

FLORIDA HIGHWAY PATROL POLICY MANUAL

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|  | SUBJECT SHIFT COMMANDER PROTOCOL | POLICY NUMBER 17.14 |
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17.14.01 PURPOSE

To establish a basic protocol for members serving as a Shift Commander and to establish clear lines of authority for all sworn law enforcement and non-sworn communications center personnel.

17.14.02 POLICY

It is the policy of the Florida Highway Patrol to provide command oversight and administration via a Shift Commander in each of the regional communications centers throughout the state on a 24-hour basis.

17.14.03 OBJECTIVES

To provide command oversight and administration for sworn law enforcement and non-sworn communications center personnel on each shift via a Shift Commander. The Shift Commander shall insure efficient and effective law enforcement activities, efficient personnel allocation, proper critical incident management, effective communications management, and timely command staff notification of serious and newsworthy incidents. The Shift Commander will carry out these duties through his or her own actions and by providing support, guidance and direction for other members and supervisors.

17.14.04 DEFINITIONS

- A. **SHIFT COMMANDER-** As it relates to this policy, the term Shift Commander is intended to encompass both; supervisors who are assigned to one of the seven regional communication centers or Troop Watch Commanders. Supervisors not assigned to the regional communications center, are exempt from those duties and responsibilities outlined in this policy which are expressly intended solely for continued operations of a communications center.

17.14.05 RESPONSIBILITIES

A. TROOP COMMANDERS

1. Troop Commanders that have a Regional Communication Centers under their command are responsible for ensuring that a Shift Commander is scheduled for duty at all times.
2. The Troop Commander may supplement designated Shift Commander Staff by assigning a District Lieutenant, District Sergeant or Reserve member holding the rank of Lieutenant or above to perform the duties of a Shift Commander based on unexpected or critical staffing needs.

B. REGIONAL COMMUNICATIONS CENTER COMMANDERS

A member holding the rank of Captain shall command each Regional Communications Center.

1. The Regional Communications Center Commander is responsible for the effective operation of the communications center.
2. The Regional Communications Center Commander shall establish a schedule to insure Shift Commander coverage on a twenty-four hour basis in the RCC.
3. The Regional Communications Center Commander shall insure all Shift Commanders are properly trained.

C. SHIFT COMMANDERS

Shift Commanders will perform the following duties:

1. Manage the operation of the shift, including command oversight and administration of non-sworn communications center personnel and sworn personnel operating within the Regional Communications Center's area of responsibility.
2. The Shift Commander will not generally perform direct supervisory duties normally afforded to a District Lieutenant, but will coordinate their efforts through the appropriate District's Command Staff. However, in the event that a District Commander and District Lieutenant are unavailable, the Shift Commander shall assume the supervisory duties and authority of the District Lieutenant until otherwise relieved.
3. Monitor the appropriateness of zone assignments and provide for zone coverage in the event a zone is vacated, in consultation with on-duty District supervisory personnel.

4. Monitor communications between patrol officers and the communications center and insure proper radio procedures by both sworn and non-sworn members.
5. Coordinate the order of dispatch of calls for service during critical time periods and when the numbers of calls for service exceed the number of available units.
6. Coordinate assistance between districts when the need arises.
7. Manage critical incidents to insure proper and effective response by zone units, supervisors and other emergency service agencies when requested by the FHP according to the procedures listed in 17.14.06.B.
8. Provide timely notification to appropriate command staff concerning significant and/or newsworthy incidents.
9. Perform limited public information duties as outlined in 17.14.06.C.
10. Insure completion of Press Releases, Briefing Reports, and making entries into the Florida Highway Patrol Reporting and Notification System as outlined in 17.14.06.C, D, and E.
11. Provide required command oversight and administration for all other State Law Enforcement Agencies covered under any Joint Dispatch agreements currently in force as outlined in 17.14.06.I.

D. SWORN LAW ENFORCEMENT AND NON-SWORN PERSONNEL

In the absence of on-duty District supervision, all subordinate personnel shall follow the orders of Shift Commander as required under Florida Highway Patrol Policy 3.03.06.A.

17.14.06 PROCEDURES

A. SHIFT COMMANDER ASSIGNMENTS

1. Shift Commanders will be assigned to the Regional Communications Center and will remain at the center during their assigned shift, unless assigned other duties.
2. Shift Commanders should normally be assigned to the Communications Center's main work area. When authorized, Shift Commanders may be assigned additional duties requiring duties outside the communications center.
3. In the event of a serious incident or other situation requiring direct command oversight, the Shift Commander will return to the communications center's main work area.

B. CRITICAL INCIDENT MANAGEMENT

Shift Commanders and District Supervisors will perform the following duties during critical incident management:

1. Insure appropriate personnel assignments and supervisory coverage at the scene of a critical incident. On scene supervision will be provided by the appropriate District Supervisor and will be coordinated by the Shift Commander.
2. The Incident Commander or in the absence of an Incident Commander the senior trooper on scene will be responsible for providing a briefing to the Shift Commander as soon as possible after arrival at the scene and as necessary throughout the incident.
 - a. The District Supervisor is responsible for notifying the Shift Commander of any change in status or information throughout the duration of the incident.
 - b. The Shift Commander shall be responsible for the proper dissemination of information to the appropriate command staff.
 - c. Shift Commanders will closely monitor the radio talk group(s) assigned to the critical incident and the appropriate supervisor talk group(s) throughout the duration of the incident.
3. Shift Commanders shall request assistance from other agencies when appropriate and coordinate their involvement with FHP personnel.
4. Shift Commanders shall notify and brief the appropriate Public Affairs Officer regarding all Critical Incidents and shall coordinate and insure the completion of a press release with the Public Affairs Officer. If appropriate, the Shift Commander shall request that the Public Affairs Officer respond to the scene.
5. Shift Commanders shall notify the appropriate Troop Commander and District Commander regarding all Critical Incidents. AS APPROPRIATE
6. Shift Commanders shall insure completion and dissemination of a Briefing Report by the appropriate district personnel.
7. Shift Commanders shall utilize, as necessary, the appropriate checklist(s) in Addendum 17.14-1 through 17.14-19.
8. Shift Commanders shall follow the appropriate notification protocol listed in Addendum 17.14-1 through 17.14-19 when notifying

command staff or calling out or notifying the Bureau of Investigations, or the Office of Inspector General.

C. MEDIA RELATIONS

1. All media requests received by a Shift Commander will be forwarded to the appropriate Public Affairs Officer or their designee. In the absence of a Public Affairs Officer or their designee, the Shift Commander shall coordinate the appropriate response to all media requests. The appropriate Public Affairs Officer or primary member assigned to the incident will generally complete an FHP Press Release.
2. Press releases generated by field personnel will be reviewed and approved by the appropriate District Supervisor and/or Public Affairs Officer, who shall then inform the Shift Commander that the press release has been completed.
3. Shift Commanders shall be responsible for ensuring that each press release generated by field personnel is electronically posted or electronically distributed to all appropriate media outlets.
4. Nothing shall preclude a Shift Commander from assisting field personnel or the Public Affairs Officer in completion of a press release or providing information or other appropriate response to media requests.

D. COMMAND NOTIFICATION

Briefing Reports should be distributed to appropriate command staff via email.

1. Shift Commanders are responsible for insuring the timely completion and distribution of Briefing Reports by a District Supervisor as required by Florida Highway Patrol policy and this chapter.
2. Briefing Reports are generally to be completed by a district supervisor. However, nothing precludes a Shift Commander from assisting district supervisors in completing or distributing the report.

E. FHP REPORTING AND NOTIFICATION SYSTEM

1. The FHP Reporting and Notification System can be found at: <http://safetynet/FHP/Pages/ReportNotify.aspx>.
2. Shift Commanders shall complete appropriate entries in the designated FHP Reporting and Notification System.
3. The FHP Reporting and Notification System shall include notations of staffing levels for each District and each shift.

4. Listed below are typical, but not comprehensive, examples of FHP Reporting and Notification System entries:
 - a. Traffic Fatalities
 - b. Preliminary Traffic Fatality Investigations
 - c. Major Road Closures
 - d. Major Fires Effecting Roadways
 - e. Serious Injury to an On-Duty Member.
 - f. Amber Alerts
 - g. Vehicle and Foot Pursuits
 - h. School Bus Crashes
 - i. Domestic Security Events
 - j. Arrest of Foreign Nationals
 - k. Downed Aircraft
 - l. All Significant and/or Newsworthy Events
 - m. Any Event that the appropriate Troop Commander requires.
5. A case number or CAD incident number shall accompany each entry into the FHP Reporting and Notification System for future retrieval and reference.

F. AMBER ALERTS

1. All Amber Alerts shall be handled in adherence to the established protocol outlined in Addendum 17.14-17 and in FHP Policy 22.08.
2. The Regional Communications Center that is responsible for issuing the Amber Alert shall be responsible for completing all required reports.
3. All Regional Communications Centers that are affected by an Amber Alert shall provide the issuing Regional Communications Center with any information and/or documentation necessary for completion of required reports.

G. DOMESTIC SECURITY EVENTS

1. Any domestic security event shall be immediately reported to the appropriate Troop Commander(s), District Commander(s), the Director of the Florida Highway Patrol Office of Domestic Security and Intelligence, the ranking supervisor for each Joint Dispatch agency and each Regional Communications Center.
2. Shift Commanders shall coordinate the reporting of Domestic Security Events to the appropriate Emergency Operations Center(s), and/or the Regional Domestic Security Task Force(s), and the Florida Fusion Center as directed by the Florida Highway Patrol Office of Domestic Security and Intelligence.

H. ARREST OR DETENTION OF FOREIGN NATIONALS, DIPLOMATS OR CONSULAR OFFICIALS

Sworn members are responsible for immediately notifying the Shift Commander regarding the physical arrest or detention of any Foreign National.

1. The arresting/detaining member shall provide the Shift Commander with any information necessary to coordinate the proper notification(s) as required by United States Department of State Publication 10518.
2. The arresting/detaining member shall be responsible for the actual notification as required by the United States Department of State.
3. The Shift Commander shall be responsible for coordinating the proper Consular Notification as required by United States Dept. of State and FHP Policy 11.06.
4. Shift Commanders shall assist sworn members in determining immunity status of Diplomatic or Consular Officials of a foreign government by accessing the United States Department of State website page at <http://www.state.gov/m/ds/immunities/c9127.htm>
5. Additional information regarding the handling of Foreign Nationals, Diplomats or Consular Officials can be found in FHP Policy 11.06.

I. STATE LAW ENFORCEMENT JOINT DISPATCH

All Shift Commanders shall be familiar with the various Memoranda of Understanding and/or Joint Dispatch Protocols for each state law enforcement agency served by the Regional Communications Center to which they are assigned and all related documents shall be kept readily available in the Shift Commanders' normal work area.

J. SIGNIFICANT ROAD CLOSURES

Road closures in excess of 20 minutes that occur on limited access roadways and main arterial roadways shall be entered into the EOC On-Line website by the Shift Commander.

1. Road closures shall be entered into CAD with appropriate notes for automatic distribution to the FHP web site and the FDOT 5-1-1 system.
2. Shift Commanders shall enter any significant road closure information into the EOC On-Line system. (http://www.eoconline.org/EM_Live/roadstat.nsf)

3. Shift Commanders shall remove entries from the EOC On-Line system as soon as the road reopens.
4. Each time a Shift Commander enters or deletes a road closure in the EOC On-Line system they shall also notify the State Warning Point at 1-800-320- 0519 or (850) 413-9900.

CHECKLIST - MAJOR TRAFFIC CRASH

- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE DISPATCH OF TROOPER TO THE SCENE
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY OTHER FHP UNITS (AS APPROPRIATE)
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY FAA FOR AIRSPACE RESTRICTION (IF APPLICABLE)
- ❑ NOTIFY TRAFFIC HOMICIDE SERGEANT OR TRAFFIC HOMICIDE INVESTIGATOR (IF APPLICABLE)
- ❑ NOTIFY PAO
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY FDOT (IF APPLICABLE)
- ❑ NOTIFY STATE WARNING POINT (IF APPLICABLE)
- ❑ NOTIFY FREEWAY MANAGEMENT TEAM (IF APPLICABLE)
- ❑ NOTIFY NATIONAL TRANSPORTATION SAFETY BOARD (IF APPLICABLE)
- ❑ ENTER ALL ROAD CLOSURE INFORMATION ON EOC ON-LINE
- ❑ NOTIFY CISD TEAM LEADER (AS RECOMMENDED BY THE DISTRICT COMMANDER)

ADDENDUM
17.14-1

CHECKLIST - MAJOR FELONY ARREST

- ❑ NOTIFY ZONE TROOPER (IF NECESSARY)
- ❑ NOTIFY DISTRICT SERGEANT
- ❑ NOTIFY PAO
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE

ADDENDUM
17.14-2

POLICY 17.14 - 10

CHECKLIST - TROOPER SERIOUSLY INJURED ON DUTY

- ❑ ENSURE THAT TROOPER'S DOCUMENTED LOCATION IS ACCURATE
- ❑ ENSURE THAT DUTY OFFICER INITIATES EMERGENCY RADIO TRAFFIC PROCEDURES
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE NOTIFICATION OF NEAREST FHP UNIT(S) AND LOCAL LAW ENFORCEMENT AGENCIES FOR ASSISTANCE
- ❑ ENSURE NOTIFICATION OF ALL ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY PAO
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ ARRANGE FOR NOTIFICATION OF TROOPER'S FAMILY
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY CISD TEAM LEADER (AS RECOMMENDED BY THE DISTRICT COMMANDER)

CHECKLIST - PATROL CAR CRASH

- ❑ ENSURE THAT TROOPER'S DOCUMENTED LOCATION IS ACCURATE (IF APPLICABLE)
- ❑ ENSURE THAT DUTY OFFICER INITIATES EMERGENCY RADIO TRAFFIC PROCEDURES (IF APPLICABLE)
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE (IF APPLICABLE)
- ❑ ENSURE NOTIFICATION OF NEAREST FHP UNIT(S) AND LOCAL LAW ENFORCEMENT AGENCIES FOR ASSISTANCE (IF APPLICABLE)
- ❑ ENSURE NOTIFICATION OF ALL ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY TRAFFIC HOMICIDE SERGEANT OR INVESTIGATOR (IF APPLICABLE)
- ❑ NOTIFY PAO (IF APPLICABLE)
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ ASSIST IN NOTIFICATION OF TROOPER'S FAMILY (IF APPROPRIATE)
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE (IF APPLICABLE)
- ❑ NOTIFY CISD TEAM LEADER (AS RECOMMENDED BY THE DISTRICT COMMANDER)

CHECKLIST - TROOPER INVOLVED SHOOTING

- ❑ ENSURE THAT TROOPER'S DOCUMENTED LOCATION IS ACCURATE
- ❑ ENSURE THAT DUTY OFFICER INITIATES EMERGENCY RADIO TRAFFIC PROCEDURES
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE NOTIFICATION OF NEAREST FHP UNIT(S) AND LOCAL LAW ENFORCEMENT AGENCIES FOR ASSISTANCE
- ❑ ENSURE NOTIFICATION OF ALL ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ ESTABLISH ROADBLOCK PROCEDURES OR PERIMETERS (AS NEEDED)
- ❑ ENSURE DISTRIBUTION OF BOLO (IF NECESSARY)
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ BUREAU OF INVESTIGATIONS
- ❑ NOTIFY FDLE (AS DIRECTED BY THE TROOP OR DISTRICT COMMANDER)
- ❑ NOTIFY STATE ATTORNEY'S OFFICE (IF APPLICABLE)
- ❑ NOTIFY MEDICAL EXAMINER (IF APPLICABLE)
- ❑ NOTIFY PAO
- ❑ ASSIST IN NOTIFICATION OF TROOPER'S FAMILY
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY CISD TEAM LEADER AS RECOMMENDED BY THE DISTRICT COMMANDER

ADDENDUM
17.14-5

CHECKLIST - TROOPER ASSAULTED OR TAKEN HOSTAGE

- ❑ ENSURE THAT TROOPER'S DOCUMENTED LOCATION IS ACCURATE
- ❑ ENSURE THAT DUTY OFFICER INITIATES EMERGENCY RADIO TRAFFIC PROCEDURES
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE NOTIFICATION OF NEAREST FHP UNIT(S) AND LOCAL LAW ENFORCEMENT AGENCIES FOR ASSISTANCE
- ❑ ESTABLISH ROADBLOCK PROCEDURES OR PERIMETERS (AS NEEDED)
- ❑ ENSURE DISTRIBUTION OF BOLO (IF NECESSARY)
- ❑ NOTIFY BUREAU OF INVESTIGATIONS
- ❑ NOTIFY PAO
- ❑ NOTIFY FDLE (IF SERIOUS INJURY/DEATH OF TROOPER)
- ❑ ASSIST IN NOTIFICATION OF TROOPER'S FAMILY
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY CISD TEAM LEADER AS RECOMMENDED BY THE DISTRICT COMMANDER

CHECKLIST - ACTIVATION OR STAND-BY ALERT FOR TRT OR MFF

- ❑ ENSURE NOTIFICATION OF TRT/MFF MEMBERS
- ❑ ENSURE NOTIFICATION OF SHIFT SUPERVISORS
- ❑ ENSURE NOTIFICATION OF APPROPRIATE COMMAND STAFF

ADDENDUM
17.14-7

POLICY 17.14 - 15

CHECKLIST - HIGHWAY VIOLENCE

- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES (IF NECESSARY)
- ❑ ENSURE DISPATCH OF TROOPER TO COMPLETE THE INVESTIGATION
- ❑ NOTIFY OTHER FHP UNITS (AS APPROPRIATE)
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY FDOT (IF APPROPRIATE)
- ❑ NOTIFY PAO
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER, IF APPROPRIATE
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY NATIONAL TRANSPORTATION SAFETY BOARD (IF APPLICABLE)
- ❑ NOTIFY MEDICAL EXAMINER'S OFFICE (IF DEATH IS INVOLVED)

CHECKLIST - NOTIFICATION - DEATH OF EMPLOYEE'S RELATIVE

- ❑ VERIFY INFORMATION CONCERNING RELATIVES DEATH
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ NOTIFY EMPLOYEE'S SUPERVISOR

ADDENDUM
17.14-9

POLICY 17.14 - 17

CHECKLIST - HAZARDOUS MATERIAL CRASH

- ❑ ENSURE NOTIFICATION OF FIRE RESCUE AND HAZMAT UNITS
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES
- ❑ NOTIFY FHP ZONE UNITS, AS APPROPRIATE
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY FAA FOR AIRSPACE RESTRICTION (IF APPLICABLE)
- ❑ NOTIFY STATE WARNING POINT
- ❑ NOTIFY PAO
- ❑ NOTIFY TROOP COMMANDER, DISTRICT COMMANDER (IF NECESSARY)
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE

ADDENDUM
17.14-10

POLICY 17.14 - 18

CHECKLIST - MAJOR ROAD CLOSURE

- ❑ ENSURE DISPATCH OF TROOPER TO THE LOCATION
- ❑ NOTIFY OTHER FHP UNITS AS APPROPRIATE.
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY FDOT (IF APPROPRIATE)
- ❑ NOTIFY PAO AND/OR MEDIA
- ❑ ENTER ROAD CLOSURE INFORMATION INTO EOC ON-LINE
- ❑ NOTIFY STATE WARNING POINT (1-800-342-3557)
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE

ADDENDUM
17.14-11

POLICY 17.14 - 19

CHECKLIST - NATURAL DISASTERS

- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE DISPATCH OF TROOPER TO THE AREA
- ❑ NOTIFY OTHER FHP UNITS AS APPROPRIATE.
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES THAT MAY BE AFFECTED
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY DUTY OFFICERS
- ❑ NOTIFY APPROPRIATE TROOP COMMANDER(S) DISTRICT COMMANDER(S)
- ❑ NOTIFY PAO
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY CISD TEAM LEADER (IF APPROPRIATE)

ADDENDUM
17.14-12

POLICY 17.14 - 20

CHECKLIST - AIRCRAFT DOWN

- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE DISPATCH OF TROOPER TO THE SCENE
- ❑ NOTIFY OTHER FHP UNITS AS APPROPRIATE
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY FAA & NTSB
- ❑ NOTIFY FDOT (IF APPROPRIATE)
- ❑ NOTIFY PAO
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ NOTIFY MEDICAL EXAMINER'S OFFICE (IF A DEATH IS INVOLVED)
- ❑ NOTIFY CISD TEAM LEADER (AS DIRECTED BY THE DISTRICT COMMANDER)

ADDENDUM
17.14-13

POLICY 17.14 - 21

CHECKLIST - DHSMV FACILITY BURGLARY/VANDALISM
OR VEHICLE BURGLARY / VANDALISM

- ❑ ENSURE DISPATCH OF ZONE TROOPER TO THE SCENE
- ❑ ENSURE NOTIFICATION OF ALL AFFECTED ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY BUREAU OF INVESTIGATIONS REGIONAL COMMANDER
- ❑ ENSURE NOTIFICATION OF LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY PAO
- ❑ NOTIFY DHSMV SUPERVISOR RESPONSIBLE FOR PROPERTY
- ❑ NOTIFY FHP OFFICE OF DOMESTIC SECURITY AND INTELLIGENCE
(FHP-DSI)
- ❑ ENSURE ITEMS ARE ENTERED AS STOLEN IN NCIC/FCIC SYSTEM
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE

ADDENDUM
17.14-14

POLICY 17.14 - 22

CHECKLIST - BOMB THREAT

- ❑ ENSURE EVACUATION OF THE AREA
- ❑ ENSURE NOTIFICATION OF LOCAL BOMB SQUAD
- ❑ ENSURE NOTIFICATION OF STATE FIRE MARSHALL EOD
- ❑ ENSURE NOTIFICATION OF EMERGENCY MEDICAL SERVICES & FIRE RESCUE
- ❑ ENSURE ZONE TROOPER IS DISPATCHED TO THE AREA
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ NOTIFY OTHER FHP UNITS (AS APPROPRIATE)
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ NOTIFY BUREAU OF INVESTIGATIONS REGION COMMANDER
- ❑ NOTIFY FHP OFFICE OF DOMESTIC SECURITY AND INTELLIGENCE (FHP-DSI)
- ❑ NOTIFY DOMESTIC SECURITY TASK FORCE (AS DIRECTED BY FHP-DSI)
- ❑ NOTIFY STATE WARNING POINT AND LOCAL EOC (AS DIRECTED BY FHP-DSI)
- ❑ NOTIFY FDLE (AS DIRECTED BY FHP-DSI)
- ❑ NOTIFY PAO
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE

ADDENDUM
17.14-15

CHECKLIST – ARREST OF TROOPER

- ❑ NOTIFY TROOP COMMANDER AND DISTRICT COMMANDER
- ❑ NOTIFY PAO
- ❑ NOTIFY THE PROFESSIONAL COMPLIANCE COORDINATOR

ADDENDUM
17.14-16

POLICY 17.14 - 24

CHECKLIST - AMBER ALERT

- ❑ ENSURE NOTIFICATION OF ALL ON-DUTY UNITS AND SUPERVISORS

- ❑ ENSURE DOCUMENTATION AS A CAD INCIDENT

- ❑ ENSURE ALL TIPS AND OTHER PERTINENT INFORMATION IS PASSED ONTO AGENCY AND/OR RCC GENERATING THE ALERT

- ❑ ENSURE THAT INCIDENT IS REBROADCAST EACH SHIFT (WHILE ACTIVE)

- ❑ ENSURE CANCELLATION INFORMATION IS DISTRIBUTED TO ALL UNITS

ADDENDUM
17.14-17

POLICY 17.14 - 25

CHECK LIST- CONFIRMED DOMESTIC SECURITY EVENT

- ❑ NOTIFY EMERGENCY MEDICAL SERVICES AND FIRE RESCUE

- ❑ NOTIFY ALL ON DUTY PERSONNEL

- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES

- ❑ NOTIFY TROOP COMMANDER & DISTRICT COMMANDER

- ❑ NOTIFY FHP OFFICE OF DOMESTIC SECURITY AND INTELLIGENCE
(FHP-DSI)

- ❑ NOTIFY DOMESTIC SECURITY TASK FORCE (AS DIRECTED BY FHP-HSA)

- ❑ NOTIFY FDLE (AS DIRECTED BY THE FHP-DSI)/FLORIDA FUSION CENTER

- ❑ NOTIFY PAO

- ❑ NOTIFY LOCAL MILITARY BASES AND/OR UNITS

- ❑ NOTIFY ALL REGIONAL COMMUNICATION CENTERS

- ❑ NOTIFY FDOT

- ❑ NOTIFY FLORIDA TURNPIKE ENTERPRISE

- ❑ NOTIFY LOCAL FAA, PORT AUTHORITIES, AIRPORT AUTHORITIES,
TRANSIT SYSTEMS, RAILROAD AUTHORITIES

- ❑ NOTIFY LOCAL EOC

- ❑ NOTIFY ALABAMA HIGHWAY PATROL AND GEORGIA STATE PATROL

- ❑ NOTIFY CISD TEAM LEADER (AS DIRECTED BY DISTRICT COMMANDER)

- ❑ NOTIFY MEDICAL EXAMINERS OFFICE (IF APPLICABLE)

ADDENDUM
17.14-18

CHECKLIST – SMOKE/FOG INCIDENTS

- ❑ ENSURE DISPATCH OF TROOPER TO THE LOCATION
- ❑ NOTIFY OTHER FHP UNITS AS APPROPRIATE.
- ❑ NOTIFY DIVISION OF FORESTRY
- ❑ NOTIFY ON-DUTY DISTRICT LIEUTENANT(S) AND DISTRICT SERGEANT(S)
- ❑ OBTAIN A SPOT WEATHER FORECAST FOR THE AFFECTED AREA FROM THE NATIONAL WEATHER SERVICES.
- ❑ IDENTIFY CURRENT OR OVERNIGHT LVORI LEVELS TO DETERMINE RISK OF HIGH LVORI ≥ 7
- ❑ ENSURE DETOUR ROUTES ESTABLISHED
- ❑ CONFIRM STAFFING ON POST ONE HOUR BEFORE HIGHEST RH/LVORI LEVELS REACH ≥ 7
- ❑ CONFIRM STAFFING PLAN IS IN PLACE TO MONITOR LOCATION AND CLOSE ROADWAY IF NEEDED
- ❑ NOTIFY LOCAL LAW ENFORCEMENT AGENCIES
- ❑ NOTIFY FDOT OF POSSIBLE ROAD CLOSURES AND SIGNAGE REQUEST (IF APPROPRIATE)
- ❑ NOTIFY PAO AND/OR MEDIA
- ❑ ENTER ROAD CLOSURE INFORMATION INTO EOC ON-LINE
- ❑ NOTIFY STATE WARNING POINT (1-800-342-3557)
- ❑ ENSURE COMPLETION AND DISTRIBUTION OF THE 24 HOUR REPORT & PRESS RELEASE
- ❑ ENSURE ALL INFORMATION CONCERNING INCIDENT IS ENTERED INTO CAD

ADDENDUM
17.14-19

INSERT POLICY 17.14 (PART 2) – ADDENDUM HERE