



LEON COUNTY SHERIFF'S OFFICE

General Order 41.2 *Field Operations*

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
7 January 1997	10 July 2017	13 January 2016

A. PURPOSE: The purpose of this order is to provide policy and procedure for the Sheriff's Office field operations function.

B. SCOPE: This order shall apply to all sworn law enforcement members.

C. DISCUSSION: N/A

D. POLICY: The agency shall establish duties and procedures for patrol deputies and field units, including the response to and handling of calls for service, preliminary and follow-up investigations of calls for service, and the issuance of equipment to carry out their duties. To enhance the basic law enforcement knowledge and skills recruit deputies shall be trained in agency policies, procedures, rules and regulations. Training shall be organized, equitably evaluated and closely supervised in accordance with the FTEP Manual. A fair and equitable system for making work hour assignments of uniform patrol personnel shall also be established by the Uniform Patrol Division Captain.

E. DEFINITIONS:

ASSIGNED VEHICLE - A Sheriff's Office vehicle assigned for use by one or more persons.

EMERGENCY VEHICLE OPERATIONS - Operation of a Sheriff's vehicle in response to calls for service characterized by a need for immediate response to alleviate an impending threat to the safety of persons or property.

FIELD TRAINING OFFICER (FTO) - A deputy specially-selected and trained, who is given the responsibility of guiding a recruit through the "on street" training program.

FIELD UNIT - A sworn on-duty member who is answering/handling calls for service within the service area.

FTEP COMMANDER - A Uniform Patrol Lieutenant selected to supervise the Field Training and Evaluation Program.

FTEP MANUAL - A comprehensive outline of the modular recruit training program that shall be utilized by the FTO in the recruit training process. The manual is pre-

pared, reviewed and updated as needed by the FTEP Lieutenant, and establishes guidelines for recruit training and evaluation.

FTEP SERGEANT - A sergeant selected and trained, who is given the responsibility of supervising FTO(s) assigned to his/her squad.

QUALIFIED INTERPRETER - A professional who facilitates communication between an agency member and a person who speaks another language fluently or uses sign language, and is able to interpret effectively, accurately and impartially, using any necessary specialized vocabulary. Certification is not required in order for an interpreter to be qualified.

NEXT OF KIN – A person or persons who are related to another person by blood, or for the purpose of this general order, by marriage.

RECRUIT - A deputy-trainee who has not completed the training process.

SHERIFF'S OFFICE VEHICLE - A motor vehicle owned, leased or utilized by the Leon County Sheriff's Office.

SOLO DEPUTY – A deputy who has successfully completed the field training officer and evaluation program and who is released to work without direct supervision and operate Sheriff's Office equipment and vehicles on their own.

F. PROCEDURE:

1. Field Training and Evaluation Program (FTEP): The FTEP shall be under the administrative control of the Uniform Patrol Division Captain, who shall ensure program maintenance and annual program review.

a. FTEP Commander: The FTEP Commander, a Uniform Patrol Lieutenant shall be selected by and be responsible to the Uniform Patrol Division Captain. The FTEP Commander's responsibilities shall include but not be limited to the following:

- 1)** Coordinate, supervise and monitor the FTEP, to include the revising of the FTEP manual as needed.
- 2)** Ensure proper maintenance and security of training records and files. Once a recruit has successfully completed the FTEP and his/her first year of probationary status, their Daily Observation Report (DOR) Binder and Recruit Training Manual shall be forwarded to the LCSO Training Section for permanent storage.
- 3)** Schedule and assign recruits and Field Training Officers (FTO) according to program and training needs. FTO(s) shall be assigned to each shift rotation with a FTO Sergeant assigned to supervise them on each shift. [CFA 10.07C]

- 4) Act as a liaison with the Training Section, as well as the area training academy, to ensure FTO(s) receive continuing job related training.
- b. FTEP Sergeant:** The FTEP Sergeants shall be selected by the Uniform Patrol Division Captain upon recommendation of the FTEP Commander. Selection shall be based on experience, performance levels, communication skills, leadership skills, and an expressed desire to participate in the FTEP. A FTEP Sergeant will be FTO certified, with prior FTO experience preferable. The FTEP Sergeant's responsibilities shall include but not be limited to the following:
- 1) Be responsible to the FTEP Commander for recruit training issues.
 - 2) Supervise FTO(s), and closely monitor recruit training and progress. [CFA 10.07C]
 - 3) Complete weekly evaluations of recruits under their supervision for the designated period of time, and perform other duties and responsibilities as set forth by the FTEP manual.
- c. Field Training Officers Selection/Training Criteria:**
- 1) Deputies may request to be considered as candidates for FTO by submitting a memorandum, via chain of command, to the FTEP Commander. Candidates must have a minimum of eighteen months experience with LCSO in a sworn law enforcement position, a minimum rating of "Meets Standard" on their last evaluation and not be on probationary status. FTO certification is preferable. [CFA 10.07A]
 - 2) Selection will be made by the FTEP Commander based on training, experience, supervisor's recommendation and an interview with the FTEP supervisors.
 - 3) FTO(s) shall successfully complete an agency approved FTO certification course prior to training any recruits. [CFA 10.07B]
 - 4) Any member who is selected to perform the duties of FTO shall not have a property interest in the position. The member may be removed from FTO by the Sheriff or his designee for any reason the Sheriff believes to be in the best interest of the agency, including performance or misconduct related issues.
- d. Field Training Officers Duties/Responsibilities:** [CFA 10.07D]
- 1) FTO(s) shall complete duties and responsibilities pursuant to the FTEP manual, to include daily observation reports, offense report logs, recruit training check-list, and other documentation as required by the FTEP Commander.

- 2) FTO(s) shall immediately make a FTO supervisor aware of any agency policy violation or action taken by a recruit, which places a citizen, another law enforcement officer or themselves in danger.

e. Recruit Training:

- 1) All recruit deputy sheriffs who are hired from outside of the agency, transferred from the Corrections Division or transferred from a non-law enforcement position within the agency shall successfully complete the FTEP prior to being released to work in a solo law enforcement deputy position. All recruits will be evaluated in accordance with the guidelines set forth in the FTEP manual.
- 2) At the discretion of the Sheriff or designee, law enforcement members, who have separated from the agency and been rehired, can be exempted from the FTEP.
- 3) All recruit deputy sheriffs, while assigned to the FTEP, may work in a law enforcement deputy sheriff position under the direct supervision of a Field Training Officer (FTO).
- 4) All recruit deputy sheriffs who have not completed the FTEP may be temporarily assigned to work in a law enforcement deputy sheriff position without an FTO present only in an emergency situation, as designated by the Department of Law Enforcement Chief or the Sheriff.
- 5) All Auxiliary deputies assigned to the Sheriff's Posse who desire to attain part-time status, as defined by G.O. 16.2, shall successfully complete the FTEP, subsequent to being authorized by the Sheriff to participate. Posse members shall complete the same FTEP as full-time deputy sheriffs, with schedule modifications. Posse members who have been working in a solo capacity, prior to June of 2002, are eligible to be exempt from having to complete the FTEP program, and may be "grandfathered in" as part-time, upon approval of the Sheriff.

f. Program Design:

- 1) The FTEP is structured to last a minimum of twelve weeks. The duration may be adjusted by the FTEP Commander to meet the needs of the agency or as outlined in section (F.1.g) but under no circumstance will it be shorter than four (4) weeks excluding classroom training.
- 2) The training curriculum and evaluation guidelines for recruits participating in the FTEP program are outlined in the FTEP manual. [CFA 10.07E]
- 3) While assigned to the FTEP a recruit will rotate between a minimum of three different FTO(s), as outlined in the FTEP manual.

- 4) A recruit deputy must successfully complete the FTEP program to be recommended for SOLO status.
 - 5) At the discretion of the Sheriff, if a recruit fails to successfully complete the FTEP, the recruit shall be released from employment from the agency or reassigned to another available position for which he/she is qualified.
- g. Accelerated FTEP:** The agency recognizes that recruits with prior law enforcement experience/comparative compliance from accredited law enforcement agencies may require less time to successfully complete the Field Training and Evaluation Program. If approved to participate a recruit shall advance directly from Phase II to Phase IV.
- 1) To qualify for the accelerated FTEP, the recruit must consistently perform at or above an acceptable level throughout Phase II.
 - 2) Subsequent to the recruit successfully completing Phase II, the Phase II FTO shall submit a written recommendation to the FTEP Commander indicating an opinion on the recruit's ability to successfully complete Phase IV.
 - 3) The FTEP Commander will assess the recruit's experience and performance to determine criterion for the accelerated program. If the recruit qualifies, the FTEP Commander will convene a FTEP Review Board meeting.
 - 4) The FTEP Review Board shall consist of the Uniform Patrol Division Captain, the FTEP Commander, all FTO Sergeants, and the recruit's Phase I and Phase II FTO(s). The FTEP Review Board will assess the recruit's performance and make a recommendation for acceleration. The recommendation will be forwarded to the Sheriff for final approval.
 - 5) If satisfactory performance is not maintained during the accelerated program, the recruit shall be recycled to Phase III and required to complete the entire cycles of Phase III and IV.
 - 6) Recruits from non-accredited agencies will not be considered for the accelerated FTEP.
- 2. Documentation:** The agency utilizes two methods of documenting incidents: paper report writing, which uses standardized forms and the electronic report writing system, which uses an electronic content driven General Offense/Incident and Traffic Crash Reports. [CFA 26.09B] Paper report writing will only be utilized in the case of an event making the electronic report writing system unavailable. The Uniform Patrol Guidelines manual will provide guidelines when reports must be written. [CFA 26.09A]
- a. Leon County Sheriff's Office standardized forms shall be completed in order to properly document actual or suspected criminal activity. All blocks on the

forms shall be accurately and completely filled out unless the information is unknown or otherwise specified in accordance with the appropriate report writing manual. [CFA 26.09C] Field report forms shall be filled out in accordance with the guidelines set forth in this general order, as well as specific instructions provided in the appropriate report writing manual. [CFA 26.09D]

- b. Forms used for reporting actual or criminal activity will be properly completed whether members are taking the information in person or by phone. These forms include but are not limited to the following: [CFA 26.09B]
 - 1) **Offense/Incident Report** shall be utilized to document reports of actual or suspected criminal activity, where there are numerous charges. An Offense/Incident Report short form may be used when there are no more than two offenses and the information can be accurately relayed in the spaces provided. The short form shall also be used to record trespass warnings and field interviews (F.I.R.). In addition, the short form may be used for miscellaneous events and to document such things as Baker Act and Marchman Act cases.
 - 2) **Violent Crimes Report** shall be completed for investigations involving homicide, attempted murder, sexual offenses, stalking or domestic violence.
 - 3) **Persons Report** shall be utilized when it is necessary to document additional people involved in a case, beyond what can be listed on an offense/incident report form.
 - 4) **Property/Vehicle Report** will be completed to document information pertaining to property or vehicles which are stolen, recovered, seized, impounded or damaged.
 - 5) **Missing Person/Runaway Report** form will be completed to document missing/endangered persons and for reporting runaway/recovered juveniles.
 - 6) **Narrative/Continuation/Probable Cause Affidavit** will be completed to document facts and circumstances of the case. It may also satisfy the need for a probable cause summary.
 - 7) **Arrest Affidavit Report** shall be completed to document the arrest and charge(s) of an individual.
 - 8) **Property Receipt** shall be completed to document property seized/impounded as evidence, as found property, as property of a deceased individual, or other reasons that can be articulated.
 - 9) **Affidavit for Prosecution/Non-Prosecution** shall be completed to document a victim's desire to either follow through or not to follow through

with prosecution of a person(s) responsible for committing a particular offense.

- 10) ***Miranda Warning/Waiver Form*** shall be completed to document that a suspect has been advised of their Miranda rights under the circumstances defined by law, and may be used if a suspect agrees to provide a written statement.
- 11) ***Consent to Search Form*** shall be completed when appropriate, to document an individual's authorization to allow a member of the agency to search their effects/property.
- 12) ***Sworn Affidavit*** shall be completed by a victim or witness who agrees to provide a written statement attesting to their account of a particular incident.
- 13) ***Notification of Parent Form*** shall be completed to document contact or attempted contact with a juvenile's parent.
- 14) ***Entry Control Log*** shall be completed to document person(s) entering a crime scene. It will include the individual's name and their purpose for entering.
- 15) ***Response to Resistance*** shall be completed when appropriate, in accordance with G.O. 1.5.
- 16) ***Field Interview Report (FIR)/Address Verification form*** shall be used to document a field contact with a subject when a member believes the contact would provide intelligence information or to document the address verification of a sexual offender/predator.
- 17) ***Photo Authenticity Form*** shall be completed when stolen property is recovered and returned to the owner. The form will be used to authenticate photographs of the property for trial presentation.
- 18) ***Signature Form*** may be used in the place of the following forms:
 - a) ***Affidavit for Prosecution/Non-Prosecution;***
 - b) ***Notice of Legal Rights;***
 - c) ***Notification of Parent Form;***
 - c) ***Consent to Search Form; and***
 - d) ***Photo Authenticity Form.***
 - e) The form may also be used to document receipt of the FIR thumb print identification when utilizing the electronic report writing program.

19) Standard DHSMV Forms shall be used to document all crash investigations, to include hit and run investigations.

c. The following report writing manuals will be assessable via the LCSO intranet for completing agency forms:

- 1) Paper Report Writing Manual;
- 2) Electronic Report Writing System Manual; and
- 3) Florida Uniform Traffic Crash Report Manual.

d. Completed electronic field report forms shall be submitted to a supervisor for approval prior to the conclusion of the deputy's tour of duty. In the event that the report is held for corrections, the report may only be viewed electronically, until the report is completed by the investigating deputy and is approved by a supervisor. [CFA 26.09F]

e. Reports will be submitted, processed, and distributed in accordance with procedures outlined in G.O. 82.1. [CFA 26.09 E]

3. Calls For Service:

a. Upon receiving calls for service, the Consolidated Dispatch Agency shall process all calls requiring the assistance of the deputy assigned to the duty office or for on-scene response by a deputy sheriff.

b. At any time during a conversation where a victim/reporter insists on personal contact with a deputy, Consolidated Dispatch Agency members shall dispatch the appropriate deputy.

4. Uniform Patrol Deputies: Deputy Sheriffs assigned to the Uniform Patrol Bureau will be responsible for responding and handling calls for service as directed by the Consolidated Dispatch Agency or a sworn supervisor, without unreasonable delay.

a. Uniform Patrol deputies shall make contact with complainants when requested to do so.

b. The deputy assigned to the duty office shall assist citizens with providing information or services, answering any questions they may have, and generating an offense report if a crime is reported to them, either in person or by telephone.

c. Self generated or "flag down" calls for service, shall be called in over the radio by the originating deputy sheriff, and a CAD screen will be generated by the deputy or Consolidated Dispatch Agency members, documenting the incident and disposition.

- d. The assigned deputy sheriff shall be responsible for ensuring the call for service is properly classified in the CAD system if a specific call signal exists.

5. Law Enforcement Response: Law enforcement response to emergencies and calls for service will be continuously available (24 hours a day, 7 days a week) and provided when necessary, within Leon County. [CFA 14.01] Uniform Patrol Deputies shall respond to calls for service when dispatched by the Consolidated Dispatch Agency, unless directed otherwise by their supervisor. They shall also initiate and inquire into other incidents to include but not limited to: suspicious situations, criminal activity, flag downs and warranted service related circumstances. When available and in close proximity, Deputy Sheriffs assigned to other units, to include but not limited to Warrants Unit, Criminal Investigations Division and School Resource Section shall assist Uniform Patrol Deputies with emergency calls for service.

a. Preliminary Investigations: The preliminary investigation of a call begins when the first deputy arrives on the scene of an incident and continues until such time as the initially assigned deputy reaches a successful conclusion, or is able to transfer responsibility of the investigation to another deputy, law enforcement agency, social service agency or qualified investigative entity. Deputies, arriving on the scene of a situation or incident requiring any degree of investigation, shall be mindful to observe all conditions, events, and remarks made, and if necessary shall notate the same. Responsibilities of the first deputy arriving at an incident scene include but are not limited to:

- 1) Protect life;
- 2) Render aid;
- 3) Determine if an offense actually occurred and if so, the exact nature of the offense;
- 4) Locate and identify witnesses;
- 5) Secure, maintain and protect the scene/evidence;
- 7) Furnish other field units with descriptions, method, and direction of flight, and other relevant information concerning wanted persons or vehicles;
- 8) Identify and request additional resources which may be required;
- 9) Brief supervisor (if applicable);
- 10) Ascertain and reconstruct circumstances surrounding an incident;
- 11) Arrange for the collection of evidence;

- 12) Attempt to determine the identity of the suspect(s) and make an arrest, if it can be accomplished at the scene or through immediate pursuit;
 - 13) Interview and obtain written statements from complainants, victims and witnesses (if applicable);
 - 14) Interview and document statement of the suspect; and
 - 15) Accurately and completely report all pertinent information in the proper format.
- b. Follow-Up Investigations:** A follow-up investigation shall begin after a deputy's preliminary investigation is completed.
- 1) Deputies shall conduct follow-up investigations of all cases assigned to them by their supervisor for the purpose of case closure, arrest, and recovery of property.
 - a) Deputies are encouraged to follow-up on preliminary investigations and explore investigative leads, when it does not interfere with their ability to respond to new calls for service. Leads that are developed, which may be time consuming or involved, shall be forwarded to Criminal Investigations Division for follow-up investigation.
 - 2) If the original case, either a felony or misdemeanor, has been assigned to a detective, the deputy is encouraged to assist in the follow-up investigation for the purpose of case closure, arrest, and recovery of property.
- 6. Supervisor Response:** Serious incidents or exceptional situations, including but not limited to riot, hostage taking, barricaded suspect, disaster, airplane crash, law enforcement officer shooting, homicide, suspicious death, or other serious incident, requires a supervisor on scene for the purpose of assuming command. [CFA 14.03]
- 7. Field Interviews:** A deputy may stop and detain individuals in accordance with the Stop and Frisk Law, Section 901.151, Florida Statutes, if the deputy observes circumstances that arouse reasonable suspicion or cause alarm. In these type incidents, when a deputy has contact with someone who matches the description of a suspect or similar circumstances which would make documenting the contact beneficial: [CFA 15.07A]
- a. A *Field Interview Report* (FIR) shall be completed. [CFA 15.07B]
 - b. Deputies may photograph a detained individual. If a photo is taken; [CFA 15.07B]
 - 1) It shall be submitted to the Crime Scene Unit, in accordance with general order(s) regulating the submission of property/evidence.

- 2) That information shall be noted on the FIR.
 - c. Deputies shall electronically submit completed FIR(s) to their supervisors for approval, to be forwarded to the records management system. The records management system will: [CFA 15.07C]
 - 1) Input the data on the FIR into electronic file storage; and
 - 2) Automatically distribute the FIR to the appropriate unit.
 - d. The Intelligence and Analysis Unit will review FIR submissions to ensure they are forwarded to the appropriate unit.
 - e. Members with authorized access to the records management system may retrieve FIR(s) as needed.
8. **One Person “Show-Up” Identification:** This process is allowed if a suspect is apprehended within a short time period after the offense and the “show-up” is conducted within three hours of the offense. [CFA 15.14A] Members initializing an arrest based on “show-up” identification shall take into consideration the level of confidence expressed by the witness during the identification. [CFA 15.14E]
- a. A sworn supervisor, when available, shall respond to the scene and supervise the process.
 - b. If there is only a reasonable suspicion that the suspect is the offender, the suspect shall not be removed and the witness shall be transported to the suspect’s location.
 - c. If probable cause exists to arrest a suspect, the suspect shall be moved to the witness location or crime scene, unless the on-scene supervisor determines the witness will be transported to the suspect’s location.
 - d. When the witness requests, or is concerned about possible retaliation, members shall attempt to conceal the witness during the “show-up” identification procedure.
 - e. The “show-up” identification shall be limited to one witness at a time. Witnesses shall be separated and shall not be present when another witness is viewing the “show-up” identification.
 - f. If there are multiple witnesses and one witness makes an identification during the “show-up” identification, further “show-up” identifications will not be done. The Photographic Line-Up procedure as outlined in *G.O. 42.1, Criminal Investigations*, will be used for the remaining witnesses.
 - g. The sworn member conducting the “show-up” identification or other members assisting in the investigation shall conduct themselves in such a manner to

not directly or indirectly influence the witness' decision. [CFA 15.14D] Members shall also avoid any action or conversation that is suggestive in nature [CFA 15.14B].

- h. If circumstances safely allow, the suspect shall be un-handcuffed and outside of any agency vehicle during a "show-up" identification.
 - i. Prior to the "show-up", the witness will be instructed to take their time and they are not required to make an identification. [CFA 15.14C]
 - j. If the witness identifies someone, the member conducting the "show-up" will then ask the witness to describe in their own words how confident they are of the identification. [CFA 15.14 E]
 - k. The member conducting the "show up" is prohibited from providing any feedback about the "show up" results to the witness. [CFA 15.14D]
 - l. The member will document the procedure and outcome of the show-up to include noting the witness's response in their exact words. [CFA 15.14F]
- 9. **Death Notifications:** Deputies may be required to make death notifications while in the performance of their duties.
 - a. **Local Notification:** Notification of next of kin within Leon County shall only be made by personal contact.
 - 1) A member of the Victim Advocate Unit will be utilized when appropriate and accompany the assigned sworn member to make the notification. The primary responsibility for notification lies with the sworn member; the unavailability of a victim advocate does not preclude the assigned sworn member from making the notification.
 - 2) The member shall attempt to obtain advance information about the person to be notified. This information will assist in determining the need for special precautions or further assistance. The information may include but not be limited to the person's physical and mental health, living conditions, and relationship to the deceased.
 - 3) The member shall be alert for potential reactions such as fainting, aggressiveness, hysteria, or even heart attack from the person being notified.
 - 4) When making the notification the member shall deliver the message using tact, a compassionate approach, and a direct delivery, ensuring the recipient(s) understand what is said.
 - 5) The member shall wait and ensure the recipient(s) have composed themselves before leaving. Neighbors or friends may assist if available and amenable to the recipient(s).

- 6) The notification of a minister, priest, rabbi or other clergy can be made by the member at the request of the recipient(s). The member shall not insist on calling clergy or interject personal religious feelings.
- b. Notification Outside Leon County:** The investigating member shall notify the law enforcement agency having jurisdiction and request their assistance. Initial contact with the appropriate agency shall be by phone.
- 1) The notifying member shall inform the assisting agency of all pertinent information including dates and times, circumstances, location of the incident, current location of the deceased, and who shall be contacted for further arrangements.
 - 2) All requests for assistance from other agencies shall be confirmed with a teletype message from this agency to the assisting agency.
 - 3) In the event the agency having jurisdiction has a directive that prevents them from making the actual notification, the following procedure shall be followed:
 - a) The investigating member's supervisor will contact the appropriate supervisor at the assisting agency to request a sworn member make contact, in person, with the next of kin or relative and ask them to contact the investigating member.
 - b) It shall also be requested that the assisting agency member remain with the person being notified during the phone call.
 - c) The investigating member will make the notification by telephone and answer any questions from the person being notified, if appropriate.
- c. Requests from Other Agencies:** This agency shall assist other agencies in notification of next of kin within Leon County. Requesting agencies shall be required to confirm the request with a teletype message. No notification shall be made until the teletype confirmation is received.
- 1) The notifying member shall make direct contact with the requesting agency to verify the facts and circumstances of the request and contact information for the appropriate member at the requesting agency.
 - 2) The notifying member shall follow the procedure as outlined in section F.9.a for local notification.
 - 3) If this agency is requested only to have the next of kin call the requesting agency, the member making the notification shall remain with the next of kin during the telephone call.

d. Notification of Member Injury or Death: In the event of the serious injury or death of a member while in the line of duty, the Watch Commander or designee shall immediately notify the member's Division Captain and Department Chief. The Employee Relations Director, agency's Chaplain and a Victim Advocate shall also be notified as directed by the Department Chief or Division Captain for assistance, if appropriate.

- 1) Notification of the next of kin of a member who has been seriously injured or killed shall be made in person by the member's Department Chief or designee.
- 2) Notification of next of kin outside Leon County shall be made via telephone by the member's Department Chief or designee. The law enforcement agency having jurisdiction shall be requested to contact the next of kin in person and remain with the next of kin during the notification.
- 3) The member's Department Chief shall notify the Sheriff and other appropriate members of the circumstances surrounding the injury or death.

10. Patrol Hazards: Deputies shall be informed of potential hazards, whether permanent or temporary, which they may encounter.

- a. The Consolidated Dispatch Agency receives and shall endeavor to obtain information concerning hazards involving calls for service. The Consolidated Dispatch Agency shall convey this information to the responding deputy(s) at the time of dispatch, and update the information as received.
- b. Severe weather bulletins and circumstances which could impede travel routes, received in the Consolidated Dispatch Agency, shall be broadcast over the radio to field units.
- c. A description of hazards likely to be encountered at a later time or date shall be relayed to the appropriate Division Captain and passed along to the applicable field units during briefing.
- d. Deputies going off-duty shall notify oncoming deputies of immediate hazards in person, by phone, or by other appropriate means prior to going off-duty.

11. Radio Communications:

- a. All members engaged in field operations shall have 24 hour two-way radio capability, providing continuous communication with the Consolidated Dispatch Agency and members on duty. [CFA 25.17]
 - 1) Each patrol vehicle shall be equipped with a mobile radio transceiver that will serve as the primary means of communications.

- 2) Each deputy who has a vehicle equipped with a permanently mounted radio unit shall also be issued a portable radio transceiver for use when away from the patrol vehicle.
 - 3) Deputies shall notify the Consolidated Dispatch Agency when they will not be available for radio communications.
 - 4) In the event of radio communication failure, the deputy will notify the Consolidated Dispatch Agency, and a patrol supervisor, as soon as possible.
 - a) The deputy shall, with permission from the supervisor, ensure that arrangements are made to repair the radio as soon as possible.
 - b) If a radio cannot be repaired in a timely manner, the deputy's supervisor will ensure arrangements are made for alternate communications.
- b. The agency shall use established radio procedures for communications to and from deputies.
- 1) To ensure consistency throughout the agency, "plain talk," dispatch signal codes, and phonetic alphabet shall be used for all radio communications. Accordingly, the established disposition codes shall be utilized when completing an assignment or investigation.
 - 2) Deputies shall be identified by their assigned radio identification number, and shall use this number during radio communications. [CFA 25.09C]
 - a) Deputies shall provide their location when being dispatched to calls for service.
 - 3) At a minimum, patrol deputies are required to contact the Consolidated Dispatch Agency in the following circumstances: [CFA 25.09A]
 - a) At the time they begin their shift, if they cannot log onto the CAD system electronically;
 - b) To acknowledge a call from the Consolidated Dispatch Agency and advise when enroute to a call;
 - c) Advise of their arrival at a call;
 - d) Advise when a call is completed, if the call is not electronically cleared through the CAD; and
 - e) Advise when making an investigative stop or a traffic stop.
- (1) When making an investigative stop involving a suspicious person(s), deputies shall inform Consolidated Dispatch Agency of

the stop, provide their location and a brief description of the subject(s) and/or the vehicle being stopped.

(2) All traffic stops shall be performed in accordance with G.O. 62.1.

- 4) Deputies shall monitor their assigned radio frequency, and be aware of the status, location, and nature of calls in adjoining zones.
 - 5) Deputies shall minimize their radio transmissions while communicating over their assigned radio channel.
 - 6) BOLO(s) shall be issued over the radio and via MDC if appropriate.
- c. Response Levels to Calls for Service:** Calls received by the Consolidated Dispatch Agency, as well as events/situations generated by field units, are entered into the CAD system and are automatically categorized by the software based on pre-determined parameters. The criteria utilized to make this determination includes, but is not limited to the nature of the call for service, whether or not it is in progress, how many people are involved, the location and whether a weapon is involved. [CFA 14.06]
- 1) The criticality/priority of the call, based on the information input into the system.
 - a) Priority 3 calls for service are low priority, which involve customarily service related calls, situations where the incident has already occurred and the suspect is not on scene, or a non-criminal situation where there is no traffic obstruction or urgency for an immediate response.
 - b) Priority 2 calls for service may involve an in-progress situation, an event where a crime has been committed and the suspect is still present, or circumstances (such as a crash with road blockage) which necessitate a prompt law enforcement response.
 - c) Priority 1 calls for service are in-progress incidents where the suspect is on scene, there is an active crime occurring, or circumstances which necessitate an immediate law enforcement response.
 - 2) Additional deputies will be assigned to assist, as requested by the responding deputy or directed by a supervisor.
 - a) This is not intended to restrict required or requested assistance at any scene. If there is any doubt as to the safety of a deputy, additional units shall be assigned/dispatched.
 - b) The first deputy on a scene has the responsibility to notify the Consolidated Dispatch Agency of the situation, whether or not to cancel assistance, whether or not additional deputies are needed, and

if additional resources, such as fire or an ambulance response are necessary. [CFA 25.09E] [CFA 25.09D]

- 3) When a deputy responds to an emergency call for service, in an emergency response mode, they shall immediately inform the Consolidated Dispatch Agency of his/her emergency response status and this information shall be reflected in the CAD.
 - a) Deputies shall not respond in an emergency mode to calls for service when there is not a threat to a person(s) or additional properties (such as fire). If extenuating circumstances exist for a member to respond in emergency mode to a property related or other non-emergency incident, supervisory approval shall be obtained in advance.
 - b) Any sworn supervisor, who is aware and monitoring a unit responding in emergency mode, is responsible for terminating the response when:
 - (1) Circumstances do not warrant it; or
 - (2) When the safety of the public at large is outweighed by the nature of the call.

12. Response to Calls for Service: Generally, a single unit will be dispatched to routine calls for service; however, certain calls may require more than one deputy to deal effectively and safely with the problem.

- a. Guidelines for determining which situations require response from more than one deputy shall be based on the actual or perceived presence of dangers, which include but are not limited to: [CFA 25.09E]
 - 1) An actual or threatened assault upon a deputy;
 - 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, and/or large groups; and

12) Upon request of a responding deputy or a supervisor.

b. This in no way prevents deputies from routinely providing assistance or checking on the safety of another deputy or law enforcement officer.

13. Interpreters:

a. If a deputy encounters a foreign speaking person in the field and cannot communicate with the individual, contact may be made with the Language Line through contact with the Consolidated Dispatch Agency. Phone contact will be made by a qualified interpreter with the deputy in the field. [CFA 25.12]

b. If a deputy encounters a person who is deaf or hearing impaired in the field, they will attempt to communicate through gestures, visual aids, or written correspondence, if possible.

c. Contact information for qualified interpreters for the deaf and hearing impaired are available through the LCSO Intranet page by accessing the LCSO Bi-Lingual Translators hyperlink. [CFA 25.16]

14. Patrol Vehicles:

a. **Patrol Vehicle Operation:** During daily activities deputies shall drive defensively, in a safe and courteous manner, adhere to all traffic laws, and use due care. Provisions for emergency vehicle operations are outlined in *G.O. 41.3*.

b. **Patrol Vehicle Markings:** The agency shall conspicuously mark patrol vehicles so they may be readily identifiable. Vehicles used by supervisors, detectives, undercover members, and administrative members are exempt from the required markings.

c. **Patrol Vehicle Emergency Equipment:** Agency equipment may either be assigned to the vehicle or the member, as directed by the Department of Administrative Services Chief, in conjunction with the Uniform Patrol Division Captain. At a minimum, the following operational emergency equipment is required for each vehicle used for patrol or traffic enforcement. [CFA 14.08]

1) Emergency light(s) mounted so as to be clearly visible from both the front and rear of the vehicle; [CFA14.08A]

2) Siren; [CFA 14.08A]

3) Fire extinguisher; [CFA14.08B]

4) Flashlight; [CFA 14.08C]

- 5) First aid kit, containing current supplies; and [CFA 14.08D]
- 6) Personal protective equipment/bio-hazard kit. [CFA 14.08E]
- d. **Agency-Issued Equipment for Patrol Vehicles:** Patrol deputies shall maintain agency-issued equipment and supplies as approved and prescribed by the Department of Administrative Services Chief, in conjunction with the Uniform Patrol Division Captain.
 - 1) The following equipment will be carried in each patrol vehicle and shall include, but not be limited to:
 - a) A reflective traffic vest;
 - b) Fingerprint kit;
 - c) A rifle, if issued;
 - d) A shotgun, if issued; and
 - e) Jumper cables.
 - 2) The amount and type of equipment carried in a vehicle may vary with a deputy's assigned duties and responsibilities.
 - 3) Deputies shall ensure supplies are replenished, replaced or recharged as needed.
 - 4) Each deputy is required to carry a sufficient supply of agency report forms and associated papers and pamphlets.
- e. **Seat Belt Usage:** Seat belts shall be worn by agency members at all times when operating agency vehicles and members shall ensure that passengers utilize seatbelts in accordance with Florida Statutes, as well as *G.O. 100.7*. If circumstances permit, prisoners/detainees shall be seat belted while in transit. [CFA 14.09]
- f. Designated marked vehicles will be equipped with an agency-approved cage, to separate the rear passenger(s) from the driver.

15. Assignments/Eligibility:

- a. Lieutenants and Sergeants within the Uniform Patrol Division will be assigned to duties and duty hours at the discretion of the Uniform Patrol Division Captain.
- b. The Uniform Patrol Division Captain will be responsible for the completion and distribution of shift assignments.

- c. Field Training Officers (FTOs) shall be squad based and shall be assigned at the discretion of the FTEP Commander in consultation with the Uniform Patrol Division Captain.
- d. Daily zone assignments will be made by the shift watch commander or designee.
- e. **Welfare Checks Between Calls:** Uniform Patrol Supervisors shall check on the welfare of deputies under their supervision in between calls for service at least once during the shift. Supervisors may check on the subordinate's status by radio, telephone, mobile data computer, or any other communication method. [CFA 25.09F]

16. Zone Assignment Criteria: In assigning members to zones, the ultimate goal is to provide the maximum services possible through the most efficient use of available members. In this regard, the following criteria will be considered for assignments by patrol supervisors:

- a. Providing the most efficient distribution of resources and members to fulfill the mission of the agency;
- b. Special or unique talents, skills, ability or knowledge and/or foreign language skills;
- c. Events which may be occurring;
- d. A member's familiarity with a particular area; and
- e. Any other special needs as determined by a supervisor.

APPROVED: _____

WALT MCNEIL

SHERIFF, LEON COUNTY

