

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: PATROL SHIFT ADMINISTRATION	Procedure: General Order 19.1.1 CALEA 41	Total Pages: 18
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I. POLICY

It is the policy of the Florence Police Department to provide a full range of services to the community on a 24 hour a day basis and respond to calls for service with sufficient personnel to insure the safe and effective resolution of any situation.

II. PURPOSE

This written order establishes guidelines for the administration of patrol functions, objectives, responsibilities, and techniques.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All affected personnel will comply with this directive.

V. SHIFT/BEAT ASSIGNMENTS

- A. PATROL COVERAGE: Florence Police officers are available to respond to calls for service 24 hours a day, seven days a week.
- B. ASSIGNMENT TO PATROL SHIFTS:
 - 1. Regular shift duty hours may be adjusted to meet personnel strength requirements.
 - 2. Florence Police Department Patrol Shifts are defined as follows:
 - a. Day Shift A is assigned to work Wednesday, Thursday, Friday and alternating Saturdays from 0600-1800. Off days are Sunday, Monday, Tuesday and alternating Saturdays.
 - b. Night Shift A is assigned to work Wednesday, Thursday, Friday and alternating Saturdays from 1800-0600. Off days are Sunday, Monday, Tuesday and alternating Saturdays.
 - c. Day Shift B is assigned to work Sunday, Monday, Tuesday and alternating Saturdays from 0600-1800. Off days are Wednesday, Thursday, Friday and alternating Saturdays.

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- d. Night Shift B is assigned to work Sunday, Monday, Tuesday and alternating Saturdays from 1800-0600. Off days are Wednesday, Thursday, Friday and alternating Saturdays.
3. SENIORITY: Available shift assignments may be based upon seniority but department need is the primary factor taken into consideration. The final decision will be that of the Patrol Operations Commander, after taking into consideration the needs of the department.
4. SHIFT ROTATION: There will be no mandatory shift rotation. Officers may request a transfer to another shift when slots become available.
5. ZONE ASSIGNMENTS & ROTATION: Zone assignments and rotation will be determined based on seniority, personnel strength and department need.
6. OFF DAYS: Off days are determined by an officer's assigned shift. Patrol officers are allowed to request leave (comp, annual, holiday) pursuant to city policy. It is at the discretion of the Shift Sergeants under the direction of the Shift Commander (Lieutenant) whether leave will be approved or not. This decision will likely depend on personnel strength and the needs of the department.

VI. SHIFT BRIEFING/ROLLCALL

- A. FREQUENCY & LOCATION: Normally, Roll Call will be held at the beginning of each duty shift, in the roll call room at the police department. If necessary, Roll Call can be held at an alternate time or place at the direction of the shift supervisor.
- B. ROLL CALL SUPERVISION: A supervisor shall conduct Roll Call. Alternate personnel may be used for this purpose at the direction of the respective shift supervisor.
- C. ROLL CALL CONTENT: Roll Call is a formal proceeding where pertinent information relating to the police function is provided. Proper protocol should be followed and all Roll Calls will be conducted accordingly. The supervisor conducting Roll Call should at a minimum:
 1. Disseminate information pertinent to daily patrol activity;
 2. Assign officers to patrol zones; and/or
 3. Assign special details when applicable.
 4. Relay general information about crime trends/problems, special activities, wanted persons, and ongoing investigations.
 5. Notify personnel of changes in scheduling and assignments.
 6. Disseminate new directives and changes in directives, providing necessary verbal instruction.

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7. Conduct roll call training as required.
8. Evaluate Officers readiness to assume patrol duties, and shall include periodic uniform and equipment inspections.

VII. EMERGENCY NOTIFICATIONS

Circumstances and events occur which require assistance or notification of outside resources. These include, but are not limited to, damaged or downed utility lines, man-made or natural disasters, damaged or malfunctioning traffic signals, and/or hazardous road conditions.

A. GENERAL PROVISIONS

1. The on-scene officer will evaluate the situation with particular attention to public safety.
2. Officers will promptly notify Dispatch regarding which agency is needed to address the problem.
3. Dispatch will contact the proper agencies and inform them of the problem and location. Dispatch will attempt to obtain an estimated time of arrival.
4. After Dispatch has contacted the proper agencies, all pertinent information will be relayed back to the on-scene officers.
5. When emergency and/or hazardous conditions exist requiring the assistance of additional agencies, a shift supervisor should be notified and fully informed of the conditions present.

B. NOTIFICATION LISTS: Emergency contact lists for each agency will be available to the Dispatch employees. Dispatch employees will not divulge the names and/or residential telephone numbers of any person who appears on an emergency notification to any person who is not affiliated with city government unless absolutely necessary to correct hazardous conditions.

C. HAZARDOUS ROAD CONDITIONS: When hazardous road conditions are reported, a police officer will be dispatched. If the conditions constitute an emergency, the officer will advise Dispatch to report the situation to the proper City, County, or State agency. The officer will assume traffic control duties until the hazard has been corrected.

1. Situations which constitute an emergency described below will be reported to the Street and Sanitation Department.
 - a. Tree limbs in the roadway blocking traffic which cannot be easily removed by the officer;
 - b. Debris such as dirt, rocks, nails, glass, and oil spills, etc., which are not the result of an automobile accident which cannot be easily removed by the officer. The Fire Department may be called to wash away debris which is the result of an automobile accident if a wrecker service is not called;

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- c. Missing or damaged inlet covers;
- d. Flooding, ice, and/or snow; and
- e. Other situations which, in the opinion of the responding officer, constitute an emergency.

D. TRAFFIC CONTROL EMERGENCIES

1. MAINTENANCE OF TRAFFIC CONTROL DEVICES

- a. Maintenance of traffic control devices located within the city limits of Florence is the responsibility of Florence Utilities. This includes any traffic control device located on a privately maintained street at the point at which such street intersects with a city street. Deficiencies will be reported to Florence Utilities dispatch.
- b. The State Highway Department maintains traffic control devices on state maintained rights of way. Deficiencies will be reported to dispatch and they will report them to the Department of Transportation.

2. TRAFFIC SIGNALS EMERGENCIES: A police officer will be dispatched to investigate any report of a traffic signal emergency. If any of the following conditions exists, the officer will promptly notify dispatch to immediately report the situation to the appropriate agency. The officer will assume traffic control duties until the defect has been corrected. Conditions which constitute a traffic signal emergency are:

- a. The signal or signal pole has been knocked down;
- b. The signal is not displaying one or more colors (all bulbs of any are out in any direction);
- c. The signal will not change for waiting traffic after more than three (3) minutes; or
- d. The signal is out in all directions (exceptions would be a power outage surrounding the signalized intersection).

3. TRAFFIC SIGNAL NONEMERGENCIES: Traffic signal defects which do not constitute an emergency will be reported to the proper City, County, or State agency by dispatch. If the defect is located or reported after the responsible agency's normal business hours, the report will be made at the beginning of the next business day.

- a. TRAFFIC SIGN EMERGENCIES: A police officer will be dispatched to investigate any report of a traffic sign emergency. If any of the following signs are missing, knocked down, or otherwise not sufficiently visible to the traveling public, the officer will notify dispatch to immediately report the situation to the City or State agency responsible for the sign. The officer will assume traffic control duties until the

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defect has been corrected. Traffic signs which constitute an emergency are:

- b. Any regulatory sign (e.g., Stop Signs, Yield Signs, Do Not Enter, One Way Street or Turn Restriction signs, etc...);
 - c. Any caution sign (e.g., Curve, Hazard Markers, Stop Ahead, Yield Ahead and Signal Ahead);
 - d. Any sign that is damaged or obstructs a traffic lane (e. g., Keep Right median signs).
4. TRAFFIC SIGN NONEMERGENCIES: Street name signs and speed limit sign defects do not constitute an emergency and will be processed as follows:
- a. Citizen reports will be taken by Dispatch and relayed to the proper City, County, or State agency. If the report is received after the responsible agency's normal business hours, Dispatch will report the situation at the beginning of the next business day.
 - b. Defects discovered by police officers will be processed as specified above. Any sign down and in the roadway will be removed and left at a non-hazardous location. A Found Property Report will not be required and the sign will not be turned in to Evidence/Found Property.

E. ADDITIONAL NOTIFICATION PROVISIONS

1. Traffic control device emergencies reported to Dispatch will be relayed to the appropriate agency immediately. The report must specify the nature and location of the problem. If the emergency is reported within the city limits of Florence, dispatch will, with supervisor approval, have Florence Utilities dispatch call out the on call employee regardless of the time of day or day of the week. If response to the page or call is not forthcoming, Dispatch will contact Florence Utilities during business hours.
2. In the event that a non-critical sign is knocked down or a signal bulb is out where another of the same color and direction is working, the appropriate agency will be notified during regular business hours.

F. OTHER HAZARDOUS SITUATIONS

1. SEWER EMERGENCIES: Sewer emergency calls during and after normal working hours, weekends, and holidays, will be referred to Florence Utilities. If they cannot correct the emergency, dispatch will notify the City Street and Sanitation Department employee on call.
2. DEAD ANIMALS: Dead animals in the roadway that constitute a traffic hazard will be reported to Street and Sanitation.

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3. UTILITY EMERGENCIES: Situations listed below which constitute an emergency will be reported to Florence Utilities Department:
 - a. Broken water mains;
 - b. Open fire hydrants;
 - c. Power lines or utility poles down; and
 - d. Any other emergency resulting from equipment maintained by Florence Utilities Department.
 4. RAILWAY CROSSINGS: Dispatch will identify the company which maintains the railway crossing at which an emergency has been identified and report the situation to them. A police officer will be dispatched to evaluate the need for manual traffic control.
- G. FIRE DEPARTMENT AND EMERGENCY MEDICAL SERVICES
1. Police officers respond to various types of emergencies and non-emergencies throughout their tour of duty. Some of these calls require the services of the Fire Department and/or Emergency Medical Services. These calls could be, but are not limited to:
 - a. Scenes where smoke is visible or is evident from the smell;
 - b. Scenes where flames are visible (including brush fires) or are believed to be present due to extreme heat;
 - c. Chemical spills or hazardous materials, in structures or automobiles;
 - d. Citizens complaining of illness or injuries;
 - e. Automobile accidents with injuries, etc.
 2. The responding officer has several responsibilities, a few are listed below:
 - a. Assess the situation and determine which services he or she needs to ask Dispatch to notify;
 - b. Advise Dispatch of the circumstances and request that the notification(s) be made;
 - c. Make every effort to ensure the public's safety;
 - d. Request additional officers if needed;
 - e. Securing the scene and directing other officers to assist;
 - f. If the officer suspects foul play, he or she should start documenting who is present and as soon as possible interview them. The officer should also notify his or her supervisor as soon as possible.

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to the call will gather additional, necessary information for the report and BOLO.

- c. **DISPATCH OF THE OFFICER:** The dispatch of an Officer will be prioritized according to the circumstances of the event. Those calls of an immediate nature will receive highest priority.
- d. **NCIC/ACJIS ENTRY:** Upon the completion of the officer's report, a copy will be provided to Dispatch and Dispatch personnel will enter the missing person into the NCIC/ACJIS Computer System. A signature of the reporting person is required for NCIC/ACJIS Entry and will be provided to Dispatch. The reporting officer shall articulate in their report that a signature was obtained from the reporting party, and the signature sheet will be forwarded to the Records Division to maintain.
- e. **NCIC/ACJIS VALIDATION:** Dispatch will validate, by telephone, each unsolved missing person report as required by NCIC/ACJIS standards.
- f. **NCIC REMOVAL:** Once the circumstances surrounding the person missing have been resolved, and the person and/or remains have been located, a supplement report will be filed and the person will be removed from NCIC, pursuant the NCIC regulations.

2. INITIAL RESPONSE

- a. **INCIDENT/OFFENSE:** The assigned Officer will initiate an Incident Report recording name, description, possible destination, and other details of the event.
- b. **BOLO UPDATE:** The Officer will then update any previous BOLO by Radio, Channel one (1), with any new information.
- c. **RETURN OF VICTIM:** If the missing person returns or is located prior to the departure of the Officer, the Officer will cancel any BOLOs that were broadcast. If the Incident Report has been completed, the Officer will fully document on a supplement report that the victim has returned or has been located, the prior whereabouts of the victim and any other information relevant to the event. If the Incident report has not been completed, the officer will complete it as an Information Report.
- d. **NOTIFICATIONS:** Depending on the circumstances (i.e., critically missing, missing and endangered, missing "at-risk" persons, elderly missing person, or illness-induced

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missing person) surrounding the case, the reporting Officer may notify a supervisor.

- 1) The supervisor will notify an Investigator, if necessary; or
- 2) May initiate an organized search for the missing person using available resources within the department, and
- 3) The supervisor will also consider outside agencies and resources (for example, A Child is Missing).
- 4) Ensure the “critical, hazardous, or at-risk” information is included in area BOLO’s.

3. INVESTIGATOR ASSIGNED THE CASE:

- a. **ROLL CALL INFORMATION:** The Case Investigator will provide the name and description of active missing persons to each roll call.
- b. **INVESTIGATION PROCEDURES:** The Investigator assigned to the case will conduct the follow-up investigation on all viable leads pertaining to the case. This includes, but is not limited to:
 - 1) Making a follow-up contact with the person who reported the incident;
 - 2) Interviewing the victim’s family and friends;
 - 3) Checking known hang outs;
 - 4) Interviewing victim’s doctors and dentist for possible x-rays and medical history, if needed;
 - 5) Obtaining copies of bank statements and credit card records, if possible;
 - 6) Obtaining information or records from the Postmaster;
 - 7) Obtaining copies of military service records, if applicable;
 - 8) Reporting the information to ROCIC in Nashville, Tennessee for nationwide entry for missing persons; and
 - 9) Reporting a missing juvenile to the Alabama Department of Public Safety Missing Persons Center.
 - 10) If the Investigator determines that foul play may be involved in the missing person case, or that the case

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could be related to an on-going investigation, the investigator will notify his/her immediate supervisor of the new developments. And, the Missing Person's Report will then be assigned to the Investigator handling the related case.

- c. **CANCELLATION:** Upon the location or return of a missing person, the reporting officer and/or detective working the case will notify dispatch to cancel the entry from NCIC, cancel the missing person entry for all roll calls and cancel any current BOLO or nationwide alert that was previously provided to any assisting agency (for example, Missing Persons Center). The reporting officer and/or detective will complete a supplemental report articulating that the missing person has been located and/or returned.

IX. MISSING CHILDREN

A. GENERAL PROVISIONS:

1. **POLICY:** It is the policy of the Florence Police Department to immediately, and fully investigate all reports of missing children, including runaways, child abandonment reports, abductions, or other circumstances surrounding missing children.
2. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in this jurisdiction, the Florence Police Department will immediately initiate the required reporting process. If a child resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report, the Florence Police Department will assume reporting and investigative responsibilities.
3. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be the policy of the Florence Police Department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child and/or children is paramount, members of this department will open a case when it can be shown that the child has been removed, without explanation, from his or her usual place of residence.
3. The term, **MISSING CHILD**, refers to a person who is:
 - a. Younger than 19 years of age and
 - b. Whose whereabouts are unknown to his/her parent(s), guardian(s), or responsible person(s).

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4. During the investigation, when one or more of the **unusual circumstances** noted in paragraph below are present, the missing child will be considered **“at-risk.”**
5. The term unusual circumstance refers to a missing child who is:
 - a. 13 years of age or younger. This age was established by the federal Missing Children Assistance Act because children of this age group have not established independence from parental control and do not have the survival skills necessary to protect themselves from exploitation on the streets -or-
 - b. Believed to be one or more of the items noted below:
 - 1) Out of a zone of safety for his or her age, developmental stage, and/or physical condition. The zone of safety will vary depending on the age of the child and his or her developmental stage.
 - 2) Mentally diminished.
 - 3) Drug dependent, including prescription and illicit substances.
 - 4) A potential victim of foul play or sexual exploitation.
 - 5) In a life-threatening situation.
 - 6) Absent from home for more than 24 hours before being reported to law enforcement as missing.
 - 7) Believed to be with others who could endanger his or her welfare.
 - 8) Is absent under circumstances inconsistent with established patterns of behavior-or-
 - c. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered “at-risk.”
6. Actions upon determination of unusual circumstances
 - a. If it is determined that unusual circumstances are involved in the report of a missing child, the child will be considered “at-risk”, **and an expanded investigation, including the use of all appropriate resources, will immediately commence.** In such cases, a supervisor and CID will be notified immediately.
 - b. If appropriate, existing interagency response protocols – including the AMBER Alert system, if available – shall be activated.
7. Criteria for triggering an Amber Alert:
 - a. Law enforcement confirms a child has been abducted.

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- b. Law enforcement believes the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- c. There is enough descriptive information about the child, abductor, and or suspects' vehicle to believe an immediate broadcast alert will help.

B. MISSING CHILDREN RESPONSE PROCEDURES:

- 1. Dispatch Personnel:
 - a. (Taking the call). Determine if circumstances of the report meet the definition of a missing child as set forth in Section IV.
 - b. Promptly dispatch an officer to the scene of the report. It is best if the "zone" officer could respond to the scene because of the officer's familiarity with the area and its residents. **No missing child report, even a runaway, will be taken over the telephone. Notes: (1) The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children and the prompt entry of descriptive information into the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) Missing Person File. (2) The PROTECT Act of 2003 amended the National Child Search Assistance Act to extend the same NCIC reporting responsibility and other benefits to missing young adults, 18, 19, and 20 years of age.**
 - c. Notify a supervisor.
 - d. Transmit the appropriate radio alerts (BOLOs) and other notifications.
 - e. Search the department's internal data base for related information.
 - f. Safeguard all pertinent records.
 - g. At the direction of the responding supervisor, activate additional officers and units (**CID**). If the **AMBER Alert** requirements have been met and the proper channels have been notified the **AMBER Alert** System shall be activated (**Chief of Police must approve**).
- 2. The Responding Officer:
 - a. Respond promptly to the scene of the report.
 - b. Verify that the child is in fact missing.
 - c. Interview the person that made the initial report.

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- d. Gather essential information: *child's clothing and personal identifiers*.
 - e. Determine the child's custody status.
 - f. Identify the circumstances of the disappearance.
 - g. Determine when, where, and by whom the missing child was last seen.
 - h. Interview the individual(s) who last had contact with the missing child.
 - i. Identify the child's zone of safety for his or her age, developmental stage, and physical and mental state.
 - j. Make an "at-risk" assessment.
 - k. Update notifications.
 - l. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted.
 - m. Identify and interview everyone present at the scene.
 - n. Conduct a thorough search of the scene.
 - o. Preserve the scene.
 - p. Document if the missing child has access to an online computer and/or cellular telephone.
 - q. Complete the report(s) and appropriate forms.
3. The Responding Supervisor:
- a. Assess the situation.
 - b. Notify the department's Criminal Investigations Division (CID).
 - c. Request additional personnel.
 - d. Establish Command Post (CP).
 - e. Arrange logistics for search efforts.
 - f. Commence search.
 - g. Address Media inquiries.
 - h. Update notifications.
 - i. Determine if an AMBER Alert is appropriate.
 - j. Confirm that all policies and procedures are observed.
4. CID Personnel:
- a. Debrief first responder(s).

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- b. Interview witnesses.
 - c. Evaluate In-House records.
 - d. Monitor search efforts.
 - e. Obtain copies of all reports.
 - f. Identify additional resources.
 - g. Prepare fliers.
 - h. Utilize the media.
 - i. Check report accuracy.
 - j. Update NCIC if needed.
5. The **Investigator** assigned the case:
- a. Obtain a briefing from personnel at the scene
 - b. Verify the accuracy of the descriptive information
 - c. Conduct a neighborhood investigation
 - d. Obtain a brief history of the family dynamics
 - e. Explore the basis for conflicting information
 - f. Evaluate the need for additional resources
 - g. Update information and keep notifications up-to-date
 - h. Monitor media relations.
6. When responding to a report of an **unidentified person** (living or deceased), who appears to be a child, the responding officer shall:
- a. Obtain a complete description.
 - b. Enter the description of the unidentified child into the NCIC Unidentified Person File.
 - c. Utilize all available resources to aid in identification of the child.
7. When responding to the **recovery or return** of a missing child, the responding officer shall:
- a. Verify, in person, that the located child is, in fact, the reported missing child.
 - b. Secure intervention services, if needed.
 - c. Arrange, in the case of a runaway or missing child from within the department's jurisdiction who has been located and who is not wanted on a warrant/pick-up order or other law violation, the return of the child to his or her legal guardian or an appropriate children's shelter.

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- d. Place, in the case of a runaway from another jurisdiction or from out-of-state who has been located and for whom a warrant/pick-up order or for whom an NCIC missing-person “hit” is verified, the child in custody and transport him or her to the appropriate facility for admission.
 - e. Complete the appropriate supplemental reports and cancel outstanding notifications.
- C. MISSING PERSONS/CHILDREN CRITERIA FOR ALERT SYSTEMS AND NOTIFICATION TO THE PUBLIC:
- 1. Amber Alert
 - a. Prior to issuing an Amber Alert for a child abduction to the Alabama Law Enforcement Agency for public distribution, Dispatch, with the assistance of the reporting officer, will complete an ALEA Amber Alert Submission Form and submit to ALEA.
 - b. ALEA Amber Alert Submission Form – FORM 0086, found in PDMS.
 - 2. Emergency Missing Child Alert
 - a. Prior to issuing an Emergency Missing Child Alert for a child who is missing and is in danger to the Alabama Law Enforcement Agency for public distribution, Dispatch, with the assistance of the reporting officer, will complete an Emergency Missing Child Alert Submission Form and submit to ALEA.
 - b. Emergency Missing Child Alert Submission Form – FORM 0087, found in PDMS.
 - 3. Missing Child/Adult Alert
 - a. Prior to issuing a Missing Child/Adult Alert for a child under the age of seventeen (17) and is considered a runaway, or for a child/adult that is missing to the Alabama Law Enforcement Agency for public distribution, Dispatch, with the assistance of the reporting officer, will complete a Missing Child/Adult Alert Submission Form and submit to ALEA.

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- b. Missing Child/Adult Alert Submission Form – FORM 0088, found in PDMS.
- 4. Senior Media Alert
 - a. Prior to issuing a Senior Media Alert for a senior that is missing and is at risk of bodily harm or death to the Alabama Law Enforcement Agency for public distribution, Dispatch, with the assistance of the reporting officer, will complete an Emergency Senior Media Alert Submission Form and submit to ALEA.
 - b. Senior Media Alert Submission Form – FORM 0089, found in PDMS.
- 5. Blue Alert
 - a. Prior to issuing a Blue Alert for a law enforcement officer, as defined by the Code of Alabama, who has been killed or injured in the line of duty and the suspect(s) has not been apprehended and is believed to be a serious threat to the public to the Alabama Law Enforcement Agency for public distribution, Dispatch, with the assistance of the reporting officer, will complete a Blue Alert Submission Form and submit to ALEA.
 - b. Blue Alert Submission Form – FORM 0090, found in PDMS.

X. ACCEPTING AND DELIVERING EMERGENCY MESSAGES

- A. EMERGENCY MESSAGE – An “Emergency Message” will be limited to requests to make contact with another person regarding the death, serious illness, serious injury, or concern for the general welfare of another.
- B. Emergency Message requests which meet the definition of “emergency message” will be routed through dispatch, who shall relay the request to a patrol officer for delivery.
- C. Emergency requests may originate from the following:
 - 1. Citizens inside the Florence City limits;
 - 2. Citizens outside the Florence City limits; and/or
 - 3. Other agencies.

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- D. MESSAGE DELIVERY:
 - 1. The officer will notify dispatch and advise whether contact was made, or was not made with the recipient, or if a message was posted at the residence.
 - 2. Dispatch will then inform the complainant that the message was, or was not delivered.
 - 3. Officers should make every attempt possible to locate the recipient of the message.
- E. DEATH NOTIFICATIONS will NOT be made by phone. See other related directives.
- F. WELFARE CHECKS – In the event a request is made for a local welfare check, dispatch should gather as much information regarding health issues, phone numbers, correct addresses, vehicle description, etc, in order to provide the officer with as much information as possible. Such information is essential in the event that forced entry become necessary.

XI. FIELD INTERVIEWS

- A. FIELD INTERVIEWS may be completed under the following circumstances:
 - 1. The person contacted is a possible suspect in a crime, or his physical description matches the suspect of a crime;
 - 2. The person contacted was engaged in suspicious activity which caused the officer's attention to be focused upon him/her. Examples of such activities would include the time of day or night and the location where the person or vehicle was located;
 - 3. The person contacted is a named suspect in a reported crime, but additional information, such as a current address, etc., is needed to complete an ongoing investigation.
- B. Officers should detain a person only for a reasonable length of time necessary to obtain identification or an accounting of the person's presence or conduct. The person should be released as soon as the interview is complete, unless probable cause to arrest is established.
- C. Field Interviews should be documented and entered into Spillman.
- D. Unless a person is operating a motor-vehicle they are not obligated by law to produce identification upon request of a police officer. Refusal by an individual to provide identification or an explanation of their presence or conduct does not, in itself, constitute probable cause for arrest.
- E. In those situations, it is advisable that the officer release the person being detained, unless the officer believes he will be able to establish probable cause for arrest by independent means in a very short period of time.

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- F. Field Interviews are distinguishable from consensual citizen contacts.