Ad Hoc UFPD Campus Advisory Committee Meeting Minutes

Date: April 25, 2011  Time: 2:36 PM to 3:55 PM (1 hour 19 minutes)

Facilitated by: Chief Linda J. Stump, Director, University of Florida Police Department
UFPD Campus Advisory Committee Member

Location: University of Florida Police Department,
Community Services Division Training Classroom

Members Present: All members present
Linda J. Stump
Scott Nygren
Benjamin Meyers
Harold D. Jackson
Mary Ann Ferguson
Cathy Martyniak
Severin Walstad
Christina Bonarrigo

Other Attendees: Kim Czaplewski
Amy Hass
Candace Tossas
Casey Goldstein
Darren Baxley
Bart Knowles
Brad Barber
Janine Sikes

Tony Dunn
Nathan Crabbe
Mitchal J. Welsh
Eric D. Rice
Jeff Holcomb
Greg Streukens
Kelly Jackson

Chief Linda Stump began the meeting at 2:36 PM. She introduced herself and welcomed the Ad Hoc UFPD Campus Advisory Committee and other attendees to the first committee meeting. She asked each committee member to introduce themselves and their affiliation. She also informed the committee that the minutes will be taken, approved and provided to them.

Chief Stump began a Power Point presentation that introduced the meeting agenda as follows:

- Welcome and introductions
- Review of committee mission and objective, and charge parameters
- For Your Use
- UFPD organization, mission, and values
- Introduction of UFPD command staff
- Overview of UFPD operational and support units
- Required training for committee members
- Training session #1
- How to stay linked
- Public comment

Chief Stump then introduced two other attendees, Ms. Amy Hass, Sr. University Counsel for Student Affairs, Security and Litigation. Ms. Hass informed the committee briefly of the public records law and its application to documents that are created and shared as a formal part of the committee’s work. Ms. Kim Czaplewski, Director, Employee and Labor Relations & Satellite Offices was introduced. Ms. Czaplewski explained her interactions with UFPD as those involving personnel issues and as the Chief Negotiator for the Collective Bargaining unit.
Chief Stump then continued the Power Point with a summary of the committee’s Mission and Objective and charge parameters as outlined in the memorandum from President J. Bernard Machen dated April 21, 2011 (slide #3 and letter in committee issued notebook).

Chief Stump explained the purpose of the UFPD photo identification card and encouraged the committee to take full advantage of the opportunities to participate in the Ride Along Program, attend any of the numerous special events that take on campus and to interact with the staff and UFPD as much as they can and would like. The photo ID will allow them to move throughout UFPD facilities with more ease and with full access to the incident command areas as an observer.

Again the notebooks were referred to containing select directives and other pertinent information associated with the mission and objectives of the committee. All of the information contained in the notebook was also provided in digital format (CD) for each member. The Power Point would also be included on that CD. The UFPD Organization Chart was introduced as well as the department’s Mission and Values. The department strives to be proactive and interactive with students, faculty and visitors. Education is also a major component in this process.

Chief Stump then began the introductions of the UFPD Command Staff and their units of responsibility.

- **Major Brad Barber, Patrol Division**
  Units that fall under his supervision are the Bicycle/Motorcycle/K-9 Unit, Health Science Center, Special Events, Communications Center (Dispatch), and the SCOPE program (Student Community Oriented Police Efforts). Patrol handles all issues that arise daily.

- **Captain Darren Baxley, Patrol Operations**
  Responsible for follow up to calls and reports generated by uniform Patrol Unit, Criminal Investigations Division, Communications/Front Desk, Traffic/K-9 Unit and Special Events. He explained that UFPD is a full-service police department unlike many campus police departments that the university community was like a small city. He also described UFPD as reactive and proactive. He stressed that it was important for the committee members to notice the volume of calls and number of special events that occur on campus throughout the entire year. He refers to the Traffic Unit as a good education opportunity. He also briefly explained each division and their purpose or role with the UFPD. He also introduced Threat Assessment and discussed that before and definitely after September 11th, UFPD identifies or assesses buildings, events, groups or individuals who may pose harm to the university community. He also mentioned the Behavioral Consultation Team (BCT) and that it meets every Wednesday at 10:30 AM at UFPD and the UFPD Campus Advisory Committee was invited to attend at anytime.

  Captain Baxley introduced Lieutenant Bart Knowles regarding coordinating ride along for the committee members and that his email address was given in an email that they received last week from Chief Stump. Lt. Knowles advised that he would leave his business cards for them after the meeting.

- **Captain Eric Rice, Health Center Security**
  Introduced himself and he has 30 years of service with the UFPD. He informed the committee that a satellite office was located down at the Health Science Center and pointed out the hours of operation and type of security that was present at the facility (slide #26). He mentioned how large and the amount of activity that is present everyday and that the physical safety of all employees, visitors, patients, students, etc. is the sole responsibility of UFPD. He also mentioned the East Campus located off of Waldo Road that has one Police Service Technician that works from 3:00 PM-11:00 PM). Chief Stump added that approximately 10-12% of all cases/reports take place at Shands alone.
• Major Tony Dunn, Support Services
  Introduced himself and that he has 28 years of service at the UFPD. He briefly named the units that fall under his supervision (Professional Standards, Training, Community Services, Business Operations, Recruitment and Personnel, and Police Records).

• Captain Jeff Holcomb, Community Services
  Introduced himself and he has 23 years of service with the UFPD. He described this unit as the Educational Arm of the police department. He discussed some of the trainings or presentations that are done at Preview for students and parents, provide RAD training for students and faculty of the university free of charge, as well as the SNAP unit that provides escorts or transportation to students after dark. The summer hours of operation for SNAP is 8:00 PM – 3:00 AM; and for Fall 6:00 PM – 3:00 AM. He advised that 166,000 calls for service were reported last year. He discussed his role as the department’s Public Information Officer (PIO) for media and student interviews or requests.

• Lieutenant Mitchal Welsh, Training
  Introduced himself and he has 21 years of service with UFPD. He will be contacting the committee members frequently with training opportunities within the UFPD. He briefly explained the responsibilities, required training for law enforcement officers, Use of Force Review Process and forms (slides #30-34). He explained that he does the review along with another colleague of the Use of Force reports. He defined “ASR” (slide #32) as OC Spray.

Chief Stump mentioned that the officers have 12 hour training days and that there were 6 opportunities for the committee members to choose which block of training (topic specific) to sign up for. Lt. Welsh will email them the schedules once available.

Chief Stump mentioned that at the conclusion of a Use of Force Review, the report does become public record.

• Lieutenant Greg Streukens, Accreditation and Internal Affairs
  Explained the three (3) assessments that UFPD participate in: CALEA, IACLEA and CFA. And that UFPD prepared for and was awarded accreditation by all three. He briefly named the required training for the committee members:
  – Law Enforcement Bill of Rights
  – UFPD Internal Affairs Process
  – Civil Rights (including 1st A.) and High Liability Areas
  – Use of Force Matrix/Standards
  – Baker Act/Mental Illness and Policing
  – Behavioral Threat Assessment
  – Community Policing
  – Hiring and Performance Standards

Chief Stump mentioned that the UFPD Manual, Internal Affairs Procedure Manual, Commission for Florida Law Enforcement Accreditation (CFA) Manual and the Florida State Statutes Book were available at the front table for them to look at and use as a resource anytime. They would be available to view anytime after the meeting.

Lt. Streukens then discussed the Internal Affairs Process and the Florida Police Officers Bill of Rights (FS 112.532) and the Citizen Complaint Process (slides #39-47).

Chief Stump mentioned that sometimes a UFPD officer may have to excuse him/her self as an internal affairs investigator due to a conflict of interest; as this sometimes happens in smaller police departments such as the UFPD. When this occurs, Chief Stump said she has the authority to appoint an outside source/person who has the necessary credentials to investigate the incident.
Lt. Streukens stressed that an Internal Affairs investigation cannot proceed until the criminal investigation of a subject officer is completed. Furthermore, he explained that the internal affairs investigation and the criminal investigation are two separate and distinct investigations; and that Internal affairs investigations are confidential until complete. He then stated that once the internal affairs investigation is completed the officer is entitled to a complete copy of the investigative file. Chief Stump mentioned that there is an accreditation standard on “how” to receive and process complaints.

Chief Stump invited the committee members to ask questions about the information Lt. Streukens provided. There were no comments or questions. Chief Stump stated that there are very thorough guidelines both in state law and the university rules and regulations that are followed by UFPD. She explained that due to the complexity of issues that UFPD relies heavily on the university’s Human Resource and General Council offices for personnel and legal advice. She reiterated that a lot of information was provided in a short time, but that she wanted to give the committee a snapshot on the Why, How we (UFPD) complete internal investigations of alleged police misconduct.

Chief Stump solicited suggestions on how to publicize future meetings, minutes and other miscellaneous items. No suggestions were made. She then explained that the UFPD web site currently has a link for the UFPD Campus Advisory Committee and that it could be used for that purpose if the committee agreed. Committee members nodded yes, and Chief Stump confirmed that the UFPD web site would be where the information would be uploaded, but if another option became available or if a committee member had another suggestion to please discuss at future meeting. Chief Stump stated that she wanted to be sensitive to criticism that the police might play too great a role in this process, and asked if any one of the members had the desire or was willing to create an independent website or web link to outgoing information, to which there were no volunteers at this time.

Chief Stump then asked about when the committee would like to meet next and ideas for the next meeting agenda.

Cathy Martyniak asked if the next meeting would be for more training.

Chief Stump explained not necessarily. That Lt. Welsh will be sending training opportunities to them via email and that some of those trainings can be done on-line and others at the department. She urged the committee members to look at the police reports from the web site and if there were some they wanted to discuss that she would be happy to at the next meeting.

Committee member Severin Walstad spoke up and suggested the second week of Summer B for the next meeting.

Chief Stump advised the committee that Major Brad Barber would be available at that time to give a tour of the UFPD once the meeting adjourned and that Capt. Holcomb would continue to update the UFPD web site with committee meeting information until/if someone or some other group would like to take on the task. She asked if the committee would like to invite public comment at the meetings; and if so, at what time during the meeting? Ben Meyers suggested that the public be invited to comment or ask questions at the beginning of the meeting. Committee members nodded and Chief Stump asked if that was good with everyone. Committee members responded with Yes.

Chief Stump asked if the comments should be limited to scope of the meeting, and committee agreed that members of the public may request to address the committee by submitting a written request to Kelly Jackson, Office Assistant to the Chief, either in person, by US Mail at PO Box 112150, Gainesville, FL 32611, or by email at kjackso@ufl.edu; that comments be limited to scope of committee objectives; and that comments be limited to no more than two minutes each and within the scheduled meeting time. The committee could then elect to extend a person’s time if necessary.
Mr. Meyers thanked Chief Stump for taking the initiative for coordinating the first meeting and feels that the collaboration will be very productive.

Mary Ann Ferguson asked if this meeting would be considered a Sunshine Law committee. Amy Hass, answered that this committee is not a board or commission that is legally subject to the Florida Sunshine Law, however, as a matter of policy, the committee has decided to open its meetings to the public and to notice and keep minutes of those meetings.

Ms. Martyniak asked about how long would the ride along be and Lt. Knowles answered that a window of 2-4 hours is recommended to get a good experience and get as involved in as many calls as possible.

Chief Stump suggested that if anyone was interested in riding or walking with them during football games to let her know as soon as they could before game day. Football games are the biggest events and take approximately 350 officers to provide security for a single football game and it is quite an event to see from a security standpoint. If anyone was interested, they would have to arrive 3-4 hours before game time.

Chief Stump asked Ms. Hass and Ms. Czaplewski if they wanted to add anything. Both said No.

Chief Stump asked again when the committee would like to meet next. Mr. Severin said July sometime, and Scott Nygren said that Summer B would be a good time for a ride along.

Chief Stump also replied that Capt. Baxley and Lt. Knowles would be good at predicting interesting times to ride and that committee members could do so at their convenience.

The meeting adjourned at 3:55PM and next meeting will be announced at a later time.

Submitted by: Kelly Jackson, Office Assistant to the Chief, UFPD

Approved on July 12, 2011 by:

Linda J. Stump
Scott Nygren
Benjamin Meyers
Harold D. Jackson
Mary Ann Ferguson
Cathy Martyniak
Severin Walstad
Christina Bonarrigo