



Civil Service Board Regular Meeting

Agenda

February 1, 2022 @ 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

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

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

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes for January 4, 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. [Request to Hold Civil Service Exam-Police](#) 1 minute
 - b. [Approval of SOP 319 Drone Operations-Police](#) 5 minutes
 7. **Public Hearings**
 8. **Board Comments**
 9. **Adjournment**



Civil Service Board **agenda item**

item type	Consent Agenda	meeting date	February 1, 2022
prepared by	Kathleen Reed	approved by	
board approval			
strategic objective			

subject

Minutes for January 4, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[January 4, 2022.pdf](#)



Civil Service Board Minutes

Regular Scheduled Meeting

January 4, 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
Mary Daniels, Board Member-joined late due to technical difficulties
Stockton Reeves, Board Member
Tod Meadors, Fire Representative
Javier Rodriguez, Police Representative-Virtual

Police Chief Michael Deal
Fire Chief Dan Hagedorn

Absent:

1. Call to Order

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

Election of Chairman, Vice-Chairman, Chief Examiner

Motion was made by Mr. Reeves to re-elect the existing slate. All board members agreed and the motion carried unanimously with a 6-0 vote.

2. Consent Agenda

a. Approval of the December 7, 2021

Motion made by Mr. Reeves and seconded by Mr. Warner to approve the minutes from the December 7, 2021, Regular Meeting. Motion carried unanimously with a 6-0 vote.

3. Staff Updates

Police Department

- Presentation of *Meet your Department* video.
- Police Department is fully staffed.

Police Applicant Interview (not on agenda)

The following new hire candidate, Gordon Shyy was introduced by Chief Deal to members of the board. Mr. Shyy provided a brief background and responded to questions by board members. Motion was made by Mr. Reeves and seconded by Mr. Rodriguez to certify the candidate. Motion carried unanimously with a 6-0 vote.

Chief Deal invited board members to attend the reaccreditation ceremony on February 24, 2022 at 8:00 a.m. in St. Augustine.

Fire Department

- Chief Hagedorn provided the following figures based upon the end of the year synopsis provided to the city manager.
 - 2021 had a 3.5% increase over 2020
 - Department responded to over 5500 calls for service last year. A rough breakdown of those calls are as follows:
 - 25 structure fires
 - 4,019 medical calls
 - 443 non-emergency calls
 - 39 gas leaks

At this time, Chief Hagedorn answered questions from board members and stated that he would provide additional information during the February meeting.

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

None.

5. Non-Action Items

6. Action Items

7. Public Hearings

None

8. Board Comments

Mr. Warner asked Chief Deal about the H.O.P.E. program that is mentioned regularly on the department weekly summary. Chief Deal provided a basic overview of the Homeless Outreach Partnership Effort.

9. Adjournment

Kathy Reed

Kathy Reed
Recording Secretary



Civil Service Board **agenda item**

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prepared by	Kathleen Reed	approved by	
board approval			
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subject

Police Department

motion / recommendation

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Civil Service Board **agenda item**

item type Staff Updates	meeting date February 1, 2022
prepared by Kathleen Reed	approved by
board approval	
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subject

Fire Department

motion / recommendation

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Civil Service Board **agenda item**

item type	Action Items	meeting date	February 1, 2022
prepared by	Kathleen Reed	approved by	
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Request to Hold Civil Service Exam-Police

motion / recommendation

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Civil Service Board **agenda item**

item type	Action Items	meeting date	February 1, 2022
prepared by	Kathleen Reed	approved by	
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Approval of SOP 319 Drone Operations-Police

motion / recommendation

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ATTACHMENTS:

[SOP 319- Drone Operations.pdf](#)

WINTER PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Title:	Drone Operations	SOP 319
Rescinds:	NEW	Amends:
Effective:	February 1, 2022	Pages: 6
Attachments:	None	

319-1 PURPOSE:

The purpose of this policy is to provide personnel who are assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law.

319-2 POLICY:

It is the policy of the Winter Park Police Department that duly trained and authorized personnel may deploy sUAS when such use is appropriate in the performance of their official duties, and where deployment and use, and the collection and use of any audio/video recordings or other data originating from or generated by the sUAS, conform with the policy provisions provided herein, FAA regulations and any applicable laws.

319-3 DEFINITIONS:

Unmanned Aircraft (UA) or Unmanned Aerial Vehicle (UAV): An aircraft that is intended to navigate in the air without an on-board pilot. Also alternatively called Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), or Drone.

Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.

Small Unmanned Aircraft Systems (sUAS): UAS systems that utilize UAVs weighing less than 55 pounds and are consistent with Federal Aviation Administration (FAA) regulations governing model aircraft.

Digital Evidence (DE): ANY Digital recording of images, sounds, and associated data.

UAS Flight Crewmember: A Pilot, Pilot observer, Drone Operations Commander or other person assigned duties for a UAS for the purpose of flight or training exercise.

Drone Operations Commander: Supervisor whose responsibilities include the coordination of operations, trainings, pilot certification, FAA compliance, maintenance, and operational deployments.

Unmanned Aircraft Pilot (Pilot): A person exercising control over a UA/UAV/UAS during flight.

Pilot Observer - Any designated Pilot whose sole responsibility is visually observing the drone and communicating with the Pilot and/or Drone Operations Supervisor for the safety of the drone operation and anyone in the surrounding area

319-4 PROCEDURES:

All deployments of sUAS must be specifically authorized by the Drone Operations Commander or designated supervisory personnel.

A. Administration:

The Winter Park Police Department has adopted the use of sUAS to provide an aerial visual perspective in a variety of circumstances that will enhance the safety of citizens and officers, while maintaining reasonable expectations of individual privacy and in compliance with law.

B. Authorized Uses and the Criteria for Activation:

sUAS shall only be used in the following circumstances:

1. **High Risk Terrorist Attack:** A sUAS may be used to counter a high risk of a terrorist attack by a specific individual or organization if the United States Secretary of Homeland Security determines that credible intelligence indicates that there is such a risk (F.S.S 934.50(4)(a).
2. **Search Warrant:** A sUAS may be used to assist with investigations if the law enforcement agency first obtains a search warrant signed by a judge authorizing the use of a sUAS (F.S.S. 934.50(4)(b).
3. **Exigent Circumstances:** A sUSA may be used if the law enforcement agency possesses reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life or serious damage to property, to forestall the imminent escape of a suspect or the destruction of evidence, or to achieve purposes including, but not limited to, facilitating the search for a missing person. (F.S.S. 934.50(4)(c).
4. **Crowds of 50 or more persons:** If the Chief of Police gives written authorization for the use of a sUAS, a sUAS may be used to monitor a perspective crowd of 50 or more persons to assist with crowd control and the safety of its citizens. The written authorization will be attached to the flight log and filed by the Drone Operations Commander, (F.S.S. 934.50(4)(d).
5. **Traffic Management:** A sUAS may be used to assist with traffic management; however a traffic infraction citation may not be issued based on images or video captured by the sUAS (F.S.S. 934.50(4)(e).

6. Collection of Evidence at a Crime Scene or Traffic Crash Scene: A sUAS may be used in the collection of evidence at a crime scene or traffic crash scene (F.S.S. 934.50(4)(f))
7. Other permitted by law: A sUAS may be deployed with the approval by the Drone Operations Commander or designated supervisory personnel for other matters permitted by law.

C. Deployment Procedures

1. All deployments of sUAS must be specifically authorized by the Drone Operations Commander or designated supervisory personnel.
2. Pre-planned operations shall document the anticipated use of the sUAS in the operational plan, to include the flight crew names.
3. In situations which are not pre-planned, the use of a sUAS shall be requested from the Patrol Commander via Department call-out procedures. The Patrol Commander must articulate to the Drone Operations Commander the need of the device and that the use fits into one of the authorized uses as stated in section 234-1, above.
4. The Drone Operations Commander shall determine if the sUAS is deployed and if so, shall coordinate the logistics needed to conduct the deployment (notify the responding personnel). If the Drone Operations Commander determines that the situation does not meet the required criteria for deployment, a denial of the request shall be provided to the requesting Patrol Commander.
5. All drone usages, requests and subsequent deployments shall be documented on a Flight Log (Attachment A) and be include in the Drone Annual Report.
6. Drone request denials shall be documented and shall be included in the Drone Annual Report.

D. UAS Flight Crew Selection:

The positions for UAS flight crew member will be posted via memorandum by the Operations Division Chief for a minimum of two (2) weeks. Interviews for all vacant positions will be conducted. The selection to each position will be made by the operations Division Chief and have final approval by the Chief of Police.

E. sUAS, UAS, UAV, UA Equipment:

All equipment used under this policy shall be compliant with federal, state and local laws and will not be altered, modified or changed in a manner which would violate federal, state or local laws.

F. sUAS Usage and Member Responsibilities:

1. The department must obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the sUAS, and these authorizations, permits, and certificates shall be maintained and current.
2. All sUAS' purchased by the Police Department will be on the approved manufacturer list authorized by the Department of Management Service.
3. The sUAS will be operated only by pilots, pilot observers and Drone Operations Supervisors who have been trained and certified in the operation of the system.
4. sUAS will only be flown when there are two people dedicated to the entirety of the flight. One person shall be designated as the pilot, the other as the pilot observer.
5. The vehicle may be flown under both autonomous and semi-autonomous modes.
6. All flights will be conducted with visual line of site.
7. The sUAS-certified personnel shall inspect and test sUAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
8. The sUAS equipment is the responsibility of the pilot and pilot observer and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Drone Operations Commander as soon as possible so that an appropriate repair or replacement can be made.
9. All flights will be documented on a Winter Park Police Department sUAS flight log, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding the reason for the flight; the time, date, and location of the flight; the name of the supervisor approving the deployment and the staff assigned; and a summary of the activities covered, actions taken, and outcomes from the deployment. Completed sUAS flight logs will be turned in to the Drone Operations Commander for approval and filing.
10. The sUAS must be operated at an altitude, speed, and with a planned flight pattern that will ensure that invasion of privacy of a third party who is not under investigation is minimized.

G. sUAS Restrictions:

The sUAS shall be deployed and used only to support official law enforcement and public safety missions as authorized in section 319-4, B .

1. The sUAS shall not be used to record an image of privately-owned real property or of the owner, tenant, occupant, invitee, or licensee of such property with the intent to conduct surveillance on the individual or property captured in the image in

violation of such person's reasonable expectation of privacy without his or her written consent. See 934.50(3)(b).

2. The sUAS shall not be used to harass or intimidate any individual or group.
3. The sUAS shall not be operated in an unsafe manner or in violation of FAA rules.
4. The sUAS shall not be operated contrary to the manufacturer's specifications or instructions.
5. The sUAS shall not be operated in situations where there may be an increased risk of injury to others.
6. The sUAS shall not be equipped with weapons of any kind.
7. The sUAS shall not be equipped with any personally owned equipment or accessories.
8. The sUAS shall not be used to conduct personal business.

H. sUAS Supervision and Reporting:

1. sUAS supervisory personnel shall manage all deployments and uses of sUAS to ensure that officers equipped with sUAS devices utilize them in accordance with policy and procedures defined herein.
2. The Drone Operations Commander or an authorized sUAS supervisor will audit flight documentation at regular intervals. The results of the audit will be documented. Any changes to the flight time counter will be documented.
3. The Drone Operations Commander shall complete an annual report documenting the agency's deployment and use of sUAS devices.

319-5 Digital Evidence Retention and Management:

- A. All digital evidence will be securely downloaded at the completion of each mission. The sUAS-certified operators shall record information for each file that will include the date, time, location, and case reference numbers or other mission identifiers and identify the sUAS personnel involved in mission.
- B. No one shall edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner sUAS digital evidence without prior written authorization and approval of the Drone Operations Commander or their designee.
- C. All access to sUAS digital evidence must be specifically authorized by the Drone Operations Commander or their designee, and all access are to be audited to confirm that only authorized users are accessing the data for legitimate and authorized purposes.

- D. Files will be securely stored in accordance with agency policy and state records retention laws and retained as necessary for purposes of training or for use in an investigation or prosecution.
- E. The Police Department will comply with all public records requests in accordance with State law.

319-6 Training:

- A. Police personnel who are assigned to operate sUAS's must complete an agency approved training program to ensure proper use and operations. A regular quarterly training will be required to ensure the continued effective use and operation; proper calibration and performance of the equipment and to incorporate changes, updates, or other revisions in policy and equipment. Quarterly training will be documented in Winter Park Police Department sUAS Flight logs.
- B. All agency personnel with sUAS responsibilities, including command officers, shall also be trained in the local and federal laws and regulations, as well as policies and procedures governing the deployment and use of sUAS.

Drafted: TV 12-21 / Filed: TV 02-22

A handwritten signature in blue ink that reads "Pamela Marcum". The signature is fluid and cursive, with the first name "Pamela" and last name "Marcum" clearly distinguishable.

Pamela Marcum
Acting Chief of Police