



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 18.11	DATE OF ISSUE: September 02, 2012	EFFECTIVE DATE: May 14, 2014	NUMBER OF PAGES: 04
CFA STANDARD: 17 SUBJECT: Community Patrol Officers – ADMINISTRATION	NEW () RESCINDS (X) AMENDS (X) OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 17.02, 17.11

SECTIONS:

- 18.11.1 **General Procedures**
- 18.11.2 **Duties of Responding Patrol Units**
- 18.11.3 **Duties of the Communications Center**
- 18.11.4 **Responsibilities of Community Patrol Officers**
- 18.11.5 **Selection of Community Patrol Officers**
- 18.11.6 **Equipment**
- 18.11.7 **Uniforms**
- 18.11.8 **Training**

RESCINDS: All existing orders in conflict.

PURPOSE: To provide guidelines for the management and usage of the Department’s Community Patrol Officers in field operations

SCOPE: All departmental personnel.

POLICY: It shall be the policy of the South Miami Police Department to use Community Patrol Officers as an additional supportive tool to more effectively attain the primary goal of crime prevention by deterrence, offender apprehension, and narcotic detection and confiscation. The Community Patrol Officers are assigned to a particular shift, which is part of the Uniform Patrol Division.

PROCEDURES:

18.11.1 General Procedures:

- A. The Community Patrol Officers will be normally be assigned to zones 3 and 6 unless otherwise assigned by the Shift Commander.
- B. A Community Patrol Officer will be assigned to the appropriate shift with predetermined days off. Community Patrol Officers will bid by seniority for shift assignment.

- C. Community Patrol Officers will proactively patrol in zones 3 and 6, utilizing vehicle, bicycle, and foot patrols, and Field Interview Cards, and otherwise become acquainted with merchants, residents, known offenders, and regular visitors, to be a source of information for detectives, other officers, and supervisors.

18.11.2. Duties of Responding Patrol Units:

- A. Patrol units responding to calls in to zones 3 and 6 shall communicate to Community Patrol Officers special concerns or calls that may be of special concern or yield intelligence to the Community Patrol Officers. Some examples include information on:
 - 1. known graffiti offenders and any open warrants or PC to arrest
 - 2. known burglary offenders and any open warrants or PC to arrest
 - 3. known robbery offenders and any open warrants or PC to arrest
 - 4. known sexual offenders and any open warrants or PC to arrest
 - 5. known auto theft offenders and any open warrants or PC to arrest

18.11.3 Duties of the Communications Center:

- A. The Community Patrol Officers will be assigned to zones 3 and 6 unless otherwise assigned by the Shift Commander.
- B. The Community Patrol Officers will not be used as primary officers on calls outside zones 3 and 6 unless otherwise assigned by the Shift Commander.

18.11.4 Responsibilities of Community Patrol Officers:

- A. Conduct foot patrols in zones 3 and 6
- B. Produce Field Interview Cards in zones 3 and 6
- C. Enforce Parking Violations in zones 3 and 6
- D. Enforce moving and non-moving traffic violations in zones 3 and 6
- E. Conduct security surveys and inspections
- F. Conduct community crime prevention and public safety programs
- G. Develop rapport with community members and community leaders
- H. Organize community activities
- I. Identify and analyze problems, collect data, and formulate plans to solve community problems
- J. Conduct speaking engagements in the community as requested or assigned
- K. The Community Patrol Officers will be assigned as primary officers on calls in zones 3 and 6 unless otherwise engaged in other policing activities that preclude this assignment.
- L. Maintain liaison with diverse community groups including, but not limited to:
 - 1. The business community;
 - 2. Local citizens' groups;
 - 3. Local civic groups;
 - 4. Church and religious organizations;

- 5. Private security agencies;
 - 6. State associations; and
 - 7. Surrounding police agencies.
- M. Conduct crime prevention seminars, lectures, and other activities so designated or assigned by the Chief of Police. He/she will also be responsible for evaluating the effectiveness of such crime prevention programs, forwarding any applicable after action reports through the chain of command to the Chief of Police.
 - N. Conduct residential and commercial crime prevention surveys on request, once trained.
 - O. Prepare a monthly report of specific accomplishments.

18.11.5 Qualification and Selection of Community Patrol Officers

A candidate for Community Patrol Officer must have demonstrated above average abilities in crime prevention assessment and associated techniques, communication skills, organizational and problem solving skills. A candidate for Community Patrol Officer must have strong interpersonal skills and self-confidence in dealing with a variety of citizens and their problems. A candidate for Community Patrol Officer must have demonstrated significant self-motivation and be able to work without close supervision.

- A. When a position comes open in the Community Patrol Officer's unit, a memo will be communicated asking for interested personnel to submit a memo to the Chief of Police expressing interest. The memo will have a closing date; memos submitted after that date will not be considered.
- B. A panel interview will be conducted.
- C. The panel shall rank applicants, and make a recommendation to the Chief of Police.
- D. The decision of the Chief of Police will be final.

18.11.6 Equipment:

- A. The Community Patrol Officers will normally patrol in a marked police vehicle.
- B. For special assignments, the Community Patrol Officers will patrol on bicycles.
- C. For special assignments, the Community Patrol Officers can patrol in other specialized vehicles.
- D. The Community Patrol Officers will not patrol on bicycles or in other specialized vehicles unless properly trained.

18.11.7 Uniforms:

- A. The normal uniform of the day will be the Class B patrol Uniform.
- B. When utilizing the bicycle for bike patrol, the uniform of the day will be the bike patrol uniform.
- C. Additions to the design of the uniform, such as polo shirts or MAGTF shirts will be at the discretion of their appropriate Patrol Lieutenant; Community Patrol Officers will not change the uniform nor wear alternate shirts or pants without the express permission of the Patrol Lieutenant overseeing the Community Patrol officer.

18.11.8**Training:**

Efforts should be made to obtain the following training after assignment, to supplement the effectiveness of the Community Patrol Officer, by attending local courses, or those offered by the Office of the Attorney General (OAG). Some examples include:

- A. Crisis Intervention Team Training
- B. Basic Crime Prevention (OAG)
- C. Crime Prevention Residential Applications (OAG)
- D. Crime Prevention Commercial Applications (OAG)
- E. Preventing Crime in the Black Community (OAG)
- F. Crimes Against the Elderly (OAG)
- G. Public Speaking Courses
- H. Powerpoint Courses
- I. Bicycle Patrol Certification
- J. Segway Certification
- K. RADAR and LASER Certification