

**MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING OF THE
BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE,
FLORIDA, HELD AT 2775 GARRISON AVENUE, July 6, 2017, AT 12 Noon**

The following were present: Commissioners Ashbrook, Lowry, and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce, Chief of Police Matt Herring and Attorney Clinton McCahill were also present.

The meeting was chaired by Commissioner Ashbrook.

Commissioner Ashbrook provided a handout which is attached as Exhibit A.

The purpose of the meeting was to review the proposed changes to the Port St. Joe Police Department Policy and Procedure Manual.

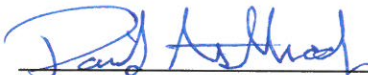
1. In the Introduction, Omit the 7th paragraph.
2. In Section II Definitions – MEMEBERS - Omit Male and Female.
3. In Section II Definitions SHIFT – WATCH –TOUR Delete: Designated hours of duty and replace with: Assigned Hours of Duty.
4. In Section III Conduct, Subsection Conduct and Attitude: Omit the second half of the first paragraph starting with "He must be in good physical...."
5. Throughout the document, replace all gender specific references with gender neutral text.

Consensus of the Committee was to recommend approval with the changes to the City Commission at their meeting tonight.

Commissioner Thursbay asked that a letter be written to State Attorney Glenn Hess thanking him for allowing Bob Pell to review the Policy and Procedure Manual gratis.

A Motion was made by Commissioner Thursbay, second by Commissioner Lowry, to adjourn the meeting at 12:06 P.M.

Approved this 6th day of July 2017.



David Ashbrook, Chairman

7/25/2017

Date



Charlotte M. Pierce, City Clerk

7/7/17

Date

Ours is a department for all people and our belief in equal treatment under the law is sincere. We shall enforce the law impartially. We shall be diligent in protecting all citizens in the exercise of their rights so long as their conduct does not violate the law.

It is the responsibility of this department to prevent crime insofar as possible, to search out violators of the law, to arrest them, unless the violation is of a minor nature and to present the facts of the case to the proper prosecuting or court officials. After arrest, the responsibilities for prosecuting, sentencing, and punishing or reforming criminals rests with other agencies. We shall continue to perform the law enforcement responsibility in this over-all process.

In order to give our citizens the best possible protection with the resources available, it is necessary to assign officers for law enforcement duty to those places and times where experience shows crime to be more prevalent. This is not in any sense differential application of the law: it is just good, efficient use of manpower.

The statutes and ordinances which you will be enforcing will sometimes be very specific, leaving little question as to interpretation. Often, however, they will, out of necessity, be written in broad language requiring a great deal of intelligent and careful consideration in their interpretation and enforcement. In all cases you will have a statute or ordinance which you must apply to a given situation or set of facts. First, you must determine whether and how the statute or ordinance applies. Then you will have to decide on a course of action, based upon your duty as an officer, always using the best discretion possible. You will often be required to make these decisions with little or no time to stop and contemplate all alternatives. However, the leadership of the Department will completely support your decision if it is shown that you made the best decision possible considering the conditions at the time and the facts as you perceived them, and your actions did not violate the policies and general orders of the department.

All persons who furnish information or who makes complaints, including complaints about officers, will receive courteous and serious attention. All complaints will be evaluated

MEMBERS: Sworn officers including male and female of all ranks including civilian employees.

OFF DUTY: A member on his "days off" or on leave when he is free of the normal responsibility of performing his usual duties.

OFFICER: Synonymous with member, only having been sworn.

ON-CALL ASSIGNMENT: Any time when a supervisor has instructed the employee to remain available to work during an off duty period. An employee who is so instructed shall be required to be available to return to work on short notice to perform assigned duties.

ON DUTY: The period of the day (shift, watch or tour) when an officer is actively engaged in the performance of his duties. Technically an officer is on duty and subject to call at all times.

ORDER: An instruction or command, either written or verbal, given by a supervisory or superior officer to an employee of lesser rank.

PATROL VEHICLE: Radio equipped vehicle used for patrol purposes.

PERSONAL ORDERS: Orders issued by the Chief of Police to announce the appointment of new personnel, promotion or demotion, suspension, dismissal or restoration, terminations by resignation or retirement of members.

PROBATIONARY EMPLOYEE: The twelve-month training period, as approved by the Personnel Rules and Regulations, prior to permanent status.

PROCEDURES: The official method of dealing with any given situation prescribed by order of the Chief of Police or outlined by procedural guide.

RECRUIT: An employee of the Department prior to obtaining permanent status.

REPORTS: Written or oral communications relating to Department matters.

RULES AND REGULATIONS: Directives issued by the Chief of Police to define the policies and procedures of department business.

SERGEANT: Sergeants are responsible for the direct field supervision of Patrol Officers. The Sergeants function as squad or shift supervisors. Sergeants are responsible for the accuracy of all reports submitted by their squad. Sergeants are also responsible for the operation and maintenance of all equipment assigned to their respective squads. In the absence of both the Chief of Police and Lieutenant, the Sergeant will act as Department Supervisor. Sergeants shall spend a majority of their work time actually working with subordinates.

SENIOR OFFICER: An officer of equal rank with another but has served a longer length of service.

SHIFT - WATCH - TOUR: Designated hours of duty.

EXAMPLE: "B" Shift – 0500 hours to 1700 hours.

SPECIAL ORDER: A written order issued by the Lieutenant or Chief of Police which established a temporary principle or procedure on a given subject, usually for a specific length of time.

SUPERVISORY OR SUPERIOR OFFICER: Any officer of the rank of Sergeant or above, or any officer temporarily assigned by the Chief of Police vested with all the authority and responsibility of the position.

VACATION: In accordance with City Rules and Regulations.

The law enforcement officer shall take special pains to increase his perception and skill of observation, mindful that in many situations his is the sole impartial testimony to the facts of a case.

Article 11. Attitude toward Profession

The law enforcement officer shall regard the discharge of his duties as a public trust and recognize his responsibility as a public servant. By diligent study and sincere attention to self-improvement he shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. He shall appreciate the importance and responsibility of his office, hold police work to be an honorable profession rendering valuable service to his community and country.

CONDUCT AND ATTITUDE OF PORT ST. JOE POLICE DEPARTMENT OFFICERS

The selection of officers is unquestionably the most important task facing the leadership of the Department. The competence, intelligence, attitude and integrity of recruits determine the professional quality of the Department more than any other factor. Only the best candidates are considered, and any doubts as to a candidate's qualifications must be resolved in favor of the Department. In every case, the candidate selected must be well-suited to the performance of his job. He must be in good physical condition with no physical handicaps that would prevent performance of the demanding, often strenuous and sometimes dangerous duties that arise in law enforcement activities. A recruit should be of suitable size, have reasonable strength, agility, endurance and coordination, and should not be excessively over or under weight. These requirements are absolutely essential because the nature of the work is such that the lives of people will often depend on an officer's ability to perform his duties.

A Port St. Joe Police Department Officer works daily with people and must be temperamentally suited for this type work. He must be capable of dealing with people under a large variety of conditions, not always pleasant, in a calm, dignified and