



PROGRAMS			1301.01	
<div><div></div><div>VOLUNTEERS ON PATROL PROGRAM</div><div></div></div>				
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PURPOSE

The purpose of this standard operating procedure is to establish training and certification requirements, as well as operational guidelines and procedures for the operation of the Punta Gorda Police Department civilian Volunteers in Policing (VIP) Volunteers on Patrol (VOP) program. The Volunteers on Patrol Program includes the Volunteer Patrol Car Unit, Volunteer Marine Unit, and the Volunteer Bicycle Unit.

SCOPE

This procedure shall apply to all Police Department volunteers.

DISCUSSION

Volunteers on Patrol members are trained to conduct patrols by car, boat or bicycle. These volunteers have successfully completed an approved training program and are unarmed civilians who do not have arrest powers. These volunteers may be assigned to conduct directed patrols, vacant house checks, traffic control, special details, assist in placing police assets, or deliver documents to various locations.

Volunteer members of the Patrol Car Unit and Bike Unit are authorized to enforce parking violations under Chapter 23 of the city code of ordinances and write parking citations or warnings during their tour. Similarly, the Marine Unit is authorized to act as a marine code

enforcement unit and enforce select violations under Chapter 6 of the city code of ordinances. They are authorized to enforce violations, and write code citations or written warnings during their tour.

The purpose of the Volunteers on Patrol program is designed to increase the level of service to citizens by performing non-law enforcement-related duties.

DEFINITIONS

1. **Citations:** A parking ticket or code citation assesses a fine, as detailed in the City Code of Ordinances, for said violations. All citations are entered into the agency Records Management System.
2. **Written Warning:** Unlike a parking ticket or code citation, there is no fine associated with the notice but is officially recorded in the agency Records Management System in the same manner as a parking ticket or citation.

PROCEDURE

I. PERSONNEL

- A. **Qualifications:** All Volunteer on Patrol applicants shall meet the following minimum qualifications:
 1. Shall successfully complete the course for the CJIS certification and complete refresher training on a bi-annual basis.
 2. Shall complete the annual Blood-borne Pathogen training.
 3. May complete the bi-annual CPR / AED course.
- B. **Uniform:** Refer to [SOP 309.01 - Personnel Attire; Dress](#).
 1. All volunteer uniforms shall clearly distinguish them from sworn members. All uniform requirements are outlined in [SOP 309.01 – Personnel Attire; Dress](#).
 2. No weapons of any sort (e.g. chemical, handguns, batons, etc.) shall be worn or carried by any of the Volunteers on Patrol.
 3. Traffic vests shall be available at all times while on duty and worn at all times while directing traffic or at the scene of a crash or disabled vehicle. Volunteer on Patrol members are to wear only the vest provided by the VIP Program and at no time shall wear a vest that says “Police” on the front or back. Rain gear shall be available and worn when necessary to protect uniforms.

C. Ownership of Equipment

1. Volunteer on Patrol members shall be held strictly accountable for the proper care, use and maintenance of all issued articles of uniform and equipment.
2. No item of uniform or equipment shall be transferred or exchanged by personnel without the approval of the Deputy Coordinator.
3. When a Volunteer on Patrol member is reassigned or in any way vacates their position, they shall surrender all issued items of uniform and equipment to the Deputy Coordinator. The Deputy Coordinator shall return the property to the VIP Administrative Coordinator.
4. Uniform items that become unsuited for continued use due to normal wear or size change may be replaced upon approval from the Deputy Coordinator.

D. Restrictions

1. Volunteers are prohibited from having persons not in the volunteer unit in the vehicle/vessel/bicycle while on patrol without prior authorization from the Support Services Division Commander.
2. Volunteers on Patrol shall observe and report all suspicious activity to the Communications Section. Members shall not engage in detention, arrest, or interrogation while on patrol.

II. VOP PATROL CAR UNIT

A. Personnel

1. Qualifications: VOP Patrol Car members shall meet the following minimum qualifications:
 - a. Successfully complete a basic training course for traffic control as approved by the Criminal Justice Standards and Training Commission;
 - b. Successfully complete a training course for the VOP Patrol Car Unit which includes patrol operations and parking enforcement.
 - c. Successfully complete the VOP Patrol Car field training program.
 - d. Successfully complete training on any new patrol vehicle assigned to the VOP Patrol Car Unit prior to deploying it for any department function.

B. Deployment

1. Members selected for the Volunteers on Patrol Car Unit shall report to the Police Department prior to starting their designated shift as scheduled by the Deputy Coordinator. VOP Patrol Car Unit members shall be scheduled during daylight hours only. Exceptions may be granted for special events by the Chief of Police with concurrence from the Program Administrator.
2. Department vehicles shall remain within the jurisdiction of the City unless authorized by the Watch Commander. The Communications Section must also be notified of any change of patrol status.
3. Members shall pick up the keys, portable radio, and cell phone at the Police Department.
4. Scheduling shall be varied to ensure equal coverage throughout the city.
5. The Volunteer on Patrol member shall maintain the daily activity report, which shall contain the following:
 - a. Date and start and end times for the tour of duty;
 - b. Beginning and ending odometer readings of the vehicle for each tour of duty;
 - c. Serial numbers of tickets issued;
 - d. Directed Patrols;
 - e. Unusual incidents related to the patrol; and
 - f. Vacant House Checks (VHCs) completed.

C. Operations

1. Volunteers on Patrol Car Unit shall utilize the marked "Volunteers on Patrol" vehicle outfitted with an amber-colored light bar. Periodically other approved vehicles specified by the Support Services Division Commander or the Chief of Police may be utilized.
2. When in the performance of enforcement actions, Volunteers on Patrol shall engage the vehicle's light bar and the emergency flashers. In all instances of enforcement, the Volunteer on Patrol member shall notify the Communications Section of all actions taken.
3. Volunteer on Patrol members who are involved in any traffic crash with the Police Department's vehicle(s), no matter how minor, shall, without delay, report the crash to

the Support Services Division Commander or their designee, the Communications Section, the Watch Commander, and the Program Administrator. This procedure applies to all volunteers who operate a department vehicle. The involved vehicle will not be moved from the scene unless ordered to do so by a supervisor or accident investigator.

4. **Disabled Vehicles:** Volunteer on Patrol members who encounter a disabled vehicle while on duty shall render assistance. The volunteer shall activate the vehicle's warning lights and park the "Volunteer" vehicle well behind the disabled vehicle. The Volunteer on Patrol member shall then notify the Communications Section of the situation via police radio. The notification should include the location, vehicle tag number, number of occupants in the vehicle, and additional pertinent information that is specific to the incident.
 5. **Vehicle Crashes:** Volunteers on Patrol member who encounter a vehicle crash while on duty shall render assistance. The Volunteers on Patrol member shall activate the vehicle's warning lights and park the "Volunteer" vehicle well behind the involved vehicle(s). Volunteers on Patrol member shall then notify the Communications Section of the situation via police radio. The notification should include the location, vehicle license plate number, number of occupants, possible injuries and additional pertinent information that is specific to the incident. The Volunteers on Patrol member shall remain at the scene until relieved by a sworn member. Volunteers on Patrol member shall not respond to accidents reported over the radio unless requested by sworn personnel. When requested, the member shall notify the Communications Section that they are available to respond.
- D. **Enforcement:** Members of the Volunteers on Patrol Program shall issue tickets in accordance with City of Punta Gorda parking ordinances and the following guidelines:
1. Volunteers on Patrol shall issue parking tickets only during their assigned duty hours, when in uniform, and only in their assigned area. In all instances of enforcement, the Volunteers on Patrol shall call in all enforcement actions to the Communications Section by radio. Volunteers on Patrol members shall also notify the Communications Section when they clear a call.
 2. The issuing Volunteer on Patrol shall complete all spaces on the parking ticket. They will record their last name and ID number in the space marked "officer" on the parking ticket.
 3. The violator's copy or envelope shall be securely displayed in a conspicuous place on the illegally parked vehicle or hand delivered to the violator, if present. If a confrontation occurs, the Volunteer on Patrol member should not engage in an argument with the violator. If the violator refuses to accept the ticket, the Volunteer on Patrol member shall return the completed citation to the police department. The completed ticket shall be returned (all copies) to the Volunteer on Patrol Coordinator with a note explaining the circumstances. The parking ticket will be mailed to the

violator with a written explanation detailing the procedures they are to follow to pay the ticket, request a hearing, and the consequences of not paying the ticket.

4. The Volunteer on Patrol member shall photograph the violation. The photograph should incorporate the violator's vehicle (with tag number) and the reason for the violation in the photograph (e.g. the sign depicting Handicap Parking or Fire Lane).
5. Discretion is stressed when issuing tickets. If in doubt, a citation should not be issued. This doubt is not created by the violator's presence or actions, but may be created by an incorrect or misplaced sign or other similar condition. In such instances, a *Parking Warning* may be issued.
6. Volunteer on Patrol members shall not have nor use blue lights in their vehicles, nor shall they arrest, attempt to arrest, or chase fleeing vehicles.
7. Conflict Resolution: If a confrontation occurs, the volunteer shall not engage in an argument with the violator. In an escalating situation, the volunteer shall back away. Volunteers will not initiate physical contact with a violator. This does not mean that a volunteer cannot defend themselves.
8. The white copy of the completed tickets and completed warnings, along with the printed report from the Communication Section shall be submitted to the Records Section. The photo chip is submitted to the Evidence Section. The Daily Activity Report shall be submitted to the Support Services Division Commander prior to forwarding to the Administrative Coordinator. The Administrative Coordinator will then review the reports and then forward them to the Deputy Coordinator – Volunteers on Patrol.

E. Monitoring and Assistance

1. When a Volunteer on Patrol member reports for a tour of duty, they will retrieve the Vacant House Check packets from the VOP Deputy Coordinator's mailbox. When they begin the patrol, they will radio transmit "In-service," and state their mileage and volunteer number. The public safety dispatcher shall log them on to the Computer Aided Dispatch (CAD) as Papa 1 and their Victor numbers. The zone officer should monitor the area and render assistance as needed.
2. Volunteers on Patrol members will notify the Communications Section of all locations for directed patrol and when exiting the vehicle utilizing Papa 1 for all radio transmissions.
3. Should a problem arise that requires police assistance, the Volunteer on Patrol member shall notify the Communications Section and request that an officer respond to the area.
4. Under no circumstances is a Volunteer on Patrol member to use the volunteer vehicle to block in a motor vehicle or, in any way hinder the free movement of vehicular traffic.

5. Volunteer on Patrol members are not to collect any payment for pending fines from people who have been issued citations.
6. Patrol volunteers shall conduct high-visibility patrols in the following locations which include but are not limited to:
 - a. Aldi's (Jones Loop Road);
 - b. Bayfront Hospital;
 - c. Charlotte Harbor Event Center;
 - d. City Hall and City Hall Annex;
 - e. Local Banks;
 - f. City Parks (at least twice during a shift) to include Laishley Park, Ponce de Leon Park, and Gilchrist Park;
 - g. Herald Court Centre;
 - h. Gulf Breeze;
 - i. Eagle Point Mobile Home Park;
 - j. Cross Trails Shopping Center;
 - k. Emerald Pointe;
 - l. Emerald Lakes;
 - m. Seven Palms;
 - n. The Justice Center;
 - o. Punta Gorda Isles;
 - p. Burnt Store Isles;
 - q. Seminole Lakes;
 - r. Burnt Store Meadows;
 - s. Fishermen's Village;

- t. Eagle Point;
- u. City Schools to include but not limited to Baker Center, East Elementary, Sallie Jones and Good Shepherd; and
- v. Walmart / Murphy Oil (Jones Loop Road)

F. House Checks

1. Patrol volunteers shall conduct house checks of active Away From Home Participants.
2. House check packets are picked up from the Deputy Coordinator – VOPs mailbox in the mail room at the Police Department.
3. House checks shall only be conducted in the daylight hours.
4. House checks shall include but are not limited to;
 - a. Upon arrival, The Volunteer on Patrol member shall request a House Check Event utilizing the abbreviation of “VHC.” Volunteer on Patrol members shall announce their location via the police radio.
 - b. Conduct a visual inspection of premise prior to exiting patrol vehicle. If a car is in the driveway, the Volunteer on Patrol member is to contact the Communications Section to verify if it is approved to be there. If it is not, the Volunteer on Patrol member is not to exit the patrol vehicle and request an officer be dispatched to the house.
 - c. Once the residence is deemed safe, conduct a perimeter inspection of property to include; signs of forced entry, utility problems, or any other suspicious activity;
 - d. Immediately contact the Communications Section by police radio if any of the above items are witnessed;
 - e. No Volunteer on Patrol member will attempt to open any door or window or attempt to gain entry into any premise under any circumstance;
 - f. Volunteer on Patrol members shall highlight the residences on the daily log that were completed for their respective shift. Once all the active residences are properly inspected and subsequently highlighted, the next Volunteer on Patrol member shall receive a new list from the Communications Section;
 - g. Volunteer on Patrol members shall place newspapers at the front door, to prevent them from gathering in the driveway; and

- h. At the discretion of the Volunteer on Patrol member, exterior doors that are not behind gates, fences or screened enclosures shall be checked to ensure that they have not been compromised.
- i. Upon completion the Volunteer on patrol member shall notify the Communications Section that they are available.

III. VOLUNTEER MARINE UNIT

A. Personnel

- 1. Qualifications: VOP Marine Unit members shall meet the following minimum qualifications:
 - a. Successfully complete a training course for the VOP Marine Unit which includes patrol operations and code enforcement.
 - b. Successfully complete the VOP Marine Unit field training program.
 - c. Possess general knowledge of Charlotte Harbor, the Peace River, Punta Gorda Isles canals, and Burnt Store Isles canals.
 - d. Demonstrate sufficient seamanship/boat handling skills by providing supporting documentation showing:
 - i. Coast Guard Auxiliary-certified coxswain or crew or;
 - ii. Recent US Coast Guard sea duty rating or;
 - iii. Recent US Navy sea duty rating or;
 - iv. US Merchant Marine license for operator of Uninspected Vessel or higher Merchant Marine license; or
 - v. Previous assignment to a law enforcement marine unit or
 - vi. Ten years boating experience as determined by the department and completion of, or the ability to complete prior to the completion of approved Marine VIP training, a Florida boating certification as approved by FWC.
 - e. Marine Volunteers shall conduct training with the Marine Officer or designee on any new marine vessel prior to deploying it for any department function.

B. Deployment

1. Patrols shall remain within the jurisdiction of the City unless authorized by the Watch Commander. The Communications Section must be notified of any change in patrol status.
2. Marine Unit Volunteers shall pick up the keys, portable radio, and cell phone at the Police Department.
3. Volunteers selected for the Volunteer Marine Unit shall report to the Marine 2 police boat at the start of their designated shift as scheduled by the Volunteer Marine Unit Coordinator. Volunteers will pick up the bag that contains all necessary equipment. This equipment shall include, at a minimum, a Punta Gorda Police Department Warning book, Code Violation Citations, Daily Activity Report, a digital camera, and any other items deemed necessary by the Volunteer Marine Unit Coordinator.
4. Volunteers shall be scheduled for Volunteer Marine Unit patrols during daylight hours only except when directed by the Chief of Police or his/her designee.
5. A minimum of two (2) volunteers shall be scheduled for any Volunteer Marine Unit activities. This does not preclude an individual volunteer from being called out with a sworn officer. Exceptions may be authorized by the Operations Commander or the Support Services Division Commander.
6. Scheduling shall be varied to ensure equal and complete coverage throughout the city.
7. Call out requests for a Marine Volunteer Unit during non-scheduled hours must have the approval of the Watch Commander prior to the call out. Call out requests for a Marine Volunteer Unit during non-scheduled hours shall be conducted by an on duty dispatcher through the dispatch center.
8. Personal discretion must be used by volunteers for assignments when there is inclement weather.
9. The volunteers authorized as Marine Code Enforcement Volunteers shall be provided a book of Code Violation Citations and Written Warnings at the commencement of their tour of duty. After completion of a tour of duty, the volunteer shall return the remainder of the citation and warning books to the dock box. A copy of any issued citation or warning, and digital camera memory chip shall be taken immediately to the Public Safety Complex. The camera chip and a copy of the citation/warning shall be deposited in the evidence slot of the Evidence Room. The department copy of the citation/warning shall be deposited in the Watch Commander's inbox.

10. Marine Unit Volunteers shall maintain a Daily Activity Report, which shall contain the following:

- a. Date and start and end times for the tour of duty;
- b. Serial numbers of warnings and citations issued;
- c. Total number of warnings/citations issued;
- d. Unusual incidents related to the issuance of code violations;
- e. Any additional activity not related to the issuance of code violations;
- f. Condition of the vessel;
- g. Fuel level and oil additive;
- h. Number of engine hours; and
- i. Number and location of Directed Patrols.

11. Patrols shall remain within the jurisdiction of the City unless authorized by the Watch Commander. The Communications Section must be notified of any change in patrol status.

C. Operations

1. Vessel Operations

- a. Marine Unit Volunteer personnel shall utilize marked patrol vessels authorized by the Chief of Police or their designee.
- b. The identifier “Marine 2” shall be used by the Marine Volunteer when contacting the Communications Section. In all instances of enforcement, the volunteer shall notify the Communications Section of all actions taken. Usage of the vessels red/amber or blue light bar is prohibited to initiate enforcement action. However, for safety during enforcement action volunteers shall engage the vessel’s red/amber lights and shall not engage the vessel’s blue light bar to be visible to other boaters. Enforcement action shall only be taken by those members qualified as Marine Code Enforcement Volunteers.
- c. Departmental Vessel Crash: Volunteers involved in any vessel crash with the Police Department’s vessel(s), no matter how minor, shall, without delay, report the crash to the Support Services Division Commander or their designee, the Watch Commander, and the VIP Program Administrator after notifying the Communications Section via radio. This procedure applies to all volunteers that

operate a department vessel. The involved vessel will not be moved from the scene unless ordered to do so by a supervisor or accident investigator.

- d. **Disabled Vessels:** Volunteers that encounter a disabled vessel while “on duty” shall notify the Communications Section of the situation via police radio. The notification should include the location, vessel registration number, number of occupants on the vessel, and additional pertinent information that is specific to the incident. Volunteers shall not activate the vessel’s blue emergency light bar but may activate the red/amber light bar for safety at the scene.
- e. **Vessel Crashes:** Volunteers that encounter a vessel crash while “on duty” shall notify the Communications Section of the situation via police radio. The notification shall include the location, vessel registration number, number of occupants, possible injuries and additional pertinent information that is specific to the incident. The volunteer shall remain at the scene until relieved by law enforcement personnel. Volunteers shall not respond to accidents reported over the radio unless requested by sworn personnel. Volunteers shall not activate the vessel’s blue emergency light bar but may activate the red/amber light bar for safety at the scene.
- f. When requested to respond to a crash/accident/in-water emergency, the volunteer vessel shall not exceed slow speed, minimum wake unless directed to respond for a threat of loss of life. Volunteer vessel shall then proceed at a prudent speed to the location. Red/amber lights shall be used. Volunteers shall not activate blue emergency lights unless directed to do so.

D. Enforcement

- 1. The following ordinances are legally enforceable pursuant to Section 6-18 (Enforcement), Chapter 6 - Boats, Docks and Waterways of the City of Punta Gorda Code of Ordinances; specifically Marine Code Enforcement Ordinance 1439-06 which lists the following sections as enforceable:
 - a. 6-1 – Authority of City to Regulate Waterways;
 - b. 6-2(a) – Rights of City on Property Abutting Public Waterways;
 - c. 6-3 – Boats to Observe Health and Sanitation Rules; Disorderly Conduct on Boats;
 - d. 6-4 (a, b, d and e) – Careful and Prudent Operation; Speed of Boats; Excessive Wake;
 - e. 6-5 – Depositing of Effluvia, Refuse, etc.; in waters;
 - f. 6-6(f) – Construction in Waterways;

- g. 6-7(b)(2)(c) – Maintenance of Seawalls and Appurtenances;
- h. 6-11 – Storage of Boats in Canals and Other Waterways;
- i. 6-13 - Garbage Disposal;
- j. 6-14 – Fishing from Private Property;
- k. 6-16 – Living Aboard Boats and Other Watercraft;
- l. 6-22 – Interference with navigation Prohibited; exception; and
- m. 6-23 – Marking and iridescent symbols on Pilings and Other Permitted Structures Required.

2. Issuance of Code Citations/Warnings

- a. Enforcement Actions: Marine Unit Volunteers shall issue warnings and citations in accordance with Chapter 6 of the City Code of Ordinances and the following guidelines:
 - i. Volunteers shall issue code violation warnings/citations only during their assigned duty hours and when in uniform. In all instances of enforcement, the Marine Code Enforcement Volunteer shall “call in” all enforcement actions by radio and notify the Communications Section when they complete an enforcement action.
 - ii. The volunteer issuing a warning or citation shall complete all spaces on the form. They will record their last name and ID number in the space marked “officer” on the citation or warning form.
 - iii. The violator’s copy shall be hand delivered to the violator, if present. Marine Code Enforcement Volunteers shall not go onto private property. If the owner is not present, the Marine Code Enforcement Volunteer shall generate a Status-15 Officer Report (entered into the computer by the Communications Section), and the citation/warning will be delivered via City of Punta Gorda Code Compliance Personnel.
 - iv. Completed citations and warnings shall be submitted, on a daily basis, to the Watch Commander. The Watch Commander will review all citations and warnings prior to submitting them to the Records Section. The Daily Activity Report shall be submitted to the Support Services Division Commander for review and forwarded to the Volunteer on Patrol Coordinator. The Volunteer on Patrol Coordinator will review and file the Daily Activity Reports.

- v. Conflict Resolution: If a confrontation occurs, the volunteer shall not engage in an argument with the violator. In an escalating situation, the volunteer shall back away. Volunteers will not initiate physical contact with a violator. This does not mean that a volunteer cannot defend oneself.
- vi. If the violator refuses to accept the warning or citation, the volunteer shall return the completed warning/citation to the police department. The completed warning/citation shall be returned (all copies) to the VIP Program Administrator with an interoffice memorandum explaining the circumstances. The warning/citation will be forwarded to Code Enforcement to be mailed to the violator. Citations will include a written explanation detailing the procedures they are to follow to pay the citation, request a hearing, and the consequences of not paying the citation.
- vii. The Marine Unit Volunteer shall photograph the violation, when possible. The photograph should incorporate the violator's vessel (with registration number) and the reason for the violation in the photograph (e.g. Excessive Wake, Lack of Reflective Piling Material).
- viii. Discretion is stressed when issuing warnings and citations. If in doubt a warning or citation should not be issued. This doubt is not created by the violator's presence or actions, but may be created by an incorrect or misplaced sign or other similar condition.
- ix. Detaining a Violator/Vessel: Red/amber lights should be utilized during enforcement actions. Volunteers shall not use blue lights, nor shall they detain, attempt to detain, or chase fleeing vessels. Volunteers shall not make "traffic stops", should approach the violator's vessel in a safe and prudent manner, and should ask the operator to stop their vessel. Volunteers shall not board a contacted vessel. In the event that the operator refuses to comply, the volunteer shall notify the Communications Section of the incident; to include the violation, vessel registration numbers, vessel description, number of occupants, and the direction of travel. Volunteers shall not attempt to block a vessel, detain a violator, or in any way hinder their free movement if the violator wishes to leave.

E. Monitoring and Assistance

1. When a Marine Unit Volunteer has reported for a tour of duty, they will go "Marine 2 in-service" and provide the Victor ID number of both volunteers for identification and logging purposes. The public safety dispatcher shall log them on to the Computer Aided Dispatch (CAD) system. The Patrol Shift Supervisor should

monitor the radio and render assistance as needed. At the termination of the tour of duty, Marine Unit Volunteers will go “Marine 2 out of service” and give their location.

2. Should a problem arise which requires police assistance, the volunteer shall notify the Communications Section and request that an officer respond to the area.
3. Volunteers are not to collect any payment for pending fines from people who have just been issued warnings or citations.
4. Marine volunteers shall conduct high-visibility patrols in the following locations which include but are not limited to:
 - a. Colony Point;
 - b. Laishley Marina & Mooring Field
 - c. Laishley Marina Anchorage;
 - d. Fisherman’s Village;
 - e. Isles Yacht Club;
 - f. Emerald Point;
 - g. Ponce de Leon Park and Inlet;
 - h. Glichrist Park;
 - i. Gilchrist Park anchorage;
 - j. Charlotte Harbor Event Center;
 - k. Bass Inlet;
 - l. Pompano Inlet;
 - m. Rim Canal;
 - n. Tarpon Inlet;
 - o. Pine Siskin;
 - p. BSI Lock

IV. VOLUNTEERS ON PATROL BICYCLE UNIT

A. Personnel

1. Qualifications: VOP Bike Unit members shall meet the following minimum qualifications:
 - a. Successfully complete a basic training course for traffic control as approved by the Criminal Justice Standards and Training Commission;
 - b. Successfully complete a training course for the VOP Bike Unit which includes patrol operations, bicycle operations and parking enforcement.
 - c. Successfully complete the VOP Bike Unit field training program.
 - d. Successfully complete training on any new assigned bike to the VOP Patrol Bike Unit prior to deploying it for any department function.
 - e. Members must be in good physical condition and have the ability to interact and work closely with the public in high visibility situations.

B. Deployment

1. Members selected for the Volunteers on Patrol Bicycle Unit shall report the Gulf Breeze station prior to starting their designated shift as scheduled by the Deputy Coordinator. VOP Bicycle Unit members shall be scheduled during daylight hours only. Exceptions may be granted for special events by the Chief of Police with concurrence from the Volunteer Administrator.
2. Patrols shall remain within the jurisdiction of the City unless authorized by the Watch Commander. The Communications Section must be notified of any change in patrol status.
3. Maintenance
 - a. Members shall ensure proper maintenance and maintain proper documents for all assigned equipment, including but not limited to bicycle helmets.
 - b. If a police bicycle is unavailable, members must provide their own bicycle and helmet while participating in this program. The Punta Gorda Police Department and the City of Punta Gorda are not responsible for any damage or repairs to personal bicycles or equipment.

- c. Bicycle Unit Members shall inspect bikes for safe operation. This can be done by inspecting the frame for cracks, tires for adequate inflation, and the chain and gear assembly for dirt and grease build up.
- 4. Photographs: It is very common for the public, specifically the children and area vacationers, to be very intrigued with bicycle Unit members. As such, volunteers may be asked to pose for pictures. Under these circumstances, it is encouraged to be photographed as long as the pictures/poses will not cast discredit upon the department.
- 5. Weather Conditions: The Volunteer Bicycle Unit is designed to be used during good weather. The Volunteer Bicycle Unit is not intended to be used during long-term inclement weather.
- 6. Fluids: It is important for the members to drink water or electrolyte replacers continually throughout the shift.
- 7. The Volunteer on patrol Bicycle Unit member shall maintain the daily activity report, which shall contain the following;
 - a. Date and start and end times for the tour of duty;
 - b. Serial numbers of tickets issued;
 - c. Bicycle Inspection;
 - d. Directed Patrols;
 - e. Unusual incidents.
- C. Operations: The purpose of the Volunteers on Patrol Bicycle Unit is to operate a bicycle and patrol the bicycle trails, city streets and business areas within the City of Punta Gorda.
 - 1. Members may enforce all parking violations by issuing a warning or written citation.
 - 2. Members shall notify Dispatch, the Watch Commander, the Unit Coordinator, and the Program Administrator of all accidents, injuries or any other issue that may need their attention.
 - 3. Members may provide traffic direction and control assistance during special events within the City of Punta Gorda and/or traffic accidents as directed.
 - 4. Members shall participate in all daily activities and special events as scheduled.

5. Members must carry all required safety equipment while on patrol to include but not limited to Traffic Vest, Whistle, Portable Radio with remote mic., cell phone etc.
 6. Members must wear a helmet at all times.
 7. Members may assist the Community Services Unit at Special events with the interactive trailer.
 8. Members may assist the Community Services Unit with public bicycle safety education programs.
 9. There will be a minimum of two (2) volunteer bicycle unit members on duty at all times, who will patrol in tandem.
 10. Members may provide bicycle safety information and other assistance to the public.
- D. Enforcement: Members of the Volunteers on Patrol Program shall issue tickets and warnings in accordance with City of Punta Gorda parking ordinances and as outlined in section II.D of this procedure.
- E. Monitoring and Assistance
1. When a Bicycle Unit Volunteer has reported for a tour of duty, they will go “Bike 20 in-service” and provide the Victor ID number of both volunteers for identification and logging purposes. The Public Safety Dispatcher shall log them on to the Computer Aided Dispatch (CAD) system. The Patrol Shift Supervisor should monitor the radio and render assistance as needed. At the termination of the tour of duty, Bicycle Unit Volunteers will go “Bike 20 out of service” and give their location.
 2. Should a problem arise which requires police assistance, the volunteer shall notify the Communications Section and request that an officer respond to the area.
 3. Volunteers are not to collect any payment for pending fines from people who have just been issued warnings or citations.
 4. Bicycle Unit volunteers shall conduct high-visibility patrols in the following locations which include but are not limited to:
 - a. Aldi’s
 - b. Baker Elementary;
 - c. Bayfront Hospital;
 - d. Burnt Store Isles;

- e. Burnt Store Meadows;
- f. Charlotte Harbor Event Center;
- g. City Hall and City Hall Annex;
- h. Cross Trails Shopping Center;
- i. Eagle Point Mobile Home Park;
- j. Emerald Lakes;
- k. Emerald Point;
- l. Fisherman's Village;
- m. Gilchrist Park;
- n. Good Sheppard School;
- o. Gulf Breeze Complex;
- p. Harbor Walk;
- q. Heritage Museum.

APPROVED



PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 05-14-2006, 05-13-2008, 07-18-2011, 08-26-2013, 08-29-2014 05-23-2017, 06-15-2018, 10-15-2019, 03-08-2024

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