To: **Commission for Florida Law Enforcement Accreditation, Inc.**
From: **Deputy Chief Mark K. Foxworth, Team Leader**
Date: **May 13, 2019**
Re: **Punta Gorda Police Department**
   Full Compliance Assessment Report
   April 23 -25, 2019

A.   Agency/Assessment Information

Chief Executive Officer: Chief Pamela Davis
Accreditation Manager: Kaylee Licata

Standards Manual Version: 5.08

Previous Accreditation Dates: Initial: May 1998
Reaccredited: May 2001, June 2004, June 2007, July 2010, June 2013, June 2016

Excelsior: June 2013, June 2016

Assessment Team Recommendation: Reaccreditation (Excelsior)

Assessment Team

Team Leader: Deputy Chief Mark K. Foxworth (MF)
Fernandina Beach Police Department
mfoxworth@fbfl.org

Major Sabrina Maxwell (SM)
Bureau of Law Enforcement
Alcoholic Beverages and Tobacco
Sabrina.Maxwell@myfloridalicense.com

Major Robert Parmelee (RP)
Lauderhill Police Department
rparmelee@lauderhill-fl.gov

B.   Standards Summary Tally

Status	Mandatory Standards	% of *Applicable* Mandatory Standards	Other-than-mandatory Standards	% of *Applicable* Other-than-mandatory Standards	Total Standards
In compliance	152	100.0%	44	97.8%	196
Not in compliance	0	0.0%	0	0.0%	0
Not applicable	31	20.4%	12	26.7%	43
Elected 20%	0	0.0%	1	2.2%	1
Not Set	0	0.0%	0	0.0%	0
	0	0.0%	0	0.0%	0
Total:	183		57		240

Total *Applicable* "Other-than-mandatory" Standards	45
Maximum allowable number of Elected Standards	9

C.   Agency Profile

Punta Gorda is a city in Charlotte County, Florida. As of the 2017 census, the city had a population of 19,761. It is the county seat of Charlotte County and the only incorporated municipality in the county.

Punta Gorda, a small historic town nestled on the shores of pristine Charlotte Harbor, a large estuary off the Gulf of Mexico, is one of the oldest incorporated cities in Florida. Following Hurricane Charley, which came through the city on August 13, 2004, a revitalization of the city took place that resulted in buildings being restored or built to hurricane resistant codes. The new buildings, restorations, and amenities concurrently preserved the city's historic past while showcasing state-of-the art modern facilities and small city charm. During this time, Laishley Park, and the Marina were built, and a waterfront path along the harbor, which winds through the city next to a scenic stream and various trails were created throughout the city for bicycle and pedestrian traffic.

The Punta Gorda Police Department provides full law enforcement services to not only 19,000 year-round residents, but to an additional 4,000 people during the winter months. The agency is comprised of 53 total positions and is supported by 90 truly dedicated volunteers. The police department is organized into two divisions: Operations and Support Services, and each division is managed by a captain. The Operations division consists of the Uniform Patrol, Community Services and Criminal Investigations sections. The Support Services division consists of Property Evidence, Professional Standards and the Communications Section. The Administrative Services Section consists of Accreditation, Employee Development component and the Records Unit.

The agency is very involved in the community, and as a result of their continuing crime reduction efforts, the city has one of the lowest crime rates in all of Southwest Florida. In 2018, the Punta Gorda Police Department welcomed a new chief of police, Chief Pamela Davis.

The Punta Gorda Police Department received initial accreditation from the Commission for Florida Law Enforcement Accreditation on May 28, 1998. Reaccreditation was achieved in 2001, 2004, 2007, 2010, 2013, and 2016.

D.   Assessment Summary

The Punta Gorda Police Department's Accreditation Manager Kaylee Licata started communicating with the team in mid-February. She made introductions via email and made her contact information available to the team.

On April 1, 2019, all pre-assessment information was delivered to each team member at their place of employment. Also on April 1, 2019, the chapter assignments were delivered to each team member via email. Team members were asked to review the assignments so that they would be familiar with the materials they would cover during the assessment.

On April 22, 2019, the team met at the hotel and discussed the assessment philosophy, protocols, and documentation. After the meeting, Accreditation Manager Licata arrived at the hotel along with Captain Jason Ciaschini and Lieutenant Dylan Renz. Introductions were made, the assessment process was discussed and it was decided the team would travel to the police department the following day on their own.

On April 23, 2019, the team arrived at the Punta Gorda Police Department at 7:45 a.m. and was met by Accreditation Manager Licata. She escorted the team to a work area. At 8:15 a.m., the team met with Chief Pamela Davis and her staff for an entrance interview. Included in the process were:

Captain Jason Ciaschini
Captain Norman Nahra
Lieutenant Dylan Renz
Lieutenant Terry Cochran
Lieutenant Justin Davoult
Accreditation Manager Kaylee Licata
Volunteer Sue Thibault

During the meeting, the team leader explained the assessment process and the duties of the team members. Chief Davis detailed some of the efforts the agency made as part of the accreditation process and assured complete cooperation from her staff. After the meeting, the assessment team was provided with a brief tour of the agency by Lieutenant Renz. During the tour, a number of individuals were identified for future interviews and a number of observable proofs were noted.

After the tour of the facility, the team conducted various file reviews, interviews, and made note of observable standards. The following personnel were interviewed by one or more team members during the first day of the assessment:

Captain Jason Ciaschini	Support Services
Lieutenant Dylan Renz	Administrative Services
Lieutenant Terry Cochran	Investigations
Corporal Martin Meddaugh	Investigations
Corporal Justin Kleiver	Employee Development
Corporal Cody Smith	Patrol
Officer Aaron "A. J." Russell	Patrol
Officer Eric Williams	Patrol
Officer William Gorman	Patrol
Technician Sam Marotti	Evidence/Crime Scene Unit
Records Clerk Carol Mohaupt	Records
Records Clerk Amber Dille	Records
Records Clerk Kimberly Griffith	Records
Supervisor Audrey Denis	Communications
Communications Officer Felicia Taylor	Communications
Communications Officer Jaycee Slack	Communications
Communications Officer Nancy Morris	Communications
Executive Assistant Kristen Volp	Chief's Office
Volunteer Maureen Hager	Records
Volunteer Eileen Hothcman	Records
Volunteer Sue Thibault	Support Services

Also during the first day of the assessment, Team Leader Foxworth randomly and casually spoke to two citizens who were at the Punta Gorda Police Department obtaining fingerprinting services. Names of these citizens were not obtained; however, each gave a favorable impression of the agency and the employee/volunteer with which they had interacted.

On the second day of the assessment, April 24, 2019, the team met with Chief Davis and Accreditation Manager Licata at Laishley Park for the static display. There the team was introduced to Lieutenant Shane Chodakowsky who had been assigned to escort the team through the display.

During the static display, each member of the team spoke to the following members of the Punta Gorda Police Department concerning various accreditation standards:

Lieutenant Shane Chodakowsky	Patrol
Corporal Cody Smith	Patrol
Corporal Joe Trufan	Marine Unit
Corporal Marty Meddaugh	Investigations
Corporal Joshua Girard	Patrol/Dive Team
Corporal Justin Klevier	Employee Development/Honor Guard

Officer Christopher Owensby   School Resource Officer
Officer Juan Gonzalez   Patrol/Canine Unit
Technician Sam Marotti   Evidence/Crime Scene Unit
Volunteer Denny Christman   Volunteer Coordinator

After the static display, the team returned to the Punta Gorda Police Department and conducted various file reviews, interviews and made note of observable standards. The following personnel were interviewed by one or more team members during the second day of the assessment:

Lieutenant Terry Cochran   Investigations
Corporal Marty Meddaugh   Investigations
Corporal Joshua Girard   Patrol
Detective Matthew Woelk   Investigations
Officer Brandon Meddaugh   Patrol
Communications Officer Teressa Vargo Communications
Communications Officer A. Rademaker Communications
Volunteer Caren Bond   Investigations

During the afternoon Team Leader Foxworth conducted a ride-along with Corporal Cody Smith and Team Member Parmalee conducted a ride-along with Officer Fernando Burga.

Corporal Smith's vehicle was outfitted with all of the required equipment. During a discussion concerning his role in the agency, he was well aware of the accreditation process and various standards relating to his assignment.

Officer Burga's vehicle was outfitted with all of the required equipment. During a discussion concerning his role in the agency, he too was well aware of the accreditation process and various standards relating to this assessment.

On April 25, 2019, the team arrived at the Punta Gorda Police Department at 8:00 a.m. After spending time finishing some review issues, the team conducted an exit interview with Chief Davis and members of her staff. In addition to Chief Davis, present at the exit interview were:

Howard Kunik   City Manager
Melissa Reichert   City Communications Manager
Captain Jason Ciaschini   Support Services
Captain Norman Nahra   Operations
Lieutenant Dylan Renz   Administrative Services
Lieutenant Terry Cochran   Investigations
Lieutenant Kelvin Jimenez   Patrol
Accreditation Manager Kaylee Licata Administrative Services
Volunteer Sue Thibault   Administrative Services

During the exit interview, the team highlighted the standards each member reviewed and pointed out certain personnel that were instrumental in providing information during the assessment process. The team explained that there were no issues concerning corrective action, no issues of non-compliance, and no issues concerning the status of any standards.

After the exit interview, the city manager voiced his support for the accreditation process and along with Chief Davis thanked the team for their efforts.

Included in the pre-assessment information was a copy of an internal investigation detailing an investigation into an event that occurred on August 9, 2016, at the Punta Gorda Police Department. The agency was hosting a "Chamber Night" in which members of the Chamber of Commerce learned about the police department and participated in a "shoot – don't shoot" scenario. During the scenario, one of the citizen participants was shot and killed when an officer mistakenly loaded his gun with wadcutter ammunition instead of the closely similar in appearance blank rounds.

The team reviewed the full internal report and discussed the details. The team also reviewed Chapter 10 of the standards concerning training. It was the opinion of the team that Chapter 10 relates to training for agency employees and does not apply or have standards relating to citizen based training events. The team did not find any other standards that were applicable relating to the incident.

It is the opinion of the team that the agency has addressed the deficiencies that led to this tragedy and that none of those deficiencies related to any accreditation standards.

E. **Standards Noncompliance Discussion:** None.

F. **Corrective Action Discussion:** None.

G. **Standards Elected for Exemption (20 Percent)**

25.16 (MF)

H. **Standards Verified by the Team as "Not Applicable" to the Agency**

1.04 (SM)	5.06M (MF)	9.07 (SM)	10.17M (SM)
13.02 (SM)	14.14M (RP)	15.05 (MF)	17.04M (RP)
17.05M (RP)	17.08M (RP)	17.10M (RP)	18.11M (RP)
22.01M (MF)	22.02M (MF)	22.03M (MF)	22.04M (MF)
22.05M (MF)	22.06M (MF)	22.07M (MF)	22.08M (MF)
22.09M (MF)	22.10M (MF)	22.11M (MF)	22.12M (MF)
22.13M (MF)	22.14M (MF)	22.15M (MF)	23.01M (MF)
23.02 (MF)	23.03 (MF)	23.04M (MF)	23.05M (MF)
23.06M (MF)	23.07 (MF)	23.08 (MF)	24.01M (MF)
24.02M (MF)	26.06M (SM)	27.11M (RP)	31.01M (MF)

31.02M (MF)   32.03M (RP)   32.04   (RP)

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

J.   Public Information Activities: None.

Follow-up by the Assessment Team as a Result of Public Information Activities:
None.

K.   Exemplary Policies/Projects/Procedures

The Punta Gorda Volunteers in Policing Program (VIP) began in 1997 with 11 members who were brought on board to provide volunteer Marine Patrol Services. The Volunteers in Policing Program expanded in 1998 adding receptionists in the police department lobby to greet visitors and direct inquiries to the proper personnel. In 1999 traffic control was added and in 2006 Marine Code Enforcement of City Ordinances. Since then the program has grown to 90 members working in three major program areas including Marine VIPs, Volunteers on Patrol, and Records. Some of their VIPs also provide administrative assistance in areas such as Criminal Investigations, Community Services, fingerprinting, and police administration. In March of 2019, a Volunteers on Patrol Bike Team was introduced to the program.

The program is headed by a volunteer administrator and three deputy volunteer coordinators. During the past fiscal year, the program logged 11,775 volunteer hours supporting various police operations. Many of volunteers have dedicated in excess of ten years of service to the program. To honor long term volunteers, once they retire with five years or more of service, their name is added to a plaque in the lobby of the police department with an honorary ceremony.

L.   Chapter Summaries (for IG and Pretrial/Probation assessments only): N/A

M.   Summary and Recommendation

Based on the observations made by the assessment team and the interviews conducted, it is the opinion of the team that the Punta Gorda Police Department is meeting the requirements necessary to comply with all applicable accreditation standards. It is the unanimous recommendation of the assessment team that the Punta Gorda Police Department be favorably reviewed by the Commission for reaccreditation with Excelsior Status at the next scheduled Commission Meeting.

Submitted by Mark Foxworth
Team Leader