



Belleair Police Department

Officer Handbook

Introduction to Document

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook. This handbook has been developed to provide officers with a clear understanding of the department's policies, procedures, expectations, and standards of conduct.

As a member of the **Belleair Police Department**, you are expected to uphold the highest standards of professionalism, integrity, accountability, and service to the community. This handbook serves as a reference to help officers understand their responsibilities, perform their duties properly, and maintain consistency across the department.

Signed.

Chief of Police K. Dutton

Captain Delbert Snodgrass



Belleair Police Department

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Chapter 1: Law Enforcement Role and Authority

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook regulations section. This section provides officers with a clear understanding of the department's code of conduct, restrictions, and expectations while on duty.

Signed,

Chief of Police K. Dutton

Captain Delbert Snodgrass

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Belleair Police Department

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Employee Oaths

Courtesy - Service - Safety

Public Employee Oath

I, _____, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Law Enforcement Oath

"I do solemnly swear: I will support, protect and defend the constitution and government of the United States and of the State of Florida; I will render strict obedience to my superiors in the Belleair Police Department, and observe and abide by all orders and regulations prescribed by them for the government and administration of said Patrol; I will always conduct myself soberly, honorably and honestly; I will maintain strict, punctual and constant attention to my duties; I will abstain from all offensive personality or conduct unbecoming a police officer; I will perform my duties fearlessly, impartially and with all due courtesy, and I will well and faithfully perform the duties of the Belleair Police Department Officer on which I am now about to enter. So help me, God."



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Code of Ethics

Courtesy - Service - Safety

As a sworn officer, my fundamental duty is to serve the community by safeguarding lives and property against threats that could take advantage of or harm members of my community or otherwise impact peace and order. I will uphold the Constitution and honor the rights of all to life, liberty, equality, and justice. I will never employ unnecessary force. I will respect the privacy of people and communities that I serve, and I will fully obey the laws that I am sworn to enforce.

I will live by example, remembering that my character and conduct, on-duty and off, directly influence the legitimacy of the policing profession. I will exercise self-restraint and maintain courageous calm in the face of danger, scorn, and ridicule, and be constantly mindful of the welfare of others as well as my own well-being.

I will never act officiously or permit bias or personal gain to influence my decisions. I will strive to protect the vulnerable from harm. If this fails, I will seek to identify and apprehend offenders, professionally and appropriately holding them to account. I will not solicit or accept any gifts, bribes, or anything of value from any person or entity that may create a perception of benefit or influence my performance as a public servant.

I recognize my shield of office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will not engage in or condone acts of corruption, take advantage of circumstances for personal gain, or accept gratuities, and I promise to intervene when met with any unjustifiable acts by members of my profession. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own professional performance and conduct and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these principles, dedicating myself to my chosen profession...
policing.



Belleair Police Department

Officer Handbook

Jurisdiction and Authority

Courtesy - Service - Safety

There are three sovereign jurisdictions within the United States; these are federal, state and tribal governments.

A. Pursuant to Town of Belleair Code Section 1.01, the Department is responsible for providing law enforcement services within the jurisdictional limits of the Town.

B. As required by Florida law, to exercise the authority of a peace officer, a person must be certified by or exempted from certification by POST. All Department sworn personnel shall be certified by the Florida Criminal Justice and Training Commission.

C. Florida certified peace officers have the authority to:

1. Make full custody arrests for felonies and misdemeanors under state law, unless arrest authority is exclusively granted to others;
2. Cite and release persons arrested for criminal misdemeanors, as authorized by law;
3. Detain persons for civil traffic matters.
4. Execute search warrants.

D. An officer is governed by General Orders at any time the officer is exercising police powers or functioning as a peace officer.



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Use of Force

Courtesy - Service - Safety

The Belleair Police Department Use of Force policy is in place to ensure the fair and proper use of physical, deadly, and non-lethal force during public interactions.

Levels of Compliance

Level 1 - Compliant: A compliant individual is someone who is cooperating with all legal requests both physically and verbally. Simply being present is the only force that is necessary.

Level 2 - Non-Compliant (verbal): A verbally non-compliant individual is someone who is physically compliant, but is being verbally obnoxious, disruptive, and loud. Verbal commands are the only force that is necessary.

Level 3 - Non-Compliant (physical): A physically non-compliant individual is someone who is doing something physically to not comply with lawful orders. Things like resisting arrest, fleeing, refusing to provide ID, and obstructing are examples of physical non-compliance. Physical force may be used such as a taser, your hands, baton, pepper spray, and Co2 rifle.

Level 4 - Deadly Force: Deadly force may be used when a subject poses a threat of death or major bodily injury. Deadly force is the highest amount of force that can be used on a suspect and should be a last resort if all other methods have failed.

Continue Below

Methods of Force

Taser, Baton, Beanbag, and OC Spray: These tools are designated as “less than lethal” weapons. They are utilized when a subject poses a level 3 threat. These methods may be utilized when absolutely safe to do so.

- OC spray is a chemical agent that is used to cause irritation to the eyes, respiratory system, and skin. It is typically used when a subject is not running, but being physically not compliant to commands.
 - OC spray is not permitted in windy conditions or in dense public settings where the risk of exposure to other parties is posed.
- The Belleair Police Department utilized the TASER 10 stun gun. This TASER, when deployed, will launch prongs that will stick to the subject's skin and cause electrical shock causing muscles to tense. This is typically used when a subject is fleeing or being physically non-compliant
 - The TASER device is to not be utilized on a subject who is in the water, on a steep slope, near or on rocks, or in what is otherwise considered to be an “unsafe” environment.
- The baton is used to deliver heavy blows to a subject causing bodily injury. It is used during crowd control situations or when in a physical fight with a subject.
- The Beanbag shotgun is used to shoot a dense beanbag projectile into a vehicle or a suspect to cause pain.

Firearms, Knives and Vehicles: These weapons are used to cause major bodily harm or death to a subject that poses an immediate threat of death or bodily harm.

- The Glock 17 is the standard issue pistol for Belleair Police Officers. This gun is chambered in 9mm and can hold a 17 round magazine.
- The M4A1 assault rifle is the standard issue rifle given to all Belleair Police Officers. This weapon features a long range sight and a 30 round magazine chambered in .556mm.
- Officers are issued a knife which can be used to cut seatbelts, open packages, and cause major harm to a suspect.
- Utilizing a vehicle to stop a fleeing suspect is permitted if the subject poses an immediate level 4 threat. This does not include utilizing an open door to knock a suspect over. Using a vehicle as deadly force requires the officer backs into or rams head on with a suspect.



Belleair Police Department

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Laws of Arrest

Courtesy - Service - Safety

Officers within the Belleair Police Department, as sworn law enforcement officers within the State of Florida, have the legal jurisdiction to make arrests.

Warrantless Arrests

Officers are permitted by law to make arrests for any criminal offense committed within their presence. This constitutes the arrests for any violations labeled as a Misdemeanor and Felony.

Procedures: When an officer conducts an arrest, it is to be done in a manner in which is permitted by state law.

- Once an officer makes the decision to place a person under arrest, they are to notify the person when reasonable to do so without escalating the situation.
- The person is to be placed in handcuffs and advised of their rights according to *Miranda v. Arizona*.
 - “You have the right to remain silent, anything you say or do can and will be used against you in the court of law. You have the right to have an attorney present before and during any questioning. If you cannot afford an attorney, one will be appointed to you by the State of Florida.”
- Officers may utilize force in accordance with [Use of Force Policy](#) to gain compliance if necessary.
- Once an individual is in custody, the officer is to take that individual to the Pinellas County Detention Center for booking and processing.
 - If there are on-duty and readily available detention deputies at the jail, the officer may choose to have the individual processed and booked by PCSO.

Entering a Residence: When entering a residence or private property, officers must abide by strict state laws.

- An officer must be in a fresh pursuit with a suspect for a Felony offense. Officers may not simply enter a home because the person had committed a Felony earlier in the day, or in the past.
 - For an officer to enter a residence for misdemeanor charges, or for previous felony offenses, the Officers must have a judicial warrant signed by a judge.
 - This is enforced by the 4th amendment to the U.S. Constitution protecting against unreasonable search and seizures.

Continue Below

Miranda v. Arizona: *Miranda v. Arizona* is a landmark U.S. Supreme Court ruling stating that suspects of a crime are to be notified of their rights to remain silent and have an attorney present during questioning.

- Officers are not required to notify a subject of their Miranda rights unless they are asking questions that pertain to an alleged action that could incriminate that subject.
- Once the rights have been read, officers should make a reasonable effort to ensure the subject has an understanding of the rights.
 - If the subject has a genuine struggle to understand what the rights mean, the officer may explain the rights in more detail, or refrain from questioning the subject until they are fully made aware of their rights.

“You have the right to remain silent, anything you say or do can and will be used against you in the court of law. You have the right to have an attorney present before and during any questioning. If you cannot afford an attorney, one will be appointed to you by the State of Florida.”



Belleair Police Department

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Vehicle Impoundment & Inventory

Courtesy - Service - Safety

Officers within the Belleair Police Department, as sworn law enforcement officers within the State of Florida, have the legal jurisdiction to conduct vehicle inventories that follow the policies below.

Purpose

This policy is established to properly outline the scope an officer of the BPD may go to conduct an inventory search. Inventory searches are conducted to ensure any items within a vehicle that is being impounded are properly documented and kept in safe keeping until released to the subject.

Policy

Vehicle inventory searches are strictly administrative, non-investigative procedures designed for property caretaking. They must never be used as a pretext for warrantless, exploratory search for evidence of a crime. All vehicle inventories shall be executed in absolute conformity with this written policy and completed in a uniform, systematic matter.

Procedures for Lawful Impoundment

1. A vehicle may only be inventoried if it has been lawfully impounded. Being lawfully impounded requires the following:
 - a. A driver has been incapacitated/arrested.
 - b. The vehicle is actively abandoned or obstructing travel.
 - c. The vehicle is seized as evidence or contraband.
2. Pursuant to Florida law (*Miller v State*), prior to ordering a discretionary impoundment following the arrest of a present and competent owner or operator, officers **must** explicitly advise the individual that the vehicle will be impounded unless they can immediately provide a reasonable alternative.
 - a. Reasonable alternatives include but are not limited to:
 - i. Leaving the vehicle lawfully parked.
 - ii. Releasing the vehicle to a sober, licensed, willing passenger or third party who is present or can arrive within a reasonable timeframe. (15 minutes or less)

Continue Below

Scope and Execution of Administrative Inventory

1. **Standardized Execution:** Once a lawful impoundment decision is finalized, the officer shall thoroughly examine the vehicle and note down all belongings found. All belongings are to remain inside of the vehicle unless the subject explicitly states they want specific item(s) removed.
2. **Permissible Areas:** The administrative inventory extends to all unlocked or openable compartments where property or valuables are routinely stored, including the passenger cabin, glove box, center console, trunk, and truck bed.
3. **Closed and Locked Containers:** To protect property and minimize liability, officers are to not forcibly open locked containers such as safes and briefcases unless a key is freely provided or specialized exigency exists.

Discovery of Contraband and Evidentiary Transition

1. **Immediate Transition:** If an officer discovers contraband, illegal weapons, or illicit evidence whilst conducting a lawful administrative inventory, the discovery immediately establishes **probable cause** to believe further evidence may exist inside of the vehicle.
2. **Warrantless Investigative Authority:** Under Florida law, the officer is **not** required to temporarily halt or secure a formal search warrant. The officer may proceed seamlessly to search the entire vehicle—including locked containers, hidden compartments, trunk spaces, and behind structural panels—provided the areas searched could reasonably conceal the suspected contraband.
3. **Plain View Seizures:** The initial items found shall be seized under the Plain View Doctrine, provided the officer was lawfully positioned at the time of the discovery and the incriminating nature of the property was immediately apparent.
4. **Inevitable Discovery:** During an active transition, officers must continue to ensure the initial administrative towing documentation remains complete. Florida courts protect secondary evidence found under the Inevitable Discovery Doctrine, provided the prosecution can demonstrate the vehicle was already bound for lawful impoundment and would have been fully cataloged regardless of the evidentiary find.



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Chapter 2: Patrol Guidelines

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook Patrol Guidelines section. This section provides officers with a clear understanding of the department's code of conduct, restrictions, and expectations while on duty.

Signed,

Chief of Police K. Dutton

Captain Delbert Snodgrass

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Radio Operations

Courtesy - Service - Safety

The Belleair Police Department utilizes a localized frequency operated by the Pinellas County Sheriff's Office 911 Dispatch. All employees are required to utilize the [Law Enforcement Radio](#) channel inside of Clearwater Roleplay. This channel is utilized by the Florida Highway Patrol, Pinellas County Sheriff's Office, and the Clearwater Police Department in order to maintain an organized frequency that all law enforcement agencies can communicate in.

Clearwater Overlay

Officers are permitted to use the Clearwater Overlay radio to provide an enhanced roleplay experience, though it is not required. [Overlay Link](#)

Radio Conduct

1. Officers are to maintain a professional demeanor in radio channels at all times. At no point should an officer transmit unimportant information.
2. Officers are restricted from engaging in regular conversation inside of radio channels.

Panic Activation

On the top of your department-issued radio, there is an orange button that is used when an officer is in distress and requires immediate backup. Officers within the Belleair Police Department may utilize this button when involved in a major life-threatening situation. This includes, but is not limited to:

- Shootings
- Major Vehicle Accidents Involving an Officer
- Stabbings/Major Bodily Harm to an Officer
- Armed Suspect Confrontation
- Any incident where immediate backup is needed but you are unable to speak over the radio.

Ten Codes

10-0 Use caution

10-1 Unable to Understand / Poor Signal

10-2 Signal good

10-3 Stop transmitting

10-4 Acknowledged / OK 10-5 Relay message
10-6 Busy
10-7 Out of service
10-8 In service
10-9 Repeat
10-10 Fight in progress
10-11 Traffic stop
10-12 Stand by
10-13 Shots fired
10-14 Escort
10-15 Prisoner in custody
10-16 Pick up prisoner
10-17 Urgent
10-18 Complete assignment quickly
10-19 Return to station
10-20 Location
10-21 Call by phone
10-22 Cancel
10-23 Arrived on scene
10-24 Assignment complete
10-25 Meet/contact
10-26 ETA 10-27 Driver license check
10-28 Vehicle registration check
10-29 Wants / warrants check
10-30 Unnecessary use of radio
10-31 Crime in progress
10-32 Person with a gun
10-33 Emergency traffic only
10-34 Riot 10-35 Major crime alert
10-36 Correct time
10-37 Suspicious vehicle
10-38 Stopping suspicious vehicle
10-39 Urgent use of lights & siren
10-40 Silent run / no lights
10-41 Beginning tour of duty
10-42 Ending tour of duty
10-43 Information
10-44 Permission to leave
10-45 Condition of patient
10-46 Motorist assist
10-47 Emergency road repair
10-48 Traffic standard repair
10-49 Traffic light malfunction

10-50 Vehicle accident
10-51 Wrecker needed
10-52 Ambulance needed
10-53 Road blocked
10-54 Livestock on highway
10-55 Intoxicated driver
10-56 Intoxicated pedestrian
10-57 Hit and run
10-58 Traffic control
10-59 Escort
10-60 Squad in vicinity
10-61 Personnel in area
10-62 Reply to message
10-63 Prepare to copy
10-64 Message for delivery
10-65 Net message
10-66 Message cancellation
10-67 Clear to send
10-68 Dispatch information
10-69 Message received
10-70 Fire alarm
10-71 Supervisor Request
10-72 Report progress of fire
10-73 Smoke report
10-74 Negative
10-75 In contact
10-77 ETA
10-78 Need assistance
10-79 Notify coroner
10-80 Pursuit in progress
10-81 Breathalyzer report
10-82 Reserve lodging
10-83 Work school crossing
10-84 If meeting... advise ETA
10-85 Delayed
10-86 Officer/operator on duty
10-87 Pickup / distribute checks
10-88 Phone number request
10-89 Bomb threat
10-90 Bank alarm
10-91 Pick up subject
10-92 Improperly parked vehicle
10-93 Blockade

10-94 Drag racing
10-95 Prisoner transport
10-96 Mental subject
10-97 Enroute
10-98 Assignment finished
10-99 Officer in danger
10-100 Restroom break

Phonetic Alphabet

A - Alpha
B - Bravo
C - Charlie
D - Delta
E - Echo
F - Foxtrot
G - Golf
H - Hotel
I - India
J - Juliet
K - Kilo
L - Lima
M - Mike
N - November
O - Oscar
P - Papa
Q - Quebec
R - Romeo
S - Sierra
T - Tango
U - Uniform
V - Victor
W - Whiskey
X - X-Ray
Y - Yankee
Z - Zulu



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Emergency Vehicle Operations

Courtesy - Service - Safety

All employees of the Belleair Police Department are required to utilize department-issued vehicles in a safe, efficient manner and must respond to calls with the correct level of priority.

Non-Emergent (Code 1)

A non-emergency response is used when there is a call to service made that does not require an emergency response. This includes road hazards, civil disputes, and public assists. **This does not include the use of your ELS or Siren.**

Semi-Emergent (Code 2)

A semi-emergent response is similar to a non-emergency response, but allows officers to respond to a situation faster and more efficiently. This includes officer assistance on a traffic stop, public disputes, and road hazards. This allows for the use of ELS without sirens.

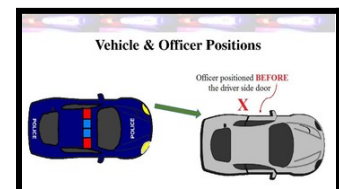
Emergent (Code 3)

An emergency response is used for any call to service that requires law enforcement to arrive on scene in a quick manner. This typically is the response used to respond to shootings, backup requests, fights, and anything that requires lights/sirens.

Officers should refrain from offroading in anything besides a truck/SUV unless necessary. If needed, Officers may utilize the Canyon Descender to respond in mountainous terrain.

Scene Parking

- When an Officer is on a Traffic Stop, the Officer should park their patrol car at an angle facing the street. This provides the officer a barrier of protection from oncoming traffic and any aggressive action from the driver of the detained vehicle.
- On an MVA, officers should position their vehicle in a position that allows protection to crews, other first responders, and directs traffic away from the incident.





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Uniform/Grooming Guidelines

Courtesy - Service - Safety

The Belleair Police Department requires its officers to represent the department in a positive way whilst on and off duty. Therefore, the uniform policy is made to ensure the safety of all officers and citizens, and to ensure a level of professionalism is maintained whilst in the field.

Grooming Standards

- Officers should not have any excessive facial hair, and should not have any hair that obstructs vision or identity.
- Officers must have a natural hair color. These colors include brown, black, blonde/white, and natural red.
- Long hair should be tied into a bun when on patrol and conducting an investigation.

Uniform Standards

- Officers are not permitted to wear jewelry of any kind BESIDES a classic watch, non-flashy glasses, and hair clips.
- Officers may wear vests whilst conducting normal duties. It is required when officers are using the vest that they equip the one provided on the "SHERIFF" team.
- Officers are required to utilize the in-game uniforms provided on the SHERIFF team.
- Officers are required to wear body-worn cameras and radio mics provided in the locker room.
- Officers are not permitted to wear any clothing that impedes identification of the face or badge.
- Officers are permitted to wear high visibility vests during traffic details, vehicle collisions, and/or events where high visibility is needed. The vest must be the one provided in the locker.
- Officers may only utilize headwear that is located on the SHERIFF team that is labeled as "BPD".

Continue Below

Class A: The Class A uniform is used for formal events, pictures, and office work. It may not be worn on patrol.

Class B: The Class B uniform is a long-sleeve uniform without a tie. It is used for patrol when an officer wishes to use it. Long sleeves and jackets are required during the winter. The Class B may be worn with a vest.

Class C: The Class C uniform is a short-sleeved variant of the Class B. It is used when an officer wishes and may be worn during the spring, summer, and early fall. It may be worn with a vest.

Officer Jacket: The Officer Jacket is a long-sleeve jacket that is worn over a Class A, B, or C uniform. This uniform is provided and is to be worn during the winter time, or when the Quartermaster permits it.

Insignia: The department utilized insignias to designate rank, seniority, and authority.

- The Chief of Police wears 3 gold stars on his shoulders/collar.
- The Captain wears 2 connecting gold bars on the shoulders/collar.
- The Lieutenant wears 1 gold bar on his shoulders/collar.
- The Sergeant wears 3 yellow chevrons on the sleeves/collar.

Refer any questions or concerns regarding uniforms to BPD's Quartermaster, Jackson Hayes.



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Vehicle Regulations

Courtesy - Service - Safety

The Belleair Police Department has a diverse fleet of vehicles that are utilized by our patrol officers, traffic officers, and supervisors. This document will ensure that all guidelines are being followed when these vehicles are put to use.

Our Fleet

The department has a small yet versatile fleet that all serve a distinct purpose in the department. To view the restrictions and status of a vehicle, please direct yourself to the [vehicle roster](#).

Accessory & Equipment Guidelines

All vehicles in the department have an in-game saved preset that must be used by all personnel at all times. Exceptions can be made by a supervisor. Utilizing special equipment such as the Speed Trailer and UTV is restricted to the Traffic Officer and supervisors. Utilizing this equipment improperly will result in disciplinary action.

Officer Involved Collisions

When an officer is involved in a traffic collision with another vehicle, building, or object, the officer must immediately call for an available supervisor of the BPD. If there is no online supervisor, the officer must ping a Sergeant or higher and notify them of the collision.

The officer should assess the scene for any damages and ensure the safety of the victim and the public. The officer should exchange any necessary information and direct involved parties to the BPD complaint ticket option.



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Pursuit Policy

Courtesy - Service - Safety

The Belleair Police Department pursuit policy is in place to ensure the safe execution of vehicle and foot pursuits conducted by BPD officers.

Vehicle Pursuits

Vehicle pursuits are to be initiated if the suspect poses a serious threat to public safety by continuing to flee. Vehicle pursuits should not be initiated when conditions such as heavy rain, dense fog, snow or ice, or heavy traffic creates an unreasonable risk to officers or the public, unless the circumstances present an immediate and serious threat that justifies the pursuit. When in pursuit of a suspect, officers should pull to the side to allow faster police vehicles to take primary. This includes the BPD traffic officer, Pinellas County Sheriff's Office Traffic Unit, or Florida Highway Patrol. Pursuits may be called off by supervisors from other jurisdictions if the pursuit is within that agency's jurisdiction. Vehicle pursuits may be initiated when an officer has reasonable grounds to believe that the fleeing suspect:

- Is wanted for a felonious charge.
- Is intoxicated or impaired by alcohol or drugs and flees from detainment.
- Poses a serious and immediate threat to the safety of the public or officers if allowed to continue fleeing.

Precision Immobilization Technique: The precision immobilization technique (PIT) is a maneuver in which an officer with a pushbar will drive next to the rear bumper of the fleeing vehicle and turn into the vehicle causing it to spin out and immobilize it.

- Ideally, an officer with more training and experience such as Florida Highway Patrol, BPD Traffic Unit, and any other municipal traffic enforcement sections should conduct the P.I.T.
- Officers are required to assess the area in which a P.I.T. will take place, ensuring the safety of the public is taken into consideration.
 - P.I.T.'s should not be conducted in heavy traffic conditions.
 - P.I.T.'s should not be conducted in rainy, windy, or dangerous weather.
 - P.I.T.'s should not be conducted in residential areas.
- Officers are required to have due regard for public safety when a P.I.T. is initiated. "P.I.T. timers" are not enforced in the BPD, however other agencies may be required to await a certain amount of time before it can be executed.

Continue Below

Spike/Stop Sticks: Spike/stop sticks are utilized to puncture the tires of fleeing vehicles.

- These devices are able to be utilized by any officer at their discretion, however if not in BPD jurisdiction, other agencies may deny them.
- RAT traps are able to be placed under a stopped suspect's vehicle tire if the officer believes the subject intends to flee or has a history of fleeing. The BPD uses the in-game "stop stick" as a RAT trap.
- Utilizing a RAT trap requires reasonable suspicion. This includes physical signs of aggression and non compliance.



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Department Issued Equipment

Courtesy - Service - Safety

Department issued equipment (D.I.E.) is any equipment, vehicle, or item that is given to an employee of the Belleair Police Department for the purpose of law enforcement, public service, and official duties.

Standard Issue Equipment

The department issues every officer top of the line equipment that is used for many different purposes. Equipment is to be treated well and maintained regularly. At no time should an officer utilize equipment that is not functional.

- Items such as Tasers, body-worn-cameras, flashlights, computers, and radios must be charged before beginning a shift.
 - Taser cartridges must be stored safely and locked away from unauthorized access.
 - Body-worn-cameras must be docked at the end of each shift at the police station.
- OC spray, fire extinguishers, road flares, and any other expired equipment must be checked regularly to ensure they remain fully operational.
- Vests, shields, batons, and duty belts must be stored safely and locked away from unauthorized access.
 - Vests, shields, and duty belts are required to be up-to-date and reported if any faulty components are found.
- Speed detection equipment must be calibrated once every 12 months.
 - This is done independently and not by the BPD.

Vehicles and Trailers

Vehicles and trailers are required to be used in accordance with the [vehicle regulations policy](#).

- All vehicles/trailers are to remain fully operational at all times. Any fault components must be reported immediately.
 - All law enforcement vehicles must have an operational ELS system, radio system, horn, siren, and traffic advisors.
 - Equipment trailers must be outfitted with working flood lights and vehicle connections
 - Speed detection trailers must be utilized properly. They should remain entirely off of the roadway.



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Traffic Enforcement

Courtesy - Service - Safety

Traffic Enforcement is a responsibility of all sworn employees of the Belleair Police Department and should be considered a routine duty during patrol. However, the BPD dedicates a specialized position and vehicle to Traffic Enforcement

Traffic Enforcement Officer

The Belleair Police Department dedicates resources to a small unit of Traffic Officers who are specifically responsible for handling the following:

- Traffic Homicide.
- Collision Reconstruction and Investigations.
- DUI/DWI Enforcement.
- Traffic safety initiatives.
- Pursuit interdiction and high speed enforcement.
- Traffic Checkpoints in coordination with FHP.

Collision Investigations

Officers of the Belleair Police Department routinely respond to traffic collisions that require an investigation to be done. Any BPD officer should contact a traffic officer if one is on-duty. If a collision occurs on any state highway, the BPD should contact the Florida Highway Patrol.

- Officers should first assess any hazards such as traffic, location, and weather.
 - Officers should position their vehicles and/or road flares/cones in a manner that holds traffic or directs traffic away from the incident.
- Second, Officers should ensure no medical attention is needed and that all persons involved are accounted for.
 - Officers should run license plates, check for drivers licenses, registration, and insurance of all drivers and vehicles.
- Officers should work to gain each side of the story to determine the at fault in the accident. The officer should use visual evidence and bystander witnesses to make a conclusion.
 - If the accident occurs on a public roadway, the at-fault driver must be issued a citation for being at-fault in the accident.
 - If the incident occurs on private property such as a private parking lot, business, or residence, both drivers are to be given an Accident Exchange Form (ACF). This form is simply documentation that can be shown to insurance companies and the court.

Traffic Stops

A traffic stop is conducted when an officer visually sees a vehicle commit a traffic violation, or if the vehicle, driver, or passenger(s) is wanted for a crime.

- Officers should first run the license plate on the vehicle through the system and ensure the vehicle is not stolen and is registered properly.
- Next the officer should approach the vehicle and ask the driver for their license, registration, and insurance card.
 - If a driver fails to do so, it is classified as a Class 2 Misdemeanor and can result in an arrest.
- The Officer should then inform the driver why they have been pulled over and educate the driver on any violations they were not aware of.
- If necessary, the officer may order the driver and/or passenger(s) out of the vehicle.
 - Officers are not required to have an independent reason to order someone out of the vehicle. According to *Pennsylvania v. Mimms*, officers may order the driver out of the vehicle for any reason or no reason at all, so long as the stop is lawful.
- The officer should then use discretion and decide to issue a citation, warning, arrest, or notice to appear. (criminal citation)

Speeding Laws

- Exceeding the speed limit on any public roadway is a civil infraction and can result in a fine.
 - Officers should utilize discretion and consider multiple factors such as road conditions, flow of traffic, and weather when deciding to pull someone over for minor speed violations.
- Going in excess of 30 MPH above the posted speed limit is a Misdemeanor.
 - Officers may decide to issue a Notice to Appear, meaning instead of taking a person to jail for Misdemeanor Speeding, they will be given a court date.
- Exceeding 100 MPH on any public roadway is a Felony.
 - This speed is considered a felony, which requires that the subject be arrested.



Belleair Police Department

Officer Handbook

Code Enforcement

Courtesy - Service - Safety

The Belleair Police Department is responsible for handling code enforcement within the town. Code enforcement handles the daily quality of life issues. They handle town rules, ordinances, and community complaints. They ensure Belleair remains a safe and enjoyable place.

Code Enforcement

The BPD will employ one (1) qualified individual that handles code enforcement duties. This position will serve as a secondary position in addition to an officer's normal patrol duties. The Code Enforcement Officer will have the ability to write citations, conduct arrests, and enforce town and state laws.

- The position is not required to be filled unless the Chief of Police approves of it.
- The department has the ability to temporarily assign an officer to code enforcement duties to handle a specific issue.
- The Code Enforcement Officer only handles business within town limits. Mutual aid for this position is not permitted.



Belleair Police Department

Officer Handbook

Reporting Procedures

Courtesy - Service - Safety

The Belleair Police Department is responsible for managing all records created by its employees. This includes accident reports, citations, arrests, use of force, investigations, and any other reports created by employees. In turn, employees are responsible for filling out all reports.

How to Log Reports

- Fill out the report on Melonly, ensuring there is as much necessary detail as possible.
- Head to the [records](#) channel after the report has been submitted in Melonly, and fill out the format provided.
 - The image that is sent in the [records](#) channel must be the paper form of the report that was submitted to Melonly.
- All reports that are made by a BPD employee must be logged correctly, failure to write and submit reports carries heavy punishments.
 - If a report is logged incorrectly, a supervisor will notify you and you will have 24 hours to edit the report unless the supervisor grants additional time.
- Any officer that is the rank of Sergeant+ will be responsible for ensuring all submitted reports are written properly. This will take place on a weekly basis.



Belleair Police Department

Officer Handbook

Tactical Operations

Courtesy - Service - Safety

The Belleair Police Department does not maintain a tactical team. All tactical services are handled by the Pinellas County Sheriff's Office and necessary state agencies.

Scene Command

The Belleair Police Department reserves the right and is mandated to assume command over all major scenes if a qualified BPD officer is available.

- Tactical coordination is handled by the PCSO.
- BPD Sergeants are not to assume scene command over hostage situations, barricaded suspects, or any other major incident that requires a priority from server staff.
 - Sergeants may assume command over pursuits and standoffs. Provided the sergeant has the relevant lawful authority to do so.



Belleair Police Department

Officer Handbook

Chapter 3: Administration

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook Administration section. This section provides officers with a clear understanding of expectations and requirements.

Signed,

Chief of Police K. Dutton

Captain D. Snodgrass

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Belleair Police Department

Officer Handbook

Activity Requirements

Courtesy - Service - Safety

The Belleair Police Department requires that all employees maintain a level of participation and activity within the department. This includes fulfilling necessary duties and tasks that are required of them.

Activity Quota

The department requires that all officers clock a total of 90 minutes of shift time per calendar month. This ensures all employees are remaining active throughout the month and are able to fulfill other duties in life and in other departments.

- Quota is refreshed/checked on the last day of every month after the session is over.
- Failing to fulfill all 90 minutes can result in serious disciplinary action up to a termination.
- Shifts are logged with Melonly and can be managed [here](#).

Shift Grinding: Shift grinding is defined by the department as having your shift turned on whilst AFK/not in-game actively participating in the session.

- 1st Offense: Written Warning.
- 2nd Offense: Written warning/counseling.
- 3rd Offense: Demotion, suspension and/or termination.

Leave of Absence: When an officer is unable to fully clock 90 minutes of shift time within a rolling activity period, the officer is permitted to take an approved leave of absence. This means that the officer is unable to be in-game or participate in required activities for a certain amount of time. This can be done by filing a request [here](#).



Belleair Police Department

Officer Handbook

Chain of Command

Courtesy - Service - Safety

The Belleair Police Department chain of command is designed to allow officers freedom whilst still having available supervision if needed.

Chain of Command

<u>Rank</u>	<u>Description</u>
Chief of Police (1)	The Chief of Police serves as the head of the police department and is responsible for the overall oversight and executive decision making for the department.
Captain (1)	The Captain is responsible for assisting the Police Chief and managing all daily operations and specialized divisions in the department.
Lieutenant (1)	The Lieutenant handles the intake, processing, and management of all onboarding members. Also responsible for ensuring all documents are up-to-date.
Sergeant (2)	Sergeants are responsible for the daily first line supervisory duties of officers. They handle public inquiries, respond to supervisor requests, and ensure compliance.
Officer (15)	Officers handle all field duties of the department. They respond to calls for service, participate in community events, conduct investigations, and handle traffic enforcement.,

Seniority

A. Seniority is determined first by rank, second by total time served in rank, and third by total time served in the Department.

B. Seniority between employees of equal rank shall not be exercised except in emergency situations and then only when necessary. Employees are expected to work together and cooperate with one another toward effective provision of police services.



Belleair Police Department

Officer Handbook

Disciplinary Action and Internal Investigations

Courtesy - Service - Safety

Disciplinary Action is the response from supervisors when subordinate personnel violate policy and create an unprofessional look on the department.

Types of Action

<u>Type</u>	<u>Description</u>
Written Warning	A written warning is given to employees who commit lower end violations. May be issued by Sergeant+.
Administrative Leave	Administrative Leave is the punishment that is issued typically by Sergeants when an officer has committed a violation on-duty and is being referred to internal affairs. This means an officer is under investigation unless told otherwise.
Suspension	An officer may be suspended from duty when an investigation has found that the officer committed a serious violation. Usually supplemented by a demotion and/or written warning. May be issued by Lieutenant+.
Demotion	A demotion may be issued if an officer clearly demonstrates that they cannot handle the current position they are at. This is usually after an investigation finds that the officer broke serious violations. May be issued by Lieutenant+.
Termination	A termination is issued when an officer has committed very serious violations and must be relieved of duty. This usually comes after an investigation or continued violations. May be issued by Captain+.

Administrative Leave/Under Investigation

When an officer is placed under investigation it usually comes from a serious allegation that is made from the public or another employee. Internal investigations are conducted by department administration. More complex investigations are handled by department administration with the support of the FDLE and the Pinellas County Sheriff's Office.

- Once an officer is under investigation they are prohibited from participating in department activities and representing themselves as an employee of the BPD in any way.
- Sergeants have the authority to place an officer on administrative leave if a violation happens in the presence of a sergeant. However the formal investigation is handled by the aforementioned parties.
- Officers under active investigation will not be allowed to resign until that investigation has fully concluded.

Process of Investigation

- 1. The Officer is placed on administrative leave by their direct supervisor for reported misconduct.
 - The supervisor shall create an internal affairs ticket for referral.
- 2. The Officer is referred to department administration for internal investigation. And is notified whether an investigation will be opened.
- 3. Department administration reviews and determines that the alleged misconduct requires investigation. The officer is then placed on investigation.
 - When under investigation, an officer may be placed on modified assignment or leave.
 - Any investigation that is considered to be complex is handled in coordination with the Florida Department of Law Enforcement.
- 4. Department administration reviews all evidence and interviews witnesses. The officer is also questioned and is given a chance to make a statement.
 - The Officer is read their rights in the event it is for credible criminal conduct.
 - If the investigation is civil, the officer is notified of their rights.
- 5. The investigation is concluded and summarized in writing by the lead investigator.
- 6. The Officer is notified of the findings and is given a copy of the investigation paperwork.

Clear of Fault

A clear of fault means you have been investigated for alleged violations however were not found to have committed a certain violation or all violations. Being cleared of fault means the official investigation for that specific allegation has been concluded.

- You may be issued multiple clear faults in one investigation. Every allegation is investigated separately.
- A clear of fault is on an official record and can be reviewed at any time by supervisors.

Garrity and LEOBOR Advisement

Garrity Rights protect officers from having compelled administrative statements used against them in a criminal prosecution. Florida LEOBOR provides additional protections during administrative investigations, including notice of the investigation, access to applicable evidence, and recorded questioning. These rights allow an officer to cooperate with an administrative investigation while maintaining their legal protections.

You are the subject of an administrative investigation. You have the right to know the nature of the investigation, the investigators and persons present, and to review applicable existing evidence before questioning. This interrogation will be conducted for reasonable periods, through one interrogator, and will be recorded. You will not be threatened or promised anything to induce your answers. You are hereby ordered to answer questions related to this administrative investigation: your compelled statements are protected under Garrity and generally cannot be used against you in a subsequent criminal prosecution. You may have an attorney or representative present when provided by Florida law. Do you understand?



Belleair Police Department

Officer Handbook

Terms of Employment

Courtesy - Service - Safety

Being an employee of the Belleair Police Department comes with certain requirements, expectations, and rules that must be followed. The Belleair Police Department is an equal opportunity employer.

At-Will Employment

The State of Florida is an at-will employment state. This means that the Belleair Police Department reserves the right to terminate any employee from the department for any reason if the employee is deemed unfit for the position. This includes the removal from specialized positions and duties.

In turn, no employee is bound to employment with the Belleair Police Department, and may choose to end employment at any point.

Terms of Employment

The Belleair Police Department lists multiple reasons that can affect a person's employment in the department.

- If an officer receives a ban from the Clearwater Roleplay server, their employment will be immediately terminated from the Belleair Police Department.
 - This includes the CWRPVC Discord and in-game servers.
- Officers on suspension may not roleplay or act as a member of the Belleair Police Department in any way.

Resignation Policy

While any officer may choose to end employment at any point in which they are a member of the department, all officers must do so in a manner that the department considers professional and that follows policy.

- Officers must give a 5 day notice of resignation.
 - The officer must DM the Lieutenant of the BPD regarding the resignation.
 - The Lieutenant will begin removing the officer from all department related documents.
 - After the 5 days have passed, the officer will DM the Lieutenant and will have their roles removed from the BPD discord.



Belleair Police Department

Officer Handbook

Promotions & Transfers

Courtesy - Service - Safety

A promotion is the movement of a full-time employee to a position higher than what they had before. This comes with more authority, responsibility, and pay.

Promotion Guidelines

Promotions are issued by the Captain with the approval of the Chief of Police. Promotions are issued based on the need for that position to be filled, not based on a period of time.

- It is against policy to demand or ask for a higher rank.
- Promotions are determined based on seniority, willingness to help, and knowledge of supervisory tasks.
- Being promoted may require additional testing, interviews, and training before a formal promotion is issued.

Probationary Period

When an Officer joins the department and completes orientation, they are placed on a one week probation and will be carefully watched by supervisors.

- Probation lasts a total of 7 days starting the day the officer finishes onboarding.
- During this period, any infractions may result in an immediate termination of employment.
- A supervisor will do a formal evaluation and determine if continued employment is permitted.

Transfers

- Straight across rank transfers are prohibited unless otherwise approved by Department Oversight or a transfer period is opened.
 - The BPD administration reserves the right to deny a transfer for any reason.



Belleair Police Department

Officer Handbook

Selection and Recruitment

Courtesy - Service - Safety

The Belleair Police Department is a highly selective department that hires based on more than experience. Being in good standing in the community and keeping a clean moderation record is important when being selected to join the department

Recruitment

Recruiting into the department is based on the need for more employees. If the 15 man roster is full, there is simply no more room to hire new officers despite experience.

- When the department is recruiting new employees, there will typically be a public notice and a link to the BPD Application. This application is to be filled out by all individuals wishing to join the department.
- The department may also host recruitment initiatives such as in-game events, career fair exhibits, and parades showcasing the department and its capabilities.

Selection

Selection into the department is handled by BPD administration and is determined based on multiple factors.

- You must have a non-serious moderation record.
- You must be in good standing within the community and other departments.
- You must be a mature person who carries themselves with confidence.
- You must be willing to complete 90 minutes of in-game time per month.
- You must complete onboarding orientation before going through probation.

The BPD reserves the right to disqualify any applicants if they do not meet maturity and/or intelligence standards.



Belleair Police Department

Officer Handbook

Confidentiality

Courtesy - Service - Safety

Employees of the Belleair Police Department are prohibited from sharing any information about the department with any individuals who do not already have access to that information.

This includes but is not limited to:

- Documents
- Images
- Discussions
- Disciplinary Action
- Records
- Ongoing Investigations

Any information that is discussed in a department ticket is considered confidential unless the information is approved to be public by a supervisor. Any internal complaints, supervisor requests, and drama are to be kept confidential until a supervisor has handled it.



Belleair Police Department

Officer Handbook

Level of Contact

Courtesy - Service - Safety

The Level of Contact Policy explicitly outlines what to do on scenes requiring a higher authority.

Supervisor Request Policy

When a member of the public requests for a supervisor from an employee of the BPD, the officer is required to request one to the scene if one is readily available.

- Supervisors are not required to go to the scene even if requested.
- If one is denied, the officer is required to direct the citizen to a support ticket inside of the BPD discord.
- Supervisors and high command from other departments cannot act as supervisors to BPD employees unless expressed otherwise.
 - Only Department Oversight and ownership may act as a superior.
- A supervisor is any employee who holds the rank of Sergeant or higher.

Officer Involved Shootings

When an officer of the BPD discharges their firearm whilst on duty, the officer shall contact a BPD supervisor if one is available. If unavailable, the officer may continue with normal duties.

- The BPD does not require officers to fill out any documentation for a firearm discharge.

Authority

As a supervisor, you are given a higher level of authority to command scenes, manage officers, and issue disciplinary action.

- A supervisor may request air support if needed for public safety.
- A supervisor may terminate a pursuit that is inside of BPD jurisdiction.
- Sergeants may take command over lower end scenes such as vehicle accidents and domestics.



Belleair Police Department

Officer Handbook

Chapter 4: Jurisdiction and Contractual Agreements

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook. This section provides officers with a clear understanding of expectations and requirements.

Signed,

Chief of Police K. Dutton

Captain D. Snodgrass

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Belleair Police Department

Officer Handbook

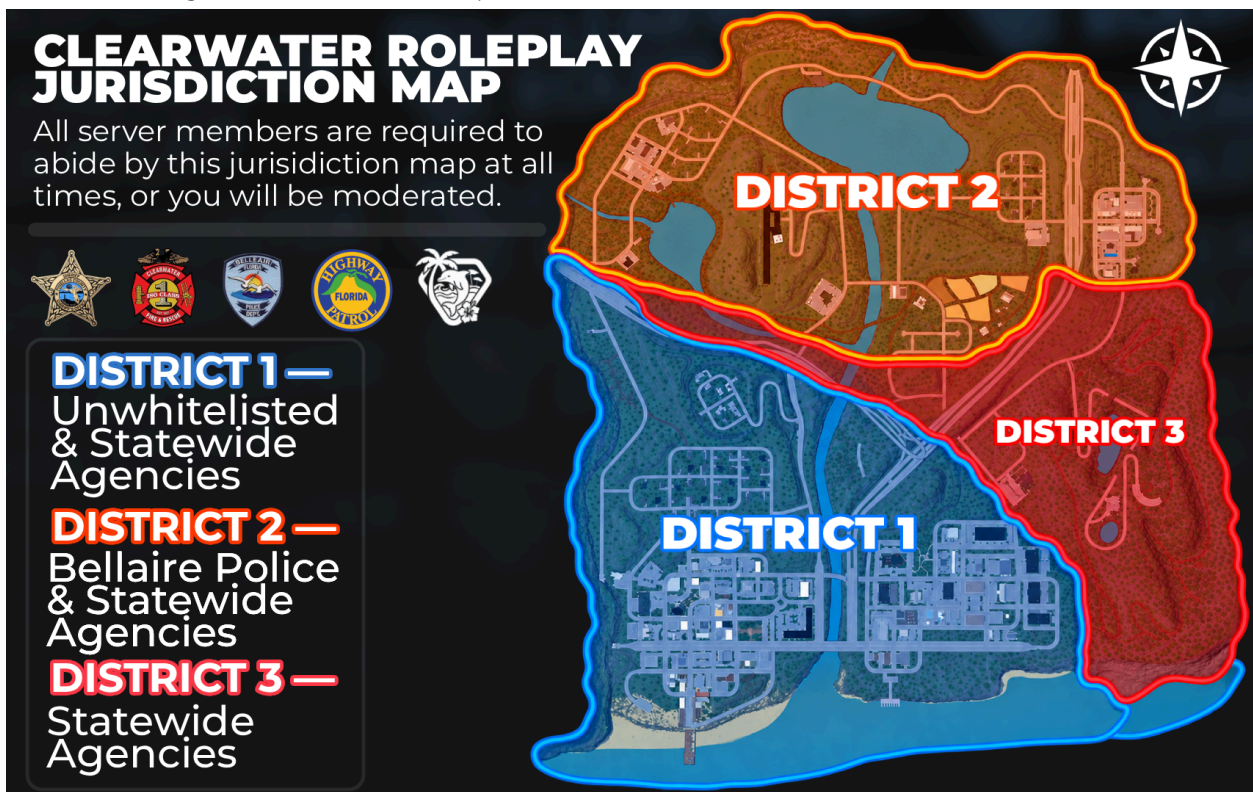
Jurisdiction

Courtesy - Service - Safety

Pursuant to Town Code Section 1.01, the Department is responsible for providing law enforcement services within the jurisdictional limits of the Town of Belleair. The BPD has legal jurisdiction anywhere in District 2, but has agreed to primarily remain inside of "Fairview".

Policy

1. Officers are permitted to leave District 2 jurisdiction for but not limited to:
 - a. Fresh pursuit of a vehicle that committed a violation within District 2 or any incident that occurs in the immediate surrounding area of District 2.
 - b. Response to a hot call requiring a large law enforcement presence.
 - c. Transporting evidence or people to jail or other agency locations.
 - d. Requests from dispatch or another agency for mutual assistance.
 - e. Officers are continuing an investigation on a person of interest or warrant issued by the police department.
 - f. Witness a crime on any property owned by the Town of Belleair.
2. When an officer witnesses a violation or incident outside of jurisdiction whilst conducting the above actions, the BPD officer may conduct a traffic stop or any investigative action necessary.





Belleair Police Department

Officer Handbook

Mutual Aid Agreements

Courtesy - Service - Safety

A. The Department has written intergovernmental agreements, which specify the Department's responsibilities, for mutual aid with the following agencies:

-

B. The Department may participate in inter-agency task force operations. Generally, these task forces will be formed by adoption of a written intergovernmental agreement setting forth the purpose of the task force, the activities of the task force, the Department's responsibilities to the task force, and the chain of command for those involved. All employees assigned to any task force operation remain bound by these General Orders. At the conclusion of task force operations, or annually during budget preparations, the Department supervisor of the officers assigned to the task force shall evaluate the Department's involvement in the task force, including the results of the task force's work and the need for continued participation.

C. Requests for emergency assistance from another law enforcement agency shall be referred to a supervisor or commander for authorization to respond. Officers will respond if authorized to do so, but shall limit their activities as directed and return to regular duty once the situation has been resolved or when ordered to do so. When extended assistance is necessary, the agency needing assistance should be encouraged to contact either the Florida Highway Patrol or the Sheriff's Office for assistance.

D. The department reserved the right to enter into any task forces and may assign officers to specialized positions within said task force.



Belleair Police Department

Officer Handbook

Chapter 5: Public Information

Courtesy - Service - Safety

Welcome to the **Belleair Police Department** Officer Handbook. This section provides officers with a clear understanding of expectations and requirements.

Signed,

Chief of Police K. Dutton

Captain D. Snodgrass

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Belleair Police Department

Officer Handbook

Public Information & Records

Courtesy - Service - Safety

A. The Department has a duty to keep the public informed of its activities and of relevant law enforcement related information. The Department provides such information in the following ways:

1. Availability of a Public Information Officer, who will distribute information on crimes or incidents that are of importance or interest to the community and who will respond to requests for information from the media, as permitted by law.

- All requests from the media for comment or interviews regarding official police matters or Department business will be directed to the Public Information Officer or the Police Chief. Employees shall not make or participate in making any statements regarding official police business without prior authorization from the Public Information Officer or the Police Chief.

Records Requests

The BPD records request policy and handbook can be viewed [here](#).

- Records must be handled by the BPD administration/records personnel.

Officers are required to inform a member of the public their badge number, last name, and department in which they are employed in.



Belleair Police Department

Officer Handbook

Media Access to Scenes

Courtesy - Service - Safety

Generally, media representatives will be allowed no more access to crime scenes than that was allowed to the general public. If the incident commander chooses to permit additional access to the scene, it shall be after all evidence collection has been completed and only if it can be done without interference with the police investigation or a person's right to privacy. If the scene is on private property, media access will be permitted only with the approval of the owner or owner's representative. Any incident commander may request the assistance of the Public Information Officer at the scene of any incident.

- Media relations may only be handled by Public Information Officers and/or department administration.