



Civil Service Board Regular Meeting

Agenda

September 5, 2023 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Avenue | Winter Park, Florida

welcome

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"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 1, 2023](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Firefighter Permanent Status Approval](#) 2 minutes
 - FF Brian Discoll
 - FF Isaiah Mathis
 - FF Keyn York
 - b. [Fire Department SOG's](#) 10 minutes
 - SOG 233 Selection, Care, Maintenance and Protective Ensembles for Structural Firefighting
 - SOG 310 Emergency Medical Services and Patient Transport
 - SOG 311 Special EMS Scene Operations
 - SOG 318 Post Exposure Prophylaxis Administration
 - c. [Police Department SOP'S](#) 5 minutes
 - SOP 140 Professional Standards
 - SOP 250 Handcuffing, Searching and Transporting Persons
 - SOP 260 Agency Owned Vehicular Utilization
 - SOP 269 Active Assailant Response (new)
 - SOP 385 Community Service Officer Program
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Fire Department](#) 2 minutes
 - b. [Police Department](#) 2 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	September 5, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for August 1, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[August 1, 2023.pdf](#)



Civil Service Board Regular Meeting Minutes

August 1, 2023 at 4:00 p.m.

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

Present

Present in Person: Vice Chairman Stockton Reeves, Chief Examiner Mary Daniels, Board Members: Bill Segal, Javier Rodriguez-Police Representative and Tod Meadors-Fire Department Representative. Also Present: Police Chief Tim Volkerson, Division Chief Dan Devlin and Recording Secretary Kathy Reed.

Absent: Chairman Steve Stutzer
Terry Hotard.
Chief Dan Hagedorn

(1) Call to Order

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

(2) Consent Agenda

Minutes for June 6, 2023

Motion made by Mr. Rodriguez and seconded by Mr. Meadors to approve the minutes from the June 6, 2023 Regular Meeting. Motion carried unanimously with a 5-0 vote.

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

None

(4) Action Items (taken out of order)

Vice Chairman Reeves asked if any board member had any objection to reviewing and approving the SOG's and SOP's together. No objections were noted.

a. SOG 236-Post Fire Gross Decontamination

b. SOG 241-Mass Causality Incidents

J. Approval of SOP's Police

SOP 125-Training Standards

SOP 175-Separation from Employment

SOP 340-Canine Teams

SOP 390-Property and Evidence

Motion was made by Mr. Meadors and seconded by Mr. Rodriguez to approve the two SOG'S listed above. Motion carried unanimously with a 5-0 vote.

Next, a motion was made by Mr. Rodriguez and seconded by Mr. Meadors to approve the four SOP's listed above. Motion carried unanimously with a 5-0 vote.

c. Outside Employment Request-Fire

Division Chief Devlin asked board members to approve the Outside Employment request of Firefighter Drew Schauman to work as a realtor. Motion was made by Mr. Segal and seconded by Mr. Rodriguez to approve the Outside Employment request of Firefighter Drew Schauman. Motion carried unanimously with a 5-0 vote.

d. Request to hold a hiring process for the position of a Firefighter

Division Chief Devlin requested permission to hold a hiring process for the position of a Firefighter. Motion was made by Mr. Meadors and seconded by Ms. Daniels to approve the request to hold a hiring process for the position of a firefighter. Motion carried unanimously with a 5-0 vote.

e. Sergeant's Eligibility List

Chief Volkerson requested board members to certify the Sergeant's Eligibility List. Motion was made by Mr. Rodriguez and seconded by Ms. Daniels to certify the Sergeant's Eligibility List. Motion carried unanimously with a 5-0 vote.

f. Lieutenant's Eligibility List

Chief Volkerson requested board members to certify the Lieutenant's Eligibility List. Motion was made by Mr. Rodriguez and seconded by Ms. Daniels to certify the Lieutenant's Eligibility List. Motion carried unanimously with a 5-0 vote.

g. Off Duty Employment List

Chief Volkerson requested board members to approve the Off-Duty Employment List of officers who currently have off duty employment. Motion was made by Mr. Meadors and seconded by Mr. Segal to approve the Off-Duty Employment List. Motion carried unanimously with a 5-0 vote.

h. Applicant Interview-Isaias Batista

Deputy Chief Suepat introduced and gave a brief background on Police Officer Applicant Isaias Batista. Mr. Batista responded to questions made by board members. A motion was made by Mr. Segal and seconded by Ms. Daniels to certify applicant Batista. Motion carried unanimously with a 5-0 vote.

i. Request to hold a Civil Service Test

Chief Volkerson requested permission to hold a Civil Service Test. Motion was made by Mr. Rodriguez and seconded by Ms. Daniel to hold a Civil Service Test. Motion carried unanimously with a 5-0 vote.

(5) Non-Action Items
None

(6) Staff Updates

a. Police Department

- 5 open positions.

b. Fire Department

- Fully staffed.

7) Board Comments

Brief discussion was held concerning Fix 426.

(8) Upcoming Agenda Items

None

(9) Adjournment

Minutes approved by the board on the ____ day of August, 2023.
/s/ Recording Secretary Kathleen Reed



Civil Service Board agenda item

item type	Action Items	meeting date	September 5, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Firefighter Permanent Status Approval

- FF Brian Discoll
- FF Isaiah Mathis
- FF Keyn York

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Action Items	meeting date September 5, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Fire Department SOG's

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

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WPFD SOG 233 Selection, Care, Maintenance, and Retirement of Protective Ensembles for Structural Firefighting.pdf](#)

ATTACHMENTS:

[WPFD SOG 310 Emergency Medical Services and Patient Transport.pdf](#)

ATTACHMENTS:

[WPFD SOG 311 Special EMS Scene Operations.pdf](#)

ATTACHMENTS:

[WPFD SOG 318 Post Exposure Prophylaxis Administration.pdf](#)



Winter Park Fire-Rescue department

WPFD.SOG
233

STANDARD OPERATING GUIDELINE

Selection, Care, Maintenance, and Retirement of Protective Ensembles for Structural Firefighting

Date Issued	December 6 th , 2005	Revision No.	IV
Last Review	September 5 th , 2023	Total Pages	22

Purpose: To establish a guideline for the **selection**, care, and maintenance of personal protective equipment for structural firefighting.

Scope: This guideline is to be followed by all **Winter Park Fire Department (WPFD)** personnel ~~of the Department~~. Deviation from this guideline rests with ~~the Deputy Fire Chief or higher within the organization~~ **Division Chief of Safety and Training**.

General: The following guideline is established to provide a program for the proper selection of protective ensembles and elements used by this organization for structural firefighting and is the intent to minimize the safety and health risks associated with poorly maintained, contaminated, or damaged protective equipment.

233.01 Administration and Guidelines

The established guideline shall comply with *NFPA 1851, the Standard on Selection, Care, and Maintenance of Structural Fire Fighting Protective Ensembles*, ~~2001~~ **current** edition. The manufacturer requirements of the protective ensembles shall also be reviewed.

233.02 Selection

~~The Quartermaster shall oversee the selection, care, and maintenance of WPFD's the Department's personal protective equipment.~~

The ~~Deputy Chief~~ **Division Chief of Safety and Training** shall initiate a risk assessment with the goal of establishing the appropriate needs for the personal protective equipment of the organization on an annual basis.



The risk assessment shall consider the following:

- Climate
- Field elevation
- Expected low & high temperature
- Average day and night temperatures
- Average winds
- Average humidity
- Types of incidents responding to
- Frequency of use of ensembles
- Organization's operational strategy and tactics
- Past experiences
- Other issues deemed important

The [Quartermaster](#) shall have the option to contact manufacturers or vendors to field test other protective ensembles and evaluate their equipment for technology changes and organizational needs.

233.03 Training Requirements [for Inspections](#)

~~Inspections-Routine Inspection~~

All members of this organization who have been issued a protective ensemble or ensemble elements shall be trained to perform a Routine Inspection [and cleaning](#) as directed in this document.

The department Quartermaster who has already been trained by the manufacturer's representative may perform training.

Advanced Inspection

The department Quartermaster shall be trained to perform Advanced Inspections as directed by this guideline. The manufacturer or manufacturer's representative of each element shall train selected members and training shall be documented.

~~Cleaning-~~ Routine Cleaning

All members of this organization who have been issued a protective ensemble or ensemble elements shall be trained to perform Routine Cleaning as directed in this guideline. The Quartermaster who has already been trained will perform training.



Advanced Cleaning

The Quartermaster ~~will~~ shall be trained to perform Advanced Cleaning as directed by this guideline. The manufacturer or manufacturers' representative of each element shall train the quartermaster training shall be documented.

Specialized Cleaning

The Quartermaster shall be trained to perform Specialized Cleaning as directed by this document. The manufacturer or manufacturer's representative of each element shall train selected members and training shall be documented.

Repair

The manufacturer's representative will perform all repairs or a resource recognized by the manufacturer of the protective ensemble.

233.04 After-Market Modifications and Alterations

No after-market modifications or alterations of any type to any ensemble or ensemble element unless authorized by the manufacturer. This includes but is not limited to hooks, patches, snaps, belts, paint, decals, etc.

233.05 Manufacturer's Instructions

Where the manufacturer's instructions regarding care and maintenance deviate from this guideline, the manufacturer's instructions shall supersede in all cases.

When issuing new ensembles or ensemble elements, this organization shall provide its members with applicable parts of this document and, a copy of the manufacturer's instructions on care, use, maintenance, limitations, and warnings.

233.06 Limiting Exposure to Soiled or Contaminated Ensembles or Ensemble Elements

Ensembles or ensemble elements that are determined to be soiled or contaminated shall be removed from service, placed in an airtight container, and transported to Fire Station 61 to be cleaned or decontaminated by the Quartermaster.

At no time shall members of this organization transport or store soiled or contaminated ensembles or ensemble elements in department living areas, department apparatus, personal vehicles, or



personal places of residence. At no time shall members of this organization unnecessarily expose themselves, family, other members of this organization, or the public to ensembles and ensemble elements that have been soiled or contaminated.

The Quartermaster shall also become familiar with federal and state OSHA regulations as well as sections 2.5 and A.2.5 of *NFPA 1851 Standard on Selection, Care, and Maintenance of Structural Fire Fighting Ensemble*, and *NFPA 1581 Standard on Fire Department Infection Control Program* with regards to soiled or contaminated ensembles.

~~233.07 — Terminology and Definitions~~

~~The following terms with definitions are recognized by NFPA and may be found in this document or others created in support of this document:~~

~~**Accessories.** Those items that are attached to an ensemble or ensemble element but designed in such a manner to be removable from the ensemble or the element and that are not necessary to meet the requirements of the standard. Such accessories include, but are not limited to, utility belts, harnesses, backpacks, tools, tool packs, radios, radio packs, suspenders, lights, and heat sensing devices.~~

~~**Biological Agents.** Biological materials that could be capable of causing a disease or long-term damage to the human body.~~

~~**Body Fluids.** Fluids produced by the body including, but not limited to, blood, semen, mucus, feces, urine, vaginal secretions, breast milk, amniotic fluids, cerebrospinal fluid, synovial fluid, and pericardial fluid.~~

~~**Carcinogen/Carcinogenic.** A cancer-causing substance which is identified in one of several published lists.~~

~~**Care.** Procedures for cleaning, decontamination, and storage of protective clothing and equipment.~~

~~**Certification/Certified.** A system whereby a certification organization determines that a manufacturer has demonstrated the ability to produce a product that complies with the requirements of a specific standard(s), authorizes the manufacturer to use a label on listed products that comply with the requirements of that standard(s), and establishes a follow-up program conducted by the certification organization as a check on the methods the manufacturer uses to determine compliance with the requirements of that standard(s).~~



~~**Char.** The formation of a brittle residue when material is exposed to thermal energy.~~

~~**Cleaning.** The act of removing soils and contaminants from ensembles and elements by mechanical, chemical, thermal or combined processes.~~

~~**Advanced Cleaning.** The thorough cleaning of ensembles or elements by washing with cleaning agents.~~

~~**Contract Cleaning.** Cleaning conducted by a facility outside the organization that specializes in cleaning protective clothing.~~

~~**Routine Cleaning.** The light cleaning of ensembles or elements performed by the end user without taking the elements out of service.~~

~~**Specialized Cleaning.** Cleaning to remove hazardous materials or biological agents. **Coat.** A protective garment; an element of the protective ensemble designed to provide minimum protection to upper torso and arms, excluding the hands and head.~~

~~**Contamination/Contaminated.** The process by which ensembles and ensemble elements are exposed to hazardous materials or biological agents.~~

~~**Coverall.** A protective garment; an element of the protective ensemble configured as a single piece garment and designed to provide minimum protection to the torso, arms, and legs, excluding the head, hands, and feet.~~

~~**Craze.** The appearance of fine cracks in surface of helmet shell or other smooth surface of an element.~~

~~**Cross Contamination.** The transfer of contamination from one item to another or to the environment.~~

~~**Crown.** The portion of the helmet that covers the head above the reference plane.~~

~~**Crown Straps.** A helmet term for the part of the suspension that passes over the head.~~

~~**Decontamination.** The act of removing contaminants from ensembles and ensemble elements by a physical, chemical, or combined process. *(See also Cleaning, and Specialized Cleaning.)*~~

~~**Disinfectant.** An agent that destroys, neutralizes, or inhibits the growth of harmful biological agents.~~



~~**Ear Covers.** An integral part of the helmet designed to provide limited protection for the ears. Provides no significant thermal protection.~~

~~**Elasticity.** The ability of an ensemble or element, when repeatedly stretched, to return to its original form applied to wristlets and hoods.~~

~~**Elements.** The parts or items that comprise the protective ensemble. The protective ensemble elements are coats, trousers, coveralls, helmets, gloves, footwear, and interface components.~~

~~**Embrittlement.** The hardening of a textile material that makes the ensemble or element or a textile material susceptible to easy fracture.~~

~~**Emergency Medical Operations.** The delivery of emergency medical care and transportation prior to arrival at a hospital or other health care facility.~~

~~**Energy Absorbing System.** A material, suspension system, or combination thereof incorporated into the design of the helmet to attenuate impact energy.~~

~~**Ensemble.** Multiple elements of clothing and equipment designed to provide a degree of protection for fire fighters from adverse exposures to the inherent risks of structural fire fighting operations and certain other emergency operations. The elements of the protective ensemble are coats, trousers, coveralls, helmets, gloves, footwear, and interface components.~~

~~**Face shield.** A helmet component intended to help protect a portion of the wearer's face in addition to the eyes, not intended as primary eye protection.~~

~~**Field test.** The non-laboratory evaluation of one or more protective ensemble elements used to determine product performance related to organizational expectations or to compare products in a manner related to their intended use.~~

~~**Fit.** The quality, state or manner in which the length and closeness of clothing, when worn, relates to the human body.~~

~~**Flame Resistance/Resistant.** The property of a material whereby the application of a flaming or non-flaming source of ignition and the subsequent removal of the ignition source results in the termination of combustion. Flame resistance can be an inherent property of the material, or it can be imparted by specific treatment.~~

~~**Footwear.** An element of the protective ensemble designed to provide minimum protection to the foot, ankle, and lower leg.~~



Functional/Functionality. ~~The ability of an ensemble or element or component to continue to be utilized for its intended purpose.~~

Garment(s). ~~The coat, trouser, or coverall elements of the protective ensemble designed to provide minimum protection to the upper and lower torso, arms, and legs, excluding the head, hands, and feet.~~

Gauntlet. ~~The circular, flared, or otherwise expanded part of the glove that extends beyond the opening of the glove body.~~

APT Software. ~~Internet based software program for electronic records management of personal protective equipment. This program is provided by the manufacturer of Morning Pride Apparel.~~

Gloves. ~~An element of the protective ensemble designed to provide minimum protection to the fingers, thumb, hand, and wrist.~~

Goggles. ~~A helmet component intended to help protect the wearer's eyes and a portion of the wearer's face, not intended as primary eye protection.~~

Hardware. ~~Non fabric components of the structural fire fighting protective ensemble including, but not limited to, those made of metal or plastic.~~

Hazardous Materials. ~~Any solid, liquid, gas, or mixture thereof that can potentially cause harm to the human body through respiration, ingestion, skin absorption, injection, or contact.~~

Hazardous Materials Emergencies. ~~Incidents involving the release or potential release of hazardous chemicals into the environment that can cause loss of life, personnel injury, or damage to property and the environment.~~

Helmet. ~~An element of the protective ensemble designed to provide minimum protection to the head.~~

Hood. ~~The interface component element of the protective ensemble designed to provide limited protection to the coat/helmet/SCBA face piece interface area.~~

Integrity. ~~The ability of a ensemble or element to remain intact and provide continued minimum performance.~~



~~Interface Area.~~ An area of the body where the protective garments, helmet, gloves, footwear, or SCBA face piece meet (i.e., the protective coat/helmet/SCBA face piece area, protective coat/protective trouser area, the protective coat/glove area, and the protective trouser/footwear area).

~~Liner System.~~ The combination of the moisture barrier and thermal barrier as used in a garment.

~~Maintenance.~~ Procedures for inspection, repair, and retirement of protective clothing and equipment.

~~Manufacturer.~~ The entity that assumes the liability and provides the warranty for the compliant product.

~~Melt.~~ A response to heat by a material resulting in evidence of flowing or dripping.

~~Moisture Barrier.~~ The portion of the composite designed to prevent the transfer of liquids.

~~Organization.~~ The entity that provides the direct management and supervision for the emergency incident response personnel.

~~Outer Shell.~~ The outermost layer of the composite with the exception of trim, hardware, reinforcing material and wristlet material.

~~Protective Ensemble.~~ Multiple elements of clothing and equipment designed to provide a degree of protection for fire fighters from adverse exposures to the inherent risks of structural fire fighting operations and certain other emergency operations. The elements of the protective ensemble are coats, trousers, coveralls, helmets, gloves, footwear, and interface components.

~~Reinforcement.~~ An additional layer placed in or on an element.

~~Retirement.~~ The process of permanently removing an element from emergency operations service in the organization.

~~Major A Seams.~~ Outermost layer seam assemblies where rupture could reduce the protection of the garment by exposing the inner layers such as the moisture barrier, the thermal barrier, the wearer's station/work uniform, other clothing, or skin.

~~Major B Seams.~~ Moisture barrier or thermal barrier seam assemblies where rupture could reduce the protection of the garment by exposing the next layer of the garment, the wearer's station/work uniform, other clothing, or skin.



Minor Seams. Seam assemblies that are not classified as Major A or Major B seams.

Selection. The process of determining what protective clothing and equipment is necessary for protection of fire and emergency service responders from an anticipated, specific hazard, or other activity, the procurement of the appropriate protective clothing and equipment, and the choice of the proper protective clothing and equipment for a specific hazard or activity at an emergency scene.

Separate. A material response evidenced by splitting or delaminating.

Service Life. The period for which an ensemble or element is useful before retirement. Morning Pride gear has a Service Life of five years.

Shall. Indicates a mandatory requirement.

Shank. Reinforcement to the area of protective footwear designed to provide additional support to the instep.

Should. Indicates a recommendation or that which is advised but not required.

Soiled/Soiling. The accumulation of materials, that are not considered hazardous materials or biological agents, but which could degrade the performance of the ensemble or element.

Stress Areas. Those areas of the garment that are subjected to more wear, including but not limited to, crotches, knees, elbows, and shoulders.

Suspension. A helmet term for the energy attenuating system made up of the headband and crown strap.

Tensile Strength. The force at which a fiber or a fabric will break.

Thermal Barrier. The portion of protective ensemble or element composite that is designed to provide thermal protection.

Trim. Retro-reflective and fluorescent material attached to the outermost surface of the protective ensemble or element for visibility enhancement.

Trouser. A protective garment. An element of the protective ensemble that is designed to provide minimum protection to the lower torso and legs, excluding the ankles and feet.

Universal Precautions. An approach to infection control in which human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other



~~bloodborne pathogens. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids shall be considered potentially infectious materials.~~

~~**Units.** In this standard, values for measurement are followed by an equivalent in parentheses, but only the first stated value shall be regarded as the requirement. Equivalent values in parentheses shall not be considered as the requirement, as these values might be approximate.~~

~~**Utility Sink.** A separate sink used for cleaning ensembles and ensemble elements.~~

~~**Wristlet.** An interface component element of the protective ensemble that is the circular, close-fitting extension of the coat sleeve, usually made of knitted material, designed to provide limited protection to the protective coat/glove inter face area.~~

233.07 Record Keeping

All record keeping will be maintained and stored by the software program provided by the manufacturer of our turnout gear. This record-keeping system complies with *NFPA 1851*. All record-keeping is to be performed by the [Quartermaster](#).

At a minimum, the following data shall be recorded:

- Person to whom the element is issued
- Date and condition when issued
- Manufacturer and model name or design
- Manufacturer's identification number, lot number, or serial number
- Month and year of manufacture
- Date of and findings of Advanced Inspection (required at least every 12 months)
- Date of Advanced Cleaning (required at least every 6 months)
- Date of Specialized cleaning (required when decontamination is necessary)
- Reason for Advanced Cleaning or Specialized Cleaning and who performed the task
- Date of repairs, who performed repairs, and a brief description of all repairs
- Date of retirement
- Date and method of disposal

Records shall be maintained until the element is retired and disposition has occurred. [Records shall be kept for at least 12 months past the retirement of the employee.](#)

~~**233.09 Selection**~~



Risk Assessment

The Deputy Chief/Division Chief of Safety and Training shall initiate a risk assessment with the goal of establishing the appropriate needs for the personal protective equipment of the organization on an annual basis.

The risk assessment shall consider the following:

- Climate
- Field elevation
- Expected low & high temperature
- Average day and night temperatures
- Average winds
- Average humidity
- Types of incidents responding to
- Frequency of use of ensembles
- Organization's operational strategy and tactics
- Past experiences
- Other issues deemed important

The Quartermaster shall have the option to contact manufacturers or vendors to field test other protective ensembles and evaluate their equipment for technology changes and organizational needs.

Purchase Specifications

Purchase specifications are intended to translate the findings of the WPFD Department that identifies the performance and design requirements of the ensemble or ensemble elements as well as every aspect of this organization's needs and expectations.

The purchase specifications shall incorporate at least the following information:

- The governing regulations each element is to comply with.
- Language required by the purchasing department.
- Any language requiring manufacturers' to substantiate, to the committee's satisfaction, compliance with the purchase specification.
- Language detailing a pre-bid conference, if deemed necessary.
- Language requiring bid samples be submitted, if deemed necessary.
- Language providing for disposition of bid samples at the conclusion of the selection process.



- ~~Language indicating that an inspection of received products will be completed prior to final acceptance of all orders.~~
- ~~Language detailing the procedures for returning unsatisfactory products.~~
- ~~Language detailing performance demands such as delivery, sizing, training, etc.~~
- ~~Language detailing any penalties for failure to comply with the specifications.~~
- ~~Garment outer shell fabric, weight and, color.~~
- ~~Garment thermal liner/moisture barrier composite.~~
- ~~Garment trim type and configuration.~~
- ~~Garment closure system.~~
- ~~Garment wristlet system.~~
- ~~Hood fabric and face opening criteria.~~
- ~~Glove composite, gauntlet or wristlet (wristlet fabric).~~
- ~~Helmet material, color, retention system, trim configuration, trim color, ear coverings, and eye protection.~~
- ~~Boot composite.~~
- ~~The various options that are being added to each element.~~
- ~~Language detailing specific construction criteria for each element.~~
- ~~Intergovernmental cooperative purchasing contracts.~~

233.08 Inspection

General Information

The purpose of the inspection process is to determine the serviceability of the ensemble and the ensemble elements by identifying damage that, if left unnoticed, could result in a failure of that element.

Prior to initiating an inspection, the ensemble and ensemble elements shall be evaluated for soiling and contamination.

If the ensemble or ensemble elements are found to be soiled or contaminated, the inspection processes shall be suspended until the ensemble and its elements have been cleaned or decontaminated.

Elements that are found to be damaged shall be immediately removed from service and evaluated by the Quartermaster responsible for protective ensembles, who is specially trained to determine if the element is to be repaired or retired.

Inspections shall be classified as routine inspection and advanced inspection.



Routine Inspection

Routine inspection is the responsibility of each member of this organization who has been issued a protective ensemble or ensemble elements.

Routine inspections shall be completed after each use, after exposure to an event that could have resulted in damage to the element or, as warranted.

This organization encourages each member to conduct a routine or brief inspection prior to the start of each duty day.

Advanced Inspection

The [Quartermaster](#) who has been trained by the manufacturer or manufacturer's representative shall conduct advanced Inspections.

Contract resources may also perform advanced inspections, provided they meet all manufacturer's requirements.

Advanced inspections shall be performed at least every 12 months and the findings documented in the IPT software program utilized by this organization.

An Advanced Inspection shall also be completed when a Routine Inspection identifies a potential problem.

This organization also requires an advanced inspection to be completed prior to any element being returned to service from advanced cleaning, specialized cleaning, or repair.

233.09 ~~HELMET—ADVANCED INSPECTION~~ Cleaning

General Information

This organization shall provide a means of having soiled and contaminated ensemble and ensemble elements cleaned and decontaminated.

Universal precautions shall always be utilized when handling soiled and contaminated elements.

The manufacturer of the element shall be contacted anytime there is a question regarding cleaning or decontaminating.

Cleaning shall be classified as Routine Cleaning, Advanced Cleaning, and Specialized Cleaning.



Routine Cleaning

Routine Cleaning is the responsibility of each member of this organization who has been issued a protective ensemble or ensemble elements.

Routine Cleaning shall be completed following an event that results in soiling or contamination of the element or, as warranted.

Advanced Cleaning and Specialized Cleaning

The Quartermaster has been trained as per ~~Chapter 1, Section 4, Training Requirements, of this document, shall conduct advanced Cleaning.~~

~~Contract Resources may also perform advanced Cleaning, provided they adhere to all manufacturer requirements.~~

~~Advanced Cleaning shall be performed at least annually and the findings documented as per Chapter 2.~~

~~An Advanced Cleaning shall also be completed when a Routine Cleaning fails to render the elements sufficiently clean.~~

~~This organization also requires Advanced Cleaning to be completed by the Quartermaster prior to any element being submitted for Advanced Inspection. *NFPA 1851 Advanced Cleaning Verification for Personal Protective Equipment (PPE)* to perform these procedures.~~

Specialized Cleaning (Hazardous Material Exposure)

~~Universal precautions shall be observed when handling elements known or suspected to be contaminated with hazardous materials or biological agents.~~

~~Ensembles or ensemble elements that are known or suspected to be contaminated shall be isolated, tagged, bagged and removed from service under the supervision of the senior fire ground commander or his designate.~~

~~Contract Resources may also perform specialized Cleaning, provided they adhere to all manufacturer requirements.~~

~~If a Contract Resource is utilized, contaminated elements shall be shipped in accordance with federal, state, and local regulations.~~

~~Upon completion of Specialized Cleaning, the elements shall be inspected for effectiveness of cleaning and, if necessary, cleaning process is to be repeated.~~



General Cleaning Guidelines

Universal precautions shall be used.

Water temperature shall not exceed 105 degrees Fahrenheit.

Commercial dry cleaning shall not be used as a means of cleaning or decontaminating ensembles and ensemble elements unless approved by the manufacturer of the ensemble or ensemble element.

Chlorine bleach or chlorinated solvents shall never be used to clean or decontaminate ensembles or ensemble elements.

Cleaning solutions shall have a pH range of not less than 6.0 pH and not greater than 10.5 pH.

To prevent structural damage to the ensemble or ensemble element, heavy scrubbing or spraying with high velocity water jets, such as a power washer, shall not be used.

Protective ensembles and ensemble elements shall be cleaned separately from non-protective items.

To prevent damage to components and cross contamination, the shells and liners of protective garment elements shall be separated and cleaned with like items (shells with shells and liners with liners, etc.).

Routine Cleaning Procedures

Universal precautions shall be used.

In establishing a Routine Cleaning guideline, ~~the fire officer responsible for the care and maintenance of protective ensembles~~ the Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the ensemble or ensemble element.

In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- When possible, initiate cleaning at the incident scene.
 - Brush off any dry debris.
 - Gently rinse off debris with a water hose.
 - If necessary, scrub gently with a soft bristle brush and rinse off again.
- If necessary, spot clean utilizing procedures for Utility Sink.
- Inspect for soiling and contamination, and repeat process or submit for Advanced Cleaning.



~~Advanced—Cleaning Procedures~~

~~Universal precautions shall be used.~~

~~In establishing an Advanced Cleaning guideline, the committee shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the ensemble or ensemble element.~~

~~In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:~~

- ~~• Brush off any dry debris.~~
- ~~• Clean utilizing procedures for:~~
 - ~~○ Utility Sink Cleaning~~
 - ~~○ Machine Cleaning.~~
 - ~~○ Contract Resources~~
- ~~• Inspect for soiling and contamination, and repeat process or submit for Specialized Cleaning.~~

~~Specialized Cleaning Procedures~~

~~Universal precautions shall be used.~~

~~Where elements are known or suspected of being contaminated with a hazardous material or biological agent, an attempt shall be made to identify the contaminant or suspected contaminant.~~

~~When the contaminant has been identified, this organization shall consult the manufacturer of the contaminant for an appropriate decontamination agent and process.~~

~~In addition, the manufacturer of each element shall also be contacted for approval of the recommended agent and process.~~

~~If the contaminate can not be identified or a cleaning solution found, the ensemble or ensemble elements shall be disposed of following federal, state, and local guidelines.~~

~~For ensembles or ensemble elements that have been soiled with body fluids the following process shall be used:~~

- ~~• Contact the manufacturer or follow the provided manufacturer's instructions to determine appropriate disinfectant to use:~~
 - ~~○ Clean following~~
 - ~~○ Utility Sink Cleaning~~
 - ~~○ Machine Cleaning~~



○ ~~Contract Resource~~

- ~~Inspect for effectiveness of cleaning, and repeat process and repeat process if necessary.~~

~~Cleaning Procedures for Garment Element using Utility Sink~~

~~The following procedures shall be used when cleaning in a utility sink:~~

- ~~Wear protective gloves and eye/face splash protection~~
- ~~Fill the sink with water not to exceed 40° C (105° F).~~
- ~~Add cleaning solution or detergent (liquid is recommended)~~
- ~~If necessary, pre-treat heavily soiled or spotted areas.~~
- ~~Do not overload the sink.~~
- ~~Scrub gently using a soft bristle brush.~~
- ~~Use extra care with moisture barrier assemblies.~~
- ~~Drain the water from the sink.~~
- ~~Refill the sink; agitate gently using gloved hand or stir stick.~~
- ~~Gently wring out garments and drain the water from the sink.~~
- ~~Repeat the rinse steps until garment is thoroughly rinsed.~~
- ~~Dry the elements.~~
- ~~Rinse out the sink.~~

~~Cleaning Procedures for Garment Element using Machine Washer~~

~~The following procedures shall be used for machine cleaning:~~

- ~~All gear is to be separated, meaning outer protective shell shall be unsnapped from the liner prior to washing.~~
- ~~Load machine with no more than three items of any type at any given time. The departments wash settings are as follows:~~
 - ~~"Program 1": Outer protective shell → Light Soil~~
 - ~~"Program 2" Liners → Light Soil~~
 - ~~"Program 29" Outer protective shell → Heavy Soil~~
 - ~~"Program 30" Liners → Heavy Soil~~
- ~~Press "start". Machine is preset for automatic operation by manufacturer of extractor.~~
- ~~Detergent is automatically dispensed.~~
- ~~If biohazard contamination is suspected, manually add eight ounces of disinfectant as machine fills.~~
- ~~Do not overload the machine.~~
- ~~If necessary, pre-treat heavily soiled or spotted areas.~~
- ~~Fasten all closures, including pocket closures, hook and loop, snaps, zippers, and hooks, etc.~~



- ~~Remove items upon completion of all cycles and air dry the elements.~~
- ~~Inspect and rewash if necessary.~~

Drying Procedures for Garments

In establishing a drying guideline, the Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on drying the ensemble or ensemble element.

In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- For air drying:
 - Place elements in a clean, dry, well ventilated area.
 - Do not dry in direct sunlight.
- For machine drying:
- Machine drying will ~~not~~ be permitted [only with the approval of the Quartermaster](#).

Helmet Cleaning Procedures

Wear protective gloves and eye/face splash protection.

The Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the helmet element.

In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- Helmets shall not be machine cleaned or dried.
- Helmet shells, headbands, crown straps, ear covers, suspension systems, and all other components shall be hand washed using a utility sink.
- The manufacturer shall be consulted if stronger cleaning agents are required.
- No solvents shall be used to clean the goggle.
- The manufacturer shall be consulted when more thorough cleaning of the goggle is necessary.

Hood Cleaning Procedures

Wear protective gloves and eye/face splash protection

The Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the hood element.



In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- The Hood shall be cleaned following:
 - Utility Sink Cleaning
 - Machine Cleaning
 - Contract Resource

Hoods shall be dried in accordance with the provisions identified in Drying Procedures for Garments.

Glove Cleaning Procedures

Wear protective gloves and eye/face splash protection.

The Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the glove element. In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- Gloves shall be cleaned following:
 - Utility Sink Cleaning
 - Machine Cleaning
 - Contract Resource
- Gloves shall be dried in accordance with the provisions identified in Drying Procedures for Garments with the exception of no heat setting shall ever be used.

Footwear Cleaning Procedures

Wear protective gloves and eye/face splash protection.

The Quartermaster shall examine the manufacturer's label and user information provided by the manufacturer, for the instructions on cleaning the glove element. In the absence of the manufacturer's instructions or manufacturer's approval of alternative procedures, the following cleaning procedure shall be used:

- Footwear shall not be machined washed.
- Footwear shall be cleaned following:
 - Utility Sink Cleaning
 - Contract Resource
- Footwear shall be air dried in a clean, dry, well-ventilated area.
- Footwear shall not be machine dried.



233.10 Repairs

Due to the complex nature of repairs and the liability associated with making them, this organization shall use ~~Morning Pride~~ one of the following to facilitate all repair work as well as alterations and modifications:

- The original manufacturer
- A verified and trained ISP or
- A member of the organization who has received training

233.11 Issuing and Storage

A. Issuing

The ensemble or ensemble elements that are to be issued shall be inspected to confirm they are in a serviceable condition.

The ensemble or ensemble element shall be properly fitted to the member receiving the equipment.

Member shall receive adequate training for the donning, doffing, limitations, care, and maintenance of each element.

The member shall receive a copy of the manufacturer's instructions, if available, for each element and, a copy of this standard operating guideline.

All training shall be documented upon completion of the care and maintenance, limitations, and the proper donning of each element.

B. Short Term Storage

Ensembles or ensemble elements that are issued but not in use shall be stored or transported as follows:

- Not exposed to direct sunlight
- Not exposed to long term UV producing lights
- Not kept in airtight containers
- Ensemble elements shall not be stored or transported where they can be contaminated with fluids, solvents, fuels, fuel vapors or other contaminants.
- Ensemble elements shall not be stored or transported in compartments or trunks where they can be damaged by other tools or equipment.
- Soiled or contaminated elements shall be handled properly as outlined in this guideline.



C. Long Term Storage

Ensembles or ensemble elements that are not issued shall be stored as follows:

- Not exposed to direct sunlight
- Not exposed to long term UV producing lights
- Not kept in airtight containers except when new and never issued
- Ensemble elements shall not be stored where they can be contaminated with fluids, solvents, fuels, fuel vapors or other contaminants.
- Ensemble elements shall not be stored in compartments or trunks where they can be damaged by other tools or equipment.
- Ensemble elements shall not be stored at temperatures below -40c or above 82c.
- Storage area shall be clean, dry, and well ventilated.
- Ensemble elements shall be clean and dry before being placed into storage.

233.12 Retirement and Disposition

A. Retirement

Ensembles or ensemble elements shall be retired and removed from service when they are worn or damaged to the extent that they can no longer be repaired, decontamination is not possible or cost prohibited.

A member of this organization who has received specialized training in the inspection and repair of ensembles and ensemble elements shall determine retirement.

A Contract Resource can also make recommendations for retirement however; final determination shall be made by the Quartermaster responsible for our protective ensembles, which has received specialized training in the inspection and repair of ensembles and ensemble elements.

B. Disposition

Ensembles or ensemble elements that have been retired shall be destroyed or disposed of in such a manner that prevents their use in firefighting or other emergencies.

Ensembles or ensemble elements that have been retired, but are still serviceable may be used for training provided that the training does not involve live firefighting.

Retired ensembles or ensemble elements that are used for training shall be marked in such a way that would prevent their being used for live firefighting.



233.13 Procedures for Events Involving Injury or Death

Upon the removal of the ensemble or ensemble elements from the employee, the incident commander, who is on scene shall take custody of each element.

- Universal precautions shall be utilized before handling any element involved in the event.
- The incident commander shall act to preserve each element from unnecessary handling and further damage.
- The incident commander shall document the time and circumstances as soon as possible.
- The incident commander shall secure each element and maintain custody until turned over to a police officer and held as evidence.
- Each element shall be secured in a paper bag or cardboard box and sealed with tamper proof tape by a police officer.
- At no time shall elements be placed in an airtight container, except when contaminated with a hazardous material.
- Custody of each element shall be maintained until the investigation or litigation is concluded.

Dan Hagedorn
Fire Chief

DRAFT



Winter Park Fire-Rescue department

WPFD.SOG
310

STANDARD OPERATING GUIDELINE

Emergency Medical Services and Patient Transport

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	September 5 th , 2023	Total Pages	3

Purpose: To establish the policies and procedures for the transportation of patients to assigned medical facilities from emergency medical scenes requiring Basic Life Support (BLS) or Advanced Life Support (ALS).

Scope: These procedures are to be followed by all personnel. They are designed to assist Winter Park Fire Department (WPFD) personnel assigned with primary patient care when transportation to a medical facility is deemed necessary or required. The Practice Parameters established by the contracted Medical Direction be followed by all personnel to ensure proper medical care and treatment. Authority to deviate from these procedures may only be given by the EMS Supervisor. However, Paramedics should use these Practice Parameters to make educated decisions regarding patient transport.

General: ~~On January 1st, 1997~~ WPFD ~~assumed the role of~~ will be the primary patient transport agency for all emergency responses within our stated service area, and in those areas where the City is responsible under any joint response or mutual aid agreement. ~~WPFD will maintain two transport-capable units at all times. Two additional units are available and will be staffed whenever shift staffing levels allow. In addition, at the Battalion Chief's discretion, these units may be staffed with other personnel immediately if needed to transport.~~

~~310.01~~ — Unit Staffing

~~Two transport-capable units shall be staffed at all times with a minimum of one Paramedic on each unit. All other designated ALS units shall also be staffed with a minimum of one Paramedic.~~

~~Two additional transport units shall be equipped and maintained as ready for use as needed. This unit shall be staffed as Reserve Rescue 1(RR1) and Rescue 64 whenever a shift level staffing allows.~~



310.021 **Patient Care Responding to EMS Scenes**

When responding to EMS scenes, the Paramedic or Company Officer may request additional personnel or units when there is sufficient information indicating that the responding unit is unable to handle the potential situation or the potential number of patients in need of medical attention.

- As soon as possible, the first unit arriving at the patient's side shall announce over radio traffic, "patient contact."
- On those scenes where multiple units are dispatched, the first arriving Paramedic should notify all other units the condition of the patient so they can adjust their response.
- When presented with a patient whose condition is serious in nature, units on scene shall announce over radio traffic: "unstable medical or unstable trauma."

It will be the practice of WPFD to follow the Practice Parameters set forth by the Medical Director whose license the agency operates under.

The responsible Paramedic in charge of patient care is in charge of all aspects of that patient while treatment is being rendered. The Incident Commander will remain in charge of the overall incident and should utilize the entire incident command system if needed.

310.032 **Fire Rescue Department Transport Facility Protocol**

In the event that a patient requests medical transport to a facility of extensive distance the Paramedic in charge will have the authority to direct "Winter Park" to call a private ambulance company to the scene. If in the Paramedic's opinion, the patient needs to be transported immediately to a medical facility, the request of the patient will come second to their need for immediate treatment, unless under department EMS Practice Parameters the patient's condition warrants transport to a particular facility, i.e.; Trauma Center.

In the event a private ambulance company unit is requested the Paramedic should be prepared for a response time of between 20-25 minutes. Department personnel WILL REMAIN ON THE SCENE until the patient is released to the private company.

If in the opinion of the Paramedic on scene, the ETA of the private unit is too long, or no other units are available, the fire department unit on scene will transport the patient to the facility requested by the patient/physician.



310.043 Unit Coverage for the City of Winter Park

- Under normal conditions all areas within the city limits of Winter Park will be covered by units from Winter Park.
- Units designated under the City's joint response agreements will be selected to respond as they are assigned in the CAD system.
- It will remain the discretion of the Shift Commander to utilize Rescue 64 whenever it is not normally staffed for use as a transport unit. The Shift Commander may designate an available engine company to drop off their unit to respond Rescue 64 to the scene for transport.
- ~~When Rescue 64 is in service, it will be located at Station 64 and cover those calls as a first due unit. When Rescue 64 is in service it will be second due to zone 61 and zone 62. The Battalion Chief may use discretion to reassign other rescue units to cover calls should Rescue 64 become busy during any one particular time.~~

310.054 Hospital Conduct and Returning to Service

- It will remain the responsibility of the Paramedic to monitor the conduct of their crew while at the medical facility.
- Delivery of the patient and returning the crew and unit to ready service should be paramount to any other activity.
- The Department's Patient Care Report (PCR) shall be completed at the medical facility with a copy of the report being left with the patient.
- Each unit should be returned as soon as possible to ready status. All supplies should be replenished upon return to quarters.
- Basic decontamination and cleaning out of the unit due to patient contamination should be done at the medical facility. THE UNIT CANNOT BE PLACED BACK IN SERVICE UNTIL THE PATIENT COMPARTMENT HAS BEEN THOROUGHLY CLEANED. For major vehicle decontamination issues reference *WPFD SOG 306 Exposure Control Program* *320 Vehicle Cleaning*.
- All sheets and other patient specific materials must be changed prior to the unit becoming available for service.
- Any information that is generated during an EMS call that falls under HIPPA compliance regulations shall be secured. Any hard copy information that has been entered into the ePCR shall be disposed of in HIPPA compliant storage bins located at each station.
- The EMS Supervisor shall insure that all EMS reports are concise and complete and all ECG strips are electronically attached prior to shift change as described in *WPFD SOG 304 Emergency Medical Services Patient Care Reports*.



310.06 — Quality Assurance Program

~~The best possible patient care and a high degree of customer service should be representative of each incident. The Medical Director and EMS Program Manager will conduct an ongoing quality assurance program to monitor patient care, documentation, and protocol adherence.~~

~~All reported complaints should be investigated under the department's internal investigation procedures. The Deputy Fire Chief shall oversee all EMS investigations along with the EMS Captain and the Battalion Chief.~~

~~Reports regarding patient care, equipment use, supplies, budget, revenue generation, and other EMS related issues shall be developed by the EMS Program Manager and submitted on a regular basis to the Deputy Fire Chief.~~

Dan Hagedorn
Fire Chief

DRAFT



Winter Park Fire-Rescue department

WPFD.SOG
311

STANDARD OPERATING GUIDELINE

Special EMS Scene Operations

Date Issued	December 6 th , 2005	Revision No.	IV
Last Review	August 4 th , 2020	Total Pages	2

REMOVE SOG – COMBINED WITH SOG 310 Emergency Medical Services and Patient Transport

Purpose: To establish a procedure for Winter Park Fire Department (WPFD) personnel to follow when responding to incidents that involve the treatment of patients while operating under the current medical authority.

Scope: This procedure is to be followed by all WPFD personnel. Authority to deviate from this procedure rests with the Battalion Chief, the EMS Captain, or their designee, who is solely responsible for the results of any deviation.

General:

311.01 Responding to EMS scenes

When responding to EMS scenes, the Paramedic or Company Officer may request additional personnel or units when there is sufficient information indicating that the responding unit is unable to handle the potential situation or the potential number of patients in need of medical attention.

- As soon as possible, the first unit arriving at the patient's side shall announce over radio traffic, "patient contact."
- On those scenes where multiple units are dispatched, the first arriving Paramedic should notify all other units the condition of the patient so they can adjust their response.
- When presented with a patient whose condition is serious in nature, units on scene shall announce over radio traffic: "unstable medical or unstable trauma."



311.02 Handling EMS scenes

The responsible Paramedic in charge of patient care is in charge of all aspects of that patient while treatment is being rendered. The Incident Commander will remain in charge of the overall incident and should utilize the entire incident command system if needed.

Decisions concerning patient transport should be handled by the Paramedic-in-charge utilizing the procedures set forth in *WPFD SOG 310 EMS Patient Transport*. The EMS Captain or their designee may divert transport destinations under conditions that benefit operations during a mass casualty incident.

A handwritten signature in black ink, appearing to read "Dan Hagedorn".

Dan Hagedorn
Fire Chief

DELETE



Winter Park Fire-Rescue department

WPFD.SOG
318

STANDARD OPERATING GUIDELINE

Post Exposure Prophylaxis Administration

Date Issued	December 6 th , 2005	Revision No.	IV V
Last Review	September 5 th , 2023	Total Pages	3

Purpose: To direct the EMS Supervisors in the event of a significant exposure of infectious material for all Winter Park Fire Department (WPFD) and Winter Park Police Department (WPPD) personnel. WPFD is committed to administering a program that will reduce the effects of exposure to a minimum and will take whatever measures are feasible to protect the health of its employees.

Scope: In the event of a significant exposure to a potentially HIV-infected patient or infectious bodily fluids, designated personnel are equipped to provide immediate time sensitive care. Antiretroviral HIV medications are most effective if given within the first hour following an exposure and may significantly decrease the possibility of the Emergency Responder becoming infected.

General: A significant exposure is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or interrupted by dermatitis) with blood, tissue, or other body fluids that are potentially infectious.

318.01 Definitions of Exposure

Blood, visibly bloody body fluids, semen, and vaginal secretions are considered potentially infectious. The following fluids also are considered potentially infectious:

- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Pericardial fluid
- Amniotic fluid

Blood on intact skin is NOT considered to be a significant exposure.



318.02 Reporting Procedures

Upon the realization that a significant exposure has occurred as a result of patient contact while on duty, the exposed responder should:

- Take immediate steps to flush or cleanse the exposed area with soap and water or an approved bactericidal/viricidal product (first-aid treatment).
- The Supervisor or the affected personnel shall immediately notify Winter Park Emergency Communications that a "significant exposure" has occurred. This will note the time of exposure. Have Winter Park Emergency Communications contact the on-duty EMS Supervisor and the Shift Commander.
- Gather as much information about the "source individual" as possible. Include this important information on the bottom of form 318-A (Post Exposure Testing Form)

All information gathered is considered to be protected by HIPAA laws and shall only be given to those who have the "need to know".

- ~~The exposed individual shall be taken off duty for the remainder of the shift.~~

318.03 Duties of the EMS Supervisor

The EMS Supervisor will contact the on-call infectious disease physician (IDP) ~~at 407-830-5577~~ by phone with the number provided in the Post Exposure Prophylaxis (PEP) Manual and have the physician directly call the exposed responder. If no contact can be made with the physician within 15 minutes from time of initial call, the EMS Supervisor shall attempt to contact the physician's directly using the two contact numbers listed in the ~~Post-Exposure Prophylaxis (PEP)~~ Checklist (located in the PEP ~~book~~ Manual. The manual will be located in the following areas:

- On the EMS61 vehicle ~~or~~
- In the secure drug storage area at Station 61
- Electronically on the department's current information sharing platform(s).

If no contact can be made with either of the IDP physicians or it has been greater than 15 minutes, contact the on-duty medical director. **DO NOT CONTACT THE MEDICAL DIRECTOR UNTIL ALL THREE OF THE PHYSICIAN'S CONTACT NUMBERS HAVE BEEN ATTEMPTED WITHOUT SUCCESS.**

The EMS Supervisor shall also:



- Respond to the scene or station with the PEP Kit and exposure forms, meet with the exposed employee, and facilitate the consultation with the infectious disease physician.

Note: All PEP medications shall be kept in secure drug storage at Station 61.

- Once the employee is interviewed by the physician, the EMS Supervisor and the employee will reconfirm the medications prescribed to the employee. Documentation shall include initial dosages, frequency, and time.
- Administer the prescribed medication(s) to the employee.
- ~~The medication dispensing~~ Form 318-A must be completed with the required information about the patient (employee) and the prescription information. It must include the dosage of the medication, the frequency, and time.
- ~~If ordered by the IDP complete the enclosed "Post Exposure Testing Form" form that is in the PEP Manual.~~ Mark the specific labs ordered by the IDP.

Testing and follow-up consultation is scheduled with the IDP **DURING** the phone consultation. TO THE LOCATION DIRECTED BY THE IDP. The employee shall be informed by the IDP of the blood draw and the ordered labs to be completed. The IDP will determine when the exposed personnel can return to duty.

318.04 Risk Management Notification

The ~~supervisor~~ Shift Commander of the exposed personnel must notify the City of Winter Park Risk Manager. The Risk Manager must be notified of the incident and the affected employee(s). The Risk Manager will schedule a follow-up with the employee as soon as possible.

318.05 Alternate Exposure Liaisons

If the EMS Supervisor is unavailable, the Shift Commander shall act as the Exposure Control Program Liaison. In the event the Shift Commander is unavailable, the ~~on-call Duty Chief~~ Division Chief of Administration will function as the Exposure Control Program Liaison.

~~Additional PEP medications shall be kept in secure drug storage at Station 61. in the event that the EMS Supervisor's vehicle is not available or additional doses are required.~~

Dan Hagedorn
Fire Chief



Civil Service Board **agenda item**

item type Action Items	meeting date September 5, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Police Department SOP'S

- SOP 140 Professional Standards
- SOP 250 Handcuffing, Searching and Transporting Persons
- SOP 260 Agency Owned Vehicular Utilization
- SOP 269 Active Assailant Response (new)
- SOP 385 Community Service Officer Program

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[140 Professional Standards 05-23.pdf](#)

ATTACHMENTS:

[250 Handcuffing Searching and Transporting Persons updated 08-23.pdf](#)

ATTACHMENTS:

[260 Agency Owned Vehicular Utilization 08-23.pdf](#)

ATTACHMENTS:

[269 Active Assailant Response NEW 7-23 keof addds.pdf](#)

ATTACHMENTS:

[385 Community Service Officer Program 08-23 \(003\).pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Professional Standards and Compliance	SOP #: 140
Rescinds:	SOP #: 276, Dated 04-10-00	Amends:
Effective:	September 5, 2023	Pages: (16)
Attachments:	“A” Administrative Investigation Form “B” Initial Notice of Investigation “C” Administrative Warning/Garrity	

140-1 PURPOSE:

The purpose of this policy is to establish guidelines for the prompt, just and objective handling of complaints and investigations involving members of the Winter Park Police Department (WPPD).

140-2 POLICY:

It is the policy of the WPPD to completely and professionally investigate all allegations of misfeasance, malfeasance, or nonfeasance by employees, and complaints relating to the WPPD’s response to community needs. **This policy applies to all WPPD members.**

140-3 DEFINITIONS:

- A. Complaint – An oral or written statement alleging misconduct, unprofessionalism, or inadequate police service on the part of the WPPD’s or a WPPD’s member which constitutes a violation of WPPD’s rules, regulations, and procedures as outlined in general and specific orders. A member of the Command Staff may also generate a complaint if they observe or become aware of a possible violation. Note: If a complaint is initially investigated/reviewed and there is not clear and convincing evidence that there was a violation of WPPD rules, regulations or procedures, the complaint will not be classified as a complaint and will not require further investigation. An example of this would be a complaint on a law enforcement officer driving faster than the posted speed limit and once reviewed by the supervisor, it was determined the law enforcement officer was going to a call for service and no violation of policy occurred.
- B. Member – Any ~~member~~ **employee** of the WPPD to include law enforcement officers (full-time, part-time and auxiliary), civilians (full and part-time), and volunteers.
- C. **Employee – A member of the WPPD who is paid for their employment.**

- D. Department – The Winter Park Police Department (WPPD).
- E. Corrective Action – Instruction, retraining, or punitive actions, taken in order to educate the member and obtain compliance with rules and regulations, and ensure proper conduct.
- F. Informal Personnel Action – Counseling/retraining, notices of caution, and other measures or tasks that do not involve a loss of time, pay, or grade for the member.
- G. Formal Discipline – Corrective action resulting in a loss of time, pay, or grade for the member. Examples include termination, suspension, and demotion.
- H. Formal Investigation – An investigation ordered by the Chief of Police of a complaint made against a member of the Department. A formal investigation may result in informal personnel action and/or formal discipline up to and including termination.
- I. Informal Inquiry – Meeting by supervisory or command level personnel with a member about whom a complaint has come to the attention of such supervisory or command personnel, the purpose of which is to mediate the complaint or discuss the facts to determine whether a formal investigation should be commenced. During an informal inquiry, the member will be informed of the allegation of the complaint and any other reason for the meeting. An informal inquiry may result in corrective action other than suspension, demotion, termination, or de-certification.

NOTE: If, while speaking with a member during the course of an informal inquiry, information comes to light that would reclassify the inquiry to a formal investigation, all questioning will be stopped and the supervisory or command level personnel will complete the necessary documentation to request a formal investigation and forward it to the Chief of Police for review.
- J. Interrogation – To examine by formal questioning.
- K. Command Staff – Command Staff shall be 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.

140-4 CATEGORIES OF CITIZEN COMPLAINTS:

Specific categories of complaints that are subject to investigation are divided into two distinct areas:

- A. Category I complaints are more serious in nature that require review by the Professional Standards Lieutenant. These types of complaints may be assigned by the Chief of Police for a comprehensive Internal Investigation. The investigation shall be completed by either the Professional Standards Lieutenant or by an outside entity, as determined

by the Chief of Police. The following types of complaints may require assignment as a Formal Investigation.

1. Criminal Violations – Complaint regarding the possible involvement of criminal behavior by an employee.
2. Biased-Based, Discrimination or Harassment – Complaint that the taking, failing to take, or method of police action was predicated upon irrelevant factors, such as race, attire, sex, age, etc.
3. Excessive/Unnecessary Force – Complaint regarding the use or threatened use of excessive force against a person, or the use of force without legal justification.
4. False Arrest – Complaint that an arrest was not legally justified.
5. Moral Character Violations – Misconduct involving moral character as defined by Rule 11B-27.0011, Florida Administrative Code.
6. Sexual Harassment (to include internal and external complaints of) – Pursuant to and consistent with decisions interpreting the Code of Federal Regulations, Title 29, Section 1604.11, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the harassment involves physical contact or misuse of official position and when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with a member's work performance or creating an intimidating, hostile, or offensive working environment.
7. General Harassment of Co-Workers – If the complaint is not investigated by the City of Winter Park's Human Resources Division, complaints of this nature **may** be investigated by the Professional Standards function of the WPPD.

B. Category II Complaints:

All complaints relating to inadequate police service and allegations lodged against members of the WPPD not specifically stated in Category I. These complaints (when determined to be an informal inquiry) may be investigated by line supervisors.

140-5 INVESTIGATION RESPONSIBILITY:

Formal investigations are a function assigned to the Office of the Chief of Police. The Chief of Police may at times, delegate this function to staff members.

The Chief of Police shall have the responsibility of assigning a staff member to investigate all formal investigations. A formal investigation may be conducted for any Category I complaint and may be conducted for select Category II complaints, as determined by the Chief of Police.

Category II complaints that result in an informal inquiry shall normally be investigated by the primary supervisor of the member allegedly involved in the complaint. The Chief of Police or their designee has the right to direct any command staff member to investigate Category II complaints based on the totality of circumstances.

NOTE: At any time during an investigation of a Category II complaint, if information comes to light that would elevate the complaint investigation to a Category I, the investigator/supervisor shall immediately stop the investigation and contact Professional Standards for review and possible reassignment, after consultation with the Chief of Police.

140-6 PROCEDURE – RECEIPT AND PROCESSING OF COMPLAINTS:

- A. The on-duty supervisor or Professional Standards Lieutenant shall be responsible for the initial receipt of all complaints. If possible, all Category I complaints will be received in person and the complainant should sign and swear to facts alleged in the Complaint. Category I complaints which are unable to be received in person will still be investigated fully. When possible, all complaints shall be recorded on issued body worn cameras and uploaded as directed by policy. The complainant shall be informed of the steps in the complaint process by being providing them with the “Complaint Process” pamphlet.
1. Category I complaints made against WPPD’s members shall be received, documented, and forwarded to the Chief of Police for review.
 2. Category II complaints received by a supervisor will be documented and forwarded along with any initial investigation and/or findings to the appropriate Division Captain under the following circumstances:
 - a. Complaints that, if sustained, could result in formal discipline according to the guidelines in SOP #141 – Corrective Action Policy; or
 - b. Any citizen or employee member complaint that includes a sworn statement; or
 - c. When a citizen complaint involves a ~~minor~~ violation AND when after the supervisor conducts a cursory review of the incident, determines that the complaint is invalid (evidence exists which directly contradicts the allegation of misconduct complaint), the supervisor shall document on the Complaint Form (as resolved) and indicate on the form that no further action is required (describing the details of the case). If, ~~when a minor violation~~ complaint is received and the supervisor does NOT obtain evidence which exonerates the

law enforcement officer, the complaint shall be documented on a Complaint Form with the appropriate requested action

NOTE: Category II complaints do not need to be documented under this policy unless they involve one of the above three circumstances. Sustained complaints shall be dealt with according to SOP #: 141, Corrective Action Policy.

- B. Any citizen wishing to lodge a complaint, regardless of category, will be accepted in a professional, polite, and courteous manner.
- C. Anonymous complaints will be reviewed on an individual basis and will be followed up to the extent possible.
- D. The above procedures should also be used when a Department member desires to enter a complaint against any other member governed by this Standard Operating Procedure.
- E. Complaints against members which are criminal in nature and/or may result in criminal charges shall be investigated, as determined by the Chief of Police, or by an agency independent of the WPPD. The Office of the Chief of Police shall also assign an agency staff member to institute a separate internal investigation to be completed at the conclusion of the criminal investigation. This does not include cases in which a law enforcement officer's uses of deadly force resulted in a death. All of those cases shall be investigated by an outside entity.
 - 1. At the conclusion of the criminal investigation, copies of all reports and notes shall be turned over to the Professional Standards Lieutenant to be incorporated, if appropriate, into the administrative internal investigation.
- F. When a complaint against a member is received, in which member(s) body-worn camera(s) were activated and which recorded the incident, the recording(s) shall be viewed, prior to assignment for investigation. When the content of the body worn camera recording(s) clearly contradict the basis of the complaint and clearly disputes the allegations of member misconduct, the Chief of Police may determine if a complaint shall be investigated formally, be investigated via an administrative review, or be concluded as unfounded. Body worn camera recording contents may be used as evidence and assist in determining the category of the complaint.

140-7 RECORDING COMPLAINTS:

- A. The administrative investigation form (see Attachment "A") shall be used to record all documented complaints.
- B. It is essential that complete and accurate information be obtained and recorded on the form. Additional paper should be attached, if needed. The complainant should sign and swear to the facts alleged in Category I complaints, when given in person. Refusal

to sign and/or swear to the complaint shall be noted on the form. Complaints which are not signed or sworn will still be investigated to the extent possible.

C. The completed form shall be processed as follows:

1. Category I Complaints:

Original to the Professional Standards Division

2. Category II Complaints requiring documentation:

a. Original to the Professional Standards Division

b. Copy to the appropriate Division Captain.

D. If applicable, the supervisor shall note the apparent mental and physical condition of all parties involved in the complaint on the completed form. Any visible marks or injuries relative to the allegations shall be noted and immediately photographed or recorded with the member's body-worn camera.

140-8 CENTRAL COMPLAINT INDEX: PROCEDURES FOR MAINTAINING A RECORD OF COMPLAINTS RECEIVED BY THE WPPD IN ACCORDANCE WITH FLORIDA STATUTES

The Central Complaint Index is located within Professional Standards and the functions are assigned to the Professional Standards Lieutenant. They shall be responsible for recording, registering, and maintaining custody of all investigations of alleged or suspected misconduct within WPPD and corrective action or disciplinary records according to Florida State Statutes (FSS) Chapter 119.

The responsibilities for the Index shall include:

A. Maintain a numerical file of all documented complaints, findings, and corrective actions.

B. Provide statistical analysis of complaints to identify trends or patterns developing within the WPPD, or its members, that may require training or corrective action.

140-9 ADJUDICATION OF COMPLAINTS:

A. All investigations will be completed as soon as possible and not longer than fifty-six (56) calendar days for a formal investigation and twenty-one (21) calendar days for an Informal Inquiry, unless an extension is granted by the Chief of Police. If the internal investigation involves a criminal investigation, this time period will be tolled until the conclusion of the criminal investigation and/or criminal prosecution.

- B. The Investigator of the complaint will classify the completed investigation as follows:
1. Sustained – The allegations are supported in part or in all of the alleged acts of misconduct.
 2. Not-sustained – The investigation produced insufficient information to clearly prove or disprove the allegations.
 3. Exonerated – The alleged act occurred but was justified, legal, and proper.
 4. Unfounded – The allegations were demonstratively false or there is not credible evidence to support the complaint.
 5. Misconduct Noted – Acts of misconduct were discovered during the investigation that were not alleged in the complaint.
- C. The final disposition shall be recorded on the original Administrative Investigation Form, and the Professional Standards Lieutenant shall additionally complete form #CJSTC 78, which will both be retained in the Internal Affairs file maintained by Professional Standards.
- D. Once an investigation is completed and closed, the complainant shall be notified of the completion of the investigation and conclusion of fact (adjudication).
1. Notification shall be made in writing for all complaints resulting in a **formal** investigation.
 - a. The written notification may be completed by either the investigating member or by the Chief of Police, or their designee. A copy of the written notification shall be maintained with the original investigative file in Professional Standards.
 - b. A copy of the written notification letter/memo/email shall be placed in, and maintained with the original IA file.
 - c. If a written notification cannot be made after reasonable attempts to locate a valid address/email/etc. (e.g. the complainant is homeless), the attempt to provide written notification shall be noted in the IA file.
 2. **Informal inquiries** (complaints that do not result in a formal investigation), do not require notification to the complainant or the affected member(s). The complainant may be notified of the completion of the inquiry and the conclusion of fact (adjudication) by telephone or any other available means.
- E. For any investigation that results in a sustained violation of FSS 943.13(4) or involving moral character, WPPD shall submit form #CJSTC 78 to the Florida Department of

Law Enforcement (FDLE) Criminal Justice Professionalism Program within 45 days of the date that the allegation is sustained. The Professional Standards Lieutenant shall ensure that form #CJSTC 78 is completed and sent to FDLE, along with any other required documentation.

Moral character violations are listed and defined under Rule 11B-27.0011, Florida Administrative Code. Such moral code violations include, but are not limited to:

1. Any act constituting a felony offense regardless of criminal prosecution.
2. Pleading guilty, nolo contendere, or being found guilty of any misdemeanor offense involving perjury or false statement, regardless of withholding adjudication.
3. A plea of guilty or a verdict of guilty after a criminal trial of a misdemeanor offense enumerated in Florida Administrative Code Rule 11B-27.0011(4), or any act constituting one of the offenses regardless of criminal prosecution.
4. Any principal, accessory, attempt, solicitation, or conspiracy, pursuant to Chapter 777, F.S.S., which, had the crime been committed or completed, would have been a felony offense.
5. Committing an act in any jurisdiction other than Florida, which if committed in the State of Florida would constitute any offense listed in Florida Administrative Code Rule 11B-27.0011(4).
6. Committing any act or conduct constituting the below offenses:
 - a. Excessive use of force by an officer that is not justified under FSS 776.05, 776.07, or 944.35(1)(a).
 - b. Misuse of official position as defined in FSS 112.313(6).
 - c. Having an unprofessional relationship with an inmate, detainee, probationer or parolee, or community controllee.
 - d. Sexual harassment involving physical contact or misuse of official position.
 - e. Engaging in certain sexual activity while on duty or under color of law.
7. False statements during the employment application process.
8. Testing positive for any controlled substance.

140-10 DISCIPLINARY/CORRECTIVE ACTION:

Formal discipline may only be administered by the Chief of Police or an authorized designee.

When a law enforcement officer is suspended, as a result of an internal investigation, they shall neither be permitted to wear their uniform nor work in a law enforcement-related job.

Law enforcement officers suspended from duty shall have no law enforcement authority, but they shall continue to be liable for any violation of general orders, policy, rules, and procedures.

Probationary law enforcement officers may be dismissed for any infraction of general orders, policy, rules, and procedures during their initial probationary period.

Previous disciplinary actions taken against a law enforcement officer shall not be used as evidence when determining whether a violation of policy, rules and/or procedures has occurred in the case under investigation. Previous violations may be considered, however, in deciding the level of disciplinary action to be imposed for a particular violation.

Corrective Action not resulting in discipline may be administered by all command staff members with approval of the Chief of Police.

140-11 MAINTENANCE AND RETENTION OF INTERNAL INVESTIGATION AND DISCIPLINARY FILES:

Professional Standards shall retain files on all closed internal investigations in a securely locked filing cabinet in a secure location within the WPPD. The Professional Standards Lieutenant and the Investigations & Administrative Captain will have access to the files.

Internal Investigation and resulting discipline files will be retained and maintained in accordance with the retention requirements established by the State of Florida, General Records Schedule. Professional Standards shall determine the method of retention (e.g. scanned electronic file, paper copy, etc.) and shall be responsible for determining retention period based upon the general records schedule. Professional Standards shall be responsible for disposal of said records when the retention period ends.

The contents of an active internal investigation file are confidential and exempt from the Public Records Law. During the investigation, the file will be maintained in a secure area until the investigation is concluded or becomes inactive.

Any person who is a participant in an internal investigation, including the complainant, the subject of the investigation and the subject's legal counsel or a representative of their choice, the investigator conducting the investigation, and any witnesses in the investigation, who willfully discloses any information obtained pursuant to the investigation, including, but not limited to, the identity of the law enforcement officer

under investigation, the nature of the questions asked, information revealed, or documents furnished in connection with a confidential internal investigation, before such complaint, document, action, or proceeding becomes a public record as provided in this section commits a misdemeanor of the first degree.

Press releases or media contacts regarding active administrative investigations will be the responsibility of the Chief of Police or their designee.

140-12 PROFESSIONAL STANDARDS DIVISION FILES :

Upon conclusion of an investigation any release of information, upon request, shall be in conformance with all applicable public records laws.

All requests to review an internal investigation file or report must be made to the Professional Standards Lieutenant. Where exemptions of access to internal affairs records are at issue, the Chief of Police or designee will review the documents to make appropriate redactions prior to those documents being released.

140-13 LEGAL OBLIGATIONS OF THE WPPD:

The Department will comply with Federal and State law when conducting an investigation.

140-14 LEGAL OBLIGATIONS OF DEPARTMENT MEMBERS:

~~Department~~ **WPPD** members have the responsibility to fully cooperate with Professional Standards personnel or other Department personnel authorized to conduct such investigations.

If the member refuses to answer questions as required during an investigation, the member can be disciplined/dismissed. Answers to questions during such an investigation cannot be used against the member in any future criminal proceeding.

A member who is being investigated for a criminal violation is afforded all the rights provided for in the United States Constitution, Florida State Statutes and those rights based on applicable court rulings.

Per FSS 112.533, knowingly false statements given by a law enforcement officer under investigation may subject the law enforcement officer to prosecution for perjury.

140-15 NOTIFICATION TO **MEMBERS ~~LAW ENFORCEMENT OFFICER~~ IN AN INTERNAL INVESTIGATION:**

~~Law enforcement officers~~ **All members** shall be advised, by the investigating staff member, of all complaints and allegations against them on an Initial Notice of Investigation (see Attachment B). **The member** ~~law enforcement officer~~ shall be provided with a written

statement of the allegations against them and their rights and responsibilities as they relate to the investigation.

140-16 INVESTIGATIVE PROCEDURES TO BE USED IN DEALING WITH COMPLAINTS AGAINST LAW ENFORCEMENT OFFICERS:

Prior to beginning a formal investigation, the investigating officer shall review FSS Chapter 112, Sections 531 through 535, and this policy to ensure the investigation is in compliance with State law and internal policy.

140-17 LIMITATIONS PERIOD FOR DISCIPLINARY ACTIONS:

- A. Except as provided by law, no disciplinary action, suspension, demotion, or dismissal may be taken against a law enforcement officer for any act, omission, or other allegation of misconduct if the investigation of the allegation is not completed within 180 days after the date the WPPD receives notice of the allegation by a person authorized by the WPPD to initiate an investigation of the misconduct. If the WPPD determines that disciplinary action is appropriate, it shall complete its investigation and give notice in writing to the law enforcement officer of its intent to proceed with disciplinary action, along with a proposal of the specific action sought, including length of suspension, if applicable. Notice to the law enforcement officer must be provided within 180 days after the date WPPD received notice of the alleged misconduct, except as follows:
1. The running of the limitations period may be tolled for a period specified in a written waiver of the limitation by the law enforcement officer.
 2. The running of the limitations period is tolled during the time that any criminal investigation or prosecution is pending in connection with the act, omission, or other allegation of misconduct.
 3. If the investigation involves a law enforcement officer who is incapacitated or otherwise unavailable, the running of the limitations period is tolled during the period of incapacitation or unavailability.
 4. In a multijurisdictional investigation, the limitations period may be extended for a period of time reasonably necessary to facilitate the coordination of the agencies involved.
 5. The running of the limitations period may be tolled for emergencies or natural disasters during the time period wherein the Governor has declared a State of Emergency within the jurisdictional boundaries of the concerned agency.
 6. The running of the limitations period is tolled during the time that the law enforcement officer's compliance hearing proceeding is continuing beginning with the filing of the notice of violation and a request for a hearing and ending with the

written determination of the compliance review panel or upon the violation being remedied by WPPD.

- B. An investigation against a member may be reopened, notwithstanding the limitations period for commencing disciplinary action, demotion, or dismissal, if:
 - 1. Significant new evidence has been discovered that is likely to affect the outcome of the investigation; and
 - 2. The evidence could not have reasonably been discovered in the normal course of investigation or the evidence resulted from the pre-disciplinary response of the officer.

NOTE: Any disciplinary action, against a law enforcement officer, resulting from an investigation that is reopened pursuant to this paragraph must be completed within the time period specified within FSS.

140-18 DISCIPLINARY ACTION:

- A. A dismissal, demotion, transfer, reassignment, or other personnel action that might result in loss of pay or benefits or that might otherwise be considered a punitive measure may not be taken against a law enforcement officer unless the law enforcement officer is notified of the action and the reason or reasons for the action before the effective date of the action.
- B. Whenever a law enforcement officer is subject to disciplinary action consisting of loss of pay, including suspension, demotion, or dismissal, the law enforcement officer or the law enforcement officer's representative shall, upon request, be provided with a complete copy of the investigative file, including the final investigative report and all evidence, before disciplinary action is imposed. The contents of the complaint and investigation shall remain confidential, in accordance with Florida State Statutes, until such time as the WPPD makes a final determination whether or not to issue a notice of disciplinary action consisting of suspension with loss of pay, demotion, or dismissal. This paragraph does not provide a law enforcement officer with a property interest or expectancy of continued employment.
- C. At the conclusion of a formal investigation with sustained violations, the affected member's Division Captain shall review the final investigative report and all evidence. The Division Captain may meet with the assigned formal investigator to clarify any portion of the investigation, but will not have authority to change any findings. The Division Captain shall then deliver the final investigative report to the affected member's supervisor, who will submit a written recommendation of Discipline and/or Corrective Action to the Chief of Police via the chain of command. The Chief of Police has the absolute authority to issue formal discipline and/or corrective action regardless of the supervisor recommendations.

- D. The Chief of Police shall provide the affected member with a written Notice of Intent to Discipline. The Notice of Intent to Discipline will identify the policy violation(s) and the recommended level of discipline and/or retraining. The Notice of Intent to Discipline shall direct the affected member to contact the Office of the Chief of Police within 48 hours to schedule a Pre-Determination Hearing. The Pre-Determination Hearing will provide the member an opportunity to present any evidence or testimony not already on the record for the Chief of Police or designee to consider in determining if such formal discipline should be upheld or modified.
- E. Should the Chief of Police or their designee decide to mitigate Formal Discipline to Informal Personnel Action, a memorandum shall be prepared by the Chief of Police or designee containing the sustained violations and informal personnel action awarded as appropriate.

140-19 RELIEVING ~~EMPLOYEES~~ MEMBERS FROM DUTY:

Should a member be the subject of a criminal investigation, the member may be relieved of duty by the Chief of Police, or designee until a preliminary administrative review has been conducted.

Any supervisor may temporarily relieve a member from duty when their fitness for duty is in question due to any number of reasons, including, but not limited to:

- A. Emotional duress
- B. Suspected substance abuse
- C. Violation of City or WPPD policy which would, if proven, constitute reason for suspension or dismissal from employment; or
- D. Inability to perform assigned duties

In the event a member is temporarily relieved from duty, the initiating supervisor shall immediately notify the Chief of Police through the chain of command established for their division. In addition to verbal notification, a memorandum shall be submitted outlining the circumstances surrounding the relief from duty and the memorandum shall be forwarded through the chain of command prior to the supervisor completing their tour of duty. The Chief of Police or his designee shall evaluate the temporary relief from duty and notify the member in writing of their duty status within 24 hours.

140-20 WHEN A MEMBER'S ACTIONS RESULT IN DEATH OR SERIOUS BODILY INJURY:

When a member's actions result in a death or serious bodily injury, whether intended or not intended (e.g. use of force incident, vehicle crash or pedestrian hit, etc.), the following actions shall be taken:

- A. A report shall be completed detailing the incident.
 - 1. If the actions were the result of a use of force incident, the documentation of the incident shall be contained in the Incident Report (and not in a Use of Force Report).
 - 2. If the actions were the result of a vehicle crash, the appropriate crash forms shall be completed.
 - 3. If the death or injury was the result of some other action/incident, the appropriate Cafe report type shall be completed, detailing the incident.

NOTE: The member whose actions resulted in the death or serious bodily injury will not complete any written reports or use of force forms until a preliminary administrative review is concluded.

- B. The WPPD member shall be removed from their job assignment until a preliminary administrative review is conducted. The removal from job assignment shall be documented in a memorandum and provided to the affected member.
- C. A preliminary administrative review of the incident/actions of the member shall be conducted or assigned by the Chief of Police, or as determined by overriding authority (e.g. FDLE for officer-involved shootings and in-custody deaths). Once the review is concluded, the Chief of Police or designee may determine a return date of the member to their job assignment.
- D. Following the conclusion of any criminal investigation involving a death or serious bodily injury, the Chief of Police will assign a command staff member to conduct a use of force review or member action review of the circumstances that led to the death or serious bodily injury.
 - 1. For a death or serious bodily injury involving a use of force, the review shall determine whether the member's application of force was appropriate.
 - 2. For a death or serious bodily injury involving any other action, the review shall determine whether the member's actions were appropriate.

NOTE: The command staff review will not be assigned an internal investigation number unless there is evidence to indicate that a violation of policy led to the death or serious bodily injury.

140-21 USE OF INVESTIGATIVE TOOLS IN PROFESSIONAL STANDARDS (FORMAL) INVESTIGATIONS:

- A. In the course of a Professional Standards Investigation, investigative tools may be used by the investigator to assist with the investigation. When investigative tools are utilized, safeguards shall be applied to ensure that no less a standard of proof is used in

the Professional Standards Investigation than those used in any other police investigation due to their utilization.

These tools include but are not limited to:

1. Medical or Laboratory Examinations to ensure compliance with the Winter Park Drug Free Workplace requirements;
 2. Official WPPD photographs of members for identification purposes.
- B. For the purposes of the Professional Standards Investigation, a member shall not be required to submit to an instrument for the purpose of detection of deception, nor shall a member be required to participate in a live line-up or “show-up”. Should financial disclosure information be required for the investigation, the investigator may obtain a court order for said disclosure information.

140-22 OFFICIAL MISCONDUCT/COMPLIANCE HEARING:

If any sworn law enforcement officer believes that an investigator in Professional Standards, or an assigned investigating supervisor, intentionally fails to comply with the requirements of FSS Chapter 112, the law enforcement officer shall advise the investigator of the intentional violation which is alleged to have occurred per FSS 112.534. All subsequent actions and required procedures, outlined in FSS 112.534, shall be followed by the investigated law enforcement officer, the investigator and the WPPD.

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

140-23 DISMISSAL OF DEPARTMENTAL EMPLOYEE:

Any ~~employee~~ **member** dismissed as a result of an investigation of misconduct shall be provided the following:

- A. A statement indicating the reason for the dismissal;
- B. The effective date of the dismissal;
- C. A statement outlining the employee’s rights.

Refer to SOP 147- Grievance Procedures for the appeal process of a final outcome of an investigation of misconduct.

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Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title: Handcuffing, Searching and Transporting Persons Prisoners/Persons in custody SOP #: 250

Rescinds: SOP #: 264, dated 01/01/2000 **Amends:**

Effective: September 5, 2023 **Pages:** (13)

Attachments: "A" Strip Search Authorization Form
"B" Arrestee Property Form

250-1 PURPOSE:

This policy The purpose of this Standard Operating Procedure is to establish guidelines for the handcuffing, searching, securing, safeguarding, and transporting of prisoners/persons arrested or taken into custody, or being detained by law enforcement officers sworn members of the Winter Park Police Department (WPPD).

250-2 POLICY:

It shall be the policy of the WPPD Winter Park Police Department that all law enforcement officers follow the procedures set forth in the handcuffing, securing, searching, and transportation of persons. This policy applies to law enforcement officers and communications personnel.

250-3 DEFINITIONS:

Persons in Custody – Someone being held in custody or confinement (may or may not be under physical restraint). This can include persons taken as a result of an arrest or a Baker Act/Hal Marchman Act.

Prisoner - Any person arrested by a law enforcement officer.

250-4 PRISONER/PERSONS IN CUSTODY CONTROL:

Once a law enforcement officer makes an arrest and takes a prisoner or person in custody, that law enforcement officer is responsible for them until such time as they are formally turned over to another law enforcement officer, transport officer, medical personnel, or corrections personnel, or otherwise released from custody or confinement.

250-5 PROCEDURE FOR HANDCUFFING INDIVIDUALS:

A. For the safety of law enforcement officers, prisoners, and the community, all persons arrested or taken into custody by the WPPD Winter Park Police Department should be

handcuffed behind their backs with the handcuffs double locked, unless one of the following circumstances exists:

1. The law enforcement officer may handcuff a person in front of ~~their~~ his/her body in situations where the law enforcement officer feels that such restraining is justified to prevent injury to the prisoner.
 2. The law enforcement officer may justify not handcuffing a person at all due to unusual circumstances, such as extremely young children, advanced age, or persons with certain disabilities.
 3. When the law enforcement officer has decided to release the arrestee-prisoner at the scene on a Notice to Appear, and uses ~~their~~ his/her discretion not to handcuff the individual.
- B. Once a law enforcement officer has decided to make an arrest, for the safety of all involved, the suspect-prisoner shall be secured as soon as possible, prior to conducting a search.
- C. The handcuffing-securing of an individual does not always constitute an arrest. There may be times, for the safety of the law enforcement officer, that an individual-person is handcuffed-secured. However, the law enforcement officer must be able to justify this action.
- D. Baker Acts and Hal Marchman Transports – Law enforcement officers shall follow agency policy and FSS regarding the extent and types of restraints utilized during the transport of persons who meet the criteria for voluntary and involuntary examinations.

250-6 HANDCUFFING SPECIAL CIRCUMSTANCES/PROHIBITIONS:

- A. Law enforcement officers will use their utmost discretion when handcuffing disabled persons.
- B. For Baker Acts and Hal Marchman Acts, law enforcement officers shall restrain a person(s) in the most reasonable and appropriate manner under the circumstances. They ~~and should~~ handcuff any person being transported for Baker or Hal Marchman Acts who exhibits violence or the potential for injury to themselves ~~him/herself~~ or others.
- C. Prisoners receiving medical treatment should have handcuffs removed when directed to do so by attending physician or medical staff, or if a prisoner is in need of medical care to be admitted. If the prisoner has exhibited violence or is an escape risk, the law enforcement officer may at ~~his/her~~ their discretion handcuff-secure the subject-prisoner to an examining table/bed.
1. The handcuffing of injured persons is left up to the discretion of the law enforcement officer. The law enforcement officer's decision should be based on the extent of the injury, and the totality of circumstances involved in the specific incident.

2. In the event a prisoner should be admitted to a medical facility, the arresting law enforcement officer shall maintain custody and control of the prisoner until relieved by Orange County Corrections personnel or another law enforcement officer. Should a prisoner require extensive medical treatment or the Orange County Correctional facility not have the ability to provide relief within a reasonable amount of time, consideration may be made to release the prisoner for medical care and have criminal charges filed with the State Attorney's Office after discussion with a supervisor.
- D. Hog tying is defined as securing the prisoner's feet to their handcuffed hands behind the back. Hog tying is prohibited by the WPPD.
 - E. At no time will a prisoner/person in custody ~~or any individual~~ be handcuffed to any part of the law enforcement officer's vehicle.
 - F. In the absence of other options, two prisoners may be handcuffed together using one set of cuffs. In such cases the law enforcement officer should handcuff the prisoners (right arm to right arm).
 - G. Leg manacles may be utilized on prisoner's arms in cases where the prisoner is extremely muscular or obese.
 - H. Handcuffs may be left on prisoners at the holding facility if removal would result in the likely injury to the law enforcement officer, ~~members~~, the prisoner, or others.
 - I. Pregnant Prisoners/Person in custody:
 1. In addition to any specific requirements found in paragraphs below, any restraint of a prisoner who is known or suspected to be pregnant shall be restrained in the most reasonable and appropriate manner under the circumstances ~~must be done in the least restrictive manner necessary~~, in order to mitigate the possibility of adverse clinical consequences to the mother or child.
 2. A pregnant prisoner/person in custody who either appears to be in the third trimester of pregnancy (or who voluntarily provides her term information) shall not have leg, ankle, and waist restraints used except when significant documentable security reasons are noted by the officer or agency to the contrary that would threaten the safety of the prisoner, the unborn child, or the public in general. If wrist restraints are used, they must be applied in the front so the pregnant prisoner/person in custody is able to protect themselves ~~herself~~ from a forward fall.
 3. When requested by a physician or by emergency medical personnel treating any pregnant prisoner/person in custody, leg, ankle, and waist restraints shall not be used except when significant documentable security reasons are noted by the law enforcement officer or agency to the contrary that would threaten the safety of the prisoner/person in custody, the unborn child, or the public in general.

4. If a pregnant prisoner/**person in custody** is in labor, delivery, or postpartum recovery, restraints of any type shall not be used unless the **law enforcement** officer determines that the prisoner/**person in custody** presents an extraordinary public safety risk, for which the **law enforcement** officer may be authorized to apply restraints. Under no circumstances shall leg, ankle, or waist restraints be used on any pregnant prisoner/**person in custody** who is in labor or delivery.
5. Notwithstanding the aforementioned provisions, and for any such extraordinary circumstance, the type of restraint applied and the application of the restraint must always be done in the least restrictive manner.

250-7 ADDITIONAL EQUIPMENT:

- A. **Law enforcement** officers may need to use additional equipment when handling prisoners who have committed serious crimes and are escape risks, or when securing more than one prisoner, prisoners who have exhibited violence, or prisoners who are attempting to injure themselves.
- B. A hobble is defined as a device that prevents or limits the movement of a person by tethering one or more legs. Use of a hobble device is permitted if used in accordance with Department training.
- C. **Law enforcement** officers may utilize flex-cuffs in the absence of sufficient handcuffs.
- D. Leg manacles and/or leg restraints may be used on individuals who are an escape risk or who are excessively violent, to prevent injury to the **law enforcement** officers or the prisoner.
- E. A **law enforcement** officer may utilize a **protective** riot helmet to protect the head of the prisoner from injury in cases where a prisoner is attempting to injure **themselves** ~~him/herself~~ by banging **their** ~~his/her~~ head against **hard objects**. ~~the ground or fixtures within a holding area.~~

250-8 WRAP RESTRAINT

- A. The WRAP restraint device is a temporary restraining device that immobilizes the body and restricts a subject's ability to kick or do harm to oneself and others. This device minimizes the time to secure a person safely, restrain the subject in an upright position, and have the subject prepared for transport or movement.
- B. The WRAP is to be used by trained law enforcement officers only. The WRAP shall be used in accordance with WPPD policy and training.
- C. The WRAP may be used with law enforcement supervisory approval prior to or after a violent or potentially violent/combatative prisoner or person in custody using approved WPPD methods.
- D. Law enforcement officers should not assume that the WRAP is escape proof.

E. Once applied, the subject shall not be left unattended.

F. The WRAP may be considered for use under the following situations:

1. Whenever a law enforcement officer anticipates possible violent/combative behavior due to observations of the subject's agitated state or increasing verbal and physical violence.
2. To immobilize a violent/combative subject.
3. To limit violent/combative subjects from causing injury to themselves or others.
4. To prevent violent/combative subjects from causing property damage.
5. When conventional methods of restraint may not be effective.
6. When transporting violent/combative subjects.

G. Applying the WRAP:

1. The device must be applied by a minimum of two (2) law enforcement officers, if the subject is passive.
2. For violent or combative subjects, three (3) or more law enforcement officers should be used to apply the device.
3. Once secured, the subject shall be placed in the seated position or on their side. This will increase the oxygen recovery rate and reduce the incidents of respiratory fatigue or positional asphyxia.
4. The subject shall remain under observation while the device is deployed and in use. The subject shall never be left unattended and medical personnel will be summoned if additional medical assistance is needed.
5. The WRAP restraint device is a temporary restraining device. The leg bands and shoulder harness must be checked for tightness and re-tightened or loosened as necessary until the wrap is removed.

H. Transporting or escorting subjects restrained with a WRAP:

1. To carry the restrained person, a minimum of three (3) law enforcement officers will be used. Depending on the size and weight of the subject, more law enforcement officers may be necessary. Proper lifting techniques should be used to prevent unnecessary injury.

2. Restrained subjects may be transported in a patrol unit. Prior to transport, law enforcement officers will re-check all belts to ensure that they are securely fastened. The subject shall be in a seated upright position and secured by a seat belt.
 3. Subjects transported in a WRAP restraint shall be transported directly to the appropriate receiving facility (e.g. jail, mental health intake facility, etc.). They shall not be transported to the WPPD Station for processing.
 4. When transported by ambulance, the subject shall be accompanied by a law enforcement officer.
- I. Anytime the devise is used, the circumstances requiring its use shall be documented in a police report.

250-9 SEARCHING OF PRISONERS AND IN-CUSTODY TRANSPORTS:

- A. In all arrests and in-custody transports, where the subject person is to be transported, the arresting/transporting law enforcement officer shall be responsible for conducting a thorough search of the prisoner or person in custody being transported. This requirement shall apply to all transports including transfers from other law enforcement officers or agencies. The search shall include any handbags, packages, suitcases, or any other containers in the possession of the subject at the time of the arrest. The search shall be for weapons, contraband, or any other items that may be of evidentiary value or aid in an attempt to escape.
- B. If an arresting/transporting law enforcement officer utilizes a secondary law enforcement officer for transport, it is still the responsibility of the arresting/initial transporting law enforcement officer to conduct a thorough search.
- C. Any law enforcement officer placing an arrestee prisoner or person in custody transport in their his/her vehicle will conduct a search of the subject, regardless of any prior searches that may have been conducted.
- D. In the event that a transgender or gender-nonconforming person is required to be searched, the individual should be consulted on what gender they feel most comfortable being searched by and an effort will be made to honor the request. However, if a law enforcement officer of the requested gender is not available within a reasonable amount of time, the search may continue, following protocol in searches of the opposite gender (see below).
- E. Persons being transported in conjunction with Baker or Marchman Acts shall be searched for weapons and contraband.

250-10 SEARCHES OF MEMBERS OF THE OPPOSITE SEX:

- A. Whenever possible, a prisoner/person in-custody transport shall be searched by a law enforcement officer of the same sex.

- B. Law enforcement officers ~~shall~~ **should** not conduct searches of prisoner or person in custody ~~members~~ of the opposite sex unless one of the following circumstances exist:
1. There is reason to believe that the prisoner or **person in custody being transported** may be in possession of a weapon or other article capable of causing injury to a **law enforcement officer** ~~members~~, prisoners, or others if not seized immediately.
 2. There is reason to believe that the prisoner is concealing evidence which might be lost or destroyed if not obtained immediately.
- C. When a law enforcement officer must search a prisoner or person in custody of the opposite sex, they shall utilize the back of the hand around private areas, whenever possible. ~~In all cases, an attempt should be made to have an officer of the same sex conduct the search. If this is not possible, the arresting officer may conduct an exterior pat down of the arrestee.~~

250-11 SEARCHES OF TRANSGENDER INDIVIDUALS:

- A. Transgender individuals shall not be subject to more invasive search procedures than non-transgender individuals. A search shall not be conducted for the sole purpose of determining the individual's biological sex or gender.
- B. In effecting the search of a transgender individual, the search ideally and where possible should be conducted by a law enforcement officer the same sex the transgender individual expresses.
1. If the transgender individual presents feminine expression, the search should be conducted by a female law enforcement officer, if available.
 2. If the individual presents masculine expression, the search, under current policy, may be conducted by any law enforcement officer.
- C. If the law enforcement officer is uncertain as to the subject's gender expression, the law enforcement officer will respectfully, and in a professional manner, ask the individual their preference with respect to the sex of the searching law enforcement officer.
- D. When a prisoner or person in custody is indifferent or refuses to specify their gender identity, they shall be searched by the law enforcement officer of the same gender as their overt gender expression.
- E. When possible, two (2) law enforcement officers should be present for these searches. It is understood that the dynamic, fluid and emergent nature of some situations are such that immediate searches are necessary to preserve officer and public safety and to prevent the destruction of evidence.

F. When determined necessary, searches may be undertaken by any law enforcement officer when emergent conditions exist or when there is no availability of the law enforcement officer of a specific sex.

G. Law enforcement officers should be aware that the presence of needles may be indicative of a prescribed hormone treatment and/or therapy, not necessarily illegal drug use.

250-12 STRIP SEARCHES:

If a strip search is necessary to discover weapons, contraband or evidence, the search will NOT be conducted at the WPPD nor by any WPPD member. Any strip search needed will be requested to be conducted by the Orange County Sheriff's Office Corrections personnel, at the jail.

~~A. Strip searches will only be conducted by members of the same sex and only after receiving written approval of a supervisor by utilizing the department's Strip Search Request Form (Attachment "A"). The supervisor will only authorize a strip search in compliance with Florida State Statute 901.211.~~

250-13 TRANSPORTATION OF PRISONER/ PERSONS IN CUSTODY:

A. Law enforcement officers will transport prisoners or persons in their custody with the utmost concern for the safety of the prisoner or person in custody, law enforcement officer, and the community. Transporting law enforcement officers will at all times maintain control of all persons prisoners while in their custody.

B. The booking 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 laws governing the separation of the sexes and juveniles from adults. 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.

C. For the safety of the law enforcement officer, the prisoner, and the community, all prisoners should be transported in marked patrol vehicles equipped for the transporting of prisoners. Transport vehicles are vehicles equipped with protective barriers between the law enforcement officer and the prisoner, with the rear doors modified to minimize the likeliness of escape.

D. If the prisoner/person in custody being transported is a juvenile or a person of the opposite sex, the law enforcement officer will advise the communications center of the vehicle mileage and destination prior to departing and once the law enforcement officer has arrived at the destination.

- E. The arresting **law enforcement** officer will not place a juvenile in any vehicle with an arrested adult unless the adult is involved in the same offense or transaction with the juvenile.
- F. Generally, **prisoners** ~~arrestees~~ of the opposite gender should not be transported in the same vehicle. When arrested for the same crime and available transportation resources are limited, **prisoners** ~~arrestees~~ of the opposite gender may be transported in the same vehicle, with the exception of those arrested for domestic violence.
- G. Whenever possible, a transgender person shall be transported alone and not along with other persons. If there are multiple transports, transgender individuals may be transported with other transgender persons who share the same gender expression. Transport may also occur if the individuals, regardless of gender expression or sex, are known to each other and do not present a danger to each other.
- H. Disabled persons ~~being transported~~ should be transported **in a marked patrol vehicle** ~~transport vehicles~~ if at all possible. If the disabled prisoner **or person in custody** has a wheel chair, it shall be transported to **their** ~~the prisoner's~~ destination, if possible.
- I. In the event **law enforcement** officers are unable to transport a disabled prisoner, they shall notify the shift supervisor. The shift supervisor will have the communications center contact the Orange County Corrections facility to request a transport van be dispatched to the scene. The arresting **law enforcement** officer should then follow the van directly to the Orange County Corrections facility.
- J. If during transport to a holding facility, a prisoner complains of being sick or injured, the **law enforcement** officer is to advise the shift supervisor and, if within close proximity to the holding facility, request paramedics to be dispatched to the holding facility. The **law enforcement** officer will proceed directly to the holding facility or a medical facility where the prisoner will be examined. If the **law enforcement** officer's location is not close to the holding facility, a request shall be made to have medical personnel respond to the **law enforcement** officer's location to treat the prisoner.
- K. Extremely violent prisoners ~~may~~ **should** be transported directly to Orange County Jail (or the appropriate jurisdictional holding facility if the arrest occurs outside of Orange County) with the approval of the **law enforcement officer's** ~~member's~~ supervisor. If a prisoner becomes violent, threatening, or conveys suicidal thoughts or intentions, the **law enforcement** officer shall request Communications contact the Orange County Jail that the incoming prisoner requires to be "Safe Booked" and handled accordingly.
- L. Prisoners being transported to a jail facility should remain handcuffed until turned over to jail personnel.

250-14 PRISONER/PERSON IN CUSTODY TRANSPORT PROPERTY:

- A. If a law enforcement officer seizes property as evidence, for safekeeping, or for further investigation, the officer shall complete a property receipt and provide a copy to the prisoner or person in custody; the property shall be submitted according to the procedures in SOP #: 300, Property & Evidence. All other prisoner property shall be handled as listed below.
- B. All property shall be removed from the prisoner upon entry into the holding facility. The property shall then be inventoried and documented on an Arrestee Property Form (Attachment "B"). Prisoners that will be released via Notice to Appear or Juvenile Release Agreement need only have dangerous items removed from their possession and documented. (Examples of dangerous items include sharp objects, belts, shoelaces, etc.)
- C. For prisoners and persons in custody, property ~~shall~~ **should** be transported to the appropriate receiving facility along with the prisoner/person in custody, and custody of the property shall be turned over to the appropriate receiving facility member. The WPPD policy for property submittal shall be followed for instances when the volume of property requires submittal to WPPD Property and Evidence for safekeeping. For property transported, the transporting law enforcement officer (if different than the arresting officer) shall verify that the prisoner property listed on the Arrestee Property Form is correct, and shall sign the form where designated. Property determined to be of evidentiary value will be submitted into evidence and the prisoner/person in custody will be provided with a property form for the property collected. Property collected as evidence requiring a search warrant will be held in property and evidence, until a search warrant is obtained and executed.
- D. Prisoners released via Notice to Appear or Juvenile Release Agreement shall sign the Arrestee Property Form acknowledging the return of ~~their~~ **his/her** property prior to release. Prisoners transported to a receiving facility shall sign the Arrestee Property Form acknowledging that the property accompanied ~~them~~ **him/her** to the receiving facility during transport.
- E. Non-contraband items that are not accepted by the receiving facility must be entered on a property receipt and entered into Property/Evidence prior to the end of the ~~member's~~ **law enforcement officer's** shift. A copy of the property receipt shall be given to the prisoner so that ~~they~~ **he/she** may reclaim the item(s) at a later date.

250-15 ARRIVAL AT DESTINATION WITH PRISONER/ PERSONS IN CUSTODY:

- A. Upon transporting a prisoner **or person in custody** and arriving at the destination, the transporting law enforcement officer shall follow the security procedures established by the receiving facility (e.g. Orange County Jail, the Juvenile Assessment Center, or a medical facility). All firearms, other weapons, and less-lethal devices such as batons and chemical agents shall be secured in a locked storage compartment that allows the

law enforcement officer to retain the key, such as individual weapons lockers, or inside the law enforcement officer's vehicle (e.g., the trunk).

- B. Restraining devices shall be removed only after the prisoner or person in custody has been delivered safely inside the facility and only then in accordance with the facility's guidelines unless the law enforcement officer believes the prisoner or person in custody to pose a threat to themselves him/her or others or is an escape risk. Until the facility accepts the prisoner or person in custody, the law enforcement officer has custody of the prisoner or person in custody and is responsible for the security of the prisoner or person in custody.
- C. If not already done so by Communications personnel, the law enforcement officer shall advise receiving personnel of any potential medical or security hazards concerning the prisoner or person in custody as soon as possible.
- D. Any documentation concerning the prisoner or person in custody (e.g., charging affidavit, warrant, or Form 52) should be turned over to facility receiving personnel as soon as is practical.
- E. A copy of any documentation detailing transfer of the prisoner/person in custody from the law enforcement officer's custody to the custody of the receiving facility shall be retained by the law enforcement officer and filed with the Records Section of the WPPD Winter Park Police Department.

250-16 SEARCHING TRANSPORT VEHICLES:

- A. Prior to going on duty all law enforcement officers will conduct a search of their patrol vehicle to ensure no weapons or contraband have been left in the vehicle during previous shifts.
- B. When a law enforcement officer changes vehicle during a shift, they he/she shall check the newly assigned vehicle for any weapons or contraband.
- C. All law enforcement officers will conduct a search of their vehicles before placing a prisoner or person in custody in the transport compartment. The law enforcement officer will conduct a second search of the vehicle after removing the prisoner or person in custody

250-17 DIVERSIONS DURING TRANSPORT:

At no time will a law enforcement officer transporting a prisoner or person in custody divert their his/her route unless the diversion is necessary to render aid and assist in a life-threatening situation. If such an incident occurs:

- A. The transporting law enforcement officer will notify the communications center of his/her their intentions and request permission from the on-duty shift supervisor.

- B. In all cases the law enforcement officer should minimize the risk to the prisoner/ person in custody being transported.
- C. Law enforcement officers will not give food, drinks, or tobacco products to prisoners or in custody persons during transport.

250-18 ESCAPED PRISONERS/ PERSONS IN CUSTODY:

In the event a prisoner/ person in custody escapes while in transport, the subsequent procedures will be followed:

- A. The transporting law enforcement officer will immediately notify the on-duty shift supervisor.
- B. The shift supervisor will notify the chain of command and the public information officer.
- C. The shift supervisor will direct units to assist transport law enforcement officer.
- D. The shift supervisor will contact the on-duty supervisor within the jurisdiction of the incident to request assistance.
- E. The shift supervisor will direct the Communications Center to issue a Be On the Lookout (BOLO) for the prisoner or person in custody, including all pertinent information.
- F. The shift supervisor will ensure that the transporting law enforcement officer completes a detailed incident report outlining the circumstances of the escape prior to the end of their his/her tour of duty.
- G. The shift supervisor will ensure that the Public Information Officer has all necessary information for a press release (Refer to SOP #: 332, Media Relations), if determined necessary.
- H. The shift supervisor will coordinate with the on-duty supervisor of the jurisdiction of the incident and offer assistance from Department personnel.
- I. In the event of an escape of a prisoner, the shift supervisor will contact the on-call Assistant State Attorney and provide them the appropriate information. The shift supervisor will coordinate any notifications to the Judiciary deemed necessary by the State Attorney's Office to ensure the safety of anyone having cause for alarm.

250-19 SECURITY RISKS:

Should a prisoner or other person in custody (Hal Marchman or Baker Act) pose a security threat, the transporting law enforcement officer shall notify personnel at the receiving facility. A supplement to the arrest report will be written by the transporting law

enforcement officer outlining the security risk and the name of the person at the receiving facility who was notified of the risk.

Drafted: VT03-97 /filed: 264.doc /revised: 07-99 /revised: MD10-03 /revised: TP09-06 /revised: JEA10-11 /revised: KG10-15 /revised: KG10-18 /revised: KWR07-20 & KEOF 08-23

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:	Agency Owned Vehicle Utilization	SOP #: 260
Rescinds:	SOP #: 278, Dated 01-01-2000	Amends:
Effective:	September 5, 2023	Pages: (08)
Attachments:	"A" Quarterly Inspection Checklist "B" Off Duty Incident Report	

260-1 PURPOSE:

To provide ~~this agency~~ Winter Park Police Department (WPPD) with a mechanism to regulate assigned and/or agency owned vehicles and their utilization. This policy sets guidelines for such utilization and ensures that agency owned vehicles are used with ~~the Department's~~ WPPD's mission in mind.

260-2 POLICY AND PROCEDURE:

It shall be the policy of the ~~Winter Park Police Department~~ WPPD that vehicles will be assigned according to the needs of the agency and vehicle availability.

260-3 VEHICLE UTILIZATION:

Operators of agency owned vehicles shall conform to all federal, state, county and municipal motor vehicle laws.

Operators of agency vehicles shall possess a valid Florida driver license.

Members shall exercise good judgment while operating assigned vehicles. Vehicles will not be operated in such a manner that will cause embarrassment or reflect discredit upon the agency.

Assigned vehicles are a privilege not a right. **The** Chief reserves the right to revoke this privilege at his discretion.

All ~~agency~~ **WPPD** members issued a take home vehicle after January 10th, 2023, will have a drive camera installed in their assigned vehicle.

Drive camera incidents will be reviewed by agency driving instructors **or supervisors** who will determine appropriate coaching measures. Drive camera coaching is not discipline and serves to improve the member's driving behaviors.

~~Personnel assigned an agency vehicle may use their vehicle to drive to and from work if their residence is within thirty (30) miles of the city limits. Members hired prior to October 1, 2014 who reside outside the 30-mile limit are exempt from the residency restrictions.~~

~~Take-Home Vehicle Cost: Personnel residing within Winter Park city limits will not be required to pay a fee for fuel costs. Personnel whose residence is not located within the city limits, but not greater than ten (10) fifteen (15) miles from the closest city limit will be required to pay a fee of \$10 \$25.00 each pay period to offset fuel costs. Personnel whose residence is greater than ten (10) fifteen (15) miles, but less than twenty (20) thirty (30) miles from the closest city limit will be required to pay a fee of \$20.00 \$50.00 each pay period to offset fuel costs. Personnel whose residence is greater than twenty (20) miles but less than thirty (30) miles from the closet city limit will be required to pay a fee of \$30.00 each pay period to offset fuel costs. If a member was hired before October 1, 2014 and resides outside the 30-mile limit, the member will pay \$30.00 \$50.00 each pay period.~~

Those members eligible to participate in the take home vehicle program, will adhere to the residency requirements not to exceed forty (40) linear miles from 500 N. Virginia Ave, Winter Park FL 32789. Vehicles shall not be operated off duty outside of contiguous counties of Orange (Seminole, Volusia, Osceola, Lake, Brevard and Polk).

Take-Home Vehicle Cost: Members residing within Winter Park city limits will not be required to pay a fee for fuel costs. Members whose residence is not located within the city limits, but not greater than ten (10) linear miles will be required to pay an established fee of \$15.00 each pay period to offset costs. Members whose residence is greater than ten (10) linear miles, but less than twenty (20) linear miles will be required to pay an established fee of \$25.00 each pay period to offset costs. Members whose residence is greater than twenty (20) linear miles but less than thirty (30) linear miles will be required to pay an established fee of \$35.00 each pay period to offset costs. Members whose residence is thirty (30) linear miles and not more than forty (40) linear miles will be required to pay an established fee of \$50.00 each pay period to offset costs.

Members who participate in the take home vehicle program and are assigned a fully electric vehicle are not required to pay the fee, for offsetting costs, due to the potential cost incurred by the member for charging the electric vehicle at home.

It will be the responsibility of each supervisor to verify residency of the members under his or her **their** command who are eligible to use a take-home vehicle. ~~If there is a question as to the eligibility of a member to participate in the take home vehicle program, the responsible supervisor shall personally drive the distance to verify the mileage and residency requirements.~~

When an employee **a member**, who is assigned an agency vehicle, submits a change of address memorandum, it shall be the responsibility of the supervisor to verify if the new address is within Winter Park city limits or if the distance of the new address ~~from the closest city limit~~ meets the 30 **40**-mile limit requirement. If there is a question as to the

eligibility of the member to participate in the take home vehicle program, the responsible supervisor shall ~~personally drive the distance to~~ verify the mileage and residency.

260-4 CLASSIFICATIONS OF VEHICLE USE:

A. Full use vehicles – These vehicles may be used to transport ~~an employee~~ a member to and from work and off duty within those counties contiguous to Orange County. Dependents may be transported in these vehicles. Full use vehicles are restricted to:

1. The administrative staff of the rank Lieutenant or above.
2. Those ~~personnel~~ members who are on-call during any period when they are subject to callback (i.e., on-call detective).

NOTE: Full use vehicles are restricted to unmarked cars.

B. City limit vehicles – These vehicles may be used to transport ~~an employee~~ a member to and from work and in addition, during off duty hours for personal use within the city limits of Winter Park. The use of city limit vehicles is restricted to those who reside within the city limits of Winter Park and include both marked and unmarked vehicles. Dependents may be carried in these vehicles.

C. Point to point vehicles – These vehicles may be used off duty only to transport the ~~employee~~ member from home to work and back, or to and from a private or public gym facility. The point to point vehicles will include take home marked cars and those unmarked cars issued to non-on-call ~~personnel~~ members who reside outside the City of Winter Park. Dependents may be transported in a car on a case-by-case basis with the permission of the Captain ~~Division Chief~~, should a need be demonstrated. It remains the prerogative of the Chief of Police to assign vehicles and their use status as ~~they~~ he/she finds necessary.

D. Electric Vehicles – Full electric assigned vehicles will be plugged in at the WPPD station chargers while the members are at the station, to ensure that vehicles have an appropriate charge to carry out the members assigned duties. Members may also use any of the City owned chargers (Wellness Clinic, City Hall, City Compound) to recharge their assigned vehicle.

260-5 RESTRICTIONS ON USE:

Members whose driving privileges have been suspended or revoked or who are under disciplinary suspension or disciplinary probation will not participate in the individually assigned vehicle program. ~~Supervisors~~ Division Captains have the authority to terminate members from the program for specified periods of time ~~for just cause~~. Actions of this nature must be reported in writing to the Chief of Police ~~Operations Captain~~ Division Chief.

During periods of leave exceeding five scheduled work days, ~~personnel~~ **members** shall park their agency vehicle at the City garage ~~if it is due for service~~, or in the secure parking lot at the Police Department.

Members on light duty will not be permitted to participate in the program. If it is deemed to be in the best interest of **WPPD** ~~the agency~~, the Chief of Police or ~~his/her~~ **their** designee is authorized to make exceptions to this provision.

Members may be permitted to carry dependents in their assigned vehicle. All dependents must be in either a seat belt or child safety seat at all times while riding in the assigned vehicle. No law enforcement action shall be taken with a dependent in the vehicle, except in exigent circumstances involving a life or death situation.

Agency vehicles shall not be used for pushing or towing any other vehicle, unless authorized to do so by the on-duty supervisor.

Agency vehicles shall not be used for transporting heavy, inappropriate, or excessive loads.

Members operating a department vehicle (whether in an on duty or off duty status) shall not utilize the texting function of any cell phone or electronic device when the vehicle is in motion. If members use the texting function while at a red light, they shall remain aware of the traffic flow and will not let texting interfere with the safe and responsible operation of the vehicle.

Except as otherwise authorized by the Chief of Police, only approved attire will be worn while operating marked agency vehicles. ~~Agency issued shirts are authorized (to include Departmental t-shirt). If shorts are worn, they must be hemmed. A shirt may be untucked if it is done so for the purpose of concealing a weapon. No bib overalls, cut-offs, bathing suits, etc. will be worn. Appropriate shoes shall be worn, no sandals or open toed shoes. of any type (including flip-flops) are not authorized.~~

No clothing which would be considered offensive is authorized. ~~Sworn members~~ **Law Enforcement Officers** must be dressed and armed with a department-approved handgun in the event that ~~they~~ **he/she** must take enforcement action while operating an agency vehicle.

Members driving to and from a physical workout program may wear appropriate physical fitness attire.

Members shall not permit unauthorized persons to operate a city owned vehicle.

~~Personnel~~ Members who are **under the influence of any substance which** ~~taking prescription or non-prescription drugs that~~ may affect their ability to safely operate a motor vehicle shall not drive a ~~department~~ **WPPD** owned vehicle either on duty or off duty. They shall notify their immediate supervisor if unable to work or continue their shift.

If alcohol is purchased and transported in an unmarked agency WPPD vehicle, the member must not be wearing an agency uniform or displaying any article that expressly identifies them as a law enforcement officer or public safety employee, and the purchase and transport must be done while in an off-duty status. The alcohol shall remain unopened and transported in the trunk/cargo area. No alcohol, other than evidence, is permitted inside a marked vehicle or the passenger compartment area of any vehicle.

Off duty members who intend to consume, or who have consumed, alcoholic beverages or other intoxicants shall not operate use their assigned city vehicles. ~~Members participating in the program and operating marked vehicles are prohibited from patronizing drive-in theaters, establishments whose primary business is the serving of alcoholic beverages, package stores, or any other establishment that may result in public criticism while using a Department owned vehicle as transportation. This prohibition does not apply to undercover officers patronizing these businesses during a lawful, agency approved investigation.~~

260-6 USE OF SEAT BELTS:

Only authorized seat belts will be installed in agency WPPD owned vehicles. No employee member has the authority to modify the safety belt system or any other part of the agency a WPPD owned vehicle. ~~Personnel~~ Members shall utilize the installed seat belt while operating or riding as a passenger in any agency WPPD owned vehicle. Additionally, employees members shall ensure that all non-detained passengers are wearing their seatbelt while the vehicle is in motion.

260-7 CARE AND MAINTENANCE OF AGENCY VEHICLES:

Members shall be responsible for the general maintenance, care, cleanliness and condition of their assigned vehicle.

All operators of agency WPPD owned vehicles shall routinely complete the following tasks:

- A. Check all fluid levels. If fluids need to be adjusted, is shall be done by the City fleet maintenance personnel.
- B. Check and maintain proper tire pressure.
- C. Check and maintain sufficient fuel supply.
- D. Check fire extinguisher (date recharged).
- E. Check and maintain battery levels (if battery is so equipped).
- F. Check first-aid kit.
- G. Verify any other equipment is properly maintained and operable.

Members are prohibited from making any mechanical adjustments, alterations or repairs to vehicle. Should fluid levels need to be adjusted; the vehicle shall be serviced at the City garage.

Any damage to ~~an agency~~ a WPPD owned vehicle due to improper fluid or air pressure levels may be the responsibility of the operator if it is determined the damage was caused by failure to have the vehicle levels checked and maintained by City fleet maintenance personnel. The responsible ~~employee~~ member may be subject to corrective action/discipline.

In the event any defect, damage, or missing equipment is noted; the inspecting member shall complete a City Incident Report Form identifying the condition. Failure to inspect a vehicle prior to assuming control or failing to identify any such existing condition may result in the assignment of responsibility for such defect, damage, or missing equipment to the member neglecting to adhere to this policy.

All vehicles shall be serviced according to the fleet maintenance facility schedule. The affected member may drive a pool car during the time ~~their~~ ~~his or her~~ vehicle is being serviced. It is the responsibility of the ~~officer~~ member to coordinate the maintenance with the supervisor of Fleet Management.

City of Winter Park fleet maintenance personnel shall have absolute authority to hold deadlined vehicles (vehicles that have been removed from service for repair) in order to repair any safety related defects. Under no circumstance will vehicles that are deadlined for safety reasons be permitted to be driven away without repair.

In the event any damage is incurred, the operator must immediately advise their ~~his/her~~ supervisor who will then, within 24 hours, complete a City Incident Report Form.

When there is a major breakdown of a vehicle while outside the limits of the City of Winter Park, the operator shall notify the City fleet maintenance facility for further instructions on “how” and “where” to take the vehicle. After hours, the patrol shift supervisor will be contacted. The City fleet maintenance facility or its designee shall approve out-of-City repairs. Repair invoices shall be forwarded to the fleet maintenance facility.

Only the member’s Captain ~~Division Chief~~ shall approve additional vehicle equipment that does not require modifying or altering the vehicle or associated equipment, such as CB radios or scanners. All installations shall be either made or inspected by the City fleet maintenance facility supervisor or ~~their~~ ~~his/her~~ designee. No equipment (such as radar or deck lights) shall be placed or installed on the dashboard of any vehicle when it would affect the safe operation of air bags or other safety equipment.

260-8 RESPONSIBILITIES WHEN USING CITY VEHICLE:

When using the assigned vehicle during off duty periods, the following shall apply:

- A. Radio contact with Communications shall be available at all times to ensure availability for response to any emergency. Vehicle operators need not report in or out of service with the Communications Center when operating the vehicle off duty.
- B. Response to a call during off duty hours shall be consistent with the City of Winter Park's vehicle operational procedures and properly documented.
- C. **Law Enforcement** Officers operating a vehicle off duty are expected to take appropriate police action when warranted. Any action taken outside of Winter Park's jurisdiction must be in conjunction with the Mutual Aid agreements in effect and consistent with applicable written directives.
 - 1. If a **law enforcement** officer takes enforcement action in an approved jurisdiction, ~~they~~ he/she shall notify the Winter Park on duty supervisor and assure that the jurisdiction within which ~~they have~~ he/she has taken enforcement action is notified. Notification should be made prior to the enforcement action whenever possible. However, subsequent notice is acceptable if exigencies necessitate immediate action.
 - 2. Off duty **law enforcement** officers shall refrain from using their police powers in the approved jurisdictions unless the incident is life threatening or of an emergency nature. Traffic violations and misdemeanors are normally not emergency situations.
 - 3. In the event enforcement action is taken in an approved jurisdiction by an off-duty **law enforcement** officer, the on-duty supervisor shall coordinate a command staff member's response to the scene of the action.
- D. When responding to an incident or when taking enforcement action, members are required to assume full responsibility for the situation until relieved by on duty ~~personnel~~ **members**.
- E. While off duty and wearing civilian attire, members are encouraged not to take traffic enforcement action unless it is necessary to protect life and/or property.

260-9 GENERAL PROVISIONS:

- A. Vehicles shall be secured and the keys removed when a vehicle is parked and unattended. When the vehicle is not in use during an off-duty period, all removable items (i.e. weapons, radios, etc.) shall be secured in the vehicle's trunk, operator's office, or residence.
- ~~B. When two or more members are assigned to attend the same school, conference, or meeting, a minimum number of vehicles will be used.~~

- C. Any defect or damage of assigned or pool vehicles shall be reported by the operator to ~~their~~ his/her supervisor.
- D. Vehicle inspections will be conducted on a quarterly basis. ~~on a Quarterly Inspection Checklist (Attachment "A") by the shift supervisor.~~ Vehicles will be checked for the following:
1. Overall cleanliness.
 2. Condition of body paint, body damage, tires.
 3. ~~Fluid levels: oil, transmission, radiator, and power steering.~~
 4. Operational equipment: all lights, mobile and portable radios, siren, video camera, and MDT's.
 5. Mandatory equipment:
 - a. properly charged and current fire extinguisher
 - b. box of flares
 - c. An issued first aid kit, containing current medical supplies/equipment and related supplies to include:
 1. Bandages
 2. Gauze wrap or squares
 - d. jack and handle
 - e. ~~spare tire~~
 - f. personal protective equipment
 - g. vehicle registration
 - h. current city-issued vehicle insurance card.

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Timothy Volkerson
Chief of Police

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Active Assailant Response	SOP #: 269
Rescinds:	SOP #: 268	Amends:
Effective:	September 5, 2023	Pages: (11)

Attachments:

269-1 PURPOSE:

The purpose of this policy is to provide protocols for active assailant events by providing guidance on how to assess and respond to the threat thereby limiting serious injury or loss of life. This policy applies to all situations where it is believed there may be an active assailant or assailants posing an ongoing deadly threat, to include, but not limited to, those from firearms, vehicles, explosives, knives, and/or other means.

269-2 POLICY:

It is the policy of this agency that in active assailant situations law enforcement officers shall provide an expeditious and focused response to an ongoing violent, life-threatening situation, where delayed deployment could result in death or great bodily injury to innocent victims. This policy applies to law enforcement officers and civilian members who are assigned to field positions and Communications personnel.

269-3 DEFINITIONS:

Active Assailant(s) - An individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active assailants use firearm(s) and there is no pattern or method to their selection of victims. The active assailant(s) overriding objective appears to be that of mass murder in a populated area, rather than criminal conduct such as robbery, kidnapping, etc.

Active Assailant Event – An incident where one or more active assailants act to harm or kill others. Such events include, but are not limited to: school shootings, workplace violence, terrorist activities, and snipers.

After Action Report (AAR) - A document used to provide feedback to the agency and participating units or components on their performance during an incident. The AAR summarizes the incident and analyzes performance of the tasks identified as important during the planning process. It also evaluates achievement of the selected incident objectives and demonstration of the overall capabilities being validated.

Ambulance Exchange Point - A specific location where an ambulance is sent to pick up evacuated casualties from a team operating in the Warm Zone.

Casualty Collection Point (CCP) - A temporary location used for the gathering, triage, subsequent medical care, and evacuation of nearby casualties. Based on location size, number, and location of victims, multiple CCPs may be required.

Clear to Contact Movement – A tactic of systematic and continuous searching for an active assailant(s) when their specific location is NOT known.

Coach Aaron Feis Guardian Program Participants (Guardian Program) - Employees of public/charter schools where part or all of the employees' responsibilities include providing services as a School Guardian defined in FS 1006.12 (3); or licensed security guard, defined in FS 1006.12 (4) and 493.6101(18). Guardian Program Participants shall meet and maintain the requirements required by FS 30.15.

Compromise Authority - Direct authority granted to any law enforcement officer authorizing the initiation of specific action and/or series of actions in response to actions taken by the suspect(s).

Contact Team - A law enforcement officer or a team of law enforcement officers at the scene of an active assailant tasked with locating the suspect(s) and stopping the threat.

Direct to Threat Movement - A tactic of moving directly to the location of an active assailant(s) when their specific location is determined through gunfire, witnesses, or other viable intelligence.

Immediate Action - Rapid response by one or more law enforcement officers to an active assailant based on a reasonable belief that failure to swiftly seek out and address the threat would result in death or serious bodily injury.

Incident Commander (IC) - The individual responsible for all incident activities, including the development of strategies, tactics, and the ordering and release of resources.

Incident Command System (ICS) - A specific component of an incident management system designed to enable effective and efficient on-scene incident management by integrating organizational functions, tactical operations, incident planning, incident logistics, and administrative tasks within a common organizational structure. See SOP 265 – Incident Command and Unusual Occurrences for more detailed information.

Notification Center - A secure facility in a centralized location that provides information about injured, missing, unaccounted for, or deceased persons and initial services for victims, family members, and designated points of contact. The notification center also helps displaced survivors, including children, to re-establish contact with their family and friends after a period of separation.

Operational Zones

- Zone designations are dynamic and will change as the incident develops.

1. Hot Zone - An area where there is a **known hazard or direct and immediate threat to life**. Only law enforcement should operate in the hot zone.
 2. Warm Zone - A geographic area where **law enforcement has either cleared or isolated the threat to a level of minimal or mitigated risk**; can be considered clear, but not secure.
 3. Cold Zone - An area where there is **little or no threat** due to geographic distance from the threat or the area has been secured by law enforcement.
- Inner Perimeter - An area established to keep the threat contained to a specified location.
 - Outer Perimeter - An area established to keep the inner perimeter secured and to prevent outside elements from entering the incident.

Protected Corridor - Warm Zone response in which law enforcement forms a secure path through which Fire and EMS responders render aid and extract victims.

Protected Island - Warm Zone response in which law enforcement forms a secure perimeter around Fire and EMS responders in order for them to render aid until extraction and egress are available.

Rescue Task Force (RTF) - A team consisting of fire/emergency medical services (EMS) personnel, paired with law enforcement officers. Fire/EMS personnel are tasked with rendering aid, triage, and extraction of victims in the Warm Zone as their policies allow. Law enforcement officers are assigned as the protection for this team and should not separate from the Fire/EMS personnel.

Safety Priorities - A decision-making process which provides the framework for making tactically sound decisions, utilizing objective criteria based on an individual's current or likely risk of suffering serious bodily injury or death and their direct ability to remove themselves from that danger. The safety priorities value all life and its sole intent is to assist law enforcement in making tactical decisions to assist in saving lives. Those exposed to the greatest potential of injury with the least ability to escape the situation are placed at the top of the priorities:

1. Victims;
2. Innocent Civilians;
3. Law Enforcement;
4. Suspect(s).

Secondary Search - A calculated and methodical search of an area intended to locate and expose all possible threats after the known threat has been neutralized.

Staging Area - A location near the incident where outside resources respond and are inventoried for utilization and assignment at the incident. There may be more than one staging area per incident.

Unified Command (UC) - An incident command system used when there is more than one agency with incident jurisdiction, or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, often the senior person(s) from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies. The IC responsibility is shared within the UC, with the function most important at the time taking the lead role. The lead responsibility may shift as the incident progresses. Overall incident management will follow ICS protocols.

269-4 PROCEDURES:

A. The number one priority in an active assailant response is to **STOP THE KILLING** and all initial and feasible efforts should be taken in furtherance of this objective. Initial responders must be prepared to take immediate action and coordinate their responses with one another with the help of the Communication Section. Without delaying the initial response, the incident command system will be established, and the Incident Commander shall assume command of the scene and begin to coordinate the on-scene activities.

B. Situational Assessment:

1. Law enforcement officers at the incident scene shall verify that an active assailant situation exists through various means, to include, information provided by the communications section, from persons confined within or exiting the target location, from witnesses, and by reports of, or sounds of gunfire.
2. Upon verification of an active assailant incident, the communication section shall follow the established communications guidelines.

C. When available and as time permits, witnesses, or others should be asked about the location and number of suspects, the suspects' weapons, persons injured, the number and location of persons in possible jeopardy, and the use or location of improvised explosive devices (IEDs).

D. Initial Response:

The goal is to immediately stop the active assailant(s) from claiming more victims. Law enforcement officers shall provide an expeditious and focused response to an ongoing violent, life-threatening situation, where delayed deployment could otherwise result in death or great bodily injury to innocent victims. While this response should involve more than one law enforcement officer, individual action may become necessary based on the situation. **Law enforcement officers are expected to immediately seek out the active assailant(s) and eliminate the threat.** Law enforcement officers shall:

1. Immediately assess conditions to develop and implement an appropriate response and notify communications of information obtained.

2. Utilize proper cover, and attempt to park in a manner that does not impede other arriving units.
 3. When practical, equip themselves with a long gun, ballistic plate carrier/vest, entry tools, and first aid kit.
 4. Remain aware of the safety priorities and the need for positive threat identification.
- E. Contact Team or Single Law enforcement Officer Response:
1. The mission of the Contact Team is to locate the suspect(s) in the most expeditious manner possible, in order to STOP THE KILLING. In doing so law enforcement officers should not stop or render aid or assistance, but may, where reasonably possible, inform them that RTFs are forthcoming and direct them to a safe area of egress or hiding if they are able and it is safe to do so.
 2. The Contact Team(s) shall select entry points that are tactically advantageous towards resolving the situation. This may include utilizing multiple entry points to effectively respond to the threat. When practical, entry points, and other pertinent information will be communicated to responding personnel.
 3. Law enforcement officers arriving after the initial Contact Team has entered a structure shall make every effort to coordinate with the already deployed Contact Team(s). This coordination will enhance the speed and efficiency of the effort to STOP THE KILLING.
 4. A supervisor's approval is NOT required for an immediate response until otherwise directed by the Incident Commander (IC). Law enforcement officers have Compromise Authority during an active assailant response.
 5. Law enforcement officers shall use either the Direct to Threat or Clear to Contact movement based on the information available at that time.
 6. When feasible, each Contact Team shall provide the following types of information:
 - a. Progress and location;
 - b. Number of suspects;
 - c. Suspect(s) description and weapons;
 - d. Location of any suspected improvised explosive devices (IEDs) or other hazards; and
 - e. Location and number of victims.

7. Lacking actionable intelligence that demands a Direct to Threat response, the Contact Teams shall coordinate with each other to designate areas of responsibility beginning a Clear to Contact movement. This movement will prevent the delay of medical attention to casualties resulting from delays caused by slow and methodical searches.
8. When feasible, law enforcement officers shall maintain the security of areas cleared by Contact Teams to prevent the delay of medical aid. Law enforcement officers shall consider the use of protected corridors and protected islands to initiate RTF response.
9. Once it is confirmed that the suspect has fled, is deceased, has been captured or contained, the Contact Team shall immediately communicate this information to the IC. The subsequent course of action will be determined by the status of the suspect(s):
 - a. If the only known suspect is deceased, the IC may primarily shift the mission to STOP THE DYING.
 - b. If the only known suspect is confirmed to have fled, the IC can dedicate resources to STOP THE DYING while security is maintained.
 - c. If the known suspect is captured or contained, the IC should prepare as the situation dictates while simultaneously dedicating personnel to STOP THE DYING.
10. Law enforcement officers shall assist in the screening and the orderly evacuation of persons to a designated area and locate any persons who may still be hiding. If victims are encountered who require immediate trauma care, the Contact Team(s) shall notify communications for a RTF response.
11. If it becomes apparent there are sufficient contact teams actively engaged in the STOP THE KILLING phase, the IC shall coordinate the STOP THE DYING response. The IC may direct additional responding resources to designated staging location(s). Once the IC has established staging, self-deployment of units will cease.

F. Plainclothes Response:

The presence of plainclothes law enforcement officers on the scene of an active assailant incident presents a very high risk of "friendly fire" casualties. Every effort will be made to minimize the use, risk, and exposure of plainclothes law enforcement officers on an active assailant scene. Plainclothes law enforcement officers shall:

1. Wear clearly identifiable law enforcement insignia when in plainclothes and must make an effort to link up with uniform personnel when feasible.

2. Utilize their throw-on protective body armor vest with clear POLICE insignia, prior to entering a scene.
3. Provide a brief description of their identifiable characteristics and clothing prior to taking law enforcement action.
4. Plainclothes law enforcement officers may be replaced with uniformed law enforcement officers on an active assailant scene, as soon as practical.
5. When displaying firearms while in plainclothes, law enforcement officers shall verbally identify themselves as law enforcement officer, and conspicuously display their badge and/or other identification to alert security personnel, arriving law enforcement officers, or civilians who may be armed.

G. STOP THE DYING:

1. Life-saving efforts are categorized under the STOP THE DYING and include:
 - Establish communications and site security;
 - Providing emergency medical treatment;
 - Establishing protected corridors and islands;
 - Evacuating victims;
 - Establishing Warm Zones;
 - Establishing casualty collection points;
 - Establishing an ambulance exchange point(s); and
 - Deploying rescue task forces.
2. Every responding law enforcement officer must be prepared to transition to the STOP THE DYING phase as soon as tactically feasible. Quick integration and deployment of life-saving measures and personnel into the initial response effort must be accomplished to minimize the impact of these types of incidents. Early medical intervention and rapid transportation to an appropriate treatment facility are the most important factors to limit the loss of life.
3. Rescue Task Force (RTF):
 - a. Law enforcement officers must be prepared to immediately transition to the STOP THE DYING phase as soon as tactically feasible with the understanding that it is critical to provide emergency medical care expeditiously after a victim sustains a traumatic injury.

- b. Once sufficient contact teams are deployed and additional resources arrive at the incident scene, Unified Command should confirm that RTFs are formed to provide trauma care and help evacuate victims.
- c. RTFs shall only be deployed into an identified Warm Zone.
- d. RTFs shall be organized under a team leader, deployed in tactical formations consistent with agency training, with law enforcement officers prepared to act as a protective element to the medical team in the RTF.
- e. Wounded and injured persons will be quickly triaged and treated for obvious life-threatening injuries and removed to the designated CCPs. When several casualties are found in one location, this triage and treatment may take place in protected islands and/or protected corridors with expeditious extraction in mind. When feasible, RTFs shall advise the IC/UC of any relevant information, including but not limited to, the location and conditions of victims.
- f. Rescue and recovery operations will continue until the Unified Command has declared the scene clear and safe.

H. Incident Command and Unified Command:

- 1. Establishing Incident Command and transitioning to Unified Command with other responding public safety agencies is crucial to managing an active assailant event.
- 2. Once Unified Command is established, law enforcement, fire rescue, and other supporting entities will work under a single incident action plan to meet the objectives of STOP THE KILLING and STOP THE DYING.
- 3. Both the STOP THE KILLING and STOP THE DYING operations can occur simultaneously based on various factors including, but not limited to, the number of law enforcement officers available, the suspect's location in relation to the location of the casualties, whether the suspect is actively killing, and the amount of time since the last actionable intelligence update.
- 4. The IC shall verify that the following critical tasks are accomplished:
 - a. Verify the Hot Zone is clearly communicated to responding personnel;
 - b. Establish a Command Post and assign a scribe to document actions at the command post;
 - c. Establish unified interagency communication(s);
 - d. Establish an inner perimeter to control ingress and egress from the Hot Zone;
 - e. Establish an outer perimeter;

- f. Establish staging areas in the Cold Zone for the following purposes:
 - 1) Responding law enforcement and fire rescue personnel (a staging manager should be assigned to this staging area to brief arriving personnel, assist with the formation of contact teams and RTF teams, maintain communication with the command post, and assign duties as directed by the IC.);
 - 2) Triage, Treatment, and Transport (TTT), for treatment of the injured and evacuation by EMS or medevac (CCP);
 - 3) Ambulance exchange points;
 - 4) Individuals without injuries should be directed for identification and debriefing (evacuation area).

Note: When feasible the IC should co-locate law enforcement and fire rescue staging to assist in the rapid formation and deployment of RTFs. Additionally, this allows personnel already in staging to be assigned to security for the staging area.

- g. If necessary, request additional resources;
 - h. Establish traffic control and management for the ingress and egress of public safety vehicles. Special consideration should be given to maintaining open routes for rapid transport of the injured.
- 4. The IC/UC shall coordinate with the agencies where medical facilities are located to accomplish the following tasks:
 - a. Assist with security at the emergency room.
 - b. Identify potential victims, witnesses, or suspects from the incident for the investigation.
 - c. Crime scene preservation and evidence collection.
 - d. Reunification and notification.
 - 5. The IC/UC shall coordinate with the public information officer, city communications personnel, and communications center, or other designated individuals to confirm appropriate information is distributed to the community in a timely manner. This may include but is not limited to:
 - a. Shelter in place warnings for nearby locations;
 - b. Alerts to avoid the area due to heavy law enforcement activity and potential road closures.

I. Recovery

1. The IC/UC shall coordinate the establishment of a Notification Center, which:
 - a. Should be located in a centralized location and secured by designated law enforcement officers.
 - b. Should provide information about injured, missing and unaccounted for, deceased persons, and initial services for victims/family members.
 - c. Helps survivors, including children, reestablish contact with family and friends.
 - d. Will be replaced by the Incident Assistance Center (IAC) after the immediate recovery operations have occurred. The IAC will continue to require site security.
2. Criminal Investigations Response to a Mass Casualty Incident:
 - a. Criminal Investigations Division (CID) will assist with Notification Center and IAC operations.
 - b. Once the STOP THE KILLING and STOP THE DYING phases of the incident are complete, WPPD will continue the investigation.
3. The Critical Incident Stress Management Team (CISM) shall be requested to assist WPPD members and the community, where appropriate, in coping with stress, related to an active assailant incident, in accordance with SOP 353 – CISM Team.

J. Post Incident Reporting:

1. A debriefing with members involved in the incident will occur as soon as reasonably possible after the incident. The debriefing will identify areas of potential improvement and determine whether changes in operational protocols, policy, or training may be necessary.
2. The IC/UC shall designate the appropriate members to complete the After-Action Report, documenting the incident and information obtained from the debriefing.

K. Training:

1. WPPD will provide initial training to all applicable members within required timeframes. Thereafter, all newly hired law enforcement officers, and any applicable newly hired members shall have training on active assailant events. Training for law enforcement officers and other members will occur while in the Field Training Program. Training methods of delivery may be in any format to include Power DMS online training, in-person classroom training, scenario-based training or other formats, as determined by the Training Section.

2. Active assailant response related training shall be provided annually, to all sworn and applicable members. The Training Section shall coordinate the training and determine the appropriate method of delivery for the annual training.

Drafted: KEOF/GM 7-2023 /Filed: /revised:



Timothy Volkerson
Chief of Police

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Title:	Community Service Officer Program	SOP #: 385
Rescinds:	NEW	Amends:
Effective:	September 5, 2023	Pages: (11)

Attachments:

385-1 PURPOSE:

The purpose of this order is to define the duties and responsibilities of a Community Service Officer position/program and to define the guidelines for their requirements, selection, training, authority, restrictions, assignment, responsibilities and supervision.

385-2 POLICY:

It is the policy of the Winter Park Police Department to utilize civilian members to respond to and handle calls which do not require full enforcement powers, are not-in-progress (over with), nonviolent crimes and customer service-type calls. This role will provide supplemental assistance to law enforcement officers, thus allowing additional time to respond to emergency calls and perform appropriate proactive enforcement activities.

Community Service Officers (CSOs) shall operate and adhere to all applicable regulations and WPPD policy and procedures and shall only perform those functions to which they have received training.

Supervision: The patrol supervisor shall have the primary duty to ensure that CSOs only respond to calls that are appropriate to their position, training, and authority. The patrol supervisor may reassign calls for service to a law enforcement officer or to a CSO as they determine appropriate.

385-3 AUTHORITY AND FUNCTION:

- A. The Community Service Officer (CSO) is a paraprofessional position intended to augment the sworn law enforcement of WPPD. CSOs are not sworn officers and do not have arrest authority; they DO NOT have arrest powers and shall NOT attempt to make an arrest.
- B. These members perform service and police functions that DO NOT require law enforcement or regulatory authority. These functions include, but are not limited to, responding to over-with calls, report writing, traffic direction and control, traffic crash investigation and non-criminal citation issuance.

C. Restrictions:

1. Under no circumstances will CSOs be dispatched to or respond to any crime in progress. Should a CSO inadvertently be in close proximity to an in-progress or potentially dangerous situation, the CSO shall move to a position of safety. The CSO shall immediately notify Communications of their location and relay all pertinent information to Communications and the responding law enforcement officers. CSOs shall not follow any suspect, suspect vehicle or suspicious vehicles.
2. Under no circumstances will a CSO be dispatched to any disturbance-type calls involving confrontations between individuals, family disturbances, neighborhood disputes, disorderly person, etc. If a confrontation occurs on any call, the CSO on the scene shall retreat to a place of safety, notify Communications, observe without becoming involved, and relay all pertinent information to Communications until a law enforcement officer arrives. The call shall then be reassigned to the responding officer.
3. A CSO shall not be dispatched to any call where the suspect is known and may still be on scene, or the suspect has recently left the scene and the suspect's return is ~~possible~~ likely, or when the scene has not been searched.
4. A CSO will NOT be permitted to use physical force or any assigned and authorized weapon in the performance of their duty except in self-defense.
5. CSOs do not have general arrest powers; therefore, CSOs shall not attempt to make physical arrests, detain individuals or initiate traffic stops of any kind. A law enforcement officer will always be summoned to make any arrests, detain individuals or make a traffic stop.
6. A CSO who has full notary powers will be restricted to performing the same notary functions as law enforcement officers while on duty and no fee will be charged. A CSO using their full notary powers while off duty will be solely liable and must comply with all the laws set forth in Florida Statute Chapter 117, Notaries Public.
7. A CSO shall not act in the capacity of a sworn Reserve/Auxiliary Police Officer with WPPD or any other police agency.
8. At no time, while on duty, will a CSO be permitted to possess a firearm on their person or in the patrol vehicle. The only exception would be to transport a firearm as evidence or as found property, directly to the police station and submitted to Property and Evidence, as detailed in departmental policy.
9. CSOs may engage in extra-duty employment, as defined by agency SOP 180. CSOs may request to work off-duty employment per SOP 181 and shall follow procedures contained in that policy.

385-4 MINIMUM REQUIREMENTS AND THE SELECTION/HIRING PROCESS:

A. The minimum requirements for a CSO are as follows:

- Minimum 18 years of age;
- High school graduate or equivalent;
- Pass a background examination;
- Possess a current Florida Driver's License;
- Pass pre-employment polygraph examination(s);
- Pass a medical exam to include a drug screen; and
- Be able to work hours as assigned.

B. The CSO selection/hiring process shall include:

- Completion of an application
- Panel review board (by members assigned by the Deputy Chief)
- Background investigation (to include military service record review, social media review, fingerprinting, criminal history checks (local and national), DL check, driving history check, previous employment verification, employee references, personal references, credit history check and drug history review)
- Polygraph
- Psychological exam
- PAT test
- Interview with the Chief of Police
- Medical exam and drug screen

Note: CSO applicants do not need to be interviewed/approved by the Civil Service Board. The Chief of Police shall determine if the CSO applicant is hired for the position.

385-5 DUTY HOURS, UNIFORM AND EQUIPMENT:

A. CSOs will work shifts as needed to meet the needs of the agency. Modifications to the schedule may be made by the Operations Captain, with approval of the Deputy Chief. The hours/days of the CSOs assigned to Special Operations will correspond to the manpower needs of the Department and based on calls for service.

- B. CSOs assigned to a field position will wear a uniform which is clearly different from that of a law enforcement officer. The issued uniform shall consist of a light blue shirt, navy pants, approved footwear and a black belt.

NOTE: Refer to SOP 130 – Personal Appearance for details regarding required personal appearance regulations affecting this position.

- C. The uniform, at all times, will conform to Departmental directives concerning uniform requirements.
- D. Traffic vests or issued high-visibility clothing shall be worn at all times while directing traffic or pedestrians.
- E. CSOs will be issued body armor. The wearing of body armor will be required when in uniform and performing the general functions of a CSO (in the field). Situational exceptions to the requirement may include attendance at training functions, ceremonies, homeowner's association meetings, etc.
- F. A visual inspection of the CSO uniform and equipment shall be conducted on a routine basis. A formal inspection of the CSO vehicle for both cleanliness, content and readiness shall be conducted and documented on quarterly basis, in accordance with agency policy.

385-6 DUTIES AND RESPONSIBILITIES:

- A. Patrol Assignment Responsibilities: To assist and support the law enforcement officers in the performance of their duties and to assist in maximizing services to the public in non-hazardous situations.
- B. Duties may include but are not limited to:
 - 1. Respond to dispatched calls for service and complete reports as required.
 - 2. Monitor the radio at all times during their tour of duty, to include notifying Communications each time they change location.
 - 3. Conduct traffic crash investigations and issue non-criminal Uniform Traffic Citations (UTTs) (if training has been received).
 - 4. Process crime scenes and collect evidence.
 - 5. Issue parking citations.
 - 6. Fingerprint members of the public.
 - 7. Provide traffic direction and control.

8. Provide general information to members of the public as required (giving directions, references to City departments, medical facilities, shopping, public presentations, etc.).
 9. Check vehicles that have defective equipment and sign the backs of UTTs for defective equipment (certifying that the appropriate correction(s) have been made).
 10. Conduct same sex pat downs and searches of arrestees if a same sex law enforcement officer is unavailable, while under the direct direction and supervision of a law enforcement officer.
 11. Perform crossing guard duties.
 12. Respond to subpoenas and testify in court.
 13. Assist in the search for missing/endangered persons.
 14. Assist law enforcement officers as a scribe and/or runner at major crime scenes or ICS events.
 15. Participate in traffic operations by completing reports as needed.
 16. Park at highly-visible locations and provide extra patrol at high traffic accident locations in an effort to deter traffic violations.
 17. Patrol parking lots and residential neighborhoods where numerous vehicle and residential burglaries have been reported.
 18. Administering basic first aid within the scope of their training and abilities.
- C. CSOs shall also be on the lookout for any crimes in progress and immediately notify Communications of the location and nature of the activity without becoming directly involved.
- D. CSOs shall request assistance from their supervisor or a law enforcement officer when a situation presents special or unusual problems which they do not feel fully capable to handle.
- E. CSOs may be assigned to other Departmental components/functions deemed appropriate by the Chief of Police. These may include, but are not limited to Investigations, Special Operations or Community Services.
1. Tasks, duties and responsibilities, when assigned to any position outside of a patrol function, shall be documented and clearly conveyed to the CSO by the supervisor/manager of that particular unit/division.

2. Each area/function shall be responsible for the direct supervision of the CSO and shall ensure all training, which is needed for the specialized position, be conducted and documented.

385-7 VEHICLE UTILIZATION:

- A. CSOs are authorized to utilize vehicles that have WPPD markings and ~~amber~~ red and white lights and shall be clearly marked "Community Service Officer". No CSO vehicle shall have red or blue emergency lights. The vehicles will be equipped with a public address system and are considered emergency response vehicles. CSOs may use unmarked vehicles, with the approval of the Operations Captain.
- B. CSOs will not respond with lights and/or siren activated to any call for service in emergency mode. Under no circumstances will CSOs be dispatched to any calls requiring lights and/or siren emergency response of their assigned vehicles.
- C. The ~~amber~~ red and white lights on CSO vehicles will only be used for traffic control and to protect the vehicle, the CSO, or other people or vehicles.
- D. While operating a City vehicle, CSOs will obey all traffic laws and will wear seatbelts in accordance with State, City and agency policy.
- E. All vehicles will be maintained in a safe and operative status at all times.
- F. All vehicles will be locked and secured when parked.
- G. Any damage to the vehicle will be reported in accordance with agency policy.
- H. All CSO vehicles will be equipped with a drive camera.
- I. When not being used in official capacity, CSO vehicles may be taken home, when approved by the Chief of Police. When approved, all rules and regulations on take-home vehicles (SOP-260) shall apply.

385-8 TRAINING:

A. FIELD TRAINING

1. ~~Field Training Program~~—CSOs will successfully complete the specified field training program prior to assuming the responsibility of handling calls without supervision. The field training program will provide systematic, consistent and standardized training for CSOs.
2. CSOs shall be trained according to the curriculum provided in the CSO Field Training Guide. Along with essential job functions and departmental policy, training shall include driving proficiency, use of chemical munitions, exposure control/bloodborne pathogens, FCIC/NCIC certification, basic crime scene

processing, traffic direction and control, CPR/first-aid, autism awareness, accreditation, ICS, and mental health awareness.

3. The field training program lieutenant shall be responsible for the administration of the CSO Field Training Program.
4. The CSO Field Training Program is designed to train the probationary CSO.
5. Probationary CSOs shall be trained by law enforcement officers and CSOs qualified to be, and selected as, Field Training Officers.
6. The program will be divided into multiple phases of training and shall be a minimum of 8 weeks in length. Each phase shall have a specific performance objective and shall be concluded with a written test and evaluation of the CSO.
7. WPPD's CSO Training Guide will contain:
 - a. The guidelines for evaluating members undergoing field training;
 - b. Applicable agency policies and procedures;
 - c. Appropriate tests and competency evaluation devices;
 - d. Forms and outlines to document the field training of individual members.
8. Remedial training shall be conducted as needed at the discretion of the CSO's Field Training Officer, or at the direction of the Field Training Program Supervisor or Lieutenant. All remedial training will be documented.
9. Remedial training will NOT exceed two weeks. If the CSO does not adjust to an acceptable level of performance after a two-week remedial period, the CSO may be terminated.
10. CSOs may be extended in any phase at the recommendation of the CSO's Field Training Officer and the approval of the Field Training Program Lieutenant. Any extensions beyond two weeks must be approved by the Operations Captain.
11. The Chief of Police shall make all final decisions regarding the termination of a CSO.
12. Release from the Program
 - a. Upon completion of the required program, the Field Training Program Lieutenant shall review the CSO's training record. The Field Training Program Lieutenant shall solicit input from the Field Training Officers in making a final recommendation on retention.

- b. The recommendation on retention shall be forwarded to the Deputy Chief for review. The Deputy Chief will determine the release and assignment of the CSO who passes the training program successfully.

13. Once the CSO has successfully completed the field training program and is assigned a permanent shift assignment, their supervisor will complete mandatory monthly evaluations, as dictated by City policy. The CSO shall be on probation for six (6) months.

NOTE: CSOs who have successfully completed the WPPD's Law Enforcement Officer Field Training Program will NOT be required to complete the CSO Field Training Program.

B. IN-SERVICE/BLOCK TRAINING

1. The Training Section shall schedule appropriate annual training for CSO positions.
2. Training may be alongside law enforcement officers during block training, dependent upon the training content.
3. All CSOs will receive annual training in accordance with agency policy, accreditation standards and state statutes.
4. All CSOs who are issued OC chemical spray will attend and complete annual training pertaining to use of force. If issued OC chemical spray, at a minimum, the CSO shall complete training annually and demonstrate proficiency.
5. CSOs will be required to attend any additional training as deemed appropriate to the CSO function.

- C. Additional Training – CSOs may attend training in addition to the field training program and annual required training. All training requests and decisions shall follow the outlines contained in SOP 125 – Training Standards.

385-9 TYPES OF CALLS HANDLED BY COMMUNITY SERVICE OFFICER:

- A. CSOs may respond to calls for service only under the following conditions:
 1. Only when criminal activity is no longer present;
 2. There is no indication that violence is occurring or is likely to occur;
 3. There is no information to indicate that an arrest will be made at the scene (unless working a specific operation with law enforcement officers present, e.g. checkpoint, decoy operation).
- B. CSOs may process crime scenes, collect physical evidence, take digital photographs of crime scenes, and other duties assigned.

C. Examples of calls that CSOs may respond to include the following:

1. Lost or stolen vehicle tags
2. Stolen/recovered/abandoned vehicles
3. VIN verifications
4. Burglaries after business/residence/vehicle has been cleared
5. Thefts
6. Criminal mischief
7. Lost/Abandoned property
8. Found property
9. Fraud
10. Traffic crashes (when properly trained)
11. Missing persons (to assist with searches)
12. Harassing phone calls/cyber stalking
13. Illegal dumping
14. Civil property complaints where both parties are NOT present
15. Other misdemeanor calls as directed by a supervisor
16. Assisting with traffic control/directing traffic

D. CSOs will request that a law enforcement officer respond if a situation appears it may necessitate the use of law enforcement powers or if the situation has the potential for violence and/or confrontation. The CSO will move to a position of safety and observe until a law enforcement officer arrives.

E. CSOs will not respond to any call that is identified or perceived as hazardous.

F. If a CSO is working a traffic crash and suspects a crash may involve a person under the influence of drugs or alcohol or any other criminal violation, the CSO will request a law enforcement officer respond to the scene.

G. Incidents where a CSO comes in contact with a sexual predator/offender, gang member, or a wanted person, they are to immediately contact a law enforcement officer for assistance. The law enforcement officer shall remain on scene while the CSO is completing the call, or have the call reassigned to them.

- H. When not handling a call for service, CSOs will perform preventative patrol, patrol of parks, shopping center parking lots and neighborhoods for the benefit of its users to facilitate a sense of security and to make general observations of suspicious activity which may pose a threat to public safety.
- I. Observation of suspicious activity will be promptly reported to Communications.
- J. CSOs will NOT handle the following calls:
 - 1. Any call for a crime in progress;
 - 2. Disturbances calls of any nature to include domestic disturbances, neighborhood disputes, disorderly persons, etc.;
 - 3. Calls where a suspect is still on-scene or has recently left the scene and the suspect's return is possible or probable.
 - 4. Calls in which there is a likelihood of an on-scene arrest.
 - 5. Active alarm activations.
 - 6. Trespass requests (when the suspect is still on-scene).
 - 7. Any call in which a hostile, violent, or argumentative person is reported to be on-scene.

385-10 USE OF AUTHORIZED WEAPONS AND USE OF FORCE:

- A. CSOs assigned a field position shall carry (while on-duty) the approved OC chemical spray. The OC chemical spray is NOT authorized for use/carrying while in an off-duty status.
- B. The OC chemical spray will be used only as personal protection as a defensive option. OC chemical spray may be used on aggressive animals for the protection of self or others.
- C. CSOs may be issued OC chemical spray ONLY after receiving appropriate training and successful demonstration of proficiency.
- D. When issued OC spray, CSOs will be required to attend annual training and demonstrate proficiency every other year. If they are unable to show proficiency, they shall immediately be given remedial instruction. If they are unable to show proficiency after remedial instruction, they shall be required to turn in their spray until remedial training is completed with a successful display of proficiency.
- E. When OC spray is deployed, the CSO will complete a Use of Force Report as prescribed in SOP 222, Use of Force.

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Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	September 5, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Fire Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	September 5, 2023
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board approval			
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subject

Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact