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MEMORANDUM
Department of Police

DATE: January 2, 2018
TO: A-Shift Officers
FROM: SGT Edison Cruz
RE: A-shift directives and expectations.

Ladies and gentlemen, you have faced every day of the last year with courage and confidence and turned every challenge into an opportunity... I wish that in the coming year, you work with greater zeal and strength to make the impossible possible... Wishing you a successful Happy New Year.

Listed below are the expectations for A-Shift for this year. Traffic Enforcement and Zone Integrity are key directives for 2018. Traffic enforcement is community policing. It is a prime example of interaction with and connection to the community. Each traffic stop represents a proactive step to prevent crashes, deaths, and associated injuries and is equivalent to a public service announcement for our agency. Each traffic encounter has the potential of making a positive impression about a negative experience. A minimum of two traffic stops per day will be conducted along with one 30-minute traffic detail.

Roll call:

- A new era has begun "Virtual Roll Call"
- Log on to "Virtual Roll" by 7:00 AM every day.
- At 6:00 AM, go 09 and then load up your vehicle. Leave the station and respond to your assignments, details, or zone without unnecessary delay. Do not hang around the station.

Vehicles and Equipment:

- Minimum of ½ tank of gas in the vehicle before you 06
- Make sure you have all your equipment with you and ready to go (ie charged batteries, etc.) and report any damage, non-working equipment ASAP
- Inspect your assigned vehicle at the beginning of your shift and immediately report any missing property from the vehicle.
- Make sure to inspect your vehicles "Dash Cam & Mic for proper operation.

Watch Orders, Zone Integrity, and Expectations

- Do the watch orders in your assigned zone that are on the list sent to you by Juanita. These watch orders are to be done first before any others you do or courtesy checks.



- Patrol your assigned zone
- Handle calls for service especially if they are in your zone, listen to the radio and jump calls if you are closer
- Don't forget to do 62CPs.

Location

- Be where you're supposed to be. If the CAD indicates you're at a specific address, gated community, park & walk, watch order, meal location, etc., then that's exactly where you need to be located. **CLEAR CALLS WHEN YOU ARE FINISHED WITH THEM**, don't drive to new locations before clearing.

Congregating:

- Unless you are on a call or a special directive, there will be no more than two officers in one place at a time; aka there should be no more than 2 police cars/trucks/motorcycles in the same place at a time. This includes traffic details and meals/breaks; if two officers are having a 12 someplace together do not be on a park and walk/watch order/courtesy check, etc. in the same area.

Traffic Enforcement: TWO TRAFFIC STOPS A DAY MINIMUM

- Traffic enforcement should be conducted on a daily basis. Do not conduct all your traffic along US-1 and try to do some in your assigned zone. If you want to pair up with someone to do a traffic detail that is fine, but no more than 2 officers on a detail together.
- With the exception of criminal violations, you have the discretion to either do a written warning or a citation. Remember that if you are only giving a person a warning it needs to be written, not verbal. If your printer malfunctions on a warning, you are still required to enter it into TRACS.
- Make sure you have enough citations, mailers, etc.... for the shift before you hit the road.
- Officers will test the in-car video and audio equipment on the 2nd floor before leaving the station. If unable to test equipment at station due to an emergency call or situation, officers will test the audio and video equipment as soon as possible afterward. Officers will wear their microphone during all traffic stops.

Reports and other Paperwork:

- Who, what, when, where, why, how, (whatever is applicable), is to be considered when completing a report
- Spelling and grammar should be accurate. Proofread and spell checks all reports. Personnel will be held accountable for their work product.
- Reports and impounding of property are to be completed as soon as possible and unless an exception is authorized by the sergeant on duty **all reports, paperwork and impounding are to be completed and approved before you 06**. Those of you show habitual failure to turn in reports on time will be subject to paperwork.
- OT slips and daily activity sheets will be turned in before you 06
- Court OT slips are to be turned in when you report for your next shift
- **CAD Notes on all calls, even calls that don't generate a case number**

Meals and Breaks:

- No 11 or 12 during the first and last hour of your shift
- If there are 5 officers working: no more than one person on a 12 at a time. A second person can be on an 11 or there can be 2 people on an 11 at the same time.
- If there are 6 officers working: No more than two persons can be on an 11 and/or 12 at a time (any combination).
- If there are 7 or more officers: There can be no more than 3 units on an 11 and/or 12 at a time however there may not be more than two people on a 12.
- Do not extend your personal breaks by remaining at a location after you are cleared. This includes just being "available" or taking a park and walk, watch order, etc. in the same area before or after where your 12.
- Clear for a call, or a 15, when needed.

Kronos, E-Notify, and Email

- Sick time needs to be entered in the first day you report back to work
- E-Notify is to be checked daily
- All employees with an email account and immediate access to a computer are required to launch Microsoft Outlook at the beginning of every work day, and again within 30 minutes of transfer time. The concerned employee is required to open and read all new email messages

End of Shift:

- Do not come to the station sooner than **15 minutes** prior to the end of your shift.