

I-24 PUBLIC SAFETY GUIDES

EFFECTIVE: 02/20/2007

CALEA Standards: N/A

CFA Standards: N/A

I. POLICY: The West Palm Beach Police Department maintains a Public Safety Guide (PSG) program in an effort to further assist the general public in the Entertainment District and the downtown area. PSG's are part time employees of the Police Department and shall not work more than twenty four hours weekly.

The PSG program is a valuable resource for a law enforcement agency. The purpose of the program is to assist the general public in the Entertainment District and the downtown area in obtaining medical assistance, directions, escorts, and traffic assistance. The guides will also alert the West Palm Beach Police Department of any potential or actual suspicious or criminal behavior observed.

II. DEFINITIONS:

A. Public Safety Guide - A non-sworn employee of the Department, who has met all qualifications, background checks and training requirements for the position of PSG. PSG's have no police powers.

III. ELIGIBILITY REQUIREMENTS:

A. All guides must;

1. Be at least 18 years of age.
2. Complete a Personal History Questionnaire.
3. Possess a valid Florida driver license.
4. Satisfactorily pass a background check and have no felony or misdemeanor convictions involving moral turpitude.
5. Pass an oral interview and a Computer Voice Stress Analysis exam
6. Be fingerprinted and photographed.
7. Will possess good moral character, a positive attitude and be in good physical condition.
8. Successfully complete the PSG training block followed by a two week ride-a-long program with a police officer.
9. PSG's will be assigned to the Community Services Bureau under the supervision of the Entertainment District Commander

IV. TRAINING:

A. PSG's will attend a training program conducted by the West Palm Beach Police Department.

B. The training program may include liability issues, delineation of citizen's responsibilities, and other appropriate subject matter. Guides will receive formal classroom training in those authorized and assigned duties and informal supervisory direction as needed in performing assigned duties.

C. Guides will be eligible and are encouraged to attend any training presented by the department not of a law enforcement nature.

D. Upon completion of the training the PSG's will:

1. Understand the scope and limits of their authority.

2. Understand the purpose of patrol.
3. Demonstrate their ability in reporting skills.
4. Demonstrate an ability to perform all PSG functions.

V. ORGANIZATION OF THE PSG PATROL:

- A. The PSG function is established and will be composed of non-sworn members as part time employees and will assist in patrol functions to reduce criminal activity.
- B. The PSG will be coordinated by the Entertainment District Unit Commander or designee.
- C. All reports will be turned in prior to the conclusion of their shift and approved by a supervisor.
- D. The Support Services Bureau Commander or designee reserves the right as the appointing authority and retains authority to rescind the appointment of any guide.

VI. AUTHORITY AND DUTIES:

- A. A public safety guide has NO legal authority to stop, detain, question or hinder any person from freely moving about.
- B. PSG's will maintain issued equipment and uniforms in accordance with SOP II-20 while they are on duty. PSG's are NOT authorized the wear or carry of department equipment or uniforms for off-duty functions or events unless approved by the Entertainment District Commander or designee.
- C. Even if licensed to do so, PSG's are not authorized to carry a firearm on duty and will only possess department issued equipment.
 1. Violations will result in disciplinary action up to and including termination from employment.
- D. While on patrol, the PSG will:
 1. Report identifiable or potential hazards within the entertainment district.
 2. Perform routine checks of closed businesses or residences and report any unusual findings.
 3. Be courteous and professional in the performance of duties and assigned tasks.
 4. Perform escorts to and from the entertainment district.
 5. Provide information to citizens.
 6. Maintain physical ability, performance and conformity with all department standards.
 7. When directed, assist with search and assist operations
 8. Assist when a hurricane watch or warning is issued.

VII. BICYCLES:

- A. Bicycles will be issued to PSG's who have completed an approved training course.
- B. Bicycles will be maintained by the department.
- C. Issued bicycle equipment will include:
 1. A helmet that will be worn at all times while the bicycle is being ridden.
 2. Other equipment issued by the Department.

VIII. IX. UNIFORM:

- A. PSG's will wear the issued uniform that clearly distinguishes them as a Public Safety Guide and not a sworn Police Officer.

XI. REFERENCE:

- SOP # I-16 Citizen Ride Along.
- SOP # I-12 Community Volunteer Program
- SOP# I-13 Citizen Observer Patrol
- SOP# II-20 Uniform
- Rules and Regulations.

Delsa R. Bush, Chief of Police

Original issue: 02/20/2007

Revised: N/A

I.D. #1070

History: NONE

Old SOP N/A

Revision Dates: NONE

Job Title Task Files: Entertainment District Unit Supervisor

Appendix A

Public Safety Guide SHIFT LOG

Date: _____ Time: _____ Unit Number: _____

Patrol Team Member(s): _____

Address Checked: _____

Extra Patrol: Yes No

Areas Checked: _____

PATROL INCIDENTS & COMMENTS

Incident & Comments: _____

Incident & Comments: _____

Incident & Comments: _____

Incident & Comments: _____

Incident & Comments: _____

Incident & Comments: _____

Incident & Comments: _____

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.