



**MEETING AGENDA
SESSION OF THE CIVILIAN POLICE OVERSIGHT BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
THURSDAY, NOVEMBER 13, 2025 AT 9:00 AM**

1. MEETING CALLED TO ORDER

- 1.a Introduction of Civilian Police Oversight Board Members
- 1.b Selection of Civilian Police Oversight Board Chairperson and Vice Chairperson

2. MINUTES

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

- 5.a Approval of 2026 Meeting Calendar
- 5.b Sunshine Law Review & GO 120 Review
- 5.c Selection of Policies, Procedures and General Orders for Future Review

6. ADJOURNMENT

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Civilian Police Oversight Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 1.a

Introduction of Civilian Police Oversight Board Members

Item Information

Brief moment for each Board member to introduce themselves. The board members are:

- Manuel Ortega
- Verian Jeffers
- Amber Craft
- Dr. R. Lewayne
- Norisibet Rodriguez
- Michelle Lebron
- Angel Ramos

ITEM 1.b**Selection of Civilian Police Oversight Board Chairperson and Vice Chairperson****Item Information**

The board will need to make a selection and vote on a member to be appointed as the Civilian Police Oversight Board Chairperson and Vice Chairperson.

ITEM 5.a

Approval of 2026 Meeting Calendar

Item Information

Consent to approve the proposed quarterly meeting dates for 2026. The meeting is set to be on the third Thursday of the month at 9:00 a.m. The proposed dates are as follows:

- Jan 15th, 2026
- April 16th, 2026
- August 13th, 2026
- November 19th, 2026



CIVILIAN POLICE OVERSIGHT BOARD MEETING SCHEDULE 2025/2026

All meetings will be held at the City Hall
Commission Chambers unless noted
otherwise. Meetings start at 9:00 a.m.

- November 13, 2025 (Initial Meeting)
 - January 15, 2026
 - April 16, 2026
 - August 13, 2026
- November 19, 2026

ITEM 5.b**Sunshine Law Review & GO 120 Review****Item Information**

Assistant City Attorney, Curtis McGehee will provide a review of the Sunshine Law and General Order 120 to the new board members.

PROPOSED ORDINANCE NO. 25-06
ORDINANCE NO. #3116

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF KISSIMMEE, FLORIDA, CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, ESTABLISHING A CIVILIAN POLICE OVERSIGHT BOARD; AMENDING SECTION 2-3-3, CITY ATTORNEY AS LEGAL ADVISOR; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 166.0486 of the Florida Statutes, the Chief of the Kissimmee Police Department (hereinafter “KPD”) may establish a civilian oversight board to review KPD policies and procedures; and

WHEREAS, the Chief of KPD has decided to establish a civilian oversight board to further the public purposes of strengthening relationships and fostering trust between KPD and the community by providing transparency to KPD operations and an additional forum for the community to interact with KPD; and

WHEREAS, the purpose of this Ordinance is to document in the City of Kissimmee Code the Chief of KPD’s decision to establish a civilian oversight board in a manner consistent with other City boards and commissions.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KISSIMMEE, FLORIDA IN LAWFUL SESSION ASSEMBLED AS FOLLOWS:

SECTION 1. Chapter 2-3, of the Code of Ordinances of the City of Kissimmee, Florida, titled, Boards and Commissions, is hereby amended by adding a Division titled “Civilian Police Oversight Board”, which shall read as follows:

Civilian Police Oversight Board

(A) Composition and terms.

- (1) *Membership.* There is hereby a Civilian Police Oversight Board (hereinafter referred to as “Board” in this Section). It shall consist of a minimum of five and a maximum of seven members as determined by the Chief of Police. Members shall be appointed by the Chief of Police.

- a) *Residency, work, or property requirement.* Each member shall either reside, work, or own real property in the City of Kissimmee.
 - b) *Qualifications.* At least one member shall be a retired law enforcement officer.
 - c) *Candidacy for or election to office.* Members shall resign from the Board upon qualification as a candidate for elective office and shall not be a sitting elected official.
- (2) *Terms.* Of the members first appointed, the majority of members shall be appointed for two years, and remaining members for one year. Thereafter, all appointments to the Board shall be for two years. Members shall not serve more than three (3) consecutive two-year terms.
- (3) *Compensation.* Members of the Board shall receive no salaries or fees for service on the Board, but may receive actual and necessary expenses incurred in the performance of their duties of office.
- (B) *Organization and meetings.*
 - (1) *Quorum.* A majority of the Board members shall constitute a quorum for the transaction of business. At least a majority of the quorum is required to take action on an agenda item.
 - (2) *Officers.* The Board shall elect a Chairperson and Vice Chairperson from its members at the first regular meeting of the Board. The term of the Chairperson and Vice Chairperson shall be one (1) year with eligibility for reelection. Subsequent elections shall be held at the first regular meeting after the expiration of the officer's term. No member shall serve more than two (2) consecutive years as Chairperson or Vice Chairperson. In absence of the Chairperson, the Vice Chairperson shall preside and have the same powers and duties.
 - (3) *Rules.* All actions of the Board shall be in accordance with applicable law to include but not limited to, the Florida Public Records Law, Florida Government in the Sunshine Law, and the Law Enforcement Officers' Bill of Rights. The Board shall follow the KPD General Order titled "Civilian Police Oversight Board" (hereinafter "KPD General Order"). All meetings of the Board shall be open to the public and held after reasonable public notice. In the absence of a specific rule in this Section or the KPD General Order, members shall follow the current edition of *Robert's Rules of Order Newly Revised* when conducting the official business of the Board. The Board shall prepare minutes for all Board meetings and keep a record of its resolutions, findings and recommendations, and attendance and voting records of its members, all of which shall be public record. The Board shall meet at a date, time, and frequency determined by the Chief of Police.
- (C) *Powers and duties.*
 - (1) *Advisor to Chief of Police.* The Board shall be advisory to the Chief of Police who shall always remain in command of the Kissimmee Police Department.

- (2) *Review of Police Department rules.* The Board shall review policies, procedures, rules, regulations, general, or special orders (hereinafter “KPD Rule” or “KPD Rules”) upon request of a City of Kissimmee Commissioner, a member of the Board, the City Manager, a designee of the City Manager, the Chief of Police, or a designee of the Chief of Police.
- (3) *Reports.* Following a review of a KPD rule pursuant to subsection (2) above, the Board shall submit a written report to the Chief of Police. The report shall state with specificity the grounds for such recommendation. The report shall be signed by the Chairperson and be reflective of the majority of the Board. Any written dissenting opinions or recommendations shall be signed and forwarded with the majority report.

Said written report may contain any of the following:

- a) A recommendation for approval of the KPD rule.
- b) A recommendation for disapproval of the KPD rule.
- c) A recommendation for modification or amendment of the KPD rule.
- d) A recommendation for additional information, research or inquiry related to the KPD rule.

SECTION 2. Chapter 2 of the Code of Ordinances of the City of Kissimmee titled, Administration, Article III, Boards and Commissions, is hereby amended to read as follows:

For purposes of changes to the text of the Code of Ordinances as set forth below, underlined words indicate additions to existing text, and stricken words include deletions from existing text.

Section 2-147 City Attorney as Legal Advisor.

The City Attorney or ~~his or her~~ their designee is hereby designated as the legal advisor to all boards and commissions of the city, ~~except for Citizens’ Police Review Board.~~ All legal opinions given by the legal advisor of the board or commission shall be accepted and followed by the board to or for which the opinion is given. The City Attorney may designate an in-house attorney or outside counsel to serve as legal advisor to any board or commission described in this Article.

SECTION 3. SEVERABILITY. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION 4. CONFLICT. All ordinances or parts of ordinances, all City Code sections or parts of City Code sections, and all resolutions or parts of resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. ADMINISTRATIVE CORRECTION. This Ordinance may be re-numbered or re-lettered, and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Attorney, without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. CODIFICATION. This ordinance shall be codified as a part of the City of Kissimmee City Code. The codifier is authorized to make editorial changes not effecting the substance of this ordinance by the substitution of "article" for "ordinance", "section" for "paragraph", or otherwise to take such editorial license.

SECTION 7. EFFECTIVE DATE. This Ordinance shall be published as provided by law and it shall become law and shall take effect immediately upon its Second Reading and Final Passage.

BE IT ORDAINED, by the City Commission of the City of Kissimmee on this 1st day of July, 2025.

Jackie Espinosa

Jackie Espinosa, Mayor-Commissioner



ATTEST:

Tameara Crespo

Tameara Crespo, City Clerk

Approved as to form and legality:

Olga Sanchez de Fuentes

Olga Sanchez de Fuentes, City Attorney



Title: Citizens' Police Review Board

Effective Date: June 23, 2021

Revised Date: April 6, 2023

Review Authority: Office of the City Manager

Policy: The City of Kissimmee established by ordinance a Citizens' Police Review Board (hereinafter "Board") to provide independent, citizen oversight of the Kissimmee Police Department's Internal Affairs Unit (hereinafter "IA"). Additionally, the Board fulfills its mission by reviewing policies, procedures, rules and regulations, and general or special orders pertaining to use of force and police conduct toward the citizens.

903.01 Powers and Duties:

- a. As outlined in the Kissimmee City Code:
 1. The Board shall be advisory to the Chief of Police who shall always remain in command of the Kissimmee Police Department (hereinafter "KPD").
 2. The Board shall review citizen complaints, and departmental investigations conducted thereof, in the following instances:
 - i. Use of deadly force;
 - ii. Alleged use of excessive force;
 - iii. Abuse of power;
 - iv. Any instances wherein police action results in death or serious bodily injury;
 - v. Any complaint referred to the Board by the City Manager or the Chief of Police;
 - vi. Any citizen complaint that results in an internal investigation; and
 - vii. Any complaint dealing with an improper demeanor allegation.
- b. The Board shall review policies, procedures, rules, regulations, general, or special orders pertaining to the use of force and police conduct toward the citizenry.
- c. Following the review process, as set forth in subsections (a) and (b) above, the Board shall submit a written report to the Chief of Police. The Board Administrator shall prepare a written report for the majority of the Board following the review process. The Board shall



approve and the Chairperson shall sign such report or the Board shall return said report to the Board Administrator for corrections at the next meeting of the Board. Said written report may contain any of the following:

1. A recommendation for approval.
2. A recommendation for disapproval.
3. A recommendation for modification or amendment.
4. A recommendation for additional information, additional investigation, or re-investigation.

The report shall state with specificity the grounds for such recommendations. The report shall be signed by the Chairperson and be reflective of the majority of the Board; written dissenting opinions/recommendations shall be signed and forwarded with the majority report. Should a dissenting Board member wish to issue a dissenting opinion, the dissenting Board member is responsible for preparing a dissenting opinion in writing and providing the opinion to the Board Administrator at the next meeting of the Board.

- d. The Board does not have authority to:
 1. Independently investigate cases brought before it;
 2. Administer discipline to the officers; or
 3. Require the officers to attend and/or testify at any meetings.

903.02 Board Member Requirements:

- a. Each member shall reside, work, or own real property in the City of Kissimmee.
- b. To the extent possible, the membership of the Board shall reflect the racial, ethnic, and cultural diverseness of the City of Kissimmee.
- c. Members shall resign from the Board upon qualification as a candidate for elective office and cannot be a sitting elected official.
- d. Five members shall be initially appointed to the Board, three shall be appointed for two years, and two for one year. Thereafter, all appointments to the Board shall be for two



years, beginning on June 1 and ending on May 31 of the expiring term year. Members shall not serve more than three (3) consecutive two-year terms. The City Commission may expand the Board to seven members after May 31, 2022 by majority vote, if the City Commission determines that there is sufficient community interest to support such an expansion.

- e. A member may be removed from office for just cause or failure to attend more than twenty-five percent (25%) of regularly scheduled Board meetings within any year or three consecutive meetings, in either case by a majority vote of City Commission; provided, the member shall be entitled, at the member's option, to a public hearing before such vote is taken.
- f. The Board shall elect a Chairperson and Vice Chairperson from amongst its members at the first regular meeting of the Board. The term of the Chairperson and Vice Chairperson shall be one year with eligibility for reelection. Subsequent elections shall be held at the first regular meeting after expiration of the officer's term. No member shall serve more than two consecutive years as Chairperson or Vice Chairperson. In absence of the Chairperson, the Vice Chairperson shall preside and have the same powers and duties.
- g. In accordance with section 286.012, no member may abstain from voting in regard to any decision, ruling or act; and a vote shall be recorded or counted for each member present, except when, with respect to any such member there is or appears to be a possible conflict of interest under the provisions of sections 112.311, 112.313, or 112.3143, Florida Statutes. In such cases, members shall complete Form 8B in order to comply with the disclosure requirements of section 112.3143, Florida Statutes, and the disclosure shall be notated in the minutes.
- h. If a member arrives late to a meeting, the member is encouraged to ask questions to understand what is at issue and what they may have missed prior to voting.
- i. Members shall undergo training regarding KPD IA and use of force policies and procedures prior to reviewing any complaints or investigations.

903.03 Meeting Process:

- a. General Meetings: The regularly scheduled Board meetings shall occur on the 1st Wednesday of every other month at 9:00 a.m. in the City Commission Chambers on the 1st floor of City Hall with the initial Board meeting scheduled on February 2, 2022. However, the Chairperson may elect to schedule quarterly meetings if such a schedule can accommodate the volume of business before the Board and the Chairperson may elect to cancel regularly scheduled Board meetings by notification to the Board Administrator if the Chairperson determines within fourteen (14) days prior to the regularly scheduled



meeting that there is insufficient business to justify holding the regularly scheduled meeting. The first meeting of the Board shall be during the month following the confirmation vote of the initial five Board members.

1. Agenda Format:

- i. Meeting Called to Order
- ii. Consideration of Prior Meeting Minutes
- iii. Public Comment
- iv. Old Business
- v. New Business
 1. Consent Agenda
 2. Review of Investigations and Appearances
 3. Other Business
- vi. Presentation of New Inquiries
- vii. Next Meeting Announcements
- viii. Adjournment

2. Meeting Process:

- i. The Board Administrator shall prepare the agenda for general meetings and publish it for public view not less than one week prior to the meeting. All inquiries and complaints received prior to the preparation of the agenda shall be included for discussion at the next scheduled meeting unless, at the discretion of the Chairperson, said complaints will be too time consuming. In such event, all inquiries and complaints shall be heard in order of their receipt at the next regular meeting or at a special meeting.
- ii. Three members shall constitute a quorum to conduct business.
- iii. The Board Administrator shall keep a record of attendance and meeting minutes, which shall be public records. The Board Administrator shall have the duty to report such absences as may be a violation of Section 903.02(e) above to the Office of the City Clerk.



- iv. All actions of the Board shall be in accordance with applicable law to include but not limited to, the Florida Public Records Law, Florida Government in the Sunshine Law, and the Law Enforcement Offices Bill of Rights. All meeting documents, findings, and decisions are public documents in accordance with Florida Public Records Law (Chapter 119, Florida Statutes).
- v. Decisions of the Board shall be made by a seconded motion and shall be carried upon a majority vote of the members. In the absence of a specific rule in this policy or Kissimmee City Code s. 2-3-25, members shall follow the current edition of *Roberts Rules of Order Newly Revised* when conducting the official business of the Board.
- vi. Members have the right to change their vote up until the time the result is announced; after that they may change their vote only by permission of the Board, which may be given by unanimous consent or adoption of a motion to grant the permission, which is un-debatable.
- vii. Members are encouraged to explain their decisions during discussion of a motion so as to allow for additional input from the parties especially when the Board member opposes a motion.
- viii. All persons wishing to be heard on any matter must be recognized by the Chairperson. That person shall then state his/her name and address prior to addressing the Board.
- ix. The Chairperson has the discretion to call for brief recesses throughout the course of the meeting.
- x. Each speaker shall have three minutes to address the Board. The Board may extend the time of a speaker by majority vote. The IA representative may take as much time as is necessary to fully explain the IA findings and outcomes.
- xi. The Board Administrator shall time the comments and notify the speaker when the three minutes have expired.
- xii. Cases are discussed in accordance with the published agenda unless amended by the Chairperson.



- xiii. All decisions of the Board made regarding recommending approval, disapproval, modification or amendment of investigations are final.
 - xiv. If a complainant or accused KPD employee fails to appear or declines to testify at a hearing, the Board shall make a final decision based upon all other information available at the time of the hearing.
 - xv. If the Board does not reach a final decision and feels that additional information is necessary before a resolution can be reached, it may table the review of the case until a later date, to make a recommendation to the Chief of Police for additional investigation or information or consider:
 - 1. Additional testimony,
 - 2. Tape recorded interviews,
 - 3. Documents,
 - 4. Objects, or
 - 5. Other evidence.
3. Consent Agenda: All complaints shall be placed on the **Consent Agenda** unless:
- i. Any member of the Board decides to remove a complaint from the Consent Agenda at any time prior to approval of the Consent Agenda and subject to full review by the Board.
 - ii. A Complainant, Accused Officer, or another person having pertinent information to a case, that is not employed by KPD, is scheduled to appear when the case is to be heard.
 - iii. A Complainant, Accused Officer, or another person having pertinent information to a case, that is not employed by KPD, wishes to address the Board on a particular complaint.
 - iv. The case involves police action which results in the death or serious bodily injury of an individual.
4. Review of Investigations and Appearances: all complaints not placed on the Consent Agenda shall be placed under Review of Investigations and Appearances.



5. Continuances: Complainants may request a continuance up to twenty-four (24) hours prior to the scheduled meeting date. Only one continuance shall be granted barring extenuating circumstances and the item shall be continued to the next general meeting. A further continuance may be granted upon a showing of the extenuating circumstances by a majority vote of the Board.
6. Board Process for Handling Complaints
 - i. KPD shall automatically refer to the Board all completed IA investigation reports on citizen complaints involving the following allegations:
 1. Use of deadly force;
 2. Alleged use of excessive force;
 3. Abuse of power;
 4. Any instances wherein police action results in death or serious bodily injury;
 5. Any complaint referred to the Board by the City Manager or the Chief of Police;
 6. Any citizen complaint that results in an internal investigation; and
 7. Any complaint dealing with an improper demeanor allegation.
 - ii. The Board Administrator shall accept and make a record of all complaints and inquiries. The Board Administrator shall report to the Board at its regular monthly meetings on all complaints received since the prior Board meeting during the Presentation of New Inquiries. Following the Board Administrator's report, members shall determine whether to place the complaint on the Consent Agenda or on Review of Investigations and Appearances for the next regular meeting or during a special meeting.
 - iii. All complaints, whether written or verbal, received by individual Board members shall be referred to the Board Administrator for processing.
 - iv. All complaints to be reviewed by the Board shall be investigated by IA. Citizens are encouraged to file their complaints with IA located at 8 North Stewart Avenue, Kissimmee, FL 34741, telephone number: (407) 846-3333, email address: KPDInternalAffairs@kissimmee.gov.



- v. New complaints made at Board meetings shall be documented by the Board Administrator and forwarded to IA. The Board Administrator shall encourage the complainant to complete an Allegation of Employee Misconduct Form. Forms should be completed, signed or verified by the complainant, notarized, and sent to IA for investigation. The Board Administrator shall notarize any completed form.
- vi. If a review of a KPD policy, procedure, rule, regulation, general, or special order pertaining to the use of force or police conduct toward citizens is requested, the Board Administrator shall provide the requestor with a Document Change Request (DCR) form, which the requestor shall complete and return to the Board Administrator. The Board Administrator shall submit the DCR to the KPD member with review authority for the policy to review. The Board Administrator shall also report to the Board at its regular monthly meetings on all DCRs received since the prior Board meeting. If the Board agrees to hear a DCR by a majority vote, the DCR shall subsequently be placed on the Board Agenda for review by the Board.
- vii. The Board shall review anonymous complaints, as directed by the Chief of Police.

b. Special Meetings

- 1. A majority vote of the Board is required to schedule a special meeting. Complainants and relevant officers shall be notified of all special meeting dates, times, and location in writing. Special meetings may occur for cases that have a large witness list and shall require more than the ordinary time for the Board to discuss. Otherwise, special meetings shall comply with the Meeting Process for General Meetings in Section 903.03(a) above.

903.04 City Staff Representation: The following City staff shall be present at each meeting:

- a. Representative from the Kissimmee Police Department Professional Standards Section; and
- b. Representative from the Kissimmee Police Department Administrative Staff to act as the Board Administrator.

903.05 Legal Advisor: The City shall hire outside legal counsel to serve as Legal Advisor to the Board to eliminate any potential conflicts of interest.

903.06 Evidence:

- a. The Board may rely on the following evidence in making a recommendation:



1. Live Testimony;
 2. Tape Recorded Interviews;
 3. Documents;
 4. Objects; and
 5. Any Other Evidence Deemed Appropriate by the Board.
- b. The Board may not independently research the issue and must only rely on the items presented during the Board Meeting.
 - c. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Hearsay evidence may be admitted, but shall not form the sole basis upon which the Hearing Officer's decision is made. Irrelevant and unduly repetitious evidence shall be excluded. The hearing shall be conducted in a manner to ensure that procedural and substantive due process is afforded to all parties.
 - d. The Board shall use the greater weight of the evidence standard of review, i.e. preponderance of evidence standard, in making its findings.

903.07 Review of Investigation:

- a. The Agenda shall include "Review of Investigations and Appearances" during which time complainants and their witnesses shall be scheduled to appear before the Board.
- b. If there is no appearance by complainant or witnesses and the case is subject to a full review because the case involves police action which results in the death or serious bodily injury of an individual, IA shall present the facts, the investigation, and the findings. After each case presentation, the Chairperson shall proceed to Subsection (h)(6) below.
- c. All appearances shall be recorded by audiotape, court reporter, stenographer, or other means of recording as determined from time to time by the Board.
- d. A complainant or KPD employee against whom a complaint is directed shall submit an oral or written request to appear before the Board at least one week prior to the meeting at which he or she would like to appear; provided, however, the Chairperson may request that a complainant or KPD employee against whom a complaint is directed delay their appearance or appear at a Special Meeting of the Board.



- e. Witnesses appearing on behalf of complainants and KPD employees must have pertinent information to the case that is the subject of the hearing.
- f. A person having pertinent information to a case shall be defined as:
 - 1. An eyewitness to an incident,
 - 2. IA personnel designated to provide a case summary to the Board,
 - 3. In a case involving death to a person as a result of action by KPD personnel, the family or next of kin of any deceased person, or
 - 4. Any individual who by education, training and skill may be recognized by the Chairperson as an expert in a particular field.
 - 5. Any person who has knowledge of the circumstances of the case, law enforcement procedures or other information pertinent to the inquiry as recognized by the Chairperson.
 - 6. An attorney representing:
 - i. A citizen making a complaint,
 - ii. KPD personnel accused of excessive force or abuse of power,
 - iii. The family of any deceased person in a case involving death to a person as a result of action by KPD personnel, or
 - iv. KPD.
- g. A complainant and/or KPD employee against whom a complaint is directed shall submit their list of witnesses, if any, to the Board Administrator at least one week prior to the date at which they are scheduled to appear before the Board, unless the Board otherwise agrees by a majority of the Board members voting.
- h. Hearing Process
 - 1. Opening Statement by the Chairperson. Each case is announced by case number, name of the accused KPD employee(s), complainant(s), and name(s) of deceased person. The Chairperson shall ascertain the names of all persons having pertinent information that wish to be heard.



2. The Chairperson shall ask the complainant(s) to come to the podium and introduce themselves for the record.
3. Only the individuals standing at the podium, the Board Administrator, and the representative from the City Attorney's Office shall be allowed to address the Board. No complainant, person having pertinent information, including attorneys appearing on behalf of persons, shall conduct questioning.
4. The Board Administrator shall swear in all witnesses.
5. Order of Testimony:
 - i. An IA representative shall summarize the following:
 1. The Initial Allegation/Complaint;
 2. The Findings of Fact; and
 3. The Outcome of the Investigation, including the Finding and Punishment, if appropriate.
 - ii. The Complainant may address the Board.
 - iii. Complainant's witnesses may address the Board.
 - iv. The KPD employee(s) against whom the complaint is directed may address the Board.
 - v. Witnesses of the KPD employee(s) against whom the complaint is directed may address the Board.
 - vi. Any other individuals with pertinent information may address the Board.
 - vii. An IA Representative will make closing remarks.
 - viii. The Board may question any individual that testifies, after that individual's testimony.
6. Upon the conclusion of the testimony, the Chairperson shall lead the Board's discussion. The Board will not recall any party for additional testimony except as



recognized by the Chairperson at their discretion or if the Board otherwise agrees by a majority (51%) of the Board members voting.

- i. The Chairperson shall solicit comments and discussion from the Board members regarding the case.
- ii. When the Chairperson determines there are no further comments, or discussion is exhausted, they shall solicit a motion from a member and second from another member regarding a proposed recommendation to the Chief of Police.
- iii. When a motion regarding a recommendation to the Chief of Police is on the floor, the Chairperson shall allow opportunity for discussion on the motion, then call for a vote. The vote regarding recommendation to the Chief of Police shall be carried upon a majority vote of the Board members present. This shall continue until a recommendation is made on the case or the Board tables the review of the case for additional investigation or information until a later date by a majority vote.
- iv. Written recommendation(s) shall be prepared by Staff, signed by the Chairperson or designee and forwarded to the Chief of Police. Written dissenting opinions will be signed by those dissenting and submitted to the Board Administrator to forward to the Chief of Police.

903.08 Disruptive Behavior:

- a. The Chairperson is responsible for maintaining proper decorum in all meetings and shall follow the following procedure in the event of a disruption:
 1. The Chairperson shall have the right and obligation to ask anyone in attendance at a Board meeting who disrupts the proceedings or interferes with the process of the meeting to leave the meeting facility.
 2. A warning from the Chairperson shall be given to the person disrupting or interfering with the proceedings that if they do not cease, they shall be removed.
 3. If the disruptive person refuses to leave the meeting facility after being requested to do so by the Chairperson, building security shall be contacted and asked to advise the offending party to leave the facility.



4. Should the offending party refuse the order of the security officer to leave the premises, a police officer shall be called upon by the Chairperson to witness a trespass warning given by the security officer.
5. Should a physical arrest become necessary to remove the offending party from the meeting facility, the officer shall require a sworn statement from the Chairperson and the security officer.
6. In the event of an emergency, the Chairperson may take any necessary and appropriately lawful measures to remove the disruptive person.

903.09 Administrative Procedure

- a. When a case is to be reviewed by the Board, a letter will be sent via certified mail, return receipt requested (15 to 21 days before the meeting) to both the complainant and the employee(s) involved, inviting them to attend the meeting when the case will be discussed. When a case is called during a meeting, the Board Administrator will announce the status of the letter(s) when requested.
- b. IA reports will be provided to the Board before any discussion of the case is held.
- c. The Board's report/minutes showing the Board's recommendation will be sent to the Chief of Police following each meeting and will be accompanied by a letter from the Chairperson.

903.10 Nominating Committee

- a. A Nominating Committee is hereby established to solicit and review applications and shall, as the City Manager's designee, recommend candidates for the initial five appointments to the Board.
- b. The Nominating Committee shall consist of seven members chosen by the Chief of Police.
- c. The members shall be chosen according to the following factors:
 1. To the extent possible, the membership of the Board shall reflect the racial, ethnic, and cultural diverseness of the City of Kissimmee,
 2. At least one member shall be involved in a civil rights organization,
 3. At least one member shall be involved in community activism,



4. At least one member shall be a local religious leader,
 5. At least one member shall own a business within the City,
 6. At least one member shall have experience as an educator, and
 7. At least one member shall have law enforcement experience.
- d. The Nominating Committee shall be terminated after the initial five appointments to the Board have been approved by City Commission. Thereafter, members shall be selected and vacancies filled pursuant to City of Kissimmee Code Section 2-3-1.


Mike Steigerwald, City Manager


Linda Hansell, City Clerk

ITEM 5.c**Selection of Policies, Procedures and General Orders for Future Review****Item Information**

The board will select which policies, procedures and general orders they would like to review at the next meeting scheduled for January 15, 2026.