



GENERAL ORDER

RULES AND REGULATIONS

Implementation Date: October 15, 1987

Revokes: SO 291

GENERAL ORDER - 4

4.1 INTRODUCTION

The members of the Coral Springs Police Department have a duty and are vested with the power to enforce law, order, and provide a service to the community. The rules and regulations contained in this Order will assist Department members in performing their duties consistently and efficiently.

This Order contains a code of conduct that must be adhered to by Department members at all times. It shall be the duty of all Department members to thoroughly familiarize themselves with the provisions of this Order. Members shall be attentive to their duties and regardless of their assignment, perform their lawful duties required for the safety of persons or property. Failure to comply with these Rules and Regulations shall subject the violator to disciplinary action.

4.2 DEFINITIONS

Note: Whenever the male or female pronoun is utilized, it shall refer to both the masculine and feminine gender.

Field Officer - A uniformed officer of the rank of sergeant or a lesser rank who is assigned to the Patrol Unit.

Immediately - As soon as possible and practical.

Member - Any employee of the Police Department, sworn or civilian.

Normal faculties – having the ability to see, hear, walk, talk, judge distances, drive an automobile, make judgments, act in emergencies, or, in general, normally perform the many mental and physical acts of daily life.

Oath of Honor – An oath taken by all sworn members giving their word as a guarantee to uphold the public's trust through integrity, good character, and courage. The Oath of Honor states:

On my Honor, I will never betray by badge, my integrity, character, or the public trust. I will always have the courage to hold myself and other accountable for our actions. I will always uphold the Constitution, my community and the agency I serve.

Off-Duty - Any time a member is not scheduled to work and is not receiving his full rate of compensation or overtime compensation by the Police Department.

Off-Shift Police Service - Department authorized employment conditioned on vested police powers and rendered while off-duty. All off-shift employment shall be performed within the jurisdictional boundaries of the City of Coral Springs unless a formal request for mutual aid is approved by the Chief of Police or designee.

Officer - Sworn member of the Police Department.

On-Duty - Any time a member is scheduled to work for his full rate of compensation or overtime compensation by the City of Coral Springs, when performing Off-Shift Police Service, or when an officer takes official police action within the realm of his authority while off-duty.

Rules and Regulations - Specific directives from which no deviation or exceptions are permitted. They refer to broad precepts of authority, responsibility or conduct. They carry the full force and effect of a direct order.

Seniority - A position of higher standing determined first by rank, then by time in rank, (if promoted from a list the highest position on the list is senior for same day promotions) than by time in previous rank. Civilian seniority is established first by supervisory status then by full-time date of hire.

4.3 POLICY/PROCEDURE

4.3.1 Department Directives

Within the first 30 days after appointment to the Department, members shall acquire a thorough knowledge of all General Orders and any written directives of the Department.

4.3.2 Rules and Regulations

Reporting violations - Members shall notify their supervisor if they become aware of any violation of department policy, rule, regulation, order, state/federal law, or local ordinance. If the situation involves their supervisor, members shall notify the next highest person in their chain of command.

Any supervisor receiving a report of a violation of department policy, rule, regulation, order, state/federal law or local ordinance shall notify their chain of command to determine the course of action taken, if any.

To prevent the fostering of rumors, retaliatory complaints, false allegations and incomplete or inaccurate complaints, members will be prohibited from making anonymous complaints or using pseudonyms to report violations on other members. Doing so is a violation of their "Oath of Honor."

Members who wish to remain anonymous may report a violation directly to the Chief of Police, who will become the complainant on their behalf. The Chief of Police will not disclose the identity of the complainant unless legally required to do so. This will allow questions and fact gathering in reference to the violation to occur.

Because of the devastating effects, false, retaliatory, and inaccurate complaints have on the morale of the department, a member found to be in violation of the anonymous reporting policy will receive discipline at the discretion of the Chief of Police. Subsequent violations of this policy will result in progress discipline up and to termination.

4.3.3 Laws

- A. Criminal and Non-Criminal Violations** - Members shall adhere to all federal, state and local laws and ordinances including those punishable by no other penalty than a fine, forfeiture, or other civil penalty.
- B. Knowledge of laws** - Members shall acquire a thorough knowledge of the City Ordinances and Regulations, County Code, State and Federal Statutes, as well as the elements that constitute criminal acts in violation of the various sections thereof. Officers shall acquaint themselves with the fundamental rules of evidence. Failure on the part of any member to take appropriate action regarding violations of such statutes, laws, ordinances, and regulations coming to his attention, or about which he has knowledge, shall result in disciplinary action against such a member.

4.3.4 Response to Calls/Citizen Assistance

- A. Members** shall respond promptly and safely to radio calls directed to them or calls from citizens for aid.
- B. Members** shall make themselves available for further service as soon as practicable upon completion of call or assignment.
- C. Members** shall give citizens asking for assistance, advice, or making a report or complaint, every possible consideration consistent with the circumstances. Upon arrival at a call for service, or when initiating a citizen contact, and if safe to do so, members should introduce themselves by name and rank. When safe and practical to do so officers should explain the reason why a citizen contact was initiated. Members shall give citizens case/call numbers when requested. Members shall not refer citizens to another member or Unit unless dictated by Department policy or circumstance.
- D. If a citizen** requests to speak with a supervisor, the member will contact their supervisor to make them aware of the request. If their supervisor is off-duty or unavailable, the member shall contact any on-duty supervisor and make them aware of the request. The member shall only contact the appropriate supervisor when it is safe and practical to do so. When practical to do so, the supervisor shall respond to the scene to meet with the citizen or make arrangements to meet at another time and location to address their concern.
- E. Officers**, while in the boundaries of the City of Coral Springs, shall respond to calls for assistance from citizens and from other Police Department personnel and shall take appropriate action in emergencies or criminal occurrences while on or off duty.

4.3.5 Alcohol/Drug Use

- A. Members**, while off-duty, shall not consume any alcoholic beverage or drugs to the extent that results in the commission of any behavior which brings discredit upon themselves or the Department, or which renders them unfit or otherwise impaired to report for their next regular tour of duty.
- B. Members** shall not have the odor of an alcoholic beverage on their breath when reporting for duty or while on active duty.

- C. Members, while on-duty, shall not drink intoxicating liquor, or alcoholic beverages of any kind.

Exception: Members assigned to undercover functions may consume alcohol while on duty when required by their specific assignment but shall not consume alcohol to the extent that their normal faculties are impaired.

- D. Members shall not report for or remain on-duty if a drug or controlled substance prescribed by a doctor impairs their normal faculties.
- E. Members shall not be under the influence of an alcoholic beverage while on-duty or reporting for duty.
- F. Members shall not bring into or keep any intoxicating liquor in the police building, or in any Department vehicle, except as evidence when officially seized, property of a prisoner or suspect, found property, or on orders of a supervisor.
- G. Members shall not use, consume or otherwise be under the influence of illegal drugs while on-duty or off-duty.

NOTE: Any alcohol or drug related discipline shall be in accordance with City policy and/or appropriate union contract(s).

4.3.6 Bond/Bail

- A. Members shall not recommend or suggest to any person arrested, prisoner, or any other person, the name of any bail bondsmen, either directly or indirectly.
- B. Bail bondsmen, runners or agents are prohibited from loitering or soliciting business in or around public buildings. They are prohibited by regulations from soliciting business from prisoners in jail. They must ask for prisoners by name, the same to be verified by the member having charge of such prisoner before the bondsman is allowed to make arrangements for bail bond for the prisoner.
- C. Members shall not become surety or guarantor or go on bond of, or furnish bail, for any person arrested for a crime, except members of their immediate family as defined in the City's Administrative Policy 06.02.03, unless authorized by his Supervisor.

NOTE: A memorandum of facts will be forwarded through official channels to the office of the Chief of Police if such permission is authorized.

4.3.7 Civil Responsibilities

- A. Members shall promptly report to the specified location at the time and date as required by subpoena. Members who are unable to respond to a subpoena due to sickness, injury or other extenuating circumstances shall notify the Court Liaison in Records. Members that fail to report as directed by subpoena may be subject to appropriate discipline.
- B. Members shall not serve civil processes, nor shall they render assistance to either party in civil actions or disputes unless under subpoena or as provided by written Orders.

- C. Members shall not testify in civil cases relating to their police duties, unless legally summoned to do so or with the approval of the Chief of Police.
- D. Officers shall prevent breaches of the peace and quell disturbances growing out of civil matters, and advise parties concerned why police action may not be possible and, if necessary, take persons breaking the peace into custody, keeping foremost in mind good public relations, and keeping of the public peace.
- E. Members shall not file claims for damages or enter into any civil legal settlement with any person in connection with his City employment or official duties without prior knowledge of the Chief of Police.
- F. A member arrested or indicted shall report in writing, within 12 hours of release, to the appropriate Deputy Chief all relative information about the incident.
- G. A member served with any restraining order or risk protection order, temporary or permanent, shall report in writing, within 12 hours of service, to the appropriate Deputy Chief of Police, via their chain of command, the following information about the incident: all case numbers (law enforcement and court), if known, and copies of any reports, restraining order, etc.
 - 1. The member will surrender all firearms and ammunition.
 - 2. The member's duty weapon will be issued to them while on-duty and while working an on-duty detail.
 - 3. If the member is prohibited from possessing a weapon, the member will not be eligible to participate in the take home car program.
- H. A member who receives notification that they have been listed on the "Brady List" by the State Attorney shall immediately notify the Chief of Police, or his designee, in writing.
- I. Firearms in the Courthouse- Unless otherwise prohibited, only on duty members authorized to carry firearms and other weapons as part of their official duties and within the scope of their employment will be permitted to possess them in the main courthouse or satellites.
 - 1. Members who are off duty or party to a legal proceeding not related to their official capacity are prohibited from carrying their weapons in any courthouse.
 - 2. Officers in Plain clothes, conducting official Department business, will present official identification and be required to sign in on the Plain Clothes Officers' Sign in Log. Any weapons will be concealed from public view.

4.3.8 Confidentiality

- A. Members shall treat the home addresses and telephone numbers of Department personnel as confidential information. This information shall only be released when authorized by competent authority, or with consent of the member concerned.
- B. Members shall not give information to any person, other than departmental personnel, concerning the business of the Department, which is or may be detrimental to the Department, without prior approval or authorization by a supervisor.

- C. Members shall not, either on or off-duty, recognize or speak to Vice, Intelligence, and Narcotics investigators or undercover members of Criminal Investigations outside the police building area unless first acknowledged by the investigator.
- D. Members shall not divulge or make known or exhibit contents of any official file or criminal record filed in the Department, to any person other than a duly authorized police officer or agency, except on approval of the Chief of Police, a police supervising officer, or under due process of law.
- E. Members shall not divulge the name of any person giving confidential information to any unauthorized persons.
- F. Members shall not divulge any confidential information to persons who are not authorized to receive such information.
- G. Members shall not communicate or give police information, which may aid a person to escape arrest, delay the apprehension of the criminal, or to secure the removal of stolen or embezzled goods, other property, money, or other contraband.
- H. FCIC/NCIC terminals shall be used for law enforcement purposes only. Members using terminals for other than law enforcement purposes will be subject to disciplinary action, up to and including termination.
- I. City computers shall be used for authorized purposes only. Information retrieved from the City computers shall only be released as authorized by Law.

4.3.9 Conflicts of Interest

- A. Members shall not become involved in controversies or attempt to exact police authority or make arrests in controversies arising between their relatives and/or neighbors except to avoid imminent bodily harm.
- B. Members shall not make any arrest in their own quarrels, or between themselves and their relatives and/or neighbors, except under such circumstances as would justify them in using self-defense, or to prevent injury to another, or when a serious offense has been committed.
- C. Members shall not apply for a criminal warrant in their own quarrels, or between themselves and their relatives and/or neighbors, except with approval of their supervisor.

NOTE: Family and neighbor dispute incidents shall be called to the attention of a supervising officer who shall personally resolve the case, or have an impartial officer, who has no personal interest in the dispute, investigate and take the required action.

- D. Members shall not perform any unauthorized police duty.
- E. Members shall not dismiss or request a nolle pros, of any citation (state or city) or charges against an arrested person unless there is a sufficiently good reason, and then only with the knowledge and appropriate supervisory approval.

F. Members shall not suggest or recommend or otherwise solicit any service or product while on-duty or acting on behalf of the police department, unless specifically authorized by the Chief of Police. Members shall not use any police department property, facility, insignia or contacts to affect a solicitation for service(s) or product(s).

1. Members shall not recommend or suggest to any person arrested, any prisoner or any other person, the employment or hire of any person as an attorney or counsel, either directly or indirectly.
2. Members shall not suggest or recommend wrecker services or agencies, other than the Department's contract wrecker service, for persons involved in traffic accidents or any other incident requiring the services of a wrecker.

NOTE: If a citizen requests a certain wrecker company, the member may notify that wrecker, provided it will arrive in a reasonable length of time. (i.e., not to exceed 20 minutes).

G. Members will not use or threaten to use their position with this agency in an attempt to influence or interfere with any investigation, enforcement action, or prosecution of any case being investigated or filed by any law enforcement officer, law enforcement agency, or other investigative body.

4.3.10 Cowardice

Officers shall perform their required duties and shall not avoid such duties because of fear or cowardice. Officers may be expected or required to enter imminently hazardous situations without assistance. They shall not fail to come to the aid of another member of the Coral Springs Police Department who is already engaged in an imminently hazardous situation. Officers shall respond to the aid of all persons in danger unless the probability of losing their own life exceeds the probability of successful rescue.

4.3.11 Demeanor

While conducting City or Department related business, providing any type of service to the community or any citizen, while wearing any insignia identifying the member as a Department employee, or while operating a city vehicle, members must demonstrate the highest level of professional demeanor in all of their activities.

- A.** At all times members shall treat the public and other Department members with respect, courtesy, and dignity. They must not partake in any behavior that could be construed as mean spirited, abusive or unprofessional, regardless of the intent.
- B.** Members shall be respectful toward supervisors.
- C.** Members shall refrain from using coarse, violent, profane or insolent language, except when the furtherance of a legitimate duty dictates otherwise.
- D.** Members shall not convey or engage in derogatory gossip.
- E.** Members shall not make derogatory remarks about the infirmities of others or voice prejudices or make discourteous remarks concerning race, sexual orientation, religion or politics.

- F. Members shall provide unbiased and courteous police service, without prejudice, to all persons and groups within the community.
- G. Members, while on-duty and acting in an official capacity, shall give their name (with rank, ID#, or Position) in a respectful manner, when safe to do so, to any person whom may request to view such identification.
- H. Members, while on-duty and acting in an official capacity, when answering the phone, shall immediately advise the caller of their name and rank. Officers working in an undercover capacity are exempt from this requirement.

4.3.12 Personal Conduct

All Members, regardless of rank or position, are expected to create and maintain a work environment characterized by cooperation and teamwork.

- A. Members shall not speak critically or in a derogatory manner to other members, or persons outside of the Department, regarding any official action, order or instructions issued by any supervisor. Members shall not publicly criticize the action or orders of any City official, judge, magistrate, or official agency. Members shall follow established procedures for reporting inconsistent or unjust orders.
- B. Members shall not engage in any conduct, whether on or off duty, that would bring discredit to the Coral Springs Police Department, to other members of the police department, or to themselves.
- C. Members shall comply with lawful and proper direct orders or instructions given by supervisors.
- D. Members shall not sleep while on duty except in unusual instances when approved by supervisory personnel.
- E. Members while in uniform shall not smoke, chew tobacco, gum, or use snuff while visible to the public, attending court, or during any formal function.
- F. Members shall not leave any post or assignment for the sole purpose of smoking, chewing tobacco, gum, or using snuff.
- G. When permitted, members who smoke, chew tobacco, gum, or use snuff shall be inconspicuous in their actions.
- H. Members shall not congregate or loiter in any place in such a manner as to bring discredit to the Department on or off-duty.
- I. Members shall not enter a place that is a public nuisance or an unlawful gambling house unless it is within the performance of police duty.

4.3.13 Integrity

- A. Members shall not solicit, seek or accept gifts, favors or gratuities in connection with any police activity or function.

- B.** Members shall not use their official positions for personal or financial gain.
- C.** Members assigned to schools, as SRO's or SSROs shall not accept monies, equipment, or any other gift associated with the school's grade rating.
- D.** Members shall not accept any fees, rewards, or gifts of any kind from any person or from any person arrested, or in his behalf while in custody, or from any person for services rendered, or pretended to be rendered, as a member of the Police Department, without the consent of the Chief of Police.
- E.** Members shall not interfere unnecessarily in the private business of any person or threaten a law-abiding citizen in the lawful pursuit of a legitimate business.
- F.** Members shall not make a false official report or knowingly enter or cause to be entered in any Department books, records, or reports, any inaccurate, false, or improper police information or other misrepresentation of facts. Members shall not depart from the truth when giving testimony, writing official reports, or when carrying out an official order received by them.
- G.** When within the scope of an member's duty and training and it is safe and reasonable to do so, members have a duty to intervene to prevent, stop, or attempt to stop another member of the Coral Springs Police Department ("CSPD"), members of task forces with which the CSPD works, members from other agencies with shared or concurrent jurisdictions with CSPD, CSPD volunteers, or representatives from support organizations within the criminal justice system from using excessive force when force is inappropriately used, and/or when force is no longer needed in the situation. The intervention shall be verbal and/or physical. All instances of excessive force or interventions shall immediately be reported to a supervisor as required in 4.3.2 – Rules and Regulations
- H.** Members shall not attempt, directly or indirectly, by threat, appeal, persuasion, payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges, or allegations.
- I.** Members shall not accept any bribe, money, or other valuable.
- J.** Members shall not engage in any act of extortion or unlawful means of obtaining money, reward, or anything of value.
- K.** Members shall not solicit or accept sexual favors from anyone as consideration for not performing their official duties.

4.3.14 Harassment

- A.** It is the policy of the Coral Springs Police Department not to tolerate any sexual or other unlawful harassment in the workplace and provide a means by which harassment can be reported, including a means by which it can be reported if the offending party is in the complainant's chain of command.
- B.** This policy applies to anyone in the workplace including supervisors, co-workers and non-employees.

- C. Members are encouraged to report harassment, in accordance with the guidelines set forth in City Administrative Policy 06.01.02 (Sexual Harassment), before it becomes severe and pervasive, so that the Department can take preventive action to correct the behavior.
- D. The Department is committed to investigating all reported complaints fairly and impartially. The Department will take immediate and appropriate corrective action when it deems that harassment has occurred.
- E. Adverse or retaliatory treatment of employees because they report harassment or provide information related to such complaints will not be tolerated.
- F. Harassment in the workplace is a violation of this policy and will result in discipline up to and including termination.

4.3.15 Department Representation

- A. Members shall not enter into any official Department correspondence over a signature other than that of the Chief of Police or member(s) designated by the Chief of Police.
- B. Members shall not convey official Department communications by any means except by express permission of a supervisor.
- C. Members shall not sign or circulate any petition AS A MEMBER of the City of Coral Springs Department of Police, except on authorization of the Chief of Police.
- D. Members shall not solicit, accept, print or publish advertisements, messages, space or booster lists, or receive funds in connection with, directly or indirectly, from storekeepers, businessmen, or any other person, in connection with journals, periodicals, or any publication of this Department or any other police organization, or any other publications of any organization that has the word "Police" in its organizational title or its literature, tickets, or pamphlets used in connection with the raising of money for any purpose, which indicates in any way an affiliation with the Department of Police, without approval and consent of the Chief of Police.
- E. Members shall not circulate subscription papers, sell tickets, collect money, or participate in the sale of advertisements, sale of tickets, any solicitation of funds, or anything of value from the general public by any means, for any purpose, by a member or group of members within the Department, using the name of the City of Coral Springs Police Department (or any part thereof) when on or off-duty, without prior and express consent and approval of the Chief of Police, made via the chain of command.
- F. Members shall not attend conventions or meetings, or make speeches as representatives of the Department, without official sanction.
- G. Members shall not, officially or unofficially, address any public gathering, prepare articles for publication, act as a correspondent to a media outlet, divulge personnel matters, or lecture or instruct on police related subjects, without authorization of the Chief of Police.

- H. Members who have agreed to, or who have fulfilled an engagement or appearance of ANY kind as representatives of the Department of Police, shall not receive any compensation without the approval of the Chief of Police.
- I. Members shall not, without authorization from the Chief of Police, appear on radio or television.
- J. Members shall not, without authorization from the Chief of Police, discuss, release or divulge information concerning the activities, plans or policies of the administration.
- K. Members shall not authorize the use of their name or a photograph, which identifies them as being affiliated with the Police Department, or their official title, in connection with testimonials or advertisements of any commodity or commercial enterprise without the expressed written approval of the Chief of Police.

4.3.16 Duty Requirements

- A. Members shall report for duty promptly at the designated time and place. Department members shall not schedule themselves to work, whether regular duty or off-shift employment or a combination of both, 18 or more hours within a 24 hour period. Members should obtain sufficient rest so that they do not have fatigue or other symptoms that may interfere with their attention and alertness. Any department supervisor, at their sole discretion, who may determine that a member may not be fully fit for duty due to symptoms commonly associated with fatigue, may relieve the member from duty. If this occurs at a detail, the supervisor will make every effort to find a substitute member to complete the detail. Following this, the supervisor shall forward a memorandum to the Chief of Police explaining the circumstances of the instance and supporting facts. In the sole discretion of the Chief of Police, further investigation may be directed, and/or the member may be prohibited from working details for an amount of time as directed by the Chief of Police.

- B. Members shall remain at their assigned post until properly relieved or granted permission to leave by a supervisor.

NOTE: See General Order 37, Off-Shift Employment as this relates to same.

- C. Members shall not carry or read a newspaper, magazine, book, or any article not necessary in the performance of their assignment while upon a public street or other public place.
- D. Members shall at all times monitor their portable radios and MCT transmissions and follow Department procedures for radio and MCT protocol; sarcasm, impertinent remarks, and other improper radio and MCT transmissions shall be avoided.
- E. All sworn officers of the Department are equally responsible for the enforcement of all laws, ordinances and police regulations. The delegation or the enforcement of certain laws and ordinances to a particular component or unit of the Department does not relieve officers of other components or units from taking prompt police action for violations coming to their attention.
- F. Members shall not interfere with the operation of any other component or unit; or with any lawful private enterprise.

- G.** Members, when in the presence of others, shall address supervisors by their ranks.
- H.** Members shall not be insubordinate or disrespectful toward a supervisor.
- I.** Members shall not willfully fail to obey the lawful order of a supervisor.
- J.** Members shall not, while on-duty or off-duty, participate in any practical joke, skit, or activity pertaining directly or indirectly to police duties, functions, or activities that would show disrespect for the Department.
- K.** Members shall not start or foster rumors and shall report to their supervisor any rumors concerning allegations of improper action, neglect, or disobedience of orders by members which may affect the reputation and integrity of the Department.
- L.** Sworn members and non-sworn members not listed in 4.3.11(M), who work a minimum of eight consecutive hours may take one meal break, not to exceed 40 minutes, if workload permits. Members may also take two work breaks, each not to exceed 20 minutes, if workload permits. All breaks are subject to cancellation by a supervisor due to assignment needs.
1. The meal break may not be taken during the first or the last hour of the workday. Supervisors may, however, allow flexible scheduling of starting and/or mealtimes to accommodate member's needs.
 2. Members wishing to attend the FOP meetings during their lunch breaks must have supervisor approval and request the break over the radio. Members attending FOP meetings during their meal break are still considered on-duty. If the meeting runs over the allotted meal break time the member may remain at the meeting if they utilize their own vacation/comp time and have prior supervisor approval.
- M.** Members working in the following non-sworn job classifications who work a minimum of eight consecutive hours will receive a 30 minute or one-hour meal break during the workday. The meal break is non-paid and in addition to the regularly scheduled workday.
- Accreditation Coordinator
 - Criminal Investigation Specialist
 - Crime Analyst
 - Custodian
 - Evidence Specialist
 - Executive Assistant
 - Fiscal and Procurement Coordinator
 - Fleet/Facilities Coordinator
 - Human Resources Specialist
 - Intelligence Analyst
 - Latent Fingerprint Examiner
 - Office Assistant
 - Police Service Aide
 - Principal Office Assistant
 - Senior Fleet/Facilities Coordinator
 - Senior Office Assistant
 - Emergency Management Coordinator

- Other positions as designated by the Chief of Police
 - 1. The meal break may not be taken during the first or the last hour of the workday. Supervisors may however, allow flexible scheduling of starting and/or meal times to accommodate member's needs.
 - 2. The above members may also take two work breaks, not to exceed 15 minutes: one before their meal break and one after their meal break. These work breaks may not be taken in conjunction with the meal break.
- N. Members shall, via the chain of command, keep the Human Resources Unit notified of their correct residential address and telephone number, within 24 hours after making a change. If telephone service is not available at the member's residence, a telephone number of a neighbor, or other person, who can contact the member in an emergency must be on file in the Human Resources Unit.
- O. Members shall originate, complete, and submit all reports and documents required in the execution of their duties prior to concluding a tour of duty, except as authorized by a supervisor or Department policy.
- P. Members shall not be absent from duty without leave or authorized permission (AWOL).
- Q. Members shall not make a false official report or knowingly enter or cause to be entered in any Department book, records, or reports, any inaccurate or false or improper police information or other material matter or misrepresentation of facts.
- R. Members shall be truthful at all times and under all circumstances. Any member who departs from the truth, either giving testimony, or in an official written report, or in conjunction with an official order received by him, or in his official duties, shall be considered in violation of this rule and may be subject to discipline up to and including termination.
- NOTE:** Deception, as an investigative technique, is permissible during the course of a lawful investigation.
- S. Members shall not furnish escort service for money or valuables, unless approved by a supervisor or as part of an approved off-shift detail.
- T. Any member who is unable to report for duty through illegal, improper conduct shall be subject to disciplinary action.
- U. At the end of each pay period the member will review their time sheet for pay code eligibility, accuracy, sign, and date it, certifying that it is a true and accurate record of the time they have worked during the pay period. All time sheets must be turned in by 12 P.M. on Friday at the end of the pay period.
- V. Supervisors must review timesheets for completeness, sign, and forward to designated personnel in their unit to ensure that timesheets are received by Human Resources.
- W. If a member has any change to a timesheet that has already been turned in and entered into the payroll system, the member shall:

1. Advise his supervisor that a change needs to be made to the member's timesheet.
2. If the supervisor approves the change, the supervisor will email Human Resources payroll with the details (i.e., Bob Smith, Friday, January 26, 2001, four (4) hours of overtime from 1800-2200, case 01-1200).
3. The change will be entered by Human Resources and the email printed and attached to the original timesheet.

NOTE: These changes can usually be made by Human Resources payroll until noon on the Tuesday following the end of the pay period. After this, any changes will appear on the next pay period.

4.3.17 Equipment (including vehicles)

A. Vehicles

1. Members operating police vehicles shall offer assistance to persons who are stranded and in distress, including transportation to homes or other places of refuge, with supervisory approval. Whenever a distressed person is conveyed in a police vehicle, the member shall advise dispatch of the person's sex, if a juvenile or adult, reason for conveyance, location and odometer reading. If possible, the passenger should hear the conversation.
2. Members shall not transport citizens or other unauthorized persons in police vehicles assigned to them for their official use, except in an emergency, in the line of duty, or when directed or approved by their supervisor.
3. Members, when driving a private or Department vehicle, shall not violate state law or any ordinances, except in emergency situations, and only in conformance with the law regulating emergency operation of vehicles.
4. Only qualified and authorized members shall operate police vehicles. Each operator shall have in his possession a valid Florida operator driver's license.
5. Members assigned to operate police vehicles shall, before use, inspect their assigned vehicles. The member must report unrecorded damage or defects at once to their supervisor and complete any required reports. Failure to report damage or defects is an assumption that the assigned operator is responsible for the damages or defects. Consideration shall be given when an emergency requires the member to go in service without checking the vehicle.
6. Members assigned to a vehicle are responsible for reporting the need for any maintenance.
7. Members assigned to operate a police vehicle are responsible for keeping it clean.
8. Members shall not sound the siren or activate other emergency equipment unless responding to an emergency assignment or required in the proper performance of a police duty, completing a vehicle check or when directed by the radio dispatcher or a supervisor.

9. Members shall wear safety-restraining devices while in the front seat of a City vehicle. Members shall assure that passengers in the front seat shall also wear safety-restraining devices. Child safety seats shall be utilized for passengers under the age of six if they can be properly secured in the back seat of the vehicle. If a safety seat cannot be properly secured, the child should be placed in a vehicle that can utilize the safety seat (i.e. TAI vehicles, supervisor vehicles, unmarked units, etc.).
10. Members shall promptly report, to their supervisors, any crash or damage to any police vehicle operated by or assigned to them. Supervisors shall assure that any crash is thoroughly and impartially investigated in accordance with Department procedures.
11. A member shall not use Department vehicles except in the performance of police duty, unless authorized by Department policy or by the Chief of Police. Members shall not permit the use of Department vehicles by unauthorized persons, either on or off-duty.
12. All weapons and other police equipment, if left in vehicle overnight shall be secured or removed from plain view, and the vehicle must be alarmed. If property left in the vehicle overnight is stolen or damaged, the member shall complete an incident report, and may be held liable for some, or all, of the cost. Examples of property include, but are not limited to: computer, handguns, radios, etc..
13. Sworn members of the Department operating an official marked, unmarked or leased vehicle are exempt from paying tolls when on official law enforcement business and must obtain a non-revenue Sunpass from the Facilities Unit. This exemption also includes traveling to and from work in their vehicle.
14. Traffic Accident Investigators, Parking Enforcement Specialists, Humane Officers, and Crime Scene Investigation personnel operating an official marked vehicle are exempt from paying tolls when on official law enforcement business and must obtain a non-revenue Sunpass from the Facilities Unit.
15. The civilian Background Investigator and Victim Advocates operating an official unmarked vehicle are exempt from paying tolls when on official law enforcement business and must obtain a non-revenue Sunpass from the Facilities Unit.
16. Other Civilian Members driving a City owned vehicles or any member driving a rental vehicle (not a long term lease) are not exempt from paying tolls and should obtain a revenue Sunpass from the Facilities Unit.
 - a. Members who do not present a Sunpass for payment at a toll booth will have to pay the appropriate toll.
 - b. If the Sunpass is lost, an incident report must be completed, and the Facilities Unit notified as soon as possible.
17. Any member assigned a revenue Sunpass is prohibited from utilizing the Sunpass while off-duty or traveling to and from their residence.
18. Any misuse of a Department issued Sunpass whether revenue or non-revenue will result in discipline up to and including termination.

B. Other Equipment

1. Members shall utilize Department equipment for its intended purpose in accordance with established procedures and shall not use Department equipment in a careless manner.
2. Members are responsible for the care and use of all Department property or equipment assigned to them.
 - a. If property is damaged or lost, the member shall report the same to their immediate supervisor, and complete an incident report by the end of their shift or next work day if off-duty.
 - b. If the property or equipment was lost or damaged through carelessness by the member, the member may be held responsible for the lost property. The member's supervisor shall forward an approved copy of the Incident Report to the Fiscal Management Unit.
3. Members shall not relocate property from its assigned area without the consent of the Component or Unit Supervisor where the property is initially assigned. If property is relocated, notice must be given to Support Services (Facilities Unit) for inventory control.
4. Members shall not use equipment that is assigned to a component or unit other than their own, without the authorization of a supervisor from the component or unit that is assigned the property. This includes vehicles, flashlights, cameras, etc.
5. Members shall not mark, mar, alter, or deface any OFFICIAL notices placed on the bulletin board relating to police business.
6. A member shall not use Department property, or equipment except in the performance of police duty, unless authorized by Department policy or by the Chief of Police. Members shall not permit the use of Department property by unauthorized persons, either on or off-duty.
7. The Physical Training Facility shall be used only by members of the Department and persons authorized by the Chief of Police. Rules for the use of the Physical Training Facility are posted and shall be followed. Care of the equipment is the responsibility of the members who use the equipment. Members who misuse and/or damage any equipment shall be held accountable. Any unsafe condition or damage to any equipment shall be reported to the shift supervisor.
8. Members who are assigned cell/smart phones have ten (10) days, after they receive notice from Fiscal Management, to highlight all personal calls over 2 minutes and pay their portion of the bill. In addition, members are required to pay all data items (text, picture, video, etc.) that are personal in nature; whether sent or received. Members who do not pay their phone cell/smart bill within ten days will be subject to the appropriate action by their supervisor. Costs for cell minutes and data fees will be set by the monthly email issued with the notice that the bill is ready.
9. Members should be prepared to identify the business relationship on any non-personal phone calls at the discretion of their supervisor.

10. Employees do not have any reasonable expectation of privacy in or on city owned property, including but not limited to, lockers, desks, vehicles, cell phones, laptops, desktop computers, equipment bags, and/or other city owned items or equipment.
11. Searches of personal property shall comply with the law. Employees should not keep or maintain personal items on or in City property that they wish to keep private. Searches of personal belongings will be conducted as confidentially as possible with at least one witnesses present who shall not participate in the inspection other than as an observer.

4.3.18 Flag Respect

- A. Uniform members, wearing headgear, when hearing the National Anthem outdoors, and other duties do not demand the members' full attention, shall stand facing the colors and/or music and render a sharp military salute until the Anthem is completed. Uniform members without headgear shall place their right hand over their left breast.
- B. Uniform members when hearing the National Anthem indoors, and other duties do not demand the members' full attention, shall remove their headgear (if applicable) and place their right hand over their left breast.

4.3.19 Grooming

While on-duty, members of the Department shall at all times be neat and clean and clothing shall be neatly pressed.

A. Uniform Personnel (sworn and civilian) and Non-Uniform Sworn Personnel:

1. Male

- a. Hair shall be neat, clean and trimmed and shall not extrude more than three (3) inches from the scalp. Hair shall not cover more than one (1) inch of the ear from the top and shall not cover any part of the collar.
- b. Sideburns shall not extend beyond the lowest part of the ear and shall not be flared at the base. Sideburns shall not connect with the mustache.
- c. Facial Hair

- (1) A neatly trimmed mustache may be worn but shall not extend more than one-half (1/2) inch beyond the corners of the mouth or hang over the upper lip.
- (2) Beards or goatees may only be worn following approval by the member's direct component supervisor or his/her designee.
- (3) A member who intends to grow a beard or goatee in accordance with Department policy must submit an email to their supervisor. The supervisor will acknowledge the request and forward the request to the Component Captain.
- (4) Any beard or goatee must be developed while on vacation or otherwise away from the Department. Members will not be permitted to maintain an unkempt appearance as a result of simple failure to shave.

- (5) The beard or goatee shall not extend more than one-quarter (1/4) inch below the jawline nor shall it extend up onto the cheek, above the cheek bone. Chin strap beards will not be permitted.
- (6) The beard or goatee will follow the jawline, will be kept neatly trimmed, clean at all times, and not extend more than one-quarter (1/4) inch in length at its longest point.
- (7) Goatees must not extend more than one-half (1/2) inch in width from the corner of the mouth and must maintain that width to the jawline.
- (8) Members who are only able to grow beards or goatees that do not look professional or consistently cover the skin (spotty hair growth) will not be permitted to have a beard or goatee.
- (9) Members of the Coral Springs Police Department Honor Guard must be clean-shaven during all uniformed events.
- (10) The Chief of Police, or their designee, will have final authority regarding the allowance of a beard or goatee.

2. Female

Female members are permitted to wear make-up. The style and color of make-up worn must be conservative, appear natural and enhance the professional image of the officer. Heavily lined lips, overly bright/neon color lipstick, excessive eyeliner, heavily frosted/glitter eye shadow and overly bright color eye shadow (i.e. bright green, purple, pink, etc.) are not permissible.

Hair must be clean, neat, and if colored, maintained in a natural tone. Colors such as green, purple, blue, pink, etc. are not permissible. Hair may touch, but not extend below the shoulders. Hair may be styled in an upward sweep or bun. If a hair clasp or barrette is worn, it shall blend in with the hair color.

NOTE: Officers assigned to VIN or on special assignments may be exempt from the grooming requirements of this General Order with approval of their Component or Unit Supervisor or designee.

B. Non-Uniform Civilian Personnel

- 1. Hair shall be neat, clean and groomed. Hair length shall not prohibit the members from performing their job function.
- 2. Male non-uniformed civilian members may wear beards which are neatly trimmed.

4.3.20 Hazardous conditions

Members observing hazards to public safety, such as unprotected excavations, fallen high tension wires, or other dangerous conditions, should immediately report the hazard and stand by to preserve safety until the hazard is eliminated or until properly relieved.

4.3.21 Identification (Official)

- A.** Every Department member, while on-duty, at all times shall carry on his person his badge, if applicable, and official identification card, unless his assignment makes it impractical to do so.
- B.** Members, not in uniform, while in the Public Safety Building, are required to wear their ID card and/or proximity card, or badge displayed in a manner visible to approaching personnel. Members assigned to specific units that wear Department issued shirts indicating "Coral Springs Police" and the unit name will be considered in uniform for the purpose of this order. When a member receives a valid request from a citizen to view their official identification, the member(s) shall respectfully show their official identification card.
- C.** A member shall not permit any other person or member to use his badge, ID card and/or proximity card.
- D.** A member shall immediately report the loss of his official badge or identification card(s), or proximity card to his supervisor in accordance with General Order 20.

NOTE: No person shall be appointed and/or given a badge as a special officer or as an honorary member of the Department without the written approval of the Chief of Police.

4.3.22 Illness

- A.** Members shall advise their supervisor, as soon as they know they will not be able to report for duty because of illness or injury incurred while off-duty, at least one (1) hour prior to their scheduled duty time, unless extenuating circumstances exist.
- B.** Members shall not feign illness or injury or otherwise deceive a representative of the Police Department, or City official, concerning their condition.
- C.** Members shall not become unfit for duty through illness, injury or disability caused by improper, illegal or immoral conduct, or excessive use of alcohol.
- D.** A member who becomes ill while on-duty and which necessitates leaving his assignment shall report to his supervisor before leaving his assigned duty.
- E.** When a member comes in contact with a person having a contagious disease or has been exposed to contagion while in the line of duty, he shall at once, or as soon as possible, notify his immediate supervisor. The supervisor shall take whatever steps necessary to initiate medical attention.

4.3.23 Inter and Intra-Department Relationships

- A.** Members shall not interfere with cases assigned to other members for investigation without the consent of the assigned member.

- B. Members shall not interfere with the operation of any other division, section, or component and shall cooperate in a professional and courteous manner.
- C. Members shall cooperate with all agencies engaged in the administration of criminal justice, and other public agencies and city departments, giving them all the assistance and information they require and are entitled to receive.

4.3.24 Joining Organizations

- A. Members shall not knowingly associate with any organization or society which advocates the overthrow of, or interference with the United States Government.
- B. Members shall not knowingly associate with any organization or society which advocates, either directly or indirectly, interference with the administration and discipline of the Police Department.
- C. Members shall not participate in organizations that endorse or engage in discrimination or illegal behavior.

4.3.25 Political Conduct

- A. Members shall not engage in political activities while on-duty and/or in uniform, or use their official position when engaged in political activities.
- B. Members shall, whenever identified as Department personnel, obtain consent from the Chief of Police prior to making any formal appearance, publishing any article, or releasing any official information when the appearance or act is not within prescribed official duties or is likely to have an adverse effect on the Department.
- C. Members shall not express opinions on religious, political, economic, or other questions of controversial nature while on duty and/or while representing the Department without prior knowledge and approval of the Chief of Police.

4.3.26 Neglect

Officers shall take appropriate action in response to emergency situations where there is a known danger to the lives of others, and in response to serious crimes, particularly those of a violent nature, which come to their attention while on or off-duty in their jurisdiction.

4.3.27 Personal Correspondence

- A. Members shall only use Department stationary for authorized Department business.
- B. Members shall not give the address of the Police Department as their personal address or their address for other than official police business correspondence.

Exception: Sworn personnel may use the address of the Police Department for their motor vehicle registration and driver's license.

4.3.28 Property

- A.** Members shall properly record on the booking slip of any person arrested the exact amount of all personal property taken from him at time of arrest and/or booking.
- B.** Members shall submit all property to the proper authority without unnecessary delay, including money that is found or seized as evidence, or taken from persons arrested.
- C.** Members shall not accept valuables from individuals for safekeeping purposes only. All items received must be in conjunction with an investigation and handled as evidence.

4.3.29 Reimbursement for Personal Effects

Members are subject to reimbursement for lost or damaged personal effects when the damage or loss occurs while the owner is on-duty and in the line of duty. The terms "lost" and "damage" do not include ordinary wear and tear. Members covered by a Collective Bargaining Agreement shall seek reimbursement in accordance with their Collective Bargaining Agreement. Non-collective bargaining members will be subject to reimbursement as decided by the Chief of Police, or his designee, after review of the damage report.

4.3.30 Supervisory Responsibility

Each managerial and supervisory member is responsible for:

- A.** Ensuring that all work performed under his authority conforms to the policies, procedures and standards set forth in the Administrative Policy Manual and Police Department written directives.
- B.** Informing each member under his supervision of changes and additions to Department written directives which apply to that member's job and applicable City Administrative Procedures.
- C.** Training new members under his supervision in the use of Department directives and applicable City Administrative Procedures.

4.3.31 Suggestions/Information for Improvement

Members are encouraged to submit written suggestions for improvement of the Department to their immediate supervisor. Every member of the Department shall report to his supervisor all information that comes to his attention concerning organized crime, racketeering, vice, violations of the law, or information reflecting negatively on the Department or members of the Department. Any member withholding information for personal gain, or any supervisor failing to forward information which comes to his attention to the proper authority shall be subject to disciplinary action.

4.3.32 Vacations

- A.** Vacation periods shall be so scheduled and apportioned as to allow for a distribution of police personnel to best meet the needs of the Department for efficient operation set by the component or unit supervisor and approved by the Chief of Police.

- B.** Vacations are granted based on date of request, unless multiple requests for the same day are received on the same day, then seniority prevails. Holiday requests are selected no more than 90 days out and are granted based on seniority.
- C.** Any vacation or leave request for two or more consecutive calendar weeks off must be approved by the component Captain. This review is not intended to prohibit the use of accrued leave, but to ensure that such an extended leave will not adversely affect the department. (Examples are but not limited to: excessive overtime, scheduled court appearances or excusals and/or required trainings.)

4.3.33 Witness Fees

- A.** When subpoenaed to give testimony in either a court proceeding or deposition, civil or criminal, members of the Department shall not receive compensation other than their salary.
- B.** Members traveling to legal proceedings should utilize their assigned vehicles or pool vehicle. Members shall not receive reimbursement for travel mileage to and from court when using a city vehicle for such transportation. Should the member choose to utilize their personal vehicle, in lieu of an assigned vehicle, or be on modified (light duty) assignment, they may fill out the proper paperwork with the court for reimbursement, but they will not be reimbursed by the City. The paperwork/form can be found on the shared network drive.
- C.** Members shall not be compensated for court proceedings or depositions arising out of cases unrelated to their employment with the Department, unless approved by the Chief of Police.
- D.** Any witness check received shall be endorsed making it "Payable to the City of Coral Springs." The check shall be submitted to the Court Liaison with the confirmation of receipt of subpoena.

4.3.34 Posting of Documents and Notices

- A.** Only Departmentally approved documents, memorandums or notices shall be posted upon any bulletin boards, walls, doors or other fixtures within or about the Public Safety Building. Examples of approved documents shall include, but not be limited to:
 - 1. Personnel Notices (Promotions, transfers, new employees, resignations, etc.).
 - 2. Requests for reassignment notices.
 - 3. Employee recognition (Awards, Officer of the Year, etc.).
 - 4. Off-duty detail lists.
 - 5. Department Mission Statement, Goals and Objectives.
 - 6. Personal items for sale (guns, leather, vehicles, etc.) on bulletin boards only.
 - 7. Any notices or documents approved by the Chief of Police.
 - 8. Other notices, in good taste, approved by the Department member's immediate supervisor.

- B. Any personal notices or documents posted upon Department bulletin boards shall be legibly signed or printed with the Department member's name and the date posted.
- C. Members shall not cause any inappropriate/offensive documents to be brought into the Police Department, whether hand carried, or conveyed through electronic means.
- D. It shall be a violation of this General Order for any Department member to post, or cause to be posted upon any bulletin board, wall, door, or other fixture within or about the Public Safety Building any notice, statement, or cartoon, whether handwritten or typewritten, which is intended or tends to ridicule, offend, demean, embarrass, sexually harass, or otherwise disparage the reputation of any other person.

APPROVED


Clyde H. Parry
Chief of Police