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MEMORANDUM
Department of Police

DATE: June 1, 2018
TO: C-Shift Officers
FROM: Sgt. Guerra and Sgt. Martin
RE: C-Shift Directives and Expectations

Roll call:

- There is no more in-person roll call. You are responsible to check the Virtual Roll Call (VRC) by 2300 hours. Please note that VRC has a built in log which tracks the dates and time when people log in and how long they spend viewing the different attachments.
- Grab your car keys, load up your vehicle and go in service. 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 transfer/ go home.
- Make sure you have all your equipment with you and ready to go (i.e. charged batteries, etc.) and report any damage, non-working equipment as soon as possible.
- Inspect your assigned vehicle at the beginning of your shift and immediately report any missing property from the vehicle.

Watch Orders, Zone Integrity, and Expectations

- Do the watch orders in your assigned zone that are on the list sent to you by CSA Juanita Cedeno.
- 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 than the dispatched officer(s).
- Don't forget to do crime prevention when possible and take the appropriate signal.
- Conduct business checks (Courtesy Checks) and take the appropriate signal.

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.**
- Update any change in location while on a signal either by dispatch or Computer Aided Dispatch (CAD).



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; there should be no more than 2 marked Village of Pinecrest vehicles (police cars/trucks/motorcycles) in the same place at a time. This includes traffic details and meal breaks/personal breaks; if two officers are having a meal break someplace together do not be on a park and walk/watch order/courtesy check, etc. in the same area.

Traffic Enforcement:

- Traffic enforcement should be conducted on a daily basis. Do not conduct all your traffic enforcement along US-1 and try to do some in your assigned zone. If you want to pair up with another officer to do a traffic enforcement detail that is fine, but no more than 2 officers on a detail together and notify the supervisor.
- 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 leave the station and go in service.
- Officers will test the in-car video and audio equipment on the 2nd floor before leaving the station. Any malfunctions with the in-car video and audio equipment will be reported immediately to the on-shift supervisor. 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 transfer/ go home.**
- Overtime slips and daily activity sheets will be turned in before you transfer/ go home.
- Court overtime slips are to be turned in when you report for your next shift.
- **CAD Notes on all calls of service, even on calls of service that don't generate a case number.**
- When a report is submitted for review, you will notify the on-duty supervisor as soon as possible so it can be reviewed and approved in a timely manner before your transfer time.
- Supplement reports will be written by all officers who respond to a call of service where an arrest is made, major crime scenes, crime in progress, etc. Even if your involvement was taking a perimeter point on a crime in progress call of service, a supplement report will be written with the specifics of your involvement.

Meals and Breaks:

- No personal breaks or meal breaks during the first and last hour of your shift.
- **Exact numerical addresses will be provided while taking a personal break or meal break.** This is for officer safety.
- All signal breaks, personal and meal, will be taken over the radio and when cleared via dispatch, you will acknowledge via radio.
- All breaks will be taken inside the Village of Pinecrest, unless authorized by the on-duty supervisor.
- If there are 5 officers working: no more than one person on a meal break at a time, unless authorized by the on-duty supervisor.
- If there are 6 officers working: No more than two persons can be on a personal break and/or meal break at a time (any combination).
- Do not extend your personal breaks by remaining at a location after you are cleared.
- Clear for a call of service, or a backup, when needed.

Officer Safety:

- Officers will backup zone partner and officers in adjacent zone(s) on traffic stops, subject checks, suspicious vehicles, etc. A responding backup officer will advise over the radio that they are en-route. If the originating officer feels that he/she is safe, they can cancel any responding backup officer.

Kronos, E-Notify, Mailbox, and E-mail:

- 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 e-mail 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.
- Officers will check their mailbox daily.

End of Shift:

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