



Civil Service Board Regular Meeting

Agenda

June 7, 2022 @ 4:00 pm

Ray Beary Community Room | Public Safety Complex
500 N. Virginia Avenue | Winter Park, Florida

welcome

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

assistance & appeals

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

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

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes for May 3, 2022](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Certification of Lieutenant's Eligibility List](#) 1 minute
 - b. [Certification of Sergeant's Eligibility List](#) 1 minute
 - c. [Off Duty Employment -Officer Rojas](#) 1 minute
 - d. [Officer Candidate Interview](#) 5 minutes
 - e. [SOP 201- Florida Blue Alert\(new\)](#) 3 minutes
 - f. [SOP 307 Facial Recognition Systems\(new\)](#) 3 minutes
 - g. [SOP 360 Reserve/Part-Time/Administrative Reserve\(revised\)](#) 3 minutes
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Police Department](#) 5 minutes
 - b. [Fire Department](#) 5 minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	June 7, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for May 3, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[May 3, 2022.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

May 3, 2022 at 4:00p.m.

Public Safety Building | Ray Beary Room
500 N. Virginia Avenue | Winter Park, Florida

Present:

Kip Marchman, Chairman
Steve Stutzer, Vice Chairman
Stockton Reeves, Board Member
Mary Daniels, Board Member
Javier Rodriguez, Police Representative
Tod Meadors, Fire Representative

Chief Tim Volkerson
Chief Dan Hagedorn

Absent: Pitt Warner, Chief Examiner

1. Call to Order

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

2. Consent Agenda

a. Approval of the April 5, 2022

Motion made by Ms. Daniels and seconded by Mr. Rodriguez to approve the minutes from the April 5, 2022, Regular Meeting. Motion carried unanimously with a 6-0 vote.

3. Public Comments

None

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

None.

5. Action Items

a. SOP 145 Promotions (PD)

Lieutenant Garvin McComie presented SOP 145-Promotions, to board members and answered questions. Motion was made by Mr. Stutzer and seconded by Mr. Rodriguez to approve SOP 145. Motion carried unanimously with a 6-0 vote.

b. Request to begin hiring process (FD)

Chief Hagedorn requested permission to begin the hiring process. Motion was made by Mr. Reeves and seconded by Mr. Stutzer to allow the fire department to begin the hiring process. Motion carried unanimously with a 6-0 vote.

6. Non- Action Items

a. Awards (taking out of order)

3. Outside Agency Award-SPO J. Combas

Chief Volkerson presented SPO J. Combas with the Outside Agency Award.

2. Officer of the First Quarter Award-Detective Ryan Wing

Chief Volkerson presented Detective Ryan Wing with the First Quarter Award.

1. Unit Citation-White Watch

Chief Volkerson presented Lt. Tom Ponicki with the Unit Citation Award. Remaining members of White Watch will receive their award during the June meeting.

7. Staff Updates

Police Department

- Background investigation being completed on one out of state applicant.
- DC Biles to retire in June.

Fire Department

- DC Ryan Fisher retired on May 1, 2022.
- Battalion Chief Dan Devlin will be acting interim Division Chief
- Hurricane season review underway-hurricane season begins June 1st.

8. Board Comments

None

9. Adjournment

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

item type Action Items	meeting date June 7, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Certification of Lieutenant's Eligibility List

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Lt Eligibility List.pdf](#)

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: All Personnel

FROM: Timothy R. Volkerson
Chief of Police

DATE: May 17, 2022 

SUBJECT: Lieutenant Eligibility List

The following employees listed in alphabetical order were chosen by the Promotional Board as eligible for the position of Lieutenant. This list will be presented to the Civil Service Board on Tuesday, June 7, 2022 for certification.

David Graham
James Meyn
Matt Walker



Civil Service Board **agenda item**

item type	Action Items	meeting date	June 7, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Certification of Sergeant's Eligibility List

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Sergeant's Eligibility List.pdf](#)

**WINTER PARK POLICE DEPARTMENT
MEMORANDUM**

TO: All Personnel

FROM: Timothy R. Volkerson
Chief of Police

DATE: May 19, 2022

SUBJECT: Sergeant's Eligibility List



The following employees listed in alphabetical order were chosen by the Promotional Board as eligible for the position of Sergeant. This list will be presented to the Civil Service Board on Tuesday, June 7, 2022 for certification.

Joe DiCarlo
Luke Hofer
Shuvon Ligon
German Massallo
Pam Woehr



Civil Service Board agenda item

item type	Action Items	meeting date	June 7, 2022
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board approval			
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subject

Off Duty Employment -Officer Rojas

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

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board approval			
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subject

Officer Candidate Interview

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type	Action Items	meeting date	June 7, 2022
prepared by	Kathleen Reed	approved by	
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subject

SOP 201- Florida Blue Alert(new)

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 201 Florida Blue Alert \(new\).pdf](#)

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Title:	Florida Blue Alert	SOP #: 201
Rescinds:	NEW	Amends:
Effective:	June 7, 2022	Pages: 3
Attachments:	NONE	

201-1 PURPOSE:

The purpose of this procedure is to provide guidelines for the activation of the Florida Blue Alert System.

The Florida Blue Alert System is a plan to ensure that information will be broadcasted through dynamic highway message signs and other appropriate notification methods to increase the chances of capturing the suspect(s) responsible for injuring or killing a law enforcement officer. The Florida Blue Alert Program is a cooperative effort by the Florida Department of Law Enforcement (FDLE), the Florida Department of Transportation (DOT), and the Department of Highway Safety and Motor Vehicles' Florida Highway Patrol (FHP).

201-2 POLICY:

The safety of our officers and citizens are paramount in accomplishing our mission. It is the policy of this Department to utilize the Florida Blue Alert System when a Winter Park Police Department officer is killed, has suffered serious bodily injury, or is missing while in the line of duty and the suspect is at large, or when there is an imminent and credible threat that an individual intends to cause the serious injury or death of a law enforcement officer.

The activation of the Florida Blue Alert Notification System does not take the place of normal enforcement and investigative policy and procedures of the Winter Park Police Department; such as entry and removal of information in criminal justice systems (for example, the National Crime Information Center (NCIC), Criminal Justice Network (CJNET), or Florida National Crime Information Center (FCIC).

201-3 CRITERIA FOR FLORIDA BLUE ALERT ACTIVATION:

A. Activation Criteria – In accordance with §784.071, to activate a Blue Alert, the following criteria must be met:

1. A law enforcement officer has been:
 - a. Killed;

- b. Suffered serious bodily injury; or
 - c. Assaulted with a deadly weapon; or
 - d. Missing while in the line of duty under circumstances evidencing concern for the officer's safety;
- 2. The suspect has fled the scene of the offense;
- 3. The agency investigating the offense determines that the suspect poses an imminent threat to the public or to other law enforcement officers;
- 4. A detailed description of the suspect's vehicle, or other means of escape, or the license plate of the suspect's vehicle is available for broadcasting (Note: to activate FDOT's Message Signs, vehicle descriptive information and a complete or partial tag number must be available);
- 5. Dissemination of available information to the public may help avert further harm or assist in the apprehension of the suspect; and
- 6. If the law enforcement officer is missing, there is sufficient information relating to the officer's last known location and physical description, and the description of any vehicle involved, including the license plate number or other identifying information, to be broadcast to the public and other law enforcement agencies, which could assist in locating the missing officer;
- 7. The local law enforcement agency of jurisdiction must recommend issuing the Blue Alert.

201-4 PROCEDURES TO ACTIVATE THE FLORIDA BLUE ALERT NOTIFICATION SYSTEM

- A. The Communications supervisor, after receiving a request from the senior on-scene law enforcement officer, shall call FDLE's Florida Fusion Center (FFC) desk at 850-410-7645. This phone line is available twenty-four (24) hours a day, seven (7) days a week.
- B. The on-call supervisor of FDLE's FFC will work with the investigating agency to offer assistance, ensure that the activation criterion have been met, and determine if the alert will be displayed regionally or statewide.
- C. FDLE will work with the investigating agency to prepare information for public releases, including suspect and/or vehicle information, as well as agency contact information.
- D. FDLE will contact the Florida Highway Patrol's Orlando Regional Communications Center (ORCC) to send the LEO Alert. The ORCC communications supervisor will relay that information to other regional communication centers where the activation is taking place.

- E. FDLE will contact FDOT's Orlando Regional Transportation Management Center to develop the message content using the FDOT-approved template which includes vehicle information, tag number and other identifiers.
- F. FDOT will display the message until the offender(s) is captured or for a maximum of six (6) hours. The alert will be displayed on dynamic highway message signs on all requested highways unless a traffic emergency occurs, which requires a motorist safety message to be displayed. FDOT also will record a LEO Alert message on the 511 system when the LEO Alert is activated.
- G. The same activation steps will be used if there is revised vehicle information or a broadcast area is changed.

201-5 SYSTEM DEACTIVATION

Once the suspect(s) have been apprehended or the missing officer located, the investigating officer will notify the Florida Department of Law Enforcement (FDLE) and FDLE will contact the appropriate parties and cancel the alert.

201-6 COMMITTEE REVIEW OF LEO ALERT ACTIVATIONS

Activations of each Florida Blue Alert will be reviewed by a committee of state agency partners and law enforcement representatives to ensure that the criteria and goals are met and that activations took place in a timely fashion.

Drafted: / KEOF 01-22



Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type Action Items	meeting date June 7, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

SOP 307 Facial Recognition Systems(new)

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 307 Facial Recognition Systems \(new\).pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Facial Recognition Systems	SOP #: 307
Rescinds:	NEW	Amends:
Effective:	June 7, 2022	Pages: (05)

Attachments:

307-1 PURPOSE:

This policy provides guidelines and procedures for the use of facial recognition technology and facial recognition systems.

307-2 POLICY:

It is the policy of the Winter Park Police Department to utilize facial recognition technology to examine and compare distinguishing characteristics of a human face through the use of biometric algorithms contained within a software application. This technology can be a valuable investigative tool in developing leads for a criminal or administrative investigation, detecting and preventing criminal activity, reducing an imminent threat to health or safety, and helping in the identification of deceased persons or persons unable to identify themselves, such as individuals with special needs or young children.

307-3 DEFINITIONS:

- A. Authorized User – The Chief of Police or his/her designee, detective sergeants, patrol sergeants, detectives, crime analysts, Professional Standards investigators, police officers as permitted by the Chief of Police or his/her designee, and members of the Central Florida HIDTA who are part of the memorandum of understanding with the Winter Park Police Department.
- B. Memorandum of Understanding (MOU) – A legal contract that sets out the terms and conditions for service between the Winter Park Police Department and the Pinellas County Sheriff's Office (PCSO) in regards to the use of the PCSO facial recognition program. The MOU also applies to any agency that contracts to use the Winter Park Police Department to access facial recognition systems.
- C. Biometrics – Distinctive and measurable human characteristics that can be used to identify people apart from demographic data like name and date of birth. Fingerprints and facial features are examples of commonly used biometrics. Since biometrics are unique to individuals, they are more reliable in verifying identity than knowledge-based methods.

- D. Probe Photograph – A still photograph/image which is submitted to the facial recognition software/application.
- E. Facial Recognition Technology/System – A computer program/web application capable of comparing specific physical features of a person depicted in a probe photograph against a database containing images of persons identified through other open source and publicly available means.
- F. FACESNXT – A facial recognition system hosted by the Pinellas County Sheriff's Office. PCSO grants use of its system to other law enforcement agencies, including the Winter Park Police Department, via a memorandum of understanding.
- G. Facial Recognition Search Result – An image returned by facial recognition technology that represents a potential investigative lead, based on an algorithm, of one or more persons similar to the submitted image.
- H. Identification – The action or process of identifying a person. Note that a positive facial recognition search result is considered an investigative lead only, and does not constitute probable cause for arrest. The search result requires investigative follow-up to corroborate the lead.
- I. Facial Recognition Administrator – The person/position appointed by the Chief of Police who oversees the administration of the facial recognition system and who coordinates members' usage, serves as the department liaison with the hosting agency, and who conducts audits to ensure the system is being used according to the active MOU.

307-4 PROCEDURE:

- A. Facial recognition technology, including FACESNXT, is an investigative tool and any law enforcement action taken based on a submission to FACESNXT or another facial recognition shall be based on the authorized user's own identity determination and not solely the results of a FACESNXT or other facial recognition technology search.
- B. Authorized uses for facial recognition technology:
 - 1. When there is a reasonable suspicion that an identifiable individual:
 - a. Has committed a criminal offense;
 - b. Is involved in a criminal offense;
 - c. Is planning a criminal activity that presents a threat to any individual or to the community.
 - 2. For an active or ongoing criminal investigation, and to mitigate an imminent threat to health or public safety.

3. To assist in the identification of a person who lacks capacity or is otherwise unable to identify themselves (e.g. incapacitated, deceased, or otherwise at-risk person).
4. To investigate and/or validate tips and leads on a criminal investigation.
5. For comparison to determine whether an individual may have obtained one or more official state driver's licenses or identification cards that contain inaccurate, conflicting, or false information.
6. To assist in the identification of potential witnesses and/or victims of crime.
7. To support law enforcement in critical incident responses.
8. For a person who a member reasonably believes is concealing their true identity and has a reasonable suspicion the individual has committed a crime.

NOTE: In instances, where an individual's probe photograph was taken without their consent, the member shall document the reason the person was unable to give consent and the purpose of the submission to a facial recognition system.

C. Considerations during investigations:

1. The department considers the results, if any, of a facial recognition search to be advisory in nature and an investigative lead only. Facial recognition search results are not considered positive identification of a subject and do not, on their own, establish probable cause, without further investigation. Any possible connection or involvement in the investigation of a subject from a search result must be determined through further investigative methods.
2. In order to protect the integrity of the image, original images shall not be altered, changed, or modified. Any enhancements made to an image will be made on a copy, saved as a separate image, and documented to indicate what enhancements were made, including the date and time of the change.
3. If potential matches are found, a confirmation of the identification shall be performed for verification.
4. An individual may give voluntary consent to have an image captured for facial recognition during a consensual encounter.
5. Individuals shall not be detained without legal justification for the sole purpose of capturing an image to be used in facial recognition technology.
6. Information obtained by the use of any facial recognition technology will be considered criminal intelligence or investigative information in accordance with all applicable department policies, Florida State Statutes, and Florida public records laws.

- D. Facial recognition technology shall only be used for official law enforcement purposes and shall never be used for:
 - 1. Personal use, queries not related to legitimate criminal justice duties, sharing, copying, or passing of information to unauthorized personnel.
 - 2. Any purpose that violates federal, state, or local laws.
 - 3. Harassing and/or intimidating any individual or group.
 - 4. Any other access, use, disclosure, or retention that would violate applicable law or department policy.
 - 5. Conducting surveillance of persons or groups based solely on their religious, political, or other constitutionally protected activities, their race, ethnicity, gender, or sexual orientation.
- E. Accountability:
 - 1. Supervisors shall review investigations where a facial recognition search result generates an investigative lead and confirm that the member has conducted a proper investigative follow up to validate the lead.
 - 2. Validation of the lead may be accomplished through a number of methods including, but not limited to:
 - a. Presenting a photo line-up to an eyewitness;
 - b. Comparison with a Florida DHSMV (DAVID) photograph;
 - c. Comparison with an arrestee booking photograph
 - 3. The supervisor shall ensure that the member has properly validated any facial recognition search result before taking law enforcement action based on the lead (e.g. making an arrest, contacting the witness, making next of kin notification).

307-5 ACCESS TO AND MONITORING OF FACIAL RECOGNITION SYSTEMS:

- A. The Chief of Police shall designate a facial recognition administrator to monitor and oversee all department user accounts, including any outside agency members who utilize the Winter Park Police Department to access facial recognition systems. The facial recognition administrator shall be responsible to approve any request for a facial recognition technology user account prior to allowing a member to access the system as an authorized user.
- B. New user accounts and maintenance:
 - 1. Any member wanting to use facial recognition technology must first request an authorized user account and complete training requirements.

- a. New and expired/returning users must obtain prior approval for access to the system by making a request to the facial recognition administrator. The facial recognition administrator shall confirm with the member's supervisor that the member has a legitimate law enforcement purpose for accessing the system, and only then will approve the user for training.
 - b. Members must complete the online user training prior to use. For FACESNXT, the user account will be activated automatically once all training is completed. For any other facial recognition software, users shall complete training and forward a copy of the certificate of completion to the facial recognition administrator and to the Training Section to be placed in the member's personnel file.
2. Usernames and passwords will not be shared by department personnel and must be kept confidential.
3. When a member resigns, is terminated, retires, is on an extended leave of absence (e.g. active duty in the military), or no longer needs access, the facial recognition administrator shall be notified and immediately remove the user's access to the facial recognition system.

C. Search log and audits:

1. Facial recognition systems must have an automated process that logs all user accounts and activity, and is subject to audit for statistical reporting and accountability.
2. Audits for facial recognition programs shall be conducted on a regular basis, as determined by the Chief of Police, and frequency shall conform with MOU user agreement requirements.
 - a. At a minimum, a quarterly review of facial recognition technology usage shall be completed by the facial recognition administrator.
 - 1) The facial recognition administrator shall verify that all active users are authorized to access the facial recognition system.
 - 2) A minimum of five percent of user searches conducted since the previous audit will be selected for a department audit. The facial recognition administrator shall confirm that all searches within the audit include conforming case numbers and are substantiated under a legitimate law enforcement purpose.
 - b. Results of the audit shall be maintained by the facial recognition administrator according to records retention schedules.
3. Public requests for facial recognition information will be handled in accordance with all applicable department policies, Florida State Statutes Chapter 119 and with

all Florida public records laws. Coordination shall be made between the Records Section and the facial recognition administrator.

307-6 MISUSE OF FACIAL RECOGNITION SYSTEMS:

- A. Any department member who becomes aware of potential misuse of the system by another member shall immediately notify the facial recognition administrator. The facial recognition administrator shall conduct an informal review/investigation to determine if misuse has occurred. If a potential misuse is confirmed, the facial recognition administrator shall forward the complaint for review according to the procedures in SOP 140, Professional Standards and Compliance.
- B. If any department member or authorized user is found to be non-compliant with the provisions of this policy regarding the use, dissemination, retention, or purging of information relating to a facial recognition system, the member or authorized user may be subject to account suspension or discontinued access to the system. When appropriate for serious misconduct involving the system, the member or authorized user may face disciplinary actions up to and including termination.

Drafted: KEOF,KWR04-22 /Filed: 06-22



Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Action Items	meeting date	June 7, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

SOP 360 Reserve/Part-Time/Administrative Reserve(revised)

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 360 Reserve, Part-Time, Administrative Reserve \(revised\).pdf](#)

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

Title: Reserve/Part-Time/**Administrative Reserve** **SOP #: 360**
Officer Program

Rescinds: SOP #: 316, dated 02/01/2000 **Amends:** 06/06/2017

Effective: **June 7, 2022** **Pages:** (05)

Attachments:

360-1 PURPOSE:

The primary function of the Reserve/part-time officer program is to aid and assist the Department in providing law enforcement services. Reserve/part-time officers are a valuable source of additional sworn workforce. The reserve/part-time officer program provides a highly trained, volunteer force, to augment the Department when major incidents occur or when additional personnel are requested for routine police operations or for special assignments. Reserve/part-time officers are fully sworn officers with full arrest powers, who work independently and away from the direct visual supervision of a full-time officer, but are subordinate to any full-time police officer in the performance of their duties.

360-2 POLICY:

It is the policy of the Winter Park Police Department to organize and maintain a reserve/part-time officer program. A reserve/part-time officer shall perform such duties and assignments as may be directed by the Chief of Police or his/her designee. The number of reserve/part-time officers shall be determined by the Chief of Police.

360-3 DEFINITIONS:

Reserve/Part-time Law Enforcement Officer – Any person employed or appointed less than full time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.

Reserve/Part-Time/ **Administrative Reserve** Program Coordinator – The position responsible for the administrative supervision and coordination of the program.

Administrative Reserve Officer – A reserve/part-time law enforcement officer who is assigned to an administrative unit for the specific work functions of that unit. This person shall be employed or appointed less than full time, as defined by an employing agency, and without compensation, who has the authority to bear arms and make arrests and whose

primary responsibility is the prevention and detection of crime or the enforcement of criminal, traffic, or highway laws of the state.

360-4 SELECTION CRITERIA AND QUALIFICATIONS:

Selection Criteria and Qualifications of Reserve/Part-Time Officers:

- A. The selection criteria for reserve/part-time/administrative reserve officer shall be the same as full-time officers (see also SOP #: 120, Selection and Hiring Procedures).
- 1. Reserve/part-time/administrative reserve officers shall be certified through a Florida Criminal Justice Standards and Training Commission (CJSTC) Basic Law Enforcement Academy.
- 2. Reserve/part-time/administrative reserve officers must successfully pass pre-employment screening as prescribed by the Winter Park Police Department.
- 3. Reserve/part-time/administrative reserve officers must submit to an oral selection board, as determined by the Chief of Police.
- 4. Reserve/part-time officers shall successfully complete the Department's field training program within a twelve (12) month period.
- 5. Administrative reserve officers shall complete the orientation phase of the field training program and the field training of the Administrative unit of which they will be assigned, unless previously employed as a sworn officer within the Winter Park Police Department.
- 6. The Chief of Police shall be responsible for all appointments to reserve/part-time/administrative reserve officer positions.
- B. Any Winter Park Police Department full-time officer separating employment (who has not yet separated) and who wishes to remain in a part-time/reserve officer status may do so upon approval from the Chief of Police.
- C. Any former full-time Winter Park Police Officer separated from the agency for any period of time must complete a full background investigation, as required by the Florida Department of Law Enforcement (FDLE), to be considered for a reserve/part-time officer position, and also must complete an oral selection board.

360-5 TRAINING:

A. Field Training Program:

- 1. Each reserve/part-time officer shall minimally complete a field training program of length and content determined by the reserve/part-time training coordinator and the field training sergeant.

2. Reserve/part-time officers who were previously employed with another law enforcement agency will be required to successfully complete the full field training program. The reserve/part-time training coordinator shall work with the field training sergeant in determining the training officer assignment rotation, scheduling, reporting, and evaluations.
3. Administrative reserve officers shall complete the orientation phase of the department's field training program as well as the Administrative unit of assignment's field training program unless previously employed as a sworn officer within the Winter Park Police Department.
4. Reserve/part-time officers who were previously employed in a full-time status with the Winter Park Police Department are exempt from completing the full field training program if they separated within the previous three (3) year time period prior to applying for a reserve/part-time position. Depending on the amount of time of separation, the Chief of Police may determine if Administrative, supplemental training is required based upon the officer's length of separation.
5. Upon successful completion of the field training program and final evaluation by the command staff, the reserve/part-time officer is approved for solo duty.
6. Upon successful completion of the required training and final evaluation by the command staff, Administrative reserve officers are approved to work within the assigned Administrative unit.
7. Upon completion of the designated field training program, the reserve/part-time/administrative reserve officer shall have full police authority as granted to a full-time officer.
8. Administrative reserve officers are not authorized to work solo duty as a patrol officer, to include special details, unless the full department field training program is completed.

B. Initial, In-Service, and Continued Training:

1. The Department shall provide the reserve/part-time/administrative reserve officers with training equal to that of full-time officers.
2. Reserve/part-time/administrative reserve officers are required to participate in scheduled training for the program and shall attend all mandatory Department in-service training. Furthermore, they are encouraged to attend non-mandatory training classes or schools offered by the training section.
3. Reserve/part-time/administrative reserve officers are required to complete 40 hours of CJSTC approved re-training or education every four (4) years. This will satisfy the mandatory re-training requirements as established by the CJSTC.

4. All reserve/part-time/administrative reserve officers shall receive copies of and be instructed on the Department directives and procedures relating to the use of force prior to being authorized to carry lethal or less-lethal weapons.
5. Reserve/part-time/administrative reserve officers shall attend each mandatory weapons block training. They will be trained and required to show proficiency for each weapon they carry under the same conditions and restrictions as that of full-time sworn personnel as outlined in SOP #: 223.
6. With the approval of the reserve/part-time training coordinator and the training lieutenant, reserve/part-time/administrative reserve officers may attend advanced/Administrative training courses.
7. Reserve/part-time/administrative reserve officers are restricted in their authority and shall perform law enforcement duties only in areas where they have received the appropriate training. All training shall be documented and maintained by the Training Lieutenant.

360-6 RESTRICTIONS AND LIMITATIONS:

- A. Reserve/part-time/administrative reserve officers serve at the discretion of the Chief of Police and therefore are not subject to the same disciplinary procedures that govern full-time officers. All decisions relative to suspension, termination or continued service of a reserve/part-time/administrative reserve officers will be made by the Chief of Police. Reserve/part-time/administrative reserve officers may not appeal a disciplinary decision made by the Chief of Police.
- B. A reserve/part-time officer who is a full time Winter Park Police employee and is suspended or terminated from full-time employment will be automatically suspended or terminated as a reserve/part-time officer.
- C. Reserve/part-time/administrative reserve officers will not exploit their association with the Winter Park Police Department to promote political influence for personal gain or seek publicity.
- D. To avoid conflict of interest, persons in the following occupations will not be eligible for appointment to a reserve/part-time/administrative reserve officer position:
 1. Anyone currently employed as a certified law enforcement officer or correctional officer, private security, private detective or similar occupation.
 2. Persons involved in the sale or distribution of alcoholic beverages.
 3. Bail bondsmen, criminal attorneys or employees of the State Attorney's Office, the Public Defender's Office, or members of the judiciary or of the Clerk of the Court.
 4. Any other profession that would be considered not in the best interest of the police department or that would cause the public to lose trust or confidence in the member's ability to perform in a professional manner.

- E. Reserve/part-time/administrative reserve officers are considered part-time members and as such are at-will employees not covered by the provisions of the Winter Park Civil Service Code.

360-7 AUTHORITY, DUTIES, AND RESPONSIBILITIES:

- A. Reserve/part-time/administrative reserve officers are fully sworn officers and are required to adhere to the same Department directives and procedures as all full-time officers. Uniforms and equipment issued shall be the same style and type issued to full-time officers.
- B. All Reserve/part-time/administrative reserve officers will maintain the rank of “officer” regardless of any rank they may have held within the agency prior to their transition to reserve/part-time status.
- C. While in the field training program, reserve/part-time officers shall be tactically responsible to their field training officer and the shift supervisor. Field training issues will be dealt with by the field training officer and the field training supervisor. Administrative matters related to the reserve/part-time officer unit shall be directed to the reserve/part-time training coordinator
- D. Upon reporting for duty each day, reserve/part-time officers shall report to the on-duty shift supervisor for their work assignment and shall be tactically responsible to the on-duty shift supervisor.
- E. Reserve/part-time officers are required to work a minimum of sixteen (16) hours per calendar month. administrative reserve officers are required to work a minimum of eight (8) hours per calendar month. Exceptions to the minimum number of monthly hours may be waived by the Chief of Police or his/her designee. Mandatory training and department meetings may be counted towards the sixteen (16)/ eight (8) hour requirement. A minimum of eight (8) hours must be worked in uniform patrol for reserve/part-time officers and a minimum of eight (8) hours must be worked in the assigned unit for Administrative reserve officers unless waived by the Chief of Police or his/her designee.
- F. Reserve/part-time/administrative reserve officers shall not work more than twenty-nine (29) hours in a work week (in a non-extra-duty capacity). The Chief of Police may limit the number of hours worked by a reserve/part-time officer at his/her sole discretion as it relates to the budgetary restraints of the Department.
- G. The reserve/part-time training coordinator shall schedule periodic meetings with reserve/part-time officers. The purpose of these meetings will be to disseminate information, resolve any problems or conflicts, and conduct Administrative training. Attendance at these meetings will be mandatory unless excused by the reserve/part-time training coordinator. All mandatory training will be completed as required by policy and CJSTC.

- H. Reserve/part-time/**administrative reserve** officers involved in any action will ensure their availability for court appearances or deposition by subpoena.
- I. Nothing in this policy prohibits a reserve/part-time officer from being temporarily assigned to any division, section, or unit to best meet the needs of the Department as decided by the Chief of Police.

360-8 SPECIAL EVENTS AND DETAILS:

- A. Upon completion of the field training program, reserve/part-time officers may work special details and other assignments as approved by the Special Operations lieutenant. Signing up for details shall be in accordance with procedure outlined in SOP #: 180, Extra Duty Details.
- B. Those reserve/part-time officers who are exempt from completing the field training program will be eligible to work special details immediately.

360-9 RESERVE OFFICER PAY:

- A. Rate of pay for **reserve/part-time officers** working regular, non-detail hours shall be determined by the Chief of Police. Rate of pay for extra duty details shall be in accordance with contracted rates.
- B. **Administrative reserve officers work on a voluntary basis and will not receive pay for their hours.**
- C. Reserve/part-time/**administrative reserve** officers shall enter their work time electronically, according to City policy and procedures.

360-10 BONDING AND LIABILITY INSURANCE:

Reserve/part-time/**administrative** officers shall be provided public liability protection equal to that of a full-time officer.

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Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	June 7, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board agenda item

item type	Staff Updates	meeting date	June 7, 2022
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