



Civil Service Board Regular Meeting

Agenda

September 6, 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 August 2, 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
 - Nadia Terc
 - Richard Sotomayer
 - b. [Police Applicant Interview-Ariel Morillo-Collardo](#) 5 minutes
 - c. [Off Duty Employment Request\(FD\)](#) 1 minute
 - d. [Approval of SOP'S \(PD\)](#) 15 minutes
 - SOP 103 Code of Ethics
 - SOP 104 Canons of Ethics
 - SOP 115 Fiscal Activities
 - SOP 130 Personal Appearance
 - SOP 168 Firearms Training Range
 - SOP 181 Off-Duty Employment
 - SOP 240 Persons in Crisis
 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	September 6, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for August 2, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[August 2, 2022.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

August 2, 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: Javier Rodriguez and Tod Meadors.

Chief Tim Volkerson and Chief Dan Hagedorn.

Absent: Board Members Mary Daniels and Stockton Reeves

1. Call to Order

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

2. Consent Agenda

a. Minutes for July 5, 2022

Motion made by Mr. Rodriguez and seconded by Mr. Warner to approve the minutes from the July 5, 2022, Regular Meeting. Motion carried unanimously with a 5-0 vote.

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

None.

4. Action Items

Certification of Firefighter Applicant List(not on agenda)

Chief Hagedorn asked board members to certify the list of firefighter applicants. Motion made by Mr. Meadors and seconded by Mr. Stutzer to certify the list of firefighter applicants. Motion carried unanimously with a 5-0 vote.

Agenda take out of order.

b. Firefighter Applicant Interviews

Training Division Chief Spinelli introduced the following candidates to board members: Brian Discoll, Isaiah Warren and Keyn York. Each candidate gave a brief background and responded to questions by board members. Motion was made by Mr. Meadors and seconded by Mr. Warner to certify all three candidates. Motion carried unanimously with a 5-0 vote

a. Police Applicant Interview

Lieutenant Lisa Suepat introduced police candidate Rodricus Patton to board members. Mr. Patton provided a brief background and responded to questions by board members. Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer to certify the candidate. Motion carried unanimously with a 5-0 vote.

6. Non- Action Items

7. Staff Updates

Police Department

- 2 sworn vacancies

Fire Department

- Continue to process applicants
- Annual compliance report was submitted

At this time, Mr. Warner complimented all 4 applicants that were in front of the board today.

8. Board Comments

Chief Volkerson stated the department will be doing a policy review update over the next 10-12 months. Updated policies will be forthcoming.

9. Adjournment

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

item type	Action Items	meeting date	September 6, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Officers off of Probation

- Nadia Terc
- Richard Sotomayer

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Action Items	meeting date September 6, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Police Applicant Interview-Ariel Morillo-Collardo

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Action Items	meeting date	September 6, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Off Duty Employment Request(FD)

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Action Items	meeting date September 6, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Approval of SOP'S (PD)

item list

- SOP 103 Code of Ethics
- SOP 104 Canons of Ethics
- SOP 115 Fiscal Activities
- SOP 130 Personal Appearance
- SOP 168 Firearms Training Range
- SOP 181 Off-Duty Employment
- SOP 240 Persons in Crisis

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[103 Code of Ethics .pdf](#)

ATTACHMENTS:

[104 Canons of Ethics .pdf](#)

ATTACHMENTS:

[115 Fiscal Activities .pdf](#)

ATTACHMENTS:

[130 Personal Appearance .pdf](#)

ATTACHMENTS:

[168 Firearms Training Range.pdf](#)

ATTACHMENTS:

[181 Off-Duty Employment .pdf](#)

ATTACHMENTS:

[240 Persons in Crisis .pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Code of Ethics	SOP #: 103
Rescinds:		Amends:
Effective:	September 6, 2022	Pages: (02)
Attachments:		

103-1 PURPOSE:

The purpose of this ~~policy procedure~~ is to establish guidelines to be followed enumerated in the following sections of the Directives and Procedures Manual. **This policy applies to all law enforcement officers.**

103-2 POLICY AND PROCEDURE:

It will be the policy of the Winter Park Police Department **(WPPD)** that all law enforcement officers abide by the Code of Ethics as outlined in this section.

103-3 FUNDAMENTAL DUTIES:

A Law enforcement officer's fundamental duty is service to **the people** ~~mankind~~; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice.

103-4 LAW ENFORCEMENT OFFICER'S CODE OF ETHICS:

Law enforcement officers will keep their private lives unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be consistently mindful of the welfare of others. Honest in thought and deed in both his/her personal and official lives, officers will be exemplary in obeying the laws of the land and the regulations of the ~~department~~ **WPPD**. Whatever an officer sees or hears of a confidential nature, or that is confided in him/her in their official capacity, will be kept ever secret unless revelation is necessary in the performance of his/her duty.

103-5 PERSONAL FEELINGS:

A law enforcement officer will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence his/her decision. Without compromise for crime and with relentless prosecution of criminals, officers will enforce the law

courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

103-6 THE BADGE:

Law enforcement officers recognize the badge of his/her office as a symbol of public faith, and accept it as a public trust to be held as long as he/she is true to the ethics of the police service. Officers will constantly strive to achieve these objectives and ideals, dedicating themselves **before God** to his/her chosen professionLaw Enforcement.

Drafted: JEJ03-97/filed: 103.doc/revised: 12/99/revised: TP07-06/reviewed: JEA
10/11/reviewed: PM 08-22



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title: Canons of Law Enforcement Ethics **SOP #: 104**

Rescinds: **Amends:**

Effective: September 6, 2022 **Pages:** (04)

Attachments:

104-1 PURPOSE:

The purpose of this policy is to establish ethical guidelines for agency members to include law enforcement officers to include civilian volunteers, of the Winter Park Police Department (WPPD).

104-2 POLICY AND PROCEDURE:

Law enforcement officers and all members of WPPD will adhere to the following Canons of Law Enforcement Ethics.

104-3 DEFINITIONS:

Law enforcement officer - A member, as defined by statute, who is certified by 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.

Member - A generic term to describe all agency personnel, including law enforcement officers, paid civilian personnel, volunteers, auxiliary officers, and part-time personnel.

104-4 PRIMARY RESPONSIBILITIES:

The primary responsibility of law enforcement service and the individuals officers who are placed in a position to protect the people of the United States through the by upholding of their the laws chief among which is of the Constitution of the United States and its Amendments. The law enforcement officer and agency support personnel represent the whole of the community and its legally expressed will and is never the arm of any political party or clique.

104-5 LIMITATIONS OF AUTHORITY:

The first duty of a law enforcement officer as upholder of the law is to know the legal bounds the law established for its enforcement. The law enforcement officer represents

the legal will of the community, be it local, state, or federal. The Law enforcement officers must, therefore, be aware of the limitations and proscriptions which the people, through law, have imposed as a primary responsibility. Law enforcement officers must recognize the genius of the American system of government which gives no person, group, or institution absolute power. Law enforcement officers must insure that they, as primary defenders of that system, do not pervert its character.

104-6 DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS:

Law enforcement officers shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. Law enforcement officers will ascertain their responsibilities in the particulars of their enforcement, seeking aid from superiors in technical matters of principles when such are not understood. Law enforcement officers will make special efforts to fully understand their relationship to with other public officials as to not violate any constitutional provisions, particularly in matters of jurisdiction, both geographically and substantively.

104-7 UTILIZATION OF PROPER MEANS TO GAIN PROPER ENDS:

Law enforcement officers shall be mindful of their responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for the public safety and property on the part of an law enforcement officer are intrinsically wrong; Violation of the law by law enforcement officers they is self-defeating in that they instill in the public mind a like disposition and has no place in the law enforcement profession. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the The law is to be upheld, honored, it must and be first be and honored by those who enforce it.

104-8 PRIVATE CONDUCT:

Agency members, WPPD law enforcement officers and all other members of the department to include civilian volunteers shall be mindful of their special identification by the public as upholders of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privileges, will certainly reflect upon the police department WPPD and the member. The community and the service require that those who serve in the law enforcement profession lead decent and honorable lives. Following a law enforcement career gives no one special prerequisites; however, it does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. Officers, civilians and volunteers who reflect upon this tradition will not degrade it. Rather, they will so conduct their private lives that the public will regard them as examples of stability, fidelity, and morality.

104-9 CONDUCT TOWARDS THE PUBLIC:

All ~~agency members~~ WPPD law enforcement officers and all other members of the department, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. ~~Law enforcement officers shall conduct their official lives in a manner that will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of them nor a right to command them.~~ Law enforcement officers will provide service where they can and require compliance within the law. ~~They and~~ will do so neither from personal preference or prejudice, but rather as ~~duly appointed officers of the law discharging a sworn obligation.~~ ~~Civilians and volunteers~~ Members of WPPD will uphold the same requisite responsibility and will provide the public exemplary customer service without bias, always aware they represent the agency and the standard of professionalism expected by the community.

104-10 CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATIONS:

Law enforcement officers shall use powers of arrest strictly in accordance with the law and with due regard for the rights of the citizen concerned. Their office gives them no right to judge the violator or to mete out punishment for the offense. ~~They shall, at all times, have a clear appreciation of responsibilities and limitations regarding detention of the violator.~~ They shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end, they shall cultivate a dedication to the service of the people and the equitable upholding of the law whether in the handling of law violators or in dealing with the law-abiding.

104-11 GIFTS AND FAVORS:

~~Law enforcement officers, representing government, bear the heavy responsibility of maintaining in their own conduct, the honor and integrity of all government institutions. They shall, therefore,~~ Law enforcement officers shall guard against placing themselves in a position in which ~~any person~~ they can expect special consideration or in which any person can reasonably assume that special consideration is being given. ~~Thus, they~~ Officers should be firm in refusing gifts, favors or and gratuities, large or small, which can, in the public's mind, be interpreted as capable of influencing their judgment. ~~in the discharge of their duties.~~

104-12 PRESENTATION OF EVIDENCE:

Law enforcement officers shall be concerned equally in the prosecution of the wrong doer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. ~~In so doing, they will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word. Law enforcement officers shall develop their powers of observation, mindful that in many situations they are the sole impartial testimony to the facts of a case.~~

104-13 ATTITUDE TOWARDS PROFESSION:

~~Law enforcement officers shall regard the discharge of their duties as a public trust and recognize their responsibilities as a public servant. By diligent study and sincere attention to self-improvement, they shall strive to make the best possible application of science to the solution of crime, and in the field of human relationship, strive for effective leadership and public influence in matters affecting public safety. They~~ Law enforcement officers shall appreciate the importance and responsibility of their office, holding police work to be an honorable profession rendering valuable service to their community and country.

104-14 USE OF OFFICIAL POSITION:

WPPD law enforcement officers and other members of the Department shall not use their official position to secure privileges for themselves or others ~~They shall not identify themselves as agency members for the purpose of (1) personal or financial gain, for themselves or another person; (2) for obtaining privileges not otherwise available to them except in the performance of duty; and (3) for avoiding consequences of unlawful or prohibited actions.~~

104-15 CONFLICT OF INTEREST:

~~Agency members, to include civilian volunteers, shall not engage in activity which would constitute a conflict of interest in their duties, responsibilities and obligations to the Winter Park Police Department, the City of Winter Park and the community.~~ Law enforcement officers shall not compromise their integrity, not that of the WPPD or profession, by taking or attempting to influence actions when a conflict of interest exists.

Drafted: JEJ03-97/ filed: 104.doc/ updated: 12-99/ reviewed JEA10-11/ revised: KEG08-14/revised JJM 08-22



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

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

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

Effective: September 6, 2022 **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 Department WPPD has direct control shall be in accordance with generally accepted accounting principles. The Department 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. ~~The Department~~ 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 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.
- C. Investigative funds referenced in SOP #:316, Investigative Funds, may only be disbursed by ~~members~~ a Law Enforcement Officer after ~~that member~~ they obtains prior approval from the ~~a supervisor or lieutenant~~ of the Investigative Unit. Only the Investigations ~~division chief~~ Captain and those authorized by the Chief of Police ~~or the Investigations division chief~~ may authorize the disbursement of cash for ~~Departmental~~ WPPD use. No member of WPPD is authorized to accept cash for ~~Departmental~~ WPPD use unless otherwise authorized by this directive.

115-6 REVOLVING FUND/PETTY CASH:

- A. The revolving fund/petty cash function is a responsibility of the Chief of Police. The Finance and Administrative Planner shall manage and document all activities of the revolving fund/petty cash fund as delegated by the Chief of Police. A running ledger shall be kept by the Finance and Administrative Planner. The ledger and revolving fund/petty cash shall be audited on a monthly basis by the ~~Administrative division chief~~ Chief of Police or his/her designee. 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.
- B. Revolving fund/petty cash receipts shall be sent to the ~~City~~ Finance Department for reimbursement on an as needed basis. The reimbursement shall be via check made payable to the ~~Police Department~~ WPPD. The check shall be immediately cashed by the Finance Department. The cash funds shall be redeposited into the revolving fund/petty cash fund.
- C. All petty cash expenditures/reimbursements must be requested by requisition and authorized by the Chief of Police or ~~Deputy Chief~~ Administrative division chief.

115-7 RECORDS AND OTHER DEPARTMENT FEES FOR SERVICE:

- ~~A. Records specialists are authorized to collect fees for services relating to copies of reports, parking citation fines, traffic compliance fees, and other approved departmental programs. Upon receiving payment, they will enter the transaction into the City of Winter Park cash receipt system. A printed receipt will be provided upon completion of each transaction. No cash shall be taken in by the Records Section. All transactions shall be via electronic form or by check.~~

- B. Fees for extra-duty details are billed by an Administrative Coordinator and are paid directly to the City Finance Department.

115-8 INTERNAL MONITORING:

- A. The Chief of Police or his/her designee shall review the monthly detailed budget report provided by the Finance Department in order to provide timely and continuous monitoring of WPPD's the Department's fiscal activities.
- B. All command staff members shall be responsible for monitoring the non-cash fiscal activities of WPPD the Department as the activities relate to their Division, Section, Unit, Function, or Program.

115-9 INTERNAL AUDITS:

Internal auditing is an ongoing function of the City Finance Department. WPPD The police department's cash funds shall be audited quarterly. The Chief of Police or his/her designee shall review and approve said audit.

115-10 PURCHASING:

- A. The Finance and Administrative Planner is responsible for the administration of all WPPD Departmental purchasing activities. The procurement or purchase of all Departmental 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 Departmental WPPD office equipment inventories shall be controlled in accordance with the City 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 ~~Administrative division~~ Deputy Chief and shall be documented accordingly.
- C. Equipment that is believed to be currently in ~~department~~ WPPD inventory should be requested through the ~~Employee~~ 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 advance).
1. Once equipment has been requested and acquired by the Finance and Administrative Planner:
- a. The equipment shall be turned over to the member's ~~officer's~~ superior supervisor who is assigned the responsibility of turning the equipment over to the requesting member of WPPD ~~member officer~~.
 - b. The Finance and Administrative Planner will then supply the ~~Administrative division~~ Deputy Chief with a copy of the invoice or purchase order.
 - c. The ~~division~~ Deputy Chief 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 ~~the Department's~~ master inventory system and fixed asset inventory.
- D. 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 ~~the Department'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 ~~the Department's~~ property procurement activities in accordance with City of Winter Park purchasing guidelines.
- B. The Chief of Police, to ensure minimum levels of internal ~~(departmental)~~ 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 advances shall be made by forwarding a completed requisition form to the Chief of Police through the member's chain of command.
- D. Each staff **supervisor** ~~member~~ 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 division chiefs~~ **Deputy Chief and Captains** or their designees are responsible for the issuance and distribution of property within their respective commands. ~~Additionally, the Operations division chief or his/her designee shall be responsible for the issuance and distribution of all standard issue equipment and supplies.~~
- 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 ~~section lieutenant~~ **supervisor** shall ensure that the facility in which property is stored is adequate, safe, and secure. The ~~lieutenant~~ **Deputy Chief and Captains** shall designate, ~~in writing,~~ 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. ~~Each section lieutenant~~ **The Deputy Chief and Captains** or their designee shall be responsible for assigning equipment and property and its maintenance to a **member of WPPD** ~~a member~~ 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** ~~directive~~ 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** ~~the Department~~ 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. 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:

- Body Cameras
- Radios
- Electronics (computers, printers, hard-drives, projectors, fingerprint readers, lasers/radars, etc.)
- Tasers
- Weapons (firearms)
- Fleet
- Quartermaster inventory
- 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.) which 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 an **member of WPPD** ~~member of a commercial gas credit card~~ based on need. The credit card may be for the purchase of gasoline, ~~oil~~, lodging, etc. ~~when traveling or when the City's vehicle maintenance facility is not immediately available.~~ 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 ~~division~~ **Deputy Chief**.
- D. In emergency situations, a member shall report the use of an issued credit card to ~~his/her~~ **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 DOCUMENTAION OF GRANT-FUNDED EQUIPMENT**

- A. Grant funding will be sought as a means of additional funding for ~~department~~ **WPPD** programs, **equipment or supplies or** for infrastructure enhancements in accordance with

Federal, State, and Local guidelines. All grant activities will be overseen by a Department's WPPD's Grant Manager coordinator designated by the Chief of Police.

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
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 coordinator 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 coordinator Manager will conduct reviews of the WPPD's master inventory system to ensure assure that property obtained through a grant is in WPPD's placed on the department's master inventory system asset inventory 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.

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/revised: JEA10-11 /revised: PM05-14 /revised: KG10-15 /revised: KG07-21/revised: KEOF08-
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: Personal Appearance **SOP #: 130**
Rescinds: SOP #: 128, dated 01/01/2000 **Amends:**
Effective: September 6, 2022 **Pages:** (04)

Attachments:

130-1 PURPOSE:

This policy establishes guidelines regulating the personal appearance of Winter Park Police Department (WPPD) of law enforcement officers and all members of the department while on duty.

130-2 DEFINITIONS:

Law enforcement officer - A member, as defined by statute, who is certified by 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.

Civilian – A paid full- or part-time person who is not certified and does not possess arrest powers.

Member - A generic term to describe all agency personnel, including law enforcement officers, paid civilian personnel, volunteers, auxiliary officers, and part-time personnel.

130-3 POLICY AND PROCEDURE:

It shall be the policy of the Winter Park Police Department (WPPD) to ensure that the appearance of members contribute to the Department's image of professionalism. All members of the department will present a neat and clean appearance while on duty.

130-4 UNIFORMS:

- A. ~~Members~~ Law enforcement officers and civilians issued a duty uniform will wear the prescribed and issued uniform of the day.
1. ~~Members~~ Law enforcement officers and civilians issued a duty uniform will keep their uniforms securely buttoned and refrain from wearing articles that show above the collar of the uniform shirt.
 2. ~~Members~~ Law enforcement officers and civilians issued a duty uniform will keep their uniforms clean, well pressed, and in good condition.

3. ~~Members~~ Law enforcement officers are required to utilize the Department's commercial dry-cleaning service to aid in this directive.
- B. ~~Members~~ Law enforcement officers will keep their leather, gun belt, holster, and accessories clean and shined.
- C. ~~Members~~ Law enforcement officers and civilians issued a duty uniform will keep their shoes clean, ~~shined~~, and in good condition.
- D. ~~Members~~ Law enforcement officers will wear ~~Department issued~~ approved hats or caps ~~when directed to do so. When directed to be worn~~ The hats will be worn squarely on the head, with the center of the visor directly over the nose.
- E. ~~Members will maintain a military bearing at all times unless an assignment prohibits such standards.~~

130-5 JEWELRY/PIERCINGS:

A. Piercings:

1. ~~Sworn female members~~ Law enforcement officers may only wear one small item of body piercing jewelry in each ear, worn in the lower ear lobe.
2. ~~Male members will not wear earrings while on duty.~~
3. No other body piercing shall be visible while wearing a short sleeve collared shirt and long pants.

B. Jewelry:

1. ~~Sworn members~~ Law enforcement officers will not wear any visible jewelry around the neck while wearing the uniform.
2. For ~~sworn members~~ law enforcement officers, a maximum of two finger rings may be worn.
3. ~~Sworn members~~ Law enforcement officers may wear a watch and one bracelet.
4. Civilian members may wear jewelry that is considered to be conservative and professional in appearance. Any questions as to the appearance of jewelry shall be addressed to the civilian member's supervisor.

130-6 TATTOOS/BODY ART:

- A. The WPPD permits members of the department to display appropriate body art while representing the department. For the purpose of this Policy, the term body art includes, but is not limited to tattoos and brands.

B. Law enforcement officers and civilian members of the Department wishing to display new or existing body art while representing the WPPD must receive preapproval from the Chief of Police or their designee. For approval, law enforcement officers and civilian members of the Department will submit photograph(s) or renderings of the body art with a written description of its meaning through their chain of command. (Please see attachment submission form under this policy in regarding to proper approval).

C. The Chief of Police or their designee will make the final decision regarding the appropriateness of any visible body art, regardless of whether it falls into one of the categories listed below.

D. Members shall cover any unapproved visible body art while representing the Department. Options for covering body art include work attire, make-up, or skin-tone sleeves/patches.

E. The WPPD prohibits the following forms of body art:

1. **Body art located on the:**

- Head
- Neck.
- Hands (except ring tattoo on one finger, or other exceptions as approved by the Chief of Police or their designee).
- Wrists below the wrist bone.

2. **Extremist** – Body art affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic, sexual orientation hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin and/or tattoos advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.

3. **Indecent** – Body art grossly offensive to modesty, decency, propriety, or professionalism, including, but not limited to, vulgar images, nudity, or sexually-implicit images, words, or phrases.

4. **Sexist** – Body art advocating a philosophy that degrades or demeans a person based on gender.

5. **Racist** – Body art advocating a philosophy or depicting images or acronyms (KKK, SS, WP, etcetera.) that degrade or demean a person based on race, ethnicity, or national origin.

6. **Contrary to the purpose of law enforcement** – Depictions symbolizing or indicative of violence, advocating commission of a crime, contempt for the United States, alcohol or narcotics, illegal or gang-related activity, obscene or

profane language, or symbols suggestive of activity that undermines the purpose of law enforcement or reflect poorly on the professional image of the WPPD.

- F. Visible display of tongue bifurcation (splitting), ear gauging (enlarged holes in the lobe of the ear), mutilation, scarification or dental ornamentation using gold, platinum, silver or other veneer caps that are ornamented with designs, jewels, etc., is prohibited.
- G. ~~For all sworn officers, and those members who are in public view, no tattoos shall be visible while wearing a short sleeved collared shirt and long pants, except on the arms not extending below the elbow.~~
- C. ~~Sworn officers employed after July 6, 2021, if approved by the Chief of Police, may have existing tattoos on their lower arms as long as they wear a long sleeve uniform shirt while on duty. While representing the department in any other official capacity (schools, training, etc.), tattoos except on the arms not extending below the elbow must be covered while in public view.~~
- D. ~~All sworn officers are prohibited from acquiring any new tattoos that would be visible on the arms below the elbow, or on any other area that is prohibited.~~
- E. ~~For all members, any tattoos, whether visible or not, shall not be offensive, indecent, or sexually explicit in nature. Such prohibited tattoos shall be defined as any tattoo which:~~
 - 1. ~~Describes, depicts, or refers to intolerance of or any discrimination against any race, creed, religion, gender, national origin, sexual orientation; or~~
 - 2. ~~Is commonly associated with any organization or group that advocates intolerance or discrimination; or~~
 - 3. ~~Violates standards of decency or brings discredit upon the agency.~~

130-7 HAIR STYLES AND FACIAL HAIR:

- A. ~~All members will maintain a neat, professional hairstyle. Hair will be neatly combed at all times.~~
- B. ~~Fad hairstyles such as spikes and surfer cuts detract from the professional image of the Department and therefore, are unacceptable. Acceptable hair colors include those which are naturally occurring. Members may be required to change their hairstyle or color where it is determined that such hairstyle or color does not portray a professional appearance. For male members the hair will be tapered to the general shape of the head, and will not reach the collar when the officer is standing in the normal position.~~
- C. ~~Members on undercover or special assignment shall be groomed in accordance with the standards set by the Chief of Police or the member's division chief.~~

- A. Members of the Department hair will be neat, clean and well groomed.
- B. Style hair so that it does not extend more than three (3) inches outward from the head. Hairstyles which may be in fashion but present a non-professional, ragged or unkempt appearance are prohibited.
- C. If using hair dye, dye the hair in a natural shade and not unnaturally shaded or multi-colored. For example, lime green, blue, and pink hair are prohibited.
- D. If wearing wigs or hairpieces, wear wigs and hairpieces that must conform to the standards for natural hair.
- E. Not allow the sideburns to extend below a horizontal plane from the bottom of the ear. The forward edge is to be a vertical line from the top of the ear downward (no “Mutton Chops”). This section does not apply if growing a beard.
- F. A neatly groomed and maintained mustache, goatee, or beard is authorized for uniformed and plainclothes officers and employees of the Department. Beards and goatees must be worn with a mustache. Facial hair must not be longer than a quarter (1/4) inch in length. If you have a beard or goatee, no portion of the beard/goatee may be exceptionally longer than the rest. If you have just a mustache, it shall not extend below a horizontal point extending from the corners of the mouth, nor extend more than ¼ inch beyond a vertical line drawn at the corner of the mouth. This policy is not intended to modify or restrict grooming standards for law enforcement officers assigned to undercover investigative units.
- G. Law enforcement officers of the Honor Guard shall be clean shaven and not have a beard or goatee while participating in an Honor Guard event.
- H. Supervisors are responsible for administration and ensuring compliance with this policy.
- I. If there is a disagreement over whether a beard or hairstyle meets the requirements of this policy, the Chief of Police or their designee will be the ultimate decision maker.
- J. In order to ensure compliance with the WPPD Respiratory Protection Program, law enforcement officers with facial hair or a beard must have the ability to shave while at work should the situation arise.

~~130-7 FACIAL HAIR:~~

- ~~A. The Chief of Police or his/her designee reserves the right to direct personnel to shave and/or to deny authorization of facial hair. A scruffy appearance resulting from a simple failure to shave will not be acceptable. All facial hair shall be of a naturally appearing hair color and represent an overall neat, polished, and professional appearance.~~

- ~~1. Members will keep their sideburns closely trimmed, and will not allow them to extend below the bottom of the ear lobe. Sideburns will be squared at the bottom.~~
- ~~2. Mustaches:~~
 - ~~a. Mustaches shall be symmetrical in shape and shall be uniformly trimmed.~~
 - ~~b. Mustaches shall be of a conventional type and conform to the natural lip line. They shall be neatly trimmed, and not present a bushy or unkempt appearance.~~
 - ~~c. Mustache hair shall not be more than one half inch in thickness/length, and not extend onto or covering the upper lip, nor extend beyond or below the corners of the mouth.~~
- ~~3. Beards and Goatees:~~
 - ~~a. Beards and goatees shall be symmetrical in shape and shall be uniformly trimmed.~~
 - ~~b. Beard and goatee hair shall not be more than one half inch in thickness/length at its longest point.~~
 - ~~c. Beards and goatees shall be a consistent length throughout.~~
 - ~~d. Goatees shall follow the natural arch of the mouth, follow a defined cheek line and be kept neatly trimmed and clean at all times. The neck shall be clean shaven.~~
 - ~~e. Beards shall follow the jaw line and be kept neatly trimmed and clean at all times. The neck shall be clean shaven.~~
- ~~B. Handlebar, Fu Manchu, horseshoe, toothbrush, chin strap, chevron, soul patch and other exotic facial hair styles are prohibited. If there is any question as to whether a style conforms to agency standards, the member shall consult with their division chief for a determination on the style's conformance.~~
- ~~C. Members of the Honor Guard shall be clean shaven and not have a beard or goatee while participating in an Honor Guard event.~~

130-8 FINGERNAILS:

- A. Fingernails shall be neatly trimmed, and for sworn-members of the department, shall not exceed 1/2 inch from the end of the finger.
- B. Female Members of the department in uniform may wear polish that is a single, conservative color or a natural/neutral color that does not distract from the professional image of the uniform.

130-9 Contact Lenses, Eye Tattooing, Cosmetics, Fragrance:

~~No employee shall~~ Members of the Department shall not:

- A. Wear contact lenses that are not of a natural eye color. Lenses which are red, orange, silver, or any unnatural-looking color (any color which when worn creates an unnatural appearance to the eye), and any lenses with a visible graphic design and marking are prohibited. Any display of any injectable dye in the eye (eye tattooing) ~~is prohibited~~ other than for verified medical purposes is prohibited.
- B. Wear cosmetics that do not comply with the following guidelines:
 - 1. If worn, makeup shall be applied conservatively, to complement the individual's complexion, skin tone, and clothing. Exaggerated or faddish cosmetic styles are prohibited.
 - 2. Lipstick and nail polish are to be pale or subtle shades. Unnatural colors such as purple, gold, blue, black, multiple colors, and decorative nail ornamentation are prohibited when in uniform.
- C. Wear fragrances to such a degree that they cause a lingering odor even when the employee is no longer present, or when the wearing of fragrances causes irritation to others sharing the general work area.

130-10 SUNGLASSES:

~~Sunglasses shall have gold, silver, brown, or black frames and be conservative in appearance.~~

Sunglasses may be worn but shall be conservative in nature in unison with the WPPD issued uniform.

130-11 TOBACCO PRODUCTS:

The City of Winter Park is a tobacco-free workplace. Members of the department may not smoke, vape, or use any other tobacco products on City property at any time, including City buildings or while operating City vehicles or other City equipment, or on any City grounds, such as parking lots, parks, golf course or otherwise. Similarly, City employees are not allowed to smoke or use any tobacco products at any time while acting within the scope of City employment (City Personnel Policy Manual section 11.09).

130-12 EXCEPTIONS:

- A. Those ~~members~~ law enforcement officers who are assigned to plainclothes duty and whose assignments require an unconventional appearance may be exempt from the above listed standards.
- B. Any other exemption for any reason must be approved by the Chief of Police.

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/revised: JEA10-11 /revised: KG06-18 /revised: KG02-20 /revised: PM06-21/revised: JJM 08-22



Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Firearms Training Range	SOP #: 168
Rescinds:	SOP #: 209, Dated 03-29-98	Amends:
Effective:	September 6, 2022	Pages: (04)
Attachments:		

168-1 PURPOSE:

To ensure a safe environment for all sworn law enforcement officers and civilian personnel employees of the Department who enter the Winter Park Police Department (WPPD) indoor shooting range.

168-2 DEFINITIONS:

Law enforcement officer - A member, as defined by statute, who is certified by 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.

Civilian – A paid full- or part-time person who is not certified and does not possess arrest powers.

Member - A generic term to describe all agency personnel, including law enforcement officers, paid civilian personnel, volunteers, auxiliary officers, and part-time personnel.

168-3 POLICY:

It shall be the policy of the Winter Park Police Department WPPD that all members of the department sworn members adhere to the following procedures when using the Winter Park Police Department WPPD indoor shooting range.

168-4 RANGE FACILITY:

The Winter Park Police Department WPPD indoor shooting range, located on Temple Trail, shall be maintained so as to meet the minimum standards established for an indoor range by the Florida Criminal Justice Standards and Training Commission to ensure the safe and proper use of the firearms training range.

168-5 UNLOADING WEAPONS:

At the direction of the Range Master or Firearms Instructor, weapons shall be unloaded only at the firing line.

168-6 HOLD HARMLESS AGREEMENT:

The following personnel must sign a Hold Harmless Agreement prior to utilizing the range.

A. All Civilian ~~Personnel~~ employees.

~~B. Personnel from other law enforcement agencies. excluding the Winter Park Police Department and Maitland Police Department.~~

168-7 WEAPON HANDLING:

All weapons will be handled as if they were loaded.

Weapons will be pointed down range at all times while on the firing line.

Weapons will not be loaded until the command to load is given by a ~~Range Officer~~ Firearms Instructor.

No person will advance forward of the firing line until the line has been declared clear and safe by the ~~Range Officer~~ Firearms Instructor.

The firing line will be considered safe by the ~~Range Officer~~ Firearms Instructor when all weapons are unloaded or holstered.

Shooters will shoot only from designated areas.

Shooters will use only those targets supplied by the training section.

Shooters and/or users of the range or classrooms facilities are responsible for cleanup/ maintenance of the areas used by them.

168-8 SAFETY VIOLATIONS:

The Range Master and ~~Range Officers~~ Firearms Instructors are responsible for the range and will be authorized to enforce safety regulations, regardless of rank. Safety violations will not be tolerated.

168-9 RANGE SCHEDULING:

All scheduling shall be done through the ~~Winter Park Police Department~~ WPPD.

168-10 RANGE USE REQUIREMENTS:

All personnel using the range will be accompanied by a Certified Firearms Instructor/~~Range Officer~~ unless otherwise authorized by the Chief of Police.

168-11 ALCOHOLIC BEVERAGES:

At no time will any alcoholic beverage, **or** narcotic drugs ~~or stimulants~~ be allowed on the range. No one under the influence of above items will be permitted access to the range.

All violations of this section will be reported to the Range Master, **Training Lieutenant or Captain** ~~and to the Chief of Police~~. The Range Master will write a report of the incident, on memo form, to the Chief of Police. Disciplinary action will be in accordance with **Policy** for any violations of this section.

168-12 UNAUTHORIZED FIREARMS:

No armor-piercing ammunition or ammunition containing steel, i.e. steel core or jacket, will be fired at the ~~Winter Park Range~~ **WPPD indoor shooting range**.

At no time will any ammunition exceeding **2800** ~~2200~~ feet per second be fired.

No fully automatic weapons will be permitted to be fired on the range unless a State Certified Firearms Instructor/~~Range Officer~~ from the ~~Winter Park Police Department~~ WPPD is present.

168-13 CARE OF THE FIREARMS TRAINING RANGE:

Members of WPPD ~~Any person(s)~~ **or other** organizations that uses the range shall be responsible for cleaning of all brass and trash before leaving the range. Failure to do so may result in suspension of range privileges.

168-14 RANGE SECURITY:

Any problems that may be encountered concerning the security of the range are to be reported to the Range Master, or if after duty hours, to the on-duty shift supervisor.

168-15 WINTER PARK POLICE DEPARTMENT ~~RANGE OFFICER~~/RANGE MASTER RESPONSIBILITIES:

Pursuant to Florida Criminal Justice Standards and Training Commission, a **Certified Firearms Instructor** shall be appointed as ~~Range Officer~~/Range Master for the purpose of coordinating and managing all aspects of firearms training at the range.

The ~~Range Officer~~/Range Master may appoint another ~~member~~ **law enforcement officer** of the ~~department~~ **WPPD**, who is a qualified/**Certified Firearms Instructor**, to act as an assistant, or to act in place of the Range Master in his/her absence.

The ~~Range Officer~~/Range Master shall be responsible for the overall general maintenance and security of the range. The Range Master shall coordinate any required maintenance or repair to the range with the necessary parties.

The Range Master and his/her designee shall have a set of keys to the range to allow inspection and use of the range. The Range Master or his/her designee will make periodic inspections of the range.

The Range Master shall coordinate any requests for usage of the range as authorized by the Chief of Police.

The ~~Training Lieutenant~~ Range Master shall ~~maintain~~ ~~provide~~ the firearms proficiency and qualification records of all ~~sworn personnel~~ ~~law enforcement officers~~ trained by the ~~Winter Park Police Department~~ ~~WPPD~~ to the Training Officer.

The ~~Training Lieutenant~~ Range Master shall maintain a record of all courses of fire used to qualify all personnel trained by ~~the Winter Park Police Department~~ ~~WPPD~~.

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Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title: Off-Duty Employment **SOP #: 181**

Rescinds: SOP #: 241, Dated 02-29-00 **Amends:**

Effective: September 6, 2022 **Pages:** (03)

Attachments:

181-1 PURPOSE:

The purpose of this ~~directive~~ Policy is to regulate the off-duty employment of the Winter Park Police Department (WPPD) law enforcement officers. Policies and procedures related to extra-duty employment, which requires the use of law enforcement authority as a condition of employment, and applies to law enforcement officers, is be outlined in SOP 180, Extra-Duty Employment.

181-2 POLICY:

It is the policy of the ~~Winter Park Police Department~~ WPPD to regulate the off-duty employment of ~~its personnel~~ law enforcement officers to safeguard against conflicts of interest and the appearance of impropriety, and to ensure the employment is not in conflict with ~~Department~~ WPPD objectives.

181-3 PROCEDURE:

All ~~members~~ law enforcement officers desiring to acquire off-duty employment must first prepare an off-duty employment request in memo format and submit it to the Chief of Police through their immediate supervisor. This does not apply to extra-duty employment. Refer to SOP 180 for those processes.

181-4 DEFINITION:

Off-duty employment shall mean employment of a ~~member~~ law enforcement officer outside of the ~~Winter Park Police Department~~ WPPD in which the member provides no law enforcement authority as a condition of their employment ~~police service~~.

181-5 APPLICATION REVIEW:

- A. The ~~member's~~ law enforcement officer's immediate supervisor shall review the off-duty employment request and forward the request, with his/her recommendation, through the proper chain of command. When making a recommendation, the supervisor will consider the following:

1. The employee's present performance of duties;
2. The employee's present assignment requirements;
3. Adherence to City Personnel Policy Manual;
4. The nature of the employment

181-6 ADMINISTRATIVE REVIEW:

The off-duty employment request will continue through the chain of command until received by the Chief of Police. The Chief of Police will review all recommendations and grant or deny the application. Once approved by the Chief of Police the request will be forwarded to the Civil Service Board pursuant to the Civil Service Code. The approved or denied request will be returned to the employee with any conditions attached.

181-7 PROHIBITED OFF DUTY EMPLOYMENT:

- A. Noncompliance with the following conditions will serve as grounds to deny or revoke off-duty employment requests and privileges:
 1. Employment will not be performed during employees' normal duty hours;
 2. Employment will not interfere or conflict with police duties or availability for emergency duty;
 3. Employment will not be permitted if ~~Winter Park~~ WPPD badge, firearm, uniform, or authority is a condition of employment.
 4. Employment will not affect the ability to perform police duties efficiently. This will be grounds for the revocation of the permission.
 5. Employment will not cause excessive sick time/unscheduled Personal Time Off (PTO).
 6. Employment will not include any action in violation of Florida State Statute (FSS) 561.25 (alcoholic beverage establishments).
 7. Employment will not be located within the agency's jurisdiction, unless authorized by the Chief of Police.
 8. ~~Employees~~ Law enforcement officers will not be permitted to accept jobs that are related to, or concerned with matters which the ~~Police Department~~ WPPD is required to inspect or license, unless authorized by the Chief of Police.
 9. ~~Employees~~ Law enforcement officers will not work while reporting in sick or on sick leave.

10. ~~Employees~~ Law enforcement officers, who have previously been approved for off-duty employment and suffer an injury or disability that prevents them from performing police duties, may continue to be employed in their off-duty employment providing the off-duty employment is not inhibited by the injury.

Note: (In the above case the law enforcement officer will produce medical documentation that the off-duty employment will not hinder the employee's return to full time status, i.e. rest or therapy).
11. In the event ~~an~~ a law enforcement officers is receiving workers' compensation, off-duty employment earnings will be reported to the workers' compensation carrier.
12. No ~~employee~~ law enforcement officer will be approved for new off-duty employment while out on sick leave or disabled.
13. ~~Employees~~ Law enforcement officers will not change jobs or assignments within an organization without notifying the Chief of Police.
14. Employment will not require the appearance in court in any matter that discredits, conflicts, or relates to matters of the ~~Police Department~~ WPPD or the City of Winter Park.
15. Employment will not include the participation in strike or labor disputes.
16. Employment will not cause a conflict of interest nor an appearance of a conflict of interest.
17. After initial approval, an annual request must be made for re-approval to the Chief of Police. The annual request will then be forwarded to the Civil Service Board.

181-8 REVOCATION OF OFF DUTY EMPLOYMENT

- A. If an off-duty employment is found to be a violation of any part of this policy, a law enforcement officer can have their off-duty employment suspended by the Chief of Police or their designee.
- B. The suspension of the off-duty employment will remain in effect until a Civil Service Board review.

Drafted: WM03-97/filed: 241.doc/revised: MD10-03/reviewed: JEA 10-11/reviewed: PM 08-22



Timothy Volkerson
Chief of Police

Title:	Persons in Crisis	SOP #: 240
Rescinds:	SOP #: 242, dated 03/01/2016 SOP #: 243, dated 10/23/2003	Amends:
Effective:		Pages: (09)
Attachments:	"A" Juvenile Baker Act Waiver	

The purpose of this policy is to establish uniform procedures and guidelines for law enforcement officers to respond to and handle persons in crisis.

It is the policy of the Winter Park Police Department (WPPD) that any contact with an individual in a possible mental crisis be treated with dignity and the utmost concern for their safety and well-being, as well as the safety of those around them. Any response resulting in such contact shall follow all federal, state and local laws, to include the Florida Mental Health Act (Chapter 394, Florida State Statute (FSS)). However, the WPPD recognizes that its law enforcement officers are not trained medical professionals and may be required to make decisions based on limited contact with the individual in question.

It is the policy of the WPPD to conform to current state law regarding treatment and services for substance abuse impaired individuals. Any response resulting in such contact shall follow all federal, state and local laws, to include the Florida Hal S. Marchman Alcohol and Other Drug Services Act (Marchman Act, Chapter 397, FSS).

It is the policy of the **WPPD** to train its **law enforcement officers** in Crisis Intervention and outline specific training and deployment procedures for the response to Baker Acts and Marchman Acts. ~~in accordance with the Florida Mental Health Act and Florida State Statutes (FSS) Chapter 394.~~

- A. Crisis Intervention Team (CIT) – law enforcement officers specially trained and designated to handle situations involving the mentally ill in crisis.
- B. Mental Illness – A range of conditions, each with its own specific characteristics including, but no limited to:
 - 1. Schizophrenia

2. Bipolar and related disorders
 3. Depressive disorders
 4. Post-traumatic stress disorder (PTSD)
 5. Other personality disorders
 6. Other mental illnesses as defined in the DSM-V (Diagnostic and Statistical Manual of Mental Disorders, 5th Edition) as published by the American Psychiatric Association) that can cause disturbances in the thinking, feeling and relating with others or the environment.
- C. Service Provider – a public agency, a private for-profit or not-for-profit agency, a person who is a private practitioner, or a hospital, as defined by Chapter 397 FSS.

240-4 CRISIS INTERVENTION TEAM (CIT) TRAINING:

Any law enforcement officers or non-sworn communications dispatcher may request to attend the basic 40-hour CIT training conducted by Aspire Health Partners. All school resource officers (SRO) shall attend CIT training.

240-5 UTILIZATION OF A CIT TRAINED MEMBER:

- A. Law Enforcement officers who have successfully completed Crisis Intervention Team CIT training only handle those incidents that do not rise to the level of a high-risk incident as outlined in SOP #: 265, Unusual Occurrences.
- B. When possible, a CIT trained law enforcement officer shall be dispatched to calls or incidents involving a confirmed or suspected mentally ill person in crisis. A crisis could consist of a person having delusions, refusing to take prescribed medications, erratic behavior, causing a disturbance, threats or occurrence of self-injury, threats or occurrence of injury to another, talking to themselves or other activity or behavior that causes alarm or concern to the average person.
- C. The first CIT law enforcement officer on the scene shall be responsible for the entire call or incident, to include dialogue with the mentally ill person in crisis, determining appropriate action to be taken and all necessary paperwork. Other law enforcement officers on the scene shall provide backup as needed. The CIT law enforcement officer shall maintain responsibility of the call or incident until completed or relieved by a supervisor.
- D. If a mentally ill person meets the criteria for involuntary examination under the Baker Act statute or the Marchman Act statute, the law enforcement officer will take that person into custody pursuant to the directives in this policy.

- E. In the event ~~the~~ a person, arrested on a criminal charge, is being transported to jail has made threats to harm them self or another, a mental health referral form shall be completed and submitted to the booking officer along with the arrest affidavit.
- F. The CIT trained law enforcement officer will also complete the crisis intervention tracking/hazard section of the Cafe report.

240-6 BAKER ACT:

It is the policy of the WPPD to transport individuals to mental health facilities for evaluations when the responding law enforcement officer determined that the individual meets the criteria set forth in Chapter 394.463 FSS, Involuntary Examination.

240-7 PROCEDURE FOR INVOLUNTARY EXAMINATION UNDER THE BAKER ACT:

Law enforcement officers shall adhere to the following procedures as they relate to the criteria and transportation of individuals for the purpose of an involuntary examination.

- A. Law enforcement officers shall utilize the following criteria to determine if an individual is ~~in need~~ needs of an involuntary examination:

The law enforcement officer has reason to believe that the individual is mentally ill and because of his/her mental illness:

1. The person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; OR the person is unable to determine for him or herself whether examination is necessary.

AND

2. Without care or treatment, the person is likely to suffer from neglect or refuse to care for himself or herself. Such neglect or refusal poses a real and present threat of substantial harm to his or her well-being, and it is not apparent that such harm may be avoided through the help of willing family members or friends or the provision of other services; OR

There is substantial likelihood that without care or treatment, the person will cause serious bodily harm to himself or herself or others in the near future, as evidenced by recent behavior.

- B. ~~Members~~ Law enforcement officers shall take a person who appears to meet the criteria for involuntary examination into custody and deliver the person or have him/her delivered to the appropriate, or the nearest receiving facility within the designated receiving system, for examination. ~~The appropriate receiving facility is that facility in closest proximity to the Winter Park jurisdiction.~~

- C. Persons who are physically aggressive and who are considered to be dangerous to themselves or others shall be followed to the appropriate receiving facility by the investigating **law enforcement officer** if the person is transported by other means (i.e. ambulance). If an **law enforcement officer** determines that the person represents a safety risk to emergency responders, the officer may also ride in the fire/rescue vehicle to the receiving facility.
- D. At the appropriate receiving facility, the investigating **law enforcement officer** shall turn the person over to the facility staff, complete all necessary reports and forms, then return to duty once the facility accepts the individual as a patient.
- E. **The law enforcement officer** accompanying persons who are being admitted to a hospital emergency room under the Baker Act shall remain with the person until the person is secured in the appropriate treatment area or the **law enforcement officer** is released by the attending physician.
- F. **The law enforcement officer** shall be responsible for furnishing the appropriate paperwork for persons admitted under **law enforcement** officer-initiated Baker Acts.
- G. **The law enforcement officer** shall obtain a copy of the Baker Act paperwork for report purposes.

240-8 INVOLUNTARY EXAMINATION REPORT FOR BAKER ACT:

- A. To admit an individual for involuntary examination **the law enforcement officer** is required to complete State Form 3052A detailing the circumstances under which the person was taken into custody. The form is then made a part of the person's clinical record.
- B. ~~Members~~ **The law enforcement officer** shall also complete a Department **incident** report and attach a copy of the completed Form 3052A with the incident report.
- C. State Form 3052 is a confidential portion of the patient's medical record and will not be released to the public. Police reports are public records and must be reviewed and redacted as required by public record laws prior to release.

240-9 REQUESTS FOR INVOLUNTARY COMMITMENT BY MEDICAL PROFESSIONALS AND EX PARTE ORDERS:

- A. If an **law enforcement officer** responds to medical office/facility and the attending physician, clinical psychologist, psychiatric nurse, or clinical social worker is recommending the initiation of a Baker Act, the **law enforcement officer** may transport the person if the **law enforcement officer** observes behavior which meets the criteria to Baker Act the individual. If after arrival on scene, the **law enforcement officer** does not witness behavior which meets the criteria for involuntary examination, the **law enforcement officer** shall request the medical facility to contact a private medical transport company or the Orange County Sheriff's Office for transport.

- B. A physician, clinical psychologist, psychiatric nurse, or clinical social worker may execute a certificate stating that he or she has examined the person within the preceding 48-hours and finds that the person appears to meet the criteria for involuntary examination and stating the observations upon which that conclusion was based. Officers will not transport those who are involuntarily committed by certificate of a medical professional. Medical professionals seeking assistance in transportation should be referred to a private transport company or the Orange County Sheriff's Office.
- C. Municipal police agencies do not have the authority to serve or transport a mental health patient based on a Court's ex parte order. Transportation of a mental health (and a substance abuse) ex parte order must be done by the Orange County Sheriff's Office.
- D. When the ~~agency~~ department is requested to serve an Ex Parte Order under FSS Chapter 394 or FSS Chapter 397, ~~agency~~ department law enforcement officers shall refer and/or transfer the caller/requestor to the Orange County Sheriff's Office. ~~Officers~~ WPPD law enforcement officer should not serve the order or transport that person as it is outside of the agency's legal authority.

240-10 TAKING FIREARMS OR AMMUNITION DURING A BAKER ACT:

- A. When a law enforcement officer takes a person into custody under a Baker Act, the law enforcement officer may take possession of firearms or ammunition under any of the following circumstances.
 - 1. ~~Officers~~ Law enforcement officers may seize any firearms or ammunition in the person's possession if:
 - a. They pose a danger to themselves or others; AND
 - b. They make a credible threat to harm another person.
 - 2. If the person is taken into custody at their residence, law enforcement officers may ask them to voluntarily surrender any firearms or ammunition that are inside the home.
 - 3. If the firearms or ammunition are not voluntarily surrendered, or if the person taken into custody has additional firearms or ammunition, the law enforcement officer or ~~agency~~ department may petition the court under FSS Chapter 790, Section 401 FSS for a Risk Protection Order against the person. Refer to SOP: 241, Risk Protection Orders for additional information and procedures.
- B. Firearms or ammunition that have been seized or surrendered shall be submitted into evidence according to the procedures in SOP: 390, Property & Evidence.
- C. Any firearms or ammunition seized or voluntarily taken into custody during a Baker Act response shall be made available for return within 24-hours of the person providing documentation that he/she is no longer subject to involuntary examination and has been

released from, or discharged from any inpatient or involuntary outpatient treatment provided, and the person is not subject to a firearm disability to include the person being the subject of a Risk Protection Order. The actual process to return seized/surrendered firearms or ammunition may not take more than 7 days per FSS Chapter 394 Section 463(2)(d)3 FSS.

240-11 RISK PROTECTION ORDER:

- A. When ~~an officer~~ a law enforcement officer takes a person into custody under a Baker Act and the law enforcement officer believes the person may be a candidate for a Risk Protection Order, the officer shall include the following information and facts in their ~~agency~~ department (IT) report.
- B. Statements made to law enforcement regarding threats to themselves or others.
- C. Observations by the officer including the reason for the Baker Act.
- D. Mental health history, if known.
- E. Firearms and/or ammunition taken into custody, or to which the person has access.

NOTE: If family members or witnesses are expressing concerns regarding the person's use/threats of violence and/or weapons, the law enforcement officer shall attempt to get a sworn statement from that individual documenting the facts leading up to their fears and include the statement in the case file.

- F. Police reports documenting an individual who makes threats to harm them self or another, and who has possession or access to firearms, will be forwarded to the Department General Counsel for review and consideration for a Risk Protection Order. The reporting law enforcement officers and their immediate supervisor are responsible to ensure that these reports are properly forwarded to the General Counsel by the end of the law enforcement officer's work shift.
- G. The reporting law enforcement officer or their immediate supervisor shall also email the Criminal Investigations Division Sergeant and Lieutenant, providing the case number and notification that the individual may be considered for a Risk Protection Order.
- H. For additional information and procedures relating to Risk Protection Orders, refer to SOP: 241, Risk Protection Orders.

240-12 MARCHMAN ACT:

Law enforcement officers shall adhere to Chapter 397 ~~of the Florida State Statutes~~ FSS (The Hal S. Marchman Alcohol and Other Drug Services Act of 1993). Hal Marchman when implementing protective custody measures for any adult or minor who appears to meet the criteria for substance abuse impairment as outlined in this chapter.

240-13 NEXT OF KIN DOCUMENTATION REQUIREMENTS FOR BAKER ACT AND HAL MARCHMAN:

In the report that law enforcement submits to a Baker Act facility for an involuntary evaluation, the report must include all emergency contact information for the person that is readily accessible to the law enforcement officer, including information available through electronic databases maintained by the Department of Law Enforcement or by the DHSMV. Such information shall only be used by the facility to inform listed emergency contacts of the patient's whereabouts.

240-14 PROCEDURE FOR INTOXICATED PERSONS:

Law enforcement officers of the ~~Winter Park Police Department~~ WPPD coming in contact with any person appearing to be substance abuse impaired or in need of help shall:

- A. Remove the subject from any danger, i.e., roadway, etc.
 - 1. Search the subject for any identifying device indicating any medical disabilities, i.e., Medic-Alert bracelets or necklaces, etc.
 - 2. If the subject has a disability related to medical problems, take immediate steps to insure proper medical treatment.
 - 3. Have Winter Park Fire Rescue respond, if needed. Winter Park Fire Rescue (WPPFD) will determine if the individual requires transportation to a medical facility.
- B. Determine whether or not the subject has committed any criminal acts.
- C. If the subject has committed a criminal act:
 - 1. Arrest and process;
 - 2. Transport the prisoner to Orange County Central Booking Facility.
- D. When the subject has not committed a criminal act and he/she consents, the subject may be transported (by cab or a responsible person) to:
 - 1. The subject's home; or
 - 2. A service provider.

240-15 INCAPACITATED/INVOLUNTARY ADMISSION UNDER THE MARCHMAN ACT:

When the subject is incapacitated or refuses consent, the subject may be admitted involuntarily if he/she meets the following criteria established in Marchman Act, Chapter 397.675 FSS.

- A. The person has lost the power of self-control with respect to substance use; and either;
 - 1. Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on him/herself or another; or
 - 2. ~~Is in need of~~ Needs substance abuse services and, by reason of substance abuse impairment, his/her judgment has been so impaired that the person is incapable of appreciating his/her need for such services. ~~The and of making of~~ a rational decision in regard thereto. However, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his/her need for services.
- B. The subject shall be transported to:
 - 1. A hospital.
 - 2. A service provider.
 - 3. The predetermined detoxification center.
 - 4. If necessary, and for medical reasons only, ~~members~~ law enforcement officers may take a subject into protective custody under the provisions of the Baker Act (Chapter 394 Section 463 FSS) if those criteria are also met.
- C. The ~~member~~ law enforcement officer taking an adult into protective custody involuntarily shall notify the nearest relative, unless the adult requests that there be no notification.

240-16 JUVENILE BAKER ACTS AND MARCHMAN ACTS:

- A. In cases involving juveniles, ~~members~~ law enforcement officers shall notify the parent, guardian, or nearest relative of the child. Every effort should be made to have the child returned home to his/her parent or guardian if appropriate.
- B. If a juvenile is placed under arrest, he/she shall be transported to the Juvenile Assessment Center (JAC).
- C. A juvenile who is under evaluation for involuntary examination under Chapter 394 Section 463 FSS may be turned over to their parent or guardian if, after conscientious explanation and disclosure of the purpose of the examination, the parent or guardian:
 - 1. Does not want the WPPD to take the juvenile to a mental health receiving facility; and
 - 2. Agrees to immediately take the juvenile to a health treatment center for a voluntary examination; and

3. Signs the Juvenile Baker Act Waiver (Attachment "A") agreeing to take full responsibility for the juvenile.

NOTE: Law enforcement officers should consider the individual circumstances of each situation when deciding whether to turn the juvenile over to their parent or guardian versus taking the juvenile for an involuntary examination.

- D. Juveniles taken into custody under provisions of the Marchman Act shall not be transported to Orange County Central Booking Facility. If the juvenile is not under arrest, he/she may be transported to the Addiction Receiving Facility (ARF) after verifying that they have available space. Law enforcement officers must notify the nearest relative of a minor in protective custody for Marchman Act and must notify the nearest relative or other known emergency contact of an adult, unless the adult requests that there be no notification. The officer must document the notification and any attempts at notification in the written report detailing the circumstance under which the person was taken into custody.

240-17 INVOLUNTARY ADMISSION REPORT UNDER THE MARCHMAN ACT:

For all involuntary transports under a Marchman Act, law enforcement officers shall prepare an incident report and include the Marchman Act Form.

240-18 USE OF FORCE DURING PROTECTIVE CUSTODY:

- A. When taking an individual into protective custody under a Baker Act or Marchman Act the minimal amount of force necessary to take the person into custody should be used.
- B. If an individual suspected of being a Baker Act candidate is believed to be located within their own residence alone without anyone else in danger, and has rejected assistance, the officer may consider leaving the individual in their residence without forced entry if no other exigent circumstances exist. Approval of the on-duty Watch Commander shall be required under these circumstances.

240-19 TRANSPORTATION OF PERSONS WHEN ADMISSION IS VOLUNTARY:

- A. The transportation of a person for voluntary admission to a treatment facility shall be accomplished by family members in a private vehicle, if possible.
- B. A private request for ambulance transportation should be considered as the most appropriate alternative. The relationship of the ~~police officer~~ law enforcement officer in the case of voluntary admissions is advisory only. If family members are not available, the law enforcement officer may provide transportation, with permission of a supervisor.
- C. Any doubts concerning the procedures specified in this policy should be resolved in favor of protection of life and property of citizens and ~~members~~ law enforcement officers.

240-20 PROTECTION OF DEPARTMENT MEMBERS AND CRIMINAL ACT:

Officers acting in good faith in compliance with the provisions of the Baker Act or Marchman Act are immune from civil or criminal liability for their actions in connection with the admission, diagnosis, treatment or discharge of a person to and from a facility.

Per Chapter 394, Section 463(5) FSS, it is a criminal act to knowingly and willfully furnish false information for the purpose of obtaining emergency or other involuntary admission of another (into a Baker Act facility).

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

Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	September 6, 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	September 6, 2022
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Fire Department

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