

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 45.7

### WINTER HAVEN PUBLIC SAFETY COMMUNITY ADVISORY COMMITTEE

**ACCREDITATION STANDARDS: (NONE)**

**EFFECTIVE DATE: February 22, 2021**

**RESCINDS: (NONE)**

**LAST REVISED DATE: NEW**

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#### **POLICY**

It is the policy of the Winter Haven Police Department to foster collaborative partnerships and effective problem-solving with our neighborhoods, businesses, service providers, faith-based organizations and other government agencies. The Winter Haven Public Safety Community Advisory Committee is one such effort.

#### **PURPOSE**

The purpose of this General Order is to establish guidelines for the operation and administration of the Winter Haven Public Safety Community Advisory Committee.

#### **SCOPE**

This General Order shall apply to all Department members.

#### **DISCUSSION**

**COMMITTEE MISSION:** To work in partnership with the Department and act in an advisory capacity by bringing feed-back from the community concerning public safety issues, law enforcement needs and actions while facilitating the flow of ideas relative to police services for the continued improvement of the quality of life for the citizens of Winter Haven.

#### **PROCEDURE**

## **I. Scope of the Committee**

- A.** Work to strengthen and ensure the application of equal protection under the law throughout the community.
- B.** Serve as a committee to review and discuss closed internal investigations for discussion purposes with regards to what processes, policies or training may be considered in preventing the occurrence of future activities.
- C.** Increase involvement and build community understanding and support for the Department.
- D.** Provide insight to the Department of the needs in the community

## **II. Committee Makeup**

### **A. Selection criteria:**

- 1.** Citizen of Winter Haven
- 2.** Person of good standing in the community
- 3.** Submit and pass a background check
- 4.** Attend the next scheduled Winter Haven Public Safety Leadership Committee after appointment
- 5.** Conduct at least one police ride along
- 6.** Serve for an initial one, two or three-year term dependent on appointment time to maintain continuity of the committee. Initial term will be random seat draw and not selected by any member
- 7.** Basic term limit for committee members is two (2) consecutive terms. Inaugural appointees who serve a partial term of one or two-years will be allowed to serve a maximum of two full consecutive terms following the expiration of the initial term. Likewise, any appointment who steps in to complete a partial term due to a vacancy on the Committee will be allowed to serve two full consecutive terms after completing the partial term.
- 8.** Committee members who term out can reapply for the committee after one full year off the committee

## **III. Appointment to the Committee**

- A.** Upon public announcement of 30 (thirty) days, applications will be accepted for appointment for the Committee.
- B.** Each City Commissioner, the City Manager and the Chief of Police will select one candidate from the vetted applications to equal seven.

- C. The final two members and two alternates will be selected from the remaining eligible applications by the original seven appointees for a total of nine (9) active members and two alternates to serve on the Committee.
- D. The nine active members will select a Chairperson from among the nine members to lead the board meetings.
- E. The two alternates will attend all meetings to ensure they are up-to-date with topics in the event they are required to be appointed due to a committee member stepping down. (Alternates do not hold a proxy role)
- F. When first one-year term committee members terms are up, open positions are advertised and applications received for a 30-day period.
- G. Applications for replacement members shall be vetted including the background check and reviewed and chosen by current sitting committee.

#### **IV. Committee Protocol**

- A. The Committee will meet, at a minimum, quarterly or at the wishes of the Committee Chair or Director of Public Safety to review pending issues and concerns.
- B. A quorum is defined as 50% of the committee members plus one (Alternates are not counted in the quorum unless they have moved into the voting position).
- C. In a typical year, committee members are required to attend 75% of all held meetings per year at a minimum (i.e., 3 of 4 regularly scheduled meetings).
- D. One Senior Police Department staff member will be provided as a liaison to the Committee to facilitate the review of past incidents or procedures and providing specific guidance to ensure a complete understanding for the Committee.
- E. Each Committee meeting will be open to the public; however will not be a forum conducive to public input unless otherwise directed in a specific meeting by the Committee Chair.
- F. Each Committee meeting will be documented through meeting minutes and maintained as required by public records laws. The documenting of the meetings minutes will be completed by Department staff and approved by the Committee. The minutes shall be made available to the public.
- G. The Department liaison will give consideration to any research or findings developed through the Committee meetings and provide a response to all Committee members in a timely manner. Such responses to the Committee will be made a part of the regular meeting minutes.

#### **V. Code of Conduct and Removal from Committee**

- A. All committee members shall abide by the Winter Haven Public Safety Advisory Committee Code of Conduct.

- B.** Any violation of the Code of Conduct or of moral character may result in removal from the Advisory Committee.
1. Removal for violating the Code of Conduct or for moral character shall be at the recommendation and approval of the Chief of Police.
- C.** If a member is determined to be a disruption to the business of the Committee or consistently is outside the scope of the Committee, any Committee member may make a recommendation in writing to the Committee Chair for that member's removal from the Committee.
1. The Committee Chair shall forward the written request to the Chief of Police.
  2. The Chief of Police and Committee Chair shall call a special meeting of the Advisory Committee to vote on the recommendation. Voting shall be conducted by ballot.
  3. Removal from the Committee shall require a majority vote of two-thirds of all nine Committee members.
  4. The Chief of Police shall be the final approval authority for removal.

APPROVED



**Charlie Bird**  
**CHIEF OF POLICE**