

PALM BEACH GARDENS POLICE DEPARTMENT		
CITIZENS' MOBILE PATROL		
POLICY AND PROCEDURE 3.3.9		
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PURPOSE: To establish a Citizens' Mobile Patrol program and to establish the roles and responsibilities related to the program.

SCOPE: This policy and procedure applies to all personnel and to volunteers involved in the program.

POLICY: The Palm Beach Gardens Police Department establishes a Citizens' Mobile Patrol (CMP) program to work in partnership with the community to detect and deter crime. The CMP supplements the law enforcement efforts of the Department by serving as "eyes and ears" for the Department. Members of the CMP are civilian volunteers who have no law enforcement authority.

PROCEDURES

1. ADMINISTRATION

- a. The administration and operation of the Citizens' Mobile Patrol program will fall under the Crime Prevention Unit.
- b. A civilian volunteer may be appointed as the CMP program coordinator with the approval of the Chief of Police. This person will be responsible for the day to day operation of the CMP under the supervision of the Crime Prevention Unit supervisor. If approved by the Chief, a rank structure may be established for the CMP and the coordinator may be appointed to the rank of CMP Captain.
- c. CMP volunteers should be familiar with the Department's organization chart and advised of the command structure for their assigned task during training.

2. AUTHORITY, DUTIES, AND RESPONSIBILITIES

- a. CMP volunteers have no law enforcement authority. They may not stop, detain or hinder any person from moving freely about. Their primary function is to observe and report. They may, with the approval of the Chief of Police and subject to applicable Florida State Statutes, issue City parking citations in accordance with paragraph "n" of this section.

- b. CMP volunteers have no Department granted authority to carry or use weapons. They may not possess any weapons while “on-duty” as a CMP volunteer, even if they have other authority to do so, such as possessing a concealed firearms license.
- c. CMP volunteers have no Department granted authority to use force. They do have the right under Florida law to use force in self-defense in accordance with that law. In any type of confrontation, CMP volunteers should withdraw, if able, and notify the Department.
- d. CMP volunteers are expected to refrain from interceding personally in any crimes in progress or confrontations of any type. They should observe and notify the Department.
- e. CMP volunteers will be assigned to patrol areas within the city for the purposes of detecting and reporting crime, suspicious incidents or other public safety issues and for deterring crime by their presence.
 - i. The Crime Prevention Unit Supervisor and CMP Coordinator may identify those areas of the city that would benefit from CMP patrols.
 - ii. Priority may be given to the desires of the volunteers, such as the desire to patrol their own neighborhoods and surrounding areas.
- f. CMP patrols will typically only occur between 0600 and 2359 hours. Shifts will be for a minimum of three hours and a maximum of six hours. The CMP coordinator shall develop a patrol schedule in advance. The schedule shall be made available to Communications and the Patrol Division.
- g. During the shift, the CMP volunteers should strive to be visible to members of the public for the purpose of deterring crime.
- h. CMP volunteers will patrol in pairs, with one acting as the driver and the other acting as an observer.
- i. When reporting for a patrol shift, CMP volunteers shall check in with Communications as well as the on-duty Sergeant via the cellular telephone prior to beginning the patrol. They shall also notify Communications as well as the on-duty Sergeant at the end of their patrol shift.
- j. While on patrol, all CMP volunteers are subordinate to the Shift Supervisor.
- k. While on patrol, CMP volunteers may also park the vehicle and conduct foot patrol of areas such as shopping centers and City recreation facilities.
- l. When CMP volunteers observe a crime, suspicious incident or other public safety issue, they will use the cellular phone to notify Communications of the situation. Sworn officer(s) will then be dispatched as needed. The volunteers should not become involved in the situation and should continue to observe until the arrival of the officer(s) only if they can safely do so.
- m. The CMP vehicle is equipped with yellow warning lights. These lights should not be activated when traveling on public roadways. They may be used to increase visibility while patrolling in private areas such as shopping center parking lots or private residential streets or when otherwise needed to warn the public of a hazardous situation.
- n. With the approval of the Chief of Police, CMP volunteers may be trained in and then conduct parking enforcement or traffic direction activities in accordance with Florida State Statutes and City Ordinances. Other traffic problems observed by the CMP should be reported to Communications.

3. REQUIREMENTS FOR VOLUNTEERS

- a. Any resident of the City of Palm Beach Gardens, or employee of the City of Palm Beach Gardens, meeting the below requirements may apply to be a volunteer with the CMP by submitting a volunteer application to the Department. The application should specify the person is interested in joining the CMP.
- b. Non-residents meeting the below requirements may also apply.
- c. To be selected as a CMP volunteer, the applicant must meet the following requirements:
 - i. Must be at least 25 years of age (21, if a former PBGPD Police Explorer) and possess a valid Florida driver's license (if interested in driving the CMP vehicle). A driving record check will be conducted as part of the background investigation. Excessive traffic violations or the lack of a valid Florida driver's license, while not disqualifying for membership in CMP, will preclude the volunteer from driving a

CMP vehicle or any other Department vehicle. Such persons may only serve as an observer in the CMP vehicle.

- ii. Possess good moral character as verified by a background investigation consisting of a criminal history check and reference checks.
 - 1. Felony convictions or convictions for misdemeanors involving moral turpitude are disqualifying.
- iii. Be fingerprinted for an FDLE background check and be photographed for Department records and identification card.
- iv. Be physically able to perform assigned duties.
- v. Successfully complete an oral interview with the CMP coordinator and/or the Crime Prevention Unit liaison officer.
- vi. Be approved by the Chief of Police or their designee upon the recommendation of the interviewers.

4. TRAINING

- a. After selection as a CMP member, all volunteers will receive orientation and initial training prior to performing any CMP patrol activities. This training will consist of a minimum of two hours to include:
 - i. Department policies and procedures related to the program.
 - ii. Authority, responsibilities and duties, including limitations on authority.
 - iii. Operation of the issued cellular phone and procedures for communicating with the Department's communications center.
 - iv. Police Code of Ethics.
 - v. Patrol Techniques and Safety issues.
 - vi. Procedures for reporting accidents involving city owned vehicles.
- b. Each volunteer must also complete a two-hour ride-along with a sworn Palm Beach Gardens Police officer as well as a two-hour ride-along with a CMP Field Training Officer.
- c. Whenever possible, new volunteers should be paired with experienced volunteers for their first few patrols.
- d. In order to serve as the driver while on patrol in the CMP vehicle, the volunteer must also complete a defensive driving course provided by a Department driving instructor and demonstrate driving proficiency.
- e. Volunteers will also be provided with monthly meetings and on-going training as needed on topics identified by the Department, CMP coordinator, Florida State Statutes, or the volunteers themselves.

5. UNIFORMS AND APPEARANCE

- a. All CMP volunteers are reminded that they represent the Department and should maintain a clean, well-groomed and professional appearance.
- b. CMP volunteers will be provided with a Department issued uniform shirt which clearly identifies them as members of the CMP and distinguishes them from sworn members of the Department. They may also be issued a blue windbreaker and baseball cap with "Citizens' Mobile Patrol" lettering as well as a traffic whistle.
- c. The Department will issue name tags and/or identification cards which must be worn at all times while participating in CMP patrols or while involved in official CMP activities.
- d. CMP volunteers must provide their own pants and footwear. They may wear black or navy blue trousers/pants along with black/ dark shoes and dark blue/black socks.
- e. All Department issued equipment shall be maintained in good condition and must be returned if the volunteer ceases to be a member of the CMP.
- f. All items worn while performing CMP duties shall be neat and clean.
- g. Items issued to CMP Volunteers by the Department may only be worn while participating in CMP patrols or while involved in official CMP activities.

6. ACCESS TO POLICE DEPARTMENT

- a. Upon selection as a member of the CMP, each volunteer will be provided with an access card to the Department.
- b. All CMP volunteers must display their department issued identification at all times while in the Department.

7. EQUIPMENT

- a. CMP volunteers are responsible for ensuring they have all appropriate equipment when going on patrol. This equipment will be issued by the Department (for the vehicle, not individually) and includes:
 - i. Cellular telephone with charger
 - ii. Fire Extinguisher
 - iii. Two flashlights with traffic cones
 - iv. High-power floodlight
 - v. Two traffic vests and two raincoats
 - vi. Yellow emergency blanket
 - vii. First aid kit

8. VEHICLE

- a. The Department will provide one or more vehicles for use by CMP volunteers. Only a Department provided vehicle may be used while performing CMP duties. This vehicle will be clearly marked to indicate its purpose (Citizens' Mobile Patrol) and to distinguish it from police vehicles.
- b. As stated previously, only those volunteers who have a valid Florida driver's license and have completed the defensive driver training and demonstrated proficiency may operate a CMP vehicle.
- c. CMP volunteers will check the vehicle for damage at the beginning and end of each shift. Any damage will be reported in accordance with Department policy.
- d. Patrol Logs will be completed for every patrol and turned in to the CMP coordinator at the end of each shift.
- e. CMP vehicles will not be operated outside of the assigned patrol area, outside of the City of Palm Beach Gardens, or for purposes not consistent with the mission of the CMP unit, unless approved by the Chief of Police or designee.
- f. The CMP coordinator, or designee, working with the Fleet Manager, shall ensure all required maintenance and repairs are completed on the CMP vehicles.

9. GLOSSARY

Citizens' Mobile Patrol: an organization of citizen volunteers created for the purpose of assisting the police department by patrolling the community and observing and reporting crime and suspicious circumstances.

Citizens' Mobile Patrol Volunteer: An individual who assists the police department as a member of the Citizens' Mobile Patrol in a non law enforcement and unpaid capacity.

INDEX AS:

- CITIZENS' MOBILE PATROL

RESPONSIBILITY INDEX:

- CRIME PREVENTION UNIT
- CHIEF OF POLICE
- CMP COORDINATOR

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APPROVED:



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