



Commission for Florida Law Enforcement Accreditation, Inc.

P.O. Box 1489 ~ Tallahassee, FL 32302
(800) 558-0218 ~ (850) 410-7200 ~ Fax (850) 410-7349

June 3, 2014

Chief George Turner
Brooksville Police Department
219 West Howry Avenue
Brooksville, FL 34601

Dear Chief Turner:

Enclosed you will find a copy of the team leader's final report from your accreditation assessment. The Commission's next meeting is scheduled for Wednesday, June 25, 2014, at the Hyatt Regency Coconut Point, 5001 Coconut Point Road, Bonita Springs, FL 34134, telephone (239) 444-1234. The Commission meeting agenda is enclosed for your review.

Your agency will be reviewed by a panel of Commissioners prior to the regular business meeting. You have been assigned for review by Panel A. Reviews will begin at 8:00am, followed by the general business meeting at 10:00am. At the beginning of your agency's review, you will be given the opportunity to give a brief description of your agency size and service community. Please keep your comments to no more than two minutes. You will also be given the opportunity to make additional remarks after the panel vote is taken. At the general business meeting, your agency's accreditation will be voted on by the full Commission.

The Commission expects the agency Chief Executive Officer will attend the Commission meeting. In the event the Chief Executive Officer is unavailable to attend, a high ranking agency official should be present to represent the agency. The very nature of the Panel Review and Commission Review processes may require a level of expertise and institutional knowledge commensurate with this level of authority.

If you have any questions, or require any additional information, please do not hesitate to contact me.

We look forward to seeing you in Bonita Springs!

Sincerely,

Lori Mizell
Executive Director

To: Commission for Florida Law Enforcement Accreditation, Inc.
From: Captain Alan W. Fuhrman, Team Leader
Date: May 23, 2014
Re: Full-Compliance On-Site Assessment Report
Brooksville Police Department
Standards Manual Edition: 4.0.28

A. Dates of On-Site Assessment: April 22, 2014 through April 24, 2014

Key Agency Personnel:

Chief Executive Officer: Chief George B. Turner
 Accreditation Manager: Sergeant Robert W. Dixon Jr.

B. Assessment Team:

Captain Alan W. Fuhrman – Team Leader
 Palm Beach County Sheriff’s Office
 3228 Gun Club Road
 West Palm Beach, Florida, 33406
 (561) 688-4453
 fuhrmana@pbso.org

Accreditation Manager June Esposito -Team Member
 Port Canaveral Police Department
 9012 Pompano Street
 Port Canaveral, FL. 33149
 (321) 783-7831
 jesposito@portcanaveral.com

Sergeant Peter Loomis (ret.) -Team Member
 (407) 702-3591
 sgtloomis@bellsouth.net

C. Standards Summary Tally

CFA Compliance Tally

	Total Number of Standards	Number of Standards Not Applicable (By Function)	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
M	157	27	0	130	0	0.00%	100.00%	130	100.00%
N	104	18	0	86	2	2.33%	97.67%	84	100.00%

M = Mandatory
 N = Non-Mandatory

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

D. Agency Profile:

Historic Brooksville, the County Seat of Hernando County for more than one hundred years, was originally settled about 1845, established in 1856, and officially incorporated on October 13, 1880. Brooksville is the center city for Hernando County's more than 175,000 residents. Located at the intersections of U. S. 41, U.S. 98 and Florida State Road 50 in Hernando County, Brooksville is about 35 miles north of Tampa and 15 miles east of the Gulf of Mexico, nestled among beautiful, rolling hills.

Brooksville is a thriving residential-commercial community that has preserved its original charm. The city supports a thriving business district with several retail shopping centers. There are three city parks with many amenities, including walking/biking trails, an historic train depot, sports fields/courts, playgrounds and picnicking facilities, a community center and even a nine-hole executive golf course. The city enjoys an excellent library. Several quality private and public school centers/facilities are found within the city, and the campus of Pasco-Hernando State College is just a couple of miles north. There are a number of modern medical facilities serving the area and the Brooksville Tampa-Bay Regional Airport is located only six miles to the south.

Brooksville is a full service city with a Council-Manager form of Government. The city of Brooksville encompasses 10 square miles with a residential population of approximately 8,000, and an average daily population of around 60,000. Brooksville hosts many special events throughout the year such as the county fair, and large scale holiday parades, events and festivals. Brooksville is the home of the annual Florida Blueberry Festival hosted in the streets of the historic downtown district, with many nationally recognized musical performances and other activities, attractions and blueberry delights. The 2014 festival attracted over 100,000 people within a two-day period.

Protecting and serving this community is the Brooksville Police Department. The department is comprised of 31 sworn police officers, with three civilian employees. Dispatch service is provided by the Hernando County Emergency Dispatch Center through a Memorandum of Understanding with the Sheriff's Office. The Brooksville Police Department responded to 33,761 calls for service in 2013. The Department's major crime clearance rate of 49% ranks amongst the highest in the state. The department consists of a patrol division, criminal investigations division, training division, traffic/red light camera division, crime scene, property and evidence division, and two canines, one narcotics and the other full service. The department functions also include a dedicated Accreditation Manager, a Fleet Maintenance Manager, and a polygraph examination section.

The current Chief of Police, George B. Turner, was hired from outside the agency in September 2007. A priority set by the Chief, the City Manager and City Council was for the Brooksville Police Department to become a State of Florida accredited agency for the first time in its history. That goal was accomplished in June 2011 when the

Brooksville Police Department was granted initial accreditation by the Commission for Florida Law Enforcement Accreditation, Inc. This is their first reaccreditation.

The City of Brooksville Police Department continues their pursuit of excellence through meeting high standards of a professional law enforcement agency. The agency members pride themselves on increasing confidence in the goals, objectives, policies and practices of the agency; the enhancement of personal development and capabilities in the prevention and control of crime; increased effectiveness and efficiency in the delivery of services; and increased cooperation with their neighborhoods, community and other law enforcement and criminal justice agencies.

E. On-Site Assessment Summary:

The assessment team began regular communication via email approximately three weeks prior to the Brooksville Police Department assessment. Members shared a brief biography of their professional expertise and assessment experience along with what standards each assessor felt they had a particular interest in examining for team assignments made by Team Leader Alan W. Fuhrman.

On Tuesday evening, April 21, 2014, the assessment team arrived in Brooksville. All team members had been in communication a number of times via email leading up to the assessment, and Accreditation Manager Robert W. Dixon Jr. provided the necessary documents and communications prior to the team's arrival. Team Leader Fuhrman and Team Members Esposito and Loomis met on Monday evening to discuss team assignments, the information packet received, and the assessment agenda.

On the morning of April 22, 2014 the team was met by Accreditation Manager Robert W. Dixon Jr. and proceeded to the Brooksville Police Department. The team was escorted to a workroom to be used for file reviews and then escorted to the entrance interview and then the static display. Chief Turner welcomed the assessment team and introduced his command staff. Chief Turner explained his agency's commitment to the accreditation process and emphasized the cooperation the team would receive during the assessment.

Sergeant Norm Cartwright led a team of officers in a well-organized static display of the Brooksville Police Department resources. The team was introduced to the following units / individuals during the static display:

- ATV – Sergeant Jason Matheson
- Detective Vehicle – Detective Tracey Schofield
- K9 Vehicle – Officer Phil Martin and K9 Titan
- Marked Patrol Vehicle – Officer Joseph Nelson

The static display was informative and well prepared. The members were well versed in their specialty areas and were confident while interacting with the assessment team.

Upon concluding the static display, the assessment team was provided a tour of the Brooksville Police Department Headquarters. During the tour, a number of individuals were identified for future interviews, as well as numerous observations were made. The staff members were welcoming and expressed their support of the accreditation program and the assessment activities. The team was told all components of the agency were open and available to the assessors for review.

After the initial agency tour, the assessment team began the file review process and worked the remainder of the opening day. Accreditation Manager Dixon assembled the agency's electronic files in an organized manner, making the content very easy to review. He was available during the week for follow-up questions throughout the process and it is clear he takes pride in his files and the process.

Over the three day period, team members confirmed compliance with standards through file reviews, and conducted numerous interviews and ride-alongs to view the policies and procedures in practice.

Significant Interviews and Observations:

Team Member Esposito conducted interviews with Madeleine Austin reference Training / Records. All standards were in compliance. Her records were very organized and easily accessible to show things quickly. It is evident Ms. Austin works very hard and loves her job. She is also a certified trainer with the department.

Team Member Esposito conducted interviews with John Houghton reference Evidence. All standards were in compliance. Mr. Houghton has been the Evidence Technician for the last seven years. The evidence room was very organized and he knew his job well. The area was kept secured and his evidence processing is handled quickly.

Team Member Esposito visited and conducted interviews reference the Communication Center. Dispatching and calls for service are handled by the Hernando Sheriff's Office. All standards were in compliance. At the Hernando Sheriff's Office Communication Center, Team Member Esposito was greeted by Communication Manager Steven Porter who gave a tour of the center. Kristy Faulkingham was interviewed and answered questions.

Team Member Loomis reviewed the agency's strategic plan. It is well structured and identifies long term plans for the agency. There is a sound annual review process that incorporates a number of members of the agency in future planning. This increases the likelihood of buy-in from the members.

Team Member Loomis reviewed the annual reviews for use of force and biased based profiling. Both reviews are well crafted and provide a detailed statistical analysis of all aspects of the topic including demographics of both suspects and officers. The agency publishes a quarterly report that contains a statistical analysis of a number of areas within the community.

Team Member Loomis reviewed the performance evaluations. The performance review policy is exceptional. Included with the policy is a Performance Review Handbook that provides excellent guidance for supervisors on the necessary elements of the process. The agency has a "coaching card" as part of the process that enables the members to put a coaching plan "to paper".

Team Member Loomis conducted interviews with Madeleine Austin (Administrative Assistant/Records Clerk) reference training records. She is responsible for all documentation of training as well as serving as a trainer on some occasions. She provided detailed training records on each officer that were clearly presented and extremely logical. These records enable her to track the necessary and varied time frames for completing mandatory training. She is additionally responsible for maintaining training records for each training class offered on an in-service level. Ms. Austin also serves as the agency's Infectious Disease Officer and as a result is responsible for the administration of the complete bloodborne pathogens program from training to records keeping.

Team Member Loomis conducted interviews with Detective Lieutenant John Messer reference Internal Affairs. Lieutenant Messer is custodian of the well-secured Internal Affairs records. Team Member Loomis was showed a tracking data base of IA cases as well as a means of receiving notice when a specific IA file is eligible for purging.

Team Leader Fuhrman participated in a ride-along with Sergeant Matheson on the April 23, 2014. Sergeant Matheson's outgoing personality made it easy to gain information about the agency. The topics of discussion ranged from pursuit policy, performance evaluations, equipment, promotional procedures, and schedules. Sergeant Matheson is also the agency's armorer and range master as well as TASER and Stop Stick instructor. During the ride-along, no calls for service were received, however, Sergeant Matheson actively looked for an endangered missing adult that had been reported to the agency several days previously. Also during this search, citizens stopped Sergeant Matheson and inquired as to the status of the missing person and stated they were looking as well.

Several interviews were conducted with the Brooksville Police Department staff (both sworn and non-sworn) at random opportunities in hallways and offices. All demonstrated knowledge of the expectations of agency, the code of conduct, and appearance requirements.

Agency members have a high degree of knowledge related to their individual areas of responsibility and the tasks associated with their positions of assignment. Agency members spoke highly of their agency and their individual and collective support of the accreditation achievements attained by the agency.

The team participated in an exit interview on the afternoon on April 24, 2014 which was attended by Chief Turner, his Command Staff, Sergeant Matheson, Records/Training

Coordinator Austin, Property/Evidence Technician Houghton, Administrative Assistant Still, Accreditation Manager Dixon and Brooksville City Manager Jennene Norman-Vacha. Each team member highlighted their observations during the assessment. The review process was described and exceptional personnel were identified.

The overall assessment was impressive.

F. Standards Noncompliance Discussion: None.

G. Corrective Action Discussion: None.

H. Waiver Concurrence/Non concurrence Discussion and Recommendation:
None.

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

8.01 13.02

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

5.03	5.05M	6.01M
6.02	6.03M	21.02M
21.03M	24.05	24.06
30.01M	30.02M	30.03M
30.04M	30.05	30.06M
30.07M	30.08M	30.09M
30.11	30.12M	30.13
30.14M	30.15M	30.16M
30.18	30.19M	31.01M
31.02	31.03	31.04
31.05M	31.06M	31.08
31.09	32.01	32.02
32.03	32.04M	32.05
32.06	34.07M	36.09M
38.03M	39.01M	39.02M

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

L. Public Information Activities:

L-1. Public Information Session: None.

L-2. Telephone Contacts Session: None.

L-3. Correspondence and Media Interest:

Email received from Brooksville FL. Resident Natalie Kahler wishing luck to the agency during the on-site and expressing her gratitude for the service the

agency performs. Additionally, Ms. Kahler stopped by the agency and dropped off food for the agency and assessors.

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

M. Exemplary Policies/Projects/Procedures:

Training Program

An important responsibility for all police agencies is to provide police officers and support staff with the necessary training and tools to complete their assigned duties and responsibilities effectively, efficiently, safely and within best practice standards of our profession.

At the onset of the Brooksville Police Department's self assessment towards initial accreditation in 2009, the department reorganized the training unit to focus more on current and future training needs and continuing education of their personnel. To further this goal, they assigned a dedicated Training Coordinator, added additional State of Florida certified instructors to the staff and increased the training budget. Tasks assigned to the training division include, but are not limited to:

- A standardized training program which meets the needs of all employees.
- A career path advanced training guide of FDLE courses.
- Re-structuring the F.T.O. program.
- Re-structuring an orientation program for new hires, both sworn and non-sworn.
- Quarterly in service training program scheduling.
- Overseeing specialized training needs for individual personnel.
- Standardized training for traffic camera enforcement personnel.

The training program at the Brooksville Police Department is never stagnant. An overview of the 2013 training year exemplifies the ongoing training that has remained consistent since 2009. In house training totaled some 2,500 hours covering 21 different subjects. Additionally, many officers and civilians attended outsourced courses to further their education in specific areas.

At this point in time, the agency believes the Brooksville Police Department has achieved their goal of increasing the level of professionalism through extensive ongoing training and educational opportunities provided. The agency is well equipped with modern law enforcement and safety equipment. Employees, both sworn and civilian are well trained in equipment use, policy and best practices by their state certified instructors, as well as outside experts in specific fields of study, as needed. The training program currently in place has propelled the Brooksville Police Department to the high level of quality service their citizens demand and deserve. They attribute much of their success to their training programs.

N. Quality of Law Enforcement Service: No chapter summaries.

O. Summary and Recommendation:

OVERALL CONCLUSIONS: The Brooksville Police Department is an exemplary law enforcement agency with significant support of the accreditation process by agency members. The policies and procedures as they relate to CFA standards were thoroughly examined at every level. Each member of the assessment team spent extensive time conducting staff interviews and confirming compliance through interviews and observable actions of department members. The files were well constructed and had adequate and accurate proofs of compliance. The electronic file system made the file review portion of the team's visit significantly more efficient, allowing team members to spend time in the field personally verifying compliance with accreditation standards. From the upper levels of command through each staff level, members were cooperative and helpful participants of the assessment. The agency members are well trained in the areas to which they are responsible and have a working knowledge of their responsibilities and expectations. They are provided with the written policies and procedures, equipment, and support to carry out their mission. The assessment team was impressed with the agency's overall operation and the professionalism of the agency members. Every member the team encountered displayed a genuine passion for service and a dedication to the police department.

The team unanimously recommends that the Commission review the Brooksville Police Department for reaccreditation at the next Commission meeting.

NON-COMPLIANCE SUMMARY: None.

Signed: _____
Alan W. Fuhrman, Team Leader