

**CLEARWATER POLICE**

**VOLUNTEER**

**MANUAL**





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# CITY OF CLEARWATER

POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748

CLEARWATER POLICE DEPARTMENT, 645 PIERCE STREET, CLEARWATER, FLORIDA 33756

TELEPHONE (727) 562-4336

OFFICE OF THE CHIEF  
OF POLICE



Dear Volunteer:

Welcome to the Clearwater Police Department Volunteer Program. The mission of our volunteers is to assist us in our efforts to more effectively combat crime and improve traffic safety in our community.

The Clearwater Police Department recognizes that effective law enforcement is a partnership between the police department and the community they serve. Our hope for this program is to take the partnerships established through our community policing programs one step further. We recognize the tremendous talent of our citizens and wish to partner with them in serving our community.

My staff and I welcome you to the Clearwater Police Department family. We are all looking forward to meeting and working with you. Thank you for your dedication to our community and willingness to serve.

Sincerely,

SID KLEIN  
Chief of Police

BRIAN J. AUNGST, MAYOR-COMMISSIONER

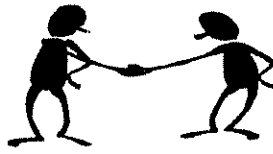
J B JOHNSON, VICE MAYOR-COMMISSIONER  
ED HART, COMMISSIONER

BOB CLARK, COMMISSIONER  
ED HOOPER, COMMISSIONER



"EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION EMPLOYER"

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**Welcome** to the Clearwater Police Department! We, the staff, appreciate your response to the need for volunteer services in our Department.

Confidentiality, dependability, loyalty, dedication and professionalism are the by-words under which the Police Department operates. We ask that you accept these qualities as your own. Respect the confidentiality of all information gained through your work. This means not only outside the Department but also within. Any information contained in the records or received by personal communication should not be divulged to personnel outside of the unit to which you are assigned.

As the Coordinator of Volunteers, I want to be sure each placement is mutually agreeable to both you and the staff of the Department. If at any time you are not satisfied or your available time alters and you would like to change your assignment, please advise both your supervisor and the Volunteer Office (562- 4143) so we may have an opportunity to make whatever adjustments are necessary.

At the end of your commitment, let one of us know of your intent to resign. We will ask that you fill out a confidential survey and return it with your identification/access card to the Volunteer Office.

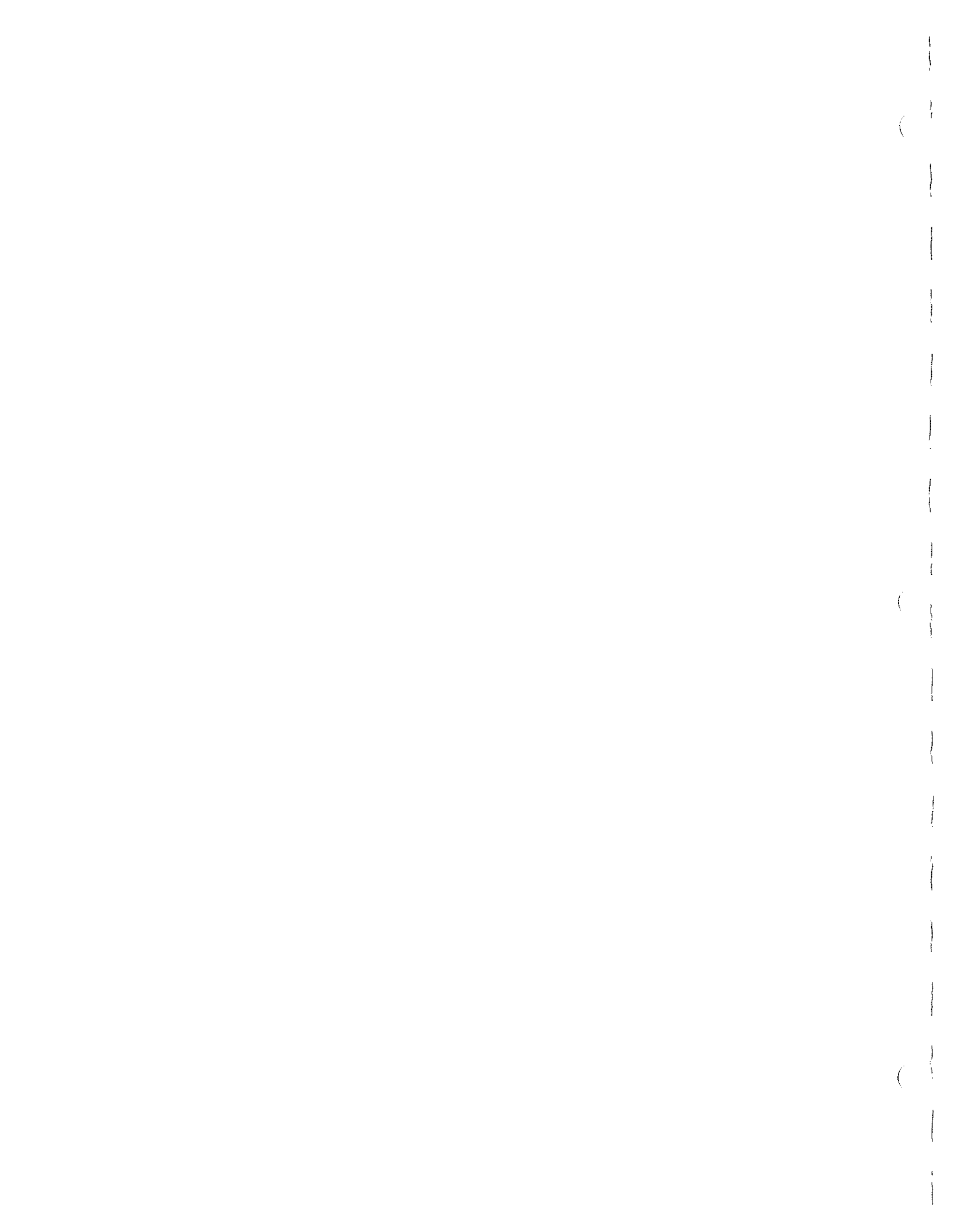
Please read the remainder of this booklet and refer to it as needed. You are responsible for knowing the information it contains.

Thank you for choosing to be a member of the Clearwater Police Department!

Most Sincerely,

A handwritten signature in cursive script, appearing to read 'Carol Schmidt'. The signature is fluid and stylized, with a large loop at the end.

Carol Schmidt, Officer  
Coordinator of Volunteers





## **PREFACE**

The Clearwater Police Department and Volunteer Program groups are dedicated to a collective effort between police officers and community volunteers to help reduce crime in the City of Clearwater. By patrolling our parks and enforcing parking laws in handicap and fire lane areas, this effort will help discover, report, and ultimately apprehend criminals in our city.

The ultimate objective of this combined effort is to reduce crime , improve safety and help the citizens of Clearwater feel secure in their communities. Additionally, citizen cooperation with the police department puts individuals committing crimes in our community on notice that citizens not only support their police department in fighting crime, but are actively working with police to do so.

## **POLICIES**

It is the fundamental policy of the Clearwater Police Department to fully support organizations wanting to become involved in crime prevention. The Department dedicates its resources to cooperative efforts with the volunteers throughout Clearwater. Police personnel will take necessary steps to ensure a safe and successful joint venture between citizen volunteers and the police department.

Volunteers serve as an extension of the eyes and ears of the department. It is your role to report suspicious incidents and crimes. Patrol volunteers should never pursue or attempt to apprehend any person suspected of or involved in any incident, offense or crime.

The rules and guidelines provided herein have been developed to ensure your safety, as well as the safety of others in the community. Adherence to these rules is critical to the success of the joint venture.

# **MISSION STATEMENT**

Our mission as volunteers with the Clearwater Police Department is to be the ambassadors of the city to those who reside and visit.

We will accomplish our mission by being the eyes and the ears of the department as we patrol the streets and will perform our administrative tasks with professionalism.

We recognize that our personal conduct reflects on the professional reputation of the department and therefore will perform our duties with integrity.

As volunteers we will perform our duties for the Clearwater Police Department in the climate of mutual trust and respect for on another committed to the already standing professionalism of the department and the community within the city.

# **HISTORY OF VOLUNTEERS WITH THE CLEARWATER POLICE DEPARTMENT**

Volunteerism with the Clearwater Police Department has been a program that has endured throughout the years.

In 1994 we had volunteers that started as Language Interpreters and a volunteer in the Communication Center assisting with updating the business phone numbers throughout the City of Clearwater. This program is still in effect today.

In 1995 volunteers came to the Beach Sub-station as clerical assistants to answer phones and assist citizens at the front desk. Currently the sub station is not manned by volunteers.

In 1997 volunteers were formed to check the fire lanes and handicap parking areas throughout the city. They were trained to issue citations for the violations. This program is no longer in effect.

In 1999 the Sand Key Beach volunteers were formed which consisted of citizens that lived in the Sand Key area. As of today, the area is still being checked by volunteers.

In 2000 volunteers started patrolling the parks, thus starting Park Patrol. Still in effect today. Volunteers also started assisting various areas inside the police department such as CID, Records, Property, etc. They are known as Administrative volunteers and they are still active today.

In 2001 the Beach Patrol was formed to patrol the Clearwater Beach area and after the September 11<sup>th</sup> tragedy, a small group of volunteers started Homeland Security Patrols.

In 2003 the Homeland Security Patrol group received formalized training and became a recognized volunteer group. Another group was formed to patrol the new city trails which is called the Trail Patrol.

As of this date, the following volunteer programs are active.

**SAND KEY BEACH PATROL  
BEACH PATROL  
PARK PATROL  
HOMELAND SECURITY PATROL  
TRAIL PATROL  
ADMINISTRATIVE**

We have a total of 76 volunteers and are continually growing. Not only the number of people that are volunteering but also the programs that assisting the Clearwater Police Department as well as the citizens that live and visit the city of Clearwater.

## **ORIENTATION/TRAINING**

Volunteers will receive training and supervision necessary to handle the job and will work together with staff to provide meaningful and rewarding experiences for the public and the volunteers.

Periodically the volunteer office will notify you of training available. It is recommended that volunteers participate in these training opportunities. It will give you more familiarity with the operations of the Police Department and other community agencies.

Volunteers will respect the confidentiality of all information observed and learned through work at the Clearwater Police Department. Any information contained in the records or received by personal communication will not be divulged outside of the Clearwater Police Department.

## **CONCEALED WEAPONS**

Volunteers are not to carry weapons within any police facility or when acting in the CPD volunteer capacity even if a concealed weapons permit was applied for and received.

## **ID/ACCESS CARDS**

Volunteers will be given an ID card allowing them access within the Police Department. ID cards should be worn visibly when working in a police facility. These ID cards are not to be used for personal use. The ID cards will allow you through the doors to which you have been given access. If you need to get into an area that is not accessible to you, contact your volunteer coordinator. If

you lose your card, notify the police department immediately so your card can be taken out of the system. Notify your volunteer coordinator for replacement. You will not use your card for the following instances:

As a second form of identification

To identify your association with the Police Department when you are not participating in a department function or event.

While engaged in contact with any other law enforcement personnel.

(Any usage of police department identification other than what is within the scope of your particular volunteer duties may lead to disciplinary action up to and including dismissal from the volunteer program.)

## **VEHICLE USAGE**

Volunteers who are required to drive a city-owned vehicle must have a valid Florida drivers license. Will adhere to the rules and regulations pertaining to the usage of vehicles, i.e. maintenance, cleanliness, safety etc.

## **VOLUNTEER TIME**

The time you give to the department is very valuable. You will be required to keep track of your time. A time sheet will be provided so you can record the date, time and job. Each month they will be collected and recorded to a master copy in the volunteer office.

## **VOLUNTEER LIABILITY**

As long as you are performing within the scope of your duties as a volunteer and exercising reasonable and prudent judgment and care you will be covered. A volunteer who injured on the job must report it immediately to dispatch, an officer or a supervisor. The volunteer office must have a report of the incident within 48 hours.

## **CITY EMPLOYMENT**

Many people think that volunteering with an organization is a good way to full-time employment by the organization. And it may be. However, when you volunteer with the Police Department, you are never guaranteed employment.

If you are interested in becoming a police officer, contact our personnel and training section.

If you are interested in other City employment, contact our Human Resource Office located across the street from the police department in the MSB building.



## **VOLUNTER EXPECTATIONS OF THE DEPARTMENT**

To be treated with respect. To received sufficient information and training for the assignment. To be free to discuss problems, suggestions, or changes with the volunteer coordinator. To be given meaningful assignments which utilizes and develops their skills. To receive affirmation and recognition for a job well done.

## **DEPARTMENT EXPECTAIONS OF A VOLUNTEER**

To abide by his or her commitment. To discuss any problems pertaining to being a volunteer. To cooperate with other volunteers and supervisors within the volunteer program as well as members of the police department. To request clarification of an assignment if needed. To keep a record of hours for monthly reporting. To be punctual. To maintain professional standards. To maintain confidentiality of information learned at CPD. To return CPD property when leaving the program.

## **DISCIPLINARY PROCEDURES AND SEPERATION FROM SERVICE**

The Clearwater Police Department has developed this manual to outline the program operations as well as the expectations of its volunteers. These expectations are reasonable and explained to each volunteer.

All General Orders, Department Policies, Procedures or Rules and Regulations of the Department shall be presumed known and familiar to the member on the first working day after issuance.

Any member of the program may be disciplined ranging from suspension through dismissal depending upon the gravity of the offense for any one of the following reasons;

- a. Any violation of this Operations Manual
- b. Any violation of any codified law related to law enforcement or the enforcement of those laws.
- c. Misconduct includes sexual harassment, or that which is harmful to the good order of the program.

At the discretion of the volunteer coordinator, a through investigation will be conducted by the Clearwater Police Department regarding an alleged violation. The sole authority for dismissal from the program is the Chief Of Police. Members of the program are volunteers who serve at the will of the Chief of Police. Members can be dismissed with or without cause.

## **VOLUNTEER AWARDS PROGRAM**

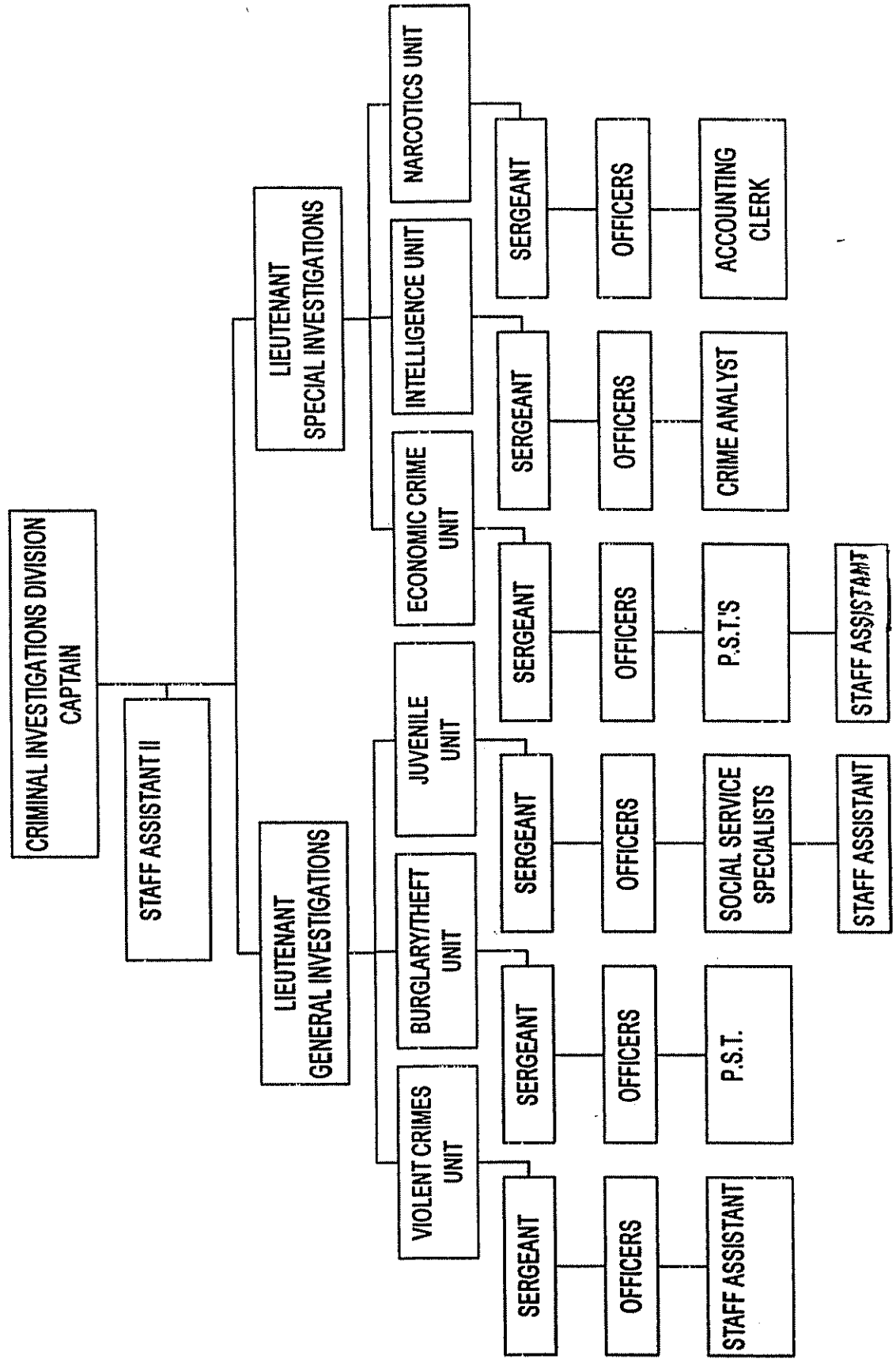
**GOLD STAR PIN-** The Gold Star pin is awarded to a volunteer that while volunteering showed outstanding bravery and acted in a manner disregarding their own personal welfare to save another's life.

**VOLUNTEER PIN -** The Volunteer pin is awarded to a volunteer that while volunteering showed a high degree of professionalism noticing criminal activity, immediately reporting the incident and it led to an arrest.

**SHOOTING STAR PIN –** The Shooting Star pin is awarded to a volunteer that while volunteering showed a high degree of professionalism noticing criminal activity, immediately reporting the incident and even though an arrest was not made, the level of professional deserves recognition.



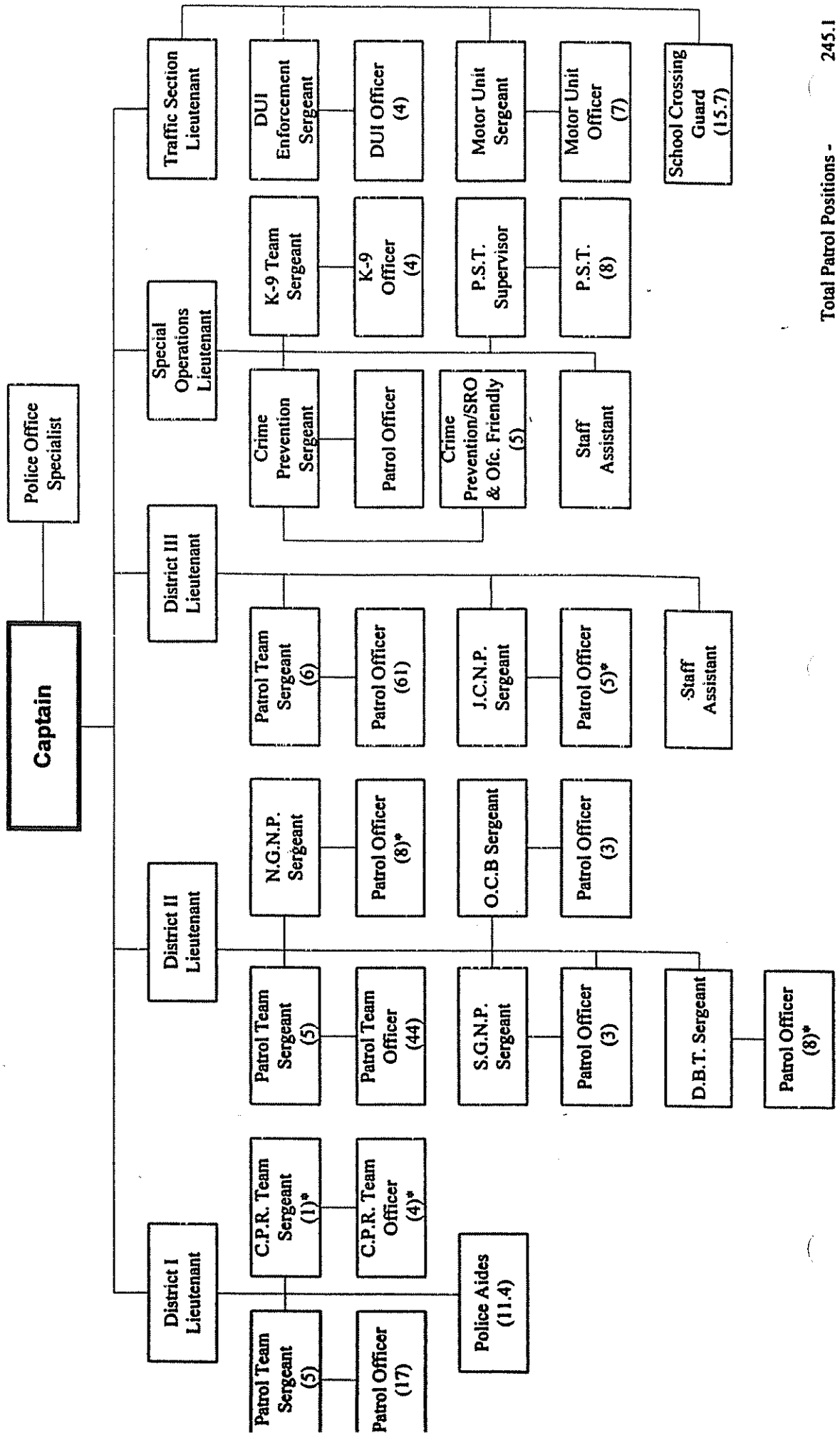
POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS DIVISION



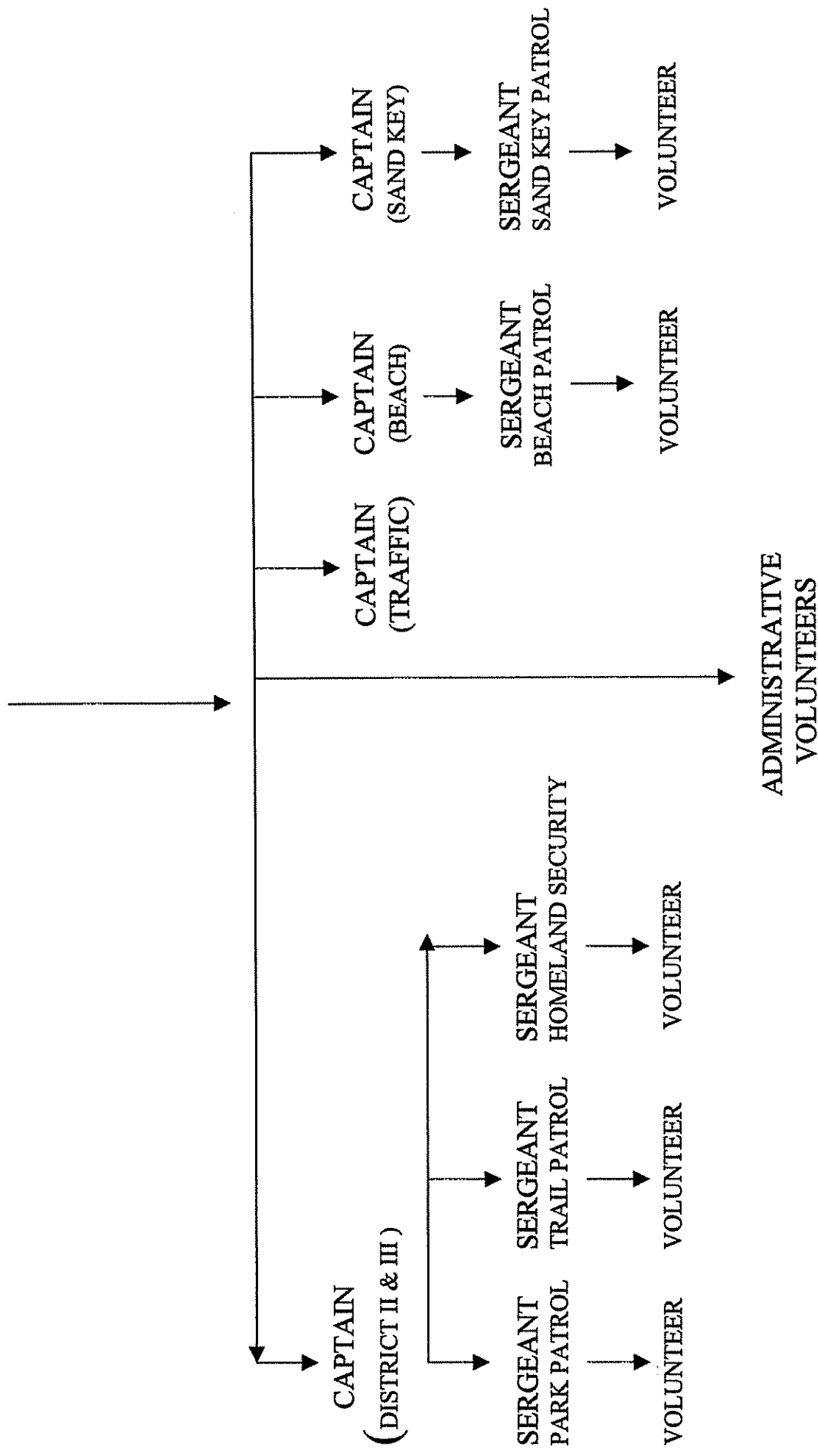
# POLICE DEPARTMENT

## PATROL

(Supplement B)



# VOLUNTEER COORDINATOR









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CLEARWATER POLICE DEPARTMENT  
645 Pierce St., Clearwater, Florida 33756

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## VOLUNTEER CODE OF ETHICS

All Volunteers are expected to adhere to certain recognized principles and practices in the conduct of their public lives. Failure to do so can result in disciplinary action up to, and including discharge. These principles are embodied in the following code of ethics:

- Volunteers may not, either directly or indirectly, use their official position with the Police Department, or use any information obtained in connection with their position for private gain.
- Volunteers shall not accept any gifts, favors, or services, which may reasonably tend improperly to influence the discharge of their duties.
- Volunteers shall not conduct personal business while in the Police Department's uniform, nor shall they consume alcoholic beverages while on duty, inclusive of mealtime, nor on off duty hours while in uniform.
- The political activities of any volunteer shall be in accord with, and regulated by, Florida Statute 104.31, as it may be amended from time to time.
- Volunteers shall observe and obey all laws and ordinances, all rules and regulations of the department, and all General and Special Orders of the department.



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CLEARWATER POLICE DEPARTMENT  
645 Pierce St., Clearwater, Florida 33756

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- Volunteers on duty or in uniform shall not enter taverns, theaters, or other public places, except to perform a requested task. This does not prohibit eating meals or taking breaks in restaurants.
- Volunteers shall, at all times, respond to the lawful orders of superior officers and other proper authorities.
- Volunteers, off duty and not on any official business, shall not loiter in department facilities.
- Volunteers shall report the loss or damage of any assigned city equipment or property to their immediate supervisor as soon as possible.
- Volunteers shall, at all times, keep their assigned equipment clean and in good operating condition.
- Volunteers shall treat superior officers, subordinates, associates, and citizens with respect. When meeting in public while on duty, volunteers shall refer to members of the police department by rank.
- Uniformed volunteers shall render full military honors to the national anthem and colors at appropriate times. Volunteers in civilian dress shall render proper civilian honors to the national anthem and colors at appropriate times.
- Volunteers shall, at all times, keep the department notified of their current address and telephone number.



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CLEARWATER POLICE DEPARTMENT  
645 Pierce St., Clearwater, Florida 33756

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- Volunteers shall not suggest or recommend specific attorneys or bondsmen to any person arrested. Except members of their own family,
- Except when impractical or where the identity is obvious, volunteers shall identify themselves by displaying the official identification card when contact is made with the public.
- Volunteers shall not intimidate any person for personal reasons under the color of authority,.
- Volunteers shall not originate or spread rumors concerning department members or any employees.
- Volunteers shall avoid entering into civil disputes.

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## **GENERAL RULES AND REGULATIONS**

**YOU ARE NOT A VIGILANTE.** You are simply an extension of the police department's eyes and ears.

**YOU ARE FORBIDDEN TO CARRY GUNS, KNIVES, STICKS OR OTHER WEAPONS.** You will jeopardize your own safety and the viability of the Volunteer program if you are ever physically involved in an incident caused by their use.

**YOU ARE STRONGLY ENCOURAGED NOT TO GET OUT OF YOUR VEHICLE WHILE ON PATROL. YOU SHOULD** observe suspects inconspicuously and at a safe distance. Investigate a suspicious activity or a suspect from your vehicle. When a police officer arrives, do not get out of your vehicle unless instructed to do so. (This does not include writing parking citations.)

**NEVER BLOCK A SUSPECT OR HIS VEHICLE.** Obtain an accurate description and direction of travel and report the information. Never follow or chase a suspect vehicle.

**OBEY TRAFFIC LAWS.** Drivers must have a valid operator's license and drive in an officially authorized police vehicle.

**DO NOT PARK YOUR VEHICLE WHERE IT MAY PRESENT A HAZARD TO TRAFFIC.** Use emergency flashers when stopped at the scene of an accident, disabled vehicle, etc. (May not be necessary for issuing parking tickets.)

**DO NOT ATTEMPT TO DIRECT TRAFFIC** unless you have received the proper certified training.

**NEVER PLACE YOURSELF IN DANGER OF MOVING VEHICLES**

**PERFORM VEHICLE INSPECTION PRIOR TO PATROL, TO INCLUDE LIGHTS, SIGNALS, HORN AND FUEL LEVEL.** Make sure you can see and be seen by other traffic.

**PATROL DRIVERS MUST BE** at least eighteen years of age.

**INFORMATION OBTAINED BY VOLUNTEERS THAT IS OF A CONFIDENTIAL NATURE** should not be discussed with unauthorized persons. This includes information regarding persons that the police are looking for, homes that are vacant in the community, etc.

**DO NOT ACKNOWLEDGE THE PRESENCE OF DETECTIVES.** To do so may jeopardize an investigation.

**AVOID ALL CONFRONTATIONS.** The safety of volunteers is paramount. Be cautious in the use of flash lights to illuminate any area or suspects. The light could draw attention directly to you or your vehicle. The same caution would also apply to the use of video cameras. Using a video camera might put you too close to the scene and expose you to unnecessary risk.

**ALWAYS LEAVE AN AREA IF YOU SUSPECT THAT A CONFRONTATION MAY OCCUR.** In the event of a life threatening situation to others or yourself, notify the police at once and advise that you are leaving your vehicle to assist.

## **GENERAL GUIDELINES:**

Mobile Patrol – Reports to the supervisor .

You will be provided a radio. Log on with the Communications Center.

Use the equipment carefully and properly at all times.  
If you have questions about the use of the equipment, speak with your supervisor before going out on patrol.

Should a problem arise while on patrol contact dispatch.

Always speak clearly and answer questions with as much detail as possible.

**DO NOT EXAGGERATE!!!**

Never use profanity.

Calls to 562-4200 are only made when necessary for police business **ONLY!!!**

Be sure that you have as much information written down so that questions can be answered quickly and accurately. Use the form contained in this manual for describing person and vehicles to help simplify the process.

## **WHAT TO EXPECT WHEN CALLING 562-4200**

Your information should be as accurate and concise as possible. Follow these guidelines to expedite the handling of your call.

**BE PATIENT AND REMAIN CALM.** The dispatcher will ask you a number of questions. Units may have already been dispatched and be on their way while you are still on the phone or radio.

Identify yourself and the volunteer group that you represent. i.e. Park Patrol, Parking Enforcement, etc.

Answer all questions as they are asked.

If you are calling about a person, be prepared to provide facts about race, sex, height, weight and clothing.

If you are calling about a vehicle, attempt to provide a color, make, model, style, tag number and direction of travel.

Be prepared to explain why the person or vehicle appeared suspicious and what was happening.

**YOU ARE A VITAL LINK IN THE COMMUNICATIONS PROCESS.**

**REMEMBER, PROVIDE AS MANY DETAILS AS POSSIBLE TO ASSIST THE OFFICERS IN PLANNING THEIR APPROACH.**

The police would much rather respond to a call where they are not needed than not be called. If you feel police assistance is needed, **CALL.**



## **THE 'GOLDEN RULE'**

**YOU ARE PART OF THE EYES AND EARS OF THE POLICE DEPARTMENT, YOUR JOB IS TO 'OBSERVE AND REPORT'!!!**

**NEVER BECOME DIRECTLY INVOLVED** in any incident/problem.

**NEVER ATTEMPT TO TAKE ANY ACTION OF A POLICE NATURE!** Without authorizations to do so. By doing so, you expose yourself to danger and liability.

**USE CARE AND CAUTION** when operating your vehicle and be sure to obey all traffic laws. Do not allow your attention to be diverted from the road. If you are driving with an observer, the observer's total responsibility is to observe. You must maintain control of the vehicle.

**NEVER PURSUE** another vehicle or a person fleeing from the scene of an incident. Never operate your vehicle in a manner which jeopardizes your safety or the safety of others.

**DO NOT CARRY A WEAPON OF ANY TYPE.** The carrying of a weapon is not authorized during patrol activities.

**DO NOT ATTEMPT TO ADMINISTER FIRST AID** unless you are properly trained. If someone is in need of medical assistance, contact dispatch immediately and explain the situation. Professional help will be dispatched immediately.

**NEVER attempt to direct traffic** unless you have had the certified training.

**NEVER place yourself in danger from moving vehicles** at the scene of an accident.

**NEVER attempt to enter a burning building** even if you are certain there are people inside. You could become trapped and create even a greater problem. Rescue is best left to the experts!

## **FORM FOR DESCRIBING A PERSON OR VEHICLE**

Always try and take a good look at the suspect so that you are better able to describe him/her. Remember, the police officer(s) will be looking for this person or vehicle based upon the description provided by you.

**REMEMBER! DO NOT PURSUE OR CONFRONT ANYONE!!**

Start from the head and work down. Use this form to simplify the process.

### **SUSPECT**

	1st SUBJECT	2nd SUBJECT
RACE		
COMPLEXION		
SEX		
AGE		
HEIGHT		
WEIGHT		
BUILD large, med., small		
HAIR, color/length		
CLOTHES		
HAT		
COAT		
SHIRT		
PANTS		
SHOES		
FEATURES-glasses, tattoos, facial hair, etc.		

## VEHICLE

	VEHICLE 1	VEHICLE 2
COLOR		
YEAR		
MAKE		
MODEL		
BODY TYPE		
TAG NUMBER		
OCCUPANTS		
DIRECTION OF TRAVEL		
OTHER-bumper stickers, window tinting, dents, etc.		

## **WHAT TO REPORT**

The primary responsibility of the volunteer patrol is to observe and report situations which may require response by trained personnel. Examples of those situations could include:

Crime in progress  
Injured persons  
Chemical spills  
Suspicious vehicles  
Suspicious persons/conditions  
Fires  
Natural disasters  
Accidents  
DUI Drivers

When patrolling you may encounter a variety of situations where a human life could depend upon your actions. This section has been included to help enhance your ability to react in an appropriate manner. Please keep in mind that the variety of different situations you may encounter is endless. Therefore, you must think carefully and always consider your personal safety first.

## **SUSPICIOUS ACTIVITY**

Anything that seems out of place or occurring at an inappropriate time or location should be reported. The following are some of the situations that might be considered suspicious. While some, if not all, of these could have reasonable explanations, the police would rather investigate these types of situations rather than be called when it is too late.

**YOUR CALL COULD SAVE A LIFE, PREVENT AN INJURY OR STOP A CRIME!**

## **OBVIOUS THINGS TO WATCH AND LISTEN FOR**

- Any person entering a building in other than a normal manner.
- Someone screaming for help - could mean trouble.
- Merchandise being sold at ridiculously low prices (the merchandise could be stolen property)
- Someone removing parts, accessories, license plates or gas from a car.
- Persons looking into parked cars (may be looking for a car to steal or for valuables left in the vehicle).

- Someone entering or leaving a business after hours.
- Someone hanging around the park or bathrooms who looks out of place or has been there for an extended amount of time.
- Sound of glass breaking or loud explosion (could be an accident, burglary, transformer, fire, etc.)
- Sound of gun shots and audible alarms.

### **NOT SO OBVIOUS THINGS TO WATCH & LISTEN FOR**

- Person(s) going door to door. Watch the person(s). If they try a door to see if it is locked, look into windows or go into the side or back yard, they could be looking for a house to burglarize. This type of activity becomes more suspicious if there is a car following a few houses away.
- Juveniles walking through a neighborhood looking into vehicles, yards, etc. They may be looking for something to steal.
- Person(s) running, especially if carrying something of value, or if they are being chased by someone.
- Person(s) carrying property (TV, VCR, etc.) that is not wrapped or boxed as if it was just purchased. (Pillow cases are a favorite with burglars to remove property.)
- Someone exhibiting unusual mental or physical symptoms (staggering, walking in the middle of the street, talking to self, etc.) The person may be injured, under the influence of drugs or otherwise needing medical or psychiatric assistance.
- People going in and out of a certain residence on a daily or very regular basis especially during late or unusual hours. This could mean drug sales, illegal gambling or a "fence" operation (sale of stolen property).
- Vehicles cruising an area—moving slowly without lights or in a repetitive or aimless manner. This could be a burglar looking for places to break into, a car thief looking for a type of car to steal, a drug pusher, sex offenders, etc.
- Parked, occupied vehicles (one or more persons) even if the persons behavior appears legitimate. This could indicate the same situations as a vehicle cruising the area.

- Vending from a vehicle (could indicate stolen property or drugs being sold)
- Persons being forced into vehicles—especially children or females.
- An abandoned vehicle - may be a stolen car.
- Continuous repair operations at non-business locations (may indicate stolen vehicle being stripped, repainted, etc.)
- Open or broken doors and windows at a closed business or residence.
- A beam from a flashlight in a house or business (might be a burglar at work).
- Persons wearing or carrying bloody clothing (could be a suspect or victim of a serious crime).
- Someone making a quick change of vehicles (could be attempting to elude police or abandoning a stolen car).

**DO NOT HESITATE!!! Report observations immediately!!!**

#### **WHAT TO DO IF:**

##### **You observe a criminal incident:**

- Remain calm! Remember, YOUR SAFETY IS PARAMOUNT!
- Stay a safe distance away.
- Report immediately and accurately exactly what is taking place. Pay particular attention to the number of people involved, if there are any vehicles, or if any weapons are displayed.
- Give directions and method of escape. Do not confront a suspect to prevent his escape. Obtain the best possible description, method of travel and direction and radio the information to the dispatcher.

**You observe disorderly subjects:**

- Remain calm.
- Tell what is happening exactly like it is – do not exaggerate!
- Provide the exact location and approximate number of people involved.
- Remain at a safe distance until police arrive. If the situation presents a danger to you, leave the scene until arrival of the police.
- Always remember that some things appear to be suspicious but may actually have a reasonable explanation. Do not take action yourself. Report the information so that it can be investigated by the police.

**You observe a disabled auto:**

- Stop your vehicle at the scene of the disabled auto, if possible.
- Park off the traveled portion of the roadway. Activate your flashers to alert traffic to your presence.
- Verify that it is a disabled vehicle. Is it causing a traffic hazard?
- Is the operator present?
- Give the exact location and auto description. Include color, make, model, year and tag number.
- If a car is observed in an out of the way location and shows evidence of being stripped, call immediately. Do not approach the vehicle!
- If anyone is in the area of the stopped vehicle, try to record any description that you can. Remain at a safe distance until police arrive.

**You observe an injured person:**

- Park your vehicle a safe distance from the accident and in a manner that does not create a traffic hazard.
- Try and ascertain the nature of the injury .
- Unless you have received certified training, do not administer first aid.
- Do not move an injured person except under extreme emergencies.

**You come upon an auto accident:**

- Stop and report the accident.
- Park your vehicle at a safe distance from the accident and in a manner that does not create a traffic hazard.
- Do not direct traffic, unless you have been given the certified training.
- Be alert for fallen wires, spilled gasoline and fire in vehicle. Do not use flares.
- **Do not drive over debris or destroy skid marks.** These could assist the police with their investigation
- Report the exact position, number of vehicles, number of persons, injuries and if an ambulance is needed. Also report if the vehicle(s) is/are blocking traffic.
- Do not drive by and report. Verify the situation and stay on the scene until help arrives. If, in your judgment, lives may be at risk, report to dispatch that you are leaving your vehicle and the reason why
- Report back to the dispatcher your observations.

**You observe a fire:**

- Park a safe distance from the fire scene, assuring that your vehicle does not impede traffic.
- If it is impossible to determine the address, get building names or local points of reference to best describe location of the fire.
- Do not enter the building . Smoke will quickly overcome the unprepared and untrained.



**You observe a natural disaster:**

- Park well away from the scene and in such a way as not to impede traffic.
- Make note of the type of incident; whether power lines are down, whether traffic flow is affected' is there a risk of injury, etc., and tell the dispatcher.

**A citizen becomes abusive while you are issuing a citation for parking, fire lane, or a citizen confronts you without cause**

- Do not engage the person in conversation.
- Inform him/her that you are calling for a sworn police officer.
- Move to your vehicle or a safe place, notify dispatch of the difficulty and ask for a backup.

## **CRASHES (NO INJURY/PARKING LOT)**

Crashes that occur in parking lots or on private property roadways (i.e. Mobil home parks) with no injuries may be dispatched to a volunteer.

The unit will respond to the crash scene and do the following:

- Confirm no injuries
- Assist with the drivers exchange form
- Confirm that both drivers have a valid drivers license , registration and insurance.

An officer should be dispatched to the scene when you have the following;

- There are complaints of injuries
- No or invalid drivers license, registration or insurance
- The crash occurred on public property
- You suspect alcohol or drugs violation
- You suspect a medical problem (have the dispatcher call Paramedics)
- Either party request an Officer
- You have an uncooperative individual or combative individual

By law, every driver must provide his name, insurance information, driver's license number, and vehicle information to the other driver. If a driver at your scene refuses to cooperate with the information exchange, an officer must be dispatched to the scene.

# **CRASH INVESTIGATION**

## **INVESTIGATION CHECK-LIST:**

1. Position your vehicle in order to protect the scene, vehicles and persons involved in the crash.
2. Check for injuries & call for FD/Paramedics (if applicable).
3. Locate & isolate any potential hazards (fuel spills, downed power lines, etc.).
4. Request additional assistance, if needed.
5. In a case of a Hit & Run, get as much information about the suspect vehicle and broadcast BOLO.
6. Try to locate & interview independent witnesses to the crash. Get their personal information.
7. Get required paperwork from drivers (license, registration & insurance).
8. Have vehicles moved off the roadway if possible. [ FSS 316.061 (2) ]
9. Speak to persons involved in crash, separately, to avoid arguments and/or tainted statements.
10. Assist persons involved in the crash by completing the Driver Exchange Form (HSMV 90006).

## **DRIVER EXCHANGE CRITERIA:**

1. The crash does not involve:
  - ❖ Death or bodily injury of any person involved in the crash
  - ❖ The spill or potential for spill of a hazardous material
  - ❖ A City of Clearwater vehicle, or other government vehicle or property
  - ❖ Leaving the scene of an attended crash
  - ❖ Driving under the influence, or other criminal traffic charge
  - ❖ Leaving the scene of an unattended crash where there is follow-up information
2. There are no injuries, none of the vehicles require towing, and all drivers have their required paperwork (driver license, vehicle registration & proof of insurance).
3. All persons involved in the crash voluntarily left the scene prior to our arrival, and the crash does not involve any criteria listed in #1 (above).
4. Unattended Hit & Run crashes with no follow-up information.

## **COMMONLY USED STATUTES:**

- ❖ Careless Driving – 316.1925
- ❖ Violation Right-of-Way (Left Turn) – 316.122
- ❖ Improper Backing – 316.1985
- ❖ Fail to yield at Yield Sign – 316.123 (3)
- ❖ Fail to stop at Stop Sign – 316.123 (2)(a)
- ❖ Vehicles entering highway from alley, driveway or building – 316.125

## DISABLED VEHICLES

Volunteers maybe called to assist with disabled vehicles or may come across a disabled vehicle while on routine patrol.

To assist a DAV:

- Park your vehicle approximately 30 feet behind the DAV
- Activate your emergency flashers and overhead lights
- Advise dispatch that you are with a DAV giving the following information:
  - Location
  - Vehicle description
  - Tag number and state
- After watching for traffic, exit your vehicle.
- Put on your traffic vest
- Approach the driver and assess the situation
- If the driver is unconscious or in need of medical assistance, advise dispatch
- If the people exit their vehicle, make sure they stay in a safe area off the roadway
- Call for tow truck if needed
- Direct traffic if needed
- If the vehicle is unoccupied and on public property, call for an officer to conduct an impound on the vehicle
- **DO NOT PUSH THE DAV WITH YOUR VEHICLE OR YOURSELF.**

## **DEADLINING A VEHICLE**

**If a vehicle or any equipment needs repair, do the following;**

- **Notify your supervisor**
- **Fill out the paperwork to have the repairs completed**
- **Put a tag on the key hook that the vehicle is out for repair**

( )

Clearwater Parks and Recreation Department  
**TRAINING SESSION FOR PARK POLICING UNIT**

**I) Introduction**

- A) Self – role & responsibilities as liaison between department & this unit.
- B) “Meet the team” – who is present, where do they live, & why are they here?
- C) Department – general organization and mission statement
  - 1) Recreation Programming
  - 2) Parks & Beautification (maintenance)
  - 3) Key facts
    - (a) # of facilities maintained
    - (b) # of acres
    - (c) facility location map handouts (2)

**II) Key policing concerns – “the more eyes watching, the safer the environment”**

- A) Criminal (or prohibited) activities (City ordinance, chapter 119)
  - 1) Alcohol consumption
  - 2) Vandalism (including graffiti) (watch gang related signs & activity)
  - 3) Unauthorized motor(ized) vehicles in parks (including boats)
  - 4) Homeless camps on City property (no camping)
    - (a) Harassment/intimidation of citizens
    - (b) indecent exposure
    - (c) consumption/use of illegal substances
    - (d) possession of stolen property
  - 5) Golf, archery, grills (cooking) and other prohibited activity
  - 6) Damage to trees, plants, wildlife
  - 7) Advertising (signs), running a business (private lessons for pay)
  - 8) Stupidity
    - (a) Feeding alligators
    - (b) Allowing small children, dogs, near water
    - (c) Swimming/retrieving items from water amid snakes & alligators
- B) Maintenance problems
  - 1) Immediate action items

- (a) Hazardous conditions (broken equipment, trees down, etc.)
- (b) Trail surface obstructions
- (c) Warning signs missing or damaged
- (d) Evidence of gang related activity (or other serious offenses)

Note: separate training available from anti-gang unit.

2) Routine action items

- (a) Litter, trash, & abandoned property

Note: "If it looks like trash and smells like trash: it's trash!"

- (b) Worn items, faded signs
- (c) Citizen questions and concerns (forward to proper authority)

C) Omnipresence of officers & parks workers (prevention)

- 1) 'Bad guys' may think twice
- 2) Park users reassured

D) Environmental: alligators, snakes, spiders, poisonous plants, trees

**III) Priority Concerns & Guidelines**

- A) Review map with priority parks highlighted in pink.
- B) Weekends & evenings – people are not working or in school
- C) Safety is paramount – both yours and the citizens
- D) Telephone numbers for maintenance reporting

**IV) Tours of park facilities available upon request**

**V) Questions;**

**VI) Summary statement of appreciation and cooperation for their efforts**

**Handouts included in folder:**

- 1. Park locator map
- 2. Bikeways map
- 3. Specific park policing concerns & priorities matrix
- 4. Parks Ordinance



## ***TALKING POINTS: VOLUNTEER PARK PATROL***

In the past year, there have been reports of disorderly or inappropriate activity occurring sporadically in the City parks. Some of these parks include (but not limited to) the park at Broadway and Granada Avenue, Crest Lake Park and Forest Run Park in the Countryside area. To address this, the formulation of a Voluntary Park Patrol has begun. The Park Patrol is being based on the current, and very successful, Sand Key Patrol.

The purpose of the Park Patrol will be to patrol the all City parks and to augment the presence of the police department. The volunteers will patrol the parks in clearly marked vehicles and will maintain a log of the patrol tour. The log will document the date and time of the patrols of the individual parks, along with identifying any incident or item needing attention.

### **Some of these anticipated assignments of the Park patrol Volunteers will be:**

- reporting parking violations
- reporting / documenting Code violations
- traffic direction and paperwork distribution at the scenes of minor traffic crashes
- conducting directed patrols of trouble spots
- assisting with disabled vehicles
- site checks to report traffic violations at particular locations
- reporting watering violations
- reporting ordinance violations, (such as noise or alcohol)
- reporting unsafe conditions (broken equipment etc.)

Volunteers will be an important addition to the Clearwater Police Department. The Volunteer Park Patrol Program will assist the police department and the City of Clearwater in providing the residents of the City an improved police presence; allowing for closer attention and more concentrated efforts to address issues.

Clearwater Parks and Recreation Department  
**PARK POLICING PRIORITIES**

Map Cross Reference	Facility	Priority	A=anytm, D=days, E=eveng, N=nightis, W=wknd Primary Times	BOLO SITUATIONS & ACTIVITIES								
				Alcohol	Damage - signs & equipment	Golf <i>plaza ok</i>	Graffiti	Homeless	Litter/Trash	Maintenance Issue	Motorized Vehicles	Vandalism
4	Carpenter Field/Bomber Stadium	2	A		*	*			*			*
5	The Long Center - trail only	3	E, W						*			
14	Cliff Stephens Park	2	A	*					*			
16	Coachman Ridge Park	1	E, W	*	*	*	*		*			
23	Crest Lake Park	2	A	*				*				*
26	David Martin Soccer Field	2	E, W	*	*	*		*		*		*
27	Del Oro Park	2	E, W		*				*			*
28	<del>CLIFF STEPHENS</del> Eddie C. Moore Complex	1	E, W		*			*	*	*	*	*
29	Forest Run Park	2	A	*			*		*			*
42	Montclair Park	1	E, W	*		*			*			*
45	Northeast Coachman Park	1	A	*				*	*	*		*
47	Norton Park	3	E, W		*				*			
48	Ed Wright Park	2	A	*					*			
59	US 19 Soccer Field	3	E, W	*				*	*			
60	Valencia Park	1	E, W	*	*		*		*			*
61	Woodgate park	2	E, W	*		*		*	*			
62	Wood Valley	3	E, W						*			
78	Lake Chautauqua Park	3	A						*			
	East-West Recreation Trail	1	E, W	*	*		*	*	*	*	*	*

WARGESS PARK

Parks Maintenance telephone numbers: 562-4816 or 462-6563

WORR66 PARKS

Parks Maintenance telephone numbers: 562-4816 or 462-6563.  
 CALL FOR  
 WASTE  
 ① FIELD OFFICE - 562-26  
 VOICE MAIL - 562-26  
 Ref

S:\Joni's Docs\Park Policing Issues.xls

**CLEARWATER POLICE  
DEPARTMENT  
VOLUNTEER  
GUIDELINES**

**CLEARWATER BEACH**

## **PREFACE**

The Clearwater Police Department and Volunteer Program groups are dedicated to a collective effort between police officers and community volunteers to help reduce crime in the City of Clearwater. By patrolling our parks, beaches, and enforcing parking laws in the handicap and fire lane areas, we will be able to help discover, report, and ultimately apprehend criminals in our city.

The ultimate objective of this combined effort is to reduce crime, improve safety, and help the citizens of Clearwater feel secure in their communities. Additionally, citizen's cooperation with the police department puts individuals committing crimes in our community on notice that citizens not only support their police department in fighting crime, but are actively working with police to do so.

## **QUALIFICATIONS**

Clearwater Beach and Sand Key areas require additional training and qualifications criteria. It is imperative that the volunteers assigned to this area are **qualified** and **trained** to perform details such as, but not solely limited to:

- Assisting officers with special events and the traffic posed by the special event (Standing for possible extended duration's of time)
- ATV and Mule Operation
- Excellent Public Communication Skills
- Weather/Climate Tolerance
- Radio Communication Skills

As a Clearwater Volunteer, one of your responsibilities is to be an **AMBASSADOR** for the Clearwater Police Department and to the City of Clearwater Beach.

## **189.40 DUTIES AND RESPONSIBILITIES**

Regardless of the assignment, volunteers are expected to donate at least 16 hours per month if possible.

- Patrol designated areas of Clearwater Beach
- Provide assistance/directions to citizens
- Assist with traffic direction around traffic crashes as needed
- Watch for ordinance or criminal violations and report them to an officers via radio
- Watch for unsafe conditions in their assigned area and report them to the police department

## **UNIFORMS**

Volunteers on Clearwater Beach are required to wear their department issued uniform at all times while performing the duties of a Volunteer.

## MULE OPERATION

Mules are used to perform patrol operations on the beach. They are housed at the North Beach Fire Station and at the Beach Sub-Station. The use of the Mules must be preceded by **certification** in the operation of the Mule by a certified trainer.

### Operation of the Green Mule:

1. Visual check of the Mule: Nothing broken, missing, etc.
2. Check the oil: Lift the tailgate. Place the locking rod in place. The dipstick is located in the middle of the engine. Make sure it is full. Close the tailgate.
3. Check the gas: The gas tank and gage is located on the right side beside the seat. Do not use the Mule if sufficient gas is not in the tank.
4. Record in the log your beginning time and ending time. This is the time you had the mule checked out for.
5. Starting the engine: Place the Mule hand brake on. Place the control lever in N. Turn the key to start. If difficulty in starting the engine occurs, pull out the throttle located on the left side of the control panel. Once you have started the engine and it is running good, push the throttle all the way in.
6. Release the hand brake. When the hand brake is totally released, the red light on the brake control panel will be out. Place the control lever in F. Start off with caution as you proceed.
7. To place the Mule in reverse, come to a complete stop. Place the control lever to N. Start off with caution as you proceed.
8. When you are driving on a flat surface such as the road, the differential lever should be in the off position. When you are driving on sand, the lever should be in the on position. Before shifting this lever you should always be at a stand still and the Mule should be in the N position.
9. Always use the turn signal lever when making any turns.
10. **The use of the Red and Blue lights are to be used only when advised to do so by an officer.**
11. **The Mule is not to be driven into a crowd of sunbathers or any crowd of people. You are to dismount from the Mule and walk to your situation. Anytime that you stop, the Mule is to be placed in the N**

**position, the hand brake set, the engine is to be turned off, and the key removed.**

12. Cleaning the Mule: When returning the Mule to the fire station, the Mule is to be hosed down from front to back, including the under carriage. It is then to be wiped down or air-dried depending on the situation. Once the Mule is dry, it is to be **placed in the fire station in the same place that it was found.** Should the fire station be closed because of a fire run, then place the Mule up next to the pine trees with the key placed in the glove box. The log should be completed by recording your ending time.

#### Operation of the Red Mule:

The operation of this Mule, which is located at the beach sub-station, is only as designated by the beach Sergeant or the Lieutenant.

### **CHANNEL FOR IDEAS, SUGGESTIONS, QUESTIONS, CONCERNS**

The Volunteer Program on Clearwater Beach is only as effective as the professionalism of its volunteers. In order to maintain the highest degree of Ambassadorship to our tourist and citizenship on Clearwater Beach, certain guidelines and policies have to be established. Time changes, people change, and our environment changes. In recognizing this, **all** volunteers should feel free to express their ideas, suggestions, and concerns, and are all encouraged to do so.

In the everyday course of policing, the Sergeant and Lieutenant have many duties to perform and carry out. In order not to unnecessarily burden these individuals while carrying out their assigned duties, it is suggested that the order of communication be as follows:

#### For Emergencies:

Call Officer/dispatch, they will take necessary action

#### For Volunteer Business:

1. Volunteer Beach Captain
2. Officer Schmidt

This is by no way means a volunteer could not contact any individual in the chain of command. All volunteers contribute to the success of the program. Expressing ones self constructively can only effect the program in a positive manner.





## **ADMINISTRATIVE VOLUNTEERS**

Volunteers that elect to work as administrative volunteers will process through the initial volunteer training with all volunteers coming into the program. After graduating from the volunteer training, the volunteer will be placed into a section that requests volunteers, i.e. records section, CID section, etc. The supervisor of that section will conduct an interview with the volunteer. Once accepted to that section, the volunteer will be trained accordingly by the supervisor or designee of that section.

**Volunteer hours:** The volunteer is responsible for keeping track of the hours they have spent in the section giving them to their immediate supervisor, who in turn will turn them in to the volunteer coordinator on a monthly basis.

**Work Schedules:** The work schedule will be arranged between the supervisor of the section and the volunteer.

**Conduct, Dress Appearance, Health:** The conduct of the volunteer should be in a highly professional manner as they are in personal contact with staff, detectives, civilian employees and the public as a representative of the Clearwater Police Department. Volunteers do not make statements to the press or media that reflects unfavorably on the Department or interpret Departmental policies. If the media should ask questions refer them to our Public Information Officer. If the volunteer does not understand specific instructions they should ask questions. Do not guess!

The dress appearance of the volunteer should be neat, clean and in appropriate office attire and what is acceptable by the supervisor of that section. The health of the volunteer should be in reasonably good health. If there is a change in health status the volunteer

should notify the supervisor of the section and the volunteer coordinator.

## **RADIO PROCEDURES**

1. Use Clearwater Police Codes if Possible. If not familiar with codes, use plain language.
  2. Use the phonetic alphabet when calling in tag numbers.
  3. Never allow a civilian to talk on the radio unless it is an emergency.
  4. If you do not get a response from communications after at least 3 attempts, go to a telephone, call in, and advise them that attempts have been made to contact them.
  5. When using the radio, make sure the microphone is approximately 2-1/2 to 3 inches from your mouth. To transmit (talk) over the radio, firmly press in on microphone button and talk. To receive, release the button.
  6. Report radio problems immediately.  
Use the radios for business only. Do not use radios for personal conversations. Be professional.
- 
1. When you hear EMERGENCY traffic on the radio or B.O.L.O. (be on the look out), do not transmit on the radio until you hear that it is clear.



## ARTICLE I. IN GENERAL

### Sec. 22.01. Surveys of facilities.

The city manager is hereby authorized and directed to conduct and maintain current surveys of all parks and recreational facilities of the city. At each location, he shall locate and designate all areas which have a specialized function, such as picnic areas, swimming pools, beaches, tennis courts, or baseball diamonds.  
(Code 1980, § 116.32)

## ARTICLE II. USE REGULATIONS\*

### Sec. 22.21. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Authorized or authorization* means that the city manager, director, or harbormaster must officially approve and authorize requests. Authorization entails a written letter or memorandum granting the request.

*Courtney Campbell Recreation Area* means that portion of Section 16, Township 29 South, Range 16 East, Pinellas County, Florida lying south of a line forty five feet south of and parallel with the centerline of survey of State Road 60 as per Section 15040-(2517)2522, north of a line two hundred feet south of and parallel with said centerline of survey, from station 127+37.14 to station 148+74.58 of said centerline of survey and containing 7.606 acres more or less.

*Department* means the city parks and recreation department or marine department.

*Director* means the director of the city parks and recreation department.

*Harbormaster* means the director of the city marine department.

*Marine department* means the city marine department.

\*Cross reference—Waterskiing, § 33.067.

*Park property* means all areas, buildings, locations and facilities described in the definition of parks.

*Park roads* means all surfaced areas designated for vehicular traffic, and passing through any legally defined park or recreational area or any part thereof.

*Parking area* means any designated part of any park road, drive or special area contiguous thereto that may be set apart for the standing or stationing of any vehicle.

*Parks and other areas operated and maintained by the city parks and recreation department* mean real property and structures which are under the control of or assigned for upkeep, maintenance or operation by the city parks and recreation department.

*Public bathing beaches* means public beaches abutting the Gulf of Mexico which are assigned to the city parks and recreation department for upkeep and maintenance and to the city marine department for operation.

*Public beach* means the public bathing beaches and the Sand Key Public Beach.

*Safe bathing limit* means the swimming or bathing area between the shoreline and a point 300 feet offshore that is marked by buoys or other similar devices and that is described in section 33.114.

*Sand Key Public Beach* means that portion of sandy beach within the corporate limits of the City of Clearwater lying landward of the shoreline and seaward of the erosion control line established pursuant to Chapter 161, Florida Statutes (1997), by the Board of Trustees of the Internal Improvement Trust Fund as part of the Sand Key Phase IV Beach Restoration Project.

*Vehicle* means any wheeled conveyance, except a baby carriage or wheelchair, for the transportation of persons or materials whether:

- (1) Powered or drawn by a motor, such as an automobile, truck, motorcycle, scooter, moped;
- (2) Human- or animal-drawn conveyance such as a carriage, wagon or cart;

(3) Self-propelled, such as a bicycle or tricycle; or

(4) Any trailer in tow of any size, kind or description.

(Code 1980, § 116.61; Ord. No. 6437-99, § 1, 8-19-99; Ord. No. 6462-99, § 2, 11-4-99)

**Cross reference**—Definitions and rules of construction generally, § 1.02.

**Sec. 22.22. Necessity for rules and regulations.**

It is the responsibility of each person to conduct recreational activities in such a manner so as to prevent injury or loss of life to any person; therefore, it is necessary to prescribe rules and regulations to govern recreational activities in the park areas and on public beaches.

(Code 1980, § 116.69(a); Ord. No. 6437-99, § 2, 8-19-99)

**Sec. 22.23. Applicable areas.**

All territory that includes department areas, buildings, locations, and facilities, including all areas within the city or owned by the city, whether they are in the incorporated or unincorporated areas of the city, shall be embraced by the provisions of this article.

(Code 1980, § 116.97)

**Sec. 22.24. Authority to regulate beaches, park property, and the Courtney Campbell Recreation Area.**

The city manager is empowered in the exercise of the city manager's discretion to regulate the time, place and manner in which the public beaches, park property of the city, and the Courtney Campbell Recreation Area, or any portion thereof, are to be used and enjoyed by the public and to authorize the posting of signs regulating public use. In so doing, the city manager is to give due regard to the safety facilities available thereat, the preservation of public property, the number of persons who can be safely protected and safeguarded at the particular location, and the health and welfare of the public using and wishing to use such facilities. The directions of the city manager given pursuant to the authority contained in this

section are declared to have the effect of law and shall be enforced by the police officers of the city. (Code 1980, § 116.01; Ord. No. 6122-97, § 1, 1-23-97; Ord. No. 6462-99, § 3, 11-4-99)

**Sec. 22.25. Special permits.**

Recreational activities not mentioned in this article may be allowed by special permit if authorized.

(Code 1980, § 116.94)

**Sec. 22.26. Enforcement.**

All rules and regulations contained in this article and permits required by this article are enforceable by all law enforcement officers. Those properly designated park employees and marine department employees may warn participants of violations and report such violations to the proper law enforcement officers for compliance.

(Code 1980, § 116.95)

**Sec. 22.27. Parental responsibility for minors.**

Parents or guardians shall be held strictly responsible and accountable for the actions of minors in regard to this article.

(Code 1980, § 116.93)

**Sec. 22.28. Protection and preservation of property.**

(1) Regulation of conduct with respect to protection of park property to prevent damage, removal or destruction is necessary to preserve park and recreation areas for the use of future generations.

(2) As all property in all parks is city property, no unauthorized person shall wilfully mark, deface, or injure in any way, or displace, remove or tamper with any park building or building material, water lines or other public utilities or parts of appurtenances thereof, park signs, notices or other boundary markers, or other structures, equipment, facilities or park property or appurtenances whatsoever, either real or personal.

(3) No unauthorized person shall transplant or remove from any park area or public beach any sand whether submerged or not or any soil, rock,

stones, trees, shrubs, plants, seeds, flowers, fruits, nuts, down timber or other wood materials; make any excavation by tool, equipment, blasting or other means or agency; construct or erect any buildings or structures of whatever kind whether permanent or temporary in character; or run or string any public service utility into, upon or across such lands. Exceptions shall be permitted for minor excavations involving the recovery of lost artifacts on the public beaches or public parks, provided such minor excavations are immediately refilled and no safety hazards to the public are created.

(4) Trees, shrubbery and lawns are property assets of the park. No unauthorized person shall cut, carve or injure the bark, break off limbs or branches of trees or mutilate trees in any way or pick the flowers, fruits, seeds or nuts of any tree or plant. No person shall dig in or otherwise disturb the grass areas or in any other way injure or impair the natural beauty or usefulness of any area. No person shall pile debris or material of any kind on or about any tree or plant or attach any item that could result in damage to any tree or plant, whether temporary or permanent in character or use.

(5) No person shall tie any animal to any tree or plant.

(6) No person shall stand or sit on any structure not intended for such use in any park. (Code 1980, § 116.67(a)—(d), (f), (g); Ord. No. 6437-99, § 3, 8-19-99)

Cross reference—Animals generally, ch. 8.

#### **Sec. 22.29. Refuse and trash.**

No person shall deposit or drop or place any refuse including bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, tobacco products, containers or foil upon the ground, park water, or in or on any other park property, parkway or other area operated or maintained by the city except in the receptacle provided for trash disposal. If there are no such trash receptacles available, then refuse shall be carried away from the park area by the picnic party to be properly disposed of elsewhere.

(Code 1980, §§ 116.74(a), 116.80)

Cross references—Littering generally, § 21.02; solid waste, § 32.271 et seq.

#### **Sec. 22.30. Pollution of waters.**

Using the fountains, ponds, lakes, streams, bays or any other bodies of water within the parks or the tributaries, storm sewers or drains flowing into them as dumping places for any substance or matter or thing which will or may result in the pollution of such waters is hereby prohibited.

(Code 1980, § 116.79)

#### **Sec. 22.31. Protection and preservation of wildlife.**

(1) No unauthorized person shall molest, harm, frighten, kill, net, trap, snare, hunt, chase, shoot or throw or propel by any means missiles at any wildlife creature whether it is mammal, aquatic or marine life or a bird or a reptile roaming free about the public beach or park. No unauthorized person shall remove or possess in any public beach or park the young of any wild animal or the nest or eggs of any reptile or bird or collect, remove, or possess, give away, sell or offer to sell, buy or offer to buy or accept as a gift any such specimen, dead or alive.

(2) No unauthorized person shall place, dump, abandon or leave any fish, mammal, reptile, or bird, either wild or domestic, on a public beach or park property.

(Code 1980, § 116.68; Ord. No. 6437-99, § 4, 8-19-99)

Cross references—Animals generally, ch. 8; hunting and firearms in parks, § 22-39.

#### **Sec. 22.33. Bathing and swimming areas and the Courtney Campbell Recreation Area.**

(1) No person, regardless of age, sex or manner of dress shall swim, wade or bathe in waters or waterways in any park other than at such places set aside for such activities.

(2) No person shall carry, transport, or cause to be transported any glassware, bottles or any other potentially dangerous or sharp objects onto any portion of the Courtney Campbell Recreation Area or onto any public beach, or into any bathing, wading, or swimming pool areas of a public beach, a park, or the Courtney Campbell Recreation Area.

(3) No person shall frequent any park waters or public bathing beach for the purpose of swimming or bathing except between such hours of the day as shall be designated and posted by the department for such purposes for each individual area. The Courtney Campbell Recreation Area shall be closed from 11:00 p.m. until dawn.

(4) Persons using public beaches or the Courtney Campbell Recreation Area shall obey all rules posted by marine department personnel and other rules affecting beach use and water safety which are implemented as the situation dictates.

(5) Illegal drugs and all alcoholic beverages are prohibited on any public beach or on any portion of the Courtney Campbell Recreation Area.

(6) Surfboards, sailboats, motorboats, personal watercraft, or singular hard-surfaced objects are not permitted to be beached on any public beach or to be operated within safe bathing limits associated therewith unless authorized.

(7) Open fires, grills or other cooking or heating devices are not permitted on any public beach.

(8) Public beaches and the Courtney Campbell Recreation Area, as well as the swimming areas associated therewith, may be closed to the public when, in the opinion of the harbor master, use of such areas is considered dangerous due to weather, surf or other conditions.

(9) Persons using public bathing beaches or other parks must be appropriately dressed for each activity. Under no circumstance shall a person be allowed to sunbathe or swim in the nude.

(10) No person shall enter upon any erosion control structure, including breakwater, jetties, or groin except as authorized.

(Code 1980, § 116.70(a)–(c), (e)–(h), (k)–(m); Ord. No. 6437-99, § 5, 8-19-99; Ord. No. 6462-99, § 4, 11-4-99)

**Cross references**—Alcoholic beverages generally, ch. 6; waterways and vessels generally, ch. 33; negligent operation of surfboards, vessels, and waterborne aircraft, § 33.071; grossly negligent operation of surfboards, vessels and waterborne aircraft, § 33.072; waterfront development, § 41.131 et seq.; docks, § 41.151 et seq.; marine improvements generally, ch. 53.

#### Sec. 22.34. Boating.

(1) No unauthorized person shall bring into or operate any motorized watercraft in any park property waters except electrical watercraft.

(2) No person shall bring into or operate any boat or watercraft of any kind whatsoever, whether motorized or not, in any safe bathing limits or restricted area associated with any public bathing beach of the city except city vessels performing official tasks and vessels authorized under section 33.116.

(Code 1980, § 116.71)

**Cross references**—Waterways and vessels generally, ch. 33; vessels and aircraft prohibited in certain areas, § 33.111 et seq.

#### Sec. 22.35. Fishing.

(1) Commercial fishing or the buying or selling of fish caught in any park waters is strictly forbidden.

(2) The use of trotlines for fishing in park waters is forbidden.

(3) Fishing is permitted in park areas but is prohibited from any public bathing beach or within any safe bathing limits or restricted area associated therewith.

(Code 1980, § 116.72)

**Cross references**—Waterways and vessels generally, ch. 33; saltwater fishing, § 33.091 et seq.

#### Sec. 22.36. Picnic areas.

(1) No person shall build, light or cause to be lighted any fire except in an approved grill, stove, fireplace or other suitable container provided by the city for such purposes in a park, except that grills and similar out-of-doors cooking devices shall be permitted on the Courtney Campbell Recreation Area. No person who has a fire shall leave the area without extinguishing the fire.

(2) No person shall use a grill or other device in such a manner as to burn, char, mar or blemish any bench, table, or other object located in a park or on the Courtney Campbell Recreation Area.

(3) Department personnel will regulate activities in picnic areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. If the facilities are



crowded, persons holding picnics in any picnic area, building or structure shall not use the same to the exclusion of others for an unreasonable time. Where the picnic facilities are fully occupied, use of any picnic site more than three hours shall be unreasonable. Use of the individual tables and benches follows generally the rule of first come, first served.

(Code 1980, § 116.74; Ord. No. 6462-99, § 5, 11-4-99)

Cross reference—Fire prevention generally, ch. 17.

#### **Sec. 22.37. Use of restrooms and bathhouses.**

(1) No person over the age of six shall occupy or enter any restroom, dressing room, bathhouse or pavilion or other park structure thereof which is reserved or designated by the department for the exclusive use of the opposite sex.

(2) No person other than a person using a restroom, dressing room, or bathhouse shall stand or remain in and around such restroom, dressing room, or bathhouse.

(Code 1980, § 116.90)

#### **Sec. 22.38. Camping.**

(1) No person shall set up tents, shacks or any other temporary shelters, or any special vehicle to be used or that could be used for such purpose, such as a house trailer, camp trailer, camp wagon or the like on any public beach or park property for the purpose of overnight camping except within such areas as may have been provided for such use and except as authorized.

(2) All persons using the approved and properly designed camping areas shall abide by such regulations as are drawn up by the department for the proper use thereof.

(3) No person shall sleep on any public beach or park property that has not been designated for the purpose of overnight camping or as authorized between 11:00 p.m. and 6:00 a.m.

(Code 1980, § 116.91; Ord. No. 6437-99, § 6, 8-19-99)

#### **Sec. 22.39. Hunting and firearms.**

(1) No unauthorized person shall openly carry, use or possess firearms of any description, air rifles, pistols, rifles, spring guns, bows and arrows, slingshots, boomerangs, or any other form of weapon potentially dangerous to wildlife or human safety on any public beach or park area except at and in accordance with the rules and regulations as a participant in a program sponsored by the department.

(2) No unauthorized person shall hunt, trap, or pursue wildlife by any means or method whatsoever on any public beach or park area.

(Code 1980, § 116.73; Ord. No. 6437-99, § 7, 8-19-99)

Cross references—Capturing, killing birds and squirrels declared unlawful, § 8.07; shooting at animals prohibited, § 8.08; discharge of firearms prohibited in city limits, § 21.06; protection and preservation of wildlife in parks, § 22.31.

#### **Sec. 22.40. Domestic animals.**

(1) Dogs and other pets shall be excluded from any place where food and drinks are consumed or where posted.

(2) In those park areas where dogs and other pets are allowed, the dogs shall at all times be restrained and on adequate leashes, and all other pets shall be under constant physical control of a person.

(3) All pets shall be excluded from all public beaches, public pools, and swimming areas abutting public beaches and parks.

(4) The owners of animals or the persons having control over the animals shall remove all excrement deposited by their animals on park property, public beaches, and the Courtney Campbell Recreation Area.

(5) Seeing Eye dogs, guide dogs, signal dogs, or other animals individually trained to provide assistance to an individual with a disability shall be permitted in all public areas and public facilities. An individual with a disability utilizing such animals shall be excluded from the requirement

contained in subsection (4) if the individual is physically incapable of removing the excrement deposited by the animal.

(Code 1980, § 116.77; Ord. No. 6122-97, § 2, 1-23-97; Ord. No. 6437-99, § 8, 8-19-99; Ord. No. 6462-99, § 6, 11-4-99)

**Cross reference**—Animals generally, ch. 8.

#### **Sec. 22.41. Horseback riding.**

No person shall engage in horseback riding in any park or recreation area other than those where provision for such is made by clearly marked bridle paths, trails, rings, and other necessary features and then only upon thoroughly broken and properly restrained animals that are ridden with care, prevented from grazing and straying unattended, untethered to any rock, tree or shrub, and not ridden or led on any park land other than so designated.

(Code 1980, § 116.76)

**Cross reference**—Animals generally, ch. 8.

#### **Sec. 22.42. Traffic regulations.**

Applicable state vehicle traffic laws as contained in F.S. ch. 316 shall apply in and about all park property and public beaches, and in addition thereto the following rules shall be applicable on roads and driveways within parks:

- (1) No person driving, operating, controlling or propelling any vehicle shall use any road or driveway other than the regularly designated park roads or driveways, except when directed to do so by a law enforcement officer, directional signs, or department employee.
- (2) The operator of any vehicle must obey all signs in regard to speed limits, danger, director of traffic, and other traffic rules specifically applicable in park areas.
- (3) All law enforcement officers and department employees are hereby authorized and instructed to direct traffic whenever and wherever needed in the parks and recreation areas. All persons shall comply with any lawful order, signal, or direction of law enforcement officers and department employees.

- (4) No person shall drive a vehicle at a speed greater than is reasonable or prudent, having due regard for the surface, width and condition of paving and the traffic thereon. All motorized vehicles shall give right-of-way to pedestrians or self-propelled vehicles. Maximum speed shall be 15 miles per hour in all city parks.

- (5) No person shall cause any vehicle to enter any city park except through the designated park entrance, except for authorized emergency vehicles when conditions warrant.

- (6) No unauthorized person shall drive, operate, control, or propel any vehicle on any public beach at any time.

(Code 1980, § 116.62; Ord. No. 6437-99, § 9, 8-19-99)

**Cross reference**—Traffic and motor vehicles generally, ch. 30.

#### **Sec. 22.43. Trucks, carts, wagons.**

No private or public trucks, carts, wagons or other vehicles carrying building materials, merchandise, or other articles of freight or merchandise for sale, shall enter any park or recreation area or make use of park roads unless authorized. Exception is made for empty trucks not for hire and used solely at the time for transporting persons to a park for recreational purposes.

(Code 1980, § 116.63)

**Cross reference**—Traffic and motor vehicles generally, ch. 30.

#### **Sec. 22.44. Soliciting rides or fares.**

No pedestrian shall solicit rides from any driver and no driver of any vehicle for hire shall solicit riders in any park unless authorized.

(Code 1980, § 116.64)

**Cross references**—Public transportation carriers generally, ch. 25; solicitation of passengers by taxicab operators, § 25.032; solicitation of passengers by public conveyance operators, § 25.139; hitchhiking generally, § 30.017.

#### **Sec. 22.45. Motorcycles and mopeds.**

No person shall ride, drive or propel any motorcycle, scooter, moped or similar vehicle on any but the regular vehicular roads.

(Code 1980, § 116.65)

**Cross reference**—Traffic and motor vehicles generally, ch. 30.

**Sec. 22.46. Parking.**

(1) No person shall park a vehicle any place on park property other than in the designated areas or at designated times provided for that particular type of vehicle, unless directed otherwise by law enforcement officers, department employees, or as authorized.

(2) No person shall double park any vehicle at any time on any road or parkway or parking concourse of park property, unless so directed by a law enforcement officer or department employee.

(3) No person shall park a vehicle overnight in any park unless authorized.

(4) No person shall park any vehicle at any time on any public beach.

(Code 1980, § 116.66; Ord. No. 6437-99, § 10, 8-19-99)

**Cross reference**—Stopping, standing and parking generally, § 30.041.

**Sec. 22.47. Aircraft.**

(1) No person operating, directing, or responsible for any airplane, helicopter, glider, balloon, dirigible, parachute or other aerial apparatus shall take off from or land in or on any park land, water, or public beach area except when human life is endangered or written authorization is granted.

(2) No person operating any aircraft shall engage in acrobatic flight over park property.

(3) No person shall take off, land or otherwise operate any aircraft in or over any safe bathing limits associated with any public beach.

(Code 1980, § 116.81; Ord. No. 6437-99, § 11, 8-19-99)

**Cross references**—Airports and aircraft generally, ch. 4; vessels and aircraft prohibited in certain areas, § 33.111 et seq.

**Sec. 22.48. Servicing, washing of vehicles.**

No person shall change any parts, repair, wash, grease or perform other maintenance on a vehicle on any park property except in emergencies.

(Code 1980, § 116.82)

**Cross reference**—Traffic and motor vehicles generally, ch. 30.

**Sec. 22.49. Dangerous games.**

No person or persons shall engage in rough or potentially dangerous games or practice for such games such as football, baseball, softball, horseshoes, tennis, volleyball, badminton, or any other games, practices or exercise involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, shuttlecocks, frisbees, model aircraft or roller skates on any public bathing beach or park property except in the areas set aside for that purpose.

(Code 1980, § 116.75; Ord. No. 6437-99, § 12, 8-19-99)

**Sec. 22.50. Golf.**

No person shall play golf or use golf balls and clubs within the park areas, the Courtney Campbell Causeway Recreation Area, or on the public beaches except in areas set aside for that purpose.

(Code 1980, § 116.69(b); Ord. No. 6437-99, § 13, 8-19-99; Ord. No. 6462-99, § 7, 11-4-99)

**Sec. 22.51. Photography.**

(1) No person shall without prior authorization from the department make still or moving pictures that involve the use of special settings, structures, lighting or apparatus, or the performance of a cast of persons, either amateur or professional, or the posing of professional models, on any public beach, on the Courtney Campbell Causeway Recreation Area, or on any park property. However, the provisions of this section do not in any way restrict the use of cameras by amateur photographers or professionals not using set scenery, casts or models.

(2) Bona fide newspaper, press association, newsreel and/or television news department personnel, identified by press cards or passes and assigned by their respective editors to make photographs for use of such communications media, will be allowed on public beaches, on the Courtney Campbell Causeway Recreation Area, and in parks for such purposes.

(Code 1980, § 116.92; Ord. No. 6437-99, § 14, 8-19-99; Ord. No. 6462-99, § 8, 11-4-99)

**Sec. 22.52. Advertising, publicity and signs.**

(1) No person shall use park property for the purpose of announcing, displaying, advertising or calling attention to any person, political party, religious institution, or meetings or assemblies thereof or for the purpose of demonstrating, advertising or calling attention to any article or service for sale or for hire. No signs, slogans, loudspeakers or advertising displays of any nature whatever shall be used for such purposes. No person shall place or station on park land any vehicle whatsoever displaying any such advertising or used for such purposes enumerated in this section except by authorization.

(2) No person shall display, distribute, post or fix any banner, sign, handbill, pamphlet, circular, placard, or any other printed matter containing advertising within any park area without authorization.

(3) No person shall drive, park or station on any park road, parkway, or parking lot any vehicle displaying a sign or notice that it is for sale or exchange or otherwise display advertising.

(Code 1980, § 116.86)

**Cross references**—Advertising generally, ch. 3; signs generally, ch. 44.

**Sec. 22.53. Merchandising, vending, peddling.**

No person other than the department or regularly licensed concessionaires acting by and under the authority of the city shall expose or offer for sale, rent or trade any article, service or thing or station or place any stand, cart or vehicle for the transportation, sale or display of any article or merchandise within the limits of any public beach, the Courtney Campbell Causeway Recreation Area, or park except by written authorization from the department.

(Code 1980, § 116.85(a); Ord. No. 6437-99, § 15, 8-19-99; Ord. No. 6462-99, § 9, 11-4-99)

**Cross reference**—Peddlers, solicitors and canvassers generally, ch. 23.

**Sec. 22.54. Soliciting alms and contributions.**

No person shall solicit alms or contributions for any purpose, whether public or private.

(Code 1980, § 116.85(b))

**Cross reference**—Peddlers, solicitors and canvassers generally, ch. 23.

**Sec. 22.55. Special events, public assemblies.**

(1) Sports events, pageants, entertainments, and similar productions characterized as public spectator attractions are allowed on public beaches, on the Courtney Campbell Causeway Recreation Area, and in parks provided authorization is given in compliance with article III of this chapter.

(2) Public meetings, assemblies, gatherings, demonstrations, parades and other public expressions of views are allowed within park areas provided authorization is given in compliance with article III of this chapter.

(3) Any and all rental fees and insurance requirements if required for activities under this section must be met.

(4) No public address system or electrical amplification will be permitted on public beaches, on the Courtney Campbell Causeway Recreation Area, or in park areas except by special permit.

(Code 1980, § 116.87; Ord. No. 6437-99, § 16, 8-19-99; Ord. No. 6462-99, § 10, 11-4-99)

**Sec. 22.56. Fireworks and explosives.**

No person shall without prior authorization bring into or have in his possession or set off or otherwise cause to explode on any public beach, on the Courtney Campbell Causeway Recreation Area, or on any park area any fireworks or explosives of inflammable material or any substance, compound, mixture, or article that, in conjunction with any other substance or compound, may explode, discharge, or burn.

(Code 1980, § 116.78; Ord. No. 6437-99, § 17, 8-19-99; Ord. No. 6462-99, § 11, 11-4-99)

**Sec. 22.57. Intoxicating substances.**

No person under the influence of alcohol, any chemical substance set forth in F.S. 877.111, or any controlled substance under F.S. chapter 893 to the extent that the person's normal faculties are impaired will be permitted entry to a public beach, to park properties, or to any portion of the

Courtney Campbell Recreation Area; and any person so doing, if discovered therein, will be subject to immediate expulsion.

(Code 1980, § 116.88; Ord. No. 6437-99, § 18, 8-19-99; Ord. No. 6462-99, § 12, 11-4-99)

**Cross references**—Alcoholic beverages generally, ch. 6; offenses generally, ch. 21.

#### **Sec. 22.58. Gambling.**

No person shall conduct raffles, bingo games, card games for money or drawings for prizes or participate in any other forms of gambling within park areas unless permitted by state law and authorized.

(Code 1980, § 116.83)

**Cross reference**—Offenses generally, ch. 21.

#### **Sec. 22.59. Possession of alcoholic beverages.**

No person shall sell, consume or have in his possession any alcoholic beverage as defined in section 6.21 of any form on any park property. This prohibition shall not apply to the Performing Arts Center and Theater, to the Harborview Center, to any portion within a public building when rented to private parties, or to Jack Russell Stadium and the Clearwater Country Club golf course when the sale or consumption of alcoholic beverages has been authorized by the terms of any lease or other agreement approved by the city commission, or to events held pursuant to an alcoholic beverage special event permit issued under the provisions of sections 22.88 through 22.91.

(Ord. No. 5780-95, § 1, 3-16-95; Ord. No. 6122-97, § 3, 1-23-97)

### **ARTICLE III. SPECIAL EVENTS\***

#### **DIVISION 1. GENERALLY**

##### **Sec. 22.71. Title of article**

This article shall be known and may be cited as the "special events code" of the city.

(Code 1980, § 116.30)

**\*Cross reference**—Amusements generally, ch. 7.

#### **Sec. 22.72. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Block party* means a gathering composed substantially of neighbors in a residential area which requires the closing of a local street for the purpose of having a party or other social, recreational or any other type of assemblage.

*City co-sponsorship* means a specifically identified level of support authorized by the city commission intended to assist the primary event promoter with the production of an event. This support may range from the use of the City of Clearwater name and logo to cash contributions and/or in-kind city support services. The specific level of co-sponsorship shall be clearly specified in the approval letter. This co-sponsorship authorization is valid for one year at a time.

*Park usage event* means any meeting; activity; gathering; group of persons, or a combination thereof, having a common purpose, design or goal, within any public park or beach, which event substantially inhibit the usual flow of pedestrian or vehicular travel immediately adjacent to that facility and does not occupy any public area or building resulting in promotional use of the general public, and which is consistent with the established use. To be approved as a park usage event, said event may not conflict with an established city rental program or city recreational program at that facility. A park usage event shall not be required to undergo the complete special event application and approval process.

*Special event* means any meeting; activity; parade; gathering; group of persons, animals, or vehicles; or a combination thereof, having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building which results in preemptive use by the general public or which deviates from the estab-

