



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



UNIFORM PATROL 300.09

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I. PURPOSE

To establish the functions and responsibilities of the Uniform Patrol Section within the North Miami Police Department.

II. POLICY

The Uniform Patrol Section will perform the basic first responder police activities for the Department, and will enforce all federal and state laws, Miami-Dade County ordinances, and local ordinances within the Department's jurisdictional authority. In addition, the Department will follow all relevant Commission for Florida Law Enforcement Accreditation standards relating to equipment, security, procedures and documentation.

III. SCOPE

This policy applies to all members of the Department.

IV. RESPONSIBILITIES

- A. The primary purpose of the Uniform Patrol Section is to provide the following services to the public: (1) protection of life and property; (2) preservation of public peace; (3) prevention and suppression of crime; (4) arrest of violators of the law; and (5) proper enforcement of federal and state laws, and county and city ordinances, both criminal and traffic.
- B. The Uniform Patrol Section Major is responsible for the direction and control of the Uniform Patrol Section and all of its enforcement operations and functions.

V. SCHEDULES AND COVERAGE

- A. The Uniform Patrol Section is responsible for providing police protection, and response to calls for service to the North Miami community on a 24-hour a day basis. The City is divided into six zones on the basis of area, population density, and projected activity or calls for service.
CFA 14.01
- B. The Uniform Patrol Section will accomplish this by scheduling three (3) shifts in a 24-hour period. The assignment of officers to various shifts will be consistent with established criteria to help ensure fairness in the assignment process. Specific assignments are made by the Uniform Patrol Section Major and may fluctuate with the availability of resources

and particular problem areas that may require extra patrol or movement of personnel. The Department's administration reserves the right to make any adjustments as needs may dictate to provide effective police coverage.

- C. The shift Commanders will establish and publish a schedule to provide daily minimum coverage, which will include regular days off, holidays, and training and vacation, for personnel assigned to the Uniform Patrol Section.
- D. Shift Commanders will assign officers on their shifts to zones/areas.
- E. Shift Commanders shall call upon those additional services available through mutual aid agreements as needed (helicopter, bomb squad, etc.).

CFA 14.01

VI. OVERTIME

The following procedure will be implemented when creating monthly schedules that include pre-planned overtime slots.

- A. Members of each shift will have first priority to work overtime on their respective shift one time during their respective workweek. The workweek will mean Sunday through Saturday. Additional open slots will be rotated among other officers in the Department who wish to work an extra shift.
 - An officer shall not work a second shift of pre-planned overtime until other officers in the Department have had a reasonable chance to work extra shifts.
- B. Emergency filling of overtime slots, such as shortages due to unexpected illness or emergencies, shall be filled expeditiously by Communications personnel and the on-duty shift supervisor. Officers who have already worked an extra shift during the time sheet week will be skipped until others have been given a reasonable opportunity to accept the extra job. If no others are available, an officer may accept an extra shift to work.
- C. Double Shifts:
 1. Under no circumstances will an officer work more than two shifts in a row, or more than one off-duty job and a shift in a row without an eight (8) hour break between the double shift and the third shift or off duty job.
 2. Additionally, no officer will be allowed to work more than two

double shifts in a two-day period or three extra shifts during a workweek.

3. If no volunteers are available to work overtime, the least senior officer on the shift will be drafted to work the extra shift. If the least senior officer has been previously drafted for one extra shift during that time sheet week, additional shifts that week will be filled by the next least senior officer, and so on. However, officers may not be drafted on two consecutive days, regardless of time sheet week. This does not preclude a supervisor from making changes due to unusual or exigent circumstances.
4. Officers wishing to work extra shifts should submit in writing to the shift supervisor any particular shift and/or day of the week they wish to work. Upon receipt of the requests, they will be forwarded to the other shift Commanders, who will endeavor to reasonably distribute the overtime. Officers, when asked to work an extra shift, must advise how many extra shifts they have already worked and/or scheduled to work during that week and whether any conflict exists based on the restrictions listed in this policy.

VII. SHIFT ASSIGNMENT AND ROTATION

- A. The assignment of officers to various shifts will be consistent with established criteria to help ensure fairness in the assignment process. Agency management shall retain the final authority to assign officers to shifts to provide effective police coverage.
- B. Officers' assignments may be adjusted at any time provided that fourteen (14) days' notice, absent emergency conditions, is given to the officer.
- C. The Uniform Patrol Section Major will establish a bid system for shift rotation, usually every four (4) months beginning the first Sunday of the month in January, May, and September. The bid system will be available to Patrol Officers, Sergeants, K-9, and Public Service Aides assigned to the Uniform Patrol Section. Members of the Uniform Patrol Section will bid on shift hours and days off according to their time in rank. The Uniform Patrol Section Major reserves the right to reserve allotments from each shift for training or other specified purposes to provide for effective police coverage. Commanders will be assigned at the discretion of the Chief or his/her designee.
- D. Officers joining the Uniform Patrol Section between shift changes will be assigned to a shift determined by the Section Major.

E. New officers in training will be assigned and rotated in conformance to the Field Training Officer (FTO) policy.

VIII. PERSONAL APPEARANCE/UNIFORM/BALLISTIC VEST

PERSONAL APPEARANCE

Males - In the performance of their patrol duties:

- A. Jewelry: Male police officers/PSAs shall not wear any ornament, trinket or jewelry on any portion of their head. No officer/PSA shall wear more than one (1) neck chain that is readily visible. The neck chain must be of a conservative appearance and size.
- B. Hair: Male police officers/PSAs must keep their hair neat and well-groomed at all times. Hair must be evenly tapered on sides and back. No hair will lap or curl over the ears or shirt collar.
- C. Sideburns: Maximum length of sideburns will be to the top level of the ear lobe. No flair (muttonchops) will be allowed. Sideburns must be evenly tapered, cut parallel to the ground and can be no wider than one inch.
- D. Mustache: Mustaches must be neatly trimmed and tapered. Mustaches shall not extend beyond the corner of the mouth. No handlebar or Fu Manchu types of mustaches will be allowed.
- E. Goatee: Male personnel may wear a well-kept, neatly trimmed goatee and will not present a bushy appearance. Goatee length shall not exceed one-half (1/2) inch in depth and not extend onto or over the laryngeal prominence (Adam's Apple) nor up onto the cheek under the eye.
- F. Beards: Male officers may wear beards under the following conditions:
 - 1. In order to prevent an unkempt, unshaven appearance, beards shall only be grown out while on leave (during RDOs).
 - 2. Beards shall be neatly trimmed at all times and be of a natural color.
 - 3. Beards shall be of a consistent length throughout, not to exceed $\frac{1}{4}$ inch in length.
 - 4. Beards shall be fully grown and connect to an appropriately grown mustache.
 - 5. Beards shall follow a defined cheek and jaw line, including under the bottom lip.

6. The neck must be clean shaven.
7. Beards are prohibited by members of the Honor Guard while participating in an official event.

Females - In the performance of their patrol duties:

- A. Jewelry: Female officers/PSAs may wear clip or pierced earrings, one per ear, which do not dangle more than $\frac{1}{2}$ inch below the earlobe. It is recommended that earrings not dangle.
- B. Hair: Hair must be neat and well-groomed at all times. While on duty, hair must be worn in a style which will maximize officer/PSA safety. The style will be conservative and present a business like appearance. Hair may not be worn loose to the extent that it detracts from a professional appearance or jeopardizes officer safety. Hair clasps or barrettes worn while in uniform must blend with the officers/PSAs hair color or correspond with the uniform. Current hairstyles may be worn insofar as the above criteria are observed and the uniform collar brass shall be visible.
- C. Fingernails: Fingernails shall be trimmed, clean and of a conservative length, with officer/PSA safety being observed. Female officers will be allowed to wear nail polish with the color of their choice.

UNIFORMS

- A. Class A:
 1. Shirt: A long-sleeved uniform shirt. All sworn members of the Police Department with five or more years of service will wear service stars on the left sleeve of their Class " uniform shirt. Each star signifies five years of sworn law enforcement service. Officers and detectives will wear white stars and sworn supervisors will wear gold stars.
 - a. The placement of service stars on the Class A uniform shirt shall be as follows: Center the first star on the sleeve, 2 points down, $1\frac{1}{4}$ inches above the cuff. Place the second star next to the first star. Additional stars will progress up the sleeve, side by side in the same manner as the first two stars. If there is an odd number, the additional star will be centered above the last two stars.
 - b. The stars will be issued to eligible members and applied by a selected company(s). The department will absorb the cost of the

stars and sewing for one uniform.

- c. Appropriate rank insignia shall be worn on the uniform collar or uniform sleeve, in accordance with the officer's rank.
2. Footwear- The approved footwear will consist of military type black laced round-toe low quarter corfam shoe. They shall be kept well blackened, polished and buffed. Socks shall be plain black and shall not sag. Skin shall not be visible between the end of the pant leg and the top of the footwear.

B. Class B:

1. Shirt: A short-sleeved uniform shirt. The shirt shall be the approved departmental navy blue standard issue uniform shirt appropriately fitted to size. A Department issued patch shall be sewn securely on each sleeve approximately one finger width below the shoulder seam. The shirtsleeve should be no shorter than three (3) fingers width below the patch. All buttons shall be navy blue or black in color. Tee shirts, if worn, must be V-necked or dark blue or black in color with no visible colored borders or lettering, and shall not show below the sleeves. The zipper and buttons shall remain properly fastened at all times while the shirt is being worn. The issued name tape shall be centered and sewn one quarter inch (1/4) below the top seam of the right pocket flap on the shirt.
 - a. Department approved "modified" shirts can be worn with the Class B uniform when authorized by the Chief of Police. "Modified" shirts are available in both long-sleeve and short-sleeve varieties, and shall have embroidered onto the chest a departmental badge logo, and the officer's name. Up to two "modified" shirts shall be issued to officers in their annual uniform allowance, in lieu on traditional uniform shirts.
2. Footwear- The approved footwear will consist of military type black laced round-toe low quarter corfam shoe, or black round-toe boot. Athletic footwear may be worn and must be solid black, including shoe laces, and any insignia. Metal taps on heels are not permitted, however, synthetic rubber type heel protectors shall be allowed. Trousers shall be worn outside the boots. White socks may be worn, however, the sock must be completely covered.

C. Trousers: The trousers for both Class A and Class B uniforms shall be the approved departmental navy blue standard issue uniform trousers appropriately fitted to size.

- D. Hats: Only department approved dress hats and caps may be worn by officers in uniform.
- E. Shorts: Shorts may be worn in lieu of trousers with the Class B uniform. The shorts shall be the approved departmental navy blue standard issue uniform shorts appropriately fitted to size. Shorts must be worn approximately 2" above the knee. The showing of undergarments is prohibited. Shorts will be worn with black ankle socks and black shoes accordingly. Shorts are prohibited for all court appearances (including pre-files and depositions), off-duty jobs, and training. Officers must have trousers readily available to wear at all times, in the event a change of clothes is necessary.

BALLISTIC VESTS

- A. Ballistic resistant armor is issued to all sworn members, and will be worn by all officers in uniform while on duty and during off duty uniform assignments.
 - 1. Uniform personnel are defined as Road Patrol, Motors, Community Policing, Marine Patrol, Bike Patrol and K-9. Ballistic resistant armor will also be worn by sworn officers during pre-planned high risk situations and any other time when potentially dangerous or unusual circumstances dictate where officers have time to prepare a police response to circumstances such as search warrants, field force, and other potentially dangerous pre-planned special operations. **CFA 14.10C**
- B. If the City purchases a vest or replacement of an approved vest, the uniformed member must wear the approved vest while on duty and shall be subject to discipline and/or may be required to reimburse the City for the cost of the approved vest if the vest is not worn.
- C. Officers are responsible for ensuring their vests are current and of replacing their vests when the vest meets the expiration date.
 - 1. Officers with expiring vest shall notify the Department's Quartermaster to ensure the timely fitting and ordering of a new vest. **CFA 14.10B**
- D. The Quartermaster maintains a small quantity of vests that will be made available to new sworn members awaiting the receipt of their custom order vests. **CFA 14.10A**

- E. Sworn members assigned to the Investigations Section will be issued external ballistic vest carriers. The carriers, and the ballistic plate from the originally issued body armor, to be placed inside the carrier, must be kept immediately accessible while on duty. **CFA 14.10A**
- F. Sworn members holding command staff positions and/or other administrative job assignments are exempt from wearing their ballistic vest at all times, but must ensure that the vest is readily available.

CFA 14.10A

FIELD TRAINING OFFICERS' UNIFORMS

- A. Field Training Officers will wear the following insignia on their uniform. The insignia is a single yellow stripe on a navy blue background and will be applied to the uniform in the same manner as sergeant chevron stripes. Only active FTOs will be permitted to wear this insignia.



IX. ROUTINE ZONE PATROL

- A. Patrol Officers will, immediately upon checking into service, proceed directly to their assigned zone or assignment without delay unless exigent circumstances exist.
- B. Patrol officers will patrol their assigned zone in an alert, professional manner and perform all patrol duties within legal guidelines and as prescribed in the Department Rules, Regulations, and Standard Operating Procedures.
- C. Patrol Officers will be responsible for the effective patrol coverage of all streets, alleys, parking garages and lots, business establishments, residences, parks, churches, playgrounds, public buildings, etc., in their zones or assigned areas and will patrol that area in a manner not permitting a predictable pattern to be established and noted.
- D. Patrol Officers will give every reasonable assistance to any and all persons in need, whether that assistance is of a major or minor nature.

- E. When dispatched to a domestic dispute, or a call where there may be a victim or witness to a persons crime, officers will issue those victims and witnesses a Victim Access Network (V.A.N.) pamphlet. The pamphlet, published in three (3) languages, explains the victims' and witnesses' constitutional rights and how to obtain important information regarding their criminal case, compensation from the State Trust Fund and the criminal process (adult and juvenile). It also provides victims and witnesses with important numbers where they can arrange to obtain notification services from the State Attorney's Office and numbers to call in the event of a crisis (domestic, sexual assault and child/elderly abuse) or the need for shelter. Patrol Officers will be sure to have a sufficient supply of these pamphlets available. **CFA 14.04**
- F. Patrol Officers will respond, without any unnecessary delay, to locations dispatched by Communications personnel, or by orders of supervisory personnel.
- G. Patrol Officers will base any other course of action, which may preclude continuing on a dispatched signal, on facts that encompass a threat to life and/or property. In all cases where a delay in response occurs, Patrol Officers will immediately advise their supervisor or Communications personnel, via the police radio, of the delay and the reasons for the delay.
- H. Patrol Officers will be cognizant of all areas open to public use (i.e., nearby hospitals, 24-hour pharmacies, courts, etc.) to provide direction to the inquiring public.

X. PUBLIC SERVICE AIDE

Public Service Aides (PSA) are non-sworn individuals who are specialized within the Uniform Patrol Section. PSAs will be assigned only to calls that are of a routine nature and will not be dispatched to any in-progress calls. PSAs may also be utilized during the search for missing children or any other situation that their supervisor feels necessary and does not pose a threat to their safety.

- A. PSAs will be assigned to a shift and will be under the direct supervision of the shift Supervisor.
- B. PSAs may handle traffic crashes where parties are injured, however, the emergency response will be handled by a sworn officer. PSAs are not permitted to respond in an emergency mode. PSAs will be issued a traffic safety vest.

- C. PSAs will be issued uniforms that are distinctly different than a sworn member's uniform. Their uniform will consist of a uniform white shirt and uniform blue pants with black shoes or boots. They will have a patch on their sleeves with the designation 'Public Service Aide' below it.
- D. PSAs will receive the appropriate training before they begin PSA duties.
- E. PSAs will have no law enforcement powers and will not take any police action. If the need arises, an officer will be requested and will respond.
- F. PSAs who wish to carry an Expandable Baton or Aerosol Deterrent Spray may do so once they have been trained and prove proficiency. The issuance of such items are for their protection only and they are prohibited from any other use.
- G. PSAs who request body armor will be afforded the opportunity to participate in the Bullet Proof Vest Program offered by the Department.
- H. Public Service Aide Vehicle:
 - 1. PSA vehicles will be marked 'Public Service Aide.' PSA vehicles will be equipped with a full yellow light bar. The lights are to be activated for safety/visibility purposes, such as, vehicles that may be blocking or impeding traffic on a roadway. The vehicle will also have a public address system that has an integrated siren, however, PSAs are not permitted to use the siren. The vehicle may have a mounted spotlight.
 - 2. The objective of the Public Service Aide Vehicle is to facilitate public recognition in distinctively marked vehicles while providing support to the Uniform Patrol Section.
 - 3. Use and limitations are as follows:
 - a. Traffic stops are prohibited.
 - b. The light bar is not to be activated while responding to the scene of an event.
 - c. Vehicle pursuits are prohibited.
 - d. The vehicle shall be operated in a safe and prudent manner at all times, observing all traffic rules and regulations.
 - e. The primary use of the vehicle will be by the Public Service Aides.
 - f. Routine driving of the vehicle does not require any specialized training.

- g. The vehicle will be equipped the same as a regular patrol vehicle, with the following exceptions:
 - 1). Firearms and non-assigned less lethal weapons are prohibited.

XI. RADIO COMMUNICATIONS PROCEDURES

- A. The North Miami Police Department is responsible for dispatching police services for the City of North Miami, 24 hours a day, 7 days a week.
CFA 14.01
- B. The radio is a vital part of police communications and is essential for quick and efficient police work. Members shall understand the radio system, abide by established procedures, and practice common courtesy.
- C. All uniform members, while on duty, shall have a police radio in their possession. Radio designators for patrol officers/PSAs are based on agency, shift assignment, and assigned unit number. (Example: North Miami 100).
 - 1. The following radio transmissions shall be considered mandatory:
 - a. Going in service at the beginning of the shift;
 - b. Acknowledging a dispatched call and advising to be enroute to such call by giving a starting location;
 - c. Arrival at a call;
 - d. Clearing the call with a disposition of the call;
 - e. Making a traffic stop;
 - f. Stopping to assist, (i.e., disabled motorist, information, etc.);
 - g. Investigating a suspicious persons and vehicles;
 - h. Transporting persons in a patrol vehicle;
 - i. Leaving the city (also advising the reason for leaving the city);
 - j. Returning to the City; and
 - k. Out of service at the end of the shift/transfer.

XII. PATROL VEHICLES

- A. All Uniform Patrol Section vehicles are to be used for routine patrol functions. They must also be able to respond to emergency situations in a swift and safe manner, and be highly visible. Uniform Patrol Section vehicles must be able to safely transport police personnel and equipment, as well as citizens and prisoners. All Uniform Patrol Section vehicles are to be used:

1. In compliance with Florida State law.
2. In compliance with the Department's Vehicle Pursuit Policy, 300.17.
3. Where applicable, in compliance with the City's Take Home Vehicle Policy (City Administrative Regulation 1-56).
4. In compliance with procedures established for responding to Code "3" and Code "2" calls.

B. Under normal conditions, operators of police vehicles shall not operate a vehicle in an emergency response mode unless specifically authorized by radio signal or a supervisor, or during the pursuit of a vehicle. It is recognized, however, that operators may become aware of an emergency situation and not have the opportunity to notify Communications immediately. In such cases, operators may activate emergency equipment and respond, however, they shall comply with all guidelines and restrictions heretofore provided in this directive.

1. All vehicles used for routine patrol shall be conspicuously marked with reflective tape and colored lettering. Both sides of the vehicle will have the vehicle number and the words "North Miami Police."
2. All vehicles assigned to patrol or traffic enforcement must be equipped with emergency lights, consisting of a combination of blue, red, and/or white, visible from the front and/or rear portion of the vehicle. A spotlight will be mounted on the driver's side.
CFA 14.07, 14.08
3. All patrol vehicles will be equipped with a public address system.
CFA 14.07E
4. Patrol vehicles will be equipped with a Global Positioning System (GPS) pursuant to the guidelines established by the Department's GPS Policy S.O.P. 200.03.
5. In non-emergency situations (daily driving), the operator will comply with speed limits and proceed in a manner consistent with existing laws.

C. VEHICLES/EQUIPMENT

Authorization for use of Uniform Patrol Section vehicles:

1. Vehicles are assigned to police personnel by the Police Fleet Coordinator, designated by the Chief of Police.
2. Pool Cars: When regularly assigned vehicles are not available for use (i.e., at the motor pool), the patrol supervisor will assign the temporary use of a pool car. Pool cars are those vehicles not assigned to one particular driver.
 - a. Spare keys to all pool cars, and PSA vehicles, will be kept in the shift box in the Roll Call Room. Only supervisors are to have access to this box. All temporarily assigned pool cars and keys distributed to employees, will be signed out by a supervisor and recorded on the Vehicle Sign-Out Log, which is kept in the key box. The employee will notify Communications of the pool car temporarily assigned to them so that the vehicle can be recorded on the Command Sheet.
 - b. At the end of the shift, or when the employee is no longer using the vehicle, the keys will be returned to the shift supervisor.
 - c. If a pool car becomes inoperative (i.e., involved in an accident or taken to the motor pool for repairs), the key will be returned to the key box with a note attached explaining the status of the vehicle. Upon having a key returned, supervisors will record the returned keys on the Vehicle Log and place them on the corresponding hooks.
3. The use of all patrol units will be recorded on the Shift Supervisor's daily Command Log.
4. The Police Fleet Coordinator shall maintain a log of all vehicle personnel assignments, dates of assignment, and related information. Vehicles being declared surplus will be tracked by the Department's Fleet Coordinator and logged with regard to the date delivered to the Motor Pool. Surplus vehicles will be searched prior to being delivered to the Motor Pool to ensure all Department property has been removed.

D. DRIVER QUALIFICATIONS AND TRAINING

1. All vehicle operators must have a valid driver's license as required by State law.
2. Police personnel must be able to perform their duties safely and efficiently while operating patrol vehicles. Therefore, they should

have a working knowledge of the laws dealing with such operation, along with a knowledge of the vehicle's capabilities, limitations and dynamics.

3. Members will have demonstrated driving proficiency per Florida Criminal Justice Standards and Training Commission (CJST).
4. Members shall wear safety-restraining devices at all times when operating a city vehicle. Members shall assure that anyone riding in the passenger seat, including prisoners occupying the rear seats, shall also wear safety-restraining devices. Whenever a member is operating a city vehicle and has a child under the age of six as a passenger, the member shall utilize a state-required safety device for that child unless circumstances dictate otherwise.

E. MAINTENANCE

Responsibility for condition/maintenance of vehicles:

1. The vehicle operator is responsible for the daily inspection of the vehicle to ensure that it is in safe operating condition. Each time a vehicle is fueled, the operator will ensure all engine and fluid levels are at an accepted range.
2. Whenever necessary, the operator will notify the shift supervisor and will transport the vehicle to the Motor Pool for repairs. If the vehicle is inoperable, the operator will make arrangements to have the vehicle transported by contacting the Motor Pool (during regular business hours) or by having Communications personnel contact the on-call wrecker company to have the vehicle towed.
 - a. In either case, the operator will leave a note for the mechanic specifying the problem with the vehicle, and place the note inside the vehicle, on the dashboard. When repairs have been completed, the operator is responsible for picking up the vehicle from the motor pool.
3. The vehicle operator is responsible for maintaining the vehicle in a clean and presentable manner. Operators may take their police vehicles to the car wash as authorized.
4. The Uniform Patrol Section shift supervisors are responsible for the periodic inspection of vehicles assigned to their respective shifts to ensure that personnel are in compliance with these procedures.

F. EQUIPMENT IN/ON VEHICLES: **CFA 14.08A-E**

1. Operational emergency lights and siren;
2. Department issued first aid kit with current supplies;
3. Operational flashlight;
4. Fire Extinguisher (except motorcycles), properly charged;
5. Personal Protective Equipment Kit (PPE); and
6. Officer's reflective safety vest;
7. Flares.

G. Prior to the beginning of each shift, the officer assigned to the vehicle is responsible for inspecting the equipment and replenishing supplies as needed throughout the shift. Should the officer require supplies, they will respond to the Department's Quartermaster in a timely fashion and request the needed supplies.

XIII. USE OF POLICE EMERGENCY and NON-EMERGENCY EQUIPMENT

A. Code "3" emergency calls are defined as situations involving imminent loss of life or physical suffering requiring immediate response by a field unit. **CFA 14.06**

1. All Code "3" emergency calls dispatched by Communications will be preceded by a tone indicator and the signal prefixed by a "3", e.g. 3-17, 3-18, etc.
2. Upon being dispatched on a Code "3" emergency call, the operator of the assigned unit will activate the vehicle's emergency lights, overhead flashers, clearance light (if equipped), headlights (low beam), hazard lights and siren. The vehicle's public address system will be utilized as necessary. Vehicle spotlight can be used for additional lighting for driving or for the location of addresses, subjects, etc. **CFA 14.07A-E**
3. The operator of a unit responding to a Code "3" emergency shall abide by those state statutes governing emergency vehicles, exercise precautionary measures for safe operation, and drive with due regard for the safety of all persons.

B. Code "2" emergency calls are defined as situations involving felonies in progress, potential danger to citizens, and conditions which indicate there is a possibility individuals are injured or will be injured, i.e., serious motor vehicle accidents, unknown disturbance with weapons, person screaming for help, toxic gas leak, etc. **CFA 14.06**

1. All Code "2" emergency calls dispatched by communications will be preceded by a tone indicator and the signal prefixed by a "2".
2. The operator of the unit assigned to a Code "2" emergency call will activate the same vehicle equipment as a Code "3" emergency.
3. An operator of a unit responding to a Code "2" emergency call will abide by the same precautions as outlined in Code "3" emergency calls, and follow the same restrictions. Emergency equipment will be deactivated upon approaching a potentially dangerous scene, and the vehicle operators will comply with speed limits and proceed in a manner consistent with existing laws.

C. Back-up Units - When conditions dictate the dispatching of back-up unit(s) to either a code "3" or code "2" emergency call, the back-up unit(s) will be dispatched on a corresponding 3-15 or 2-15 signal. Responding unit(s) will exercise every precaution necessary through radio communication to avoid the hazard of running intersecting routes. The first arriving unit will, as expeditiously as possible, advise the back-up unit(s) to slow down when appropriate.

D. Non-emergency use of equipment:

1. Non-emergency calls are defined as a request for the service from law enforcement personnel, or Public Service Aide(s) (PSA), that are not life or death situations. Examples include, but are not limited to:
 - a. Delayed criminal activity;
 - b. Calls with no potential dangers to citizens;
 - c. Delayed burglary or larceny incidents where the suspect is not on scene; and
 - d. Any other non-life threatening situations requiring reports.
2. Procedures for non-emergency calls:
 - a. Non-emergency calls are dispatched by communications or can be self-initiated by a Police Officer or Public Service Aide (PSA) via the CAD System.
 - b. Upon being dispatched to a non-emergency call, the operator of the assigned unit will not activate the vehicle's emergency lights, overhead flashers, clearance lights (if equipped), headlights (low beam), hazard lights nor siren.

- c. Under normal conditions, operators of police vehicles shall not operate a vehicle in emergency response mode, unless specifically authorized by radio signal or a supervisor. If, upon arrival to a call for service, operators become aware of a hazard, which has the potential to become an emergency situation, they will activate necessary emergency equipment (emergency lights, hazard warning lights) to ensure the safety of the officer and general public. Situations may include, but are not limited to: **CFA 14.07A**
 - 1). Directing traffic;
 - 2). Removing hazards or crashed vehicles from the roadway;
 - 3). Increasing their visibility, protection and preservation of crime scenes;
 - 4). Social events; or
 - 5). Signaling a driver to stop.
- d. Utilizing Hazard Warning lights and Public Address Systems are effective tools, utilized by Patrol Officers and PSAs to provide education, increased visibility, and serve as a reminder that the Department is vigilant and readily accessible to assist the community. **CFA 14.07C,E**
- e. In Patrol vehicles, the siren will be utilized for clearing an intersection, as a warning to avoid a hazard, or for any other incident an officer feels would be justified. **CFA 14.07B**

XIV. MEALS AND BREAKS

- A. Patrol Officers, time and circumstances permitting, will take one (1) meal break during a tour of active duty. Meals (signal "12") are for 30-minute duration, and personal breaks (signal "11") are limited to 15 minutes. The allotted time does not include the time in transit.
- B. Patrol Officers will request signals "12" and "11" via the police vehicle radio and will advise of the signal and exact address over the radio prior to entering the restaurant, coffee shop, restroom, etc. Based on manpower allotment for any area, either one or two marked patrol units from that area will be allowed on a "12" or an "11" at a time.
- C. Patrol officers will refrain from taking a signal "12" or "11" during the first or last hour of their tour of active duty. Only two marked vehicles will be permitted to take a signal "12" or "11" at the same location at one

time.

- D. Patrol Officers will receive approval from their immediate supervisor for any deviations from the above rules prior to taking any signal.
- E. Officers will monitor their police radio during any meal or break unless specifically authorized by their supervisor.
- F. Supervisors or Communications Center personnel may direct patrol officers back into service when necessary.

XV. INFORMATION SHARING

- A. The Uniform Patrol Section, other Sections, and all units are encouraged to share information as much as possible. When circumstances dictate, through roll call training, Uniform Patrol Section supervisors and members of other Sections/units will have an opportunity to share information.
- B. Information sharing will enhance knowledge and planning capabilities by providing statistical data.
- C. **Briefings (Roll Call):** All personnel are encouraged to share information as much as possible and, at the discretion of a supervisor, will be given an opportunity to share information at daily briefings in each Section and/or unit. Such information may include narcotics, wanted persons, and other types of criminal or non-criminal information. Briefings will include issuance of special enforcement information to the appropriate officer(s) assigned to areas or zones identified as problem areas.
- D. Uniform Patrol Section Bulletin Board:
 - 1. Information and communications from any source that should be passed on to Uniform Patrol Section members shall be placed on the patrol bulletin board in the Roll Call Room and as part of the Roll Call briefing by a supervisor.
 - a. The board shall be maintained by Patrol supervisors.
 - b. The information on the board shall be reviewed daily.
 - c. New information posted to the board shall be read at Roll Call briefings.

2. The Department will provide a bulletin board for Collective Bargaining Unit members, as per contract.
- E. Training, Bulletins/Legal, Updates/Memorandums- Training Bulletins, Legal Updates, or other information will be sent via e-mail notification and stored electronically in PowerDMS.
- F. Commanding officers and supervisors of the Uniform Patrol Section shall coordinate closely with their counterparts in other Sections in order to avoid duplication of effort, maximize Department effectiveness, and foster harmonious working relationships within the Department. In addition to the necessary coordination at the scene of crimes, the following provisions for cooperation/communication shall apply:
 1. Personnel from other units of the Department are invited to attend any Patrol roll call. Any member with pertinent information to pass on to the Uniform Patrol Section may address roll call after obtaining permission from the Shift Commander.
 2. Any supervisor from any section who sees a need for presenting formalized training to a Uniform Patrol roll call will coordinate with the Training Unit.
 3. Any unit desiring assistance from Uniform Patrol Section personnel shall, whenever possible, coordinate with a Uniform Patrol Section Shift Commander before the beginning of the shift. When immediate assistance is required, it will be coordinated through the Shift Commander. Such personnel demands will be monitored by the Shift Commander so that adjustments to assignments may be made, if needed.
- G. Communication and coordination between all Sections can provide positive results by way of:
 1. Alleviating potential misunderstandings;
 2. Providing for officer safety; and
 3. Insuring the success of an operation.
- H. Shift Commanders shall be informed before undercover, stakeout, or decoy operations are undertaken via:
 1. Staff meetings;
 2. Intra-Departmental correspondence;
 3. The Communications Unit; and
 4. An Investigative Supervisor.

- I. The supervisor in charge of the covert operation will be responsible for ensuring that the Shift Commander is informed of the starting date and time, the location, and ending date and time. However, discretion is advised in disseminating information to operational components that might jeopardize a tactical operation.

XVI. ROLL CALL (BRIEFINGS)

The purpose of roll call is to ensure that Uniform Patrol Section personnel are prepared, equipped, and capable of carrying out their functions. The Shift supervisor will be responsible for enforcing the prescribed grooming and appearance standards.

- A. Roll call for Uniform Patrol Officers will occur during the first 15 minutes, or longer if necessary, of each shift.
- B. Sergeants and officers will report, ready for duty, to roll call at the required time. Sergeants will generally conduct the roll call.
- C. Uniform Patrol Officers will wear the prescribed police uniform to roll call. All portions of the police uniform shall be neat and clean, will fit properly, and shall be serviceable.
- D. Uniform Patrol Officers will obtain all the necessary equipment from the appropriate sources prior to or immediately after roll call, as well as when the need arises during their shift.
- E. Uniform Patrol officers will equip themselves with reports and forms necessary to complete a full tour of duty.
- F. No food will be permitted during roll call, unless for a special occasion preapproved by a supervisor.
- G. At roll call, Uniform Patrol Officers will conduct themselves in a manner to ensure no interruption of roll call and will pay strict attention to all information, training, instructions, BOLO's, descriptions, etc. that are being given to them by the personnel conducting roll call.
- H. Uniform Patrol Officers will take notes and maintain pertinent information given to them during roll call.
- I. During roll call, patrol officers will exchange information pertinent to the police function with their immediate supervisors, as well as their fellow

officers when acknowledged by supervisory personnel.

- J. Uniform Patrol officers will not leave roll call until they are dismissed by supervisory personnel.
- K. Immediately upon dismissal from roll call, police personnel will check into service via police radio, unless directed otherwise by a supervisor.
- L. **Briefings:** The first line supervisor will ensure that a briefing is conducted. At a minimum, briefings shall be used to accomplish four (4) tasks:
 - 1. Ensure officers are present and receive current information, bulletins, and criminal activity BOLO's.
 - 2. Notify officers of area assignment, changes in schedules and assignments, training dates, court, etc.
 - 3. Notify officers of new and/or changes in policies and procedures.
 - 4. Inspect and evaluate officer readiness to assume patrol duties.

XVII. NUMBER OF OFFICERS ASSIGNED TO AN INCIDENT

- A. One officer/PSA may respond to requests for general assistance, minor accidents, or to take a report of criminal activity which has previously occurred.
- B. Two officers will respond to any call that involves disputes or suspects who are on the scene, in the area, or expected to return. A minimum of two officers will respond to alarm and in-progress calls. Additional officers may respond to assist other officers when the situation dictates (i.e., multiple subjects, perimeters, area canvass, traffic or crowd control, etc.).
- C. Between sunset and sunrise, when an officer conducts a traffic stop, an additional unit will self-respond as a backup, and advise their unit number and starting location over the police radio. If a unit does not self-respond, Communications shall dispatch a unit to serve as a backup.
- D. The Patrol Sergeant will respond to any unusual occurrence and take command of the situation. **CFA 14.03**

E. Because some incidents involving the need for police service may be complex, unusual, sensitive, or serious in nature, a patrol supervisor is needed to coordinate and delegate the duties of the officers. Patrol supervisors shall respond or be requested to respond to any call where a supervisor is needed to make Departmental decisions, to delegate authority of duties, and to authorize the call out of specialized units as needed. **CFA 14.03**

F. Supervisors will respond to requests for assistance by personnel or citizens when practical and available. Uniform Patrol Sergeants and Commanders may respond to any call in order to assist, coordinate activities, monitor training, observe performance and supervise.
CFA 14.03

XVIII. INVESTIGATIONS

A. Preliminary investigations:

1. A preliminary investigation may be a portion of the total investigation or the total investigation itself, depending upon the facts of the crime and the time available for the Uniform Patrol Officer to complete the preliminary investigation.
2. Patrol Officers will conduct preliminary investigations in most cases. Preliminary investigations regarding unusually serious or complex crimes will be decided by a patrol supervisor.
3. Unless otherwise directed, Uniform Patrol Officers conducting preliminary investigations will perform the following:
 - a. Observe all conditions, events, and remarks;
 - b. Locate, identify, and separate witnesses;
 - c. Maintain a crime scene entry log, if appropriate;
 - d. Maintain the crime scene, protect evidence and arrange for its collection;
 - e. Interview the complainant and the witnesses;
 - f. Interrogate the suspect if a detective is not expected to respond;
 - g. Officers needing to collect evidence that would require refrigeration i.e., (blood) will request that the Property/Evidence Custodian respond to the station;
 - h. Effect the arrest of the criminal; and
 - i. Report the incident fully and accurately.

CFA 15.10A

4. Evidence/crime scene procedures for Patrol Officers:
 - a. The initial responding officer shall take all necessary steps to secure and protect the crime scene in order to prevent evidence from being contaminated, destroyed, or removed.
 - b. In the event of a major incident, the officer will notify a supervisor.
 - c. Evaluation of the scene should be conducted by the initial responding officer or supervisor to determine if a Crime Scene Technician is needed to process the scene.
 - d. The initial responding officer shall only relinquish control of the scene at the instruction of the appropriate Uniform Patrol Section supervisor or, upon the arrival of the assigned lead investigator who shall assume responsibility for the scene and the activities of all support personnel.
 - e. The assigned lead investigator shall designate an officer to make appropriate notations of all persons entering into major crime scenes.
 - f. Crime Scene Technicians will be notified of crime scenes in the following manner, according to the type of crime:
 - 1). For minor crimes (i.e., burglaries) the initial responding officer/PSA may process the scene for fingerprints, or will notify Communications personnel to note the scene on the Crime Scene Log, which is kept in Communications. The log lists the date, case number, scene address, type of scene, and signature space. Crime Scene Technicians will periodically check the log to see what crime scenes need to be processed, and will sign off on those scenes which they will handle.
 - 2). For major crimes (i.e., homicide, armed robbery, arson, sexual battery, etc.), on-duty Crime Scene Technician(s) will be notified as soon as possible by the Uniform Patrol Section Supervisor or lead investigator.
 - 3). When no Crime Scene Technicians are on-duty, an on-call notification list will be utilized to ensure the timely notification and response of a Crime Scene Technician. A copy of this list, which is established monthly by the Investigative Section Supervisors, will be kept in Communications. The Uniform Patrol Section

Supervisor who is at the crime scene will notify the on-call Investigative Section Supervisor. If the Investigative Supervisor determines that it is necessary to have a Crime Scene Technician respond, he/she will notify the Communications personnel to contact the on-call Crime Scene Technician per the on-call notification list.

5. Determining cases for follow-up by Uniform Patrol Officers:
 - a. Patrol Officers should be encouraged to conduct follow-up investigations on their cases whenever possible.
 - b. Officers will notify their patrol supervisor regarding the need for follow-up. The patrol supervisor may then determine whether the officer should conduct the follow-up or route the case to the appropriate Section.
 - c. The following criteria for determining follow-up may be used, but are not limited to:
 - 1). The level of expertise required to complete the investigation.
 - 2). The seriousness of the incident.
 - 3). The likely geographic boundaries to be covered during the investigation.
 - 4). The reasonable chance of apprehending the offender or the need for adding information to the original preliminary investigation.
 - 5). Current case load/calls for service of officers assigned to the shift.
 - 6). Time delay, which may jeopardize loss of information.
6. Whenever practical, Patrol Officers will conduct area canvasses to determine if residents or business owners have any information pertaining to the incident.

XIX. FIELD INTERVIEWS

Field Interview (F.I.) - The stopping and questioning of a person by a law enforcement officer because the officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime.

- A. Guidelines for conducting field interviews:
 1. F.I.'s are productive tools and sources of information for the

Department. They shall only be used in the pursuit of legitimate goals of the Department. When used properly, an F.I. can discourage criminal activity, identify suspects, and add intelligence information to the files of known criminals.

2. An F.I. should be conducted under the following circumstances:
CFA 15.07

- a. The contact is a possible suspect in a crime, or his/her physical description matches the suspect in a specific crime.
- b. The contact was engaged in suspicious activity that caused the officer's attention to be focused upon him/her (i.e., loitering around closed businesses, driving erratically for no reason, attempting to hide from an officer, etc.

B. Completion of F.I. reports:

1. Officers should make an attempt to get verifying identification from contacts.
2. Officers should complete all sections of the F.I. reports, giving special attention to clothing, scars, marks, tattoos, the circumstances for the stop and reason(s) given, and any other pertinent data. If the contact is a juvenile, a parent or guardian's name, address, and phone number shall be noted in the report, if available. **CFA 15.07B**
3. F.I. reports are completed electronically and are valuable to investigators and crime analysts, and may be searched by accessing the Records Management System. **CFA 15.07C**

XX. REPORTS OF HAZARDOUS SITUATIONS BY POLICE/PSA

Patrol Officers and PSAs will be vigilant during their tour of duty for any circumstance that might be, or have the potential to become, a hazard to other persons, including other officers/PSAs, or property. Hazards include, but are not limited to roadway hazards, wires down, trees down, and malfunctioning traffic lights.

Hazards may be permanent or temporary, and may vary hourly, daily, or seasonally. Members will attempt to identify hazards and will determine which patrol techniques will most efficiently counteract them. Some methods that can be used for disseminating information about hazards include sending a CAD message to all officers, social media notifications to the public, and/or

announcing hazards at roll call.

A. Procedure when identifying hazards:

1. All personnel who identify a potential or an actual hazards at specific locations within the City shall notify their appropriate shift supervisor. Information received from field personnel will include the address and nature of the hazard.
2. Notifications will include hazards of either a short-term or long-term nature, and, if necessary for the safety of other police personnel, the shift supervisor will notify all units in the field and notify the on-coming shift personnel.
3. Copies of hazards reports that may impact other police personnel, and other persons, will be placed in the watch order folder in the roll call room to be read at roll calls.
4. Patrol Officers/PSAs shall notify Communications personnel via police radio, or telephone, of any and all hazardous conditions (including road and traffic hazards) observed during their tour of active duty. This is to prevent injury or damage to persons or property.
5. Communications personnel will contact the appropriate street, highway, public utilities or public works personnel via City radio or telephone. If necessary, the on-call public works employee will be contacted by telephone to respond to the area to remove any debris or obstructions.

XXI. WATCH ORDERS

A watch order is prepared when additional attention is requested by an individual due to the temporary vacancy of premises or other valid reasons (i.e., continuous patterns of crime, speeding vehicles, juveniles congregating, etc.).

- A. The watch order may be requested by sworn personnel, and completed by Communications Center personnel.
- B. Watch orders will be retained for a two-week period of time.
- C. Any pertinent information shall be included in the watch order.

XXII. INFORMANTS

The management of informants is centralized as an Investigative Section function; however, Uniform Patrol Section officers may encounter persons willing to provide important intelligence information regarding criminal activity. If so, the officer shall forward the information, through the Chain of Command, to the Investigative Section and the management of the informant will be conducted under the direction of the appropriate Investigative Section authority. All new members will receive orientation from a member of the Investigative Section. **CFA 15.03I**

XXIII. SECURING (BOARDING UP) HOMES AND BUSINESSES

- A. Occasionally, the Department will be called to a residence or business where a forced entry may be necessary to gain access, resulting in property damage. Additionally, the Department responds to scenes where structures are damaged and cannot be secured. In either event, the police will try to locate the owner (or other party responsible for the premises) thereby transferring responsibility for securing the premises to the owner.
- B. Communications will attempt to contact the owner, documenting each attempt. If the owner is not available, or refuses to comply with the need to board up, the officer(s) on the scene will notify Communications personnel, and remain on the scene. Communications will then contact the Public Works supervisor to request the board-up.

XXIV. ADULT CIVIL CITATIONS

The Adult Civil Citation program is not a criminal process, but a civil citation issued for a minor offense. Violators only have to pay a civil fine or elect to perform community service. The citation does not cause a criminal record, therefore keeping minor offenders with no previous criminal records out of the criminal justice system.

- A. Civil citations can be issued for infractions established in accordance with the State Attorney's Office, with the exception of:
 1. Loitering and Prowling; and
 2. Trespass on property other than a structure or conveyance.
- B. The violator must be checked through the Miami-Dade County

Communications to ensure they are not wanted or have committed similar criminal offenses.

C. The violator must then be checked through the Miami-Dade County Code Enforcement website at:

<https://www2.miami-dadeclerk.com/cef/citationsearch.aspx>

for any unpaid civil citations, and to see if they have been issued civil citations in the past. If the violator has unpaid civil citations, they are ineligible to receive another.

D. If the violator meets the criteria for a Civil Citation, the officer will complete the form prior to turning it into the Records Unit. The officer must explain to the violator that they must:

1. Pay the fine within 30 days (mail, in person or on-line);
2. Request an administrative hearing (within 20 days of the violation); or
3. Register with the Miami-Dade County Diversion Program and complete community service hours.

E. The officer issuing the Civil Citation will photograph any evidence that needs to be impounded and complete a property receipt. The photograph may be captured with the officer's body-worn camera. The officer should take several photographs with at least one close up. When the call is complete, the officer should classify the video file and the pictures as "Citation" unless the video is part of a case with a higher classification, then use the higher classification.

Evidence Collection:

A. All evidence must be property received.

1. Shopping carts can be returned to the store after photographing.
2. Drug and paraphernalia evidence must be impounded.
3. Drugs should be field tested.

B. Property receipts will have the same case number as the civil citation and the civil citation number must be added at the end of the description section of the property receipt.

C. Follow the normal procedures for impounding property, except a written report will not be required.

Prohibitions:

Civil Citations shall not be issued under the following circumstances:

- A. The violation is part of a larger criminal offense;
- B. The violator was operating a motor vehicle at the time (DUI);
- C. The drugs appeared to be packed in a manner consistent with street level drug sales;
- D. The violator has unpaid citations; and
- E. The violator's identity cannot be established.