



MEMORANDUM

To: Sergeant Chad Ward
From: Michael Esposito, City Manager *ME*
Date: December 2, 2020
RE: Priority Directives

Effective immediately, I am directing you to complete the below listed tasks. I am also instructing you to keep me advised of all efforts related to the tasks in this document moving forward until a new police chief is hired and reports to work. If at any time you have a question or need direction, do not hesitate to contact me:

- Ensure that I am notified regarding incidents that occur in the city or with our police staff as is spelled out General Order 470, one I published on 11/13/2020.
- While ensuring adequate coverage with staff, and to prepare for the new chief of police, adjust your schedule and begin working Monday through Friday, from 8:00 a.m. to 5:00 p.m. If you have a concern or know of an issue that will require you to work other hours, please let me know as soon as possible.
- Provide to me no later than 11:00 a.m. each Monday the staffing schedule for the police department for the upcoming week. This will include your shift and that of all administrative staff. If someone is on vacation or calls in sick, please make sure I am notified.
- Provide to me no later than 11:00 a.m. each Monday a brief summary of activities that took place the previous week (From Monday at 11am to Monday at 10:59 am). To include at a minimum the number and types of calls for service, assist other agency, number of traffic stops, and the number of verbal and written warning and citations issued. List all arrests and any charging documents sent to the prosecutor's office (include charges). Please include any community relation activities and other notable events such as large gatherings. Do not provide to me any confidential law enforcement information that is protected by Florida law. If this is the case, note this in the section so I will know.

- Please provide to me the statistics for the report presented by the chief of police at the city commission meeting. I would like this report by no later than noon on the day of the meeting. If there are issues completing this report, contact me as soon as possible.
- Until amended, in conjunction with Policy 39.1.Z where it states in part the officer does not leave his/her zone during his/her tour of duty, except with the permission of his/her supervising officer, no officer is allowed to leave the city while on duty without prior supervisory approval. The exceptions to this will be when required to answer urgent police business requiring the officer's immediate attention like a call for service at the request of another agency. This shall also include allowing an officer to take an inmate to jail, or when completing administrative and investigative tasks. It will also include Policy 39.1 K.1 where it says no meal break shall be taken more than 500 feet outside the city limits unless permission is granted by the chief of police. Finally, all gasoline purchases will be made at the city authorized pump. If there is a reason why this cannot happen, you are required to justify this in writing to me. Violations of this section may result in discipline.
- Until amended, adhere to the existing police department policy. You will ensure all staff are notified of this requirement. You will also make sure they have a copy of the policy on their laptop computers and available at the police department for their use. If there are conflicts with state statutes or with direction provided by the courts or state and county agencies, adhere to the current guidance and bring the conflict to my attention as soon as possible. If you have a question as to what policies to use, please see me immediately. Violations of this section may result in discipline.
- No internal investigations or inquiries shall be made without first gaining my approval. If any internal investigations or inquiries have been conducted at the department since Chief Carman departed, you are to advise me of the details immediately.
- All overtime or any special details or operations requiring the callout of off duty personnel and any related overtime shall first be approved by me.
- Other than routine costs for operations, there shall be no expenditures without my expressed prior approval.
- Since I have already directed you to have Taser training completed, I would like to know when you and the rest of the officers completed this training. Please include the type of training received, the duration of the training and how the training was provided. A training roster will need to be attached that shows who attended,

the date, time of training, topic of instruction and who instructed the class. If the training has not been completed, write me a letter explaining why it has not been completed. In the letter, outline the steps you are going to take to ensure the training is completed as soon as possible.

- Until amended, according to agency policy # 19, (Vehicle Operation and Regulations) "All officers assigned a take home vehicle will exercise good judgment in utilizing the vehicle and will not drive, use or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the department." This means any excessive speeding will not be tolerated. Since our policy is somewhat silent on this topic, when responding to an emergency call for service (Policy 43.1), one involving a serious crime or other event that represents an on-going threat to human life (life threatening situations), officers utilizing emergency lights and siren shall drive at speeds which are reasonable and prudent under the conditions, with due regard given to the actual and potential hazards present. Speed shall be limited by factors such as road and weather conditions and the exercise of good judgment. Officers may exceed the posted speed limit at a reasonable speed (emphasis on reasonable) for the conditions only after weighing the risks of danger to life and property. However, nothing in this section authorizes an officer to operate a vehicle in a reckless or uncontrolled manner that unnecessarily endangers themselves or others. When engaged in emergency response mode or a pursuit in the performance of official duties, officers operating authorized emergency vehicles are granted exemptions from certain traffic laws by Florida statutes. However, the exemptions do not relieve officers from exercising due regard for the safety of all persons, nor do such exemptions protect officers from the consequences of the reckless disregard for the safety of others. Finally, no provisions in this section shall relieve an officer from the duty to drive with due regard for the safety of all persons. Officers are also reminded of the possible serious consequences associated with the careless disregard for the safety of others. I direct you to Florida Statute 316.072(5). Please ensure this section is provided to all officers immediately. When this is completed, provide to me written compliance to this fact. Violations of this section or our related policies may result in disciplinary actions up to and including termination.
- Schedule firearms training to be completed before the end of the year for all officers who have not completed the training earlier this year. If issues arise that prohibit you from carrying out this task, please let me know.
- Schedule all our officers to receive CPR and first aid training from the Sheriff's office. If issues arise that prohibit you from carrying out this task, please let me know.

- As the only sergeant and current ranking officer in the department, you report directly to me. By virtue of your position, you have the authority to make decisions for the effective execution of your responsibilities and you are also accountable for the activities of all of our employees under your direction. You, as well as our officers must adhere to agency policy and all applicable state statutes. You will properly supervise all subordinates and will take appropriate action in accordance with our policies and general orders. Finally, you will not publicly criticize instructions or orders you have received from me.

In closing, I expect you to communicate with me about the tasks in this document, as well as others that rise to the level of me needing to know. When in doubt, let me know. If you have any questions about any of these tasks, let me know as soon as possible. When the tasks are completed, please let me know.

I acknowledge that I have read, understand, and agree to the following directives as outlined above.

CHAS WARD

Print Name

Date

12/2/2020


Signature



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