



Civil Service Board Regular Meeting

Agenda

August 1, 2023 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Avenue | Winter Park, Florida

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes for June 6, 2023](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [SOG 236-Post Fire Gross Decontamination](#) 1 minute
 - b. [SOG 241 Mass Casualty Incidents](#) 1 minute
 - c. [Outside Employment Request - Fire](#) 1 minute
 - d. [Request to hold a hiring process for the position of a Firefighter](#) 1 minute
 - e. [Sgt. Eligibility List -Police](#) 1 minute
 - f. [Lt. Eligibility List - Police](#) 1 minute
 - g. [Off Duty Employment List-Police](#) 1 minute
 - h. [Applicant Interview Isaias Batista-Police](#) 5 minutes
 - i. [Request to hold a Civil Service Test-Police](#) 1 minute
 - j. [Approval of SOP's-Police](#) 10 minutes
 - SOP 125- Training Standards
 - SOP 175-Separation from Employment
 - SOP 340-Canine Teams
 - SOP 390-Property and Evidence
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Police Department](#) 5 minutes
 - b. [Fire Department](#) 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for June 6, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[June 6, 2023.docx](#)



Civil Service Board Regular Meeting Minutes

June 6, 2023 at 4:00 p.m.

City Hall | Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Present in Person: Chairman Steve Stutzer, Vice Chairman Stockton Reeves, Chief Examiner Mary Daniels, Board Members: Terry Hotard and Javier Rodriguez-Police Representative. Also Present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent: Bill Segal and Tod Meadors-Fire Department Representative.

(1) Call to Order

Chairman Stutzer called the meeting to order at 4:00 p.m.

(2) Consent Agenda

Minutes for May 2, 2023

Motion made by Mr. Hotard and seconded by Mr. Reeves to approve the minutes from the May 2, 2023, Regular Meeting. Motion carried unanimously with a 5-0 vote.

(3) Public Comments (for items not on Agenda)

None

(4) Action Items

a. Approval of SOG'S

SOG 209 Firefighting Practices - Structural-Vehicle-Wildland
SOG 211 Tactical Planning for Fire in High Rise Buildings
SOG 218 Truck Company Operations
SOG 219 Operational Considerations for Technical Rescue Situations
SOG 229 Fire Hose and Testing
SOG 235 Water Supply

Chief Hagedorn asked board members if they had any questions or concerns pertaining to the SOG's they reviewed. Hearing none, the Chairman asked for a motion. A motion was made by Mr. Reeves and seconded by Mr. Hotard to approve all six of the SOG's listed above. Motion carried unanimously with a 5-0 vote.

b. Police Applicants

- Travis Gooderham
- George Gonzalez

Master Police Officer Liza Cieszynski introduced Police Applicant Travis Gooderham to board members. Mr. Gooderham provided a brief background and responded to questions by board members.

Next, Senior Police Officer Chris Belcore introduced Police Applicant George Gonzalez to board members. Mr. Gonzalez provided a brief background and responded to questions by board members.

A motion was made by Mr. Rodriguez and seconded by Mr. Hotard to certify both candidates. Motion carried unanimously with a 5-0 vote.

(Not on Agenda)

At this time, Chairman Stutzer stated that the next Civil Service Board Meeting was on July 4th and deferred to Chief Hagedorn and Chief Volkerson for their recommendation. Both Chiefs agreed that there were no items that needed attention prior to the August Civil Service Meeting. A motion was made by Mr. Reeves and seconded by Ms. Daniels to not reschedule the July meeting. Motion carried unanimously with a 5-0 vote.

(5) Non-Action Items

a. Fire Department EMS Award

- FF Bender
- FF Hoag
- FF Kelly
- FF Napier
- Engineer Tacner

Item was tabled.

(6) Staff Updates

a. Police Department

- 2 open positions-after the successful processing of the two applicants interviewed today.
- Upcoming retirements will create 4 vacancies.
- Captain position remains vacant.

b. Fire Department

- Fully staffed.
- 10% increase in call volume due do the usual summer season.
- Third rescue put into service on May 1st.
- Preparations underway for the upcoming storm season.
- Accreditation review continues.

(7) Board Comments

None

(8) Upcoming Agenda Items

None

(9) Adjournment

Minutes approved by the board on the ____ day of August, 2023.
/s/ Recording Secretary Kathleen Reed



Civil Service Board **agenda item**

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

SOG 236-Post Fire Gross Decontamination

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[NEW WPFD SOG 236 Post Fire Gross Decontamination.pdf](#)



Winter Park Fire-Rescue department

WPFD.SOG
236

STANDARD OPERATING GUIDELINE

Post Fire Gross Decontamination

Date Issued	August 1 st , 2023	Revision No.	NEW
Last Review	NEW	Total Pages	7

Purpose: To establish a safe and effective practice within the Winter Park Fire Department (WPFD) for removing toxic substances and particulates from personnel, equipment, and the fire protective ensemble after exposure to products of combustion.

Scope: This procedure shall apply to all personnel operating within the Fire-Rescue Division, and those outside the Division that operate at the scene of any emergency. Any deviation from this procedure must be approved by the Division Chief of Fire and EMS Operations. The Company Officer and Battalion Chief are responsible for the enforcement of all portions of this procedure.

General: These procedures will aid in reducing possible carcinogenic exposures and subsequently have potentially both short and long-term positive health impacts. All members of the WPFD shall protect themselves and their coworkers' health and safety by adhering to the following procedures.

236.01 Contamination

Contamination is the exposure to chemicals (to include carcinogens), radioactive or biological material on personnel or physical material (equipment, structures, vehicles, etc...).

Contamination occurs when a foreign substance gets on, or in, clothing, equipment, or the body (via absorption, ingestion, inhalation, etc...). Contamination implies these substances should be avoided because of their potential negative health effects.

When personnel are exposed to environments that can potentially contaminate their clothing, equipment, or selves (skin, lungs, etc...) the presumption should be that they have been contaminated. Some examples of hazardous environments or considerations are:

- Interior operations in environments where an Immediately Dangerous to Life or Health (IDLH) environment is present. This includes potentially ANY duration of time.



- Personnel should be cognizant that exposure to products of combustion does not require visible smoke; inhalation and absorption of low doses, in the part per million (ppm) range or microscopic amounts, have a potential carcinogenic effect.
- Command Officers should always strive, when possible, to organize the scene and situate the command post in such a way as to eliminate exposure.
- Exposures can and are likely to, occur during exterior operations when in proximity to products of combustion such as:
 - Vehicle fires
 - Brush fires (trash, tires, fertilizers, pesticides, insecticides, and unknowns)
 - Trash/Dumpster fires

236.02 Gross Decontamination Post Fire On-Scene

The definition of Decontamination is "the removal of hazardous substances (bacteria, chemicals, radioactive materials) from employees' bodies, clothing, equipment, tools, and/or sites to the extent necessary to prevent the occurrences of adverse health and/or environmental effects."

Decontamination (Decon) may be necessary for exposed or contaminated emergency responders and/or civilians. There are two types of Decon:

1. Emergency/Gross Decon
2. Technical/Secondary Decon

The Decon process described in this SOG strictly refers to an immediate Gross Decon following exposure to productions of combustion. This procedure shall be systematic and orderly.

The Gross Decon process shall be utilized for all fires where Personnel Protective Ensembles (PPE) are worn and exposed to products of combustion. This shall include, but not be limited to; vehicle fires, training fires, and/or any other emergency or non-emergency incidents where the combustion process occurs.

The marking of formal isolation or control zones (as shown below) may not occur at every fire incident. All personnel should be aware that isolation or control zones still exist. Research has shown modern day fires produce harmful toxins (which may include Polycyclic Aromatic Hydrocarbons (PAH), Volatile Organic Compounds (VOC), Carbon Monoxide (CO), Hydrogen Cyanide (HCN), and numerous other gases, chemicals, and toxins. It is important to remember that many of these toxins are colorless and/or odorless gasses and will not be visible. To limit the amount of exposure and the subsequent required Decon, consider apparatus placement and



approach during any fire attack. Personnel can greatly reduce the amount of exposure by performing a fire attack from the upwind position, when possible, and utilizing the reach of the hose stream.

The following zones shall be defined on all fire-type incidents:

Hot Zone

- Any area with high risk.
- Any area within the immediate perimeter of any fire or products of combustion (which include smoke and soot).

Warm Zone

- The area between the hot and cold zone.
- The area not in the immediate vicinity of any fire or products of combustion.
- Gross Decon and cleaning of the body shall be located in the warm zone.

Cold Zone

- Any area without risk.
- Any area outside of the hot and warm zone, ideally uphill and upwind.
- Rehabilitation (Rehab) shall be located in the cold zone.

236.03 Preparation

Personnel shall be ready at all times to implement these protective procedures.

The Driver Operator shall ensure that the apparatus tank water or any water used in the Decon process is from a clean municipal (hydrant) water source and is not from a stagnant or potentially contaminated water source.

Gross Decon Area Setup: Generally, Gross Decon should be set up by the first arriving suppression apparatus closest to the incident where products of combustion exist. It shall be the Driver Operator's responsibility to establish and oversee the Gross Decon area and process. Where resources are sufficient, it is beneficial to assign an additional crew to oversee the Decon Process. The Gross Decon area shall be designated by deploying an approved Decon Hose Line and marking the nozzle location with a green (or if available an alternative colored) traffic cone.

Gross Decon Line Setup: The Decon Hose Line(s) shall include an in-line pressure regulator with a garden-style hose and nozzle. This setup can be facilitated using a 2 1/2 to 3/4 (GHT) reducer.



This garden hose setup is preferred as it will provide flushing with sufficient flow, but lower water pressure which better eliminates the possibility of embedding particulate/toxins further into the fabric. It is also easier to control water flow and direction while performing the Gross Decon process. To facilitate Gross Decon of multiple personnel, additional Decon Hose Lines from other nearby suppression apparatus can be used.

Gross Decon Process: All fire personnel that were exposed to products of combustion shall perform Gross Decon prior to entering Rehab or leaving the incident scene. After exiting the Hot Zone, it is recommended that crews remain on air, when possible, and report directly to the designated Decon Hose Line(s).

NOTE: Those members with the lowest air supply should be decontaminated first and as a rule, personnel are to remain on-air until Gross Decon is complete, again when possible. Maintaining crew integrity, they shall assist each other in rinsing off debris and products of combustion in a systematic and thorough manner from the collar-line down; being mindful of higher potential collection points such as the armpit and groin areas. Personnel shall be careful to not saturate the inner lining of the PPE. The goal is to keep the PPE operationally dry on the interior but rinsed as clean as possible on the exterior. Soft bristle scrub brushes and department-approved soap/cleaners may be used to facilitate the cleaning process. Follow *NFPA 1851* and the manufacturers' recommendations when cleaning PPE.

After rinsing the exterior portion of the PPE, personnel may go off-air and begin to doff their PPE. Depending on the extent and length of the fire, all PPE, other than bunker pants and fire boots, shall be left in a prepared Drop Zone. If a formal rehab area is not established due to a quick knockdown and/or demobilization, a Drop Zone would not necessarily be needed.

The Drop Zone shall be located in the warm zone. The Drop Zone shall be remote and downwind of Rehab due to off-gassing PPE. The placement of tarps or salvage covers is suggested to designate this area. Next, personnel shall move away from the exposed gear and towards the Cold Zone and use department-approved wipes for a gross cleaning of their head, neck, face, hands, and any other exposed areas as deemed necessary. The use of running water (a hose bib for instance) with department-approved soap/cleaner if available, for those same body areas is an optional method for on-scene gross cleaning. This should not be considered a substitute for a thorough "Shower within the Hour".

Personnel must resist the urge to consume food or hydrate until the Gross Decon process is completed and they have entered a clean Rehab area (The Cold Zone).



Reporting to Rehab: Personnel that report to Rehab shall first go through the Gross Decon process. Once in Rehab, personnel shall lower their bunker pants to allow for rapid cooling and increase the distance between off-gassing contaminated gear and their groin and respiratory system.

Reporting for Re-Assignment: When crews are called from Rehab back into operations, they shall report ready for assignment as requested. If any new assignment involves further exposure to products of combustion (i.e. Overhaul, Secondary Search, retrieving hose lines, etc.), the crew shall then go back through the Gross Decon process as stated above.

Release from the Scene: To keep the cab of the apparatus as clean as possible and to avoid transferring toxins and harmful products back to the fire station, it is extremely important to perform Gross Decon prior to leaving the incident scene.

Once released by command and prior to leaving the scene, it is recommended that all contaminated PPE remain outside of the apparatus cab and stowed in an outside compartment or hose bed for transport.

All other equipment (SCBA packs and cylinders, tools, radio straps, etc.) will be thoroughly cleaned using water and any available department-approved cleaner (unless specified below). Soft bristle scrub brushes should be used. Radios shall be cleaned using appropriate techniques, referring to the equipment manufacturer's guidelines. Once the gear is cleaned, it may then be loaded into the apparatus cab. Ideally, no potentially contaminated equipment will be stored in the apparatus cab.

Personal Protective Equipment Exchange at the scene: Personnel determined by the Incident Commander (IC) and/or Incident Safety Officer to have been exposed to products of combustion due to IDLH source proximity shall have their hood exchanged prior to leaving the scene. These exposed PPE components shall be properly cleaned by Extractor/Washer before being placed back into circulation.

236.04 Post Fire Decon at the Fire Station

It is highly recommended that all personnel exposed to the products of combustion, or any potentially harmful chemical (or biological) toxins, complete a full Personal Decon as soon as possible after the exposure.

"Shower within the Hour" shall be a priority. Personnel that are deemed exposed by the IC shall be placed out-of-service until their Personal Decon is complete. The IC should certainly consider exposed personnel as those that performed interior Fire Attack, Primary Search, Overhaul, Roof or Ventilation Operations, etc. with any smoke conditions. A further consideration for placing personnel out-of-service should be given to others on the scene. The IC should also evaluate other personnel



working outside the IDLH environment as they may have been exposed due to wind shifts, close proximity, etc. Showering shall be accomplished with department-approved soap, if available, with the goal to reduce the absorption rate of toxins into the body. It is extremely important to use, when available, the department-approved wipes & soap for Personal Decon post-fire. These products are not for standard use.

These steps including, but not limited to the following, shall be taken immediately upon arrival at the fire station:

- Perform a more thorough decontamination of equipment (radio, tools, fire hose, etc...) following *NFPA 1851* and manufacturers' recommendations.
- Perform a more thorough decontamination of PPE (helmet, bunker gear, SCBA, etc...) following *NFPA 1851* and manufacturers' recommendations.
- Perform a thorough decontamination of the apparatus cab.
- Return apparatus to a state of readiness.
- Take a "shower within the hour" of being exposed to any products of combustion.
- Change into clean station uniform wear.
- Units that have been approved to go out-of-service shall go available according to policy.

Ability to Respond: Upon return to the station, all contaminated bunker gear should be neatly placed by the extractor for proper cleaning as outlined in *NFPA 1851* and according to manufacturer recommendations.

Firefighters will switch into their backup set of gear while their primary set is being cleaned.

Maintaining Readiness: All personnel shall ensure their assigned unit has a clean apparatus cab. The potential for secondary exposures during routine apparatus use is high and must be limited. To aid in reducing secondary exposures, apparatus cabs shall be cleaned and decontaminated at a minimum on a monthly basis; more often may be necessary due to call load.

236.05 Post Fire - At the Scene: Fire Investigators

The Fire Investigator's duties often place them in a "post-fire", chemical-laden, hazardous environment. Protection is just as vital and important in this fire service position. They must adhere to WPF.D respiratory and personal protective clothing requirements to protect against exposure to and possible contaminants at fire scenes.

It is strongly recommended that all investigators wear SCBA or respiratory masks to protect their airways. The minimum recommendation is the utilization of P100/VOC combination filter half mask.



This should also include atmospheric monitoring for CO, HCN, O₂, VOCs, and formaldehyde to reduce exposure to these substances.

Once the investigation of any fire is completed, the Fire Investigator should undergo the same Gross Decon process noted above, including changing out of exterior exposed clothing. They shall also follow Personal Decon procedures and "shower within the hour", at home or (preferably) at a fire station in close proximity to the fire scene. The goal is to prevent any transfer of contaminants from the fire scene to their homes and utilization of the department-approved soap to maximize Personal Decontamination.

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

Dan Hagedorn

Fire Chief



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

SOG 241 Mass Casualty Incidents

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[NEW WPFD SOG 241 Mass Casualty Incidents.pdf](#)



Winter Park Fire-Rescue department

WPFD.SOG
241

STANDARD OPERATING GUIDELINE

Mass Casualty Incidents

Date Issued	August 1 st , 2023	Revision No.	NEW
Last Review	NEW	Total Pages	11

Purpose: To establish operational guidelines for the operation of all Winter Park Fire Department (WPFD) personnel involving mass casualty incidents (MCI).

Scope: This guideline will provide response considerations and a framework for critical decision-making for multi-patient incidents. This guideline can be applied to any multi-patient MCI, regardless of incident type.

General: MCIs can vary in type, hazards, and duration. The first arriving officer shall establish command and begin to size up the scene. After sizing up the scene, the Incident Commander (IC) should determine the patient count, hazards, threats, and any other safety issues. The IC will also need to determine what resources will be needed to ensure life safety, scene stabilization, and property conservation.

241.01 Mass Casualty Incidents

There are many types of mass casualty incidents that may be encountered. Generally, MCIs fall into four categories: disasters, active shooters, auto accidents, and hazardous material incidents. Whatever the cause of the incident is, scene safety for the responders is still the top priority.

1. Disasters can range from weather-driven incidents to structural collapse. Typically, a larger event that will involve multiple agencies.
2. Active Shooter incidents can be stressful and emotional. Units need to stage in safe locations and utilize all personal protective equipment. Safety zones will be established with hot, warm, and cold zone terminology.
3. Auto Accidents can present continuous hazards due to traffic volume, scene hazards, and environmental issues. Apparatus placement is imperative to assist with scene safety and to allow easy access for transport units.



4. Hazardous Material Incidents can develop into a large MCI quickly, and be extremely dangerous for firefighters and bystanders. It is extremely important to recognize environmental conditions such as wind and terrain during the response.

241.02 MCI Classifications

An MCI will be classified by the number of victims, which will be determined during the initial size-up, prior to triage. With each classification level, the IC will need to call for additional resources, track the units, and manage the progress of the scene. All MCI levels are set with recommendations from the *Florida Field Operations Guide*.

- MCI Level 1 (5-10 victims)
 - Announce MCI Level 1
 - Minor MCI
 - Response considerations
 - Four transport units
 - Two suppression units
 - One EMS Supervisor
 - One Battalion Chief
 - Contact Med Com to notify hospitals of MCI
- MCI Level 2 (11-20 victims)
 - Announce MCI Level 2
 - Minor MCI
 - Response Considerations
 - Six transport units
 - Three suppression units
 - One EMS Supervisor
 - One Battalion Chief
 - Contact Med Com to notify hospitals of MCI
- MCI Level 3 (21-100 victims)
 - Announce MCI Level 3
 - Major MCI
 - Response Considerations
 - Eight transport units
 - Four suppression units
 - One EMS Supervisor



- One Battalion Chief
- Contact Med Com to notify hospitals of MCI
- MCI Level 4 (100-999 victims)
 - Announce MCI Level 4
 - Major MCI
 - Response Considerations
 - Notify Orange County (Office of Emergency Management)
 - Local, Regional, and possibly State resources
 - USAR Teams
 - Contact Med Com to notify hospitals of MCI
 - Contact State Warning Point (1-800-320-0519)
- MCI Level 5 (1000 victims or greater)
 - Announce MCI Level 5
 - Major MCI
 - Response Considerations
 - Notify Orange County (Office of Emergency Management)
 - Local, Regional, and possibly State resources
 - USAR Teams
 - Contact Med Com to notify hospitals of MCI
 - Contact State Warning Point (1-800-320-0519)

Any level MCI event will become a challenge and resources should be considered early. Contacting the Orange County Office of Emergency Management early can be beneficial in assembling local and regional resources. State Warning Point can be a valuable resource for requesting MCI Task Forces which will consist of multiple transport units, suppression units, buses, a communications team, and a command staff. Ultimately, the IC must call for and track additional resources, and monitor the progress of the incident.

241.03 Incident Command

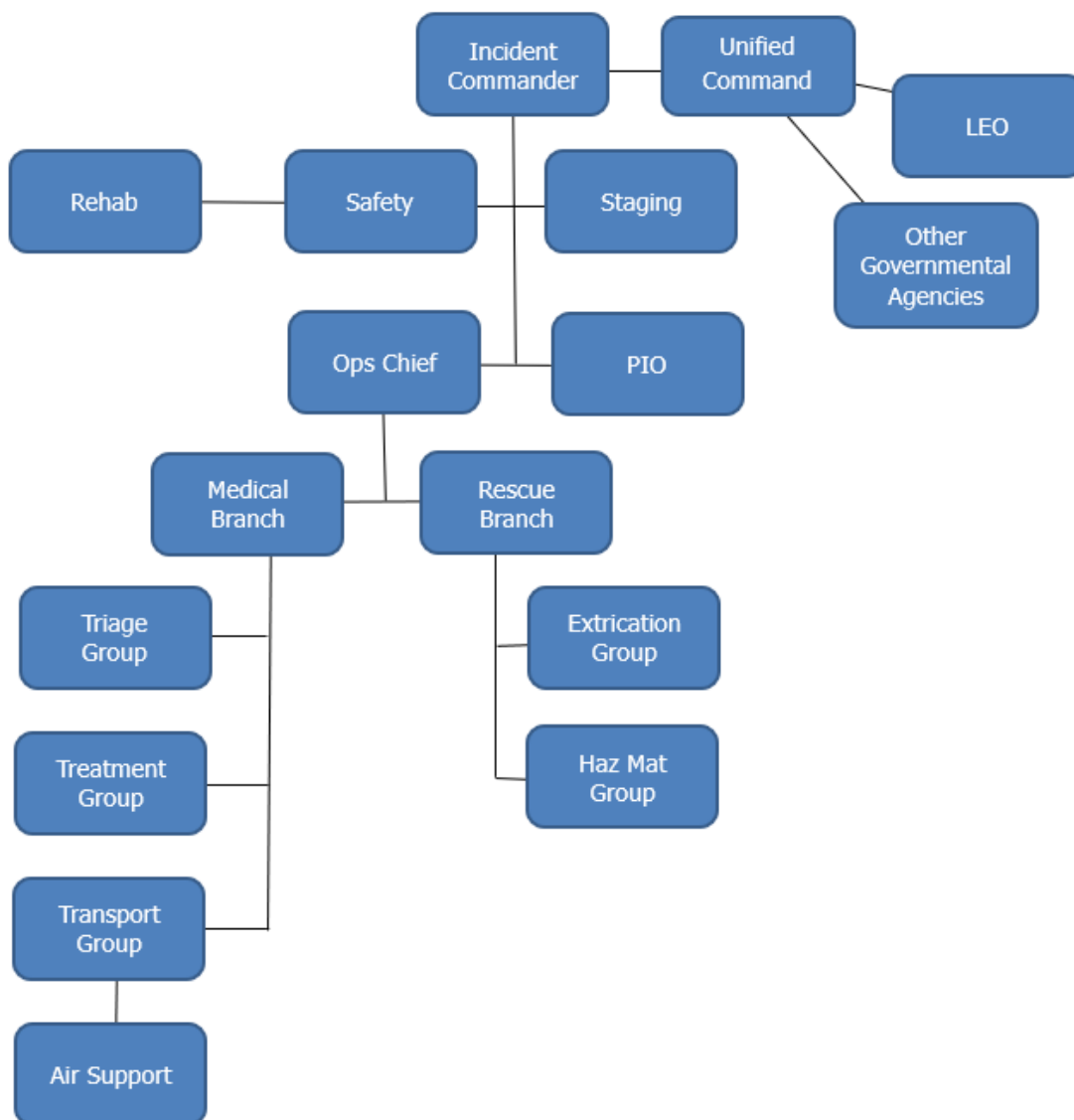
MCIs are considered “low frequency, high risk” scenes, and can vary in size, from five victims to several hundred. All incidents will require an ICS structure for effective scene management that will typically be part of a unified command. Commanders will have primary responsibilities that will apply to all MCIs.

1. Scene safety and accountability



2. Stabilize incident
3. Remove endangered victims, treat the injured, and provide life safety
4. Establish groups for extrication, triage, treatment, and transportation
5. Ensure ICS functions are appropriately staffed (Command staff, branches, and groups)
6. Conserve property and preserve evidence.
7. Scene management

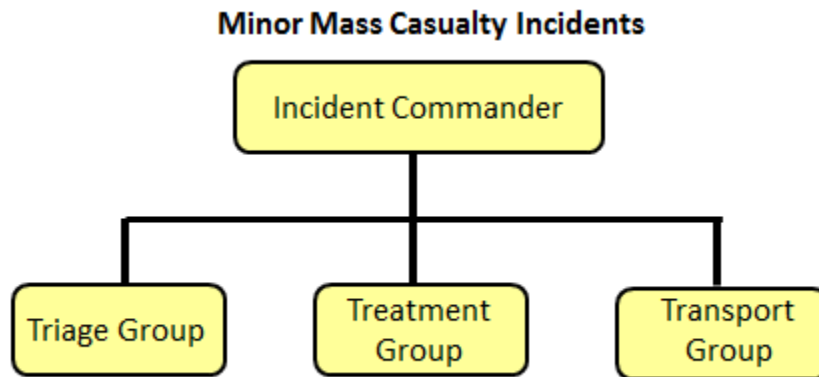
The Incident Command System





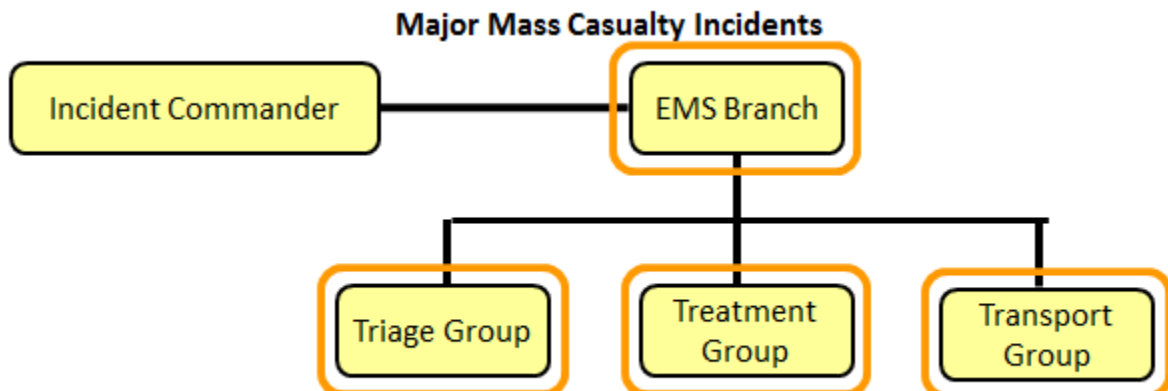
241.04 Minor Mass Casualty Incidents

An IC's role could change based on the size of the incident and injured numbers. During a minor MCI, the IC may be able to assign personnel to various Groups, Divisions, and Branches. Below is an example of how the IC can reduce their span of control by creating three different Groups: Triage Group, Treatment Group, and Transport Group. The leader of each Group reports directly to the IC.



241.05 Major Mass Casualty Incidents

During major MCI, the incident may be beyond the span of control of the IC. In those situations, additional assignments should be established based on the complexity of the incident. For example, the chart below shows the IC has now established an EMS Branch. The triage, treatment, and transport group leaders now report to the EMS branch supervisor, who in turn, reports directly to the IC.





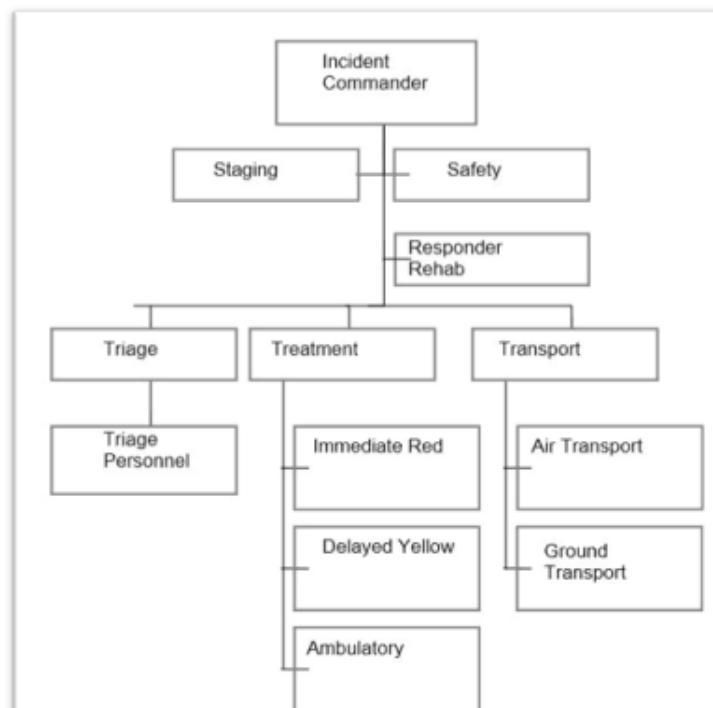
As additional units arrive, the IC will establish divisions/groups and assign personnel to the following areas if necessary:

- Triage Group
- Treatment Group
- Transport Group
- Medical Branch

At some large-scale MCIs, a set of pre-hospital procedures can be instituted to help coordinate patient treatment, triage, and transport. Chief Officers typically set up these procedures, as outlined in the *Florida Incident Field Operations Guidelines*. Under the *Uniform Pre-Hospital MCI Initial Response Procedure*, the IC assigns the following functional responsibilities:

- Triage - Vest Color Yellow
- Treatment - Vest Color Red
- Transportation - Vest Color Green
- Staging - Vest Color Orange
- Medical - Vest Color Blue
- All Command Staff - Vest Color White
- Safety, Rehab, PIO, Accountability, etc.

*Uniform Pre-Hospital MCI Initial Response
(FOG)*





If a scene is small enough (MCI 1), then Medical Branches may not be necessary, thus an IC can just call for individual groups to conduct operations.

241.06 Incident Safety Officer

The Incident Safety Officer (ISO) will be assigned by the IC and is responsible for assessing and correcting unsafe conditions and ensuring overall scene safety. The ISO reports directly to the IC.

241.07 Medical Branch Directors

The Medical Branch Director is designated by the IC at larger MCI events and oversees the triage, treatment, and transportation of patients.

- Radio designation "Medical Branch"
- Duties
 - Oversee triage, treatment, and transportation groups
 - Maintain accountability of each group
 - Recommend treatment area locations for all triage categories
 - Maintain casualty information
 - Continually monitor resource needs
 - Communicate with area hospitals
 - Communicate resource needs with Operations Section Chief or IC

241.08 Triage Group

The Triage Group Leader oversees the separation and categorization of casualties and arranges for their transfer to the Treatment area. The Group will coordinate all triage activities, collect patient information, coordinate patient movement to the treatment area, and conduct a final scene sweep.

- Radio designation "Triage"
- Duties
 - Locate and triage patients
 - Direct personnel in the triage area
 - Communicate resource needs to the supervisor or IC
- Categories
 - Red – Immediate (High priority for treatment and transfer)
 - Yellow – Delayed (Medium priority)
 - Green – Minimal (Ambulatory patients)
 - Black – Expectant (Dead)



241.09 Treatment Group

The Treatment Group Leader establishes and manages the patient treatment area. This group determines transportation priorities, establishes an adequate treatment area, ensures adequate supplies, and updates the Transportation needs to the Transport Group, Supervisor, or IC. Unit Leader of changing RED-YELLOW-GREEN numbers.

- Radio designation "Treatment"
- Duties
 - Select a suitable location for treating patients
 - Ensure that all arriving patients have been triaged
 - Ensure that all patients are treated and reassessed
 - Direct personnel in the treatment area
 - Communicate resource needs to Supervisor or IC

241.10 Transportation Group

The Transportation Group Leader oversees the loading of ambulances and recording of patient destinations. The group must ensure that contact with appropriate medical facilities by telephone or medical facility radio to determine the number of patients they are capable of receiving. A crew member should be assigned to function as the Medical Communications Coordinator throughout the incident. The Transportation Group is responsible for directing ambulances to the appropriate medical facilities, tracking patient destinations, and assisting out-of-area units with directions.

- Radio designation "Transportation"
- Duties
 - Select location for loading patients
 - Select ambulance staging area
 - Direct personnel in the Transportation area
 - Communicate resource needs to the supervisor or IC

241.11 Staging

Staging is the area in which available personnel, equipment, and apparatus are held awaiting deployment to an operational area. Staging is overseen by the Staging Area Manager.

- Radio designation "Staging"
- Duties
 - Determine a staging location
 - Track units in and out of staging



- Direct units to operational areas per the IC
- Communicate resource needs with IC

241.12 MCI Considerations

Prior to arriving and with the aid of Dispatch, the first due officer will:

- Stage units in a safe location when Law Enforcement directs FD to stage.
- Direct units to the scene and follow normal patient care procedures when Law Enforcement directs FD to the scene.
- In the absence of Law Enforcement direction, evaluate all available information, including knowledge of the location and any previous calls, and determine if the scene is safe to enter, and direct units accordingly.
- The first arriving Officer will establish command when arriving at the scene or the staging area (should consider unifying command with Law Enforcement if they are playing a large or key role in the process).

Creating treatment areas can help ICs in many ways:

- All responding units are to report to the staging area(s) unless otherwise directed.
- The IC can downgrade or upgrade the assignment at any time.
 - Think big; make sure the treatment area selected will accommodate all the victims and personnel.
 - Treatment area should be strategically located near the Transport area.
 - Consider weather, safety, and possible hazardous materials needs (i.e., decon, runoff, wind direction, etc.).
 - Designate an entrance and exit to each treatment area for good access and to aid in victim movement.
 - On large-scale incidents, divide the Treatment area into three distinct and separate areas based on triage priorities Red, Yellow, and Green. Colored Flags or Tarps will be used to mark each Treatment area.
 - The Immediate care (RED) area must be closest to the transport area to facilitate rapid departure, the Delayed care (YELLOW) area will be the next closest area to the transport area, and Minor care (GREEN) area should be the farthest away and well removed from the yellow and red areas to eliminate roaming green victims from interfering with patient care.
 - Communicate with the Transport groups to coordinate transport of appropriate patients.



Additional assignments should be made, or Divisions/Groups established based on the complexity of the incident. These may include but are not limited to:

- Extrication Group
- HAZMAT Group
- Rehabilitation Group
- Critical Incident Debriefing Team

241.13 A Rescue Task Force (RTF)

Set of teams deployed to provide point-of-wound care to victims in an ongoing ballistic or explosive scenario. RTF teams treat, stabilize, and remove injured in a rapid manner. RTF teams conduct missions while wearing ballistic protective equipment and under the protection of law enforcement officers.

RTF responses may be used for active shooter scenarios, or other scenes with an on-going ballistic or explosive threat.

Potential locations:

- Schools
- Businesses
- Shopping areas
- Any other large gathering areas

Prior to deploying an RTF, the fire and law enforcement UC should consider IEDs or other secondary devices. Threat zones must also be identified by the UC. Threat zones include the following:

- Hot Zone - Area where there is a known hazard or direct and immediate life threat. RTFs should not be deployed into hot zones.
- Warm Zone - Area of indirect threat (i.e., an area where law enforcement has either cleared or isolated the threat to a level of minimal or mitigated risk). This area can be considered clear but not secure. The RTF will deploy in this area, with security, to treat and remove victims.
- Cold Zone - Area where there is little or no threat, due to geographic distance from the threat or the area has been secured by law enforcement (i.e., casualty collection points, the area where fire/EMS may stage to triage, treat, and transport victims once removed from the warm zone).



An RTF should only be deployed upon agreement with the unified fire/law enforcement command. RTFs of three firefighters (EMTs or paramedics) should only be deployed with a law enforcement escort to provide security. The UC should establish an accountability process for all incident responders using a check-in/check-out procedure. Firefighters should not self-deploy into the warm zone.

When teams make entry, they should treat the injured using Tactical Emergency Casualty Care (TECC) guidelines. Any victim who can ambulate without assistance should be directed by the team to self-evacuate via a cleared pathway under law enforcement direction. Any fatalities should be clearly marked to allow for easy identification and to avoid repeated evaluations by additional RTFs.

The RTF can be deployed for victim treatment, victim removal from warm to cold zone, movement of supplies from cold to warm zone, and any other duties deemed necessary to accomplish the overall mission. RTFs should work within law enforcement security at all times.

241.14 Summary

MCIs can be large and potentially overwhelming affairs for even the most experienced Fire Officers. Good Incident Commanders will effectively size up the situation, identify the incident type, MCI level, the needed ICS structure, properly delegate authority, request the appropriate resources, call for support, determine if Unified Command is appropriate, continually reevaluate the scene, uphold accountability, and ensure life safety.

Dan Hagedorn

Fire Chief



Civil Service Board **agenda item**

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Outside Employment Request - Fire

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Outside Employment Request.pdf](#)

**CITY OF WINTER PARK
AUTHORIZATION FOR OUTSIDE EMPLOYMENT**



Name: DREW SCHAUMANN
Date: 6/21/2023

Department/Division: FIRE DEPARTMENT
Position: FIRE FIGHTER
Work Schedule: 24/48 SHIFT SCHEDULE

Other Employer: CRANER & COMPANY
Position: REALTOR
Work Schedule: VARIES
Duties: REPRESENT BROKER IN REAL ESTATE TRANSACTIONS

Potential Conflict: NONE

Employee Signature: [Signature] Date: 6/21/2023

Approved:
Supervisor: [Signature] Date: 6/21/23
Dept. Head: [Signature] Date: 6/26/2023
HR Manager: _____ Date: _____
City Manager: _____ Date: _____

Denied:
Supervisor: _____ Date: _____
Dept. Head: _____ Date: _____
HR Manager: _____ Date: _____
City Manager: _____ Date: _____

* Return to Human Resources for placement in employee's personnel file.



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Request to hold a hiring process for the position of a Firefighter

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Sgt. Eligibility List -Police

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Lt. Eligibility List - Police

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Off Duty Employment List-Police

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[OFF DUTY EMPLOYMENT-2023.docx](#)

OFF DUTY EMPLOYMENT

Jimmy Angeles	Soccer Coach for Kraze Krush, Timber Creek HS and Daytona State College
Ronald Budde	Budde Solutions LLC IT Services American Heart Association Training
Tony Fairbanks	Adjunct Professor at Seminole State Consultant/Testifying Expert
Kaitlin Gonzalez	Instructor at Seminole State and Valencia School of Public Safety
Rodney Jones	Realtor, Notary Services and Mobile Game Theater Operator
Javier Rodriguez	Equivalency of Training Investigator at T.E.C.O.
Jeancarlo Rojas	Adjunct Professor at Seminole State
Aaron Stephenson	Sales Position at Nano Shot Direct LLC
Rick Thomas	Realtor



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Applicant Interview Isaias Batista-Police

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Request to hold a Civil Service Test-Police

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Action Items	meeting date	August 1, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Approval of SOP's-Police

item list

SOP 125- Training Standards

SOP 175-Separation from Employment

SOP 340-Canine Teams

SOP 390-Property and Evidence

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 125 Training Standards.pdf](#)

ATTACHMENTS:

[SOP 175 Separation from Employment.pdf](#)

ATTACHMENTS:

[SOP 340 Canine Teams.pdf](#)

ATTACHMENTS:

[SOP 390 Property and Evidence.pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Training Standards	SOP #: 125
Rescinds:	SOP #: 273, dated 03/15/2000	Amends:
Effective:	August 1, 2023	Pages: (10)

Attachments:

125-1 PURPOSE:

This policy establishes training requirements and procedures to improve the effectiveness of Department personnel, through the effective administration of training.

125-2 POLICY:

- A. It is the policy of the Winter Park Police Department (**WPPD**) to maintain a training function capable of ensuring that new skills are developed, and existing skills are improved. The training function will also ensure that standards are maintained in high liability areas and personnel are consistently made aware of new technologies and techniques.
- B. All auxiliary, part-time, and full-time members will participate in required training.
- C. Members authorized to carry weapons and/or firearms shall receive in-service training that includes (at a minimum):
 - 1. Qualification with firearms the member is authorized to carry, in accordance with Florida Criminal Justice Standards and Training Commission (CJSTC) Rule;
 - 2. Annual demonstration of proficiency with firearms the member is authorized to carry (see Section 125-8);
 - 3. Annual use of force training in accordance with CJSTC Rule;
 - 4. Annual training on the conducted electrical weapon (CEW) in accordance with Florida State Statute;
 - 5. Training (**a minimum of once**) every two years on less-lethal weapons (for weapons other than the CEW).

NOTE: “Annual” training shall be conducted and completed within 365 days of the previous date of completion, unless otherwise stated. The timeline does not refer to calendar year.

125-3 PROCEDURE:

A. Training Development:

1. The Training Section lieutenant will be responsible for identifying specific training needs and courses of instruction to meet Department goals and objectives. The training will ensure that all members complete those retraining courses mandated by the Florida Criminal Justice Standards and Training Commission for law enforcement certification, along with firearms qualification and use of force training. Use of force training and firearms training shall be conducted at least once annually. The Training Section will coordinate all Department training efforts including specialized training, roll call training, and training outside the Department. Should a member identify an area where training is needed, **they** ~~he/she~~ should submit a memorandum through the chain of command requesting the specific training be implemented.
2. For courses administered by the Department, once the Training Section lieutenant has approved a training request, the designated instructor must submit a lesson plan (if one does not already exist or if an existing one needs to be updated/revised).
3. Mandatory retraining courses will take priority on the training calendar.

B. Responsibilities:

The Training Section lieutenant will be responsible for implementing all department-wide block (in-service) training as well as coordinating the presentation of approved courses by accredited law enforcement, educational, and/or training organizations.

C. Documentation/Records:

The Training Section will maintain training records on all sworn personnel and update these training records as necessary, to include date of training, type of training received, certificates received and test scores. Civilian training records shall be maintained by the Office of the Chief of Police. The Training Section will maintain training records on each in-service training class conducted.

D. Attendance Requirements:

1. The Training Section will provide members with effective, career-enhancing training and job skills instruction to ensure that Department goals are attained.
2. Department-wide block training shall be utilized to certify members in areas including but not limited to federal and state guidelines and Department policy.
3. Department-wide block training will be structured in such a way as to motivate and inform both the experienced officer and the newer officer and to further the professionalism of the Department.

4. All **members** ~~officers~~ attending department-wide block training must sign in on the appropriate sign in roster sheet.
5. All **law enforcement** officers are required to attend department-wide block training. It is the responsibility of each **law enforcement** officer to satisfactorily complete the entire block of instruction. If the **law enforcement** officer should be forced to miss any portion of training for any reason (**without prior permission from the Chief or their designee**), it is their responsibility to notify the Training Section lieutenant and their immediate supervisor. The **law enforcement** officer will be required to contact the Training Section lieutenant to arrange for make-up training (if offered.)
6. The Chief of Police or ~~their his/her~~ designee has the authority to excuse members from attendance in **scheduled (non-mandatory)** training.
7. All missed mandatory training (e.g. FDLE, CJSTC, FSS and CFA required) shall be made up as soon as possible, upon a member's return to duty.
8. All members who fail to attend mandatory training (**e.g. FDLE, CJSTC, FSS and CFA required**) and fail to schedule or attend make-up session(s) ~~who have not been excused from training may~~ **will** be subject to corrective action/discipline.
9. Civilians (~~e.g. Communications and Property & Evidence/Crime Scene~~) and newly hired ~~sworn~~ **law enforcement** officers (in ~~the a~~ field training program) who require formal established Department training must attend the established training program, in its entirety. Any sections missed due to an absence must be made up and completed prior to the successful conclusion and release from the training program.
10. Members scheduled for a training program administered outside the Department are required to attend. Any absence shall be reported, in memorandum, to include the training missed, the date(s), and the reason for such absence. The memo shall be provided to their supervisor and a copy forwarded to the Training Section.

125-4 LESSON PLANS:

- A. Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, identify the materials that may be taught, and specify the method of testing or evaluating students.
- B. Training courses administered by the Department shall have an approved lesson plan. If a lesson plan is not current or one does not exist for the training course, one shall be revised or created and approved prior to usage.
- C. Each plan must include the following elements:
 1. Name of course;
 2. Topic;

3. Length;
 4. Date prepared;
 5. Name of person who prepared the plan;
 6. Plan approval signature and date;
 7. Instructional techniques, ~~aids, and equipment/material required;~~
 8. Evaluation of student performance methods;
 9. Learning goal and course objective;
 10. ~~Statement of~~ Student performance objectives;
 11. Training content;
 12. Learning aids;
 13. Identification of student tests (if any);
 14. References.
- D. ~~Each lesson plan will be based on performance objectives that include the following:~~
1. ~~Statement of what is to be learned~~
 2. ~~An evaluation process to judge the effectiveness of the training~~
- E. The Chief of Police or **their** ~~his/her~~ designee will approve all lesson plans prior to the implementation of any training. The Training Section lieutenant is responsible for preparing and/or reviewing all training lesson plans.
- F. Only authorized instructors are permitted to teach approved lesson plans.

125-5 TESTING PROCEDURES:

- A. A minimum score of 80% for written testing and a “pass” score on practical exercise testing are required to successfully pass all formal Department training, if applicable to the course of training.
- B. Copies of ~~all~~ test materials, to include written tests, test keys, practical exercise scenarios, and evaluation conditions and guidelines will be kept with the lesson plan. ~~in the Training Section.~~

125-6 REMEDIAL TRAINING:

- A. The need for remedial training is usually identified through routine job performance or at the request of the member or **their** ~~his/her~~ immediate supervisor. The need for remedial training can also be determined for members who fail to maintain minimum skill levels relating to their job performance and or who fail to acquire minimum skill levels in training.
- B. Remedial training will be provided as soon as practical, but **should be** no later than ninety (90) days after the initial request or the deficiency is identified **(exigent circumstances can extend the required timeframe, with the approval of the Chief).**
- C. The type and length of the remedial training session will be designed and determined by the Training Section lieutenant, field training program supervisor, and/or the immediate supervisor of the member. Once the type of training has been determined, the member will be assigned to a specific field training officer or other member who has displayed competency in the area where additional training is required. Remedial training shall be documented **and filed with the Training Section.**
- D. Members who do not show improvement in the allotted time may be subject to progressive corrective/disciplinary action up to and including termination.
- E. Remedial training may be conducted in any area in which a need is identified and may include but is not limited to **law enforcement officers** who are identified as requiring assistance in:
 - 1. Defensive tactics skills;
 - 2. Less lethal weapon usage;
 - 3. Verbal communications skills;
 - 4. Report writing;
 - 5. Driving;
 - 6. Any other officer safety/high liability issue.

For policy and procedures relating to **law enforcement** officers who fail to qualify with a firearm during a regularly scheduled qualification session see SOP #: 166, Weapons Authorization.

- F. **Civilian members who do not perform their job function and tasks at an acceptable level are subject to remedial training such as:**
 - 1. **Dispatch and communications skills;**
 - 2. **Call handling (CSO and Parking Enforcement);**
 - 3. **Effective customer service skills;**

4. Any unit-specific and job assignment procedures.

- G. **Members** ~~officers~~ who fail to demonstrate proficiency with less-lethal weapons (e.g. conducted electrical weapon, OC spray, or baton) shall not be authorized or allowed to carry those weapons until such time as they are able to demonstrate proficiency. If proficiency cannot be achieved during a regularly scheduled training block, the ~~officer's~~ **member's** division ~~chief~~ **captain** shall be notified. Remedial training shall be coordinated through the Training Section and provided as soon as possible. Continued failure to demonstrate proficiency shall be documented and shall be routed to Professional Standards through the chain of command for further review.
- H. Participation in remedial training is mandatory for those specified to attend. Failure or refusal to participate in remedial training can be considered insubordination according to SOP #: 141, Corrective Action Policy, and may subject the member to corrective/disciplinary action up to and including termination.
- I. Original records and files for all corrective action plans and/or remedial training will be maintained in the Training Section. All such records shall be retained according to applicable records retention schedules.

125-7 ROLL CALL TRAINING:

Roll call training is designed to be accomplished by unit supervisors. The individual conducting roll call training does not require any specialized training other than displaying competency in the area in which they are instructing. The unit supervisor will decide training topics including legal updates and the method of instruction. The training curriculum and the names of those in attendance shall be documented and forwarded to the Training Section to be maintained in the training files. No lesson plan is required for roll call training.

125-8 TRAINING, RE-TRAINING, AND REFRESHER TRAINING:

- A. Department-wide block (in-service) training will also include all mandatory training required by the Criminal Justice Standards and Training Commission within the time frame designated by the State. Any legal updates shall be incorporated within the applicable training session as necessary. Additional accreditation-mandated training shall be completed as required and may be accomplished via block training, roll call training, or online training. Required training will be given priority.
- B. The Training Section shall maintain a ~~lesson plan and a~~ record for each block (in-service) training class to include:
 - 1. Course content;
 - 2. Names of participants;
 - 3. Results of training/performance of individual participants, if applicable; and

4. Instructor name(s).
- C. Firearm Proficiency Demonstration (annual) – Each officer must demonstrate proficiency on each firearm authorized to use once every 365 days. Proficiency may be demonstrated via qualifications, open range, or other scheduled firearms instruction. The Training Section lieutenant and their his/her training staff will determine the course of fire to be used by all instructors. Proficiency shall be measured as the law enforcement officer showing the ability to utilize the firearm, as determined and defined by the Training Section. Proficiency may be shown in various formats to include, but not limited to:
1. Live fire of firearms;
 2. Use of simunitions;
 3. Reality-based training scenarios; or
 4. Physical manipulation of inert or training facsimiles of firearms authorized for the law enforcement officer to carry.
- D. Firearm Qualifications – Each law enforcement officer must qualify with firearm(s) they are authorized to carry, in accordance with CJSTC Rule.
- E. Use of Force Training (annual) – The method of delivery for this annual training shall be determined by the Training Section lieutenant.
- F. Less-lethal Weapon Training – This training will be conducted in a manner determined by the Training Section lieutenant. An authorized trainer will conduct the hands-on portion of the training.
1. Conducted Electrical Weapon (Taser) (annual) – Training shall be completed in accordance with Florida State Statutes and any other manufacturer requirements, and shall be conducted annually.
 2. Other Less-Lethal Weapons (i.e. chemical spray and expandable baton) – Training shall be completed a minimum of once every two years (biennial) and shall be conducted in a manner as determined by the Training lieutenant.
- G. First-Aid Refresher – Training shall be completed for by sworn law enforcement officers a minimum of once every three (3) years. Instructors will possess active CPR or First Aid Instructor Certification for the training curriculum utilized during the training session. or shall meet the qualifications/requirements for high liability and specialized instructor certification per CJSTC Rule 11B. This mandatory training can be accomplished via in-house CRP certified members, WPFD members, or outside vendors who meet the instructor certification requirements stipulated in policy. Courses/training to meet this training requirement may be general in nature or for specific application (e.g. tactical combat care, general CPR/first-aid/AED refresher,

tactical medical training, etc.). The Training Section shall review course content and instructor certification to ensure it meets accreditation requirements.

- H. Mental Health Awareness Training – Per FSS 112.1815, all ~~sworn~~ law enforcement officers (to include reserve/part-time and auxiliary), Communications personnel, Property & Evidence, Community Service Officers and Records personnel shall receive educational training related to mental health awareness, prevention, mitigation, and treatment to include post-traumatic stress disorder. Training shall be completed via PowerDMS while the member is in their respective field training/initial training program and completion shall be documented. The content of educational training information shall be reviewed/approved by the Critical Incident Stress Management (CISM) Team commander or his/her designee.
- I. Autism Training – ~~Sworn~~ Law enforcement officers shall receive initial training while in the field training program, and there shall be periodic refresher training (occurring a minimum of every three years) on autism for all law enforcement officers. Training shall include review of Department policy, along with instruction on the recognition of the symptoms and characteristics of an individual on the autism disorder spectrum and appropriate responses to an individual exhibiting such symptoms and characteristics. Initial and periodic training shall be documented and may be accomplished online via PowerDMS.
- J. Vehicle Pursuits – ~~Sworn~~ Law enforcement officers shall receive initial training on Department policy while in the field training program. Training shall include completion of a PowerDMS training presentation and test, and shall be documented in the law enforcement officer's field training guide.
- K. Incident Command System (ICS) Training – Initial training for operations management of ICS should occur while law enforcement officer candidates are in the basic law enforcement academy (and shall include FEMA ICS-100 and IS-700). If not completed prior to employment with Winter Park, the training shall be completed while in the orientation phase of the field training program. In addition, ICS shall be a topic covered by a field trainer once a new law enforcement officer is in an advanced phase of the field training program. Training shall include a review of applicable SOPs #: 265, ~~Incident Command and Unusual Occurrences~~ and shall be documented in the law enforcement officer's field training guide. Newly hired civilian personnel shall complete FEMA IS-700 training within 30 days of their employment and ICS-100 training within their first 60 days of employment. In addition, periodic training on ICS shall be completed a minimum of once every three (3) years, via PowerDMS.
- L. Law Enforcement Accreditation – All members shall receive an overview training on the accreditation process, including the history and background of accreditation, the Department's involvement in the process, and the goals and benefits of accreditation. All newly hired members (to include law enforcement officers, ~~sworn members~~, civilian personnel and volunteers) will complete training in PowerDMS.

- M. The Department will provide newly hired members with training on Florida State Statutes, Department policy, and related forms, as part of their training program.
- N. Risk Protection Order – The Department shall provide initial training on Risk Protection Orders to all newly hired law enforcement officers and Property & Evidence personnel during their respective field training programs. The training shall be accomplished via PowerDMS.

125-9 INSTRUCTOR REQUISITE SKILLS, KNOWLEDGE, ABILITIES AND CRITERIA: QUALIFICATIONS/REQUIREMENTS:

- A. The Training Section lieutenant will select Department trainers based on the trainer's qualifications, level of experience, requisite skills, knowledge, and experience. Department trainers must have the following criteria and qualifications:
 - 1. Successful completion of the Florida Department of Law Enforcement (FDLE) Instructor Techniques course or an approved equivalent course approved by the Criminal Justice Standards and Training Commission.
 - 2. Instructors must have three (3) years of law enforcement experience.
 - 3. Instructors with a college degree who have majored in education are considered to have met the instructor technique course requirements.
 - 4. Individuals with professional credentials such as nurses, paramedics, psychologists, lawyers, doctors, or other certified professionals do not need instructor technique certification to teach in their areas of expertise.
 - 5. The Chief of Police may waive one or more of the above standards based on Department necessity.
- B. The Training Section will maintain a file on all Department trainers.

125-10 SPECIALIZED TRAINING:

- A. The below listed positions have been identified as being specialized and require specific training as soon as practical after being transferred to the respective unit:
 - 1. Criminal Investigations Detectives (CID) – Interviews and Interrogations, Crime Scene Investigation, death investigation school.
 - 2. Street Crimes Unit (SCU) – Narcotics and Dangerous Drugs Investigations school, Interviews and Interrogations, Undercover Operations.
 - 3. Traffic Enforcement Officer/Traffic Homicide – Traffic Crash Reconstruction, Basic Traffic Homicide Investigations, Speed Measurement Course.
 - 4. SWAT Team Member – Basic SWAT operations school.

5. Field Training Officer (FTO) – Field Training Officer course.
 6. K-9 Officer – Basic K-9 handling school as outlined by FDLE.
 7. Lakes Patrol – No requirement, however must display proficient operation of a vessel.
 8. Background Investigator – Conducting Background Investigations school or other training (which may be provided in-house) to include training in the collection of required information in conducting background investigations.
 9. Hostage Negotiation Team Member – Hostage Negotiation.
 10. School Resource Officer (SRO) – School Resource Officer school, Instructor Techniques.
 11. Crime Prevention Officer – Basic crime prevention school.
 12. Police Bicycle Officer – Police mountain bike school.
 13. CVSA and/or Polygraph Examiner – detection of deception administrator certificate of training. This includes Department members or outside examiners contracted by the Winter Park Police Department to conduct an examination for any purpose (criminal investigation, background investigation, etc.).
 14. Command-level positions hired from outside the Department shall receive applicable Department familiarization training, along with high liability requirements and training as required per accreditation standards. The training shall be documented and maintained in the member's personnel file.
 15. Newly promoted first-line supervisors shall complete the New Sergeant or Master Police Officer training (as specified in the applicable field training guide) within ninety (90) days of promotion or assignment. The training shall be documented and maintained in the member's personnel file.
- B. In addition to developing specialized skills, personnel assigned to specialized units will be made aware of the administrative requirements and relationship of the specialized unit to other parts of the Department.
- C. Additional specialized training for the above listed positions may be provided as the need arises.

125-11 CIVILIAN POSITIONS:

- A. The following positions within the department are non-sworn and may require specialized training. Specialized training will be based upon assignment and after an evaluation of previous job experiences, existing skills, knowledge and ability. Training may be accomplished in-house or through outside training sources.

1. Records Supervisor;
2. Records Specialist;
3. Property & Evidence Custodian/Crime Scene Technician;
4. Communications Operator;
5. Administrative Assistant/Administrative Coordinator;
6. Parking Enforcement personnel;
7. Traffic Support Specialist;
8. Accreditation and Grants Manager;
9. Crime Analyst;
10. Community Service Officer;
11. Finance and Administrative Planner.

- B. Training for members who regularly deal with citizens will emphasize effective communication skills, including the importance of their role as a representative of the Department. Additionally, training will be specific to the duties of the member.
- C. Civilian members subject to mandatory training shall be provided with such training as required. Additionally, they are encouraged to seek job-related training by application through the chain of command. Civilian members are limited to the type of class or classes they may attend at the local police academies as defined and regulated by the Criminal Justice Standards and Training Commission.

Drafted: ASK02-00 /filed: 273.doc /revised: MD10-03 /revised: TP07-06 /revised: JEA10-11 /revised: KG11-15 /revised: KG06-16 /revised: KG05-18 /revised: KG05-19 /revised: KG05-20/revised: KEOF08-23



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Separation from Employment	SOP #: 175
Rescinds:		Amends:
Effective:	August 1, 2023	Pages: 7
Attachments:	"A" Employee Equipment Issuance and Separation Checklist	

175-1 PURPOSE:

The purpose of this policy is to establish specific procedures to be followed when a member separates (resigns, retires, is discharged or is terminated) from the agency for any reason.

175-2 POLICY:

It shall be the policy of the Winter Park Police Department (WPPD) that all State and Federal laws will be adhered to when a member separates employment with the WPPD ~~Winter Park Police Department~~. These procedures apply to all paid members (employees) of the WPPD ~~Winter Park Police Department~~, ~~civilian or sworn~~. In addition, separating members are responsible for following all City policies and procedures outlined in the City Personnel Policy Manual.

175-3 DEFINITIONS:

Good Standing - A resignation or retirement (not in lieu of discharge or due to abandonment) with no criminal charges or internal investigations pending with a minimum of two (2) weeks prior written notification.

Termination – Separation of employment either voluntary or involuntary.

Termination-Deceased- An employee leaves the City's employment due to death.

Termination-Health- An employee leaves the City's employment for health-related reasons when he or she can no longer perform his/her duties.

Resignation – Termination resulting from a voluntary action by the employee is considered a resignation. Employees are required to give the City at least two (2) weeks prior written notice of resignation. Failure to provide such notice will result in non-payment of accrued personal leave and assign a status of ineligibility for rehire.

Retirement – Employee elects to retire after meeting the age and/or years of service to retire in accordance with the WPPD ~~Winter Park Police Department~~ Retirement System.

Quit Without Notice - An employee will be placed in a “quit without notice” status when:

- A. An employee is absent for three (3) consecutive working days without reporting to the supervisor a reason which is sufficient to justify such absence or an employee fails to return within three (3) working days from authorized leave of absence without reporting to the supervisor an acceptable reason with documentation which is sufficient to justify such absence.
- B. An employee fails to report for duty when given a direct order to work an assignment that falls within the scope of their job description.
- C. An employee quits without giving at least two weeks written notice.

Discharge-probationary employee – The involuntary separation from employment of a probationary (twelve (12) months for sworn employees and six (6) months for civilian employees) employee for any reason at the sole discretion of the City.

Discharge- regular employee- The involuntary separation from employment for cause of a regular employee (any employee off of their probationary period).

175-4 PROCEDURE:

- A. Resignation or Retirement Notice
 - 1. Any member wishing to leave the Police Department in good standing will submit to the Chief of Police, via the chain of command, a memorandum stating the effective date and reason(s) for resigning. The resignation should be submitted at least two (2) weeks before leaving. The memorandum will be sent to Human Resources (by the Office of the Chief) to be placed in the member’s personnel file and can be seen by future potential employers. Failure to provide such notice will result in non-payment of accrued personal leave and ineligibility for rehire.
 - 2. In the case of no notice, the employee’s immediate supervisor will notify the chain of command (to include Human Resources) via memorandum of the resignation and the employee’s election to not provide written notice. The Department reserves the right to determine the last date worked when a member resigns or “quit without notice”.
 - 3. Members who separate from the WPPD ~~Winter Park Police Department~~ shall complete an Employee Equipment Issuance and Separation Checklist (Attachment A). Once completed, the sheet shall be submitted to the Chief’s Senior Staff Assistant. In the event an employee refuses or cannot complete the form, it shall be completed by the employee’s direct supervisor or the supervisor on duty, if not the direct supervisor.

B. Return of City Property

1. Members leaving the Police Department, voluntarily or involuntarily, are required to surrender all issued property. The cost of any unreturned property will be deducted from the final paycheck in accordance with governing guidelines. Property to be returned may include, but is not limited to:
 - Uniforms, **Body Armor, Handcuffs** and All Insignia
 - Business Cards
 - Uniform Traffic Citations/Written Warning Forms/Etc.
 - Issued Weapons, **Ammunition**
 - Identification cards (City ID) and badges
 - Keys, Proxy Cards and Key Fobs
 - Vehicle and Additional Keys
 - Radio, Cell Phone, Laptop, Tablet, **Body Camera, Camera** ~~Pager~~
 - Related Peripherals of Electronic Equipment (e.g. chargers, covers, HIDs, power chords, charging station, extra batteries, etc.)
 - All manuals and other related materials and equipment previously used during the performance of duty.
2. If the employee is unable to return to work for any reason, the member's immediate supervisor will be responsible for contacting the employee to complete the terms of the separation to include the return of agency issued property and the completion of the Employee Equipment Issuance and Separation Checklist, which will be provided to the Quartermaster for verification.
3. If the employee is unable to complete the form or requires an escort throughout the building, the terminating employee's direct supervisor will be responsible for ensuring the Employee Equipment Issuance and Separation Checklist is completed and turned into the Chief's Senior Staff Assistance via the member's chain of command.
4. The Chief of Police shall assign a department member to coordinate with and retrieve issued property from employees (or their legal representative) who has been discharged and/or who refuse or are not allowed to return to the Police Department.
5. Final checks will not be a direct deposit to a financial institution. The cost of any unreturned items will be deducted from the final paycheck.

C. Recommended Timeline for Separation/Normal Retirement

It is the intent of this agency to assist members with the transition to normal retirement. In an effort to help members be prepared for this transition, the following suggested meetings should be considered:

1. Twelve (12) Months Prior:
 - a. Schedule and meet with a financial planner to assist with preparations of related documents to include wills, trusts, HSAs, obtaining life/health insurance quotes. The City of Winter Park's Human Resources Department may assist with providing a list of partners who have presented to employee personnel and/or financial development training sessions.
 - b. Members will be encouraged to contact the City's EAP provider to take advantage of programs offered that may help with the member's transition to retirement.
 - c. Schedule meetings with a Pension Board Representative and Administrator to review benefits and options.
 - d. Review listed beneficiaries on all City-based insurance policies and benefits.
2. Six (6) Months Prior:
 - a. Request accrual balances of leave time to be reviewed to assure the member properly plans to use their time in accordance with policy prior to separation and assure balances at separation do not exceed statutory limits for payout/compensation.
 - b. Consider possible educational/vocational opportunities to further future employment opportunities in retirement, if applicable. Venues may include Valencia, UCF, Rollins, etc.
3. Three (3) Months Prior:
 - a. Consider and plan how the last day of employment will be spent, i.e. public gathering, private, etc.
 - b. Have a final financial check-up meeting with a certified financial planner.
 - c. Provide account information to Retirement Board Representative for pension payment.

- d. Complete final information update for the department for future correspondences.
 - e. Schedule final firearms qualification for LEOSA. (Law Enforcement Officers Safety Act)
 - f. Make determination known if the member elects to retain their firearm (if an option) OR to receive monetary compensation for years of service in accordance with the City Policy Manual.
- 4. Last Day of Employment:
 - a. Complete applicable required forms, return issued equipment, and other processing functions as needed to conclude employment with the Winter Park Police Department and process out of the City.
 - b. Submit final work orders to cancel city email, computer access, building access, etc.
- D. Separation Status: If the employee is sworn, the Chief's Senior Staff Assistant shall be responsible for entering a separation code for the employee with the Florida Department of Law Enforcement (FDLE). Status shall be determined by the Chief of Police. FDLE status categories include:
 - Administrative Termination (not involving misconduct)
 - Budgetary Constraints
 - Deceased
 - Extended Leave of Absence
 - Failure to Complete Basic Recruit Training
 - Failure to Complete Elder Abuse Training
 - Failure to Pass State Certification Examination
 - Failure to Perform Assigned Tasks Satisfactorily
 - Failure to Satisfactorily Complete Agency Field Training Program
 - Instructor Request for Change of Affiliation
 - Military Leave of Absence
 - Other-Excessive Absence, Fail to report for Duty, sleep on duty, etc.
 - Resigned/Retired in Lieu of Separation for Violating Agency/Training Center Policy
 - Resigned/Retired in Lieu of Separation for Violating Moral Character Standards
 - Resigned/Retired while being Investigated for Viol. Moral Character Standards
 - Resigned/Retired while being Investigated for violating Agency Policy

- Retired (not involving misconduct)
- Special Elected or Appointed Person
- Suspension
- Terminated for Violating Agency Policy (No Moral Character Violation)
- Terminated for Violation Ch. 943.13(4). FS or Moral Character Standards
- Transfer Within Agency (No break in Service)
- Voluntary Separation (Not involving misconduct)

E. Badge and Firearm

1. Sworn members will be provided with a retirement badge after twenty years (20) of service or ten (10) years of service and reaching the age of 55. Sworn members voluntarily retiring or resigning with over ten (10) years of service in good standing from the WPPD Winter Park Police Department may be provided with a retirement identification card at the discretion of the Chief of Police after the separating officer qualifies under the Law Enforcement Officers Safety Act (LEOSA) on a yearly basis. The retirement identification card and badge remain the property of the WPPD Winter Park Police Department and may be revoked by the Chief of Police at any time at their his/her sole and absolute discretion.
2. Full-time sworn law enforcement members who have retired (based upon the WPPD's Winter Park Police Department's Retirement System) from the WPPD Winter Park Police Department in good standing may be issued their department-issued primary firearm upon retirement, with the approval of the Chief of Police.
3. Earned awards/breast bar ribbons, nameplates may be retained by a member separating employment in good standing.

175-5 EXIT INTERVIEW

Employees voluntarily resigning or retiring may have the option of participating in an in-person exit interview with the Human Resources Director, or their designee, if when scheduled in advance through HR. The exit interview must be scheduled and completed prior to the end of or immediately following the employee's final day of employment.

Employees have the option of participating in may have an exit interview with the Chief of Police or the Deputy Chief, if when scheduled in advance through the Office of the Chief, with the Chief's Senior Staff Assistant. The exit interview must be scheduled and completed prior to the end of or immediately following the employee's final day of employment.

The purpose of the exit interview is to:

- Allow the employee to express their feelings about their former job and the

agency in general.

- Assist the department in determining problem areas and developing a means to rectify them.
- Exit interviews with the Chief of Police or Deputy Chief are not taped and no record of the interview is placed in the employee's personnel file.
- Exit interviews with HR will be recorded and placed in the employee's personnel file in accordance with City Policy.

Drafted: KG 04-16/filed: 175.doc/revised: KEOF 05-23



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title: Canine Teams Unit **SOP #: 340**

Rescinds: SOP #: 308, Dated 02-28-00 **Amends:**

Effective: August 1, 2023 **Pages:** (12)

Attachments:

340-1 PURPOSE:

The purpose of this directive is to provide guidelines for the supervision, operation and circumstances for the use of Winter Park Police Department (WPPD) canine team(s). Canine team(s) will support Department operations Uniform Patrol thus reducing potential danger to law enforcement officers and improving effectiveness in the suppression of criminal activity. The WPPD canine team(s) are valuable law enforcement aids for use in criminal apprehension. Additionally, canine teams can provide evidence detection in the areas of narcotics, explosives, currency, firearms, and human remains. Canine teams may also be used for search and rescue, crowd control and for promoting favorable public relations.

340-2 POLICY:

It is the policy of the Winter Park Police Department (WPPD) to maintain a fully operational and highly trained canine team(s) unit to support a broad range of Uniform Patrol law enforcement functions, as well as assist in community relations. and other specialized operations. This policy applies to law enforcement officers.

340-3 PROCEDURE:

Canine teams shall be deployed in accordance with this directive.

340-4 DEFINITIONS:

- A. Annual – An event occurring once every 12 months (365 days).
- B. Canine (K-9) – A working dog which has been procured and specially trained to complete various specific law enforcement and public service tasks which utilize the canine's speed, agility and sense of smell.
- C. Canine Handler - Member A law enforcement officer who is specially trained in the care, handling and training of a canine dog for law enforcement use.

- D. Canine Supervisor – the canine handler’s immediate supervisor, as determined by assignment location.
- E. Canine Team – A canine officer and ~~his/her~~ **their** assigned **canine dog**.
- F. Controlled Substance Training Aids - As defined by F.S.S. 893.03.
- G. Explosive Training Aids - As defined by F.S.S. 552.081.
- H. Inventory - The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.
- I. Senior On-Duty Supervisor – The highest-ranking, on-duty law enforcement officer assigned to the management of an area. This could be a Patrol Lieutenant, Patrol Sergeant (in the absence of a lieutenant) Special Operations Lieutenant, Special Operations Sergeant (in the absence of a lieutenant), Investigations Lieutenant, Criminal Investigations Sergeant (in the absence of a lieutenant), Investigative Criminal Intelligence Sergeant (in the absence of a lieutenant) and the Community Services Lieutenant. At some particular times, the Master Police Officer (MPO) may be the most senior law enforcement officer on-duty.

340-5 DEPLOYMENT AND CALL-OUT OF CANINE TEAM:

- A. Canine teams may be ~~are~~ assigned to ~~the~~ any division/location (Operations, Support or Investigation and Administrative) ~~Special Section~~.
- B. Administratively, canine teams will report to a **sergeant or lieutenant** ~~K-9 Sergeant or the Special Operations~~.
- C. Tactically, when supporting patrol **or an investigations** unit, the canine team **shall** coordinate and report to the on-duty/**assigned** supervisor.
- D. If a conflict arises between a canine handler and a field supervisor as to the usage of the dog, the canine handler will utilize the dog to the best of **their** ~~his/her~~ ability. The handler will contact the canine supervisor (**sergeant or lieutenant**) at **their** ~~his/her~~ earliest convenience to have the matter resolved. This section in no way alleviates a **law enforcement** officer from the responsibility of following the direction or **lawful** order of a supervisor of any unit.

340-6 ON-DUTY CANINE TEAMS:

- A. **When directed to do so**, on-duty canine teams shall respond to crimes in progress and shall assist other law enforcement units, i.e. Uniform Patrol or SWAT, etc.
- B. During ~~regular~~ **scheduled** canine duty hours, any **law enforcement** officer or supervisor may request a canine team to respond.

- C. When other patrol units are available, canine teams should not be dispatched as a primary unit to handle routine calls for service.
- D. The canine teams ~~will~~ **should** demonstrate self-initiated activity ~~we~~ during their duty hours and assist as a back-up unit when **applicable and available** ~~possible~~.

340-7 OFF-DUTY CANINE TEAMS:

- A. When canine teams are off-duty, a **lieutenant** ~~the Uniform Patrol supervisor or Watch Commander~~ may authorize ~~any~~ call-out, after a scene has been evaluated. **The request for response by the canine team could be internally (WPPD) or externally (another area agency). In both instances, approval to respond requires the authority level of lieutenant or higher.**
- B. When a canine team is needed, ~~the~~ a **WPPD** ~~agency~~ team should be **requested**/utilized when **available** ~~practical~~.

340-8 EXTRA JURISDICTIONAL REQUEST FOR (ON-DUTY) CANINE ASSISTANCE:

- A. A request for canine assistance from other local law enforcement agencies may be approved by the **senior** on-duty supervisor ~~or Watch Commander~~. Prior to authorizing such assistance, a determination shall be made that the intended use of the canine team is within the **WPPD Winter Park Police Department** guidelines **and WPPD has a current mutual aid agreement with the requesting agency**. When assisting another agency, the canine handler will adhere to the policies of the **WPPD Winter Park Police Department**.
- B. A request from this agency for canine assistance from another agency may be authorized by the **senior** on-duty supervisor ~~or Watch Commander~~. Such a request should be made only when a canine team from this agency is unavailable.

340-9 CANINE USE FOR CRIMINAL APPREHENSION:

- A. The police-trained canine will only be released or utilized when the handler has weighed the facts in the case and can articulate the use of the canine meets the “objective reasonableness” standard outlined in *Graham v Connor* 490 US 386 104 L Ed **2d** 443, 109 S Ct 1865 (1989). In order to meet this standard, the handler must be able to show the deployment of the dog gave consideration to and the use of the canine was necessary given the three considerations:
 - 1. The severity of the crime at issue.
 - 2. Whether the suspect poses an immediate threat to the safety of law enforcement or others.

3. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
- B. Prior to using the police-trained canine for criminal apprehension, ~~members~~ law enforcement officers shall provide the canine handler with sufficient reasonable suspicion to lead ~~them~~ him/her to believe that a felony crime has been committed or the need to deploy the canine meets the standards outlined in bullet 340-9(A).
- C. The release of the police canine to apprehend a suspect is considered a use of ~~non-lethal~~ deadly force and shall comply with the Department's policy on use of force.
- D. In those cases when the police canine has been released to apprehend a violator, the law enforcement officer(s) on the scene shall refrain from becoming involved in the pursuit unless directed to do so by the canine handler.
- E. In those cases when the violator sustains an injury as a result of an apprehension by police-trained canine, the initial responding law enforcement officer will render first aid to the individual and summon additional medical assistance, if necessary. The on-duty supervisor will immediately be notified and a Use of Force Form (with the box "other" checked for the weapon/type of force and "Canine" entered in the space provided and a City of Winter Park Injury/Accident Report shall be completed. The canine handler's chain of command ~~K-9 sergeant, the Special Operations Lieutenant and the Operations Division Captain~~ will be notified as soon as practical, up to the level of Deputy Chief.

340-10 TRACKING:

- A. The following procedures shall be utilized when canine teams are requested to track:
 1. When the scene has been evaluated and the need for a canine team established, a canine team should be immediately requested.
 2. The scene should be secured. The perimeter should be maintained until the canine team arrives and advises that the track has been concluded.
 3. Attempts should be made not to contaminate the scene or routes of escape. Unauthorized persons shall not be permitted within the perimeter.
 4. Physical or chemical evidence or any scent article at a crime scene should not be contaminated. Once the scene is contaminated, it is difficult for the canine to pick up the desired scent. If contamination is unavoidable, the canine handler shall be made aware of the contamination.
 5. Canine handlers ~~officers~~ shall coordinate with personnel on the scene. Information pertaining to the type of crime, suspect description, weapon information, time lapse and perimeter information should be made available to the canine handler ~~officer~~ as soon as possible.

6. Patrol officers should only assist the canine team as requested by the handler.

340-11 AREA SEARCH:

- A. An area search may be requested if there is no starting point for a track. The following procedures will be followed in addition to the tracking procedures listed above:
 1. The canine team will search an open area utilizing the airborne scent to locate hiding suspects.
 2. A verbal warning will be announced by the handler unless doing so would jeopardize the safety of the law enforcement officers at the scene.
 3. It is the canine handler's discretion to conduct the search on or off lead.
 4. Law enforcement officers on the perimeter shall utilize care and attempt to stay near their vehicles during these searches unless otherwise directed by the canine officer.
 5. Law enforcement officers shall not allow anyone to enter the perimeter unless directed to do so by the canine handler officer.

340-12 BUILDING SEARCHES:

- A. The following procedures will be utilized when a canine team conducts a building search:
 1. When a canine is necessary to search a building, the first law enforcement officer on the scene will deploy backup units to establish a perimeter around the building.
 2. Whenever possible, a canine team will be requested to respond and conduct building searches.
 3. Law enforcement officers on the scene must maintain the perimeter and not enter or allow anyone else to enter the building. Law enforcement officers should not stand near the point of entry or exit.
 4. The law enforcement officer in charge of the scene should brief the canine handler of the situation upon their his/her arrival. Attention should be focused on the entry and exit points, movement detected inside the building, or any other pertinent information.
 5. Law enforcement officers on the scene should ensure that everyone stays clear of all doors and windows while the canine team conducts the search.

6. Prior to the canine team conducting a building search, a verbal warning will be given two times stating, “Winter Park Police Canine, come out or I’ll send in my dog and you will be bit!” This warning will be given to avoid injuries to innocent bystanders and allow the suspect the opportunity to surrender. The warning will be given only by the canine handler ~~officer~~ or their designee and not given prior to the canine team’s arrival as a ploy for surrender. In larger buildings or sectioned businesses or homes where a canine search is being conducted, multiple announcements throughout the search should be encouraged but are not required when it would jeopardize the safety of the safety of the law enforcement officers or exigent circumstances exist. When exigent circumstances exist, a verbal warning is not required if, in the opinion of the handler, it would compromise the safety of the law enforcement officers conducting the search.

340-13 CANINE USE FOR CROWD CONTROL AND PROTECTION:

- A. The following procedures will be utilized when a canine team has been requested for crowd control:
 1. No canine team will be utilized for crowd control unless authorized by the senior on duty supervisor ~~or Watch Commander~~, unless a situation arises where injury to law enforcement officers or citizens is imminent if immediate action is not taken.
 2. The canine handler shall keep his/her canine on a lead in attempt to maintain a reasonable distance from the nearest person in the crowd being dispersed.

340-14 CANINE USE FOR OBJECT SEARCHES:

- A. The following procedures will be utilized when a canine team is requested to conduct an article search, narcotic search or explosive search:
 1. Article Search:
 - a. The scene should be secured to prevent contamination and no one should be allowed within the search area.
 - b. The law enforcement officer on the scene will be responsible for the protection of any found evidence until it can be properly processed.
 2. Narcotics Search:
 - a. A law enforcement officer may determine the need for a canine team trained in the detection of narcotics and will request their response.
 - b. The law enforcement officer on the scene will be responsible for ensuring that the scene is not contaminated. The scene should not be searched prior to the canine team’s arrival.

- c. It is the responsibility of the canine handler to explain the limitations or capabilities of **their** ~~his/her~~ canine.
 - d. The **law enforcement** officer on the scene must be prepared to take the appropriate action after the canine gives a positive alert indicating the presence of the odor of narcotics (i.e. arrest, secure a search warrant if needed, take custody of the located narcotics and place them into evidence, **etc.**).
 - e. Narcotics detection canines will not be used to search for narcotics on a person.
 - f. Doors and windows of structures or vehicles to be searched should be left closed until the canine team begins the search.
3. Explosive Search:
- a. When a bomb threat has been made and a particular area in a building has been targeted, the canine team trained in explosive detection may respond.
 - b. The explosive detection canine team may respond upon request to conduct a sweep prior to the arrival of or during the stay of a dignitary, or at an area where a threat assessment reveals the possibility that an explosive device has been placed.
 - c. The explosive detection canine handler will coordinate **their** ~~his/her~~ efforts with the responding hazardous devices team personnel when appropriate.
 - d. The explosive detection canine handler is responsible for keeping abreast of current trends in improvised explosives and components to ensure updated training to meet the trends.

340-15 CANINE USE FOR PUBLIC RELATIONS:

- A. The **WPPD's** ~~Winter Park Police Department's~~ canine unit is a vital tool to enhanced public relations in the community. Request for public demonstrations should be routed to ~~through the Special Operations~~ **the canine handler's supervisor lieutenant**. The **canine handler's** ~~K-9~~ supervisor may approve the request, if resources are available.
- B. Care will be taken to prevent accidental injury to the public while conducting demonstrations.

340-16 UNAUTHORIZED USE OF CANINE:

Canine teams will not be utilized to affect the arrest of a highly intoxicated or feeble person who obviously could not escape or resist the officer.

340-17 SAFETY PRECAUTIONS RELATING TO CANINES:

- A. When a canine handler is injured, the following precautions will be taken by on-site personnel:
 - 1. The canine vehicle or handler will not be approached unless the injury is life threatening. Another handler or the canine supervisor must be notified to respond.
 - 2. The injured **canine** handler will attempt to control the canine.
 - 3. If needed, contact a member of the **canine handler's** ~~officer's~~ immediate family or someone who is familiar with the canine to attempt to control the canine.
 - 4. If the above efforts fail and the situation is life threatening to the **canine** handler, disabling force may be necessary to secure the canine.
 - 5. These precautions are necessary to avoid injury to police personnel while the canine is protecting **their** ~~his/her~~ handler.

340-18 SECURING THE CANINE WHILE OFF DUTY OR ON VACATION:

- A. The **canine** handler will be responsible for properly securing the canine.
- ~~B.~~ When on vacation, the canine will be boarded at an approved kennel or other location approved by the **canine K-9 supervisor** ~~sergeant or the Special Operations lieutenant.~~

340-19 WORKING WITH CANINE TEAMS:

- A. **Law enforcement** officers shall follow the canine handler's instructions when requested to assist.
- B. **Law enforcement** officers shall provide cover for the canine team during searches.

340-20 INJURIES RESULTING FROM CANINE:

- A. When suspects are injured during apprehension the following will occur:
 - 1. The **canine** handler will control the canine.
 - 2. The suspect will be secured by assisting law enforcement **officers** ~~personnel~~.
 - 3. Medical aid will be summoned.
 - 4. **The chain of command will be notified to the level of Deputy Chief.**

5. The canine handler will document the injury on the Use of Force Form and City of Winter Park Incident/Accident Report. On the form itself, the canine handler will mark "Other" as the force type/weapon and write in "Canine" in the space provided. Photographs shall be taken to document any injury and shall be submitted with the Use of Force Report.
 6. The on-duty supervisor will review the Use of Force report ~~and notify the canine supervisor of the incident.~~
 7. The Use of Force Report and other associated forms, to include photos documenting the incident, shall be routed through the chain of command to the Chief of Police for review.
- B. When the canine is not deployed during a criminal apprehension or building search (e.g. during training, public relations event, tracking, etc.) and an accidental bite occurs to another individual (e.g. law enforcement officer, innocent citizen, etc.) the following will occur:
1. The canine handler will control the canine.
 2. Medical aid will be summoned.
 3. The chain of command will be notified to the level of Deputy Chief.
 4. A City of Winter Park Incident/Accident Report will be completed with attached photos.
 5. The on-duty supervisor will notify the canine supervisor of the incident and ensure the proper paperwork is completed, including a supervisor supplement report with attached photos, documenting the facts and circumstances surrounding the incident and route the information through the chain of command to the Division Captain ~~Special Operations Lieutenant~~ for review. A copy shall be forwarded to the City Risk Manager.
 6. When the injury is accidental and did not result from an intentional use of force, a Use of Force Report ~~should~~ will not be completed.

340-21 USE AND CARE OF SPECIALIZED TRAINING AIDS AND NARCOTICS:

A. Acquisition of Narcotic Training Aids:

1. The Department will acquire controlled substances as training aids and shall strictly adhere to the procedures for acquiring these controlled substances, as set forth by the Drug Enforcement Administration (DEA) and the Florida Department of Law Enforcement (FDLE).
2. The canine ~~dog~~ will be trained in the detection of cocaine hydrochloride, cocaine freebase (commonly referred to as "crack"), heroin, marijuana and other drugs as

determined through trends in drug use. Cocaine hydrochloride, cocaine freebase, heroin and marijuana will be obtained from the DEA.

3. Only those ~~members~~ authorized to do so will obtain controlled substances from the approved source. Upon receipt of the controlled substances, the ~~member~~ **drugs** will be placed ~~them~~ in an approved locked safe.
4. When controlled substances are checked out, an entry shall be made in a log book kept in the safe located in the ~~K-9~~ **canine** storage area. The log shall include the date and the time the controlled substances were removed, who removed them, the reason for the removal and the date and time the controlled substances were returned.

B. Handling Narcotic Training Aids:

1. Upon initial receipt of the training **narcotic** aids, it will be documented with a case number for tracking purposes and submitted to evidence to receive a control number. Each container will be labeled with a control number that can be cross-referenced against a log sheet, which details the type and quantity of drug in the container. This log sheet should note which packages are issued to the canine handler. This should be done in the presence of the canine handler and canine supervisor and the log should be initialed by both **law enforcement** officers.
2. Under no circumstances will the ~~controlled~~ **training narcotics** ~~substances~~ be removed from the individual sealed packages.
3. Each **canine** handler authorized to train with the **training narcotics** ~~controlled substances~~ shall sign for and be issued a set of sealed packages. The **canine** handler will be held accountable for the controlled substances (**training aids**) in those containers. The controlled substances will then be stored in a safe mounted in the trunk of each **canine** handler's assigned vehicle. The packages must remain in the control of ~~a—the canine handler unit member~~ during training exercises. The controlled substances (**training aids**) will be stored in the **secure** safe, located in the ~~K-9~~ **canine** storage area, when not being used for training purposes. Only canine handlers and their immediate supervisor ~~Special Operations supervisory staff~~ will have access to the **secure safe in the canine area**.
4. ~~The K-9 supervisor shall inspect the safe each month to ensure that the controlled substances have been secured by the canine handlers.~~
5. ~~The Special Operations Lieutenant shall conduct an audit of the controlled substances monthly to ensure their security.~~
6. An annual unannounced inventory ~~audit~~ of controlled substances shall be conducted by the Chief's designee. **A copy of the completed inventory shall be provided to the Accreditation Manager.**

C. Accidents Involving Loss of the **Training Narcotics Drugs**:

1. Drug training shall be conducted in locations and under circumstances which offer reasonable control over the **training narcotics drugs** at all times. Should an accident occur during training where the packaging becomes compromised, or there is any loss or destruction of the **training narcotics drugs**, a supervisor on duty will be notified immediately and photographs shall be taken (if a scene exists). The canine supervisor will be notified as soon as possible.
2. A supplement to the initial information report under the original case number will be completed to document the circumstances concerning the accident. The case number will appear in the comment section of the log sheet for future reference. The container involved in the accident will be submitted to **Property and Evidence** ~~the Property Control supervisor~~ for disposal. ~~officers~~ All guidelines regarding the submission of drugs for disposal shall be adhered to.
3. In the event of an accidental ingestion of **training narcotics drugs** by a drug-trained police canine, the **canine** handler will administer the appropriate antidote and then transport the canine to the emergency veterinary hospital for treatment. The canine supervisor will be notified as soon as possible.

D. Disposal of Training Narcotics:

1. When scheduled for replacement, the **training narcotics drugs** and training containers shall be disposed of by **Property and Evidence control**. Disposal shall be in accordance with applicable state laws and Department regulations.
2. Upon receipt of a ~~fresh~~ **new** supply of **training narcotics drugs**, the outdated supply shall be inspected by the **canine K-9** supervisor to ensure the integrity of the packaging.
3. The old **training narcotics drugs** shall be inventoried and submitted to **Property and Evidence control** for destruction. This destruction will be documented under the original case number associated with the implementation of the training **narcotic** aids being placed in service.
4. If, after inspection, there appears to have been tampering or removal of **training narcotics drugs** from the original packaging, the **training narcotics drugs** shall be submitted to the FDLE for quantitative and qualitative analysis. In addition, the **Deputy Chief shall direct an investigation into the compromise of the training narcotics.**

340-22 USE AND CARE OF SPECIALIZED TRAINING AIDS—EXPLOSIVES:

- A. The canine handler shall be responsible for securing and safeguarding ~~the~~ **any** explosives issued for training purposes.

- B. Explosive detection training shall be conducted in locations and under circumstances which offer reasonable control over the explosive material at all times.
- C. In the event of an accident during training which results in the loss of the explosive material, the on-duty supervisor shall be notified immediately. The on-duty supervisor shall ensure that the scene is processed, if applicable. The canine supervisor shall be notified as soon as possible.
- D. The canine handler shall complete an incident report documenting the circumstances regarding the incident.
- E. When not being utilized, explosive training aids shall be stored in the police station, in a location designated by the canine supervisor.
- F. When explosive training aids are replaced, the discarded training aids shall be disposed of by transferring them to the Orange County Sheriff's Office Bomb Disposal Unit.
- G. The ~~Special Operations~~ **Investigations** lieutenant, **or designee**, shall conduct an audit of the explosives training aids monthly to ensure their security.
- H. An unannounced annual inventory audit of explosives training aids shall be conducted by the Chief's designee. **The person conducting the inventory shall not be in the canine handler's chain of command nor have authorized access to the explosive training aids.**

340-23 CANINE SERGEANT/LIEUTENANT - DUTIES AND RESPONSIBILITIES:

- A. The ~~K-9~~ **canine handler's** sergeant and ~~Special Operations~~ lieutenant have the overall responsibility for the supervision of the administrative and training needs of the **K-9 team unit**. The following are specific duties of a **the canine handler's** supervisor (these are representative and should not be considered all inclusive):
 - 1. ~~Approval~~ **Input into the selection** of canines selected for use by the **WPPD**. ~~the K-9 unit.~~
 - 2. Assisting **with** an interview board for prospective canine handlers.
 - 3. Maintaining statistical files as is needed for the ~~K-9~~ **canine team unit**.
 - 4. Ordering supplies and equipment, as needed, for the proper functioning of the ~~K-9~~ **canine team unit** and ensuring that the items ordered are properly billed and delivered.
 - 5. Monitoring the veterinarian bills as to the amount spent on the canines for services rendered.
 - 6. Handling canine correspondence.

7. Approving public demonstrations of assigned canine team(s).
8. Coordinating in-service training **for the assigned canine team(s)**. ~~with the on-duty shift commander.~~
9. Performing additional duties as deemed necessary. ~~by the Operations Commander.~~

340-24 CANINE HANDLER RESPONSIBILITIES:

- ~~A. Canine handlers are patrol officers first. They~~ will abide by the same rules and regulations, general orders and directives that govern all members of the **WPPD Winter Park Police Department**.
- B. While patrolling, they will enforce all violations of federal laws, state laws and City ordinances. They will at all times monitor their radios so they can respond if needed.
- C. Ensure proper care, feeding, grooming and training of the **assigned** canine.
- D. Will maintain the proper health of the canine through regular veterinary care.
- E. Care for and maintain all issued canine equipment.
- F. Maintain all safety precautions when handling the canine.
- G. Complete all applicable forms associated with the training, deployment and apprehension.
- H. Maintain files and records pertaining to in-service training and annual re-certification.

340-25 DUTY HOURS AND UNIFORM:

- ~~A. The following will apply to the working hours and dress for the~~ **canine teams** ~~personnel assigned to the K-9 unit:~~
 1. ~~The~~ Canine handlers will work **a schedule as provide/determined by the handler's supervisor** ~~coverage during hours established by the Captain of Operations.~~ These hours may be adjusted, ~~by the unit supervisors~~ if needed.
 2. During normal ~~duty~~ **scheduled** hours, the **canine** handler will wear the assigned canine uniform. ~~as established by the Captain Operations.~~ The **canine** handler, if conducting training **and when approved** ~~with the approval of the unit~~ **by their** supervisor, may wear civilian clothing, if required for training.

340-26 CANINE HANDLER SELECTION CRITERIA:

- A. Openings for a canine handler position shall be announced in a memorandum. **Law enforcement** officers interested in the position shall submit a memorandum, via their

chain of command, to the ~~Operations Captain~~ Deputy Chief within the time specified in the opening announcement.

- B. Law enforcement officers applying must have completed their probationary period and not had formal discipline within the past twelve (12) months.
- C. The canine handler's residence must contain a fenced back yard and have adequate space for the canine. In the event of the canine handler officer does not own the property, the canine handler officer must obtain written permission from the property owner for housing the canine. A site visit to the canine handler's officer's residence will be conducted, prior to selection.
- C. Any additional criteria, to include desired skills and experience, shall be included in the announcement of the opening.
- D. The selection process shall consist of an oral interview.
- E. Assignment to the position shall be made at the discretion of the Chief of Police, or his designee.

340-27 CERTIFICATIONS, IN-SERVICE TRAINING AND EVALUATIONS:

- A. Completion of FDLE State Certification is required before canine teams are deployed for official law enforcement use. The school will comply with Criminal Justice Standards and Training Commission requirements.
- B. In-service training shall be conducted on a regular basis to maintain the proficiency and overall quality of canine teams. Training frequency and location shall be at the discretion of the canine handler. Training may be in-house and/or may be conducted with other law enforcement agencies (e.g. Seminole County Sheriff's Office, Apopka Police Department, etc.).
- C. Each canine team will be evaluated, at least a minimum, on an annual basis by a canine trainer not employed by the WPPD ~~Winter Park Police Department~~ and scored in a minimum of the following areas:
 - 1. Obedience
 - 2. Criminal apprehension
 - 3. Building search
 - 4. Area search
 - 5. Tracking
 - 6. Narcotics search (if applicable)

7. Explosive search (if applicable)

- D. Canine teams shall be certified and re-certified in accordance with the Criminal Justice and Standards Training Commission (CJSTC) guidelines **and requirements.**

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Timothy Volkerson
Chief of Police

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Title:	Property and Evidence	SOP #: 390
Rescinds:	SOP #: 232 dated 05/01/1998	Amends:
Effective:	August 1, 2023	Pages: (29)
Attachments:	"A" Property and Evidence Audit "B" Property and Evidence Inspection "C" Property and Evidence Inventory	

390-1 PURPOSE:

The purpose of the property/evidence management function is to establish guidelines for identifying, preserving, obtaining, labeling, recording, storage, and disposal of evidence and recovered property. Every officer/crime scene technician has the responsibility of identifying, obtaining, and preserving evidence at a crime scene. The primary responsibility of logging, handling, transferring, and storing evidence and other specified property is assigned to the Property & Evidence custodians.

390-2 POLICY:

It is the policy of the Winter Park Police Department to ensure that all property/evidence coming within the control of Department members be properly recovered, uniformly submitted, as well as efficiently and accurately maintained for accountability. Release, purging, and disposal shall be in accordance with statutory requirements and agency policy.

Evidence shall be collected and submitted in accordance with the Florida Department of Law Enforcement Evidence Submission Manual and the Winter Park Evidence Submission Manual (located in the booking area and in the evidence packaging areas).

All property and evidence shall be placed under the Property & Evidence section function (submitted) before the member goes off duty. All property and evidence shall be logged into agency records either electronically (via the Cafe report management system) at the time of submission or it shall be logged into the electronic system by Property & Evidence personnel within 24 hours of submission (Monday – Friday) or on the following working day (for submissions on weekends and holidays). During exceptional situations (e.g. processing of extensive crime scenes, unusually voluminous amount of submissions due to a large case, etc.) the time frame for logging the property/evidence into agency records may be extended (but shall not include the actual submission of property/evidence). Submissions to the function shall be without delay.

390-3 DISCUSSION:

- A. This directive is established to provide guidelines and policy for Department members in regard to the handling, collection, packaging, documentation, and uniform submission of property and evidence. This directive is also intended to define the initial duties and responsibilities of said personnel upon arriving at a crime scene.
- B. This directive is established to demonstrate that property/evidence held by the Department is regulated by written procedures to ensure continuity and consistency within the agency. All persons handling property/evidence will be held accountable for their actions while the property/evidence is under their control and in their possession.
- C. The collection of evidence by Uniform Patrol personnel is limited to simple, non-major crime scenes and includes basic fingerprinting and the collection of small amounts of evidence that must be submitted for laboratory processing.
- D. At any crime scene not classified as a “major crime scene” as described in this directive, Uniform Patrol personnel are responsible for evidence processing and collection as part of their normal duty.
- E. Requests for a crime scene technician to respond to a scene and conduct evidence collection and processing shall be made to the Criminal Investigations Lieutenant or an established designee.
- F. Proper safeguards and preservation techniques will be used for the handling and collection of evidence. All evidence will be handled in a professional manner.

390-4 DEFINITIONS:

- A. Evidence – That which may be used as proof of an element of a crime or the perpetrator of the crime.
- B. Chain of Custody – The continued link established from one person to another when moving evidence from one place to another.
- C. Recovered Property – Any property coming to the attention of the Winter Park Police Department that has the appearance of being lost or abandoned, whether found by a civilian or an employee, and/or any property that must be held for safekeeping until the ownership can be determined. This category also includes property illegal to possess (contraband) that is not being used as evidence in any criminal case.
- D. Safekeeping – Property of a person which may need to be secured either because the item may present a threat to someone, or the person is unable to take custody and secure the property due to circumstances beyond his/her control.
- E. Florida Department of Law Enforcement (FDLE) – A state funded investigative body for law enforcement with seven regional crime laboratories. Evidence which requires specialized processing can be sent to the local FDLE crime lab or the FBI crime lab in Washington D.C.

- F. Disposal/Purging of Property/Evidence – Either destruction of the property, return of the property to the owner, conversion of the property to City property, donation of the property to charity or sale of the property at public auction. The property custodians shall ensure the purging of property and evidence is conducted and completed by lawful methods.

390-5 PROCEDURE:

- A. All property or evidence collected by Department personnel shall be submitted to the evidence storage lockers for secure storage *before going off duty*. A written report detailing the circumstances by which the property or evidence came into the Department's possession and describing each item shall likewise be completed and submitted *before going off duty*.
- B. Department employees are prohibited at all times from storing property or evidence in their personal desks, lockers, vehicles, homes, or other places. Property/evidence shall be submitted to Property & Evidence without delay. . Personal use of any property or evidence is strictly prohibited.
- C. Property or evidence that has been improperly packaged or tagged will be accepted by the evidence custodians for safekeeping, however immediate notification shall be sent to the submitting member, to correct noted discrepancies.
- D. The evidence custodians or backup evidence/property clerk will be available on an "on-call" basis twenty-four-hours a day, seven days a week when:
1. Evidence has been collected that requires refrigeration and the refrigerated lockers are full or broken.
 2. The storage lockers are full and no empty lockers remain for new evidence.
 3. Valuable items or items which are too large to be stored in a locker need to be secured in an acceptable area within the Department.
 4. When the temporary evidence storage area has already been used and evidence is too large to place in the regular evidence lockers.
- E. The Department provides personnel with equipment and supplies for the purpose of processing crime and crash scenes.

390-6 CRIME SCENES (GENERAL):

- A. Upon arrival at a crime scene, the first responding officer will first determine if the scene involves a non-major crime and if he/she will be able to perform the necessary processing.

- B. If the crime scene fits the criteria of a “major” scene (as defined in Section 390-7B), the first responding officer will immediately begin following the procedures outlined for responding to major crime scenes.
- C. If the scene does not fit the criteria of a major crime scene:
 - 1. Begin observation of the general scene upon arrival, taking note of the location of obvious evidence.
 - 2. Request the victim, complainant or other persons present not to touch anything that may have been disturbed by perpetrators.
 - 3. Photograph any evidence in its original position prior to collecting or disturbing the evidence.
 - 4. Isolate any evidence that cannot be immediately processed or collected.
 - 5. Begin the report writing process. The report shall specify who located each item of evidence in addition to who collected it.
 - 6. Select items or areas that have evidentiary value and begin fingerprint processing.
 - 7. Collect and label sufficient samples of items that must be confiscated or collected for laboratory fingerprint processing or other analysis.
 - 8. Upon retrieving or processing all available evidence, complete the field investigation and written report.
 - 9. Submit all evidence *before going off duty*.

390-7 RESPONSE TO MAJOR CRIME SCENES:

- A. The policy of the Winter Park Police Department is that a Criminal Investigations detective will respond to all major crime scenes, as requested by the supervisor on duty.
- B. For the purpose of this directive, “major crime scenes” are defined, but not limited to:
 - 1. Homicide
 - 2. Sexual battery
 - 3. Armed robbery
 - 4. Extensive burglary scene
 - 5. Suspicious death
 - 6. Any other scene requiring a significant amount of processing

C. Arrival at a Major Crime Scene:

The following procedures will be adhered to by responding officers upon arrival at a crime scene that may require processing and investigation by a Criminal Investigations detective:

1. The preservation of life is paramount, even at the risk of destroying evidence. In all cases involving personal injury, officers will check for signs of life and administer first aid if appropriate.
2. If rescue personnel have responded to administer medical aid, responding officers will ensure that any identifiable evidence remains as undisturbed as possible.
3. The investigation of major crime scenes is a highly specialized and technical field. Personnel who are not members of the investigating team are to secure the scene in its entirety until the arrival of the Criminal Investigations Division.
4. Major crime scenes shall have restricted access to **all** persons other than the Criminal Investigations detective(s), crime scene technicians, or other persons under the lead detective's direction.

D. First Responder Duties:

1. Proceed with caution in the event the suspect(s) is still in the immediate area.
2. Determine if medical assistance is required by the victim(s).
3. Request a response from the on-duty supervisor.
4. Obtain a description of any possible suspect(s) and vehicle(s) from the complainant, victim or witness.
5. Obtain names, addresses, and telephone numbers of any witnesses.
6. Protect the scene from intrusion by unauthorized persons. Deploy crime scene perimeter tape if necessary.
7. **Do not** disturb any identifiable evidence. Complete overall photographs of the scene to show conditions upon initial arrival.
8. Take notes indicating the location and description of weapons or other items having obvious evidentiary value. Those notes shall include who located each item of evidence.
9. Upon the arrival of investigation and/or crime scene personnel, disseminate any information obtained.
10. Do not abandon the scene until relieved by the detective taking responsibility for the scene.

390-8 TRAINING:

- A. Detectives and/or crime scene technicians working in conjunction with the Criminal Investigations Division, when investigating a crime scene, are the individuals primarily responsible for evidence processing.
- B. Officers assigned to the Special Operations unit and qualified as a Traffic Homicide Investigator are the individuals primarily responsible for evidence processing when they are investigating a crash scene.
- C. All other officers who may be responsible for crime or crash scene investigations shall receive basic training while in field training along with in-service training regarding the collection, preservation, and submission of physical evidence.
- D. All members (e.g. crime scene technicians, detectives, traffic officers) who are responsible for crime or crash scene evidence processing shall receive periodic (minimum of every three (3) years) refresher training in the equipment, computer programs and techniques used by the agency.

390-9 COLLECTION OF LATENT PRINT EVIDENCE:

A. General:

- 1. Latent processing most often involves, but is not limited to residential burglaries, business burglaries, vehicular burglaries and recovered stolen vehicles, or latent evidence recovered from a crime scene or an item identified as having been linked to criminal activities.

Uniform Patrol personnel will attempt to:

- a. Identify and process points of entry and exit; and
 - b. Identify and process any items reasonably identified or believed to have been handled or touched by the perpetrator(s) or parties who are to be identified through latent print comparison(s).
- 2. Officers will exercise care when “dusting” for latent prints within a residence, vehicle interior, or items that are fragile, valuable or easily soiled.
 - a. When practical, processing personnel will use newspaper, paper towels or similar protection beneath the item being dusted to avoid soiling carpet, tiles, furniture, etc.
 - b. The victim will be advised to clean any dusted surfaces as soon as possible upon completion of processing.

B. Basic Fingerprinting Techniques:

1. Put on a set of clean gloves prior to processing.
2. Gently apply fingerprint powder to the surface of the object using a fingerprint brush or other acceptable method of processing (where applicable).
3. If a print is developed, gently brush the powder over the print to enhance its ridge detail. Then gently blow off excess powder to leave the best contrasting print possible for collecting.
4. Lay fingerprint tape across the print so as to roll the tape onto the print (to prevent air bubbles from forming under the tape).
5. Smooth the tape down over the print using gentle pressure applied in an even manner starting at one side of the tape and working toward the opposite side.
6. If the print appears such that it will be destroyed in lifting, the print should first be photographed in place using a camera and including a measuring device (ruler or identification tab) in the photograph.
7. Once the print has been photographed, gently lift the print by pulling slowly up on the tape. Then transfer the tape to a latent lift card of a contrasting color in comparison to the powder used to enhance the print ridge detail. The tape should be applied to the blank, shiny side of the card in a similar manner as it was collected to prevent air bubbles from forming.
8. Smooth the tape down over the card and initial the edge of the tape.
9. Sever the tape from both ends of the card.
10. Any print captured on the tape that was not from the scene or item the print was lifted from (such as an officer's print on the tape) will be marked through with an "X" and initialed by the lifting officer, thereby identifying the print to be eliminated from comparisons .

NOTE: The aforementioned techniques can be used to collect palm, foot, and footwear impressions/prints.

11. Record the following information on a latent lift card:
 - a. The case number
 - b. The date and time the print was taken
 - c. The type of crime
 - d. The victim's name
 - e. The address of incident

- f. The location the print was lifted from, including a brief sketch on the back of the card. A description should include whether the print was located inside or outside of a window or door if applicable.
 - g. The printed name, signature, and ID number of the employee lifting the print.
 - h. The print lift number (e.g., 1 of 3, 2 of 3, etc.)
 - i. The name of the suspect and his/her date of birth, if known
12. All prints will be submitted via evidence submission procedures listed in Section 390-12, to include Cafe entry as a property item with full chain of custody. Latent print cards shall be placed in a latent print envelope, and submitting members will include the case number, date of submission, number of cards submitted, offense, member name, victim name, and suspect name(s) if known. Submitting members will seal the envelope using its metal clasp and red evidence tape. Members shall include their initials and the date across the evidence tape.
13. A Latent Examination Request form shall be completed and attached to the outside of the latent print envelope prior to submission. These can be found pre-attached to the latent print envelope or on the department Intranet.
14. The latent print card(s) will be submitted to the designated locker located in the Property & Evidence section.

NOTE: If lifted prints do not appear to have value, they will still be submitted. Latent print examiners will make the determination if any print is usable or not.

390-10 LATENT PRINT CARDS:

- A. Latent print cards shall be treated as and entered into evidence.
- B. Each latent lift card must be filled out in its entirety in addition to the latent print envelope (see Section 390-11G).
- C. The latent lift card(s) will be placed in the designated locker of the Property & Evidence section.

390-11 PROPERTY AND EVIDENCE PACKAGING:

- A. Except for liquids and large items that won't fit, most property/evidence should be packaged in brown paper bags or manila envelopes according to size. This includes, but is not limited to clothing, plants, and plant type materials, cans and bottles (beer, wine, and soft drinks), metal, plastic, and paper items such as checks, notes, letters, etc.
- B. Plastic bags will be utilized on the following items: jewelry; currency; all drugs except cannabis or other green leafy or plant material; knives or other sharp items so the

evidence custodian can readily identify the item and not risk injury. Please package according to size.

- C. Cannabis or other plant material, unless pre-packaged in plastic by the perpetrator, should always be placed in a paper envelope or paper bag.
- D. More than one piece of “like item” property/evidence can go into the same package. However, **each** item must be listed accordingly.

NOTE: If constructive possession is in question, officers are reminded that latent fingerprints can be developed from the original drug wrapping. Wear gloves accordingly.

- E. If property/evidence is wet or damp, allow it to air dry before placing it in a paper bag. Wet/damp evidence or property placed into plastic will mold/mildew, deteriorate, and decompose, rendering it useless for analysis or trial (e.g., blood or semen stained clothing).
 - 1. The on-duty supervisor or an evidence custodian may be contacted to allow access to the temporary storage room located adjacent to the sally port.
 - 2. **No** property/evidence should be packaged when wet or damp. The submitting member shall contact an evidence custodian for access to complete the packaging process once it has dried.
- F. Latent prints are among the most valuable types of physical evidence. **All objects at the scene should be considered as possible sources of fingerprints which may lead to identification of the offender.**
 - 1. Use evidence gloves to pick up items of evidence, being careful not to wipe possible latent prints off the surface.
 - 2. Place papers and documents containing latent prints in manila envelopes. Any number of paper items may be placed in a single container.
 - 3. Containers should be clearly marked: “**Latent Print Evidence**”.
 - 4. Mark the packaging with the biohazard sticker or symbol if the submission contains blood, bodily fluids, or caustic chemical items.
 - 5. Do **NOT** wrap non-porous items in cotton or cloth as they damage or destroy the latent prints.
 - 6. Do **NOT** cover portions of items to be examined for latent prints with evidence tape.
 - 7. If subject’s prints are to be compared against the latent prints, list all descriptive information for each subject (e.g. name, race, sex, DOB).

G. Sharp Instruments:

Knives, edged instruments, or other sharp objects should be packaged in plastic so they can be seen, the exterior of which should be clearly marked: “**Caution – Contains Knife / Sharp Instrument (Glass, etc.)**”. A paper bag or cardboard should be used to enclose the sharp portion of the instrument before placing it into the evidence container to further prevent the instrument from puncturing the container and protect anyone handling the item from being injured. If the knife comes with a sheath, leave the knife in the sheath for bagging. Package the item as if you would be handling it every day.

390-12 SUBMITTING EVIDENCE/PROPERTY:

- A. For physical evidence to be accepted by the court at the time of trial, it is essential that the chain of custody be maintained. The initial step in this process is properly marking or labeling an item at the time it is collected, seized, or received.
- B. The submitting member can either complete a Property Receipt per the attached format or enter the full chain of custody into the property description field of the Café records management system.
 - 1. All forms must be dated, signed and initialed by the submitting member in the appropriate spaces of the form.
 - 2. All forms must be completed in a neat and legible manner. If this is not possible, it is suggested that the form be typed.
 - 3. The names of all other persons in the chain of custody (e.g., all transfers) will be noted on the property receipt.
 - 4. If there is more than one subject arrested in the case, **all subjects need to be listed on the form**, to prevent the accidental destruction of evidence before all defendant cases have been cleared.

NOTE: If a Property Receipt is completed, a copy will be provided to property owner(s) by the member. When items are taken for safekeeping, the member will inform the owner that property not picked up from the Police Department will be disposed of after 90 days, unless they contact the Property & Evidence section and request a time extension.

- C. If the item can be bagged, it shall be bagged and the property/evidence stamp completely filled out and signed. The bag shall be sealed with frangible evidence tape. No staples shall be used at any time, under any circumstances, to seal evidence bags. The DATE, and MEMBER’S INITIALS will be placed across the taped or sealed closure. The bag will NOT be considered SEALED (only closed) if the DATE, and INITIALS are not on the bag. If the item is too large or impractical to bag, the manila or plastic tags shall be used after being stamped and/or filled out and securely attached to the item.

D. In all cases of “Found/Recovered Property”, if the owner can be identified, the submitting member shall make at least one attempt to contact the property owner. This shall be attempted prior to the end of the member’s shift and this attempt or contact shall be noted on the property receipt or documented in the Café report for the evidence custodian’s information. If contact is made, the member will inform the owner of the property that the item(s) will be disposed of after 90 days, unless they contact the Property & Evidence section and request a time extension.

E. All property/evidence recovered by members will initially be locked in the storage lockers unless the item is too large (e.g., bicycles) or as otherwise indicated by policy.

If the item is small enough, evidence submitters are encouraged to use the drop slot in the designated locker. If a locker is utilized, place item(s) and property receipt inside then secure the locker.

F. All property/evidence with a serial number will be checked through FCIC/NCIC by the submitting officer and the serial number WILL BE NOTED on the form or Café property entry in the space provided. If there is a positive “hit” on the item, include a copy of the teletype information for the evidence custodian’s information.

G. Items too large to be stored in the lockers will be tagged, logged, and stored in the temporary storage area. The on-duty supervisor will obtain a key from the lock box outside the Property & Evidence section. Once the property/evidence is placed in the temporary storage area, the door will be secured and the key will be dropped in the appropriate locker for the evidence custodian. The property receipt shall be put in the designated locker located outside of the Property & Evidence section.

H. Motorized Vehicles that are placed in the Vehicle Processing Bay, at the direction of the Special Operations or Criminal Investigations Division, shall be tagged, logged in the Café report, and stored. The on duty supervisor will obtain a key card from the lock box outside the Property & Evidence section. Once the evidence is placed in the bay, the bay will be secured and the key card will be dropped in the appropriate locker for the evidence custodian. The property receipt shall be put in the designated locker located outside of the Property & Evidence section if needed.

I. For preservation of all whole blood samples or other perishable evidence needing secured refrigerated storage, the member will place the evidence in one of the refrigerated lockers located immediately outside of the Property & Evidence section. If completed, the property/evidence receipt shall be placed in the designated locker located outside of the Property & Evidence section.

J. It shall be the evidence custodian or designee’s responsibility to transport the item(s) to the Criminal Investigations lab, the FDLE crime lab, or other laboratory without delay to ensure the preservation of perishable evidence.

K. The evidence custodian or designee transporting evidence to any lab shall ensure that the chain of custody is maintained and shall include documentation of the following:

1. Date, time and method of transfer
 2. The receiving person's name and responsibilities
 3. The reason for the transfer
 4. The name and location of the laboratory, synopsis of the event and the examination(s) desired
 5. The date and time of receipt in the laboratory
- L. Items of evidence requiring processing by the Criminal Investigations Division shall be notified by an evidence custodian. The submitting officer must fill out an Evidence Processing Request Form and submit the form with the evidence.
- M. Evidence requiring an FDLE lab analysis shall be delivered to the crime lab by an evidence custodian or designee, generally within a minimum of one week, unless extenuating circumstances require immediate transmittal.
- N. All refrigerated storage locations containing evidence shall be secure.
1. In the event of a power outage, integrity of the evidence shall be accomplished by the use of the Department's main generator, which has a direct connection to the refrigerator/freezer locations. Immediate response by an evidence custodian shall not be required.
 2. In order to maintain the integrity of evidence, each refrigerator which houses evidence shall be equipped with an electronically monitored thermometer/thermostat (sticks). In the event of a direct refrigerator/freezer issue, which results in a temperature change detrimental to the evidence, there would occur a direct notification to an evidence custodian, who would immediately respond to the police station and remove and relocate evidence into a secure, properly working refrigerator/freezer.
- O. Sexual Offense Investigations:
1. Per FSS 943.326, evidence from sexual offense cases shall be submitted to FDLE within thirty (30) days of receipt or a request by individuals identified in Florida State Statute to have it tested. A sexual assault evidence kit will be submitted to the FDLE lab regardless if the victim wishes to assist with prosecution.
 2. All evidence from sexual offenses shall be stored and maintained in a secure and environmentally safe manner until the prosecuting agency has approved its destruction. The evidence custodians shall ensure approval is obtained in writing (e.g. email, completed form, letter, etc.) prior to destruction. The approval documentation and subsequent destruction information shall be retained in the original case file.

390-13 PROPERTY/EVIDENCE CHAIN OF CUSTODY:

A. Within the Department:

1. Property and evidence is primarily stored at the Property & Evidence main storage facility. This area is a **Restricted Access Area** and will be posted with signs designating admittance only to authorized personnel. A log will be utilized documenting **all** access to the Property & Evidence storage facility. The log shall be maintained by the evidence custodians according to established retention schedules. Entry to the Property & Evidence storage facility and all other Property & Evidence storage areas are controlled to prevent the alteration, unauthorized removal, theft, or other compromise of property stored by the Department and to maintain chain of custody. Members authorized entry and access to the secure Property & Evidence holding areas shall be determined by the Chief of Police and shall have access via electronic security card and/or biometric scanning.
2. The evidence custodians will maintain thorough records denoting the acceptance, transfer, and disposition of all items turned in to Property & Evidence. Records shall also include the current location of the item, the date and time the property/evidence was received and released, a description of the property/evidence, the chain of custody from time of receipt until final disposition, and the date and results of all inspection, inventories, and audits.
3. All property and evidence submitted to Property & Evidence shall have a complete record of the chain of custody (from collection to final disposition). The record shall be inclusive of each time the property/evidence is moved (e.g. lab, court, etc.) and to include the final release (destruction, disposal, release to owner, etc.). The chain of custody shall include documentation of all the following:
 - a. Date, time and method of transfer
 - b. The receiving person's name and responsibilities
 - c. The reason for the transfer
4. Members shall not have custody and control of property/evidence unless the property or evidence is:
 - a. Being transported to the evidence unit or storage lockers
 - b. Being identified, copied, packaged, or sealed
 - c. Being transported for trial purposes
 - d. Being removed for an official investigation
 - e. Being processed by detectives in the Criminal Investigations Division

5. Whenever practical, all property/evidence shall be removed from the storage lockers daily by an evidence custodian. The evidence custodians shall check the property receipt/Café computer entry for information against the property/evidence bag or tag for accuracy. Discrepancies, including incomplete forms or entries, are to be brought to the attention of the submitting officer by the evidence custodians.
6. Whenever any property/evidence is requested from an evidence custodian, the Chain of Custody Form shall be signed, noting the date, time, and reason for the transfer. In the case of evidence going to court or the State Attorney's Office, the Chain of Custody Form shall be signed, noting the date, time, and reason for the transfer.

NOTE: If the Court is NOT going to return the property/evidence, then a clerk at the Clerk of the Court or prosecuting attorney must sign and date the Chain of Custody Form. The officer must return the form to an evidence custodian.

7. Items of evidence requiring processing by the Criminal Investigations Division shall result in the Criminal Investigations Division being notified as soon as possible by the evidence custodians.
8. All property/evidence removed from the custody of the Department shall be safeguarded so as not to violate the chain of custody or compromise the evidence.

B. Outside the Department:

The FDLE form **Request for Examination of Physical Evidence** is used when submitting evidence to the crime lab requiring analysis and/or examination.

390-14 PROPERTY/EVIDENCE CUSTODY, STORAGE, DISPOSAL AND ACCOUNTABILITY:

A. Storage of Property/Evidence:

1. As property/evidence is secured, the location of storage shall be documented on the Property Receipt form or computer entry as well as the property bag or tag.
2. The Property Receipt form shall be placed in the appropriate filing location. Two files are to be maintained:
 - a. A current file containing the forms on items still in the possession of the evidence custodians
 - b. A history file containing the forms on items no longer in the possession of the evidence custodians
3. Found property or property stored for safekeeping will be stored in a separate and specific location within the secure confines of the Property & Evidence room(s). Members authorized entry and access to secure holding areas shall be determined

by the Chief of Police and shall have access via electronic security card and/or biometric scanning.

B. Storage of Evidence/Contraband/Sensitive Property:

1. Evidence/contraband shall be stored separately within the secure Property & Evidence storage facility.
2. Extra security measures will be provided for drugs and firearms which shall be placed in separate locked room/vaults within the secured evidence area. Precious metals, jewelry, and **all** amounts of currency shall be stored in a separate locked room/vault located in the main Property & Evidence facility. The room/vault will be locked at all times.

C. Disposal of Property:

1. Recovered property **not** considered evidence, contraband, or a firearm taken for safekeeping during a Baker Act, shall be examined in order to determine ownership. If ownership can be determined, personnel assigned to the Property & Evidence section will attempt to make contact with the owner and arrange for the return of the property. Attempts at contact shall include reviewing the inmate populations at Orange and Seminole County jails to ensure the property owner is not incarcerated.
2. Found property shall be maintained and disposed of as required by Florida State Statutes (FSS) Chapter 705. Property shall be retained for ninety (90) days. Personnel assigned to the Property & Evidence section will attempt to make contact with the owner and arrange for the return of the property.
3. After the ninety (90) day retention period, the property will be disposed of by destruction, conversion to City property, donation to charity, public auction, or returned to the finder, if a claim was made when the property was recovered. Claimers of found property will be notified and given an additional thirty (30) days to obtain said property, after which time the property will be considerable abandoned and purged via rules set forth by Florida State Statute.
4. Items being held as Safekeeping are to be retained for ninety (90) days. An additional (30) day shall be added for situations where the property owner has contacted the Property & Evidence section requesting a time extension. Personnel assigned to the Property & Evidence section will attempt to make contact with the owner and arrange for the return of the property.
5. If the owner of the property is deceased, the executor or trustee of a will or estate may claim the property with proof from a court of their legal status.
6. Recovered property will be purged on a semi-annual basis or as needed determined by an evidence custodian.

7. Any firearm collected during a Baker Act shall only be released in compliance with Section 390-16 of this policy.

D. Disposal of Evidence:

1. When a case is unfounded, or if for some other reason the evidence becomes of no value, the detective assigned the case shall forward a supplemental report to the Evidence Custodians. This report shall indicate the known owner's name, address, and phone number, a list of the evidence that may be returned, and the reason why the item is no longer needed.
2. If the investigating detective wishes the evidence to be retained longer than specified below, the detective must submit a request to the evidence custodians stating such. This would be done in cases where a suspect is developed but at the time the evidence was collected there was insufficient information to press charges and prove the case. The evidence would be retained in hope that a case may be developed at a later date.
3. Arrest evidence shall be retained as long as a case is open with no disposition received from the Court or State Attorney's Office. This includes cases where suspects are filed on by Criminal Investigations detectives.
4. Non-arrest evidence, if a felony, will be retained for a minimum of one year. If a misdemeanor, it will be retained for a minimum of six (6) months. This means cases where no suspect is developed by detectives, little evidence or lack of witnesses exists to prove a case (i.e., identified fingerprints from the scene). The exception to this will be homicides and felony level sex offenses. Evidence from homicide and felony level sex offenses with an arrest will be destroyed only with permission from the State Attorney's Office, to provide time for appeals, etc.
5. Upon receiving a supplemental report, State Attorney's Office disposition, or Clerk of the Court Closing printout advising the evidence is no longer of any value and speedy trial has expired, the items shall be promptly returned to the owner/possessor upon request, unless the item is a firearm. The agency General Counsel will review the request for return prior to the release of the firearm.
6. Contraband items (i.e., drugs, narcotics, paraphernalia, etc.) shall not be returned. Disposal of narcotics and drugs will be done by court order.
7. Evidence shall be disposed of only after the case has been resolved and expiration of appeal has occurred. Evidence not claimed by the owner within sixty (60) days of case closure will be disposed of by destruction, conversion to City property, donation to charity, or public auction.

NOTE: Evidence firearms will not be returned without instructions from the State Attorney's Office and approval from the agency General Counsel.

8. The evidence area will be purged on a monthly basis by the Evidence Custodians unless the Evidence Custodian deems it necessary to purge on a different schedule based upon volume (e.g. it may be necessary to purge drugs more frequently due to a large volume of drugs seized.). Purging shall be by lawful methods.
 9. All court orders and transmittals shall be kept in a file by the Evidence Custodian.
- E. Accountability: In order to ensure accountability of all property and evidence maintained by the agency, the following reviews shall be conducted on an annual basis and documented on the appropriate form:
1. Audit – an examination of conformance with agency controls, policies and procedures of the Property & Evidence section function and is conducted by a member not routinely or directly connected with the control of evidence/property. This review shall be conducted within the one previous or same month each year and the review date shall not go beyond the date from the previous year; it will be within 12 months. This shall be documented on the Property and Evidence Audit form Attachment "A".
 2. Unannounced Inspection – an unannounced review of Property & Evidence section storage areas for organization and orderliness and is conducted as directed by the Chief of Police. This review may be conducted at any time within the reaccreditation cycle (November to November). This shall be documented on the Property and Evidence Inspection form Attachment "B".
 3. Inventory – an accounting of evidence/property is conducted by an evidence custodian or designee, plus a designee of the Chief of Police who is not routinely or directly connected with the control of evidence/property. The inventory shall consist of a review of all (100%) high liability items and twenty-five percent (25%) of the non-high liability stored items. This review shall be conducted within the one previous or same month each year and the review date shall not go beyond the date from the previous year; it will be within 12 months. This shall be documented on the Property and Evidence Inventory form Attachment "C".
 4. In addition, random inspections to determine adherence to property control procedures may be conducted and documented by the evidence custodians or their designee. Random inspections shall be determined by the Criminal Investigations Lieutenant.

NOTE: Related to accountability for annual reviews and random inspections, the Property & Evidence section function shall include both property and evidence held. The annual inventory and other random inspections shall include the review of all types of property and evidence maintained within the secure areas to include found property, evidence, biohazards, refrigerated evidence, property held for safekeeping, etc. These reviews will be documented on the appropriate forms.

F. Missing, Lost or Stolen Property or Evidence Investigative Procedures:

1. If, during the course of any annual review or inspection, property or evidence cannot be located (undetermined if lost, missing or stolen), the evidence custodians shall conduct an immediate review of the chain of custody and determine if the property or evidence is housed in an alternate location. If found, the item shall be noted on the corresponding form.
2. If not found prior to the end of the review process, an evidence custodian shall submit a memorandum to the Investigations Division Chief via the chain of command, describing the missing property/evidence, detailing the actions taken to locate the missing property/evidence, a possible explanation (if one exists), and any other pertinent information.
3. The Division Chief shall determine the appropriate course of action which may include requesting assistance from another departmental employee, conducting a comprehensive audit and inventory of items held, or other action as determined. Actions taken, along with the final results, shall be documented and forwarded to the Chief of Police, via the chain of command.

NOTE: Any high liability item (drugs, currency, jewelry, or guns) missing shall immediately be brought to the attention of the Chief of Police via the chain of command after a careful and detailed search ends with negative results.

390-15 DUTIES OF THE EVIDENCE CUSTODIAN:

- A. The evidence custodians shall be accountable for the reception, storage, and disposal of all evidence/property within their control.
- B. General Procedures:
 1. Whenever practical, all property/evidence shall be removed from the storage lockers daily by an evidence custodian. The evidence custodian shall check the property receipt and computer entries for information against the property/evidence bag or tag for accuracy. Any discrepancies, including incomplete forms, shall be brought to the attention of the submitting officer for correction and re-submission.
 2. To ensure that all received written reports of laboratory analysis are sent to the primary criminal case investigator, ***regardless of any verbal advisement***, the evidence custodians shall ensure that a copy of the report is placed in the case master file or added into the Café report. This includes ensuring that written test results are collected from external laboratories and distributed to investigators and officers.
 3. The Evidence Custodians will secure all necessary authorizations for destruction of narcotics and firearms.
 4. The Evidence Custodians shall make evidence available to the courts as directed by subpoena.

5. The Evidence Custodians shall be responsible for the following designated storage areas:
 - a. Property & Evidence main storage facility
 - b. Evidence lockers outside of the Property & Evidence storage facility
 - c. Temporary storage areas
 - d. Outer storage facility
 - e. Other areas as designated as secure storage for property/evidence
6. For the purposes of this directive, Authorized Personnel shall include persons who have direct access to property/evidence including:
 - a. Evidence custodians
 - b. Personnel designated by the Chief of Police

NOTE: Unauthorized personnel shall NOT be allowed inside the secure areas of the Property & Evidence section storage facilities unless escorted by an authorized person.

7. The evidence custodians will enter **all** property/evidence into the computer records system as soon as possible after receipt to ensure proper and up-to-date property/evidence accountability, this shall include the following information:
 - a. Location of property/evidence
 - b. Date and time property/evidence was received/released
 - c. Description of the property
 - d. Chain of custody from time of receipt until final disposition
 - e. Date and results of all inspections, inventories and audits
8. After the appropriate retention period the evidence custodians shall dispose of all evidence/property in accordance with applicable state law and/or Department policy.

C. Termination/Resignation/Retirement of an Evidence Custodian:

When a member who is assigned to the Property & Evidence section and has access to the restricted/secure areas in Property & Evidence is terminated, resigns, or retires, an inventory may be conducted by agency members, as appointed by the Chief of Police. The inventory shall be documented on a Property and Evidence Inventory form,

Attachment "C" (and marked as "change in personnel"). When conducted, the inventory sample shall be determined by the Investigations Division Chief.

390-16 FIREARMS AND AMMUNITION (SPECIAL PRECAUTIONS):

- A. An officer submitting a found firearm with the owner unknown shall instruct Communications Center personnel to enter the weapon into NCIC/FCIC as a recovered firearm per Section XI, 11.1.2 of the Florida Department of Law Enforcement Crime Information Users Guide.
- B. An ATF form will be filled out by the submitting officer for **ALL** firearms. The on-duty sergeant will be responsible for entering the data into the required eTrace fields, and transmitting the information electronically to ATF. A copy of the eTrace form must be printed out and submitted to Records prior to the end of shift. The Communications Center designee will be responsible for completing the eTrace form in the absence of an on-duty sergeant.
- C. Evidence gloves will be worn if a firearm is to be processed for prints or submitted for processing.
- D. Firearms will not be picked up by placing an object in the end of the barrel. Evidence marks (e.g., submitter's initials, time, case number, etc.) will not be placed directly on the firearm, as marks may destroy the value of the evidence, as well as create liability concerns should a firearm be later returned to its owner. The description of the firearm must be accurately stated on the property receipt, and the package or tag. The following information must be provided: manufacturer, model, serial number, caliber or gauge, type (revolver, automatic, shotgun, etc.), length of barrel and whether the firearm is loaded or unloaded.

NOTE: If a Criminal Investigations detective is responding to the crime scene, the firearm will not be unloaded or unnecessarily touched by officers or other persons.

- E. All seized/recovered firearms, whenever possible, shall be unloaded before being put in the storage locker either by the initial investigating officer or detective.
- F. When possible, all firearms shall be **bagged in plastic, boxed, or tagged** (rifle/shotguns). Firearms that might present a **biohazard** will be packaged in **paper** only. A biohazard sticker shall be placed on the packaging and the term "biohazard" shall be written on the property/evidence receipt.
 - 1. The word "LOADED" or "UNLOADED" shall be written on the package or tag and on the property receipt (i.e., the gun is jammed or unable to be unloaded, etc.). "LOADED" or "UNLOADED" will be marked on all guns going to the FDLE lab, as this is their policy.
 - 2. Ammunition, clips or magazines should be bagged and listed separately. If the item is going to the FDLE for processing, the ammunition or clip must be listed on the FDLE form and included in the submittal.

3. Biohazard guns and knives packaged in paper must be verified as “UNLOADED” using the “two person” rule, with the initials of both people on the outer packaging.
- G. If a Criminal Investigations detective is not responding, firearms shall be “rendered safe”. “Rendering a firearm safe” means removing all live ammunition from it.

NOTE: If a firearm has ammunition in the firing chamber, or the firearm is in such condition that it cannot be rendered “safe”, contact a Department armorer for instructions in regard to making the firearm safe. No unsafe firearm will be submitted directly into evidence until either an evidence custodian or Department armorer has been contacted.

H. Unloading Firearms:

NOTE: Employees shall not attempt to unload any firearm when they are unfamiliar with the style/make of the firearm.

If a firearm is to be unloaded by the submitting employee:

1. Point the firearm to the ground and in a safe direction before attempting the unloading.
2. Handle ammunition as carefully as the firearm itself in order not to disturb any prints on the ammunition.
3. Do not remove ammunition from any magazine. Magazines removed from firearms will be submitted with the ammunition left intact in the magazine.
4. Place ammunition removed from a tubular magazine, firing chamber or cylinder in individual paper bags, with appropriate markings (on the bag) indicating the location in the firearm from which it was taken:
 - a. If the firearm is a revolver, do not remove spent, expended, or already fired ammunition from the cylinder. Only live ammunition should be removed.
 - b. If the firearm is a revolver, the positioning of any spent and unspent cartridge casings within the cylinder should be denoted on a diagram drawn by the submitting employee.
 - c. If such a diagram is used:
 - 1) Indicate which chamber of the cylinder was located at the “top dead center” (the cylinder aligned with the barrel when the cylinder was closed). This chamber will be designated as chamber #1.
 - 2) Counting clockwise, count each cylinder. The number of the cylinder must correspond with the number of the evidence bag holding the live cartridge

that was extracted from the firearm (e.g., “evidence bag #3 contains a live round taken from firearm chamber #4”);

- 3) If the cylinder is to be closed back into the firearm after removal of the ammunition, it should be closed in such a manner where chamber #1 (top dead center) is relocated back into its original position. If the cylinder is to be left open, a small piece of paper indicating “Top Dead Center” and listing the submitting employee’s name will be inserted into chamber #1.

- d. Different kinds of ammunition (caliber, manufacturer) should be listed by their respective location on the diagram.

- I. The submitting officer shall give a description of the firearm (caliber, make, model, and serial number) to the Communications Center for a computer inquiry as to any lost or stolen status.

J. Expended Ammunition:

1. Submit all recovered bullets and cartridge cases.
2. No evidence marks will be placed on bullets or cases that will destroy any fingerprints or marks made by the weapon.

K. Live Ammunition:

1. Attempt to recover any unused ammunition of the same brand and type for test firing and comparison purposes.
2. Unused ammunition should be given the same evidence safeguards as that given spent ammunition.

L. Packaging of Ammunition:

1. Each container will be sealed with evidence tape and properly labeled.
2. Live ammunition still in its original box/container can be submitted in its entirety. Live ammunition in quantity can be placed together in a bag or other container and marked, “Caution, Contains Live Ammunition”.

M. Baker Act and Risk Protection Order:

1. Baker Act – If a firearm or ammunition is voluntarily collected during a Baker Act and held for safekeeping, members shall additionally follow the procedures set forth in SOP #: 240, Persons in Crisis relating to their release.
2. Risk Protection Order – If a person who is the subject of a Risk Protection Order (Respondent) under FSS 790.401 turns over firearms, ammunition, and/or concealed weapons permit to the police department for safekeeping as part of a

Risk Protection Order, members shall additionally follow the procedures set forth in SOP #: 241, Risk Protection Orders relating to their storage and release.

N. Firearms Release or Destruction:

NOTE: Firearms are disposed of under a separate statute, FSS Chapter 790. Therefore No “Finders Claim” may be made on found firearms.

1. Firearms of an evidentiary nature will be released only with approval of the Agency General Counsel.
2. Proper photo identification must be presented and pursuant to FSS 790.08, the charges in the case must be concluded.
3. Firearms of a non-evidentiary nature (safekeeping, death investigations, suicidal incidents, etc.) shall not be released without direction from the designated case agent, the agent’s supervisor, and the Department General Counsel.
4. Before the return of **any** firearm, the following must be completed as close as possible to the release time:
 - a. NCIC/FCIC stolen gun check.
 - b. NCIC/FCIC wanted persons & criminal history check, for felony convictions, domestic violence convictions, domestic/repeat violence injunctions, or any outstanding warrants.
 - c. Weapons are not to be released to any citizen unless the following steps are taken prior to the release:
 - 1) A check of NCIC/FCIC and submission to the FDLE Firearm Eligibility System (FES) of the owner/requestor must be completed to ensure the individual is eligible to possess a firearm, is not a convicted felon, does not have an active domestic violence injunction, does not have an active Risk Protection Order, and to ensure that no outstanding warrants exist.
 - 2) A check of Winter Park Police Department records must be completed to determine the background information on the case.
 - 3) The Department General Counsel must authorize its release.
5. Due to safety concerns, the release of ammunition back to the public is prohibited without a Court Order, unless the purpose of the hold was for safekeeping.

NOTE: The Gun Control Act of 1968 was amended by the Omnibus Consolidated Appropriations Act of 1997. Effective September 30, 1996, the amendment made it unlawful for any person convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. This amendment

applies to crimes committed prior to the effective date (retroactive) and applies to law enforcement officers.

6. If there is a concern that the person requesting the release of the firearm is mentally unstable based on known facts, the member shall consult with the agency General Counsel or City Attorney prior to release.
7. Firearms forfeited, recovered or not claimed by owners will be disposed of per FSS 790 and turned over to the Orange County Sheriff's Office for destruction. Firearms of an evidentiary nature must be held for at least 60 days after case closure before being turned over for destruction. **All** firearms must be run through NCIC/FCIC for stolen status before disposal. The teletype results on the firearms will be kept with the firearms disposal transmittal in the files.

390-17 DRUGS:

- A. All drugs recovered or seized, are to be individually bagged, weighed and sealed by type of suspected narcotic or location.

Acceptance on submission: The approximate weight or number of pills, to include color and markings, shall be noted on the property receipt or computer entry **and** the package.

- B. Any cannabis taken as evidence shall be bagged in paper or a manila envelope. If the evidence is found in a plastic bag, the bag will be submitted separately from the cannabis, due to the nature of moisture accumulating in plastic and possibly ruining the value of the cannabis for FDLE lab analysis and court case presentation.
- C. In the case of cannabis plants, if found in pots or containers, photograph same, then remove the plant, dispose of the soil, remove the root system, bag the plant in PAPER ONLY, tag the container separately and label in a manner that will identify the container to the plant. Prior to packaging the cannabis plant, the item shall be weighed and documented.
- D. In the case of "PCP", do **NOT** package until contacting FDLE for proper packaging instructions, due to the volatile and explosive nature of this drug.
- E. Narcotic and dangerous drugs will not be accepted into property storage unless packaged, labeled, and sealed by the investigating officer. "Sealed package" is defined as packaging that would not allow the interior contents to become accessible to unauthorized persons only upon a deliberate attempt to violate the integrity of the taped seal.
- F. Packages will not be opened except for the sole purpose of requested testing, authorized and recording inspection, or disposal.
- G. All packages utilized for storage of narcotics and dangerous drugs, including the containers into which they have been stored, will be inspected and examined by an evidence custodian to ensure that no one has tampered with the package.

- H. If any discrepancy appears to exist between what is submitted and what is inventoried on the property receipt, the evidence will not be accepted and the submitting officer will be contacted immediately.
- I. Any drug(s) recovered and submitted as evidence or recovered property shall be subject to a presumptive test utilizing standard testing procedures. The results of the presumptive test shall be recorded on the recovered property form.

NOTE: In the event that an evidence custodian finds any drug(s) are improperly packaged, or not properly sealed, and a member/employee receives a correction notice, a second presumptive test will be performed prior to submittal and weight / count verified.

J. Inspections, Release and Final Disposition of Narcotics:

- 1. Annually, during the inspection and unannounced inspection, drugs held by the agency will be inspected to ensure labeling is correct and contents are still adequately sealed and contained.
- 2. Each time narcotics are released (e.g. lab, court, etc.) Property & Evidence personnel shall perform a quantity control and packing inspection both going out and when applicable, coming back into Property & Evidence possession.
- 3. Prior to the disposal of any drugs (drug burn/destruction, submittal to a federal agency, or release to owner, etc.), Property & Evidence personnel shall weigh/count the drug and inspect the packaging to determine any compromise.

390-18 DRUG PARAPHERNALIA:

- A. Besides storage as evidence, paraphernalia should be submitted for analysis only if the substance contained in or on the item in question is an unknown substance.
- B. Syringes with needles attached are extreme health hazards and should be handled with care at all times. The needle portion, whenever possible, should be covered with its own protective cap, if available.
- C. All needles will be placed in a “sharps” container with point secured in the bottom of the container. The “sharps” container will then be sealed in a plastic container and clearly marked: “Caution, Syringe with Needle Attached”.
- D. Razor blades may be secured and taped between two pieces of cardboard so they cannot slide out. They are to be sealed in a plastic container and clearly marked: “Caution, Razor Blades”.

390-19 NON-HAZARDOUS LIQUIDS (INCLUDING ALCOHOLIC BEVERAGES):

- A. Open containers of liquid that require analysis, laboratory processing, or special preservation and where the original cap or seal is available, may be re-sealed, placed

into an evidence bag, labeled with the type of liquid (if known), and submitted to evidence.

- B. NO FLAMMABLE LIQUID of any kind is to be put into evidence or recovered property. We have no facilities for the storage of these items. Should a container of flammable liquid have evidentiary value, the submitting officer shall contact the Winter Park Fire Department for instruction on making the container safe for storage in our evidence room.
- C. URINE SPECIMENS will be packaged in a special container provided in the packaging area and in booking. The container shall then be placed inside one of the refrigerated lockers located outside of the Property & Evidence section.
- D. In the case of ALCOHOLIC BEVERAGES, the officer shall take a photograph of the container and contents, then take a sample of the contents if the charges require proof that the substance is alcohol. Securely seal the top of the container with tape and place the container in a plastic bag to ensure there is no leakage. The bag should be clearly marked "Contains Liquid".

390-20 VIDEO RECORDINGS:

- A. All video recordings shall be placed in an evidence envelope.
- B. Label, mark, and seal the same as any other evidence submitted.
- C. If the recording is collected from a citizen or business, consider having the witness/victim fill out the Business Record Certification as a custodian of business records.

390-21 RECOVERED STOLEN PROPERTY/AFFIDAVITS OF RETURNED PROPERTY:

- A. To allow for a timely release of evidence to its rightful owner, in crimes involving the wrongful taking of property, the recovered property can and shall be photographed and returned to the owner whenever possible (e.g., shoplifting cases). A Photo Affidavit form shall be completed and submitted with the photo (see FSS 90.91). If an arrest is made, a copy shall be filed with all copies of the arrest packet.
- B. If stolen property is recovered (e.g., NCIC/FCIC hit), a notation shall be made on the property form stating this and a copy of the teletype shall be attached to the form. This will aid the evidence custodians in returning the property (especially needed in dealing with other agency's teletype entries on stolen property).

390-22 HAZARDOUS/BIO-HAZARDOUS MATERIALS:

- A. Evidence gloves will be worn when dealing with bio-hazardous materials.
- B. When coming into possession of any bio-hazardous item requiring special attention, such as a bloody shirt, hazardous material, etc., it shall be the responsibility of the

submitting officer to notify their supervisor. If needed, notify a Criminal Investigations detective or an evidence custodian for instruction in proper packaging.

- C. **Always** allow wet or damp items to thoroughly dry before packaging. All items soiled with body fluids shall be packaged in paper bags. Plastic will cause items to mildew and destroy any evidentiary value of the fluids.
- D. Use the bio-hazard labels provided in the workroom and place on all packages that contain any type of body fluid, whether evidence or recovered property. Body fluids can be blood, semen, urine, feces, vomit, or body parts.
- E. If refrigeration is needed, contact Property & Evidence personnel.

390-23 MOPEDS AND MOTORIZED VEHICLES:

All **motorized** vehicles shall be towed by the City wrecker service (to their yard). This includes mopeds, ATVs, golf carts, boats with motors etc. The only exception to this will be that motorized vehicles under the direction of Special Operations or Criminal Investigations can be placed in the Department's Vehicle Processing Bay and these vehicles are to be submitted as evidence into the Property & Evidence section. If a warrant will be sought to search the vehicle, the vehicle shall be towed to the Department's Vehicle Processing Bay unless otherwise authorized by either the on-duty supervisor or the supervisor of investigations.

390-24 CURRENCY:

All currency coming into evidence or recovered property will be itemized on a Property Receipt form/computer entry by denomination and the amount of each denomination, with a **total amount recovered** shown. All currency and/or change shall utilize the special currency packaging and be bagged separately from any other items that are recovered or brought in as evidence. The following guidelines will be followed regarding the submission of currency:

- A. For amounts up to \$50.00 the currency may be counted solely by the submitting officer.
- B. For amounts over \$50.00 but less than \$2500.00 two officers must witness the count and initial the property/evidence package.
- C. For amounts \$2500.00 and up two officers and a supervisor must witness the count and initial the property/evidence package.

390-25 PAPER EVIDENCE:

A photocopy of ALL paper evidence (e.g., money, checks, receipts, notes, contracts, etc.) shall be attached to each copy of the arrest or report packet. This is not needed for evidence, as the original should be placed into evidence, if at all possible.

390-26 BICYCLES:

All bicycles will be tagged with the wire tags provided in booking or the packaging area outside of the Property & Evidence section. Found or safekeeping bicycles shall be secured to the bike rack in the sally-port area. Bicycles of evidentiary value shall be secured inside the temporary evidence storage facility. The evidence custodians shall remove any bicycles or other stored items from the temporary storage room as necessary.

390-27 LARGE PROPERTY CONSIDERATIONS:

- A. Large property requiring special transportation needs beyond that normally available to Uniform Patrol personnel will generally be of one of two categories: evidence or recovered property. Officers processing a scene may utilize a Property & Evidence vehicle to accomplish transportation.
- B. Large bulky items often cannot be bagged, sealed or transported by Uniform Patrol personnel.
- C. If Uniform Patrol personnel are processing a scene, the item will be processed the same as other evidence.

If the item cannot be processed by Uniform Patrol personnel, a Criminal Investigations detective or crime scene technician will be summoned to take charge of the scene:

- 1. Uniform Patrol personnel will not abandon the scene/evidence until relieved by the Criminal Investigations detective.
 - 2. The Criminal Investigations detective will determine any special processing needs upon his/her arrival at the scene.
 - 3. Upon arrival at the scene, the Criminal Investigations detective will determine an appropriate means of transporting the property.
- D. If the item can be processed by Uniform Patrol personnel, but must also be taken into custody as evidence:
- 1. Field personnel will mark/tag the property.
 - 2. Field personnel will notify the Criminal Investigations detective so that he/she may:
 - a. Respond to the scene and take custody of the property.
 - b. Direct that the City towing company or other service be used to convey the item to the Department's evidence storage.
 - 3. Field personnel will notify the evidence custodians to be at the evidence storage facility to provide access to the secure storage area and take custody of the property if needed.

4. When a private service transports evidence to the evidence storage facility for processing, the service company will be followed by an officer who will standby at the evidence storage facility for the evidence custodians or Criminal Investigations detective.

NOTE: Under no circumstances will evidence of any kind be left with a complainant or in any non-secure environment.

- E. If the complainant wants the property immediately removed and the item is too large to be transported by the officer, a Criminal Investigations detective will be notified. He/she will then:
 1. Respond to the scene and take custody of the property
 2. Direct that a private towing service be utilized to convey the item to a secure storage facility
 3. Notify the on-duty supervisor to respond to the temporary storage facility to provide access to the facility
- F. All Department personnel will complete a Property Receipt form or Café computer entry for all property turned in as found property. All such forms will be placed in the lockers outside of the Property & Evidence section, with the location of said item noted on the form.

390-28 CLAIMING EVIDENCE/PROPERTY:

- A. Upon inquiry from a complainant; prior to advising any property owner to come to the Department to re-claim any item, have him/her telephone the evidence custodians to set up an appointment.
- B. Prior to returning any evidence or property to a rightful owner, proof of identity must be obtained, and the person must sign the chain of custody form.

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Timothy Volkerson
Chief of Police



Civil Service Board agenda item

item type Staff Updates	meeting date August 1, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Staff Updates	meeting date	August 1, 2023
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