

FSDB Campus Police Manual

Preface

Pursuant to s. 1002.36(8)(f), F.S., this FSDB Campus Police Manual is used to guide the actions of employees handling routine and emergency operations on the FSDB campus.

This manual does not address every possible situation. Employees are expected to use good judgment at all times. The use of “shall” and “will” indicate a mandatory action/statement; whereas, the use of “should” and “may” indicates a preferred action/statement.

Each employee is responsible for reading and understanding the contents of the FSDB Campus Police Manual. Employees are responsible for meeting with their supervisors if they need clarification with any portion of this manual.

This manual is written in the best interest of FSDB Campus Police and is implemented at the discretion of the Chief as constrained by s. 1002.36, F.S., and rule 6D-12.003, F.A.C.

CURRENT EFFECTIVE DATE _____

Generated pursuant to s. 1002.36(8)(f), F.S., and Rule 6D-12.003(6), F.A.C.

Florida School for the Deaf and the Blind Campus Police Manual

Pursuant to s. 1002.36(8)(f), F.S., this FSDB Campus Police Manual guides the actions of Campus Police Department (Department) employees handling routine and emergency operations on the FSDB campus. This manual does not address every possible situation. Employees are expected to use good judgment at all times. The use of “shall” and “will” indicate a mandatory action/statement; whereas, the use of “should” and “may” indicate a preferred action/statement.

Each employee is responsible for reading and understanding the contents of the FSDB Campus Police Manual. Employees are responsible for meeting with their supervisors if they need clarification with any portion of this manual.

This manual is written in the best interest of the FSDB Campus Police and shall be implemented pursuant to the manual’s terms, with discretionary determinations made in the reasonable judgment of the Campus Police Department Chief (Chief) as constrained by s. 1002.36(8)(f), F.S., and r. 6D-12.003, F.A.C.

Written Directives

The Department shall convey internal policy guidance to its personnel through written internal policy directives, which shall be consistent with this manual.

Mission and Authority

The Department shall ensure that its employees are fully acquainted with the responsibilities and the commensurate authority conveyed upon the Department by s. 1002.36(8), F.S.

Code of Conduct

All School Law Enforcement Officers (LEOs), prior to assignment, shall take and subsequently abide by an oath of office, to abide by s. 1002.36(8), F.S., r. 6D-12.003, F.A.C., and uphold the Constitutions of the United States and the State of Florida.

The Department shall provide LEOs with a Code of Ethics to assist them in making ethical decisions and judgments during their law enforcement career.

The Department shall ensure that each employee is fully cognizant of that employee’s obligations to the Department, to the profession in which the employee has elected to serve, and to the citizens of the State of Florida. Standards delineated herein will govern the activities of members of the Department, both on and off-duty.

Organizational Structure

The Department shall implement measures that will ensure that all employees are fully acquainted with their duties and obligations and with the administrative structure which has been established to support those activities.

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Personnel Issues

The Department shall allow employees to engage in approved outside employment that does not conflict with the employee's primary employment duties and responsibilities with the Department.

The Department shall provide guidance in matters of duty and leave, and to implement procedures for all employees, while balancing the needs with the overall mission of the Department.

The Department shall take all steps necessary to reduce the incidence and severity of domestic violence, protect victims of domestic violence, provide them with support through a combination of law enforcement and community services, promote officer safety by ensuring that LEOs are fully prepared to respond to and effectively deal with domestic violence calls for service, and protect citizens from the tragedy of domestic violence. Allegations of domestic violence made against employees of the Department will be subject to criminal and administrative investigations and if proved true, shall result in disciplinary action, up to and including dismissal, as well as criminal prosecution.

The Department shall maintain and rely upon an effective complaint resolution procedure to actively seek feedback regarding employee adherence to recognized standards of professional and individual conduct. Violations of this policy or other Department directives will be grounds for initiating disciplinary procedures. Complaints involving employees will be thoroughly reviewed and investigated as appropriate.

The Department shall maintain an efficient and effective work force by selecting capable, qualified applicants through a fair, nondiscriminatory selection process. All elements of the selection process will be administered, scored and evaluated in a uniform manner.

Uniforms and Equipment

LEOs shall enhance the Department's public image by maintaining a professional appearance.

The Department shall issue an official police identification card to each active and retired LEO.

Use of Force and Weapons

Department LEOs shall comply with directives and the Florida Statutes which outline the parameters for justifiable use of force and deadly force.

The Department shall provide regular training in firearm safety, shooting and require its LEOs to demonstrate proficiency in the use of firearms.

The Department shall provide procedures relating to the issuance, care, and use of specialized weaponry.

Arrest

The Department shall comply with the jurisdictional authority, duties, functions and powers of LEOs of the Department and outline arrest procedures, consistent with s. 1002.36(8), F.S., and r. 6D-12.003, F.A.C.

The Department shall maintain a diversionary program with immediate consequences for juveniles who commit non-serious delinquent acts, diminishing the time between the offense and the appropriate punishment. The program shall be designed to provide consequences for the juvenile without creating a criminal history.

The Department shall provide diversion for an offending juvenile from criminal prosecution with the first-time low-level offense of sexting using an approved civil penalty.

Evidence and Property

The Department shall properly collect, inventory, preserve, document, transport, store, and dispose of physical evidence and non-evidentiary property in a standard and consistent manner.

The Department shall ensure the provisions of the Florida Contraband Forfeiture Act, ss. 932.701 – 932.7062, F.S., shall be used to deter and prevent the continued use of contraband articles for criminal purposes while protecting the proprietary interests of innocent owners and lienholders.

Reports and Records

The Department shall establish administrative and management control procedures, within statutory guidelines and state records retention schedules, for orderly retention and disposition of documents considered public records, consistent with s. 119.07, F.S., incorporated by reference herein, and available at [<http://to be filled in>].

Communications

The Department shall staff the Communications Center 24/7 with two-way radio capability, providing continuous communications between the Communications Center and LEOs on duty and satisfying the immediate informational needs of the FSDB community for routine activities and emergencies.

Media Relations

The Department, in collaboration with the FSDB Executive Director of Communications and Public Relations and the FSDB Public Information Officer, shall cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, if these activities do not unduly interfere with Department operations, infringe upon individual rights, or violate law. The Department shall respond appropriately and in a timely manner to public records requests.

Operational Procedures

The Department shall establish duties and procedures for LEOs on patrol, including the response to calls for service.

The Department shall respond to and investigate traffic crashes that occur within the FSDB campus and render first aid to any injured persons.

The Department shall assist motorists and conduct manual traffic control utilizing hand signals when circumstances may dictate.

The Department shall enforce FSDB traffic and parking rules and regulations, as well as aiding motorists appearing to need assistance.

LEOs will only use driving tactics consistent with safe vehicle operation when performing vehicle pursuits, traffic stops, and emergency responses.

The Department shall provide procedures for the towing and impoundment of vehicles.

The Department shall ensure that Department vehicles are always equipped and capable of performing in law enforcement responses and to ensure that Department vehicles are properly maintained and operated in a responsible manner.

The Department shall utilize and maintain specialized equipment that is necessary to carry out the Department's duties and responsibilities.

The Department shall maintain compliance with the Americans with Disabilities Act regulations at 28 CFR s. 35.160, to provide access to effective communications for deaf/hard-of-hearing persons in all criminal investigations and/or official proceedings.

The Department shall provide crime prevention strategies to ensure a reasonably safe environment for school staff, students, and visitors. This will be accomplished by employing LEOs who are certified Florida Crime Prevention Practitioners and Crime Prevention Through Environmental Design (CPTED) Practitioners and have CPTED for Schools training, all consistent with s. 163.503(6), F.S., incorporated by reference herein, and available at [http:// to be filled in].

The Department shall provide fingerprinting services for the school's Human Resources Department and maintain compliance with the state legislatively mandated, Jessica Lunsford Act with regards to noninstructional contractors.

The Department shall control the access of all persons and vehicles attempting to enter campus. The Department shall maintain a written log of all subpoenas received and ensure that employees comply with subpoena instructions.

The Department shall respond to and investigate all student self-harm threats reported to the Department occurring on-campus.

The Department shall ensure that the Department's personnel are properly trained, equipped, and capable of rapidly responding to any active shooter situations occurring on campus.

The Department shall ensure its personnel are properly trained and capable of rapidly responding to an emergency lockdown on campus.

The Department shall ensure that the Department's personnel are properly trained and capable of monitoring, identifying, and rapidly responding to all fire alarms on campus.

The Department shall regard all threats of a bomb, improvised explosive device (IED), weapon of mass destruction (WMD), or chemical, biological, radiological, nuclear, and explosive materials (CBRNE), as valid until and unless proven otherwise.

The Department shall ensure that its personnel are properly trained and capable of monitoring, identifying, and rapidly responding to all reports/alerts of suspected and/or confirmed carbon monoxide and natural gas leaks.

The Department shall receive and respond to all bank alarms on campus utilizing proper tactics to preserve life and property.

Investigations

The Department shall apply proactive investigative methods, when possible, and fully investigate reported crimes to the extent necessary to support prosecution, or to otherwise resolve a case.

The Department shall investigate all reports of criminal activity on FSDB property and to protect the rights of victims during criminal investigations.

The Department shall ensure the investigative procedures of sex offenses are thorough and consistent to promote successful investigations, while ensuring the victims are afforded sensitivity and protecting their rights.

The Department shall investigate all reports of complaints against department personnel and especially those of law enforcement misconduct made against LEOs, while ensuring their rights are protected in accordance with statute, and procedures are followed in accordance with current State of Florida bargaining unit contracts.

The Department shall thoroughly investigate reports of all missing children and regard every child reported as missing as "at-risk" until significant information to the contrary is confirmed.

The Department shall maintain standardized procedures for the creation, composition, and utilization of a consistent, non-influential method of a photo array lineup.

All employees are mandatory reporters of known or suspected child abuse and child sexual abuse. This includes caregiver and non-caregiver abuses.

The Department shall fully investigate any death that occurs on campus.

Criminal Justice Information Services

All employees using the Florida Crime Information Center (FCIC) computer terminals shall comply with federal law, state law, and the policies and procedures set forth by FCIC, National Crime Information Center (NCIC), Florida Department of Law Enforcement (FDLE), and the Department.

Each FCIC NCIC entry shall be reviewed and compared to the original report to ensure that it is accurate, up-to-date, and complete, as well as an active case as required by the FDLE.

All employees designated as active users accessing the Driver and Vehicle Information Database (DAVID) shall comply with federal law, state law, the policies and procedures set forth by the Florida Department of Highway Safety and Motor Vehicles (DHSMV) and the Department.

The Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy is the minimum standard and the sole security policy for the Department.

The Department shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts.

The standards set forth in this section apply to all employees, contractors, vendors and agents with a Department owned or personally-owned computer or workstation used to connect to the Department's network. This requirement also applies to remote access connections used to perform work on behalf of the Department, including reading or sending email and viewing intranet web resources.

The Department adopts the FBI's CJIS Security Policy Manual, effective as of June 1, 2019, incorporated by reference herein, and available at [http:// to be filled in], as the Physical Protection policy for Department personnel, support personnel, and private contractor/vendors with access to Criminal Justice Information (CJI) whether logically or physically.

The Department shall protect CJI transmissions and secure the Department's virtual environment. The Department shall adhere to the standards set forth by the FBI CJIS Security Policy Manual.

The Department shall establish considerations and requirements for mobile devices including smartphones and tablets.

The Department shall apply all standards in this section to Department personnel, support personnel, and/or private contractors/vendors who are authorized to use personally owned devices to connect to any physical, logical, and/or electronic premise of the Department to access, process, store, and/or transmit CJI. This also includes any private contractors/vendors who will conduct maintenance on any network device that processes, stores, and/or transmits FBI CJI.

Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include personally identifiable information (PII). PII shall be extracted from CJI for the purpose of official business only.

Controls implemented to protect electronic and physical media containing CJI while at rest, stored, actively being accessed or physically moved from a secure location from the Department. Transporting of CJI outside the Department's assigned physically secure areas must be monitored and controlled.

The Department shall promptly report information security events and weaknesses associated with information systems shall be communicated in a timely manner to appropriate authorities with formal event reporting and escalation procedures in place.

Access and account privileges for all CJI accounts shall be commensurate with job functions, need-to-know, and employment status on systems that contain CJI.

Advanced Authentication (AA) shall not be required for users requesting access to CJI from within the perimeter of a physically secure location when the technical security controls have been met or when the user has no ability to conduct transactional activities on state and national repositories, applications, or services. Conversely, if the technical security controls have not been met, AA shall be required even if the request for CJI originates from within the physically secure location. The requirement to use or not use AA is dependent upon the physical, personnel, and technical security controls associated with the user location and whether CJI is accessed directly or indirectly is determined by the CJIS Systems Officer (CSO).

All employees accessing CJI shall have their identity authenticated at the Department, CJIS System Agency State Identification Bureau (CSA SIB) or Channeled level.

Any electronic or physical media containing FBI CJI shall be protected while being stored, accessed or physically moved from a secure location from the Department.

The Department shall protect sensitive and classified information regarded as CJI which may put employees, the Department and the FBI at risk of disposing of media in accordance with the FBI's CJIS Security Policy.

Training

The Department shall enhance the basic knowledge, skills, and abilities of all its employees as it relates to each of their jobs. Department employees shall be provided the necessary training to ensure their ability to perform effectively in the job classification that they hold.

The Department shall enhance the basic law enforcement knowledge and skills of recruit LEOs.

Autism

Interviewing LEOs shall, upon the request of an individual diagnosed with autism or an autism spectrum disorder or individual’s parent or guardian, make a good faith effort to ensure that a professional who is experienced with persons having autism is present at all interviews of the individual.

Statement of Acknowledgement

I have read the Florida School for the Deaf and the Blind Campus Police Manual. I understand the contents, and I have had the opportunity to ask any questions I have about them with my supervisor.

EMPLOYEE SIGNATURE

EMPLOYEE PRINTED NAME

DATE