

BROWARD COUNTY POLICE BENEVOLENT ASSOCIATION



TO: All Hollywood Police Department members

FROM: Julio Gonzalez, General Counsel



DATE: October 3, 2014

RE: Written Reports

As a part of your official duty, you are required to submit as to any actions you may have taken while in the performance of your official duties. If you are advised prior to submitting any written reports that you are the subject of an investigation the provisions of F.S. 112.532 shall be followed. When you are ordered to produce a work product without consultation from Counsel or a PBA representative; please incorporate the following at the top of the report:

“This report is being authored pursuant to a supervisory order. It is my understanding that this report is made for administrative, internal police department purposes only and will not be used in an investigation. It is further understood that my failure to comply with this order can subject me to discipline for insubordination and can result in my termination of employment.”