



SOUTH MIAMI POLICE DEPARTMENT

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CFA STANDARD: 14 SUBJECT: <i>Patrol – ADMINISTRATION</i>	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 14.01M, 14.02

SECTIONS:

- 18.1.1** **Continuous Patrol Coverage**
- 18.1.2** **Shift/Zone Assignments**
- 18.1.3** **Roll Call Procedures**
- 18.1.4** **Special Purpose Vehicles**
- 18.1.5** **Crisis Intervention Team**
- 18.1.6** **Honor Guard**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the Uniform Patrol Division; to establish procedures for patrol scheduling and reporting for duty; to provide roll call procedures; to provide procedures for special purpose vehicles; to provide procedures for departmental canine teams; to provide procedures for the Crisis Intervention Team; to provide procedures for the Honor Guard Detail.

SCOPE: All departmental personnel.

POLICY: Procedures relating to the operations of sworn officers, particularly Uniform Patrol Division personnel, are found in several other General Orders under particular subject headings. This General Order will address specific standards related to the organization, administration, scheduling and effective use of patrol resources, rather than actual operational practice. As used in this General Order, the word “patrol” should be considered in its broadest sense. Patrol is considered a primary law enforcement function and embraces much more than the act of patrolling. It is defined as a generalized function in which officers engage in a wide variety of law enforcement activities.

DEFINITIONS:

Platoon: The staffing of an 8 hour shift, including Officers and a Sergeant.

Shift: An 8 hour work segment of a 24 hour period; there are 3 shifts, midnights, days, and afternoons.

UPD: Uniform Patrol Division.

PROCEDURES:

18.1.1 Continuous Patrol Coverage

- A. To provide for continuous 24-hour coverage, the Department will ensure that the predetermined minimum staffing levels are met on each patrol shift, so officers will be continuously available to provide a law enforcement response to calls for service and meet emergencies and be continuously available within the agency's jurisdiction.[CFA14.01M] Shift times may vary but will cover the following periods:

Midnight Platoon (see current Departmental schedule)

Daytime Platoon (see current Departmental schedule)

Afternoon Platoon (see current Departmental schedule)

In addition, there may be overlap shifts reserved for specialized patrol units, such as K-9 or Motorcycle Officers, which supplement patrol coverage.

- B. It is the policy of the South Miami Police Department to attempt to not hold calls for service, especially emergency calls. If an emergency call and/or call for service is received by the Communications Center, the next available officer will be dispatched to the call to respond to the need of caller.
- C. Breaks: For the purposes of officer safety and operational management, the department will require all patrol personnel to take the appropriate signal, '12' (meal break), or '11' (personal break) on all such occasions. Breaks are controlled by the dispatcher for all members assigned to Patrol. Furthermore, the supervisor of any member will have final authority to resolve any conflict as to breaks during a tour of duty.
1. If time and working conditions permit, members will be allowed one thirty minute break [12] and two, fifteen minute breaks per shift. Members will request permission from their immediate supervisor to leave the City for a meal break.
 2. Members will monitor their radios at all times while on a break of any type. Members will also end their break whenever notified by the dispatcher to respond to a call.

3. There will be no more than two marked vehicles, and no more than three uniformed officers, at the same break location at the same time. After the allotted time for the break is over, members will immediately go back into service.
 - a. Plainclothes officers will be able to take breaks with uniform officers as long as the plainclothes officer is not otherwise easily identified as South Miami Police Officers. Signal “12” are not required for these officers but are encouraged for officer safety concerns.
4. As an exception to 18.1.1 (C)(3) above, in the event that the shift is at minimum staffing, only one officer at a time will be allowed to take a break.
 - a. Minimum staffing is defined by memorandum from the Chief of Police to all sergeants and acting supervisors.
 - b. If staffing falls to 1 supervisor and 4 officers or less, then only one officer at a time will be allowed to take a break.
5. As an exception to 18.1.1 (C)(3) above, in the event that the shift falls to or below minimum staffing due to an officer transporting a prisoner, injury, sickness, a detail requiring officers to go outside city limits, or other unforeseen circumstance, only one officer at a time will be allowed to take a break.
6. In the case of a training unit consisting of a two-officer unit (FTO and PPO) or other two-officer unit, the unit will count as one officer for purposes of this policy.

18.1.2 Shift/Zone Assignments

- A. Shift Assignments: It is the policy of the South Miami Police Department to assign officers' shifts based on the bidding criteria set forth in section 18.1.2 (B), Shift Rotation, and based on the operational needs of the department, as determined by the Chief of Police.
 1. The Chief of Police or his designee may temporarily reassign officers from one shift to another to respond to special or emergency situations.
 2. Trainee officers assigned to the Field Training Officer (FTO) program will be required to rotate shifts on a monthly basis for the purpose of orientation and training.

3. Officers possessing special skills such as a Motorcycle Officer, K-9 Officer, or other special assignment descriptions may be assigned based upon operational needs. The Chief of Police or his designee will deploy technical personnel evenly across the shifts or as deemed appropriate.
 4. Shift exchange by mutual agreement: Any shift exchange request that both parties agree to, and approved by both shift supervisors and the Operations Bureau Commander. The exchange will remain in effect for the duration of that shift schedule.
- B. Shift Rotation: Members of the department are assigned to a shift according to the guidelines set forth in Section 18.1.1. Shift bids will be accepted on a semi-annual rotation basis and assigned according to the following criteria:
1. The pre-approved minimum number of slots per shift will be filled on the sole basis of seniority.
 2. Supervisors: The Chief of Police, or his designee, will assign supervisors in a manner that will facilitate the most effective management of personnel and department objectives.
 - a. Sergeants assigned to the Uniform Patrol Division will be permitted to select their assignment (midnights, days, afternoons, or relief) based upon seniority in grade. The selection will occur during the same rotation period as the patrol officer shift bid.
 - b. Should a sergeant be transferred into the Uniform Patrol Division during other periods, they will fill the vacant patrol supervisor position until the next shift bid.
 - c. Patrol supervisors from time to time may be reassigned for their training or the training of other supervisors at the discretion of the Operations Bureau Commander. The temporary reassignments of any supervisor should not exceed one shift rotation period.
 - d. In the event that this temporary reassignment should coincide with the shift selection period, it will not affect the patrol supervisor's shift selection by seniority in grade (G.O. 18.1.2). The affected supervisor(s) will immediately assume command of their shift after completion of their temporary assignment.
- C. Zone/ Service Area Assignments:

1. Shift sergeants are responsible for the assignment of personnel to their respective patrol zones. Therefore, sergeants have authority to adjust zone assignments to achieve the most efficient utilization of personnel resources in providing coverage. The concept of community policing will be the overriding philosophy of shift assignments.
 2. Generally, zone assignments are assigned to officers on each shift so that they will have an opportunity to become better acquainted with persons, businesses and potential hazards within the zone. Shift sergeants may also consider special skills and expertise of individual officers when making zone assignments.
- D. Zone/ Service Area Rotation: Zone rotation within a squad of officers is accomplished at the direction of the shift sergeant, according to the needs of the department. The shift sergeant will have the officer being reassigned from a zone orient their replacement, taking the time to familiarize the replacement officer with the residents, businesses and issues in the zone.
- E. Day Off Scheduling:
1. Patrol officers will work a 5/2 schedule with fixed regular days off (RDO's). Days off are assigned based on the overall needs of the department and are pre-selected by seniority bid.

18.1.3 Roll Call Procedures

- A. It is the responsibility of the shift sergeant to ensure that his or her personnel are properly assigned, inspected, and briefed on all pertinent information available.
- B. Roll Calls are conducted during each shift on each day.
- C. Roll Call will be conducted by the shift sergeant for the following purposes:
 1. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, and changes in the status of wanted persons, stolen vehicles, major investigations or potential and actual police hazards, watch orders, etc.;
 2. Notifying officers of any scheduling changes, overtime assignments, zone assignments, vehicle assignments;
 3. Notifying officers of new directives or changes in directives;
 4. Sharing pertinent information between officers regarding investigations, or information regarding relevant community-based initiatives etc.;

5. Evaluating officer readiness to assume patrol; and
6. In-service training.

18.1.4 Special Purpose Vehicles [CFA14.02]

Special Purpose Vehicles:

- A. The South Miami Police Department has various types of special purpose vehicles: sport utility vehicles (K9 Unit and unmarked Crime Scene), unmarked pickup trucks obtained via forfeiture, unmarked cars obtained via forfeiture, marked Prisoner transport van, marked Explorer van, marked patrol K-9 Unit vehicles, marked motorcycles, T3 Motion Vehicles, and bicycles.
- B. Qualification and training for use of special purpose vehicles:
 1. With the exception of motorcycles, bicycles, and T3 Motion Vehicles, officers with a valid Florida driver license are authorized to use the listed special purpose vehicles.
 2. Officers will receive the appropriate training in order to operate Departmental motorcycles, bicycles, and T3 Motion Vehicles.
 3. Vehicles assigned as take home cars or as an assigned vehicle are the responsibility of the specific employee assigned to that vehicle. Vehicles not assigned to a specific officer can be used by officers with a valid driver license when directed to utilize the vehicle by a supervisor. Whatever vehicle is being used, it is the responsibility of the officer operating it to ensure that the vehicle is in a safe operating condition prior to utilizing it
 4. A list of officers authorized to operate T3 Motion Vehicles, motorcycles, and bicycles will be supplied to the Patrol Division by the Training unit after the officers have received the appropriate instruction in their use.
- C. These special purpose vehicles are to supplement the regular operations of the department where the use of regular marked police vehicles would not be appropriate because of carrying capacity, a need for a lower public profile, a need to increase public awareness, or because of traffic congestion.
- D. Special purpose vehicles may be limited in their usage and generally are inappropriate for use in police pursuits or responding to emergencies, unless equipped with emergency lights and sirens. Any vehicle without proper operating

equipment should not be used and should be flagged for repair. These vehicles are authorized for use in different situations:

1. Marked and unmarked **sport utility vehicles** are for investigative support, and K9 use, and may be assigned as a take-home vehicle.
2. Marked **prisoner transport van**: This van is conspicuously marked. Emergency lights are affixed to the roof of the vehicle. It is to be used for the transport of arrestees to the police station and county booking facilities.
3. **Marked Explorer Van**. This van is conspicuously marked. Emergency lights are not affixed to the roof of the vehicle. This may be modified at the discretion of the Chief of Police. It is to be used for official Explorer functions or at the discretion of the Chief of Police.
4. Marked patrol **K-9 Unit vehicles** are used by K-9 teams. These vehicles are specially equipped for transporting police canines, patrol duties, and are assigned as a take-home vehicle.
5. **T3 Motion Vehicle**. This unique patrol vehicle is used only by trained persons.
6. **Unmarked pickup trucks obtained via forfeiture, unmarked cars obtained via forfeiture**. These units are used by CID at the discretion of the CID supervisor usually for covert surveillances and may be assigned as a take-home vehicle.
7. Marked patrol **motorcycles** are used by certified motorcycle officers. These vehicles are specially equipped and are assigned as a take-home vehicle. They may be used for selective traffic enforcement and patrol duties.
8. **Bicycles** are utilized to increase officer mobility and provide special enforcement patrol in congested areas and around local schools. The objectives of the bicycle patrol are:
 - Provide police service in areas where vehicle response is slowed by congestion, and in areas too large for foot patrols;
 - Provide high visibility police presence;
 - Foster public relations by more personal contact; and
 - Attend demonstrations and local events.
 - a. Bicycle deployment consists of patrolling areas with dense vehicular and pedestrian traffic, where foot patrol is limited by

distance, throughout the City. Most of bicycle patrol time is spent in shopping centers or parks.

- b. Other areas involving bicycle patrols include, but are not limited to the following:
 - (1) Schools;
 - (2) Areas with reports of juvenile problems; and
 - (3) Surveillance and mall patrol.
 - c. Officers on bicycles will not be **primary officers** dispatched to respond to calls, which, due to the location, would put the rider in unnecessary danger or would cause an excessive response time.
 - d. Officers will practice good public relations.
 - e. Officers will carry all necessary reports and citations required by their assignments.
 - f. Special events:
 - (1) At the direction of the Chief of Police or his designee, the bicycle patrol is deployed at special events where large crowds and vehicular traffic create special problems.
 - (2) The bicycle patrol may be assigned to outdoor festivities, parades, concerts, school functions, and other major events.
- B. The department operates bicycles due to considerations of weather, terrain, maneuverability, and the need for inconspicuous appearance, storage requirements, and special operational needs:
- 1. Only personnel assigned by supervisors who are qualified will operate a departmental **bicycle**. Bicycle Officer qualifications include:
 - a. Successful completion of Police Bicycle Course and certification;
 - b. Good interpersonal skills; and
 - c. Good physical condition.
- C. Each officer assigned to a vehicle is responsible for the condition and maintenance of the vehicle. Before and after use of a departmental vehicle, the driver will inspect the assigned vehicle and report any damage or need for maintenance to his/her supervisor (G.O. 18.3.10 - Vehicle Inspections). Upon receipt of a report of damage or need for maintenance, the supervisor will initiate

action, for example, assign a different vehicle to the driver, schedule maintenance or repairs, or deadline the vehicle.

- D. Special purpose vehicles with the exception of K9 special purpose vehicles are exempt from being equipped and supplied in accordance with G.O. 18.3.1 - Equipment, Patrol Vehicles, and G.O. 18.3.2 - Supplies, Patrol Vehicles.

18.1.5 Crisis Intervention Team

It is the policy of the South Miami Police Department to respond to incidents and calls involving the mentally ill or those suffering from other emotional disorders, utilizing a humane approach that preserves the dignity and confidentiality of those recognized as suffering from mental illness or an emotional disorder, in accordance to established laws and procedures.

- A. Crisis Intervention Team members will be selected to include uniform patrol supervisors and police officers.
 - 1. The Crisis Intervention Team consists of members of the South Miami Police Department that have attended a forty (40) hour training session conducted by Jackson Memorial Hospital's Mental Health Center. Upon completion of the training, officers receiving certification in Crisis Intervention will receive a CIT pin to be worn on the police uniform.
 - 2. Crisis Intervention Team members will be dispatched to all calls for service identified as involving a person with emotional disorders or mental illness, whenever possible. The CIT member is responsible for handling the call in accordance to crisis intervention techniques and applicable Florida State Statutes. CIT members will be dispatched whenever possible on any call regarding an ex-parte order for emergency admission of a subject to a treatment facility.
 - 3. CIT members will be dispatched to any call where a medical practitioner has completed a Baker Act form in accordance to established guidelines, and will assist in transporting the mentally ill individual to the nearest facility. Note: the medical practitioner must complete the Baker Act form in order for the CIT member to assist in transporting.
- B. Guidelines for Patrol Officers – Responding to Crisis/Mental Illness type of calls:
 - 1. In all cases, patrol personnel should use caution when confronting a person experiencing an emotional disorder or mental illness.
 - 2. Patrol personnel should try not to agitate the person.

3. Patrol personnel should maintain a professional attitude and avoid any inference to medical or behavioral conditions.
4. If the need arises for Patrol personnel to take action, the action must be in accordance to statutory Baker Act criteria.
5. Patrol units encountering a person with an emotional disorder or mental illness should summon a Crisis Intervention Team (CIT) member to the scene, if available.
6. A CIT member should be summoned to any call where Patrol personnel have taken a person into custody pursuant to the Baker Act law, if available.

18.1.6 Honor Guard

It is the policy of the South Miami Police Department to establish a well-trained Honor Guard Unit that will conduct ceremonies and attend government functions. The Honor Guard will also represent the South Miami Police Department at functions or events when outside agencies are in need of assistance.

- A. Honor Guard Unit: The Honor Guard Unit will consist of sworn officers. All personnel will be on a voluntary basis selected by the Patrol Lieutenant, based on work ethic, uniform appearance, and military bearing.
 1. Color Guard Team: 3 Flag Bearers, 2 Riflemen, one on each side of the State and city flag or Department flag.
 2. Pallbearers: 8 Pallbearers, 1 Pallbearer Commander.
 3. Honor Guard Supervisor: A designated officer to give all commands at Honor Guard ceremonial functions.
 4. Honor Guard Supervisor: A designated supervisor should do all planning and coordination.
- B. Honor Guard Unit Training: The Honor Guard Unit members will be allowed training as necessary, with the option to train with other police department Honor Guard teams.
 1. All Honor Guard training should be done as a unit with all members present.
 2. All phases of ceremony will be practiced as needed: Color Team, Pallbearers, flag folding, marching for parades, etc.

3. The Broward County Honor Guard Academy is an intensive hands-on training course held once per calendar year, with instruction on Honor Guard protocol and procedures. Each member should attend as often as staffing allows. The last day of academy will include a mock funeral. Full honor guard uniform is required.

C. Honor Guard Uniform: The Honor Guard uniform will be selected by the Chief of Police with assistance from the Honor Guard Supervisor (see G.O. 18.3).

1. The Honor Guard uniform will have the same color accessories as the member's rank:
Officer: Silver badge, silver or off-white accessories;
Supervisor: Gold badge, gold or yellow accessories.

D. Funerals: The Honor Guard will render departmental honor at all funerals of active, retired officers, and reserve officers, or city officials, upon request of the next of kin. Policy 1.4 shall dictate the manner for all funerary arrangements.

E. Other Police Department Funerals:

1. The South Miami Police Department Honor Guard may render departmental honors at police funerals of other departments within the State of Florida and the National Law Enforcement Memorial in Washington D.C. as approved by the Chief of Police. The Honor Guard Supervisor will request approval from the Chief of Police or his designee to attend department funerals.
2. All police funerals of other departments within Collier, Miami-Dade, Broward, Monroe, and Palm Beach Counties, where attendance has been pre-approved by the Chief of Police, will be attended by no less than two (2) Honor Guard Officers and/or the Honor Guard Supervisor.
3. The Honor Guard Supervisor will directly request approval from the Chief of Police to attend other department funerals outside of Collier, Miami-Dade, Broward, Monroe, and Palm Beach Counties. If approval is given to travel, the Honor Guard Supervisor will be responsible for making hotel arrangements.