



# Chapter 5: Fundamentals of Patrol

A comprehensive guide to patrol operations, officer safety, communications, and community engagement for law enforcement professionals.



## Course Overview

# Chapter 5: Building Blocks of Effective Patrol

01

## Unit 1: Patrol Basics

Patrolling fundamentals, officer safety and survival, electronic communications, and information systems

02

## Unit 2: Duties on Patrol

Initial response procedures, suspect contact, backup protocols, and behavioral threat assessment

03

## Unit 3: Non-Criminal Calls

Community assistance, well-being checks, death notifications, animal complaints, and civil disturbances

04

## Unit 4: Structure and Area Searches

Alarm response, building searches, and systematic area search techniques

05

## Unit 5: Arrest Procedures

Taking custody of suspects and processing arrestees according to legal standards

# Unit 1: Patrol Basics

This unit establishes the foundation for effective patrol operations, covering essential skills and knowledge every officer needs.

- Lesson 1: Patrolling
- Lesson 2: Officer Safety and Survival
- Lesson 3: Electronic Communications
- Lesson 4: Electronic Sources of Information





## Unit 1 | Lesson 1

# Patrolling: The Foundation of Law Enforcement

Patrolling is the main activity that officers perform daily. This lesson provides an overview of law enforcement techniques and tactics used while on patrol, including communications equipment, community-oriented policing, and officer safety and survival skills. Officers learn how to respond to non-criminal calls, conduct structure and area searches, and utilize essential resources available during patrol operations.





# Primary Purposes of Patrolling



## Maintain Public Presence

Establish a visible law enforcement presence in the community to promote public safety and confidence



## Enforce Laws and Ordinances

Actively enforce local, state, and federal laws to maintain order and protect citizens



## Deter Crime

Prevent criminal activity through proactive presence and community engagement



## Build Community Relationships

Develop resident contacts and provide information to strengthen community partnerships



# Reactive vs. Proactive Patrol Strategies

## Reactive Patrol

Reactive patrol involves responding to or dealing with a crime after it occurs. This strategy requires officers to respond immediately to incidents to increase the likelihood of catching a subject.

- Responding to calls for service
- Taking reports about incidents
- Addressing recurring problems
- Traditional policing approach
- Incident-driven response model

## Proactive Patrol

Proactive patrol discourages criminal activity by having an officer regularly present in the area. Officers make their presence known through continuous travel and community interaction.

- Regular presence in patrol areas
- Speaking with residents frequently
- Establishing community ties
- Gathering intelligence for future use
- Prevention-focused approach



# Community-Oriented Policing

Community-oriented policing is a concept that encourages the community to work with law enforcement and address what causes crime and other issues affecting the community. The goal is to examine issues typical of certain neighborhoods and work collaboratively to fight these problems.





# Two Pillars of Community-Oriented Policing



## Community Partnerships

Increase understanding and trust between law enforcement agencies and their communities. Partners include law enforcement representatives (elected, sworn, or civilian), government representatives (public housing and mental health agencies), and community representatives (local businesses, professional groups, and neighborhood leaders).



## Problem Solving

Community partnerships allow law enforcement agencies to develop long-term, proactive programs and ways to address problems in the community. This collaborative approach creates sustainable solutions to recurring issues and builds lasting relationships with community stakeholders.



# Building Community Partnerships in Action

## Local Business Engagement

Make conversation with owners of local restaurants and people dining there to establish rapport and gather community intelligence

## Youth Interaction

Stop to play basketball with youth you see while out on patrol to build positive relationships with young community members

## Information Sharing

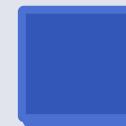
Positive and professional relationships allow information sharing to learn about crime-related issues and establish bonds with the community



# Preparing to Patrol

## Duty Equipment Inspection

The equipment used while on patrol is vital to an officer's safety and effectiveness. Because you will rely on these tools, you must routinely make sure that each piece of equipment is working and is stored safely.



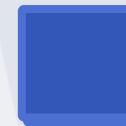
### Duty Belt Check

At the beginning of your shift, check all items on your duty belt to ensure all equipment is present and functional. Have a working flashlight for every shift.



### Vehicle Inspection

Inspect patrol vehicles to make sure all equipment is working, and verify that preventive maintenance on your vehicle is up to date.



### Emergency Equipment

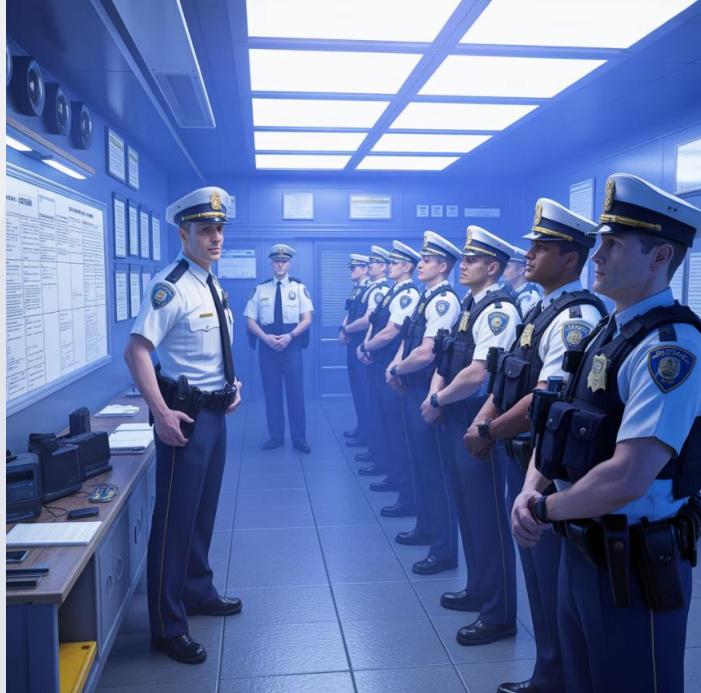
Regularly check the functionality of emergency equipment such as fire extinguishers, biohazard gear, and first-aid kits. Never assume others have maintained equipment.



### Body Camera Protocols

If your agency permits or requires body cameras, ensure proper use, maintenance, and storage. Know legal requirements and data retention policies.

# Roll Call: Critical Information Briefing



**Roll call** is a brief operational meeting that officers attend before starting a shift. It provides information about current issues to keep in mind while on patrol.

Information shared at roll call comes from oral instruction of supervisors and records and reports of officers from previous shifts. Some agencies broadcast information using computer systems, radios, telephones, or other media.

## Essential Roll Call Information:

- BOLOs (Be On the Lookout)
- Addresses requiring extra patrol
- Wanted and missing persons
- Stolen vehicles and license plates
- Suspicious incidents
- Officer safety bulletins
- Safety concerns

Record all roll call information that may affect your shift. Do not rely on memory alone.

# Becoming Familiar with the Patrol Area

One of the first things you will learn as a patrol officer is the layout of your assigned area, district, or jurisdiction. Your patrol area may remain the same or change daily depending upon factors related to staffing, the number of calls your agency receives, and individual assignments.





# Essential Knowledge for Your Patrol Area

1

## Identify Boundaries

Before going on patrol, identify the boundaries of your assigned patrol area clearly

2

## Learn Major Features

Become familiar with major roads, landmarks, and community resources for quick response

3

## Maintain Maps

Always have a map with important landmarks and patrol areas highlighted for reference

4

## Know Key People

Identify neighborhood watches, business owners, mail carriers, utility workers, and regular community members

5

## Community Resources

Be familiar with shelters, social service agencies, and internal agency resources available

6

## Update Dispatch

Inform dispatch about any changes to your availability and location while on duty

# Recognizing Suspicious Activity

**Suspicious activity** is any activity that is abnormal for a specific time of day in a particular area.

Knowledge of the law and community combined with good observational skills will help you determine whether any suspicious activity is a crime in progress.

## Example Scenario:

While patrolling a neighborhood at 2 a.m., you may notice an interior vehicle light on. This could be an indicator of criminal activity such as a vehicle burglary.

## Proactive Hazard Removal:

Identify and remove dangers that can be a threat to public safety, such as removing the door of a discarded refrigerator or reporting a broken streetlight. This kind of proactive patrolling anticipates and removes potential hazards and protects your community.



# Patrol Methods

You can patrol in a variety of ways. Three of the most common types of patrol are done by motor vehicle, foot, and bicycle. Forms of specialized patrol include marine, mounted, air, all-terrain vehicle (ATV), motorcycle, and personal transporters.





# Vehicle vs. Foot Patrol: Advantages and Disadvantages

## Vehicle Patrol Advantages

- Cover larger geographic areas efficiently
- Rapid response to calls for service
- Protection from weather elements
- Equipment storage and transport capability

## Vehicle Patrol Disadvantages

- Can isolate officers from residents
- Limited access to certain areas
- May divert attention from surroundings
- Reduced community interaction opportunities

## Foot Patrol Advantages

- High visibility to the public
- Accessible to community members
- Close investigation of community concerns
- Detailed observation of specific areas
- Enhanced community relationships

## Foot Patrol Disadvantages

- Limited geographic coverage
- Slower response times
- Weather exposure
- Physical demands on officers

# Day vs. Night Foot Patrol



## Day Patrol



## Night Patrol



- Highly visible to community members
- Greater access to the environment
- More efficient observation of minor details
- Enhanced community engagement opportunities

**Best Practice:** Keep changing your patrol routine to keep others from predicting your patrol patterns. A combination of vehicle and foot patrol allows you to cover a large area and closely observe specific areas. Better fighting for documentation

- Use darkness to conceal approach to calls
- Observe suspicious activity more easily
- Different criminal patterns emerge
- Enhanced element of surprise

Required heightened awareness



Unit 1 | Lesson 2

# Officer Safety and Survival

Safety is an important aspect of your job as a law enforcement officer. To properly protect the public, you must also keep yourself safe. Officer safety should be assessed constantly. Stay alert at all times and maintain situational awareness.

# Factors Impacting Officer Safety

## Training Quality

Improper training or poor planning

## Weapons Access

Whether suspect is armed or has access to weapons

## Communication

Ability to communicate with dispatch

## Awareness Level

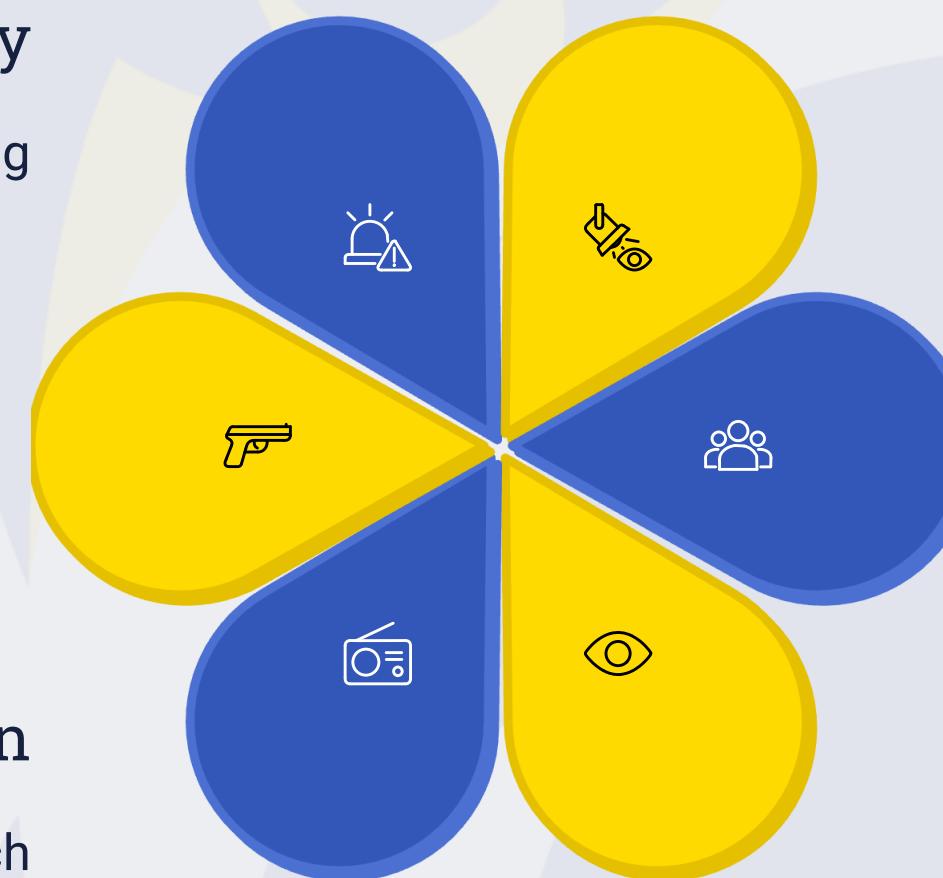
Carelessness and complacency

## People Involved

Nature of individuals encountered

## Scene Visibility

View of scene and people involved



The community partnership that you establish can help keep you safe. It is important to be aware of the entire situation as it evolves during a call for service, traffic stop, or any other encounter.

# Observational Skills



**Observation** is the act of recognizing an occurrence using your senses by noticing people, things, or circumstances.

You can improve your observational skills through practice, such as memorizing descriptions of cars, people, and details at a scene.

## What to Observe:

- Appearance, height, weight, hair
- Clothing and approximate age
- Personal details and distinguishing features
- Usual or unusual activity within an area
- Behaviors important to law enforcement

**Critical Reminder:** Do not get distracted by a few elements, but observe the entire scene before making a judgment.



# Cover and Concealment

When you arrive at a scene, immediately identify cover and concealment areas that can be used to observe activity.



# Understanding Cover vs. Concealment

## Cover

**Cover** is anything that creates a bullet-resistant barrier between an officer and a threat, protecting you from incoming gunfire.

### Examples of Cover:

- Automobile engine blocks
- Brick walls
- Dirt embankments
- Concrete structures
- Steel barriers
- Thick wood

Keep your head and body protected by moving from cover to cover as you approach or advance on a shooter.

## Concealment

**Concealment** is an object or group of objects that creates a visual barrier between an officer and a threat but may not stop a projectile.

### Examples of Concealment:

- Shrubs and bushes
- Fences
- Interior walls
- Vehicle doors
- Objects providing visual barriers

These objects provide camouflage but will not stop incoming gunfire.

Concealment provides a position from which you can observe.

- **Critical Safety Rule:** It is preferable to use cover rather than concealment whenever possible.

# Using the Senses for Officer Safety



## Sight

Sight is often the starting point for observation. Be aware of environmental and physical factors that can affect your vision. Visual defects like nearsightedness and farsightedness limit vision without corrective lenses. Lighting from streetlights or fluorescent lamps can distort color perception. Dimly lit objects tend to blend into the background and are hard to distinguish.



## Hearing

Hearing is affected by background noises such as traffic, noises from residences, or environmental sounds may prevent you from recognizing specific sounds that indicate a crime or incident is in progress. Stay attuned to auditory cues that may signal danger or criminal activity.



## Smell

Smell can help identify dangerous or illegal substances. If you smell gasoline, petroleum products, natural gas, or gunpowder, you may determine there is a potential threat. Weather conditions or your health can affect your sense of smell. Some hazardous materials like chlorine gas or ammonia are harmful if inhaled. Fentanyl in fine-powdered form can be fatal if inhaled and left untreated.

# Touch and Taste: Critical Safety Considerations

## Touch



Touch can help you identify items during a search or identify clues that can be used in an investigation. For example, touching tires or engines to check for heat will help determine if a vehicle was recently driven.

- Safety Protocol:** Always wear gloves and appropriate personal protective equipment (PPE) to avoid touching something hazardous, such as biohazardous materials or fentanyl-laced drugs. Wearing gloves will also ensure that you do not disturb the crime scene.

## Taste



**CRITICAL WARNING:** While taste is an important sense, it should never be used to identify an unknown substance.

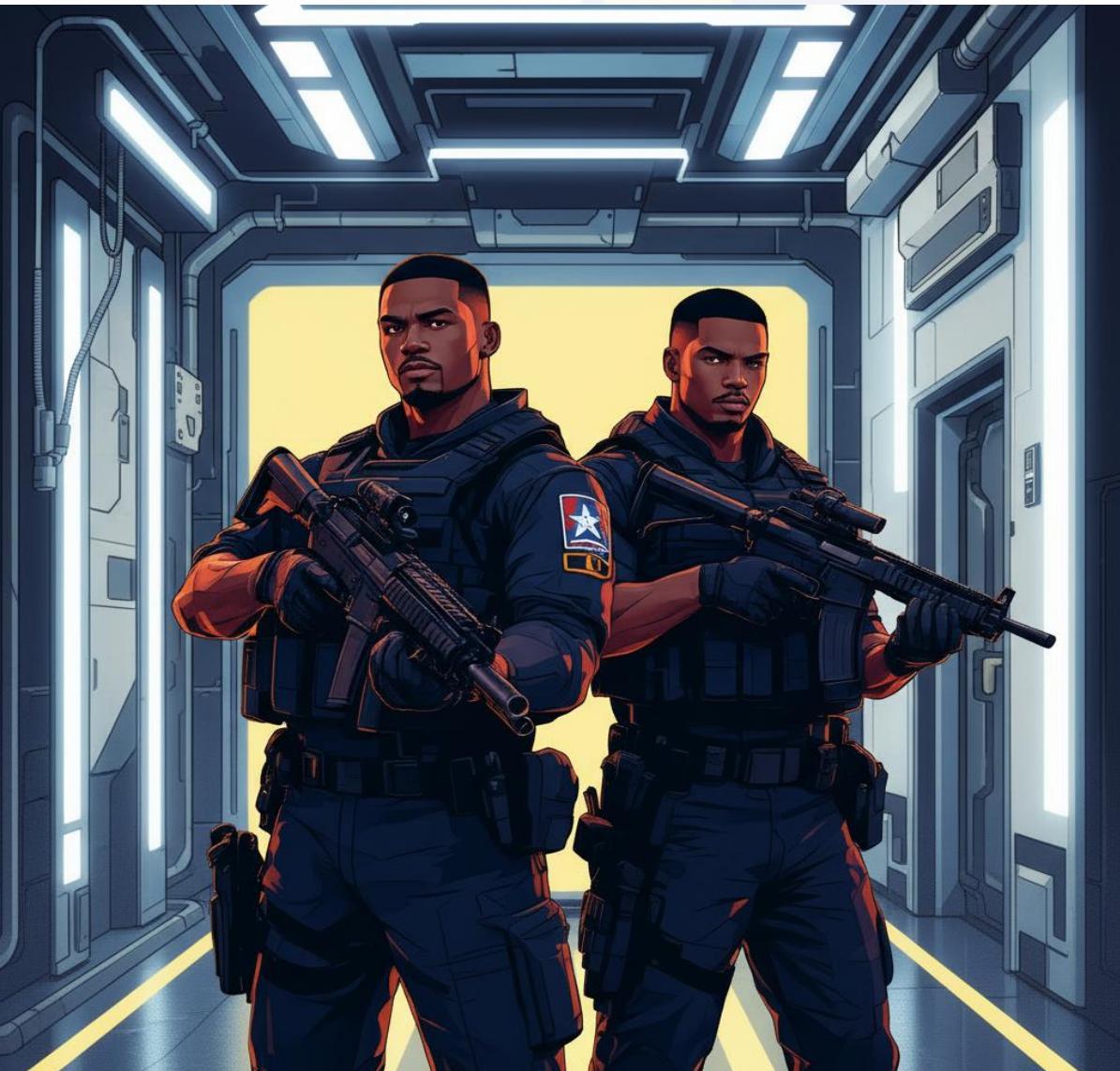
Attempting to taste a substance to determine its origin will put you at risk for sickness or death if it is a drug or poison.

- Use caution when opening and closing containers** (coolers, boxes, thermos-style containers) to identify contents. Do not smell the contents of a container, especially when dealing with any unknown substance.

# Safety and Survival Procedures

Under the stress of a survival situation, revert to your training. Survival readiness may include tactical preparedness, such as having a plan anytime you enter a building, firearm proficiency, physical fitness, situational awareness, and first-aid skills.

Use mental conditioning or the will to survive, and practice tactical preparedness to respond quickly and safely to a situation. By studying, mentally rehearsing, and regularly practicing safety procedures, you can be prepared for difficult situations.





# Basic Safety Tips When On Duty

## Practice Situational Awareness

**Situational awareness** is the ability to pay attention to what is going on around you. It requires staying aware of your environment so that you remain alert and are able to respond appropriately. Do not become complacent. Visually assess your surroundings, the number of people at the scene, the position of their hands, and threats such as weapons or items that could be used as weapons.

## Avoid Tunnel Vision

Avoid **tunnel vision**, sometimes referred to as funnel vision, which is the narrowing of the field of view during a stressful event, such as a vehicle pursuit, foot chase, or armed confrontation. Tunnel vision can cause you to miss other possible danger signs. To avoid tunnel vision, scan your surroundings, practice controlled breathing and task-relevant self-talk.

## Identify Yourself and Give Commands

Always identify yourself as a law enforcement officer and give direct commands, such as "Stop!" or "Don't move!" Speak in the appropriate tone of voice for the situation.



## Armed Suspect Protocols

- Call for Backup**  
If you believe a suspect is armed, call for backup units and use appropriate tactics to contact, control, and disarm the suspect
- Disarm from Cover**  
Disarm a suspect before leaving cover if possible
- Notify Dispatch**  
If you shoot a suspect, notify dispatch as soon as possible
- Assess Threat Level**  
Do not holster your weapon or rush to the injured suspect until you have deemed the suspect is no longer a threat or ensured there are no other shooters or accomplices
- Self-Check**  
Perform a self-check to make sure you are not injured, and communicate with responding backup
- Approach Safely**  
Stay behind cover and wait for backup officers before approaching the suspect
- Secure and Treat**  
When appropriate, handcuff the suspect and provide first aid as needed

# Vehicle Attack Response Protocols

## In Patrol Vehicle

While in a patrol vehicle, you may face an attack from gunfire, firebombs, rocks, or other projectiles.

### Immediate Actions:

1. Immediately get away from the area
2. Roll up the windows
3. Turn off air conditioning to prevent chemicals from getting into the vehicle
4. Abandon your vehicle if it becomes disabled or if there is no other avenue of escape

## On Foot



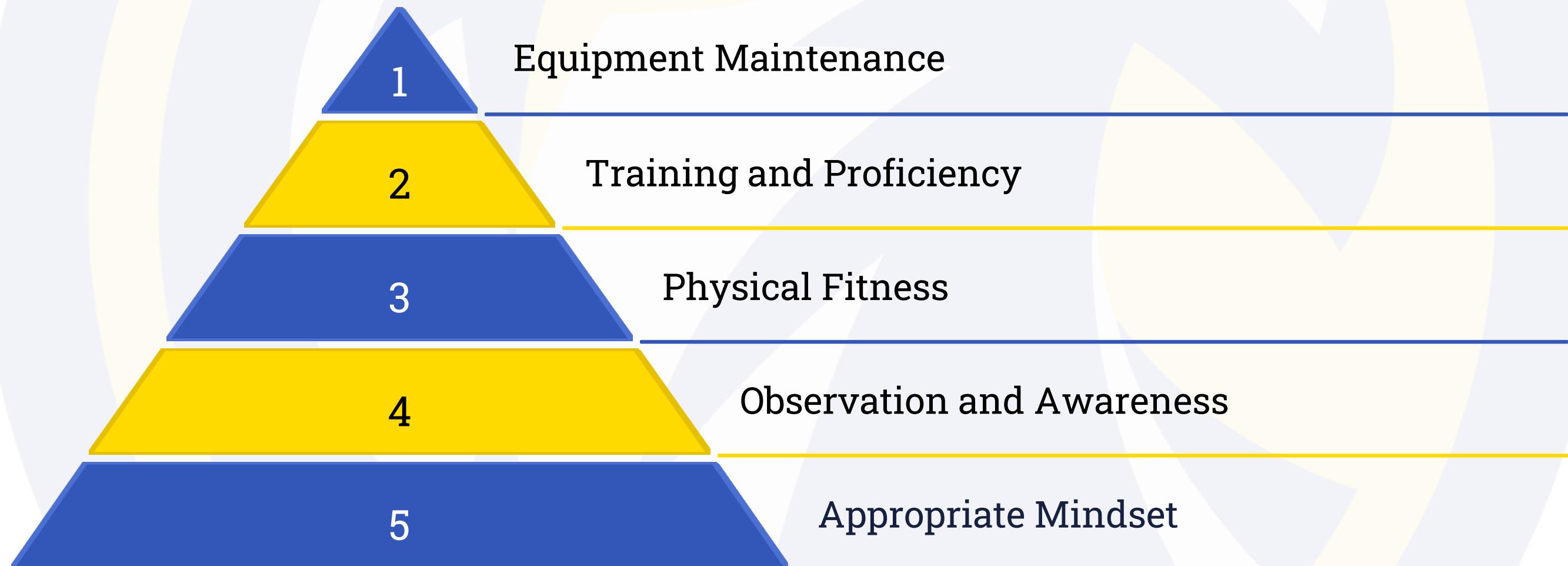
If you are on foot and come under gunfire:

1. Seek immediate cover
2. Call for assistance
3. Determine a safe approach for responding officers





# Factors That Compromise Officer Safety





## Equipment: Your Lifeline

Officers have a variety of equipment, including firearms, intermediate weapons, ballistic vests, flashlights, electronic devices, and handcuffs. Vehicles may have spotlights, takedown lights, a public address (PA) system, emergency lights, and sirens.

### Regular Inspection

Check all equipment regularly, and keep it clean and in good working order at all times

### Electronic Devices

Make sure all electronic devices are charged and functional before each shift

### Consequences of Failure

If you do not use and maintain your equipment and it breaks down, you could be seriously injured or killed

# Training: Constant Preparation

Train regularly and know how to use your equipment. If you do not keep yourself updated on training, you can cause serious injury or death to you or others.

"You might fire your weapon only once in the line of duty, and when that time comes, you must be fully prepared to use the firearm safely and effectively."

Constant training will help you develop the mindset and attitude required to keep you and the public safe.

## Training Benefits:

- Develops muscle memory for critical situations
- Builds confidence in equipment use
- Enhances decision-making under stress
- Maintains proficiency with all tools
- Prepares for rare but critical events





# Physical Fitness and Wellness



## Fitness for Duty

You need to be in good physical condition to handle the demands of dangerous situations



## Risk of Poor Fitness

Being in poor shape puts you, other officers, and the public in danger



## Wellness Program

Getting enough sleep and having an exercise and wellness program is an important part of your fitness for duty

# Observation and Non-Verbal Cues

Your ability to observe danger and signs of criminal activity is another important part of patrolling. If you are busy or distracted, you may miss potential danger signs and cause injury or death to yourself, other officers, or civilians.



## Hand Placement

Always be aware of a person's hand placement because you may be able to stop them from using a weapon if they have one



## Body Language

Pay attention to non-verbal cues such as where they place their hands and if they are leaning away from or toward you



## Behavioral Indicators

Watch for signs of nervousness, aggression, or deception through facial expressions and movements

# Maintaining the Appropriate Mindset

- ☐ **Critical Reminder:** Never assume that a call is routine. Each call is different, and you must be prepared to react properly to each situation.

Responding to a call without the appropriate mindset or attitude may cause you to become complacent during a potentially life-threatening situation. The ability to remain alert and observe your surroundings is crucial.

You are expected to confront dangerous situations, so rely on your training and experience, not emotional reactions, to perform your duties safely.





Unit 1 | Lesson 3

# Electronic Communications

Law enforcement relies heavily on mobile communication devices such as radios, laptops, tablets, and smartphones. This lesson covers professional use of these critical tools while on duty.





# Role of Mobile Communication Devices

You may use mobile communication devices to access information regarding criminal records, driving history, and agency records, or you may use these devices to help complete a number of daily routine tasks.

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## Checking In/Out

When on and off duty status changes

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## Viewing Calls

Receiving calls for service assignments

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## Dispatch Information

Receiving information to minimize radio traffic

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## Electronic Reports

Sending reports to supervisors electronically

- Important:** Database access agreements and agency policies set rules on the dissemination of electronic information. All computer activity is recorded per the FBI's security policy and is subject to review under public records law.



# Professional Communication Standards

## Always Be Professional

With this in mind, always be professional whenever you use any form of electronic communication.

This includes:

- Texting
- Emailing
- Communicating via the radio
- Mobile data terminal use
- Any electronic documentation

## Safety Considerations



While mobile communication devices are useful, they can often distract and reduce your observation skills and safety.



# Using the Radio

The radio is the most common communication device that officers use. You will use the radio to send and receive vital information to and from dispatch or other officers, call for backup, or identify a suspect or wanted person. For your safety, it is essential to know how to use the radio.



# Basic Police Radio Equipment

## Handheld Radio

Portable radio for officer mobility and communication away from vehicle

Most agency radio systems consist of multiple channels such as primary dispatch, talk around, and specialized. During critical incidents, dispatch can patch, or merge, radio channels so multiple agencies can communicate.

## Vehicle-Mounted Radio

Primary communication system installed in patrol vehicles

## Shoulder Microphone

Convenient microphone attachment for hands-free communication



# Radio Controls and Indicators

Law enforcement uses many brands, models, and types of radios. However, radios generally have controls and indicators for:

## Power

On/off switch and power indicator lights

## Volume

Audio level control for clear reception

## Channel Selection

Switch between different radio frequencies

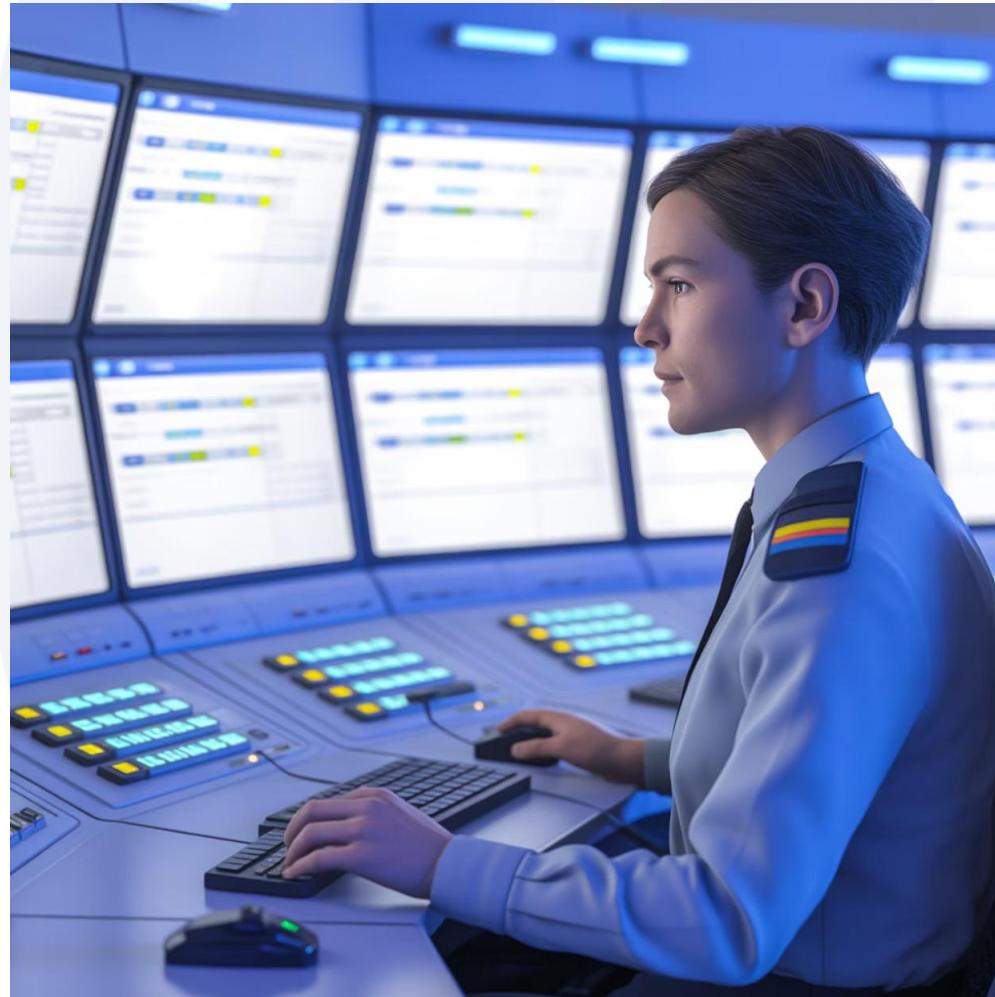
## Transmission

Push-to-talk button for sending messages

Make sure you set your portable radio at the proper volume level. It should be loud enough for you to hear, but not so loud that it is disruptive. You may use an earpiece to prevent eavesdropping.



# Communications Personnel: Dispatchers



Public safety telecommunicators (PSTs), also known as **dispatchers**, are the hub of contact for patrol officers. They transmit calls, receive calls for assistance from officers, broadcast information about wanted and missing persons, check records, and perform many other tasks daily to assist patrol officers.

Dispatchers are generally non-sworn personnel who operate the radio and telecommunications systems. They typically work in a centralized area with access to telephones and other resources to assist you.



# Dispatcher Duties

Their duties include answering, receiving, transferring, and dispatching functions related to 911 calls. Dispatchers will:

**Dispatch Law Enforcement Officers**

Assign and coordinate officer responses to calls for service

**Dispatch Fire, Rescue, and EMS**

Coordinate emergency medical services and fire department responses

**Dispatch Other Public Safety Services**

Coordinate additional resources to the scene of an emergency

**Provide Real-Time Information**

Access federal, state, and local crime databases for critical information



# Radio Conduct and Procedures

When using the radio, conduct all radio communication in a professional manner. Understand that you should have no expectation of privacy.

## Sensitive Information

Transmit sensitive information or criminal history details by radio only when there is an officer or public safety concern

## Operational Security

Specialized units may use technology such as scrambled or encrypted channels to increase operational security

## Volume Control

Set your portable radio at the proper volume level—loud enough to hear but not disruptive



# Appropriate Radio System Use

Transmit only information related to law enforcement business. Appropriate radio system use includes relaying:

- Law enforcement-related messages to other agencies
- Driver's license status and driver history
- Calls for service
- Criminal records checks
- Hazardous material queries
- Vehicle, boat, and aircraft registration queries
- Road and weather conditions

# Radio Protocol

**Radio protocol** describes the customs and regulations for constructing and transmitting radio messages. It also includes the proper use of codes and signals, which may be different among agencies and regions.

Some agencies use a phonetic-alphabet or uniform codes while others prefer **plain talk**, which is speaking in a clear, concise, professional manner without signals or codes.





# Four Basic Radio Code Systems

## Signals Communication

A system that uses the word "signal" before numbers

**Example:** "signal 0" often means an armed person

## Phonetic-Alphabet

Uses letters of the English alphabet to identify letters in voice communication

**Example:** "A" = Alpha, "B" = Bravo

## Numeric or 10-Code

Uses the number "10" before other numbers that represent specific activities

**Example:** "10-15" often means prisoner in custody

## Alphanumeric Code

Combines letters and numbers that may include officer call signs or vehicle license plate numbers

**Example:** "RVB632" = "Romeo Victor Bravo Six Three Two"

Your agency might use codes that are different from these and will train you in their radio language. You are expected to become proficient in your agency's language when using a radio to communicate.

# Proper Microphone Techniques



## Listen First

Before making a voice transmission, listen to make sure there is no other radio traffic



## Press and Hold

Press and hold the transmit button down for about one second before speaking, otherwise your first words will be lost



## Speak Clearly

Speak directly into the microphone with a clear, even tone of voice



## Control Your Voice

In stressful situations, your voice may fluctuate. Keep your voice from fluctuating by controlling your breathing and using stress management techniques



## Stay Professional

Be professional at all times regardless of the situation

# Emergency Traffic and Radio Failure

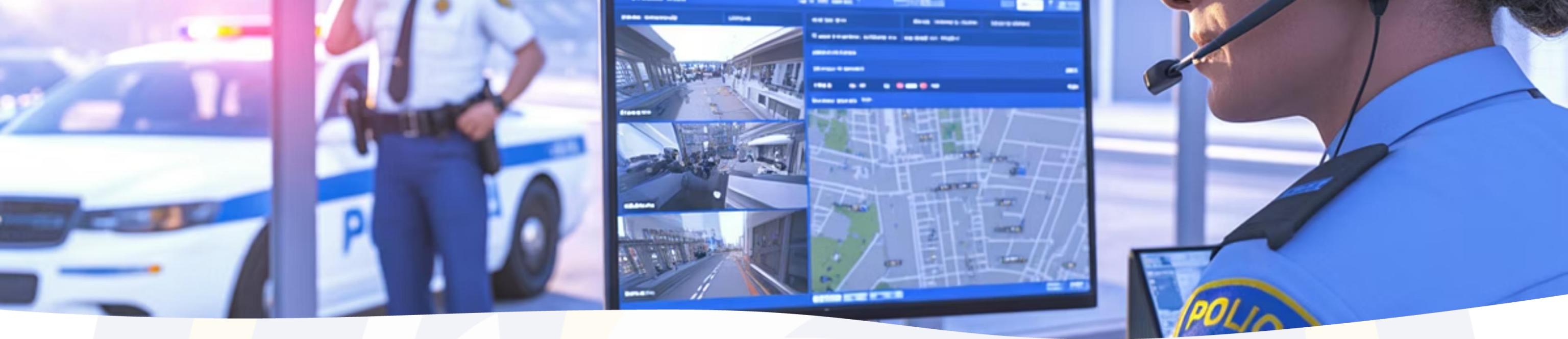
## Emergency Traffic

Officers working high-priority calls may ask dispatch to designate a radio channel for emergency traffic only. Dispatch will then alert other officers to refrain from transmitting on that channel.

**Monitor transmissions from other units at all times in case other units need backup.**

## Radio Failure





# Interactions with Dispatch

Depending on your agency policies, you may have to notify dispatch whenever you go on or off duty. Checking in and out during your shift is important for your safety. Communicate with dispatch throughout your shift so that dispatch can send calls for service to you and monitor your status and safety.



# Receiving and Answering Calls

Stay aware of all radio transmissions in case another officer is in trouble. When you receive a call from dispatch, respond with your assigned identification and current location.

1

## Record Information

Record the information that dispatch provides, and do not leave anything to memory. This may include the type of complaint, incident location, and the suspect's description.

2

## Advise Arrival

Advise dispatch when you arrive at the scene of the call and if you need backup or any additional resources.



# Constructing the Message

Provide accurate information that is brief and concise. Plan your messages before transmitting them. Messages should provide essential information, such as:

## Officer Identification

Your unit number or call sign

## Current Location

Precise location information

## Reason for Call

Nature of the situation

## Specific Information

Details relevant to the situation



# Officer-Initiated Transmission

While on patrol, you may see a situation that you need to investigate. Whenever you take self-initiated action during patrol, give dispatch the following information as applicable:

- Your identification and location
- The type of situation
  - Such as vehicle crash, fire, or disturbance
- The type of assistance needed
  - Such as backup, ambulance, or tow truck
- A description of involved people or groups
- A description of the vehicle(s)
  - License information, color, make, and model

Unit 1 | Lesson 4

# Electronic Sources of Information

**Querying** is the process of gathering information by entering or running a search in a database for law enforcement purposes. It is sometimes called a vehicle check, records check, or wants and warrants check.





# FCIC and NCIC Database Systems

## Florida Crime Information Center (FCIC)

A database housed at the Florida Department of Law Enforcement (FDLE) that provides statewide information on:

- People and property
- Driver's licenses and registrations
- Wanted and missing persons
- Stolen guns, vehicles, securities, and other property
- People's status files and computerized criminal histories
- Concealed weapon licenses

## National Crime Information Center (NCIC)

A national database maintained by the FBI containing records from all 50 states, Canada, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, and the District of Columbia:

- Stolen, abandoned, and recovered property
- Wanted and missing person files
- National Sex Offender Registry
- Supervised release files
- Active protection orders
- Foreign fugitives and immigration violators
- Known or suspected terrorists or gang members

FCIC is connected to the National Crime Information Center (NCIC).



# FCIC Information Sources

FCIC contains the criminal histories of people who have been arrested in Florida. When a person is arrested, the booking agency first submits the person's arrest information and fingerprints to FDLE.

## Arrest and Booking

Booking agency submits arrest information and fingerprints to FDLE

1

## CCH Creation

Creates a computerized criminal history (CCH) in FCIC

3

## FDLE Review

FDLE reviews the information and fingerprints

2

4

## Additional Updates

State attorney's office, clerk of court, and Department of Corrections add charges, arrests, dispositions, and other information

- Important:** CCH information is always changing. After using printed CCH information, destroy it by shredding or burning any copies.



# Data Entry Accuracy and Responsibility

To create a reliable record, agencies must enter information into FCIC accurately. That is why the information you record in arrest reports or on fingerprint cards must be correct, from the spelling of suspects' names to the laws they violated.



## Original Documentation

You must provide the original report and any supplemental documents to enter the information into FCIC/NCIC



## Agency Policies

Follow your agency's policies and procedures when adding information to the system or when querying a database



## 24/7 Access Required

Only law enforcement agencies that are open 24 hours a day, seven days a week can enter data about stolen property and wanted and missing persons into FCIC

The entering agency is responsible for the accuracy, timeliness, and detail of the records entered as well as the removal of information when it is no longer needed.



# FCIC/NCIC Access and Restrictions

FCIC/NCIC is a large system that contains sensitive information. For this reason, strict access requirements and restrictions apply.

## CJIS Certification Training

You must complete a Criminal Justice Information Services (CJIS) certification training course and pass a certification exam before you are allowed access to FCIC/NCIC

## Background Check

Users must also agree to a state and national fingerprint-based background check within 30 days of starting their job or of being assigned to an FCIC terminal

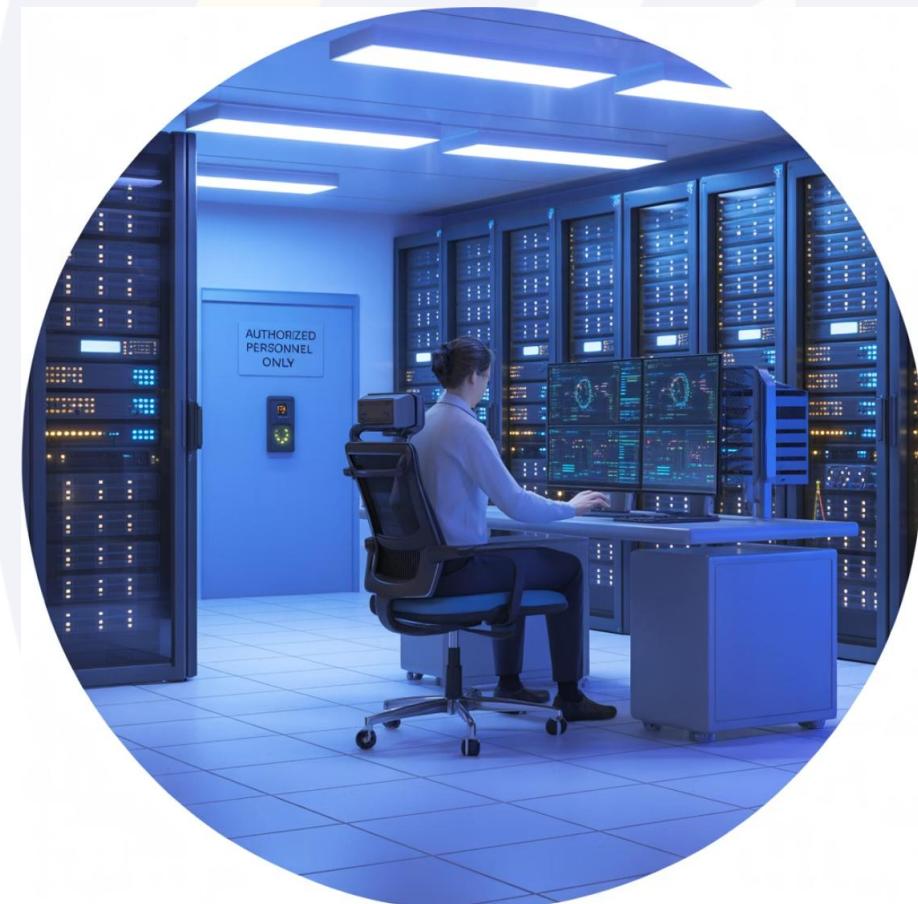
## Physical Security

Computers with CJIS access must have physical security so that unauthorized persons do not have access to the system

# Authorized Use and Consequences of Misuse

## Authorized Use

All information contained in criminal justice databases is strictly for law enforcement use. The only exception is that you may give registration and lien information to towing companies.



## Consequences of Misuse

Using the FCIC/NCIC system for purposes other than your law enforcement duties may result in:

- Disciplinary action
- Loss of your certification
- Criminal charges
- Agency liability
- Potential loss of agency access to the system

**Accountability:** FCIC/NCIC logs all user transactions; these can be electronically retrieved when requested. The logs are used for system compliance, criminal investigations, suspected system misuse, public records requests, and administrative purposes.



# Using the FCIC/NCIC System

You need to provide dispatch with as much of the following information as possible to perform an accurate FCIC/NCIC query:

## Person Query

Provide the person's name, race, date of birth, and sex

## Firearm Query

Provide the serial number and the manufacturer

## Vehicle Query

Provide the vehicle registration, the vehicle identification number (VIN), or the registration decal number. The FCIC/NCIC reply will describe the vehicle and include the owner's name and address

## Vessel Query

Provide the hull identification number (HIN), the vessel registration number, or the registration decal number

## Other Stolen Property

Provide information such as the item category and manufacturer and a description of the property, any distinct markings, its shape, or any other special identifiers



# Hit Confirmation and Extradition

When you query the FCIC/NCIC database, the results will show a list of possible matches if the data are the same or similar to the information submitted. An exact match in a database is called a **hit**.



## Verify the Match

To make sure that the person or property is an exact match, you may need to provide additional information such as the person's height, weight, scars, tattoos, birthmarks, Social Security number, and driver's license number

## Confirm the Hit

You, or your agency's designee, must confirm a hit to make sure that it matches the person or item before you arrest a wanted person or recover a missing person or stolen property. Contact the agency that entered the information into the database to verify that the information is correct

## Take Action

The hit confirmation process helps you avoid arresting someone by mistake when the warrant has expired or the information is incorrect. It also provides more details on what action may be taken, such as arresting the suspect or confiscating the stolen property

**Extradition** is the surrender of a fugitive to another state or nation that has jurisdiction. Even if the hit indicates that the entering agency does not require a wanted person's extradition, you should still contact the entering agency in case they desire a follow-up report.



# Unit 2: Duties on Patrol

## Lesson 1: Initial Response

A comprehensive guide to safely responding to calls for service, gathering critical information, and effectively managing BOLOs in law enforcement operations.



# Lesson Goal



## Safe Response

Safely respond to and approach the scene using proper protocols and tactical awareness.



## Gather Information

Collect initial information from dispatch, complainants, victims, and witnesses effectively.



## BOLO Response

Understand how to respond to, initiate, and cancel Be on the Look Out alerts.



# Critical Thinking Scenario



You are dispatched to conduct a welfare check. You advise dispatch that you are en route, but you remain at lunch. An officer arrives first on scene to back you up and is attacked by a subject. What would have been a better initial response on your part?

This scenario highlights the critical importance of immediate response to calls for service. Delayed response not only puts fellow officers at risk but can result in serious injury or death. The proper response would have been to immediately proceed to the scene, advise dispatch of accurate status, and ensure backup coordination before any officer arrives alone.



# Responding to a Call

When receiving a call, evaluate the situation based on the information you receive from dispatch. Even though incidents vary, use the same basic steps when responding to calls for service. Once dispatch has notified you of an incident, respond and let them know you are on your way.

01

## Acknowledge Dispatch

Immediately notify dispatch that you are en route to the call.

02

## Evaluate Information

Assess the type of incident, location, and potential risks.

03

## Plan Your Route

Determine the safest and quickest route to the scene.

04

## Gather Intelligence

Collect as much information as possible about the call.



# Route Selection and Navigation



## Navigation Tools

You may have access to electronic mapping systems to locate areas quickly. Keep these systems updated to have the most current maps, but also keep physical maps in your patrol vehicle.

When selecting a route, identify the safest and quickest route to the location. The most direct route may not always be the quickest because of construction projects, street closings, or special events.

## Route Considerations

- Traffic patterns and congestion
- Time of day
- School zones
- Construction projects
- Street closings
- Special events



# Information Collection

## Type of Incident

Identify whether it's a crime in progress, welfare check, disturbance, or other call type.

## Location Details

Exact address, landmarks, and any previous incidents at this location.

## Complainant Information

Name and relationship to the location or incident.

## Injury Status

Whether anyone is injured and the severity of injuries.

## Area Risks

Use personal knowledge or dispatch information to identify potential hazards.



# Threat Assessment En Route

While on your way, consider the safest arrival point and the possible threats at the incident. These factors determine the number of officers that respond to a scene.

## Weapons

Firearms, knives, or explosives that may be present at the scene.

## Improvised Weapons

Broken glass, stones, sticks, baseball bats, or branches that can be used as weapons.

## Environmental Hazards

Fire, downed electrical lines, or severe weather conditions.



# Tactical Driving Approach

Plan how you will drive to the scene. You may not always want to use emergency lights and sirens. Depending on the nature of the call and agency policies, you may turn off the vehicle headlights at night to avoid detection when nearing a scene, such as when responding to a robbery in progress.

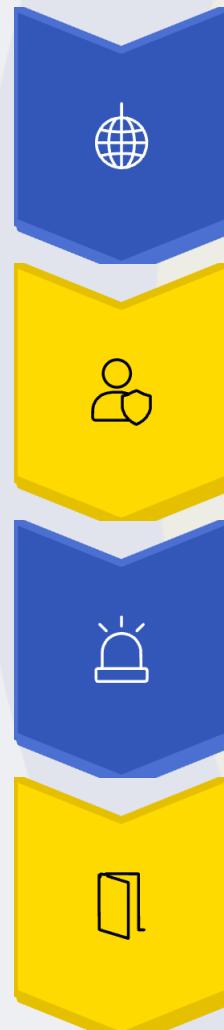
You may need to reduce speed to avoid driving past the address and to avoid letting the suspects know you are there. Turn down the volume on your radio when you notify dispatch that you have arrived at the location.

## Stealth Considerations

- Turn off emergency lights
- Disable headlights at night
- Reduce speed near scene
- Lower radio volume
- Avoid detection by suspects

# Arriving at the Scene

Once you have arrived, stop a short distance from the address. If other units are responding, you and other officers should coordinate the direction from which you all will arrive.



## Safe Distance

Park away from the immediate incident location.

## Cover & Concealment

Position vehicle for tactical advantage.

## Access Routes

Ensure first responders can reach the scene.

## Evacuation Routes

Identify escape paths if needed.





# Initial Scene Assessment

Assess the area immediately surrounding the patrol car, and advise dispatch of any suspicious vehicles or people leaving the area. These descriptions may help when arresting suspects.



## Parked Vehicles

Be aware of parked cars with motors running, which may indicate a getaway vehicle or accomplice.



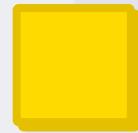
## Hidden Suspects

Watch for hidden suspects who may attack you by surprise or act as lookouts.



## Fleeing Suspects

If the call is a crime in progress, look for suspects leaving the scene.



## Obvious Clues

Check for unusual vehicles or the absence of vehicles normally present.



# Exiting Your Patrol Vehicle

When exiting the patrol car, close the door gently and quietly. Be aware of items on you that make noise, such as loose change or keys.

1

## Secure Equipment

Secure the contents of your pockets and equipment on your duty belt.

2

## Silence Devices

Turn your cell phone on silent mode.

3

## Scan for Threats

Scan the area for potential threats.

4

## Identify Cover

Identify areas for cover and concealment.

5

## Avoid Backlighting

Avoid backlighting and silhouetting other officers.

6

## Maintain Contact

Maintain contact with dispatch throughout the incident.

# Officer Safety When Approaching

## Tactical Positioning

- Take and maintain the best tactical position, especially if waiting for backup
- Approach suspicious vehicles on foot carefully
- Check for occupants in vehicles
- Feel vehicle hoods for heat to determine recent use

## Movement Techniques

- Get close to buildings by moving behind cover
- Use parked cars, fences, trashcans, or shrubbery
- Walk in a low crouching position
- Take an indirect route to minimize detection





# Building Perimeter Checks

Constantly survey the building entrances and surrounding areas to ensure safety. When checking the exterior perimeter of a building, be careful when approaching corners, windows, and doors.

## Corner Approaches

Use proper techniques when approaching corners to avoid ambush.

## Window Awareness

Be cautious of windows where suspects may observe or attack from.

## Door Tactics

Approach doors from the side, never stand directly in front.

## Environmental Hazards

Watch for animals, clotheslines, garbage cans, sprinkler heads, swimming pools, and other hazards.

# Flashlight Techniques



When using a flashlight to examine the perimeter of a building, carry it in your support hand (your non-dominant hand). Hold it away from your body, so you do not make yourself a clear target.

After shining the flashlight in an area, immediately move to a new position. Keep track of where other officers are, making sure not to shine the light on them.

Since a flashlight temporarily impairs night vision, know where to aim the light before turning it on so that you do not blind other officers.

# Initial Incident Determination

01

## Determine Incident Type

Identify the nature and severity of the incident as soon as possible.

02

## Assess Backup Needs

Determine if additional officers or resources are required.

03

## Check for Injuries

Determine if anyone has been injured and the extent of injuries.

04

## Provide First Aid

Apply first aid and request medical assistance if needed.

05

## Preserve the Scene

Use available resources to preserve the scene for investigation based on location.

# Identifying People at the Scene

At the scene of an incident, you must identify everyone involved. As you gather information, remember to treat everyone involved with dignity and respect.



## Complainants

The person who reported the incident or called for police assistance.



## Victims

The person who was harmed or affected by the criminal act.



## Witnesses

People who observed the incident or have relevant information.



## Suspects

Individuals believed to be involved in committing the crime.



## Assessing the Scene

By assessing the scene and making these initial contacts, you can determine the type of complaint (civil, criminal, felony, or misdemeanor). Identify how much time has passed since the incident occurred, and if the suspect has left the scene and cannot be readily pursued, you can interview victims and witnesses for information that can help identify the suspect.



# Interviewing Techniques

## Request Identification

Ask for identification and personal information, such as proper names, addresses, phone numbers, and other contact information.

## Establish Rapport

Be personal yet professional by introducing yourself by name and by using the person's name to establish rapport.

## Separate Individuals

Separate everyone and ask each complainant, victim, or witness to describe what happened independently.

## Ask Follow-Up Questions

Ask follow-up questions to clarify the incident and establish probable cause.

## Document Thoroughly

Take detailed notes of these accounts for documentation and future reference.



# Suspect Information to Gather

If they know the suspect, they may also have other information that can help find that person. These facts may help you find the suspect. If required, get written statements as these will help establish probable cause for an arrest.



## Identity & Description

The suspect's identity and physical description.



## Location

The suspect's current or last known location.



## Threat Level

If the suspect can be violent or has access to weapons.



## Mode & Direction

The suspect's mode and direction of travel.



## BOLO: Be on the Look Out

A BOLO (Be on the Look Out) gives a description of the subject, the subject's name, and any additional information that would help apprehend or locate them. Local, state, or national agencies issue BOLOs that may include descriptions of missing or wanted persons, stolen property, suspicious activity, or areas needing extra patrol attention.

BOLOs can contain a range of information, and they have no standard format or content. They may include printed information, photographs, verbal reports, electronic messages, or internet postings.



# BOLO Information Components

1

## Subject Identification

The subject's name and identifying information.

2

## Incident Location

The location of the incident.

3

## Reason for BOLO

The reason for the BOLO issuance.

4

## Alleged Violation

The alleged violation or reason the subject is wanted.

5

## Last Known Location

The suspect's last known location and direction of travel.

6

## Description

A description or photograph of the person, vehicle, or property involved.



# Types of Alert Systems

## AMBER Alerts

America's Missing Broadcast Emergency Response for missing and endangered children.

## Silver Alerts

For missing and endangered adults, typically elderly individuals.

## Blue Alerts

For the capture of violent criminals who kill or seriously injure law enforcement officers.

## Purple Alerts

For missing disabled adults who require assistance.

Chapter 7 discusses these alert systems in greater detail.

# Managing BOLO Information



## Reviewing BOLOs

Note the major points of each BOLO. Review information from current BOLOs to keep the information fresh while patrolling the assigned area.

Follow your agency policies when initiating a BOLO.

## Immediate vs. Written BOLOs

If you arrive at the scene of an incident and are required to initiate an immediate BOLO, relay all significant information to dispatch.

If you do not need to initiate a BOLO immediately, continue to gather and verify information to prepare a written BOLO.



# BOLO Information Sources

If you do not have enough information on a suspect, run a criminal justice database check for outstanding warrants, criminal history, and any additional information to include in the BOLO.

## Prior Arrest Photos

Booking photographs from previous arrests.

## Driver's License Photos

Official state identification photographs.

## Security Videos

Footage from surveillance systems.

## Family Photos

Personal photographs provided by relatives.



## Canceling a BOLO

Cancel a BOLO when the subject of the alert is found, or the BOLO is deemed no longer necessary. You, a fellow officer, or dispatch should make sure that the cancellation goes through the appropriate messaging system.

Proper cancellation ensures that officers are not wasting resources searching for a subject who has already been located or when the situation has been resolved.



# Unit 2: Duties on Patrol

## Lesson 2: Approaching and Contacting a Suspect



# Lesson 2 Goal

At the end of this lesson, you will understand the importance of safely approaching and interacting with a suspect using contact and cover officers.



## Safe Approach

Learn proper techniques for safely approaching suspects.



## Contact & Cover

Understand the roles of contact and cover officers.



## Suspect Interaction

Effectively communicate and interact with suspects.



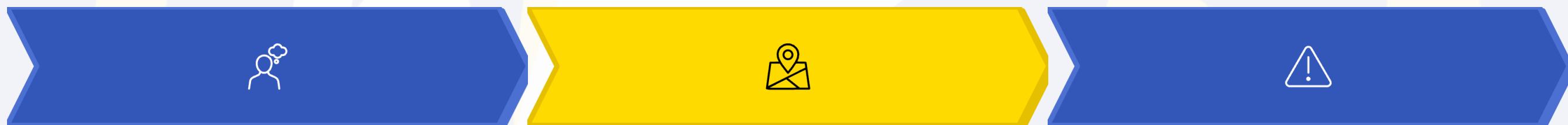
# Critical Thinking Scenario

Upon approaching a female suspect, you observe that she is wearing tight clothing with no layers, and you see no obvious signs of a concealed weapon. You direct her to stop walking, but she turns and keeps going in another direction. You catch up to her to escort her to your vehicle, and she pulls out a large knife. What would have been a safer way to handle this situation?

This scenario demonstrates that weapons can be concealed in unexpected places and that visual assessment alone is insufficient. A safer approach would have included maintaining distance, using verbal commands more assertively, waiting for backup before physical contact, and conducting a proper pat-down search before escort. Never assume a suspect is unarmed based solely on clothing appearance.

# Planning the Suspect Contact

When developing a plan for contacting a suspect, decide if you should contact the suspect right away or wait for backup. Select an appropriate location and identify possible hazards.



## Timing Decision

Determine immediate contact vs. waiting for backup.

## Location Selection

Choose appropriate and safe contact location.

## Hazard Identification

Identify and assess possible hazards.



# Suspect Assessment Factors



## Pre-Contact Assessment

When approaching a suspect, consider their criminal history, behavior, and possible weapons. Always watch the person's hands and body language when talking with them.

Watch for inconsistencies, such as if the suspect tells you that they came from one direction while pointing in another.

## Environmental Awareness

Be aware of the presence of other people and possible escape routes for the suspect.

Multiple suspects have the potential for adding extreme risk to your safety. Coordinating backup officers and establishing suspect control is critical to your safety.



# Contact Officer Role

Usually, the primary officer on the call is the **contact officer**. This officer is responsible for leading the approach and handling all communication with the suspect, including commands and interviews.



## Lead the Approach

Take the lead position when approaching the suspect.



## Handle Communication

Manage all verbal interaction with the suspect.



## Issue Commands

Give clear, direct commands to the suspect.



## Conduct Interviews

Interview the suspect to gather information.

This allows the suspect to be focused on one officer's voice instead of having multiple officers giving different directions at the same time.



# Cover Officer Role

The backup officer is the **cover officer** and is strictly responsible for officer safety concerns at the scene.

## Observe Interaction

Watch the contact officer's interaction with the suspect for safety concerns.

## Monitor Hazards

Watch for hazards such as hostile crowds, traffic, or escape routes.

## Maintain Tactical Position

Position yourself to provide optimal coverage and response capability.

## Assist as Needed

Additional officers share cover responsibilities and assist the contact officer as requested.

# Approaching the Suspect



## Careful Approach

Approach the suspect carefully and deliberately.



## Maintain Eye Contact

Keep your eyes on the suspect at all times.



## Safe Distance

Make sure that you keep a safe distance from the suspect.



## Stay Alert

Stay alert to possible resistance or threats.



## Observe Position

Observe the suspect's position and body movements for indications of flight or assault.



## Scan for Weapons

Continuously scan for weapons throughout the contact.



# Information to Request from Suspect

## Personal Information

- Full legal name
- Date of birth
- Current address
- Social Security number
- Legal identification cards

## Verification Process

Verify a suspect's identity via criminal justice databases, and check this information by comparing it with the information that the suspect has provided.

If a criminal justice database, such as FCIC/NCIC, shows an outstanding warrant, you have the authority to detain the suspect pending confirmation and extradition.



# Warrant Procedures





# Tactical Decisions During Contact

Continue to seek information by interviewing and observing the suspect. If you have a justifiable reason to believe that the suspect poses a threat or may flee, handcuff them upon initiating contact.

## Handcuffing Decision

If suspect poses a threat or flight risk, handcuff immediately upon contact.

## Pat Down Search

If you believe the suspect is armed with a dangerous weapon, conduct a pat down search.

## Removing Restraints

If at any point the person is no longer considered a threat or deemed a suspect, remove the handcuffs.



# Information Sharing and Rapport

## Share with Backup

Share all current information on the suspect with backup officers to ensure everyone has situational awareness.

## Establish Rapport

If appropriate, establish rapport with the suspect to create a noncustodial atmosphere; doing so can help with other investigative efforts such as obtaining the suspect's consent for a search.



# Resisting Without Violence

Resisting an officer without violence occurs when a person nonviolently resists, obstructs, or opposes a law enforcement officer while they are performing their legal duties.

## Examples

- Not obeying lawful verbal commands
- Refusing to be handcuffed
- Refusing to provide identification

## Response Progression

1. Request voluntary compliance
2. Ask the person to comply
3. Tell the person to comply
4. Make the subject comply using approved techniques

## Professional Standards

Even though the subject may be resisting, remember that you are obligated to maintain professionalism and treat the subject with respect.



## Resisting With Violence

Resisting an officer with violence occurs when a person knowingly resists or obstructs a law enforcement officer by committing or offering to commit a violent act toward a law enforcement officer while the officer is performing their legal duties.

An example of resisting with violence is when a suspect violently fights with officers while being restrained and handcuffed. A person can still resist with violence while in handcuffs. Never assume that the person is being compliant. Be ready to respond to violent resistance, and use techniques explained in Defensive Tactics to maintain your safety and gain control of the person.



# False Identification

People will sometimes provide false information, such as a fake name and date of birth, to disguise their real identity. Giving false identification occurs when a person who has been arrested or lawfully detained by a law enforcement officer gives a false name or otherwise falsely identifies themselves in any way to the officer.



## DAVID Search

Run a search of the person in DAVID database.



## SSN Verification

Ask for Social Security number and compare to FCIC/NCIC.



## Address Check

Ask for address and compare to FCIC/NCIC or DAVID.



## Fingerprint Scanner

Use portable fingerprint scanner to establish identity.

## Unit 2: Duties on Patrol

### Lesson 3: Responding as Backup





# Lesson 3 Goal

At the end of this lesson, you will be able to respond to a call as the backup officer while maintaining officer safety.



## Safe Response

Respond safely to backup calls for service.



## Situational Awareness

Maintain awareness upon arrival at the scene.



## Provide Assistance

Effectively assist the primary officer as needed.



# Critical Thinking Scenario

You respond to a scene as the backup officer to transport an arrestee. Officer Smith arrested a woman for narcotics possession and has placed her in your patrol vehicle. At the request of the arrestee, you leave the window of your vehicle down. You leave your vehicle to assist Officer Smith with a search of the arrestee's vehicle, and when you return to your vehicle, you find that the arrestee is gone. What course of action should you have taken to prevent this situation from happening?

This scenario highlights critical errors in prisoner transport security. Proper procedures include: never leaving windows down that allow escape, never leaving a prisoner unattended in a vehicle, ensuring all doors are locked, and maintaining visual contact with the prisoner at all times. The arrestee's comfort is secondary to security. Always follow agency transport policies and never compromise security for convenience.



# Types of Backup Situations

You will frequently be called to help other officers during calls for service, or you may decide on your own to provide backup based on the circumstances.

## Non-Life-Threatening

Assisting with administrative paperwork or providing additional equipment.

## High-Risk

Assisting with serving a warrant, responding to a vehicle pursuit, or responding to a scene where the suspect is still present.

## Life-Threatening

Dealing with an active shooter or a vehicle crash with serious injuries.



# Factors Determining Response

## Nature of Call

The type and severity of the incident requiring backup.

## Type of Assistance

What specific help is needed from the backup officer.

## Area Familiarity

Your knowledge of the location and potential hazards.

## Officer Demeanor

The tone and urgency in the requesting officer's voice.

Always stay in communication with the requesting officer, including visual and verbal contact. You can change your response according to the situation as more information is provided.

# Response Mode Adjustment

## Example Scenario

A backup officer may respond in emergency mode to assist another officer engaged in a foot pursuit.

If the primary officer advises dispatch that the suspect has been arrested and the situation is under control, the backup officer should downgrade their response.





# Arrival Procedures

01

## Survey the Scene

Upon arrival, conduct a thorough visual assessment of the entire scene.

02

## Maintain Awareness

Keep situational awareness of all people, vehicles, and potential threats.

03

## Minimize Flashlight Use

Limit flashlight use to keep others safe on the scene and avoid compromising positions.

04

## Make Contact

Make visual or verbal contact with the primary officer to determine assistance needed.

05

## Remain Alert

Always remain alert and avoid distractions such as using your cell phone.

## Backup Officer Responsibilities

The role of the backup officer on a scene is to provide whatever assistance the primary officer needs.

This may include securing the perimeter, interviewing witnesses, providing cover, transporting prisoners, or any other task that supports the primary officer's mission and ensures scene safety.





## Unit 2: Duties on Patrol

## Lesson 4: Behavioral Threat Assessment and Management

# Lesson 4 Goal

At the end of this lesson, you will understand the role of behavioral threat assessment and management (BTAM) in identifying and preventing acts of targeted violence.



## Targeted Violence

Understand what constitutes targeted violence and its characteristics.



## BTAM Process

Learn the behavioral threat assessment and management process.



## Prevention Strategies

Apply strategies to prevent and mitigate targeted violence.



# Critical Thinking Scenario

You are notified of a local high school student's social-media post threatening to shoot up his school. After responding to the student's residence, you find that he has access to his father's firearm. The student claims the post was just a joke. What would your next steps be?

This scenario requires immediate action despite the student's claim. Next steps should include: securing the firearm immediately, conducting a thorough threat assessment, interviewing the student and family members, documenting all statements and evidence, contacting school officials, involving BTAM professionals, considering involuntary examination under Baker Act if appropriate, and following up with ongoing monitoring. Never dismiss threats as "just a joke" when access to weapons exists.



# Targeted Violence Defined

**Targeted violence** refers to incidents of violence involving an identifiable person of concern (a perpetrator) who possesses the intent and capability to cause physical harm to an identifiable target (an intended victim).

## Goal-Directed

The violence has a specific purpose or objective in mind.

## Premeditated

The act is planned in advance, not spontaneous or impulsive.

## Predatory

The perpetrator deliberately selects and stalks their target.

These incidents may occur in or across many locations including homes, workplaces, schools, government offices, public events, hospitals, and places of worship.

# Trends in Targeted Violence

Despite a decrease in the overall violent crime rate over the past three decades, the United States has experienced a recent increase in the frequency and deadliness of targeted violence incidents, including mass targeted violence, such as active shooter incidents.

This trend highlights the critical importance of behavioral threat assessment and management in modern law enforcement.





# Key Research Findings

Practical research conducted by the U.S. Secret Service, FBI, and other government entities has revealed some key findings:

## 1 Behavior Can Be Prevented

Human behavior, particularly violent behavior, cannot be reliably predicted, but it may be prevented.

## 2 No Profile Exists

No psychological or demographic profile exists for an active shooter or perpetrator of targeted violence, so profiling is not an effective tool.

## 3 Observable Planning

Targeted violence is almost never impulsive or random. It is the result of organized thinking and behaviors, such as planning and preparation, which can be observed and reported.

## 4 Mental Health Misconception

Mental health issues are rarely the main cause of targeted violence incidents.

## 5 Threat vs. Posing Threat

While communicated threats should never be ignored, persons of concern for targeted violence often do not communicate threats to a target or to law enforcement before they attack. There is a difference between making a threat and posing a threat.

# BTAM Process Overview

**Behavioral threat assessment and management (BTAM)** is a proactive, investigative process used to identify, assess, and manage the risk of targeted violence posed by an identified or identifiable person.

BTAM uses the law enforcement intelligence cycle to collect and analyze behavioral information about a person of concern. This includes observable, attack-related behaviors that indicate the perpetrator may be on a "pathway to violence."

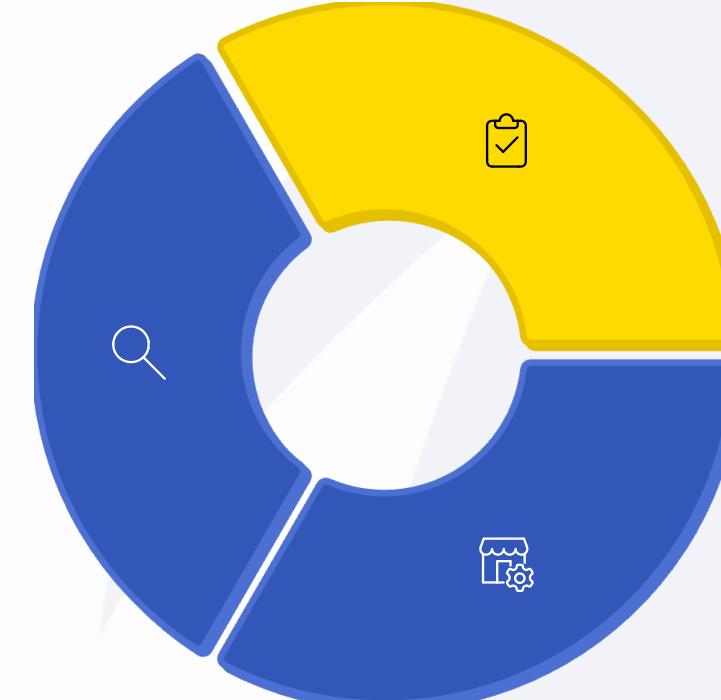




## BTAM Primary Goal and Functions

The primary goal of BTAM is to prevent or mitigate acts of targeted violence

**Identify**  
Identify persons of concern within the local community who may pose a threat.



### Assess

Assess the level of risk posed by identified persons of concern.

### Manage

Manage persons of concern through appropriate intervention strategies.



# Identify: Officer's Role

On patrol, you will respond to a variety of calls for service where you may see or hear something that leads you to identify a person of concern for future targeted violence. Collecting and reporting that information is critical to successfully preventing or mitigating targeted violence.

## Detailed Description

Document a detailed description of the encounter that prompted concern.

## Reasons for Concern

Clearly articulate your specific reasons for concern about the individual.

## Identifying Information

Collect personally identifiable information for the person and any relevant witnesses.

Always follow your agency's policies and procedures for collecting and reporting this type of information.



# Assess: Investigation Components

The core of BTAM is to assess a person's risk for future targeted violence against an identifiable target. Assessment involves collecting and analyzing behavioral information from all possible sources, including your own observations and knowledge.

## Information Sources

- Relatives and family members
- Friends and close associates
- Coworkers and employers
- School officials and teachers
- Mental health providers
- Social media and online activity

## Areas to Consider

- Current life circumstances
- Intimate relationships
- Financial status and resources
- Education and training
- Mental and physical health

Trained BTAM professionals will primarily be responsible for this type of investigation. The quantity and quality of information reported directly impacts the accuracy of any assessment.



# Critical Assessment Information

## Motive and Intent

Motive and intent communicated to third-parties about potential violence.

## Ability and Means

Ability and means to act, especially immediate access to firearms or other weapons.

## Target Access

Access to the intended target and opportunities to carry out the attack.

## Target Vulnerabilities

The target's vulnerabilities and lack of protective measures.



# Manage: Intervention Strategies

In BTAM, law enforcement agencies manage a person of concern using strategies based on the assessment to prevent or mitigate acts of targeted violence. You may be asked to assist BTAM investigators in managing a person of concern.



## Disrupt Threat

Arrest or protective custody for immediate threats.



## Monitor Behavior

Ongoing monitoring of person's behaviors over time.



## Enforce Process

Deliver restraining orders or risk protection orders.



## Refer to Care

Connect person to mental or behavioral health providers.

Remember that you may be the only member of law enforcement to observe critical information regarding a person of concern progressing along a "pathway to violence" before they attack. Reporting that information promptly and accurately is necessary to help prevent targeted violence.



# Non- Criminal Calls for Service

Unit 3: Assisting Your Community





# Course Overview

## What You'll Learn

This comprehensive training covers essential skills for handling non-criminal calls for service. You'll learn to determine appropriate resources, conduct well-being and security checks, deliver death notifications, handle animal complaints, respond to fire-related incidents, manage property issues, resolve disputes, and control crowds.

Every call requires professional response and appropriate command presence. The public's trust depends on whether your authority is seen as legitimate, proper, and just.

## Key Focus Areas

- Assisting your community
- Well-being and security checks
- Death notifications
- Animal complaints
- Fire-related incidents
- Property management
- Civil disturbances
- Crowd control

# Unit 3, Lesson 1: Assisting Your Community



01

## Lesson Goal

Determine appropriate resources to safely resolve non-criminal calls for service

02

## Critical Thinking

Vehicle crash with fire, trapped driver, bystanders present, no backup yet

03

## Key Question

Should you ask bystanders for assistance?



# Responding to Non-Criminal Calls

While patrolling, you will respond to a variety of calls for service that are non-criminal in nature. A non-criminal call for service may range from a request to obtain specific information to a request to perform a security check on a building.

## Professional Response

Every call requires professional manner and appropriate command presence adjustment

## Public Trust

Authority must be seen as appropriate, proper, and just to maintain cooperation

## Situational Awareness

Simple incidents can rapidly escalate into criminal situations

Maintain your composure, display emotional intelligence, and proceed safely at all times. When you arrive at the scene, find the complainant, and introduce yourself in a courteous manner.



# Providing Community Resources



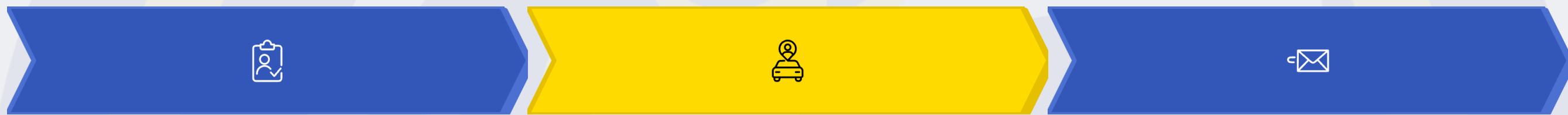
## Available Resources

Listen to the person, then determine what services the caller needs and whether you can assist or provide referrals. You can serve community members by providing information, pamphlets, or agency contacts:

- Department of Veterans Affairs
- Department of Children and Families
- Local mental health services
- County clerks of court

Use interpersonal skills to express understanding and empathy when you cannot provide expected service. Power outages or locked-out motorists do not require law enforcement intervention.

# Directing Public Assistance



## Evaluate Scene

Determine how much and what kind of help you need

## Assess Capabilities

Determine skill sets, physical limitations, and willingness

## Give Clear Instructions

Provide specific directions to those assisting

- Florida Law Authorization:** Officers may command assistance from the public in certain situations, such as apprehending or securing a person for breach of peace or in case of rescue or escape of a person arrested upon civil process.

**Critical Safety Rule:** Under no circumstance should you instruct a member of the public to assist in a way that violates the law, exceeds their ability, or compromises their safety.



# When to Call for Public Assistance

## Emergency Situations

Typically involve rescuing a victim, providing first aid, or overcoming resistance from a suspect

## Compliant Engagement

Most of the time, you will engage with a compliant person

## Legal Authority

Florida law authorizes officers to command assistance in specific circumstances

**Learning Objective LE531.1:** Describe how to provide assistance during a non-criminal incident

**Learning Objective LE531.2:** Describe how to lawfully instruct the public to assist

# Unit 3, Lesson 2: Well-Being and Security Checks

## Lesson Goal

Know how to safely check on the well-being of a person as well as the security of residences, buildings, or grounds.

## Think About This

While on patrol, you drive by Mr. West's house. Typically, Mr. West is on his porch and waves at you, but on this day, you notice he is not outside. You decide to park your car, knock on the door, and check on him. As you approach, you hear cries for help. What do you do in this situation?





# Conducting Well-Being Checks

You may notice a situation that requires a well-being check such as a bad odor coming from a residence or an abnormal presence of flies, which shows lack of activity. A person with medical issues may request law enforcement to routinely conduct well-being checks at their home.

01

## Initial Response

Notify dispatch of vehicles present, conduct brief search for signs of unlawful entry or inactivity

02

## Contact Attempts

Try knocking on door, calling by phone, looking into windows to determine status

03

## Information Gathering

Contact property owner/management, check if subject taken to medical facility or arrested

04

## Neighbor Interviews

Determine if neighbors have information on whereabouts or have a key

# Well-Being Check Indicators



## Overflowing Mailbox

Sign of extended absence or inability to collect mail



## Bad Odor

Unusual smells coming from residence indicating potential distress



## Abnormal Presence of Flies

Shows lack of activity and potential emergency situation



## Signs of Unlawful Entry

Damaged doors, windows, or other entry points

**Learning Objective LE532.1:** Describe how to conduct a well-being check



# When No Contact Can Be Made

## No Immediate Distress

If you cannot make contact with the person and no immediate signs of distress are present:

- Contact dispatch or record actions on in-vehicle computer
- Follow agency policies for notifying chain of command
- Document all attempts made to contact the person
- Note any observations about the property

## Emergency Situations

Follow agency policies when you have reasonable belief that a person is in immediate danger:

- May enter property by force and search premises
- Call for backup or additional resources for forced entry
- Provide first aid to subject if necessary
- Contact dispatch to relay person's status
- Request additional emergency resources

# Follow-Up Procedures



## Contact Requestor

When appropriate, contact the person who requested the well-being check to update them on the outcome



## Make Recommendations

Provide recommendations for future action based on findings



## Interview Subject

If you initiated the check, interview the person to determine who to contact for follow-up

**Learning Objective LE532.2:** Describe when you need to provide immediate assistance during a well-being check





# Conducting Security Checks

While patrolling an assigned area, you may conduct security checks of residences, buildings, or grounds. Residents may request security checks, or you or dispatch may initiate one.



**Learning Objective LE532.3:** Describe how to conduct a security check



# Security Check Indicators

## Entry Points

- Open or unlocked doors
- Broken windows
- Damaged security equipment

## Environmental Signs

- Barking dogs
- Damaged plants or shrubs
- Knocked over furniture or planters

## Vehicle Checks

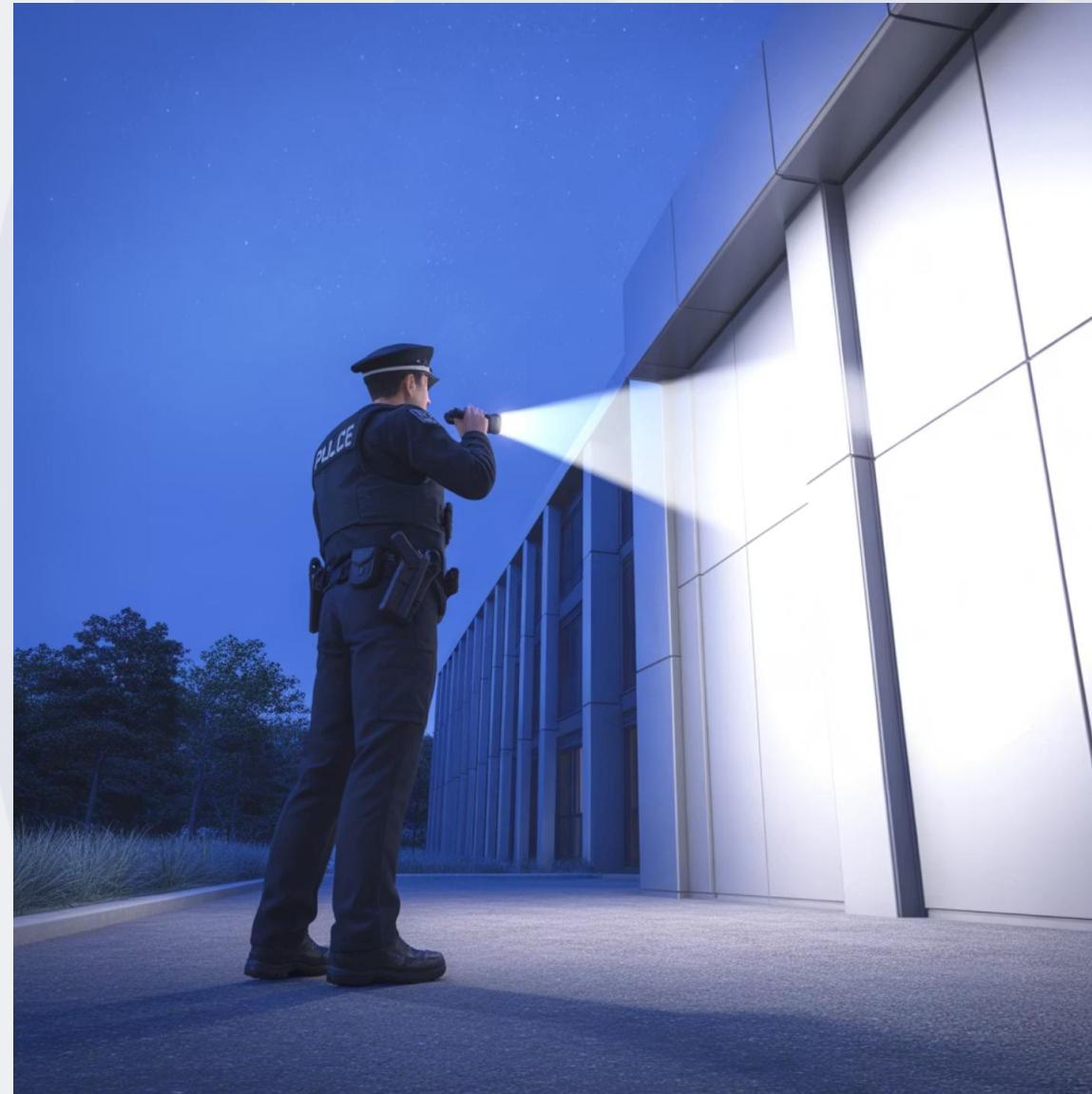
- Run checks on suspicious vehicles
- Note vehicle locations
- Document license plates

## Contact Information

- Posted contact information
- Interview witnesses and neighbors
- Ask dispatch for property representative



# Security Check Response Actions



## When Suspicious Activity Found

If you observe anything suspicious, get the property owner's contact information by:

- Locating any posted contact information
- Interviewing witnesses and neighbors
- Asking dispatch to check for a property representative

Once you have contacted the owner or representative, ask them about circumstances at the property in relation to your observations.

If there are indications of criminal activity, property damage, or loss, begin the appropriate investigative action. After you complete a security check, communicate the necessary information to dispatch.

# Unit 3, Lesson 3: Death Notifications

“

## Lesson Goal

Know how to deliver a death notification to the next of kin in a professional manner.



## Think About This

You are responsible for notifying the next of kin after a fatal car crash, and the family cannot be reached in person. What do you do?

# Notifying the Next of Kin

You may be assigned to make a death notification when your agency conducts a death investigation or when it gets a request from another jurisdiction.



## Obtain Information

Use criminal justice databases to get name, address, and telephone number of deceased person's next of kin



## Personal Visit

Make a personal visit to the family if possible - this is the preferred method



## Bring Support

Consider victim advocate, agency chaplain, or interpreter for cultural/language barriers



## Request Backup

May request backup officer for safety, though normally non-confrontational



# DAVID Emergency Contact Information

- Important Policy:** If you use the DAVID emergency contact information (ECI), follow your agency's policies and procedures, and remember that ECI is for emergency purposes only and cannot be used as an investigative tool.

## Out-of-State Notifications

If next of kin lives in another state or town and is not accessible, contact the local law enforcement agency in that area and request that one of their officers make the notification

## Finding Contact Information

Obtain agency telephone number by contacting dispatch, searching the internet, or performing queries within FCIC/NCIC systems

# Telephone Notifications



## Least Preferred Method

Although it is acceptable to notify the next of kin by telephone, this is the least preferred method. Do not make a telephone notification unless there is no other option.

### If you must notify by telephone:

- Call as soon as possible
- Be prepared for emotional reactions
- Have support resources ready to provide
- Follow agency policies regarding death notifications

When you make contact with the next of kin, answer their questions concerning the deceased person's location and the circumstances surrounding the death. This will assist the family in dealing with the loss.



# Delivering the Death Notification

- 1 Be absolutely certain of the identity of the deceased
- 2 Make a clear statement that the death has occurred
- 3 Allow time for the venting of feelings
- 4 Obtain medical help if needed
- 5 Assist in notifying significant others
- 6 Make referrals for follow-up support services
- 7 Describe the procedure for identifying the deceased

# Displaying Empathy



## Be Sensitive

Be sensitive to cultural and religious issues when handling this emotional situation. Before attempting to deliver a death notification, try to identify any language or cultural barriers.

## Avoid Clichés

Be careful to avoid statements such as "I know how you feel" or "God never gives us more than we can handle."

## Provide Information

If the investigation does not permit you to provide answers about the circumstances surrounding the death, explain this to the family.

**Learning Objective LE533.1:** Describe how to deliver a death notification in a professional manner

# Unit 3, Lesson 4: Animal Complaints

## Lesson Goal

Know how to safely respond to situations involving animal complaints.

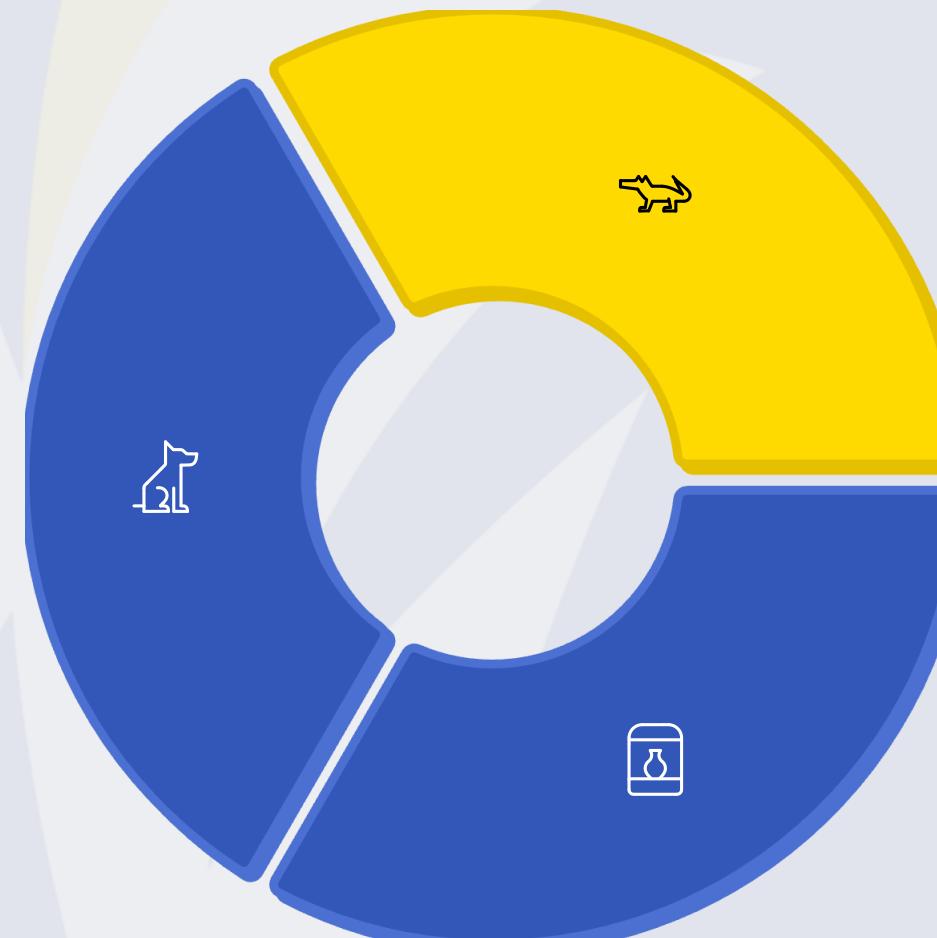
## Think About This

You get a call about a 3-foot alligator in a residential pool. What are some ways to handle this situation?



# Types of Animal Calls

You may respond to calls involving domestic, wild, and exotic animals. An **exotic animal** is any animal that is not native to Florida, such as pythons, parrots, and monitor lizards.



## Domestic Animals

Livestock or family pets, such as dogs and cats

## Wildlife

Alligators, snakes, bears, raccoons, and birds

## Exotic Animals

Pythons, parrots, monitor lizards - not native to Florida

# Responding to Nuisance Animal Calls



## Identify Threats

Identify any immediate threat and injury that may require first aid, call EMS as needed



## Assess Animal Status

Determine if animal is running free, contained, injured, or aggressive



## Contact Resources

Contact animal control services or Florida Fish and Wildlife Conservation Commission (FWC)



## Consider Experience

Consider your level of experience and training before attempting to capture or handle any animal



# Additional Animal Response Resources

## When to Request Help

You may need to request additional resources, such as:

- Wildlife rehabilitators
- Nuisance animal trappers
- Animal control services
- Florida Fish and Wildlife Conservation Commission (FWC)

## Use of Force

If an animal threatens personal or public safety, or suffers a debilitating injury, use appropriate equipment and force.

**Learning Objective LE534.1:** Describe how to assist a person with an animal complaint



# Unit 3, Lesson 5: Fire-Related Incidents

## Lesson Goal

Identify the appropriate course of action when responding to a fire-related incident

## Think About This

While on patrol on the highway, you observe what appears to be smoke coming from a ditch on the side of the road. You stop to check it out and find a small grass fire from a discarded cigarette. What should your response be?



# Role of Law Enforcement at Fire Scenes

01

## Immediate Notification

If you arrive at scene and see a fire, notify dispatch immediately and request assistance

02

## Evacuation Consideration

Occupants in surrounding area may need to evacuate. Contact supervisor and follow agency procedures

03

## Primary Responsibility

After arrival of fire department personnel, assist firefighters and fire marshal in investigation

04

## Crowd and Traffic Control

Maintain crowd and traffic control throughout the incident

**Learning Objective LE535.1:** Describe your role during a fire-related incident



# Responding to a Vehicle Fire

When responding to a vehicle fire, ask dispatch for all relevant information regarding the incident. Dispatch may be able to provide specific information on the fire, where it is, what is on fire, if anyone is trapped, and if fire rescue has been notified.

## Notify Dispatch on Arrival

You should notify dispatch when you arrive at the scene

## Block Traffic

Use your vehicle to block traffic and protect the area in which you and other officers will work

## Strategic Parking

Consider wind direction and speed, traffic conditions, and safe access for other responders

## Request Fire Rescue

Consider fire intensity, and if you determine you cannot put out the fire yourself, request fire and rescue aid

**Learning Objective LE535.2:** Describe how to respond to a motor vehicle fire



# Vehicle Fire Scene Assessment



## Survey for Hazards

Survey the scene for victims, hazards, and other threats to public safety.

These may include:

- Hazardous materials
- Downed power lines
- Any other materials that may present an immediate threat

Dispatch can assist in making contact with available emergency resources.

## Establish Perimeter

You may need to use other emergency equipment, such as cones or flares, to create a perimeter around the work area.

Consider the proximity of the fire to:

- Oncoming traffic
- Property
- Victims
- Witnesses

Move people, including the injured, away from the scene if possible.



# Victim Rescue and Fire Extinguishers

1

## Determine Occupancy

Determine if the vehicle is occupied. If victims are present, begin rescue efforts to extract them

2

## Move to Safety

Move victims to a safe location, and provide first aid as needed

3

## Trapped Victims

If victims are trapped beyond your rescue ability, make every reasonable effort to immediately extinguish the fire

- ❑ **Fire Extinguisher Types:** Be aware of the capabilities and limitations of fire extinguishers. Foam fire extinguishers are best for paper or wood fires, while CO2 fire extinguishers are more suited for flammable liquids. Fire extinguishers may help gain access to trapped victims.

# Securing the Fire Scene

## After Victim Removal

Once the victims have been removed and if there is no immediate threat to life or property, secure the scene for the arrival of fire personnel.

Highly flammable or combustible items in the vicinity must be evaluated and moved if practical.

## Assisting Other Resources

Depending on the scope of the incident, you may be required to assist other responding resources. You may be asked to:

- Provide details of the incident
- Control traffic
- Maintain a perimeter
- Possibly administer first aid

The fire may be the result of a traffic accident, and the scene will need to be preserved as much as possible for evidence.

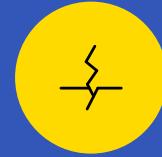


# False Alarms of Fire



## Definition

A false alarm of a fire occurs when an alarm system is activated but no evidence of reasonable threat exists



## Malfunction vs. Intentional

False alarm could be caused intentionally or due to a malfunction. Malfunction is not an offense



## Criminal Offense

It becomes a criminal offense if someone has intentionally caused the alarm without reasonable cause

### Learning Objective LE535.3: Determine when an incident is a false alarm of a fire

When charging a suspect with false alarm of a fire, document that the suspect, without reasonable cause, circulated a false alarm of fire.



# Unit 3, Lesson 6: Lost, Stolen, or Recovered Property

## Lesson Goal

Know how to respond to an incident involving lost, stolen, or recovered property.

## Think About This

A person turns in a found backpack to the local police department where you work. As you are going through the contents of the backpack, you discover a laptop, a camera, and a phone. What do you do next?





# Handling Lost Property

While on patrol, you may need to handle lost, stolen, or recovered property. A person may call about a lost cell phone; a victim of a burglary may find their stolen property at a pawn shop; or a person may turn in prescription drugs or a valuable object to law enforcement. Follow your agency's policies and procedures when handling these types of situations.

## Common Lost Items

- Cell phones
- Driver's licenses
- License plates
- Credit cards
- Social Security cards
- Insurance-related claims
- Losses due to natural disaster

## Documentation

Use a general information report to document these incidents. Get a description of the property and an estimate of its value.

## Identifying Features

Note unique distinguishing identifiers, such as scratches or unique parts, to help identify the property.



# Lost Property Procedures

## Record Serial Numbers

On items with serial numbers or other unique identifying numbers, record the numbers in your report

## Conduct Database Query

Conduct an FCIC/NCIC database query and a local system search that will search for recovered property in local pawn shops

## Enter into FCIC/NCIC

Enter the information into FCIC/NCIC database

## Consider Theft

Keep in mind that lost property may turn into stolen property

**Learning Objective LE536.1:** Identify the procedure for handling lost, stolen, or recovered property



# Handling Stolen Property

You may come across stolen property on routine patrol, during traffic stops or arrests, or from a concerned resident. Upon receiving stolen property, handle the property according to your agency's policies.

- Conduct an FCIC/NCIC and local database search to verify the property as stolen
- Request the entering agency to remove the item from the database after verifying it is stolen property
- Attempt to identify the owner or the original case report to add a supplemental report
- Photograph the item
- Process the item for physical evidence, including latent prints and touch DNA

# Stolen Property Processing Continued

## Return or Submit

- Return the item to the owner if there is no forensic value and document this action
- Submit the item as evidence if you cannot locate the owner or if there is forensic value

## Follow-Up Investigation

Forward any suspect or item identification to the appropriate department in your agency for a follow-up investigation





# Stolen Property in Custody of Pawnbroker

- ☐ **Florida Statutes:** When an appropriate law enforcement official has probable cause to believe that property in the possession of a pawnbroker is misappropriated, the official may place a written hold order on the property.

## Hold Order Duration

The written hold order shall impose a holding period not to exceed 90 days unless extended by court order

## Rescinding Hold Orders

The appropriate law enforcement official may rescind, in writing, any hold order

## One Hold Order Limit

An appropriate law enforcement official may place only one hold order on property

Stolen property is often sold to pawnbrokers, making this an important recovery avenue for law enforcement.



# Recovered Property Procedures

Recovered property may be abandoned, seized, or found. Property that is recovered is entered into FCIC/NCIC as recovered property.



## Inventory Items

Inventory the items, complete a property/receipt form

## Submit to Property Clerk

Give items to agency's property clerk for storage or destruction



## Identify Owner

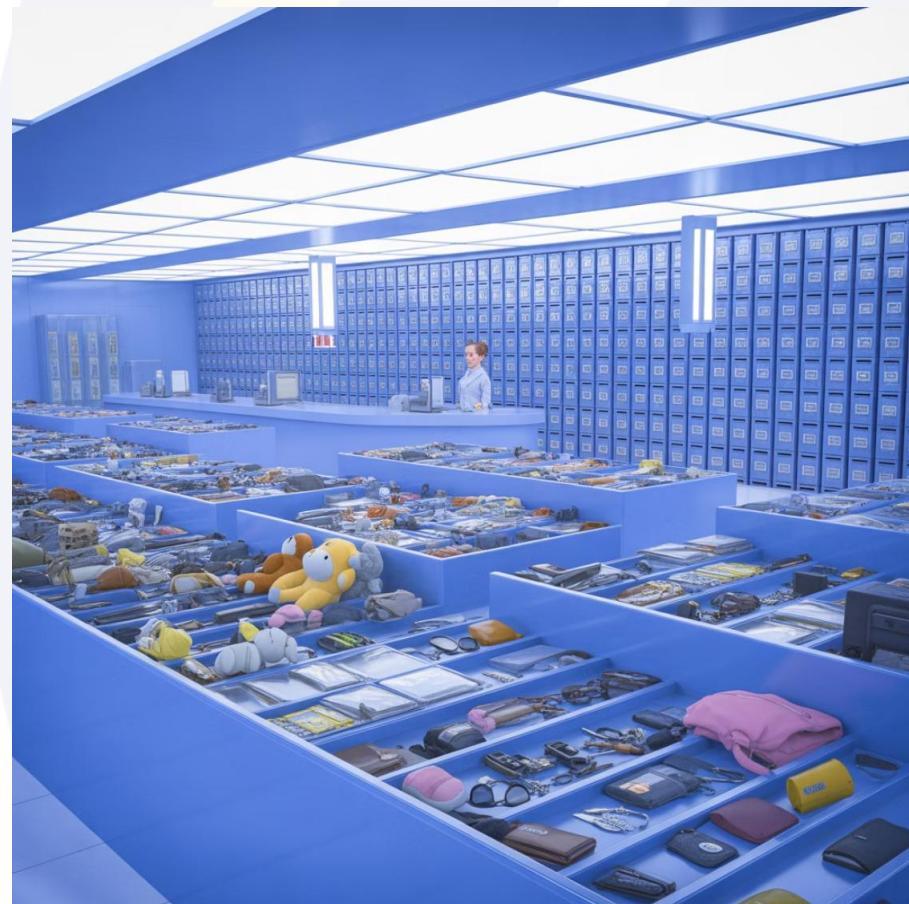
Take all necessary steps to identify the owner or determine if items are evidence of a crime

## Return Property

If owner identified and property is not evidence, attempt to return according to agency policies



# Lost Property at Commercial Establishments



## Florida Law Provisions

Florida law allows an owner or operator of a theme park, entertainment complex, zoo, museum, aquarium, public food service establishment, or public lodging establishment to dispose of or donate any lost or abandoned property found on its site.

## Requirements

- Must maintain a record of the property
- Must hold the property for at least 30 days
- If property remains unclaimed after 30 days, owner or operator may not sell the property
- Must dispose of or donate the property to a charitable institution

# Unit 3, Lesson 7: Property Disputes

“

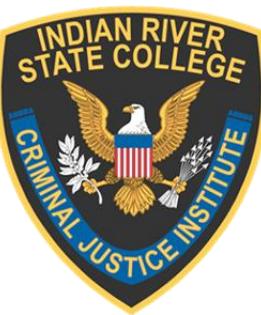
## Lesson Goal

Know how to respond to disputes involving property boundaries, landlords and tenants, motor vehicle repairs, and repossessions.



## Think About This

You respond to a residence where the homeowner complains about his neighbor's tree branches hanging over his side of the fence. The neighbor refuses to cut down the trees because she says it's not her problem. What action can you take in this situation?



# Property Boundary Disputes



## Civil Nature

Property disputes between neighbors are usually civil in nature and not criminal matters



## Survey Required

Property owners would need a recent survey to identify who owns the property where disputed items are located



## Civil Court Remedy

This is considered a civil dispute and would need to be done outside of the criminal justice process



## Officer Action

Advise the parties to seek the appropriate remedies in civil court

**Learning Objective LE537.1:** Describe how to respond to property boundary disputes



# Landlord and Tenant Disputes

You will sometimes be called to disturbances that arise from landlord and tenant disputes. You need a general knowledge of what action, if any, you can take in these situations. The Florida Residential Landlord and Tenant Act governs most of the traditionally recognized rental arrangements for dwellings.

## Covered Properties

Apartments, town homes, duplexes, single-family housing units, and mobile home parks

## Legal Eviction Process

The only way a landlord can legally recover possession of the leased residence without the consent of the tenant is to file an eviction proceeding in the county court

## Writ of Possession

If the landlord is successful, a writ of possession will be issued by the court to the sheriff who is then authorized to evict the tenant

**Learning Objective LE537.2:** Describe how to respond to a landlord-tenant dispute



# Tenant Rights and Wrongful Eviction

## Tenant Rights

Be aware that, until legally evicted, a tenant has a right to enter the residence, and a landlord may not prevent entry by changing the locks.

**Officer Authority:** You may physically evict a tenant only following a writ of possession.

## Wrongful Eviction

Any action without a writ that causes the removal of a tenant is likely to be considered a wrongful eviction, whether:

- Physically removing the tenant's belongings from the residence
- Suggesting to the tenant that failure to leave may result in arrest

**Not Covered by the Act:** The Residential Landlord Tenant Act does not apply to public lodging establishments (hotels and motels); medical, geriatric, educational, counseling, religious, or similar residency facilities; and recreational vehicle parks.



# Repossession of Property

When a person or company that is owed money (called a creditor), sells or leases property to a person who takes out a loan (called a borrower), the creditor may get a security interest or lien against the property in the form of a contract or security agreement.

## Security Agreement

Contract allows creditor to take property as collateral if borrower defaults

## Self-Help Repossession

Creditor takes possession without court order if no breach of peace

1

2

3

4

## Writ of Replevin

Court order that allows creditor to take possession of collateral after default

## Officer Role

Keep the peace; may not give legal advice to either party



# Types of Repossessed Property



## Motor Vehicles

Most common type of repossessed property



## Mobile Homes

Residential property subject to repossession



## Watercraft

Motorboats and personal watercrafts



## Aircraft

Aviation equipment and vehicles



## Recreational Vehicles

All-terrain vehicles and similar equipment



## Equipment

Farm equipment and industrial equipment

Creditors usually hire a recovery agent to repossess property.



# Responding to Repossession Disputes

When responding to a dispute or confrontation about the repossession of a vehicle, you may have to determine:

## Repossession Complete

If the vehicle has already been attached to the tow truck and is ready for transport or if the recovery agent is behind the steering wheel of the vehicle ready to drive away. In this case, the repossession is complete, and the recovery agent should be permitted to leave.

## Breach of Peace

If there is a breach of the peace. In this situation, the recovery agent cannot lawfully take the vehicle. You will learn more about breach of the peace in Chapter 8.

**Learning Objective LE537.3:** Describe how to safely respond to repossession of property during a dispute



# Motor Vehicle Repair Disputes

## Florida Statutes Provisions

You may sometimes be dispatched to disturbances at automobile repair shops regarding disputes over repair costs.

The Florida Statutes permit a vehicle owner who refuses to pay the repair bill to take possession of the vehicle after posting a bond with the clerk of court.

## Bond Process

After a bond is posted for the amount of the repair invoice, including storage fees, the clerk will issue a certificate directing the repair shop to release the vehicle to the owner.

**Theft Investigation:** If the vehicle owner refuses to pay the repair cost and removes the vehicle from the repair shop without posting a bond, then the vehicle owner should be investigated for theft.

**Learning Objective LE537.4:** Describe the process for motor vehicle repair disputes



# Unit 3, Lesson 8: Civil Disturbance

## Lesson Goal

Know how to safely mediate a civil disturbance and maintain the peace during a civil standby.

## Think About This

You respond to a call where someone asks to meet you for a child-custody exchange. What is your role in this situation?



# Mediating Civil Disturbances

When responding to a call that is civil in nature, such as a landlord-tenant dispute or child custody issue, be aware that these incidents can become highly confrontational.



## Evaluate Threat Level

Use information relayed by dispatch, location's call history, personal knowledge of people involved, and your observations



## Remain Vigilant

Avoid complacency and request backup based on the threat level of the situation



## Separate and Interview

Separate, identify, and interview all people involved to obtain information related to the incident



## Verify Crime Status

Through assessment, interviews, and observations, verify whether a crime has been committed

**Learning Objective LE538.1:** Describe how to mediate a civil disturbance

# Civil Disturbance Response Actions

## Database Queries

You can also perform queries within the FCIC/NCIC systems to determine if any injunctions or warrants exist.

An **injunction** is a court order that requires a person to do or refrain from doing specific acts, such as having no contact with a former spouse or a specific victim of domestic violence.

## Providing Resources

Once you have determined that the disturbance is civil in nature, provide information and resources that will help resolve the conflict.

For example, you may assist people involved in a landlord-tenant dispute by referring them to civil court or mediation.



# Civil Standby Procedures

There may be times where you are called to a **civil standby**, which is when an officer maintains the peace through officer presence while serving a court order or responding to a call for service.



## Execution of Writ of Replevin

Maintaining peace during property repossession with court order



## Child Custody Exchange

Officer presence during custody transfers between parents



## Pretrial Release Order

Ensuring compliance with court-ordered conditions

**Learning Objective LE538.2:** Describe how to maintain order during a civil standby



# Maintaining Order During Civil Standby

## Officer Presence

Typically, a civil standby requires little action by the officer; your presence is enough to keep the incident calm

## Escalation Response

If your presence is not enough and the situation begins to escalate, you may separate both parties, recommend that one or both parties leave, or have them contact the clerk of the court or their attorneys

## Enforcement Action

When necessary, separate and interview the parties to determine whether you need to take any enforcement action

## Remain Impartial

Remain impartial and use conflict management skills to prevent escalation of the situation

- Agency Policies:** Policies and procedures differ between agencies on whether a court order needs to be in place for an officer to conduct a civil standby, so it is important for you to be familiar with your own agency's policies and procedures.

# Unit 3, Lesson 9: Crowd Control

## Lesson Goal

Know how to safely control a crowd, demonstration, or riot using effective communication and observation skills.

## Think About This

After a high school football game, a group of students gather outside the local gas station. Management reports that 15 to 20 students are cursing loudly and congregating outside in the parking lot. When you arrive, you estimate the crowd to be about 100 people. How do you handle this situation?





# Law Enforcement Role in Crowd Control

You may be assigned to a special event detail, such as providing security for a sporting event, concert, fair, or political rally. You may also be asked to provide security for event facilities, attendees, and employees.

## Agency Information

Your agency will provide information regarding command post location, level of enforcement, safety concerns, prohibited items, and other areas of concern

## Officer Awareness

Always be aware of other officers' locations and maintain a high level of awareness for potential incidents that may require a response

## First Amendment Rights

The First Amendment protects the right of peaceful assembly for the community. When assembly is no longer peaceful, law enforcement is called upon to resolve the public disturbance

**Learning Objective LE539.1:** Describe the role of law enforcement when responding to crowds



# Florida Statutes Applicable to Crowds

## Disorderly Intoxication

Public intoxication causing disturbance

## Affrays and Riots

Fighting or violent public disturbances

## Unlawful Assemblies

Gatherings with unlawful purpose

## Routs, Melees, Mobs

Disorderly crowd behaviors

## Breach of Peace and Disorderly Conduct

Disturbing public order and tranquility

People may gather as long as they cause no disturbance and act within the scope of the law. Your duty is to determine if the demonstration or gathering is lawful based on state statutes and county and municipal ordinances.

In Florida, permits may be required for planned events that anticipate a large crowd. You may have to respond to complaints about sudden crowds such as late-night bars closing or crowds leaving a venue.

# Identifying the Problem

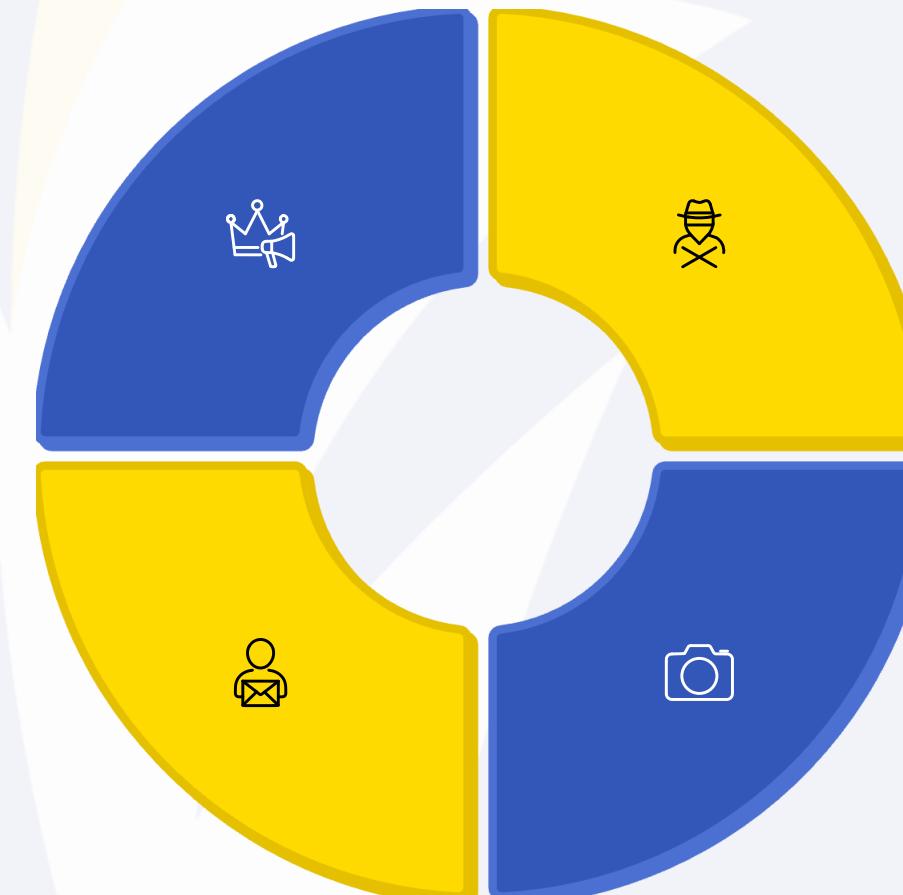
Try to determine the threat level of the crowd, demonstration, or riot by observing the mood, location, direction of travel, and size of the crowd. Several things may affect the crowd's mood, such as the result of a sporting event or a controversial court ruling.

## Leadership

Identify if crowd is organized and if anyone is leading or agitating

## Information Relay

Relay information frequently to dispatch or assisting agencies



## Gang Presence

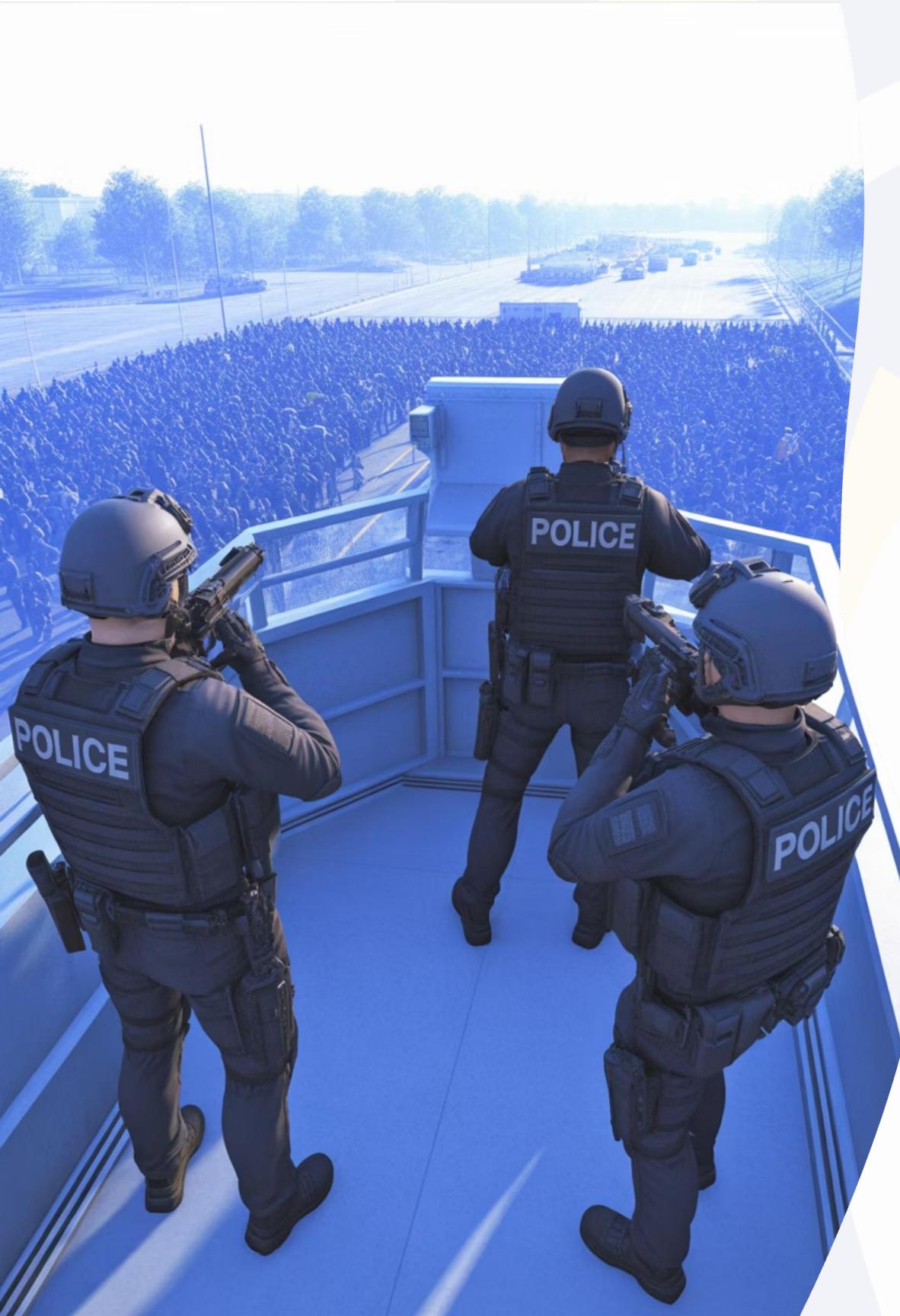
Some crowds may involve gang members, possibly displaying colors, symbols, and weapons

## Monitoring

Monitor from best vantage point: patrol car, rooftop, or video monitoring system



# Critical Information to Report



## Observation Details

Include critical information on:

- Crowd size and movement
- Observed weapons such as broken bottles
- Any property damage
- Level of escalation or de-escalation

## Specialized Assistance

Determine if the situation requires specialized assistance such as:

- Supervisor's deployment of riot squad
- SWAT
- Canine or mounted patrol
- Fire department
- Public information office

**Learning Objective LE539.2:** Determine the threat level of a crowd, demonstration, or riot



# Officer Safety in Crowd Control

Any large gathering could be dangerous, so you must approach it carefully. If you decide to engage the participants of a crowd or demonstration, officer safety is your first consideration.

## Call for Assistance

Sheer numbers can be overwhelming for responding officers. Calling for assistance and waiting for backup are critical when engaging a crowd or demonstration

## Never Be Complacent

Although non-hostile crowds are more passive, never become complacent when dealing with large groups as things can quickly change. Safety is your main concern

## Exit Strategy

In large crowds, attacks can come from any direction, so always have an exit strategy and prevent crowds from cornering you or stopping you from leaving

## Show of Force

A show of force or presence in numbers can be persuasive in calming a crowd

It is sometimes difficult to remove or arrest members of a large group. The anonymity of a crowd may provoke the violent behavior of aggressive individuals.



# Controlling Crowds and Identifying Leaders

Identifying why a group has assembled will help you better understand group goals and possible solutions for a peaceful dispersal. Look for signs and symbols on clothing or listen to what people say or chant to help you understand the gathering.



## Identify Leader

Observe how crowd interacts. Who does the crowd rally behind? Who does all the talking?



## Professional Communication

Speak in a professional manner, treating all parties with dignity and respect to encourage cooperation

## Separate Leader

After backup arrives, approach the leader, separate them from the crowd, and interview them

## Request Compliance

Request that the leader comply with laws and ordinances if the group has violated any

The leader's willingness to cooperate is a major factor in subduing a threatening situation. Issuing a threat to arrest someone during initial contact may turn an otherwise peaceful event into a violent one. Independent criminal violations may occur in a crowd, such as underage drinking or illegal narcotics usage. These violations must be addressed. For officer safety reasons, if intervention is feasible, use discretion when deciding on enforcement action. If you expect to make a physical arrest, observe the crowd's actions and determine if sufficient backup is present to ensure officer and public safety.

**Learning Objective LE539.3:** Describe how to control a crowd, demonstration, or riot

# Structure and Area Searches

Law Enforcement Training: Alarms, Building Searches, and Arrest Procedures





# Unit 4: Structure and Area Searches

## Lesson 1

Alarms and Searches

## Lesson 2

Area Searches

This unit covers essential tactics for responding to alarms, conducting building searches, establishing perimeters, and pursuing suspects on foot.



# Unit 4, Lesson 1: Alarms and Searches

## Lesson Goal

At the end of this lesson, you will know how to conduct a legal and tactically sound building search in response to an alarm or call for service.

- Think About This:** Officer Bentley responds to an alarm call for a vacant building and notices a front door is open. She enters the building to search for any suspects or criminal activity. Is this the right action? What else should she take into consideration?

# Responding to Security Alarms

During patrol, you will respond to various alarms from homes, retail stores, schools, government offices, or medical facilities. These alarms may involve incidents of burglary, robbery, panic, fire, or medical alert. There may also be cases when you respond to a false alarm.



## Burglary

Unauthorized entry into buildings or structures



## Robbery

Theft involving force or threat of force



## Panic

Emergency distress signals from individuals



## Fire

Fire detection and emergency response



## Medical Alert

Health emergencies requiring immediate attention



# Alarm Response Factors

Your response and tactics will be determined by the type and location of the alarm. Factors to consider include life-threatening situations, danger to the public, or significant loss of property. The alarm company may tell dispatch the cause of the alarm.

## Audible Alarms

Alarms that produce sound to alert occupants and deter intruders. Adjust your response with lights and siren as appropriate.

## Silent Alarms

Alarms that notify authorities without alerting suspects. Use a stealth approach to maintain tactical advantage.

Whatever the alarm type, remain aware of your surroundings and anticipate unknown risks. Some agency policies require at least two officers to respond to alarm calls. Other agencies make a second officer available under certain circumstances or at the request of the initial responding officer.

# Arrival and Initial Assessment



01

## Park Safely

Park your patrol vehicle at a safe distance from the building or residence. The location you choose depends on the situation (for example, parking up the road versus several doors down).

02

## Observe Vehicles

Observe any vehicles present at the scene, and notify dispatch to run the license plate numbers.

03

## Assess Location

Do an overall assessment of the location, and notify dispatch of any evidence of forced entry, such as broken glass or open doors.



# Identifying the Cause of the Alarm

Try to identify the cause of the alarm by observing the location and environment, interviewing people present, and getting information from dispatch. This information may include a suspect description, false alarm notification, and the response from the property owner or a representative with key holder status.

## Weather Conditions

Wind, rain, or storms triggering sensors

## Animals

Pets or wildlife activating motion detectors

## Power Outages

Electrical issues causing system malfunctions

## Unintentional Activation

Accidental triggering by occupants

## Open Door

Unsecured entry points

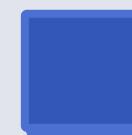
Several factors cause false alarms. Understanding these helps you assess the situation accurately.



# Response Decision Matrix

If a crime has occurred and there are no suspects present, secure the scene. If a significant amount of time has elapsed and you have not located the suspects, begin an investigation.

If you determine that suspects are present, develop a tactical plan to apprehend them. Ask yourself the following questions:



## Perimeter Establishment

Do you need to establish a perimeter?



## Suspect Awareness

Do the suspects know of the police presence?



## Building Search

Do you need to conduct a building search?



## Additional Resources

Do you need to call for additional resources like a canine or tactical team?

# Non-Criminal Alarm Response

A composite image showing a police officer in the foreground, a firefighter with an oxygen tank, and another firefighter with a hose in the background, all at a scene of a fire.

## Crowd Control

Managing bystanders and maintaining order at the scene

## Witness Statements

Gathering information from individuals present

## Community Safety

Providing additional safety functions and first aid until EMS arrives



# Building Search Principles

At times, you will be required to conduct building searches, including calls for alarms, open doors, burglaries, and trespassing. Some of these incidents may turn into high-risk situations.

1

## Legal Authority

Determine if a building search is legally allowed before conducting one. Recall the exigent circumstances that justify a warrantless entry.

2

## Secure Perimeter

If necessary, secure the exterior of the building with a perimeter. Direct people who are not involved to a safe location.

3

## Property Access

If possible, obtain access to the property through the owner or a property agent.

# Never Search Alone

# Use Additional Resources

Do not search buildings alone. Use additional resources, including other officers and a canine unit, if available. When you are working with a partner, establish a plan to search and secure the building.





# Noise Discipline During Searches

Noise from jangling keys, loose change, cell phones, or radio volume can reveal your location during a search. Secure loose items and turn down the volume on phones and radios before you begin a search.

## Flashlight Awareness

When using a flashlight to search a building, remain aware of the presence of other officers and their locations, and do not shine your flashlight on other officers.

## Hand Signals

Hand signals can be used to communicate, so work together and avoid becoming separated.

## Cover Each Other

Using these methods allows you to cover each other and reduces the risk of crossfire.



# The Greatest Threat

The greatest threat in a building search is the possibility of a suspect in hiding. Always remember that a suspect inside of the building can be armed and dangerous, so conduct a thorough and careful search because failure to do so can lead to fatal results.

- ❑ **Secondary Search:** After the initial search, consider swapping search areas with your partner and conduct a secondary search of the premises to ensure that all areas were thoroughly searched.



# Before Entering a Building

Determine how to enter a building based on how the doors and windows open. For example, before entering, note which direction the door opens by locating the hinges. Whatever the entry point, use the appropriate strategy to enter the building. Generally, you will enter buildings through a doorway.

01

## Request Emergency Channel

Request an emergency radio channel through dispatch

02

## Draw Firearm

Draw your firearm and prepare for entry

03

## *Consider Announcement*

*In certain situations, you may knock and announce your presence to allow people inside to exit or suspects to surrender*

04

## Stop, Look, Listen

Never enter too quickly. Assess the situation before proceeding



# Entry Considerations

The situation may dictate your response, but be sure you have a plan before entering. Never enter too quickly. Stop, look, and listen.

## Behind Doors

Be cautious of anyone who may be hiding behind doors. When working in pairs, maintain visual contact, communicate, and be aware of each other's actions.

## Partner Communication

Do not assume that your partner sees and hears everything you do. If either of you face a threat, give loud verbal commands. This will alert your partner to the situation and the threat.



# Fatal Funnels and Deep Corners

Systematically search the structure, keeping track of cleared rooms or areas. As you move through a building, remain aware of critical tactical considerations.



## Fatal Funnels

Narrow spaces that restrict movement; these spaces are typically doorways, hallways, and windows. Make sure the area is clear of threats before moving through them.



## Deep Corners

Corners that cannot be visually cleared from the doorway and must be checked first upon entry. Be mindful of people hiding in shadows and dark areas.



# Special Considerations During Search

During the search, you will encounter a number of factors that will affect your tactics. Follow your agency's policies when dealing with special considerations during a search.

## Stairways

Vertical movement challenges

## Locked Doors

Access barriers requiring decisions

## Closets

Confined hiding spaces

## Attics

Elevated concealment areas

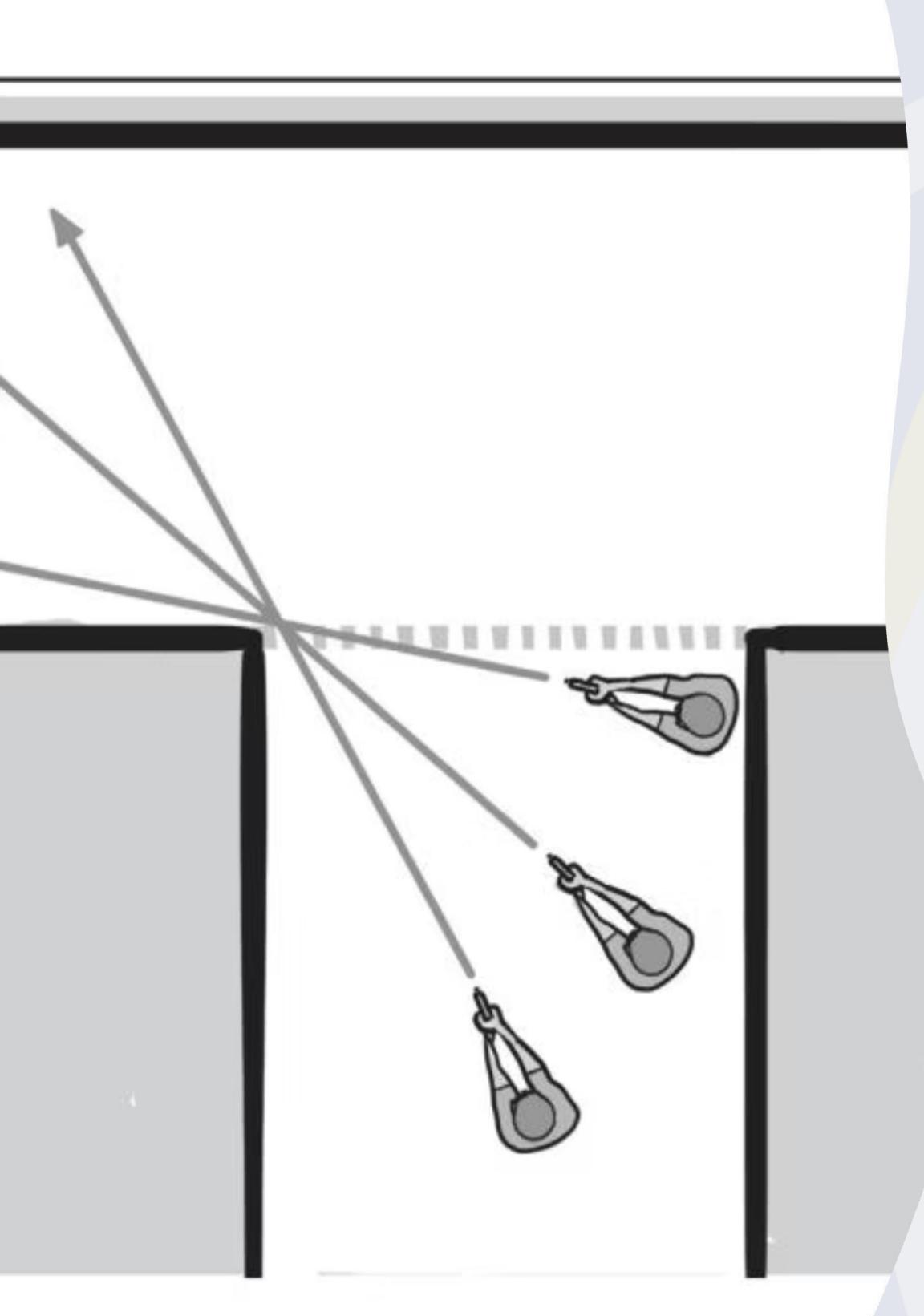
## Various Barriers

Obstacles requiring tactical adaptation

# Cutting the Pie Technique

Before entering a room, visually clear as much of the room as possible. One technique for visually clearing a room is called "cutting the pie" or "edging." Stand to one side of the door and scan as many parts of the room as possible. When you enter a room, move deliberately.

**Figure 5-4:** Cutting the pie technique allows officers to visually clear portions of a room before full entry.

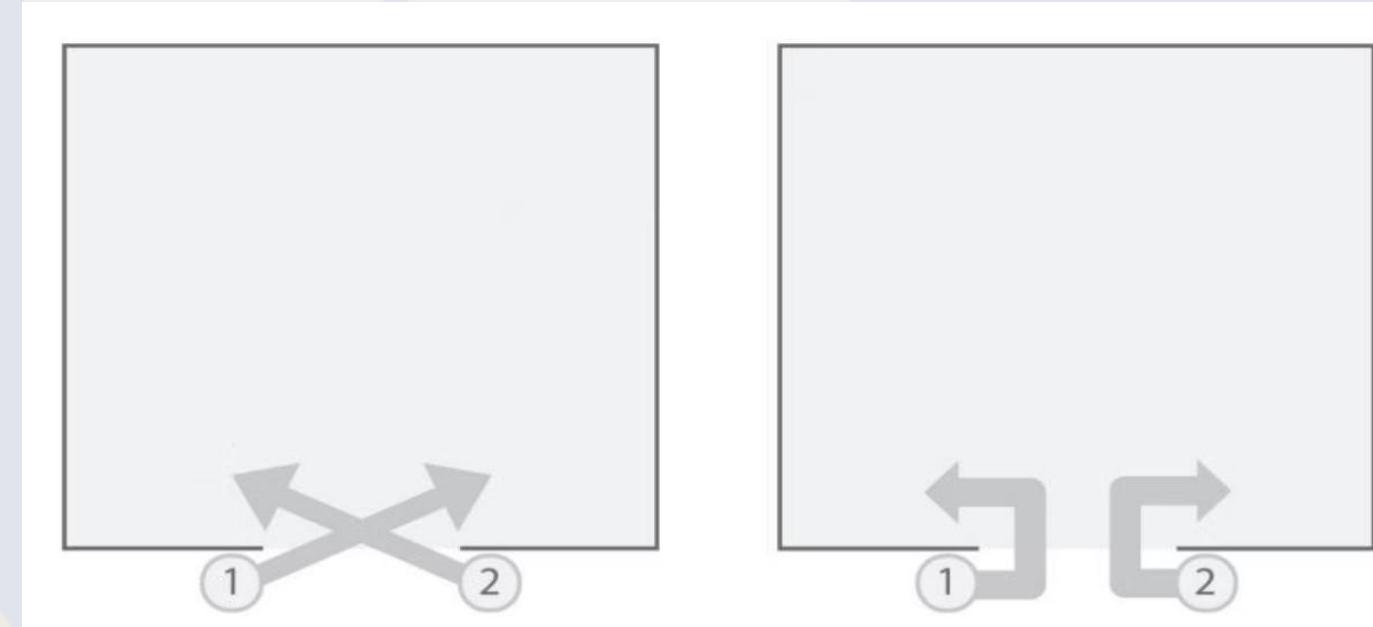


# Room Entry Methods

Two common methods for entering a room are the crisscross and buttonhook techniques. Whichever method you choose, be sure to coordinate with other officers.

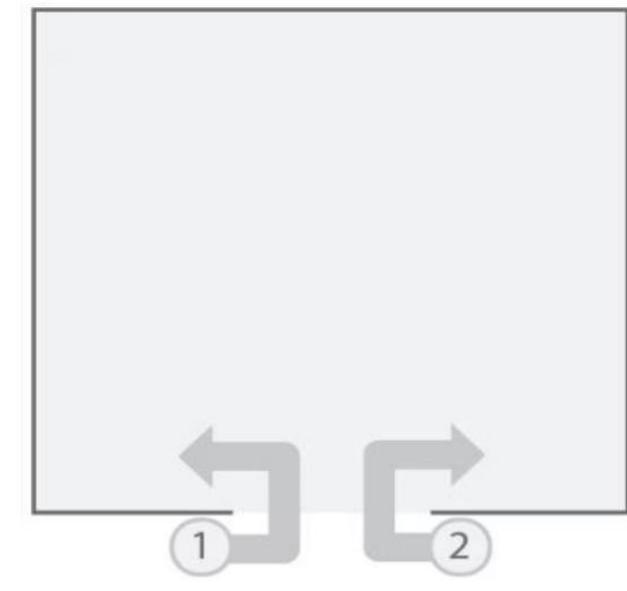
## Crisscross Technique

Officers start on opposite sides of the doorway. They enter rapidly, one after the other, crossing to the opposite sides.



## Buttonhook Technique

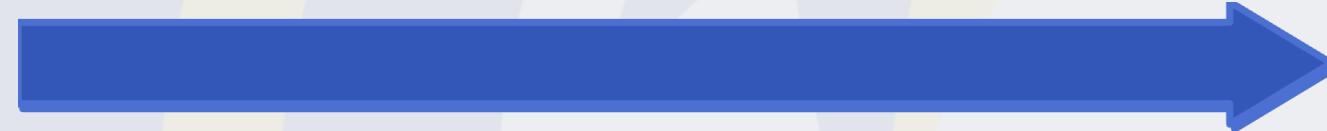
Also called the wraparound technique. An officer and a partner enter the room by hooking around the corner at the point of entry. They stand on opposite sides or on the same side of the door. They should wrap around the wall and into the room.





# Clearing Rooms Systematically

While searching, clear rooms of immediate threats, starting with the deep corners. It is important to stay together and search each room thoroughly before moving to the next. Communicate with your fellow officer your area of responsibility for each room while maintaining firearm safety.



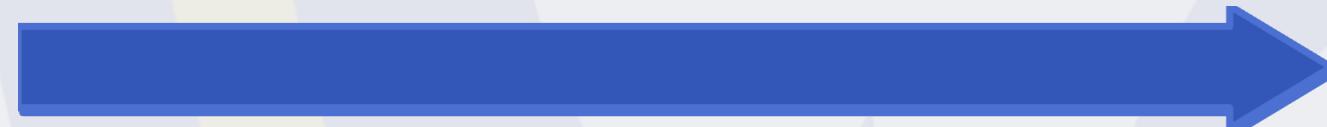
## Clear Deep Corners First

Address immediate threats in areas not visible from the doorway



## Search Thoroughly

Complete each room before moving to the next area



## Secure Cleared Rooms

Consider closing the door or keeping the room under observation



## Return Building

Once you clear the building, return it to the responsible person

# Unit 4, Lesson 2: Area Searches

## Lesson Goal

At the end of this lesson, you will know how to maintain a perimeter when conducting a grounds search for a suspect and how to safely pursue a suspect on foot.

- Think About This:** During a consensual encounter, the person decides to flee. Do you have grounds to pursue them?





# Understanding Perimeters

A **perimeter** is an area of containment surrounding the site of an incident. The size and scope of the perimeter depends upon the nature of the incident. It may include natural or artificial barriers.



## Crime Scene Security

Securing a crime scene to preserve evidence



## Suspect Search

Containing an area during a search for suspects



## High-Risk Situations

Managing dangerous or volatile incidents



## Special Events

Controlling access during planned activities



# Establishing a Perimeter

The situations calling for a perimeter can change constantly, but it is best to start with a large perimeter. As the situation changes, the perimeter can be adjusted to keep officers and the public safe. The primary officer or a supervisor will determine the need for a perimeter and necessary resources based on the knowledge of the surrounding geographical area.

## Basic Perimeter

While you may need to coordinate with several officers and resources to maintain an effective perimeter, a basic one can be set with minimal resources, usually by two officers.

## Perimeter Tools

You can create a perimeter using vehicle headlights, spotlights, barricades, and natural boundaries.



# Resource Utilization

Use your resources in the way that best protects the safety of the public while limiting the movements of contained suspects. You may use other resources depending on the type of incident, the amount of time that has passed after the incident occurred, and the geographic configuration of the area.

## Additional Staff

Extra officers to maintain perimeter integrity

## Helicopter

Aerial surveillance and support

## Canines

K-9 units for tracking and apprehension





# Monitoring Your Post

If assigned to a post, ensure the integrity of the perimeter through constant observation and activities, and maintain contact with other officers to prevent people from entering or leaving a secured area.



## Report Notable Information

Report any notable information over the radio, such as if you observe any person matching the suspect's description.



## Take Immediate Action

Take immediate action if someone attempts to enter or leave the perimeter.



## Stay at Your Post

Stay at your post until you are relieved or relocated, or the situation has been resolved.

Perimeters can be effective even with limited resources by good planning and positioning.

# Ground Searches for a Suspect

Often, suspects escape into an open area, the grounds surrounding a building, a neighborhood, or a business area. Officer safety is always the primary concern, so ask for backup and additional resources such as aviation or canine units as necessary.



# Ground Search Techniques

The techniques for searching grounds are similar to building searches:

1

## Work with a Partner

Working with a partner is safer than working alone

2

## Avoid Exposure

Do not expose yourself as a target

3

## Use Cover and Concealment

Use available cover and concealment

4

## Control Noise

Be aware of the noise you are making; move only as fast as you can to remain safe

5

## Coordinate

Coordinate with other officers to avoid crossfire situations

6

## Listen for Indicators

Be aware of other noises, such as barking dogs or alarms, that may indicate a suspect's location or direction of travel

7

## Assess Threats

Be aware of areas that present a higher threat, such as low light or potential hiding areas



# Outdoor Search Complications

Additional concerns that may complicate outdoor searches can include:

## Uneven and Varying Terrain

Hills, ditches, and irregular ground surfaces that affect movement and visibility

## Elevated Hiding Areas

Access to trees, rooftops, and other elevated positions

## Weather Conditions

Rain, fog, wind, and temperature affecting visibility and safety

## Ambient Lighting

Natural and artificial light conditions that change throughout the search

## Public Interference

Members of the public walking into the area

Exterior grounds searches are more difficult to contain than a building search. A number of factors that may affect your search tactics include fences, pools, vehicles, dead ends, and various barriers.



# Encountering People During a Search

During a search, you may find people who have a legitimate reason to be in the search area. This includes employees, residents, or cleaning personnel. Consider any person in the search area a potential threat until you or another officer determine their status.

- Important:** Remember that this is a search for a suspect, not an evidence search, so you cannot search unreasonable places such as dresser drawers.

## Gather Information

An encountered person may provide information regarding the incident.

## Detain and Verify

If you encounter an unverified subject, contact and detain them until you confirm their identity and status.

# Continue the Search

Even if you locate a suspect, continue to search and clear the rest of the area, and consider conducting a secondary search. If you find a suspect hiding, proceed with caution. This could determine your next course of action.





# Fleeing Suspect on Foot

During a consensual encounter, if the person you are speaking to decides to flee, you do not have grounds to pursue. A person's flight is not enough to provide probable cause for an arrest, but it does contribute to a reasonable suspicion to detain the person for investigation.

**When you have reasonable suspicion to detain a suspect and the suspect flees, you have the legal authority to pursue.**



# Communication During Foot Pursuit

During a foot pursuit, clearly communicate via the radio your location, your direction of travel, a description of the suspect, and possible charges. Continuously update dispatch with this information. Doing so will allow responding officers to provide support and establish a perimeter if needed.

01

## Location

Your current position

02

## Direction of Travel

Where you are heading

03

## Suspect Description

Physical characteristics and clothing

04

## Possible Charges

Suspected offenses



# Safety Considerations During Foot Pursuit

- The probability that the suspect is armed
- The seriousness of the offense committed
- The threat to officers and the public
- The location and potential for ambush
- The time of day and weather conditions
- The knowledge that the person is a known suspect who can be apprehended at a later time
- The number of officers versus the number of suspects at the scene
- The physical limitations and capabilities of the officer and suspects
- The availability of additional resources, such as canine, air support, or SWAT
- The ability to secure the patrol vehicle
- The suspect's and officer's familiarity with the area



# Maintaining Visual Contact

Attempt to keep your eyes on the suspect. If you lose sight of the suspect, be aware of the possibility of an ambush. It is common for fleeing suspects to get rid of evidence or contraband while running. Immediately alert assisting officers via the radio to the location of discarded items.



# Physiological Effects of Pursuit

A foot pursuit is an ever-changing, stressful event; you must constantly reassess officer and public safety during the pursuit. Be aware of the physiological effects of stress and fatigue during a foot pursuit.

## Selective Hearing

Reduced ability to hear certain sounds or communications

## Tunnel Vision

Narrowed field of vision focusing only on the suspect

## Rapid Breathing

Increased respiration affecting communication and decision-making



# Firearm Considerations During Pursuit

Deciding whether to pursue with a drawn firearm depends on the circumstances. Pursuing with a firearm in hand presents a number of significant safety hazards such as an accidental shooting.

Certain conditions will present increased risks, such as:

- Corners
- Fences
- Wooded areas
- Swimming pools
- Animals

When going around blind corners, slow down and tactically clear the corner. If you lose radio contact with dispatch, reevaluate the decision to pursue.



# When to End a Pursuit

You or your supervisor may decide to end a pursuit at any time or when:



## Unknown Location

The suspect's location is unknown



## Unable to Continue

You are unable to continue because of injury, fatigue, or unfamiliarity with the area



## Suspect Identified

You establish the suspect's identity, and they are no longer a threat



# Unit 5: Arrest Procedures

## Lesson 1

Taking Custody of the Suspect

## Lesson 2

Processing the Arrestee

This unit covers the procedures for making a safe and lawful arrest, transporting arrestees, and processing them at secure facilities.



# Unit 5, Lesson 1: Taking Custody of the Suspect

## Lesson Goal

At the end of this lesson, you will know how to make a safe and lawful arrest and transport the arrestee to a secure facility.

- Think About This:** You are sent to the scene of a narcotics arrest to transport an arrestee for a narcotics detective. As you take custody of the arrestee, you begin to search the arrestee. The senior narcotics detective intervenes and tells you he has already searched them. What are the potential consequences if you do not search the arrestee?



# Making a Physical Custody Arrest

You will take certain steps when making a physical custody arrest. Inform suspects that they are under arrest and the reason for the arrest. Properly handcuff suspects, including double lock, before searching for weapons or contraband. Perform a custodial search using the proper techniques explained in Defensive Tactics. As you learned in Chapter 4, Miranda requirements are necessary whenever you conduct an interrogation.

1

## Inform Suspect

Tell them they are under arrest and why

2

## Handcuff Properly

Apply handcuffs with double lock

3

## Conduct Search

Perform custodial search for weapons and contraband

4

## Miranda Rights

Advise of rights if conducting interrogation



# Handling Property, Evidence, and Contraband

Separate the arrestee's personal property from evidence and contraband. Agency or detention facility policy will dictate what to do with personal property and contraband. You must seize any evidence and process it according to your agency's policies. You will learn more about processing evidence in Chapter 9. If you find any other evidence on or near the person, additional charges may apply.

## Personal Property

Items belonging to the arrestee that are not evidence or contraband

## Evidence

Items related to the crime that must be preserved

## Contraband

Illegal items or substances found during search



# Communicating with Involved Parties

At times, it may be necessary in an arrest situation to provide information to victims, witnesses, and possibly the arrestee's family members, all of whom may have a direct interest in the incident. Whenever reasonably possible, provide general information. Remember, this could be the only time that this person interacts with a law enforcement officer, and you want the interaction to be a positive one.

## The Charges

Explain the criminal charges filed

## Location

Where the arrested person will be taken

## Bail Procedures

How bail works and what to expect

## First Appearance

Information about the initial court appearance

Be empathetic while explaining the arrest process.



# Information Release Restrictions

State law and agency policies regulate what information can be released to the public. The investigative process does not necessarily stop once an arrest has been made. You may not release information about evidence, potential witnesses, or any other aspect of the crime because it may hinder the investigation or make you the subject of criminal prosecution.

- ❑ **Public Information Officer:** Most agencies have a designated public information officer (PIO) who is responsible for releasing information to the media. The PIO will be informed of the situation and prepare a response to media requests.



# Recording at the Scene

People near the scene may be using personal mobile devices to record all aspects of the incident, including your behavior. This is not a criminal offense, and you cannot interfere unless the person recording the incident is actively obstructing the investigation.

There may be reporters present asking detailed questions at any scene. Direct them to your agency's public information officer.



# Escorting the Arrestee to the Patrol Vehicle

You must maintain physical control of the arrestee during the entire escort. Use the escort techniques discussed in Defensive Tactics. This will ensure officer and arrestee safety and prevent the arrestee from falling or fleeing.

## Never assume that the arrestee has already been searched

Every time custody of the arrestee is transferred from one officer to another, conduct another search and secure all personal property, evidence, or contraband. Remember to treat the arrestee with dignity and respect at each point in their transport.



# Preparation for Transport

When placing an arrestee in your vehicle:

01

## Disable Controls

Make sure the window controls and door handles are disabled from the rear compartment to prevent opening from the inside. This may prevent an escape, injury to the arrestee or others, damage to property, or the destruction of evidence.

02

## Clear Compartment

Make sure the rear passenger compartment of your vehicle is clear of any drugs, weapons, or equipment.

03

## Search Thoroughly

Thoroughly search the handcuffed arrestee and take immediate possession of all personal property, evidence, and contraband.

04

## Assist Entry

Assist the arrestee into the transport vehicle. The arrestee will typically occupy the right rear passenger compartment of your vehicle.

05

## Secure Seat Belt

Secure the arrestee's seat belt.



# Transport Documentation

If required by your agency, notify dispatch of your destination with beginning and ending mileage. Some agency policies require special procedures, such as audiotaping or videotaping the transport. Following these guidelines will protect you and your agency from unfounded misconduct charges.



# Specific Transport Situations

During transport there may be specific situations you will have to address:

## Juveniles

You cannot transport a juvenile in the same vehicle with an adult arrestee unless they are codefendants.

## Medical Attention

Notify dispatch when you transport an arrestee needing medical attention to a medical facility or if you have requested EMS. When you need an ambulance to transport the arrestee, follow your agency's policies regarding your responsibility to accompany the arrestee.

## Disabilities or Special Needs

When transporting an arrestee with a disability or specific need, adjust transport procedures in a manner that doesn't compromise officer safety, for example, when transporting an arrestee with a service animal or a person with a motorized wheelchair.

## Pregnant Arrestees

When transporting a pregnant arrestee, you may want to place restraints in the front of the arrestee.



# Additional Transport Considerations

## Weather and Temperature

Consider weather conditions and temperature if you cannot transport the arrestee immediately after loading. Do not leave an arrestee in a hot car for an extended period of time. Make every effort to transport them in a timely manner.

When arresting a person who appears to be under the influence or not in control of their physical functions, examine the person to determine if their actions may be caused by a medical condition. If you determine that their actions may be related to a medical condition, seek immediate medical attention.

## Physical Obstacles

You may encounter additional obstacles, such as the arrestee's size, health, or medical condition. In these situations, you may need to request a larger transport vehicle or an ambulance, or adjust the arrestee's position.



# Interruptions While En Route

En route, you may encounter situations that cause interruptions. If this happens, find a safe place to pull over, notify dispatch of your location and mileage, notify your supervisor, and request backup.

## Combative Arrestee

The arrestee becomes combative or removes their restraints

## Medical Issue

The arrestee has a medical issue such as a seizure

## Vehicle Crash

The transport vehicle is involved in a crash or a malfunction

## Life-Threatening Event

You encounter a life-threatening event

## Escape Attempt

The arrestee escapes or attempts to escape



# Transporting Incarcerated Pregnant Persons

According to the **Healthy Pregnancy for Incarcerated Women Act**, you must not use restraints for an incarcerated pregnant person who is in labor, delivery, or postpartum recovery unless you determine that they present a substantial flight risk or another extraordinary medical or security circumstance makes restraints necessary.

- ❑ Since there are legal restrictions on the types and placements of restraint devices on pregnant prisoners, be sure to follow your agency's policies.

# Arrival at the Destination



## Notify Dispatch

When you arrive at your destination, notify dispatch and report the ending vehicle mileage.



## Approach Drop-Off

Approach the appropriate drop-off point and obtain clearance to enter.



## Secure Weapons

After arriving at the detention facility, secure your weapons in a locked location, such as the patrol vehicle's trunk, a weapons locker, or a lockbox at the drop-off point.



## Remove Arrestee

Gather all personal property taken from the arrestee, and safely remove the arrestee from the patrol vehicle.



# Maintaining Control at the Facility



Maintain physical control of the arrestee during escort into the facility. Use verbal commands and physical direction. You are responsible for the arrestee until the facility staff receives them. Secured facilities can present certain hazards and dangers regarding officer safety, such as codefendants or other arrestees, so remain aware of your surroundings.

Provide appropriate documentation to the facility. After transporting an arrestee, thoroughly search the passenger compartment of the vehicle as soon as practically possible.



# Unit 5, Lesson 2: Processing the Arrestee

## Lesson Goal

At the end of this lesson, you will know how to safely transfer a juvenile or adult arrestee to a secure facility for processing.

- Think About This:** You respond to a burglary call involving a juvenile. What are some considerations when taking the juvenile into custody?



# Juvenile Arrests

You can take a juvenile to a secure booking area of a jail or an adult jail for temporary custody for no more than six hours, or for the purpose of fingerprinting and photographing them as long as the juvenile is out of the sight and hearing of adult arrestees.

Most juveniles in adult jails or police lockups are waiting to be transported to an appropriate facility or are in pre- or post-court holding. Exceptions apply to a juvenile charged as an adult or when the court has emancipated or adjudicated the juvenile as an adult. Verify a juvenile's legal adult status through the Department of Juvenile Justice, court records, or criminal histories.

## Officer Responsibilities

You are responsible for a juvenile who has a medical condition, a mental illness, or is experiencing the effects of substance misuse. You are also responsible until a parent, a guardian, or a representative of the Department of Children and Families assumes responsibility.

## Parental Notification

Make thorough efforts to notify a juvenile's parents within a reasonable time after the arrest. You cannot release a juvenile on their own recognizance when custody is terminated. An adult relative, a qualified adult, or an organization must take custody of the child and acknowledge this by signing booking forms or charging documents.



# Entering the Detention Facility

Many agencies use booking or intake officers (law enforcement or correctional officers) at the county jail. These facilities have their own policies and procedures, and you must know and follow them.

Tell the booking officer:

1

The charges against the arrestee

2

Any injuries the arrestee has

3

If the arrestee is a juvenile

4

If the arrestee was contaminated with pepper spray

5

If a conducted electric weapon was used

6

Any threats made by the arrestee to oneself or others

7

Any known medical conditions

# Transferring Custody

The transporting officer must give the booking officer any personal property previously removed from the arrestee. Do not give the booking officer any contraband or evidence collected from the arrestee. After this, transfer custody of the arrestee to the booking officer. The arresting officer must complete an arrest affidavit, and the affidavit must accompany the arrestee to the booking officer.





# Booking Process

After the transfer, the booking officer processes the arrestee. This process includes fingerprinting, photographing, and inventorying personal property for safe keeping until the arrestee is released.

01

## Record Personal Information

Name, race, sex, date of birth, Social Security number, criminal charges, and case number

02

## Fingerprinting

Collect fingerprints for criminal history database

03

## Photographing

Take booking photos to provide a visual record of each arrestee

04

## Inventory Property

Document and secure personal property for safekeeping

Remember that FCIC/NCIC receives criminal history data from fingerprint cards, arrest, and correctional reports. Therefore, it is important to complete this information accurately.



# Evidence and Chain of Custody

Many facilities can access existing photos from past arrests rather than taking new photographs. Learn your agency's procedures for taking fingerprints and for photographing arrestees. All crime evidence and seized contraband must be properly processed and packaged for safekeeping according to your agency's policies.

- ❑ **Chain of Custody:** Submit evidence using established procedures to maintain the chain of custody and reduce any legal challenges. Chain of custody will be discussed in greater detail in Chapter 9.

## Completing the Arrest Process

After you turn over the arrestee and the arrest affidavit to the booking officer, inform dispatch of the call's completion and its outcome.

## Document Completely and Accurately

Document your arrests completely and accurately. Your documents should clearly convey investigative facts to assist in prosecution.

