



Civil Service Board Regular Meeting

Agenda

November 1, 2022 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Avenue | Winter Park, Florida

welcome

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

assistance & appeals

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. [Minutes for October 4, 2022](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Officers off of Probation](#) 1 minute
 - Officer Rodney Jones
 - Officer Isiah Watson
 - b. [Request for Permanent Status -FD](#) 5 minutes
 - Firefighter Kobe Ebarle
 - Firefighter Zachary Holton
 - Firefighter John McCormack
 - Firefighter Francys Picard
 - Firefighter Jack Timmes
 - Firefighter Caleb Recicar
 - Firefighter Christopher Takacs
 - c. [Approval of SOP's](#) 5 minutes
 - SOP 100 - Organization
 - SOP 162 - Holding Facility
 - SOP 282 - School Crossing Guard Program
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Police Department](#) 5 minutes
 - b. [Fire Department](#) 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	November 1, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for October 4, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[October 4, 2022.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

October 4, 2022 at 4:00 p.m.

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

Present:

Chairman Kip Marchman, Vice Chairman Steve Stutzer, Chief Examiner Pitt Warner, Board Members: Mary Daniels, Stockton Reeves, Javier Rodriguez and Tod Meadors.

Chief Tim Volkerson and Chief Dan Hagedorn.

1. Call to Order

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

2. Consent Agenda

a. Minutes for September 6, 2022

Motion made by Mr. Reeves and seconded by Mr. Rodriguez to approve the minutes from the September 6, 2022, Regular Meeting. Motion carried unanimously with a 7-0 vote.

3. Public Comments (for items not on the agenda)

None.

4. Action Items (taken out of order)

b. Applicant Interview-Anthony DeJesus

Division Chief Jeff Spinelli introduced firefighter candidate Anthony DeJesus to board members. Mr. DeJesus provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Ms. Daniels to certify the candidate. Motion carried unanimously with a 7-0 vote

a. Fire Department SOG's

- SOG 100 Department Standard Operating Guidelines, Revisions, and City Policies
- SOG 101 Chain of Command and Delegation of Authority
- SOG 102 Personnel Assignments, Minimum Staffing and Out of Grade Assignments
- SOG 103 Daily Operations
- SOG 104 Uniform Dress
- SOG 105 Personnel Transfers
- SOG 106 Employee Transfers between Fire-Rescue, Fire Administration, and of the Office of the Fire Marshall
- SOG 226 Breathing Apparatus
- SOG 228 Personnel Alert Safety System

Chief Hagedorn informed board members that the above listed SOG's have been reviewed by fire administration, the city's attorney as well as labor attorneys for the union before being presented to the board.

A motion was made at this time by Mr. Reeves and seconded by Mr. Rodriguez to approve all the SOG's listed above. Motion carried unanimously with 7-0 vote.

d. Police Department SOPS

- SOP 108 Computer Use
- SOP 140 Professional Standards
- SOP 222 Use of Force
- SOP 255 Juvenile Procedures
- SOP 380 Communications

Chief Volkerson informed board members that the above SOP's have been reviewed by police administration, legal counsel for the department and the department's accreditation manager prior to being presented to board members for their review.

A brief discussion was held and it was decided that SOP 140 would need to be modified/amended. Under the direction of the Chairman, the board moved forward with the other SOP's and a motion was made by Mr. Stutzer and seconded by Mr. Rodriguez to approve all the SOP's except for SOP 140, Professional Standards. Motion carried unanimously with a 7-0 vote.

Mr. Rodriguez asked that SOP 140-22 OFFICIAL MISCONDUCT/COMPLIANCE HEARING include the following:

Refer to SOP 147- Grievance Procedures for any other complaint(s) involving the investigative process or outcome of the investigation.

Mr. Meadors inquired as to SOP 140-4 (7) Harassment. After a brief discussion was held Mr. Meadors was satisfied with the explanation and withdrew his statements.

A motion was made by Mr. Reeves and seconded by Mr. Meadors to approve SOP 140-Professional Standards with the addition to Refer to SOP 147-Greivenace Procedures. Motion carried unanimously with a 7-0 vote.

6. Non- Action Items

7. Staff Updates

Police Department

- 1 sworn vacancy.
- 1 officer to begin in November/approved by CSB on September 6, 2022.
- Upon approval of the FY 2023 budget October 6, 2022 a new Community Service Position will be created.

Fire Department

- Hurricane Ian After Action Meeting on October 7th, 2022.
- Commission Meeting on October 7th, 2022
 - Approve FY 2023 budget
 - Renewal of the collective bargaining agreement between Firefighters and the City of Winter Park.

8. Board Comments

9. Adjournment

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

item type	Action Items	meeting date	November 1, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Officers off of Probation

- Officer Rodney Jones
- Officer Isiah Watson

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type Action Items	meeting date November 1, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Request for Permanent Status -FD

- Firefighter Kobe Ebarle
- Firefighter Zachary Holton
- Firefighter John McCormack
- Firefighter Francys Picard
- Firefighter Jack Timmes
- Firefighter Caleb Recicar
- Firefighter Christopher Takacs

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Action Items	meeting date November 1, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Approval of SOP's

SOP 100 - Organization

SOP 162 - Holding Facility

SOP 282 - School Crossing Guard Program

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 282.pdf](#)

ATTACHMENTS:

[SOP 162.pdf](#)

ATTACHMENTS:

[SOP 100.pdf](#)

Title:	School Crossing Guard Program	SOP #: 282
Rescinds:		Amended: 08-18-03
Effective:	November 1, 2022	Pages: (07)
Attachments:		

The purpose of this directive is to establish policy and outline the responsibilities of Winter Park Police Department employed school crossing guards as well as the management of the School Crossing Guard program.

It is the policy of the Winter Park Police Department (WPPD) to establish and maintain a School Crossing Guard program.

- A. School Crossing Guard Trainer—an officer who has been trained and certified in compliance with Florida State Statute ~~234.302~~ **316.75** to train school crossing guards and monitor their performance in the field.
- B. School Crossing Guard—a part-time employee who has been trained and certified in compliance with F.S.S. ~~234.302~~ **316.75** to assist elementary and middle school students to safely cross roadways at designated locations.

As employees of the ~~Winter Park Police Department~~ WPPD, all school crossing guards shall adhere to the guidelines set forth in this directive to ensure the safe and efficient administration of the School Crossing Guard program.

A. The School Crossing Guard program shall be administered by the Special Operations Lieutenant. Direct supervision and management of the program shall be the responsibility of a Special Operations Sergeant.

B. Responsibilities of the School Crossing Guard Sergeant:

1. Supervise all school crossing guards within the city of Winter Park.
2. Provide for and ensure that all school crossing guards are appropriately trained in accordance with F.S.S. 234.302.
3. Ensure that each designated school crossing is properly staffed within the city of Winter Park each working day that school is in session.
4. Ensure that the Department maintains a state certified school crossing guard trainer.
5. Submit ~~bi-weekly~~ time sheets for the school crossing guards.

C. Responsibilities of the School Crossing Guard Trainer:

1. Provide the class work, practical exercises and testing for the school crossing guards. Classes will include the course of instruction as outlined by the Florida Department of Transportation Safety Office in the Florida School Crossing Guard Training Manual.
2. Ensure that the course materials are up to date and available for all school crossing guards.
3. Administer the school crossing guard certification/re-certification course on an annual basis in order to maintain proficiency for the guards.
4. Certify the guards as applicable in accordance with state statutory requirements.
5. Ensure that training records of all attendees are recorded at WPPD ~~the Department~~ and forwarded to the Florida Department of Transportation Safety Website for certification purposes.

D. Responsibilities of the School Crossing Guard:

1. General Duties:
 - a. Be present at ~~their~~ ~~his/her~~ assigned post of duty at the specified time according to the related school's start time and remain on post until the specified time in accordance with the related school's end time.
 - b. Assist students and others in crossing the street at designated school crosswalks by utilizing gaps, and where necessary, creating gaps in the flow of traffic.
 - c. Be familiar with the location and purpose of street and traffic signs within his/her assigned area.

- d. Be alert for emergency vehicles (fire truck, ambulance, and police car) and immediately clear the road of children, keeping them well away from the traffic way until the vehicle has passed.
- e. Be attentive of hazardous situations and violations while on post, taking notes of the incident (e.g. license number of suspicious vehicles or of speeders in the school zone) and reporting such situations and/or violations to the school crossing guard supervisor or the Communications Center.
- f. Complete a ~~bi-weekly~~ time sheet and submit the same to the appropriate supervisor.

2. Personal Appearance:

- a. School crossing guards will be properly attired in their own personal civilian clothing and assigned equipment to present a clean, neat, and well-groomed appearance.
- b. The wearing of crop-tops, tank tops, short shorts, or sandals is prohibited.
- c. When conducting their crossing function/role, school crossing guards shall wear their issued high-visibility traffic vest.

3. Conduct:

- a. School crossing guards are part-time employees of **WPPD** ~~the Winter Park Police Department~~ and are reminded that their actions reflect the professionalism of the Department. Therefore, they should strive to be role models for the children in their charge and remain professional at all times.
- b. School crossing guards shall not leave their assigned post during the prescribed school crossing times unless properly relieved by a Winter Park **law enforcement** ~~police~~ officer or another school crossing guard qualified individual.
- c. The use of or being under the influence of alcoholic beverages or drugs (including prescription drugs) to the extent that one's normal faculties are impaired is prohibited.
- d. Smoking or the use of other tobacco products while on duty is prohibited.
- e. Use of profanity or other derogatory language will not be tolerated.
- f. Crossing guards shall not sit in a vehicle while on duty except in extreme inclement weather.

- g. School crossing guards shall not read newspapers, magazines, books, etc. or listen to radios, headsets, or watch television while on duty.

4. Authority:

- a. School crossing guards are hired by **WPPD** ~~the Winter Park Police Department~~ as part-time employees specifically for crossing guard functions.
- b. School crossing guards are not law enforcement officers. They have no arrest powers and are not permitted to carry weapons of any kind.
- c. School crossing guards shall not attempt to apprehend law violators or enforce any State laws or City ordinances.
- d. School crossing guards should report any unruly behavior of students to the respective school principal, as well as notifying the sergeant in charge of the School Crossing Guard program.
- e. Upon request, a school crossing guard will give **their** ~~his/her~~ name to any person in a respectful manner.
- f. A school crossing guard will direct any citizen with a question regarding policies and/or procedures of **WPPD** ~~the Winter Park Police Department~~ to the sergeant in charge of the School Crossing Guard program.
- g. A school crossing guard who experiences any difficulty with the public shall notify the school crossing guard sergeant of the incident.

282-6 CROSSING PROCEDURE:

- A. School crossing guards will only allow people to cross when the traffic is clear, taking advantage of gaps in the flow of traffic.
- B. In the event that traffic is so congested that the crossing of children is impossible without stopping traffic, the school crossing guards shall utilize the following procedures:
 - 1. Assemble the children wishing to cross on the sidewalk or shoulder of the road behind the crossing guard.
 - 2. Wait for a sufficient break in moving traffic and then walk briskly to the center of the road and hold the arms in the “Stop” position giving a clear and definite signal with the hands well above the shoulders.

3. When all traffic is stopped or when the road is clear of cars, signal the children to walk, not run, when they cross the street. Bicycles, scooters, and skateboards will be walked across all streets and roadways.
4. When the children are safely across the roadway, signal the vehicles to proceed while resuming the original position on the sidewalk or shoulder of the road.

282-7 EQUIPMENT:

- B. School crossing guards shall be issued the following equipment which must be properly maintained and will remain the property of **WPPD** ~~the Winter Park Police Department~~:
1. A traffic vest;
 2. One pair of orange traffic gloves;
 3. A hand paddle stop sign;
 4. A whistle, and
 5. A raincoat with hood.
- C. In the event that issued equipment becomes worn or defective, the sergeant in charge of the School Crossing Guard program will be notified so that arrangements may be made for replacement. Any lost equipment will be the responsibility of the employee. All stolen items require that an Incident Report be completed by the appropriate jurisdiction and that **WPPD** ~~the Winter Park Police Department~~ be notified of this incident within twenty-four (24) hours of its being reported.

282-8 SELECTION CRITERIA:

- A. Selection criteria for school crossing guards shall be based upon the knowledge, skill, abilities, and attitude required for the position.
1. Educational Requirements:
 - a. Candidates must have a High School diploma or GED.
 - b. Candidates must be able to obtain State certification as a school crossing guard.
 - c. Candidates must be able to read and to write legibly in order to write down the license numbers of traffic violators, and to make reports as may be required.
 2. Skills Requirements:
 - a. Crossing guards must have good communications skills.

- b. Crossing guards must be able to make sound decisions concerning the safe crossing of themselves, the children in their care and any others.
- c. Crossing guards should have the ability to establish a good rapport with the children in order to relate with them and maintain control of the children as they wait to cross as well as while they cross the street.

3. Physical Requirements:

- a. Crossing guards must be in good physical condition, including sight and hearing sufficient to meet the requirements for safely fulfilling the duties of a crossing guard.
 - b. Crossing guards must be able to work outdoors in all kinds of weather.
 - c. Crossing guards must be able to stand, walk, lift and bend and possess sufficient physical strength to place portable markers (e.g. traffic cones) for school crossings out at the designated times.
- B. In addition to the above criteria crossing guards must be able to work split shifts (i.e. morning and afternoons) and satisfactorily pass a background investigation to include but not be limited to:
- 1. A warrants check;
 - 2. A fingerprint check;
 - 3. A local records check; and
 - 4. A check of prior employment.

282-9 TRAINING:

- A. School crossing guards must attend a certified School Crossing Guard training course, provided by **WPPD** ~~the Winter Park Police Department~~, and in accordance with the Florida Department of Transportation regulations. Applicants with previous experience will be required to receive this training also.
- B. School crossing guards shall be re-certified annually. A training and refresher course will be provided and shall include safety measures and methods, proper techniques, rules and regulations, and responsibilities.
- C. Other Department **members** ~~personnel~~ may be used as backup crossing guards at the discretion of the **Special Operations supervisor** ~~Department~~.

Drafted: MD07-03/filed: 282.doc/ reviewed: JEA 10-11/revised PM 10-22

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

Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Holding Facility	SOP #: 162
Rescinds:	SOP #: 266, dated 03/29/1998	Amends:
Effective:	November 1, 2022	Pages: (09)
Attachments:	"A" Holding Facility Inspection Checklist	

162-1 PURPOSE:

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

162-2 POLICY:

It is the policy of the WPPD Winter Park Police Department to maintain a safe and secure holding facility ~~ies~~. ~~It shall further be the policy to ensure that the Law enforcement officers members utilizing working in the facilities shall~~ have the skills, knowledge, and ability to manage, operate, and control said facilities in accordance with applicable agency policy and laws. The holding facility will operate as a short-term temporary holding area used to process arrested persons.

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

162-3 PROCEDURE:

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

- C. All ~~nonessential~~ holding facility doors should be secure when a prisoner is transferred in and out of the holding facility.
- D. No information shall be released concerning persons being held unless authorized by the on-duty supervisor.

162-4 FIREARMS AND OTHER WEAPONS:

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

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

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

162-6 PRISONERS IN NEED OF MEDICAL ATTENTION:

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

162-7 DETAINING PRISONERS IN THE HOLDING AREA - SPECIAL CIRCUMSTANCES:

- A. Females and male prisoners shall not be detained in the same cell, and juveniles shall not be detained in the same vicinity as adult prisoners. In the event that a transgender or gender-nonconforming person is in custody and requires being held, and other arrestees are present and not enough cells are available for single use, the individual should be consulted on where they feel most safe before placement, and every effort will be made to ensure the person will be placed where they say they will feel most safe.
- B. By law, juveniles shall be kept separated by “sight and sound” from adult prisoners.
- C. The holding facility at the WPPD ~~Winter Park Police Department~~ is constructed to facilitate the secure booking of adults and juveniles of different sexes at the same time in accordance with applicable state law governing the separation of the sexes and

juveniles from adults. However, should circumstances arise wherein such separation cannot be maintained, the arresting law enforcement officer shall notify the on-duty shift supervisor for instructions regarding transporting prisoners to an alternate booking facility.

- D. The maximum capacity of the holding facility is 19 prisoners. Supervisors should utilize one of the following options if the number of arriving prisoners exceeds the maximum capacity:
1. Send units directly to Orange County Corrections for prisoner processing.
 2. Arrange for other units to begin transporting prisoners that have completed the booking process to Orange County Corrections.
 3. Request that Orange County Corrections respond to take custody and transport prisoners that have completed the booking process.
- E. Juveniles arrested for violations of Florida State Statute (FSS) 562.111, possession of alcoholic beverages by a person under age 21, may only be taken into the holding facility long enough to be fingerprinted and photographed. The juvenile must then be removed from the holding facility and moved to a non-secure area of the department for the remainder of the booking process. The completion of arrest paperwork, interviewing of the juvenile, contacting of parents, and arranging of alternative placement must all occur outside of the holding facility. The juvenile may remain handcuffed at the law enforcement officer's discretion, but may not be handcuffed to objects such as chairs, railings, or any other items.
- F. The following procedures should be followed with prisoners that are extremely violent or self-destructive ~~if they will reduce the likelihood of injury to the prisoner or others in the holding facility.~~ Law enforcement officers will:
1. Place the prisoner alone in a cell and monitor ~~them~~ him/her closely.
 2. Use appropriate restraining devices as discussed in SOP#: 250, Handcuffing, Searching, and Transporting Persons Section 250-6, Additional Equipment.
 3. Request the assistance of another law enforcement officer to respond to the holding facility to assist with the safe processing and transporting of the violent/self-destructive prisoner.
 4. Transport immediately to Orange County Corrections and provide proper notification to correctional personnel of the prisoner's behavior.
- G. Law enforcement officers should be in a heightened state of awareness when a prisoner under the influence of alcohol or drugs is present, and should closely monitor the prisoner. ~~Members~~ Law enforcement officers may use additional restraining devices as discussed in Section 250-6, or summon medical assistance as required, to ensure the

safety and well-being of prisoners under the influence of alcohol or drugs. Processing and transport shall be completed without undue delay.

- H. Prisoners who are to be released from the holding facility after being issued a Notice to Appear shall be positively identified by the arresting law enforcement officer prior to release. In addition, property initially taken by the law enforcement officer and not submitted to Property and Evidence will be returned to the prisoner, upon their release. It shall be documented on the prisoner property form with the prisoner's signature.

162-8 ENTERING OCCUPIED CELLS:

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

162-9 KEY CONTROL:

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

162-10 SEARCHING OF HOLDING FACILITY CELLS:

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

162-11 HOLDING FACILITY REPORTS:

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

162-12 MONITORING PRISONERS:

- A. At no time will any prisoner be left unattended in the holding facility. The prisoner shall be under continuous observation and control of a **law enforcement officer** ~~sworn member~~ at all times while in the holding facility.

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

B. **PRISONER DOCUMENTATION** –

1. If an arrested adult is identified as suicidal or a danger to themselves, when possible, they should be immediately transported to the nearest mental health facility or medical receiving center, dependent upon the specific circumstances. Any arrested adult who meets this criterion and is not immediately transported due to specific circumstances, shall be documented a minimum of once every fifteen (15) minutes. The documentation shall be written on a log which is maintained in the holding facility area.
2. ALL juveniles held in the holding facility shall be documented, a minimum of every ten (10) minutes, on a log which is maintained in the holding facility area.

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

- D. There is no requirement that prisoners be supervised by members of the same sex; male prisoners may be supervised by female **law enforcement** officers, and female prisoners may be supervised by male **law enforcement** officers. In the event that a transgender or gender-nonconforming person is in custody and requests a law enforcement officer of the same gender identity, efforts should be made to accommodate the arrestee. If a law enforcement officer of the requested gender is not available to respond, it shall be noted in the arrest report. ~~However,~~ Applying to all arrestees, members should exercise discretion and summon a **law enforcement** officer of the same sex as the prisoner, if a situation warrants. Careful consideration shall be given if the prisoner/detainee displays or engages in any lewd, immoral, or any other objectionable behavior, the law enforcement officer will notify a supervisor. When possible, a law enforcement officer

of the same gender (or gender ID) as the prisoner/detainee will be sent to continue the observation of and/or assist with further necessary processes.

- E. Prisoners may remain handcuffed behind-the-back or be handcuffed to the openings in the stainless-steel benches at the discretion of the monitoring law enforcement officer. Prisoners may not be handcuffed to any other objects in the holding facility.

162-13 VISITATION:

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

162-14 SEARCHING ARRESTEES/PRISONERS:

- A. All persons arrested will be searched for weapons and contraband prior to entering the holding cell. This is the responsibility of the transporting law enforcement officer. Whenever possible, searches should be done by a law enforcement officer of the same gender or gender identity as the arrestee.
- B. If a strip search is necessary to discover weapons, contraband or evidence, the arrestee/prisoner will remain handcuffed until the searching officer deems that it is safe to do so. All strip searches will be conducted according to FSS 901.211 and SOP #: 250 Attachment "A", Strip Search Authorization Form shall be completed and signed by the on-duty supervisor.
- C. Body cavity searches may only be conducted after a warrant for the search is obtained, and must be performed by certified medical personnel only.

162-15 FIRE EQUIPMENT, INSPECTIONS, AND MAINTENANCE:

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

~~City~~ fire code. All written documentation of annual inspections shall be maintained by the Operations Division Chief.

162-16 HOLDING FACILITY EVACUATION:

- A. All ~~members~~ law enforcement officers will adhere to the following procedures:
1. Arresting law enforcement officers are responsible for evacuating their prisoners in the event of a fire in the police station or holding facility.
 2. If evacuation from only the holding cells is necessary, prisoners will be handcuffed and moved to the sallyport. Both sallyport gates shall remain closed while prisoners are present. At least one law enforcement officer shall remain with the prisoners while secured within the sallyport.
 3. If evacuation from the police station is necessary, all prisoners will be transported to the Orange County Correctional Facility.
 4. All rescue, evacuation, and firefighting activities shall be coordinated through the Fire Department officer in charge.
 5. Personnel shall not re-enter or bring prisoners back to the holding facility until the Fire Department has inspected and released the entire facility.
- B. Evacuation maps will be posted within the holding facility area with marked emergency exits and marked direction to hazard-free areas.

162-17 SMOKING IN HOLDING FACILITY:

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

162-18 FIRE CONTAINMENT:

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

162-19 SAFETY AND SECURITY:

~~Members~~ Law enforcement officers shall have their police radio turned on while in the holding facility with a prisoner. In response to an emergency situation or a security threat, law enforcement officers shall utilize their police radio and communicate the nature of the incident to the Communications Center.

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



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Organization	SOP #: 100
Rescinds:		Amends:
Effective:	November 1, 2022	Pages: (09)
Attachments:	"A" Organizational Chart	

100-1 PURPOSE:

This directive establishes the organizational structure of the Winter Park Police Department (WPPD).

100-2 POLICY AND PROCEDURE:

Organizational descriptions and charts provide all WPPD Winter Park Police Department personnel with a functional representation of each structural component. The Chief of Police or their designee shall update the organizational chart annually or as changes deemed it necessary. The organizational chart shall be included in the Standard Operating Procedures available to each member electronically, and shall be posted prominently within the Department in an area to which all members have access. Job descriptions for all positions within the agency shall be available to all members on the City Intranet through City Human Resources. This policy applies to all department members.

100-3 DEFINITIONS:

Law Enforcement Officer/Sworn – A term used to describe a member, as defined by statute, who is certified by the Criminal Justice Standards and Training Commission (CJSTC), possesses full law enforcement and arrest powers, and is employed either full or part-time by a law enforcement agency. This member may or may not be compensated and includes reserve (part-time) officers as well as full-time officers.

Civilian – A paid full- or part-time member who is not certified and does not have law enforcement possess arrest powers and is not certified through CJSTC.

Department Member – A generic term utilized in policy/procedures/SOP to describe all agency personnel, to include law enforcement officers, paid civilians personnel, sworn, volunteers/interns, reserve officers, auxiliary officers, and part-time personnel.

Employee – A term used to describe all members who are compensated (paid) by the City of Winter Park to perform specific job functions.

Volunteer or Intern – An unpaid member who performs tasks that do not require law enforcement certification.

100-4 ORGANIZATIONAL STRUCTURE:

The official chain of command for all units and members of the Department shall be according to the accompanying **current** organizational chart (~~Attachment "A"~~). The Chief of Police shall be the head administrator of the Department and all authority shall emanate down from **them** ~~him/her~~ via the chain of command.

100-5 RANK STRUCTURE:

A. The order of rank of **law enforcement officers** ~~the Department~~ shall be:

1. Chief of Police
2. ~~Division~~ **Deputy** Chief
3. **Captain**
4. Lieutenant
5. Sergeant
6. Master Police Officer
7. **Senior Police Officer**
8. Police Officer
9. ~~Civilian supervisor~~
10. ~~Civilian employee~~

B. The “order of rank” shall be synonymous with the “chain of command”.

C. Command Staff is defined as first-line sworn supervisory personnel (sergeants) through the level of Chief of Police and includes civilian managers (Records and Communications) and civilian (Communications) supervisors.

100-6 CHAIN OF COMMAND:

A. The Chief of Police is the chief executive of the Department; however, there may be times when the Chief of Police may **be** ~~have an unplanned/unscheduled~~ absentee. During these times, **the Deputy Chief shall assume command as acting Chief**, ~~an Acting Chief was not previously designated, the following chain of command shall be adhered to for normal day to day activities: division chiefs (Operations, Investigations & Support, Administrative), in order of seniority by time in rank.~~

B. ~~During pre-planned absences, the Chief of Police may also issue a written memorandum or email notification designating a specific command structure (acting Chief) of the Department in his/her absence, the Chief of Police may select any division~~

~~chief to serve as acting Chief in his/her absence.~~ In the absence of the Chief and Deputy Chief, a Captain may serve as acting Chief.

100-7 DEPARTMENT DIVISIONS:

A. The Department is divided into three major divisions:

1. The Administrative Division
2. The Operations Division
3. The Investigations ~~& Support~~ Division

B. ~~Division chiefs~~ There shall be one Captain over the Investigations Division and one Captain over the Operations Division and both shall report directly to the Deputy Chief of Police. The Deputy Chief shall manage the Administrative Division.

100-8 OFFICE OF THE CHIEF OF POLICE:

A. The Chief of Police is the chief executive officer for the management, direction and control of the Police Department. ~~The Chief is responsible for the prevention of crime and the maintenance of law and order within the City.~~ The Chief of Police derives operational authority from the City of Winter Park Charter and Civil Service Code. The Chief of Police derives budgetary authority from the City Manager.

B. The duties of the Chief of Police include but are not limited to the following:

1. Formulation and approval of policies and regulations governing activities of the Police Department.
2. Directing and controlling the spending of debt appropriations and the submission of annual budget estimates with an accompanying description of needs.
3. ~~Directing and prescribing standard operating procedures as called for by the Directives and Procedures Manual, the City Personnel Policy Manual, instructions from the Civil Service Board, and inquiries from the City Manager.~~
4. Being responsive to the City Manager, City Commission, and the Civil Service Board.

C. The Senior Staff Assistant is assigned to the Office of the Chief and shall report to the Chief.

D. The Department General Counsel shall report to the Chief of Police.

E. The Finance and Administrative Planner shall report directly to the Chief of Police and be responsible for purchasing and budgeting. The Finance and Administrative Planner, is a civilian position, and duties include but are not limited to the following:

1. Coordinating and preparing the annual budget for review by the ~~division~~ Captains, Deputy Chief ~~chiefs~~ and for the Chief of Police to submit to the city administration.
2. Advising and assisting the Chief of Police, Deputy Chief and all Captains ~~division chiefs~~ on all matters concerning financial and administrative operations.
3. Maintaining records and applying controls over the commitment of annual operating funds based upon the approved Departmental budget.
4. Processing and reviewing purchases and payments for authorized expenditures as needed.
5. ~~Maintaining inventory control of all Department equipment and supplies.~~

100-9 **DEPUTY CHIEF** ~~DIVISION CHIEFS:~~

The duties and responsibilities of the Deputy Chief ~~division chiefs~~ include, but are not limited to the following:

- A. Consultation with the Chief of Police in the development of all necessary Departmental operational and administrative policies and procedures.
- B. The direct administration and operation of the Department and the overall supervision of its members and personnel.
- C. The supervision and preparation of the annual budget along with conducting studies and surveys to measure the efficiency and implementation of the Departmental programs.
- D. ~~Acting as the commander of any section/unit in the Department falling under their his/her authority when the regular unit commander is absent.~~
- E. Performing the duties and responsibilities of Chief of Police in the Chief's absence.
- F. Being directly responsible to the Chief of Police.
- G. Being responsible for the program budget under ~~their~~ his/her authority.
- H. Coordinating and overseeing the agency's written directive system and ensuring policies stay up-to-date. Presenting policy revisions to the Civil Service Board for review.
- I. Managing the Administrative Division.

100-10 **THE ADMINISTRATIVE DIVISION:**

- A. The Deputy ~~Administrative division~~ Chief shall command the Administrative Division. The duties of the Deputy ~~Administrative division~~ Chief include but are not limited to the following:

1. Preparing and submitting evaluations on members under ~~their~~ his/her command.
2. Reviewing reports and work generated by units under ~~their~~ his/her authority.
3. ~~Supervising the~~ Preparing and submitting an annual divisional budget report.
4. Supervising all operations pertaining to the Administrative Division.

B. The Administrative Division is divided into:

1. Accreditation and Grants - The Grants & Accreditation Manager shall coordinate and oversee the accreditation process and ensure that any revisions and/or new policies are consistent with the standards established by the Commission for Florida Law Enforcement Accreditation. Grant coordination shall include research, application and reporting requirements.
2. The Community Services Section operates under the command of the Community Services Lieutenant. ~~They are~~ He/she is responsible for developing programs and communicating with neighborhoods and businesses throughout the City of Winter Park (Neighborhood Watch and Business Watch Programs) in an effort to reduce crime and enhance positive relationships within the community.
 - a. Community Services shall act as a liaison between members of the press and the ~~WPPD~~ Winter Park Police Department.
 - b. Community Services shall also attempt to improve relationships between the ~~WPPD~~ Police Department and the students it serves in the City of Winter Park's schools.
 - c. Additionally, members of Community Services are responsible for ~~training~~, recruiting, and selection of personnel.
 - d. Community Services supervises, coordinates or manages the following programs/functions:
 - 1) Chaplaincy program
 - 2) Civilian Volunteer/Intern program
 - 3) Citizens Police Academy program
 - 4) NAC (Neighborhood Advisory Committee)
 - 5) Crime Prevention (Neighborhood and Business Watch)
 - 6) Fantastic Foundations program
 - 7) ~~Explorer program~~

- 8) Honor Guard
 - 9) Media relations
 - 10) Recruitment and Selection (See also SOP #: 120, Selection and Hiring Procedures, and SOP #: 121, Recruitment Program.)
 - 11) School Resource Officers ~~program~~
 - 12) Social media
3. Communications - The Communications Section is overseen by a communications manager, a ~~non-sworn~~ **civilian** position. The Communications Manager shall report to the ~~Operations division~~ Deputy Chief. The duties of the Communications Manager shall include but are not limited to the following: supervision of the Communication Center personnel and the maintenance of recorded data. The duties of the personnel assigned to the Communications Center include but are not limited to the following:
 - a. Receiving and transmitting radio calls from field units.
 - b. Receiving telephone complaints and dispatching them to the proper zone units.
 - c. Keeping complete radio data logs and entering all information into NCIC/FCIC terminals.
 - d. Reporting directly to the Communications Manager.
 4. The Records Section shall consist of a civilian supervisor and records specialists personnel who maintain all department reports **and are the agency's primary contact for public records requests** (see also SOP #: 370, Records Section). The Records Manager shall report directly to the ~~Investigations and Support division~~ **Deputy Chief**.

100-11 THE OPERATIONS DIVISION:

- A. The Operations **Captain division chief** shall command the Operations Division. The duties of the Operations **Captain division chief** include but are not limited to the following:
 1. Preparing and submitting evaluations on unit lieutenants under **their** ~~his/her~~ command.
 2. Reviewing reports and work generated by units under **their** ~~his/her~~ authority.
 3. **Supervising the** ~~Preparing and submitting an annual divisional budget report.~~
 4. Supervising all operations pertaining to Uniform Patrol **and** Special Operations, ~~and Communications.~~

B. The Operations Division is divided into:

1. Uniform Patrol: Uniform Patrol shall consist of ~~three~~ four (4) watch commander lieutenants who supervise four shifts/squads (Gold, Red, White and Blue Watch). Each shift will have one sergeant, ~~and eight officers when fully staffed. Each shift should include a minimum of one master police officer as well.~~
 - a. Patrol officers shall report to their assigned sergeant. ~~(or master police officer, in absence of their assigned sergeant).~~ In cases of both the sergeant and master police officer being absent, officers shall report to their assigned supervisor. lieutenant (See also SOP #: 200, Uniform Patrol).
 - b. The Field Training Program shall be administered through Uniform Patrol. A ~~Uniform Patrol~~ lieutenant and an assigned sergeant(s) shall coordinate and monitor all aspects of this program (see also SOP #: 123, Field Training Program).
2. Special Operations: ~~The Special Operations Section~~ shall be commanded by a lieutenant who is responsible for its management. The lieutenant shall be assigned one sergeant, who shall supervise the officers and civilians. ~~assigned to this section.~~
 - a. The sergeant shall report directly to the Special Operations lieutenant, and shall supervise the assigned Traffic Unit officers, ~~K-9 officer and dog, and the traffic a Unit civilian~~ staff members. The duties of the sergeant include but are not limited to the following:
 - 1) Supervising the duty performance of personnel assigned to the unit.
 - 2) Scheduling extra-duty details. ~~all personnel accordingly.~~
 - 3) ~~Handling complaints in regards to Special Operations.~~
 - 4) Planning, establishing, coordinating and directing traffic control operations at special events and under required circumstances.
 - b. ~~The Special Operations Section~~ is comprised of the following programs/functions:
 - 1) Traffic Unit
 - 2) ~~K-9 officer and assigned dog (see also SOP #: 340, Canine Unit)~~
 - 3) Lakes Patrol program
 - 4) Parking Enforcement
 - 5) School Crossings Guard program
 - 6) Red Light Camera Enforcement Operations Support

7) Extra-duty employment

- e. The Special Operations lieutenant shall manage the activities of all members assigned under ~~their~~ ~~his/her~~ command and will report to the ~~Captain of Operations~~ ~~Operations division chief~~.

100-12 THE INVESTIGATIONS DIVISION:

- A. The Investigations ~~Support~~ ~~Captain~~ ~~division chief~~ shall command the Investigations ~~Support~~ Division. The duties of the Investigations ~~Captain~~ ~~Support division chief~~ include but are not limited to the following:

1. Preparing and submitting evaluations on the unit lieutenants under ~~their~~ ~~his/her~~ command.
2. Reviewing reports and work generated by units under ~~their~~ ~~his/her~~ authority.
3. ~~Supervising the~~ ~~Preparing and submitting an annual divisional budget report.~~
4. Overseeing the Department's participation in regional task forces.
5. Supervising all operations pertaining to Investigations, Professional Standards and Training, Property & Evidence/ Crime Scene, Body Camera Program and the Crime Analyst. ~~and Records.~~

- B. The Investigations ~~and Support~~ Division is broken into:

1. Investigations: Investigations is commanded by the ~~Criminal~~ Investigations lieutenant. Under their command is the Criminal Investigations Sergeant, and the ~~Street Crimes Investigative~~ Criminal Intelligence Unit (ICIU) Sergeant. Both sergeants shall report directly to the ~~Criminal~~ Investigations Lieutenant, who reports directly to the Captain of Investigation. Investigations shall consist of ICIU and Criminal Investigations, along with a civilian administrative coordinator who shall report to the lieutenant. The K-9 Program will fall under the ICIU Sergeant.
2. Professional Standards and Training: shall consist of a lieutenant ~~as assigned by the Chief of Police and who~~ shall report directly to the Captain of Investigations. This position shall oversee/conduct all activities related to internal investigations (see also SOP # 140, Professional Standards and Compliance) and Training (see SOP #: 125, Training Standards).
 - a. The Training Section shall consist of ~~appointed members~~ the assigned lieutenant, who shall oversee, administer and coordinate department training for all members. Training ~~The section~~ shall be responsible for maintaining general department training records. The Training Section will consist of ~~one lieutenant and~~ one officer who shall report to the Lieutenant of Professional Standards and Training. (See also SOP #: 125, Training Standards).

3. The crime analyst is a civilian position who reports to the ~~Criminal~~ Investigations Lieutenant. The crime analyst performs research and analytical work in the collection, analysis and presentation of crime, offender, juvenile, traffic and other law enforcement data. The position recommends workforce allocation and directed deployments based upon review and analysis of data.
4. ~~The~~ Property & Evidence/Crime Scene section shall consist of property personnel, who shall report directly to the ~~Criminal~~ Investigations Lieutenant (see also SOP #: 390, Property & Evidence).
5. Body Camera Program – The section shall have an assigned civilian member who will oversee and manage the body camera program for the agency. They shall be under the direct command of the Investigations Lieutenant.

100-13 SPECIALIZED TEAMS:

- A. The Special Weapons and Tactics (SWAT) Team is a part-time unit comprised of law enforcement officers ~~members~~ assigned to various units throughout the Department. SWAT team members shall report directly to the SWAT supervisor for matters pertaining to SWAT. Members shall report to their immediate supervisor for all other matters not related to SWAT (see also SOP #: 345, Special Weapons and Tactics Team).
 - ~~1. The SWAT Team commander (a lieutenant) shall report to a division chief (SWAT Commander) designated by the Chief of Police. The SWAT Team commander shall manage the SWAT Team operations.~~
- B. Hostage Negotiation Team (HNT) - The Hostage Negotiation Team is a part-time unit comprised of ~~members~~ law enforcement officers assigned to various units throughout the Department. HNT members shall report directly to the HNT team leader(s) for matters pertaining to the Hostage Negotiation Team. HNT members shall report to their immediate supervisor for all other matters not related to the Hostage Negotiation Team (see also SOP #: 355, Hostage Negotiation Team).
 - ~~2. The HNT team commander(s) will manage the HNT team leader(s), and shall report to a division chief (HNT commander) as designated by the Chief of Police.~~
 - ~~3. The HNT team leader(s) shall report directly to the commanding HNT team commander.~~

Drafted: VT07-97 /filed: 100.doc /revised: BCR11-99 /revised: MD10-03 /revised: TP04-06 /revised: MV05-09, MV09-09 /revised: JEA10-11 /revised: TP05-12 /revised: KEG11-14 /revised: KG10-14 /revised: KG10-15 /revised: KG01-18,08-18 /revised: KWR06-19 /revised: JMD06-20/revised: KEOF8-22



Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	November 1, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Staff Updates	meeting date November 1, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Fire Department

motion / recommendation

background

alternatives / other considerations

fiscal impact