



# Civil Service Board Regular Meeting

## Agenda

**April 5, 2022 @ 4:00 pm**

Public Safety Building | Ray Beary Community Room  
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](http://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.

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1. **Call to Order**
  2. **Consent Agenda**
    - a. [Minutes for March 1, 2022](#) 1 minute
  3. **Staff Updates**
    - a. [Police Department](#) 5 minutes
    - b. [Fire Department](#) 5 minutes
  4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
  5. **Non-Action Items**
  6. **Action Items**
    - a. [Officer off of Probation](#) 1 minute
    - b. [SOP 134 Awards - Police Department](#) 5 minutes
  7. **Public Hearings**
  8. **Board Comments**
  9. **Adjournment**



# Civil Service Board **agenda item**

|                     |                |              |               |
|---------------------|----------------|--------------|---------------|
| item type           | Consent Agenda | meeting date | April 5, 2022 |
| prepared by         | Kathleen Reed  | approved by  |               |
| board approval      |                |              |               |
| strategic objective |                |              |               |

## subject

Minutes for March 1, 2022

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[March 1, 2022.pdf](#)



# Civil Service Board Minutes

## Regular Scheduled Meeting

March 1, 2022 at 4:00p.m.

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

### **Present:**

**Kip Marchman, Chairman**  
**Steve Stutzer, Vice Chairman**  
**Pitt Warner, Chief Examiner**  
**Stockton Reeves, Board Member**  
**Mary Daniels, Board Member**  
**Tod Meadors, Fire Representative (virtual appearance)**  
**Javier Rodriguez, Police Representative**

**Chief Tim Volkerson**  
**Chief Dan Hagedorn**

### **1. Call to Order**

Chairman Marchman called the meeting to order at 4:01 p.m.

### **2. Consent Agenda**

#### **a. Approval of the February 1, 2022**

Motion made by Mr. Reeves and seconded by Mr. Stutzer to approve the minutes from the February 1, 2022, Regular Meeting. Motion carried unanimously with a 7-0 vote.

Board Members Congratulated Tim on his new position as Chief of Police.

### **3. Staff Updates**

#### **Police Department**

- Officer Gordon Shyy will begin his Phase I training.
- One opening/currently processing a new applicant.
- Division Chief Pam Marcum will be promoted to Deputy Chief on

- March 8<sup>th</sup>, 2022.

## **Fire Department**

- Department was overstaffed by one-person in order to fill an upcoming opening due the retirement of Michael Bass after 29 years of service.
- Promotion of Engineer to be announced next week.
- Capital Improvement Plan- Alerting System was approved last year and the department is moving forward with the vendor to the processing/engineering stage. The Alerting System is a direct link into our CAD System. Currently, a dispatcher enters all the information into the CAD System with the Alerting System the information will automatically be entered. The program will enable the fire department to respond quicker to emergencies.

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

None.

## **5. Non-Action Items**

Chief Volkerson stated that members of the department along with Mr. Stutzer traveled to St. Augustine on February 25<sup>th</sup> to receive the department's re-accreditation certificate from the Commission for Florida Law Enforcement Accreditation. This will be the department's third excelsior re-accreditation.

## **6. Action Items**

### **a. Officer off of Probation-Officer Mariano Roman**

Chief Volkerson requested Board Members to certify the Permanent Status of Officer Mariano Roman. Motion was made by Mr. Reeves and seconded by Ms. Daniels to certify the permanent status of Officer Mariano Roman. Motion carried unanimously with a 7-0 vote

### **b. Off Duty Employment Request-Officer Rodney Jones**

Chief Volkerson requested Board Members to approved the off-duty employment request of Officer Jones to work performing services as a State of Florida Real Estate Sales Associate and a Notary. Motion was made by Mr. Rodriguez and seconded by Mr. Stutzer to approve the off-duty request of Officer Jones. Motion carried unanimously with a 7-0 vote.

## **7. Public Hearings**

None

## **8. Board Comments**

A brief conversation was held regarding the lack of communication to the board members regarding the appointment of Chief Volkerson. It was suggested by board members that they be included in correspondence from City Management with information pertaining to the Civil Service Board. Mr. Marchman will contact city management with the above suggestion.

## **9. Adjournment**

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Kathy Reed  
Recording Secretary



# Civil Service Board **agenda item**

|                     |               |              |               |
|---------------------|---------------|--------------|---------------|
| item type           | Staff Updates | meeting date | April 5, 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 April 5, 2022 |
| prepared by Kathleen Reed | approved by                |
| board approval            |                            |
| strategic objective       |                            |

## subject

Fire Department

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact



# Civil Service Board **agenda item**

|                           |                            |
|---------------------------|----------------------------|
| item type Action Items    | meeting date April 5, 2022 |
| prepared by Kathleen Reed | approved by                |
| board approval            |                            |
| strategic objective       |                            |

## subject

Officer off of Probation

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact



# Civil Service Board **agenda item**

|                           |                            |
|---------------------------|----------------------------|
| item type Action Items    | meeting date April 5, 2022 |
| prepared by Kathleen Reed | approved by                |
| board approval            |                            |
| strategic objective       |                            |

## subject

SOP 134 Awards - Police Department

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[SOP 134 AWARDS.pdf](#)

## WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

|                     |                             |                    |
|---------------------|-----------------------------|--------------------|
| <b>Title:</b>       | <b>Awards</b>               | <b>SOP #: 134</b>  |
| <b>Rescinds:</b>    | SOP #: 134 Dated 07/31/2006 | <b>Amends:</b>     |
| <b>Effective:</b>   | April 5, 2022               | <b>Pages:</b> (09) |
| <b>Attachments:</b> | "A" Awards Nomination Form  |                    |

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### 134-1 PURPOSE:

The purpose of this policy is to establish an awards system to acknowledge and recognize employees of this Department for exemplary performance, extraordinary compassion, and dedication above and beyond the call of duty, bravery and courage.

### 134-2 POLICY:

It shall be the policy of the Winter Park Police Department to recognize employees who, during the performance of their duties, conduct themselves in a manner which reflects favorably upon the employees, the Department and the City.

### 134-3 PROCEDURE:

The use of positive incentives, such as awards, serves to reinforce an employee's self-esteem. Managers and supervisors are encouraged to use a positive management style by rewarding employees who perform their duties in a consistently professional manner, as well as those who perform an act which is above and beyond the call of duty. The awards outlined in this policy will have the following hierarchy: Medals, Ribbons, Awards and Assignment Ribbons.

### 134-4 AWARDS **ADVISORY MEMBERS COMMITTEE**:

Selected agency members shall serve in an advisory capacity to the Chief of Police. Award Advisory members shall be selected by the Chief of Police and should represent a cross-section of the agency with adequate representation from various divisions and units. Advisory members shall provide valuable input to the Chief of Police regarding award nominations. Advisory members have no autonomous authority in regards to approving awards for specific agency members; they serve in an advisory capacity only. ~~The Awards Committee should be comprised of a representative from each specialized unit and a member from each Patrol shift. The committee will be chaired by a staff member appointed by the Chief of Police. All nominations for awards will be reviewed by the committee and then forwarded with a recommendation to the Chief of Police for final approval.~~

## 134-5 NOMINATIONS:

All nominations for awards ~~should~~ shall be submitted to the Office of the Chief of Police. ~~Awards Committee Chairman~~ Nominations should be submitted within thirty (30) days of the precipitating event, using the Awards Nomination Form (Attachment "A"). ~~The thirty (30) day time frame can be extended, when deemed appropriate, by the Committee Chairman.~~ Nominations may be accepted from a peer, manager, or supervisor of a nominee. The Chief of Police shall review each award nomination with Award Advisory members for input regarding selection for awards. The Chief of Police shall determine award recipients.

## 134-6 DEFINITIONS

**Medal:** Recognition granted by the Winter Park Police Chief for specific defined acts of excellence and / or achievements earned by an employee. This recognition is granted after an evaluation of the facts, evidence, or merits by the Awards Committee and subsequent approval by the Chief of Police. This recognition is noted in the form of an issued Department Certificate and Medal to also include the corresponding ribbon as noted herein. A medal is the highest level of recognition outlined in this policy.

**Ribbon:** Recognition granted by the Winter Park Police Chief for specific defined acts of excellence and / or achievements earned by an employee or citizen. This recognition is granted after an evaluation of the facts, evidence, or merits by the Awards Committee and subsequent approval by the Chief of Police. This recognition is noted in the form of an issued Department Certificate and accompanied by the corresponding ribbon as noted herein. A ribbon is the second highest level of recognition outlined in this policy.

**Award:** Recognition granted by the Winter Park Police Chief for specific defined acts of excellence and / or achievements earned by an employee or citizen. This recognition is granted after an evaluation of the facts, evidence, or merits by the Awards Committee and subsequent approval by the Chief of Police. This recognition is noted in the form of an issued Department Certificate and accompanied by the corresponding ribbon as noted herein. An award is the third highest level of recognition outlined in this policy.

### **Assignment**

**Ribbons:** Assignment Ribbons will be earned by members serving in the Department's various bureaus, divisions, and specialty units. Members must complete a minimum of three (3) years and supervisors must complete a minimum of two (2) years service in the assigned bureaus, divisions, and specialty units in order to receive the corresponding assignment ribbon. The assignment designator ribbon is used to indicate specialized training, dedication and affiliation with the related bureau, division or unit.

**Member:** Employees working for the Winter Park Police Department as either a sworn Police Officer (Officer) or non-sworn employee (Civilian).

#### **134-7 MEDALS:**

##### **Medal of Valor:**



The Medal of Valor will be awarded to an individual for exceptional bravery at imminent risk of serious bodily injury or death, or for exceptional courage for performing a voluntary act in an extremely dangerous situation.

Individuals receiving this medal will receive a Department certificate, medal and ribbon.

##### **Life Saving Medal**



The Life Saving Medal will be awarded when the actions of an individual are responsible for saving a human life or when the actions of the individual prolonged a human life to the extent where the person was released to the care of medical authorities, even in the event that the person later expires.

The Life Saving Medal may be given in conjunction with another award.

Individuals receiving this medal will receive a Department certificate, medal and ribbon.

##### **Purple Heart Medal**



The Purple Heart Medal will be awarded when a member, during the performance of his/her duty, sustains an injury resulting from gunshot, stabbing, or other serious injury resulting from the actions of another.

The Purple Heart Medal may be given in conjunction with another award.

Members receiving this medal will receive a Department certificate, medal and ribbon.

##### **Police Combat Medal**



The Police Combat Medal may be awarded to any member who, while in the line of duty, was engaged in combat with or was fired upon by an armed adversary.

This Police Combat Medal may be given in conjunction with another award.

Members receiving this medal will receive a Department certificate, medal, and ribbon.

#### **134-8 Ribbons:**

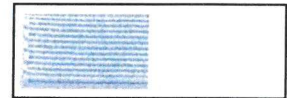
##### **Excellent Police Duty Ribbon**



The Excellent Police Duty Ribbon may be presented to any sworn member who performs an act of outstanding police service, which distinguishes the member beyond the routine call of duty.

Sworn Members receiving this ribbon will receive a Department certificate and ribbon.

##### **Meritorious Service Ribbon**



The Meritorious Service Ribbon may be presented to any sworn member who performs an act in the course of employment that demonstrates initiative and accomplishment beyond the normal scope of their duties and/or brings acclaim to the Department or the City.

Sworn Members receiving this ribbon will receive a Department certificate and ribbon.

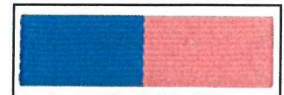
##### **Distinguished Service Ribbon**



The Distinguished Service Ribbon may be presented to any non-sworn member or volunteer for an exceptionally competent, credible act demonstrating personal initiative and accomplishment and/or bringing acclaim or recognition to the member and the Department, and/or the City.

Non-sworn members receiving this ribbon will receive a Department certificate and ribbon. Volunteers receiving this ribbon will receive a Department certificate.

##### **Chief's Ribbon of Excellence**



The Chief's Ribbon of Excellence is given at the discretion of the Chief of Police for exceptional service to the Department or community by a member or citizen.

The Chief of Police will decide the guidelines, criteria, and conditions of the ribbon as well as when it will be presented.

Members receiving this ribbon will be presented with a Department certificate and ribbon. Citizens receiving this ribbon will be presented with a Department certificate.

### **Officer of the Year Ribbon**



The Officer of the Year Ribbon is given to a sworn member that has been selected as the Department's Officer of the Year by the Chief. This ribbon shall be based upon the meritorious actions of the recipient officer within a given calendar year. The officer receiving this ribbon will be recognized at the Annual Mayor's Luncheon and the FOP Officer of the Year.

Members receiving this ribbon will receive a plaque and ribbon.

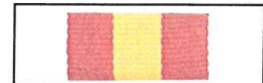
### **Officer of the Month Ribbon**



The Officer of the Month Ribbon will be given to a sworn member that has been selected as an Officer of the Month. This ribbon will be based upon the meritorious actions of the recipient officer and selected by the Awards Committee.

Members receiving this ribbon will receive a plaque, Department certificate and ribbon.

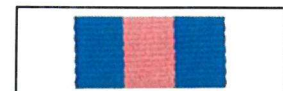
### **Community Service Ribbon**



The Community Service Ribbon may be awarded for outstanding acts of community service or involvement, not expected as a normal part of the member's duty. This may be a single act or cumulative acts, accomplished during the member's off-duty time that reflects favorably upon the Department.

Members receiving this ribbon will receive a Department certificate and ribbon.

### **Disaster Relief Ribbon**



The Disaster Relief Ribbon will be reserved for members officially participating in relief efforts in an area designated by State or Federal authorities as a disaster area. This award is applicable to both natural or man-made disasters be they local or abroad.

Members receiving this ribbon will receive a Department certificate and ribbon.

## 134-9 Awards:

### Unit Citation Award



This award will be given to a distinguished division, unit or group of officers in recognition of outstanding performance and team oriented accomplishments.

Members receiving this award will receive a Department certificate and ribbon.

### Administrative Excellence Award



The Administrative Excellence Award may be given to a member for non-routine conduct of an administrative nature that surpasses the assigned responsibilities of their position.

Members receiving this award will receive a Department certificate and ribbon.

### Good Conduct Award:



The Good Conduct Award may be given to any non-supervisory sworn member who has not received any disciplinary action resulting in a written reprimand or higher for the previous three years and has not had more than three unscheduled days of personal leave per year. The nominated member must have displayed conduct as outlined in the Department's Code of Ethics. A memorandum of recommendation must be submitted by the member's immediate supervisor outlining the circumstances of the nomination, including a detailed account of the officer's qualifications.

Members receiving this award will receive a Department certificate and ribbon.

### Outside Agency Awards



If a member receives an award or recognition from a governmental agency that represents accolades for actions related to their position or official duties as an officer, upon approval, the member may include the award ribbon in his/her ribbon display in the position indicated in 134-12, Order of Award Display. Any such award ribbon will require submission of the award for consideration to the Awards Committee for final approval. Any awards from other governmental agencies that utilize military approved ribbons or ribbons conflicting with this Policy, will substitute that ribbon with the Department's Outside Agency Award ribbon.

## Years of Service Award

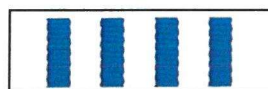


The Years of Service Award is given to members of the Department to recognize their accomplishment in continued years of service to the community. Upon successful completion of an officer's one year probation, they will be awarded the Years of Service ribbon by the Chief of Police or his designee. Additional years of service will be recognized on the officer's anniversary date of hire in five year increments and will be designated by a small gold star. A fifth award indicating twenty-five (25) years of service will be represented with a single large gold star.

### 134-10 Assignment Designators:

The following ribbons will be earned by members serving in the Department's various bureaus, divisions, and specialty units. Members must complete a minimum of three (3) years and supervisors must complete a minimum of two (2) years service in the assigned bureaus, divisions, and specialty units in order to receive the corresponding assignment ribbon.

Community Services Division



Crisis Negotiations Team



Field Training Officer



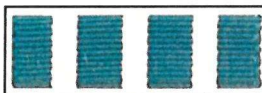
Honor Guard



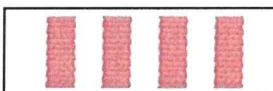
Investigations (S.C.U. and C.I.D.)



Special Operations (Traffic and K-9)



Special Weapons and Tactics Team



#### **134-11 RIBBON DISPLAY:**

Ribbons will be worn centered directly above the name plate and with no more than a 1/4 inch space.

#### **134-12 SUBSEQUENT RIBBONS:**

Each additional award in the same class will be designated by a small gold star, except in relation to a special assignment ribbon. A fifth award in the same class will be designated by a large gold star. Members serving three years in an assigned bureau, division, or specialty unit and subsequently serving two years in the same bureau, division or specialty unit as a supervisor will display the ribbon with one small gold star centered upon the ribbon.

#### **134-13 ORDER OF AWARD DISPLAY:**

Award and assignment ribbons will be displayed in descending order of importance on the member's ribbon display bar. The ribbons will be arranged indicating the most important on the top right, closest to the member's heart. The ribbon order will flow from the top right to bottom left of the ribbon display bar.

Award and Assignment Ribbons Order of Display:

- A. Medal of Valor
- B. Life Saving Medal
- C. Purple Heart Medal
- D. Police Combat Medal
- E. Meritorious Service Ribbon
- F. Excellent Police Duty Ribbon
- G. Distinguished Service Ribbon
- H. Chief's Ribbon of Excellence
- I. Officer of the Year Ribbon
- J. Officer of the Month Ribbon
- K. Community Service Ribbon
- L. Disaster Relief Ribbon

- M. Unit Citation Award
- N. Administrative Excellence Award
- O. Good Conduct Award
- P. Outside Agency Awards
- Q. Community Services Division
- R. Crisis Negotiations Team
- S. Field Training Officer
- T. Honor Guard
- U. Investigations (S.C.U./C.I.D.)
- V. Special Operations (Traffic/K-9)
- W. S.W.A.T. Team
- X. Years of Service

Members have the option of wearing their ribbons when wearing the Department issued police uniform with long sleeves and a tie. However, when members are required to wear their dress uniform, ribbons shall be worn. Medals may be worn only when in dress uniform and at approved functions, as authorized by the Chief of Police.

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revised: MV09-07/ revised: JEA08-10/ reviewed: JEA 10-11/ revised LMS11-16/ revised:  
KEOF03-22



Timothy Volkerson  
Chief of Police