

To: Commission for Florida Law Enforcement Accreditation, Inc.
From: Michael A. Cochran, Team Leader
Date: December 20, 2007
Re: Full-Compliance On-Site Assessment Report
Fort Pierce Police Department
Standards Manual Edition: 4.0

A. Dates of On-Site Assessment: December 12, 2007 through December 14, 2007

Key Agency Personnel:

Chief Executive Officer: Chief R. Sean Baldwin
 Accreditation Manager: Lieutenant Chris Bender
 Accreditation Team Member(s):
 Ms. Linda Blanning
 Officer Kathleen Murphy

B. Assessment Team:

Team Leader: Michael A. Cochran (MAC)
 Title: Lieutenant
 Employer: Lauderhill Police Department
 6279 West Oakland Park Boulevard
 Lauderhill, FL 33313
 Telephone: 954.714.4809
 E-Mail: mcochran@lauderhillpolice.org

Team Member: Luanne Smith-Horton (LSH)
 Title: Accreditation Manager
 Employer: Coral Springs Police Department
 2801 Coral Springs Drive
 Coral Springs, FL 33065
 Telephone: 954.346.1378
 E-Mail: lms@ci.coral-springs.fl.us

Team Member: Debbie Gailbreath (DG)
 Title: Communications Accreditation Manager
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 Sarasota, FL 34230-4115
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C. Standards Summary Tally:

CFA Compliance Tally

	M = Mandatory N = Non-Mandatory		Number of Standards Waived	Number of Non-Waived, Applicable Standards	Number of Standards Elected for 20% Exemption	Percent of Applicable Standards Elected (20% max.)	Percent of Applicable Standards Not Elected (80% min.)	Number of Applicable Non-Elected Standards In Compliance	Percent of Applicable Non-Elected Standards In Compliance *
	Total Number of Standards	Number of Standards Not Applicable (By Function)							
M:	150	21	0	129	0	0.00%	100.00%	129	100.00%
N:	106	14	0	92	2	2.17%	97.83%	90	100.00%

* Both "Mandatory" and "Non-Mandatory" in last column must be 100% for accreditation.

D. Agency Profile:

Located in the heart of the Treasure Coast, the City of Fort Pierce, founded in the early 1900s, is one of the oldest communities on the east coast of Florida. Fort Pierce sits on the Atlantic Ocean and the Indian River Lagoon and has a bustling downtown area that is the county seat for St. Lucie County. Henry Flagler's East Coast Railroad, paralleled by US1, bisects the city and is still an active railroad to this day.

With its waterfront location, the city is 20.7 square miles that encompasses approximately six square miles of water and 14.7 square miles of land. The population is estimated at 41,000 people.

The downtown area of the city has a mixture of bistros, restaurants, galleries and government offices with historic buildings intertwined. One of the cornerstones of the downtown area is the Sunrise Theater, a 1200 seat, vaudeville era theater built in 1925. The Fort Pierce City Marina is a 284-slip marina owned by the city. The inlet offers access for larger ships and houses Flotilla 58 of the United States Coast Guard Auxiliary as well as a United States Coast Guard Station. The city has been in the midst of redeveloping the entire downtown corridor for the past 15 years and has various long-term projects underway that continue to revitalize the area.

Educational opportunities are also available within Fort Pierce. The Indian River Community College, the Smithsonian Institution Research Center, Manatee Observation and Education Center and Harbor Branch Oceanographic Institute are all in Fort Pierce.

The Fort Pierce Police Department has a long history beginning in March of 1923. It is led by Chief R. Sean Baldwin, a through-the-ranks chief who started his career in policing with the City of Fort Pierce in 1990. Chief Baldwin served as the Assistant Chief from 2001 until 2006, when he was promoted to Chief of Police. The agency is authorized 113 sworn and 50 non-sworn positions. At the time of the assessment, there were 108 sworn and 42 non-sworn positions filled. There are two police facilities, the headquarters on US1 and the Willie B. Ellis Substation, named after their first officer killed in the line of duty. This office serves as a district headquarters.

Reporting directly to Chief Baldwin are the Assistant Chief, currently a vacant but funded position, Professional Standards, Public Information and an Executive Assistant. All other facets of the agency report to the Assistant Chief. During the assessment, Chief Baldwin was in the process of selecting someone to fill that position.

The city has several redevelopment projects underway. Recently the City's Community Redevelopment Authority awarded a five year grant to the Fort Pierce Police Department in order to fund 14 sworn positions. This multi-million dollar grant, sought by Chief Baldwin, will further provide the Fort Pierce Police Department the additional resources necessary to carry forward his vision to make the Fort Pierce Police Department a progressive, responsive and community oriented policing organization.

E. On-Site Assessment Summary:

Several weeks prior to the assessment, the members of the assessment team were contacted by Accreditation Coordinator Linda Blanning and arrangements were made for the lodging during the assessment. Shortly thereafter the assessors were sent assessment packets that included a sample accreditation file as well as agency profile and organizational information. The team members were

contacted by Team Leader Mike Cochran to identify their areas of expertise and chapter preferences.

On Tuesday, December 11, Team Leader Cochran arrived in Fort Pierce at 2:00 pm in order to get a feel for the community and to identify the various city components that may impact services. A visit to the Fort Pierce Inlet State Recreation Area on Seaway Drive located a Fort Pierce Police Department police cruiser and a St. Lucie County Fire Rescue engine, both apparently on a call on the beach. While walking towards the jetty, a uniformed officer was located at the end of the jetty. Upon walking towards the direction of the officer, Team Leader Cochran, along with everyone else on the beach, was evacuated from the beach by a firefighter. The entire area was then cordoned off from the general public. Approximately two hours later, a St. Lucie County Sheriff's Bomb Squad unit was on-scene. It was later determined that an explosive flare from the United States Coast Guard had washed up onto the jetty. The Sheriff's Bomb Squad safely removed the item and the beach was reopened. This process and handling of explosives process was verified in agency policy during the file review.

On the evening of December 11, the assessment team met to discuss the assessment protocols and assure that all of the computers would be able to function with the assessment software. The assessment team met on the morning of the December 12, at 7:30 am and drove to the Fort Pierce Police Department to conduct the assessment.

Upon arrival at the agency, the assessment team was met by Lieutenant Chris Bender, the Accreditation Manager as well as members of his accreditation team: Officer Kathleen Murphy, and Accreditation Coordinator Linda Blanning. The assessment team was escorted to the lobby of the Fort Pierce Police Department and issued visitor passes, and then were led to the Chief's Conference Room. This room would serve as the assessment team's file review room for the duration of the assessment. Team members were provided with proximity access cards that granted access to nearly every area of the police department.

A static display was conducted in the southern parking lot behind the police department's main facility. The display included both marked and unmarked patrol vehicles, bicycle patrol, animal control officer, canine handler, marine unit, road patrol officer and a community service officer. The assessment team then split up and conducted various interviews and verified numerous observable standards. The agency provided three of its personnel to take notes on the interviews. Assigned to this detail were Judy Koslowski, Melissa Alexander and Commander Kathleen England. After the static display, the notes of the interviews were provided to the assessment team. It should be noted that these notes were easily the most comprehensive and detailed notes of a static display that any member of the assessment team has ever been provided.

After the static display, the assessment team was given a brief familiarization tour of the police facility and returned to the conference room for the file review and an entrance interview with Chief Baldwin and his accreditation staff. Chief Baldwin expressed his belief in the process and thanked the assessment team and Commission for their assistance with the accreditation process.

Team Leader Cochran conducted a ride-along on the evening of December 13, from 8:00 pm until 11:00 pm. The ride-along was with Officer Henry Kantorski, a two-year Fort Pierce veteran who was hired by the agency after serving three years at another agency in Palm Beach County. The ride-along involved a tour of the city and of both patrol districts. During the ride-along, Officer Kantorski answered a call

about a domestic violence incident involving the parents of a two-year old girl. While on the call, the suspect was arrested for domestic battery and child endangerment. Two additional patrol units arrived on-scene and helped secure the scene, take statements and interpret from Spanish to English for Officer Kantorski.

Officer Kantorski was observed while he wrote the report and contacted the 1-800-96-ABUSE hotline. While Officer Kantorski completed the probable cause affidavit and incident report, the agency's field reporting software was explained and demonstrated. While on the scene of the domestic violence case, Sergeants Hall and Smith arrived on scene. A discussion with them relative to the reporting software showed that members of the Fort Pierce Police Department write their reports from the field and then submit them to their supervisor. Once sent to a supervisor, the supervisor can approve or return the report for correction from the field. Upon approval, the reports are sent to the records unit for validation and archival.

Officer Kantorski printed all of the necessary booking forms and probable cause affidavit from his in-car printer. In addition, Officer Kantorski showed how he has taken the time to create templates of county forms that he can complete on his laptop, streamlining the process and creating a cleaner, neater finished product. After the report was completed, the prisoner was transported to the St. Lucie County Jail. After the prisoner was booked into the county jail, Officer Kantorski cleared the call. It should be noted how efficient and seamless the booking process was at the St. Lucie County Jail. The entire booking process took less than 15 minutes, start to finish.

During the assessment, Team Leader Cochran and Chief Baldwin had a lengthy discussion about the agency and its history with accreditation. The agency had been accredited with CALEA in the early 1990s but it had since lapsed during the previous chief's administration. Chief Baldwin expressed a sincere belief in accreditation and the work processes, checks and balances that accreditation brings to an agency. A career employee with the Fort Pierce Police Department, upon being appointed acting and later, the Chief of Police, Chief Baldwin spearheaded the accreditation efforts of the agency. In discussing the process with his staff, it was evident that Chief Baldwin and the members of his staff are very committed to the process.

Corporal Jimmy Aiken, a Field Training Officer, was interviewed regarding his role with the Field Training Officer (FTO) program. He accurately described the steps and phases of the agency's FTO process for both new officers and experienced officers who are new to the agency. Corporal Aiken, a crime prevention practitioner earlier in his career, explained that his vision of his role in the agency's overall field training function was to help impart his community service philosophy to the new officers that he trains. His commitment to the community and interest in helping create officers who understand the value of relationships with the community was found to be exceptional.

During the assessment, guided by Lieutenant Chris Bender, Team Leader Cochran toured the agency's District One substation and Crime Suppression Unit's offices. The District One substation is staffed with a community service officer during business hours so that members of the community can walk in for reports or to request assistance. In addition, the station has a complete roll-call/training room as well as administrative offices for the district captain and lieutenants. The Crime Suppression Unit offices are located in part of a separate municipal complex. Both facilities are monitored by a video security system that is linked to the police department's computer network.

Team Member Luanne Smith-Horton went to the St. Lucie E-911 Communications Center to assure the observable standards were met and conduct the appropriate interviews for the chapters she was assigned.

At the conclusion of the file review, the team held an exit interview with Chief Baldwin, Lieutenant Bender, Professional Standards Unit Commander Kathleen England, Officer Murphy and Accreditation Coordinator Blanning. Each team member reviewed the highlights of their respective chapters, summarized their findings and thanked Chief Baldwin and his staff for their hospitality. Team Leader Cochran expressed his appreciation to Chief Baldwin and his staff for their dedication to the process and for the hospitality.

The assessment team worked well together and there were no conflicts between the members nor any agency member during the assessment.

F. Standards Noncompliance Discussion: None.

G. Corrective Action Discussion:

7.06 (M) (Assigned Assessor: MAC)

A directive establishes an accounting system for confidential funds to include, at a minimum:

- a. Authorization of one person who is responsible for the system;
- b. Submission of requests for funds prior to payment;
- c. Submission of receipts after payment to include:
 1. The amount of payment,
 2. Member's name,
 3. Informant's name or identifier, if any,
 4. Information or material purchased,
 5. The purpose of the payment;
 6. Date, and
 7. Case number;
- d. Approval by the CEO or designee for payments in excess of a specified amount;
- e. A quarterly internal audit and report of expenditures to the CEO or designee; and
- f. Criteria for use of funds.

The practice of the agency was that detectives signed out \$300 to \$400 at a time and then used the money for investigative purposes. Each usage of the money was documented in accordance with the standard but the prior approval was not explicitly stated. The agency's policy was silent to the process of how it handled investigative funds at the operational level. Interviews with both Sergeant Donald Christman of the Crime Suppression Unit and Captain Brian Humm showed that the agency did document each use of the investigative/confidential funds and that each use was properly documented and accounted for but there was not any documentation of the prior approval for usage of the funds. After discussion with the agency, the agency modified their existing policy in order to clearly delineate this process as well as to outline what uses of the funds were deemed acceptable by the agency so as to satisfy the prior approval elements of bullet B. It should be noted that the agency had ample proofs of compliance showing that this revision to policy had, in fact, been the practice of the agency for some time.

The agency policy stated that the City's Finance Department would conduct the quarterly audits of the investigative/confidential funds. Proofs provided showed that the audits were being conducted but that they were being conducted from within the Fort Pierce Police Department. After review with agency staff, the policy was modified to reflect their actual practices.

23.04 (M) (Assigned Assessor: MAC)

A directive states that a member responding to the scene of a crash will take precautions to protect the owner's property from theft if the owner is unable to care for it. The directive will include procedures for inventory, removal, and storage of property.

The agency policy 61.110 "Enforcement Policies and Traffic Law Violation" stipulated that the officers could only use lights and sirens when engaged in emergency operations. This was in conflict with 41.225 "Vehicle Operations / Pursuits" which authorized a lights only (Code 2) operation in a very clearly defined set of circumstances. After this was brought to the attention of the agency, the agency modified policy 61.110 to refer officers to policy 41.225 "Vehicle Operations / Pursuits."

H. Waiver Concurrence/Nonconcurrence Discussion and Recommendation: None.

I. 20 Percent Standards Election (See Section C. for "Tally")

Standards Elected for Exemption:

14.02 17.02

J. Standards Verified by the Team as "Not Applicable" to the Agency:

1.04 (Assessor: LSH)	30.01 M (Assessor: MAC)	30.02 M (Assessor: MAC)
30.03 M (Assessor: MAC)	30.04 M (Assessor: MAC)	30.05 (Assessor: MAC)
30.06 M (Assessor: MAC)	30.07 M (Assessor: MAC)	30.08 M (Assessor: MAC)
30.09 M (Assessor: MAC)	30.11 (Assessor: MAC)	30.12 M (Assessor: MAC)
30.13 (Assessor: MAC)	30.14 M (Assessor: MAC)	30.15 M (Assessor: MAC)
30.16 M (Assessor: MAC)	30.18 (Assessor: MAC)	30.19 M (Assessor: MAC)
31.01 M (Assessor: MAC)	31.02 (Assessor: MAC)	31.03 (Assessor: MAC)
31.04 (Assessor: MAC)	31.05 M (Assessor: MAC)	31.06 M (Assessor: MAC)
31.08 (Assessor: MAC)	31.09 (Assessor: MAC)	32.03 (Assessor: LSH)
32.04 (Assessor: LSH)	32.05 (Assessor: LSH)	32.06 (Assessor: LSH)
33.14 M (Assessor: DG)	34.07 M (Assessor: LSH)	39.01 M (Assessor: LSH)
39.02 M (Assessor: LSH)	39.03 M (Assessor: LSH)	

K. Standards, the Status of Which, Were Changed by Assessors: None.

L. Public Information Activities:

L-1. Public Information Session:

From: - To: - Number of Attendees: 0

Meeting Highlights: None. (No speaker comments logged by assessors.)

L-2. Telephone Contacts Session:

From: December 13, 2007 12:00 PM To: December 13, 2007 17:00 PM

Total Call Count: 1. Breakdown of calls are as follows:

Pro: 1 Con: 0 Mixed: 0 Undecided: 0 Not Standards-Related: 0

Date/Time:	Caller:	Pro or Con:	Assessor:
12/13/2007 - 3:20:00 PM	Lieutenant Michelle Morris Sebastian Police Department 1201 Main Street Sebastian, Florida 32958 Telephone: 772.388.9750	Pro	MAC

COMMENTS: The agency is well respected in the law enforcement community. Chief Baldwin and his staff are very committed to the accreditation process.

L-3. Correspondence and Media Interest:

K-3-A. Correspondence: None.

K-3-B. Media Interest:

Prior to the assessment, the newspaper serving the City of Fort Pierce, "The Hometown News", published articles announcing the assessment, how to comment, location of the standards as well as the address for writing in comments. The first article was published on November 30 and the second on December 7. An additional article was published in the "The City News", a city-wide, internal newsletter.

L-4. Follow-up by Assessment Team: None.

M. Exemplary Policies/Projects/Procedures:

Like many agencies, the Fort Pierce Police Department struggles with maintaining adequate resources to keep up with the increased demands and challenges that it faces. In 2007, property tax reform significantly reduced the city's revenue and forced a 5% reduction in the police department's staffing. With additional tax reform action looming, the police department realized the need to leverage alternate funding sources in order to meet its mission.

Over fifteen years ago, the City of Fort Pierce implemented a community redevelopment agency that has grown to earn over \$8 million dollars annually. In previous years, this funding was allocated exclusively for "bricks and mortar" redevelopment projects. However, the police department recognized this as a potential source of funding for enhanced policing services and prepared a comprehensive proposal for presentation to the redevelopment agency board.

As part of this proposal, the department conducted an extensive analysis of crime and census data to show that crime is plaguing the area and preventing successful redevelopment. The analysis showed that although the redevelopment area makes up less than half of the city's population and land mass, it accounts for 66% of the Uniform Crime Report (UCR) Part I violent crime. In 2006, the area accounted for 75% of the city's murders, 74% of robberies, and 63% of aggravated assaults. The study showed that violent crime rates in the area are 1.4 times higher than Fort Pierce as a whole, 4.8 times higher than St. Lucie County, 3.8 times higher than Florida, and 5.7 times higher than the United States. Furthermore, it

identified specific neighborhoods in the redevelopment agency area that are suffering even higher crime rates. In one neighborhood the violent crime rate is 2.4 times higher than Fort Pierce as a whole, 8.2 times higher than St. Lucie County, 6.6 times higher than Florida, and 9.9 times higher than the United States.

The proposal also presented a plan to attack these crime problems using the principles of community policing. The report reviews the concept of community policing, provides examples of how it is already being applied successfully in Fort Pierce, and lays out a plan for expanding this success within the redevelopment area. This innovative community policing program establishes three goals: 1.) crime control, 2.) improving police and community relationships, and 3.) forging community problem solving collaborations. The plan also includes numerous objectives that establish “deliverables” for the community. It incorporates a very strong emphasis on providing prevention services to children that are falling victim to gang activity within the redevelopment agency area.

This proposal resulted in an award of \$5.6 million dollars over the next five years to fund salary and equipment expenses for 14 new sworn officers and a crime analyst. The police department is currently hiring this additional staffing and implementing the plan.

The police department’s proposal provides an analysis schema, project plan, and review of applicable law governing redevelopment agency funding. This proposal may serve as a helpful template to other agencies looking to leverage similar funding sources in their own communities. The proposal is posted on the department’s web site at www.fppd.org.

N. Quality of Law Enforcement Service:

Chapter 1: ORGANIZATION (Assigned Assessor: LSH)

The Fort Pierce Police Department has a clearly defined command protocol and posts its organizational chart in various areas throughout the police facility. The agency has a clearly defined command structure with component organizational charts also provided to agency personnel. There are four bureaus: the Staff Bureau, headed by Chief Sean Baldwin, a Support Operations Bureau, headed by Captain Frank Amandro, an Investigative Support Bureau, headed by Captain Brian Humm and two Neighborhood Policing Bureaus, one headed by Captain Greg Kirk and the other by Captain Robert Sandifer.

Chapter 2: AUTHORITY (Assigned Assessor: LSH)

The agency’s directive was well written and adequately addressed the prohibition against bias based profiling, training, corrective measures, if necessary, and a very thorough annual administrative review of complaint reviewed and citations disseminated to motorists.

The chapter was in good order. All files were well presented. Proofs used were directly on point and easily understood.

Chapter 3: WRITTEN DIRECTIVE SYSTEM (Assigned Assessor: LSH)

This chapter addresses written directives and the agency's procedures for origination, issue, and review. The agency has done well in this area and their directive is very clear. All directives reviewed, up to this point, have followed that pattern and makes it easy on the assessors and members of the Department to understand the agency's policy and procedures.

The agency utilizes Power DMS to disseminate its policy and procedure updates, allowing for electronic signatures and tracking of policy issuance.

Chapter 4: USE OF FORCE (Assigned Assessor: MAC)

The Fort Pierce Police Department's officers are all state certified, sworn and properly trained prior to being able to carry a firearm. Additionally, each of their officers are issued a conducted energy device (CED), expandable baton and chemical spray available for use as less lethal options. The agency's Animal Control personnel use the less lethal options for use in protecting themselves in the course of their duties.

Animal Control Officer Barbara Gasparre was familiar with the agency's policy on use of her CED and received proper training on its use. An interview with Traffic Officer Scott Cekanowicz showed that he was also familiar with the agency policy on its use.

The Fort Pierce Police Department authorizes its officers to carry off-duty or back-up firearms. Officers desiring to carry such a firearm have to submit a letter requesting permission to carry. The firearm is then test fired by a qualified agency armorer and the ballistic round logged into the ballistics registration database at the Regional Crime Lab at the Indian River Community College prior to authorization to carry being issued.

Members of the Fort Pierce Police Department who use their firearm or CED to change the actions of a suspect are required to document the actions with an 'after action report'. Commander Katherine England of the Professional Standard section explained the process for documenting these types of instances. This type of review has been in place for several years and the agency uses this data in order to track the activity of officers as well as to assure that they have the most up-to-date information available at any given time. An interview with Captain Robert Sandifer, the commander of District 2, confirmed that this policy is followed and that having this type of data readily available has shown to be beneficial to the agency in the event that a citizen complaint is received long after the fact. Having these instances documented in detail as part of the reporting process provides the agency with the ability to thoroughly investigate all complaints efficiently.

The Professional Standards section produces a semi-annual Early Warning System Report that looks at a myriad of facets of officer activities that may be an indicator of a potential problem. The report provided as a proof showed that the agency is very proactive with its approach to officers using force or having complaints over a prescribed level.

Chapter 5: PART-TIME SWORN AND AUXILIARY MEMBERS (Assigned Assessor: LSH)

The Fort Pierce Police Department's Reserve/Auxiliary Policy and Procedure is very concise. Reserves have full sworn capabilities and may act on their own, auxiliaries must be with a full-time sworn member. Annual training for both is the same as annual training for full-time officers, specifically in the area of use of force and weapons.

Chapter 6: CIVILIAN VOLUNTEER PROGRAMS (Assigned Assessor: LSH)

The Agency's volunteer program is coordinated by the Public Information Officer. There is an excellent working relationship between full-time employees and the volunteer staff members. Volunteers are used mainly in administrative functions and allow agency members to work at a more efficient pace.

Chapter 7: FISCAL ACTIVITIES (Assigned Assessor: MAC)

The Fort Pierce Police Department uses AS400 to monitor their budget expenditures. This program allows for the continual and ongoing monitoring of the status of the various budget codes and tracks all of the necessary fields in compliance with the elements of the standard.

Cash transaction procedures at the Fort Pierce Police Department are limited to the cash register in the Records Division and to the Petty Cash fund maintained by Stephanie Smith, the Fiscal Manager. Records Clerk Mindy Torres, explained that every cash transaction is coded and entered on a log sheet in addition to being entered into the electronic cash register. At the end of each day, the cash drawer is reconciled and totaled. This report is then put onto a spreadsheet for compilation onto a monthly report. Fiscal Manager Smith confirmed that the petty cash policy is followed and that a petty cash expenditure has to be authorized through the member's chain of command to their captain prior to being reimbursed. Once authorized for reimbursement, the reimbursement is logged onto a running ledger maintained by Smith. On a quarterly basis, or as needed, she will reconcile the petty cash fund and send a report to City Hall and request reimbursement to the fund.

All assets over a prescribed value level are tracked utilizing an asset tag system. This system keeps a running list of every specific item in a database. This system shows the asset classification, tag number and values. A visual observation of various items of value in and around the agency showed that this process is being followed. The agency's asset inventory list was found to be very comprehensive, listing every agency asset valued over \$100.

Chapter 8: CLASSIFICATION AND DELINEATIONS OF DUTIES (Assigned Assessor: LSH)

Both job task analysis and job descriptions were complete. Samples of job descriptions were in the file while the entire set of job descriptions were provided to the assessors on the resource table.

Chapter 9: OFF-DUTY AND EXTRA-DUTY EMPLOYMENT (Assigned Assessor: LSH)

The agency's directives addressing off-duty and extra-duty employment are written in a clear and concise format. It is easy for members to follow the process, and the proofs provided were excellent.

The City of Fort Pierce has several steady details for its personnel to work. Members utilize their take-home police vehicles in order to work the details.

Chapter 10: GRIEVANCE PROCESS (Assigned Assessor: DG)

A written directive describes the Police Department's grievance policy and is guided by the City Personnel Rules and Regulations and/or collective bargaining unit contract with the City of Ft. Pierce. Procedures are clearly defined in the agency policy and procedure as well as the City of Ft. Pierce Personnel Rules and Regulations. Employees have available four steps for advancement of the grievance through the chain-of-command. Appeals at each level may be made to the next level, via chain-off command, up to the Chief. Employees may appeal to the Civil Service Appeals Board to grieve a suspension, demotion, reduction in pay, or dismissal.

Procedures are also defined for responding to grievances, including acknowledging the receipt of the grievance with the date, time and name of the person receiving the grievance, affirming or denying the allegations in writing, and identifying the remedy or adjustment to resolve the grievance.

The written directive identifies the respective Bureau Commander of the person filing the grievance as responsible for the coordination of the grievance procedures. The Bureau Commander is responsible for coordinating the process in cooperation with the Human Resources Department of the City of Ft. Pierce.

Three samplings of grievances filed in 2007 were provided in file, confirming adherence to process, in addition to one sample of grievance decision appealed. The maintenance and control of the grievance records is the responsibility of the Office of Professional Standards, with a copy of the grievance records provided to the Human Resources Department for the City. Grievance records are maintained and controlled per State of Florida General Records retention schedule, as confirmed by interview with Professional Standards Commander Katherine England

Chapter 11: CONDUCT AND DISCIPLINARY PROCESS (Assigned Assessor: MAC)

The Fort Pierce Police Department has a seven member Awards Committee comprised of various agency personnel and units. The committee meets on a regular basis in order to review and recommend awards for various actions by agency members and volunteers. Members are routinely recognized for their achievements and actions. The agency counsels their members for failing to follow policy or when corrective action is deemed necessary.

The City's personnel rules and regulations delineate the process steps for city employees to follow in the event of an appeal of a disciplinary action. Proofs provided show that the agency follows this process.

Chapter 12: RECRUITMENT (Assigned Assessor: DG)

The agency utilizes a full-time member, Officer Brian Avilla, to conduct recruitment activities. Officer Avilla received “Police Applicant Background Investigation” training from the Institute of Police Technology and Management. This course includes training on personnel matters and equal employment opportunity. Officer Avilla confirmed that he has also provided equal employment opportunity training to other officers utilized to assist him in special recruitment activities (i.e., Spanish speaking employee/other ethnic officer at specific targeted recruiting events).

The agency established a Recruitment Action Plan in 2007. The recruitment plan is utilized to fill actual and forecasted vacancies and seeks to aggressively recruit qualified and community-orientated applicants that include females and minorities and encourages them to apply. This plan includes five goals, with each goal having defined objectives. The agency developed a timetable for achieving the objectives and has assigned the Office of Professional Standards Division Commander to conduct an annual evaluation of the plan, to include a status of the goals and objectives. In addition, Commander England provides a monthly status report on the goals and objectives. The plan is updated or revised as necessary, with approval of the chief.

The agency advertises as an equal opportunity employer on all recruitment literature and employment applications. Observation of agency brochures, posters, website postings and applications shows compliance.

Chapter 13: SELECTION (Assigned Assessor: DG)

A written directive describes all elements of the selection process, including an application packet and documents required from the applicant (birth certificate, high school diploma, drivers license, law enforcement certification, etc.), a Basic Abilities Test, a Physical Agility Test, a background investigation, and an oral review board. Elements of the selection process are job related and non-discriminatory and coincide with established employee job descriptions. Oral board questions are included in a structured interview guide and include topics such knowledge and perception of the agency and the position, previous experience, personal characteristics such as self-confidence, assertiveness and self-esteem, and interpersonal and communication skills. The five -member Oral Review Board for applicants includes female and minorities.

The written directive requires all elements of the selection process be administered, scored, evaluated and interpreted in a uniform manner, demonstrated by three sample applications containing the same processing requirements: time limits, oral instructions, practice problems, answer sheets and scoring formulas for each candidate. A background investigation of each candidate is conducted in accordance with Criminal Justice Standards Training Commission (CJSTC) guidelines prior to appointment to probationary status. The background investigation includes mandatory checks (neighbors, previous employment, wanted/records checks, military history and drug use). The background investigator has received training from the Institute of Police Technology and Management in Police Applicant Background Investigation. The agency conducts psychological fitness examinations for each candidate prior to appointment to probationary status. Results of these exams are assessed by a licensed psychologist, maintained in accordance with Florida Statutes and stored in locked/secure files. The assessor confirmed agency practice through observation of the secure storage area and an interview with Records Supervisor/Custodian Liz Roundtree.

Sworn personnel must complete a 12-month probationary period and all entry-level training prior to appointment to permanent status. Sworn probationary members are evaluated, in writing, six months after hire, using job related measures and procedures. If an employee disagrees with an evaluation, the employee may submit a written statement of appeal to the evaluating supervisor, within 10 days of the evaluation review conference. This statement is then forwarded to the chief via the chain of command. The agency requires a physical ability test for all candidates prior to probationary status. Tests are job related (based on essential job functions) and non-discriminatory and include running, an obstacle course, climbing, jumping hurdles, crawling, dragging a 150 pound dummy, and firing of weapon.

A background investigation is also conducted on all civilian applicants hired by the agency. The investigation includes a warrants check, fingerprints check, local records check and prior employment check.

Chapter 14: TRAINING (Assigned Assessor: DG)

A written directive defines attendance requirements for members attending training programs. Members are required to be on time and sign an attendance roster and in order to receive credit for the program, must attend 90% of the class session. An excused absence from training includes illness or injury, which prohibits attendance or participation, if presence in court is required, an emergency situation requiring the employee's immediate attention, or excused by a supervisor, Bureau Commander or the Chief. There were no instances of unexcused non-attendance of training sessions during this accreditation cycle.

The development of lesson plans or learning design is established by the Training Unit to meet the needs of the agency. The lesson plans include a statement of performance and job related objectives, the content of the training, specifications of the appropriate instructional techniques and identification of tests. The lesson plan format includes title of the course, date drafted, duration of training, teaching materials, goals, objectives and summary/timeline. Completed lesson plans are submitted to the Training Unit for review and approval. Final approval of all instructional courses and lesson plans is assigned to the Chief or his designee.

All newly appointed agency members attend orientation training that includes the agency's role, purpose, goals, policies and procedures, working conditions and regulations, member rights and responsibilities and the accreditation process. Orientation classes are conducted by both the City of Ft. Pierce, and the police department. All personnel who fail to successfully complete training, including demonstration of proficiency, are provided with immediate remedial training. Remedial training is required when the member fails to attend the required amount of time for the class, the member fails to participate in required scenario/proficiency demonstrations, the member fails a written and/or proficiency test, or the instructor requests remediation. Remedial training may be in the form of lecture, media, scenarios, or further proficiency demonstrations. Remedial training is provided immediately upon failure of any training and may be provided additional remedial training within two weeks of the second attempt failure. If a member cannot successfully complete the training after comprehensive remedial training, or suffers repeated failures, or refuses to participate in the training, the Chief is notified for a final decision of disciplinary action. Any member who fails to successfully complete weapons training is immediately provided remedial training. A member who is unsuccessful in their second attempt at weapons training is required to surrender the weapon to the department armorer for proper storage. The instructor notifies the on-duty supervisor who notifies the chief via chain of command. The training officer then arranges for comprehensive remedial training, which must conclude with successful completion of training within two weeks of the second failed attempt. If a member cannot successfully complete the weapons training on the second attempt, the member will not be authorized to carry the weapon.

The agency has a 14-week Field Training Program with an established selection process for Field Training Officers (FTO) that includes a requirement of at least two years service in the agency, letter of recommendation from the officer's supervisor, and an oral interview panel of existing FTOs and one Field Training Sergeant (FTS). FTOs are required to attend a certification course of Instruction in Field Training and Instructor Techniques. FTOs are required to complete Daily Observation Reports on recruit trainees, utilizing standardized evaluation guidelines. Training curriculum includes standards set by the Criminal Justice Standards and Training Commission (CJSTC) in addition to agency-specific policies, procedures and directives. All FTOs are

supervised by a FTS. The Field Training Commander maintains overall supervision of the FTO program and serves as training liaison with the local basic training academy. Trainees are transferred every four weeks to a different FTO. Upon successful completion of the FTO program, trainees are required to spend two weeks in post-training orientation and rotate assignments in the Investigative Bureau (including Crime Scene unit), the Crime Suppression Unit and the Communications Center.

The written directive requires all instructors receive training prior to assuming instructional responsibilities. Instructors are required to have current certification as instructors by the Florida Criminal Justice and Standards Training Commission (CJSTC). Instructors for high liability topics must have concurrent certification by CJSTC and Florida Department of Law Enforcement (FDLE).

All members authorized to carry weapons (lethal and less-lethal) receive in-service training and are required to receive annual training in that weapon, to include a proficiency demonstration. Sworn law enforcement personnel attend mandatory training classes as required by CJSTC. At least annually and every time a use of force training is provided, personnel receive instruction on the agency's "Use of Force/Response to Resistance" policy. Personnel assigned Conducted Energy Weapons (Taser) receive annual training in accordance with Florida Statute. All personnel authorized to carry any weapon receive legal updates applicable to the use of that weapon. The agency has identified the following positions as requiring specialized training: Special Weapons and Tactics (SWAT), K-9, FTO, Crime Prevention Practitioner, Recruiting Officer, Criminal Investigation Detective, Accreditation Coordinator and Training Coordinator. The directive stipulates that some positions require specialized training before appointment to the position, while others may allow for training after appointment, with training provided as soon as practical after the employee has started working that position. In addition, the following civilian positions have been identified as positions requiring supplemental training: animal control, fiscal manager, budget control assistant, grant writer, crime analyst, police aide, public information officer, records supervisor, crime scene investigator, school crossing guard and investigative assistant.

The agency utilizes "Training Track" by IPTM for maintaining training records. Records include course content, names of participants, performance by individual participants and names of instructors. Training Coordinator Rob Perkins confirmed agency policy and practice along with observation of current member training records, lesson plans, and instructor (including high liability) certificates.

Chapter 15: PROMOTION (Assigned Assessor: DG)

The agency's policy and procedures for the promotional process requires all elements used to evaluate candidates to be job related and non-discriminatory. The Chief of Police and the City Personnel Director are responsible for selecting and/or designing a competitive promotional testing instrument that is legally valid and defensible. Elements of the 2005 promotional process were reviewed and certified as "job-related and non-discriminatory" by "Human Resource Service for Public Agencies". The Sergeant's exam conducted in 2005 included a written examination (weighted at 35% of cumulative score), an interview (30%), an "in-basket" practical exercise (30%), and training and education (5%). A written announcement for the Sergeant's promotional examination was made on August 10, 2005, with testing on September 12, 2005. The announcement included a schedule of dates, times and locations of testing, along with a description of eligibility requirements and the process for selection. Documentation indicates 17 sworn employees participated in this process. An eligibility list was established ranking participants in order of their numerical ratings. Eligibility lists are valid for one year from date of certification, with allowances for requests for six month extensions, with no list extended more than two years from the original establishment list. The 2005 Sergeant's list was extended twice, extending the expiration date of October 13, 2007. A 2005 Lieutenant's eligibility list was extended through September 25, 2007. The Chief may select from the top three employees on the promotional lists. Interview conducted with Sgt. Caleb Gillette (#1 on promotional eligibility list) during the static display confirms this promotional process. There was no testing conducted for civilian positions during the past two years.

Promotional candidates may appeal any portion of the process by procedures established by the City of Ft. Pierce rules and regulations. No reviews or appeals were requested for the 2005 promotional processes.

Chapter 16: PERFORMANCE EVALUATIONS (Assigned Assessor: DG)

Objectives of the agency's employee performance evaluation system includes fair, impartial personnel decisions, maintaining and improving performance, providing for personnel counseling, facilitating proper decisions for probationary employees, objective and fair measurement and recognition of performance, identification of training needs and promoting a clear understanding of job expectations. Measurement definitions include "unsatisfactory", "needs improvement", "meets job requirements", "exceeds job requirements", and "outstanding". Evaluation forms are accessed by supervisors within the automated performance appraisal software program.

Supervisor's (raters) responsibilities are clearly defined and training is provided on the evaluation process and the automated documentation system. Performance evaluations are conducted annually and are based on the performance during the rating period with criteria specific to the position occupied by the employee during the rating period, and conducted by the employee's immediate supervisor. Employees are counseled at the beginning of each rating period regarding the tasks and level of performance expected, and the rating criteria. Supervisors review evaluations with the employee and the evaluations are signed by the employee and the supervisor. A copy of the evaluation is provided to the employee. Employees may contest their evaluation report, in writing, within 10 days of the review conference, through the chain-of-command to the Chief. Non-probationary employees are given 90-day written notice of unsatisfactory performance.

Chapter 17: PATROL (Assigned Assessor: MAC)

The Fort Pierce Police Department provides emergency service response at all times. The agency's officers work staggered and overlapping shifts that provides continual service availability. Many officers in the field are all equipped with mobile laptop computers that have the dispatch Computer Aided Dispatch (CAD) information on the screen. This CAD information shows the unit status for every unit in the city as well as the status of calls being worked and those holding.

A ride-along by Team Leader Cochran with Officer Henry Kantorski showed that this CAD system works and adds to the efficiency of the agency in that officers are able to be proactive with their response to calls for service by utilizing the CAD data to help guide their response. During the ride-along and throughout the assessment, the Assessment team was provided with a portable radio that was tuned to the Fort Pierce Police Department's frequency. The radio access is continuously available to agency members although the dispatch function is provided by the St. Lucie E-911 Communications Center.

Victim rights are assured to those in the service population. During the ride-along with Officer Kantorski, the officer was assigned a domestic violence call that resulted in the arrest of a male subject for domestic battery that he committed while holding the couple's two-year-old female child. The female victim was notified of her rights as a victim and the incident properly documented in the accompanying incident report. In addition, the officer notified Child Protective Services in order to assure that the State was aware of the situation and that they would act on behalf of the rights of the child.

The vehicle fleet used for patrol or traffic enforcement is equipped with all of the necessary equipment as detailed in the applicable standard. An interview with Officer Scott Ceckanowize, a traffic officer, showed that his vehicle was properly outfitted to address the elements of the standard. Several patrol vehicles were also visually inspected and found to have all of the necessary equipment as well as several other items such a patrol rifle, a digital camera, a printer and a citation writer; each utilized by the agency in order to provide an efficient level of service.

Chapter 18: INVESTIGATIONS (Assigned Assessor: MAC)

During an off-site visit to the Crime Suppression Unit's office, Team Leader Cochran interviewed Captain Brian Humm and Sergeant Donald Christman who demonstrated that the investigative files are kept in a secure cabinet within a secure facility and only accessible to those with proper authority. Members are guided by a policy that clearly delineates the guidelines for interaction with and use of an informant or confidential source.

While on the ride-along with Officer Henry Kantorski and the subsequent domestic violence arrest, Team Leader Cochran observed all aspects of the preliminary investigations standards. The officer's actions were consistent with agency policy.

The agency utilizes both the Computerized Voice Stress Analysis and Polygraph instruments as part of their investigative process. Guidelines are provided for both detectives and patrol officers to follow should they deem it necessary to have a test performed. An interview conducted by Team Leader Cochran at the District 1 Substation with Captain Gregory Kirk showed he was trained in both instruments and that the agency has other certified users of both as well.

Sexual violence victims are treated in accordance with standards. The agency follows up on sexual violence cases as well as takes precautions to prevent the loss of evidence.

Chapter 19: JUVENILE OPERATIONS (Assigned Assessor: DG)

The agency follows procedures and guidelines as established by Florida Statute when taking juveniles into custody. Written directive defines procedures, including referral of juvenile offenders to intake, and criteria and procedures for issuing citations or summonses to appear in court in lieu of taking them into custody. Sample citations, notices to appear, and juvenile arrest affidavits located in file. Juveniles not being arrested, but where determination has been made that parental supervision is not effective, or the juvenile is truant, runaway or ungovernable, the juvenile is transported to the Juvenile Assessment Center, which is available 24 hours a day, seven days a week.

Directive establishes procedures for juveniles taken into custody to ensure the protection of legal rights of juvenile offenders and requirement for notification of parent or legal guardian. Fingerprinting of juveniles is permissible if the juvenile is involved in a criminal traffic offense, or taken into custody. Observation of Records Division confirms that juvenile records are maintained in a file separate from adults and are not available for public disclosure. Observation of files marked "juvenile" and maintained separately in Records section.

Juveniles are transported expeditiously and are kept separate from adult detainees. Documentation of Miranda and guardian notifications were provided. All reasonable attempts are made to notify the parent/guardian prior to an interrogation and to limit the duration of interrogation to the least amount of time, needed to complete the interrogation. In addition, the number of officers engaging in the interrogation is limited to those necessary to complete the interrogation.

Chapter 20: UNUSUAL OCCURRENCES (Assigned Assessor: DG)

The Chief designates a command staff member to be responsible for the planning of responses to unusual occurrences and maintenance of the Emergency Preparedness Plan for St. Lucie County. The Chief or his designee has command and control over all law enforcement resources committed to unusual occurrence operations.

The agency response plan for unusual occurrences includes radio, telephone and cellular phone communications, mobile and/or fixed command posts, situational maps developed by the Crime Analysis Unit, and personnel responsibilities and liaison with other agencies, including Emergency Management, FDLE, and other Federal, State and local public safety agencies. Military support may be requested by the Mayor, or in his absence, the Chief of Police, through the office of the Governor. The plan also provides for traffic control operations, public and police department facility security, and special equipment requirements. In addition, de-escalation procedures, court and prosecutorial liaison assignments, legal authority, arrest (including mass arrest), processing, transportation, and confinement procedures are addressed. Medical treatment plans (public and agency members) and transport, including vehicle pools, maintenance and towing services are also included. The agency's incident commander is required to submit an after-action report and an event log to the Professional Standards Division within five calendar days from termination of the emergency event. All personnel receive informational training regarding NIMS. Personnel that respond to incidents where National Incident Management System (NIMS) would be utilized are certified in NIMS through Federal Emergency Management Agency (FEMA). Personnel participate in periodic training and the agency's Emergency Management Coordinator participates in a joint operational exercise at least annually. Sample certificates confirming NIMS training in file. The agency reports no unusual occurrences from November 30, 2006 to present.

The Agency's Emergency Management Coordinator is responsible for inspecting equipment used for unusual occurrence situations. An inspection of the emergency generator and an inventory of emergency supplies were conducted on May 31, 2007. An inspection of all unissued Mobile Field Force gear, including shields, batons, helmets, filter and biohazard deployment bags was conducted July 5, 2007. The SWAT command vehicle is inspected quarterly.

The Unusual Occurrence plan provides for and identifies position responsibilities as follows: casualty information is given to the Public Information Officer (PIO) and communications for assignment of personnel notification of next of kin responsibilities, the PIO is to compile a report for the Media Relation Person for rumor control issues, community relations, and public information. A Mutual Aid agreement exists with St. Lucie County Sheriff's Office.

A written policy establishes the agency's participation in the Incident Command System and authorizes the supervisor or acting supervisor at the scene to establish an incident command and act as the Incident Commander until relieved by a superior officer. The Policy provides a system activation procedure, command protocol, plans and procedures, training requirements, a requirement for a documented after-action report and documented periodic training and operational exercises.

Chapter 21: SPECIAL OPERATIONS (Assigned Assessor: DG)

Directive establishes procedures for special events, dignitary protection and search and rescue operations. Procedures include identifying responsibility, security supervision and planning functions. Special events are identified as activities such as parades, athletic contest, or public demonstrations that result in the need for control of traffic, crowds or crimes. The Community Response Bureau Commander has the primary responsibility for providing necessary services required. The Investigative Bureau Commander has the primary responsibility for VIP/dignitary protection/assistance. The on-duty patrol supervisor is responsible for response to and coordination of search and rescue efforts within the city, utilizing county-wide resources. Any resources utilized from an agency outside of St. Lucie County must be approved by a Bureau Commander.

The agency has established a Special Weapons and Tactics (SWAT) team and has a directive that provides policy and procedure for the team selection criteria and process, specialized equipment, annual training requirements, readiness exercises, callout/notification procedures, deployment procedures and duties and responsibilities of team members. Interviews conducted with Sgt. Donald Christman (Team Leader) and team member, Brian Avilla, and observation of equipment during the static display confirm compliance. All members participate in monthly training. Documentation indicates SWAT hosted a multi-agency training day that included High Risk entry and Active Shooter training on May 18, 2007. The team conducted entry tactical training and reviewed wall floods, penetration floods, slow probes and shield work on April 25, 2007.

The agency has a Hostage Negotiation Team and policy provides for selection criteria, specialized equipment, training, call-out criteria/notification procedures, deployment procedures and interaction between hostage negotiation and SWAT. Negotiators have received CJSTC hostage negotiations training. The hostage negotiation team and SWAT members participated in 11.5 hours of scenario-based training on November 2, 2007.

The agency's barricaded/hostage negotiation policy includes notification of appropriate personnel (inside and outside the agency), communications with other agencies, establishing inner and outer perimeters, evacuation of bystanders and/or injured persons, establishment of a command post, chain of command, requests for other equipment such as fire, rescue, and surveillance equipment. Policy also mandates procedures for handling news media, identification of persons authorized to permit use of force, use of pursuit/surveillance vehicles and travel routes. The agency also requires an after-action report and a periodic review of the plan. There have been no incidents involving barricaded/hostage situations in the past year so no after action report has been completed. A review of policy/plan was conducted on November 15, 2007.

Written policy and procedures exist for handling bomb related incidents, including notification of persons in the agency chain of command, establishment of security perimeter, organization of search teams, equipment, notification of the bomb disposal unit when a suspected device is located, evacuation plans, coordination with the fire department and investigators or evidence specialists, communications procedures and post explosion procedures. All bomb technicians and equipment are provided through a mutual aid agreement with St. Lucie County Sheriff's Office. If they are unable to respond, Martin County Sheriff's Office is contacted, and if they are unavailable, Palm Beach County Sheriff's Office is utilized.

The agency has detailed guidelines for providing security to dignitaries including designation of the Investigative Bureau as the position responsible for security detail, equipment requirements such as K-9 or motorcycle units, body armor, and special weapons. The plan addresses planning travel and alternative routes, gathering of intelligence information, advance inspection of sites/facilities, coordination of operations within and outside the agency, identification of medical/first aid support and nearest medical facilities, communications needs and creating an identification system for involved personnel to identify each other. There have been no dignitary protection operations provided since 2005.

Special events guidelines include designating the Community Response Bureau Commander as the position responsible for supervising/coordinating coverage of the event, estimating traffic, crowd control and crime problems expected for the event, logistical requirements and coordination inside and outside the agency. Documented events include "Festival in the Park" and a "Martin Luther King Jr. Parade" in 2007.

Chapter 26: CRIMINAL INTELLIGENCE (Assigned Assessor: DG)

The Investigative Services Bureau Captain is responsible for ensuring information collected for intelligence is limited to criminal conduct and activities that present a threat to the community by daily personal meetings with detectives to review ongoing investigations and information gathered, reviewing all investigative reports and intelligence files, periodic meetings with all division members to review and coordinate all intelligence information and investigations. Department owned equipment and equipment issued to members assigned to the Crime Suppression Unit is maintained in accordance with departmental policy for the purpose of executing the division's enforcement responsibility and specialized equipment used for intelligence purposes is used in accordance with State and Federal laws. Types of information collected through intelligence activities may include, but not limited to: criminal investigation information/activity, criminal intelligence information (persons), strategic intelligence information, or tactical intelligence information. Records destruction or purging of intelligence files is done only with the approval of the Bureau Commander, in accordance with State law. Records of destruction is completed and certified by the Bureau Commander in accordance with Florida Statute.

The Investigative Services Bureau Commander serves as liaison with outside law enforcement agencies in the exchange of intelligence information. Such information may be distributed within the agency to patrol and other investigative personnel only after the accuracy and reliability of the information has been established, knowing that the dissemination would not compromise the identity of the source of the information and establishing the requester's right and need to know. Intelligence information files and records are decentralized from other department records and their contents are maintained separately and secured by the Crime Suppression Unit.

Chapter 27: INTERNAL AFFAIRS (Assigned Assessor: DG)

A Directive establishes procedures for processing all citizen complaints and internal administrative investigations against department personnel. “Informal Complaints” are defined as an allegation of misconduct on the part of an employee, where alleged misconduct is of a minor nature and does not require a detailed formal investigation. These complaints are processed by the employee’s supervisor. “Formal” complaints are defined as an allegation of misconduct on the part of an employee where the misconduct is of a serious nature and does not require a detailed investigation. Formal complaints by their nature may be handled by the Professional Standards Office. Complaints received over the phone, are referred to the supervisor of the employee. Walk-in complaints to the front desk are documented by a duty officer on a “Personnel Complaint Report”. These reports are logged and the log is reviewed by Professional Standards Division monthly for follow-up on unreviewed complaints.

The Office of Professional Standards is responsible for maintaining a system of receiving, recording, controlling and filing all complaints, whether investigated by the assigned authority or by the chain of command authorized supervisors, in compliance with Florida Statute 112. Confidentiality and security of these files is maintained in accordance with Florida Statute 112 by the Office of Professional Standards. Access to investigations is allowed upon conclusion of the investigation, as per Florida Statute 112.

Policy mandates that all employees be notified in writing and supplied with a copy of all investigative and procedural directives as they apply to the inquiry/investigative function of citizen complaints.

Policy describes the circumstances under which a member may be relieved from duty, including: whenever a preliminary/initial investigation shows a death or serious injury was the result of use of force by an officer, the employee is placed on paid administrative leave pending conclusion of the investigation if an employee reports to work under the influence of any chemical intoxicant of controlled substance, or with the smell of alcohol on their breath if an employee is charged with a crime or is a suspect in a criminal investigation when an employee has a medical, physical or psychological condition that may impair the employee’s ability to perform their duty or when an employee commits an act of insubordination that seriously undermines the supervisor’s authority and control.

The written directive specifies the conditions under which medical or lab exams, member photos, lineups, financial disclosure statements, and instruments for detection of deception may be used in internal affairs investigations.

Conclusions of fact/findings for complaints are defined as Sustained, Not Sustained, Exonerated, Unfounded or Policy Failure. The Office of Professional Standards is required to prepare letters to the appropriate parties involved (complainant, subject officers), informing the parties of the findings and case disposition.

The assessor observed a secure file and interviewed Professional Standards Commander England.

Chapter 28: PUBLIC INFORMATION (Assigned Assessor: LSH)

The Public Information Officer, Audria Moore, handles both public information duties and volunteer services in the agency. She works closely with the local media both on public relations and information regarding criminal cases.

Another function in her area is to send out weekly survey cards on calls received by the agency and how they were handled. When complaints come in, they are investigated, and when accolades come in the members involved are given recognition. This is a step above many other agencies who only survey quarterly or less.

The Fort Pierce Police Department does not handle the registration of sexual offenders/predators, this is done by the St. Lucie County Sheriff's Office. The Department refers anyone who needs to register to the Sheriff's Office. The Sheriff's Office will also handle the citizen notification of offenders/predators through the reverse 9-1-1 system. Fort Pierce has a link on their web page for residents to view the latest sexual offender/predator information available.

Chapter 29: ARRESTEE TRANSPORTATION (Assigned Assessor: DG)

Policy dictates that when arresting, transporting, or detaining prisoner/detainees, the agency utilizes effective methods to ensure the safety of the public, prisoner/detainee, and officer, and prevent escape and destruction of evidence. Transportation of members of the opposite sex requires officers to advise their starting location and mileage and ending location and mileage. If a prisoner/detainee becomes sick or is injured during transport, the arresting officer is directed to seek medical detainees attention. Policy also describes procedures for transporting physically impaired and requires notification be made to supervisor prior to transport. All transports are in accordance with Florida Statute 985.

Violent prisoners/detainees may be restrained by other methods only with the authority of a supervisor to include the use of log restraints, nylon foot anchors, waist/hand restraints, or other legally recognized restraining devices. Directive requires all prisoners/detainees be thoroughly and carefully searched and that the officer take immediate possession of all weapons, contraband and items of evidence discovered during the search. It is never assumed that another officer has searched the prisoner/detainee. When transferring custody of a prisoner/detainee to another officer, the receiving officer conducts a thorough search of the prisoner/detainee.

Policy assigns the primary duty of the transporting officer to prevent injury to a prisoner/detainee and the safe delivery of same. Officers are prohibited from responding to any ordinary law enforcement service while transporting any prisoner/detainee. Transporting officers are permitted to render assistance to third parties only when the danger to third parties is both clear and grave and the risk to the prisoner/detainee is minimal.

Directive provides procedures to follow in the event of an escape during transport, either within or outside the agency jurisdiction. Both incidents require immediate notification be to the communications center and to the on-duty patrol supervisor, in addition to issuing a Be on The Look Out (BOLO). Full and complete incident reports are required detailing the circumstances surrounding the escape. An after-action report is required by the supervisor with all reports forwarded to the Chief. The agency reported one incident of escape (subject ran approx. 15 yards before being apprehended), and one incident of attempted escape in 2007.

Whenever a prisoner/detainee is transported to a medical facility for examination or treatment, the prisoner/detainee must remain handcuffed at all times unless removal of the handcuffs is necessary for medical treatment or examination. If removal of the handcuffs is necessary, the transporting officer must notify his/her supervisor who will determine if the escape risk is such that additional officers are required at the scene. The prisoner/detainee must be kept in sight by the transporting officer at all times unless exigent circumstances exist.

Directive provides policy for delivering prisoner/detainee to another facility and includes procedures for securing firearms, removing restraining devices, documenting delivery to the receiving officer, documenting the transfer and advising the receiving agency personnel of any potential medical or security hazards.

Policy requires all prisoner/detainees being transported in departmental vehicles must wear seatbelts. Whenever possible, handcuffs are secured behind the prisoner/detainee's back and double

locked. Other devices used for violent prisoner/detainee restraint must be approved by the supervisor.

At the beginning of each shift and prior to its use, each officer is required to complete a thorough inspection of his/her vehicle. Each time a prisoner/detainee is to be transported in a police vehicle, prior to placing a prisoner/detainee in the vehicle, and again immediately following transportation, the transporting officer must make an inspection of the vehicle.

Chapter 32: CIVIL PROCESS (Assigned Assessor: LSH)

The agency has a policy in place for serving domestic violence injunctions. This is the only type of civil process they serve. During this accreditation period they have not served any injunctions as this function is typically handled by the St. Lucie County Sheriff's.

Chapter 33: COMMUNICATIONS (Assigned Assessor: LSH)

The Fort Pierce Police Department is dispatched by the St. Lucie County Division of Emergency Management, 9-1-1 Center. This is unique in the state. The Center is well equipped and dispatches for Port St. Lucie Police Department, St. Lucie County Sheriff's Office and Fort Pierce Police Department. Fire is dispatched separately but housed in the same building. All requirements for Commission for Florida Law Enforcement Accreditation Inc. (CFA) were met and the Center is familiar with accreditation visits, as the other departments represented in the area are also involved in accreditation. All members are well trained and knowledgeable in their areas.

Chapter 34: RECORDS (Assigned Assessor: LSH)

The Records Unit is well established and has the proper security controls in place. Access is available 24 hours a day for those needing it, but is also very secure. The area is very neat and orderly so that a review of records and specifically the separation of records was very easy. They follow all Florida guidelines for records retention. Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) capabilities are available in the Records Unit and all guidelines and requirements for utilizing the system are followed.

During the assessment, Team Leader Cochran was inside of the secure area of the Records Unit and was required to sign in each time. A review of the sign-in log shows that this process of visitors inside of the Records has been in place for some time. An interview with Sergeant Roundtree of the Records found that this policy is always enforced and that unauthorized personnel are not permitted within Records without signing in and being escorted.

Chapter 35: EVIDENCE (Assigned Assessor: LSH)

The agency has two full-time crime scene investigators. Both have received proper training and are very well versed in handling evidence. The assessor spoke with Crime Scene Investigator Eric Grenier during the static display and observed the van they use to respond to scenes. It has all the necessary equipment to process and secure evidence collected and Crime Scene Investigator Grenier was familiar with the use of all equipment.

Crime Scene Investigator Tom Garrason gave the assessment team a tour of the Crime Scene Unit facility. The Fort Pierce Police Department is a full-service police agency and handles all of its own homicides and other serious crimes. The Crime Scene Unit is fully equipped to process all types of evidence and Crime Scene Investigators (CSI) Grenier and Garrason are sufficiently trained to handle any crime scene.

Each CSI member is on-call on a given, pre-determined schedule that allows for proper coverage for the agency.

Chapter 36: PROPERTY (Assigned Assessor: LSH)

The Property Room is well kept and secure. The Department recognizes the overcrowding issue currently occurring in the space and is working on expanding in the future. They are also addressing disposal of items in order to alleviate the overcrowding issue. Ms. Sharples gave the assessor a tour of the Property Room and through observation the agency is in compliance with this chapter. High liability areas of narcotics, guns, jewelry, and money were all kept separate and in additional secure areas.

Chapter 39: INTERVIEW ROOMS (Assigned Assessor: LSH)

The agency does have interview rooms but does not allow anyone to be in them without continual supervision. This was confirmed by interview. All files in this chapter were not applicable.

O. Summary and Recommendation:

OVERALL CONCLUSIONS: The Fort Pierce Police Department was found to be a very well run organization. The policies and procedures exist so that the officers know what needs to be done and how it is to be done. The agency utilizes technology to provide the most efficient services possible. The agency was found to be in compliance with all mandatory standards and the applicable other-than-mandatory standards not elected for exemption. The agency has the control measures and work processes in place so that it will be able to maintain the standards going forward. It is without hesitation that the assessment team is recommending to the full CFA Commission that the Fort Pierce Police Department be granted reaccredited status.

NON-COMPLIANCE SUMMARY: None.

Signed: _____
Michael A. Cochran -- Team Leader

List of required attachments to accompany submission of the final report:

1. Supporting documentation for noncompliance finding.
2. Supporting documentation for corrective action, old and new directive, if applicable, with changes highlighted.
3. Supporting documentation for waivers, with original waiver request form signed by Team Leader.
4. Public comment telephone log (original, if used).
5. Correspondence received (original).
6. Onsite media coverage/articles/press releases.
7. Documentation for exemplary projects/policies/procedures.
8. Proof of CALEA Accreditation (Comparative Compliance only).