



Civil Service Board Regular Meeting

Agenda

May 2, 2023 @ 4:00 pm

City Hall | Commission Chambers

401 S. Park Avenue | Winter Park, Florida

welcome

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

assistance & appeals

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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 4, 2023](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Certification of Engineer's Promotional Eligibility List](#) 1 minute
 - b. [SOP 146 - Promotions](#) 2 minutes
 - c. [SOP 370 - Records Section](#) 2 minutes
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Police Department](#) 1 minute
 - b. [Fire Department](#) 1 minute
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	May 2, 2023
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for April 4, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[April 4, 2023.pdf](#)



Civil Service Board Regular Meeting Minutes

April 4, 2023 at 4:00 p.m.

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

Present

Present in Person: Chairman Steve Stutzer, Vice Chairman Stockton Reeves, Chief Examiner Mary Daniels, Board Members: Terry Hotard, Bill Segal, Tod Meadors- Fire Representative(virtual) and Javier Rodriguez-Police Representative. Also Present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Deputy Chief Pam Marcum and Recording Secretary Kathy Reed.

(1) Call to Order

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

(2) Consent Agenda

Minutes for March 7, 2023

Motion made by Mr. Segal and seconded by Mr. Hotard to approve the minutes from the March 7, 2023, Regular Meeting. Motion carried unanimously with a 7-0 vote.

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

None

(4) Action Items

None

(5) Not Action Items

a. Merit Award-Fire Department

Chief Hagedorn presented the following personnel with the Merit Award. Engineer Hall, Firefighter Brearly, Firefighter Escarlera, Firefighter Quigley and Firefighter York.

(6) Staff Updates

a. Police Department

- Two open positions.

b. Fire Department

- No updates at this time.

(7) Board Comments

Chief Volkerson informed board members that the FDLE Report, SAO Report and Body Camera Footage regarding the incident at the Winter Park Events Center has been released and is now available on the Police Website under Press Releases.

A brief discussion was held concerning House Bill 543-Concealed Carry Without a Permit.

(8) Upcoming Agenda Items

None

(9) Adjournment

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



Civil Service Board **agenda item**

item type Action Items	meeting date May 2, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Certification of Engineer's Promotional Eligibility List

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CSB Engineer List - April 2023.pdf](#)



343 West Canton Avenue • Winter Park, Florida 32789

407-599-3298 • 407-599-3231 fax • wpfd.org

Fire-Rescue

ENGINEER PROMOTIONAL ELIGIBILITY LIST

The following firefighters have completed the process for promotion to the position of Engineer with Winter Park Fire Rescue Department:

FF/PM Escalera, Alfredo

FF/EMT Hoag, Kyle

FF/PM Johnston, Nicholas

FF/PM Wharton, Williams

This list will be active for a period of six (6) months from the date of approval by the Civil Service Board.



Civil Service Board **agenda item**

item type Action Items	meeting date May 2, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

SOP 146 - Promotions

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 146 PROMOTIONS-NEW.pdf](#)

ATTACHMENTS:

[SOP 145 PROMOTIONS-OLD.pdf](#)

**WINTER PARK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
DRAFT**

Title:	Promotions	SOP #: 146
Rescinds:	SOP #145	Amends: N/A
Effective:	May 2, 2023	Pages: (07)
Attachments:		

146-1 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.

146-2 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.

146-3 ELIGIBILITY REQUIREMENTS FOR SERGEANT AND LIEUTENANT POSITIONS:

The promotions are as follows:

- A. Promotion to Sergeant: Any officer of the Winter Park Police Department (WPPD) who has successfully completed three (3) years of continuous service, who has had no sustained formal discipline within the previous twelve (12) months, and who has a minimum of an AA/AS degree or sixty (60) hours college credit from an accredited institution.
- B. Promotion to Lieutenant: Any Sergeant of WPPD who has satisfactorily occupied the position of sergeant for twelve (12) months, who has had no sustained formal discipline within the previous twelve (12) months, and who has a minimum of an AA/AS degree or sixty (60) hours college credit from an accredited institution.

- C. All requests for promotion will be reviewed by the Promotion Supervisor to ensure the eligibility of the applicant.
- D. Any officer who separates employment or who retires from WPPD (under early, DROP, or normal retirement), and is then rehired as a police officer, must complete three (3) years of continuous service before they are eligible to apply for any competitive leadership 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 WPPD.
- G. 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.

146-4 PROMOTIONAL PROCESS ANNOUNCEMENT FOR SERGEANT AND LIEUTENANT POSITIONS:

- A. Upon the creation of an opening in the supervisory ranks, the Chief of Police or their 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 their designee will select a Promotion Supervisor or Supervisors, who will announce the vacancy and processing procedure by posting a memorandum via e-mail. 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 fourteen (14) calendar days to submit an application memorandum and, for candidates for Sergeant, a Career Achievement Assessment (as described in 146-5(A)(1)) to the Promotion Supervisor.

146-5 PROMOTIONAL PROCESS ELEMENTS FOR SERGEANT POSITIONS:

- A. The promotional evaluation process for Sergeant positions shall consist of the following four (4) elements:
1. Career Achievement Assessment (CAA): The CAA is a standardized form completed by the candidate and submitted to the Promotion Supervisor at the time of application. The CAA records a candidate's professional achievements in the areas listed below, and assigns each a point value (fifty (50) point maximum.) The assessed areas of career achievement are as follows:
 - a. Years in service (WPPD and other agencies)
 - b. Leadership positions held
 - c. Special skills
 - d. Education
 - e. Professional development courses completed

The Promotion Supervisor shall review each CAA for accuracy, record the point total on the candidate's Promotional Process Score Sheet and return to the candidate a signed copy verifying the point total. The candidate may appeal any discrepancy between the submitted and verified point total directly to the Promotion Supervisor; however, it is the candidate's responsibility to provide any evidence in support of their appeal. The decision made by the Promotion Supervisor in any such dispute is final.

- B. Readiness for Promotion Assessment (RPA): The RPA is a standardized form issued by the Promotion Supervisor to each of the candidate's direct supervisors, to include direct primary and secondary assignments, for the previous two (2) years. Supervisors will honestly and without bias assess the candidate in the areas listed below. Point values will be assigned based upon the evaluation (fifty (50) point maximum). The assessed areas are as follows:
- a. Leadership
 - b. Preparation for Position
 - c. Professionalism
 - d. Command Presence
 - e. Judgement
 - f. Decisiveness
 - g. Interpersonal Skills
 - h. Problem Solving

- i. Accountability
- j. Policy and Law Proficiency

RPAs shall be returned directly to the Promotion Supervisor, who will review the RPAs for accuracy and record the candidate's score on their Promotional Process Score Sheet. If more than one RPA is submitted the scores will be averaged. RPA scores shall not be made known to any party other than the Promotion Supervisor for the duration of the promotional process.

- C. Standardized Written Test: The Promotion Supervisor shall administer a standardized written test (SWT) to eligible candidates at a location and on a date and time published in the promotional process announcement. All candidates will take the same SWT at the same time. The Promotion Supervisor may schedule an alternate test date to address a candidate's exigent scheduling conflict if necessary. In such cases the Promotion Supervisor may utilize an alternate SWT.

The SWT shall be comprised of no more than fifty (50) true/false and multiple-choice questions, and candidates may earn a maximum of one hundred (100) points. The SWT questions shall assess the candidate's knowledge in the following areas:

- a. Florida State Statutes
- b. City ordinances
- c. City policies
- d. Department policies
- e. Case law
- f. Mandatory training topics

The SWT shall be graded by the Promotion Supervisor, who will record the candidate's score in their Promotional Process Score Sheet. SWT scores shall not be made known to any party other than the Promotion Supervisor for the duration of the promotional process.

- D. Practical Assessment Board: The Practical Assessment Board (PAB) shall consist of four (4) sworn law enforcement officers of the rank of Sergeant or above. Two (2) members shall be randomly selected from within the Department, and two (2) provided by local outside agencies. PAB outside members will receive from the Promotion Supervisor a list of candidate names to ensure that no prior personal relationship exists, as well as a copy of this policy. The Promotion Supervisor shall serve as chairperson of the PAB, but will not assess the candidate's performance.

For each candidate PAB members shall be provided with the candidate's CAA, a Practical Board Assessment form and note-taking materials. Board members will have access to the candidate's personnel file upon request.

Each candidate will be presented with the same practical scenarios to address, and based on the assessments of their performance can earn up to a total of one-hundred

(100 maximum) points. PAB members will assess the candidate's overall performance in the following ten (10) categories, each of which is worth a maximum of ten (10) points:

- a. Leadership
- b. Preparation for Position
- c. Professionalism
- d. Command Presence
- e. Judgement
- f. Decisiveness
- g. Interpersonal Skills
- h. Problem Solving
- i. Accountability
- j. Policy and Law Proficiency

Each of the above listed items shall be assessed by PAB board members, and on the Practical Assessment form given a rating and assigned points in the following categories: *Doesn't Meet Expectations*, *Needs Improvement*, *Meets Expectations*, *Exceeds Expectations*, or *Greatly Exceeds Expectations*. Points earned for all scenarios will be combined by each PAB member and provided to the Promotion Supervisor, who shall average the members' scores to reach a final score for the PAB. The Promotion Supervisor will record the final score on the candidate's Promotional Process Score Sheet.

- B. At the conclusion of the PAB the Promotion Supervisor will provide each PAB member with each candidate's Promotional Process Score Sheet. (this score sheet tallies all the candidates scores and elements of the complete promotional process.) PAB members will review each candidate's point total, and confirm its correctness by signing the score sheet. Once the point totals are confirmed, candidates will be ranked in order of their point total (highest to lowest.) The Promotion Supervisor will then provide to the Chief of Police via memorandum the names of the five (5) highest-ranked candidates, and provide to the Office of the Chief of Police all documents generated by the promotional process.
- C. The Chief of Police shall present an alphabetically ordered list of the five (5) highest-ranked candidates to the Civil Service Board for certification. The certified eligibility list shall be valid for a period of six (6) months from the date certified by the Civil Service Board.
- D. After the Civil Service Board certifies the eligibility list the Chief of 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.

146-6 PROMOTIONAL PROCESS ELEMENTS FOR LIEUTENANT POSITIONS:

A. The promotional evaluation process for Lieutenant positions shall consist of the following two (2) elements:

1. Readiness for Promotion Assessment (RPA): The RPA is a standardized form issued by the Promotion Supervisor to each of the candidate's direct supervisors, to include direct primary and secondary assignments, for the previous two (2) years. Supervisors will honestly and without bias assess the candidate in the areas listed below, with point values assigned based upon the evaluation (fifty (50) point maximum). The assessed areas are as follows:

- a. Leadership
- b. Preparation for Position
- c. Professionalism
- d. Command Presence
- e. Judgement
- f. Decisiveness
- g. Interpersonal Skills
- h. Problem Solving
- i. Accountability
- j. Policy and Law Proficiency

RPAs shall be returned directly to the Promotion Supervisor, who will review the RPAs for accuracy and record the candidate's score on their Promotional Process Score Sheet. If more than one RPA is submitted the scores will be averaged. RPA scores shall not be made known to any party other than the Promotion Supervisor for the duration of the promotional process.

2. The Practical Assessment Board (PAB) shall consist of four (4) sworn law enforcement officers of the rank of Lieutenant or above. Two (2) members shall be randomly selected from within the Department, and two (2) provided by local outside agencies. PAB outside members will receive from the Promotion Supervisor a list of candidate names to ensure that no prior personal relationship exists, as well as a copy of this policy. The Promotion Supervisor shall serve as chairperson of the PAB, but will not assess the candidate's performance.

For each candidate PAB members shall be provided with Practical Assessment forms and note-taking materials. Board members will have access to the candidate's personnel file upon request.

Each candidate will be presented with the same practical scenarios to address, and based on the assessments of their performance can earn up to one-hundred (100 maximum) points. PAB members will assess the candidate's performance in each scenario in the following ten (10) categories:

- a. Leadership
- b. Preparation for Position
- c. Professionalism
- d. Command Presence
- e. Judgement
- f. Decisiveness
- g. Interpersonal Skills
- h. Problem Solving
- i. Accountability
- j. Policy and Law Proficiency

Each of the above listed items shall be assessed by PAB board members, and on the Practical Assessment form given a rating and assigned points in the following categories: *Doesn't Meet Expectations*, *Needs Improvement*, *Meets Expectations*, *Exceeds Expectations*, or *Greatly Exceeds Expectations*. Points earned for all scenarios will be combined by each PAB member and provided to the Promotion Supervisor, who shall average the members' scores to reach a final score for the PAB. The Promotion Supervisor will record the final score on the candidate's Promotional Process Score Sheet.

- A. At the conclusion of the PAB the Promotion Supervisor, in the presence of PAB members, will confirm each candidate's final score and rank them in order of their point total (highest to lowest.) The Promotion Supervisor will then provide to the Chief of Police via memorandum the names of the three (3) highest-ranked candidates, and provide to the Office of the Chief of Police all documents generated by the promotional process.
- B. The Chief of Police shall present an alphabetically ordered list of the three (3) highest-ranked candidates to the Civil Service Board for certification. The certified eligibility list shall 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 the Chief of 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.

146-7 SELECTION PROCESS FOR CAPTAINS AND DEPUTY 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 this policy.

146-8 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.

146-9 REVIEW AND APPEAL PROCESS:

The Chief of Police shall have final say in any sworn or civilian promotion within WPPD. Any member wishing to review or appeal the promotional process shall utilize 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 five (5) days of the promotion announcement.
- C. The Chief of Police shall meet with the affected member and shall notify the member in writing of their decision within five (5) business days.

Drafted: WGH 04-23/filed:



Timothy Volkerson
Chief of Police

Old policy

**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 CAPTAINS AND DEPUTY 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.

Drafted: WM03-97 /filed: 241.doc /revised: BCR11-99 /revised: MD10-03 /revised: TP09-06
/revised: JEA11-11 /revised: TP08-12 /revised: PM06-15 /revised: KG04-16 /revised JB02-18
/revised: KWR12-20 /revised: KEOF04-22



Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type Action Items	meeting date May 2, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

SOP 370 - Records Section

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SOP 370 RECORDS SECTION.pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Records Section	SOP #: 370
Rescinds:	SOP #: 332, Dated 03-15-00	Amends:
Effective:	May 2, 2023	Pages: (13)
Attachments:	“A” Report Removal Sheet “B” Top Sheet Addendum	

370-1 PURPOSE:

The purpose of this directive is to ensure the collection and preservation of information for subsequent use by ~~agency personnel~~ department members, the criminal justice system and the citizens of the community.

370-2 POLICY:

It is the policy of the Winter Park Police Department (WPPD) to comply with regulations regarding the retention of public records, as defined in Chapter 119, Florida State Statutes. Chapter 257, Florida State Statutes advises that it is the duty of each agency to cooperate with the State in complying with the provisions of records retention and disposal by establishing and maintaining an active and continuing program for the economical and efficient management of records.

370-3 DEFINITIONS:

- A. Records: Florida State Statute (FSS) 119.011 defines records as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.
- B. Public Records: (FSS) 119.01 provides that any state, county or municipal record (except certain confidential or exempt records) shall be open for personal inspection by any person. Those in charge of such records shall not refuse this privilege to any person.
- C. Complaint Reports: Automated or hard copy records that contain initial response data to criminal offenses and service calls.

- D. Report Numbers (Case Numbers): Numerical and alphanumeric sequenced numbers, prefixed with the first four (4) digits of the calendar year, for indexing and recording offense and incident report information. Report numbers repeat annually, beginning with the first call for service for each calendar year.
- E. Incident Reports: Reports that when completed, record initial and follow-up investigative information to include all attachments.
- F. Arrest Records: All documents and records, including offense and supplement reports completed as a result of an arrest including but not limited to arrest reports and affidavits.
- G. Uniform Crime Reports (UCR): A standardized report and reporting procedure for collecting and reporting statewide and national offense, incident and arrest data.
- H. FIBRS- Florida Incident Based Reporting System
- I. NIBRS- National Incident Based Reporting System
- J. FCIC: Florida Crime Information Center
- K. NCIC: National Crime Information Center
- L. FDLE: Florida Department of Law Enforcement, a statewide investigative agency.
- M. Custodian of Records: The Chief of Police is the Department Custodian of Records. ~~He/she~~ They have ~~has~~ delegated the custodian of records function to a designated Records Manager.
- N. Event: Documentation completed on an action by department ~~members~~ personnel during a call for service.
- O. Event Number: Number assigned to an event by the CAD system.
- P. CAD: Computer Aided Dispatch system

370-4 PROCEDURE:

- A. The functional responsibilities assigned to the Records Section shall include, but not be limited to the following:
 - 1. Report Review - Report review is delegated to the first line supervisor and the Watch Commanders. This supervisory review is made to ensure completeness and accuracy of all reports submitted. The Records Section will conduct a secondary review of reports received to ensure completeness and accountability daily. This will be accomplished by verifying each generated report indicated as

complete by the shift supervisor on the top sheet. It is the responsibility of the supervisor to see that the member completes the report for immediate submission and verification.

2. Any discrepancies noted on the report will cause the report to be returned via the supervisor to the originating member for correction. The report must be corrected and returned to Records on the member's next working day. It is the responsibility of the supervisor to see that the member completes the report for immediate submission and verification.
3. Report Missing or Corrections - If a report has not been completed or reviewed by the supervisor or a report needs correction(s) made, an email will be sent. Reports which need correction or completion will be flagged to the approving supervisor via email. Supporting documents will be returned to the Watch mailbox. The supervisor will notify the Records Manager when the report is corrected. Supporting documents, if any, will be resubmitted with daily patrol paperwork, with a notation on the Top Sheet Addendum form.
4. Records Maintenance - The Records Section will maintain all records and distribute copies to authorized persons/agencies. When a computerized version is not available, hard copy reports will be pulled and a photocopy made. Reports in the automated system will be printed (as needed) by those with print authorization. Reports released by **members** ~~personnel~~ other than Records must be redacted per Section 119 of FSS and agency policy.
5. Records Retrieval - Hard copy - Filing and retrieval of reports will be conducted by color coded files and agency case numbers. When a computerized version is not available, hard copy reports will be pulled and a photocopy made. Reports in the automated system will be printed (as needed) by those with print a u thorization. Electronic reports may be retrieved via case or event number and may be printed (24 hours a day/7 days a week) at any printer/copier in the **WPPD** ~~Police Department~~ by those who have authorization and access. Reports not approved by the supervisor will not be able to be printed until approval is documented.

370-5 RECORDS, REPORTS AND FILES:

A. Electronic Records and Files:

1. Access to electronic files is not authorized by terminal location; it is by individual access or "sign-on" codes. Direct access to electronic files shall be limited to authorized **department members** ~~agency personnel~~ to prevent the mishandling or destruction of electronic records. Electronic records are maintained in the CAFÉ system and shall be available 24 hours a day. **Department members** ~~Personnel~~ (approved and provided by the Chief of Police) may obtain access to reports via logging into the CAFÉ system. Those records "locked" shall not be viewable unless access is granted by the locking authority
2. Access codes are determined and approved by the Chief of Police based on the

~~agency~~ **department** member's need to have access to and/or process information within the system. Members are generally restricted to the minimum level of access consistent with their duties and responsibilities. Access codes/passwords shall not be disclosed to any person for any reason. Improper or unauthorized disclosure or use of an access code may subject the member to disciplinary action.

3. **Department** members must ensure that they protect their access codes/passwords and sign on and sign off the computer system as appropriate. Leaving a terminal unattended after signing on compromises the system and the information and may subject the member to disciplinary action.
4. Print capability is limited to terminal location and to individual print authorization.
 - a. All reports printed, for any reason, must be accounted for, secured, distributed and destroyed in accordance with current directives.
 - b. All copies of reports in the personal possession of **department** ~~agency~~ members must be secured and protected in accordance with Public Records laws and agency directives.

B. Records Automated Master Index—The Report Management System contains an automated master index that can be referenced by all **department members** ~~personnel~~ at any time by the following:

- a. Names of victims, complainants, witnesses, suspects and defendants obtained from all reports and citations issued.
- b. Location of incident or offense.
- c. Report type.

Note: **Department members** ~~officers~~ shall ensure a person's name is entered into the CAFE system when a name is entered into the narrative portion of a report or a statement is submitted.

C. Distribution of Reports:

1. Criminal Reports: All arrest affidavits, warrant affidavits, crash reports, citations, notices to appear and trespass warnings shall be copied prior to dissemination outside of the Department (i.e., the central booking facility, State Attorney's Office, Juvenile Assessment Center) and filed in the Records Section. Requests for dissemination may be oral or written requests.

NOTE: Currently, there is no report distribution within **WPPD** ~~the agency~~ in which Records provides a hard-copy or electronic report to an ~~agency~~ member/unit on a regular or any type of recurring basis.

2. Crash Reports:

- a. Copies of all traffic crashes involving city property or city vehicles shall be forwarded to the Office of Risk Management located within City Hall. **Department members** ~~Officers~~/Supervisors shall insure that the City of Winter Park is listed as the owner on a report.
- b. Crash reports are distributed electronically (via upload) to the Florida Department of Highway Safety and Motor Vehicles, "D.H.S.M.V.".
- c. Copies of crash reports are available electronically through the records management system once an individual signs the release form (**attachment "C"**) and is allowed by statute to obtain a copy.
- d. When the crash location is a parking lot the vehicle's owner shall be listed in the person's section of the report.

3. Domestic Violence Cases:

The Records Manager shall ensure the agency complies with FSS 741.29 and forwards a copy of domestic violence reports to Harbor House of Central Florida, in accordance with confidentiality laws and any signed confidentiality forms.

- a. Reports shall be faxed or emailed within 24 hours of receipt by the Records section.
- b. Record of distribution shall be maintained according to Florida Retention law.

4. Code Violations

~~D. Copies of all~~ Code violations generated by **department** members of the ~~police department~~ WPPD will be forwarded to records. **The department member who completes the report will notify the Safety and Code Compliance Division Manager via e-mail of the existence of the police report and provide a case number. Records personnel will distribute copies to the supervisor of Code Enforcement and to the police department attorney to handle.**

E. Public and Records Requests:

1. Public requests for information will be handled by **the** Records Section ~~personnel~~ in accordance with public records guidelines as established in state and federal laws. If a request requires a specialized response, the Chief of Police may delegate the response to a **department** member of the command staff to fulfill.
2. Depending on the circumstances, reports may be distributed to schools.
3. Fees for Copying and the Dissemination of Records/Reports:

- a. Fees assessed or charged by **WPPD** ~~the Department~~ for copying, researching or dissemination of **WPPD** ~~Department~~ records shall be in accordance with the fee schedule approved by the Winter Park City Commission and the guidelines of Florida State Statue 119.
 - b. A current fee schedule for copying, researching or dissemination of **WPPD** ~~Department~~ records is available on the City's network drive (N) which shall ensure that Records **members** ~~personnel~~ assess fees accordingly.
 - c. Records **members** ~~personnel~~ releasing records information shall effectively redact all statutorily exempt data from a record prior to its release.
 - d. Any research for a public records request which is estimated to exceed 30 minutes will be considered extensive for purposes of the special service charge 119.07 (4) (d), F.S. A deposit equal to the estimated time to complete this request will be collected prior to starting the research.
4. Any type of record that has been mandated as **"Confidential"** according to Chapter 119 **will not** be opened for public inspection. Such records shall include, but are not limited to:
- a. Active criminal intelligence information
 - b. The identity of confidential informants
 - c. The identifying information of victims of crimes under section 119.071 (2)(h)1
 - d. Surveillance techniques or procedures
 - e. The substance of a confession
 - f. Records of juveniles (if designated as such by statute)
 - g. Tactical operations plans
 - h. The identity of undercover personnel
 - i. Personal information on active or former law enforcement and corrections personnel and personnel specified under 119.071(4)
 - j. Sealed purchasing bids
 - k. All records supplied by telecommunications companies which contain the name, address and telephone number of subscribers
 - l. Information relating to the medical condition of employees
 - m. **Security** system information to include surveillance video
 - n. **Medical** records

F. Case Dispositions:

The Records **Section** ~~Department~~ will receive dispositions on most cases. Dispositions for cases prior to 2012 shall be printed and filed with its case file. Dispositions received electronically for cases after May 2012 will be scanned into Cafeweb and no physical copy will be maintained.

370-6 RECORDS OFFICE, PRIVACY, ACCESS, STORAGE AND SECURITY:

A. Accessibility to the Records Section:

1. **Department members** ~~Personnel~~ assigned to the Records Section shall have direct access to Records Section hard-copy files. All other department members shall make information requests through Records section personnel unless direct access is authorized by the Chief of Police.
2. Hard copy records housed in the Records Section are available to agency members 24 hours-a-day, as outlined in Section 370-6, B of this directive.
3. Electronic records are available to agency members (who have access rights) 24 hours-a-day.
4. Information contained in written reports stored in the Records Section will be released outside this agency in accordance with Florida State Statute, section 119.

B. The **WPPD** ~~Winter Park Police Department~~ Records Section is designated as a **restricted area**. The restricted access to this area will ensure maximum security as required by applicable statutes, and will minimize distractions and interruptions experienced by Records personnel while performing their normal duties. The following procedures with regards to access and security will apply:

1. The entrance door to the Records Section will remain closed and locked at all times.
2. During normal working hours, Records personnel, civilian supervisors, and command staff members (to include MPOs and above in rank) shall have unrestricted access to the Records Section. Other Department employees must request approval to enter from the Records Manager or their designee prior to entering.
3. The Records Section will be open and available to law enforcement personnel and the public Monday through Friday between 0800 hours and 1700 hours, excluding city recognized holidays.
4. Only law enforcement Command Staff (MPOs and above) shall have access after normal business hours and on city holidays. Access must be for official purposes only to include gaining access for hard-copies of reports when the electronic system is down.
5. Any member who does not use their security card for access to the Records Section and goes into the secure area shall sign in on the access log noting date, time and reason for access.
6. Cleaning, pest control, maintenance and other personnel may only be admitted to the Records section under the **direct and continuous observation** of personnel assigned responsibility for that area.

- C. No report or document may be placed, removed or replaced from the Records Section. Any hard-copy report pulled from the file must be documented on a Report Removal Sheet, Attachment A. The report and sheet shall be left in the “After Hours” folder directly next to the Manager’s office door.
- D. Computer monitors/screens in Records shall be positioned accordingly to not allow persons in the main hall of the police department building and the public entrance area from being able to view the screen and view information obtained via the electronic computer system to include all sensitive and confidential data.
- E. Submission of Records to the Records Section:
 - 1. All cases and other documentation assigned a report number will be submitted to the Records Section at the end of shift unless exigent circumstances exist to prevent the submission and approval **must be** is given by the submitting member’s supervisor. Any document or report not listed or printed on the top sheet must be annotated on Top Sheet Addendum form “Attachment B”.
 - 2. All supplemental or other reports completed by investigators and other personnel must be forwarded to the Records Section to become part of the case file as soon as practicable. Street Crimes, Criminal Investigations, and the Community Services unit files may be securely stored within those units as indicated by policy until such a time as they are forwarded to the Records Section for recording and retention in accordance with Florida Records Retention Schedules. Any associated media (CDs, photographs, USB), in any form, must be submitted to the Property and Evidence unit by sworn assigned personnel. Photos can also be loaded into CAFE **and the photo server**.
 - 3. All reports, documents or records prepared or obtained pursuant to a complaint, or copies thereof, shall be submitted in case number order to be ~~filed in~~ **reviewed by** the Records section except as indicated below:
 - a. Criminal Intelligence records
 - b. On-going or current records of vice and narcotics investigations
 - c. Internal investigations records

Note: All reports within the Records Section become public record. The Records Section is not designated as document storage. To ensure integrity and provide accountability, notice shall be given to the Records Manager (by email) of any report/case file to be submitted by any division/section other than those turned in with daily patrol shift paperwork. No intelligence information shall be held/maintained/filed in the Records Section.

- F. It shall be the responsibility of the Records Manager to annually inspect all areas used to store agency records. The inspections are intended to determine the continued capability of the facility to competently store and retrieve records, the neatness of the

storage, and the accuracy of the logs used to record the location and movement of records.

Note: Nothing in this policy is intended to prevent emergency access to the Records Section or the removal of records to prevent their damage or destruction by disaster or civil disturbance. However, any records removed under emergency conditions shall be immediately secured and/or guarded to prevent unauthorized access or dissemination when and to the extent possible.

370-7 COMPUTERIZED RECORDS SYSTEM:

- A. Agency records entered into the records system (CAFE) will be treated with the same level of security as those stored in hard copy in the Records Section.
- B. In order to prevent unauthorized attempts to access, alter, remove, disclose or destroy stored evidence/reports, only authorized personnel will have access to computerized records system. The System Administrator (IT) will ensure only personnel with approval will have access to the records. The Chief of Police shall determine who has access.
- C. Access will be gained through individual access codes/passwords and will not be shared. Passwords will be changed (according to current policy as required per City IT) in order to maintain secure access.
- D. To ensure computerized information is not altered, removed, disclosed or destroyed, the City I.T. shall daily monitor the system to review all passwords, access codes, and access violations.
- E. Agency computerized records (in CAFE) will be maintained in accordance with State General Records Schedules. Digital records in the previous RMS system (Mobile Tec In Motion RMS) will be maintained in accordance with State General Records Schedules.
- F. Computer files will be backed-up regularly (as determined by the City's IT Department).
- G. All computer maintenance (to include hardware and software) will be completed by personnel qualified by the City's IT Department.
- H. Members given access to the computerized central records system (CAFE) who resign, retire or are terminated from employment with the Police Department and who become unauthorized shall be removed from having access to the system. For members resigning or retiring, the removal date shall coincide with the member's last day of employment. If the member is terminated, access shall be removed immediately. The request for access removal shall be made by the Communications Manager to IT via a work order.

370-8 RECORDS MANAGEMENT LIAISON OFFICER:

A. In compliance with Chapter 257.36(5) (A), Florida State Statutes, an employee shall be designated to act as the Records Management Liaison Officer (RMLO). The duties of an RMLO include but are not limited to the following:

1. To act as the agency representative to the Florida Bureau of Archives and Record Management (Bureau).
2. To be familiar with Chapter 119 and 257, Florida State Statutes and the rules and guidelines promulgated by the Bureau, and to ensure that said rules and guidelines are being observed by WPPD the Winter Park Police Department.
3. To ensure that all communications received from the Bureau are promptly distributed to the Chief of Police and all command staff members if appropriate.
4. To direct Department personnel with the storage of records and the preparation of records destruction requests.
5. To maintain a log of all cases filed with the State Attorney's Office including At Large cases.

370-9 RECORDS RETENTION AND DESTRUCTION:

- A. The General Records Schedule for Law Enforcement Agencies GS2 is issued by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes for the retention and destruction of police records. A current copy of this schedule is located on the Police drive on the Intranet. No agency records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.
- B. The Records Manager shall ensure that the Records Management Liaison Officer is sufficiently trained to efficiently comply with Department directives, state administrative procedures and applicable law regarding the retention and destruction of agency records.
- C. Destruction of Records:
1. Department members Employees who are considering destruction of any record, including the destruction of records ordered so destroyed by the court, are instructed to comply with the directions articulated by the Florida Bureau of Archives and Records Management, or as may otherwise be directed by Florida State Statute.
 2. **ALL requests for the destruction of police reports will be forwarded to the Records Section Manager to determine if said records meet the minimum**

criteria recommended or mandated by the Florida Bureau of Archives and Records Management or that of any court order ordering said destruction.

- D. Destructuations will be performed on records that meet or **exceed** the records retention schedule to include paper and digital records.

370-11 EXPUNGING - SEALING OF RECORDS:

- A. Upon receipt of a court order to expunge or seal a criminal history record, the Records Manager or their designee will ensure that all requirements of applicable state statutes are fulfilled:
1. The Records Manager or designee shall confirm that the court order is appropriately signed and certified as a true copy.
 2. The Records Manager or designee shall ensure that the arrest record is expunged in a manner consistent with state law.
 3. Records awaiting FDLE confirmation shall be held until a reply has been received from FDLE. Upon receipt of the reply from FDLE, the Records Manager or designee shall make the determination as to which records are to be purged and the method of their disposition, in conformance with applicable law.
 4. Records ordered sealed by a court shall be maintained by the Records Section.

370-11 OTHER RECORDS:

A. Criminal Histories:

1. Criminal history teletype data is not filed with the original incident and arrest reports. This information is immediately accessible through FCIC / NCIC system. Per FCIC rules and regulations, this information is controlled and will not be saved due to frequent updates to the arrest data.
2. Records personnel shall forward criminal histories to either the Criminal Investigations unit for investigative purposes or the RMLO who will ensure that the criminal history accompanies the arrest or capias file to the State Attorney's Office.
3. Criminal histories that are not forwarded are destroyed in accordance with applicable state and federal laws.

B. Traffic Citations:

1. The guidelines established in SOP #: 375 (Citation Maintenance) and 376 (Electronic Citation Maintenance), shall ensure that the Winter Park Police Department complies with Florida State Statute 316.650 regarding the issuance

and maintenance of traffic citations.

3. Copies of traffic citations are retained for a minimum of six (6) months (to include hard-copy and/or electronic copies).
3. Traffic enforcement information related to citizen complaints are documented as a result of special enforcement requests and retained in the Special Operations unit.

C. Traffic Crash Reports:

1. Traffic crash reports shall be completed electronically, according to SOP 286 and applicable department procedures, upon completion by the **department member's** ~~officer's~~ approving supervisor for retention and distribution purposes.
2. Distribution of traffic crash reports will be handled on an "as-required" basis. The exception to this shall be the mandatory requirement of submission to the DHSMV as required by statute and shall be completed by the Special Operations Division.
3. Traffic crash reports maintained shall be available to be released upon request as directed in Chapter 316.066, Florida State Statute. Public records requests for Traffic Crash Reports shall be processed by the Records Section.

370-12 JUVENILE OFFENDER RECORDS:

- A. A law enforcement agency must fingerprint and photograph a juvenile taken into custody upon probable cause that said juvenile has committed a violation of law.
- B. Under no circumstances will juvenile offender records and photographs be commingled with records belonging to those of adults. Juvenile offender records shall be separated from the records of adults and shall be maintained in the Records section office. Filing cabinets or other receptacles dedicated to the sole purpose of maintaining juvenile offender records will be conspicuously marked **"JUVENILE CONFIDENTIAL"**.
- C. Under circumstances as defined by Chapters 119 and 985.04(1), juvenile offender records may be disclosed to other law enforcement agencies, state attorneys, the courts, the juvenile, the parents or legal guardians of the child, the juvenile's attorney(s), and any other person or agency authorized by the court or state statute to have access to such records. Any photograph (video) taken within the guidelines of the above state statutes may be shown by an officer to any victim or witness of a crime for the purpose of identifying the person who committed such crime.
- D. Juvenile offender records shall be designated by the officer in CAFE. Records will mark all juvenile offender records as **"JUVENILE"** for any hard copy files and access to said records will be restricted to authorized personnel only.
- E. Release of Juvenile Records to the Public:

1. Juvenile offense and incident reports may be released to a requesting party when permitted by Florida Statute 985.04 and no other exemption applies.

F. Juvenile Offender Records Control:

1. The Records Section will maintain logs that record the movement or destruction of each juvenile offender record in its custody.
2. Requests for obtaining juvenile offender records by officers or other authorized personnel shall only be for valid need to know reasons and will be made to the Records Section Manager or designee.
3. If the record has not been sealed or expunged, the Records Section Manager or designee will permit access to the file.
4. If the record has been **sealed**, the Records Section Manager or designee shall permit access to the file **only** if a Court Order is presented.
5. If the record has been **expunged**, the Records Section Manager or designee will advise the requesting party that there is no record.

370-13 UNIFORM CRIME REPORTING PROCEDURES:

- A. All offense reports received by the Records Section, if needed, will be assigned a **Uniform** crime reporting code(s).
- B. ~~Bi-annually, the police department~~ **WPPD will** forwards the ~~Uniform~~ crime report ~~data information report~~ to FDLE electronically, after the Chief's **or their** designee's approval.
- C. Assigned records **members** ~~personnel~~ will refer to the Uniform Crime Reports Guide Manual **or the National Incident -Based Reporting System User's Manual** regarding the proper procedures on how to report the data.

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Timothy Volkerson
Chief of Police



Civil Service Board **agenda item**

item type	Staff Updates	meeting date	May 2, 2023
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 2, 2023
prepared by Kathleen Reed	approved by
board approval	
strategic objective	

subject

Fire Department

motion / recommendation

background

alternatives / other considerations

fiscal impact