



Civil Service Board Regular Meeting

Agenda

October 3, 2023 @ 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"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. Approve the minutes of September 5, 2023 1 minute
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Officer off of Probation-Officer Rodricus Patton
 - b. Police Officer Applicant Interview
 - c. Approval of SOP 200-Uniform Patrol
 - d. SOP 257 Missing Persons Procedures and Missing Persons Affidavit Packet
 - 5. Non-Action Items**
 - 6. Staff Updates**
 - a. Police Department
 - b. Fire Department
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Civil Service Board

agenda item

item type

Consent Agenda

meeting date

October 3, 2023

prepared by

Kathleen Reed, Administrative Coordinator III

approved by**subject**

Approve the minutes of September 5, 2023

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

1. September 5, 2023



Civil Service Board Regular Meeting Minutes

September 5, 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, Board Members: Terry Hotard, Bill Segal, Javier Rodriguez-Police Representative and Tod Meadors-Fire Department Representative. **Also Present:** Police Chief Tim Volkerson, Division Chief Dan Devlin and Recording Secretary Kathy Reed.

Absent: Chief Examiner Mary Daniels
Chief Dan Hagedorn

(1) Call to Order

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

(2) Consent Agenda

Minutes for August 1, 2023

Motion was made by Mr. Hotard and seconded by Mr. Reeves to approve the minutes from the August 1, 2023 Regular Meeting. Motion carried unanimously with a 6-0 vote.

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

None

(4) Action Items

a. Firefighter Permanent Status Approval

- FF Brian Driscoll
- FF Isaiah Mathis
- FF Keyn York

Division Chief Devlin requested board members to approve permanent status for the three firefighters listed above. Motion was made by Mr. Meadors and seconded by Mr. Hotard to approve permanent status for the above firefighters. Motion carried unanimously with a 6-0 vote.

b. Fire Department SOG's

- SOG 233 Selection, Care, Maintenance and Protective Ensembles for Structural Firefighting
- SOG 310 Emergency Medical Services and Patient Transport
- SOG 311 Special EMS Scene Operations
- SOG 318 Post Exposure Prophylaxis Administration (tabled)

At this time, Division Chief Devlin tabled SOG 318 and presented the remaining SOG's to board members

Mr. Reeves inquired as to the utilization of Rescue 64 as presented in SOG 310. Division Chief Devlin informed board members that Rescue 64 is currently not in use 24/7 and is only operational on Tuesday's, Wednesday's and Thursday's. The fire department has requested additional funding for positions in the upcoming budget in order for Rescue 64 to be in service 24/7.

Mr. Segal inquired as to the procedure/process that each department follows regarding SOG's and SOP's before coming for review by board members. Chief Volkerson and Division Chief Devlin stated that the policies are reviewed by Command/Senior Staff, Accreditation Personnel and reviewed by legal before being presented at Civil Service to board members.

A motion was made by Mr. Reeves and seconded by Mr. Hotard to approve SOG 233, SOG 310 and SOG 311. Motion carried unanimously with a 6-0 vote.

c. Approval of SOP's Police

SOP 140-Professional Standards

SOP 250-Handcuffing, Searching and Transporting Person

SOP 260-Agency Owned Vehicular Utilization

SOP 269-Active Assailant Response(new)

SOP 385-Community Service Officer Program

Captain McComie presented the above listed SOP's to board members and answered any questions. A motion was made by Mr. Segal and seconded by Mr. Rodriguez to approve the five SOP's listed above. Motion carried unanimously with a 6-0 vote.

(5) Non-Action Items

None

(6) Staff Updates

a. Police Department

- 3 new officers started on August 21, 2023
- 4 openings

b. Fire Department

- No update at this time.

7) Board Comments

Discussion was held regarding hurricane preparations.

(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

October 3, 2023

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

Officer off of Probation-Officer Rodricus Patton

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

None



Civil Service Board

agenda item

item type

Action Items

meeting date

October 3, 2023

prepared by**approved by**

Kathleen Reed, Administrative
Coordinator III

subject

Police Officer Applicant Interview

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

None



Civil Service Board

agenda item

item type

Action Items

prepared by**meeting date**

October 3, 2023

approved by

Kathleen Reed, Administrative
Coordinator III

subject

Approval of SOP 200-Uniform Patrol

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

1. 200 Uniform Patrol

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Uniform Patrol	SOP #: 200
Rescinds:	SOP #: 222, Dated 02-29-2000	Amends:
Effective:	October 3, 2023	Pages: (17)
Attachments:		

200-1 PURPOSE:

The purpose of this directive is to establish guidelines for providing quality service and the effective use of uniformed members assigned to Uniform Patrol of the Operations Division.

200-2 POLICY:

It is the policy of the Winter Park Police Department (WPPD) to provide protection and service to the public within the City of Winter Park.

200-3 PROCEDURE:

~~The Winter Park Police Department~~ WPPD can best meet the protection and service needs of the community by providing continuous service for emergencies and non-emergencies, twenty-four hours a day, seven days a week.

Uniform Patrol is responsible for providing the first level of service to the City of Winter Park. Uniformed members are representatives of WPPD ~~the Police Department~~ and, therefore, must maintain a professional appearance and demeanor at all times.

Deterrence and the prevention of crime are preferable to reacting to crime. Therefore, Patrol members are to actively patrol their assigned zones of the city and focus on hotspots and directed patrols for both crime and traffic related issues. Officers are encouraged to operate under the Community Policing Philosophy by engaging and interacting with the community. Through this engagement law enforcement officers can address crime and quality of life issues within the community. This will best serve the needs of the community and put forth the appearance of omnipresence by the police.

Members of Uniform Patrol shall respond to all calls for service unless directed otherwise by a supervisor.

200-4 DEFINITIONS:

- A. Preliminary Investigations – The activity beginning when members arrive at the scene of an incident. The investigation should continue until the assigned members reach a successful conclusion or, when necessary, transfer the responsibility for the investigation to other members or divisions.
- B. Follow-up Investigations – A continued investigation to provide additional leads which contribute to the successful conclusion of an investigation.
- C. Major Incident – For the purpose of this directive a major incident includes but is not limited to; Homicide, Suicide, Drowning, Suspicious Death, Bank Robbery, Armed or Strong Arm Robbery, Sexual Battery, Kidnapping, Downed Aircraft, Aggravated Battery with serious injury, and Officer-Involved Shooting.
- D. Invisible Deployment – A method of responding to a call for service and positioning at the scene whereby the police presence is not readily discernable by suspects, victims, and witnesses.
- E. Immediately Accessible – For the purpose of this directive “immediately accessible” shall mean present within one’s assigned ~~Department~~ **WPPD** vehicle.

200-5 RESPONDING TO CALLS FOR SERVICE:

A. Routine Calls:

CODE 1: The lowest response level and characterized by a response without the use of emergency lights or siren and in obedience to all traffic laws. Situations where protection or preservation of life is NOT a consideration or an incident is over with.

These calls would be non-emergency and not life threatening in nature and include calls such as residential and business alarms or 911 hang-ups where there has not been confirmation of an actual crime in progress, crashes where the existence of serious injuries is not ascertained, crashes that have been confirmed as only property damage and road blockage, verbal domestic disputes, disturbances, and unarmed verbal arguments which do not involve weapons, an abandoned vehicle, lost/stolen tag, animal complaint (e.g. barking dog).

1. Members of ~~the Department~~ **WPPD**, when responding to non-emergency calls for service shall respond as expeditiously as possible without the use of emergency lights and/or siren and while obeying all applicable traffic laws.
2. Members must never assume an indifferent attitude toward the safety of the public when responding to calls and shall not unnecessarily endanger the lives or property of our community, fellow members, or violators.

B. Priority Calls:

CODE 2: The intermediate response level and characterized by an intermittent use of emergency lights and siren to expedite the response and/or the use of the vehicle's standard emergency flashers when the urgency requires actions contrary to traffic laws.

CODE 3: The highest response level to an existing emergency and characterized by the continual use of emergency lights and siren to assist in the most expeditious response possible.

These are calls for service that involve a criminal act or other event or incident which is life threatening, in progress and represents a possible danger to human life.

1. The following type of situations will be considered **PRIORITY** calls:

- a) All in-progress calls where immediate danger of death or serious bodily injury is present. (robbery, hold up alarm to a business, shooting, etc.)
- b) Calls where immediate danger or citizen/community protection is needed (i.e. physical fight, drowning, burglary to a residence in progress, child abduction, etc.)
- c) All "officer requests for back-up" calls of an urgent nature; and (also) where there is a reasonable indication of imminent danger to the **law enforcement** officer and the dispatcher is unable to ascertain the status of the **law enforcement** officer on the scene.
- d) Any call where, in the supervisor's opinion, an emergency response is required.
- e) Calls or situations where the personal knowledge of the **law enforcement** officer justifies an emergency response. This must be conveyed to a supervisor and approved by the supervisor.
- f) Any felony that has just occurred and the logical probability exists that a suspect is near the scene or is in the area and may be apprehended.
- g) Pursuit of a violator who has committed a felony wherein the violator refuses to stop and the continuing use of lights and siren are necessary in the interest of warning others of the hazardous condition. All ~~departmental~~ **WPPD** procedures regarding pursuits will be followed.

NOTE: A minimum of two (2) **law enforcement** officers will be dispatched to ALL priority calls.

2. Members shall exercise due care in responding to priority calls for service.

3. Responding members shall comply with Florida State Statute (FSS) 316.126(3), which states, "Any authorized emergency vehicle when en route to meet an existing

emergency shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state.”

4. If applicable, respond to the area or scene utilizing “invisible deployment” while still complying with FSS 316.126(3) as stated above.
- C. Upon responding to any call described in this policy, members will maintain safe and maneuverable control of their vehicles. If the responding member exceeds the speed limit due to the urgency of the call, the member shall use emergency lights and siren to notify the public of their excessive speed. The responding vehicle shall not exceed the speed limit by more than twenty five (25) miles per hour without the express permission of the Watch Commander. The use of emergency lights and siren may be terminated if the responding vehicle slows down to the speed limit or below.
- D. During the scope of a member’s normal function while attending training in uniform and outside the local area, no member will act or respond to a call for service outside the jurisdiction of this agency which does not fall within the guidelines defined in current mutual aid agreements. Exceptions to this directive shall only be authorized in extreme circumstances (e.g. active shooter, natural or manmade disasters, etc.) and must be approved by the on-duty Watch Commander. Extreme circumstances may necessitate a member to take action to preserve life. In these cases, the Watch Commander will be notified as soon as safely possible.

200-6 PRELIMINARY INVESTIGATIONS:

The successful outcome to any investigation may be determined by the thoroughness of the preliminary investigation.

- A. The basic responsibility of patrol members upon arriving at an incident scene shall be to protect life and property by controlling, stabilizing, and defusing potentially dangerous situations.
- B. Members shall render first aid to any injured person who has a life threatening injury, even if rendering aid permits a suspect to escape.
- C. When it has been determined that the suspects have fled, members shall communicate the suspect's description and direct a perimeter be set when appropriate. Members shall attempt to obtain the suspect's name, age, height, weight, build, color of hair and eyes, complexion, racial descent, scars and marks, oddities in appearance, clothing description, type of weapon used, and property taken, if any. Members shall provide the suspect's description and method of flight to the Communications Center and request a BOLO (Be on the Lookout) as soon as possible.

- D. Members shall protect crime scenes from contamination. Scenes shall be cordoned with crime scene tape as soon as possible with safety being the primary goal. Additional units may be requested to control spectators. Scenes may require both an inner and outer cordon to limit access to specific areas within the scene. Members shall instruct occupants or bystanders to avoid touching or disturbing areas that require processing. In the event that items of evidence are disturbed or touched inadvertently or of necessity, it should be noted in the report of the incident. Members shall deny permission to unauthorized persons to enter or remain within the scene.
- E. Members assigned to protect the crime scene are responsible for ensuring that the scene and evidence remain under constant protection until all processing is completed. Except for a reason of articulable safety concerns, members should not touch, move or disturb any object, including firearms, until the scene has been photographed and processed for latent fingerprints, heel prints, footprints, tool marks, etc. Members shall not use or flush a toilet, run water in a sink, use any towels, smoke or use the telephone at a crime scene. Members should use gloves and shoe coverings to reduce or eliminate scene contamination.
- F. Members first to arrive on the scene shall be in charge until relieved by a senior **ranking** officer, investigator, or supervisor.
- G. After the scene is secured and stabilized, members conducting preliminary investigations shall:
1. Maintain control over the scene and create a crime scene log.
 2. Observe all conditions, events, and remarks and prepare an incident report including all attachments.
 3. Interview the complainant, victim, and all witnesses and take sworn statements as appropriate. Sworn statements should be taken from all victims, witnesses, and suspects. Statements of the suspect should be thoroughly documented regardless if an audio or written statement is taken. Exceptions can be made based on the needs of the assigned investigator or in the event judicial rules place limitations on interviews. If Miranda warnings are read to a suspect, that fact should be documented along with any invocation of those rights, in addition to forwarding that information to the investigating officer if one is assigned.

NOTE: In sex crimes cases and especially cases involving juvenile victims, the initial **law enforcement** officer should only obtain basic information to determine that a crime has occurred. In cases involving juvenile victims, it is preferred to obtain the disclosure information from a parent or third party to whom the victim may have already disclosed.

4. Ensure that evidence is properly photographed, collected and processed in accordance with SOP #: 390, Property & Evidence and SOP #: 392, Digital Evidence Procedures.
5. Arrest the perpetrator if probable cause (PC) can be established and if an immediate arrest is appropriate.
 - a. If PC has been established on a sex crimes case, consult the Criminal Investigations Division to see if an immediate arrest should be made.
 - b. In some circumstances, such as to complete additional investigation to strengthen the case, obtaining an arrest warrant may be the best option.
6. Take a full body photograph of the perpetrator to document **their** his/her appearance at the time of the event, if appropriate.

200-7 FOLLOW-UP INVESTIGATIONS:

Uniform members shall conduct follow-up investigations when crimes appear to be solvable in a reasonable period of time or with minimal assistance from the Criminal Investigations Division. When conducting a follow-up investigation, uniform members shall:

- A. Determine the need for additional information from victims, witnesses, informants, evidence, and area canvases and conduct interviews as appropriate.
- B. Disseminate suspect information throughout the agency and other law enforcement agencies as deemed appropriate and by the most expedient means.
- C. Use agency resources as appropriate including, but not limited to, the Records section, Criminal Investigations, ~~Street Crimes~~ **Investigative Criminal Intelligence** Unit, Community Policing, Special Operations, Crime Scene Technicians, Crime Analysts, and Field Contact Cards to develop and identify suspects.
- D. Examine physical evidence and ensure its proper collection, preservation, chain of custody, and submission to the Property & Evidence section.
- E. Members shall attempt to interview all suspects, arrestees, victims, and witnesses to make every effort to obtain written statements when possible in accordance with law to preserve the evidence on hand.
- F. Uniform members may utilize Consent to Search forms as appropriate to search for evidence or stolen property. If a search warrant is necessary and the on call detective is needed, they will be notified by the supervisor to respond to assist in obtaining a search warrant. Unless unavailable, search warrants will be sent to the agency's General Counsel for review prior to submission for judicial signature.

G. Uniform members shall organize reports, notes, evidence, photographs, and lab findings for review by the prosecution and to assist in recall for testifying in official proceedings.

200-8 FOLLOW-UP INVESTIGATIONS FORWARDED TO THE APPROPRIATE INVESTIGATIVE UNIT:

Major incidents may require follow-up by an investigator.

When follow-up investigations would require members to travel excessive distances from assigned zones and remain for extended periods, follow-up shall be referred to the appropriate investigative unit, via the duty supervisor.

When it appears a pattern exists in the case that links it to other similar crimes, follow-up shall be referred to both the appropriate investigative unit and the Crime Analyst via the on-duty supervisor.

200-9 RIGHTS OF VICTIMS AND WITNESSES:

~~The Winter Park Police Department~~ WPPD is committed to guaranteeing that both juveniles and adult victims and witnesses of crimes have their rights protected according to the guidelines for fair treatment of victims and witnesses in the Criminal Justice System as described in Florida State Statute 960.001. To this end, ~~the Department~~ WPPD has published a ~~tri-fold~~ pamphlet entitled Victim's Notice of Legal Rights that explains the rights of victims and witnesses. This information is ~~freely given~~ provided to victims and witnesses of crime as a matter of course in the investigation of crimes within the City of Winter Park. In addition, victims are given an opportunity to have their personal information remain confidential via a Victim's Request for Confidentiality form. The policy that addresses Victim's Rights can be found in SOP #: 190, Victim's Rights.

200-10 FIELD INTERVIEWS:

Members shall conduct field interviews as appropriate to document the presence of persons and/or vehicles in locations or circumstances that arouse suspicion or cause alarm. Agency WPPD approved Field Contact Cards shall be used for these purposes and forwarded to the shift supervisor for approval when complete.

When Field Contact Cards are completed, they shall include a brief explanation as to the reasons for the interview. Subjects are not required to consent to being photographed. When a photo(s) is taken, photographs must be attached to the Café report ~~Field Contact Cards~~ or uploaded to the digital evidence server as outlined in SOP #: 392, Digital Evidence Procedures.

200-11 INFORMANTS:

Members are encouraged to develop informants. Informants will be documented in accordance with SOP #: 315, Confidential Informant Procedures. Information received from informants will be investigated by ~~agency~~ WPPD members or forwarded to the appropriate law enforcement agency. Members shall adhere to WPPD ~~agency~~ directives when contacting, working or compensating informants.

200-12 PATROL SUPERVISOR'S DUTIES AT MAJOR INCIDENTS:

The Patrol supervisor shall immediately respond to all major incident scenes to assume command and direct the resources of WPPD ~~the Department~~.

Supervisors shall provide additional units to assist the initial law enforcement officer with perimeter locations and crime scene assistance.

Supervisors shall coordinate the notification of specialized units when deemed appropriate. Supervisors may utilize the Communications Center to facilitate this process.

Supervisors shall, in the absence of a Watch Commander, notify the Chain of Command that a major incident has occurred.

200-13 DEATH AND SERIOUS INJURY PROCEDURES:

For overdose deaths, refer to specific procedures in SOP #: 300, Investigations.

In all situations involving deaths and serious injury, the following procedures shall apply:

- A. If there is possibility of life, no matter how remote, emergency medical personnel shall be requested to administer medical aid. When possible, the body will be photographed prior to removal by emergency medical personnel or the Medical Examiner to later identify its exact location and position.
- B. ~~Members~~ Law enforcement officers must never assume that a person is dead, unless:
 - 1. The body is burned beyond recognition with no indicators of life; or
 - 2. The body is decapitated; or
 - 3. Putrefaction or decomposition is noted by one or more of the senses; or
 - 4. A stiffening of the body due to rigor mortis is evident; or
 - 5. Post mortem lividity is evident

If any question exists as to whether a person is dead, the ~~member~~ law enforcement officer shall always require medical personnel to make the determination.

When one or more of the above five indicators are noted by the responding **law enforcement** officer; they shall note their time of arrival on scene and when they make the observation(s). This information will be provided to the Medical Examiner's Office to help document a time of death.

- C. ~~Members~~ **Law enforcement officers** shall direct the movements of emergency medical personnel when removing a victim from the scene to preserve evidence.
- D. ~~Members~~ **Law enforcement officers** shall attempt to identify the victim before **they are** ~~he/she is~~ removed from the scene. If the victim is unconscious or semiconscious, the ~~member~~ **law enforcement officer** will conduct a cursory search for identification.
- E. When a victim is in critical condition as a result of a crime, the **law enforcement officer** ~~member~~ shall accompany the victim to the hospital in the ambulance if another member is present to secure the scene. If a **law enforcement officer** ~~member~~ is not available to ride in the ambulance a supervisor shall be contacted for the purpose of making other arrangements. **The law enforcement officer** ~~member~~ shall be alert for any spontaneous utterance or dying declaration that may relate to the investigation.
- F. Members arriving on a crime scene shall evaluate the scene through observation and by interviewing victims and witnesses. Members must remain objective throughout the investigation documenting any evidence while securing the scene and accounts of all involved parties.
- G. Members shall separate victims and witnesses and instruct them not to discuss their observations amongst themselves. Members shall then interview all victims and witnesses. Every effort shall be made to keep victims and witnesses at the scene until the investigation is complete.
- H. When suspects are located at a scene, ~~members~~ **law enforcement officers** shall be alert to any statements made by suspects and prepare appropriate reports documenting the statements.
- I. In certain cases of an unattended death, when there is no evidence of foul play or any suspicious circumstances (e.g. homicide, suicide), the Criminal Investigations Division may NOT be required to respond to the scene.
 - 1. A Patrol officer may conduct the death investigation when:
 - a. The deceased person was under the care of hospice; or
 - b. The deceased person has a valid "Do Not Resuscitate" (DNR) order on scene; or
 - c. The deceased person was of advanced age; or

- d. The deceased person was recently under the care of a physician for a known medical condition and the physician will sign the death certificate.
2. In cases when it is determined that a Detective will not respond to conduct an investigation, it is the responsibility of the responding **law enforcement officer** ~~member~~ from Patrol and their supervisor to ensure the following has been included in their investigation:
- a. Confirmation of the identity of the deceased person.
 - b. Documentation of the scene, which may be completed by the Crime Scene Technician, with the approval of the Criminal Investigations Division Lieutenant in compliance with SOP #: 390, Property and Evidence.
 - c. Documentation of the last time the deceased person was known to be alive.
 - d. Documentation of known medical conditions of the deceased person and prescribed medications.
 - e. Confirmation the primary physician of the deceased person will sign the death certificate.
 - f. Notification of the Medical Examiner's Office in accordance with policy.
 - g. Notification of next-of-kin to the deceased person in accordance with policy.
 - h. Notification via e-mail to the Criminal Investigations Division of the investigation outcome.
 - i. Confirmation that the body of the deceased was removed from the scene by the Medical Examiner's Office, a funeral home, or authorized transportation service at the direction of the Medical Examiner's Office.
 - j. If no authorized person is available to take control of the scene upon completion of the investigation, ensure the location and animals are secure prior to release of the scene.
- J. At all times during a death investigation the ~~member~~ **law enforcement officer** shall maintain custody of the scene and ensure the body of the deceased is secure until turned over to the Medical Examiner's Office, funeral home, or authorized transportation service.
- K. When **WPPD** ~~our Department~~ is asked to deliver a death notification by another agency, the ~~member~~ **law enforcement officer** shall make contact with the communications operator and request the specific information to be delivered to the next-of-kin.

- L. Notifications of next-of-kin involving death, serious injury, or a critical illness shall be accomplished promptly with compassion and in such a manner as to cause the least discomfort possible to the individual being notified. If needed, the Orange County Victim's Advocate or the on-call **WPPD department** chaplain may be utilized (see SOP #: 339, Chaplaincy Program). Whether to remain at the scene after a death message is delivered is discretionary. ~~Members~~ **Law enforcement officers** are encouraged to assist the next-of-kin in calling friends, relatives, or clergy.
- M. If the message is for notification of a death, identification of the deceased must be established prior to positive confirmation of the death to the next-of-kin. In less common incidents when the next-of-kin must provide positive confirmation of the identity of the deceased by viewing the body, the **law enforcement officer member** will use compassion yet remain clear concerning the circumstances dictating this action. In the event facial features or other physical characteristics of the deceased are not recognizable, forensic comparisons of biometrics may be utilized. Unique identifiers such as tattoos or scarring from previous injuries or surgeries may aid in identification. In the event identification by physical features, unique identifiers, or forensic comparisons is not possible, ~~members~~ **law enforcement officers** may resort to identification through compelling circumstantial factors. When delivering the notification, ~~the member~~ **law enforcement officers** must leave no doubt with the next-of-kin that their loved one is deceased. False hope statements about the condition of a person known to be deceased are unprofessional and will not be tolerated.
- N. The Medical Examiner's Office will be notified of all homicides, suspicious and unattended deaths, or apparent suicides. Prior to the notification of the Medical Examiner's Office, the on call detective or a **law enforcement officer sworn member** with experience and training in death investigations will respond to the incident location. The investigating **law enforcement officer member** or supervisor shall be responsible for notifying the medical examiner in these cases. Notification of the Medical Examiner's Office shall be made as soon as possible in the event they elect to respond to the scene. In the event the Medical Examiner's Office declines to respond to the scene of an unattended death, the investigating **law enforcement officer member** must obtain confirmation the primary physician of the deceased will sign the death certificate and shall document the name of the Medical Examiner's Office investigator contacted, as well as the related case number.

200-14 HAZARDOUS SITUATIONS:

Members shall be alert to and identify hazards that pose a threat to the safety of **WPPD agency** personnel and/or the community. Affected agencies or divisions shall be notified of actual or potential hazards by the most expedient means of communication.

For guidance in handling traffic related emergencies and hazardous situations refer to SOP #: 281, Traffic Direction and Control, sections 281-9 and 281-10.

For guidance in handling an incident involving hazardous materials refer to SOP #: 265, Unusual Occurrences, section 265-3F.

200-15 PURSUITS:

The Department's WPPD's pursuit policy is addressed in SOP #: 285, Vehicle Pursuits.

200-16 OFFICER INVOLVED SHOOTINGS:

The Department's WPPD's SOP #: 222, Use of Force policy addresses Officer Involved Shootings.

200-17 PATROL RADIO COMMUNICATIONS:

~~All members shall be issued radios with frequencies sufficient to perform assigned duties. Members will monitor the radio at all times while on duty or while operating an agency vehicle either on or off duty.~~

~~A. Uniform Patrol:~~

- ~~1. Radio designations for patrol units shall be determined by the member's unique employee identification (ID) number (e.g., a member with the ID number 123 will be referred to as "123").~~
- ~~2. Radio designations for Patrol Sergeants shall begin with letter "S" followed by the member's unique ID number (e.g., a sergeant whose ID number is 123 will be referred to as "S123").~~
- ~~3. Radio designations for Patrol Lieutenants shall begin with the letter "L" followed by the member's unique ID number (e.g., a lieutenant whose ID number is 123 will be referred to as "L123").~~

~~B. Administration:~~

- ~~1. The Chief of Police shall be referred to as "Car 1".~~
- ~~2. The Administrative Division Chief shall be referred to as "Car 2"~~
- ~~3. The Investigative/Community Services Division Chief shall be referred to as "Car "3".~~
- ~~4. The Operations Division Chief shall be referred to as "Car "4".~~

~~C. Members of the Special Operations unit are assigned the following radio call signs:~~

- ~~1. The Special Operations Lieutenant shall be referred to as 800.~~

- ~~2. The Special Operations Sergeant shall be referred to as 801.~~
 - ~~3. Traffic enforcement officers are designated as 802, 803, 804, 805, 806, 807, 808, and 809.~~
 - ~~4. The Traffic Enforcement Specialists are designated as 818 and 819.~~
 - ~~5. Lakes Patrol units are designated as 820 and 830.~~
- ~~D. The Emergency Communications Manager shall be referred to as "Car 90".~~
- ~~E. Criminal Investigations Division (CID) and Street Crimes Unit (SCU):~~
- ~~1. The CID Lieutenant shall be referred to as "Car 20".~~
 - ~~2. The CID Sergeant shall be referred to as "Car 30".~~
 - ~~3. The SCU Sergeant shall be referred to as "Car 40".~~
 - ~~4. CID detectives are designated as cars 31, 32, 33, 34, 35, 36, 37, 38, and 39.~~
 - ~~5. SCU detectives are designated as cars 41, 42, 43, 44, 45, 46, 47, 48, and 49.~~
 - ~~6. The Crime Scene Technicians shall be referred to as "Car 21" and "Car 22".~~
 - ~~7. The Crime Analyst shall be referred to as "300".~~
- ~~F. Members of the Community Services Division (CSD) are assigned the following radio call signs:~~
- ~~1. The CSD Lieutenant shall be referred to as "900".~~
 - ~~2. The CSD Sergeant shall be referred to as "901".~~
 - ~~3. Other members of the CSD are designated as 902, 903, 904, 905, 906, 907, 908, 909, 910, and 911.~~
- ~~G. Professional Standards and Training:~~
- ~~1. The Professional Standards Lieutenant shall be referred to as "500".~~
 - ~~2. Other members of Professional Standards as designated as 502, 503, etc.~~
 - ~~3. The Training Lieutenant shall be referred to as "700".~~

- ~~4. Other members of the Training Division shall be designated as 702, 703, etc.~~
- ~~H. All other personnel who have been assigned a radio shall be identified by their assigned employee identification number.~~
- ~~I. Off duty officers and officers working special details shall identify themselves by their assigned employee identification number or call sign.~~
- ~~J. Members shall be alert to radio transmissions at all times when on duty or operating an agency owned vehicle. Members shall advise the Communications Center of their status, location and special circumstances when arriving, clearing or remaining on a scene whether self-initiated, dispatched or as a result of a direct request from a citizen. Members shall advise the Communications Center whenever they leave their patrol vehicle or change channels or talk groups on the department issued radio.~~
- ~~K. Department radio communications are conducted on six (6) different talk groups commonly referred to as channels that are described below:~~
- ~~1. Channel One is designated as the primary channel for all radio communications.~~
 - ~~2. Channel Two is designated as a secondary channel to be used when the primary channel is unavailable.~~
 - ~~3. Channel Three is designated as a car to car channel for uniform patrol units. This channel may also be used as a primary channel if channels one and two are unavailable.~~
 - ~~4. Channel Four is designated as a special operations channel for surveillance or special events.~~
 - ~~5. Channel Five is designated as the teletype channel.~~
 - ~~6. Channel Six is designated for use for special functions or critical incidents.~~
- ~~L. Issued Department radios are equipped with multiple channels that are used by other city departments and law enforcement agencies. These channels are present to better facilitate coordination of efforts between them and the Winter Park Police Department. Members shall not use talk groups or channels outside those assigned for use by the Department unless in an emergency or as directed by the Communications Center or a supervisor.~~

200-18 PATROL EQUIPMENT GENERAL:

Members must be equipped to meet a variety of needs during a tour of duty. All members are required to maintain a sufficient supply of report forms and associated papers and pamphlets to accomplish their assigned duties.

In addition, members shall properly maintain, in operating order, all issued equipment including but not limited to the following:

- A. Firearms and ammunition
- B. Leather gear and its contents
- C. Flashlight and traffic wand
- D. Uniforms and body armor
- E. Crime scene kit including digital camera
- F. Rain gear
- G. Traffic vest
- H. Active shooter vest kit
- I. Personal Protection Equipment (PPE)
- J. Emergency response equipment (e.g., ~~riot helmet~~, gas mask and filters)
- K. Portable radio
- ~~L. Electronic communication device (e.g. cell phone)~~
- M. Mobile Data Terminal (MDT) and related peripheral devices

200-19 UNIFORMS:

~~The agency~~ WPPD provides members with uniforms and equipment in accordance with SOP #: 131, Uniforms.

200-20 BODY ARMOR:

Body armor shall be issued to all ~~sworn~~ law enforcement officers and may be issued to other members of the agency, as determined by the Chief of Police. ~~The Department~~ WPPD encourages all members regardless of their assignment to wear issued body armor while on duty. Body armor worn shall be current and not expired. Members issued body armor will be notified in advance of the vest's expiration date and will be directed to the contracted vendor to be fitted for new body armor.

Members assigned to the operations division ~~Uniform Patrol~~ are considered primary response units and shall wear their issued body armor while on duty and in uniform.

~~Members~~ Law enforcement officers working bicycle patrol shall also wear body armor while on duty. Any member assigned to Special Operations, the Community Policing Unit Services Division, or Criminal Investigations shall also wear body armor when in uniform and acting as a primary response unit. ~~Officers~~ Members assigned to the above mentioned units should whenever possible put on their body armor when assisting with in-progress calls and making traffic stops.

~~Members~~ Law enforcement officers working lakes patrol shall be excluded from this requirement.

Every member who is assigned body armor, regardless of their his/her assignment, shall have his/her body armor immediately accessible at all times while on duty, if precluded from wearing body armor in their normal capacity.

~~Members~~ Law enforcement officers assigned to the Special Weapons and Tactics team (SWAT) shall be issued supplemental body armor in addition to the standard issue body armor issued to all officers. This extra issued armor shall can be worn when engaged in any pre-planned, high risk situation such as serving search warrants or arrest warrants.

All members shall wear issued body armor while participating in any pre-planned, high risk situation such as serving search warrants or arrest warrants.

All ~~members~~ law enforcement officers, when not part of their daily body armor kit, will keep their active shooter kits, including their plate armor accessible, while performing their regular duties or operating a WPPD department vehicle.

~~200-21 SEAT BELTS:~~

~~All members, employees, and other occupants shall use seat belts while operating or riding as a passenger in a city owned vehicle (see also SOP #: 260, Agency Owned Vehicle Utilization, section 260-6 and City Personnel Policy Manual 7.02).~~

~~Use an approved child safety seat whenever the situation demands. An approved child safety seat will be stored in a predetermined accessible location in the Patrol Division.~~

200-22 PATROL/TRAFFIC VEHICLES:

Supervisors shall ensure through periodic inspections that vehicles are equipped as follows:

- A. Operational emergency lights and siren
- B. An issued first aid kit, containing current medical supplies/equipment and related supplies to include:
 - 1. Bandages

- 2. Gauze wrap or squares
- C. A properly charged and current fire extinguisher
- D. Six (6) traffic road flares
- E. One pair of work gloves
- F. Personal Protective Equipment to include:
 - 1. At least one pair disposable latex gloves
 - 2. Hand wash or antibacterial gel
 - 3. Mask
 - 4. Gown
- G. At least one roll of crime scene tape
- H. A disposable emergency blanket
- I. A twenty-five (25) foot tape measure
- J. Chalk or crayon
- K. Department of Transportation Hazardous Materials Reference Guide
- L. Stop Sticks (in select vehicles)
- M. AR-15, MP5, or assigned long rifle

~~200-23 SUPERVISOR VEHICLE:~~

~~In addition to the items required in patrol officer vehicles, supervisors shall maintain a supply of the following items in his/her assigned vehicle:~~

- ~~A. Sage weapon and ammunition when the supervisor is trained in its use~~
- ~~B. M-16 automatic rifle and ammunition when the supervisor is trained in its use~~
- ~~C. Chemical agent pack~~

200-24 CANINE TEAMS:

The Department's policy regarding the use of canines in law enforcement is addressed in SOP #: 340, Canine Unit.

200-25 SPECIAL PURPOSE VEHICLES:

Use of special purpose vehicles is addressed in SOP #: 348, Special Purpose Vehicles and Vessels.

Drafted: ASK08-97/ filed: 222.doc/ revised: MD10-03/ revised: TP07-06, 09-06/ revised: JEA10-11/ revised TP05-12/ revised: PM10-14/ revised KG01-17/ revised: KG,KWR05-18

A handwritten signature in blue ink, appearing to read 'T. Volkerson', with a stylized, flowing script.

Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Action Items

meeting date

October 3, 2023

prepared by**approved by**

Kathleen Reed, Administrative
Coordinator III

subject

SOP 257 Missing Persons Procedures and Missing Persons Affidavit Packet

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

1. WPPD Missing Persons Affidavit Packet
2. 257 Missing Persons Procedures 9-23



WINTER PARK POLICE DEPARTMENT MISSING PERSON AFFIDAVIT

☐ Child ☐ At-Risk Child ☐ Adult ☐ Endangered Adult

Case Number: _____

Date: _____

Reporting Officer: _____

ID #: _____

REPORTING PERSON INFORMATION:

Name: _____ DOB: _____ Race: _____ Sex: _____
Last, First, Middle Month/Day/Year

Home Address: _____
Address City State Zip

DL/ID Number: _____ Email: _____
State- DL/ID Number

Phone: _____ Relationship to Missing Person: _____

MISSING PERSON INFORMATION:

Recent Photographs Provided: ☐ Yes ☐ No

Name: _____ DOB: _____ Age: _____
Last, First, Middle Month/Day/Year Years

Race: _____ Sex: _____ Height: _____ Weight: _____ Build: _____
Feet/Inches Pounds

Hair Color: _____ Hair Style: _____ Eye Color: _____ Glasses: ☐ Yes ☐ No

Clothing: _____

Scars/Marks/Tattoos: _____

Known Physical/Mental Disability: _____
(Include any medications)

Home Address: _____
Address City State Zip

Last Known Location: _____
Address City State Zip

Place of Birth: _____
City State County

Identifying Features/Possible Locations: _____

Date and Time of Last Contact: _____ AM/PM
Day/Month/Year

Location of Last Contact: _____
Address City State Zip

Title:	Missing Persons Procedures	SOP #: 257
Rescinds:	SOP #: 268, Dated 03-15-00	Amends:
Effective:	October 3, 2023	Pages: (12)
Attachments:		

It shall be the policy of the department the Winter park Police Department (WPPD) to assist in the location and documentation of missing persons. It is also the policy of the Winter Park Police Department WPPD to thoroughly investigate all reports of missing children. Additionally, the department shall consider every child reported as missing “at risk” until significant information is received and confirmed that would indicate that the child is not at risk or in danger. WPPD shall utilize procedures which follow the guidelines outlined in Florida Statute. Cases involving missing children and adults will be investigated promptly using appropriate resources.

- A. Missing Adult – All person(s) ~~over the age of 18~~ 18 years of age or older, who are reported missing to the Winter Park Police Department and such absence is believed to involve the elderly, mentally disabled, or in the event foul play is suspected.
- B. Missing Child – All person(s) ~~between the ages of 10 and 18~~ 11 through 17 years of age who are reported to the department as missing or runaway.
- C. At Risk Missing Child – All missing children 10 years of age or younger, or any missing child who is:
 - 1. Believed to be out of the zone of safety for age and development.
 - 2. ~~Mentally incapacitated~~ Unable through mental illness or significant cognitive impairment to carry out everyday affairs or care for one's own person with reasonable discretion.
 - 3. In a life-threatening situation.
 - 4. In the company of others who could endanger his/her their welfare.
 - 5. Missing under circumstances inconsistent with established patterns of behavior.

WPPD shall accept all missing child and missing adult reports. In the event a person is reported as missing and they fall under any of the criteria established in 257-2, the

member shall file an incident report documenting the facts surrounding the cause for alarm. A description of the missing person shall be broadcast to members on duty and the on-duty units shall begin an area check.

After an assessment of the probability of the missing person still being in the area, the on-duty supervisor may continue the search or notify surrounding agencies as circumstances may warrant. Upon ~~filing~~ **receiving** of a credible police report that any person is missing, the Department shall, within two (2) hours after the receipt of the report, ~~transmit the report for inclusion~~ **enter the missing person** within the FCIC/NCIC database **and the National Missing and Unidentified Persons System (NaMus)** as per FSS 937.021. The FBI has defined “receipt of the report” to mean that the responding **law enforcement** officer has completed **their** ~~his/her~~ assignment on location and the minimum criteria for entry of the missing person into FCIC/NCIC have been met. **The time when the minimum entry criteria are met shall be noted in the completed original incident report for audit purposes.**

The Communications Center is responsible for entering and removing all missing persons in FCIC/NCIC and NaMus. The reporting law enforcement officer shall provide the minimum required information to the Communications Center and request the missing person be entered into FCIC/NCIC and NaMus. A Missing Person Affidavit shall be completed for every missing person report and submitted with all other statements and documents related to the investigation. The reporting law enforcement officer may utilize authorized law enforcement databases to gather the minimum required information to enter the missing person into FCIC/NCIC. The reporting law enforcement officer shall refer to the Missing Person Affidavit and utilize only information provided by the reporting person or open source searches to enter the missing person into NaMus.

Minimum criteria for a missing juvenile consists of the basic information needed for the entry: Case number, last date of contact, first name, last name, race, sex, date of birth, height, weight, hair color, eye color, birth place (city and county). Minimum requirements for a missing adult entry are the same as stated above excluding birth place with additions of Drivers License or Identification number, social security number and any vehicle information if available at time of entry. Any additional information obtained after entry has been made should be relayed to teletype immediately so that the entry can be modified.

257-4 SILVER ALERT:

- A. The Silver Alert System has been developed to broadcast information of a missing elderly person who suffers from irreversible deterioration of intellectual faculties (dementia) in a timely manner, to the general public.
- B. The Silver Alert System may be activated if all of the following criteria are met:
 - 1. The investigating officer has entered the missing person in FCIC/NCIC.
 - 2. The missing person is 60 years of age or older.

3. There must be a clear indication that the individual has a diagnosed cognitive impairment, such as Dementia or;
4. Under extraordinary circumstances when a person age 18 to 59 has irreversible deterioration of intellectual faculties and the on-duty patrol supervisor has determined the missing person lacks the capacity to consent, and the use of dynamic message signs may be the only possible way to rescue the missing person.
5. The missing person is believed to be in danger.
6. The missing person is believed to be or was last seen in a vehicle and the description and tag information for the vehicle is included.
7. A Silver Alert activation must be authorized by a supervisor.

C. Activation Procedures

1. The Silver Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
2. Contact should be made with A Child is Missing to activate a neighborhood call alert at **1-888- 875-2246**.
3. Additionally, the media is to be notified via Media Alert or through the Public Information Officer.
4. If a vehicle is involved the statewide messaging system may also be activated via FDOT's highway dynamic message signs and other highway advisory methods. Contact the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC), toll-free at **1-888-356-4774**.
5. Advise the person answering that activation of the Silver Alert **Plan is** requested and provide the following information:
 - a. Vehicle description to include verified vehicle description and tag number.
 - b. Information that a statewide BOLO to other law enforcement/911 centers has been initiated.
 - c. Information that a local media alert has been initiated
 - d. The Person(s) has been entered in FCIC/NCIC

- e. Notify the Criminal Investigation Division Sergeant.
- f. A case may also be opened with the FDLE Missing Endangered Person's information Clearinghouse.
- g. Once the individual is located, the Silver Alert must be cancelled. The on-duty supervisor must authorize the cancelling of any Silver Alert. FDLE and Media Alert must also be notified.

257-5 SUZANNE'S LAW (Public Law 108-2, Title II, Sec 204):

Suzanne's Law is a Federal Law that requires a person between the ages of 18 and 21 who is missing and does not fall under the categories of disabled, endangered, or involuntary, be entered into FCIC/NCIC.

WHEN THE MISSING PERSON CALL INVOLVES A JUVENILE

257-6 AT RISK ASSESSMENT:

When a report of a missing child is received, a police response shall be initiated. The particular nature of the response shall be governed by whether or not the child is considered "at risk", as defined under 257-2(C) of this policy.

The Communications Center shall determine the age of the child, along with any other factors that would help determine if the child is "at risk" and if there are any current custody issues in dispute that could relate to the child being reported missing.

If the missing child meets the criteria for an "at risk" missing child or if there is a question regarding whether or not the child should be considered "at risk", the on-duty Watch Commander shall be notified immediately.

257-7 JURISDICTION:

~~This department~~ WPPD shall assume jurisdiction over investigations in instances when the last known location of the missing child is within the city limits of Winter Park, regardless of the child's place of residence.

In instances where a missing child is a resident of this city, and the last known location of the child is outside our jurisdiction, the procedure shall be as follows:

- A. Upon determining the incident did not occur within our jurisdiction, the Communications Center shall determine which agency has jurisdiction.
- B. Upon determining the proper jurisdiction, the Communications Center shall obtain all pertinent information regarding the missing child from the complainant, then refer the complainant to the proper jurisdictional agency.

- C. The complainant shall be advised to re-contact ~~this agency~~ **WPPD** should the referred department fail, refuse or not accept their jurisdictional responsibilities. Should this occur, the on-duty Watch Commander shall contact the on-duty Watch Commander of the referred jurisdiction in an attempt to resolve which agency would be the investigating agency. In the meantime, a **law enforcement** officer from ~~this agency~~ **WPPD** shall respond to the residence and offer all reasonable assistance to the complainant.
- D. A local lookout, not in conjunction with the FCIC and NCIC system, shall be issued after it has been confirmed that the referred jurisdictional agency will not be initiating one. This is to ensure a duplication of effort(s) does not occur.
- E. In the instance when a missing person has been reported within the city of Winter Park, where jurisdiction cannot be determined ~~this Department~~ **WPPD** shall assume jurisdiction over the investigation until jurisdiction can be determined.

257-8 PROCEDURE (NON AT-RISK MISSING CHILD):

If the information received does not meet the criteria for an “at risk” missing child, a patrol unit shall be dispatched to interview the complainant. The responding ~~patrol unit~~ **law enforcement officer** shall:

- A. Verify the accuracy of complaint information, description of victim, circumstances at time of disappearance, health and custody of child.
- B. Supply the available information to the Communications Center for a local lookout broadcast.
- C. Locate and interview any witness(es) to the incident to include the complainant and the last person to have had contact with the victim.
- D. Complete a police incident report, update local lookout broadcast and ensure information about the missing child is entered into FCIC and NCIC’s Missing Person File without delay.
- E. The incident report shall be forwarded to the Criminal Investigation Division who shall be responsible for the follow-up investigation.

257-9 PROCEDURE (AT RISK MISSING CHILD):

- A. If the information received meets the criteria for an “at risk” missing child, a ~~patrol unit~~ **law enforcement officer** shall immediately be dispatched to interview the complainant. Upon arrival to the scene, the responding ~~patrol unit~~ **law enforcement officer** shall:

1. Verify the accuracy of complainant information, description of victim, circumstances at time of disappearance, health and custody status of the child.
2. Supply the available information to the Communications Center for a local lookout broadcast.
3. Conduct search of the immediate area to verify disappearance, especially areas where a child may hide.
4. Locate any witness(es) to the incident to include the complainant and the last person to have had contact with the victim. Separate the witnesses to be interviewed.
5. Identify the exact place the victim was last seen and secure the scene until it can be searched and examined for possible evidence.
6. Complete a police incident report, update local lookout broadcast and ensure information about the missing child is entered into FCIC and NCIC's Missing Person File without delay.
7. If available, more ~~patrol units~~ **members** may be assigned to assist with the search operations. Police K-9 Unit(s) may also be utilized.

B. If a child is not located within 15 minutes:

1. If the child is not located within 15 minutes of the arrival of the initial ~~patrol~~ **law enforcement officer**, the on-duty Watch Commander shall be notified and shall assume control of the operation.
2. The on-duty Watch Commander shall coordinate search units, assign additional on-duty units, and if necessary, establish a command post and request assistance from other agencies.

C. If child is not located within 60 minutes:

1. If the child is not located within 60 minutes of the arrival of the initial ~~patrol~~ **law enforcement** officer, or once it has been determined that the child has been abducted or is missing under mysterious circumstances, the Captain of Operations shall be notified.
2. If not already established, the on-duty Watch Commander shall establish a command post to be set up separate from the crime scene and/or victim's residence.
3. The on-duty Watch Commander shall continue with search operations by assigning and coordinating search teams.

4. The on-duty Watch Commander shall assign:
 - a. A scribe to log and document progress of search, all participants, and any recovered evidence.
 - b. An officer to establish and maintain liaison with the victim's family.
5. The Captain of Operations shall ensure that the following persons and agencies are notified:
 - a. Chief of Police
 - b. The Criminal Investigative Division ~~Commander~~ Supervisor who shall assign a case detective to coordinate all phases of investigation to include crime scene, if necessary.
 - c. The Community Policing Supervisor ~~Services Division Commander~~ shall assign a coordinator to prepare and disseminate press releases with the missing child's photograph.
 - d. The Criminal Investigations Division ~~Commander~~ Supervisor shall insure that, within two hours of receipt of the report, the report is communicated to every other law enforcement agency within the county, per FSS 937.021.
 - e. The Criminal Investigations Division ~~Commander~~ Supervisor will consider the activation of the CART (Child Abduction Response Team) to determine if activation of the CART is appropriate.

257-10 AMBER ALERT

- A. The Amber Alert System should be activated when the following five criteria are met:
 1. The child must be under 18 years of age.
 2. There must be a clear indication of an abduction
 3. The investigation must conclude the child's life is in danger
 4. There must be a detailed description of the child and/or abductor/vehicle to broadcast to the public
 5. The activation must be authorized by the on-duty patrol supervisor.
- B. To activate an Amber Alert contact needs to be made with the FDLE Missing Children Information Clearinghouse (MCIC) at 1-888-356-4774 which is available 24 hours a day. Advise the person on the phone that you have a child abduction and want to activate the FLORIDA AMBER PLAN. FDLE in conjunction with this agency will

determine what information is to be broadcasted and what areas will be targeted for dissemination. FDLE will ensure the information is broadcast through the Emergency Alert System, road signs, lottery machines and other resources.

C. The Amber Alert System is **NOT** to be used for runaways.

D. Once a child is located, the Amber Alert must be cancelled. The cancelation must be authorized by the on-duty supervisor.

257-11 GENERAL AREA SEARCH:

The on-duty Watch Commander shall be responsible for the briefing of all search and rescue personnel. All searches shall be coordinated through the on-duty Watch Commander who will oversee the assignment of areas of responsibility.

The general area search includes any wooded or uninhabited areas not far from the victim's residence or area last seen, bodies of water, areas that attract curious children (vacant buildings, shafts, holes, underpasses, and neighbors' backyards), neighborhood hangouts, abandoned vehicles, and secluded areas.

~~Personnel~~ **Members** assigned to the Neighborhood Canvas should ask the persons they contact for consent to search their residences/businesses for the victim.

257-12 VICTIMOLOGY:

~~Personnel~~ **Members** assigned as the liaison with the victim's family shall be responsible for assisting the emotional needs of the family. This liaison shall also be responsible for obtaining detailed information regarding the victim to include:

1. Physical description
3. Behavioral patterns
4. Family dynamics
5. Known friends and acquaintances
6. Current photograph and/or recent videotapes
7. Medical/dental records, to include X-rays, eyeglass prescriptions, and any medication being taken at the time of abduction. (Liaison shall ensure that this information is entered into NCIC.)

257-13 MEDIA STRATEGIES:

The Community ~~Policing Supervisor~~ ~~Services Division Commander~~ shall designate a Public Information Officer. The press area should be located separate from the command post.

The Public Information Officer shall:

- A. Utilize the media as appropriate to immediately disseminate posters of the missing child.
- B. Schedule regular briefings to deter attempts of the media to discover details that might obstruct investigative activity.
- C. Release only details of the investigative activity that are deemed essential to the recovery of the child. Consideration must always be given to the risk of the child created by releasing information.

257-14 INVESTIGATIVE FOLLOW-UP:

The CID ~~Commander~~ ~~Supervisor~~ shall assign a case investigator(s) to follow up on investigative leads and handle follow-up interviews with potential witnesses.

The CID ~~Commander~~ ~~Supervisor~~ shall review all leads prior to assignment and shall review all investigative findings to determine if the lead has been thoroughly exhausted or if further investigation is warranted.

The CID ~~Commander~~ ~~Supervisor~~ shall ensure that all leads and results are properly analyzed and documented.

The assigned case investigator shall ensure that dental records and other identifying information of all persons missing for more than 30 days shall be entered into FCIC/NCIC Missing Person's File. When a person is reported missing and has not been located within 30 days, the WPPD will request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records for inclusion in the NCIC Dental File.

If the missing person is not located within 90 days, after the report is filed, the investigator shall attempt to obtain a biological specimen for DNA analysis from the missing person or appropriate family member. This shall be done in addition to the completion of the appropriate supporting documentation and collection protocols, as outlined in the ~~Winter Park Police Department~~ ~~WPPD~~ Property and Evidence Section Handling and Packaging Procedures and the current FDLE Crime Laboratory Evidence Submission Manual. These sample(s) shall be submitted for evaluation and processing as required in FSS 937.021(8).

The assigned case investigator shall regularly update the family as to the status of the investigation within the boundaries of investigative integrity and legal propriety.

The assigned case investigator will assure the Missing Endangered Persons Information Clearinghouse has been notified of all missing endangered juveniles and adults. This will include a child or adult younger than 26 years of age whose whereabouts is unknown regardless of the circumstances or 26 years old or older who is suspected of being endangered, as outlined in FSS 937.022. The detective will also assure the Missing Endangered Persons Information Clearinghouse will be notified when the person is subsequently located and has had their information removed from the FCIC/NCIC system.

The assigned case investigator shall ensure that the return of every missing child shall be visually confirmed by law enforcement prior to closing the investigation and removing child from NCIC Missing Person's File.

The assigned case investigator shall attempt to interview all recovered missing children to determine cause of disappearance or flight.

257-15 MONTHLY REVIEW:

A monthly review of each missing person case shall be conducted to determine if it should be maintained in the FCIC/NCIC database, per FSS 937.021.

257-16 DATA ENTRY MAINTANENCE:

No entry concerning missing persons shall be removed from the FCIC/NCIC database based solely on the age of the person, per FSS 937.021

257-17 RESOURCES:

Consideration shall be given to the utilization of the following resources on all "at risk" missing children who have not been recovered:

- A. FBI Behavior Analysis Unit (703) 632-4222
- B. FDLE Missing Endangered Persons Clearinghouse 1-888-356-4774
- C. FBI Crimes Against Children (202)324-3665
- D. National Center for Missing and Exploited Children (703) 274-3900 or Hotline: 1-800-843-5678
- E. U.S. Customs International Child Pornography Investigation and Coordination Center (703) 709-9700
- F. CART (Child Abduction Response Team) Hotline 1-866-282-0672

257-18 PURPLE ALERT:

A. The Purple Alert is a plan used to assist in the location of missing adults suffering from a mental or cognitive disability that is not Alzheimer's disease or a dementia-related disorder, an intellectual disability or a developmental disability; a brain injury; other physical, mental or emotional disabilities that are not related to substance abuse; or a combination of any of these and whose disappearance poses a credible threat of immediate danger or serious bodily harm. Purple alerts engage the public in the search for the missing person and provide a standardized and coordinated community response.

B. The Purple Alert System may be activated if all of the following criteria are met:

1. The person is eighteen (18) years of age or older and does not qualify for a Silver Alert.
2. The investigation has determined the missing person to have any combination of the following:
 - a. Intellectual or developmental disability,
 - b. Brain injury; or
 - c. Another physical, mental, or emotional disability that is not related to substance abuse, and
 - d. Does not have Alzheimer's disease or a dementia-related disorder.
 - e. The disappearance poses a credible threat of immediate danger or serious bodily harm to the missing person and they can only be returned to safety through law enforcement intervention.
 - f. There is a detailed description of the missing person suitable for distribution.
 - g. The missing person has been entered into the Florida Crime Information Center (FCIC).
 - h. After a review of the circumstances, the on-duty supervisor recommends activation.

C. Activation Procedures

1. The Purple Alert System should be activated as soon as possible after it is determined that all of the above criteria have been met and when an immediate search of the area has failed to locate the individual. It is further believed the activation of the alert through media and other local resources would aid in the safe recovery of the individual.
2. The person(s) has been entered in FCIC/NCIC.

3. Contact should be made with A Child is Missing to activate a neighborhood call alert at **1-888- 875-2246**.
4. The media is to be notified via Media Alert or through the Public Information Officer.
5. Contact the FDLE Missing Endangered Persons Information Clearinghouse (MEPIC), at **1-888-356-4774**. FDLE is responsible for broadcasting the information via the following:
 - a. Dynamic highway messaging signs, when applicable,
 - b. Through email and text notification to the public via Everbridge®,
 - c. Other resources as applicable.
6. Once the individual is located, the Purple Alert must be cancelled. The on-duty supervisor must authorize the cancelling of any Purple Alert. FDLE and Media Alert must also be notified.

Drafted: BCR 03-00/file: 268.doc/revised: MD10-03/revised: TP07-06/revised:PM11-08:JEA06-11/revised TV 2/23: revised: JD 09-23



Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Staff Updates

meeting date

October 3, 2023

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

Police Department

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

None



Civil Service Board

agenda item

item type

Staff Updates

meeting date

October 3, 2023

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

Fire Department

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

None