

MIAMIBEACH
POLICE



PERMANENT OFF DUTY DETAIL- DUTIES AND RESPONSIBILITIES

Detail Name: Palm/Hibiscus Guard Shack

Location: Palm/Hibiscus Island

Miami Beach Police Department Representative: Captain Mark Causey

Effective Date: October 1, 2008

The below listed duties and responsibilities are to be followed by Police Officers (hereafter "Officers"; further, the use of the masculine herein shall include the feminine) working this detail in addition to any other issues addressed in the department manual pertaining to off duty employment. It is the responsibility of the detail coordinator selected by the Police Department to ensure that all Officers assigned to this detail are made aware of the duties and responsibilities described in these Post Orders.

WHILE WORKING THIS DETAIL, OFFICERS SHALL:

Arrive on time before the start of his/her shift and park their vehicles (if Police Units) only on the street immediately to the north of the Guard House, on the north side of the street (the fountain side). There shall only be one such vehicle parked on that street. Private or unmarked police vehicles will be parked in the slot on the west side of the Guard House. If it appears that parking police units on the north side interferes with the Police Officer's vision, then all vehicles will be parked in that Westside curb cutout.

- When reporting to work, Officers permanently assigned to this detail shall add his/her name to the electric display unit.

- Officers shall not leave the post unless and until he/she is properly relieved. However, Officers reporting in to work shall check that the post and equipment are clean, orderly, accounted for and operational prior to relieving the current Officer.

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- **It is each officer's responsibility to keep the post clean and orderly. Each Officer shall keep the Guard House clear of any obstruction to the windows of the Guard House which may impair the ability of the Officer to view vehicular and pedestrian traffic.**
- **Officers shall discuss with his/her replacement any circumstances that affect *the post/area*.**
- **The on-coming Officer shall record his/her arrival time in the logbook.**
- **In the event that an Officer is not relieved at the specified time, the following procedure will be taken:**
 - (a) **Attempt to contact the on-coming Officer to determine his/her status.**
 - (b) **If the on-coming Officer cannot be contacted, the job coordinator shall be contacted and advised of the situation.**
 - (c) **If the job coordinator cannot be contacted then the assistant job coordinator shall be contacted.**
 - (d) **If the assistant job coordinator cannot be contacted, contact the on-duty shift commander and advise him/her of the situation.**
 - (e) **The Officer shall remain at his/her post until relieved.**
- **If an emergency situation arises which requires that the officer leave the Post, the following procedure shall be adhered to:**
 - a) **Police Dispatcher will be notified of the emergency and that an additional unit(s) is (are) requested.**
 - b) **If the nature of the event will require that the officer assigned to the post will be unavailable for an extended period of time, the officer shall notify the job coordinator or the assistant job coordinator of the emergency so that they may locate a relief Officer to relieve the departing Officer.**

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- c) If the emergency deals with persons or property on Palm or Hibiscus Islands or area(s) in the immediate proximity, the Officer shall respond immediately after notifying the Public Safety Communications Unit Dispatcher should officer safety considerations permit.
- Officers shall be visible in the Guard House with the overhead light lit at all times, to enable residents entering our islands to see that there is a Police Officer on duty.
 - Residents of Palm/Hibiscus Island have priority when entering the property, except in the case of an emergency or the approach of an emergency vehicle with its emergency equipment activated. Officers shall give priority to telephone calls or in-person communications from Residents. Residents' use of the Resident's Gate shall be given priority over vehicles in the visitor's lane. The gate arm in the visitors' lane shall not be raised if there is a car proceeding down or through the resident's lane, until the resident's car is through the gate.

RESIDENTS WILL USE THE DESIGNATED RESIDENTS LANE OR BE SUBJECT TO DELAYS VIA THE VISITOR LANE.

PERSONS WHO ENTER THROUGH THE VISITORS' LANE SHALL NOT BE ALLOWED TO PASS WITHOUT THE OFFICER IN EVERY CASE LEAVING THE GUARD HOUSE AND PERFORMING IN THE FOLLOWING MANNER. (Use of the term "person", "driver", "visitor" or "resident" shall apply to the driver of a vehicle or a passenger in a taxi going through the visitor's lane.):

- The Officer shall in every case of a vehicle using the Visitors' lane, leave the Guard House carrying a clipboard and pen and make himself visible to the driver. Except in the case of inclement weather or in other circumstances where the officer's safety might be jeopardized, the Officer shall open the Guard House door, walk to the door and make him/herself visible to the driver.
- The Officer shall attempt to greet the visitor.
- If the visitor is known to the Officer, such as a domestic employee, a mail carrier or somebody in a similar capacity, the Officer shall still

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leave the Guard House to address that visitor and satisfy themselves that the person is performing a regular function. If the person in the visitor's lane is a resident known by the Officer, the officer shall still leave the Guard House (except in the case of inclement weather or other hazardous situations) but is not required to greet the resident nor record data on the clip board.

- The Officer shall in all other cases record the license plate number and such relevant data as described in these Post Orders (including the address of the intended destination if known or offered) on the clip board in a manner which demonstrates to the driver that information is being recorded.

The Officer may not unreasonably hold up the driver's passage onto the islands. However, if circumstances warrant a law enforcement action the officer working the post will exercise appropriate law enforcement discretion consistent with Florida State Statute and/or Departmental Policies.

- If the gate arm in the visitor's lane is disabled, in addition to trying to raise the gate, the Officer shall continue to make him/herself visible with a clip board and pen. If that requires a physical presence outside of the Guard House then the Officer must make that presence, except in the case of inclement weather or other situation which might jeopardize the officer's safety
- All vehicles must come to a complete stop before the gate is raised.
- Keep the gates lowered between vehicles, except when using the restroom or when the Officer is otherwise away from the Guardhouse.
- If possible, remove the gate arm if it malfunctions or raise and lock gate arm in the vertical position.

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- If possible, replace the gate arm if broken.
- Turn on the outside lights and the main-area inside lights between sunset and sunrise.

- The following must be recorded on the log:
 - 1) Start and end of duty
 - 2) Equipment malfunctions
 - 3) Irregularities
 - 4) All maintenance or repair visits

- For visitor's vehicles you must record:
 - 1) Arrival time and date
 - 2) Vehicle description
 - 3) License tag number
 - 4) Visible company name
 - 5) Destination (pursuant to Departmental Policy or Statutes)

- Any incident of a serious nature should be recorded in the logbook.

- The following incidents must be recorded in the logbook:
 - 1) Serious equipment problems or Confrontations
 - 2) Anytime an on-duty police officer is requested to the post
 - 3) Any injury or vehicle (or property) damage

- All records must use 24 hour (military) time format.

- Palm/Hibiscus Island Association Directors may inspect the logs upon request from the Special Taxing District Division Office.
*Only authorized Special Taxing District Division, authorized Police investigators and authorized MBPD personnel may remove records.

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- Report non-emergency problems to the Special Taxing District Division, Monday through Friday from 0800 to 1700 at 305-375-2005.
- Report emergency problems to a superior officer in the MBPD as required by Departmental Policy or by statute.
- Do not make an official report for unintentional damage to gate arms.
- For any other intentional or accidental damage to or by the facility, complete the appropriate MBPD report(s) as per statute and/or department policy.
- Give the driver a claim information sheet or tell him/her to contact, for further claim information:

**Security Program Administrator Special Taxing Districts
Division 701 N.W. 1st Court, Suite 401, Miami, FL 33128
305/375-2005**
- No information will be provided about any resident except in the official performance of a law enforcement function.
- The inquiry will be recorded in the logbook, unless prohibited by policy or statute.
- Will report to the off duty assignment in class B uniform or as authorized by the coordinator.
- Call off their off duty detail on the police radio at the beginning of the detail with the ending time if known and give an "O6" at the end of the detail, consistent with Departmental Policies.
- Provide assistance and information to any member of the community in a manner consistent with department's mission statement.
- All department rules and regulations that apply to on duty

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personnel shall also apply to personnel engaged in off duty employment.

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- **Monitor the main radio channel.**
- **Monitor the area immediately surrounding the post to ensure community safety.**
- **Before the gate is lifted, the Officer shall be sure that other vehicular and pedestrian traffic in the vicinity is clear.**
- **Be reminded that although they are employed in an off duty capacity it does not relieve them of the duty and responsibility to conduct necessary law enforcement action.**
- **When an Officer is inside the Guard House between sunset and sunrise, he or she may watch TV or a DVD Player which is placed in such a manner as to permit the Officer to see out the windows in a vigilant manner. The watching of the TV or DVD shall not interfere with all other functions of the Officer described in this Order. There is no restriction on the use of radios for the Officers. The wearing of headphones or headsets which may interfere with normal communications or the monitoring of the police radio is prohibited.**
- **IN ALL CASES THE OFFICER ASSIGNED TO THE POST WILL USE THEIR TRAINING AND EXPERIENCE TO KEEP THE RESIDENTS/VISITORS AND THEMSELVES SAFE. THE POST ORDERS WILL NOT SUPERCEDE MBPD SOP'S/DRR'S.**
- **The lead Police Officer (the Coordinator) in charge of Security at the Guard House shall meet at least monthly with the Executive Director of the Association and/or the Chairperson of the Association's Guard House and Security Committee. The Coordinator of the detail shall be responsible for training new or substitute Officers and for taking appropriate action, including the removal of such Officers from Guard House duty consistent with the Department's Policies and Procedures. Repeated failure to abide by these Post Orders shall be deemed reasonable grounds for appropriate action, including**
- **the removal of such Officers from Guard House duty. Resident complaints communicated to the Coordinator through the**

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Association President shall be investigated by the Coordinator.

- **The most recent copy of these approved post orders will be posted at the location (inside the Guard House) in a conspicuous location for review by relief officers. The responsibility of maintaining these approved posted orders will be the responsibility of the Job Coordinator and the Executive Director of the Association.**

Captain Mark Causey

Signature _____ Date _____

ACKNOWLEDGEMENT OF POST ORDERS

I acknowledge that I have received a copy of these Post Orders, that I read them and understand them and that I will follow the directions of the Police Chief, (or designee) and the Job Coordinator, consistent with the Department's Policies and Procedures and these Post Orders.

Officer's Name (Printed)

Officer's Signature

Date signed _____