

## Osceola County Sheriff's Office Policy and Procedure

**Number:** 406.0  
**Subject:** Patrol Operations  
**Effective Date:** 12/31/13  
**P.R.C. Review:** 10/01/13  
**Rescinds:** 07/06/11  
**Amends:**

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **Purpose**

To establish guidelines for the operation of the Patrol function.

2. **Policy**

It is the policy of the Sheriff's Office to maintain a highly visible patrol force to be responsive and proactive to community needs.

3. **Definitions**

- A. Actual Hazards – These will include objects or areas that present an obvious threat to member's personal safety (e.g., construction areas, road closures, severe weather, downed power lines, and sinkholes).
- B. Emergency Equipment – Red/blue emergency lights and siren as defined by F.S.S. 316.2397 and 316.271.
- C. Emergency Vehicle Operation – The rapid response to a priority call for service utilizing emergency equipment.
- D. Field Interview – The 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.
- E. Missing Disabled – A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
- F. Missing Endangered – A person of any age who is missing under circumstances indicating his/her physical safety may be in danger.
- G. NORAD – A United States and Canadian bi-national organization charged with the missions of aerospace warning and aerospace control for North America. Aerospace warning includes the detection, validation, and warning of attack against North America whether by aircraft, missiles, or space vehicles.

- H. Potential Hazards – Potential hazards include objects or areas that may cause injury to a member in certain situations (i.e., traffic/road conditions, unattended dogs, weapons, and known violent offenders).
- I. Readily Available – Reachable upon short notice, e.g., in the vehicle trunk, not at home when at work.

#### 4. Procedures

##### A. Organization

- 1. Division Function  
The Patrol function provides a continuously-available law enforcement and public service emergency response within our jurisdiction. {CFA 17.01}
- 2. Chain of Command  
The chain of command and the organization are found in policies 109.0 Command and Control and 202.0, Organization

##### B. Roll Calls

A mandatory roll call is normally held before the first work day shift following days off unless cancelled by a Platoon Lieutenant or above. Roll-call briefings may provide information relating to:

- 1. Unusual situations or occurrences within the community.
- 2. Major investigations.
- 3. Information relayed from the Communications Section or other members, regarding actual or potential hazards that may be encountered during the patrol shift.
- 4. Status changes of wanted persons, stolen vehicles, and major investigations.
- 5. Assignments and scheduling changes.
- 6. New or amended directives.
- 7. Training.

##### C. Response Levels to Calls for Service {CFA 17.07}

- 1. Response Levels or priorities follow:
  - a. In-progress calls take precedence over all other calls.
  - b. Crimes against persons take precedence over property crimes.
  - c. Residential property calls may take precedence over business property calls.
  - d. Communications officers will not hold any call when units are unavailable without the shift sergeant or Platoon Lieutenant's direction.
- 2. Calls for service will be assigned the following priority status to ensure proper response: {CFA 33.11}

- a. Code 3 – High risk, in-progress or other calls deemed appropriate by a supervisor
    - (1). Calls that require emergency rapid response by a sworn member to prevent the loss of life or serious injury, or calls involving in-progress felony offenses.
    - (2). Code 3 calls normally require the response of a primary unit and at least one backup unit.
    - (3). Regardless of unit availability, Code 3 calls will be dispatched over multiple talk groups, and the closest available unit and at least one backup unit shall respond.
    - (4). Communications shall be responsible for notifying the sergeant or Platoon Lieutenant if appropriate primary and backup units do not respond. A supervisor may release deputies from other calls to respond to a Code 3 call, or may cancel backup units at his/her discretion.
  - b. Routine Response Calls
    - (1). Requiring Back Up
      - Calls that require a routine response to calls for service, without life-threatening danger.
      - (a). This is a medium priority call and the most common type of call for service.
      - (b). Communications shall be responsible for notifying the sergeant or Platoon Lieutenant if appropriate primary and backup units do not respond, or are not available. A supervisor may release deputies from other calls to respond, or may cancel backup units at his/her discretion.
    - (2). Not Requiring Back Up
      - Non-priority calls are handled at the availability of the appropriate member and/or supervisor. These calls will be dispatched to the available primary unit in the area.
3. The above priority list will not prevent members from routinely providing assistance or checking on the safety of another sworn member. The list shall not deter a member from requesting needed assistance for officer safety.

#### D. Radio Communications

The agency has 24 hour two-way radio capability providing continuous communication between the Communications Center and Sheriff's Office members. Agency members also have use of portable radios. Assigned zone area call signs designations will be used for identification purposes during a tour of duty. Radio identification numbers will be used by off-duty deputies and members not assigned to patrol duty. All radio communications will conform to Policy 211.0, Communications Administration and Operation. (CFA 33.11)

- 1. Established 10 Codes, signals, and the International Phonetic Alphabet will be used for radio communications.
  - a. Plain English language shall be used consistent with policy 211.0, Communications Operations.
  - b. The Communications Section will coordinate radio channel assignments when interacting with other agencies, and for daily operations requests of

secondary radio channels shall advise which channel will be used when interacting with other agencies and any other necessary information. {CFA 33.11}

2. Patrol deputies are required to contact the Communications Section in the following circumstances: {CFA 33.11}
  - a. At the beginning of shift/initial status.
  - b. Any change of status.
  - c. Any time they are leaving the vehicle.
  - d. To acknowledge a call from a dispatcher and advise when en route to a call.
  - e. Upon arrival at a call.
  - f. When a call is completed.
  - g. When making an investigative contact involving a suspicious person(s), deputies will inform the dispatcher of the:
    - (1). Stop.
    - (2). Location.
    - (3). Brief description of the subject(s).
  - h. Traffic stops
    - (1). Traffic stops will be performed in accordance with Policy 480.0, Traffic Law Enforcement.
    - (2). When making a traffic stop, deputies shall, in the following order, inform the dispatcher of the:
      - (a). Tag.
      - (b). Location.
      - (c). Vehicle description.
      - (d). Number of occupants.
  - i. When changing talk groups.
  - j. Other circumstances as customary.

#### E. Patrol Deputy Duties and Responsibilities

1. Patrol deputies are responsible for providing the initial law enforcement response to calls for service in the community. Their general responsibilities include:
  - a. Deter crime.
  - b. Respond to calls for service.
  - c. Keep the peace.
  - d. Investigate crimes and incidents.
  - e. Direct traffic.
  - f. Assist citizens in need.
  - g. Enforce the law.
  - h. Document criminal complaints and other information as directed by the agency's Report Writing Manual, Policy 247.0, Field Reports, or by supervision. {CFA 34.14}
  - i. Perform other tasks, duties and responsibilities outlined in their job descriptions, or as directed by the Sheriff or designee.
2. Sworn members will report to roll call ready for duty.
  - a. Vehicles will be operational, clean, and have a full gas tank.
  - b. Each sworn member will inspect their assigned vehicle for safety defects, damage, and proper fluid levels before each tour of duty.

- c. Vehicle and equipment defects will be brought to the squad supervisor's attention, and if applicable contact the Fleet and Facilities Maintenance Section.
  - 3. Deputies will, unless otherwise directed by a supervisor, respond to their assigned zones after roll call or if no roll call directly to zone,
  - 4. Deputies will remain in assigned zones until:
    - a. Relieved,
    - b. Responding to a call.
    - c. Providing back up, or
    - d. Directed by a supervisor.
  - 5. Deputies going off duty will notify oncoming deputies and/or supervisors of immediate hazards.
  - 6. Deputies will be alert during their tour of duty and respond to all assigned calls for service.
    - a. Radio communications will be monitored and dispatched calls for service will be acknowledged immediately.
    - b. Upon notifying communications of being enroute to a call or as back up, members will provide their proximate location.
- F. First Line Supervisors {CFA 17.03}
  - 1. First line supervisors are directly responsible for the supervision of members assigned to their squad.
  - 2. Their duties include, but are not limited to:
    - a. Monitor and evaluate job performance and activity.
    - b. Provide training.
    - c. Edit and evaluate reports and paperwork.
    - d. Provide advice and guidance to ensure safe and professional completion of assignments.
    - e. Respond to emergencies. {CFA 17.03}
    - f. Monitor assignment of priority calls.
    - g. Supervisors going off duty will notify oncoming deputies and/or supervisors of immediate hazards.
    - h. Enhance member morale.
    - i. Assume command at certain scenes, to include: {CFA 17.03}
      - (1). Agency vehicle crashes.
      - (2). Violent crime involving serious bodily harm or death.
      - (3). Natural disasters that cause widespread civil disruption.
      - (4). Calls involving Sheriff's Office members as a victim or suspect.
      - (5). Requests by an on-scene unit or at the direction of higher authority.
      - (6). Calls resulting in the response of the news media.
    - j. Conduct Internal Affairs investigations.
- G. Platoon Lieutenant
  - 1. Platoon Lieutenants are directly responsible for the supervision of first line

supervisors assigned to their platoon.

2. Their duties include, but are not limited to:
  - a. Monitor and evaluate job performance and activity.
  - b. Provide training.
  - c. Edit and evaluate reports and paperwork.
  - d. Provide advice and guidance to ensure safe and professional completion of assignments.
  - e. Respond to emergencies.
  - f. Monitor assignment of priority calls.
  - g. Enhance member morale.
  - h. Assume command at certain scenes, to include:
    - (1). Agency vehicle crashes.
    - (2). Violent crime involving serious bodily harm or death.
    - (3). Natural disasters that cause widespread civil disruption.
    - (4). Calls involving Sheriff's Office members as a victim or suspect.
    - (5). Requests by an on-scene unit or at the direction of higher authority.
    - (6). Calls resulting in the response of the news media.
    - (7). Other calls as needed.
  - i. Conduct Internal Affairs Investigations

#### H. High-Risk Situations

All members that respond to a high-risk situation shall follow established procedures in policy 279.0, Incident Command.

#### I. Preliminary Investigations

1. The preliminary investigation begins when a member becomes aware of, or is assigned the responsibility of responding to a crime or other call for service. The preliminary investigation continues until such time as the initially-assigned officer reaches a successful conclusion, or the postponement or transfer of responsibility will not jeopardize the successful conclusion of the investigation.
2. The steps of a preliminary investigation will usually include, but are not limited to:
  - a. Providing aid or summoning aid for the injured.
  - b. Locating and identifying witnesses. {CFA 18.04}
  - c. Maintaining the crime scene and protecting evidence. {CFA 18.04}
  - d. Interviewing and Obtaining written statements from: {CFA 18.04}
    - (1). Victims
      - (a). Juvenile victims of sexual offenses shall not provide a written statement during the preliminary investigation.
      - (b). Guidance on interviewing juveniles can be found in policy 451.0, Criminal Investigations.
    - (2). Witnesses
    - (3). Complainant(s)
    - (4). Suspects.
  - e. Processing the crime scene and/or arranging for the collection of evidence following Policy 284.0, Crime Scene Processing and Responsibilities and 420.0, Evidence Property. {CFA 18.04}
  - f. If probable cause exists, affect the arrest of the suspect(s), file an FASO

- or NTA consistent with policy 247.0, Field Reports. {CFA 18.04}
- g. Report the incident and investigative activities, fully and accurately. {CFA 18.04}
- h. Obtaining preliminary information from witnesses.
- i. Determining if an offense has actually occurred and if so, the exact nature of the offense.
- j. Ascertaining and reconstructing circumstances surrounding an incident.
- k. Furnishing other field units with descriptions, method, and direction of flight, along with other relevant information concerning wanted persons or vehicles.
- l. Observing all conditions, events, and remarks. {CFA 18.04}
- m. Search for and recover property removed or taken by the perpetrator if it can be done without a search warrant.

### 3. Dying Declarations

A member shall ride in the ambulance transporting a critically injured victim to the hospital, leaving the protection of the crime scene to assisting members. Members shall keep in mind the following:

- a. A seriously injured person regaining consciousness for even a brief period of time, can often provide valuable information. The member riding in the ambulance shall position him or herself near the injured person in order to listen for any statements which may assist in the investigation.
- b. Victim's statements may be written or oral, or conveyed by an act, sign, or signal equivalent to an oral statement. If possible, record the conversation.

## J. Aircraft Incidents

### 1. Stolen Aircraft

If a member receives a report of stolen aircraft communications and the on-duty sector supervisor shall be immediately notified.

### 2. Suspicious Airborne Object or Aircraft

- a. If a member receives a report of a suspicious airborne object or aircraft communications and the on-duty sector supervisor shall be immediately notified.
- b. Efforts should be made to collect detailed identifying information from the complainant regarding the aircraft/object.
- c. The on-duty sector supervisor should consider using information from local airport towers and/or military bases regarding the call and shall
  - (1). Ensure communications has been notified.
  - (2). Notify the Platoon Lieutenant.
- d. The on duty Platoon Lieutenant shall assess the call to potentially notify NORAD.

## K. Follow-Up Investigations

- 1. When practical, the member shall continue the investigation until all leads are exhausted and document in supplemental reports the investigation's progress.
- 2. In certain instances the follow-up responsibility may be assigned to another

member, for example:

- a. When the initial investigation is conducted by a member out of his normally-assigned zone, the member who is responsible for the zone may be responsible for the follow-up investigation.
- b. When the follow-up investigation would require the member to travel an excessive distance from his assigned zone and remain for extended periods.
- c. When a detective or superior responds to the scene and assumes investigative responsibility.

### 3. Call-Out Criteria

- a. Notification of an on-call detective's supervisor shall be made in a timely fashion. The supervisor contacting the on-call detective's supervisor, should be on-scene and prepared to answer questions specifically related to the incident.
- b. The following is an index of call-out criteria for detective units. This is intended as a guide, and does not preclude personnel from calling detectives to seek advice if the supervisor or Platoon Lieutenant is first unable to provide answers, and approves contacting the detective. The Enforcement Bureau Major or designee may change the responsibilities of each unit as needed.

#### (1). Violent Crimes Unit

The on-call Violent Crimes Unit Supervisor shall be notified of:

- (a). All homicides.
- (b). All suicides.
- (c). Attempted suicides when death is imminent.
- (d). Suspicious deaths.
- (e). Natural deaths when the next of kin cannot be located.
- (f). All infant and juvenile deaths.
- (g). All non-traffic crash related accidental deaths, to include:
  - [1]. Drowning.
  - [2]. Industrial deaths.
  - [3]. Fire deaths.
  - [4]. Deaths as a result of an aircraft accident.
- (h). In-custody deaths.
- (i). Aggravated batteries when death is imminent
- (j). Any injury which is life threatening, that was not a result of a traffic crash.
- (k). Member involved shootings in accordance with Policy 470.0, Response to Resistance and Aggression.
- (l). Deputies who are shot or seriously injured in the line of duty.
- (m). Stranger abductions/kidnapping (victim under 26 years of age).  
Excluding located victims where a sexual battery or attempted sexual battery has occurred; these should be referred to the Child Abuse/Sex Crimes Unit.
- (n). The detonation of any destructive device resulting in the injury or death of any individual

#### (2). Child Abuse/Sex Crimes Unit

The on-call Child Abuse/Sex Crimes Unit Supervisor shall be notified of:

- (a). All sexual batteries occurring within 120 hours of the report:
  - [1]. Involving a child 12 years of age or older.
  - [2]. Where the adult victim wishes to make a report to law enforcement.
- (b). Any sexual battery of a child under 12 years of age, regardless of the time lapse.
- (c). All child abuse cases involving serious injury or potential re-injury to the child.
- (d). Computer or Personal Communications Device based crimes against juveniles necessitating an immediate response.

(3). Crimes Against Persons Unit

The on-call Crimes Against Persons Supervisor shall be notified of:

- (a). All missing persons, when there is evidence of foul play.
- (b). Missing endangered or disabled adults.
  - [1]. If, after reasonable efforts to locate the missing person have been made and failed and the supervisor feels the situation warrants notifying the on-call Crimes Against Persons Supervisor.
  - [2]. In the event the on-call supervisor is not contacted, reports shall be forwarded to Missing Persons.
- (c). Parental, custodial or domestic violence related abductions.
- (d). Stranger abductions/kidnapping (victim 26 years of age or older).
- (e). Missing juveniles
  - [1]. Younger than 13 years of age.
  - [2]. The juvenile's history of being missing should be evaluated when considering the notification the on-call Crimes Against Persons Supervisor.
- (f). Any domestic violence crime; with or without injury, where there is any of the following:
  - [1]. An articulable threat of repeat violence.
  - [2]. An immediate need for an arrest warrant.
  - [3]. A need for immediate and/or extensive follow-up investigation.
- (g). Any aggravated stalking case, where there is a chance of violence, and an Arrest Warrant is needed immediately.
- (h). Escapes from the county jail.

(4.) Robbery Unit

The on-call Robbery Unit Supervisor shall be notified of:

- (a) Robberies.
- (b) Carjackings.
- (c) Home Invasions.

(5). Auto Theft Unit

The on-call Auto Theft Supervisor shall be notified of:

- (a). Multiple auto theft cases involving the same suspects and/or

- defendants.
  - (b). Auto theft cases when there is a need for immediate and/or extensive follow-up investigation.
  - (c). Personnel with questions about the vehicle's identity.
  - (d). Personnel in contact with a stolen vehicle may request Auto Theft detectives to surveil the vehicle if deemed necessary.
  - (e). All dump truck, tractor trailer, and cargo thefts from transport trailers.
  - (f). All cases where a tracking device (e.g. Lojack) is activated on a stolen motor vehicle.
- (6). Property Crime's Units  
The appropriate on-call Property Crime's Unit detective shall be notified of:
- (a). A suspect who wishes to talk about property related crimes.
  - (b). Cases when immediate and extensive follow-up is required and could result in an arrest.
  - (c). All commercial burglaries in which entry was made through the roof or walls.
  - (d). Commercial burglaries in which the business safe or ATM was taken or opened in place or has been recovered.
4. For detailed procedures of follow-up investigations, refer to Policy 451.0, Criminal Investigation Operations.
- L. Field Interview {CFA 18.09}
1. Deputies involved in "police/citizen encounters" may request information from any person.
    - a. Deputies shall investigate circumstances which rise to reasonable suspicion.
    - b. If there is reasonable suspicion, Deputies shall stop and detain individuals in accordance with F.S.S. 901.151, Stop and Frisk Law. The following factors shall be taken into account:
      - (1). The date, time, and location of person or activity.
      - (2). Whether known or suspected criminal activity is in the area.
      - (3). Suspicious activities or circumstances.
      - (4). If persons need to be identified as possible witnesses, suspects, wanted persons, etc.
      - (5). Deputies will complete Field Interview (F.I.) Cards during all field encounters with persons known to be court designated as sexual offenders or predators.
  2. F.I. Cards are to be used for recording field contacts. F.I. Cards should be filled out based on information provided. Deputies completing F.I. Cards shall include a brief explanation as to the reasons for the interview. {CFA 18.09}
  3. When an individual being interviewed is unwilling to produce some form of identification, the sworn member should attempt to solicit a VOLUNTARY finger print submission using a Rapid ID Device or a right thumb print, which should be affixed to the back of the F.I. Card. {CFA 18.09}

- a. The F.I Card should then be routed to the Identification Unit, where a technician will attempt to verify the individual's identity.
  - b. If the technician determines that false information was provided, the submitting sworn member will be notified.
4. F.I. Cards will be submitted by the end of shift. {CFA 18.09}
- M. Photographing Individuals
1. Deputies may photograph individuals in any area there is not an expectation of privacy.
  2. Individuals detained under F.S.S. 901.151, Stop and Frisk Law may, at the sworn member's discretion, be required to submit to a clear facial photograph. The sworn member shall be able to articulate the reason(s) the individual was detained, and include it(them) in the written reason for interview discussed above. Refer to L(1)(b)(1-5) above for what may be included, but not be limited to.
  3. A member that takes a digital photograph shall:  
Note in the narrative of the F.I. Card that a photograph was taken and ensure the picture will be processed according to the procedures in policy 230.0, Digital Equipment.
- N. Vehicle Operation
- Deputies will drive defensively, obey traffic laws, and operate their vehicle safely and courteously. Agency vehicles will be used in compliance with the provisions of Policy 380.0, Agency Vehicles. Emergency vehicle operation will conform to the guidelines outlined in Policy 461.0, Emergency Vehicle Operation/Pursuits.
- O. Vehicle Equipment
- Each vehicle used for patrol or traffic enforcement must be equipped with operational equipment that includes:
1. Blue and red emergency light(s).
  2. Siren.
  3. Mobile/portable radio.
  4. An exterior spotlight.
  5. Alley and takedown lights.
  6. Hazard warning lights.
  7. A public address speaker.
  8. Metal and plexiglass partition to separate front and rear passengers.
  9. First Aid Kit containing current, non-expired supplies.
  10. Fire Extinguisher.
  11. Biohazard Kit.
  12. PPE Kit.
  13. Flares.
  14. Other equipment.
- P. In-Vehicle Audio/Video Recording

Members with in vehicle audio and/or video recording equipment shall comply with all procedures in policy 479.0, Mobile Video Recording Equipment.

Q. Seat Belts

Members and passengers will wear occupant safety restraining devices installed in each car at all times while operating or riding in any agency vehicle. Safety restraining devices shall be utilized on arrestees consistent with Policy 283.0, Arrestee Transport.

R. Issued Equipment

1. Patrol deputies will ensure that issued equipment is carried in their patrol vehicles. Deputies will replenish used equipment as soon as practical.
2. Worn or inoperable equipment will be replaced.
3. Equipment necessary to perform patrol functions includes, but is not limited to:
  - a. Charger and flashlight, to include a reflective traffic wand.
  - b. Reflective traffic vest.
  - c. Latent print kit.
  - d. Report forms and pamphlets.
  - e. Bio-hazard waste containers.
  - f. Crime scene tape.

S. Body Armor

Body armor/protective vest is available to each sworn member. Sworn members, as outlined in Policy 331.0 Uniform Standard and Sworn Dress Code, shall wear their body armor while engaged in field activities.

T. Keychain Extrication Device

An extrication device, which may be attached to a keychain (e.g. Resqme), may be issued to each sworn member. Its use shall be consistent with Training Bulletin 2013-03, Extrication Devices.

U. Responsibilities When Requesting Canine

Any member may request a canine team via his/her supervisor. Canine teams should be called at the earliest possible time and depending upon the situation, members should observe the following guidelines:

1. First sworn member on the scene should:
  - a. Determine if a crime (felony or misdemeanor involving violence or a credible threat of great bodily harm) has been committed and if prosecution is desired.
  - b. Ascertain a description of the subject(s) being sought including the type of clothing worn and any known weapons possessed.
  - c. When possible, secure a scent article.
    - (1). Clothing should be unwashed and recently worn by the person being sought. Items worn close to the body are desirable, such as undergarments. Sheets and pillowcases may be used. Shoes and socks are least desirable.
    - (2). Deputies who locate a scent article shall not handle or permit anyone else to handle it. This also applies to items discarded by the

- subject(s) being sought.
- (3). Notify the responding handler and supervisor/incident commander of the articles' location.
  - d. Determine where and when the subject being sought was last observed.
  - e. Protect the area where the subject was last seen.
  - f. Determine if the area has been contaminated and if any persons or animals are inside the area/location to be searched.
2. Members Providing Perimeter Security should:
- a. Remain inside their vehicles with the ignition off and keep noise to a minimum.
  - b. Contact subjects leaving the perimeter and prevent unauthorized persons from entering the perimeter. The canine team and a sworn member for cover shall be the only units allowed within the perimeter during the search.
  - c. Remain at their assigned perimeter position, unless properly relieved or dismissed by the supervisor/incident commander.
3. Supervisor or Incident Commander should:
- a. Request the Aviation Unit to respond. Once on scene, Aviation Unit should evaluate the perimeter for coverage.
  - b. Establish a perimeter to prevent contamination of the area or escape of the suspect(s). The perimeter should be maintained until the canine handler advises that the track has been concluded. The handler should be informed if the area has been contaminated.
  - c. Evaluate potential hazards that may impede the search or jeopardize the safety of the canine team or other members.
  - d. Contact the owners of buildings to be searched to determine if anyone has permission to be inside, and obtain keys and floor plans, if possible.
  - e. Assign a sworn member for cover and provide close proximity security for the responding handler(s) during a track, as needed.

Approved By: Sheriff Robert E. Hansell