



Civil Service Board Regular Meeting

Agenda

November 7, 2023 @ 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

1. Call to Order**2. Consent Agenda**

- a. Minutes for October 3, 2023

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. Permanent Status of FF Anthony DeJesus
- b. Approval of SOG's
 - SOG 109 Annual Medical and Physical Fitness Requirements
 - SOG 119 Hiring Process for Firefighter/EMT and Firefighter/Paramedic
 - SOG 120 Lieutenant and Battalion Chief Selection Process
 - SOG 121 Selection Procedures for the Position of Engineer
- c. Approval of SOP's
 - SOP 162 Holding Facility
 - SOP 250 Handcuffing Searching and Transporting Persons
 - SOP 308 Public Safety Camera Network

5. Non-Action Items**6. Staff Updates**

- a. Fire Department
- b. Police Department

7. Board Comments**8. Upcoming Agenda Items****9. Adjournment**



Civil Service Board

agenda item

item type

Consent Agenda

meeting date

November 7, 2023

prepared by

Kathleen Reed, Administrative Coordinator III

approved by**subject**

Minutes for October 3, 2023

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. Civil Service Board Minutes 100323



Civil Service Board Regular Meeting Minutes

October 3, 2023 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Chairman Steve Stutzer, Vice Chairman Stockton Reeves, Chief Examiner Mary Daniels, Board Members: Terry Hotard, Bill Segal, Tod Meadors-Fire Representative, Javier Rodriguez-Police Representative, Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Kathy Reed.

1. Call to Order

Chairman Stutzer advised that he would use the latest edition of the agenda that was posted on the City's Website during the meeting and, per the request of Chief Volkerson, the applicant interview would be the first item under Action Items.

2. Consent Agenda

- a. Approve the minutes of September 5, 2023

Motion was made by Mr. Meadors to approve the minutes from September 5, 2023; seconded by Mr. Hotard. Motion approved unanimously with a 7-0 vote.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None

4. Action Items

- a. Officer off of Probation-Officer Rodricus Patton

Motion made by Mr. Hotard to approve the permanent status of Officer Patton; seconded by Mr. Rodriguez. Motion approved unanimously with a 7-0 vote.

- b. Police Officer Applicant Interview

Lt. Kevin Roesner introduced Police Candidate Kenneth Brackin to board members. Mr. Brackin provided a brief background and responded to any questions from board members.

Motion made by Mr. Rodriguez to certify Police Officer Applicant Brackin; seconded by Mr. Segal. Motion approved unanimously with a 7-0 vote.

c. Approval of SOP 200-Uniform Patrol

Chairman Stutzer suggested that both SOP's be presented and approved together rather than individually.

Mr. Meadors asked for clarification in SOP 200-Uniform Patrol, Section F- Members first to arrive on scene shall be in charge until relieved by a senior ranking officer, investigator, or supervisor. Chief Volkerson and Deputy Chief Suepat clarified the reasoning as to why the senior ranking officer terminology was used and Deputy Chief Suepat continued with the presentation of both SOP's.

d. SOP 257 Missing Persons Procedures and Missing Persons Affidavit Packet

Mr. Segal asked as to the internal processing of when the department actually declares a person missing and if there are any triggers that would qualify the individual as missing or endangered, such as, suffering from a mental health crisis. Chief Volkerson stated that children and the elderly can be entered immediately into FCIC/NCIC and NaMus. Citizens who fall in the middle gap area who have debilitating issues or mental health crises will be entered immediately as well. All other cases will be investigated as circumstances dictate.

Motion made by Mr. Segal to approve SOP 200-Uniform Patrol and SOP 257 Missing Persons Procedures/ Affidavit Packet; seconded by Mr. Rodriguez. Motion approved unanimously with a 7-0 vote.

5. Non-Action Items

6. Staff Updates

a. Police Department

- 1 additional sworn position approved in the FY2024 Budget-assigned to the Traffic Division
- 1 additional Community Service Officer position approved in the FY2024 Budget-funded for half of the year beginning in March, 2024
- 4 current open positions

b. Fire Department

- 2 new positions were approved in the FY 2024 Budget along with 2 positions for FY2025 and 2 positions for FY2026.
- Continuation of the remodeling of Station 61.
- Voice alert system in all 3 stations-automated voice type dispatch that will notify all stations simultaneously.
- Update to CAD dispatching system.
- The hiring process is in progress.
- Rescue 64 discussion-working on demand plan to have Rescue 64 working full time.

7. Board Comments

Mr. Meadors provided a brief synopsis of an issue he personally encountered while trying to return to work after being absent due to an illness. He explained to board members the use of personal time off, unexcused personal time off, the language now required on excuse notes to return to full duty and the impact that unexcused absences may have on annual evaluations, which may affect pay increases.

Mr. Meadors motioned that the Civil Service Board direct the Fire Chief to immediately begin work and work directly with the labor union to produce a written document that has clear and concise wording that is agreed upon by both parties to resolve this issue related to the sick time ambiguity. Furthermore, the draft document should be presented to the Civil Service Board at the November 7th meeting and a final document be presented to the Civil Service Board at the December 5th meeting.

A lengthy discussion followed and it was determined that board members would need clarification as to the proper procedures needed to address this issue.

Mr. Reeves asked Mr. Meadors if he would withdraw his motion until such time that board members receive clarification from the labor attorney as to what the proper procedure is in order to have a pathway to move forward.

Mr. Meadors withdrew his motion at this time.

Mr. Reeves made a motion to contact the labor attorney for their recommendation to see if we are the correct venue and if we are, what should be the course of direction. A brief discussion was held and Mr. Reeves rescinded his motion until further discussions can be held.

8. Upcoming Agenda Items

9. Adjournment

Approved by the board on
/s/ Board Secretary Kathy Reed



Civil Service Board

agenda item

item type

Action Items

meeting date

November 7, 2023

prepared by**approved by****subject**

Permanant Status of FF Anthony DeJesus

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

None



Winter Park Fire-Rescue department

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STANDARD OPERATING GUIDELINE

Annual Medical and Physical Fitness Requirements

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	November 7 th , 2023	Total Pages	6

Purpose: To maintain Winter Park Fire-Rescue Department (WPFD) firefighters for the physical and mental stress of the profession, the following medical and physical fitness requirements are hereby established for all uniformed employees of the department.

Scope: This procedure is designed to reduce the amount of physical stress and potential for injury for uniformed employees.

General: The tests and programs included herein are designed to both evaluate and diagnose any potential physical problem that may be magnified during operations.

109.01 Pre-Placement Medical Fitness Requirements

The examining physician will be familiar with the [NFPA 1582](#) "Medical Requirements for Firefighter Candidate" form required by the State of Florida. This form will be completed on all position candidates by the City of Winter Park provided physician at the time of employment.

Pre-Placement Physical

- Vital signs: Height, weight, temperature, blood pressure, pulse & respirations
- Vision screening: Uncorrected, corrected, color depth, peripheral vision, tonometry
- Lab work: HEMGTD, Micro UA Dip, CMET, Lipids
- EKG - resting and stress
- Spirometry
- Audiometry
- Physical examination by a physician to include Pap, Pelvic, and Rectal
- DFWP 10 panel Urine Drug Screening
- PPD
- Tetanus Toxoid



- Chest X-Ray - baseline and every 5 years
- MMR, Polio, Hepatitis B, or titer as needed
- Hepatitis C Screening
- Hepatitis A Screening
- HIV
- PSA

Documentation of vaccination for Rubella (MMR) and Poliomyelitis should be made of these immunizations per recommendations for "Guide for Adult Immunization for Health Care Workers".

NOTE: Hepatitis B immunizations will be scheduled at the pre-placement exam as well as immunization for MMR.

109.02 Employee Annual Physical

A complete medical evaluation will be conducted by an agency selected by the City of Winter Park. The following tests will be performed as part of this evaluation. The employee will be made aware of any deficiencies in their personal fitness. The City will only be made aware of those issues, which make the employee unfit for duty. All referrals to the employee's Primary Care Physician PCP will be handled by the employee and will be the responsibility of the employee's insurance for payment.

Standard Testing

- HEMGTD
- PSA
- CBC
- CMET
- Lipids
- Vital Signs
- Height, weight, temperature, blood pressure, pulse, and respiration
- Titmus Vision Screening
- DFWP 10 Panel Urine Drug Screen
- Spirometry
- Audiometry
- Vision screening
- Lower back flexibility
- Abdominal endurance
- Cardiovascular Fitness



- Stress Test EKG as follows - Baseline and every year
- Hepatitis A Screening
- Hepatitis C Screening
- Exercise consultation and prescription
- Physical examination
- PPD
- HIV (OPTIONAL) may be made at the employee's request

NOTE: All information collected in the course of the above-listed medical examinations is considered confidential and shall be kept in separate files apart from employee personnel files. Access to such information will be limited in accordance with applicable federal, state, and local laws.

109.03 Employee Physical Fitness Maintenance System

It remains the goal of this program to prepare physically all uniformed employees for the rigors of fire service duty and to reduce on the job injuries.

Upon completion of the annual medical physical, each employee shall be provided a prescription for personal fitness improvement. It will be the responsibility of each employee and their supervisor to see that their level of fitness to perform the job duties of a firefighter is maintained at all times.

If deficiencies are indicated the employee with the help of their supervisor and the department's designated Peer Fitness Coordinator will develop an action plan to improve in those areas indicated.

The results of each employee's commitment to personal fitness will be noted on every quarterly and annual evaluation. It will be the responsibility of each supervisor to document either the participation or non-participation of the employee. In addition, the supervisor should indicate any continuing problems noticed during the period, which would indicate the employee's inability to perform basic fire ground functions.

These basic physical functions should include, but are not limited to:

- Walking a significant distance, including stairs while carrying at least 25 lbs. of equipment, without difficulty
- Climbing all types of fire department ladders, including aerial devices
- Bending over to pick up tools and equipment
- Donning of full protective clothing and SCBA within the *State of Florida, Firefighter Minimum Standards* time requirements



Basic physical functions will be evaluated annually during the department's Individual Physical Ability Test (IPAT) for Fire-Rescue personnel.

To provide each uniformed member of the department with the opportunity to maintain their fitness, the City will provide the following:

- Annual medical physical to include fitness prescription
- 1.5 hours per duty day for 24 shift personnel and 3 hours per week for 40-hour personnel as available to use for approved fitness related activities which include:
 - ~~Use of fitness facilities at the City's New England Avenue Community Center~~
 - Use of fitness equipment located in each fire station
 - Use of other facilities, which achieve a quality level of fitness. i.e. jogging around station facilities
 - Other authorized fitness activities as approved by the Fire Chief

109.04 Peer Review Process

Overview

The success of this program depends on a personal commitment to fitness. Each employee must make a commitment to participate to a level, which provides a continued positive impact to his or her performance on the job. In order to address those employees who, in the opinion of their supervisors, fail to meet this goal a Peer Review Committee shall be maintained.

Peer Review Committee

The makeup of the PRC will satisfy the requirements of *Article 2-10 Physical Fitness* of the current Collective Bargaining Agreement. Two employees will be selected by Local 1598 and two by the Fire Chief. Terms shall be for no more than one year selected annually. Individuals may serve more than one term.

- The Division Chief of Fire and EMS Operations will be a non-voting member of the Committee and serve as the moderator.
- During an individual evaluation, the Committee may call upon outside professionals for input. The use of these individuals should be coordinated through the moderator.

The PRC will meet on a quarterly basis for the purpose of monitoring the progress of the department's fitness program, and as needed to evaluate individual employee situations.



It will be the goal of the PRC to:

- Assist the department in the continued progress of the fitness program.
- Make recommendations for improvements to the program.
- Make recommendations to the Fire Chief for action in those cases where an employee has received a negative fitness performance evaluation from their supervisor.

PRC Review Process

All employees who fail to receive a positive fitness performance evaluation from their supervisor will be referred to the PRC for review. The intent of the PRC, when dealing with employee fitness situations is to first establish if the employee is physically able to perform regular fitness exercises and required job duties. This may require that an additional "fit for duty" examination be performed. Secondly, the PRC should work towards seeing that, if able, the employee leaves the meeting with a plan to improve his or her fitness schedule which is agreed upon by everyone.

Supervisors, their subordinate, and the subordinate's representative, if requested, shall meet with the PRC within 14 calendar days after submittal of a negative report to the Moderator of the PRC. Upon receipt of a negative performance report, the Moderator shall forward copies of the report to all PRC members, through the chain of command and set the date for the first meeting.

All meetings of the PRC shall be conducted under Robert's Rules of Order and will require a quorum of three members. The PRC Moderator shall be required to take minutes of each meeting to include audio recordings.

PRC Action Plan

It is the intent of the PRC to see that all employees have the opportunity and ability to maintain a level of physical fitness to perform the job of a firefighter. With this in mind, the PRC will make written recommendations to the Fire Chief within 10 working days of the final meeting with the employee. Copies of the final PRC report will be made available only to employee and the Fire Chief.

As soon thereafter, the Fire Chief will schedule a meeting to discuss the action plan with the employee and their supervisors. The intent of this meeting is to reinforce to the employee the importance placed by the department on being physically prepared to do the job and to discuss the options for future participation in the fitness program.

As a result of this meeting, the Fire Chief may take whatever action necessary for the safety of the individual and the other members of the department.



If the employee has a medical release for full duty from the City's designated physician and has no other valid reason for failing to participate in meeting the outlined fitness recommendations, the employee shall be subject to the progressive discipline policy as described in the City's Personnel Policy Manual.

A report from the Fire Chief will be forwarded to the PRC outlining the agreed upon action plan for the individual employee. The PRC will review the plan and will schedule progress meetings at 30, 60, and 90 days from the date of the meeting with the Fire Chief. Progress reports will be completed and sent to the Fire Chief following each meeting.

Once an employee has been placed before the PRC for review, their progress shall be reviewed for a period of 6 months, at which time a final meeting will be held.

A final report from the PRC will be completed and forwarded to the Fire Chief with a copy of the report placed in the employee's personal file. Employees who fail to meet the requirements of the fitness program will be subject to additional reviews by the PRC.

Multiple PRC Reviews

The PRC may review an employee more than once. If in the future, the employee again fails to meet the department's fitness requirements, the case will be reviewed by the PRC through the aforementioned procedure.

All sustained PRC reviews shall be taken into consideration during any future recommendations and or discipline.

A handwritten signature in black ink, appearing to read "Dan Hagedorn", is written over a horizontal line.

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

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STANDARD OPERATING GUIDELINE

Hiring Process for Firefighter/EMT and Firefighter/Paramedic

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	November 7 th , 2023	Total Pages	3

Purpose: This policy is designed to outline the required procedures and testing that lead to creating an eligibility list for the Firefighter/EMT and Firefighter/Paramedic positions.

Scope: The procedures outlined in this document are governed in part by federal and state law, Division of State Fire Marshal - Bureau of Fire Standards and Training, the City of Winter Park Personnel Policy Manual, *Section 74-56 of the Code of Ordinances of the City of Winter Park* and the Civil Service Board of Winter Park. The eligibility lists created from this process will remain in effect for a period of six months from the date of final certification by the Civil Service Board.

General: The testing and hiring procedures are designed to meet the law's requirements and assist in identifying qualified employees. Candidates for the Firefighter/EMT and Firefighter/Paramedic positions must meet the minimum requirements listed in the department hiring standards.

119.01 Hiring Process

Interested applicants, who are presently certified as Firefighters by the Bureau of Fire Standards and Training/Division of State Fire Marshal of the State of Florida and are certified as Emergency Medical Technicians or Paramedics by the State Department of Health and Rehabilitative Services of the State of Florida may ~~fill out an application through the City of Winter Park Human Resources Department~~ [apply online](#). The applicant must agree to participate in the hiring process.

~~The Department, at its discretion, may choose to allow an applicant to apply via the internet to submit an application or letter of interest.~~

The Fire Chief will request authorization from the Civil Service Board to conduct a civil service test and begin the hiring process.



119.02 Minimum Qualifications

- Graduation from an accredited high school, or equivalent.
- State of Florida, Firefighters Minimum Standards certification, and the State of Florida Emergency Medical Technician or Paramedic Certification. The applicant must possess proof of certification if certificates are unavailable at the time of submittal.
- Applicants must possess a valid Florida Driver's license.
- [Emergency Vehicle Operators Course \(EVOC\) – 16 hours](#)

~~Only those applicants who possess the minimum qualifications for the position of Firefighter will be considered for participation in the process.~~ Each application shall be reviewed for eligibility and those individuals who meet the current minimum job requirements will be invited to participate in the hiring process.

119.03 Candidate Testing Process

- *Written Test* – The candidate must pass the current Civil Service approved entrance exam with a passing score of 70%.
- *Physical Skills Assessment* – The candidate must successfully complete the Firefighter Skills Assessment Exam. The department will ensure the Physical Assessment meets or exceeds the Physical Standards set forth by the State of Florida Bureau of Fire Standards.
- *Personal Background Investigation* – A complete background investigation that includes inquiries into criminal history, driving record, educational level, military service, credit history, references, moral character, and other areas outlined in the publication "Background Investigation Procedures" published by the Florida Department of Law Enforcement and the Department's hiring practices.
- ~~*Civil Service Board Review* – Those candidates who successfully complete the above enumerated steps will be scheduled for an interview with the Civil Service Board. The Civil Service Board will vote for conditional certification, with final certification based on the successful completion of the remaining portions of the testing procedure.~~
- [Personnel Evaluation Profile \(PEP\)](#) – The PEP is a sophisticated, in-depth written survey designed to provide valuable insight into your candidate's background, attitudes, and beliefs concerning key areas such as; honesty, reporting dishonesty, customer service, socialization, drugs, employment background, work ethic, absenteeism, and tardiness. The results can be used to enhance both the candidate's interview as well as the effectiveness of the background investigation.
- *Polygraph Testing* – Candidates must next successfully complete the polygraph evaluations.



Hiring Process for Firefighter/EMT and Firefighter/Paramedic

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- *Fire Department Staff Review and Interview* – The Division Chiefs, Battalion Chiefs, and the Fire Chief, or his designee, will review the test results and interview the candidates.
- *Final Presentation* – The Fire Chief, or designee, will present to the Civil Service Board those candidates who successfully complete all portions of the testing procedure for final certification. This certification shall be valid for a period of six months.
- *Conditional Offer of Employment* – After receiving conditional certification from the Civil Service Board, the candidate will be presented with a conditional offer of employment. The conditional offer of employment allows the candidate to continue the testing procedures. Neither the conditional offer of employment nor the completion of the remaining testing procedures implies or ensures that a formal offer of employment will follow.
- *Medical & Drug Testing* – Upon selection by the Fire Chief or his designee, certified candidates must successfully complete a comprehensive medical examination and drug screening.
- *Probationary Period/Final Civil Service Appointment* – Pursuant to *Section 74-57 of the Code of Ordinances of the City of Winter Park* all new employees will serve a probationary period of twelve (12) months. After successful completion of the probationary period, the employee will be presented to the Civil Service Board for final appointment.

Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire and Human Resources Departments.

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

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STANDARD OPERATING GUIDELINE

Lieutenant and Battalion Chief Selection Process

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	November 7 th , 2023	Total Pages	7

Purpose: To establish procedures for creating an eligible list of employees for promotion to the positions of Lieutenant and Battalion Chief.

Scope: This procedure is to be followed in order to create an eligible list of employees for filling management level positions in the Department.

General: The positions of Lieutenant and Battalion Chief require a level of leadership that is not often found in other occupations. The testing herein listed is designed to identify those candidates possessing the qualities in a candidate that will enable this Department to meet its goals and objectives.

~~General:~~ 120.01 Process Announcement

All vacancies in positions above the lowest grade shall be filled in accordance with Section 74-60 "Promotions", under the City of Winter Park Civil Service Code.

A notice of examination shall be distributed to all departmental personnel via email at least 2 weeks prior to the date fixed for the beginning of the examination. It is the policy of the City of Winter Park to consider City employees for promotional opportunities before applicants from the general public are considered. (City of Winter Park Personnel Policy Manual Section 2.07)

Department members requesting the opportunity to be included in the promotional process shall first meet the minimum requirements set forth for that position.

Pursuant to Civil Service Code, members requesting to participate shall submit a written memorandum of intent to the Fire Chief, through the Chain of Command and shall have said memorandum in the office of the Fire Chief no later than two days (48) hours prior to the start of the Written Examination phase of the process. The memorandum of intent shall be in written form



and must carry the signature of the requesting participant. Other forms such as email, facsimile, etc. are not to be considered as written form and will not be accepted.

120.0102 Position Requirements

Lieutenant

Critical Skills/Expertise:

To be eligible for Lieutenant an individual must have completed all those requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida. A thorough knowledge of the City of Winter Park, including streets and water systems. A thorough knowledge of public buildings gained through pre-fire planning and self study. Thorough knowledge of the elements of combustion and methods of proper extinguishment. Considerable knowledge of chemistry as it applies to toxic and flammable properties of various elements. Considerable knowledge of fire service hydraulics and pumping operations. Considerable knowledge of the proper techniques to perform rescues and first aid operations. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to be a member of and to direct a team.

Knowledge of various types of building construction and related terminology. Ability to deal tactfully and professionally with the public. Ability to gather information and other related data to be used for fire investigation purposes. Must possess and maintain current Emergency Medical Technician or Paramedic certification with the State of Florida.

Minimum Qualifications:

Graduation from an accredited high school, or equivalent, and the successful completion of the Florida State required Minimum Standards course for Firefighters Florida State Emergency Medical Technician or Paramedic Certification, and Florida State Fire Officer Certification—Fire Officer 2 (FO2). Must have a minimum of an A.A., A.S., A.A.S., or equivalent two-year degree from an accredited educational institution. Applicant must have completed (4) four consecutive years' experience in the Fire-Rescue Division of the Winter Park Fire Department, Applicant must possess a valid Florida Driver's license applicable to operating emergency vehicles. Applicant must have passed the medical testing as set forth by the City of Winter Park Fire Department during the previous twelve months to the date of the scheduled ability test. Applicant must also meet all the requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida. A combination of training and experience may qualify an applicant for consideration.

Battalion Chief



Critical Skills/Expertise:

To be eligible for this position an individual must have completed all those requirements for Lieutenant with the City of Winter Park Fire Department, Winter Park, Florida.

A thorough knowledge of the City of Winter Park, including streets and water systems. A thorough knowledge of public buildings gained through pre-fire planning and self study. A thorough knowledge of the elements of combustion and methods of proper extinguishment. A thorough knowledge of chemistry as it applies to toxic and flammable properties of various elements. Considerable knowledge of fire service hydraulics and pumping operations. Considerable knowledge of the proper techniques to perform rescues and first aid operations. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to be a member of and to direct a team.

Knowledge of various types of building construction and related terminology. Ability to deal tactfully and professionally with the public. Ability to gather information and other related data to be used for fire investigation purposes. Must comply with the Bureau of Fire Standards and Training for the State of Florida. Complete knowledge of management and administration of municipal organizations. A thorough knowledge of the City of Winter Park requirements for job functions, departmental orders and procedures. Ability to evaluate and direct efforts to control fire and emergency situations. Ability to lead subordinates and to assign, instruct and review their work.

Minimum Qualifications:

Graduation from an accredited high school, or equivalent, and the successful completion of the Florida State required Minimum Standards course for Firefighters, Florida State Emergency Medical Technician or Paramedic Certification, and Florida State Fire Officer Certification—Fire Officer 3 (FO3). Must have a minimum of an A.A., A.S., A.A.S., or equivalent two-year degree from an accredited educational institution. Applicant must have completed (1) year of experience as a Lieutenant in the Fire-Rescue Division of the Winter Park Fire Department. Applicant must possess a valid Florida Driver's license applicable to operating emergency vehicles. Applicant must have passed medical testing as set forth by the City of Winter Park Fire Department during the previous twelve months to the date of the ability test. Applicant must also meet all the requirements for Lieutenant with the City of Winter Park Fire Department, Winter Park, Florida. Supplemental courses in supervision, fire tactics, and other related topics are desired. A combination of training and experience may qualify an applicant for consideration.

All requirements are outlined in the current job description for each position. Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire and Human Resources Departments.



120.0203 Eligibility

To be eligible to take part in the promotional process, an applicant shall:

- Meet the minimum qualifications [and requirements](#) for the position.

120.0304 Reference and Study Material for Written and Practical Exam

Lieutenant

- Winter Park Fire Department Standard Operating Guidelines
- National Incident Management System – IS 700a or current edition
- Introduction to Incident Command ICS 100 ~~—October 2010—~~or [current edition](#)
- Fire Officer's Handbook of Tactics, current edition, John Norman
- Winter Park Emergency Medical Practice Parameters for EMT

Battalion Chief

- Winter Park Fire Department Standard Operating Guidelines
- National Incident Management System – IS 700a or current edition
- Intermediate ICS for Expanding Incidents – ICS 300 or current edition
- Local 1598 Collective Bargaining Agreement – Current Edition*
- WPFD Community Risk Assessment Standards of Cover – Current Edition*
- City of Winter Park Personnel Policy Manual

*Exact Edition of Local 1598 Collective Bargaining Agreement and WPFD Community Risk Assessment Standards of Cover will be specified during the announcement of the promotional process.

120.0305 Assessment Center Process Lieutenant and Battalion Chief

- Prescreening Phase
- Written Exam - 100 questions from identified sources 2-hour time limit. A score of 70% or better must be achieved to continue in the process.
- Physical Fitness - Must have successfully completed the City required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties as a firefighter.
- Practical Phase for the Lieutenant's Assessment:



A. Written Exam Score	weight	20%
B. Problem Solving Exercise	weight	15%
C. Tactical Exercise	weight	30%
D. Review Board	weight	20%
E. Performance Review	weight	15%

- A Chief Officer from Winter Park Fire Rescue will proctor item "A".
- The Division Chief of Fire and EMS Operations and Two Chief Officers from Winter Park Fire Rescue will rate item "B".
- The Division Chief of Fire and EMS Operations, Division Chief of Safety and Training, and two Battalion Chiefs from Winter Park Fire Rescue will rate item "C".
- The Division Chief of Fire and EMS Operations, a Chief Officer from Winter Park Fire Rescue, a Fire Officer (Lieutenant rank or above) from another fire department within what is commonly referred to as the central Florida region, a member of the Civil Service Board or a member of the City's senior management staff will rate item "D".
- Division Chief of Safety and Training and a Battalion Chief from Winter Park Fire Rescue will rate item "E".

Item (D) "Review Board" shall, at a minimum, consist of one protected class representative.

For the purpose of this guideline, "Fire Service Professional" shall be defined as any person who holds certification as a Fire Officer with the State of Florida, Executive Fire Officer, as defined by the US Fire Administration, or Chief Fire Officer, as defined by the Center for Public Safety Excellence. The individual may be currently employed or worked in the industry within the past five years. The rank of service shall have been at the Company Officer (Lieutenant) or above within their organization. They may also have never worked for or be related to anyone who is or who has ever been employed by the City of Winter Park in any capacity.

The Fire Chief will not be an assessor for items "A-E".

The top five candidates will proceed to an additional interview with the Chief of the Department.

120.0406 Practical Phase for the Battalion Chief's Assessment

A. Written Exam Score	weight	20%
B. Problem Solving Exercise	weight	15%
C. Tactical Exercise	weight	30%



D. Review Board	weight	20%
E. Performance Review	weight	15%

- A Chief Officer from Winter Park Fire Rescue will proctor item "A".
- The Division Chief of Fire and EMS Operations and Two Chief Officers from Winter Park Fire Rescue will rate item "B".
- The Division Chief of Fire and EMS Operations, Division Chief of Safety and Training, and two Chief Officers from Winter Park Fire Rescue will rate item "C".
- The Division Chief of Fire and EMS Operations, a Chief Officer from Winter Park Fire Rescue, a Chief Officer from another fire department within what is commonly referred to as the Central Florida region, a member of the Civil Service Board, or one a member of the City's senior management staff will rate item "D".
- The Division Chief of Fire and EMS Operations, Division Chief of Safety and Training, a Chief Officer from Winter Park Fire Rescue will rate item "E".

Item (D) "Review Board" shall at a minimum, consist of one protected class representative.

For the purpose of this guideline, Fire Service Professional shall be defined as any person who is or was a Chief Fire Officer and holds certification as a Fire Officer with the State of Florida, Executive Fire Officer, as defined by the US Fire Administration or Chief Fire Officer, as defined by the Center for Public Safety Excellence. The individual may be currently employed or worked in the industry within the past five years. The rank of service shall have been at the Chief Officer level or above with their organization. They may also have never worked for or be related to anyone who is or who has ever been employed by the City of Winter Park in any capacity.

The Fire Chief will not be an assessor for items "A-E".

The top three candidates will proceed to a final selection interview with the Chief of the Department.

120.0507 Other Information & Final Selection

Dress for all parts of the examination process will be the issued Fire Department Class "B" uniform.

- All applicants must be on time for all testing procedures. No exceptions will be made.
- A pre-promotional process meeting will be held at least 7 days prior to the written examination. The purpose of this meeting will be to ensure all participants in the promotional process are given the same information about the process.



Lieutenant and Battalion Chief Selection Process

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- The Chief Examiner of the Civil Service Board will submit the ~~scores~~ **qualified list** to the board at the next regular session ~~for making the scores official~~. The ~~qualified~~ list shall be in effect for a period of six (6) months from the date of the Civil Service Meeting where the list is approved **per Civil Service Code**.
- Applicants will be advised of their scores on an individual basis.
- Factors that will be considered for the final selection are:
 - Past evaluations
 - Staff input
 - Physical fitness
 - Time in grade
 - ~~Officer~~ **Required** certification
 - Other training received

The Fire Chief will promote from the top three (3) candidates for Battalion Chief and from the top five (5) candidates for Lieutenant.

Dan Hagedorn

Fire Chief



Winter Park Fire-Rescue department

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STANDARD OPERATING GUIDELINE

Selection Procedures for the Position of Engineer

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	November 7 th , 2023	Total Pages	4

Purpose: To establish the procedure for the selection of employees from the Firefighter position to the position of Engineer.

Scope: The intent of this guideline is to provide employees with the procedures used to create an eligible list of candidates for selection by the Fire Chief to the position of Engineer.

General: The testing herein listed is designed to identify those candidates possessing the qualities in a candidate that will enable this Department to meet its goals and objectives.

121.01 Process Announcement

All vacancies in positions above the lowest grade shall be filled in accordance with Section 74-60 "Promotions", under the City of Winter Park Civil Service Code.

A notice of examination shall be distributed to all departmental personnel via email at least 2 weeks prior to the date fixed for the beginning of the examination.

It is the policy of the City of Winter Park to consider City employees for promotional opportunities before applicants from the general public are considered. (City of Winter Park Personnel Policy Manual Section 2.04)

Department members requesting the opportunity to be included in the promotional process shall first meet the minimum requirements set forth for that position.

Pursuant to Civil Service Code, members requesting to participate shall submit a written memorandum of intent to the Fire Chief, through the Chain of Command and shall have said memorandum in the office of the Fire Chief no later than two days (48) hours prior to the start of the Written Examination phase of the process. The memorandum of intent shall be in written form



and must carry the signature of the requesting participant. Other forms such as email, facsimile, etc. are not to be considered as written form and will not be accepted.

121.0102 Critical Skills and Expertise Position Requirements

To be eligible for this position, an individual must have completed all those requirements for the position of Firefighter with the City of Winter Park Fire Department, Winter Park, Florida.

Basic knowledge of the City of Winter Park, including streets and water systems. Knowledge of public buildings gained through pre-fire planning and self-study. Knowledge of the elements of combustion and methods of proper extinguishment. Some basic knowledge of chemistry as it applies to toxic and flammable properties of various elements. A thorough knowledge of fire service hydraulics and pumping operations. Knowledge of the proper techniques to perform rescue and first aid operations to include the use of all fire department equipment including aerial devices. Ability to perform difficult and dangerous work under emergency hazardous conditions. Ability to work as a member of a team. Basic understanding of various types of building construction and related terminology. Must possess and maintain current Emergency Medical Technician or Paramedic certification with the State of Florida. Must comply with the Bureau of Fire Standards and Training for the State of Florida.

121.02 Minimum Qualifications

Graduation from an accredited high school, or equivalent, and the successful completion of the State of Florida, Firefighters Minimum Standards course with certification and the State of Florida Emergency Medical Technician or Paramedic Certification.

Applicants must possess a valid Florida Driver's license applicable to the operation of emergency vehicles and be able to pass the State required physical examinations. Applicants must have successfully passed the medical testing as set forth by the City of Winter Park Fire Department within the previous twelve months prior to the test date. The applicant shall have successfully completed all the requirements for Firefighter with the City of Winter Park Fire Department, Winter Park, Florida a minimum of twelve months prior to the date of the written test. In addition, the applicant must have completed the previous consecutive (3) three years of employment with the Winter Park Fire Department. A combination of training and experience may qualify an applicant for consideration.



All requirements are outlined in the current job descriptions. Copies of current job descriptions will be maintained by the City and be available at the administrative offices of both the Fire and Human Resources Departments.

121.03 Promotional Process

- Written Test – 100 questions / 2-hour time limit
*A score of 70% or better must be achieved to be eligible to continue in the process.
- Physical Fitness – Must have successfully completed the City required annual medical physical without any restrictions or limitations, and have a favorable recommendation from their immediate supervisor as to their ability to physically perform their duties as a firefighter.
- Practical Testing, Drivers Exam, and Pump Practical
- Employee Evaluation Review

121.04 Reference Material for Written & Practical Exam

- Winter Park Fire Department Master Fire Sprinkler/Standpipe Handbook
- Winter Park Fire Department Standard Operating Guidelines
- Pumping Apparatus Driver/ Operator Handbook – current edition

121.05 Grading Scale

- | | | |
|---------------------------------|--------|-----|
| • Written Test | weight | 20% |
| • Practical Pump Operators Test | weight | 40% |
| • Practical Driving Test | weight | 30% |
| • Evaluation Review | weight | 10% |

121.06 Other Information and Final Selection

- Dress for all parts of the examination process will be the issued Fire Department Class “B” uniform.
- All applicants must be on time for all testing procedures. Anyone arriving late for the written exam will be allowed to sit for the test but will forfeit the time lost. The test will end at the designated time.
- The Chief Examiner of the Civil Service Board will submit the ~~scores~~ **qualified list** to the board at the next regular session ~~for making the scores~~ official. The **qualified** list shall be in effect for a



period of six (6) months from the date of the Civil Service Meeting where the list is approved [per Civil Service Code](#).

- Applicants will be advised of their scores on an individual basis.
- Factors that may be considered for the final selection are:
 - Past evaluations
 - Staff input
 - Physical fitness
 - Time in grade
 - ~~officer~~ [Required](#) certification
 - [Other](#) training received
- The Fire Chief will select from the top five (5) candidates.

Dan Hagedorn
Fire Chief



Civil Service Board

agenda item

item type

Action Items

meeting date

November 7, 2023

prepared by**approved by****subject**

Approval of SOP's

- SOP 162 Holding Facility
- SOP 250 Handcuffing Searching and Transporting Persons
- SOP 308 Public Safety Camera Network

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. SOP 162 Holding Facility 08-23
2. SOP 308 Public Safety Camera Network 10-23
3. SOP 250 Handcuffing Searching and Transporting Persons 10-23

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Holding Facility	SOP #: 162
Rescinds:	SOP #: 266, dated 03/29/1998	Amends:
Effective:		Pages: (09)
Attachments:	"A" Holding Facility Inspection Checklist	

162-1 PURPOSE:

This directive establishes guidelines for the proper operation of the Winter Park Police Department's (WPPD) Holding Facility.

162-2 POLICY:

It is the policy of WPPD to maintain a safe and secure holding facility. Law enforcement officers utilizing the facility shall have the skills, knowledge, and ability to manage, operate, and control said holding facility in accordance with applicable WPPD policy and laws. The holding facility will operate as a short-term temporary holding area used to process ~~arrested persons~~ **prisoners**.

Law enforcement officers will receive training, while in the field training program, on the operation of, and the procedures and policy for the detainment and safe processing of individual(s) who have been placed under arrest. Training will also include fire suppression techniques and the use of fire suppression and safety equipment used in the holding facility.

162-3 PROCEDURE:

- A. Administratively, the Operations Captain shall have the responsibility for the operation and maintenance of the **WPPD** Holding Facility.
- B. General access to the WPPD Holding Facility is restricted to law enforcement officers. All other Department members (this will include cleaning personnel) shall not enter the WPPD Holding Facility when it is occupied by a prisoner. Civilian riders shall be exempt from this prohibition, when riding with a law enforcement officer. Law enforcement officers shall be responsible for civilian riders while in the WPPD Holding Facility. Riders shall remain under direct supervision and control of the law enforcement officer and shall be directed to remain within the secure main areas of the holding facility. Any other exceptions must be approved by the on-duty supervisor.
- C. All holding facility doors should be secure when a prisoner is transferred in and out of the holding facility.

- D. No information shall be released concerning persons being held unless authorized by the on-duty supervisor.

162-4 FIREARMS AND OTHER WEAPONS:

- A. Firearms, ammunition, electronic control devices, knives, and impact weapons are prohibited from being taken into the WPPD Holding Facility when prisoners are present, except in emergency situations when it is necessary to protect the lives of individuals.
- B. The above list is not all-inclusive and is not an attempt to list all possible weapons. The goal is not to supply a prisoner with a ready-made weapon that may be used against the law enforcement officer or other personnel.
- C. Chemical agents will be permitted to be carried by law enforcement officers inside WPPD Holding Facility for protective purposes and will be maintained on the law enforcement officer's duty belt.

162-5 PROCEDURE FOR BOOKING PRISONERS INTO A HOLDING FACILITY:

- A. At WPPD - After entering the sallyport, law enforcement officers should not unload a prisoner until both sallyport gates are completely down and all weapons (as listed in Section 162-4) have been properly secured. Weapons will be considered properly secured when placed inside the closed trunk of the transport vehicle or when locked within storage boxes provided specifically for weapons storage. These storage boxes or lockers are located within the sallyport near the entrance to the WPPD Holding Facility. The law enforcement officer shall retain the key for the locked vehicle or storage locker.
- B. At all times and when within any holding facility, the security of prisoners shall be the responsibility of the transporting law enforcement officer or arresting law enforcement officer until the prisoner is turned over to County corrections personnel. All arrest affidavits, forms, and documentation shall be completed prior to transporting a person to the County corrections facility, unless approved by a supervisor.
- C. At County Jail - When the transporting law enforcement officer arrives at the County corrections facility, the following procedures shall be followed:
 - 1. The transporting law enforcement officer shall leave all of their weapons and chemical agent devices either locked in the trunk of their vehicle or in a locker provided by the jail facility.
 - 2. The transporting law enforcement officer shall give all arrest documents to the receiving corrections personnel.
 - 3. The transporting law enforcement officer shall remove restraining devices from the prisoner only when instructed to do so by the County corrections personnel.

162-6 SEARCHING ARRESTEES/PRISONERS:

- A. Initial searches PRIOR TO TRANSPORT shall include any handbags, packages, suitcases, or any other containers in the possession of the subject at the time of the arrest. The search shall be for weapons, contraband, or any other items that may be of evidentiary value or aid in an attempt to escape.
1. In order to ensure that property is properly categorized, transported and held in a safe manner, any bag or container (including a locked bag or container) collected from an arrested person or a person being transported for an involuntary examination, shall be subjected to an inventory search PRIOR to the bag or container being transported to the jail, juvenile assessment center, receiving center, or placed into the Property & Evidence Section as either evidence or safe keeping.
 2. If circumstances warrant, an initial cursory search may be completed PRIOR to transport in order to ensure that no dangerous items are contained in the bag or container prior to transport. A more extensive search may be done in a more secure environment to document the contents of the bag or container, if a further search is warranted to complete the documentation.
- B. All ~~persons arrested~~ prisoners will be searched **again** for weapons and contraband PRIOR to entering the holding cell. This is the responsibility of the transporting law enforcement officer. Whenever possible, searches should be done by a law enforcement officer of the same gender or gender identity as the arrestee.
- C. In the event that a transgender or gender-nonconforming person is required to be searched at the WPPD Holding Facility, the individual's gender of preference should be honored. However, if a law enforcement officer of the requested gender is not available to respond to the WPPD Holding Facility within a reasonable amount of time, the search may continue, following protocol in searches of the opposite gender.
- D. If a strip search is necessary to discover weapons, contraband or evidence, the search shall NOT be conducted at the WPPD nor by any WPPD member. Any strip search needed will be requested to be conducted by the Orange County Sheriff's Office Corrections personnel, at the jail. ~~will remain handcuffed until the searching law enforcement officer deems that it is safe to do so.~~ Per OCSO policy, all strip searches will be conducted according to Florida Statutes and include reporting requirements. Requests for and the results of strip searches by OCSO personnel shall be documented in a supplemental report completed by the WPPD arresting law enforcement officer. ~~and SOP #: 250. Attachment "A" Strip Search Authorization Form shall be completed and signed by the on-duty supervisor.~~
- E. Body cavity searches will comply with Florida State Statutes and may only be conducted after a warrant for the search is obtained, and must be performed by certified medical personnel only. All documentation from a body cavity search shall be added and maintained in the original case package.

162-7 SEARCHING OF WPPD HOLDING FACILITY CELLS:

- A. It shall be the responsibility of each law enforcement officer to search the WPPD Holding Facilities prior to their use. The search shall include looking for any weapons, contraband, and damaged equipment **property**. Damaged equipment **property** shall be documented with a notification sent to the law enforcement officer's supervisor, who shall in turn, ensure the Captain of Operations is made aware of any damages.
- B. After the release of persons from a holding cell, the cell shall be searched again by the law enforcement officer using the facilities.
- C. All tools, scissors, cleaning equipment, or other potentially dangerous items must be stored in the utility room or rest room behind the adult booking counter to reduce prisoner access to the items. The doors to the utility room and employee rest room should remain closed at all times when there is a prisoner in the WPPD Holding Facility common area.

162-8 PRISONERS IN NEED OF MEDICAL ATTENTION:

- A. Only law enforcement officers or trained medical personnel may enter an occupied cell to check on prisoners complaining about sickness or injury.
- B. Law enforcement officers will call for medical assistance, via the Communications Center, when a request is made by the prisoner for medical assistance.
- C. When a prisoner appears to be ill or complains of an illness **or injury**, law enforcement officers will take all measures available to keep the prisoner away from other prisoners held in the area. If necessary, law enforcement officers will terminate processing and immediately transport prisoners to the county corrections facility or appropriate medical facility.
- D. Law enforcement officers shall call for medical personnel when a prisoner is in need of emergency medical attention (i.e., broken bones, bleeding, **chest pain, shortness of breath**, etc.). The prisoner shall be transported by medical rescue vehicle to a local hospital, when recommended by responding medical personnel. The arresting law enforcement officer will ride in the back of the medical rescue vehicle to the hospital with the prisoner and the medical personnel.
- E. Prisoners who appear sick, complain of symptoms, or have observable MINOR injuries may be transported for treatment to a local hospital by the arresting law enforcement officer after first being examined by medical personnel and when recommended by responding medical personnel. When transported by the law enforcement officer or when transported via medical personnel, the prisoner will normally be transported in restraints, which shall only be removed with orders from a medical authority and the restraints shall be reapplied as soon as feasible.
- F. While a prisoner is being treated at a **any** medical facility, the transporting law enforcement officer shall keep the prisoner in view at *all* times. **The transporting law**

enforcement officer shall maintain custody and control of prisoners taken into custody at all times. ~~If necessary, the prisoner may be handcuffed.~~ Prisoners receiving medical treatment should have handcuffs removed when directed to do so by attending physician or medical staff, or if a prisoner is in need of medical care; restraints shall be reapplied as soon as feasible.

162-9 DETAINING PRISONERS IN THE WPPD HOLDING AREA - SPECIAL CIRCUMSTANCES:

- A. Females and male prisoners shall not be detained in the same cell, and juveniles shall not be detained in the same vicinity as adult prisoners. In the event that a transgender or gender-nonconforming person is in custody and requires being held, and other arrestees are present and not enough cells are available for single use, the prisoner should be consulted on where they feel most safe before placement, and every effort will be made to ensure the person will be placed where they say they will feel most safe.
- B. By law, juveniles shall be kept separated by “sight and sound” from adult prisoners.
- C. The WPPD Holding Facility is constructed to facilitate the secure booking of adults and juveniles of different sexes at the same time in accordance with applicable state law governing the separation of the sexes and juveniles from adults. However, should circumstances arise wherein such separation cannot be maintained, the arresting law enforcement officer shall notify the on-duty shift supervisor for instructions regarding transporting prisoners to an alternate booking facility.
- D. The maximum capacity of the WPPD Holding Facility is 19 prisoners. Supervisors should utilize one of the following options if the number of arriving prisoners exceeds the maximum capacity:
 - 1. Send units directly to Orange County Corrections for prisoner processing.
 - 2. Arrange for other units to begin transporting prisoners that have completed the booking process to Orange County Corrections.
 - 3. Request that Orange County Corrections respond to take custody and transport prisoners that have completed the booking process.
- E. Juveniles arrested for violations of Florida State Statute (FSS) 562.111, Possession of Alcoholic Beverages by a Person Under Age 21, may only be taken into the holding facility long enough to be fingerprinted and photographed. The juvenile must then be removed from the WPPD Holding Facility and moved to a non-secure area of the Department for the remainder of the booking process. The completion of arrest paperwork, interviewing of the juvenile, contacting of parents, and arranging of alternative placement must all occur outside of the WPPD Holding Facility. The juvenile may remain handcuffed at the law enforcement officer’s discretion, but may not be handcuffed to objects such as chairs, railings, or any other items.

- F. The following procedures should be followed with prisoners that are extremely violent or self-destructive. Law enforcement officers will:
1. Place the prisoner alone in a cell and monitor them closely.
 2. Use appropriate restraining devices as discussed in SOP#: 250, Handcuffing, Searching, and Transporting Persons ~~Section 250-6, Additional Equipment.~~
 3. Request the assistance of another law enforcement officer to respond to the WPPD Holding Facility to assist with the safe processing and transporting of the violent/self-destructive prisoner.
 4. Transport immediately to Orange County Corrections and provide proper notification to correctional personnel of the prisoner's behavior.
- G. Law enforcement officers should be in a heightened state of awareness when a prisoner under the influence of alcohol or drugs is present, and should closely monitor the prisoner. Law enforcement officers may use additional restraining devices as discussed in Section **SOP** 250-6, **and/or** summon medical assistance as required, to ensure the safety and well-being of prisoners under the influence of alcohol or drugs. Processing and transport shall be completed without undue delay.
- H. Prisoners who are to be released from the WPPD Holding Facility after being issued a Notice to Appear shall be positively identified by the arresting law enforcement officer prior to release. In addition, property initially taken by the law enforcement officer and not submitted to Property and Evidence will be returned to the prisoner, upon their release. It shall be documented on the prisoner property form with the prisoner's signature.

162-10 ENTERING OCCUPIED CELLS:

- A. All doors within the WPPD Holding Facility are monitored and controlled electronically by Communications Center personnel. To enter a cell, a law enforcement officer may either use a key or contact the Communications Center to request that the cell door be unlocked.
- B. Law enforcement officers will not normally enter a holding cell that is occupied by a prisoner. Prisoners should be directed into and out of holding cells from the common area.
- C. Situations requiring a law enforcement officer to enter an occupied holding cell (prisoner refusal to exit, restrain violent prisoner, etc.) will require two or more law enforcement officers.

162-11 KEY CONTROL:

All supervisors shall have a key to the holding cells. In case of an emergency requiring immediate access to a holding cell, a key shall be kept in the utility room behind the adult booking counter within the holding facility.

162-12 HOLDING FACILITY REPORTS:

The on-duty supervisor shall be responsible for filing reports and notifying the chain of command (immediately) of any unusual occurrences concerning the WPPD Holding Facility (i.e. attempted suicide, arson, injured prisoner, and escape).

162-13 MONITORING PRISONERS:

A. At no time will any prisoner be left unattended in the WPPD Holding Facility. The prisoner shall be under continuous observation and control of a law enforcement officer at all times while in the holding facility.

The video monitoring cameras in the WPPD Holding Facility are a live feed, which is displayed in the Communications Center. To protect prisoners' privacy, the video cameras shall be placed in such a way as to allow the prisoners the ability to use the commodes (located in each holding cell) without an invasion of privacy.

B. PRISONER DOCUMENTATION –

1. If an arrested adult is identified as suicidal or a danger to themselves, when possible, they should be immediately transported to the nearest mental health facility or medical receiving center, dependent upon the specific circumstances. Any arrested adult who meets this criterion and is not immediately transported due to specific circumstances, shall be documented a minimum of once every fifteen (15) minutes. The documentation shall be written on a log which is maintained in the WPPD Holding Facility area.

2. ALL juveniles held in the holding facility shall be documented, a minimum of every ten (10) minutes, on a log which is maintained in the WPPD Holding Facility area. The juvenile log shall be maintained in a locking cabinet located in the juvenile holding area. Arresting law enforcement officers will retrieve the juvenile log when detaining a juvenile in the holding area and complete the log per policy requirements. Prior to removing the juvenile from the holding area, the arresting law enforcement officer shall place the log back into the locking cabinet, lock it, and return the key to its designated location.

C. Detention J1 is to be used only in emergency situations or when no other cells are available. A law enforcement officer must remain by the door at all times to monitor any prisoners in Detention J1. The video monitoring system contained within Detention J1 is not to be used as a substitute for remaining present with the prisoners, as portions of the cell cannot be observed without invading the prisoner's privacy.

- D. There is no requirement that prisoners be supervised by members of the same sex; male prisoners may be supervised by female law enforcement officers, and female prisoners may be supervised by male law enforcement officers. In the event that a transgender or gender-nonconforming person is in custody and requests a law enforcement officer of the same gender identity, efforts should be made to accommodate the arrestee. If a law enforcement officer of the requested gender is not available to respond, it shall be noted in the arrest report. Applicable to all arrestees, law enforcement officers should exercise discretion and summon a law enforcement officer of the same sex as the prisoner, if a situation warrants. Careful consideration shall be given if the prisoner/detainee displays or engages in any lewd, immoral, or any other objectionable behavior, the law enforcement officer will notify a supervisor. When possible, a law enforcement officer of the same gender (or gender ID) as the prisoner/detainee will be sent to continue the observation of and/or assist with further necessary processes.
- E. Prisoners may remain handcuffed behind-the-back or be handcuffed to the openings in the stainless-steel benches at the discretion of the monitoring law enforcement officer. Prisoners may not be handcuffed to any other objects in the holding facility.

162-14 VISITATION:

Due to short detention stays, the only visitors that will be allowed personal access to the detainee will be their attorney if permitted by the on-duty supervisor. Any visitors shall submit to a pat down search.

162-15 FIRE EQUIPMENT, INSPECTIONS, AND MAINTENANCE:

- A. Weekly Inspections – On a weekly basis, the Operations Captain or their designee shall inspect the WPPD Holding Facility for any operational wear or tampering. The inspection shall include locks, doors, walls, air conditioning units, plumbing equipment, fire suppression equipment including fire extinguishers, fire detection devices and fire alarms, and the first aid kit. Any defective or damaged equipment shall be repaired or replaced immediately. The Operations Captain shall notify the Deputy Chief of any repairs. Replacement of items in the first aid kit shall be accomplished immediately. The Operations Captain will have maintained all weekly inspection forms in accordance with the Florida General Records Schedule.
- B. Annual Inspections – The fire alarm and heat and smoke detection system, along with other fire suppression equipment are inspected annually by both the Winter Park Fire Department and the contracted fire system company. Maintenance of fire suppression equipment shall be accomplished pursuant to the manufacturer's recommendations, industry standards, or as required by the applicable City of Winter Park fire code.

162-16 HOLDING FACILITY EVACUATION:

- A. All law enforcement officers will adhere to the following procedures:
 - 1. Arresting law enforcement officers are responsible for evacuating their prisoners in the event of a fire in the police station or holding facility.

2. If evacuation from only the WPPD holding cells is necessary, prisoners will be handcuffed and moved to the sallyport. Both sallyport gates shall remain closed while prisoners are present. At least one law enforcement officer shall remain with the prisoners while secured within the sallyport.
 3. If evacuation from the WPPD Police Station is necessary, all prisoners will be transported to the Orange County Correctional Facility.
 4. All rescue, evacuation, and firefighting activities shall be coordinated through the Winter Park Fire Department officer in charge.
 5. Personnel shall not re-enter or bring prisoners back to the holding facility until the Winter Park Fire Department has inspected and released the entire facility.
- B. Evacuation maps will be posted within the WPPD Holding Facility area with marked emergency exits and marked direction to hazard-free areas.

162-17 SMOKING IN HOLDING FACILITY:

At no time will smoking be allowed in the WPPD Holding Facility. Arresting law enforcement officers will search arrestees/prisoners to ensure no prisoner enters a holding cell with any smoking or combustible materials.

162-18 FIRE CONTAINMENT:

Fire extinguishers are present in both the adult and juvenile holding facility areas. All attempts shall be made to contain fire and smoke by closing doors in situations where the use of a fire extinguisher is not practical.

162-19 SAFETY AND SECURITY:

Law enforcement officers shall have their police radio turned on while in the WPPD Holding Facility with a prisoner. In response to an emergency situation or a security threat, law enforcement officers shall utilize their police radio as a means of two-way communication and communicate the nature of the incident to the Communications Center.

Drafted: GB06-97 /filed: 266.doc /revised: MD10-03 /revised: TP2-05, 07-05, 09-06 /revised: JEA10-11 /revised: KEG11-14 /revised: KWR03-18 /revised: KG04-18 /revised: KG10-19/revised: KEOF07-22/revised: KEOF08-23



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title: PUBLIC SAFETY CAMERA NETWORK **SOP #:** 308

Rescinds: **Amends:**

Effective: October 2, 2023 **Pages:** (19)

Attachments:

308-1 PURPOSE:

It is the policy of the Winter Park Police Department (WPPD) to utilize available camera technology within our Public Safety Camera Network to supplement crime prevention efforts, criminal investigations, and prosecution efforts already in place at the WPPD. Camera technology will improve officer safety and increase situational awareness. The camera technology serves to improve the delivery of police services within the WPPD's jurisdiction and contribute to increased public safety for our citizens and visitors.

The Public Safety Camera Network is intended to rapidly identify those committing crimes within the view of the Public Safety Cameras, to deter crime, and to assist in successfully prosecuting those who are committing crimes in the WPPD's jurisdiction. The WPPD shall comply with all Federal, State, and Agency ordinances, laws, and regulations regarding privacy.

308-2 POLICY:

It is the policy of the WPPD to utilize the integrated resources of investigative and patrol functions to maintain an effective criminal investigative function to combat criminal activity, in accordance to the laws of the State of Florida.

308-3 DEFINITIONS:

- A. **PUBLIC SAFETY CAMERA NETWORK** – any camera providing access to either live or recorded views that have been integrated within the WPPD's Video Management System (VMS).
- B. **AGENCY CAMERAS**- Any camera installed and maintained by the WPPD. These cameras are accessible to authorized users via the approved VMS. Investigative Criminal Intelligence Unit (ICIU) has overall responsibility of the installation and maintenance of Agency Cameras.
- C. **JURISDICTION CAMERAS** - Any camera installed and maintained by any entity or department under the same authority of the WPPD's jurisdiction (other than agency cameras, private donor cameras, and traffic cameras). These cameras are integrated and accessible to the WPPD through the approved VMS.

- D. **TRAFFIC CAMERAS** - Traffic cameras refer to those cameras maintained by the City of Winter Park traffic engineering department and the Florida Department of Transportation within the jurisdiction of the WPPD. These departments are responsible for selecting the default home location of the cameras. Traffic Cameras are live-view only and are not capable of recording.
- E. **PRIVATE DONOR CAMERAS** – Any camera feed owned and maintained by a private entity and the private entity voluntarily elects to participate in the Public Safety Camera Network by providing access to camera feeds. All accessible private donor camera feeds will be further documented by a Terms and Conditions Agreement and all access and settings will be determined by the private donor.
- F. **REAL TIME CRIME CENTER (RTCC)** – The ICIU Sergeant is responsible for the operation, maintenance, training, and staffing of the RTCC. The RTCC will be monitored by designated personnel to provide support during active calls for service, active investigations, special details, emergency operations, requests for assistance, and for authorized proactive use.
- G. **VOLUNTEER CAMERA REGISTRY** – Private citizens and business owners with recorded surveillance equipment can volunteer to provide their location and contact information via a registry. Should an incident occur in the area where private surveillance equipment exists, the registry would provide potential evidence of locations and contact information to inquire if a recorded video exists. The volunteer camera registry does not provide live access to the private surveillance equipment.

308-4 AGENCY CAMERA LOCATIONS

- A. **PRIVACY**- Agency cameras shall not be installed in a location where there is a reasonable expectation of privacy, unless a search warrant has been issued authorizing the installation or a warrant exception exists (i.e. Consent, etc).
- B. **CAMERA LOCATIONS**- Agency cameras shall be placed in areas based on security analysis, the specific needs of the WPPD, and relevant crime trends. The location of agency cameras is exempt from public records. To protect the integrity of the system, employees shall not include the exact location of the cameras within their reports. Camera locations may be visible to authorized users on the approved map-based VMS.
- C. **AGENCY CAMERA VIDEO RETENTION**- Unless otherwise required by the evidence policy, by court order, or by law, agency camera recordings shall be retained for thirty (30) days and shall then be automatically overwritten. It is the responsibility of those who may need a video to request the video from ICIU.

308-5 CAMERA MONITORING AND OPERATIONS

- A. **PUBLIC SAFETY CAMERA NETWORK-** The ICIU shall have overall responsibility for the Public Safety Camera Network. Monitoring the Public Safety Camera Network will take place in the RTCC and within the Communications Center. There may be instances when special events, emergency operations, or special details require personnel to monitor the Public Safety Camera Network from remote locations.
- B. **MONITORING/OPERATING AGENCY CAMERAS-** Authorized users will monitor agency cameras and may operate them at any time when deemed appropriate to assist with an active call for service, active investigation, special detail, or specifically requested assistance. RTCC personnel and supervisors who are authorized users may proactively operate agency cameras to conduct virtual patrols. Authorized users of the VMS may review video footage for evidence captured on any agency camera.
- C. **MONITORING/OPERATING JURISDICTION CAMERAS-** Authorized users may monitor jurisdiction cameras and may operate them at any time when deemed appropriate to assist with an active call for service, active investigation, special detail, or whenever requested for assistance. Authorized users may proactively operate jurisdiction cameras should a camera be in a location that would assist operations or when otherwise authorized by the entity. Authorized users of the VMS may review video footage for potential evidence captured on any jurisdiction camera related to a law enforcement incident if such access is available.
- D. **MONITORING/OPERATING TRAFFIC CAMERAS-** Traffic cameras may provide a live camera view near an active public safety incident but they do not have capabilities of being recorded. All traffic camera settings shall be assigned by the jurisdiction traffic department, including any home settings.
- Authorized users will only access and view a live video feed from a traffic camera under the following circumstances:
1. Traffic cameras are connected to a device capable of sharing the feed with the WPPD.
 2. A public safety incident or call for service is reportedly occurring in the immediate area of a traffic camera location.
 3. For routine audits of the Public Safety Camera Network for system maintenance and/or approved training.
- E. **MONITORING PRIVATE DONOR CAMERA FEEDS-** Private Donor Camera feeds will not be recorded by the agency nor will they be considered in possession of the agency. All video footage shall be the property of the private donor. The process by which recorded video is reviewed and shared by the private donor will be at the sole discretion of each

private donor. Private donor camera views will not be accessed by any user unless the following exist:

1. A Terms and Conditions Agreement exists between the private donor and the WPPD.
2. Agency will only have access to areas where the public has no reasonable expectation of privacy unless another legal exception exists.
3. The private donor obtains and utilizes specific equipment to enable agency access to their cameras.
4. The private donor agrees to share any video footage for investigative purposes. The WPPD may retain video footage that is believed to be relevant to a criminal investigation for reviewing and investigative purposes. The WPPD will request video footage of evidentiary value from the donor and submit the video footage into evidence in accordance with SOP 390 (Property and Evidence) and the Evidence Submission Manual.
5. The private donor is responsible to respond to any request from the media or public regarding their cameras. All private donor video is owned by the private donor and is not subject to public records requests.
6. The WPPD shall not access a live video feed or control private cameras unless related to a public safety incident, call for service, at the request of the donor, or routine audits of the Public Safety Camera Network for system maintenance, and approved training.

308-6 AGENCY ACCESS TO CAMERA NETWORKS

- A. Authorized RTCC members will have access to the Public Safety Camera Network in its entirety.
- B. User permissions for all other authorized users will be determined and set by VMS administrators.
- C. Authorized users of the WPPD will be given access to the Public Safety Camera Network through both the web and mobile applications. Authorized users may view Public Safety Camera Network Cameras for legitimate police purposes only, while on duty. Mobile application users have the option to send and receive direct messages (text and video) with other authorized users, allow GPS monitoring of the user's location, and live streaming video/audio to other authorized users. These features are initiated by the mobile application user.

308-7 TRAINING AND COMPLIANCE

- A. All users are required to receive initial training on the VMS by sworn RTCC personnel or designated VMS administrators, prior to receiving access to the VMS and Public Safety Camera Network.
- B. All user activity in the VMS is logged within the VMS. Random audits will be conducted to ensure compliance. Any misuse of the video management system may result in the revocation of access privileges and/or corrective action.
- C. The Public Safety Camera Network is not a substitute for traditional policing methods and sworn employees shall not delay their response to calls for service, emergency situations, or requests for assistance due to the use of the Public Safety Camera Network. Sworn employees will respond to all calls for service and shall not utilize the Public Safety Camera Network in lieu of a response, unless approved by a supervisor.

Drafted: JD10-23 /filed: 308 /revised:



Timothy Volkerson
Chief of Police

Title:	Handcuffing, Searching and Transporting Prisoners/Persons in custody	SOP #: 250
Rescinds:	SOP #: 264, dated 01/01/2000	Amends:
Effective:		Pages: (12)
Attachments:	"A" Arrestee Property Form	

This policy establishes guidelines for the handcuffing, searching, and transporting of prisoners/persons taken into custody, by law enforcement officers of the Winter Park Police Department (WPPD).

It shall be the policy of the WPPD that all law enforcement officers follow the procedures set forth in the handcuffing, searching, and transportation of persons. This policy applies to law enforcement officers and communications personnel.

Persons in Custody – Someone being held in custody or confinement (may or may not be under physical restraint). This can include persons taken as a result of an arrest or a Baker Act/Hal Marchman Act.

Prisoner - Any person arrested by a law enforcement officer.

Once a law enforcement officer makes an arrest and takes a prisoner or person in custody, that law enforcement officer is responsible for them until such time as they are formally turned over to another law enforcement officer, transport officer, medical personnel, or corrections personnel, or otherwise released from custody or confinement.

When a prisoner is being treated at or is admitted into a medical facility or hospital, the transporting law enforcement officer shall keep the prisoner in view at all times. The transporting officer shall maintain custody and control of all persons taken into custody, unless prohibited by medical personnel.

250-5 PROCEDURE FOR HANDCUFFING INDIVIDUALS:

- A. For the safety of law enforcement officers, prisoners, and the community, all persons arrested or taken into custody by the WPPD should be handcuffed behind their backs with the handcuffs double locked, unless one of the following circumstances exists:
 - 1. The law enforcement officer may handcuff a person in front of their body in situations where the law enforcement officer feels that such restraint is justified to prevent injury to the prisoner.
 - 2. The law enforcement officer may justify not handcuffing a person at all due to unusual circumstances, such as extremely young children, advanced age, or persons with certain disabilities.
 - 3. When the law enforcement officer has decided to release the prisoner at the scene on a Notice to Appear, and uses their discretion not to handcuff the individual.
- B. Once a law enforcement officer has decided to make an arrest, for the safety of all involved, the prisoner shall be secured as soon as possible, prior to conducting a search.
- C. The handcuffing of an individual does not always constitute an arrest. There may be times, for the safety of the law enforcement officer, that person is handcuffed. However, the law enforcement officer must be able to justify this action.
- D. Baker Acts and Hal Marchman Transports – Law enforcement officers shall follow agency policy and FSS regarding the extent and types of restraints utilized during the transport of persons who meet the criteria for voluntary and involuntary examinations.

250-6 HANDCUFFING SPECIAL CIRCUMSTANCES/PROHIBITIONS:

- A. Law enforcement officers will use their utmost discretion when handcuffing disabled persons.
- B. For Baker Acts and Hal Marchman Acts, law enforcement officers shall restrain a person(s) in the least restrictive manner available and appropriate under the circumstances. They should handcuff any person being transported for Baker or Hal Marchman Acts who exhibits violence or the potential for injury to themselves or others.
- C. Prisoners receiving medical treatment should have handcuffs removed when directed to do so by attending physician or medical staff, or if a prisoner is in need of medical care; **restraints shall be reapplied as soon as feasible**. If the prisoner has exhibited violence or is an escape risk, the law enforcement officer may at their discretion handcuff the prisoner to an examining table/bed.
 - 1. The handcuffing of injured persons is left up to the discretion of the law enforcement officer. The law enforcement officer's decision should be based on

the extent of the injury, and the totality of circumstances involved in the specific incident.

2. In the event a prisoner should be admitted to a medical facility, the arresting law enforcement officer shall maintain custody and control of the prisoner until relieved by Orange County Corrections personnel or another law enforcement officer. Should a prisoner require extensive medical treatment or the Orange County Correctional facility not have the ability to provide relief within a reasonable amount of time, consideration may be made to release the prisoner for medical care and have criminal charges filed with the State Attorney's Office after discussion with a supervisor.
- D. Hog tying is defined as securing the prisoner's feet to their handcuffed hands behind the back. Hog tying is prohibited by the WPPD.
 - E. At no time will a prisoner/person in custody be handcuffed to any part of the law enforcement officer's vehicle.
 - F. In the absence of other options, two prisoners may be handcuffed together using one set of cuffs. In such cases the law enforcement officer should handcuff the prisoners (right arm to right arm).
 - G. Leg manacles may be utilized on prisoner's arms in cases where the prisoner is extremely muscular or obese.
 - H. Handcuffs may be left on prisoners at the holding facility if removal would result in the likely injury to the law enforcement officer, the prisoner, or others.
 - I. Pregnant Prisoners/Person in custody:
 1. In addition to any specific requirements found in paragraphs below, any restraint of a prisoner who is known or suspected to be pregnant shall be restrained in the most reasonable and appropriate manner under the circumstances in order to mitigate the possibility of adverse clinical consequences to the mother or child.
 2. A pregnant prisoner/person in custody who either appears to be in the third trimester of pregnancy (or who voluntarily provides her term information) shall not have leg, ankle, and waist restraints used except when significant documentable security reasons are noted by the officer or agency to the contrary that would threaten the safety of the prisoner, the unborn child, or the public in general. If wrist restraints are used, they must be applied in the front so the pregnant prisoner/person in custody is able to protect themselves from a forward fall.
 3. When requested by a physician or by emergency medical personnel treating any pregnant prisoner/person in custody, leg, ankle, and waist restraints shall not be used except when significant documentable security reasons are noted by the law enforcement officer or agency to the contrary that would threaten the safety of the prisoner/ person in custody, the unborn child, or the public in general.

4. If a pregnant prisoner/person in custody is in labor, delivery, or postpartum recovery, restraints of any type shall not be used unless the law enforcement officer determines that the prisoner/ person in custody presents an extraordinary public safety risk, for which the law enforcement officer may be authorized to apply restraints. Under no circumstances shall leg, ankle, or waist restraints be used on any pregnant prisoner/ person in custody who is in labor or delivery.
5. Notwithstanding the aforementioned provisions, and for any such extraordinary circumstance, the type of restraint applied and the application of the restraint must always be done in the least restrictive manner.

250-7 ADDITIONAL EQUIPMENT:

- A. Law enforcement officers may need to use additional equipment when handling prisoners who have committed serious crimes and are escape risks, or when securing more than one prisoner, prisoners who have exhibited violence, or prisoners who are attempting to injure themselves.
- B. A hobble is defined as a device that prevents or limits the movement of a person by tethering one or more legs. Use of a hobble device is permitted if used in accordance with Department training.
- C. Law enforcement officers may utilize flex-cuffs in the absence of sufficient handcuffs.
- D. Leg manacles and/or leg restraints may be used on individuals who are an escape risk or who are excessively violent, to prevent injury to the law enforcement officers or the prisoner.
- E. A law enforcement officer may utilize a protective helmet to protect the head of the prisoner from injury in cases where a prisoner is attempting to injure themselves by banging their head against hard objects.

250-8 WRAP RESTRAINT

- A. The WRAP restraint device is a temporary restraining device that immobilizes the body and restricts a subject's ability to kick or do harm to oneself and others. This device minimizes the time to secure a person safely, restrain the subject in an upright position, and have the subject prepared for transport or movement.
- B. The WRAP is to be used by trained law enforcement officers only. The WRAP shall be used in accordance with WPPD policy and training.
- C. The WRAP may be used with law enforcement supervisory approval prior to or after a violent or potentially violent/combatative prisoner or person in custody using approved WPPD methods.
- D. Law enforcement officers should not assume that the WRAP is escape proof.

- E. Once applied, the subject shall not be left unattended.
- F. The WRAP may be considered for use under the following situations:
 - 1. Whenever a law enforcement officer anticipates possible violent/combative behavior due to observations of the subject's agitated state or increasing verbal and physical violence.
 - 2. To immobilize a violent/combative subject.
 - 3. To limit violent/combative subjects from causing injury to themselves or others.
 - 4. To prevent violent/combative subjects from causing property damage.
 - 5. When conventional methods of restraint may not be effective.
 - 6. When transporting violent/combative subjects.
- G. Applying the WRAP:
 - 1. The device must be applied by a minimum of two (2) law enforcement officers, if the subject is passive.
 - 2. For violent or combative subjects, three (3) or more law enforcement officers should be used to apply the device.
 - 3. Once secured, the subject shall be placed in the seated position or on their side. This will increase the oxygen recovery rate and reduce the incidents of respiratory fatigue or positional asphyxia.
 - 4. The subject shall remain under observation while the device is deployed and in use. The subject shall never be left unattended and medical personnel will be summoned if additional medical assistance is needed.
 - 5. The WRAP restraint device is a temporary restraining device. The leg bands and shoulder harness must be checked for tightness and re-tightened or loosened as necessary until the wrap is removed.
- H. Transporting or escorting subjects restrained with a WRAP:
 - 1. To carry the restrained person, a minimum of three (3) law enforcement officers will be used. Depending on the size and weight of the subject, more law enforcement officers may be necessary. Proper lifting techniques should be used to prevent unnecessary injury.

2. Restrained subjects may be transported in a patrol unit. Prior to transport, law enforcement officers will re-check all belts to ensure that they are securely fastened. The subject shall be in a seated upright position and secured by a seat belt.
 3. Subjects transported in a WRAP restraint shall be transported directly to the appropriate receiving facility (e.g. jail, mental health intake facility, etc.). They shall not be transported to the WPPD Station for processing.
 4. When transported by ambulance, the subject shall be accompanied by a law enforcement officer.
- I. Anytime the device is used, the circumstances requiring its use shall be documented in a police report.

250-9 SEARCHING OF PRISONERS AND IN-CUSTODY TRANSPORTS:

- A. In all arrests and in-custody transports, where the person is to be transported, the arresting/transporting law enforcement officer shall be responsible for conducting a thorough search of the prisoner or person in custody being transported. This requirement shall apply to all transports including transfers from other law enforcement officers or agencies. The search shall include any handbags, packages, suitcases, or any other containers in the possession of the subject at the time of the arrest. The search shall be for weapons, contraband, or any other items that may be of evidentiary value or aid in an attempt to escape.
- B. If an arresting/transporting law enforcement officer utilizes a secondary law enforcement officer for transport, it is still the responsibility of the arresting/initial transporting law enforcement officer to conduct a thorough search.
 1. In order to ensure that property is properly categorized, transported and held in a safe manner, any bag or container (including a locked bag or container) collected from an arrested person or a person being transported for an involuntary examination, shall be subjected to an inventory search PRIOR to the bag or container being transported to the jail, juvenile assessment center, receiving center, or placed into the Property & Evidence Section as either evidence or safe keeping.
 2. If circumstances warrant, an initial cursory search may be completed PRIOR to transport in order to ensure that no dangerous items are contained in the bag or container prior to transport. A more extensive search may be done in a more secure environment to document the contents of the bag or container, if a further search is warranted to complete the documentation.
 3. An inventory of property shall be completed prior to entry into a detention or receiving facility or submission to Property & Evidence.

- C. Any law enforcement officer placing prisoner or person in custody transport in their vehicle will conduct a search, regardless of any prior searches that may have been conducted.
- D. In the event that a transgender or gender-nonconforming person is required to be searched, the individual should be consulted on what gender they feel most comfortable being searched by and an effort will be made to honor the request. However, if a law enforcement officer of the requested gender is not available within a reasonable amount of time, the search may continue, following protocol in searches of the opposite gender (see below).
- E. Persons being transported in conjunction with Baker or Marchman Acts shall be searched for weapons and contraband.

250-10 SEARCHES OF MEMBERS OF THE OPPOSITE SEX:

- A. Whenever possible, a prisoner/person in-custody transport shall be searched by a law enforcement officer of the same sex.
- B. Law enforcement officers should not conduct searches of prisoner or person in custody of the opposite sex unless one of the following circumstances exist:
 - 1. There is reason to believe that the prisoner or person in custody being transported may be in possession of a weapon or other article capable of causing injury to a law enforcement officer, prisoners, or others if not seized immediately.
 - 2. There is reason to believe that the prisoner is concealing evidence which might be lost or destroyed if not obtained immediately.
- C. When a law enforcement officer must search a prisoner or person in custody of the opposite sex, they shall utilize the back of the hand around private areas, whenever possible.

250-11 SEARCHES OF TRANSGENDER INDIVIDUALS:

- A. Transgender individuals shall not be subject to more invasive search procedures than non-transgender individuals. A search shall not be conducted for the sole purpose of determining the individual's biological sex or gender.
- B. In effecting the search of a transgender individual, the search ideally and where possible should be conducted by a law enforcement officer the same sex the transgender individual expresses.
 - 1. If the transgender individual presents feminine expression, the search should be conducted by a female law enforcement officer, if available.
 - 2. If the individual presents masculine expression, the search, under current policy, may be conducted by any law enforcement officer.

- C. If the law enforcement officer is uncertain as to the subject's gender expression, the law enforcement officer will respectfully, and in a professional manner, ask the individual their preference with respect to the sex of the searching law enforcement officer.
- D. When a prisoner or person in custody is indifferent or refuses to specify their gender identity, they shall be searched by the law enforcement officer of the same gender as their overt gender expression.
- E. When possible, two (2) law enforcement officers should be present for these searches. It is understood that the dynamic, fluid and emergent nature of some situations are such that immediate searches are necessary to preserve officer and public safety and to prevent the destruction of evidence.
- F. When determined necessary, searches may be undertaken by any law enforcement officer when emergent conditions exist or when there is no availability of the law enforcement officer of a specific sex.
- G. Law enforcement officers should be aware that the presence of needles may be indicative of a prescribed hormone treatment and/or therapy, not necessarily illegal drug use.

250-12 STRIP SEARCHES/BODY CAVITY SEARCHES:

If a strip search is necessary to discover weapons, contraband or evidence, the search will NOT be conducted at the WPPD nor by any WPPD member. Any strip search needed will be requested to be conducted by the Orange County Sheriff's Office Corrections personnel, at the jail. Per OCSO policy, all strip searches will be conducted according to Florida Statutes and include reporting requirements. Requests for and the results of strip searches by OCSO personnel shall be documented in a supplemental report completed by the WPPD arresting law enforcement officer.

Body cavity searches will comply with Florida Statutes and may only be conducted after a warrant for the search is obtained, and must be performed by certified medical personnel only. All documentation from a body cavity search shall be added and maintained in the original case package.

250-13 TRANSPORTATION OF PRISONER/ PERSONS IN CUSTODY:

- A. Law enforcement officers will transport prisoners or persons in their custody with the utmost concern for the safety of the prisoner or person in custody, law enforcement officer, and the community. Transporting law enforcement officers will at all times maintain control of all persons while in their custody.
- B. The booking facility at the WPPD is constructed to facilitate the secure booking of adults and juveniles of different sexes at the same time in accordance with applicable state laws governing the separation of the sexes and juveniles from adults. Should circumstances arise wherein such separation cannot be maintained, the arresting law

enforcement officer shall notify the on-duty shift supervisor for instructions regarding transporting prisoners to an alternate booking facility.

- C. For the safety of the law enforcement officer, the prisoner, and the community, all prisoners should be transported in marked patrol vehicles equipped for the transporting of prisoners. Transport vehicles are vehicles equipped with protective barriers between the law enforcement officer and the prisoner, with the rear doors modified to minimize the likeliness of escape.
- D. If the prisoner/person in custody being transported is a juvenile or a person of the opposite sex, the law enforcement officer will advise the communications center of the vehicle mileage and destination prior to departing and once the law enforcement officer has arrived at the destination.
- E. The arresting law enforcement officer will not place a juvenile in any vehicle with an arrested adult unless the adult is involved in the same offense or transaction with the juvenile.
- F. Generally, prisoners of the opposite gender should not be transported in the same vehicle. When arrested for the same crime and available transportation resources are limited, prisoners of the opposite gender may be transported in the same vehicle, with the exception of those arrested for domestic violence.
- G. Whenever possible, a transgender person shall be transported alone and not along with other persons. If there are multiple transports, transgender individuals may be transported with other transgender persons who share the same gender expression. Transport may also occur if the individuals, regardless of gender expression or sex, are known to each other and do not present a danger to each other.
- H. Disabled persons should be transported in a marked patrol vehicle if at all possible. If the disabled prisoner or person in custody has a wheel chair, it shall be transported to their destination, if possible.
- I. In the event law enforcement officers are unable to transport a disabled prisoner, they shall notify the shift supervisor. The shift supervisor will have the communications center contact the Orange County Corrections facility to request a transport van be dispatched to the scene. The arresting law enforcement officer should then follow the van directly to the Orange County Corrections facility.
- J. If during transport to a holding facility, a prisoner complains of being sick or injured, the law enforcement officer is to advise the shift supervisor and, if within close proximity to the holding facility, request paramedics to be dispatched to the holding facility. The law enforcement officer will proceed directly to the holding facility or a medical facility where the prisoner will be examined. If the law enforcement officer's location is not close to the holding facility, a request shall be made to have medical personnel respond to the law enforcement officer's location to treat the prisoner.

- K. Extremely violent prisoners should be transported directly to Orange County Jail (or the appropriate jurisdictional holding facility if the arrest occurs outside of Orange County) with the approval of the law enforcement officer's supervisor. If a prisoner becomes violent, threatening, or conveys suicidal thoughts or intentions, the law enforcement officer shall request Communications contact the Orange County Jail that the incoming prisoner requires to be "Safe Booked" and handled accordingly.
- L. Prisoners being transported to a jail facility should remain handcuffed until turned over to jail personnel.

250-14 PRISONER/PERSON IN CUSTODY TRANSPORT PROPERTY:

- A. If a law enforcement officer seizes property as evidence, for safekeeping, or for further investigation, the officer shall complete a property receipt and provide a copy to the prisoner or person in custody; the property shall be submitted according to the procedures in SOP #: 300, Property & Evidence. All other prisoner property shall be handled as listed below.
- B. All property shall be removed from the prisoner upon entry into the holding facility. The property shall then be inventoried and documented on an Arrestee Property Form (Attachment "B"). Prisoners that will be released via Notice to Appear or Juvenile Release Agreement need only have dangerous items removed from their possession and documented. (Examples of dangerous items include sharp objects, belts, shoelaces, etc.)
- C. For prisoners and persons in custody, property—~~shall~~ **should** be transported to the appropriate receiving facility along with the prisoner/person in custody, and custody of the property shall be turned over to the appropriate receiving facility member. The WPPD policy for property submittal shall be followed for instances when the volume of property requires submittal to WPPD Property and Evidence for safekeeping. For property transported, the transporting law enforcement officer (if different than the arresting officer) shall verify that the prisoner property listed on the Arrestee Property Form is correct, and shall sign the form where designated. Property determined to be of evidentiary value will be submitted into evidence and the prisoner/person in custody will be provided with a property form for the property collected. Property collected as evidence requiring a search warrant will be held in property and evidence, until a search warrant is obtained and executed.
- D. Prisoners released via Notice to Appear or Juvenile Release Agreement shall sign the Arrestee Property Form acknowledging the return of their property prior to release. Prisoners transported to a receiving facility shall sign the Arrestee Property Form acknowledging that the property accompanied them to the receiving facility during transport.
- E. Non-contraband items that are not accepted by the receiving facility must be entered on a property receipt and entered into Property/Evidence prior to the end of the law

enforcement officer's shift. A copy of the property receipt shall be given to the prisoner so that they may reclaim the item(s) at a later date.

250-15 ARRIVAL AT DESTINATION WITH PRISONER/ PERSONS IN CUSTODY:

- A. Upon transporting a prisoner or person in custody and arriving at the destination, the transporting law enforcement officer shall follow the security procedures established by the receiving facility (e.g. Orange County Jail, the Juvenile Assessment Center, or a medical facility). All firearms, other weapons, and less-lethal devices such as batons and chemical agents shall be secured in a locked storage compartment that allows the law enforcement officer to retain the key, such as individual weapons lockers, or inside the law enforcement officer's vehicle (e.g., the trunk).
- B. Restraining devices shall be removed only after the prisoner or person in custody has been delivered safely inside the facility and only then in accordance with the facility's guidelines unless the law enforcement officer believes the prisoner or person in custody to pose a threat to themselves or others or is an escape risk. Until the applicable and authorized receiving personnel takes custody of the prisoner or person in custody, the law enforcement officer shall maintain custody and control of the prisoner or person in custody and is responsible for the security of the prisoner or person in custody. This includes cases in which a prisoner or person in custody is admitted into a hospital or medical facility.**
- C. If not already done so by Communications personnel, the law enforcement officer shall advise receiving personnel of any potential medical or security hazards concerning the prisoner or person in custody as soon as possible.
- D. Any documentation concerning the prisoner or person in custody (e.g., charging affidavit, warrant, or Form 52) should be turned over to facility receiving personnel as soon as is practical.
- E. A copy of any documentation detailing transfer of the prisoner/person in custody from the law enforcement officer's custody to the custody of the receiving facility shall be retained by the law enforcement officer and filed with the Records Section of the WPPD.

250-16 SEARCHING TRANSPORT VEHICLES:

- A. Prior to going on duty all law enforcement officers will conduct a search of their patrol vehicle to ensure no weapons or contraband have been left in the vehicle.
- B. When a law enforcement officer changes vehicle during a shift, they shall check the newly assigned vehicle for any weapons or contraband.

- C. All law enforcement officers will conduct a search of their vehicles before placing a prisoner or person in custody in the transport compartment. The law enforcement officer will conduct a second search of the vehicle after removing the prisoner or person in custody.

250-17 DIVERSIONS DURING TRANSPORT:

At no time will a law enforcement officer transporting a prisoner or person in custody divert their route unless the diversion is necessary to render aid and assist in a life-threatening situation. If such an incident occurs:

- A. The transporting law enforcement officer will notify the communications center of their intentions and request permission from the on-duty shift supervisor.
- B. In all cases the law enforcement officer should minimize the risk to the prisoner/ person in custody being transported.
- C. Law enforcement officers will not give food, drinks, or tobacco products to prisoners or in custody persons during transport.

250-18 ESCAPED PRISONERS/ PERSONS IN CUSTODY:

In the event a prisoner/ person in custody escapes while in transport, the subsequent procedures will be followed:

- A. The transporting law enforcement officer will immediately notify the on-duty shift supervisor.
- B. The shift supervisor will notify the chain of command and the public information officer.
- C. The shift supervisor will direct units to assist transport law enforcement officer.
- D. The shift supervisor will contact the on-duty supervisor within the jurisdiction of the incident to request assistance.
- E. The shift supervisor will direct the Communications Center to issue a Be On the Lookout (BOLO) for the prisoner or person in custody, including all pertinent information.
- F. The shift supervisor will ensure that the transporting law enforcement officer completes a detailed incident report outlining the circumstances of the escape prior to the end of their tour of duty.

- G. The shift supervisor will ensure that the Public Information Officer has all necessary information for a press release (Refer to SOP #: 332, Media Relations), if determined necessary.
- H. The shift supervisor will coordinate with the on-duty supervisor of the jurisdiction of the incident and offer assistance from Department personnel.
- I. In the event of an escape of a prisoner, the shift supervisor will contact the on-call Assistant State Attorney and provide them the appropriate information. The shift supervisor will coordinate any notifications to the Judiciary deemed necessary by the State Attorney's Office to ensure the safety of anyone having cause for alarm.

250-19 SECURITY RISKS:

Should a prisoner or other person in custody (Hal Marchman or Baker Act) pose a security threat, the transporting law enforcement officer shall notify personnel at the receiving facility. A supplement to the report will be written by the transporting law enforcement officer outlining the security risk and the name of the person at the receiving facility who was notified of the risk.

Drafted: VT03-97 /filed: 264.doc /revised: 07-99 /revised: MD10-03 /revised: TP09-06 /revised: JEA10-11 /revised: KG10-15 /revised: KG10-18 /revised: KWR07-20 & KEOF 08-23/revised KEOF10-23



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