



Civil Service Board Regular Meeting

Agenda

March 5, 2024 @ 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

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

- a. Approve the minutes of February 6, 2024

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

- a. Fire Department SOG's
 - SOG 104 Uniform Dress
 - SOG 403 Public Education Program
- b. Police Department SOP
 - SOP 125 Training Standards
- c. Off Duty Employment Request-Officer Liquori
- d. Off Duty Employment Request-Officer Watson

5. Non-Action Items

- a. Overview of SOP 120
Attachment A
Attachment B
Certification Letter
Discussion/Review April 2, 2024

6. Staff Updates

- a. Fire Department
- b. Police Department

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



Civil Service Board

agenda item

item type

Consent Agenda

meeting date

March 5, 2024

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

Approve the minutes of February 6, 2024

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

1. February 6, 2024 Minutes



Civil Service Board Regular Meeting Minutes

February 6, 2024 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Bill Segal, Javier Rodriguez, Terry Hotard, Tod Meadors, Elizabeth Phillips, Terry Rooth, Wayne Kalish, Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary, Kathy Reed

Absent

1. Call to Order

Mr. Segal called the meeting to order at 4:00 p.m.

Mr. Segal welcomed everyone to the February 6, 2024, Civil Service Meeting and asked board members to introduce themselves to each other as well as to the members in the audience.

a. Election of Chairman, Vice-Chairman and Chief Examiner

Before moving forward to the election of Chairman, Vice-Chairman, and Chief Examiner, Mr. Segal asked that the position/duties of Chief Examiner be explained to new board members. Chief Volkerson informed that the Chief-Examiner is responsible for overseeing the yearly election of the police and fire representative. The Chief Examiner is responsible for securing and counting the ballots, or they may appoint a designee.

Motion made by Mr. Hotard to elect Mr. Segal as Chairman; seconded by Mr. Rodriguez. Motion carried unanimously with a 7-0 vote.

Motion made by Mr. Segal to elect Mr. Hotard as Vice-Chairman; seconded by Mr. Meadors. Motion carried unanimously with a 7-0 vote.

Motion made by Mr. Hotard to elect Mr. Kalish as Chief Examiner; seconded by Mr. Meadors. Motion carried unanimously with a 7-0 vote.

2. Consent Agenda

a. Approve the minutes of December 5, 2023

Chairman Segal asked for approval of the minutes of December 5, 2023. Hearing no objections, the December 5, 2023, minutes passed by a vote of 7-0.

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

4. Action Items

(Agenda was taken out of order)

a. Off Duty Employment List - Fire Department

Chief Hagedorn requested board members to approve the 2024 Outside Employment List of Fire Department personnel.

Motion made by Mr. Meadors to approve the Outside Employment List of Fire Department personnel; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.

b. Police Applicant Interview

Lieutenant Roesner introduced Police Applicant Kevin Kisow to board members (Mr. Kisow appeared virtually). Mr. Kisow provided a brief background and responded to questions from board members. **Motion made by Mr. Rodriguez to certify the candidate; seconded by Mr. Segal. Motion carried unanimously with a 7-0 vote.**

Chief Volkerson explained the hiring process/steps that are required to gain employment as a sworn officer. The officer candidate must pass a polygraphy, psychology assessment, drug screen, physical, previous employment background check and be approved by the Civil Service Board for hire. Candidates will have completed the majority of these steps, if not all, before they are presented to board members for approval.

A brief discussion was held concerning the starting salary of new officers and officers who come to the department with previous law enforcement experience. Currently, the starting pay rate for a new officer is \$24.94/hour. If an officer has previous law enforcement experience, their pay is increased based upon the number of years of experience.

2–5 years = 5% increase

5–7 years = 7% increase

7 years or above= 10% increase.

c. Police Sponsorship Interview

Next, Lieutenant Roesner introduced Police Sponsorship Candidate Alyssa Ewing. Ms. Ewing provided a brief background and responded to questions from board members.

Motion was made by Mr. Hotard to approve Ms. Ewing for sponsorship; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

d. Request to hold a Civil Service Test-Police

Chairman Segal asked that the Civil Service Test process be explained to new board members. Lieutenant Roesner explained that the Civil Service Test is a basic assessment test that covers reading, writing and math. The Civil Service Test is the first step that a candidate must go through and pass in order to move forward to the application and all other hiring requirements.

Chief Volkerson requested permission to hold a Civil Service Test. **Motion made by Ms. Phillips to allow for a Civil Service Test to be held; seconded by Mr. Hotard. Motion carried unanimously with a 7-0 vote.**

e. Approval of SOP's- Police Department

- SOP 140 Professional Standards
- SOP 144 Performance Evaluations
- SOP 269 Active Assailant Repsonse

Before reviewing the Standard Operating Procedures (SOP's), Chief Volkerson provided a brief background. Standard Operating Procedures are the procedures/policies that govern the department and members of the department. SOP's are created, revised, or removed in order to be consistent with the standards established by the Commission for Florida Law Enforcement Accreditation. SOP's are also presented to the board for revisions/modifications due to legal updates that affect the SOP.

The Fire Department operates under Standard Operating Guidelines(SOG's) which will also be presented to the board for approval as needed.

Chief Volkerson provided the following overview regarding the SOP's

SOP 140- Professional Standards and Compliance was updated to include part of a missing paragraph that was deleted when presented to the board in December, as well as a few minor changes.

SOP 144-Performance Evaluations was changed to include generalized terms, so we are not limited to one specific software and can adapt our annual evaluations to a different platform if needed. The SOP was also modified as to the process an officer can respond to their evaluation.

SOP 269 - Active Assailant Response - added the definition of an ambulance.

Chief Volkerson responded to questions regarding SOP 144.

Motion made by Mr. Rodriguez to approve SOP 140-Profession Standards and Compliance, SOP 144-Performance Evaluations and SOP 269-Active Assailant Response, seconded by Ms. Phillips. Motion unanimously with a 7-0 vote.

Approval of Off-Duty Employment(not on agenda)

Chief Volkerson requested approval for Master Police Officer Gonzalez's request to work off duty with TactiCop Training LLC., and Officer Rodney Jones' request to work as the CEO of Next Level Vending, LLC.

Motion made by Mr. Meadors to approve the Off-Duty Employment request of Master Police Officer Gonzalez and Officer Jones; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- 3 vacancies
- CSO position budgeted for March

b. Fire Department

Battalion Chief Mark Adams retired on January 23, 2024, after 32 1/2 years of service. Due to his retirement, Chief Hagedorn requested approval for a promotional process.

Motion made by Mr. Segal to approve a promotional process; seconded by Ms. Phillips. Motion carried unanimously with a 7-0 vote.

- 2 new firefighters from other agencies were recently hired
- 3 shifts with 24 members per shift. Currently, one shift is one member short

Chief Hagedorn introduced Division Chief of Fire and EMS Operations Dan Devlin, Division Chief of Administration Rich Wales and Division Chief of Safety and Training Jeff Spinelli.

Chief Volkerson introduced Deputy Chief Lisa Suepat.

7. Board Comments

Chairman Segal suggested that each department provide an organizational chart for board members to better understand how each department operates.

A brief discussion was held concerning the recent residential burglaries, citywide

streetlight outages and Friends of Winter Park Police and Fire.

8. Upcoming Agenda Items

None

9. Adjournment

Meeting adjourned at 4:52 p.m.

ATTEST:

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



Civil Service Board

agenda item

item type

Action Items

meeting date

March 5, 2024

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

Fire Department SOG's

- SOG 104 Uniform Dress
- SOG 403 Public Education Program

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

1. WPFD SOG 104 Uniform Dress - Fire Department
2. WPFD SOG 403 Public Education Program



Winter Park Fire-Rescue department

WPFD.SOG
104

STANDARD OPERATING GUIDELINE

Uniform Dress - Fire Department

Date Issued	December 6th, 2005	Revision No.	VI
Last Review	March 5 th 2024	Total Pages	7

Purpose: To establish for all fire department personnel a uniform dress code to adhere to while on duty, and when conducting all other official department or city sponsored functions.

Scope: The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines.

General: The following approved uniform items will be issued to all personnel. It is the responsibility of all personnel to maintain uniform items in a ready state and immediately available for use. Uniform apparel and accessories are considered city property and will only be worn while performing department or city sponsored activities. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief or the Division Chief of Fire and EMS Operations for interpretation.

104.01 Uniform Classification

Class "A" Formal Dress Uniform

The Class "A" uniform represents the highest level of dress uniform. The Class "A" Uniform shall be worn at all city or department functions as determined by the Company Officer or higher-ranking officer.

- Dress long-sleeve shirt, as assigned, white or blue
- Rank assigned insignia and award/merit ribbons (see examples of insignia(s) below)
- Dress pant, black
- Dress belt, smooth 1 ¾", black
- Dress shoes with black socks
- Black dress tie
- Bell-top cap as required



- Dress coat as required

Class "B" Dress Uniform

The Class "B" uniform should be used for presentations or functions where formal dress is warranted but not to the extent of Class "A". Class "B" shall be the minimum dress required for participation in promotional processes unless otherwise indicated.

- Dress shirt (short or long sleeve) will be determined by the Company Officer as seen fit for the occasion
- Rank assigned insignia and award/merit ribbons (see examples of insignia(s) below)
- Dress pant, black
- Dress belt, smooth 1 ¾", black
- Dress shoes with black socks

Class "C" Station Duty Uniform / Daily Work Uniform

The Class "C" uniform is considered the daily work uniform. All personnel shall remain in a **minimum** of a Class "C" uniform while on duty, on any scene, or while in view of the public.

- Polo-style shirt to be worn from 0700 - 1600
- Department-issued T-shirt (short or long sleeve) can be worn after 1600 each day
- Dress shirt (short or long sleeve) will be determined by the Company Officer as seen fit for the occasion
- Department-issued work pant
- Department-issued footwear
- Duty belt, issued by the quartermaster
- Uniform issued cap or cold weather knit cap
- Department-issued zip-up jacket, [job shirt](#), or pullover

Class "D" Uniform – Physical Fitness -Training Exercises

The Class "D" uniform is designed for use during physical fitness activities and special training programs. It will remain the option of the Company Officer as to the dress required for any training exercise. The Class "D" uniform can be used during rest periods when out of public view or in designated areas.

- Uniform T-shirt
- Uniform gym shorts
- Athletic socks – employee supplied



- Athletic shoes – employee supplied

104.02 Jewelry

Jewelry worn above the neck is prohibited, i.e.: earrings, piercings, clips, hairpins, etc. Necklaces or chains worn about the neck are permitted; under no circumstances will they extend out of the clothing.

104.03 Hair Guidelines

The style of grooming shall present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning/utilization of any equipment and/or accomplishing any function that a firefighter may be required to perform. At no time should hair or facial hair come between the sealing surface of the face piece and the face, or interfere with valve function of any respirator required for use.

Male Personnel

- Hair shall be worn to the general shape of the head. Hair is not to extend to the top of the collar of any department-issued uniform.
- Hair shall be maintained so as not to come between the sealing surface of the face piece and the face.
- Sideburns shall be neatly trimmed, strait without flare, not to extend below the earlobe.
- Mustaches shall be neatly trimmed, not to extend beyond the corners of the mouth nor drop below the corners of the mouth.

All other areas of the face must be clean-shaven. Any other facial hair besides mustaches will not be permitted (see Male Hair Example below).

Female Personnel

- Hair ornaments such as ribbons shall not be worn. Pins, combs, or barrettes may be worn as long as they are black in color or the same as individual hair color, not to interfere with personal protective equipment.
- Hair shall be worn above the collar or kept in a clean ponytail, or braided style confined to the back of the body (not to lay over the shoulders), which will not encumber the wearing of a helmet. The maximum length of a ponytail shall not extend below the bottom of the shoulder blade. (see Female Hair Example below).
- While wearing a Class A uniform for any function, hair must be worn above the collar.



104.04 Special Considerations and Approval

Weather Conditions

The daily uniform should be consistent with current weather conditions.

Permitted Items

All uniforms and accessories issued by the department shall be considered the **only approved** uniform items. Items and accessories must display the most current city and department logo/ insignia(s). Items not approved for use by the ~~Operations Chief~~ [Division Chief of Fire and EMS Operations](#), after the revision date of this guideline, are prohibited.

Station Patches

To ensure consistency in our department's identity and adherence to safety standards, the following guidelines are to be followed:

1. **Approved Patches:** Only department-approved station patches are permitted to be worn or affixed on department-supplied jackets and job shirts. These patches must match the graphics that are mounted on the apparatus. Shift patches are not permitted.
2. **Placement of Patches:** Patches may only be located on the shoulders of the jacket or job shirt. Patches are to be affixed approximately four inches below the seam on the shoulder and centered on the sleeve.
3. **Size of Patches:** The size of any station patch must not exceed the size of the official department patch.
4. **Prohibited Areas for Patches:** Patches are not allowed on the front or back of the jacket or job shirt.
5. **Turnout Gear:** No patches may be permitted or affixed to turnout gear. Sewing, embroidery, or iron-on patches are not permitted.

Maintenance and Alterations

- Logos or insignias shall not be altered.



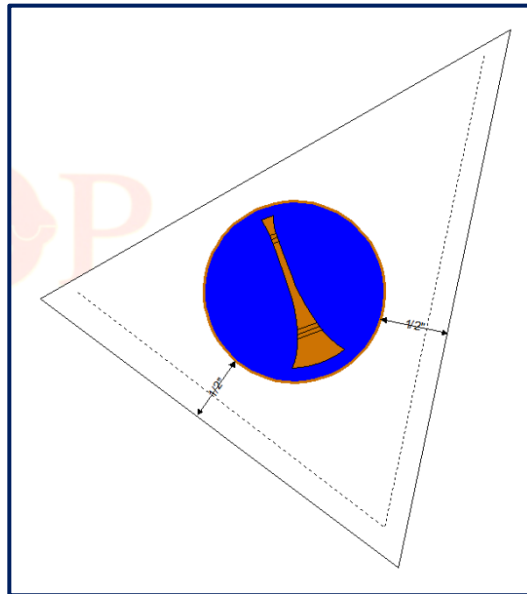
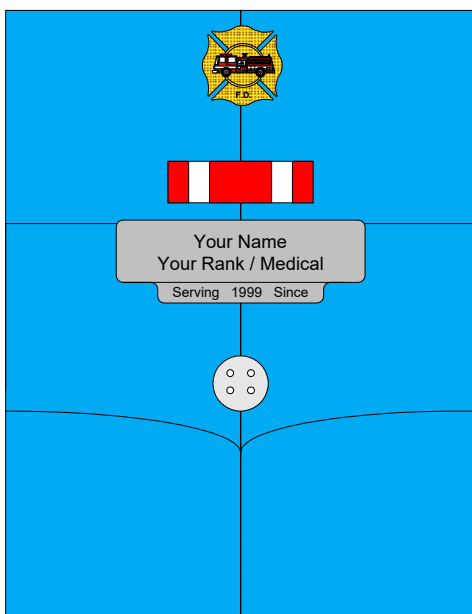
- Custom embroidery or non-departmental patches must be approved in writing by the ~~Operations Chief~~ Division Chief of Fire and EMS Operations.
- Uniforms will be maintained by the employee. Faded, worn, torn, stained, and distressed uniform items should be removed from service.
- Issued jackets and job shirts will be a one-for-one replacement.
- The size and fit of the uniform shall be appropriate to the individual. Loose-fitting or close-fitting uniforms may pose a safety risk to the wearer. All items should fit properly and be in good working condition at all times.



Examples of Insignia(s)

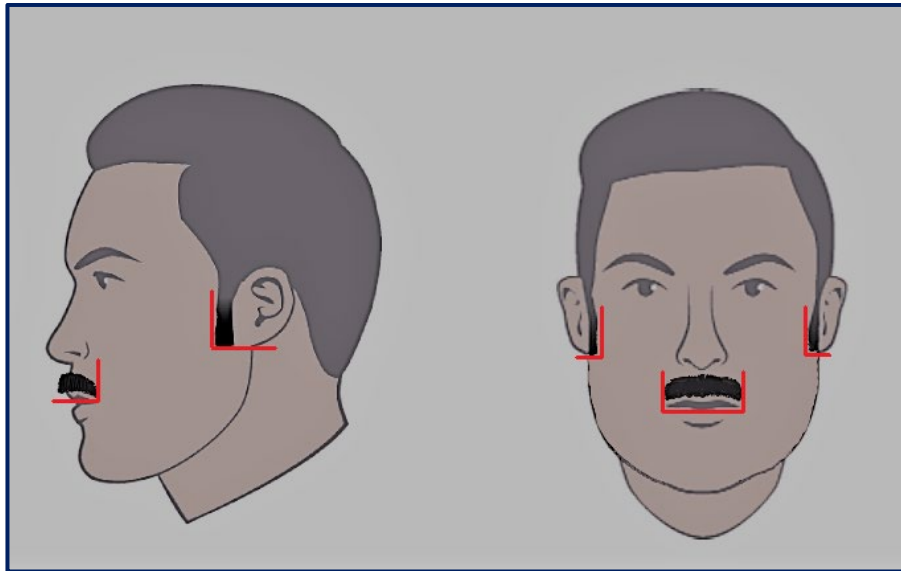
Class "A" & "B" uniform shift with insignia in the correct location:

1. The top of the nametag shall be centered along the top stitching of the right pocket.
2. Any issued ribbons shall be centered directly above the nametag. Multiple tags shall be centered along the stitched line of the pocket approximately 1/8" above the top stitching of the right pocket.
3. Approved pins (IAFF) shall be centered on the stitched seem above the ribbon and or nametag approximately 1/4" above the top stitch of the pocket.
4. The assigned badge shall be placed on the left side of the shirt, above the pocket where indicated by the cutouts on the shirt.
5. Collar insignia shall be placed with the designated center line pointed in a downward position at the point of the collar.
6. The insignia shall be approximately 1/2" from either side of the collar, approximately 1" from the bottom point of collar.

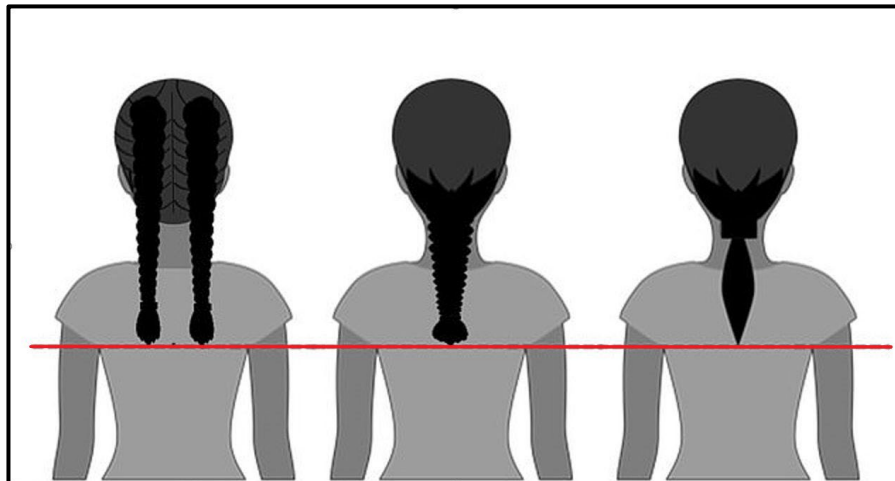




Male Hair Example



Female Hair Example



A handwritten signature in black ink, reading "Dan Hagedorn".

Dan Hagedorn
Fire Chief



Winter Park Fire-Rescue department

WPFD.SOG
403

STANDARD OPERATING GUIDELINE

Public Education Program

Date Issued	December 6 th , 2005	Revision No.	V
Last Review	March 5 th , 2024	Total Pages	3

Purpose: It is within the mission of the Winter Park Fire Department (WPFD) to ensure a high quality of life for our residents and guests through the protection of life, property, and the environment. Through the use of established public education programs on life and fire safety, the Department works toward this mission. The purpose of this guideline is to establish a guideline for the Department's Public Education ~~Specialist~~ **Coordinator** and all employees conducting Public Education programs/events within the community.

Scope: This guideline will cover all members of WPFD. Ability to deviate from this guideline rests with the ~~Fire Marshal or~~ Fire Chief.

General: The Public Education Specialist works to evaluate fire and life safety issues affecting the quality of life of Winter Park citizens ~~and develops or acquires and delivers these programs~~. In addition, the Public Education Specialist organizes and presents publications and programs to promote the department in a positive light within the Winter Park community.

403.01 Responsibilities of the Public Education ~~Specialist~~ **Coordinator**

The Public Education ~~Specialist~~ **Coordinator** evaluates and determines the need for fire and life safety programs in the community. After evaluation, the Public Education ~~Specialist~~ **Coordinator** develops programs to be taught within the community. The delivery of validated programs is also acceptable.

The Public Education ~~Specialist~~ **Coordinator** acts as the Department's liaison to schedule Public Education programs and events for all fire suppression personnel through the Battalion Chiefs.



Public Education ~~Specialist~~ Coordinator shall generate a monthly summary for the ~~Fire Marshal~~ Fire Chief indicating public education events, programs, and projects performed.

Public Education ~~Specialist~~ Coordinator will order and keep an inventory of educational materials designated for public information. Such materials should be from validated sources.

403.02 Scheduling Programs

Programs and activities shall be scheduled at least two weeks in advance. Exceptions on a case-by-case basis can be made with pre-approval from the Fire ~~Marshal~~ Chief and the affected Battalion Chief on duty.

All pre-scheduling of Public Education programs and activities shall be done electronically. Pertinent information such as location, date, time, set-up time, staffing needed, materials needed, age and size of the audience, and contact name and number will be a part of this electronic scheduling.

The ~~Battalion Chief on duty~~ Division Chief of Fire and EMS Operations shall be made aware of all programs/activity and must pre-approve the events that their personnel will be attending on duty, including those to be scheduled for after normal working hours or on the weekends. (Note: Exceptions shall include those programs scheduled during Fire Prevention Month.)

When a station tour is scheduled, the ~~Office of the Fire Marshal~~ Public Education Coordinator shall make every effort to have a representative present for the tour in the event that the station units are called out. This will ensure the safety of our guests is maintained during unit departure, and that they are not left by themselves in the stations.

~~Battalion Chiefs~~ The Division Chief of Fire and EMS Operations shall determine the appropriate units that will cover an event/presentation and shall resolve scheduling conflicts in such a manner as to ensure a company attends the presentation if at all possible. In regards to the event/program, the nature of the activity may automatically dictate the service status of the units (in-service or out-of-service). For programs/events where the units are in service, the Battalion Chief should make every effort to maintain coverage of the program/event.

Personnel may be required to provide demonstrations at facilities outside of WPF.D's jurisdiction. Only special functions will be approved for out-of-city attendance. These functions will be scheduled through the Public Education ~~Specialist~~ Coordinator with the approval of the ~~Deputy Fire Chief~~ Division Chief of Fire and EMS Operations or designee.



403.03 Program Presentation

While representing WPFD, all personnel shall conduct themselves in a professional manner at all times.

~~Personnel shall reference the PUBLIC EDUCATION MANUAL provided to all stations for reference in conducting presentations, resource listings, and other information.~~

For Safety Fairs and similar events requested by a business, an engine and/or rescue will be provided if the event offers the department a chance to provide educational materials/opportunities. This apparatus will remain in service for calls.

~~When fire personnel attend an event with no personnel from the Office of the Fire Marshal present, the Post-Event Evaluation shall be completed by the Company Officer and returned to the Public Education Specialist within the next week. Completion of the Post-Event Evaluation is also required for non-schedule (walk-up) presentations and tours.~~

All supplies and validated materials that may be needed to perform Public Education activities shall be purchased by WPFD and shall be used for fire department activities exclusively. If the Public Education Specialist is not at an event, appropriate supplies will be given to the on-duty Battalion Chief ~~within 72 hours of~~ prior to the event.

No personnel shall receive monetary compensation for any event or activity while representing WPFD.

Dan Hagedorn
Fire Chief



Civil Service Board

agenda item

item type

Action Items

meeting date

March 5, 2024

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

Police Department SOP

- SOP 125 Training Standards

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

1. SOP 125 Training Standards

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Training Standards	SOP #: 125
Rescinds:	SOP #: 273, dated 03/15/2000	Amends:
Effective:	March 5, 2024	Pages: (12)

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 refresher training on WPPD use of force policy ~~training in accordance with CJSTC Rule;~~^[KG1]
 4. Annual training on **issued** the conducted electrical weapon (CEW) in accordance with Florida State Statute;
 5. Training (a minimum of) once every two years on **issued/authorized** 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 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 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 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) will be subject to corrective action/discipline.
9. Civilians (and newly hired law enforcement officers in 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 submitted to the Training Section for review and approval prior to usage. For in-house administered training courses, a WPPD formatted Lesson Plan shall be used to document the lesson plans.
- C. Each WPPD Lesson 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 (e.g. lecture, discussion, video, slide training presentation, etc.);
 8. Evaluation of student performance methods (e.g. practical exercise, written test, etc.);
 9. Learning goal and course objective;
 10. Student performance objectives;
 11. Training content;
 12. Learning aids;
 13. Identification of student tests (if any);
 14. References.
- D. The Chief of Police or their 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.
- E. 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 ~~most~~ ~~all~~ formal Department training, if applicable to the course of training. Each test will identify the required passing score.
- B. Copies of test materials, to include written tests, test keys, practical exercise scenarios, and evaluation conditions and guidelines will be kept with the lesson plan.

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 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.

Note: For policy and procedures relating to law enforcement officers and other members who fail to qualify or demonstrate proficiency with an issued or approved firearm, during a regularly scheduled qualification training 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 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 member's division 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 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 law enforcement officer and applicable civilian members must demonstrate proficiency on each firearm authorized to use [KG2] once every 365 days. Proficiency may be demonstrated via qualifications, open range, or other scheduled firearms instruction. The Training Section lieutenant and their training staff will determine the course of fire to be used by all instructors. Proficiency shall be measured as the member ~~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 and applicable civilian members must qualify with firearm(s) they are authorized to carry/use, in accordance with CJSTC Rule.
- E. Members authorized to carry conducted electrical devices (Taser) shall receive annual in-service training. [KG3]
- F. Use of Force Training (annual) Refresher on Agency Policy – Each member authorized to carry a firearm or weapon shall have this training [KG4] annually. The method of delivery for this training shall be determined by the Training Section lieutenant.
- G. Less-lethal Weapon Training – Each member authorized to carry a less-lethal weapon shall have this training [KG5]. 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.
 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.
- H. First-Aid Refresher – Training shall be completed by 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. This mandatory training can be accomplished via in-house by a ~~CPR~~ CPR certified instructor, course-content instructor certified members, WPF 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.

- I. Mental Health Awareness Training – Per FSS 112.1815, all 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.
- J. Autism Training – Law enforcement officers shall receive initial training while in the field training program, and then shall be periodic refresher training (occurring a minimum of every three (3) 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.
- K. Vehicle Pursuits – 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.
- L. 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 and shall be documented in the law enforcement officer's field training guide. Newly hired civilian ~~members 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 for all applicable members to include law enforcement officers, Communications, Property & Evidence, CSO, Parking Enforcement, Special Operations and selected civilian members of Administration.
- M. Law Enforcement Accreditation – All members shall receive an overview 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 will ~~to~~ include law enforcement officers, civilian members,

~~part-time members personnel—and volunteers) will complete training in PowerDMS.~~[KG6]

- N. The Department will provide newly hired members with training on Florida State Statutes, Department policy, and related forms, as part of their training program.
- O. 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.
- P. Active Assailant Event Response - WPPD will provide initial training to all applicable members within required timeframes. Thereafter, all newly hired law enforcement officers, and applicable newly hired civilian members (Communications, Property and Evidence, CSO and Parking Enforcement positions) shall have training on active assailant response. Training for newly hired law enforcement officers and other newly hired members will occur while in their Field Training Program. Training methods of delivery may be in any format to include Power DMS online training, in-person classroom training, scenario-based training or other formats, as determined by the Training Section. Annual refresher training on active assailant response shall be provided to all sworn and applicable civilian members. The Training Section shall coordinate the training and determine the method of delivery for the annual refresher training.[KG7]

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

- 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 assignment to the respective unit:
1. Criminal Investigations Detectives (CID) – Interviews and Interrogations, Crime Scene Investigation, death investigation school.
 2. Investigative Criminal Intelligence Unit (ICIU) ~~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 Utilization Officer ~~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 sworn^[KG8] 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. Newly promoted civilian first-line supervisors shall participate in a supervisory training program prior to or within 12-months of promotion or appointment. The positions identified as meeting this criterion shall include supervisory personnel within Communications, Records and Property and Evidence. The training for the newly

promoted positions shall be administered in-house, via a defined training program, approved by the Deputy Chief. Training will be documented. Topics to be covered will include but are not limited to automated time management systems, performance evaluations, FMLA, grievances, discipline, and EAP. Upon completion of the training, the documentation shall be forwarded to the Chief's Senior Staff Assistance for inclusion in the member's personnel file. [KG9]

D. Any newly appointed accreditation manager shall be required to complete CFA's new accreditation manager training course within one year of appointment to an accreditation manager position. The training shall be documented. If a newly appointed accreditation manager has already completed the CFA training, prior to their appointment, they must be able to provide the training documentation and will be exempt from having to complete the required training a second time. [KG10]

E. 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.

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Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Action Items

meeting date

March 5, 2024

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

Off Duty Employment Request-Officer Liquori

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

1. Off-Duty Request-Liquori

**Winter Park Police Department
MEMORANDUM**

TO: Timothy Volkerson 
Chief of Police

FROM: Officer Kyle Liquori #633 

VIA: Chain of Command 

DATE: February 20, 2024

REFERENCE: Valencia College Adjunct Instructor

The purpose of this memorandum is to request permission to assist with instruction of criminal justice related topics at the police academy and future advanced courses. This instruction will not interfere with my duties and responsibilities as a law enforcement officer at the Winter Park Police Department.



Civil Service Board

agenda item

item type

Action Items

meeting date

March 5, 2024

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

Off Duty Employment Request-Officer Watson

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

None



Civil Service Board

agenda item

item type

Non-Action Items

meeting date

March 5, 2024

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

Overview of SOP 120

Attachment A

Attachment B

Certification Letter

Discussion/Review April 2, 2024

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

1. SOP 120
2. Attachment A
3. Attachment B
4. Civil Service Board Hiring Process Certification - 2024

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Selection and Hiring Procedures	SOP #: 120
Rescinds:		Amends:
Effective:	June 1, 2021	Pages: (14)
Attachments:	"A" Selection Process for Police Officer "B" Validation Table for Police Officer	

120-1 PURPOSE:

This directive establishes practices and procedures to ensure the recruitment of the most qualified applicants for positions within the Winter Park Police Department while ensuring a job-related and non-discriminatory process.

120-2 POLICY:

- A. The Winter Park Police Department will ensure that all applicants have an equal opportunity for hiring consideration. The clear articulation of Departmental hiring standards is critical to the assurance that all applicants are treated alike, and in a fair manner.
- B. To assure fairness, all elements of the selection process shall be administered, scored, and interpreted in a uniform manner. The standards described herein are applicable to all applicants.
 - 1. All elements of the selection process shall be documented as job-related and non-discriminatory.
 - 2. To ensure Department processes meet industry and hiring standards, verification of the above (for sworn officer positions) shall be accomplished by a periodic review (occurring a minimum of once every three years) of the selection process by an independent authority.
 - 3. Both SOP and attachments A and B shall be used to assist in the validation process and provided, along with any other pertinent information, to the authority charged with the periodic review of the sworn member selection process.
 - 4. This authority may be the City of Winter Park Civil Service Board, Human Resources, or an outside private vendor.
 - 5. Verification shall be provided in writing.

6. This policy will change as necessary to conform to the Criminal Justice Standards and Training Commission (C.J.S.T.C.) guidelines.
7. Central to the successful performance of a law enforcement officer's job is the issue of trustworthiness. Any false information presented during any phase of the selection process will result in the candidate being removed from processing and disqualifying future employment with the Winter Park Police Department.

120-3 BASIC JOB DESCRIPTION FOR POLICE OFFICER:

- A. All entry level officers are assigned to the Uniform Patrol Section of the Department to enhance the basic skills learned in the police academy. What follows is a summary of the duties of a Uniform Patrol officer as more clearly described in the job description.
 1. The officers of the Uniform Patrol Section patrol their assigned area in a police vehicle and are responsible for enforcing criminal and traffic laws, providing general assistance to the public, and performing other related duties as assigned.
 2. The following describes the critical tasks of the patrol officer and some of what he/she should expect to experience.
 - a. Patrols assigned area both in a police vehicle and on foot; maintains radio contact with headquarters and supervisor; reports unusual or suspicious incidents which may require police attention; checks buildings for suspicious open doors and windows; responds to calls or initiates action as appropriate.
 - b. Responds to calls involving criminal violations; secures scene to restore peace and protect evidence; calls for assistance as needed; interviews complainants and witnesses; makes arrests; advises suspects of rights; searches arrestees for weapons and evidence; seizes contraband and stolen property; transports arrestees to headquarters; interviews arrestees to complete the booking process; writes police reports; testifies in court as needed.
 - c. Conducts routine follow-up investigations of assigned cases; interviews victims, witnesses, informants, and other sources of information; conducts surveillances and stakeouts; obtains search warrants and conducts searches; obtains arrest warrants and makes arrests; accurately documents incidents using police reports; testifies in court as needed.
 - d. Responds to calls involving major traffic accidents, fires, and other accidents or disasters; secures scenes to protect victims and property; gives first aid and calls for medical assistance; interviews victims and witnesses; issues traffic summonses, if appropriate; writes police reports; testifies in court as needed.
 - e. Issues traffic summonses and warnings, parking citations and vehicle repair notices; directs traffic at special events (e.g. parades) and at congested intersections as needed; escorts funerals and V.I.P.'s traveling through the city, thereby assuring the safety of citizens and the motoring public.

B. Required Knowledge, Skills, and Abilities:

1. Knowledge of: 1) Field Training Program and evaluation process; 2) Department rules and regulations; 3) Department written directives; 4) police report writing; 5) law enforcement procedures and operations; 6) Federal, State, and City criminal laws and ordinances; and 7) criminal justice system operations.
2. Ability to: 1) define problems, establish facts, and draw valid conclusions; 2) write technical reports and correspondence; 3) observe and record events accurately and completely; 4) interview personnel and establish working relationships; 5) read wide range of technical literature; 6) handle routine public contacts; 7) work well in stressful situations while maintaining composure; and 8) use one's senses to locate, and assist victims and witnesses during high stress incidents; 9) show empathy; 10) attempt to de-escalate a situation through the use of verbal skills; 11) communicate effectively with emotional intelligence.
3. Skills: 1) attention to detail; 2) personal integrity; 3) effective time/case management; 4) Utilize de-escalation techniques.
4. Other: Knowledge, skills, and abilities, and requirements as listed in the City of Winter Park job description for police officer.

C. Probationary Period: full-time officers must complete a probationary period of twelve (12) months, during which time their performance will be carefully evaluated. Permanent status will be granted only if work performed is judged to be satisfactory by the Chief of Police and then the Civil Service Board.

120-4 APPLICATION FORM FOR POLICE OFFICERS:

A. Central to the equitable consideration of all applicants seeking employment with the Winter Park Police Department is the complete and accurate presentation of information by the applicant involved. Failure to meet this requirement produces delays and disruption in the selection process and impedes the expedient consideration and selection of applicants for employment with the Department. Therefore, applicants who fail to effectively present employment and personal information in a complete, accurate, and cohesive manner will not be considered in the selection process.

B. Any applicant may be disqualified if:

1. The applicant's application is found to be unacceptable if it includes any of the following:
 - a. Significant omissions of information where it is later discovered that the candidate could have made the information available such as:
 - 1) State and National criminal history records checks (NCIC/FCIC; FBI; FDLE)

- 2) Driver license checks
- 3) Employment verification
- b. A serious inability of an applicant to communicate in writing, as determined through the application process.
- 2. The applicant, after being notified of his/her failure to sign the application and/or release forms, refuses to sign or return by the designated date.
- 3. The applicant confirms participation in a portion of the processing (Civil Service test, polygraph examination, physical abilities test, oral interview) and fails to be present for said portion of the processing without prior approval.
- 4. If the candidate has any tattoos, they must not be visible while in a standard duty uniform. Any visible tattoos that extend past the elbow will disqualify a candidate for sworn employment with the Winter Park Police Department.

120-5 PROCEDURE FOR HIRING AND/OR SELECTING POLICE OFFICER APPLICANTS FOR THE POLICE DEPARTMENT:

The following are the various steps an applicant must complete successfully before he or she can be offered a job as a police officer for the City of Winter Park:

A. Pre-Screening:

- 1. Applicants will be pre-screened to be sure that each is certified to be a police officer in the state of Florida or is currently enrolled in a certified police academy within this state and meets minimum qualifications outlined by Florida State Statutes (FSS) and City and Department policy.
- 2. Applicants are assigned a date to take the Civil Service test.

B. Civil Service cognitive ability test

C. Complete an employment application and return by the date specified

D. Panel review board

NOTE: A candidate may be provided a conditional offer by the Chief of Police at any time during the application process at his/her discretion. Selection to a position of police officer is predicted on successfully passing all selection process elements.

E. Background investigations:

- 1. An extensive background check on each applicant shall be conducted by a trained background investigator in accordance with C.J.S.T.C. guidelines. Elements of the background include:

- a. Military service record review
 - b. Social media review
 - c. Fingerprinting
 - d. Criminal history check/teletype wants and history check (NCIC/FCIC)
 - e. Local database check
 - f. Driver license check
 - g. Driving history review
 - h. Employment verification
 - i. Employers references
 - j. Personal references
 - k. Neighborhood checks
 - l. Credit history review
 - m. Drug history review
2. A summary report shall then be prepared regarding the background check on each applicant.
- F. Chief of Police review: Interview and selection for hire
- G. Physical abilities test/assessment
- H. Polygraph interview and examinations
- I. Medical examination (Florida C.J.S.T.C. minimum guidelines for physical examination.)
- J. Psychological written exam and oral interview
- K. Drug screen
- L. Civil Service Board: Review/approval for hire

NOTE: The order of selection process elements can be modified based upon specific circumstances or when in the best interest of the police department and with the approval of the Administrative division chief.

120-6 ORIENTATION PROGRAM:

- A. During the orientation program the field training officer shall:
 - 1. Acquaint each new officer with the policies, procedures, and regulations of the Department.
 - 2. Familiarize each trainee with the use of the Department's standard equipment.
- B. The orientation phase of the field training program shall last for a period of six (6) to eight (8) weeks.

120-7 FIELD TRAINING PROGRAM:

- A. During the field training program each trainee shall receive:
 - 1. On-the-job training
 - 2. Training evaluations (Daily Observation Reports aka DORs)
 - 3. A recommendation for advancement, extension, or termination when appropriate or at the end of a phase
- B. The field training program shall last for a period of 14 weeks unless acceleration, extension, or termination is recommended by the Operations division chief.

120-8 FIELD EVALUATION PERIOD:

This period shall be approximately eight (8) months, commencing at the successful completion of the field training program. During this time each new officer shall receive monthly performance evaluations to document his or her progress and adaptability to the demands of his or her new position in police work.

120-9 POLICE OFFICER MINIMUM REQUIREMENTS:

- A. Pursuant to Section 943.13, Florida State Statutes, an individual employed or appointed as a full-time, part-time, or auxiliary law enforcement, correctional, or correctional probation officer, or any individual employed as a correctional officer by a private entity under contract to the Department of Corrections, Correctional Privatization Commission, or a county commission shall meet the established requirements.
- B. In addition to the minimum requirements for employment as a police officer, the Winter Park Police Department may impose certain other conditions or requirements necessary for consideration for employment.
- C. Juvenile records shall be considered by the Winter Park Police Department to aid in the determination of the moral character of the applicant.

120-10 POLICE OFFICER AGE REQUIREMENT:

FSS 943.13 requires that any individual must be at least nineteen (19) years of age to be certified as a law enforcement officer. Therefore, any applicant will be disqualified if the applicant has not reached the age of nineteen (19) by the date the Civil Service test is given.

120-11 POLICE OFFICER CITIZENSHIP REQUIREMENT:

FSS 943.13 requires that an individual must be a citizen of the United States to be employed as a law enforcement officer in the State of Florida. Therefore, any applicant will be disqualified if the applicant is not a citizen of the United States by the date of the application.

120-12 POLICE OFFICER EDUCATION REQUIREMENT:

FSS 943.13 requires that an individual be a high school graduate or equivalent to be a police officer in the State of Florida. Therefore, any applicant will be disqualified if the applicant does not have a high school diploma or G.E.D. recognized by the Criminal Justice Standards and Training Commission.

120-13 MORAL TURPITUDE:

- A. The offenses listed in C.J.S.T.C. Rule 11B-27.0011 have been deemed “failing to maintain good moral character” and any police applicant found to have committed such offenses can be disqualified. Additionally, violation of department SOP 103 and 104, which regulate conduct, or violation of any FSS may also disqualify a candidate for a police officer position.
- B. Any previous arrest history (either as an adult or while a juvenile) of an applicant regardless of disposition of the offense can be considered as disqualifiable for sworn employment with the Winter Park Police Department.

120-14 POLICE OFFICER MILITARY SERVICE RECORD:

FSS 943.13 governing the minimum qualifications for persons employed as law enforcement officers, states that such person “shall not have received a dishonorable discharge from any of the Armed Forces of the United States”. Therefore, any applicant will be disqualified if he or she has been released or discharged under a dishonorable discharge from any of the Armed Forces of the United States.

120-15 CIVIL SERVICE COGNITIVE ABILITY WRITTEN TEST:

- A. The Police Officer Selection Test (POST) was adopted by the Civil Service Board as the cognitive skills examination for entry into the Winter Park Police Department.
- B. This entry-level basic skills test is used to select the best candidates who possess the necessary cognitive skills to successfully and efficiently perform the duties of a law enforcement officer. A minimum successful completion score of 70% is required for each of the four individual sections of the exam.

- C. Any police applicant will be disqualified if the applicant fails to successfully pass a job-related cognitive ability test designed to assess the following:
 - 1. Arithmetic
 - 2. Reading comprehension
 - 3. Grammar
 - 4. Incident report writing

120-16 PHYSICAL ABILITIES TEST FOR POLICE OFFICERS

- A. The physical abilities test (PAT) will be given after an applicant has successfully passed the written exam. Applicants must complete the PAT within six minutes and four seconds (6:04) to move to the next phase of the application process.
- B. The physical abilities test shall be job-related, and non-discriminatory.
- C. The physical ability test was designed to simulate actual tasks and essential knowledge, skills and abilities required of the job as a police officer. These skills were identified through a review of critical job responsibilities requiring physical proficiency.
- D. The Winter Park Police Department uses the Florida Department of Law Enforcement (FDLE) designed physical abilities test. The course used measures the following job-related elements:
 - 1. Running
 - 2. Jumping and hurdles
 - 3. Climbing a wall
 - 4. Flexibility
 - 5. Strength
 - 6. Finger strength

120-17 PANEL REVIEW BOARD FOR POLICE OFFICERS:

- A. The panel review board shall consist of personnel assigned by the police department and who have received interview/Equal Employment Opportunity training.
- B. Each member of the review board has a responsibility to be familiar with and assure the fulfillment of the City's policy of non-discrimination and equal opportunity in employment.

- C. Panel review board procedures: Applicants appearing will be evaluated on job-related and non-discriminatory factors to include:
 - 1. Appearance
 - 2. Attitude
 - 3. Value judgement and ethics
 - 4. Communication skills
 - 5. Decision-making skills
 - 6. Motivation for police work
- D. Questions utilized by board members will be the same for all candidates.
 - 1. Questions shall not require only a "yes" or "no" answer; elaboration is necessary for adequate insight.
 - 2. Follow-up questions may be asked when necessary.
 - 3. If an applicant's responses are not clear, any member may ask for an immediate explanation or clarification.
- E. Panel review boards will consist of three members selected/approved by the Administrative division chief or his/her designee. The division chief shall make a concerted effort to ensure that the board reflects an accurate account of the agency's gender and race composition.
- F. A standard rating form and rating scale will be used in determining the score of each applicant.
- G. Each member of the review panel will complete the standard form without discussion with other members. Discussion on each applicant will be conducted following the conclusion of the review.
 - 1. The Community Services Section shall be responsible for scoring the forms and determining a score final (cumulative) for each candidate.
 - 2. Upon completion of the panel interview process, all completed rating forms shall be maintained according to the State of Florida State Records Retention Schedule.

120-18 POLICE OFFICER MEDICAL EXAMS:

- A. To comply with FSS 943.13, the City of Winter Park requires all police department applicants to successfully complete a medical examination as required by the Florida Department of Law Enforcement.

1. Medical (physical exam) – Florida C.J.S.T.C. minimum guidelines for physical examination as administered by the City physician or his/her designee. The exam will include a resting electrocardiogram.
2. Psychological exam – Administered by the licensed psychologist contracted by the police department. Results will be maintained according to Florida State Statutes and stored in a secure manner.

B. The applicant may be disqualified if he/she fails to pass any of the exams.

120-19 POLYGRAPH EXAMINATION:

- A. To comply with FSS 943.13, the City of Winter Park requires all police department applicants to complete polygraph examinations. The results of these examinations allow the Department another method to verify pertinent information regarding the applicant in order to aid in proper personnel selection.
- B. Any applicant will be disqualified if:
 1. There are signs of deception.
 2. The applicant indicates any commission of any offense that meets the moral character standard.
- C. Any concerns on the polygraph outcome will be referred to the background investigator for additional investigation and clarification.

120-20 FALSE INFORMATION:

Central to the successful performance of a law enforcement officer's job is the issue of trustworthiness. His/her overall reputation regarding honesty and integrity must be beyond reproach in order that an officer may accomplish job related tasks such as testifying in a court of law. Therefore, the Department cannot select an applicant who has knowingly presented false information during the selection process.

120-21 WORK RECORD HISTORY:

- A. Discipline and dependability are essential to its efficient operation of a law enforcement organization. Therefore, applicants with work records reflecting any of the criteria listed below may be considered poor employment risks and may not be selected for employment with the Winter Park Police Department.
- B. The applicant's work record, including number and type of positions held, reasons for separations and duration of employment when considered in the light of the type of work he/she is now seeking, clearly indicates that he/she would be a poor employment risk.

120-22 DRUG ABUSE PATTERNS OF BEHAVIOR FOR POLICE OFFICERS:

- A. This standard is based on the inability of an individual to effectively function as a law enforcement officer in job-related duty assignments, such as representation of this police department in a court of law or other positions requiring the public's trust, when the individual has used the narcotics and dangerous drugs as specified below. The use of drugs as specified below also indicates a general lack of respect for the laws of the State or an inability to conform one's conduct to the requirements of the law. Either of these qualities is unacceptable as a law enforcement officer.
- B. Depending on the totality of the circumstances, any applicant may or may not be disqualified if he/she has been involved with drugs under any of the following conditions:
 - 1. Used or possessed, within three (3) years, any illegal controlled substance defined as a violation under Chapter 893 of Florida State Statutes or by federal law.
 - 2. Used any type of product with THC/cannabinoid (which includes marijuana) within the past twelve (12) months.
 - 3. Any illegal delivery of a controlled substance whether or not for profit.
 - 4. Any use of any prescription medication not prescribed to the applicant or delivery of prescribed medication to one not prescribed the medication whether or not for profit.

120-23 POLICE OFFICER TRAFFIC CONVICTIONS AND DRIVERS LICENSE:

- A. Candidates must have at least one (1) year driving experience and possess a valid Florida operator's driver license.
- B. Candidates for the position of police officer with the City of Winter Park cannot have a traffic conviction record that will erode the public confidence in the officer's ability to enforce the traffic laws of the State of Florida. It is the Department's position that all of the traffic conviction circumstances listed below compromise an applicant's ability to serve as an effective police officer and may disqualify a candidate. The totality of driving history will be considered.
- C. Candidates with traffic charges may or may not be rejected depending on the totality of the circumstances of the following charges.
 - 1. Any criminal charge of:
 - a. Voluntary or involuntary manslaughter resulting from the operation of a motor vehicle
 - b. Failing to stop and render aid, as required under any applicable State or Federal law, in the event of a motor vehicle accident resulting in the death or personal injury of another

- c. Driving a motor vehicle or being in actual physical control while having an unlawful blood alcohol level or while under the influence of alcoholic beverages or any substance controlled under any State or Federal laws
 - d. Knowingly driving a motor vehicle while driver's license is suspended or revoked
 - e. Reckless driving
 - f. Attempting to elude the police
2. Two (2) convictions of the following singly or in combination within the past three (3) years:
 - a. Leaving the scene of an accident resulting in property damage of more than fifty dollars (\$50.00)
 - b. Unlawful speed resulting in an accident
 3. Five (5) citations singly or in combination within three (3) years that demonstrate a pattern of carelessness or driving negligence may serve as a disqualification. These include any traffic violations, except parking tickets, covered under any Federal law, any law of the State, or any valid ordinance of any municipality or county.
 4. Traffic conviction record in which the accumulation of points resulted in the suspension of a driver's license within three (3) years of application.
 5. Traffic record in which a driver license was suspended within three (3) years of application, for one of the following:
 - a. Failure to attend court ordered driving schools or mandates.
 - b. Failure to pay two or more traffic fines. The circumstances resulting in the non-payment of only one traffic fine will be evaluated on an individual basis and may or may not disqualify the applicant.
 - c. Financial responsibility (insurance cancellation, etc.). This will be evaluated on an individual basis and may or may not serve to disqualify the applicant.

120-24 PROCEDURE FOR HIRING AND/OR SELECTING CIVILIAN APPLICANTS FOR THE POLICE DEPARTMENT:

The following stages are required steps in the selection of civilian applicants for employment with the City of Winter Park:

- A. Applicants shall complete an application for employment with the City of Winter Park personnel division.

- B. Applicants will sign a waiver to initiate a background investigation (to be conducted by a trained background investigator in accordance with C.J.S.T.C. guidelines, prior to appointment of the applicant to probationary status).
 - 1. Extensive background check on each applicant to include the following:
 - a. Warrants check
 - b. Fingerprints check
 - c. Local records check
 - d. Prior employment verification
 - e. Criminal history check
 - 2. Prepare a summary report on each applicant.
- C. Interview with the Chief of Police or his/her designee.
- D. The applicant may be given a conditional offer of employment based on the results of the aforementioned process.
- E. The applicant will need to submit to polygraph examinations.
- F. The applicant will need to submit to a medical examination by a licensed physician of the Department's choosing.
- G. The applicant will need to submit to a drug screen analysis.
- H. The following additional requirements are applicable to those civilians applying for positions in the Communications Section:
 - 1. A screening with the Communications Section manager.
 - 2. Satisfactory completion of CritiCall.
 - 3. A mandatory minimum two (2) hour observation period in Communications.
 - 4. Psychological Exams:
 - a. Written
 - b. Oral
- I. The following additional requirements are applicable to those civilians applying for positions in the Records Section:
 - 1. A screening with the Records Manager.

2. A clerical evaluation to measure attention to detail.
- J. The following additional requirements are applicable to those civilians applying for positions in the Property and Evidence Section: A screening with the senior Property and Evidence technician.
- K. Upon completion of these steps the applicant may be selected for hire by the Chief of Police.

NOTE: Newly hired civilian members shall complete a probationary period of a minimum of six (6) months, unless otherwise dictated (longer) by policy.

120-25 DISPOSITION OF RECORDS:

- A. Medical records obtained during the application and selection process shall be maintained, retained, and destroyed by City Human Resources and in accordance with Florida State Statutes. These records shall be stored in a secure manner.
- B. All other records of applicants shall be stored, retained, and destroyed in conformance with all applicable State records retention laws and schedules.

Drafted: BCR01-00 /filed: 120.doc /revised: MD10-03 /revised: TP07-06 /revised: JEA11-10 /reviewed: JEA10-11 /revised: TP02-13 /revised: KG06-18 /revised: KG02-21



Timothy Volkerson
Chief of Police

SELECTION PROCESS FOR POLICE OFFICER**Pre-Screener (online)**

- *Applicant passes and is provided date of the written exam.*
- *Applicant fails and is done with the processing and notified by WPPD.*

Civil Service Cognitive Ability Written Test

- *Applicant passes with a 70% score or higher in each section and receives an application.*
- *Applicant does not score a 70% or higher and ends processing with WPPD.*

Panel Review Board

- *Applicant is approved by the Board and is recommended for processing.*
- *Applicant is not approved by the Board and application is maintained in pending status or ends (as determined by the Administrative division chief).*

Background

- *Military Service Record Review*
- *Social Media Site Review*
- *Criminal History Check (NCIC/FCIC)*
- *Local Database Check*
- *Driver's License Check*
- *Driving History Review*
- *Employment Verification*
- *Employers References*
- *Personal References*
- *Neighborhood Checks*
- *Credit History Review*
- *Drug History Review*
- *The applicant successfully completed the background process and is scheduled for an interview with the Chief of Police.*
- *The applicant fails the background portion of the selection process, as determined by the Administrative division chief, the applicant ends processing with WPPD.*

Interview with the Chief of Police

- *The candidate meets with the Chief of Police in an informal interview. The Chief then decides if the candidate moves forward and is given a conditional offer of employment, dependent upon successfully passing the medical exam, psychological exam and drug test and physical abilities test.*
- *If a candidate is not selected to continue they are removed from processing with WPPD.*

Physical Abilities Test (PAT)

- *Applicant passes the FDLE course within specified timeframe and continues the process.*
- *Applicant fails the test and ends processing with WPPD.*

Polygraph Interview and Examination

- *Applicant passes polygraph examination and continues the process.*
- *Applicant completes polygraph examination with additional information needed. This could result in the applicant moving to pending status (in holding) or moving along the process with more information obtained.*
- *Applicant does not pass or complete polygraph examination and ends processing with WPPD.*

Medical Exam

- *The candidate passes or fails the medical exam. Failure results in being dropped from processing.*

Psychological Written Exam and Oral Interview

- *The candidate passes or fails the written and/or oral psychological examination. Failure results in being dropped from processing.*

Drug Screen

- *The candidate passes or fails the drug screen. Failure results in being dropped from processing.*

Review/Approval by the Civil Service Board

- *The candidate is presented to the Civil Service Board (as recommendations for hire) and the candidate submits to a brief interview by the Civil Service Board.*
- *The Civil Service Board votes on the hiring of the candidate.*

EXCEPTIONS OF DISCRETION

The Chief of Police may provide a conditional offer to any candidate at any stage of the selection process. Hiring will be predicated on passing each selection process element.

Order of items can be modified based upon specific circumstances or when in the best interest of the PD and with the approval of the Administrative division chief.

At any point of review and information collection, a candidate can be disqualified from the hiring process. The determination to end the application process shall be determined by the Administrative division chief, with input provided by the background investigator(s) and any other resource involved in the background process.

VALIDATION TABLE FOR POLICE OFFICER

Applicant Screening Step	Validity/Source	Minimum Qualifications	Relative to and Relatability to Job Description
Pre-Screener	» City of Winter Park Minimum Qualifications for Employment » Job Description: Essential Functions, Minimum Qualifications » FDLE Minimum Requirements » FSS 943.13 - Officers' minimum qualifications for employment or appointment	Pass/Fail	Assesses if the candidate has the basic minimum qualifications to be a police officer at WPPD. Policy restrictions (e.g. tattoos, tobacco product use) outside of FDLE requirements (e.g. WP City policies and PD policies) are verified as well.
Civil Service Cognitive Ability Written Test	» Job Description: Essential Functions, Minimum Qualifications » SOP 120 – Selection Process	Pass with 70% or higher score for each section. Scoring below 70% on any section fails a candidate.	Assesses the candidate's knowledge of basic skills needed to effectively complete written reports. Job-related categories of the test are: Math, Reading Comprehension, Grammar and Incident Report Writing.
Application Completion (Police Department)	» City of Winter Park Police Department's Minimum Qualifications for Employment » SOP 120 – Selection Process	Completed and submitted within the specified due date to continue in the selection/ hiring process.	Provides essential information required to process a police officer applicant.
Panel Review Board	» Job Description: Knowledge, Skills & Abilities » SOP 120 – Selection Process	Assessment from three department members. Scored in totality based upon six questions relevant to the job position, credibility and ethics and motivation for wanting to become a police officer. Candidate assessed/scored on seven specific dimensions with a five point scale.	Allows for a review/assessment of candidate's ability to speak, communicate and respond, as required with daily interaction with the public as a police officer. Can allow for clarification of answers/responses provided on the candidate's application.

Background	» Job Description: Minimum Qualifications, Certifications and Training » FDLE Minimum Requirements » SOP 120 – Selection Process » 11B-27.0011, FAC	Overall review of the applicant's background – it can be failed if information is found which preclude an applicant from being a good candidate for WPPD.	Assesses an individual's integrity, honesty, fairness and respect for the rights of others. Determines if candidate meets minimum qualifications and verifies candidate's ability to entrust with public trust and confidence as required to successfully carry out essential duties.
Military Service Record Review/Prior Employment Verification and References, School/Education Verification	» Job Description: Minimum Qualifications » FDLE Minimum Requirements	State requirement to have honorable discharge. Can pass or fail this process. Previous employers are interviewed to ensure past work practices conform with WPPD's standards.	Ensures education and military service align with state requirements. Education and employment assess meeting standards and assesses candidate's previous work history with questionnaires provided to previous employers.
Social Media Site Review		Background investigator reviews to determine if any unprofessional content is displayed and could result in disqualification from selection process.	Integrity and character are reviewed as required for the position.
Fingerprinting/Criminal History Check/Local Database Check	» FDLE Minimum Requirements » SOP 120 – Selection Process » 11B-27.00211, FAC	Pass or fail based upon any history found. Moral character standards are applied in this step.	History check to determine any moral character violations or criminal acts (as defined in SOP 120) which would preclude them from continuing in the selection process.

Driver’s License Check and Driving History Review	» SOP 120 – Selection Process	Pass fail based upon an unacceptable number of citations/crashes	Safe operation of a motor vehicle is required as much of the time the position requires driving. Excessive traffic law violations compromise ability to effectively perform as a police officer.
Neighborhood Checks/Personal References	» SOP 120 – Selection Process	Could require further investigation if information is found which does not align with WPPD values or if contradicts application or polygraph results.	Overall review of the candidate’s interactions with others and in specific situations (e.g. stressful).
Credit History Check	» SOP 120 – Selection Process	Pass or fail	Credit history is evaluated to determine if candidate is responsible and/or if severe debt/liens could negatively impact/compromise their integrity.
Drug History Review	» SOP 120 – Selection Process	Could require further investigation if information is found which does not align with WPPD values or if contradicts application or polygraph results. Pass or fail. Specific controlled substances (as detailed in SOP 120) could disqualify an applicant from employment with WPPD.	High moral character is required for the position and use of illegal drugs or misuse of prescription drugs would not align with WPPD standards of conduct and expectations of the position.
Interview with the Chief of Police	» SOP 120 – Selection Process	Pass or fail – candidate could be “tabled” with no further action at that time or candidate can be removed from the selection process completely.	This is an opportunity for the Chief to speak with the candidate and determine if they will be a good fit with WPPD and embody the core values of the agency.

Physical Abilities Test	» Job Description: Minimum Qualifications, Requirements (Physical & Sensory) » FDLE Course » SOP 120 – Selection Process	Pass by completing the course within the time frame prescribed by FDLE.	Tests the candidate's ability to perform critical physical tasks of the position of police officer. Course measures job-related elements: Running, Jumping and Hurdles, Climbing a Wall, Flexibility, Strength and Finger Strength.
Polygraph Interview and Examination	» Job Description: Minimum Qualifications » SOP 120 – Selection Process	Interview with examination not pass/fail but deception detection can require further investigation or it can disqualify a candidate (fail) or failure can result from confession or lying detected for information criminal or moral character violations.	Verifies answers and responses provided on the candidate's application. Assesses an individual's honesty, integrity, fairness and respect for the rights of others.
Medical Exam	» Job Description: Minimum Qualifications » FSS 943.13(6) » FDLE Minimum Requirements » 11A-1.003, FAC	Pass or fail	Verifies candidate's capability of performing all essential job functions (physical requirements) without placing him/herself at risk or others.
Psychological Written Exam and Oral Interview	» Job Description: Minimum Qualifications » FDLE CJSTC-77 » 11B-27.0011, FAC	The test is measured and scored. Pass or fail	Assess the emotional stability and psychological fitness of candidate. Written tests and a follow-up interview by a licensed psychologist. Job-related as there are numerous psychological responses which are required to calmly react and diffuse situations encountered as a police officer. The candidate's suitability for the position given task requirements, working conditions and mental demands.

Drug Screen	» 11B-27.00225, FAC	Pass or fail	High moral character is required for the position and use of illegal drugs or misuse of prescription drugs would not align with WPPD standards of conduct and expectations of the position. The drug screen actually determines if the candidate has any illegal or non-prescribed drugs in their system or any tobacco usage (against City policy).
Review/Approval by the Civil Service Board	» SOP 120 – Selection Process	Pass or fail.	The Civil Service Board is presented with candidates who have successfully passed all selection process components. The Board is given the opportunity to ask questions related to the candidate's motivation for being a police officer and why they selected WPPD. Questions are job-related and non-discriminatory.

CENTRAL TO THE SUCCESSFUL PERFORMANCE OF A LAW ENFORCEMENT OFFICER'S JOB IS THE ISSUE OF TRUSTWORTHINESS. ANY KNOWINGLY FALSE INFORMATION PRESENTED DURING ANY PHASE OF THE SELECTION PROCESS WILL RESULT IN THE CANDIDATE BEING REMOVED FROM PROCESSING AND DISQUALIFYING FUTURE EMPLOYMENT WITH THE WINTER PARK POLICE DEPARTMENT.

NOTE: Order of items can be modified based upon specific circumstances or when in the best interest of the PD and with the approval of a division chief.

City of Winter Park Civil Service Board



February 28, 2024

The Winter Park Civil Service Board has reviewed the Winter Park Police Department's hiring practices for sworn police officers. The Board reviewed Standard Operating Procedure 120 (Selection and Hiring Procedures), the Selection Process Outline (SOP 120 Attachment A), the Validation Table for Police Officer (SOP 120 Attachment B) and the City of Winter Park's Job Description for Police Officer.

The Board has reviewed the entire hiring process to include all steps needed to become a Police Officer and has determined that the policy and procedures of the hiring process are documented as job-related and non-discriminatory. The process and elements are relative to and relatable to the job and each element is determined to be job-related and non-discriminatory. In addition, all elements of the hiring process have been determined to be administered, scored, and interpreted in a uniform manner.

This review, verification, validation and certification has been voted on and approved by the Civil Service Board this _____ day of _____, _____.

Civil Service Board Chairperson Signature

Printed Name



Civil Service Board

agenda item

item type

Staff Updates

meeting date

March 5, 2024

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

Fire Department

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

None



Civil Service Board

agenda item

item type

Staff Updates

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Police Department

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

None