



Civil Service Board Regular Meeting

Agenda

May 7, 2024 @ 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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

assistance & appeals

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

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

please note

Times are projected and subject to change.

- 1. Call to Order**
- 2. Consent Agenda**
 - a. Approve the minutes of April 2, 2024
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
 - a. SOP 115 FISCAL ACTIVITIES - POLICE
 - b. SOP 166 WEAPONS AUTHORIZATION
 - c. SOP 340 CANINE TEAMS - POLICE
- 5. Non-Action Items**
 - a. Life Saving Awards
- 6. Staff Updates**
 - a. Police Department
 - b. Fire Department
- 7. Board Comments**
 - a. Alternative days and times for Civil Service Board Meeting
1st Monday of the month @6:00 p.m.
1st Tuesday of the month @5:00 p.m. The meeting must be adjourned by 5:45 p.m.
2nd Monday of the month @6:00 p.m.
2nd Tuesday of the month @5:30 or @6:00 p.m.
- 8. Upcoming Agenda Items**
- 9. Adjournment**



Civil Service Board

agenda item

item type

Consent Agenda

meeting date

May 7, 2024

prepared by

Kathleen Reed, Administrative Coordinator III

approved by**subject**

Approve the minutes of April 2, 2024

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

1. Civil Service Meeting April 2, 2024



Civil Service Board Regular Meeting Minutes

April 2, 2024 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Chairman Bill Segal, Chief Examiner Wayne Kalish, Board Members: Dr. Beth Phillips, Javier Rodriguez and Tod Meadors. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent

Terry Hotard, Terry Rooth

1. Call to Order

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

Chairman Segal introduced City Manager Randy Knight and Assistant City Manager Michelle del Valle to board members. Mr. Knight provided a brief background regarding the Civil Service Board, Civil Service Code and the function of the board.

2. Consent Agenda

- a. Approve the minutes of March 5, 2024

Motion made by Mr. Rodriguez to approve the minutes from the March 5, 2024, meeting; seconded by Dr. Phillips. Motion carried unanimously with a 5-0 vote.

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

None.

4. Action Items

Agenda taken out order.

- a. Police Sponsorship Interview

Lieutenant Roesner introduced Police Sponsorship Candidate Scarlet Robbins. Ms. Robbins provided a brief background and responded to questions from board members.

Motion made by Dr. Phillips to approve Ms. Robbins for sponsorship; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

b. Applicant Interview - Police

Next, Lieutenant Roesner introduced police candidate Eugene Glennon. Mr. Glennon provided a brief background and responded to questions from board members.

Motion made by Mr. Meadors to approve the police candidate; seconded by Dr. Phillips. Motion carried unanimously with a 5-0 vote.

(Not on agenda)

Administrative Reserve Officer Position Interview/Jason Moorehead

Chief Volkerson introduced Administrative Reserve Officer Jason Moorhead. **Motion**

made by Dr. Phillips to approve Administrative Reserve Officer Jason Moorehead; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

- c. Request to Hold Promotional Process for Lieutenant and Sergeant-Police

Chief Volkerson requested permission to hold a promotional process for Lieutenant and Sergeant. **Motion made by Dr. Phillips to approve the promotional process for Lieutenant and Sergeant; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

- d. Review/Discussion-Equal Employment Opportunity Hiring-Police (moved to beginning of agenda)
 - Certification Letter

Lieutenant Roesner gave a brief overview of the Winter Park Police Department's hiring practices for sworn police officers and asked if anyone had any questions. **Hearing none, a motion was made by Dr. Phillips directing the chairman to sign the certification; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

- e. Approval of Battalion Chief Promotional Exam List - Fire

Motion made by Dr. Phillips to approve the Battalion Chief Promotional Exam List; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

- f. Request to Hold Promotional Process for Lieutenant and Engineer - Fire

Chief Hagedorn requested permission to hold a promotional process for Lieutenant and Engineer. **Motion made by Dr. Phillips to approve the promotional process for Lieutenant and Engineer; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.**

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- 3 vacancies
- Mock Accreditation to be held in August or September
- On-site Accreditation to be held in December
- Art Show update
- Numerous marathons upcoming

b. Fire Department

- Thanked all city departments who assisted with the art show.
- **Monthly Stats:**

374 medical calls for service

7 structure fires

36 calls for public assistance

30 false fire alarms

15 malfunctioning fire alarms

7. Board Comments

Dr. Phillips inquired as to changing the time and or day of the Civil Service Meeting. Board Secretary Kathy Reed will add to the May Agenda and will provide additional meeting times for the board to consider.

8. Upcoming Agenda Items

Adjustment of Civil Service Meeting time/day.

9. Adjournment

Meeting adjourned at 4:58 p.m.

ATTEST:

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



Civil Service Board

agenda item

item type

Action Items

meeting date

May 7, 2024

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

SOP 115 FISCAL ACTIVITIES - POLICE

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

1. SOP 115 FISCAL ACTIVITIES

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Title: **Fiscal Activities** **SOP #: 115**

Rescinds: SOP #: 165, dated 03/15/2000 **Amends:**

Effective: May 7, 2024 **Pages: (09)**

Attachments:

115-1 PURPOSE:

This policy establishes guidelines for budgeting, accounting, fiscal control and inventory procedures.

115-2 POLICY AND PROCEDURE:

The following policies and procedures pertain to the fiscal activities and inventory of the Winter Park Police Department (WPPD) and applies to all members.

115-3 ACCOUNTING:

All accounting over which the WPPD has direct control shall be in accordance with generally accepted accounting principles. WPPD is linked to and is an integral part of the City of Winter Park's computerized financial accounting system.

115-4 MONTHLY BUDGET STATUS REPORTS:

- A. WPPD has an accounting system with real-time reporting. Information is available via the electronic system which, includes the following information:
1. Initial appropriation for each program and expenditure category;
 2. Budget adjustments made to each expenditure category;
 3. Balances at the beginning of each month;
 4. Expenditures and encumbrances made during the reporting period;
 5. Unencumbered balances;
- B. Each appropriation and expenditure is **are** minimally classified as to origin of funds, organizational program, service type, and category of item/service.

115-5 COLLECTING, SAFEGUARDING, AND DISBURSING CASH:

- A. All financial transactions relating to the operating budget are performed as a function of the City of Winter Park Finance Department (Finance Department). The Finance Department accomplishes this by means of checks with the exception of the revolving fund function, which is addressed in Section 115-6.
- B. Collecting and safeguarding cash funds shall be the responsibility of the fund's primary custodian and shall be accomplished through methods required per this policy. All funds containing cash shall be maintained securely, with minimal persons authorized to access the cash fund.
- C. Investigative Funds - (maintained by Criminal Investigations and ICIU) referenced in SOP #316, Investigative Funds, may only be disbursed to by a law enforcement officer after they obtain prior approval from a supervisor of the Investigative Unit. Only the Investigations Captain and those authorized by the Chief of Police may authorize the disbursement of cash for WPPD use. No member of WPPD is authorized to accept cash for WPPD use unless otherwise authorized by this directive.

115-6 REVOLVING FUND/PETTY CASH - FINANCE AND ADMINISTRATIVE PLANNER'S CASH FUND:

- A. The revolving fund/petty cash function is a responsibility of the Chief of Police. The Finance and Administrative Planner shall be the authorized members to disburse cash from the fund and shall manage and document all activities of the revolving fund/petty cash fund as delegated by the Chief of Police. A running ledger/balance sheet shall be kept by the Finance and Administrative Planner which identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand.
- B. The ledger and revolving fund/petty cash shall be audited on a monthly basis by the Chief of Police or their designee.
- C. The revolving fund/petty cash fund shall have no more than \$200.00 in cash at any time. This cash shall be secured by lock and only available to the Finance and Administrative Planner, or the Chief of Police.
- D. Any reimbursement requests over \$50.00 shall not be processed via the petty cash fund, but requested for reimbursement via the City payroll.
- E. Agency members requesting reimbursement from the Finance and Administrative Planner's cash fund shall provide adequate documentation to include receipts/invoices and records which clearly show the item or service bought, the date of purchase and the amount paid. Reimbursements will not be provided without a receipt. In order to receive cash reimbursement from the cash fund, the requesting members shall sign a proof of receipt. The Finance and Administrative Planner shall maintain the documentation of the purchase and all related information.

F. Revolving fund/petty cash receipts and related documentation shall be sent to the Finance Department for reimbursement on an as-needed basis.

G. Replenishment of the Cash Fund/Cash Received – The Finance and Administrative Planner shall request cash to replace cash disbursed. The reimbursement from the City to the Finance and Administrative Planner shall be via check made payable to WPPD. The check shall be immediately cashed by the Finance Department. The cash funds shall be sent to the Finance and Administrative Planner and redeposited into the revolving fund/petty cash fund for future use.

H. All petty cash expenditures/reimbursements/disbursements must be requested by requisition and authorized/approved by the Chief of Police or Deputy Chief, no matter the dollar amount.

115-7 RECORDS AND OTHER DEPARTMENT FEES FOR SERVICE:

A. Fees for extra-duty details are billed by an administrative coordinator and are paid directly to the Finance Department.

115-8 INTERNAL MONITORING:

A. The Chief of Police or their designee shall review the monthly detailed budget report provided by the Finance Department in order to provide timely and continuous monitoring of WPPD's fiscal activities.

B. All command staff members shall be responsible for monitoring the non-cash fiscal activities of WPPD as the activities relate to their division, section, unit, function, or program.

115-9 INTERNAL AUDITS:

Internal auditing is an ongoing function of the Finance Department. WPPD cash funds shall be audited at minimum quarterly. The Chief of Police or his/her their designee shall review and approve said audit.

115-10 PURCHASING:

A. The Finance and Administrative Planner is responsible for the administration of all WPPD purchasing activities. The procurement or purchase of all WPPD supplies and equipment shall be in accordance with the City of Winter Park's purchasing procedures.

B. These procedures regulate, but are not limited to:

1. Specifications for items requiring standardized purchase;
2. Bidding procedures;
3. Selection of vendors and bidders;

4. Emergency purchasing;
5. Equipment rental;

115-11 INVENTORY CONTROL:

- A. All WPPD office equipment inventories shall be controlled in accordance with the Finance Department's property control procedures. In accordance with City of Winter Park procedures, it is not necessary to inventory office equipment with a value of less than \$5,000. However, all grant-funded equipment is required to be inventoried annually with a status (to include condition) recorded into the master inventory database. This applies to equipment, not supplies (not items that are disposable, expendable and not maintained).
- B. Inventory/assets meeting the threshold value of over \$5,000 (fixed) and equipment which is grant-funded, shall be tracked through serial numbers. A fixed asset inventory shall be completed annually (once per calendar year), at the direction of the Deputy Chief and shall be documented accordingly.
- C. Equipment that is believed to be currently in WPPD inventory should be requested through the member's immediate supervisor and then routed to one of the assigned quartermasters. If the quartermaster does not have the requested equipment, they will then forward the request through their chain of command to the Chief of Police. All other requests for equipment shall be made through the member's chain of command to the Chief of Police. If the request is approved through the chain of command, it shall be forwarded to the Finance and Administrative planner. The Finance and Administrative Planner shall then process the request (e.g., the purchase requisition, reimbursement, procurement card or petty cash).
- D. Once equipment has been requested and acquired by the Finance and Administrative Planner:
 1. The equipment shall be turned over to the member's supervisor who is assigned the responsibility of turning the equipment over to the requesting member of WPPD.
 2. The Finance and Administrative Planner will then file a copy of the invoice or purchase order.
 3. The unit supervisor receiving the equipment will then send the information to the Operations Support Specialist, who shall ensure that the acquisition of the property is recorded and added to WPPD's master inventory system and fixed asset inventory.
- E. Once a fixed asset is no longer functional or is obsolete, the Operations Support Specialist will ensure that the item is removed from the inventory and properly documented.

115-12 INDEPENDENT EXTERNAL AUDIT:

An independent external audit shall be conducted of WPPD's fiscal activities as part of the City of Winter Park's annual audit.

115-13 PROPERTY REQUISITIONS:

- A. The Chief of Police shall control all of WPPD's property procurement activities in accordance with City of Winter Park purchasing guidelines.
- B. The Chief of Police, to ensure minimum levels of internal control, shall devise and require the use of such procedures and forms as may be necessary to document a request or procurement.
- C. All requests for equipment, supplies, reimbursements, or petty cash shall be made by forwarding a completed requisition form to the Chief of Police through the member's chain of command.
- D. Each supervisor receiving a request shall determine the need for the item(s) requested prior to approving/denying the request and, if approved, shall forward it to the next higher level of command.

115-14 DISTRIBUTION AND ISSUANCE OF PROPERTY:

- A. The Deputy Chief and captains or their designees are responsible for the issuance and distribution of property within their respective commands.
- B. All property shall be issued on the basis of need with justification that the item(s) requested is essential for the accomplishment of an assigned task or function.

115-15 PROPERTY MAINTENANCE/INVENTORY:

- A. All property shall be properly maintained and safeguarded to ensure its security and operational readiness. Operational readiness entails reasonable care, frequent cleaning, preventive maintenance and repair as needed. Assigned property shall always be in working condition.
- B. Each supervisor shall ensure that the facility in which property is stored is adequate, safe, and secure. The Deputy Chief and Captains shall designate the person(s) responsible for performing the inspections, tests, and other tasks required to maintain the assigned property in a state of operational readiness.
- C. The Deputy Chief and Captains or their designee shall be responsible for assigning equipment and property and its maintenance to a member of WPPD to ensure that:
 - 1. The property/equipment is maintained in a clean and orderly fashion.
 - 2. The property/equipment is being protected from damage and deterioration.

3. Proper accountability procedures are being maintained.
 4. The procedures of this policy are being complied with.
- D. Property requiring added protection including, but not limited to, weapons, ammunition and badges shall be kept locked within a secure area.
- E. Although WPPD usually orders equipment and uniform items on an as-needed basis, a surplus may occur as a result of resignations, alterations, and quantity price purchasing. An inventory of all surplus standard issue items shall be maintained.
- F. The WPPD shall maintain a master inventory system (electronic) which contains fixed assets (described by City of Winter Park Policy) and/or grant-funded equipment. The master inventory system shall be maintained by the Operations Support Specialist. All fixed assets and/or grant-funded equipment shall be listed in the master inventory system. Equipment included in the system shall include:
1. Body cameras
 2. Radios
 3. Electronics (computers, printers, hard-drives, projectors, fingerprint readers, lasers/radars, etc.)
 4. Tasers
 5. Weapons (firearms)
 6. Fleet
 7. Quartermaster inventory
 8. Specialized equipment (e.g. bicycles, AEDs, generators, etc.)
- G. Once per calendar year, WPPD shall conduct an inventory of assets which are listed in the master inventory system.
1. The supervisor who is assigned the responsibility for verifying annual inventory items, for their assigned member of WPPD, shall forward any changes in items (e.g. change in status, condition or other changes with the listed equipment) to the person designated as the coordinator for the specific item (e.g. from the bulleted list above; electronic equipment changes would be provided to the member of WPPD who is given the responsibility for tracking those items, changes to any weapon would require notification to the Training officer, etc.). The equipment changes would be added to the master inventory program by the person designated as the coordinator for the item(s).

2. Any discovered issues/problems with an inventory item (e.g. missing equipment, location change, damage, etc.) that was purchased with grant funds and designated as such in the master inventory system, shall require notification of the equipment changes to the person designated as the coordinator for the specific item (e.g. BWC changes would be provided to the BWC coordinator) for updating in the master inventory. In addition, notification of the grant-funded equipment changes shall be reported to the grant manager by the supervisor conducting the inventory of their supervised member.

115-16 CREDIT CARD PURCHASES:

- A. The Chief of Police may furnish a credit card or commercial gas card and allow the signing-out by a member of WPPD based on need. The credit card may be for the purchase of gasoline, lodging, etc. The commercial gas credit card can only be used for gasoline, oil or emergency related vehicle issues.
- B. Credit cards are to be used only for the purchase of items needed in the performance of official duties and must not be utilized for the purchase of personal items.
- C. All credit card purchases shall be authorized by the Chief of Police or Deputy Chief.
- D. In emergency situations, a member shall report the use of an issued credit card to their supervisor at the earliest opportunity.
- E. All credit card receipts shall be forwarded to the Chief of Police's Administrative Coordinator and the Finance and Administrative Planner as soon as practical.

115-17 EMERGENCY APPROPRIATIONS AND FUND TRANSFERS:

- A. The City of Winter Park maintains a contingency fund in the event that supplemental or emergency appropriations are needed for circumstances that cannot be anticipated. Requests for these funds are made through the Finance director and the City Manager and the City Commission.
 1. The Chief of Police shall submit a budget adjustment form that requests supplemental funds to the Finance director.
 2. The Chief of Police shall submit a budget adjustment form that requests emergency funds to the City Manager.
- B. The budget adjustment form shall contain and/or have attached all documentation and justifications for the funds requested.
- C. Fund transfers are made when a budget adjustment form is reviewed by the Finance director, and approved by the City Manager and the City Commission.

115-18 GRANT ACTIVITIES AND DOCUMENTATION OF GRANT-FUNDED EQUIPMENT

- A. Grant funding will be sought as a means of additional funding for WPPD programs, equipment or supplies or for infrastructure enhancements in accordance with Federal, State, and local guidelines. All grant activities will be overseen by WPPD's grant manager.
- B. When grant-funded equipment is received the grant manager will enter the grant-required information into the WPPD's master inventory control system. Equipment shall be marked "grant-funded". Information entered and required by State, Federal, and local laws will include:
 - 1. description of property;
 - 2. a serial number;
 - 3. the source of funding;
 - 4. who the title vests with;
 - 5. the acquisition date;
 - 6. the cost of the property;
 - 7. the percentage of the total cost funded by the grant;
 - 8. the location; and
 - 9. the condition of the property, and disposition information.

NOTE: Any changes to the list above (1-9) shall be reported to the grant manager and recorded in WPPD's master inventory program.

- C. The grant manager will comply with all Federal, State, and local laws, ordinances and contracts regarding each grant. All reporting requirements will be completed as specified within the conditions of each grant received.
- D. Equipment and supplies purchased with grant funds shall be maintained in good working order by the person/unit/division to which the grant-funded equipment was obtained for/issued to. Grant-funded equipment shall be maintained and used for the intended and specified purpose, as detailed in the corresponding grant application and contract. Any deviation of grant-funded equipment's use and/or location assigned shall be requested and reviewed by the grant manager, prior it's move or change in use. If approved by the grant manager, the member of WPPD shall request the use/location change to the deputy chief. If approved by the deputy chief, the changes shall be communicated with the grant manager to ensure the WPPD's master inventory system is updated.

- E. The grant manager will conduct reviews of the WPPD's master inventory system to ensure that property obtained through a grant is in WPPD's master inventory system and that grant-funded equipment is inspected annually (by the designated member of WPPD) and any changes are recorded in the inventory system. Additionally, reviews will be conducted to ensure grant-funded equipment is maintained and disposed of according to contract requirements. Any questions on grant-funded equipment's retention requirements or disposal documentation requirements shall be directed to the grant manager.

Drafted: JEJ02-98 /filed: 165.doc /revised: MD10-03 /revised: TP07-06 /revised: PM11-09 /revised: JEA10-11 /revised: PM05-14 /revised: KG10-15 /revised: KG07-21 /revised: KEOF08-22/revised: KEOF 04-24



Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Action Items

meeting date

May 7, 2024

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

SOP 166 WEAPONS AUTHORIZATION

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

1. SOP 166 WEAPONS AUTHORIZATION

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Weapons Authorization	SOP #: 166
Rescinds:	SOP #: 271, dated 02/29/2000	Amends:
Effective:	May 7, 2024	Pages: (12)
Attachments:	<u>"A" Off Duty/Backup Firearm Request</u>	

166-1 PURPOSE:

This policy establishes guidelines governing firearms and other weapons carried by Department members, to reduce potential liability and to assure the community that members are properly trained in the carrying and use of weapons.

166-2 POLICY:

It shall be the policy of the Winter Park Police Department (WPPD) to issue firearms, ammunition, and other weapons to ~~all sworn officers~~ **authorized members** and to provide the appropriate training for each weapon. All members shall receive copies of and be instructed on the agency's use of force policy before being authorized to carry **any** weapon. Access to and review of **WPPD the use of force policy** and instruction shall be provided to **members prior to issuance or the ability to utilize said weapons in the course of duty. Law enforcement officers shall review the agency use of force policy officers while in the Orientation phase of the field training program. All other authorized members shall review the agency use of force policy prior to weapon issuance.**

"Annual" as used in this policy shall mean it occurs within 365 days of the previous date of completion, unless otherwise stated. The timeline does not refer to calendar year.

Unless specified otherwise in this policy, the training/qualification/proficiency schedules for firearms and other weapons listed ~~under~~ in this policy are referenced in SOP #: 125, Training Standards.

166-3 PROCEDURE:

A. **Law enforcement** officers in uniform shall carry a ~~Department~~ **WPPD** issued firearm (handgun) while on duty. Officers not in uniform shall carry an approved firearm while on duty. **Other issued firearms (e.g. rifle, shotgun, etc.) shall be carried as required (within the agency vehicle) when the law enforcement officer is on duty. Note: School Resource Officers may utilize a WPPD approved firearms/rifle safe if installed in their assigned school. Secondary/backup and off duty firearms which have been inspected, approved and proficiency demonstrated and maintained are authorized to carry while on duty.**

- B. Applicable civilian members authorized to carry issued firearms shall carry issued firearms while on duty with WPPD. These members have no authority nor authorization to carry WPPD issued firearms off duty and when not actively engaged in training or while actively engaged on a WPPD call for service.

NOTE: "Applicable civilian members" in regards to firearm issuance and authorization for use shall apply only to WPPD SWAT Medic positions.

- C. All members shall maintain and demonstrate proficiency with any firearm or other weapon that they are authorized to carry, prior to carrying ~~while exercising law enforcement authority~~. No weapons shall be carried unless proficiency has been demonstrated.
- D. Annually, members shall demonstrate proficiency with and complete all required qualifications for each firearm issued or authorized for use.
- E. Law enforcement officers may carry a concealed firearm while off duty pursuant to Florida State Statute (FSS) 790.052.
- F. Issued firearms and backup/off duty firearms shall be subject to inspection by the ~~Department~~ WPPD armorer or their ~~his/her~~ designee at any time. If the WPPD ~~Department~~ armorer should find any firearm to be defective, unsafe, or if the firearm has not been authorized by the Department, the armorer will have the authority to remove such firearm from field service. The armorer will submit a memorandum through the chain of command to the Chief of Police outlining the reason(s) the firearm was removed from service.
- G. The ~~Department~~ WPPD armorer shall maintain a master inventory (record) of all Department owned firearms. Department-owned inventory shall be updated as needed in the WPPD master inventory. Records of secondary/back-up firearms authorized for use shall be maintained by the Training Section.
- H. Less lethal weapons shall be inspected (a minimum) of annually. Inspections shall be accomplished via quarterly inspections, qualifications/weapons proficiency, training sessions, annual inventory, or other means which are documented.
- I. ~~New weapons (e.g. a new model of conducted electrical weapon, an alternate brand of OC/chemical agent spray, a new firearm, etc.) recommended for use by an agency member shall be documented on a memorandum indicating the reason for the recommendation, the justification for the need, the anticipated initial and reoccurring costs, the make/model and if determined, the proposed vendor. The request shall be submitted via the chain of command to the Chief of Police. The Chief shall review the recommendation and determine if approved. Items selected for use shall only be ordered/issued after review and approval by the Chief of Police. This shall apply to both initial selection and subsequent changes of equipment.~~

166-4 ISSUED FIREARMS:

A. Primary Service Handgun:

1. The Department currently issues Glock semi-automatic .40 caliber handguns in various models.
2. The ~~Department~~ WPPD armorer or a qualified person designated by the armorer shall inspect any ~~Department~~ WPPD issued primary service handgun before the firearm is issued for general use.
3. ~~Members~~ officers assigned a handgun may request to attach a weapon -mounted laser sight or a weapon-mounted electronic sight (e.g. optical red dot) to the handgun.
 - a. Only laser sight systems that DO NOT require modification to the Department issued holster will be approved.
 - b. Weapon-mounted electronic sights will require an alternative holster. Only approved weapon sights and holsters will be permitted for use. All approved accessories must be purchased by the member.
4. All requests to add accessories will be made in writing to the ~~Chief of Police with the lieutenant designated approval of the~~ as the Department armorer and must be approved prior to installation on the handgun. The ~~officer~~ member must meet qualification standards with the addition of the laser sight or electronic sight system before the firearm may be used as a service weapon.
5. Any modifications to any approved department weapon shall be made by the ~~Winter Park Police Department~~ WPPD armorer or a ~~Winter Park Police Department~~ WPPD qualified maintenance armorer familiar with the weapon and modification being made.
6. If the weapon mounted laser sight or electronic sight becomes separated from the firearm, the sight shall be reinstalled by a ~~WPPD Department~~ armorer and the member will not be authorized to use the sight system until they have requalified.
7. ~~The Department~~ WPPD will not be responsible for repair or replacement of any personally owned and approved accessory purchased by a member and attached to the ~~Department~~ WPPD issued weapon.

B. Support Weapons:

The ~~WPPD Department~~ armorer or a qualified person designated by the armorer shall inspect any ~~WPPD Department~~ issued support weapon before it is issued for general use.

1. MP-5 rifle:

- a. The Heckler & Koch MP-5, 9mm carbine (rifle) is issued by the ~~Department~~ **WPPD** in ~~two~~ **three** primary configurations: Semi-Automatic, **three round burst**, and Automatic.
- b. All members who have been assigned an MP-5 shall carry the MP-5 when on duty in accordance with SOP #: 215, Safety and Security of MP-5 Rifle.
- c. Semi-Automatic MP-5s will be stored in the **SWAT locker or the** locked gun closet inside of the north side entrance while being stored at ~~the~~ **WPPD** ~~department~~.
- d. Automatic MP-5s will be stored in the Armory or SWAT locker room while being stored at ~~the~~ **WPPD** ~~department~~.
- e. **Law enforcement** officers assigned a MP-5 may request to attach the following accessories to the MP-5:
 - 1) Weapon-mounted flashlights
 - 2) Fore end grips
 - 3) Collapsible stocks
 - 4) Electronic optical sights
 - a) Electronic optical sights may not provide any magnification.
 - b) Rifles equipped with electronic optical sights must also be equipped with iron sights which may be immediately utilized in the event of electronic device failure.
 - 5) Any other accessory **shall be** approved by the **Chief of Police**. ~~Lieutenant designated as the Department armorer.~~

NOTE: Any accessories that contain inappropriate, controversial or unprofessional markings or deviate from tactical colors will not be approved.

- f. All requests to add accessories will be made in writing to the **Chief of Police** ~~Lieutenant designated as the Department armorer~~ and must be approved prior to installation on the MP-5.
- g. The **member** ~~officer~~ must meet qualification standards with the addition of the laser sight system before the firearm may be used as a service weapon.
- h. Any modifications to any approved department weapon shall be made by the ~~Winter Park Police Department~~ **WPPD** armorer or a **WPPD** ~~Winter Park Police Department~~ qualified maintenance armorer familiar with the weapon and modification being made.

- i. If the electronic optical sight becomes separated from the rifle, the sight shall be reinstalled by a ~~Department~~ WPPD armorer and the ~~member officer~~ will not be authorized to use the sight system until they have requalified with the sight after reattachment.
- j. ~~The Department~~ WPPD will not be responsible for repair or replacement of any personally owned and approved accessory purchased by a member and attached to the MP-5.

2. .223 Rifle:

- a. The .223 Rifle is issued by ~~the department~~ WPPD in various configurations/~~models~~ and may be deployed whenever there is a perceived need for superior firepower and range.
- b. All members who have been assigned a .223 rifle shall carry the rifle when on duty in accordance with SOP #: 215, Safety and Security of .223 rifle.
- c. The .223 rifle will be stored in the Armory, the gun locker, or SWAT locker room when being stored at the department.
- d. ~~Officers~~ Those assigned patrol rifles may request to attach the following accessories to the patrol rifle:
 - 1) Weapon-mounted flashlights
 - 2) Fore end grips
 - 3) Collapsible stocks
 - 4) Electronic optical sights
 - a) Electronic optical sights may not provide any magnification.
 - b) Rifles equipped with electronic optical sights must also be equipped with iron sights which may be immediately utilized in the event of electronic device failure.
 - 5) Any other accessory ~~shall be~~ approved by the ~~Chief of Police lieutenant designated as Department armorer.~~ Chief of Police

NOTE: Any accessories that contain inappropriate, controversial or unprofessional markings or deviate from tactical colors will not be approved.

- e. All requests to add accessories will be made in writing to the ~~lieutenant designated as the Department armorer~~ Chief of Police and must be approved before installation on the patrol rifle.

- f. The ~~officer~~ member must meet qualification standards with the addition of the laser sight system before the weapon may be used as a service weapon.
- g. Any modifications to any approved ~~Department~~ WPPD weapon shall be made by the ~~Winter Park Police Department~~ WPPD armorer or a ~~Winter Park Police Department~~ WPPD qualified maintenance armorer familiar with the weapon and modification being made.
- h. If the electronic optical sight becomes separated from the rifle, the sight shall be reinstalled by a ~~Department~~ WPPD armorer and the officer will not be authorized to use the sight system until they have requalified with the sight after reattachment.
- i. ~~The Department~~ WPPD will not be responsible for the repair or replacement of any personally owned and approved accessory purchased by a member and attached to the patrol rifle.

C. Special Weapons (issued and utilized by specific specialized teams only):

1. Counter Sniper Rifle:

- a. The primary counter sniper rifles issued by ~~the Department~~ WPPD are only those purchased by ~~the department~~ WPPD and meet industry standards issued by ~~WPPD the Department~~.
- b. Any member assigned to use the counter sniper rifle shall demonstrate proficiency with the rifle annually.
- c. Each rifle is assigned to a specific member of the SWAT Team and is stored in the SWAT locker room or Armory.

2. Shotgun:

- a. ~~The Department~~ WPPD authorizes either the Remington Model 870 or the Benelli Model M1 Super 90 semi-automatic 12-gauge shotgun to be utilized for SWAT purposes.
- b. Any member assigned to use the shotgun shall demonstrate proficiency with the shotgun annually.
- c. All shotguns are stored in the Armory or SWAT locker room.

3. Gas Gun:

- a. The primary delivery system of tear gas utilized by ~~the Department~~ WPPD is the ~~Defense Technology~~ 40mm gas gun. ~~This~~ These single shot or multi-shot weapons launch a 40mm gas or less lethal projectile.

- b. Only those members specifically trained in its use may utilize the gas gun.
 - c. The gas gun is stored in the SWAT locker room, **gun locker room**, or Armory.
4. Less Lethal Shot Gun:
- a. ~~The department~~ **WPPD** currently has a specially marked Remington 870 shot gun with an orange stock and an orange charging grip. The sole purpose of the shot gun is the delivery of a less lethal projectile.
 - b. Only those members specifically trained in its use may utilize the less lethal shot gun.
 - c. The less lethal shot gun is stored in the SWAT locker room or Armory.
5. M-1 Garand Rifle:
- a. ~~The Department~~ **WPPD** issues the M-1 Garand rifle for use by ~~the Department~~ **WPPD** Honor Guard for ceremonial purposes.
 - b. The rifles are stored in the Armory when not in use.

D. Other ~~Department~~ **WPPD** issued firearms:

In the event that firearms other than those listed above are issued to Department members, the member will first be trained and demonstrate proficiency.

166-5 OTHER ISSUED WEAPONS:

A. Expandable Baton:

- 1. The A.S.P. expandable baton are only issued to **law enforcement** officers.
- 2. No ~~member~~ **law enforcement officer** shall carry the expandable baton without first demonstrating proficiency.

B. Chemical Agents:

- 1. ~~The Department~~ **WPPD** issues aerosol chemical agent to every **law enforcement officer and to applicable and approved civilian members (e.g. CSO and Parking Enforcement positions).**
- 2. No member shall carry chemical agents without first demonstrating proficiency.
- 3. ~~Each officer's~~ **member's** chemical agent shall regularly be inspected a **minimal of annually** (during quarterly inspections, **in-service training, annual inspection, etc.** ~~and during firearms training~~) to ensure that it is functional and that the expiration date has not been exceeded. This inspection is to be documented. ~~in the appropriate space on the officer's quarterly inspection.~~

C. ~~Def Tee~~ 40mm Less Lethal launcher:

1. The ~~Def Tee~~ 40mm Less Lethal launcher meets the criteria under FSS 776.06(2)(a) for a less-lethal munition.
2. The ~~Def Tee~~ Less Lethal launcher is a 40mm projectile launcher designed to primarily fire a sponge round to incapacitate a subject without causing permanent injury or death.
3. The ~~Def Tee~~ weapon Less Lethal launcher may only be used by those members who have received specialized training in the weapon system and have demonstrated their proficiency with the weapon.
4. ~~Def Tee~~ 40mm Less Lethal launchers that are assigned to Uniform Patrol shall be stored in the gun locker room. Officers are required to return the ~~Def Tee~~ launcher to the gun locker room at the end of their shift. Officers shall NOT take the ~~Def Tee~~ 40mm launcher home.
5. The ~~Def Tee~~ Less Lethal launcher will be kept in a soft-sided carrying case that contains 10 rounds of Less Lethal munitions (5 Exact Impact and 5 Exact Impact Extended Range). Less Lethal rounds that are deployed, damaged, or missing shall be reported to the ~~department~~ WPPD armorer for replacement.

NOTE: Policy and procedures related to the failure of an officer or applicable civilian member to demonstrate proficiency with less lethal weapons are referenced in SOP #: 125, Training Standards /Remedial Training.

166-6 SECOND (BACKUP) FIREARM(S):

It is the policy of the ~~Winter Park Police Department~~ WPPD to allow law enforcement officers members to carry a second or backup firearm under the following conditions:

- A. The backup firearm shall be concealed at all times.
- B. The backup firearm shall be limited to any of the following:
 1. .32 caliber
 2. .380 caliber
 3. .38 caliber
 4. .357 Sig
 5. .357 magnum caliber
 6. 9 mm caliber
 7. .40 caliber

8. .45 caliber

9. 5.7x 28 caliber

C. No single action firearms will be authorized as a backup firearm.

D. Inspection and Approval: The Department Armorer or designated firearms instructor must inspect the proposed backup firearm and grant approval before the weapon may be carried. Once inspected and approved, the Department Armorer or designated firearms instructor will complete the secondary/backup proficiency/qualification sheet, documenting the inspection and approval of the firearm, along with the law enforcement officer's proficiency determination (pass or fail).

E. ~~Members~~ Proficiency Demonstration: Law enforcement officers who want to carry a backup firearm must first meet qualification standards by demonstrating proficiency as set forth by the Department, before a backup firearm is authorized to ~~may~~ be carried. Proficiency shall be demonstrated by the successful completion of a standardized course of live fire, as determined by a Firearms Instructor and approved by the Chief of Police.

F. Inspection, approval and proficiency demonstration of secondary/backup firearms shall be required annually.

G. Civilian members issued firearms are not authorized nor approved to carry a secondary/back-up (personally-owned) firearm.

~~NOTE: Any firearm that is carried as a backup weapon must be authorized and approved by the Chief of Police (see Attachment "A").~~

166-7 OFF DUTY WEAPONS:

Because of the nature of law enforcement operations and because the citizens expect ~~police~~ law enforcement officers to react to situations of a criminal nature, whether on or off duty, the following procedures shall be in effect:

A. Law enforcement officers may carry a firearm or any other authorized and approved duty weapon, for which they have demonstrated proficiency, while off duty (i.e. chemical agent, A.S.P. baton, conducted electrical weapon, etc.).

B. Off duty weapons shall be concealed at all times.

C. ~~Department~~ WPPD badge and identification shall be carried at all times when carrying an off-duty weapon.

D. The same inspection, approval and proficiency demonstration as required for secondary/backup firearms, as listed in 166-6, D-F shall be required for off duty firearms.

- ~~E. Prior to use/carrying, off duty firearms must be inspected and approved for safe functioning by the Department WPPD armorer or designated firearms instructor.~~
- ~~F. The off duty firearm shall be authorized and approved by the Chief of Police (see Attachment "A") and members law enforcement officers must meet qualification standards set forth by the Department WPPD before an off duty firearm may be carried.~~
- G. Single action firearms are permitted as off duty weapons.
- H. Authorized caliber for off-duty firearms is the same as those listed under backup weapons in Section 166-6.
- I. All weapons shall be used in accordance with departmental WPPD training. ~~for said weapon.~~

NOTE: All law enforcement officers must have access to a firearm while in the City of Winter Park.

- J. Civilian members authorized to carry an issued weapon while on-duty are NOT authorized to carry any issued weapon when off duty. No personally owned firearm will be approved, for off duty use, by WPPD.

166-8 AMMUNITION:

- ~~A. Only Department WPPD issued or approved ammunition will be used while on duty. in Department owned firearms.~~
- B. Only WPPD issued or approved ammunition shall be carried in backup and/or off duty firearms.

166-9 FIREARMS PROFICIENCY AND QUALIFICATIONS:

- A. All law enforcement officers must successfully complete the Florida Basic Recruit Training Program, or its equivalent an appropriate minimum state certification program prior to assignment in any capacity in which the law enforcement officer is allowed to carry a firearm or is in any position to make an arrest.
- B. Law enforcement officers shall carry only those firearms with which they have demonstrated current proficiency. Such training shall be documented and recorded by the Training Section.
- C. Law enforcement officers shall follow Criminal Justice Standards and Training Commission requirements for initial and re-qualifications with their department issued handgun(s).
- D. Law enforcement officers are required to maintain competence and to demonstrate proficiency with their primary service handgun as well as any secondary and/or off duty firearm on an annual basis. Applicable civilian members authorized to use an

issued or department-owned handgun during the course of their assigned duty shall demonstrate proficiency on authorized firearms on an annual basis.

NOTE: Regarding firearms, “applicable civilian members” shall apply only to WPPD SWAT Medics.

- E. Law enforcement officers who have added personal equipment to their weapons MUST qualify with the weapon in its basic form (i.e. law enforcement officers must qualify with and without the use of an attached scope or laser sight). This does not include those attachments not necessary to the accuracy or functioning of the weapon.
- F. Remedial Training for Failure to Qualify or Re-Qualify with Department Firearms:
1. Law enforcement officers shall follow Criminal Justice Standards and Training Commission requirements for qualifying and re-qualification with their department issued handgun(s).
 2. Law enforcement officers shall have up to four (4) attempts to successfully complete the required qualification course.
 3. If a law enforcement officer does not successfully complete the qualification course after two (2) attempts, the Firearms Instructor will provide re-training.
 4. If a law enforcement officer does not successfully complete the qualification course after the third attempt, the firearms instructor will notify the member's division chief captain or their his/her designee and the law enforcement officer will be scheduled for remedial training.
 - a. The Training Section lieutenant will develop a remedial training plan for the law enforcement officer and remedial training shall be completed by a Department WPPD firearms instructor.
 - b. Remedial training shall be provided to the law enforcement officer within one week of their third attempt to successfully complete the qualification course.
 5. Following remedial training, the law enforcement officer will have a fourth attempt to successfully complete the qualification course of fire, and may also be required to complete the entire proficiency course for the firearm. The law enforcement officer must attain a passing score and demonstrate competent proficiency as determined by the firearms instructor.
 - a. If the law enforcement officer successfully qualifies with their issued firearm(s), the law enforcement officer may continue with their normal job duties.
 - b. If the law enforcement officer fails to qualify with their issued firearm(s), the law enforcement officer will be placed on restricted duty pending a Fitness for Duty evaluation.

NOTE: Nothing herein limits a supervisor's ability to temporarily relieve a member from duty per SOP #: 140, Professional Standards and Compliance.

6. When a civilian member fails to demonstrate required proficiency with a WPPD issued firearm, they shall be afforded four (4) attempts to successfully pass the proficiency or qualification requirements for the occupied position. Remedial training shall be provided by an authorized member of WPPD or the specialized unit. If the civilian member fails to meet the qualifications/proficiency standards after authorized attempts, issued firearms shall be taken back by WPPD and maintained in the department inventory until proficiency/qualification requirements are met. When it is determined a civilian member is not able to successfully complete required qualifications or proficiency demonstrations, the civilian member shall be removed from their assignment with WPPD and access to all WPPD weapons shall be removed.
7. Law enforcement officers who fail to re-qualify or demonstrate proficiency with a primary service firearm following reassignment, remedial training, and retesting, may be subject to corrective/disciplinary action up to and including termination of employment.

166-10 SAFETY RULES AND PROCEDURES:

~~The Winter Park Police Department~~ WPPD shall implement and utilize the safety rules and procedures established by the Florida Criminal Justice Standards and Training Commission to ensure the safe and proper use of the firearms training range.

166-11 AUTHORIZED RANGE USE AND SCHEDULING:

- A. All scheduling of the range shall be through WPPD training section, ~~the Winter Park Police Department~~.
- B. Members using the range for firearms qualification, proficiency, or practice will be accompanied by a ~~Department~~ WPPD recognized certified firearms instructor/range officer before being allowed access to the range.
- C. The above firearms instructor shall have received training regarding range operations procedures before being allowed access to the range.
- D. At no time will any alcoholic beverages, narcotic drugs, or stimulants be allowed at the range. No one under the influence of above items will be permitted access to the range.
- E. At no time will any firearm of any gauge or caliber be allowed on the firing range which exceeds the existing backstop's ability to contain and prevent the complete penetration of the backstop by the weapon and projectile combination.
- F. All violations of this section will be reported to the range master and to the Chief of Police. The range master will write a report of the incident, in memo form, to the Chief of Police.

166-12 LIST OF AUTHORIZED/APPROVED LESS LETHAL WEAPONS:

- A. Conducted Electrical Weapon
- B. OC/Chemical Agent Spray
- C. Expandable Baton
- D. ~~Def Tee~~ 40mm Less Lethal Launcher
- E. Gas Gun
- F. Less Lethal Shot Gun

Drafted: EDB03-97 /filed: 271.doc /revised: 10-99 /revised: MD10-03 /revised: TP07-06, 09-06, 05-07, PM12-07, MV01-09, MV09-09 /reviewed: JEA10-11 /reviewed: KG10-15 /reviewed: PM10-15 /reviewed: TV03-17 /revised: TV,KG04-19 /revised: TV07-19/revised: KEOF 04-24



Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Action Items

meeting date

May 7, 2024

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

SOP 340 CANINE TEAMS - POLICE

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

1. SOP 340 CANINE TEAMS

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Canine Teams	SOP #: 340
Rescinds:	SOP #: 308, Dated 02-28-00	Amends:
Effective:	May 7, 2024	Pages: (14)
Attachments:		

340-1 PURPOSE:

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

340-2 POLICY:

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

340-3 PROCEDURE:

Canine teams shall be deployed in accordance with this ~~directive~~ **policy**.

340-4 DEFINITIONS:

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

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

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

- A. Canine teams may be assigned to any division/location (Operations, Support or Investigation and Administrative).
- B. Administratively, canine teams will report to a sergeant or lieutenant.
- C. Tactically, when supporting patrol or an investigations unit, the canine team shall coordinate and report to the on-duty/assigned supervisor.
- D. If a conflict arises between a canine handler and a ~~field~~ supervisor as to the usage of the ~~dog~~ **canine**, the canine handler will utilize the ~~dog~~ **canine** to the best of their ability. The handler will contact the canine supervisor (sergeant or lieutenant) at their earliest convenience to have the matter resolved. This section in no way alleviates a law enforcement officer from the responsibility of following the direction or lawful order of a supervisor of any unit.
- E. All canine deployments (the canine being called to a scene and actively engaging in a law enforcement function e.g. tracking, narcotics detection, criminal apprehension, area and building searches, etc.) shall be documented and require a Canine Deployment Report be completed and submitted for review by the canine officer’s immediate supervisor. Reports shall be maintained according to applicable public records requirements.

340-6 ON-DUTY CANINE TEAMS:

- A. When directed to do so, on-duty canine teams shall respond to crimes in progress and shall assist other law enforcement units, i.e. Uniform Patrol or SWAT, etc.
- B. During scheduled canine duty hours, any law enforcement officer or supervisor may request a canine team to respond.
- C. When other patrol units are available, canine teams should not be dispatched as a primary unit to handle routine calls for service.
- D. The canine teams should demonstrate self-initiated activity during their duty hours and assist as a back-up unit when applicable and available.

340-7 OFF-DUTY CANINE TEAMS:

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

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

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

340-9 CANINE USE FOR CRIMINAL APPREHENSION:

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

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

340-10 TRACKING:

- A. The following procedures shall be utilized when canine teams are requested to track:
1. When the scene has been evaluated and the need for a canine team established, a canine team should be immediately requested.
 2. The scene should be secured. The perimeter should be maintained until the canine team arrives and advises that the track has been concluded.
 3. Attempts should be made not to contaminate the scene or routes of escape. Unauthorized persons shall not be permitted within the perimeter.
 4. Physical or chemical evidence or any scent article at a crime scene should not be contaminated. Once the scene is contaminated, it is difficult for the canine to pick up the desired scent. If contamination is unavoidable, the canine handler shall be made aware of the contamination.

5. Canine handlers shall coordinate with personnel on the scene. Information pertaining to the type of crime, suspect description, weapon information, time lapse and perimeter information should be made available to the canine handler as soon as possible.
6. Patrol officers should only assist the canine team as requested by the handler.

340-11 AREA SEARCH:

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

340-12 BUILDING SEARCHES:

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

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

340-13 CANINE USE FOR CROWD CONTROL AND PROTECTION:

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

340-14 CANINE USE FOR OBJECT SEARCHES:

- A. The following procedures will be utilized when a canine team is requested to conduct an article search, narcotic search or explosive search:
 1. Article Search:
 - a. The scene should be secured to prevent contamination and no one should be allowed within the search area.
 - b. The law enforcement officer on the scene will be responsible for the protection of any found evidence until it can be properly processed.
 2. Narcotics Search:
 - a. A law enforcement officer may determine the need for a canine team trained in the detection of narcotics and will request their response.

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

340-15 CANINE USE FOR PUBLIC RELATIONS:

- A. The WPPD's canine unit is a vital tool to enhanced public relations in the community. Request for public demonstrations should be routed to the canine handler's supervisor. The canine handler's supervisor may approve the request, if resources are available.
- B. Care will be taken to prevent accidental injury to the public while conducting demonstrations.

340-16 UNAUTHORIZED USE OF CANINE:

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

340-17 SAFETY PRECAUTIONS RELATING TO CANINES:

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

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

- A. The canine handler will be responsible for properly securing the canine.
- B. When on vacation, the canine will be boarded at an approved kennel or other location approved by the canine supervisor.

340-19 WORKING WITH CANINE TEAMS:

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

340-20 INJURIES RESULTING FROM CANINE:

- A. When suspects are injured during apprehension the following will occur:
 - 1. The canine handler will control the canine.
 - 2. The suspect will be secured by assisting law enforcement officers.
 - 3. Medical aid will be summoned.
 - 4. The chain of command will be notified to the level of Deputy Chief.
 - 5. The canine handler will document the injury on the Use of Force Form and City of Winter Park Incident/Accident Report. On the form itself, the canine handler will

mark "Other" as the force type/weapon and write in "Canine" in the space provided. Photographs shall be taken to document any injury and shall be submitted with the Use of Force Report.

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

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

A. Acquisition of Narcotic Training Aids:

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

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

B. Handling Narcotic Training Aids:

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

C. Accidents Involving Loss of the Training Narcotics:

1. Drug training shall be conducted in locations and under circumstances which offer reasonable control over the training at all times. Should an accident occur during training where the packaging becomes compromised, or there is any loss or destruction of the training narcotics, a supervisor on duty will be notified

immediately and photographs shall be taken (if a scene exists). The canine supervisor will be notified as soon as possible.

2. A supplement to the initial information report under the original case number will be completed to document the circumstances concerning the accident. The case number will appear in the comment section of the log sheet for future reference. The container involved in the accident will be submitted to Property and Evidence for disposal. All guidelines regarding the submission of drugs for disposal shall be adhered to.
3. In the event of an accidental ingestion of training narcotics by a ~~drug~~ narcotics-trained police canine, the canine handler will administer the appropriate antidote and then transport the canine to the emergency veterinary hospital for treatment. The canine supervisor will be notified as soon as possible.

D. Disposal of Training Narcotics:

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

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

- A. The canine handler shall be responsible for securing and safeguarding any explosives issued for training purposes.
- B. Explosive detection training shall be conducted in locations and under circumstances which offer reasonable control over the explosive material at all times.
- C. In the event of an accident during training which results in the loss of the explosive material, the on-duty supervisor shall be notified immediately. The on-duty supervisor shall ensure that the scene is processed, if applicable. The canine supervisor shall be notified as soon as possible.

- D. The canine handler shall complete an incident report documenting the circumstances regarding the incident.
- E. When not being utilized, explosive training aids shall be stored in the police station, in a location designated by the canine supervisor.
- F. When explosive training aids are replaced, the discarded training aids shall be disposed of by transferring them to the Orange County Sheriff's Office Bomb Disposal Unit.
- ~~G. The Investigations lieutenant, or designee, shall conduct an audit of the explosives training aids monthly to ensure their security.~~
- H. An unannounced annual inventory audit of explosives training aids shall be conducted by the Chief's designee. The person conducting the inventory shall not be in the canine handler's chain of command nor have authorized access to the explosive training aids.
- I. When WPPD is not in possession of explosive training aids, no inventory audits will be completed.

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

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

340-24 CANINE HANDLER RESPONSIBILITIES:

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

340-25 DUTY HOURS AND UNIFORM:

- A. The following will apply to the working hours and dress for the canine teams:
 - 1. Canine handlers will work a schedule as provide/determined by the handler's supervisor. These hours may be adjusted, if needed.
 - 2. During normal scheduled hours, the canine handler will wear the assigned canine uniform. The canine handler, if conducting training and when approved by their supervisor, may wear civilian clothing, if required for training.

340-26 CANINE HANDLER SELECTION CRITERIA:

- A. Openings for a canine handler position shall be announced in a memorandum. Law enforcement officers interested in the position shall submit a memorandum, via their chain of command, to the Deputy Chief within the time specified in the opening announcement.
- B. Law enforcement officers applying must have completed their probationary period and not had formal discipline within the past twelve (12) months.
- C. The canine handler's residence must contain a fenced back yard and have adequate space for the canine. In the event of the canine handler does not own the property, the canine handler must obtain written permission from the property owner for housing the canine. A site visit to the canine handler's residence will be conducted, prior to selection.

- E. Any additional criteria, to include desired skills and experience, shall be included in the announcement of the opening.
- F. The selection process shall consist of an oral interview.
- G. Assignment to the position shall be made at the discretion of the Chief of Police, or designee.

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

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

Drafted: RS07-97/filed: 308.doc/revised: MD10-03/revised: TP02/06/revised: PM01/08Revised: JEA 11-2011/revised: TP08-12/revised: KG 01-15/revised: KEOF 9-22/revised: KEOF 04-24



Timothy Volkerson
Chief of Police



Civil Service Board

agenda item

item type

Non-Action Items

meeting date

May 7, 2024

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

Life Saving Awards

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

None



Civil Service Board

agenda item

item type

Staff Updates

meeting date

May 7, 2024

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

Police Department

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

None



Civil Service Board

agenda item

item type

Staff Updates

meeting date

May 7, 2024

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

Fire Department

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

None