

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 16.2

### SPECIALIZED ASSIGNMENTS

**ACCREDITATION STANDARDS: CFA 17.05**

**EFFECTIVE DATE: January 17, 1996**

**RESCINDS: G.O. 16.2, January 5, 2018 and all applicable Amended/Temporary Orders prior to August 20, 2018**

**LAST REVISED DATE: August 20, 2018**

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This General Order contains the following numbered sections:

- I. Specialized Assignment Criteria
  - II. Specialized Assignment Training
  - III. Temporary or Rotational Assignments
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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to advertise agency-wide for specialized assignments and to select candidates based on required skill, knowledge and abilities.

#### **PURPOSE**

The purpose of this order is to establish guidelines in areas which require specialized training and the appointment of members to those positions.

#### **SCOPE**

This order shall apply to all Department members.

#### **DISCUSSION**

The successful accomplishment of many law enforcement objectives is dependent upon the availability of specially trained members. Specially trained members provide a wide range of expertise to the Department. Because of their nature, some positions will require specialized training before appointment to the position, while others may allow for training after appointment. The specific training required by each position varies, depending upon the subject matter and the extent of training necessary to attain proficiency.

## **PROCEDURE**

### **I. Specialized Assignments Criteria:**

#### **A. Canine Unit**

1. Certified Law Enforcement Officer with the Department, with a minimum of (1) one year non-probationary experience as a sworn officer with the Department.
2. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
3. Successfully pass an Oral Review Board
4. Successfully complete the State of Florida, K-9 Certification as approved by the Florida Criminal Justice Standards and Training Commission at its first available offering after appointment.
5. Must successfully complete recertification on an annual basis as outlined by the Florida Criminal Justice Standards and Training Commission.

#### **B. Emergency Response Team**

1. Certified Florida Law Enforcement Officer with the Winter Haven Police Department for a period of (1) one year and not be on probation.
2. New applicants for ERT must successfully pass the qualifications and testing standards as outlined in the Emergency Response Team operations manual.
3. Members must pass all testing regardless of gender, age, height or weight. If one section is failed, the entire test is scored as failed.
4. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
5. Successfully pass an oral review board as established by the ERT Commander.

#### **C. Field Training Officers**

1. Two (2) years of continuous service as a law enforcement officer with the Winter Haven Police Department and not be on probation.
2. An Application must be submitted via chain of command and approved by the Assistant Field Training Commander, a review of the candidate's personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
3. Applicant must complete an interview with the Assistant Field Training Commander and the Uniform Services Commander.

4. Successful completion of an FTO course recognized by the Criminal Justice Standards and Training Commission prior to appointment.
5. Applicant's appointment must be approved by the Uniform Services Commander.

**D. Traffic Unit**

1. Certified Law Enforcement Officer with the Department, with a minimum of (1) one year non-probationary experience as a sworn officer with the Department.
2. Valid Florida driver's license with a motorcycle endorsement.
3. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
4. Successfully pass an Oral Review Board.
5. Successfully complete a basic motorcycle operational course as determined by the supervisor of the traffic unit.
6. Within (1) one year of appointment, successfully attend and complete a 40-hour Police Motorcycle Operator's course.
7. After successful completion of the above course, score a minimum of 80% on the Department's annual motorcycle rider's course.
8. Prior to or within (1) one year of appointment the following must be successfully completed:
  - a. Radar certification school recognized by F.D.L.E./C.J.S.T.C
  - b. Intoxilyzer certification school and annual recertification as defined by F.D.L.E./C.J.S.T.C
9. Prior to or within (18) eighteen months of appointment, successful completion of traffic crash investigation and advanced traffic crash investigation schools recognized by the Criminal Justice Standards and Training Commission.

**E. Critical Incident Negotiator (CFA 17.05a,c)**

1. Certified Law Enforcement Officer with the Department, with a minimum of (1) one year non-probationary experience as a sworn officer with the Department.
2. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
3. Must be articulate; possess good communication skills and problem-solving abilities.
4. Must have an even temperament and demonstrate patience and composure while subjected to extended stressful situations.

5. Must successfully complete Hostage Negotiations training for Law Enforcement Personnel.

**F. School Resource Officer**

1. Certified Florida Law Enforcement Officer with at least (2) two years law enforcement experience;
2. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
3. Successfully pass an Oral Review Board, which includes Department and School Board Representatives.
4. Successfully complete the 40-hour F.D.L.E./C.J.S.T.C. School Resource Officer class prior to appointment, or at its first available offering after appointment.

**G. D.A.R.E. Officer**

1. Certified Florida Law Enforcement Officer with at least two (2) years law enforcement experience.
2. A review of the candidates personnel file shall be completed to identify performance, discipline or other issues that may have a bearing on assignment/selection.
2. Successfully pass an Oral Review Board
3. Give an oral presentation demonstrating instructional skills.
4. Successfully pass the 80-hour F.D.L.E/C.J.S.T.C. DARE Instructor class prior to appointment or at its first available offering after appointment.
5. Successfully pass Instructor the Instructor Techniques class prior to appointment or at its first available offering after appointment.

**H. Detective/Specialized Investigations**

1. An officer is eligible for assignment to the Investigative Services Bureau at the discretion of the Chief of Police.
  - a. Non-probationary Certified Law Enforcement Officer with the City of Winter Haven and successfully complete a (40) forty hour Investigative Interview training course;
  - b. After assignment to the Investigative Services Bureau, the Police Officer must successfully complete Detective training program in the Investigative Services Bureau.
  - c. At the successful conclusion of this training, the Police Officer may be reclassified to the position of Detective at the discretion of the Chief of Police.

3. Assignment as an Arson Investigator shall require the following:
  - a. Be a sworn officer with the Winter Haven Police Department;
  - b. Be a full time fire investigator with the Winter Haven Fire Department;
  - c. Successfully completed FSFC Fire Investigator I courses (160hrs)
  - d. Successfully completed FSFC Fire Investigator II courses (160hrs)

## II. Specialized Assignment Training

- A. Each Bureau Commander shall be responsible for ensuring that each individual in a specialized position is sufficiently trained to safely, competently and legally perform expected duties.
- B. The Chief of Police, along with the Bureau Commanders, Training Officer and respective specialized unit commanders, shall determine what training is required and the basic qualifications for each position. In those positions which allow for basic training after appointment, such training will begin as soon as practical.
- C. A record of each training exercise or function for specialized positions shall be maintained in such a manner which allows for retrieval of training data for any given specialized position or unit.

## III. Temporary or rotational assignments

- A. Sworn members who are not on probation may be temporarily assigned to other positions within the Department in the event of urgent need or to broaden a member's experience.
- B. The positions shall be determined by the Chief of Police, as they deem necessary.
- C. These positions shall be filled by members who are selected and appointed at the discretion of the Chief of Police.
- D. The duration of these assignments are at the discretion of the Chief of Police.

## IV. Definitions

- A. *F.D.L.E.* – Florida Department of Law Enforcement
- B. *C.J.S.T.* – Criminal Justice Standards and Training Commission
- C. *Specialized Assignment* – An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

APPROVED



**Charles E. Bird**  
**CHIEF OF POLICE**