



Civil Service Board Regular Meeting

Agenda

May 3, 2022 @ 4:00 pm

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

welcome

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assistance & appeals

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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 April 5, 2022](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Public Hearings**
 5. **Action Items**
 - a. [SOP 145 Promotions \(PD\)](#) 3 minutes
 - b. [Request to begin hiring process- \(FD\)](#) 1 minute
 6. **Non-Action Items**
 - a. [Awards \(PD\)](#) 10 minutes
 1. Unit Citation - White Watch
 2. Officer of the First Quarter Award- Detective Ryan Wing
 3. Outside Agency Award-SPO J. Combas
 7. **Staff Updates**
 - a. [Police Department](#) 5 minutes
 - b. [Fire Department](#) 5 minutes
 8. **Board Comments**
 9. **Upcoming Agenda Items**
 10. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	May 3, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for April 5, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[April 5, 2022.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

April 5, 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
Pitt Warner, Chief Examiner
Stockton Reeves, Board Member
Mary Daniels, Board Member
Javier Rodriguez, Police Representative

Chief Tim Volkerson
Chief Dan Hagedorn

Absent: Tod Meadors, Fire Representative

1. Call to Order

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

2. Consent Agenda

a. Approval of the March 1, 2022

Motion made by Mr. Stutzer and seconded by Ms. Daniels to approve the minutes from the March 1, 2022, Regular Meeting. Motion carried unanimously with a 6-0 vote.

As suggested during the March meeting, Chairman Marchman did speak with Randy Knight and asked that board members be included in any information/correspondence pertaining to the operations of the police department.

3. Staff Updates

Police Department

- One open position.

Fire Department

- Firefighter/Paramedic Hector Rivera retired April 7th, 2022 after 19-years of service.
- Firefighter Jermaine Daniels promoted to the rank of engineer.
- Currently have one open position, but will remain vacant to help cover overtime costs.
- Pulse Point App now available to be downloaded on your smartphones. App provides real time information regarding active calls.

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

None.

5. Non-Action Items

Mr. Warner referred to the Community Response Team which is a pilot program currently being utilized by Orlando Police Department and inquired as to Winter Park using such programs. Chief Volkerson gave a brief overview of available programs and stated that the department is in the process of researching programs that would be most beneficial and cost effective for the city.

Chief Volkerson provided an update on the shooting that occurred at the Event Center.

6. Action Items

a. Officer off of Probation-Officer Billy Branch

Chief Volkerson requested Board Members to certify the Permanent Status of Officer Billy Branch. Motion was made by Mr. Reeves and seconded by Mr. Rodriguez to certify the permanent status of Officer Billy Branch. Motion carried unanimously with a 6-0 vote

b. SOP 134-Awards Committee

Lieutenant McComie reviewed the Awards Committee - SOP 134 with members of the board. Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer to approve SOP 134-Awards Committee. Motion carried unanimously with a 6-0 vote.

c. Request to hold a Sergeant and Lieutenant's Promotional Exam (not on agenda)

Chief Volkerson requested permission to hold a promotional process for the rank of Sergeant and Lieutenant. Motion was made by Mr. Reeves and seconded by Mr. Warner to allow for the promotional process for the rank of Sergeant and Lieutenant. Motion carried unanimously with a 6-0 vote.

7. Public Hearings

None

8. Board Comments

None

9. Adjournment

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

item type Action Items	meeting date May 3, 2022
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subject

SOP 145 Promotions (PD)

motion / recommendation

background

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fiscal impact

ATTACHMENTS:

[SOP 145- Promotions.pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Promotions	SOP #: 145
Rescinds:	SOP #: 134, dated 03/15/2000	Amends:
Effective:	May 3, 2022	Pages: (06)
Attachments:	“A” Oral Board Assessment Sheet	

145-1 PURPOSE:

This policy establishes procedures to assist the Department in ensuring that the promotional process results in the advancement of the most highly qualified candidates. The most highly qualified candidate should be a candidate who meets or exceeds the qualifications listed below and who displays the ability and willingness to assist the agency in the achievement of its objectives.

145-2 POLICY:

The promotional process is a means by which members assume added responsibilities and advance their careers to formal positions of leadership. The Chief of Police is ultimately responsible and accountable for the integrity of the promotional process and will ensure compliance with these objectives and procedures. Both sworn and civilian promotional processes will be job-related and non-discriminatory.

145-3 ELIGIBILITY REQUIREMENTS FOR SERGEANT AND LIEUTENANT POSITIONS:

- A. Promotion to Sergeant: Any officer of the Winter Park Police Department who has successfully completed three years of continuous service, who has had no sustained formal discipline within the previous 12 months, and who has an AA/AS degree or 60 hours college credit from an accredited institution in Public Administration, Criminal Justice, Law Enforcement, Political Science, Business Administration, or related field is eligible to compete as a candidate for the position of sergeant.
- B. Promotion to Lieutenant: Any sergeant of the Winter Park Police Department who has satisfactorily occupied the position of sergeant for 12 months, who has had no sustained formal discipline within the previous 12 months, and who has a Bachelor's degree from an accredited institution in Public Administration, Criminal Justice, Law Enforcement, Political Science, Business Administration, or related field is eligible to compete as a candidate for the position of lieutenant.

- C. All requests for promotion will be reviewed by the Office of the Chief of Police to insure the eligibility of the applicant.
- D. Any officer who separates employment or who retires from the Winter Park Police Department (under early, DROP, or normal retirement), and is then rehired as a police officer, must complete three years of continuous service before he/she is eligible to apply for any competitive position.
- E. The following procedure shall be adhered to by any sworn officer wishing to appeal their eligibility for promotion:
 - 1. The affected member shall prepare a memorandum to the Chief of Police stating the reason that the review or appeal is requested.
 - 2. The memorandum must be submitted to the Chief of Police through the chain of command within ten (10) days after the posting of the open position.
 - 3. The Chief of Police shall review the circumstances and issue a ruling on the member's eligibility.
- F. The Chief of Police shall have final say in any eligibility appeal within the Winter Park Police Department.

145-4 PROMOTIONAL PROCESS ANNOUNCEMENT FOR SERGEANT AND LIEUTENANT POSITIONS:

- A. Upon the creation of an opening in the supervisory ranks, the Chief of Police or his/her designee will request permission from the Civil Service Board to hold a process for the position of sergeant or lieutenant, as the opening would dictate. Once the holding of a process is authorized, the Chief of Police or his/her designee will announce the vacancy and processing procedure by posting a memorandum on read-off and on the Department bulletin board. The announcement shall include at a minimum:
 - 1. A description of the position(s) for which vacancies exist;
 - 2. A schedule of dates, times, and locations of all elements of the process;
 - 3. The deadline for submitting the application;
 - 4. A description of the eligibility requirements; and
 - 5. A description of the process to be used in selecting members for the vacancies.
- B. Once a promotional process is announced, all eligible candidates shall have no less than 14 calendar days to submit their letter of interest and resume to the office of the Chief of Police.

**145-5 PROMOTIONAL PROCESS PROCEDURES FOR SERGEANT AND
LIEUTENANT POSITIONS:**

- A. Assessments for sergeant and lieutenant vacancies will be governed by this policy. Should no member of the Department meet the eligibility requirements for appointment or promotion, the Chief of Police may seek qualified candidates from outside the agency.
- B. The promotional process for positions of sergeant and lieutenant shall consist of a review of a candidate's resume and an assessment of the candidate's ability to perform the duties of the position by members of an oral board. The testing procedure is as follows:
 - 1. The Chief of Police or his/her designee shall select an oral board comprised of law enforcement officers of equal or greater rank to the position being sought. The board will consist of three (3) members of the Winter Park Police Department and two (2) members from outside agencies. The oral board shall assign one member of the board to act as chairperson of the oral board for administrative purposes.
 - 2. The Chief of Police or his/her designee shall prepare a list of no less than ten (10) questions to be asked of each candidate for the vacancy. This list shall not be made available to any member of the candidate pool or oral board until it is presented to the oral board on the first day of the assessment. A question or questions may be discussed with the member who submitted the question(s) for clarification purposes if necessary. This discussion process will only be conducted by the Chief or his/her designee.
 - 3. Once the list of questions is prepared, it shall be submitted to the Department's legal counsel for a review. Specifically, legal counsel will evaluate the questions for job relatedness and to ensure that the prepared questions are non-discriminatory.
 - 4. Candidates for a vacancy will be scheduled for appearance before the board based on a random drawing for their order of appearance. Once established, the order of appearance before the board shall be posted on read-off and the Department bulletin board. A copy of the order of appearance shall also be placed in each candidate's departmental mailbox. Should a conflict arise with a candidate's scheduled appearance before the oral board, the Chief of Police will have final authority to resolve the conflict.
 - 5. The oral board members will be provided with a copy of each candidate's resume and Departmental personnel file for review prior to the candidate's appearance before the board.
 - 6. Upon appearance before the board, a candidate will be asked questions from the approved list of questions in the order that the questions appear on the list. Nothing

in this procedure shall prohibit members of the board to ask clarifying follow-up questions of the candidate if a candidate's response to a question is unclear to the board member.

7. Once a candidate has completed their appearance before the board, the candidate is prohibited from discussing the questions asked by the board members until the completion of the oral examination of all candidates for a vacancy.

145-6 ORAL BOARD ASSESSMENT CRITERIA FOR SERGEANT AND LIEUTENANT POSITIONS:

A. Candidates shall be evaluated by the board members based on the following criteria:

1. Appearance and demeanor
2. Ability to communicate (voice, speech, gestures)
3. Willingness to make decisions
4. Ability to inspire confidence and respect
5. Judgment
6. Enthusiasm
7. Willingness to accept responsibility
8. Preparation for position
9. Education
10. Experience

B. Each of the above listed items shall be assessed by the board member and given a rating in the following categories: as *Doesn't meet Expectations*, *Needs Improvement*, *Meets Expectations*, *Exceeds Expectations*, or *Greatly Exceeds Expectations* based on the candidate's performance, resume, personnel file, personal knowledge, and examination performance (See Attachment "A", Assessment Sheet). Following each candidate interview, the board members may discuss that candidate's assessment among themselves if they feel there is one or more area(s) that require clarification.

145-7 CANDIDATE RANKING METHODOLOGY:

A. Once members of the oral board have interviewed all candidates for a vacant lieutenant or sergeant position, the chairperson of the oral board shall instruct each member of the

board to individually and without discussion, rank candidates, in numerical order, based on their assessment of each candidate on the board assessment sheet.

1. When selecting a sergeant:

- a. Board members shall identify their top five (5) candidates and present them to the chairperson. The chairperson will assign points to each of the top five (5) candidates based on the following:
 - 1) The candidate ranked number one (1) shall receive 5 points.
 - 2) The candidate ranked number two (2) shall receive 4 points.
 - 3) The candidate ranked number three (3) shall receive 3 points.
 - 4) The candidate ranked number four (4) shall receive 2 points.
 - 5) The candidate ranked number five (5) shall receive 1 point.
- b. , The chairperson will total all points assigned each of the candidates. These totals shall be used to assign a numerical ranking to the candidates and the candidates will be listed in descending order based on the total points assigned (i.e. the candidate with the most points will be listed as number 1, the second highest will be listed as number 2, etc.). If the board's collective score results in a tie for a sixth candidate, the board may submit six (6) names.
- c. The top five(5) or six (6) candidates selected by the promotion board shall be listed in alphabetical order and shall be placed on read-off and in the department mailbox of the five(5) or six (6) candidates who made the list.

2. When selecting a lieutenant:

- a. Board members shall select the top three (3) candidates and present them to the chairperson. The chairperson shall assign points to each of the top three (3) candidates based on the following:
 - 1) The candidate ranked number one (1) shall receive 3 points.
 - 2) The candidate ranked number two (2) shall receive 2 points.
 - 3) The candidate ranked number three (3) shall receive 1 point.
- b. The chairperson will total all points assigned each of the candidates. The top three (3) candidates will be placed on an eligibility list. If the board's collective scores result in a tie for a fourth candidate, the board may submit four (4) names. These totals shall be used to assign a numerical ranking to the candidates and the candidates will be listed in descending order based on the total points

assigned (i.e. the candidate with the most points will be listed as number 1, the second highest will be listed as number 2, etc.).

- c. The top three (3) or four (4) candidates selected by the promotion board shall be listed in alphabetical order and shall be placed on read-off and in the departmental mailbox of those three (3) or four (4) candidates who made the list.

B. Presentation to the Civil Service Board: The Chief of Police shall present an alphabetically ordered list of the top three (3) or four (4), candidates for lieutenant and/or the top five (5) or six (6) candidates for sergeant to the Civil Service Board for certification by the Board. The certified eligibility list will be valid for a period of six (6) months from the date certified by the Civil Service Board.

C. After the Civil Service Board certifies the eligibility list (for both lieutenant and sergeant) the Chief of the Police will select a candidate from the list. . The Chief of Police has the ultimate responsibility and authority to fill a vacancy and may select any of the candidates on the certified eligibility list regardless of their ranking.

145-8 SELECTION PROCESS FOR ~~DIVISION CHIEF~~ CAPTAINS AND DEPUTY CHIEF:

~~Division chief~~ Captain positions and the Deputy Chief position are appointed positions by the Chief of Police and are not subject to any of the requirements in the policy.

145-9 CIVILIAN POSITION PROMOTIONS:

All vacancies and promotions for civilian supervisory positions will follow policy and procedures as written under the City of Winter Park Personnel Policy Manual.

145-10 REVIEW AND APPEALING ADVERSE DECISIONS:

The Chief of Police shall have final say in any sworn or civilian promotion within the Winter Park Police Department. Any member wishing to review or appeal a decision/appointment by the Chief of Police regarding a promotion shall have the option of discussing the promotion decision with the Chief of Police utilizing the following procedure:

- A. The affected member shall prepare a memorandum to the Chief of Police stating the reason that the review or appeal is requested.
- B. The memorandum must be submitted to the Chief of Police through the chain of command within ten (10) days of the promotion announcement.

- C. The Chief of Police shall meet with the affected member and shall notify the member in writing of his/her decision within five (5) business days.

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/revised: JEA11-11 /revised: TP08-12 /revised: PM06-15 /revised: KG04-16 /revised: JB02-18
/revised: KWR12-20



Timothy Volkerson
Chief of Police



Civil Service Board agenda item

item type Action Items	meeting date May 3, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Request to begin hiring process- (FD)

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type Non-Action Items	meeting date May 3, 2022
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Awards (PD)

item list

1. Unit Citation - White Watch
2. Officer of the First Quarter Award- Detective Ryan Wing
3. Outside Agency Award-SPO J. Combas

motion / recommendation

background

alternatives / other considerations

fiscal impact



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	May 3, 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	May 3, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Fire Department

motion / recommendation

background

alternatives / other considerations

fiscal impact