while on duty. The uniform shall be worn in its entirety while in public view and in a manner that enhances the public image of a professional law enforcement officer. The visibility of the uniform and the personnel who wear it, should portray a positive reassurance to the citizens of the State of Florida.

### **A. THE CLASS A UNIFORM SHALL CONSIST OF THE FOLLOWING:**

#### **LAW ENFORCEMENT OFFICER**

- 1. Long sleeved shirt and necktie.
- 2. Dress hat, badge and chinstrap.
- 3. Trousers.

4. Duty belt with pistol and equipment.
  5. Uniform badge, insignia and buttons.
  6. Authorized footwear.
  7. Any authorized special insignia.
  8. Issued tie pin.
  9. Body armor (optional).
- B. THE CLASS B UNIFORM IS THE SAME AS ABOVE WITH THE SHORT-SLEEVED SHIRT SUBSTITUTING FOR THE LONG-SLEEVED SHIRT AND TIE.
- C. REGULATIONS FOR WEARING THE CLASS A & B UNIFORMS:
1. While on duty, uniformed personnel have the option of wearing the Class A or B uniform. The uniform shall be clean, pressed, and worn in a professional manner. The supervisor may designate the Class A uniform to be worn during special events.
  2. LEOs will wear the following assigned items while in uniform: duty belt, firearm, magazines full of ammunition, holster, radio, handcuffs, oleoresin capsicum spray canister, school photo ID badge and ASP expandable baton in their respective Department issued cases.
  3. The supervisors will wear gold or brass colored uniform insignia (nameplate, collar insignia, buttons, badges, hat chin strap, duty belt buckle, etc.). LEOs will only wear silver or nickel colored uniform insignia.
  4. All uniformed employees shall wear the standard issued uniform shirt neatly tucked in their pants while on duty or in the view of the public.
  5. Uniformed employees are prohibited from wearing any article of the uniform or its accessories in other than the prescribed manner while on duty. All other articles, insignias and accessories are prohibited, unless approved by the Chief.
  6. The carrying/wearing of eyeglasses and sunglasses of any type or pagers, on the uniform shirt epaulets is prohibited.

7. No uniformed employees shall wear any article of the uniform or its accessories when not acting in the official capacity of a Department employee, unless prior approval is given by the Chief.
8. When wearing the Class B uniform, no uniformed employees shall wear an undershirt that is visible at the neck or sleeve regardless of the color.
9. Footwear shall consist of the black patent leather high-gloss shoes, black plain-toe shoes or boots. If worn, the black plain-toe shoes and boots shall be polished or shined to a high-luster finish. There shall be no blousing of uniform trousers, including BDUs into boots/shoes.
10. Black or dark blue socks shall be worn with shoes.
11. Footwear, undershirts, and socks are to be furnished by uniformed employees at their own personal expense.
12. The dress hat with the badge and chin strap, shall be readily accessible in the LEO's locker or office while on duty, and worn at the direction of the supervisor. When worn, the hat shall be positioned with the brim level to the head, and not tipped to the rear or either side of the head.
13. The wearing of body armor is optional for LEOs, but must be readily accessible in the LEO's locker or office while on duty.

#### D. REGULATIONS CONCERNING UNIFORM INSIGNIA ON THE CLASS A AND CLASS B UNIFORMS

1. The Department patch shall be sewn on both sleeves of all uniform shirts and jackets, one-half inch below the start of the sleeve.
2. The rank insignia of the Chief and Operations Commander shall be worn on the collars of shirts and the epaulets of jackets.
3. The LEO collar insignias "FSDB" shall be worn diagonally across the collar 1  $\frac{3}{4}$  inches above the collar tips and centered on an imaginary line through the apex of the collar tip on the Class A and B shirts.
4. LEOs shall wear the Department badge above the left pocket in the pre-sewn holes.

5. The nameplate shall be level with the pocket, and positioned centered above the right pocket.
6. Only one special insignia pin may be worn centered one-quarter inch above the nameplate, not on the pocket.
7. A small American flag pin may be worn centered on and one-quarter inch above the nameplate or authorized specialty insignia. Specialty insignia will not be worn above the flag pin.
8. The wearing of a whistle and whistle chain are optional and shall be affixed to the right epaulet button, under the epaulet, and inserted into the right side of the right pocket, with no slack hanging down between the two.
9. The hat badge shall be positioned in the center front hole of the hat in an upright position.
10. The hat chin strap shall be positioned around the front of the hat and shall be centered below the badge.
11. The hat chin strap shall be attached with the appropriate buttons and through the holes provided.
12. When wearing the Class A uniform the tie shall be worn. A Department issued tie pin shall be positioned on the tie, even with the lower edge of the shirt pocket flaps. The issued tie pin is the only tie tack authorized for wear with the uniform.

#### E. SPECIAL INSIGNIA

1. The Field Training Officer (FTO) insignia may be worn by LEOs that have completed the FTO training, and have been certified as an FTO. They must also be actively participating in the Field Training Officer Program.
2. The Firearms Instructor insignia may be worn by LEOs that have successfully completed the Firearms Instructor training and certification. They must also be actively instructing as an approved Firearms Instructor for the Department.
3. The School Resource Officer (SRO) insignia may be worn by LEOs that have successfully completed the SRO training and certification.

4. The DARE insignia may be worn by LEOs that have successfully completed the DARE training and certification. They must also be actively instructing in the DARE Program.
5. The Bicycle Patrol Officer insignia may be worn by LEOs that have successfully completed the designated Police Bicycle Patrol training.
6. The Florida Crime Prevention Practitioner (FCPP) insignia may be worn by LEOs that have successfully completed the FCPP training and certification.

#### F. UNIFORM REGULATIONS - EXCEPTIONS

LEOs assigned to certain sections of the Department, may wear attire that may be inconsistent with the above procedures pursuant to their supervisor's approval.

1. FTOs in the shadow phase and LEOs conducting an investigation may wear civilian attire in accordance with the aforementioned definition.
2. While in civilian attire LEOs will wear and display their badge next to their firearm if their firearm is exposed to public view on their hip unless in full uniform or while attending firearms training.
3. A supervisor may require either the Class A or Class B uniform for special occasions or events.
4. A supervisor may authorize temporary deviations of uniforms during certain emergencies or tactical situations, to ensure officer safety or to more effectively accomplish official duties.
5. LEOs shall receive prior approval from their supervisor, to work any on-duty special assignments in plainclothes.
7. LEOs shall wear a black mourning band around their badge, when directed by their supervisor.
8. LEOs assigned to bike patrol may wear a bike patrol uniform designated by their supervisor. LEOs wearing bike patrol uniforms must be actively working in a bike patrol capacity for their shift and may not wear the bike patrol uniform as a substitute to the Class A and B uniforms, because of comfort or warm weather conditions.



## G. UNIFORM ACCESSORIES

1. The Department issued jacket, may be worn at times that the uniformed personnel deem necessary. The rank insignia for the supervisors shall be worn centered on epaulets, one inch from the top of the sleeve.
2. LEOs should wear their issued rain suits when weather conditions dictate and refrain from using umbrellas when the rain suit is available to wear.

## H. UNIFORM MAINTENANCE AND REPLACEMENT

1. Uniformed employees shall ensure that their uniforms are cleaned and pressed. The careful cleaning of the fabric is necessary to increase the longevity of the employee's uniform.
2. Uniform replacement requests shall be made to the supervisor. Uniforms ordered as replacements will be issued to the employee upon receipt of the old uniforms.
3. Uniformed employee shall immediately report to their supervisor the loss or theft of any item referred to in this SOP.
4. All uniforms, uniform insignia and uniform accessories, are the property of the Department except for those items personally purchased by the uniformed employees.
5. Individual uniform inventories shall be kept on file for each uniformed employees. It shall be the responsibility of each individual uniformed employee to maintain a standard issue through replacement and ordering practices.
6. Disbursement of uniforms, uniform insignia, and uniform accessories, shall be handled by the supervisor.

## I. PERSONAL APPEARANCE

To enhance public respect and recognition, employees shall strive to keep a neat and clean personal appearance while on duty. It shall be considered unacceptable conduct for uniformed employees to display poor personal hygiene or poor grooming, while in the performance of their duties as an employee of the Department.

1. When not in uniform and in an official capacity, LEOs shall wear approved civilian attire with prior approval of their supervisor.

2. Body piercing (with the exception of earrings for females) which is visible while on duty and/or in uniform is prohibited.
3. Necklaces may be worn, but shall not be visible.
4. A bracelet may be worn only if it contains medical information concerning the employee and does not pose a safety hazard.
5. No more than one ring shall be worn on each hand, except for a combination of an engagement and wedding band that may be worn by a female employee. Rings shall not have sharp edges that would create a hazard to the employee when wearing gloves.
6. No personal items shall be visible from uniform pockets except appropriate writing pens.
7. Uniformed employees may only wear sunglasses with gold, silver, black, or brown colored frames that compliment the uniform. The sunglasses shall be of a professional type. No faddish, multi-colored or mirrored sunglasses shall be worn. Nor shall sunglasses be worn indoors or during conditions that do not warrant their utilization.
8. Male uniformed employees:
  - a. Hairstyles may be either tapered or block cut, but must be worn in a neat, conservative and professional manner at all times. The hair length shall not extend past the collar in the back and on the side, past mid ear. The supervisor determines if the style is appropriate and professional.
  - b. If a male uniformed employee desires to wear sideburns they shall be kept neatly trimmed. The base will be a clean-shaven horizontal line. Sideburns shall not extend downward beyond the lowest part of the exterior ear opening.
  - c. LEOs may wear a neatly trimmed mustache, but must keep the face clean-shaven. The mustache may extend one-quarter inch horizontally beyond the corners of the mouth and shall not extend over the lips or below a line parallel with the bottom of the lower lip. LEOs shall not wear beards unless approved by the Chief after the LEO has demonstrated he has a legitimate sensitive facial skin condition that is agitated by shaving or the LEO is approved to work in a plainclothes assignment. In these exceptions the beard must be neatly trimmed at all times while

on-duty. All other male non-sworn uniformed employees may wear neatly trimmed beards.

- d. Male uniformed employees are prohibited from wearing earrings while on duty.

9. Female uniformed employees:

- a. Hairstyles must be worn in a neat, conservative, and professional manner at all times. If short hair is preferred, the length directives for males shall be observed. If medium length or long hair is preferred, the hair shall not extend beyond the shoulder "line" and if longer, shall be worn back or up in a neat manner. Hair may be worn with "bangs", but they shall not fall over the eyebrows. Hair may be "braided or plaited", if the style presents a neat, conservative, and professional appearance. Hair clasps, barrettes, or fasteners must correspond with hair color and must not be conspicuous. Hairnets, ribbons, beads, and so forth, are prohibited from being worn. Hair color shall be of a conservative shade and have no unnatural tones of color. Spray on substances, colors, or glitter are prohibited. The supervisor shall determine if the style is appropriate and professional.
- b. If worn, cosmetics shall be conservative and professional in appearance, understated rather than overwhelming in application, and shall blend in with the natural color of the skin. False eyelashes are prohibited.
- c. Fingernails shall be clean and trimmed, and not extend more than 1/8 inch beyond the tips of the fingers. Fingernail polish, if worn, shall be clear, translucent pastels, or beiges, of a conservative nature. Nail ornaments or "stick-ons" are prohibited.
- d. Earrings, if worn, shall be of a small post or stud type, with only one earring worn in each ear.

## J. STANDARD ISSUE OF UNIFORMS

Each uniformed employee of the Department shall receive an initial standard issue of uniforms, uniform insignia and uniform accessories and shall maintain this issue through replacement directives provided in this directive throughout their employment with FSDB. These items shall be documented on the appropriate inventory form maintained by the supervisor and include the following:

### 1. LAW ENFORCEMENT OFFICER

#### **STANDARD UNIFORMS:**

Short Sleeve Shirts (5)  
Long Sleeve Shirts (5)  
Necktie (1)  
Trousers (5)  
Trousers Belt (1)  
All Season Jacket (1)

Rain Suit (1)

#### **TRAINING UNIFORMS:**

Tee Shirts (2)  
BDU Pants (1)  
Baseball Cap (1)

#### **UNIFORM ACCESSORIES:**

Shirt Badge (1)  
Name Plate (1)  
Tie/Lapel Pin (1)  
FSDB Collar Insignias (2)  
Shirt Buttons (4)

#### **HAT & ACCESSORIES:**

Dress Hat (1)  
Hat Badge (1)  
Hat Rain Cover (1)  
Hat Chin Strip (1)

#### **BIKE UNIFORMS:**

Short Sleeve Shirts (5)  
Shorts (5)  
Pants (2)  
Helmet (1)

#### **FIREARMS & ACCESSORIES:**

Issued Firearm (1)  
Firearm Serial #:  
Magazines (3)  
Duty Belt (1)  
Holster (1)  
Magazine Case (1)  
Handcuff Case (1)  
Handcuffs (1)  
Handcuff Key (1)  
ASP Baton & Holder (1)  
O/C Spray & Case (1)  
Glove Case & Gloves (1)  
Keepers (4)

#### **COMMUNICATIONS:**

Portable Radio & Microphone (1)  
Extra Battery (1)  
Radio Charger (1)  
Cell Phone (1)

#### **MISCELLANEOUS:**

Ballistic Vest (1)  
Hobble Restraint (1)  
Traffic Citation Metal Clipboard (1)  
Access Card (1)  
Keys  
ID Case (1)  
Credentials Case (1)  
Wallet Badge (1)

### 2. INSTITUTIONAL SECURITY OFFICER & CRIMINAL JUSTICE INFO. TECH.

Polo shirts (5)

Trousers (5)

#### K. RETIRED LEOs

Upon retirement, a Law Enforcement Officer may retain one Class A uniform and pursuant to the provisions of Section 112.193 F.S., the Department may present a retiring LEO with their issued firearm and an identification card clearly marked "Retired."

#### L. DECEASED LEOs

Upon the death of a LEO, the surviving spouse shall be given a Class A uniform without the firearm, for burial of the deceased LEO or for a memento. Subject to the provisions of Section 112.193 F.S., their issued firearm may be given to the surviving spouse provided the LEO had reached eligibility for retirement, but died or was killed before actually retiring.


#### M. LEOs KILLED IN THE LINE OF DUTY

When a LEO is killed in the line of duty, an identification card and badge reflecting one "military grade" promotion, shall be issued and presented to the deceased LEO's spouse and/or children.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT IDENTIFICATION CARDS	SOP NUMBER 6.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 3

### I. PURPOSE

To provide the procedure for obtaining Department identification cards.

### II. POLICY

It is the policy of the Department to provide an official identification card to each active and retired LEO (Law Enforcement Officer).

### III. OBJECTIVES

- A. To provide identification cards to LEOs assigned to conduct official business on behalf of the Department.
- B. To provide identification cards to retired LEOs to recognize their status with the Department.

### IV. RESPONSIBILITIES

The Chief or his designee shall:

- A. Maintain an area for consistent identification card photographs to be taken.
- B. Distribute original and updated identification cards for each LEO.
- C. Maintain a digital copy of each photograph taken.

## **V. PROCEDURES**

Identification cards are the property of the Department.

- A. All Department LEOs will be issued a photograph identification card.
- B. The identification card will include the following for each LEO:
  - 1. Name.
  - 2. Signature.
  - 3. Current photograph.
  - 4. Signature of Chief.
  - 5. Rank.
  - 6. Month and year employed.
  - 7. Physical description.
  - 8. Department/School Logos.
- C. All photographs will be consistent.
- D. All photographs will be of a professional nature and taken with the LEO wearing appropriate attire.
- E. The original identification card will be issued upon the first day of employment after completion of the oath ceremony.
- F. An updated identification card will be issued upon promotion.
- G. Upon the resignation or termination of a LEO, his/her identification card will be relinquished to a supervisor for retention by the Department.
- H. If a LEO's identification card is lost or stolen, the LEO shall:
  - 1. Immediately notify and explain, in writing, the detail of events that led up to the status of the LEO's identification card to his/her supervisor.
  - 2. Be issued a replacement identification card by the Chief or his designee.


- I. Upon retirement a LEO shall be issued an identification card marked "RETIRED" as provided in Section 112.193 F.S. and in the current bargaining unit agreement.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT USE OF FORCE	SOP NUMBER 7.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To outline the proper procedures for the Department Law Enforcement Officers (LEOs) to use when applying any use of force.

### II. AUTHORITY

Chapter 776 F.S., Justifiable Use of Force.

### III. POLICY

It is the policy of the Department for its sworn LEOs to comply with this Standard Operation Procedure (SOP) and the Florida Statutes which outline the parameters for justifiable use of force and deadly force.

Department LEOs shall use only the minimum amount of force reasonably necessary to conduct an arrest, as required by law. LEOs shall not use deadly force against any person except as authorized by Florida law and this policy and shall exhaust reasonable alternatives in the context of the incident before resorting to the use of deadly force.

### IV. DEFINITIONS

A. Deadly Force – Force that is likely to cause death or serious physical injury and includes, but is not limited to:

1. The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and,
2. The firing of a firearm at a vehicle in which the person to be arrested is riding. The term "deadly force" does not include the discharge of a firearm by a sworn LEO during and within the scope

of his or her official duties which is loaded with less-lethal munitions.

- B. Less-Lethal Munitions – A projectile that is designed to stun, temporarily incapacitate, or cause temporary discomfort to a person without penetrating the person's body.
- C. Firearm – Any weapon (including a starting gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- D. Forcible Felony - Any felony which involves the use or threat of physical force or violence against any individual that is likely to result in immediate death or serious injury.
- E. Non-Deadly Force – Any use of force other than deadly force, including but not limited to, the appropriate use of physical strength, skill, police baton, electronic restraint device (ERD), oleoresin capsicum (OC) aerosol or other such approved devices.
- F. Police Baton – Any police baton approved for use by LEOs.
- G. Probable Cause – Facts and circumstances within a LEO's knowledge on which he or she has reasonably relied, sufficient to warrant a person of reasonable caution to believe that the facts are true.
- H. Serious Physical Injury – Injury which is likely to cause death, serious disfigurement or permanent impairment.
- I. Substantial Threat – An immediate danger of death or serious physical injury to any person, or a previously demonstrated danger to or wanton disregard for human life.

## **V. OBJECTIVES**

To define justified use of force and deadly force for all Department LEOs. To provide LEOs with the standards of determining the proper application of use of force and deadly force. To provide LEOs with the Department's methods for proper documentation, investigation and review of each incident.

## **VI. PROCEDURES**

## INCIDENTS OF USE OF NON-DEADLY FORCE AND DEADLY FORCE BY LEOS

LEOs shall comply with the Department's policy on the use of force and will receive training with regard to this SOP on the use of force.

- A. LEOs shall use only the minimum amount of force necessary to conduct an arrest, as required by law.
  - 1. LEOs shall exhaust reasonable alternatives, including a verbal warning if feasible, in the context of the incident before resorting to the use of deadly force. Deadly force is defined above.
  - 2. Deadly force will never be used on the mere suspicion that a crime, no matter how serious, was committed or that a person being pursued committed the crime.
- B. Force up to and including deadly force may be used in defense of self or others.
- C. Deadly force may be used to effect an arrest when a LEO has probable cause (facts and circumstances within a LEO's knowledge on which he or she can reasonably rely on to be true) to believe that the person to be arrested has committed or attempted to commit a felony involving the use or threatened use of deadly force and the LEO reasonably believes that:
  - 1. Such force is necessary to prevent the escape of the person to be arrested; and
  - 2. The person to be arrested poses a substantial threat (an immediate danger of death or serious physical injury to any person, or a previously demonstrated danger to or wanton disregard for human life) if the arrest is delayed.
- D. Deadly force may be used when a LEO reasonably believes it is necessary to prevent the imminent commission of a forcible felony that is likely to result in immediate death or serious injury.
- E. If there is any reason to believe that the life of an innocent bystander will be endangered by a LEO's use of deadly force the LEO shall exercise extreme caution prior to utilizing such force.
- F. Firearms shall not be discharged at any moving or fleeing vehicle unless to apprehend a fleeing felon who presents a clear threat to life

and extreme danger to the public if not immediately apprehended.

- G. Firearms shall not be discharged as a warning.
- H. Deadly force shall not be used to conduct the arrest or to prevent the escape of a misdemeanor.
- I. The police baton (any police baton approved for use by a LEO) is intended as a tool for the use of non-deadly force in situations where the sworn LEO reasonably believes the baton can be appropriately and reasonably utilized. Non-Deadly force is any use of force other than deadly force, including but not limited to, the appropriate use of physical strength, skill, police baton, oleoresin capsicum (OC) aerosol or other such approved devices.

Certain uses of the police baton can constitute deadly force and if the baton is so utilized, it must be done in a manner consistent with the provisions of this SOP. Chokeholds are not an authorized technique for physical restraints.

- J. Less-lethal munitions are intended as tools for the use of non-deadly force in situations where the LEO reasonably believes that the less-lethal munitions can be appropriately and reasonably utilized during and within the scope of the LEO's official duties. Any other utilization may constitute a violation of Florida law or Departmental policy.
- K. In situations where injuries result from the use of lethal or less-lethal force, medical aid shall be requested at the earliest practical opportunity.
- L. When a LEO is on-duty or off-duty and acting in an official capacity, the occurrence of one or more of the following incidents requires the LEO to immediately report such incident to his/her immediate supervisor, or in the event such supervisor is not available, the Chief:
  - 1. Whenever a LEO discharges a firearm, except for training, practice, or personal recreational activities, regardless of whether the LEO is acting in an official capacity;
  - 2. Whenever a LEO uses any force or a struggle occurs which results in an injury or death to the subject or a person other than the LEO;
  - 3. Whenever a LEO takes any action which is alleged to have resulted in injury or death of another person;

4. Except in training or practice, whenever a LEO applies upon a subject pain compliance techniques such as pressure points; uses counter moves such as striking or kicking; applies OC aerosol on a subject, strikes a subject with an intermediate weapon such as a police baton or other impact weapon; utilizes any incapacitation technique intended to stun or render a subject unconscious or when a LEO uses deadly force with or without a firearm.
- M. When any use of force or other action taken by a LEO results in serious physical injury or the death of a person (or persons), the LEO will be placed on Administrative Leave. The LEO may be reinstated by the Chief if the reinstatement does not interfere with the investigation of the incident.

#### USE OF FORCE INCIDENT REPORT (UFIR) –

- N. Upon notification that a LEO has been involved in a use of force incident which has resulted in death or physical injury, the immediate supervisor or the Chief will respond, begin an immediate review and promptly notify the President and/or the Administrator of Business Services.
1. In all reported use of force incidents, the LEO's immediate supervisor will promptly conduct a preliminary review of the incident and prepare the Use of Force Incident Report (UFIR) (ADDENDUM 7.01-1). The report will include a complete narrative explaining:
    - a. Relevant circumstances,
    - b. Conduct of or resistance offered by the subject(s),
    - c. Specification and description of the type and degree of force used or the action taken by all LEOs, and
    - d. Description of the nature and extent of injuries or alleged injuries to the subject(s) and LEOs.
  2. Whenever possible, color photographs will be taken of all subjects as well as all injured parties, including any LEOs. All photographs and a copy of any related case investigation reports will be attached to the UFIR.
  3. The supervisor is responsible for completing the Use of Force Incident Report and forwarding it to the Chief as expeditiously as possible within 2 working days.

4. If the supervisor determines that a LEO has committed a criminal violation, or the use of force has resulted in death or serious physical injury to a person other than a LEO, the supervisor will notify the Chief who will determine how the review of the use of force incident will proceed.
  - a. The Chief will determine whether the use of force was in compliance with this SOP. In making such determination, the Chief may obtain additional information from the supervisor or LEOs, or may authorize a formal internal investigation of the incident.
  - b. The Chief shall review all UFIRs to identify training needs.
  - c. The Records Custodian shall properly file and retain all original UFIRs.

#### SHOOTING INCIDENT REVIEW –

- O. LEOs who discharge a firearm either voluntarily or involuntarily in a situation other than training or off-duty recreational activity shall:
  1. Immediately notify the local law enforcement agency having proper jurisdiction over the location of the incident and request the appropriate emergency services when a gunshot wound is inflicted.
  2. Administer first aid when safe and practical to do so.
  3. Immediately notify his/her supervisor who in turn will notify the Chief.
  4. Secure the scene and request sufficient backup LEOs when personal injury and/or property damage occurs.
  5. Fully cooperate with the shooting incident investigation.
- P. Each non-training discharge of a firearm will be fully and fairly investigated by Florida Department of Law Enforcement (FDLE).

#### FIREARMS INCIDENT REVIEW –

- Q. Subsequent to the completed investigative report of the shooting incident prepared by FDLE, a Firearms Incident Review shall be

conducted by the Chief to:

1. Conduct a review of each discharge of firearm incident to determine whether the LEOs involved were acting within the scope of Florida law and Department policy.
2. Evaluate the incident for purposes of recommending classification of any internal inquiry allegations or to recommend changes of firearms policy and/or training programs.
3. Provide a final report to the President and the Administrator of Business Services.

**FLORIDA SCHOOL FOR THE DEAF & THE BLIND CAMPUS POLICE**

**USE OF FORCE INCIDENT REPORT**

**INSTRUCTIONS**

This form is to be completed by the immediate supervisor of a Law Enforcement Officer (LEO) that:

- Discharges a firearm while taking enforcement action; or
- Is involved in a use of force/struggle which results in subject injury/death; or
- Is alleged to have caused a subject's injury/death by a use of force; or
- Uses any of the following on a subject (regardless of injury):
  - Pain Compliance (e.g. pressure points)
  - Counter Moves (e.g. striking or kicking)
  - OC Aerosol, ASP Baton, Less-Lethal Munition (e.g. bean bag round), or Impact Weapon
  - Incapacitation Technique (i.e. subject rendered unconscious or stunned)
  - Deadly Force, With or Without a Firearm

Complete a separate form for each LEO using force and send a copy to the Chief.

LEO INFORMATION				
Name	SSN	Case No.	Serial No.	
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location	N <input type="checkbox"/>

\*Provide Details in Narrative Section

SUBJECT INFORMATION				
1. Name	Sex	Race/Ethnic	DOB	Height
Weight	Address	Phone		
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Refused <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location N <input type="checkbox"/>
2. Name	Sex	Race/Ethnic	DOB	Height
Weight	Address	Phone		
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Refused <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location N <input type="checkbox"/>

\*Provide Details in Narrative Section.

OTHER LAW ENFORCEMENT PERSONNEL				
1. Name	Agency			
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location	N <input type="checkbox"/>
2. Name	Agency			
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location	N <input type="checkbox"/>
3. Name	Agency			
Injured? Y* <input type="checkbox"/> N <input type="checkbox"/>	Medical Treatment? Y* <input type="checkbox"/> N <input type="checkbox"/>	Hospitalized? Y* <input type="checkbox"/> N <input type="checkbox"/>	Location	N <input type="checkbox"/>

\*Provide Details in Narrative Section.

WITNESSES		
1. Name	Address	Phone
2. Name	Address	Phone
3. Name	Address	Phone
4. Name	Address	Phone

ADDITIONAL INFORMATION	
Date/Time of Incident	Location
Name of Supervisor Notified	Date/Time Supervisor Notified
Photos Taken of Subject? Y <input type="checkbox"/> N <input type="checkbox"/> by	Date/Time Taken
Photos Taken of Injured LEO(s)? Y <input type="checkbox"/> N <input type="checkbox"/> by	Date Time Taken

### ADDENDUM 7.01-1

INCIDENT INFORMATION	
Type of Enforcement Action: Arrest <input type="checkbox"/> Search Warrant <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	
Offense(s)	
Number of Subjects Present/Involved	Subject(s) Armed? Y <input type="checkbox"/> N <input type="checkbox"/> Weapon Type
Does Subject Have a History of Violence? Y <input type="checkbox"/> N <input type="checkbox"/> Specify	Number of Law Enforcement Personnel Present/Involved



RESISTANCE/THREAT OFFERED BY SUSPECT

Check all that are applicable: Verbal  Passive Physical Resistance (refused to comply or respond)   
Active Physical Resistance (evasive/avoidance movements, bracing/tensing, pulling away)   
Aggressive Physical Resistance (hostile attacking movements threatening injury)   
Aggravated Physical Resistance (threatens death or serious physical injury)

FORCE USED BY THE LEO

Check all that were utilized: Pain Compliance  Technique(s) Utilized  
Counter Moves  Specify  
OC Aerosol  ASP Baton  Less-Lethal Munition   
Other Impact Weapon  Specify  
Incapacitation Technique  Specify  
Deadly Force  Firearm  Other Weapon/Technique  Specify

NARRATIVE

Briefly describe the incident, the force used, the resistance or threat being offered by the subject when the force was used and any injuries and medical treatment to subjects, LEOs or other persons:

Supervisor Completing Report


Date

ADDENDUM 7.01-1

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT FIREARMS QUALIFICATIONS	SOP NUMBER 7.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

To delineate procedures for completion of firearms qualification requirements.

### II. POLICY

It is the policy of the Department to provide regular training in firearms safety, shooting and to require its Law Enforcement Officers (LEOs) to demonstrate proficiency in firearms use.

### III. OBJECTIVES

- A. To establish a firearms training program for the Department.
- B. To promote firearms safety and proficiency.
- C. To promulgate performance standards pertaining to firearms qualification.
- D. To identify qualifications demanded of firearms instructors.

### IV. PROCEDURES

#### A. QUALIFICATIONS FOR FIREARMS INSTRUCTORS

1. The LEOs chosen as Department firearms instructors shall have completed the Florida Criminal Justice Standards and Training Commission Firearms Instructor's course. LEOs who were certified as firearms instructors prior to the 1986 implementation of the Criminal Justice Standards Training Firearms (CJSTC) Instructor's course may continue to serve as firearms instructors.

2. LEOs who wish to serve as assistant firearms instructors at the St. Johns River Community College Training Academy must be certified by the CJSTC. This requires that the LEO possess both the CJSTC and the CMS Firearms Instructor's certificates and the CJSTC and CMS General Instructor's certifications.

## B. HANDGUN QUALIFICATION COURSE

- a. The Training Coordinator will maintain a record of the firearms annual qualification scores and dates for all LEOs.
  - (1) No later than July 1<sup>st</sup> of each year, the current year's firearms report is to be sent to the Chief. The report shall be a complete, alphabetical listing of all LEOs reflecting the score and date of qualification. This report will show a blank space for the score of any LEO who did not attend a qualification session.
  - (2) The Training Coordinator shall also be responsible for maintaining a file on those LEOs who failed to fire and/or qualify including the reason.
- b. During firearms qualification on the range, each course will use the hot range procedure and all weapons will be considered loaded at all times. All loading and unloading will be accomplished while keeping weapons pointed safely downrange.
- c. Shooters experiencing a malfunction with their ammunition or a weapon that does not respond to immediate action to clear or remedy the problem, will keep the weapon pointed in a safe downrange direction and raise their hand to indicate same to the range officer, who will then initiate appropriate action. All re-fires must be approved by the range officer.
- d. Duty ammunition for the service weapons will be used. In the event more than one qualification course is fired, practice ammunition shall be used for the second and subsequent attempts. New ammunition shall be issued at the end of the course for duty use.
- e. While participating in Department firearms qualification and/or training, all LEOs shall utilize Department issued or equivalent, eye and ear protection.

## C. FIREARM QUALIFICATION COURSES

1. The Training Coordinator will establish qualification courses for each type of firearm issued or authorized to be carried by all LEOs. The qualification course for the service handgun shall meet, at a minimum, the current CJSTC mandated qualifications course for active LEOs. Each course must be approved by the Chief and must contain at a minimum the following:
  - a. A detailed outline of each stage of fire including:
    - (1) Distance from target(s).
    - (2) Number of rounds fired in each sequence.
    - (3) Number of sequences fired in each stage.
    - (4) Training objective for the stage of fire.
    - (5) Amount of time allowed for each sequence of fire.
    - (6) Target(s) to be fired upon, if multiple targets are present.
    - (7) Beginning and firing position.
  - b. Type of target(s) to be used.
  - c. How targets are to be scored.
  - d. Whether the scoring of the course will be by pass/fail or numerical score. If a numerical score is used, the minimum passing score will be stated.
  - e. The course of fire should be designed to accommodate the ammunition capacity of the firearm and extra magazines, if applicable.
2. Annual firearms qualifications shall be completed by May 30<sup>th</sup> of each calendar year.
3. Every LEO must attend and participate in a firearms qualification session each year.
4. Any LEO that does not attend a firearms qualification session by May 30<sup>th</sup> shall be relieved of their weapons and placed on alternate duty. LEOs affected by these provisions shall not be permitted to

return to full duty until they have qualified with the service handgun, and qualified or demonstrated proficiency with any other weapon included in the regularly scheduled qualification sessions.

5. LEOs on alternate duty shall not be authorized to operate any patrol vehicle or wear the Department uniform.
6. LEOs who do not attend a firearms qualification session shall not be permitted to wear the Department uniform or participate in any activity that requires law enforcement authority until they have qualified with the service handgun and demonstrated proficiency with any other weapon included in the regularly scheduled qualification sessions.
7. The service handgun qualification shall include low light firearms training using the approved course of fire. The low light score will not be used as an annual qualification score.

#### D. FAILURE TO QUALIFY

##### 1. Service Handgun

Any LEO who fails to achieve a qualifying score during a firearms qualification session shall be immediately relieved of his or her firearms and placed on alternate duty. LEOs who fail to achieve a qualifying score during a firearms qualification session shall not be permitted to wear the Department uniform or participate in any activity that requires law enforcement authority until they have qualified with the service handgun and demonstrated proficiency with any other weapon included in the regularly scheduled qualification sessions. Thereafter, a certified firearms instructor will provide remedial training to the LEO failing to qualify. At the conclusion of the remedial training, the LEO will be provided an opportunity to successfully qualify, but if he/she fails to achieve a qualifying score, the LEO will be permanently removed from law enforcement classification by the Chief for inability to perform job duties. All aspects of the procedures outlined in this paragraph will be documented.

## 2. Other Issued Firearms and Less Lethal Weapons

LEOs issued a secondary, covert or supplemental firearm or a less lethal weapon must demonstrate proficiency with that firearm/weapon annually. Any LEO who fails to demonstrate proficiency shall be immediately relieved of the firearm/weapon. The Chief will decide whether to provide remedial training and allow the LEO another opportunity to qualify. In no case will the LEO be reissued or permitted to carry the firearm/weapon until they have demonstrated proficiency with the firearm.

## E. FIREARMS SAFETY RULES

Firearms safety rules shall be strictly adhered to during firearms qualifications/training. Each LEO shall remember that safety comes first during training. The following rules shall be followed:


1. Treat all guns as though they are loaded.
2. Never point a firearm at anyone unless you are justified in using that weapon.
3. Carelessness and/or horseplay will not be tolerated during firearms training.
4. Immediately upon picking up a firearm, open the cylinder or chamber and check to see that it is unloaded, check it again.
5. Never give a firearm to, or receive a firearm from, anyone unless the cylinder or action is open.
6. Never anticipate a command.
7. Be sure there is no obstruction in the barrel of a firearm before loading.
8. Never go in front of the line of fire until the firing line has been cleared and the command is given to go forward.
9. Never carry a loaded firearm on the range except when on the firing line.
10. Never dry fire on the range, except under the supervision of an instructor.

11. Pay strict attention to the range officer. He/she will instruct you as to exactly what you are to do.
12. At the conclusion of any firearms training, each participant shall ensure that his/her firearm(s) are loaded and ready for deployment before returning to duty or driving a patrol vehicle.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT AUTHORIZED WEAPONS	SOP NUMBER 7.03
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 10

### I. PURPOSE

To prescribe regulations concerning the authorization and use of specialized firearms by Department LEOs (Law Enforcement Officers).

### II. POLICY

It is the policy of the Department to promulgate procedures relating to the issuance, care and use of specialized weaponry.

### III. DEFINITIONS

- A. LESS LETHAL AMMUNITION – a projectile that is designed to stun, temporarily incapacitate, or cause temporary discomfort to a person without penetrating the person's body.
- B. LESS LETHAL WEAPON – Any weapon that expels less lethal ammunition toward a target. Typically these weapons include the twelve gauge shotgun when specifically modified to accommodate less lethal ammunition. A weapon, which delivers a pepper ball filled with a chemical agent, is also considered a less lethal weapon.
- C. SECONDARY WEAPONS - Small, concealable handguns designed for off-duty or as a back-up weapon.
- D. SUPPLEMENTARY WEAPONS - Firearms/munitions designed for special law enforcement applications. The definition encompasses rifles and shotguns.



#### **IV. OBJECTIVES**

- A. To identify firearms authorized for use by LEOs of the Department.
- B. To delineate requirements for the issuance, care or use of such weapons.
- C. To prohibit the possession or use of certain weapons.

#### **V. RESPONSIBILITIES**

- A. The Department Training Coordinator shall:
  - 1. Maintain and distribute stocks of firearms and ammunition.
  - 2. Maintain records reflecting the current firearms training status of all LEOs.
  - 3. Maintain records pertaining to the state of repair of Department owned weapons.
  - 4. Authorize any repair or refinishing of firearms owned by the Department.
- B. The Operations Commander shall exercise responsibility for investigating any loss or theft of a Department owned firearm.

#### **VI. PROCEDURES**

##### **A. PROHIBITED WEAPONS**

- 1. LEOs are prohibited from carrying on their person or in a Department vehicle, any unauthorized guns, knives or any other instruments which are designed to be used as defensive or offensive weapons, except those confiscated weapons in the possession of a LEO and being transported as evidence or for storage.
- 2. Examples of prohibited instruments include:
  - a. Black-jacks.
  - b. Sling-shots.
  - c. Slap-sticks.

d. Flat or weighted tip saps.

e. Electric shocking devices.

B. SERVICE PISTOL - The authorized service pistols of the Department are the Glock 40 cal. Models 23 & 27.

1. Service pistols will be carried with one round in the chamber and with the magazines fully loaded.
2. The additional magazine(s) for service pistols will be loaded and carried in a magazine pouch supplied by the Department. LEOs who are on duty in civilian clothing will carry the additional magazine(s) either in the magazine pouch on their person, or in a location that is readily accessible. All LEOs participating in an arrest will carry the additional magazine(s) on their person.
3. LEOs are required to be armed with the service pistol and to carry such pistol on their person while on duty, unless they are engaged in processing prisoners, are participating in an investigation or operation where the presence of the weapon might jeopardize the outcome, or other circumstances prevail which, in the opinion of a supervisor, render compliance with this requirement impractical or undesirable.
4. LEOs are encouraged to carry the service pistol (or other authorized handgun), pepper spray and handcuffs while off duty (except as noted below) but are not required to do so.
5. Section 790.052(2), F.S. provides authority for the following rules and regulations. All off-duty LEOs will comply with regulations when electing to carry a firearm off-duty. LEOs must be discreet and selective at the time the firearm is worn and no firearm shall be visible or openly flaunted in view of the public. Proper clothing must be worn to protect the weapon from view. The LEO must have the proper Department issued law enforcement identification (ID card and badge) on his/her person while carrying a concealed firearm.

C. AMMUNITION

1. Only ammunition approved or issued by the Department will be carried and used in Department issued firearms.
2. The Training Coordinator shall exercise responsibility for maintaining stocks of service ammunition sufficient to maintain

operational requirements. Ammunition may be ordered on state contract.

3. Only ammunition approved by the Department will be carried and used in secondary or off-duty weapons. (Such approval may be given by Department Training Coordinator who also serves as a Department Firearms Instructor and the Department Armorer.)

#### D. SECONDARY OR OFF-DUTY HANDGUNS

1. Secondary or off-duty handguns must meet the following criteria:
  - a. Semi-automatic pistol or revolver.
  - b. A minimum of .38 caliber and a maximum of .45 caliber, but no .41 magnum or .44 magnum handguns will be authorized.
  - c. Minimum of five-round capacity.
2. LEOs authorized to carry a pistol while on duty may be authorized to carry a personally owned handgun off-duty or in addition to the service pistol while on duty.
3. A LEO desiring to use a personally-owned handgun for either a secondary or an off-duty handgun must:
  - a. Take the handgun to the Department Armorer for inspection and approval.
  - b. Qualify and demonstrate proficiency with the handgun in accordance with the SOP in this manual.
  - c. Request authorization to carry the handgun from the Chief via the chain of command. No more than two such weapons may be approved for use by a single LEO in any twelve month period. Disapproval of requests, at any level, to carry such handgun will be documented stating the reasons for such action.
4. Ammunition carried in secondary or off-duty handguns, must be factory loaded and be compatible with the weapon in which it is intended to be used. Ammunition prohibited in Section 790.31 F.S. will not be used.
5. The Department will not assume any obligation relating to the repair or maintenance of personally-owned firearms. In the event the

Department Armorer rules a firearm unsafe, the firearm will not be carried under any circumstances until repaired. After repair, the firearm must be approved by the Department Armorer.

6. Secondary firearms may not be carried in plain view or in such a manner as to detract from the professional appearance of the LEO. No secondary handgun will be carried in such a manner or in any carrying device or holster which will jeopardize the safety of the LEO, other employees, or the public.

#### E. SECONDARY WEAPONS

SHOTGUN - Only shotguns issued by the Department may be carried.

1. The Department will provide necessary training for all LEOs in shotgun safety, nomenclature and shooting.
2. The shotgun is not intended to replace the LEO's service pistol but should be considered a supplementary weapon for use as a particular situation dictates.
3. The only ammunition approved for duty use will be that issued by the Department.
4. The shotgun magazine will be loaded with five (5) rounds; two (2) slugs and three (3) buckshot. The safety will be kept on.
5. No rounds will be carried in the chamber of the shotgun.
6. At the termination of any situation that required loading a round in the shotgun chamber, the LEO will:
  - a. With the safety on, move the slide to the rear, removing the round from the chamber. Next, rotate the weapon removing the second round from the chamber area. Leave the slide to the rear and remove the remaining rounds from the magazine.
  - b. With the action closed and the safety on, reload the magazine with the necessary rounds.
7. LEOs will transport the shotgun in its mounted rack either within the interior of the patrol vehicle or within the trunk during their tour of duty.
  - a. LEOs must ensure security of the shotgun prior to placing a person in a patrol vehicle.

- b. LEOs must remove the shotgun from the vehicle and secure it in the gun locker inside the police station prior to turning the possession of the patrol vehicle over to a civilian mechanic or repair shop for service to the vehicle.

#### F. DISCHARGE OF FIREARMS

1. All on-duty discharge incidents of Department firearms, chemical agents or less lethal weapons (except during training or for recreational purposes) shall immediately be reported to the on-duty supervisor who will notify the Chief, even if no injury or property damage is known to have resulted from such discharge. Additionally, the LEO shall, if physically able, prepare and submit a report to the supervisor before going off duty. Such report shall include:
  - a. A thorough description of the details of the incident.
  - b. The reason the firearm, chemical agent, or less-lethal weapon was discharged.
2. All off-duty discharge incidents of Department firearms shall be immediately reported by the LEO to the local law enforcement agency having jurisdiction of where the discharge incident occurred and then notify the on-duty supervisor who will notify the Chief.
3. An investigation shall be conducted by the Operations Commander for all discharge incidents.

#### G. LESS LETHAL WEAPONS

1. Only less lethal trained LEOs are authorized to handle or use a less lethal weapon. Only ammunition purchased by the Department and designed specifically for a less lethal weapon is authorized.
2. Less Lethal Weapons training will be taught by a CJSTC certified firearms instructor who has received specialized training in the less lethal weapons used by the Department and will be conducted in accordance with a lesson plan approved by the Training Coordinator. The course will consist of classroom instruction and practical training. To successfully complete the training, the LEO must demonstrate proficiency on a qualification course that is approved by the Chief. All scores shall be documented on a firearms training report.

3. A supervisor must approve the use of a less lethal option unless the LEO is authorized by statute and Department policy to use deadly force.
4. Every effort will be made by the LEO deploying the less lethal weapon to inform other involved officers that less lethal ammunition is being used.
5. Specific weapons shall be designated for deployment of less lethal ammunition and shall be distinctly marked by paint or other conspicuous features as determined by the Training Coordinator. These weapons shall not be used for any other purpose and shall be loaded only with less lethal ammunition.
6. Less lethal weapons are to be inspected prior to the mission and just before deployment, and will then determine the following:
  - a. The proper rounds are in place.
  - b. The weapon is functional.

#### H. IMPACT WEAPONS

1. The ASP baton is the standard impact weapon issued to LEOs who must complete an approved training course prior to receiving authorization to carry/use one of these weapons. Annual recertification is required. No other impact weapon is authorized for routine individual use by LEOs of the Department.
2. The ASP baton shall be carried collapsed in the ASP holster of the LEO's duty belt while on-duty.

#### I. AEROSOL SUBJECT RESTRAINT

1. The Aerosol Subject Restraint (ASR) approved and issued by the Department will be the only chemical agent carried and used by LEOs.
2. Prior to issuance of the ASR, all LEOs shall receive training in its use that will include instruction and actual application to afford the LEO an understanding of the effects of the substance.
3. All LEOs who have completed ASR training shall wear the ASR holster and spray canister issued by the Department as part of the LEO's required uniform equipment.

4. Placement of the ASR holster will be on the LEO's strong side in front of the handgun holster.
5. The ASR may be used to control a subject(s) who poses a threat to a LEO's safety and resists the LEO's attempts to effectively perform law enforcement duties by offering active physical resistance or who physically attacks a LEO. Active physical resistance is defined as a subject making evasive movements to defeat a LEO's attempt to attain control. This may be in the form of bracing or tensing, attempting to push/pull away or not allowing the LEO to close and maintain control. LEOs shall avoid using an ASR on a known visually impaired person, which may result in further complicating an existing eye disease.

#### J. CARE AND MAINTENANCE OF WEAPONS

1. LEOs will inspect all weapons assigned to or carried by them for residue, corrosion or deterioration on a weekly basis, and will keep them clean and in good operating condition at all times. Special attention will be given to the shotguns.
2. LEOs will clean any firearm as soon as possible after it has been fired, with particular attention given to the shotguns.
3. All Department issued weapons in need of repair will be submitted to the Department Armorer. LEOs are prohibited from altering, grinding, sanding, repairing or refinishing any Department firearm.
4. LEOs are personally responsible for the security of weapons which are in their custody and control. Any obvious misuse or carelessness attributed to the care, maintenance or use of the weapon may subject the LEO to disciplinary action.
6. The Department Armorer will inspect all issued pistols and shotguns for mechanical defects on a semi-annual basis.
7. If a weapon requires refinishing or unauthorized modifications have been made to the weapon, the Department Armorer will make a recommendation to the Chief via the chain of command, stating whether the damage was done through the negligence of the LEO. If it is determined the LEO was negligent, the LEO may be held responsible for payment to the State of Florida for the cost of repairing the weapon and may be subject to disciplinary action.
8. Chemical agents, including ASR, are considered irritants and must be disposed of as hazardous materials. This includes spent or

empty canisters. The use of chemical agents, including expired canisters, for training purposes is permitted; however, the empty canisters must be disposed of properly. The transfer of chemical agents to another law enforcement agency for use in training and/or disposal is permitted provided the agency utilizes proper disposal procedures. Such use or transfer is to be documented and reported.

#### K. REPORTING THE LOSS OR THEFT OF DEPARTMENT ISSUED FIREARMS

1. If a LEO discovers that a Department owned firearm(s) has been lost or stolen, the LEO will immediately report the incident to the Chief via the chain of command. The LEO will complete an Incident Report regarding the loss/theft.
2. Upon receipt of a report of the loss or theft of a Department issued firearm, the Chief will assign the Operations Commander to conduct a comprehensive investigation and he shall:
  - a. Assume responsibility for investigating the loss/theft of Department owned firearms.
  - b. Ensure that an FCIC/NCIC entry is made to report the loss, theft or recovery of a Department owned firearm.
  - c. Issue recommendations stating whether the firearm was lost or stolen through negligence of the LEO. If the LEO was negligent, the LEO will be held responsible for payment to the State of Florida for the price of a replacement and be subject to disciplinary action.
3. Another firearm will be issued to replace a lost or stolen Department owned firearm.

#### L. SAFETY

1. LEOs shall use the utmost care in the handling of firearms at all times.
2. The police station will have a firearms clearing barrel to facilitate the loading and unloading of firearms. The barrel is to be located in an area that is accessible to LEOs, but away from any area frequented by the general public. Any LEO who unholsters a firearm in the police station shall utilize the unloading barrel while examining the firearm for the presence of live rounds, or while



reloading a firearm after inspection, repair or acquisition. The unloading barrel shall not be used for test firing or any intentional firing of a firearm. The Chief shall require a prominent sign to be posted in supply rooms, meeting rooms, locker rooms and other areas where firearms are likely to be found, with the following inscription: "**REMEMBER, FIREARMS ARE ALWAYS LOADED.**"

3. The Training Coordinator is responsible for ensuring that each recruit receives training on weapons safety, to include the off-duty storage of weapons.
4. Annually, during the first weapons qualifications, firearms instructors will provide up-to-date weapons safety information to all LEOs.
5. It is the obligation of each LEO to ensure that adequate and safe storage/handling procedures are used in order to avoid accidents. At the conclusion of a LEO's tour of duty, and unless being carried while off-duty, any authorized firearms will be secured in the LEO's residence.
  - a. The LEO is responsible for the safe storage of his or her weapon, i.e., by the use of a locked trigger guard, or locked metal box.
  - b. LEOs with questions regarding weapons safety should contact their supervisor.

EXCEPTIONS: The provisions of this directive will not be construed to regulate participation in organized shooting competition, legal and licensed hunting activity, or other authorized and recognized activity. However, possession or carrying of a weapon for these purposes does not relieve the LEO from any other provisions of this directive.


## VII. REGULATIONS

- A. No LEO will be issued nor authorized to carry or use any weapon until they have been trained on and demonstrated proficiency with that weapon. However, LEOs engaged in initial weapons training may be issued the weapon for use while actually participating in the training.
- B. All LEOs or Reserve LEOs authorized to carry less lethal weapons, impact weapons or ASR shall complete in-service refresher training annually for those weapons and weaponless control techniques.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT ARREST	SOP NUMBER 8.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 11

### I. PURPOSE

To acknowledge the authority and jurisdiction conveyed upon the Department, as contained in Chapter 1002.36 F.S. To provide the proper procedures for Law Enforcement Officers (LEOs) of the Department to use when conducting an arrest.

### II. AUTHORITY

LEOs of the Department are granted authority to make arrests and deliver those arrested to the sheriff of the county by provisions set forth in Chapter 1002.36 F.S.

### III. POLICY

It is the policy of the Department to comply with the provisions of law concerning the jurisdictional authority, duties, functions and powers of LEOs of the Department and to outline arrest procedures.

### IV. OBJECTIVES

To define the specific authority and jurisdiction of the Department. To ensure that all LEOs of the Department are familiar with the processes of conducting an arrest.

### V. RESPONSIBILITIES

**AUTHORITY AND JURISDICTION:** The Florida School for the Deaf & the Blind Campus Police, as outlined in Chapter 1002.36 F.S. has the powers and duties to respond to all complaints relating to criminal activity within the FSDB Campus. To conduct traffic investigations and investigations related to felonies and misdemeanors occurring within the FSDB Campus.

## VI. PROCEDURES

LEOs of the Department are charged with the responsibility to preserve the peace, protect the safety of the School's students, staff, visitors and property while enforcing the criminal laws of the State of Florida within the FSDB Campus. At times, these responsibilities are accomplished by the active enforcement efforts of LEOs through the arrest and incarceration of individuals violating these laws.

- A. ARREST BY WARRANT - Under 901 F.S. a LEO is given the authority to make an arrest for the commission of a crime with or without a warrant.

“A peace officer making an arrest by a warrant shall inform the person to be arrested of the cause of arrest and that a warrant has been issued, except when the person flees or forcibly resists before the officer has an opportunity to inform him, or when giving the information will imperil the arrest. The officer need not have the warrant in his possession at the time of arrest but on request of the person arrested shall show it to him as soon as practicable.”

- B. WARRANTLESS ARREST - LEOs may arrests a person without a warrant in the following instances as outlined in 901.15 F.S.:

1. A felony or misdemeanor or violation of a municipal or county ordinance is committed in the presence of the officer (arrest for the commission of a misdemeanor or the violation of a municipal or county ordinance shall be made immediately or in fresh pursuit).
2. A felony has been committed, not within the officer's presence, and the officer "reasonably believes" the person to be arrested committed it.
3. The officer "reasonably believes" that a felony has been or is being committed and that the person to be arrested has committed or is committing it.
4. A warrant for arrest has been issued and is held by another peace officer for execution.
5. A violation of 316 F.S. (State Uniform Traffic Control) has been committed in the presence of the officer.
6. There is probable cause to believe that:

- a. The person has knowingly committed a criminal act according to 790.233 F.S. or according to 741.30 or 784.047 F.S., which violates an injunction for protection entered pursuant to 741.30 or 784.046 F.S. or a foreign protection order accorded full faith and credit pursuant to 741.315 F.S., over the objection of the petitioner, if necessary;
  - b. The person has committed any battery upon another person, as defined in 784.03 F.S.;
  - c. The person has committed an act of domestic violence as defined in 741.28 F.S.;
  - d. The person has committed child abuse as defined in 827.03 F.S.;
  - e. An act of criminal mischief or a graffiti-related offense described in 806.13 F.S.;
  - f. The person has knowingly committed an act of repeat violence in violation of an injunction for protection from repeat violence entered pursuant to 784.046 F.S., or a foreign protection order accorded full faith and credit pursuant to 741.315 F.S.;
  - g. The person has committed an act that violates a condition of pretrial release provided in 903.047 F.S., when the original arrest was for an act of domestic violence as defined in 741.28, F.S.;
  - h. The person has committed trespass in a secure area of an airport when signs are posted in conspicuous areas of the airport which notify that unauthorized entry into such areas constitutes a trespass and specify the methods for gaining authorized access to such areas; and/or
  - i. A misdemeanor has been committed, based upon a signed affidavit provided to the officer by a law enforcement officer of the United States government;
- C. When LEOs choose to arrest a person, no LEO shall use more force than is necessary to conduct the arrest as outlined in the Use of Force SOP in this manual.
- D. LEOs are required to advise suspects of a crime of their constitutional rights prior to any custodial questioning. LEOs will have in their immediate possession and utilize the Miranda Warning card supplied

by the department when advising a suspect of their constitutional rights. The *Warning of Constitutional Rights* form supplied by the department may also be utilized where appropriate.

LEOs shall not question or interrogate any suspect:

1. If the suspect requests an attorney, until that attorney is present;
  2. If the suspect chooses to remain silent;
  3. If during questioning or interrogation the suspect wishes the questioning or interrogation to cease; and
  4. For longer than a reasonable period of time. Time shall be allowed for personal necessities and rest periods as are reasonably necessary.
- E. All criminal arrest offenses shall be documented in a police incident report and the local State Attorney's *Arrest/Notice to Appear/Probable Cause Affidavit* form.
- F. A copy of the *Arrest/Notice to Appear/Probable Cause Affidavit* form, and any other forms required of the local State Attorney, Sheriff, juvenile detention facility, etc., shall accompany the arrested individual to the jail of the county in which the arrest takes place.
- G. A copy of all arrest documents shall be kept by the Records Custodian on behalf of the Department and the LEO making the arrest for later court testimony or until the final disposition of the case.
- H. A query for Wants & Warrants and Sexual Offender/Predator hits through the Florida Criminal Information Center and the National Crime Information Center (FCIC/NCIC) and other local networks shall be conducted on all arrestees.
- I. ALTERNATIVES TO ARREST - Not all arrestable offenses require the incarceration of the offender. Alternatives to arrest may be utilized. These include, but are not limited to:
1. Persons committing offenses under the influence of alcoholic beverages, narcotics, or suffering from mental disorders may be referred to the appropriate treatment facility.
    - a. A LEO utilizing the Marchman Act shall complete an incident report and transport the person to the appropriate receiving facility and release them into their custody.

- b. Any LEO utilizing the Baker Act shall complete an incident report and transport the person to the appropriate receiving facility and release them into their custody.

## 2. NOTICE TO APPEAR

- a. Persons charged with first or second degree misdemeanors or a violation of a municipal or county ordinance may be given a Notice to Appear (NTA) in lieu of being formally arrested, taken into custody and booked at the county jail.
- b. A Notice to Appear shall not be issued in lieu of a physical arrest for any person(s) who:
  - (1) Is failing or refusing to identify self or cannot produce positive personal photo identification confirming the person's identity to the LEO;
  - (2) Is willfully refusing to sign the NTA;
  - (3) Is a danger to others if not taken into custody;
  - (4) Is not established with ties to the community (e.g. not gainfully employed, not able to confirm local residence, not a currently enrolled student in a school, etc.) sufficient to reasonably assure an appearance commitment or there is substantial risk the accused will refuse to respond to the notice and flee;
  - (5) Is wanted in any other jurisdiction; or
  - (6) Has a history of previously failing to appear in court; or
  - (7) Is under the influence; or
  - (8) Is accused of or has committed a felony.

K. OFFICER DISCRETION - LEOs are empowered with the individual discretion to make a physical arrest, issue a Notice to Appear or not arrest a person depending on the circumstances of the incident. Some situations where arrest may not be appropriate are:

- 1. When the arrest would cause a greater risk of harm to the general public than the offender remaining on the street. For example, in a

crowded situation a officer's decision to arrest may aggravate tension and lead to a riot or serious disorder;

2. When the arrest would cause harm to an offender who poses no threat or danger to the public such as minor disputes or the intoxicated person who is harmless and needs a little assistance home. Another example would be the juvenile offender whose wrongdoing would best be handled through informal warnings, advice, administrative action taken by school officials and a talk with the parents; and
  3. As mentioned above, a decision not to arrest when there are grounds for arrest is considered good police practice in the special circumstances given. However, if there is doubt that those circumstances exist and if a supervisor is not readily available, the LEO should make the arrest.
- L. LEOs of the Department while off-duty and out of uniform should not make arrests, but notify the local law enforcement agencies having jurisdiction of an incident warranting such action, for their handling.

#### M. TRANSPORTING ARRESTEES

1. LEOs transporting arrestees shall:
  - a. Ensure the rear passenger area of patrol vehicles has been properly searched for weapons and contraband at the beginning of their shift or prior to and upon completion of the transport to ensure that an arrestee cannot either gain possession of such or unlawfully charged with disposing of such.
  - b. Search and inventory all of the arrestee's personal property on his/her person at the time of the arrest. Complete an *Arrest Inventory Receipt* prior to transport. (Female arrestees should be searched by female LEOs when available).
  - c. Properly handcuff all arrestees behind their back prior to transport regardless of gender, age, offense committed, etc. However, it is recognized that the deaf and the hard of hearing arrestees may need their hands for communication with sign language. Only the transporting LEO shall decide if the arrestee can be transported with his/her hands handcuffed in the front of his/her body without compromising the LEO's safety or the risk of escape. If the arrestee being transported, gives the transporting LEO any indication that handcuffing his/her hands in the front presents a risk to himself/herself, the LEO or others,

the hands will remain handcuffed behind the arrestee's back. (Handcuffs should be double locked).

- d. Apply a Hobble restraint to an arrestee's legs that demonstrates either an intention to escape custody or attempts to damage or destroy the interior of the patrol vehicle. At no time shall an arrestee be "hog-tied" with their hands and legs restrained behind their back.
- e. Seatbelt the arrestee.
- f. Request transport assistance from the St. Johns County Sheriff's Office if multiple arrestees need to be transported beyond the capabilities of the LEOs on-duty at the time.
- g. Notify the county jail receiving facility prior to transport of the arrestee being transported if the arrestee is violent.
- h. Ensure the proper arrest paperwork is completed and accompany the arrestee to the county jail receiving facility.
- i. Notify the Communications Center of the transport for an arrest, the destination of the transport and the starting/ending mileage of the transport (*Recording of mileage is only required if the arrestee is an adult of opposite gender to the LEO transporting or a juvenile*).
- j. Shall transport arrestees to a medical treatment facility prior to being transported to a detention facility when medical treatment is required. Any medications prescribed to the arrestee shall be kept secured away from the arrestee and given to the booking officer at the time they are delivered to the detention facility.
- k. Notify the Communications Center if the arrestee is admitted into a hospital. The Chief shall schedule a security detail for the arrestee until the arrestee can be safely transported to the proper detention facility. In such cases, the transporting officer shall:
  - (1) Notify the Communication Center to notify the Chief and request the need for an additional LEO and the approximate length of stay.
  - (2) Not remove the handcuffs of the arrestee at the hospital unless the attending physician determines that without doing



so the appropriate medical treatment cannot be administered and/or the arrestee may suffer loss of life.

- (3) Ensure the arrestee is searched and handcuffed prior to transport, upon release from the hospital or treatment facility. Copies of treatment records and any instructions issued by the attending physicians shall accompany the arrestee to the detention facility.
- n. Contact the Communications Center immediately if an arrestee escapes the custody of the transporting LEO and shall:
- (1) Provide the arrestee's status, clothing description and last known direction of travel.
  - (2) Initiate a search of the area and request assistance from local law enforcement agencies.
  - (3) Document the incident and detail the circumstances that permitted the escape.
  - (4) Advise the Communication Center to:
    - (a) Immediately provide a BOLO and all available information to the local law enforcement agencies.
    - (b) Notify the local law enforcement agency within the proper jurisdiction, if escape occurs.
    - (c) Immediately notify the Chief.
- o. Not stop to render aid or to handle additional law enforcement functions, unless not doing so would create a greater liability than stopping.
- p. Not conduct traffic stops, or answer calls for service.
- q. Notify the Communications Center of disabled motorists or crashes. Major crashes involving severe injuries may require the to LEO stop. LEOs will monitor the arrestee, request assistance and resume the transport as soon as possible.

#### N. TAKING A JUVENILE INTO CUSTODY

1. LEOs investigating incidents in which a juvenile student has allegedly committed a criminal offense on campus will determine the most

appropriate course of action to resolve the situation, while seeking to educate the student with the consequence of his/her actions. However, if an arrest is imminent, factors or criteria that should be taken into consideration include, but are not limited to:

a. Age of the juvenile offender.

(1) Depending on the circumstances, if juveniles under the age of 13 should be taken into custody for committing a criminal offense (such as Misdemeanor Battery) they should be issued a Notice To Appear (NTA) charging affidavit with the juvenile parent or custodian signing the NTA for taking immediate custody of the juvenile.

(2) However, this shall not prevent a juvenile offender under the age of 13 from being taken into custody and transported to the juvenile detention facility for photographing and fingerprinting as part of the booking process for committing a more serious offense (such as Felony Battery on a School Official), if deemed necessary.

(3) LEOs shall exercise extreme discretion and consult with their immediate supervisor when considering taking any juvenile offender under the age of 13 into custody for arrest and transport to the juvenile detention facility for photographing and fingerprinting.

b. Seriousness of the offense (misdemeanor or felony).

c. Emotional and mental handicaps of either the victim or the offender.

d. Criminal history or behavioral history of the offender.

e. Evidence.

f. Credibility of witnesses.

g. Considerations such as the desire of the victim (or victim's parents) to pursue prosecution, the need to prosecute established by an existing Zero Tolerance Policy and the strain the investigation and subsequent prosecution will have on existing resources.

## O. JUVENILE ARRESTEES

1. A reasonable effort should be made to contact the parents or legal guardian.
2. Miranda Rights shall be read to all juveniles. Certified interpreters shall be used when a deaf juvenile has been arrested and will be read his/her Miranda Rights and/or questioned in a custodial interview/interrogation.
3. If the parents or legal guardian cannot be contacted, the juvenile can still be questioned after the juvenile's rights have been read and he/she comprehends them. LEOs interviewing or reading Miranda Rights to juvenile students identified with either low functioning communications skills and/or low functioning mental comprehension skills should consider terminating the interview until such time the appropriate resources are made available or it is determined altogether impossible to conduct such.
4. LEOs transporting any juvenile arrestee shall:
  - a. Not transport any adult arrestee with the juvenile unless the adult is a co-defendant in the same criminal offense and incident.
  - b. Ensure the Chief is notified of the arrest.
  - c. Contact the on-duty/on-call Juvenile Probation Officer (JPO) and inform them of the juvenile arrestee's information and offense(s) at which time the JPO will conduct a pre-screening of the juvenile. On-call JPO contact lists shall be posted in the Communications Center on the "on-call lists" bulletin board.
  - d. Contact the St. Johns Regional Juvenile Detention Center (SJRJDC) master control and advise that contact was made with a JPO and are in route with the juvenile arrestee.
  - e. Arrange for a certified interpreter (if available) to go with the deaf juvenile arrestees to the county jail and/or the SJRJDC for assisting with the intake process. The county jail and the SJRJDC are responsible for securing their own interpreters at their own expense once the arrestee has been taken into their custody subsequent to the completion of the intake process.
  - f. Remain with the juvenile arrestee at the SJRJDC if he/she becomes violent until the juvenile becomes compliant.
  - g. Remain with the juvenile at the SJRJDC until screening begins.

- h. Immediately notify the Chief if the JPO decides the juvenile arrestee does not meet the detention criteria and is considering releasing the juvenile back to the School.
- i. LEOs may deliver a juvenile to the county jail or the police lock-up for temporary custody not to exceed six hours. This temporary custody may only be for the purpose of fingerprinting, photographing, awaiting transportation to an appropriate facility or for pre or post-court holding.
- j. Notify the Communications Center of the starting and ending mileage for all of the transports.


#### P. RELEASE OF A JUVENILE FROM CUSTODY

1. A juvenile may be released/referred from a LEO's custody to:
  - a. Parent or legal guardian;
  - b. Responsible adult;
  - c. Shelter or protective investigator;
  - d. An adult approved by the court; or
  - e. Florida Department of Juvenile Justice (DJJ).
2. If the juvenile is released to someone other than DJJ, the person to whom the juvenile is released shall be informed to:
  - a. Advise DJJ of any change in the juvenile's address.
  - b. Produce the juvenile in court at such time as directed by the court. If the juvenile does not appear, the court may issue a pick-up or custody order.
3. If the juvenile meets detention criteria and the DJJ staff believes the juvenile should be released, the DJJ staff must contact the State Attorney for release approval.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT PROPERTY CONTROL & ACCOUNTABILITY	SOP NUMBER 9.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To establish guidelines for identifying, labeling, recording, and maintaining found, recovered, or evidentiary property in the custody of the Department.

### II. POLICY

It is the policy of the Department to:

- A. Collect, receive, preserve, document, transport, store, and dispose of physical evidence and non-evidentiary property in a standard and consistent manner;
- B. Provide, or approve for Department use, a secure receiving and storage facility at the police station of which access is restricted to authorized personnel only;
- C. Properly identify, package, and promptly deliver property/evidence to the Property & Evidence Custodian;
- D. Provide a receipt describing the evidence/property received and to identify the seizing and receiving officer to whom the property was delivered to;
- E. Document the chain of custody of property/evidence between Department personnel and other laboratory, agency, and court functions; and
- F. Apply the same security, records, and inspection procedures to non-evidentiary property as those that apply to evidence.

### III. DEFINITIONS

#### A. ABANDONED PROPERTY

All tangible personal property which does not have an identifiable owner and which has been disposed of on public property in a wrecked, inoperative, or partially dismantled condition or which has no apparent intrinsic value to the rightful owner as described in Chapter 705 F.S.

#### B. CONTRABAND/CONTROLLED SUBSTANCES

Contraband/controlled substances are those substances identified and defined in Chapters 561-569 F.S. (beverage laws), Chapter 831 F.S. (counterfeit currency laws), Chapter 849 F.S. (gambling laws), and Chapter 893 F.S. (controlled substances laws).

#### C. EVIDENCE

Any article or material which is seized, found, obtained in connection with; which may be subject to investigation; which may aid in establishing the identity of the perpetrator of a crime; or identified with any circumstances under which a crime or violation was committed.

#### D. PROPERTY/EVIDENCE CONTROL FUNCTION

The security and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property in the custody of the agency.

#### E. PROPERTY/EVIDENCE CUSTODIAN

The LEO who is fully responsible for maintaining the proper documentation and secure storage of all items seized as evidence.

#### F. PROPERTY/EVIDENCE CUSTODIAN SUPERVISOR

The Operations Commander charged with the responsibility of semi-annual inspections and overseeing of the Department's property/evidence room to ensure proper procedures are being followed in accordance with policy.

#### G. PROPERTY/EVIDENCE STORAGE FACILITY

The evidence/property storage facility is that space which is designated as the facility for storage of property/evidence, with entry limited to the personnel assigned the property/evidence control function by the Chief.

#### H. TEMPORARY STORAGE FACILITY

Temporary storage facilities are to provide for secure storage of in-custody or evidentiary property during periods when the property/evidence room is closed. Such temporary storage facility

shall be located in an area within the police station that is not open to public access.

I. FOUND PROPERTY

Found property is any personal property found in or on public conveyances or premises at the time used for business purposes, parks, places of amusement, public recreation area, and other places open to the public. It may include lost property or abandoned property (Section 705.101 F.S.).

J. LOST PROPERTY

All tangible personal property which does not have an identifiable owner and which has been mislaid on public property, upon a public conveyance, on premises used at the time for business purposes, or in parks, places of amusement, public recreation areas, or other places open to the public in a substantially operable, functioning condition, or which has an apparent intrinsic value to the rightful owner.

K. PERISHABLE PROPERTY/EVIDENCE

Evidence/property that is perishable or liable to deterioration. Such property shall be handled in accordance with the Florida Department of Law Enforcement (FDLE), Crime Laboratory Evidence Submission Manual.

L. PERSONAL PROPERTY

Personal property is defined as property of any kind, tangible or intangible, that is capable of being owned, possessed, used, and enjoyed, except real estate or anything permanently attached thereto (Section 116.22 F.S.).

M. PUBLIC PROPERTY

Public property means any lands and improvements owned by the Federal Government, the State of Florida, the county or any municipality located within a county of Florida, including buildings, grounds, parks, playgrounds, streets, sidewalks, parkways, right-of-ways, and other similar property (Section 705.101 F.S.).

N. SEIZED PROPERTY

Seized property is any property taken into custody by a LEO, pursuant to writ, statute, or other legal authority.

O. UNCLAIMED EVIDENCE

Any tangible personal property, including cash, not included within the definition of "contraband article," as provided in Section 932.701(2) F.S., which was seized by a law enforcement agency, was intended for use in a criminal proceeding or quasi-criminal proceeding, and is

retained by the law enforcement agency for sixty (60) days after the final disposition of the proceeding and to which no claim of ownership has been made.

**P. VEHICLES/VESSELS/AIRCRAFT USED IN THE TRANSPORTATION OF CONTRABAND ARTICLES**

Seized vehicles or aircraft used in violation of the Florida Contraband Forfeiture Act (Section 932.701 F.S.).

**Q. WEAPONS OR FIREARMS**

Weapons or firearms identified and described in Chapter 790 F.S.

**IV. OBJECTIVES**

- A. To protect the integrity of evidence or property by establishing and maintaining the chain of custody.
- B. To protect the integrity of LEOs handling evidence/property.
- C. To provide proper documentation and packaging of all evidence/property.
- D. To minimize travel time and reduce the time a LEO has personal possession of property/evidence.
- E. To protect the rights of all persons involved.
- F. To conform to state statutes and court orders.
- G. To require an effort to identify and notify the owner or custodian of property in the Department's custody.
- H. To establish procedures for temporary and final release of property items from the property/evidence control function.

**V. RESPONSIBILITIES**

- A. The Operations Commander has the overall responsibility for the property/evidence control function and is the Property/Evidence Custodian Supervisor. He or she shall be responsible for:
  - 1. Semi-annual inspections of the property/evidence control function;
  - 2. Conducting indoctrination and periodic training with the Property & Evidence Custodian;



3. Ensuring an adequate supply of evidence containers and evidence tape is maintained;
  4. Assisting with property inventory whenever the Property & Evidence Custodian is reassigned, transferred, promoted, or otherwise leaves the position; and
  5. Being available to respond during times when large amounts of money, drugs, or unusual seizures are taking place.
- B. The Property & Evidence Custodian shall be accountable for all property within their control, and responsible for ensuring the following:
1. The maintenance of a secure storage area for submitted evidence and property.
  2. That there is a property records system maintained in the property/evidence room which provides the following information, at a minimum:
    - a. Current location of property.
    - b. Date and time property was received/released.
    - c. Description of the property.
    - d. Chain of custody from time of receipt until final disposition.
    - e. Date and a result of all inspections, inventories, and audits.
  3. That all articles are tagged for convenient recall. Each bag, box, or envelope that contains property/evidence will have the Department property receipt attached that displays the Department case number(s).
  4. That all articles submitted are properly packaged and labeled prior to storage.
  5. That evidence to be submitted to a laboratory is promptly and accurately submitted and that evidence processed by a laboratory is returned for storing until the case is disposed of by the court.
  6. That final disposition of found, recovered, and evidentiary property is accomplished as prescribed by law within six (6) months after legal requirements and Department policy has been satisfied.

7. That all property/evidence submitted is properly logged and maintained in the property/evidence control function.
8. That the chain of custody and security of evidence is maintained so that it may be legally presented in court.
9. That the necessary information is placed on the property receipt and property/evidence log, for entry and release of property/evidence, from the property/evidence room or temporary storage facility.
10. That evidence placed in the temporary storage facility during those hours that the property/evidence room is closed, is removed from the temporary storage facility and handled in accordance with this SOP as soon as possible.
11. That all items of evidence are properly sealed and marked.
12. That all copies of the property receipts are placed in the appropriate case files.
13. Be available to respond during times when large amounts of money, drugs, or unusual seizures are taking place.

## **VI. PROCEDURES**

All found, recovered, or evidentiary property that comes into the possession or custody of the Department shall be logged into the Department's records as soon as possible, and safeguarded in accordance with this SOP.

### **A. DOCUMENTATION AND ACCOUNTABILITY**

1. The first LEO coming into possession or custody of found, abandoned, or evidentiary property, shall:
  - a. Immediately notify the Communications Center with a description of the item, the location that the item was found, and the name of the person that found the item.
  - b. Complete the Department property receipt form and an incident report detailing the description of the property obtained and the circumstances by which the property came into the Department's possession.

- c. LEOs shall make all efforts to complete the above reports prior to the end of their shift.
2. A case number will be assigned to the incident by the Communications Center upon receiving the above information.
3. Items with serial numbers, identifiable markings, or high in value, shall be run through Florida Crime Information Center and National Crime Information Center (FCIC/NCIC) to see if they were possibly stolen. The results of the FCIC/NCIC query will be indicated in the incident report.
4. All LEOs shall place all property that they seized under the control of the property/evidence control function, before they complete their shift.
5. Every effort shall be made to attempt to identify and notify the owner or custodian of property in the Department's custody.
6. When the owner can be identified and where authorized by law, and when not needed for criminal proceedings, LEOs should photograph and then return recovered property to the rightful owner rather than transfer custody to the Property & Evidence Custodian.
  - a. The signature of the owner or authorized representative shall be obtained on the property receipt form for return of property.
  - b. Attach the completed property receipt to the original report.
  - c. As with evidence, the chain of custody will be held to a minimum, and signatures will be obtained each time the possession or control of property changes.
7. If the owner cannot be identified, LEOs shall release the property and the original property receipt directly to the Property & Evidence Custodian during normal business hours. After-hours or when the Property & Evidence Custodian is not available, LEOs shall:
  - a. Package and label property in accordance with the FDLE, Crime Laboratory Evidence Submission Manual;
  - b. Sign the property receipt releasing the property and make a copy of the property receipt for their records;
  - c. Secure the original property receipt and all property in one or more of the temporary storage facility cabinets; and

- d. Notify the Property & Evidence Custodian via e-mail, telephone voice mail, or written note, that property has been placed in the temporary storage facility including the locker number it is stored within.

8. The Property & Evidence Custodian will:

- a. Retrieve all property and property receipts the following day at the beginning of his shift;
- b. Sign the property receipt(s);
- c. Provide a copy of the receipt for the case file;
- d. Place and log all property into the property storage containers;
- e. Place items considered to be exceptional, valuable or sensitive in the property storage safe.

B. STORAGE AND SAFEGUARDING OF PROPERTY/EVIDENCE

All evidence shall be properly stored in the designated property/evidence storage facility in the police station until such time it is requested by the court in a criminal proceeding or the case has been properly disposed of after official notification has been made by the court to the department. However, evidence in need of processing in accordance with the FDLE Crime Laboratory Evidence Submission Manual will be transferred to the FDLE Jacksonville Regional Operations Center (JROC).

- 1. The found property storage containers and temporary storage facility lockers shall be located in the LEO squad room secured in the access card controlled office areas of the police station.
  - a. This area of the police station shall remain secured at all times with card access limited to authorized personnel only.
  - b. Only the Property & Evidence Custodian and the Operations Commander are authorized access to the found property storage containers and temporary storage facility cabinets once they are secured.
- 2. The temporary storage facility is for use when the Property & Evidence Custodian is unavailable.
  - a. Each of the cabinets shall be equipped with a padlock.

- b. Once a cabinet has been locked, only the Property & Evidence Custodian or the Operations Commander shall unlock it.


### C. INSPECTIONS AND INVENTORIES

1. Accountability of all property may be verified through random unannounced inspections by the Chief. An annual audit shall be conducted by the Chief.
  - a. Annually, the Operations Commander shall conduct an inspection to determine proper compliance with Department procedures used for the control of property and submit a report to the Chief with a copy provided to the Property & Evidence Custodian.
  - b. The results of the inspections shall be maintained on record for a two-year period.
2. When a new Property & Evidence Custodian is appointed, a joint inventory will be conducted to ensure continuity of custody. Each property receipt and all property in the property/evidence storage facility will be inspected to ensure that records are correct and properly annotated. The former custodian, if available, the Operations Commander and the new custodian will conduct the inventory. All discrepancies will be documented prior to assumption of property accountability by the new custodian and the Operations Commander will submit a report to the Chief with a copy provided to the new Property & Evidence Custodian.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT RECORDS ADMINISTRATION	SOP NUMBER 10.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NMAE & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 8

### I. PURPOSE

To establish guidelines for the operations of the Department's central records function.

### II. POLICY

It is the policy of the Department to establish administrative and management control procedures, within statutory guidelines and records retention schedule, for orderly retention and disposition of documents considered being public record.

### III. OBJECTIVES

- A. To establish procedures for the collection, dissemination and retention of Department records in accordance with Florida Statutes (F.S.) and General Records Schedules for Law Enforcement and State Government Agencies.
- B. To establish guidelines for the accountability, maintenance, and retrieval of central records.
- C. To establish procedures to ensure the privacy and security of central records.

### IV. RESPONSIBILITIES

- A. The Chief's Administrative Assistant II shall be in charge of day-to-day operations of central records, and serve as the Records Custodian.
- B. The Records Custodian shall be responsible for the coordination of all records archival and destruction.

## V. PROCEDURES

- A. RECORDS ARCHIVAL AND DESTRUCTION – All Department employees shall comply with statutory guidelines and the records retention schedule. Only records that have met retention standards are eligible for destruction.

Annually, the Records Custodian shall initiate a destruction and archival process. Each section of the Department maintaining records shall submit records meeting guidelines for destruction or archival. After final approval by the Police Chief, the Records Custodian shall organize the destruction or archival of such records.

### B. MAINTENANCE AND ACCESSIBILITY OF CENTRAL RECORDS

1. To ensure privacy and security of central records, all central records shall be maintained in secure filing cabinet storage room #110A, located within the Records Custodian room #110. The electronic Records Management System (RMS), containing *Offense/Incident Reports* and *Shift Logs* may be accessed by authorized personnel using a secure user ID and password only.
  - a. The central records storage room shall remain locked at all times unless opened by the Records Custodian.
  - b. The door to room #110A shall be secured, if room #110 is not occupied.
  - c. The Records Custodian shall maintain a key to the central records storage cabinet in a secure manner.
  - d. A key to the central records storage room shall be maintained by the Police Chief and the Operations Commander for circumstances requiring entry after-hours.
  - e. Access is restricted to the Records Custodian, the Operations Commander and the Police Chief. Records will not leave the secured Records Section, unless authorized by the Records Custodian, the Operations Commander or the Police Chief.
  - f. Safe retention of all legal documents will be in accordance with the standards established by Chapter 257 F.S.
  - g. All reports shall be entered into the RMS, and back-up diskettes maintained in a lockable, fireproof security box, within the Communications Center.

- h. Semi-annual and annual reports will be issued for Uniformed Crime Reports, forwarded to the UCR Section of the Florida Department of Law Enforcement.
  - i. Annual Crime Statistical Reports will be made available to the Board of Trustees, students, parents and staff illustrating a three year trend.
2. Central records information shall not be accessible to all employees twenty-four (24) hours a day.
- a. During normal business hours employees shall obtain information from central records by making a request, in accordance with this policy, to the Records Custodian.
  - b. In the event that information from central records is needed after-hours or during periods of time that the Records Custodian is not available the Chief or his designee will retrieve the information.
3. The Records Custodian shall maintain a repository of records by incident control numbers that are filed by the following methods:
- a. All Offense/Incident Reports and Traffic Crash Reports shall be filed by year and then case number in chronological order.
  - b. Investigative information shall be forwarded to the Records Custodian for attachment to the original report.
  - c. The RMS maintains an alphabetical master name file within the system, with the names of persons identified in field reports that will serve as a cross reference to all documents in which the person was named. The names of victims, complainants, suspects, witnesses, and arrested persons are indexed in the master name file.
  - d. Upon request, the Records Custodian shall query the RMS for information needed such as call type, location, and complainant names, etc.
4. Persons outside of the Department may obtain copies of *Offense/Incident Reports and Traffic Crash Reports* upon request, per Section 119.01 F.S., by completing a *Public Request for Police Incident Report Form*, or by written request via mail, e-mail or fax. The Police Chief or his designee shall authorize the release of all *Offense/Incident Reports and Traffic Crash Reports* to the public.



A fee may be assessed by the Department in accordance with statutory provisions.

- a. All copying and/or distribution of copies of reports will be performed by the Records Custodian in charge of the records section and in accordance with Chapter 119 F.S.
- b. If arrest information is found on the report requested, the report shall be given to the requester either in person or by mail. *Traffic Crash Reports* and complete *Offense/Incident Report* files shall be obtained through the Records Custodian by completing a Request for Records Form.

### C. JUVENILE RECORDS

1. MAINTENANCE – Juvenile records shall be stamped **Confidential Juvenile Information** in red ink. Upon entering an *Offense/Incident Report* into the RMS, notation shall be made indicating the report contains juvenile information.
  - a. All Offense/Incident Reports containing juvenile arrest information shall be maintained in a separate file from adult arrest records and filed by Department case number.
  - b. Shall be merged with adult records upon being adjudicated as an adult for any forcible felony.
2. COLLECTION AND RETENTION – Department records pertaining to juveniles will be collected in the same manner as defined in the above section of this SOP and the Department will follow established guidelines set forth in the State of Florida, General Records Schedule.
3. INTERNAL PROCESSING – Persons requesting copies of incident reports and traffic crash reports shall be advised that reports may be made available as soon as possible. This will provide a reasonable amount of time for the Department's internal processing of reports, which allows for any necessary corrections and revisions to be made, as well as, the proper accountability and filing of the reports.
4. DISSEMINATION – Copies of Offense/Incident Reports involving juveniles are only to be released by Court Order, for law enforcement use, to the principal, superintendent of the school, or to the parent, or legal guardian in accordance with Florida Law. The requestor should complete the *Request for Report Form* or

make such request in writing by mail or e-mail. The juvenile's name and identifying information shall be redacted from the report when applicable, pursuant to Section 985.04 F.S.

- a. The Probable Cause Affidavit from an arrest is released upon request, if the felony arrest was made after October 1, 1994. Confidential information on a juvenile arrest prior to October 1994 is available by court order upon showing good cause.
- b. Juvenile offender records are confidential and may be disclosed only to authorized personnel of the court, the Department of Juvenile Justice and its designees, the Department of Corrections, parole agents, school superintendents and their designees, any licensed professional or licensed community agency representative participating in the assessment or treatment of a juvenile, and others entitled under Section 985.04, F.S., or upon order of the court.
- c. Anyone else requesting copies of juvenile records will receive them only after approved by the Chief (or designee) and after proper editing has been conducted to protect the identity of any juvenile names or personal identifiers when listed as a victim or suspect of the report.
- d. Under the Federal Education Records Privacy Act (FERPA) all records generated by the Department which do not result in the arrest of an individual are protected as "**School Records**" and are exempt from public disclosure.

D. ACCOUNTABILITY OF REPORTS – All reports shall be accounted for by following the procedures listed below:

1. At the end of each shift, a RMS shift log report shall be printed indicating all activity of each LEO and ISO for each assigned shift. The report will indicate all calls for service that require a report.
2. The Operations Commander shall review the printout and verify that reports are received on each call for service that requires a report.
3. LEOs are required to complete their offense/incident reports and all other related paperwork prior to the end of their shift, unless instructed otherwise by their supervisor.
4. The Operations Commander shall review and sign each report submitted on a daily basis and confirm that each required report is

accounted for by initialing the shift log report which will be provided to the Chief on a daily basis.

5. The Operations Commander's signature on the report shall indicate that he has ensured that the report is accurate and complete with proper grammar and spelling.
6. The Chief shall also review all reports.
7. After signing approved incident reports, the Chief shall ensure:
  - a. All originals are forwarded to the Records Custodian.
  - b. One copy of every incident report will be forwarded to the President daily.
  - c. Additional copies of incident reports will be distributed to the appropriate school official(s) daily, as deemed necessary by the Chief based upon a need to know basis. The Chief (or designee) must approve any other requested copies for distribution.
  - d. A copy of criminal offense reports will be forwarded to the appropriate LEO for assignment that require follow-up investigations in accordance with the following criteria:
    - (1) The identification of witness (es) to be interviewed.
    - (2) The seizure of physical evidence to be examined at the Crime Lab.
    - (3) The identification of a subject or suspect.
8. Upon confirming that all reports generated have been forwarded to the Records Custodian, he/she shall initial the RMS shift log report confirming that the reports reflected on the printout are in his/her possession and shall be further retained by the Records Custodian.
9. A copy of all *Traffic Crash Reports* shall be filed and stored within central records by Department case number. All original *Traffic Crash Reports* shall be mailed to the Department of Highway Safety and Motor Vehicles as they are received by the Records Custodian.
10. The Department receives Seal/Expunge Orders from the Clerk of the Circuit Court. These orders are signed by a judge and certified

by the Clerk's officer. According to what the order states, whether to Seal or Expunge, the Department will comply and either Seal or Expunge the information reflected in the Order.

11. Juvenile Arrests- LEOs should leave the original Arrest/Charging Affidavit form and a copy of the offense/incident report with the jail at the time the juvenile offender is dropped off for booking. The next business day, copies of the offense/incident report and all accompanying documents shall be delivered to the Clerk of the Court Office, Juvenile section.
  12. Complaint Affidavits (Juvenile only) - The original Complaint Affidavit and a complete copy of the offense/incident report shall be delivered to the State Attorney's Office, Juvenile Section.
  13. Notice to Appear - The original and copies will be delivered to the Clerk of Court Office.
- E. FCIC/NCIC INFORMATION – Information from Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) and Criminal Justice Network (CJNET) is received by the Department utilizing a licensed terminal located in the Communications Center. Only those individuals trained and certified to utilize the FCIC/NCIC terminal may operate and retrieve information from it. All rules of the Florida Department of Law Enforcement and the Federal Bureau of Investigations governing the use of FCIC/NCIC terminals shall be strictly followed.
1. RECEIPT – Only sworn LEOs may request information from the FCIC/NCIC terminal via telephone, radio, or in person. The request for information must be for law enforcement purposes only.
  2. DISSEMINATION – Information received from the FCIC/NCIC terminal may be released verbally to the requesting LEO; however criminal history information received from the FCIC/NCIC terminal should not be released via radio unless an LEO safety issue exists. This information shall be released verbally in person or by other secure communication. Any information received from the FCIC/NCIC terminal shall not be released to unauthorized persons.
    - a. An entry in the Dissemination Log shall be made each time a criminal history printout is released via the FCIC/NCIC terminal.
    - b. Secondary Dissemination – In the event that information from the FCIC/NCIC terminal is released to another criminal justice


agency, an entry into the dissemination log shall be made documenting whom the information was released to.

- c. Printouts of information received from the FCIC/NCIC terminal may be provided to the requesting LEO. All printouts released to LEOs shall be stamped by the ISO releasing the information, with a notation of who the printout is released to, the date and time of release and the name of the employee releasing the information.
- d. Printouts of information received from the FCIC/NCIC terminal and released to a LEO, **shall not** be attached to any offense/incident report, or stored in any manner. These printouts shall be returned to the Communication Center or shredded by the LEO in possession of the document.
- e. Printouts of information received from the FCIC/NCIC terminal not released to the requesting LEO, shall be shredded to ensure permanent destruction.
- f. Security measures for the FCIC/NCIC terminal and information received from the terminal, shall strictly conform to state and federal guidelines governing such security.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT COMMUNICATIONS CENTER	SOP NUMBER 11.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To establish guidelines for the operation and administration of the Department Communications Center.

### II. POLICY

The Department Communications Center is the duty station of the Institutional Security Officer. Institutional Security Officers shall maintain the Communications Center and its function. In the absence of adequate staffing with an Institutional Security Officer (ISO), a Law Enforcement Officer (LEO) or other qualified personnel shall perform the duties of the Communications Center. The Communications Center will satisfy the immediate informational needs of the School for normal daily activities and emergencies. The receiving, processing and dispatching of calls for service will conform to the guidelines of this Standard Operation Procedure (SOP). The Department has a twenty-four (24) hour staffed Communications Center with two-way radio capability, providing continuous communications between the Communications Center and LEOs on duty. It shall be the responsibility of the Terminal Agency Coordinator (TAC), to ensure the entire FCIC/NCIC teletype operation of the Department is in compliance with all applicable SOPs and the Florida Department of Law Enforcement (FDLE) Policies and Procedures. The Communications Center is a major component of the Patrol Operation.

### III. OBJECTIVES

- A. To formulate and disseminate written SOPs relating to proper and effective radio communications and etiquette.
- B. To specify procedures concerning documentation of all communications, as required.

## **IV. RESPONSIBILITIES**

This SOP will apply to all assigned personnel responsible for working in the Communications Center.

## **V. PROCEDURES**

### **A. COMMUNICATIONS CENTER**

The Department Communications Center consists of the following systems:

1. Two-way Radio Communications: Includes a base unit that is operated by ISOs with mobile and portable radios issued to LEOs. Radio transmission is used for dispatching and receiving information from LEOs in the field, the Communications Center and car-to-car.
2. Telephone Communications: Includes non-emergency and emergency (911) telephones.
3. Teletype: The teletype system is operated by ISOs and provides access to Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), and the Florida Department of Highway Safety and Motor Vehicles (DHSMV), as well as, a link to other law enforcement agencies via the Criminal Justice Network (CJNET).
4. Fire and Intrusion Alarms: The Department monitors and responds to FSDB installed fire, intrusion, and panic alarms on campus.

### **B. RADIO RULES & REGULATIONS**

Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) Rules and Regulations. False calls, false or fraudulent distress signals, unidentified communications, obscene, indecent, and profane language are prohibited.

### **C. TACTICAL DISPATCH PLANS**

A copy of "*A Dispatcher's Guide to Crimes in Progress/Incidents in Progress*", shall be maintained within the Communications Center, and remain immediately accessible to all personnel while performing dispatching duties.

#### D. ACCESS TO COMMUNICATIONS CENTER

Access to the Communications Center, is restricted to authorized personnel only.

1. Only official on duty Department personnel and persons authorized with official business requiring access are permitted in the Communications Center. Non authorized visitors will be escorted at all times.
2. Personnel not assigned to work in the Communications Center shall not loiter or engage in conversation or activity that will disrupt the Communications Center's primary functions.

#### E. RECORDING OF RADIO TRANSMISSIONS AND EMERGENCY TELEPHONE CONVERSATIONS

1. Recordings are an indispensable source for criminal investigations, internal investigations, training, and audits of the Department's service delivery system, Department radio transmissions, and emergency telephone conversations, which shall be continuously recorded. The recordings shall be retained and secured by the recording system in the Communications Center for a period of at least thirty (30) days.
2. Copies of recordings are available for review with the Chief's approval.
3. ISOs shall have the capability to immediately play back radio and telephone communications. This is important since a LEO may not be able to repeat the message in an emergency situation.

#### F. MISDIRECTED EMERGENCY CALLS

In the event of a misdirected emergency call, ISOs have the capability of directly transferring most calls to the correct agency. If the call cannot be transferred or the caller is unable to stay on the line, the ISO shall take all available information and relay that information to the appropriate agency.

#### G. VICTIM/WITNESS CALLS FOR INFORMATION OR SERVICE

ISOs are likely to receive calls from victims/witnesses who request information or services. This, more often than not, may be the first contact a victim/witness makes with the Department. The ISO taking the call will:



1. Assess the characteristics of the call to determine whether an emergency or non-emergency response is required.
2. Advise the caller if a Campus Police LEO will be responding or if the call will be referred to another law enforcement or public safety agency.
3. Advise the caller of the law enforcement emergency response number (911), and that it is available twenty-four (24) hours a day for any future emergency assistance.

#### H. CALLS FOR SERVICE

Information pertaining to calls received and dispatched is recorded by the officer on the Records Management System (RMS), which automatically assigns a control/case number, and is part of the event/dispatch screen. Specific information to be recorded at the time of a request for service shall include:

1. Date and time received.
2. Name and address of complainant and call back number (if possible).
3. Type of incident reported.
4. Location of incident reported.
5. Identification of LEOs assigned as primary and backup.
6. Time incident dispatched.
7. Time of LEO's arrival.
8. Time of LEO's return to service.
9. Disposition or status of reported incident.
10. Other notes.
11. ISOs shall obtain as much information as possible from the complainant to ensure the safety of LEOs responding to the scene.
  - a. Complete physical description of suspect(s).
  - b. Description of clothing.

- c. Types of weapon(s) if applicable.
- d. Actions of suspect(s).
- e. Direction and mode of travel.
- f. Description of vehicle with license number if applicable.

#### I. EXTERNAL SERVICES

ISOs will make attempts to contact other agencies as requested.

1. Contact information for procuring external services shall be maintained in the Communications Center. At a minimum, this list shall contain contact information for:
  - a. City and County Law Enforcement/Fire services.
  - b. Environmental and human services.
  - c. Ambulance services.
  - d. Wrecker services.
  - e. Taxi services.
  - f. After-hours and on-call resources for FSDB psychologists, Department of Juvenile Justice, Department of Children & Families, interpreters and FSDB nurses.
2. Such notification shall be made by telephone.

#### J. INTERNAL RESOURCES

Communications personnel shall have immediate access to the following resources:

1. Supervisor on-duty.
2. Daily work schedules.
3. Emergency contact information and phone numbers of all Department employees.

#### K. RECORDING OFFICERS' ACTIVITIES & STATUS

1. ISOs shall document all on-duty LEOs' reported status when in and out of service, patrol activities, whether dispatched or self initiated, and change in status at the time communications are received, by entering the information into the RMS.
2. ISOs will verify the status of any LEO who has been called out on a suspicious person/activity, crime in progress, disturbance, alarm, building search, or citizen contact, if two (2) minutes has elapsed without contact.
3. The exception to the procedure in paragraph two (2) above is when the LEO requests emergency radio traffic for priority use of the radio dictated by a specific incident the LEO is responding to or handling in progress.
4. ISOs will verify the status of any LEO who is not called out on a call and if thirty (30) minutes has elapsed without contact.

#### L. COMMUNICATIONS AND IDENTIFICATION NUMBERS

1. The Operations Commander shall be responsible for maintaining the communications and identification number roster for the Department employees. The roster shall be updated as necessary due to promotions, new hires, and as employees separate employment.
2. The Operations Commander shall ensure that a current database exists which details each employee's current home phone number and address.
  - a. A list of home phone numbers for all employees shall be posted in the Communications Center and it shall be updated quarterly.
  - b. The Chief shall be provided copies of this list as updates occur.
3. The Communications Center's base station shall be identified as CENTRAL.
4. LEOs assigned a radio will be identified by their assigned identification number during radio communications.

## M. MISCELLANEOUS PROCEDURES

1. Plain talk language will be utilized for all radio transmissions. The use of ten codes and signals are discouraged in an effort to promote interoperability with other local emergency services agencies for an emergency.
2. All LEOs shall promptly notify the Communications Center when they begin and end their assigned shift, when they arrive at and complete a dispatched call, when they initiate and complete a field contact, or anytime their call status changes.
3. LEOs shall listen to ensure the channel is clear before transmitting, and should wait approximately 15 to 30 seconds between each attempt to contact another LEO, unless circumstances dictate otherwise.
4. Upon initiating a transmission, LEOs shall key the transmit button for one second before speaking.
5. At the start of a transmission or a series of transmissions, LEOs using radios shall properly identify themselves, then the LEO or Communications Center being called (i.e., officer # 5 calling the Communications Center would say, "5 to Central"). Wait for a response before transmitting their complete message. One-way transmissions are prohibited except in emergency situations.
6. With the exception of the Chief and the Operations Commander, all LEOs shall respond with their identification number, call status, and location, when initially called by another LEO, the Chief, the Operations Commander or the Communications Center, unless stating the location would jeopardize their safety or the success of the assignment being conducted.
7. Radio communications shall be brief and to the point. First names and comments added as an expression of courtesy, such as "*please*", "*thank you*", or "*you're welcome*", etc., are discouraged and should not be used. Personal communications are prohibited.
8. When reporting the completion of a dispatched or self-initiated incident, LEOs will provide the Communications Center with a disposition of the call, such as report, no report, or arrest for a prompt entry into the RMS.
9. All LEOs shall use the International Phonetic Alphabet and numerals when transmitting numbers, letters, or spelling.

10. All LEOs shall monitor radio traffic and will hold radio traffic to a minimum when necessary or directed to.
11. Deviation from this SOP may be appropriate and necessary to facilitate the effective and expeditious resolve of any incident during emergency situations.

#### N. COMMUNICATIONS SECURITY MEASURES

1. The Department Communications Center is staffed by ISOs twenty-four (24) hours a day and shall remain secured at all times.
  - a. Access shall be gained through the main door via an electronic card reader, with card access being granted to authorized Department and school personnel only, all others will require an approved escort.
  - b. The Communication Center is equipped with a pass through window at the main lobby, which shall be monitored by the Communication Center's ISOs at all times. This will enable the ISOs to have contact with the public without permitting direct access to the Communications Center.
2. Backup Resources: The emergency power generator is maintained and serviced by the Maintenance Department located in the designated area at the west exterior of the building.
3. Communication equipment (i.e., antennas, repeaters, etc.) located outside the Communications Center, shall be appropriately secured from public access. Additional security measures shall be implemented, if necessary.

## INTERNATIONAL PHONETIC ALPHABET & NUMERIC PRONUNCIATIONS


A ALPHA (ALFHA)	B BRAVO (BRAH VOH)	C CHARLIE (CHAR LEE)	D DELTA (DELL TAH)
E ECHO (ECK OH)	F FOXTROT (FOCKS TROT)	G GOLF (GOLF)	H HOTEL (HOH TEL)
I INDIA (IN DEE AH)	J JULIET (JEW LEE ETT)	K KILO (KEY LOW)	L LIMA (LEE MAH)
M MIKE (MIKE)	N NOVEMBER (NO VEM BER)	O OSCAR (OSS CAH)	P PAPA (PAH PAH)
Q QUEBEC (KEH BECK)	R ROMEO (ROW ME OH)	S SIERRA (SEE AIR RAH)	T TANGO (TANG GO)
U UNIFORM (YOU NEE FORM)	V VICTOR (VIK TAH)	W WHISKEY (WISS KEY)	X X-RAY (ECKS RAY)
Y YANKEE (YANG KEY)	Z ZULU (ZOO LOO)	1 ONE (WUN)	2 TWO (TOO)
3 THREE (TREE)	4 FOUR (FOW ER)	5 FIVE (FIFE)	6 SIX (SIX)
7 SEVEN (SEV EN)	8 EIGHT (AIT)	9 NINE (NIN ER)	0 ZERO (ZE RO)

ADDENDUM 11.01-1

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT MEDIA RELATIONS	SOP NUMBER 12.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

It is the purpose of this policy to establish guidelines for release and dissemination of public information to print and broadcast news media.

### II. POLICY

It is the policy of the Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with Department operations, infringe upon individual rights, or violate the law.

### III. DEFINITIONS

- A. NEWS MEDIA REPRESENTATIVE - Those individuals who are directly employed by agencies of the electronic or print media such as radio, television, and newspapers. Freelance workers in this field are to be regarded as other members of the general public unless they possess valid credentials identifying them as media representatives.
- B. PUBLIC INFORMATION - Information that may be of interest to the general public regarding policy, procedures or events involving the Department; or other newsworthy information that is not legally protected, does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interests of employees, victims, witnesses or others.
- C. PUBLIC INFORMATION OFFICER (PIO) - The Florida School for the Deaf & the Blind designated PIO serves as a central source of

information for release by the Department and responds to requests for information from the news media and the community.

- D. PUBLIC RECORDS - All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

#### **IV. OBJECTIVES**

To recognize and understand the needs and requirements of the media, and to help the media understand the methods, policies, and constraints governing law enforcement. Through this mutual understanding and cooperation, the best possible image of the Department can be conveyed to the public and the media can affect their mission to educate and inform.

#### **V. RESPONSIBILITIES**

The Public Information Officer is responsible for:

- A. Assisting news personnel in covering news stories considered routine as well as those at the scenes of major incidents.
- B. Preparing and distributing news releases.
- C. Arranging for, and assisting at news conferences.
- D. Coordinating and authorizing the release of information about victims, witnesses and suspects.
- E. Assisting during crisis situations within the Department.
- F. Coordinating with the Chief the release of authorized information concerning confidential Department investigations and operations.

#### **VI. PROCEDURES**

- A. Authorized news media representatives shall have reasonable access to the PIO as determined by the School President. When Department information must be denied to a media representative, the basis for that denial shall be fully and courteously explained to the PIO.
  - 1. The Department recognizes authorized identification from all local, national and international news organizations. Failure of media



personnel to present authorized identification may provide grounds for restricting access to requested information or to incident scenes.

2. The Department's public information shall be released to the PIO for the media as promptly as circumstances allow, in an objective and impartial manner.
  3. The on-scene supervisor is responsible for notifying the Chief who will notify the Administrator for Business Services and the President. The President will decide who is responsible for notifying the PIO, of newsworthy events or incidents. If no supervisor is on-scene, the most senior LEO (Law Enforcement Officer) is responsible for notifying the Chief who will then make the appropriate notifications.
- B. Press releases are to contain only the facts known at the time that the release is prepared. Press releases are not to contain conjecture or speculation. If other information is not available at the time a written press release is prepared, a notation that the "investigation is continuing" is to be placed in the narrative portion of the form.
  - C. Press releases are not to contain any information that is considered to be exempt from public records.
  - D. Press releases will be updated any time significant new information is developed.
  - E. All written press releases will be reviewed by the Chief prior to dissemination to the PIO for release to the media.
  - F. Written press releases may be disseminated to print, radio, and television media outlets promptly after required reviews and approvals have been completed by the Chief and the PIO.
  - G. If another agency requests that information **not** be disseminated, the request will be immediately forwarded to the Chief. The Chief and the PIO will determine whether to release the information.
  - H. For multi-agency incidents or investigations, the lead agency will be responsible for all media releases or inquiries unless prior arrangements have been made. When multiple agencies are involved in the investigation at the scene of a traffic crash, major fire, natural disaster, or other catastrophic event or crime scene, the agency having primary jurisdiction should be responsible for releasing, or coordinating the release of media information.

- I. From the initial stage of a criminal investigation until the completion of trial or disposition without trial, Department employees shall refer all requests for information to the PIO.
- J. Employees shall not release any information that would serve to weaken or in any way hinder an investigation, either one conducted by the Department or an investigation conducted by another law enforcement agency.
- K. The following shall not be released without prior authorization of the Chief:
  - 1. Photographs that are part of an ongoing investigation.
  - 2. The identity of a suspect prior to arrest unless such information would aid in apprehending the suspect or serve to warn the public of potential danger.
  - 3. The identity of a person who is the victim of any sexual offense identified in Chapters 794 and 800 F.S. or is the victim of child abuse as defined in Chapter 827 F.S.
  - 4. The identity of victims or witnesses if such disclosure would prejudice an investigation, or if it would place the victim in personal danger.
  - 5. The name, photograph, and address of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court. EXCEPTION: Any juvenile who has been taken into custody by a LEO for a violation which, if committed by an adult, would be a felony.
  - 6. The identity of any critically injured or deceased person, prior to notification of next of kin.
  - 7. The results of any investigative procedure such as lineups, polygraph examinations, fingerprint comparisons, ballistic tests or other similar procedures. The fact that these tests have been performed may be revealed without further comment.
  - 8. Active criminal investigation information as defined in Section 119.011(3) (b) F.S. except those items specifically mentioned in Section 119.011(3) (c) F.S.
  - 9. Specific cause of death, unless officially determined by a medical examiner.

- L. Following arrest, issuance of an arrest warrant or filing of an information or indictment, it is permissible to release:
  - 1. The suspect's name, age, residence, occupation and family status.
  - 2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, and the charges placed against the suspect, and a description of contraband or other evidence that was seized.
  - 3. The identity of the arresting LEOs and the duration of the investigation, unless the LEOs are engaged in undercover operations.
  - 4. The amount of bond, scheduled court dates, and place of the suspect's detention.
  
- M. Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information should not be released without the express permission of the Chief:
  - 1. Prior criminal conviction record, character or reputation of a defendant.
  - 2. Existence or contents of any confession, admission or statement of a defendant, or his failure or unwillingness to make a statement.
  - 3. The identity, statement, or expected testimony of any witness or victim.
  - 4. Any opinion about the guilt or innocence of a defendant or the case.
  - 5. Any opinion regarding the potential for a plea bargain or other pretrial action.
  
- N. Department employees shall extend every reasonable courtesy to news media representatives at crime scenes. This may include allowing closer access of media personnel and equipment than is available to the general public, but only to the degree that it does not interfere with the mission of the Department.
  
- O. The news media shall not be allowed access to any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed or otherwise prejudiced by its existence being published or portrayed. Once evidence has been processed,


removed and secured by the Department, the media may be allowed to enter by permission of the supervisor at the scene.

1. At the scene of significant traffic crashes, man-made or natural catastrophes, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the Department, fire, medical or other emergency relief workers.
  2. News media representatives should not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to make his/her own decision to enter.
- P. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall Department employees pose with suspects or accused persons in custody.
- Q. When an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual. No Department photographs, mug shots, videotape, film or composites of subjects in custody shall otherwise be released to the media, unless authorized by the Chief.
- R. A complaint filed against a LEO and all information obtained pursuant to an investigation of such complaint is confidential until the investigation ceases to be active, or the Department provides written notification to the LEO that the investigation has been concluded and the Department will or will not proceed with disciplinary action or file charges, Section 112.533(2) (a) F.S.
1. The home address, social security number, photograph and telephone number of any active or former LEO of the Department; the home address, social security numbers, photographs, telephone numbers, and places of employment of any such LEO's spouse or children; and the names and location of any schools and day care facilities attended by children of such LEOs are not public record and will not be released to members of the media.
  2. The Department photograph of an employee may be released to the media upon request, after it has been approved by the Chief.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT PATROL ADMINISTRATION & OPERATION	SOP NUMBER 13.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To establish guidelines for the operation and administration of the Department patrol function.

### II. AUTHORITY

Chapter 1002.36 F.S. authorizes the Department to respond to all complaints relating to criminal activity; conduct investigations relating to felonies, misdemeanors, and traffic crashes occurring within the FSDB Campus.

### III. POLICY

It shall be the policy of the Department to establish duties and procedures for LEOs on patrol, including the response to calls for service, preliminary and follow-up investigations of calls for service and the issuance of equipment to carry out their duties.

### IV. OBJECTIVES

To provide a reasonably safe and secure working and learning environment for school students, staff and visitors of the FSDB Campus.

### V. RESPONSIBILITIES

A. LEOs on patrol are responsible for providing the initial law enforcement response to calls for service within the campus. Their general responsibilities include:

1. Deter crime.

2. Respond to calls for service.
  3. Keep the peace.
  4. Investigate crimes and incidents.
  5. Assist those in need.
  6. Enforce the law.
  7. Arrest violators of the law.
  8. Perform duties and responsibilities outlined in their job descriptions.
- B. LEOs will report to their shift on time and be prepared for duty.
- C. LEOs will inspect their assigned patrol vehicle for safety defects, damage, cleanliness and discarded contraband, at the beginning of each shift. Vehicle and equipment defects will be brought to the attention of their supervisor.
- D. Due to the small size of the Department and limited personnel, LEOs are responsible for conducting self briefings by checking with the off-going shift personnel, reviewing bulletins posted in the squad room, guardhouse and communications center depending on assignments, reviewing e-mails and checking in with the on-duty supervisor.
- E. LEOs will remain on patrol until relieved, or otherwise directed by a supervisor.
- F. LEOs will be alert during their shift and respond to all assigned calls. Radio communications will be monitored and dispatched calls will be acknowledged immediately.
- G. The Chief and the Operations Commander shall be directly responsible for the supervision of LEOs assigned to their shift. Their duties include:
1. Monitor and evaluate LEO job performance and activity.
  2. Provide training.
  3. Review, edit and evaluate reports and paperwork.
  4. Provide advice and guidance to ensure safe, professional completion of assignments.

5. Respond to emergencies.
6. Monitor assignment of priority calls.
7. Enhance member morale.
8. Respond to, assume command, and ensure that the Chain of Command is notified at certain crime scenes or incidents of serious nature, to include:
  - a. Department vehicle crashes.
  - b. Violent crime involving serious bodily harm or death.
  - c. Natural disasters.
  - d. Calls involving Department personnel as a victim or suspect.
  - e. Calls where the Department may be civilly liable.
  - f. Request by an on-scene LEO for an official of higher authority.
  - g. Calls resulting in the immediate response of the news media.

## **VI. PROCEDURES**

- A. LEOs on patrol provide a twenty-four (24) hour response to requests for law enforcement service within the campus. Law enforcement response to emergencies will be continuously available within the campus. To achieve this goal, three shifts are established; midnight shift, day shift and evening shift. Shift start and end times will be determined by the Chief to meet the needs of the Department.
  1. Shifts will be permanent for one year, July 1-June 30, unless exceptions are approved by the Chief.
  2. Shift assignments will be based upon the need of the Department first. However, nothing will preclude the Chief from considering using a seniority-based shift bid system to allow for voluntary selections of shifts amongst personnel.
  3. Shift assignments may be swapped after a request in writing has been submitted to the supervisor. Both LEOs requesting the shift swap shall mutually agree to the request.

B. CHAIN OF COMMAND - The chain of command for each shift is as follows:

1. Chief - Responsible for the overall management of the daily operations of FSDB Campus Police. Immediate supervisor with the responsibility for the staffing/scheduling, coordination of service call assignment, and time management for all personnel assigned to the day shift operations.
2. Operations Commander - Immediate supervisor and charged with the responsibility for the staffing/scheduling, coordination of service call assignment, and time management for all personnel assigned to the afternoon and midnight shift operations. However, the Operations Commander has additional duties and responsibilities delegated by the Chief.
3. Officer In Charge (OIC) – Strictly a temporary assignment with no real supervisory duties or expectations. Any issues that arise requiring the attention of a supervisor, the OIC will make contact with either the Operations Commander or the Chief by phone. Responsible for coordination of service call assignment to a particular shift upon the delegated authority by the Chief or the Operations Commander in their scheduled or unscheduled absence. OIC assignments will be made by designating the most senior LEO with the appointment.

C. SHIFT BRIEFING – LEOs shall routinely conduct self shift briefings, However, the Chief or Operations Commander may call a shift briefing for any purpose that may include the following:

1. Random unannounced or announced line inspection of personnel and equipment.
2. Duty assignments and changes in scheduling.
3. Unusual situations or occurrences within the campus community.
4. New or ongoing major investigations.
5. Actual or potential hazards that may be encountered during the shift.
6. Status of special events on campus.
7. New or amended directives.



8. Training.

D. CALL PRIORITIZATION - Calls for service will be assigned a priority status by the on-duty personnel assigned to the Communications Center to ensure proper response as follows:

1. Priority 1 – In-Progress. This category includes calls that require emergency rapid response by an LEO to prevent the loss of life or serious injury, crimes that involve in-progress felony offenses, or LEO needs assistance. Priority 1 calls will be dispatched immediately and assigned to the closest available LEO. A shift supervisor may release LEOs from other calls to respond to a Priority 1 situation.
2. Priority 2 - Just Occurred. This category includes calls that require a rapid response to prevent repeat violence, or to arrest wanted persons or suspects in the area of the crime. Priority 2 calls will be dispatched and assigned as soon as possible. The shift supervisor may authorize emergency response to Priority 2 calls.
3. Priority 3 – In-Progress/Non-emergency. This category includes calls that do not require a priority response, but involve in-progress misdemeanor crimes with a suspect in the area of the crime.
4. Priority 4 - Routine/Non-emergency. This category includes non-priority calls that require a general, non-emergency response for incidents that are not in-progress and are delayed in nature.

E. RESPONSE TO CALLS FOR SERVICE - Generally, a single LEO will be dispatched to routine calls for service; however, certain calls may require more than one LEO to deal safely and effectively with the problem. Guidelines for determining which situations require a response from more than one LEO should be based on the actual or perceived presence of one or more of the following:

1. An actual or threatened assault upon a LEO.
2. On-scene arrest for a felony or violent misdemeanor.
3. Resistance to arrest.
4. Use of force or threatened use of force.
5. Crime in progress.
6. Fleeing suspect.

7. Intrusion or robbery alarms.
  8. Weapons-related calls.
  9. Calls involving known violent persons.
  10. Domestic disturbances when both parties are on the scene.
  11. Disturbance calls involving disorderly conduct, intoxication, fights, or large parties or groups.
  12. This list does not prevent LEOs from routinely providing assistance or checking on the safety of another LEO or a LEO of another law enforcement agency on campus.
- F. RADIO COMMUNICATIONS - All LEOs engaged in field operations will have constant access to radio communications. LEOs are issued portable radios for two-way communications between patrol vehicles, the Communications Center, and LEOs on foot and bike patrol. LEOs shall be identified by their assigned radio identification number and shall use this number in all radio communications. All radio communications will conform to the procedures outlined in the Communications SOP of this manual.
1. All radio communications will be transmitted over the FSDB Campus Police primary channel. Alternate channels shall not be used unless directed or authorized by a supervisor.
  2. LEOs performing patrol duties are required to contact the Communications Center in the following circumstances:
    - a. At the beginning and end of shift.
    - b. To acknowledge a call from dispatch and advise when en-route to a call.
    - c. Upon arrival at a call.
    - d. When a call is completed.
    - e. When making an investigative stop or contact, informing the dispatcher of the stop, the location, and a brief description of the subject(s) and/or vehicle being stopped.
    - f. When exiting a patrol vehicle and/or leaving an assigned area of patrol for any reason.

3. The Communications Center will maintain the status of all LEOs by entering into the shift log the reported circumstances listed in paragraph 2 above.
  4. The Communications Center will inform LEOs of actual or potential hazards they may encounter. The dispatcher will convey this information to the responding LEO at the time of dispatch and update the information as received.
    - a. Severe weather bulletins received in the Communications Center will be broadcast to all LEOs.
    - b. A description of hazards likely to be encountered at a later time or date should be relayed to the appropriate supervisor and passed along to LEOs as necessary.
    - c. LEOs going off duty will notify oncoming LEOs of immediate hazards.
  5. LEOs shall monitor their assigned radio channel and should be aware of the status, location, and the nature of multiple and overlapping calls for service.
  6. LEOs shall minimize their radio transmissions while communicating over their assigned radio channel.
  7. In situations requiring communications with interacting agencies, the Mutual Aid channel shall be used unless coordinated otherwise by a supervisor.
- G. FIRST RESPONDER NOTIFICATIONS – LEOs on the scene of an incident may determine the need for first responder personnel of other agencies as appropriate to the situation. This could include, but not limited to, emergency medical services, fire services, street/highway department personnel, or public utilities personnel. Notifications for such personnel shall be made telephonically by the Communications Center at the request of LEOs on the scene. LEOs will advise if the response should be an emergency or routine.
- H. FIELD REPORTING – LEOs shall document in a written report every incident in the following categories if the incident is alleged to have occurred within the campus:
1. Reports of crimes.
  2. Citizen Complaints.


3. Criminal and non-criminal cases initiated by a LEO.
4. Fire alarms resulting in one or more of the following situations:
  - a. The response of Fire Department or Emergency Medical Services personnel.
  - b. The evacuation of any building.
  - c. The alarm system failure to reset.
5. Arrests.
6. Baker Acts.
7. Self Harm Threats.
8. Injured persons.
9. Juveniles being detained or in custody (including interviews and interrogations).
10. Traffic crashes.
- I. PATROL VEHICLE OPERATION - LEOs shall drive defensively, adhere to all traffic laws, and drive in a safe and courteous manner. All occupants of Department vehicles shall wear safety-restraining devices while the vehicle is in operation.
- J. DEPARTMENT ISSUED EQUIPMENT FOR PATROL VEHICLES - LEOs shall maintain Department issued equipment and supplies. Prior to accepting a Department patrol vehicle, LEOs shall inspect all Department issued equipment to ensure its operability. Equipment found missing or damaged shall be reported to the shift supervisor.
  1. The following Department issued items or equipment will be maintained in each patrol vehicle:
    - a. First-aid supplies to include bio-hazardous personal protection equipment and a CPR mask.
    - b. A fire extinguisher.
    - d. A flashlight with charger and attachable cone used for traffic control.

- e. Reflective warning triangles.
  - f. One Hobble nylon restraint.
  - g. One pair of shackles leg restraints.
  - h. A reflective traffic vest.
  - i. Latex gloves.
  - j. Crime scene tape.
  - k. A supply of Department forms and associated papers and pamphlets.
2. LEOs shall ensure supplies are replenished or recharged as needed.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT TRAFFIC CRASH INVESTIGATIONS	SOP NUMBER 13.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 8

### I. PURPOSE

To standardize procedures for an effective and efficient traffic crash investigation and reporting program.

### II. AUTHORITY

By the authority of Section 1002.36 F.S. the Department shall conduct traffic accident investigations occurring within the FSDB campus.

### III. POLICY

It is the policy of the Department to respond to and investigate traffic crashes that occur within the FSDB campus, charge violators at fault, render first aid to the injured, to maintain public order and to protect the property of persons involved in traffic crashes.

### IV. DEFINITIONS

- A. HAZARDOUS MATERIAL - Any substance or material which has been determined by the Secretary of the United States (U.S.) Department of Transportation to be capable of imposing an unreasonable risk to health, safety, and property. The term encompasses hazardous waste as defined in Section 403.703 F.S.
- B. VEHICLE - Every device, in, upon, or by which any person or property is, or may be, transported or drawn upon a highway, except devices used exclusively upon stationary rails or tracks.

## **V. OBJECTIVES**

- A. To outline procedures for responding to and investigating traffic crashes reported to the Department.
- B. To specify requirements for preparation and dissemination of traffic crash reports.
- C. To outline parameters for dealing with special hazards/conditions arising from traffic crashes.
- D. To standardize practices for referral or follow-up in traffic crash investigations.
- E. To enact measures which will ensure preservation of property of persons, involved in traffic crashes.
- F. To promote operational efficiency.

## **VI. PROCEDURES**

### **A. INVESTIGATIVE/REPORTING RESPONSIBILITIES**

1. LEOs shall respond to, investigate and document on the *HSMV Long Form Report* all traffic crashes brought to their attention and occurring within the campus, which involve:
  - a. Hit and run accidents involving damage to vehicle or property.
  - b. Crashes involving drivers under the influence of alcohol or drugs.
  - c. Hazardous material incidents, involving the actual/suspected release of toxic substances into the environment, or other unusual conditions that pose a significant threat to public safety.

The St. Augustine Fire Department, the Florida Department of Transportation and the Florida Department of Environmental Protection shall be notified of incidents involving hazardous materials.

- d. Vehicle crashes involving injuries. Fatalities shall be referred to the Florida Highway Patrol to allow for a Traffic Homicide Investigator to respond.

- e. Damage to vehicles/property owned by FSDB or components of government.
  - f. Crashes that result from the commission of a criminal offense or any pursuit.
  - g. Any crash which involves a commercial vehicle.
2. LEOs shall respond to, investigate and document on the *HSMV Short Form Report* traffic crashes which do not include any of the criteria specified in Section "1" above, but which do involve:
- a. Damage to any vehicle or other property in an apparent amount of at least \$500.
  - b. Removal of a vehicle from traffic by towing.
3. LEOs shall refrain from investigating collisions as outlined below:
- a. Previously investigated by another law enforcement agency.
  - b. On city or county streets or roads and which do not occur within FSDB campus property.
  - c. In which all participants have departed the scene prior to arrival of the investigating LEO.
4. In the absence of investigative criteria specified above, LEOs may:
- a. Supply participants with copies of *HSMV Short Form Report*, and permit them to fulfill reporting requirements. Such forms may be delivered to participants in person or supplied by mail.
  - b. Complete entries on the *HSMV Short Form Report* on behalf of participants in the event that one or more are elderly, confused, or otherwise indicate a need for the LEO's assistance.
5. Exchange of Information:

The LEO at the scene of a traffic crash that is required to be reported in accordance with the provisions of Section 316.066 F.S. shall instruct the driver of each vehicle involved in the crash to report the following information to all other parties suffering injury or property damage as an apparent result of the accident:



- a. The name and address of the owner and the driver of the vehicle.
- b. The license state and number of the vehicle.
- c. The name of the liability carrier for the vehicle.

Providing a copy of the crash report or a copy of a completely filled out information exchange report form to each participant, may fulfill this requirement.

## B. PRELIMINARY DUTIES OF THE INVESTIGATING LEO

1. Upon arriving at the scene of a motor vehicle crash, LEOs shall conduct a quick preliminary survey of the scene to determine the existence of any hazards or dangers. LEOs shall then implement temporary measures to stabilize dangers posed by:
  - a. Downed power lines.
  - b. Gasoline/fuel spills.
  - c. Hazardous material leaks/incidents.
    - (1) If possible, ensure that all persons are kept 2,000 feet/0.4 miles from the scene.
    - (2) Provide responding emergency personnel with spill/leak information and note content of vehicle identification placards.
  - d. The presence of explosives - arrange if possible, for a protective zone extending 2,000 feet/0.4 miles in all directions from the source of the threat.
  - e. Unstable vehicles/traffic conditions - request assistance as required.
2. The primary responsibilities of the first LEO responding to the scene of a crash are:
  - a. Take charge of the scene unless relieved by a supervisor.
  - b. Administer emergency medical care and provide basic life support.

- c. Request an ambulance and/or additional assistance (e.g. LEOs, fire department, tow truck, etc.).
- d. Protect the crash scene.
- e. Preserve short-lived evidence.
- f. Establish a safe traffic pattern around the scene.
- g. Locate drivers/witnesses and record crash information.
- h. Expedite the removal from the obstructed roadway of vehicles and debris.
- i. Assess hazardous material.

(1) Procedures for dealing with such incidents are outlined in U.S. Department of Transportation publication entitled Emergency Response Guidebook.

(2) LEO's responses to such incidents shall be in accordance with the provisions of the Emergency Response Guidebook and will not exceed the scope of the LEO's training.

### C. CONDUCTING TRAFFIC CRASH INVESTIGATIONS

Subsequent to arranging treatment for the injured and/or securing the scene, LEOs shall initiate an investigation in accordance with the provisions of this SOP and:

1. Obtain/record information required to complete appropriate crash reports.
2. Interview and record the statements of witnesses, and document any spontaneous statements offered by participants in the LEO's presence.
3. Examine the scene and:
  - a. Obtain appropriate measurements for a crash diagram (if appropriate)
  - b. Arrange for necessary photographs to be taken;
  - c. Collect, mark, and preserve physical evidence in compliance with department directives; and

- d. Obtain identification information from and assess damage to participants' vehicles.
4. Thoroughly document findings and prepare the appropriate crash report in compliance with requirements stated above. Such report shall be generated in accordance with the Department of Highway Safety and Motor Vehicles (DHSMV) guidelines, and submitted in accordance with the provisions of Florida law.
5. Safeguard the property of victims until it can be claimed or returned to its rightful owner.
  - a. When conditions threaten the loss or damage of a victim's property, the LEO shall take possession or secure the property.
  - b. Possession shall be transferred to the investigating entity upon arrival, if the LEO having possession is not the primary investigating LEO.
  - c. If the possessing LEO is investigating the crash, and no family member of the crash victim is readily available to turn the crash victim's property over to, the LEO shall inventory the personal property and place it into property/evidence in accordance with the Property Control & Accountability SOP in this manual.

#### D. HIT AND RUN INVESTIGATIONS

1. Fatalities shall be referred to the Florida Highway Patrol for response by a Traffic Homicide Investigator.
2. Personal Injury/Property Damage - Follow-up investigations for hit and run crashes, involving property damage or injury that does not result in a reasonable prognosis of actual or impending death for the victim, shall, with appropriate supervisory approval, be handled by the investigating LEO.
  - a. In attempting to determine whether additional investigative effort is warranted, investigating LEOs and supervisors shall consider whether or not any of the following information factors are available:
    - (1) Has a reliable witness to the incident been located?
    - (2) Is the suspect known or can he/she be identified?

(3) Has an identifiable description of the suspect vehicle been obtained?

(4) Was any physical evidence recovered?

(5) Will recovered evidence tie the suspect/vehicle to the incident under investigation?

b. If a negative response is obtained to each of the questions referenced in section "a" above, further investigative effort will not in all likelihood be successful. Consequently, unless otherwise directed by a supervisor, the investigating LEO shall advise the victim that:

(1) The investigation has been concluded and that information leading to the identification of the offender has not been developed.

(2) Further investigative effort is not likely to be productive and the case will be closed.

(3) If further information is developed, the case will be reopened and the victim will be advised of the outcome.

c. Follow-up reports on all open investigations shall be required at no more than thirty (30) day intervals.

#### E. DRIVING UNDER THE INFLUENCE (DUI) CRASH INVESTIGATIONS

1. LEOs are to carefully observe all parties involved in a traffic crash, paying particular attention to the behavior, attitude, speech, physical condition, balance, and other characteristics, which may indicate impairment on the part of any driver.

2. When probable cause of DUI exists, the investigation shall be referred to the Florida Highway Patrol.

#### F. TEMPORARY DETOUR OF TRAFFIC – At times there will be a requirement to regulate traffic at the scene of a crash in order to protect the scene and to temporarily detour traffic.

1. Position the patrol vehicle to protect victims or warn other motorists of roadway obstructions or hazards that cannot be moved from the roadway. (LEOs are cautioned not to rely on the presence of the patrol car to divert traffic around crash scenes. Other warning measures should be employed and vehicles should be removed

from the roadway once the need to protect victims or warn motorists no longer exists.)

2. LEOs shall wear a department approved reflective traffic and safety vest whenever standing in the roadway directing traffic.
3. Utilize vehicle emergency lighting to maximize visibility with safe, proper placement of barricades, traffic cones, or reflective warning triangles if available.
  - a. The density and speed of the traffic flow shall be considered in the placement and spacing of reflective warning triangles, barricades and traffic cones. Always leave approaching vehicle operators enough distance to react and stop safely.
  - b. LEOs will not use flares to regulate traffic at the scene of a crash.


## **VII. REGULATIONS**

- A. Crash reports shall not be utilized to document incidents involving vehicles damaged by vandalism, thrown objects, or by fire, unless the fire resulted from a traffic collision. Such occurrences shall be reported in a standard police incident report.
- B. All photographs, audio/video tapes, reports, and any other materials generated or obtained during the course of any crash investigation, may not be sold, disposed of, disseminated, or otherwise released, except in accordance with the provisions of law. LEOs shall be prohibited from selling or releasing photographs, videotapes, or other materials made in conjunction with the performance of their official duties whether such materials were produced using agency or personally owned equipment and supplies.
- C. LEOs are not permitted, while on-duty, off-duty or while working outside employment, to investigate or reconstruct a traffic crash that has been previously investigated by another LEO of this Department or another law enforcement agency unless specifically authorized to do so by the Chief.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT TRAFFIC CONTROL	SOP NUMBER 13.03
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To assist in the smooth flow of traffic in and around areas of obstructed or unusually congested roadways.

### II. POLICY

It is the policy of Department to assist motorists and local authorities by conducting manual traffic control by utilizing hand signals when circumstances may dictate.

### III. OBJECTIVES

To provide uniform guidelines for the directing and controlling of traffic.

### IV. PROCEDURES

#### A. TRAFFIC CONTROL

1. Law Enforcement Officers (LEOs) may be required to temporarily perform the duty of manual traffic control within or around FSDB campus in a variety of situations involving, but not limited to:
  - a. Traffic crash scenes;
  - b. Fire emergency scenes;
  - c. Adverse weather conditions;
  - d. Special events;

- e. Man-made or natural disasters; and
  - f. Other events that adversely affect the orderly flow of traffic (e.g. assisting the school's heavy flow of bus traffic departing campus, upon the completion of each regular academic day, at the intersection of Genoply Street and San Marco Avenue, as a matter of a "routine duty" in accordance with the local law enforcement agencies' Mutual Aid Agreement).
2. Upon the discovery or notification of conditions necessitating manual traffic control, a LEO will:
    - a. Notify the Communications Center of the problem and only request assistance from the appropriate local municipal, county, or state agency if needed;
    - b. Provide the manual traffic control if necessary; and
    - c. Take other appropriate action to restore the normal, orderly flow of traffic.
  3. Emergency warning equipment on patrol cars, reflective warning triangles, traffic cones, and other temporary traffic control devices may be used in situations requiring manual traffic control. The LEO in charge of the scene will direct the placement and removal of such devices. The Department approved high visibility reflective traffic safety vest shall be worn at **ALL** times when a LEO is in a roadway conducting manual traffic control.
  4. Before initiating traffic control, the LEO should consider such variables as traffic volume and speed, the number of pedestrians present, anticipated duration of the congestion period and the presence or absence of traffic control devices. Manual traffic control should not be used when the use of a traffic control device is functional and will alleviate the problem.
  5. Bystanders and their vehicles should not be allowed to interfere with emergency operations or the flow of traffic.

## B. PROCEDURES FOR MANUAL TRAFFIC CONTROL

1. LEOs shall comply with the following procedures when directing traffic in a roadway:

- a. LEOs shall position themselves, their patrol vehicle and any temporary traffic control devices in the best location that is clearly visible to motorists and provides the safest environment.
  - b. LEOs may park a patrol vehicle on a roadway behind a disabled vehicle for the purpose of placing emergency warning devices or to assist drivers or passengers with exiting their vehicles. LEOs may also park a patrol vehicle on a roadway to protect victims or warn other motorists of roadway obstructions or hazards. Anytime a patrol vehicle is parked on a roadway, the emergency warning lights shall be activated. In any event, the patrol vehicle shall be removed as soon as practical from the roadway.
  - c. LEOs shall be attentive to all traffic conditions, remain alert for any potential dangers or hazardous conditions, and clearly communicate with motorists through a combination of visual hand signals and loud audible whistle bursts.
2. The following uniform signals should be properly used for the safe direction of manual traffic control:
- a. Stopping traffic flow.
    - (1) Enter the roadway.
    - (2) Point and look directly at the driver that is to stop until eye contact is made.
    - (3) Raise one hand up about shoulder height with palm toward the driver until he stops. The officer may point with the other hand to the exact location the driver is to stop.
    - (4) When stopping motorists on open, high-speed roadways, officers should face the traffic to be stopped and extend both hands high above the head well in advance of the oncoming motorists.
  - b. Starting and maintaining traffic flow.
    - (1) Point at the driver being directed to start, and make eye contact.
    - (2) Extend one hand and arm towards the driver with a flat palm facing up and bending the arm at the elbow, bring the hand toward self passing in front of the chin.



- c. Turns.
  - (1) Turns will be allowed when they can be accomplished safely.
  - (2) Turns will be directed by pointing at the driver until eye contact is made, then pointing in the direction of the turn.
- d. Whistles may be used to supplement hand signals.
  - (1) One long blast signals motorists to stop.
  - (2) Two short blasts signal motorist to proceed.
- e. Flashlight signals during darkness.
  - (1) Due to reduced visibility after dusk, LEOs should be extra cautious when directing traffic at night. The patrol vehicle's emergency warning lights and reflective warning triangles should be utilized to warn approaching motorists of the LEO's presence. Also, LEOs should be aware that being back lit by bright lights might reduce the ability of approaching motorists to see them.
  - (2) The flashlight with traffic cone attached shall be used to enhance signals given with a flashlight.
  - (3) The beam of the flashlight may be aimed at and across the pavement in front of approaching cars as a signal to stop.
  - (4) The beam may be rapidly flashed in the direction of the approaching vehicle to get the driver's attention.
  - (5) The beam should be moved along the roadway in a small come-along arc to indicate the path the vehicle should proceed to.
- f. Minor variations of the uniform signals used for traffic direction may be made to facilitate the flow of traffic in unusual situations.

### C. ROADBLOCKS

LEOs shall not use any Department patrol vehicles for any type of roadblocks off campus.


#### D. VEHICLE ESCORTS

1. Emergency escorts of civilian vehicles or other emergency vehicles are prohibited. Should a civilian request a medical emergency escort, the LEO shall immediately request an ambulance in an emergency response to campus for treatment and/or transportation of the injured or ill person(s).
2. In an extreme medical emergency, it may become necessary for an LEO to transport the injured or ill person to a medical treatment facility in the Department's vehicle. This only after it has been determined that due to unusual circumstances a local emergency medical response by an ambulance or rescue personnel is absolutely unavailable and death may be imminent for the injured person.
3. LEOs shall not provide any escorts for other vehicles.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT TRAFFIC ENFORCEMENT & ASSISTANCE	SOP NUMBER 13.04
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 8

### I. PURPOSE

To establish procedures and guidelines for providing traffic enforcement and assistance to motorists and handling roadway hazards.

### II. POLICY

It shall be the policy of the Department to enforce FSDB parking rules and regulations, as well as, to offer assistance to motorists appearing to be stranded or in need of aid.

### III. OBJECTIVES

- A. To provide guidance in assisting motorists/pedestrians appearing to be stranded or in need of aid.
- B. To establish procedures for the enforcement of the FSDB parking rules and regulations.
- C. To establish procedures for low and high risk traffic stops.

### IV. PROCEDURES

- A. During the course of routine patrol, and as a general service to the public, LEOs shall render assistance to motorists on campus. This shall include providing information and directions, obtaining fuel, and assisting with flat tires. The type and amount of service to be rendered will vary from situation to situation; however, LEOs shall do as much as possible to assist motorists in need.
- B. DISABLED OR STRANDED MOTORIST - LEOs, upon finding or having been dispatched to assist a motorist, shall:

1. Notify the Communications Center of the situation, description of the vehicle, tag number, names of occupants, and the location.
  2. Ensure that the vehicle occupants are in a safe area away from hazards.
  3. At driver's request, a specific towing or locksmith service may be contacted.
  4. A LEO shall manually remove a vehicle when immediate removal of a vehicle is required to prevent future traffic problems prior to the arrival of a wrecker. LEOs shall not use Department vehicles to push, pull, or jumpstart a disabled vehicle.
  5. Upon request, assist vehicle's occupants in obtaining transportation for the vehicle occupants if requested.
  6. LEOs shall not transport a stranded motorist to locations off campus for assistance.
  7. LEOs shall not "Slim-Jim" vehicles. In the event of an emergency situation, LEOs shall first attempt to contact emergency rescue personnel for assistance.
- C. HAZARDOUS CONDITIONS – LEOs shall be observant for hazardous conditions and report such conditions as soon as possible. LEOs who encounter hazardous roadway conditions on campus shall take immediate action to correct those conditions.
1. If debris is observed in a roadway on campus, the LEO shall remove it. If it is impractical for the officer to remove the debris, they shall contact the appropriate department, through the Communications Center, to have the debris removed. The LEO may remain at the location until the appropriate department arrives so that others are protected from accident or injury.
  2. LEOs who observe a roadway defect on campus shall notify the appropriate department through the Communications Center, to correct or eliminate the hazard or defect.
  3. LEOs observing any traffic control device or sign down on campus shall notify the appropriate department, through the Communications Center, to correct the defect.

4. LEOs observing any street lights out on campus shall notify the appropriate department through the Communications Center for repair in a timely manner.
5. LEOs encountering hazardous materials present on a roadway shall notify the St. Augustine Fire Department, through the Communications Center.
  - a. Only properly trained and equipped LEOs shall attempt to enter areas where hazardous materials are encountered.
  - b. For additional procedures in hazardous material encounters, see the Traffic Crash Investigations SOP in this manual.

#### D. GENERAL AND EMERGENCY ASSISTANCE

1. In the event of a medical emergency on campus, the LEO shall advise the Communications Center to notify Rescue. The LEO shall also render assistance as needed.
2. In the event of a vehicle fire on campus, the LEO will notify the Communications Center to notify the St. Augustine Fire Department, and attempt to extinguish the fire with the patrol vehicle's fire extinguisher if practical.

#### E. COURTESY ESCORTS

1. LEOs may be called upon to transport or walk staff, students or visitors from one location to another on campus.
2. LEOs will be dispatched to such calls or may come upon the person(s) needing assistance. If the LEO provides a vehicle escort, the Communications Center will be notified by the LEO with the starting location, name of the individual to be escorted and their destination.
3. Starting and ending odometer mileage will be provided to the Communications Center by the LEO via the radio, if the person being transported is of the opposite gender as the LEO or a juvenile.

#### F. ENFORCEMENT OF PARKING RULES & REGULATIONS

1. All existing parking rules and regulations on campus shall be enforced with reasonableness and impartiality in all areas of the Department's jurisdiction.

2. LEOs may enforce parking laws on campus by maintaining a general surveillance for parking violations while on patrol.
3. LEOs that personally receive complaints of individuals that are parked in someone else's reserved parking space will:
  - a. Request the complainant's name and call back number and ascertain if they are the space owner.
  - b. Contact the Communications Center and give them the complainant's name and call back number, and have them confirm the space owner's claim.
  - c. Request the Communications Center to run the violator's license plate number through the FCIC/NCIC, to try and identify the owner.
  - d. If the owner can be identified as a school staff member, the Communications Center will attempt to contact the owner and have them remove the vehicle.
  - e. If the owner cannot be contacted, the vehicle may be issued a Department parking citation by the LEO observing the violation.
4. LEOs who discover a vehicle parked on the campus in violation of any of the FSDB parking rules and regulations or in violation of the law may:
  - a. Issue a citation.
  - b. If the vehicle is unattended, attach the violator's copy of the parking citation to the vehicle in a conspicuous place.
  - c. Alternatives to issuing parking citations are encouraged. These alternatives consist of having the driver move their vehicle or issue warnings when appropriate.
5. Citations issued in error or damaged may be voided by the issuing officer by writing "VOID" across the front of all copies of the citations. All copies of any voided Uniform Traffic Citations (UTCs) must be stapled together and turned into the Chief for his review and forwarding to the Records Custodian.

## G. TRAFFIC ENFORCEMENT MOVING & NON-MOVING VIOLATIONS

1. LEOs conducting low risk traffic stops shall:
  - a. Observe a violation that warrants a traffic stop of a motorist on campus.
  - b. Notify the Communications Center via the radio:
    - (1) Traffic stop is being conducted.
    - (2) Location of the stop.
    - (3) State and tag number of vehicle (initiate query of owner registration information and a wants/warrants check through FCIC/NCIC).
    - (4) Brief description of vehicle (i.e. make, model, color).
    - (5) Number of occupants.
  - c. Stop the vehicle in a safe location off the shoulder of the roadway or in a parking lot and if at night in an area with adequate lighting.
    - (1) Activate emergency warning lights. Activate the siren as needed, to assist in alerting the driver to the stop with the emergency warning lights.
    - (2) Activate the takedown lights and spotlight when conducting night time traffic stops, for officer safety purposes.
    - (3) Utilize the Public Address (PA) system if necessary to direct the driver to relocate the vehicle or park in a safer location.
  - d. Approach from the driver's side, looking into windows and monitoring the location of all occupants upon approaching the vehicle.
  - e. Approach cautiously and stop slightly behind the driver's door with a bladed stance to minimize exposure to an unexpected attack.
  - f. Politely greet the driver, identifying self as a LEO and explain the reason for the traffic stop. Consider inquiring with the

driver if there were any extenuating circumstances for the violation.

- g. Request to see the driver's license, vehicle registration and proof of insurance. Retain each document until the completion of the traffic stop and the driver has been advised they are free to leave.
- h. Instruct the driver and any passengers to remain in the vehicle and return to the patrol vehicle.
- i. Check the driver's license for proof of identity of driver and with DHSMV for validity.
- j. Examine the license, registration and proof of insurance for validity and fraud.
- k. Considering the violation and all of the circumstances of the traffic stop, determine and administer the appropriate disposition:
  - (1) Verbal Warning.
  - (2) Department Written Warning.
  - (3) State of Florida Uniform Traffic Citation (UTC).
  - (4) UTC Notice to Appear for qualifying criminal violations.
  - (5) Arrest for qualifying criminal violations.
- l. Upon deciding to issue a UTC, advise the driver:
  - (1) Their options and responsibility for satisfying the citation.
  - (2) The amount of the fine and the location for paying the fine.
  - (3) They must sign the citation. However, by signing the citation they are not admitting any guilt, but only that they received a copy of the citation. Failure to sign the citation will result in a criminal offense and they are subject to arrest.
  - (4) Verify the driver applied the proper signature on the citation confirming their true identity and issue the driver the appropriate yellow copy.




- (5) Return the driver license, vehicle registration and proof of insurance to the driver.
  - m. Notify the Communications Center the traffic stop is completed.
  - n. Remain calm and in control of the traffic stop to ensure officer safety. LEOs shall also demonstrate a polite, courteous, and professional demeanor during the entire traffic stop.
2. LEOs shall refrain from approaching a vehicle in a high risk traffic stop (such as a felony stop) to ensure officer safety. This may reduce the inherent risk and potential for unexpected circumstances causing the injury or the tragic death of LEOs. LEOs conducting high risk traffic stops (such as felony stops) shall follow steps 1. a., b. and c. above, as well as:
  - a. Notify the Communications Center of the need for additional LEO assistance and wait for the backup prior to conducting the traffic stop.
  - b. Upon arrival of backup LEOs pick a safe location and initiate the traffic stop using officer safety and tactical training techniques.
  - c. Remain with the patrol vehicles for cover to conduct and control the entire traffic stop. Designate one LEO as the lead and one as the cover.
    - (1) The lead LEO shall give all instructions to the vehicle's occupants.
    - (2) The cover LEO shall provide protection from any gunfire or overt actions of the occupants.
  - d. Utilize the PA and direct the occupants actions as follows:
    - (1) Occupants to follow the instructions of the LEOs.
    - (2) Driver to turn off the vehicle ignition and throw the keys out the driver side window.
    - (3) Driver to reach out the window with right arm and open door to exit vehicle.
    - (4) Driver exit vehicle with both arms raised and back to LEOs.

- (5) Driver turn in a full circle slowly to allow LEOs to visually observe any concealed weapons or firearms.
  - (6) Driver walks slowly backwards to the LEOs until reaching a close proximity and safe location.
  - (7) Driver to lie on ground belly side down and both arms spread out away from the body.
  - (8) Driver to turn head away from handcuffing LEO.
  - (9) Driver handcuffed, searched for weapons and placed into the patrol vehicle.
  - (10) All other occupants will follow same instructions as the driver exiting each out the driver side door if at all possible until each is secured.
- e. LEOs shall coordinate a tactical and safe approach to the vehicle confirming all occupants have exited the vehicle and determined the stop has been effectively reduced from a high risk to a low risk stop.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT VEHICLE PURSUITS & EMERGENCY RESPONSE	SOP NUMBER 13.05
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish policy, guidelines and limitations concerning vehicle pursuits and emergency response for LEOs of the Department.

### II. AUTHORITY

Law Enforcement Officers (LEOs) of the Department are granted authority to arrest a person off campus for a violation committed on campus after a hot pursuit of that person which began on campus, as set forth in Chapter 1002.36, F.S.

### III. POLICY

It is the policy of the Department to ensure only sworn LEOs, will use driving tactics consistent with safe vehicle operation when performing vehicle pursuits, vehicle stops, surveillance, or emergency responses.

### IV. DEFINITIONS

**VEHICLE PURSUIT** – The operation or use of a police vehicle in an emergency mode to aggressively pursue a felony suspect who willfully and/or knowingly uses illegal or evasive driving tactics in an effort to avoid apprehension, detention and arrest.

**FORCIBLE FELONY** – Treason; murder; manslaughter; sexual battery; carjacking; home-invasion robbery; robbery; burglary; arson; kidnapping; aggravated assault; aggravated battery; aggravated stalking; aircraft piracy; unlawful throwing, placing, or discharging of a destructive device or bomb; and any other felony which involves the use or threat of physical force or violence against any individual as outlined in 776.08 F.S.

CODE 1 Non-emergency mode; routine response.

CODE 2 Expedite; flashing lights only and no audible siren. (Prohibited for pursuits)

CODE 3 Emergency response; full activation of flashing lights and audible siren.

CODE 4 Cancel backup response.

## V. OBJECTIVES

To establish vehicle pursuit procedures for all LEOs.

## VI. RESPONSIBILITIES

- A. LEOs shall conduct vehicle pursuits in accordance with Florida laws, this policy and under the direction of their immediate supervisor.
- B. Supervisors shall either authorize or terminate vehicle pursuits.
- C. Communications Center Personnel shall monitor and provide support to the vehicle pursuits.
- D. Chief shall conduct an after action review of all vehicle pursuits.

## VII. PROCEDURES

- A. LEOs shall:
  - 1. Be authorized to employ the tactics of vehicle pursuit only if the LEO reasonably believes that the suspect has committed a forcible felony and poses an immediate life-threatening danger of violence to the public at large if not immediately apprehended. **All other vehicle pursuits are prohibited.**
  - 2. Be working in uniform assignments and utilize Department marked police vehicles for vehicle pursuits, vehicle stops, and other emergency responses.
  - 3. Make the decision to initiate a vehicle pursuit. If at any time the LEO determines that the dangers of continuing the pursuit outweigh the benefits of the immediate apprehension of the suspect, the LEO shall terminate the pursuit.

4. Immediately notify their supervisor of their involvement in any vehicle pursuit. If at any time the supervisor determines that the dangers of continuing the pursuit outweigh the benefits of the immediate apprehension of the suspect, the supervisor shall notify the LEO to terminate the pursuit.
5. Not participate in a pursuit where there are already 2 Department vehicles involved, unless otherwise directed by a supervisor. If 2 LEOs are engaged in the pursuit, the LEO in the primary lead position shall focus on the pursuit driving and the suspect's actions. The LEO in the secondary position shall follow in the pursuit and provide the necessary radio transmissions to the Communications Center personnel.
6. Immediately engage the emergency lights and siren, continuously using such emergency equipment throughout the pursuit or emergency response whenever initiating a traffic stop, pursuit or making an emergency response. During pursuits and emergency responses, LEOs will stop or slow for all stop signs and red traffic signals, proceed only after any other vehicles have yielded the right of way and travel at reasonable speed, taking into account the traffic conditions. Unless authorized as a primary or secondary vehicle in a pursuit, LEOs are prohibited from caravanning by following and directly participating in a pursuit.
7. Immediately notify the Communications Center personnel with the following when initiating a pursuit:
  - a. Vehicle description.
  - b. Vehicle tag number.
  - c. Number of occupants in vehicle.
  - d. Current location and direction of travel.
  - e. Speed of pursuit.
8. Not follow or track the pursuit route if not authorized to directly participate in the pursuit. LEOs traveling on a path parallel to or otherwise being indirectly involved in any active vehicle pursuit being conducted by other law enforcement vehicles is prohibited.
9. Discontinue the pursuit in the event of essential equipment failure on their police vehicle.

10. Report serious traffic offenses to the appropriate local law enforcement agency having jurisdiction whenever LEOs observe these offenses committed off campus that place the public in imminent danger. LEOs will only attempt vehicle traffic stops for serious criminal traffic offenses off campus when danger to the public is clear and unmistakable, and uniformed assistance from the local law enforcement agency having jurisdiction is not readily available.
11. Immediately terminate their emergency response on campus upon notification that another responding LEO has arrived on the scene of the emergency and the situation appears to have been stabilized.
12. Not respond in emergency mode with only the emergency lights on and without the siren fully activated (also known as CODE 2).
13. Only exercise the forcible stopping of a fleeing felony suspect vehicle in a pursuit when either serious bodily injury or death is imminent as established by the Florida laws and the policy in this SOP manual for the use of deadly force and/or is authorized by the supervisor.
14. Relinquish the lead pursuit position to the "home" jurisdiction, should the "home" jurisdiction express a need to take over the pursuit whenever the pursuit enters other law enforcement agency's local jurisdictions.

B. Communications Center Personnel shall:


1. Record the information provided by the LEO in pursuit on the shift log.
2. Obtain DHSMV for vehicle information and FCIC/NCIC for wants and warrants checks.
3. Confirm the reason for the pursuit.
4. Immediately notify their supervisor and the Chief.
5. Notify the St. Johns County Sheriff's Office and the St. Augustine Police Department and the other appropriate law enforcement agencies, if the pursuit enters another agency's jurisdiction. The agency whose jurisdiction is being entered will be requested to provide back up LEOs to the pursuing LEO.

6. Continuously monitor and provide operational support to the pursuit as needed until it is terminated.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT VEHICLE IMPOUND	SOP NUMBER 13.06
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To establish procedures and guidelines for impounding vehicles, which are illegally parked, stolen, seized, held as crime scene evidence, or the possession of a person being arrested.

### II. POLICY

It shall be the policy of the Department to impound vehicles when appropriate in accordance with this policy, which are illegally parked, stolen, seized, held as crime scene evidence or belong to an individual being arrested, when appropriate, in accordance with this policy.

### III. OBJECTIVES

- A. To provide guidance when impounding vehicles.
- B. To establish procedures for inventory and storage of impounded vehicles.

### IV. PROCEDURES

- A. Towing/Impound Criteria – When feasible, the owners of vehicles subject to impoundment shall be notified and offered the opportunity to take possession of such vehicles. Vehicles which may be towed from campus property and stored by a local towing service include:
  - 1. Vehicles held as evidence in a pending criminal case.
  - 2. Any vehicle left unattended which constitutes an obstruction of traffic.



3. Vehicles unlawfully parked in reserved areas or parking spaces clearly posted with proper signage.
4. Any vehicle, which is impounded in accordance with, established statutory procedures for handling abandoned property.
5. Any vehicle, which must be removed in the interest of public safety because of fire, storm, or other emergency reason.
6. Any recovered stolen vehicle that cannot be released at the scene.
  - a. If the initial stolen vehicle report was not originated by the Department, the originating agency shall be notified and the recovery and processing turned over to the originating agency.
  - b. If the originating agency cannot proceed with the recovery in a reasonable amount of time, the vehicle shall be impounded by a local towing service.
  - c. Stolen vehicles originating from the Department may be processed and released to the owner when appropriate. LEOs shall make every effort to contact the owner prior to requesting a local towing service, unless extenuating circumstances including, but not limited to, the need for dry storage for processing exist.
  - d. If the owner has not arrived within approximately thirty (30) minutes after being contacted, the vehicle shall be impounded.
  - e. It shall be the responsibility of the impounding/investigating LEO to ensure that all National Crime Information Center Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) entries and removals are conducted as required, on any vehicle coming under the control of the department by:
    - (1) Notifying the Communications Center of the need to enter or remove a vehicle from FCIC/NCIC.
    - (2) Retrieving a printout of the entry or removal and attaching it to the police incident report.
7. Any vehicle in which the driver/owner has been arrested and no other driver is present or arrives who is expressly approved by the owner to take immediate custody of the vehicle within thirty (30) minutes after the arrest. LEOs must be satisfied that the operator's

designee is physically and mentally capable of assuming responsibility for the vehicle.

8. Any vehicle for which the tag has been seized pursuant to a court order or DHSMV indicated in FCIC.

B. Operators/owners of vehicles involved in crashes or requiring routine service have the right to call the towing company of their choice. If no preference is stated, or the towing company designated by the owner is unavailable, an appropriate local towing company will be called. No *Vehicle Impound Report* form will be completed in such cases.

### C. GENERAL IMPOUND PROCEDURES

1. All tows initiated by LEOs shall be documented on an *Inventory and Vehicle Storage Receipt* form accompanied by a police incident report. At a minimum, the *Inventory and Vehicle Storage Receipt* shall include the following information:

- a. Time;
- b. Date;
- c. Location vehicle towed from;
- d. Requesting LEO;
- e. Towing service name;
- f. Location vehicle towed to;
- g. Inventory of contents; and
- h. Placing and removal of HOLDS;

2. The accompanying police incident report shall contain at a minimum:

- a. Reason for removal or tow; and
- b. Whether the registered owner was notified or attempted to be notified.

3. If a HOLD is placed on the vehicle, the reason for the HOLD shall be documented on the *Inventory and Vehicle Storage Receipt* and in the accompanying police incident report. LEOs assigned to

follow-up on investigations, shall ensure the timely removal of HOLDS. If the vehicle can be released, the LEO shall document on the *Inventory and Vehicle Storage Receipt*, to whom the vehicle can be released.


#### D. INVENTORY

1. It is essential that a complete inventory be conducted on every vehicle impounded by the Department. Vehicles towed become the responsibility of the impounding LEO. The LEO is responsible for the vehicle; its parts and contents.
  - a. The contents of the vehicle include, but are not limited to:
    - (1) All packages and containers located within the passenger compartment;
    - (2) The trunk, glove compartment area; and
    - (3) Any secured and unsecured area of the vehicle.
  - b. To ensure that liability does not apply to property located within any package or container, the contents of the package or container, whether it is open or closed, will be accounted for and inventoried. If any container, trunk, or compartment is locked and access is not available, the LEO shall contact a supervisor before taking any further action and make notation on the *Inventory and Vehicle Storage Receipt and Incident Report* of the locked containers, etc.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT VEHICLE OPERATION	SOP NUMBER 13.07
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To establish policy, guidelines and limitations concerning the use and care of Department vehicles.

### II. POLICY

It is the policy of the Department to ensure that vehicles are equipped and capable of performing in law enforcement responses at all times; to ensure that Department vehicles are properly maintained and operated in a responsible manner.

### III. OBJECTIVES

To establish inspection and operation procedures for all Department vehicles.

### IV. RESPONSIBILITIES

- A. LEOs operating Department vehicles shall have a valid Florida driver's license in their possession at the time of operation.
- B. LEOs will inspect vehicles at the beginning of each shift for damage and ensure that the vehicle is ready for service prior to being driven. LEOs should be alert to faulty or inoperative equipment. Special attention should be given to brakes, lights, and emergency equipment. Any damage to a vehicle or inoperative or faulty equipment must be reported immediately to the Lieutenant.
- C. LEOs will ensure that vehicles are adequately fueled before the end of their shift.

- D. LEOs shall complete the appropriate vehicle log book daily before the end of their shift.
- E. LEOs shall be responsible and accountable for the cleanliness and proper maintenance of their assigned Department vehicle.
- F. LEOs shall be responsible for the removal and security of all access cards, weapons, ammunition, flashlights, and equipment in their assigned vehicle prior to the vehicle being turned in for maintenance or repair.
- G. The Operations Commander shall inspect all patrol vehicles at least once a week to include cleanliness, adequacy of equipment, availability of equipment, supplies and accessories, and a comprehensive program of preventive maintenance. The Operations Commander shall maintain the inspection record files for all Department vehicles.
- H. The Operations Commander will document in writing, any neglect or failure to maintain Department vehicles and initiate the appropriate disciplinary action for neglect or failure to maintain the vehicles, forwarding all documentation to the Chief.

## **V. PROCEDURES**

### **A. VEHICLE OPERATION**

1. All Department vehicles will be operated with due regard for safety and in compliance with all traffic laws regulating the operation of emergency vehicles whether in an emergency situation or on routine patrol.
2. LEOs will use seat belts while operating department vehicles, leased or rental vehicles, and all personal vehicles used on state business. The LEO operating a Department vehicle will require all passengers to use the vehicle's seat belts.
  - a. LEOs will not operate a Department vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.
  - b. LEOs shall not modify, remove, deactivate, or otherwise tamper with the vehicle's seat belts.

- c. Inoperable seat belts will be immediately reported to the supervisor. Prompt action will be taken to replace or repair the system.
  - d. While stopping a vehicle for a violation or initiating a contact, LEOs may remove the seat belt just prior to the stop/contact so as to enable the LEO to quickly exit the vehicle if necessary.
3. LEOs shall observe all parking regulations and park their vehicles in such a manner that they are in a position to exit quickly and easily in an emergency situation. Vehicles will be tactically (backed in) parked in their designated spaces/locations.
  4. Unattended Department vehicles shall be legally parked and locked at all times except in exigent circumstances.
  5. The interior and exterior of department vehicles will be kept clean.
  6. The routine carrying or transporting of gasoline or other flammable liquids in the trunk or rear cargo storage area of a Department vehicle is prohibited. However, LEOs are authorized to transport gasoline or other petroleum products in appropriate containers when necessary to assist motorists. Such transportation shall be consistent with safety regulations regarding same.
  7. Department vehicles will not be used to jump-start a privately owned vehicle or to push or pull any disabled vehicle.
  8. Department vehicles shall not be driven on unpaved surfaces unless necessary to respond to a call or official "extra patrol" request.
  9. Department vehicles will not be used for outside police employment on campus unless authorized by the Chief.
  10. Department vehicles shall not be used to escort citizens in their own vehicles from campus to medical facilities. If a medical emergency is such that a person's life is in imminent danger and qualified medical personnel are not available, LEOs may transport the individual in a Department vehicle after obtaining authorization from their supervisor. LEOs shall operate their vehicle in a prudent, safe manner when responding to a medical emergency.


## B. TRAFFIC CRASH

1. When a department vehicle is involved in a traffic crash, LEOs will render necessary aid to the injured, remove any hazard to life or property in accordance with Chapter 316 F.S. and immediately notify their supervisor.
  - a. CRASHES OCCURRING OFF CAMPUS-The supervisor will respond to the scene, ensure the appropriate county/municipal law enforcement agency is notified to conduct the investigation and submit a written report to the Chief as soon as practical following the investigation.
  - b. CRASHES OCCURRING ON CAMPUS-The supervisor will conduct the investigation of traffic crashes involving agency vehicles occurring within FSDB Campus, documenting the investigation on the *Highway Safety and Motor Vehicles (HSMV) Long Forms*.
  - c. Damaged department vehicles will be transported to the Transportation Department warehouse for appraisal of damage and subsequent repair.
2. LEOs involved in a traffic crash with a Department vehicle, shall not make an arrest of the driver of the other vehicle for a traffic violation. This will be the responsibility of the investigating LEO, if necessary.
3. LEOs involved in minor traffic crashes, as the driver of the Department vehicle, shall not document their own crash.
4. Any neglect or failure by a LEO to properly maintain or operate a Department vehicle with due care may result in disciplinary action.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT SPECIAL PURPOSE VEHICLES	SOP NUMBER 13.08
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To establish the criteria for use of special purpose vehicles and outline qualifications for Department personnel who operate this type of equipment.

### II. POLICY

It shall be the policy of the Department to utilize and maintain specialized equipment that is necessary to carry out the Department's duties and responsibilities.

### III. OBJECTIVES

- A. To establish how special purpose vehicles will be used.
- B. To identify any special training requirements for operation.
- C. To assign responsibility for maintenance.
- D. To identify equipment requirements for special purpose vehicles.

### IV. PROCEDURES

- A. GOLF CARTS – FSDB Campus Police LEOs use golf carts for patrolling the campus. When available, other Department personnel are authorized to use them for transportation purposes across campus.
  1. Operator Authorization and Qualifications:
    - a. Only personnel with a valid Florida driver's license may operate the golf carts.



- b. New personnel will be familiarized with the operation of the golf carts prior to authorization to operate.
2. Duties:
- a. LEOs shall use golf carts as an alternative method of patrolling campus to foot and motor vehicle patrols. Golf carts are capable of accessing areas quicker and more efficiently than on foot or in a motor vehicle.
  - b. Department personnel involved in any crash with a golf cart shall report it immediately to their immediate supervisor.
3. Operating Restrictions:
- a. The golf cart should not be operated during inclement weather.
  - b. Operators of the golf carts will consider road conditions, traffic density, and the vehicle's capabilities and limitations while operating.
  - c. The operator of the golf carts will comply with all provisions of school operational policy, Department policy and applicable state statutes while operating the vehicle. Operators shall use due care at all times when operating a golf cart on campus.
  - d. Use of the golf cart is restricted to official on-duty use.
  - e. Golf carts shall not be left unattended with either the ignition switch in the ON position or the key in the ignition.
4. Equipment and Maintenance Responsibility:
- a. The Operations Commander shall be responsible managing the condition and maintenance of the golf carts by conducting a monthly inspection. The Transportation Department shall be notified of any maintenance needs for the carts.
  - b. Golf carts shall be fueled upon the completion of each shift by the last LEO using the carts. LEOs shall also report to the Operations Commander any new damage or defects with the carts.

B. BICYCLE PATROL – Specially marked and equipped police patrol mountain bicycles are utilized by LEOs to patrol the campus to enhance motorized patrols and an increased police presence.

1. Operator Authorization and Qualifications:

- a. LEOs selected to participate in the bike patrol, shall complete a Department in-service approved bicycle patrol certification course. The Chief reserves the right to appoint or remove the LEO bicycle patrol assignments.
- b. Only LEOs who have completed the above course or possess the documented equivalency of training shall be authorized to operate Department bicycles.

2. Duties:

- a. Unless directed otherwise, LEOs assigned to police bicycle patrol duties shall have the same responsibilities as LEOs assigned to motor vehicles or foot patrol.
- b. LEOs performing police bicycle patrol duties may be assigned to a specific area to perform specialized duties such as extra patrols or special assignments.
- c. The Chief may authorize the use of bicycle patrols for special community events and public relations functions.

3. Operating Restrictions:

- a. The LEO on bicycle patrol shall consider weather, terrain, traffic density, and the capabilities and limitations of the bicycle patrol when conducting patrols on the bike.
- b. LEOs using Department police bicycles shall comply with all applicable provisions of Florida Statutes.
- c. The use of Department police bicycles is restricted to official on duty use by the trained LEOs they are assigned to; all other persons are prohibited from riding the bicycles.
- d. LEOs are prohibited from taking Department police bicycles off campus or home for personal recreational use, unless approved by the Chief.

- e. LEOs assigned to bike patrol are prohibited from performing any unauthorized and unsafe stunts.


4. Equipment and Maintenance Responsibility:

- a. LEOs assigned to bicycle patrol are individually responsible for the condition and maintenance of their assigned bicycle. LEOs shall conduct an inspection of their vehicle and associated equipment on a daily basis. Bicycles deemed unsafe shall not be utilized until repaired.
- b. Patrol bicycles shall have Police markings and will be equipped with lights for riding at night, a rear pack and a first aid kit. All other accessories and marking are prohibited without prior authorization by the Chief. Modifications to the original design of the bicycles are also prohibited.
- c. LEOs assigned to bicycle patrol shall wear padded gloves and a Department approved bicycle helmet with the chin strap buckled at all times when mounted on the bike.
- d. Protective eyewear is not required, but optional and encouraged as part of the safety equipment.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT USE OF INTERPRETERS	SOP NUMBER 13.09
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 2

### I. PURPOSE

To establish policy and guidelines for use of interpreters on campus.

### II. POLICY

It is the policy of the Department to maintain compliance with the Americans with Disabilities Act (ADA) and Section 504 Federal Regulations. Law Enforcement Officers (LEOs) of the Department having cause to interview any deaf or hard of hearing person(s) shall utilize a qualified interpreter (certified where possible). Qualified interpreters/translators of other languages shall be provided while interviewing persons that speak those other languages when LEOs doubt the person being interviewed possesses an adequate command of the English language and/or the person being interviewed indicates the need.

### III. OBJECTIVES

To establish the proper use of interpreters for deaf and hard of hearing persons on campus.

To establish the policy for the use of interpreters by outside agencies on campus.

### IV. RESPONSIBILITIES

- A. LEOs shall be responsible for determining when a qualified or a certified interpreter is needed.
- B. Communications Center Personnel shall be responsible for requesting interpreters for LEOs.

- C. Interpreters shall interpret and translate for deaf or hard of hearing persons and hearing LEOs.


## **V. PROCEDURES**

- A. All deaf or hard of hearing persons shall be provided with qualified interpreters when being interpreted.
- B. Whenever possible, certified interpreters shall be used in all criminal investigations and/or official proceedings.
- C. For investigations conducted by this Department with offenses originating on campus, all requests for an interpreter during business hours shall be made with Interpreter Services. After-hours requests shall be made by contacting an on-call interpreter from the current list of interpreters posted in the Communication Center. Should the on-call interpreters listed not be available, the Communications Center personnel will contact the Director of Interpreter Services.
- D. Outside agencies conducting investigations for offenses originating off campus are responsible for scheduling their own interpreters prior to conducting interviews on campus and at their own expense. Interpreter Services' policy prohibits providing interpreters at the school's expense for use by outside agencies; exceptions may be approved by the President. This Department shall not solicit an on-call interpreter for an outside agency, unless otherwise approved by the Chief.
- E. Should a LEO dealing with a hearing person who speaks a foreign language need the use of a qualified interpreter/translator, and the person is the subject of a criminal investigation by this Department, the Communications Center personnel shall contact the St. Johns County Sheriff's Office and/or the St. Augustine Police Department and request any available assistance.
- F. Deaf and hard of hearing persons subject to custodial interrogations shall always have a written copy of their Miranda Warnings provided to them even when a qualified interpreter is present and being utilized.
- G. Interpreters shall not be used in a dual role function as both interpreter and witness to interviews. LEOs shall not request interpreters to complete or sign witness statement forms and testify to their knowledge of facts resulting from statements they interpreted.
- H. LEOs shall not be used as interpreters.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT CRIME PREVENTION	SOP NUMBER 13.10
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 3

### I. PURPOSE

To establish policy, guidelines, and strategies to accomplish the Department's crime prevention and campus community involvement goals.

### II. POLICY

It is the policy of the Department to provide crime prevention programs and campus community involvement activities in an effort to ensure a reasonable safe environment for school staff, students and visitors under the responsibility of the Department. This will be accomplished by employing certified Florida Crime Prevention Practitioners (FCPP) and encouraging the responsibility of community involvement within each LEO. It is understood that all LEOs and components of the Department are responsible for enhancing the quality of life of the Department's constituency, implementing the stakeholders of the Department's community involvement strategy and for achieving the Department's crime prevention and community goals.

### III. OBJECTIVES

- A. To organize crime prevention groups or committees and participate with various departments. Maintain liaison with such groups through meetings and training sessions.
- B. Target programs by crime types, geographic areas and criminal behavior based on analysis of crime data.
- C. Target programs to address campus community perceptions, misperceptions or interests.

D. To evaluate the effectiveness of crime prevention programs.

#### **IV. RESPONSIBILITIES**

A. The Crime Prevention Coordinator will be responsible for the following:

1. Development and facilitation of crime prevention programs based on a needs assessment identified through;
  - a. Liaison with campus community groups.
  - b. Feedback from Department personnel to include supervisors.
2. Oversight and establishment of campus community groups where they are needed.
3. Conveying information transmitted from campus community groups to the department.
4. Establish and maintain an open line of communication with the campus community groups for the purpose of publicizing the department's objectives, known crime prevention problems and successes (e.g. communications, flyers or formal meetings).
5. Coordinate the analysis of crime data, annually, for the purpose of assessing the effectiveness of crime prevention and community involvement strategies.
6. Submittal of semi-annual reports to the Chief via the Crime Prevention Coordinator detailing the following at a minimum:
  - a. A description of current concerns voiced by campus community groups.
  - b. A description of potential concerns or problems that have a bearing on law enforcement activities within the Department's area of responsibility.
  - c. A statement of recommended actions that address the concerns or problems.
  - d. A statement of progress made toward previously identified concerns or problems.

B. It shall be the responsibility of each LEO of the Department to forward relevant information concerning safety and security to the Chief.


Information relating to crime prevention or public safety shall be routed to the Crime Prevention Coordinator for inclusion in the above mentioned semi-annual reports.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT LEVEL 2 BACKGROUND SCREENING	SOP NUMBER 13.11
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish guidelines for the operation and administration of the Department's Level 2 Background Screening & Fingerprinting Operation.

### II. POLICY

It is the policy of the Department to maintain compliance with the state legislative mandated, Jessica Lunsford Act, which requires that all noninstructional contractors pass a Level 2 Background Screening after submitting their fingerprints to the FBI (Federal Bureau of Investigation) and the FDLE (Florida Department of Law Enforcement).

### III. OBJECTIVES

- A. To formulate and disseminate a written SOP relating to the process of conducting Level 2 Background Screening.
- B. To outline procedures for conducting digital fingerprinting transactions on the Livescan system.
- C. To specify who is the reviewing and approving authority for background screenings.
- D. To outline procedures concerning proper documentation of all fingerprint transactions.
- E. To establish who is responsible for the accounting of the fingerprint fees (See the current School Operational Policy for the current fee schedule).

#### **IV. RESPONSIBILITIES**

This SOP will apply to all Department employees responsible for conducting fingerprint transactions. However, the CJIT (Criminal Justice Information Technician) is the primary authority designated by the Chief, who is responsible for the execution and management of the Level 2 Background Screening & Fingerprinting Operation.

#### **V. PROCEDURES**

A. The Livescan fingerprint operation consists of the following equipment:

1. Fingerprint pad/console.
2. Computer, hardware and accessories.
3. Software.
4. Printer.

B. The CJIT shall provide a Level 2 Background Screening as follows:

1. Establish the applicable category of the person requesting the screening and prior to providing fingerprinting services, confirm that the appropriate school staff has authorized the fingerprinting services for the following:
  - a. School Applicant for Employment-Human Resources.
  - b. College Intern or Work Study Student-Human Resources.
  - c. Parent Advisors- Human Resources.
  - d. Volunteer-Human Resources.
  - e. Contractor-Department Head or Supervisor.
  - f. Vendor-Department Head or Supervisor.
  - g. Other-Department Head or Supervisor.
2. Verify if payment is applicable and if so proceed as follows:
  - a. Direct person(s) to the Student Bank for fingerprint fee payment(s) and receipt(s). The Student Bank shall be notified the person(s) is en-route and the Department shall be notified in

return if the person(s) did not arrive within a timely manner, at which time a LEO will be dispatched to locate the person(s) on campus.

- b. Record the receipt number(s) with the corresponding fingerprint transaction(s).
3. Request the person's driver license and scan it into the visitor access software ID Badge System.
    - a. Issue the appropriate visitor ID badge.
    - b. Create a "restricted/banned" entry for the person if they fail the Level 2 Background Screening.
  4. Query the Florida Crime Information Center/ National Crime Information Center (FCIC/NCIC) for Wants & Warrants and Sexual Offender/Predator hits.
    - a. Notify the on-duty law Enforcement Officer (LEO) if a hit comes back on the queries.
    - b. The LEO shall arrest the person with confirmed outstanding Wants & Warrants hits and document with a police incident report.
    - c. The LEO shall detain the person with confirmed Sexual Offender/Predator hits and document with a police incident report.
    - d. The LEO will review the person's criminal history printout and verify if the person with the Sexual Offender/Predator hit has violated any conditions of his/her probation for seeking employment at the school prior to releasing the person.
    - e. If the LEO determines the person with the Sexual Offender/Predator hit is on probation, the LEO will immediately contact the person's probation officer and notifying them of the incident before releasing the person.
    - f. If it is confirmed that the person with the Sexual Offender/Predator hit has violated any provisions of their probation, the person will be taken into custody and arrested for the applicable Violation of Probation charge(s).

5. Fingerprint the person on the Livescan system and successfully process the transaction.
6. Record the fingerprint transaction in the master spreadsheet database.
7. Notify the person that the fingerprint results may take between 24-48 hours to process and they will receive their approved or denied status from the appropriate school department head or supervisor who authorized the fingerprinting. Construction contractors will be notified by their construction managers and/or site superintendents.
8. In a timely manner, check the fingerprint account inbox for new results arriving.
9. Review all pending fingerprint results evaluating those with criminal histories and rendering a decision of approved or denied, with the exception of persons in the following categories, which shall be reviewed and either approved or denied by staff in Human Resources:
  - a. School Applicant for Employment.
  - b. College Intern or Work Study Student.
  - c. Volunteer.
  - d. Parent Advisors.
10. Confirm that persons with criminal history results containing arrest convictions corresponding with the Level 2 Background Screening list of offenses established by the state legislature (refer to the current list on file with the applicable State Statute) will not be approved.
  - a. Criminal histories lacking a confirmed disposition issued by the court will be considered pending or incomplete and the person will be notified it will be their own responsibility to produce valid court records confirming the disposition of the charges. Until such documents are produced confirming disqualifying offenses are dismissed or not prosecuted, the person's background screening will not be approved.
  - b. Persons wishing to dispute criminal histories with discrepancies in their arrest records and/or court dispositions will be directed

to contact the FBI, the FDLE or the appropriate Clerk of the Court in the county jurisdiction where the offense occurred.

- c. Criminal histories containing disqualifying offenses corresponding with the Level 2 Background Screening list of offenses must have a court disposition of dismissed or not prosecuted, for an exception to approve the person. However, it shall not contain any other disqualifying offenses with upheld convictions.

11. Notify the school construction manager and/or on-site contractor construction manager of the approvals and denials for the results of the contractors fingerprinted, waiting to go to work on campus.

12. Maintain current databases containing approvals and denials of persons fingerprinted. Revise the status of any persons previously approved and change their status to denied, once notified by FDLE of a hit containing a new disqualifying offense.

13. Forward a copy of the master spreadsheet of all fingerprint transactions monthly to the Accounting and Construction Departments.

14. Not authorize any person to access campus prior to reviewing their respective Level 2 Background Screening that is required, unless an escort is arranged for in advance with an approved school staff member in accordance with current statutory provisions. Notify the Chief or his designee immediately of any situation presenting itself to the contrary.

C. The accounts payable to FDLE for all fingerprint fees incurred by the School and associated with the transactions conducted by the Department will be handled as follows:


1. The Chief will forward to the Accounting Department in a timely manner all bills received from FDLE for fingerprint transactions.
2. The Accounting Department will establish which department's budget is responsible for payment of authorized fingerprint transactions, in accordance with the FDLE bill and the master spreadsheet maintained and provided by the Department.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

<b>SUBJECT</b> GUARDHOUSE ACCESS CONTROL OPERATIONS	<b>SOP NUMBER</b> 13.12
	<b>ISSUE DATE</b> 1/1/08
<b>APPROVING AUTHORITY NAME &amp; TITLE</b> JERRY CHANDLEE, POLICE CHIEF 	<b>REVISION DATE</b>
	<b>TOTAL PAGES</b> 4

### I. PURPOSE

To establish guidelines for the Genoply Street guardhouse access control operation for all persons and vehicles entering the gate to campus.

### II. POLICY

It is the policy of the Department to control the access of all persons and vehicles attempting to enter campus through the Genoply Street guardhouse by conducting the process for verification of each person's identity, purpose of visit, destination and recognizing certain identification badges or issuing the proper campus identification badges for each person to display while on campus.

### III. OBJECTIVES

- A. To formulate and disseminate a written SOP relating to the process of conducting access control at the Genoply Street guardhouse.
- B. To outline procedures for conducting the process for verifications of each person's identity, purpose of visit, destination.
- C. To outline procedures for recognizing certain identification badges or issuing the proper campus identification badges for each person to display while on campus.

### IV. RESPONSIBILITIES

This SOP will apply to all personnel responsible for conducting access control at the Genoply Street guardhouse.

## V. PROCEDURES

### VISITORS/DELIVERIES

Personnel assigned to the guardhouse and responsible for access control shall handle visitors and deliveries to campus as follows:

- A. Keep the gate arm down at all times (except during the morning rush hour between 0700-0800 hours, Monday-Friday).
- B. Stop all vehicles approaching the guardhouse.
- C. Request a valid driver license of the driver and each occupant.
- D. Verify the identity of the persons presenting the driver license with the photo contained on the driver license card.
- E. Request the driver and occupants of each vehicle to declare their purpose of visit and destination on campus (i.e. an expected visitor for a school staff member or attendance for a meeting).
- F. The following procedures will apply for the specific categories listed below:

#### 1. SCHOOL STAFF/INTERNS/OTHERS

- a. Require school staff driving into campus to manually display their own school issued access card containing their photo and name for identification, prior to being approved to enter when the gate arm is in the raised position.
- b. Allow staff to access themselves into the gate by swiping their own school issued access card onto the card reader when the gate arm is in the down position.
- c. Assist staff who are either having difficulty swiping their access card or are reporting it lost/stolen.
- d. Confirm employment of the staff in Oracle database if the staff reports their school access card lost/stolen and issue a temporary identification badge valid for 48 hours, after scanning their driver license. Staff will be responsible for complying with the school operational policy for access card replacement.
- e. Verify the identity of each occupant in a vehicle driven by a school staff. Occupants who are also school staff will be



required to display their school issued access card. Occupants who are visitors will be required to submit to the procedures outlined for visitors.

- f. School approved interns should display their school issued access card for entry. However, access cards issued other than school staff members shall not have electronic card access for use at the card readers. Manual gate entry provided by the Department will be required.

## 2. PARENTS/GUARDIANS

- a. Confirm the validity of the visit (*for parents/guardians a query in the Oracle database may provide the appropriate information*) and once confirmed and approved, continue with the following procedures. If not confirmed or approved, terminate the process and provide for the appropriate action based on the circumstances.
- b. Conduct wants and warrants and sexual offender registry queries in FCIC/NCIC of the driver and each occupant confirming there are no outstanding arrest warrants or sexual offender hits. *These are not criminal history queries. Criminal history queries shall only be run when authorized by a LEO who requests such records.* If traffic congestion at the gate is heavy and time does not immediately permit the queries, then the queries shall be conducted immediately following the relieved traffic congestion.

## 3. CONTRACTORS

- a. Query the current list of contractors approved/denied for entry after having complied with the required Level 2 Background Screening via submission of fingerprinting. Once confirmed and approved, continue with the following procedures. If the contractor has been denied access for failing to pass the Level 2 Background Screening then access to campus shall be denied. If the contractor has not conducted the required Level 2 Background Screening then he/she will be required to comply with the policy contained within this SOP manual. This shall apply to the driver and each occupant of the vehicle.
- b. Escorts for contractors who have not been approved with a Level 2 Background Screening are only approved in accordance with the statutory provisions and shall be conducted by school staff, not by other contractors.


#### 4. CITY/COUNTY/STATE/FEDERAL GOVERNMENT OFFICIALS

- a. Request the driver and each occupant to produce their government employer issued photo identification for verification.
  - b. Each should wear and display them while on campus conducting official government business (i.e. DCF Investigator, State Fire Marshal, City and County Public Works employees).
- G. Confirm the validity of the visit and once confirmed and approved, continue with the following procedures. If not confirmed or approved, terminate the process and provide for the appropriate action based on the circumstances.
- H. Conduct wants and warrants and sexual offender registry queries in FCIC/NCIC of the driver and each occupant confirming there are no outstanding arrest warrants or sexual offender hits. These are not criminal history queries. Criminal history queries shall only be run when authorized by a law enforcement officer who requests such records. If traffic congestion at the gate is heavy and time does not immediately permit the queries, then the queries shall be conducted immediately following the relieved traffic congestion.
- I. Scan the driver license of the driver and each occupant into the visitor access software program recording all appropriate data associated with the transaction of the visit.
- J. Print the appropriate visitor identification badge and issue to the driver and each occupant for each to wear and display at all times while on campus. ID badges should be issued for individual daily use, unless circumstances dictate otherwise and are approved by a supervisor.
- K. Return the driver licenses and approve the driver and occupants to enter.
- L. Raise gate arm for vehicle access.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT COURT ATTENDANCE	SOP NUMBER 13.13
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 2

### I. PURPOSE

To standardize procedures for receiving and tracking witness subpoenas.

### II. POLICY

It is the policy of the Department to maintain a written log of all subpoenas, from the time received to the final disposition of the case. All employees MUST respond to such subpoenas.

### III. DEFINITIONS

SUBPOENA - Any writ, notice to appear, or other document from the court which is served pursuant to Chapter 48 F.S.

### IV. OBJECTIVES

- A. To standardize the format for subpoena logs.
- B. To maintain a tracking system of subpoenas received.

### V. RESPONSIBILITIES

- A. The subpoenaed employee is responsible for proper response to subpoenas when notified.
- B. A supervisor shall notify the recipient employee of the subpoena(s).
- C. The Administrative Assistant is responsible for the completion of the subpoena log as required and the Operations Commander is responsible for ensuring its completion.

- D. The Operations Commander is responsible for reviewing the subpoena log on a weekly basis to ensure employees are accepting subpoenas.
- E. The Operations Commander, through his/her liaison with the clerk of the court and/or state attorney's office, shall arrange to have docket information or written notification concerning non-appearance forwarded to him/her on a weekly basis for the purposes of verifying that employees are responding to subpoenas as required.

## **VI. PROCEDURES**

### **A. INITIAL RECEIPT OF SUBPOENAS**

- 1. Once a subpoena has been received by an employee, or a person designated to receive subpoenas, a tracking system shall be initiated.
- 2. The subpoena(s) will be logged on the Department's subpoena log maintained by the Administrative Assistant who will immediately notify the on-duty supervisor of the subpoena.

### **B. NOTIFICATION OF THE EMPLOYEE**

- 1. At the earliest convenience, the on-duty supervisor shall notify the recipient employee by telephone, radio, or in person.
- 2. The date, time, location, and name of the defendant shall be given to the employee.
- 3. The notifying supervisor shall record the time of notification.


### **C. ATTENDANCE OF THE EMPLOYEE**

- 1. Employees shall respond to all subpoenas on the date and time specified or as directed by the court or entity issuing such subpoena.
- 2. Employees who are unable to respond to a subpoena due to illness or other emergencies shall notify the on-duty supervisor and the court or entity issuing the subpoena.
- 3. The Operations Commander shall review docket information concerning non-appearance by employees on a weekly basis. Written notification of non-appearance shall be reviewed and evaluated immediately upon receipt.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT SELF HARM THREAT RESPONSE	SOP NUMBER 13.14
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish procedures and define specific responsibilities for the Department personnel engaged in and responding to situations involving any report of a student threatening to commit or has already committed a self harm on campus.

### II. AUTHORITY

Department Law Enforcement Officers (LEOs) have authority under 394.463 F.S. (the Baker Act) to take a person into protective custody after the LEO determined the person is an immediate threat and presents themselves as a danger to self or others. The LEO has the authority to complete and submit the *“Report of Law Enforcement Initiating Involuntary Examination Form”* along with the person in custody to the nearest mental health receiving facility for a mandatory mental health evaluation and examination.

### III. POLICY

It shall be the policy of the Department to respond to and investigate all student self harm threats within the FSDB campus and to follow the specific responsibilities outlined by this SOP.

### IV. DEFINITIONS

NON-LIFE THREATENING SELF HARM – Direct or indirect self harm verbal or physical threats, gestures and/or attempts that may or may not have resulted in injury, but not sustaining an injury where death is imminent.

LIFE THREATENING SELF HARM – Direct or indirect self harms, verbal or physical threats, gestures and/or attempts that have resulted in injury where death is imminent.

## **V. OBJECTIVES**

To specify procedures concerning Department personnel responding to and investigating all students self harm threats on campus.

## **VI. RESPONSIBILITIES**

Communications Center Personnel - Shall receive all reports of student self harm threats, dispatch the on-duty LEO(s) and make all necessary mental health support personnel and supervisory Chain of Command notifications contained within this SOP.

Law Enforcement Officers (LEOs) – Shall respond to and investigate all reports of self harm threats.

## **VII. PROCEDURES**

### **NON-LIFE THREATENING**

A. COMMUNICATIONS CENTER PERSONNEL – The Communications Center personnel shall:

1. Record the following information into the shift log:
  - a. Name and phone number of caller reporting the incident.
  - b. Name of and age of student making threat.
  - c. Determine if it is a deaf or blind student.
  - d. Type of threat (i.e. cutting self with weapon).
  - e. Type of weapon(s) involved (i.e. razor blade, knife, gun, etc.)
  - f. Known reason or cause for threat.
  - g. Location of threat (i.e. building and room number).
  - h. Is the threat in progress or already occurred?
  - i. Any known injuries and severity (i.e. minor or serious, conscious or unconscious, etc.)

- j. Is immediate emergency medical response needed?
2. Dispatch LEOs to the scene.
  3. Contact the appropriate mental health staff, upon the request of the on-scene LEO and exercise the following steps:
    - a. After hours, refer to the on-call psychologist list and contact the on-call psychologist advising him/her of all known circumstances.
    - b. After hours, refer to the on-call interpreter list and contact the on-call interpreter if the on-call psychologist or student is deaf.
  4. Notify the immediate supervisor.
  5. Immediately notify the following, in the event a student has sustained serious or life threatening injuries:
    - a. St. Augustine Fire Department Rescue.
    - b. Chief.
    - c. School President.
    - d. Administrator of Business Services.
    - e. Appropriate Department Principal (Deaf or Blind).
    - f. Administrator of Boarding Services (if occurred during residential hours).
    - g. Administrator of Boarding Services.
  6. Immediately notify the following, in the event a student has been taken into protective custody under the Baker Act:
    - a. Chief.
    - b. School President.
    - c. Administrator of Business Services.
    - d. Appropriate Department Principal (Deaf or Blind).

e. Administrator of Boarding Services (if occurred during boarding hours).

f. Administrator of Related Services.

B. OPERATIONAL RESPONSE - The responding LEOs shall:

1. Assess the circumstances of the threat and prepare a tactically safe response.
2. Upon arrival, conduct a preliminary assessment for the following:
  - a. Weapons.
  - b. Injuries (render first aid as necessary, escort to the HCC for treatment or request emergency rescue personnel).
  - c. Back up LEOs needed.
3. Make contact with both the staff reporting the threat and the student committing the threat to conduct an interview. Assess the circumstances and determine if:
  - a. Student is posing danger to self and others and must be immediately taken into protective custody under a Baker Act; or
  - b. Student needs to meet with the psychologist for an interview to receive mental health support and counseling.
4. If the student needs to meet with the psychologist for an interview, the LEO shall escort the student to the Health Care Center and remain with the student until the arrival of the psychologist. The LEO shall go back into service and only remain with the student and psychologist if the student poses any more danger to self or the psychologist.
5. Once the student has completed the interview, the psychologist will request the LEO to return and escort the student back to the classroom or dormitory. LEOs are prohibited from escorting any students back into general population with other students that either continue to pose a danger or have been assessed by the psychologist as a danger or risk to self and/or others.
6. Transport all students taken into protective custody under the Baker Act to the appropriate receiving facility. The LEO shall have in



his/her possession the required *“Report of Law Enforcement Initiating Involuntary Examination Form”* paperwork.

7. Contact the student’s parents prior to transport to the receiving facility.
8. Not sign the *“Report of Law Enforcement Initiating Involuntary Examination Form”* paperwork for any psychologist who is not eligible to commit any person to a Baker Act through their professional licensing authority by state statute. LEOs will only sign the forms and exercise their very own individual professional discretion to Baker Act a student or any other person, based upon their personal observations and assessments after determining the person meets the criteria.
9. Complete and submit a police incident report with copies of the *“Report of Law Enforcement Initiating Involuntary Examination Form”* paperwork attached.

#### LIFE THREATENING


All procedures listed above shall be followed. Additionally, LEOs shall:

1. Render first aid to the student and request emergency rescue personnel for transport to the hospital.
2. Accompany or meet the student at the hospital.
3. Contact the student’s parents.
4. Secure any weapons.
5. Collect and preserve any evidence.
6. Secure the scene in accordance with standard crime scene procedures.
7. Complete and submit a police incident report with copies of the *“Report of Law Enforcement Initiating Involuntary Examination Form”* paperwork attached.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT ACTIVE SHOOTER & RAPID RESPONSE	SOP NUMBER 13.15
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To establish the Department's rapid response to stop any active shooter(s) situation involving the wounding and/or killing of people on FSDB school campus.

### II. POLICY

It is the policy of the Department to ensure that the Department's personnel are properly trained, equipped and capable of rapidly responding to active shooter(s) situations occurring on FSDB school campus.

### III. OBJECTIVES

To rapidly respond to the scene of the imminent threat, stop the active shooter(s) from wounding and/or killing innocent people and apprehend the shooter(s).

### IV. RESPONSE PROCEDURES

A. Upon receiving notification of an active shooter(s) on campus personnel assigned to the Communications Center will immediately dispatch the call as an in-progress shooting to the on-duty LEO(s) and the shift supervisor. The supervisor shall:

1. Immediately establish that a shooting/killing is in progress.
2. Quickly assemble a Rapid Response Team composed with the on-duty LEOs, ensuring that each are adequately armed and properly equipped with radios, flashlights and body armor.

3. Deploy the Rapid Response Team to conduct the primary entry to locate, engage and stop the shooter(s).
4. Establish the initial Incident Command Post and assume command and control of the incident.
5. Direct the Communications Center personnel to make emergency notifications to:
  - a. St. Augustine Police & Fire Departments.
  - b. St. Johns County Sheriff's Office.
  - c. Emergency Task Force.
  - d. Chief.
  - e. School President.
  - f. Administrator of Business Services.
  - g. Recall all available off-duty Department LEOs to respond back to campus for duty, instructing them to check in with the Incident Command Post for duties and assignments.
6. Order all exterior points of access closed on campus preventing any entry made by all persons/vehicles, with the exception of responding emergency services. All gates will be immediately secured and electronic access denied.
7. Initiate the lockdown procedures for all buildings on campus to include exterior/interior doors and windows.
8. Direct all outside classes to evacuate campus to Davenport Park at the corner of San Carlos and San Marco Avenues where the red and white carousel is.

B. The Rapid Response Team shall:

1. Tactically approach the building containing the shooter(s) making further assessments based on visual and auditory observations.
2. Make primary entry into the building of the shooting.
3. Conduct a building search and stop the shooter(s).

- a. Two-Man Contact Team-1<sup>st</sup> LEO acts as point and determines direction and speed of movement, 2<sup>nd</sup> LEO acts as cover and picks up angles not covered by 1<sup>st</sup> officer.
  - b. Three-Man Contact Team-1<sup>st</sup> LEO acts as point and determines direction and speed, 2<sup>nd</sup> LEO acts as point cover picking up uncovered angles and 3<sup>rd</sup> LEO acts as rear guard defending the team from the rear or picks up additional angles as appropriate.
4. Use the amount of force necessary to stop the shooter(s) or take the shooter(s) into custody if he/she surrenders.
  5. Provide first aid and evacuate victim(s), staff, students and all other persons, once shooting has ceased and the scene is safely under control.
  6. Instruct all persons evacuating the building to walk out with their hands on their heads until proper identification is established.
  7. If the incident turns into a barricaded suspect or hostage situation, provide containment of the scene until the St. Johns County Sheriff's Office SWAT arrives and is deployed.
  8. Standby and establish a safe perimeter until the St. Johns County Sheriff's Office Bomb Team responds once explosives, incendiary devices, or hazardous materials are encountered or suspected.

## **V. AFTER ACTION PROCEDURES**

- A. Any time a Rapid Response Team has been activated, the Chief will hold a debriefing.
- B. After Action Reports.
  1. Within five (5) working days following activation, the Chief will prepare an After Action Report and forward it via the Administrator of Business Services to the President for review.
  2. If the incident response falls within the parameters requiring such a review, the Department's "Use of Force" reporting and review requirements and/or the Department's "Shooting Incident Review" process shall be utilized.


## **VI. TRAINING**

- A. Each LEO shall conduct a minimum of 8 hours of Active Shooter-Rapid Response Training annually.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT EMERGENCY LOCKDOWN	SOP NUMBER 13.16
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 3

### I. PURPOSE

To establish the Department's procedures for conducting an emergency lockdown on campus.

### II. POLICY

It is the policy of the Department to ensure its personnel are properly trained and capable of rapidly initiating and responding to an emergency lockdown on campus.

### III. DEFINITIONS

EMERGENCY TASK FORCE – A team of FSDB administrators established to disseminate and provide direction during any potential or real disaster on campus.

### IV. OBJECTIVES

Rapidly initiate and coordinate an emergency lockdown on campus with administration, staff, students and responding local law enforcement agencies.

### V. PROCEDURES

A. Notifications of an emergency lockdown will originate in the Communications Center.

1. The signal to conduct a lockdown on campus will be initiated by the Department over the Message Net System via message boards, intercoms, e-mail, computer instant pop-up messages, telephones and cell phone text messaging.

2. In locations where there is a lack of these communication systems and electronic devices, school administration and/or staff will act as runners to notify others of the lockdown if needed and when determined safe to do so.
- B. The Chief or his designee will approve and initiate all lockdowns after making a quick assessment of the circumstances warranting such action.
1. The Chief or his designee shall immediately notify the following of the need and nature for the lockdown:
    - a. President
    - b. Administrator of Business Services
    - c. St. Johns County Sheriff's Office
    - d. St. Augustine Police Department
    - e. Emergency Task Force, who shall :
      - (1) Establish an Incident Command Post with the Chief or his designee at the police station or other alternative site.
      - (2) Establish a staging area off campus for the PIO (Public Information Officer) to work with the media.
      - (3) Establish a staging area off campus for concerned family members responding to the campus.
      - (4) Establish a staging area for responding law enforcement, fire and rescue vehicles and personnel, if needed.
      - (5) Coordinate and oversee other duties, as needed.
  2. If the lockdown is due to an active shooter or a barricaded suspect/hostage situation, Department personnel will follow the SOP in this manual for the appropriate emergency response procedures.
- C. If students are inside buildings during the lockdown, Department personnel should direct staff to:
1. Explain to students that there is an emergency lockdown in effect.


2. Immediately lock the occupied classroom/office/dorm doors.
  3. Have students lie on the floor away from doors and windows.
  4. Close window blinds and take any necessary precautions to protect others from possible broken glass.
  5. Remain locked in classrooms/offices/dorms until given the all clear by law enforcement officials.
- D. If students and classes are outside of buildings during the lockdown, Department personnel should direct staff to evacuate the students off campus to Davenport Park located at the corner of San Carlos and San Marco Avenues where the red and white carousel is.
- E. Campus Police shall conduct standard campus access procedures for all persons re-entering campus, upon declaring the “all clear” after the lockdown.



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT FIRE ALARM RESPONSE	SOP NUMBER 13.17
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

To establish the Department's fire alarm response to all fire alarms monitored and received on FSDB school campus.

### II. POLICY

It is the policy of the Department to ensure that the Department's personnel are properly trained and capable of monitoring, identifying and rapidly responding to all fire alarms activating on FSDB school campus.

### III. OBJECTIVES

To rapidly respond with the local fire department to all fire alarms, to assist in the safe evacuation of persons occupying the building in alarm, to detect smoke and/or fire within the building, protect the property and prevent loss of life.

### IV. RESPONSIBILITIES

- A. Communications Center Personnel-Monitor all fire alarm systems 24/7 and dispatch appropriate emergency responders.
- B. Law Enforcement Officers (LEOs)-Respond to all fire alarms, investigate the source of the alarm and prevent loss of life.
- C. Fire Department Personnel-Respond to all fire alarms, identify the source of the alarm, extinguish smoke and fire, protect property and prevent loss of life.

## V. PROCEDURES

### A. Communications Center personnel shall:

1. Log on/off the Honeywell Computer System on both workstations at the beginning and end of each shift.
2. Monitor trouble and fire alarms on the Honeywell and Ademco systems 24/7.
3. Receive and acknowledge all alarms.
  - a. Honeywell Computer System-visual display on computer monitors of schematic map and audible alarms (car horns for fire alarms and bells for trouble alarms).
  - b. Ademco Receiver System-Audible beeps and paper printout. Monitors the following buildings:
    - (1) # 9, Gregg Hall
    - (2) #14, OTPT
    - (3) #18, Chapel
    - (4) #27, Hogel Maintenance
    - (5) #33, Bryant Hall
    - (6) #22, McClure Building
4. Identify the location and the source of the alarm (i.e. pull station or smoke detector).
  - a. Honeywell-Colored banner located at bottom of the window on the computer monitor and the schematic map.
  - b. Ademco-Visual display window on face of receiver and paper printout.

### B. Handle all fire alarms in accordance with the following steps:

1. Call the St. Augustine Police Department on the phone with the direct line, in the Communications Center and request an emergency response from the St. Augustine Fire Department for an

active fire alarm. Provide the exact location and nearest gate access to the building in alarm.

2. **IT SHALL BE MANDATORY TO REQUEST AN EMERGENCY FIRE DEPARTMENT RESPONSE FOR ALL FIRE ALARMS RECEIVED, UNTIL FURTHER DETERMINED AND OTHERWISE ADVISED BY THE LEO ON-SCENE, AS TO WHETHER TO CANCEL OR DOWNGRADE THE EMERGENCY RESPONSE. COMM. CENTER PERSONNEL SHALL NOT HAVE THE DISCRETION TO NOT CALL, CANCEL OR DOWNGRADE THE EMERGENCY RESPONSE OF THE FIRE DEPARTMENT FOR ANY FIRE ALARMS. THIS AUTHORITY IS ONLY GRANTED TO THE LEOs ON-SCENE.**
3. Dispatch LEOs to the alarm providing the specific location and source of the alarm including every detail exactly as received in the alarm system.
  - a. Honeywell-all details of the location and source of the alarm are contained within banner on bottom of computer screen window.
  - b. Ademco-the number 11 (eleven) will display indicating a fire alarm with the building number.
4. Temporarily silence alarms in Comm. Center.
  - a. Honeywell-Press the F4 key to silence the audible alarm in the Communications Center.
  - b. Ademco-press the Silence/Alert button.
5. Enter a chronological record of the activity and actions conducted into the shift log.
6. Document and record notes into shift log of all actions of LEO on-scene as he/she transmits them via radio.
7. Notify the following and record in the shift log (*Refer to the FSDB Emergency Preparedness manual for current home and cell phone numbers for notifications*):
  - a. Immediate Supervisor (*All fire alarms, regardless of whether smoke and/or fire are detected*).

- b. Safety Program Manager or Fire Alarm Specialist if fire alarms occur during daytime operations. Not necessary to notify either after hours, unless smoke and/or fire is detected.
  - c. Administrators (*Only when smoke and/or fire is detected*):
    - (1) President.
    - (2) Administrator of Business Services.
    - (3) Safety Program Manager.
    - (4) Maintenance Superintendent.
    - (5) Administrator of Boarding Services (*Only necessary if the location of fire alarm originates in dormitories*).
    - (6) Administrator of Related Services (*Only necessary if the location of fire alarm originates in the Health Care Center or if students are sustaining any injuries in fire alarms elsewhere*).
    - (7) Administrator of Academic Programs (*Only necessary if the location of fire alarm originates in academic buildings*).
    - (8) Emergency Task Force as outlined in the FSDB Emergency Preparedness Manual (*Only required if determined necessary by either the Administrator of Business Services and/or the President*).
  - d. Safety Department Fire Alarm Specialist (*For after-hours issues and assistance notifications shall be made to home phone number first and then to cell phone number*) or if unavailable;
    - (1) Safety Program Manager or if unavailable;
    - (2) Safety Department Telecommunications Specialist or if unavailable;
    - (3) Honeywell 24/7 call center 1-800-677-4669
8. Reset fire alarm in Comm. Center after the LEO has reset the alarm at the panel.
- a. Honeywell-

- (1) Highlight banner at bottom of computer screen with mouse,
- (2) Press F4 key to clear the alarm out.

b. Ademco-

- (1) Receiver will display a number 12 (twelve) which confirms a reset of the alarm,
- (2) Press the Silence/Alert button,
- (3) Press the Display/Next button to clear out the alarm.

9. Close out the fire alarm call activity entry in the Records Management System after the LEO clears the fire alarm call.

C. Trouble Alarms

1. Honeywell-

- a. Record all details on banner located at bottom of computer screen,
- b. Highlight banner at bottom of computer screen with mouse and press F4 key to clear the alarm out.

2. Ademco-

- a. Receiver will display a number 12 (twelve) which confirms a reset of the alarm,
- b. Press the Silence/Alert button,
- c. Press the Display/Next button to clear out the alarm.
- d. Comm. Center personnel receiving the trouble alarms shall be responsible to send a comprehensive and detailed list of all trouble alarms by the end of their assigned shift, via e-mail, to both the Safety Program Manager and the Fire Alarm Specialist.

D. LEOs shall:


1. Respond immediately to the dispatched location of the fire alarm.
2. Locate the fire alarm panel.
3. Silence the audible alarm (do not reset the alarm when silencing it).

4. Identify the source and location of the alarm within the building on the panel (if provided).
5. Respond to the location of the source of the alarm and conduct an assessment of the building for smoke and/or fire.
6. Assist the occupants of the building with evacuations.
7. Assist the fire department personnel (if needed).
8. Notify the Communications Center of response and actions on scene via radio.
9. Notify the Communications Center to cancel or downgrade the emergency response of the fire department when deemed necessary.
10. Reset fire alarm at the panel upon determining the building clear of any smoke and/or fire and confirming the building safe for occupancy.
11. Notify the Communications Center upon clearing the fire alarm call.
12. Complete and submit a police incident report by the end of the assigned shift.
13. Fax a copy of the police incident report to the Safety Program Manager by the end of the assigned shift.
14. Confirm that the Communications Center personnel made and documented the required notifications.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT BOMB THREAT RESPONSE	SOP NUMBER 13.18
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish procedures and define specific responsibilities for the Department personnel engaged in and responding to situations involving any type of bomb threat or bomb related emergency on campus.

### II. POLICY

It shall be the policy of the Department to investigate all bomb threats and respond to all bomb-related emergencies within the FSDB campus and to follow the specific responsibilities outlined by this Standard Operating Procedure (SOP).

### III. OBJECTIVES

To specify procedures concerning Department personnel responding to bomb threats or bomb-related emergencies on campus.

### IV. RESPONSIBILITIES

The Department does not employ trained and certified bomb technicians, as defined by the Federal Bureau of Investigations (FBI). However, the St. Johns County Sheriff's Office does and shall be called by the Department for supporting the needs of the Department and the School for all bomb threats or bomb related emergencies on campus.

### V. PROCEDURES

#### A. RECEIPT OF BOMB THREAT

1. Any received bomb threat shall be considered valid until determined by LEOs to be a hoax. When a threat has been

received and reported to FSDB Campus Police, the on-duty Communications Center personnel shall immediately notify the following:

- a. Chief.
  - b. School President.
  - c. Administrator of Business Services.
  - d. St. Johns County Sheriff's Office Bomb Squad.
2. Persons in receipt of a bomb threat shall attempt to do the following.
- a. Obtain the following information if possible:
    - (1) Bomb location.
    - (2) Time of detonation.
    - (3) Cause of detonation.
    - (4) Type of device, including physical description.
    - (5) Name, sex, approximate age, and attitude of caller.
    - (6) Peculiarities of speech, accent, or other characteristics.
    - (7) Distinguishing sounds or background noise at the caller's location.
    - (8) Possible motive.
  - b. Record the phone number called from if caller ID is available.

## B. COMMUNICATIONS CENTER RESPONSIBILITIES

The on-duty Communications Center personnel are responsible for the following, as dictated by the situation:

1. If the bomb threat call is made directly to FSDB Campus Police, immediately review the recording of the bomb threat call on the Dictaphone recorder and make a copy of it for submission into evidence.



2. Dispatch LEOs to the scene.
3. Notify the supervisory Chain of Command as outlined above, the Chief (*or the Operations Commander, in the absence of the Chief; or the first arriving LEO, in the absence of both the Chief and the Operations Commander*) shall serve as the Incident Commander.
4. Designate emergency radio traffic only, until the incident has been cleared or otherwise directed by the Incident Commander.
5. Establish telephone contact with on-scene LEO personnel, to ensure communications during periods of radio silence.
6. In the event a suspected device is found, the Incident Commander shall establish a Command Post at the police station conference room and shall direct the on-duty Communications Center personnel to immediately notify the following:
  - a. St. Augustine Police & Fire Departments
  - b. St. Johns County Sheriff's Office Bomb Squad
  - c. Emergency Task Force
  - d. School President
  - e. Administrator of Business Services

#### C. OPERATIONAL RESPONSE

LEOs responding to a bomb threat shall proceed as safely and rapidly as possible to the scene.

1. The initial arriving LEO or the Incident Commander shall do the following.
  - a. Coordinate additional responding LEOs.
  - b. Interview the person who received the threat.
  - c. Contact the school staff of the building in which the threat was received and discuss the details of the incident. Notify of potential hazards based on the information collected.
    - (1) The decision whether to search, close the building or the campus and initiate an evacuation shall be decided by the

Incident Commander in consultation with school administration.

(2) If there is an immediate and obvious threat to life or property, the initial arriving LEO or Incident Commander may order any necessary evacuations without further consultation with school administration.

d. Document a detailed police incident report and share all information and evidence collected with the assigned investigative entity, to ensure prompt investigative follow-up.

2. If an evacuation is conducted, the scene shall be secured and a perimeter established in accordance with standard crime scene procedures.
3. If a search is conducted, it shall be coordinated and conducted with a St. Johns County Sheriff's Office Bomb Squad Technician.

#### D. SUSPICIOUS PACKAGE / DEVICE LOCATED

If a suspicious package or device is located or reported, the following steps should be exercised:

1. The responding LEOs shall turn off all radio and digital equipment, including cellular telephones within three hundred (300) feet of the scene. Communications from the scene will be accomplished by regular telephone, whenever possible.
2. The Incident Commander shall establish a Command Post at the police station conference room and shall direct the on-duty Communications Center personnel to immediately notify the following:
  - a. St. Augustine Police & Fire Departments
  - b. St. Johns County Sheriff's Office Bomb Squad
  - c. Emergency Task Force
  - d. School President
  - e. Administrator of Business Services
3. All personnel, except bomb technicians, will avoid physical contact with, close examination of, or any movement of suspicious devices.

4. Incident Command shall be transferred to the St. Johns County Sheriff's Office Bomb Squad upon their arrival.
5. Upon completion of the incident, all LEOs will complete and submit police incident reports detailing their involvement.

#### E. POST EXPLOSION PROCEDURES


In the event of an explosion, the following steps shall be exercised:

1. The Incident Commander shall establish a Command Post at the police station conference room (or alternate location, if necessary) and shall direct the on-duty Communications Center personnel to immediately notify the following:
  - a. St. Augustine Police & Fire Departments
  - b. St. Johns County Sheriff's Office Bomb Squad
  - c. Emergency Task Force
  - d. School President
  - e. Administrator of Business Services
2. Personnel responding to the incident must exercise extreme caution in and around the blast site. Secondary devices should be considered.
3. The area shall be secured in accordance with standard crime scene procedures and access limited to necessary law enforcement personnel, emergency responders, rescue personnel and bomb squad technicians.
4. Incident Command will be transferred to the St. Johns County Sheriff's Office upon their arrival.
5. Upon completion of the incident, all LEOs will complete and submit police incident reports detailing their involvement.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT INVESTIGATIVE PROCEDURES	SOP NUMBER 14.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 9

### I. PURPOSE

To provide policy and general procedures for conducting criminal investigations.

### II. AUTHORITY

By the authority of Chapter 1002.36 F.S. the Department shall conduct traffic crash investigations and investigations relating to felonies and misdemeanors occurring within the FSDB Campus.

### III. POLICY

It shall be the policy of the Department to apply proactive investigative methods when possible, and fully investigate reported crimes to the extent necessary to support prosecution, or otherwise resolve a case.

### IV. OBJECTIVES

- A. To standardize investigative procedures within the agency.
- B. To increase efficiency and improve professionalism in the investigative process.
- C. To delineate investigative responsibilities for preliminary and follow-up investigations.

### V. PROCEDURES

#### A. THE CRIMINAL INVESTIGATIONS PROCESS

1. The objectives of criminal investigations are:

- a. To gather facts to determine the truth;
  - b. Establish if a crime has been committed;
  - c. Gather strategic and tactical intelligence;
  - d. Recover property and seize contraband;
  - e. Identify and/or apprehend suspects;
  - f. Establish guilt or innocence of suspects;
  - g. Provide the State Attorney's Office with the information necessary to successfully prosecute the case; and
  - h. Crime prevention.
2. The purpose of an investigation is not simply to collect evidence, but to also gather and develop information.
- a. Much of the information gathered may not be acceptable in court as evidence. Nonetheless, all relevant information (rumors, tips, etc.) can prove valuable in reconstructing an event.
  - b. Any kind of information may help develop acceptable evidence for court.
  - c. There are two sources of information – persons and things:
    - (1) Physical evidence, as compared to testimonial evidence, has the higher evidentiary value in court.
    - (2) Testimonial evidence is often essential to help explain and support physical evidence or exhibits.
  - d. Sources of information which might be accessed during an investigation include, but are not limited to:
    - (1) Driver's license and motor vehicle records;
    - (2) Criminal history records;
    - (3) Photographs;
    - (4) Fingerprint files;

- (5) Any police report;
- (6) Juvenile files;
- (7) Property records;
- (8) Probation and parole records;
- (9) Public welfare and social services;
- (10) Medical records;
- (11) Voter's registration;
- (12) Banking and credit records; and
- (13) Local/state/federal law enforcement/regulatory agencies.

3. Interviews and Interrogations - Investigating commonly involves the task of gathering and evaluating testimonial evidence from people. It is important to remember that testimonial evidence may be affected by a myriad of physical and emotional factors, which may detract from and/or invite challenge of the information. Information received during an interview shall be carefully evaluated. The interviewer must be alert to impairments or motives that may be involved.

a. Interviewing Techniques. Make contact with the custodial parents or legal guardians of juvenile suspects and request permission to interview the juvenile prior to conducting an interview.

(1) Witnesses shall be interviewed as soon as possible after an incident. However, it is important to remember that a person who is emotionally upset may not interview well. A proper setting is very important, as it enables the interviewer to better control the interview.

(a) When questioning an individual at a crime scene, try to obtain essential information only, and then conduct more in-depth questioning later in a more favorable setting.

(b) Privacy during an interview is important. The interview should be conducted without the presence of friends, family members and/or other persons who may cause interference with the interview.

(c) Attitudes formed in the opening moments of the interview may have a great impact on the amount of cooperation received.

1. Greet the individual professionally and sincerely.
2. Identify yourself.
3. Establish a common ground, to find a way to “break-the-ice”.
4. Control personal feelings and do not react to specific statements.
5. Attempt to show compassion for the subject being interviewed. Maintain eye contact with the subject.
6. Avoid the pitfall of being overly familiar.
7. Avoid legal jargon; speak in a language the subject can understand.

(2) During the Interview.

- (a) Schedule a certified interpreter whenever an interview is conducted of a deaf person, which might result in a case going to court.
- (b) Consider the mental capacity and the functioning skills of juveniles being interviewed especially special needs children.
- (c) Recognize that not all deaf persons maintain the same communication and functioning skills. Be flexible in adapting to the communication levels of the deaf person being interviewed and the skills of the interpreter.
- (d) Allow the person to give a full account of their story without interruption.
- (e) Take notes to the extent that it does not hamper the interview, or tape record the interview.
- (f) Ask open-ended questions to get the full explanation and to keep the subject talking. Avoid yes/no, leading, suggestive, and rapid-fire questions.

- (g) As you listen, carefully evaluate the person and the information provided. Be alert to what is said and what is not said.
  - (h) Once the person has finished, ask any additional questions necessary to help clarify information that may be unclear.
- (3) When concluding the interview/interrogation.
- (a) Do not abruptly terminate the interview or interrogation. This may cause valuable information to be lost.
  - (b) If necessary, summarize what has been covered and ask the person whether there is anything they want to add or emphasize.
  - (c) Be certain all the necessary points are covered. There may not be another chance to interview the subject.
  - (d) Close the interview or interrogation in a cordial manner. It may be necessary to interview the subject in the future.
- b. Miranda Warning: All persons, including juveniles undergoing a custodial interview shall be advised of their legal rights as set forth in the Miranda Court decision.
- (1) Miranda Warnings shall be read from a Department issued card or the Warning of Constitutional Rights form.
  - (2) A suspect shall be advised of the name and authority of the interviewing LEO and the nature of the matter in question.
  - (3) Once a suspect invokes the right to counsel or silence, the interview regarding that particular offense will cease.
- c. Waiver of Rights: The burden of proof is on the State to establish that the suspect has waived their constitutional rights. Whenever feasible, the waiver shall be tape recorded or obtained in writing.
- (1) Once tape-recorded or the rights waiver is executed, it becomes evidence. However, the original rights waiver will be maintained in the original case file in the Central Records Section. The tape shall be submitted as evidence.



(2) Suspect interviews shall be conducted in accordance with established state and federal law. No attempt shall be made to obtain confessions or statements by force, coercion, threat, or promise. An investigating LEO shall:

(a) Ensure that suspects are not subjected to unusually long interview periods;

(b) Not deny a suspect necessities such as water, food, or use of toilet facilities;

(c) Not subject a suspect to an inhumane atmosphere; and

(d) Not subject suspect to physical abuse or the threat thereof.

(3) A criminal suspect, in custody, need not be informed that an interview is being recorded.

d. Custodial Interviews/Interrogations: No person in custody shall be secured or left unattended in any room or space for any amount of time. All incidents involving processing, questioning, or testing, require continuous supervision.

e. Collection and Preservation of Physical Evidence: Physical evidence shall be collected and preserved in accordance with Property Control & Accountability SOP in this manual and the FDLE Crime Laboratory Evidence Submission Manual.

## B. PRELIMINARY INVESTIGATIONS

Preliminary investigations shall be as complete as possible, including the arrest of an offender. The investigative report shall contain all relevant investigative actions taken and any further progress made during the initial investigation.

1. The preliminary investigation begins when the first LEO arrives on the scene. The following steps are to be followed when conducting preliminary investigations.

a. Observe all conditions, events, and remarks.

b. Protect life.

c. Render aid.

- d. Locate and identify witnesses.
- e. Preserve the crime scene and protect evidence.
- f. Interview the complainant and witnesses.
- g. Interview the suspect.
- h. Collect or arrange for the collection of evidence.
- i. Apprehend and arrest suspects.
- j. Fully and accurately document the incident in a report.

### C. FOLLOW-UP INVESTIGATIONS

Follow-up investigations shall be assigned by the supervisor and is the responsibility of the original investigating LEO, unless the supervisor dictates otherwise.

1. A follow-up investigation should:
  - a. Ensure that a preliminary investigation was thoroughly conducted;
  - b. Ensure continued investigation;
  - c. Work toward linking the offense with other similar incidents;
  - d. Assist in preparing the case for prosecution.
2. The procedures to be followed when conducting a follow-up investigation are outlined in the Investigations & Case Management SOP in this manual.

### D. FIELD INTERVIEWS

If LEOs observe circumstances that arouse suspicion or cause alarm, they shall investigate.

1. If a LEO understands the limits of each of the three levels of citizen contacts they can be more effective when conducting investigations. The three levels of contact between LEOs and citizens are:

- a. Consensual Encounter - Is a mere contact and involves no coercion, no detention and therefore no arrest or seizure. A LEO may approach an individual on the street or in a public place and ask that person if they are willing to answer some questions, by putting questions to them if the person is willing to listen.
  - b. Reasonable Suspicion - A reasonable, investigatory stop, Terry Stop, Stop and Frisk, as outlined in Section 901.151 F.S. Whenever any LEO encounters any person under circumstances which reasonably indicate that such person has committed, is committing, or is about to commit a violation of the criminal laws of this State or the criminal ordinances of any municipality or county, they may temporarily detain such person for the purpose of ascertaining their identity and verifying the circumstances surrounding their presence. The detention shall not be longer than reasonably necessary and shall not extend beyond the place where it was first affected or the immediate vicinity thereof.
  - c. Probable Cause - The highest level of contact a LEO may have with a citizen. An LEO may make a warrantless arrest if they have probable cause. Probable cause is the LEO's knowledge of facts and circumstances based on reasonable trustworthy information, sufficient to warrant a prudent person to believe that the suspect has committed, is committing or is about to commit a crime.
2. *Field Interview Reports* shall be completed on individuals that cannot satisfactorily explain their presence or actions to an LEO when probable cause cannot be established for an arrest.
- a. LEOs may photograph individuals who do not object during a field interview. Those persons detained under Section 901.151 F.S., may be required to submit to a digital photograph at the discretion of the officer.
    - (1) When a digital photograph is taken, it shall be noted on the *Field Interview Report*.
    - (2) The digital photograph shall be printed in a Word document format and attached to the *Field Interview Report*.
    - (3) The subject's name, date of birth and case number shall be written below the digital photo on plain white paper.

- b. *Field Interview Reports* will be submitted at the end of the shift to the supervisor for review and approval. The Records Custodian shall maintain the original report.

#### E. INVESTIGATIVE LIMITATIONS

1. Investigations and surveillances shall not be conducted during off-duty time.
2. Supervisors shall approve and direct all surveillance activities.
3. No investigation or surveillance shall be conducted outside Department jurisdictional boundaries without the authorization of the supervisor.
4. An investigation shall not continue beyond the preliminary stage without the assigned investigating LEO ensuring that the case is properly recorded in the Records Management System.


#### F. VICTIM/WITNESS RIGHTS

Individuals that are victims of or witnesses to a crime have rights as outlined in Chapter 960 F.S. All Department LEOs shall issue a Victim's Rights Information Pamphlet to all victims after their initial interview. The issuance of the pamphlet shall be documented in the LEO's police incident report.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT INVESTIGATIONS & CASE MANAGEMENT	SOP NUMBER 14.02
	ISSUE DATE 1/1/08
APPROVED BY JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

To specify the responsibilities for investigations and case management within the Department.

### II. AUTHORITY

Section 1002.36 F.S. authorizes that the Department shall conduct investigations relating to felonies and misdemeanors occurring within the FSDB campus.

### III. POLICY

It shall be the policy of the Department to investigate all reports of criminal activity within the FSDB campus. The needs and rights of victims shall be paramount during criminal investigations.

### IV. DEFINITIONS

- A. ACTIVE CASE - A case that has not been cleared by arrest, unfounded, closed, or exceptionally cleared.
- B. FOLLOW-UP INVESTIGATION - Additional or subsequent investigative efforts after an investigation has begun.
- C. PRELIMINARY INVESTIGATION - The first or initial investigation into an incident.
- D. SURVEILLANCE - A systematic observation of persons, places, or things that enable Department Law Enforcement Officers (LEOs) to identify locations of persons, obtain intelligence information, and verify informant information.

## **V. OBJECTIVES**

- A. To implement and maintain standards that provides efficient and effective investigations of incidents.
- B. To implement and maintain standards that provides efficient and effective case management and dispositions of cases.
- C. To distinguish the responsibilities of personnel involved in the investigations and case management process.
- D. To specify the amount of resources assigned to conduct investigations.

## **VI. RESPONSIBILITIES**

- A. The supervisor is responsible for administering investigations and shall:
  - 1. Review and approve all police incident reports completed and submitted by the LEOs on his/her assigned shifts.
  - 2. Determine if the preliminary investigation conducted by the LEO is complete or if a follow-up investigation is warranted.
  - 3. Assign the original investigating LEO to conduct follow-up investigations as needed and/or assign additional LEOs to assist with the follow-up investigations.
  - 4. Direct the investigations.
  - 5. Manage the case until it's closed and all original paperwork has been filed with the Records Custodian.
  - 6. Determine the need to close or continue an investigation by approving a disposition of the investigation as either:
    - a. Closed/Cleared
    - b. Exceptionally Cleared
    - c. Unfounded
    - d. Open/Active
    - e. Inactive
  - 7. Keep the Chain of Command briefed of all major investigations.

B. The Investigating LEO's responsibilities include, but are not limited to:

1. Conduct preliminary and follow-up investigations as assigned;
2. Conduct or assist in the processing of crime scenes;
3. The preparation and transmission of physical evidence to the department's Property & Evidence Custodian and/or the FDLE Crime Laboratory for analysis;
4. The drafting and processing of affidavits/warrants for arrest and searches;
5. Working together in partnership with the State Attorney's Office towards the prosecution of the defendant;
6. Follow the Property Control & Accountability SOP in this manual;
7. Request and coordinate the use of technical aids for the detection of deception; and
8. Administer all surveillance operations under the direction of the supervisor.
9. Solve cases with effective investigations.
10. Make arrests.
11. Protect victim's rights.

C. Upon receipt of the original investigations paperwork, the Records Custodian is responsible for entering into the Records Management System the disposition of the cases as indicated by the supervisor's approval and signature.

## **VII. PROCEDURES**

A. The Department has insufficient personnel resources to assign investigators to shifts or to designate an on-call investigator. Therefore, the primary LEO dispatched to a call is responsible for conducting the preliminary investigation and is encouraged to follow-up on leads during his/her shift for the purpose of case closure, arrest, and the recovery of property.

- B. Cases not resolved during the preliminary phase of an investigation shall be assigned by the supervisor for follow-up investigation.
- C. While no specific formula exists for the investigation of every crime, there are certain general procedures to be followed when conducting follow-up investigations to ensure a thorough inquiry. These procedures include, but are not limited to:
  - 1. Reviewing and analyzing all previous reports prepared in the preliminary phase;
  - 2. Conducting additional interviews;
  - 3. Reviewing Department records;
  - 4. Seeking additional information (from other LEOs, school staff, students, informants, etc.);
  - 5. Review results from laboratory examinations;
  - 6. Arranging for dissemination of information as appropriate;
  - 7. Planning, organizing, and conducting searches;
  - 8. Preparing cases for court presentation;
  - 9. Assisting in prosecution;
  - 10. Identifying and apprehending suspects ;
  - 11. Collecting physical evidence;
  - 12. Determining involvement of suspects in other crimes;
  - 13. Checking suspects' criminal histories; and
  - 14. Networking with local law enforcement agencies.
- D. An investigating LEO shall conduct a thorough and complete investigation and document all action(s) taken, upon being assigned to an investigation.
  - 1. A second contact with the complainant shall be made within seventy-two (72) hours of the incident to ascertain any additional information. This lapse of time may result in the complainant remembering additional information.




2. The second contact may be by telephone, written correspondence, or in person and the contact shall be recorded in the case file.
- E. LEOs shall document any progress or case updates within the investigation by completing and submitting a supplemental police incident report. The documentation shall include investigative efforts performed to-date and the results of these efforts. Case updates shall be made every ten (10) calendar days following the initial documentation until the case is closed by the supervisor.
- F. CASE SCREENING – The supervisor during case reviews, shall determine if an investigation should remain open, inactive, or closed, based on:
1. Identification of credible witness(es);
  2. Physical evidence that may identify a suspect;
  3. The seriousness of the crime; or
  4. The lack of further investigative leads.
- G. CASE FILES – Case files containing the original copies of preliminary and supplemental reports shall be maintained in the Central Records Section on each case. Investigating LEOs shall maintain their own copies in a field file, if necessary.
1. The investigating LEO's field file may contain, when applicable:
    - a. A copy of the preliminary report;
    - b. Copies of statements;
    - c. Copies of examination results of physical evidence;
    - d. Copies of supplemental reports; and
    - e. All other copies of reports and records needed for investigative purposes.
  2. The Records Custodian will be responsible for purging old case files in accordance with Chapters 119 and 257 F.S. No original documents will be maintained in an investigating LEOs field file. All original documents shall be forwarded to the Central Records Section for retention.

3. Investigating LEOs shall maintain the investigative field copy of active cases assigned to them until the case is closed or inactivated.
  4. Accessibility – Investigative case files shall be maintained in Central Records in a secure manner and may be reviewed by other LEOs, with the approval of the supervisor, who have a legitimate interest.
  5. Request for obtaining records shall be for valid reasons and made to the Records Custodian.
    - a. If a record is sealed, the Records Custodian shall not permit access to the file.
    - b. If a record has been expunged, the requestor will be advised that there is no record.
- H. SURVEILLANCE EQUIPMENT – The Operations Commander shall be responsible for any surveillance equipment and shall ensure that the equipment is used in accordance with Department policy and properly controlled and accounted for.
- I. SHIFT BRIEFINGS – The supervisor shall conduct shift briefings to exchange information related to investigative operations as needed.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT SEX OFFENSE INVESTIGATIONS	SOP NUMBER 14.03
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 6

### I. PURPOSE

To establish and describe the duties and responsibilities of the Department in responding to and conducting sexual battery investigations, sex offenses involving children and follow-up investigations of other sex offenses.

### II. AUTHORITY

Section 1002.36 F.S. authorizes the Department shall conduct investigations relating to felonies and misdemeanors occurring within the FSDB campus.

### III. POLICY

It shall be the policy of the Department to ensure that investigative procedures of sex offenses are thorough and consistent to promote successful investigations, while ensuring that the victims are afforded sensitivity and protecting their rights.

### IV. OBJECTIVES

To establish procedures for law enforcement personnel responding to incidents of a sexual offense including:

- A. Initial response, investigation and report writing;
- B. Obtaining medical/counseling assistance for victims;
- C. Evidence collection/preservation;
- D. Follow-up investigation and supplemental reports; and
- E. Arrest procedures.

## **V. RESPONSIBILITIES**

- A. The Department has the responsibility of responding to and investigating reports of sex offenses committed on FSDB campus.
1. Communications Center personnel will consider a reported sexual offense as an emergency call and will dispatch a law enforcement officer (LEO) to the scene immediately.
  2. LEOs will respond to a sexual offense call and provide assistance/protection for the victim.
  3. LEOs will obtain medical assistance and a victim's advocate for the victim.
  4. LEOs should request a certified interpreter when interviewing any deaf person regarding a sex offense investigation. The availability or response time for an interpreter to arrive shall not in any way delay obtaining necessary medical assistance for the victim.
  5. LEOs will conduct a preliminary investigation and relay information obtained to the supervisor and other LEOs responding to assist.
  6. If the offender is present, an arrest will be made if warranted.
  7. The initial responding LEO will be responsible for documenting a police incident report detailing their investigation and other involvement in the incident.
- B. Evidence Collection/Preservation – Evidence will be collected and preserved in accordance with the Property Control & Accountability SOP in this manual and the Florida Department of Law Enforcement (FDLE) Crime Laboratory Evidence Submission Manual.

## **VI. PROCEDURES**

### **A. COMMUNICATIONS CENTER**

1. In almost all cases the Communications Center personnel will receive the first notification and shall obtain sufficient information to determine if an emergency response is indicated.
  - a. Sufficient information should be obtained to determine the level of response. If an emergency exists, an immediate response by the LEO will be initiated.

- b. If a suspect can be apprehended, the Communications Center has the pivotal role in gathering and disseminating information (i.e., suspect description, direction of travel, vehicle, weapons, etc).
  - c. Keep the victim on the telephone, if appropriate, and provide assurance of safety and that help is on the way. Contact should be maintained until LEOs arrive and are present with the victim.
2. The Property & Evidence Custodian shall also be notified and dispatched to the scene to coordinate crime scene and evidence collection activities.

## B. INITIAL RESPONSE BY LEOs

LEOs responding to incidents of sexual offenses shall follow the procedures and guidelines listed below:

1. Emergency cases will be handled by initiating emergency responses by the arriving LEOs. A supervisor shall respond along with the dispatched LEO. If available, a female LEO shall be dispatched to respond to female victims. **The unavailability of a female LEO shall not delay the response.**
2. If the victim is still at the actual crime scene, extreme caution shall be taken to avoid contamination of the scene.
3. The crime scene shall be secured to ensure the preservation of evidence.
4. Determine immediate safety and medical needs of the victim. If appropriate, arrange for transportation to the nearest hospital emergency room, unless the victim insists on being taken to another medical facility.
5. Remain with the victim until the arrival of emergency medical personnel.
6. Interview the victim in a location that affords privacy and comfort. It is best to exclude others if agreeable to the victim.
7. **Do not ask for intimate details.** The purpose of the interview is to only obtain sufficient information to determine what crimes were committed, description of the assailant and identity, if known, direction of suspect's travel, description of vehicle, and location of the crime scene.

8. Identify and interview witnesses.
9. "Walk-in" victims at the police station shall be provided immediate privacy. A LEO shall be immediately dispatched to receive the report.
10. Inform the victim that a complete change of clothing, including shoes, will be needed since the clothing worn at the time of the assault will be needed for evidence processing.
11. Notify the medical facility in advance of the victim's arrival and arrange for a deaf interpreter if needed.
12. If the victim is of adult age, the LEO shall:
  - a. Call the Betty Griffin House Rape Crisis Hotline at 904-824-1555 and notify the Crisis Intervention Specialist that a victim is en route to Flagler Hospital's Rape Crisis Unit. Hotline staff will contact the Sexual Assault Nurse Examiner (SANE) to respond and meet the LEO with the victim at the Rape Crisis Unit. SANE will call the LEO back and provide estimated time of arrival and location for meeting SANE at the Rape Crisis Unit.
  - b. Transport the victim to Flagler Hospital's Rape Crisis Unit for a medical examination.
  - c. Receive all evidence from SANE and maintain chain of custody until properly submitted into evidence at the police station in accordance with the policy of this SOP manual.
  - d. Contact the Betty Griffin House Rape Victim Advocate at 904-824-1555.
13. If the victim is a juvenile, Department LEOs shall follow the provisions of Chapters 39 and 743 F.S., regarding medical treatment/examination.
  - a. LEOs will contact the Florida Department of Children & Families (DCF) Child Abuse Hotline at 1-800-96-ABUSE and report the incident if the juvenile is the victim of a sex offense committed by a custodial adult.
  - b. LEOs will contact the First Coast Child Protection Team (CPT) in Jacksonville on the 24-hour line at 904-633-0300 and arrange for a medical examination at their facility. CPT will conduct sexual assault exams especially if offense occurred within 72

hours (CPT has officials who conduct sexual assault medical exams).

- c. The local State Attorney's Office recommends a qualified investigative interviewer conduct sexual assault interviews. LEOs shall establish an offense has occurred and stop, then report the sexual assault to the DCF Abuse Hotline and the CPT. LEOs shall be mindful of the 3 interviews rule. The CPT will arrange for and conduct the initial interview at the State Attorney's Office. The CPT will provide the LEO with a copy of the taped interview for use as evidence. DCF and CPT are responsible for their own interpreters to be used during the course of their interviews.

14. Counseling assistance shall be provided to the victim by requesting the assistance of the appropriate state, county, or municipal law enforcement agency having jurisdiction in the area, or by contacting the Flagler Hospital Rape Crisis Center.

15. Complete a police incident report and conduct all follow-up investigations documenting with a *supplemental police incident report*.

#### C. MEDICAL FACILITY

1. At the medical facility, the LEO shall:
  - a. Establish contact with the Rape Victim Advocate, if present;
  - b. Establish contact with the medical personnel; and
  - c. Ensure that the investigative process is explained to the victim and assist in notifying a family member, significant other or friend upon request.

#### D. SHIFT SUPERVISOR

The Shift Supervisor has the responsibility to ensure that the initial responding LEOs follow protocol. The supervisor shall additionally ensure the following:

1. Protection of the crime scene.
2. Upon confirmation of a sexual offense:
  - a. Authorize dissemination of suspect BOLO.

- b. Authorize notification of medical facility.
- c. Ensure that Chain of Command is notified and briefed on the incident.
- d. Rape kits will be conducted by qualified medical personnel. Rape kits are evidence and shall be handled through the proper chain of custody being transferred from the medical examination personnel to the investigating LEO for proper preservation and submission into evidence in accordance with the Property Control & Accountability SOP in this manual and the FDLE Crime Laboratory Evidence Submission Manual.

#### E. ARREST PROCEDURES

Arrests relating to sexual offense shall be made as expeditiously as possible.

#### F. CONFIDENTIALITY

1. Section 794.024 F.S. provides that it is unlawful for Department personnel who have access to the photograph, name, or address of an alleged victim of sexual battery, to disclose such information to any person not involved in the investigation or prosecution or as otherwise provided by law.
2. Section 794.03 F.S. states that no person shall print, publish, or broadcast or cause or allow to be printed, published, or broadcast in any instrument of mass communication the name, address, or other identifying fact or information of the victim of any sexual offense. Such identifying information is confidential and exempt from the provisions of Section 119.07(1) F.S. and Public Records Law.
3. Section 90.5035 F.S. provides that communications between the victim and the department's Victim/Witness Coordinator and/or a Crime Victim Advocate are confidential.

#### G. NEWS RELEASES


News releases shall only be prepared and released with the approval of the Chief and the President through the School's Public Information Officer (PIO).



# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT INTERNAL INVESTIGATIONS	SOP NUMBER 14.04
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To specify the responsibilities and proper procedures for handling complaints made against all department personnel and administering internal investigations involving complaints of law enforcement misconduct made against sworn Law Enforcement Officers (LEOs) employed with the Department.

### II. AUTHORITY

All internal investigations shall be authorized by the Chief.

### III. POLICY

It shall be the policy of the Department to investigate all reports of complaints against department personnel and especially those of law enforcement misconduct made against sworn LEOs, while ensuring their rights are protected in accordance with Chapter 112.532 F.S. and procedures are followed in accordance with the current State of Florida law enforcement bargaining unit contract.

### IV. DEFINITIONS

COMPLAINT-Written allegation of law enforcement misconduct.

UNFOUNDED-The investigation conclusively demonstrated that the allegation did not occur.

NOT SUSTAINED-The investigation disclosed insufficient evidence to prove or disprove the allegation.

EXONERATED-The investigation disclosed that the act complained about did in fact occur, but that it was justified, lawful and proper.

SUSTAINED-The investigation disclosed that the allegation did in fact occur and that the act was a violation of policy.

## **V. OBJECTIVES**

- A. To implement and maintain standards for managing complaints against department personnel.
- B. To implement and maintain standards that provide efficient and effective internal investigations involving complaints of law enforcement misconduct made against sworn LEOs.
- C. To distinguish the responsibilities of personnel involved in the internal investigations process.

## **VI. RESPONSIBILITIES**

- A. All Department personnel having any knowledge of an existing complaint of misconduct made against any other Department personnel (sworn or non-sworn) shall immediately notify the Chief via their chain of command whether they believe it to be credible or not.
- B. The Chief shall manage all complaints, authorize all internal investigations and administer all disciplinary action.
- C. The Operations Commander shall investigate all complaints, unless he/she becomes the subject of the complaint, at which time the Chief will conduct the internal investigation and provide the findings to the Administrator of Business Services for his/her handling of the complaint.

## **VII. PROCEDURES**

### **COMPLAINTS AGAINST SWORN LAW ENFORCEMENT OFFICERS**

- A. The Chief shall:
  - 1. Receive and review all complaints. Complaints and any related statements must be submitted in writing. *(Complaints made against the Chief will be reviewed and handled by the Administrator of Business Services. Complaints against the Operations Commander will be reviewed and handled by the Chief.)*

- a. Determine if the complaint received involves law enforcement misconduct in violation of any policy, procedure, memorandum, written directive or verbal command from a supervisor.
  - b. Determine if the accused LEO needs to be assigned to Administrative Leave during the course of the internal investigation and/or the need to collect their firearm, badges and credentials.
  - c. Assign the Operations Commander to conduct an internal investigation of the complaint of law enforcement misconduct made against the accused LEO.
  - d. Review the completed internal investigation report.
  - e. Provide the accused LEO a copy of the completed internal investigation and its findings, upon request.
  - f. File the original internal investigation case file for retention with the Records Custodian. A copy of all internal investigations involving law enforcement misconduct made against a sworn LEO with a finding of *Sustained* will be forwarded to the Florida Department of Law Enforcement for review by the Standards and Training Commission.
  - g. Administer appropriate disciplinary action, when applicable. Disciplinary action shall be documented and administered in accordance with School Policies and the State of Florida Employee Handbook.
  - h. Determine if criminal charges are warranted for any investigations resulting in a criminal offense.
  - i. Brief the Administrator of Business Services of the initial complaint, the commencement of the internal investigation and the conclusion of the investigation with the findings.
2. Attempt to resolve the complaint with the complainant at the first line level of supervision, if the complaint does not involve any misconduct.

B. The Operations Commander shall:

1. Review the complaint and related statements.

2. Originate an internal investigation incident case number.
3. Notify the accused LEO in person and in writing they are the subject of an internal investigation as a result of a complaint for law enforcement misconduct and provide them with their law enforcement officer bill of rights. Provide the nature of the complaint and the complainant's name to the accused LEO.
4. Schedule and interview the complainant and all persons involved with the complaint under oath, including other department personnel.
5. Advise all persons involved they are prohibited to disclose any information regarding the internal investigation while it is an active and ongoing investigation. Furthermore, all investigative records shall remain confidential until the conclusion of the investigation in accordance with Chapter 112.533 F.S.
6. Conduct audio recordings of all interviews and retain the recordings with the investigative case file.
7. Schedule the interview for the accused LEO.
8. Prior to the interview of the accused LEO provide the *Supervisory Administrative Investigation Statement* form to the LEO. Interview the accused LEO under oath.
9. Determine the findings of the internal investigation as either:
  - a. Unfounded.
  - b. Not sustained.
  - c. Exonerated.
  - d. Sustained.
10. Complete internal investigations within the prescribed timeline contained within Chapter 112.532 F.S.
11. Prepare a typewritten investigative report and submit it to the Chief for review and filing.

## COMPLAINTS AGAINST NON-SWORN EMPLOYEES


- A. The Chief shall:

1. Receive and review the written complaint.
2. Determine if the complaint received involves a violation of any policy, procedure, written directive or verbal command from a supervisor.
  - a. Determine if the accused employee needs to be reassigned other duties or assigned to Administrative Leave until the complaint is resolved.
  - b. Notify the accused employee of the nature of the complaint and the complainant's name.
  - c. Conduct a supervisory inquiry.
  - d. Interview the complainant and all persons involved and obtain written statements.
  - e. Interview the accused employee in accordance with the procedures contained within the current employee collective bargaining agreement.
  - f. Prepare a summary of the inquiry and the findings.
  - g. Administer the appropriate disciplinary action, when applicable. Disciplinary action shall be documented and administered in accordance with School Policies and the State of Florida Employee Handbook.
  - h. Provide a copy of the summary and the findings to:
    - (1) The accused employee.
    - (2) Administrator of Business Services.
    - (3) Records Custodian.
    - (4) Human Resources (if disciplinary action is involved).

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT MISSING CHILD	SOP NUMBER 14.05
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 4

### I. PURPOSE

To provide procedures detailing the Department response to reports of missing children.

### II. POLICY

It shall be the policy of the Department to thoroughly investigate reports of all missing children. In addition, this Department holds that every child reported as missing will be considered “at-risk” until significant information to the contrary is confirmed.

### III. DEFINITIONS

A. The term “missing child” includes a person who:

1. Is younger than the age of 18
2. Does not meet the “at-risk” criteria as specified in paragraph B

B. The term “at-risk missing-child” includes a child who:

1. Is 13 years of age or younger or
2. Is believed to be
  - a. Out of the zone of safety for his or her age and development stage
  - b. Mentally incapacitated
  - c. In a life-threatening situation

- d. In the company of others who could endanger his or her welfare  
or
- 3. Is absent under circumstances inconsistent with established  
patterns of behavior

#### **IV. PROCEDURES**

##### A. Communications Center Personnel shall:

- 1. Obtain details of the incident from the reporting person
- 2. Promptly dispatch LEO
- 3. Initiate notifications to local law enforcement agencies and school  
administrative staff, upon the request of the investigating LEO

##### B. Responding LEO shall:

- 1. Respond in a timely manner
- 2. Gather essential information
- 3. Establish there is a missing child
- 4. Notify immediate supervisor
- 5. Make “at-risk” assessment
- 6. Identify those at scene
- 7. Commence search if warranted
- 8. Preserve scene
- 9. Update notifications
- 10. Enter into FCIC/NCIC and MCIC
- 11. Complete report

##### C. Responding Supervisor shall:

- 1. Assess situation
- 2. Establish command post

3. Begin activity log
  4. Request additional personnel
    - a. Call in off-duty LEOs and ISOs if needed
    - b. St. Johns County Sheriff's Office
    - c. St. Augustine Police Department
    - d. Florida Department of Law Enforcement
    - e. C.A.R.T. (Child Abduction Response Team) Activation
  5. Arrange logistics for search efforts
  6. Commence search
  7. Direct media inquiries
  8. Update notifications
  9. Notify investigators
- D. Investigative personnel shall:
1. Debrief first responders
  2. Interview witnesses
  3. Evaluate agency record examination
  4. Monitor search efforts
  5. Obtain copies of all reports
  6. Identify resources
  7. Prepare fliers
  8. Utilize media
  9. Check report accuracy
  10. Update FCIC/NCIC






# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT BLOODBORNE PATHOGENS: EXPOSURE CONTROL PLAN	SOP NUMBER 15.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 1

### I. PURPOSE

To establish policy and procedures that will enable employees of the Department to protect themselves from unnecessary risk of exposure to bloodborne pathogens.

### II. POLICY

It is the policy of the Department to safeguard, to the highest degree possible, employees that may come in contact with bloodborne pathogens in the performance of their duty without sacrificing essential services. Extreme caution should be exercised and all procedures set forth in the current FSDB Bloodborne Pathogens: Exposure Control Plan shall be utilized when dealing with bloodborne pathogens. All employees are to comply with the plan.

### III. OBJECTIVES

See the School's current Bloodborne Pathogens: Exposure Control Plan.

### IV. RESPONSIBILITIES

See the School's current Bloodborne Pathogens: Exposure Control Plan.


### V. PROCEDURES

See the School's current Bloodborne Pathogens: Exposure Control Plan.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

<b>SUBJECT</b> RESERVE LAW ENFORCEMENT OFFICER PROGRAM	<b>SOP NUMBER</b> 16.01
	<b>ISSUE DATE</b> 1/1/08
<b>APPROVING AUTHORITY NAME &amp; TITLE</b> JERRY CHANDLEE, POLICE CHIEF 	<b>REVISION DATE</b>
	<b>TOTAL PAGES</b> 7

### I. PURPOSE

To establish guidelines for the operation and administration of the Department's Reserve Law Enforcement Officer (LEO) program.

### II. POLICY

It is the policy of the Department to utilize part-time Reserve LEOs to augment the current staffing of full-time LEO operations and provide additional manpower in special situations.

### III. DEFINITIONS

**RESERVE PROGRAM** - A program consisting of a pool of part-time LEOs who may be utilized to augment the Department's services.

**RESERVE LAW ENFORCEMENT OFFICER (LEO)** - A person who has met all of Section 943.10 F.S. state certification requirements, has the law enforcement powers of arrest as a full-time LEO, has successfully completed the department's Reserve Field Training Officer Program. A Reserve LEO is a part-time employee who may or may not receive compensation.

### IV. OBJECTIVES

- A. To implement and maintain procedures for the utilization of Reserve LEOs.
- B. To establish selection criteria for Reserve LEOs.
- C. To provide a modified training program to Reserve LEOs.

- D. To ensure that an adequate supply of uniforms and equipment are issued to each Reserve LEO.

## **V. PROCEDURES**

### **A. ORGANIZATION AND ADMINISTRATION**

1. The Reserve LEO program is under the immediate supervision of the Operations Commander.
2. Appointments, rank structures and functions are as follows:
  - a. Reserve LEOs are appointed by the Chief. They do not have proprietary rights in their position and may be dismissed without cause, having no appeal rights to the Career Service Commission.
  - b. Reserve LEOs shall fall under the same chain of command as any other full-time LEO in the department.

### **B. LIMITS OF AUTHORITY**

Reserve LEOs are restricted in their ability to perform law enforcement duties only in those areas for which they have received training.

1. The Chief has delegated full law enforcement powers and arrest authority to Reserve LEOs, but they may only exercise those powers during specific tours of duty.
2. Reserve LEOs are not authorized to carry a concealed weapon in an off-duty capacity, and are subject to the same laws that govern private citizens in regards to carrying a concealed firearm.

### **C. DUTIES AND RESPONSIBILITIES**

1. Reserve LEOs shall assist in crowd control at special events, answering calls for service, writing reports, enforcing laws in a manner consistent with FSDB policies and procedures and the Department Standard Operating Procedures (SOP), or in any capacity that assists the Department.
2. Reserve LEOs are subject to being called upon to report for duty when available for assistance with campus emergencies.
3. Reserve LEOs shall have a valid driver license as a condition of employment when operating a department patrol vehicle.

4. Reserve LEOs shall be accountable for following the direction of their supervisors and maintaining compliance with all School Operational Policies and the Department's policies and procedures. Failure to comply with any Florida Statute or policies and procedures may result in immediate dismissal from the Reserve LEO program.
5. Reserve LEOs shall be administered the same sworn oath as the full-time LEOs and shall adhere to all of the same policies referring to conduct and ethics for all sworn LEOs.
6. Reserve LEOs shall serve a minimum of eight (8) hours of duty each month, unless exempted on a case-by-case basis, with prior approval by the Chief only after submitting a memorandum requesting the exemption. The memorandum must be submitted via the Chain of Command indicating in detail the reason(s) for the request. Reserve LEOs failing to meet the minimum duty hour requirement without exemption, may be subject to disciplinary action/dismissal.
7. Pursuant to the Department's off-duty employment policy, Reserve LEOs shall not work off-duty employment details.
8. Reserve LEOs are to work under the direct supervision of the on-duty supervisor.
9. Reserve LEOs shall be provided public liability protection equal to that of full-time LEOs performing same duties. Injuries to a Reserve LEO while on-duty will be covered by the current State of Florida personnel rules. This coverage does not include loss of wages.
10. A Reserve LEO may resign from the program at any time and it shall be in writing and forwarded to the Chief via the chain-of-command.
11. The Operations Commander shall:
  - a. Administer, manage, supervise and coordinate the Reserve LEO program.
  - b. Keep the Chief briefed of Reserve LEO program activities and progress.

- c. Schedule the work assignments of Reserve LEOs. When possible, Reserve LEOs shall be scheduled to work weekends, holidays and during special events.
- d. Directly supervise the Reserve LEOs, when on-duty.
- e. Conduct meetings with Reserve LEOs on a quarterly basis. Maintain minutes of the meetings and rosters of those in attendance.
- f. Expect all Reserve LEOs to attend all scheduled Reserve LEO meetings, training sessions, or assigned functions unless excused by a supervisor.
- g. Review and approve all leaves of absences requested by Reserve LEOs. Leaves of absences shall not be less than three months nor more than one year in duration.
- h. Maintain a current and comprehensive list of the Reserve LEOs' current residential addresses, telephone numbers and emergency contact information. Ensure Department contact lists are revised and kept current, as well as, provide the changes to the Communications Center. Reserve LEOs will submit a change of address or telephone number to the Operations Commander as soon as possible, but not more than 10 days following the changes.

#### D. UNIFORMS AND EQUIPMENT

1. The uniform and equipment of Reserve LEOs will be identical in appearance to the uniform worn by full-time LEOs. However, the quantity of items will be limited for issue. All uniforms, insignia, badge, and collar brass will be provided by the Department and will be worn in accordance with Department policy.
2. The Department will issue the following items as standard issue to Reserve LEOs and they will be recorded and accounted for in accordance with the "Uniform & Personal Appearance" SOP in this manual.

**STANDARD UNIFORMS:**

Short Sleeve Shirts (2)  
Long Sleeve Shirts (1)  
Necktie (1)  
Trousers (2)  
Trousers Belt (1)  
All Season Jacket (1)  
Rain Suit (1)

**UNIFORM ACCESSORIES:**

Name Plate (1)  
Tie/Lapel Pin (1)  
FSDB Collar Insignias (2)  
Shirt Buttons (4)

**HAT & ACCESSORIES:**

Dress Hat (1)  
Hat Badge (1)  
Hat Rain Cover (1)  
Hat Chin Strap (1)

**FIREARM & ACCESSORIES:**

Firearm (1) Serial #:  
High Capacity Magazines (3)  
Duty Belt (1)  
Holster (1)  
Magazine Case (1)  
Handcuff Case (1)  
Handcuffs & Key (1)  
ASP Baton & Holder (1)  
O/C Spray & Case (1)  
Glove Case & Gloves (1)  
Keepers (4)

3. The Department will collect all issued uniforms and equipment when the Reserve LEO leaves the program. The Operations Commander shall ensure a termination checklist is completed for each reserve officer who resigns or is terminated.
4. Reserve LEOs shall provide their own undershirts, socks, and shoes as required of full-time LEOs in the "Uniform & Personal Appearance" SOP in this manual.
5. If Reserve LEOs elect to wear body armor, they shall be responsible for providing it at their own personal expense.
6. Credentials (identification card or badge) shall not be exhibited or displayed except during approved activities. No Reserve LEO shall use or attempt to use their position to secure a special privilege, benefit, or exemption for themselves or others.

**E. SELECTION PROCESS**

1. The selection criteria for Reserve LEOs shall be identical to the selection criteria for full-time LEOs, except where career service rules may apply.
2. The selection process is as follows:
  - a. Applicants must submit a completed State of Florida Career Service Employment Application to the Operations Commander.

- b. The Operations Commander shall review all applications to determine that the applicant meets the minimum statutory requirements of 943.10 F.S.
  - c. The selected applicant(s) will appear before an Oral Interview Board consisting of:
    - (1) Chief and
    - (2) Operations Commander and
    - (3) At least one full-time LEO.
  - d. The hiring and selection process is the same as for a full-time LEO.
3. To avoid any conflict of interest, persons in the following occupations will not be eligible for appointment.
- a. Persons currently employed as a certified LEO or correctional officer, private security guard, private detective, or similar occupation.
  - b. Persons involved in the sale or distribution of alcoholic beverages.
  - c. Persons employed bail bondsmen, criminal attorneys, and/or employees or investigators of the State Attorney's Office.
4. Applications may be accepted from former full-time LEOs of this Department, who have:
- a. Retired or resigned while in good standing;
  - b. Completed no less than two (2) years of service (may be waived with the approval of the Chief on a case-by-case basis); and/or
  - c. Not been placed on a Performance Improvement Plan during the last two years of service.
5. If less than six months have lapsed since a former full-time LEO separation date, all processing requirements may be waived.




## F. TRAINING

1. The Operations Commander will ensure all Reserve LEOs maintain mandatory retraining compliance with Florida Criminal Justice Standards and Training Commission requirements.
2. Reserve LEOs must complete the Reserve Field Training Officer (FTO) Program before being permitted to work in a solo capacity. If less than six months have lapsed since a former full-time LEO's separation date, and provided that the former full-time LEO successfully completed the FTO Program prior to leaving the department, he may not be required to complete the Reserve FTO Program. Otherwise, all Reserve LEOs must work under the direct supervision of the on-duty supervisor.
3. Reserve LEOs shall attend Department in-service training equivalent to that statutorily required for full-time LEOs.
4. Reserve LEOs shall successfully complete a minimum of forty (40) hours of mandatory retraining every four (4) years as outlined by Criminal Justice Standards and Training Commission (CJSTC). A copy of all training certificates will be forwarded to the Department Training Coordinator and placed in the Reserve LEO's training file. However, the associated costs may be the responsibility of the Reserve LEO.
5. The Department's Training Coordinator will be responsible for obtaining, scheduling and documenting all high liability training to include firearms qualifications, use of force, intermediate weapons, defensive tactics and any other law enforcement related curriculum.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT TRAINING	SOP NUMBER 17.01
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 11

### I. PURPOSE

To establish guidelines for the development, organization, and administration of the Department training programs.

### II. POLICY

It shall be the policy of the Department to enhance the basic law enforcement knowledge, skills and abilities of all of its employees as it relates to each of their jobs. Department LEOs shall be provided training as mandated by the Criminal Justice Standards and Training Commission (CJSTC), Florida law, federal law and Department policy.

### III. DEFINITIONS

- A. AUTHORIZED ABSENCE - Failure to attend scheduled training due to illness, a recognized emergency, a scheduled, job related court appearance, or subpoena.
- B. CRITERIA - A standard, rule, or test on which a judgment or decision can be based.
- C. CURRICULUM - A series of courses related to a specific kind of training program.
- D. IN-SERVICE TRAINING - Training received by Department employees to enhance knowledge, skills, or abilities, which may include periodic retraining, specialized, promotional, advanced, or roll-call training.
- E. INSTRUCTIONAL MATERIALS - Any information used to develop or is provided to students, e.g., field training and evaluation program (FTEP) training guides and checklists, legal bulletins or training bulletins.

- F. **JOB TASK ANALYSIS** - A systematic examination of the functions and objectives of each job-related task to be performed as they relate to knowledge, skills, and abilities required to perform the tasks or duties of the job.
- G. **LESSON PLAN** - A detailed format an instructor uses to conduct the course. A lesson plan may include: goals, specific subject matter, performance objectives, references, resources, and methods of evaluating or testing students.
- H. **PERFORMANCE OBJECTIVES** - Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed and the criteria for satisfactory performance.
- I. **REMEDIAL TRAINING** - Training required correcting a specific deficiency usually identified by either testing or any other evaluation method used during training or supervisory evaluation during routine job performance.
- J. **ROLL CALL TRAINING** - Training or informational sessions of short duration administered to LEOs just prior to or after their shift.
- K. **SPECIALIZED TRAINING** - Training to enhance knowledge, skills and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management and/or executive development training or it may include technical and job specific (e.g., fingerprint examination, juvenile investigation).
- L. **STATE RATE** - The rate of reimbursement for travel and expenses as provided in Florida Statute 112.
- M. **UNAUTHORIZED ABSENCE** - Failure to attend a scheduled class without authorization.

#### **IV. OBJECTIVES**

- A. To establish guidelines for in-service training;
- B. To establish guidelines for the selection and training of instructors;
- C. To identify the functions for which specialized training is required;
- D. To define responsibilities and procedures as they apply to identifying and providing remedial training;

E. To establish guidelines for roll call training.

## **V. RESPONSIBILITIES**

A. The Department Training Coordinator has the primary responsibility for training and shall review, evaluate and update training programs to ensure that training is job-related and conforms to current law and Department policy. Responsibilities include, but are not limited to the following:

1. Program development;
2. Instructor selection;
3. Training notification to personnel;
4. Record keeping;
5. The updating of training records following personnel participation in training;
6. Coordination of training with local agencies, the St. Johns River Community College Training Academy (SJRCC), the Florida Department of Law Enforcement (FDLE) and the Criminal Justice Standards and Training Commission (CJSTC);
7. Coordination of travel arrangements for Department personnel attending training programs.

B. The Chief shall evaluate training, as well as, assess areas requiring instruction through:

1. Field work;
2. Performance evaluations;
3. Productivity;
4. Any other means available.

## **VI. PROCEDURES**

A. **MANDATORY IN-SERVICE TRAINING** – Department employees shall be provided the necessary training to ensure their ability to perform effectively in the job classification that they hold.

1. Every new employee shall receive training to meet the requirements of the job responsibilities, including the following:
  - a. An orientation to the Department's role, purpose, goals, policies, and procedures;
  - b. Working conditions and regulations;
  - c. Rights and responsibilities of personnel; and
2. LEOs shall complete a retraining program which includes:
  - a. Mandatory retraining classes as required by CJSTC;
  - b. Annual intermediate weapons;
  - c. Annual defensive tactics and handcuffing techniques;
  - d. Annual firearms qualification;
  - e. Annual use of force training;
  - f. Annual blood-borne pathogens training;
  - g. CPR & AED training;
  - h. Legal updates.
3. Lesson plans are required for training courses administered by any Department instructor. The format of the lesson plan shall include provisions for the following:
  - a. Statement of student performance objectives;
  - b. Training content;
  - c. Appropriate instructional techniques;
  - d. Approval - The Training Coordinator shall review and approve all lesson plans prior to their implementation;

- e. Identification of test(s), if used.
4. In-service Training Records – A file shall be maintained by the Training Coordinator containing the following information pertaining to each in-service training program administered by the Department. Either the training sign-in roster or the copy of the employee’s certificate of completion will be retained in the file.
- a. Course content;
  - b. Date;
  - c. Duration of training (e.g. number of hours);
  - d. Name of employees;
  - e. Name of instructor.
- B. ATTENDANCE REQUIREMENTS – Employees scheduled for training must complete all areas of the program. Those who do not attend scheduled training due to an authorized or unauthorized absence will be rescheduled for the next available session, when practical.
- 1. Department employees are responsible to obtain approval from their supervisor to be absent from scheduled training.
  - 2. Unauthorized absence from training may result in disciplinary action.
  - 3. Instructors will document and forward attendance rosters and copies of certificates of completion to the Training Coordinator for filing.
  - 4. The Training Coordinator will report absences to their supervisor.
  - 5. Department employees attending training programs outside the Department are required to report absences to their supervisor.
  - 6. Instructors may be excused from attending courses for which they hold current CJSTC certification to teach.
- C. AGENCY INSTRUCTOR QUALIFICATIONS AND SELECTION - Qualified instructors are an essential element of any successful training effort. The Training Coordinator is responsible for the selection and monitoring of instructors for Department operated training programs.

1. Selection Process – Department employees shall be selected as instructors based on their desire to instruct, knowledge of subject matter, experience, teaching ability and any recommendations.
  2. Qualification Criteria –
    - a. Be knowledgeable in the subject matter being taught;
    - b. Shall successfully complete a CJSTC certified instructor techniques course;
    - c. Serve a minimum two hour internship as an instructor in the subject being taught;
    - d. If the course to be instructed is a high liability topic (firearms, defensive tactics, first responder, and driving) instructors shall have successfully completed CJSTC instructor course for that topic;
    - e. Be knowledgeable of Florida Statutes.
  3. Agency instructors shall receive periodic retraining and updating to meet any specific instructional requirements of the Department.
- C. OUTSIDE INSTRUCTORS - When necessary and appropriate, instructors who are not employed by the Department may be utilized.
1. The criteria for outside instructors selected to instruct Department training includes, but is not limited to:
    - a. Expertise in the subject matter;
    - b. Experience; and
    - c. Ability to instruct others.
  2. Outside instructors shall provide lesson plans and copies of all handouts to the Training Coordinator.
  3. Outside instructors shall be certified CJSTC instructors, or be properly documented as Subject Matter Experts in their field.
- E. UNCERTIFIED INSTRUCTORS - Any person providing instruction without certification shall be assisted by the Training Coordinator in the development of lesson plans, testing, and evaluation techniques.

- F. INSTRUCTOR EVALUATIONS - All instructors shall be evaluated in writing by students and the Training Coordinator.
- G. ROLL CALL TRAINING – Training during roll call/shift briefing shall be used to keep LEOs up to date between formal training sessions and may be scheduled as needed.
1. The training shall be conducted by the Chief, Operations Commander, Training Coordinator, a FTO, a Department instructor or a guest instructor.
  2. The training topic must be job related.
  3. The instructor will comply with paragraphs A. 3. and B. 3. of these procedures.
- H. SPECIALIZED TRAINING - Specialized training shall be provided for specialized assignment positions that require training beyond basic law enforcement. These positions require training prior to performing duties or require training within thirty days after assignment. The amount of training shall depend on the particular function.
1. Specialized assignments that require specialized training include:
    - a. Crime Prevention Practitioner.
    - b. Bicycle Patrol Officer.
    - c. Field Training Officer.
    - d. High Liability Course Instructor.
  2. Specialized training for LEOs includes the following:
    - a. Development and/or enhancement of knowledge, skills and abilities particular to the specialization;
    - b. Management, administration, supervision, personnel policies and support services of that component or function;
    - c. Performance standards of the function or component;
    - d. Department policies, procedures specifically related to the function or component;
    - e. Supervised on-the job training.



- I. SPECIALIZED ASSIGNMENTS – Annually, the Training Coordinator and the Operations Commander will conduct a review of each specialized assignment to determine whether it should be continued. The results and recommendation of their review will be presented to the Chief for a final decision to continue, increase/decrease, or terminate a specialized assignment position. The review shall include:
  1. A list of all Department specialized assignments;
  2. A statement of purpose for each listed assignment; and
  3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
  
- J. CIVILIAN EMPLOYEE TRAINING - Training shall be provided for both new and existing civilian employees to carry out their Department job function. Civilian employees holding positions in certain job classifications shall receive specialized training prior to assuming responsibilities in the job classification. These classifications include, but are not limited to the Institutional Security Officer, the Criminal Justice Information Technician and the Administrative Assistant II positions.
  1. Institutional Security Officer Orientation Program – All newly hired ISOs shall successfully complete a forty (40) hour Orientation Program designed to familiarize them with the duties and responsibilities of the position. ISOs shall be assigned to work with senior ISOs for a minimum of 30 days before being assigned to a solo shift assignment.
  2. Criminal Justice Information Technician Orientation Program – A newly hired CJIT shall successfully complete a forty (40) hour Orientation Program designed to familiarize him/her with the duties and responsibilities of the position.
  
- K. REMEDIAL TRAINING - Remedial training shall be provided to employees when their task effectiveness has been determined to be less than acceptable.
  1. Remedial training shall be coordinated and may be conducted by the Training Coordinator.
    - a. All remedial training records will be maintained by the Training Coordinator.
    - b. The Training Coordinator shall document remedial training in the employee's training file.

2. Remedial training that is conducted in conjunction with the Department's Field Training & Evaluation Program shall be documented in accordance with the applicable SOP of this manual.
3. Remedial training will be provided under the following circumstances:
  - a. When an employee personally submits a request in writing, via the chain of command, remedial training in a specific area(s) where there is a perceived problem in performance or behavior.
  - b. When suggested or formally requested by the supervisor:
    - (1) The supervisor may suggest that the employee apply for remedial training.
    - (2) The supervisor may conduct his or her own remedial training, ensuring the Training Coordinator is provided documentation of such training.
  - c. When a written performance evaluation or behavior identifies deficiencies, the employee or supervisor may request remedial training in areas that are deemed as unsatisfactory.
4. Adequate time to complete the training and exhibit improvement shall be determined and allotted by the supervisor providing such training.
  - a. The goals, objectives, and time allotted shall be specified in writing prior to training.
  - b. Those employees who do not show improvement in the allotted time may be removed from the class in accordance with Florida Administrative Code.
5. Remedial training will not be used to improve skills or knowledge outside of the employee's normal duties.
6. When requested, remedial training will be conducted in response to those specific areas in which the employee has received an unsatisfactory rating unless special circumstances exist.
  - a. Upon receipt of a request, the Training Coordinator shall review all pertinent information and may recommend remedial training strategies to the appropriate supervisor.

- b. The supervisor, in conjunction with the Training Coordinator will ultimately decide what remedial strategy or strategies will be employed.
- c. Strategies include, but are not limited to:
  - (1) Repeating a specific course of instruction.
  - (2) Repeating the testing of a specific course of instruction.
  - (3) Training course offered by outside entities, i.e., the local training academy, FDLE, or other independent facilities.
  - (4) Training courses offered by the Department's Training Coordinator.
  - (5) Individual remedial training as detailed by the supervisor.

## 7. RESULTS

- a. If an employee fails to successfully complete the remedial training program, the following strategies may apply:
  - (1) Additional remedial training may be employed using alternate strategies.
  - (2) The Chief may consider reassigning or reclassifying the employee to a position that does not require use of the skills or knowledge in which the deficiency occurs.
  - (3) The Chief may consider removing the employee from the position if all remedial efforts are deemed to be unsuccessful.
- b. Non-participation in required remedial training due to lack of motivation shall result in appropriate disciplinary action. Care shall be taken to ensure that the employee is given every opportunity to participate in the training.

## L. TRAINING AUTHORIZATION AND REIMBURSEMENT


- 1. Off-Duty Training - Employees who attend courses (other than college courses) while off-duty do so on their own time and at their own expense.

2. On-Duty Training - Employees, who want to attend any job-related training course, while on-duty, must submit a Request for Training form via the chain of command, to the Chief.
  - a. The supervisor shall:
    - (1) Determine whether employees requesting training are qualified to attend the course and if the training will benefit the Department.
    - (2) Route a completed copy of the request to the requesting employee and have the Training Coordinator file the original.
    - (3) Process the approved requests and determine whether the requesting employee will maintain lodging or commute to the training center.
  - b. Employees shall:
    - (1) Complete and submit a request to travel to their supervisor.
    - (2) Coordinate their lodging and travel arrangements in a timely manner.
    - (3) Submit a travel reimbursement claim to their supervisor immediately following course completion.

# CAMPUS POLICE

Florida School for the Deaf & the Blind

## STANDARD OPERATION PROCEDURE

SUBJECT FIELD TRAINING & EVALUATION PROGRAM	SOP NUMBER 17.02
	ISSUE DATE 1/1/08
APPROVING AUTHORITY NAME & TITLE JERRY CHANDLEE, POLICE CHIEF 	REVISION DATE
	TOTAL PAGES 5

### I. PURPOSE

To establish guidelines for the Department Field Training & Evaluation Program (FTEP).

### II. POLICY

It shall be the policy of the Department to enhance the basic law enforcement knowledge and skills of recruit Law Enforcement Officers (LEOs). Recruit LEOs are required to read the FSDB School Operational Policies and Department policies and procedures manual. Training and evaluations shall be in accordance with the FTEP Manual.

### III. DEFINITIONS

- A. FIELD TRAINING COMMANDER- The Operations Commander assigned to supervise and oversee the FTEP.
- B. TRAINING COORDINATOR - Assists the Field Training Commander with the coordination of the FTOs, the recruits and the FTEP Program.
- C. FIELD TRAINING MANUAL - A comprehensive outline of the recruit training program that shall be utilized by the Field Training Officers (FTO) in the recruit training process. The manual is prepared, reviewed, and updated by the Field Training Commander and establishes guidelines for recruit training and evaluation.
- D. FIELD TRAINING OFFICER (FTO) - A specially trained LEO who is responsible for guiding the recruit through the "in the field" training program.

- E. FIELD TRAINING AND EVALUATION PROGRAM (FTEP) - A nine (9) week program that provides on-the-job training and evaluation of newly appointed LEO trainees.
  - 1. Phase I – Two (2) weeks of orientation.
  - 2. Phase II – Three (3) weeks assigned to an FTO.
  - 3. Phase III – Three (3) weeks assigned to another FTO.
  - 4. Phase IV – Shadow Phase. One (1) week of shadowing, under the close supervision of an FTO and the Field Training Commander.
- F. RECRUIT - An officer-trainee who has not fully completed the FTEP process.
- G. REVIEW PANEL – At the conclusion of Phase III, the trainee will meet with the Chief and the Field Training Commander, as outlined in the FTEP Manual, for the purpose of reviewing his/her progress in the FTEP process and the LEO's preparedness to move on in the FTEP and probationary process.

#### **IV. OBJECTIVES**

- A. To establish a selection criteria for FTOs.
- B. To assign responsibilities for the positions in the FTEP.
- C. To establish a training curriculum for recruits in the FTEP.

#### **V. RESPONSIBILITIES**

- A. The Operations Commander has the additional duty as the FTEP Commander.
- B. The FTEP Commander's duties/responsibilities consist of, but are not limited to the following:
  - 1. Assignment of FTOs to shifts as needed.
  - 2. The preparation, review, and updating of the FTO Manual.
  - 3. The required training of FTOs.
  - 4. The coordination, supervision, and monitoring of the FTEP and the recruit's progress.

5. Ensure the recruit field assignments are rotated in order for the recruit to experience a variety of law enforcement duties.
  6. Ensure that FTOs are given priority to attend law enforcement training in order to maintain highly trained and proficient FTOs.
- C. The Department's Training Coordinator shall assist the FTEP Commander in administering the FTEP and retain all FTO files and records. Serves as FSDB Campus Police liaison with the Law Enforcement Training Academy, regarding FTEP matters.
- D. FTO's duties/responsibilities shall include the following:
1. Directing the field training activities of assigned recruits.
  2. Provides instructions and training on Department policies, procedures, rules, and regulations.
  3. Documents and conducts field training evaluations on recruit job performance in accordance with the FTO Manual.

## **VI. PROCEDURES**

### **A. FIELD TRAINING OFFICER SELECTION AND TRAINING**

1. When openings exist in the FTEP, candidates may request to be considered by submitting a memorandum to the Field Training Commander.
2. The Field Training Commander shall consider endorsing a candidate's request with a recommendation based on the candidate's training, experience, and attitude.
3. The Field Training Commander will convene a selection board consisting of the Chief, the Training Coordinator and all current FTOs.
4. LEOs requesting to be considered as FTOs shall have demonstrated satisfactory performance and shall not have received any disciplinary action or counseling statements for twelve (12) months prior to their application. All LEOs considered shall, in the opinion of the selection board, clearly demonstrate the characteristics prescribed in the Institute of Police Technology and Management (IPTM) Field Training Manual for FTOs.

5. The board will review the applications, interview the candidates, and select the best qualified applicant(s). The Field Training Commander and the Chief shall have final approval of candidates selected as FTOs.
  6. LEOs appointed as FTOs must successfully complete a Criminal Justice Standard Training Commission (CJSTC) approved FTO Training Program before training a recruit, and complete a CJSTC approved Instructor Techniques Training Program within one year of appointment.
- B. FTO RECOGNITION - LEOs that are appointed to and actively participating in the FTEP may wear a Department issued FTO pin on their duty uniform in accordance with Standard Operating Procedure (SOP) Uniform & Personal Appearance.
- C. FIELD TRAINING AND EVALUATION PROCESS
1. Phase I - All newly hired LEOs will participate in the Recruit Orientation Program, which is eighty (80) hours of formal instruction that the recruit must complete before starting their field training. The curriculum shall be as follows:
    - a. Department Overview - Authority, goals and values, mission/purpose, and structure.
    - b. Working Conditions - Shift rotation, sexual harassment, and FSDB School Operational Policies.
    - c. Rights and Responsibilities of LEOs - Career service, grievances, Code of Ethics and Code of Conduct.
    - d. Department Policies and Procedures.
    - e. Use of Force.
    - f. Firearms.
    - g. Intermediate weapons.
    - h. Florida Statute Review - Commonly used statutes.
    - i. Arrest Procedures.
    - j. Search and Seizure.



- k. Domestic Violence.
  - l. Bloodborne Pathogens.
  - m. Report Writing.
  - n. Department Forms.
2. Phase II, III, and IV - Recruits will then be placed in the FTEP. This program consists of six (6) additional weeks of supervised "field patrol" duties with assigned FTOs, during which the recruit will receive daily evaluations in accordance with the Field Training Manual. Upon successful completion of this phase of training, the recruit will be placed in a shadow phase for an additional one (1) week. During this shadow phase of training, the recruit will be closely supervised by an FTO or the Field Training Commander. The recruit will receive daily evaluations during this phase of training, as well.
  3. The curriculum and procedure for the evaluation of recruits, retention/extension in the program and successful completion of the program shall be outlined in the FTEP Training Manual.
  4. Upon successfully completing the FTEP, newly hired recruits will continue to be evaluated on a quarterly basis until their probationary period is complete.
  5. At the recommendation of the Field Training Commander sent to the Chief for final approval, a participant in the FTEP who has demonstrated proficiency may be accelerated. Also, the FTO phase and the shadow phase may be extended for a recruit based on appropriately documented performance reports justifying the recruit's deficiencies and the need for remedial training.