
	Florida State University Police Department	
Panama City Branch Campus Operations		
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	Pages: 5	

Policy

Panama City Branch Campus Policy

It is the policy of the Florida State University Police Department, Panama City Branch to protect life, limb, and property at the Gulf Coast State College and the FSU Panama City campus. The FSU Police Department in Panama City shall establish a wide-range of policies to reduce crime, disorder, the fear of perception of crime, and minimize the effects of natural or man-made disasters. It is further the policy of the FSU Police Department in Panama City to work collaboratively with the Florida State University Police Department (FSU PD) on the main campus, the Panama City Police Department, and the Bay County Sheriff's Office.

Procedure

A. Staff and Organizational Structure

The normal, day-to-day command structure for the FSU Police Department unit at the Panama City Campus consists of 1 Patrol Lieutenant, 4 Police Officers, and 1 Security Officer. The Patrol Lieutenant is under the command of the Operations Captain [CFA 1.03 D.]. The Panama City Campus officers cover the Florida State University Branch campus and the Gulf Coast State College campus during the time people are present. An officer from the Panama City Police Department is assigned to the campus from 11:00 PM until 7:00 AM seven nights a week.

B. Communications

Due to the size of the campus, the Panama City Campus does not require a dispatcher. Communications are handled in the following ways:

1. Telephone calls that come into the main FSU- Panama City Branch Campus number are answered by an operator or an automated system.
2. Routine calls are transferred to the appropriate extension within the police unit's office. If an officer is not available in the police office, the phone call will be forwarded to a cellular phone carried by the officer.
3. Urgent callers are directed to call (850) 774-2705 to contact the on-duty officer.
4. If a 911 call originates from campus, the call goes to the Bay County Emergency Operations Monitoring Center. The Center will dispatch a Panama City municipal police officer and contact the FSU PD unit at the Panama City Branch Campus.

5. Field personnel have the responsibility to keep the Panama City Police Department's Communications Section advised of their status.
6. Whenever field personnel initiate law enforcement activity, they shall advise Panama City Police Department's Communications Section of the location, nature of their activity, and whether additional assistance is necessary.
7. All field personnel have the responsibility to maintain radio communications with the Panama City Police Department while on duty, unless directed otherwise by a supervisor.
8. Employees required to have radios in their possession while on duty shall use their identification number when using the police radio. When transmitting, employees shall verbally address the Panama City Police Department's Communications Section using their Panama City Police Department identification number and the words, "Panama City".
9. Field personnel have the responsibility of notifying the Panama City Police Department's Communications Section of their status including, but not limited to:
 - a. In Service at the beginning of the tour of duty;
 - b. Arrival and clearance of a call;
 - c. Out of Service at the end of the tour of duty.
10. All traffic stops and contacts with suspicious vehicles needing FCIC/NCIC information are conducted within the vehicle utilizing an MDT or by radio if the MDT is not functioning.

Anytime an officer initiates a call or is responding to a request for service, the Panama City Police Department's Communication Section will be aware of the officer's location and nature of the call.

C. **Records**

There are no records stored or housed at the Panama City Branch Campus' FSU PD office. All reports are sent to the Records Section of the Florida State University Police Department's main campus in Tallahassee. When a case file is brought to conclusion, the case file is sent to Tallahassee in a secure envelope.

The issuing officer routes traffic citations. The copies are sent to the Traffic Bureau at the Bay County Courthouse, DHSMV, and the Police Records Section at the main campus.

Domestic Violence reports shall be delivered to Salvation Army Domestic Violence & Rape Crisis Program located at 1824 W 15th Street Panama City, FL within twenty-four (24) hours of receipt by the Panama City FSU PD Lieutenant or designee. [CFA 15.12]

D. **Crime Scenes**

Due to the limited number of officers at the Panama City Branch Campus, the FSU Police Department does not have the equipment or ability to process a crime scene. When this circumstance occurs, it will be necessary to seek assistance from the Panama City Police Department. Also available is crime scene assistance from The Florida Department of Law Enforcement. Once on scene, the case shall be turned over to the appropriate agency processing the crime scene. FSU PD officers will assist the responding agency in any way necessary.

The FSU PD has a current Mutual Aid Agreement with the Panama City Police Department and the Bay County Sheriff's Office.

E. Evidence

1. General

There is limited space secure storage room for property and evidence storage at the branch campus. The Lieutenant in charge of the campus shall serve as the evidence custodian. In cases requiring additional storage space, the Panama City Police Department should be called for assistance.

When officers secure evidence at the Panama City Campus FSU PD office, they shall do so before the end of their tour of duty [CFA 28.01 B.]. The evidence shall be secured in a locking cabinet in a limited access area [CFA 28.03]. Only the patrol Lieutenant and four other sworn law enforcement officers at the Panama City Branch Campus shall have access to such temporary property and evidence storage lockers [CFA 27.06]. The Officer will complete and submit a property receipt with all evidence and property impounded and secure the items in a temporary locker prior to the end of the officer's shift. When securing items in a temporary storage locker, the impounding officer will record the impoundment in the Property/Evidence Log Ledger.

The Lieutenant (custodian), or in his absence, a designee, shall inspect items submitted to ensure they are packaged properly. The custodian will verify that all items submitted have been properly entered in the Property/Evidence Log Ledger and that a completed property receipt accompanies all items. When removing items from the temporary storage lockers, the Lieutenant or designee, shall complete the Property/Evidence Log Ledger indicating items that have been removed from the temporary storage lockers and complete the property receipt chain of custody record. When accessing the permanent property storage room to either retrieve or deposit property, the Lieutenant or designee will sign the evidence log.

In the event the refrigeration within the property/evidence storage room is inaccessible, case(s) involving items of evidence requiring refrigeration will be referred to the Panama City Police Department.

All evidence shall be packaged and handled in accordance with the General Order titled, "Collection and Preservation of Evidence". Disposals, transfers and handling of property and evidence will be in accordance with the General Order titled, "Evidence and Property Control System".

2. Transfer of Property and Evidence to Main Campus

Following the required retention period, property and evidence, not including drugs, weapons and firearms, will be transferred to the FSUPD Main Campus Property/Evidence Custodian. When transferring items to the main campus custodian, the property receipt chain of custody section will be updated and signed by the custodian acknowledging receipt of the item(s). The original property receipt will be retained by the main campus custodian until final disposition of the item(s). The PC Lieutenant will retain a copy of the receipt for tracking purposes. The main campus custodian will enter all items transferred to their custody from the Panama City Campus into the ACE system. After final disposition, the original property receipt will be forwarded to the Records Section for retention.

3. Disposal of Drugs, Weapons and Firearms

- a) All weapons, electric weapons or devices and firearms shall be held for 60 days. All unclaimed weapons and firearms will be turned over to the Bay County Sheriff's Office

pursuant to 790.08, F.S.

- b) All drugs shall be destroyed pursuant to a court order issued in accordance with F.S.S. 893.12 from the jurisdiction in which the impoundments occurred. Additional procedures are outlined in the General Order titled "Evidence and Property Control System".

4. Tracking

The PC Lieutenant will maintain the original property receipts for items impounded until their final transfer or destruction. Concluding the final disposition of an item, other than for items turned over to the main campus custodian, the original property receipt and supporting documentation will be turned over to the Records Section for retention.

F. Prisoner Transport

The FSU PD unit at the Panama City Branch Campus is not equipped with the proper facilities to process a prisoner prior to being booked. Prisoners are transported directly to Bay County Jail at 5700 Star Lane, Panama City, Fl. Depending upon the prisoner's actions and the suitability of the investigation, the prisoner may be interviewed at C.C.A or FSUPD Panama City Campus.

1. The Bay County Jail has a secure drive in Sally Port area. Located inside this area are lock boxes that are utilized by the officers to secure weapons prior to entering the detention facility. The officers have the option of securing firearms in the trunk of the patrol vehicle.
2. For transporting juveniles, the Division of Juvenile Justice (450 East 11th Street) has an enclosed Sally Port area on the side of the facility. This area is enclosed by a metal gate, monitored by security cameras, and is opened upon the officer's arrival and closes after the officer drives inside of the compound. The officer has the option of securing all weapons in the trunk of the patrol vehicle or utilizing the lock boxes located inside the facility [CFA 21.08].

G. Natural Disasters and Manmade Emergencies

In the event of hurricane, flood, severe tropical storm, or any other naturally occurring emergency that could require massive local, state, and/or federal resources to mitigate, or in the event of an attack against persons, including enemy attack, terrorism, and or civil unrest local law enforcement agencies and Bay County Emergency Management resources will be contacted for immediate assistance. The FSU Chief of Police shall be notified immediately.

H. Patrol Vehicles and Motor Vehicle Pursuits

The Panama City Branch Campus patrol vehicles are equipped with emergency lights and siren. All marked patrol units are equipped with a cage to separate the back seat passenger compartment from the driver and trunk areas. Each vehicle is equipped with first aid kits, fire extinguishers, traffic wands, blood-borne pathogen response bags, sharps containers and an Automated External Defibrillator (AED) for cardiac emergencies. Also available for use is a golf cart for patrolling the facilities at Panama City.

Motor vehicle pursuits are only authorized under extreme conditions, including incidents involving death or great bodily harm initiating on the FSU Panama City Branch Campus or Gulf Coast State College campus. [CFA 14.05]. Local municipal and/or county law enforcement agencies will be notified to immediately take over the pursuit when it enters their jurisdiction(s) [CFA 14.05].

I. **Alarmed Areas on Campus**

It shall be the responsibility of the FSU Panama City Campus Police Department to respond to fire, intrusion, and robbery alarms on the Panama City Branch Campus. Alarm systems on the FSU Panama City Campus are monitored by private security companies, which, in turn, notify the FSU PD when an alarm is activated.

Currently, there are no active robbery or intrusion alarms on the Gulf Coast State College campus. However, the FSU PD will respond to fire alarms on that campus.

J. **Money Handling Areas**

The FSU Panama City Branch Campus Police Department shall provide security at money handling areas on both the FSU Panama City Branch Campus and Gulf Coast State College campus if so requested. However, no FSU PD Panama City Branch Campus police officers shall be responsible for handling or receiving any cash monies.

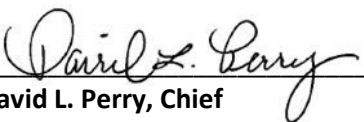
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Approved: 
David L. Perry, Chief

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