



Samuel Ceballos, Jr.
Chief of Police
police@pinecrest-fl.gov

MEMORANDUM
Department of Police

DATE: July 6, 2018
TO: All Personnel
FROM: Lieutenant James Bridges
RE: Familiarization with Pinecrest Institutions

Because schools and places of worship are sometimes targeted by active shooters, A & B shift officers will visit Pinecrest's schools, churches and synagogues to familiarize themselves with the physical layout of each institution. Personnel will take a signal "131F" (*Institution Familiarization*) to document their visits. Try visiting these places in small groups so as to minimize the overall number of visits. Personnel currently assigned to C-Shift will familiarize themselves with the listed institutions if they work overtime on either A or B shift, or when they're assigned to either of these shifts in the future.

Public Schools - Palmetto Sr., Palmetto Middle, Palmetto Elem, Pinecrest Elem

Miami-Dade Schools Police Department requested we provide them with notice each time we visit a public school, so a sergeant needs to call, or at a minimum email, the assigned School Board officer a day ahead of time to inform them of our intent to visit. A School Board officer will try to be present during visits, but their presence is not mandatory, so personnel can still familiarize themselves with schools in their absence. Schools Police is simply requesting we notify them, and attempt to meet with their officers.

Churches, Synagogues and Private Schools

Churches, Synagogues and private schools have asked that we attempt to visit at certain times and contact a representative upon arriving. Please do your best to adhere to their requests.

The Village of Pinecrest has always maintained strong ties with its schools and religious institutions, and you have always done an excellent job looking after them. Authorities at these institutions are grateful you're visiting, and they thank you for your time and effort in becoming better acquainted with their establishments.

Familiarization of institutions is due by **August 16th, 2018.**

Please complete, sign and date the attached memorandum and submit it to your direct supervisor upon visiting all of the listed institutions.





Samuel Ceballos, Jr.
Chief of Police
police@pinecrest-fl.gov

MEMORANDUM
Department of Police

DATE: _____
(Date Submitted)

TO: _____
(Your Supervisor)

FROM: _____
(Your Name)

RE: 2018 Institution Familiarizations Completed – Due August 16, 2018

I have visited the below listed Pinecrest institutions and familiarized myself with the areas of the institution that were accessible during my visit(s). A signal "13IF" (*Institution Familiarization*) was taken during each visit.

Institution	Address	Date(s) Visited (Signal "13IF" Taken)
Miami Palmetto Senior High School	7460 SW 118 St	
Palmetto Middle School	7351 SW 128th St	
Palmetto Elementary School	12401 SW 74th Av	
Pinecrest Elementary School	10250 SW 57th Av	
Temple Beth Am	5950 SW 88th St	
Bet Shira Congregation Synagogue	7500 SW 120th St	
St. Louis Church	7270 SW 120th St	
Gulliver Preparatory	6575 N Kendall Dr	
Christ the King Lutheran Church	11295 SW 57th Av	
Pinecrest Presbyterian Church	10400 SW 57th Av	
Kendall United Methodist Church	7600 SW 104th St	
Young Israel	7880 SW 112th St	
Crossbridge Church	6605 SW 88th St	

Signature _____

Date _____



INSTITUTION CONTACTS

Miami Palmetto Sr. High & Palmetto Middle – *Sergeant needs to contact beforehand*

Mon – Fri

Contact: **Adrian Chavez** (Unit # SB313)

Cell # (786)899-8012

AJChavez@dadeschools.net

Palmetto Elementary & Pinecrest Elementary – *Sergeant needs to contact beforehand*

Mon – Fri

Contact: **Gabriel Barrera** (Unit # SB318)

Cell # (786)201-3548

gbarrera@dadeschools.net

Gulliver – Contact: Ask for *Jose Bermudez*. If Jose isn't available, ask for Danny or Steve

Mon – Fri, 0900 – 1600

305-666-7937

Temple Beth Am – Contact: Sharone Levi

Mon – Fri, 0800 – 1600

Bet Shira – Contact: Eileen LaFont (Executive Director)

305-238-5706

Mon – Sun, 1000 – 1600

St. Louis Church – Contact: Nelson

305-238-7562

Mon – Fri, 0900 – 1500

Sat, 0900 – 1400

Sun, Closed

Christ the King Lutheran Church – Contact: Andrew or Mayra – *Schedule visit if you can*

305-665-5063

Mon – Fri, 0930 – 1630

Sat, Closed

Pinecrest Presbyterian Church – Contact: director, Julie Dech, 305-666-3377

Monday – Closed,

Tue – Fri, 0800 – 1330

Kendall United Methodist – Contact: Pastor Ruben, 305-667-0343 or 305-304-1017

Mon – Fri, 0900 – 1600

Young Israel – Contact: Lee - *Call ahead if possible, Lee is in and out of the office*

Cell: 305-450-2695, Main: 305-232-6833

Mon – Thu, 0930 – 1600

Fri, 0930 – 1330

Crossbridge Church – Contact: Father Marcus Assis (if available)

Main: 305-661-9900