

## Typical Questions/Answers

### Workers Compensation

1. Number of volunteer firefighters?  
None, interlocal with County to use their volunteers.
2. Is there a formal Return-to-work light duty program for all operational areas?  
None
3. Number of volunteer police?  
None
4. Number of all other volunteers?  
Occasionally, the high school sends one student to help file, or community service hours.
5. Do you own, operate, or lease aircraft or watercraft?  
None
6. Any work performed underground or above 15 feet?  
Yes, installation of utility water and sewer mains. Normally, not more than 48".
7. Are sub-contractors used?  
We have a continuing services contract for any emergencies.
8. Are certificates of insurance required of sub-contractors?  
Yes
9. Do employees travel out of state?  
No
10. Do you lease employees from other employers?  
No
11. Is any labor provided by work-release inmates?  
Yes, we have a contract with DOC State of Florida to contract an officer with 5-inmates, also three employees are inmate certified, and supervise one low risk inmates.
12. Any group transportation provided?  
Yes, summer program occasional.

13. Are physicals required after offers of employment are made?

Yes

14. Does employer have a safety committee?

Yes, but has not met in accordance with required schedule.

15. Is there a formal review of workplace accidents?

Yes, an investigation.

16. Describe any safety training programs, workshops, seminars, videos, etc, within the last 36 months?

How to lift, diversity in work place, maybe others.

### Auto Liability

1. How often are vehicles inspected for safety hazards?

Daily

2. Are safety inspection records maintained?

Yes

3. Are vehicles assigned to specific drivers with back up drivers?

Vehicles assigned to work unit with usually no more than three drivers.

4. Are 15 passenger vans used for passenger transportation?

One Van used during summer program for occasional trip within 5-miles of work area.

Please enter year written, year last updated, or not applicable for the following:

5. Fleet Safety Manual:

N/A

6. Driver Training Program:

N/A

7. MVR Criteria:

N/A

8. Formal Written accident reporting procedure:

Yes, supervisor investigates, with controlled substance testing.

9. Employee Disciplinary program for driver safety violations:

Yes, covered in Union Contracts and Personnel Manual.

**Law Enforcement**

1. Are you party to any mutual aid agreements?(Please list)  
Yes, for fire, and police with the County.
2. Do you provide contracted services to any other entities?(Please list)  
None
3. Do you handle your own dispatching?  
N/A-Dispatch handled by the County
4. Do you participate in any internship or ride-along programs?  
None
5. What is the current annual operating budget for the law enforcement agency?  
We have three City Officers, and contract with the Sheriff for 16 deputies.

Law enforcement total budget = 1,395,047.00

Contract with County Sheriff of the above amount = 1,087,779.00

Which of the following are included in your selection process prior to employment?

6. Written Exam:
7. Do all law enforcement officers meet your state's minimum standards for training and certification?  
Yes
8. Is all employee training, both past and present, documented and kept on file?  
Yes
9. What is the average salary of your current full-time sworn officers?  
Chief \$75K, Commander \$53, Officer, \$32K with step increases
10. What is the average years of service of your current full-time sworn officers?

Are officers required to complete training in the use of:

11. Baton/PR-24/ASP:

12. Are officers required to complete a defensive driving program?

No

13. Do all officers receive training in simulated or actual high speed pursuit?

No

14. Do all officers receive training in first aid?

Yes, they are EMT and fire fighter certified.

15. Do all officers receive training in CPR?

Yes

16. Do all officers receive training in use of defibrillators?

Yes

17. Do all employees receive a copy of the Policies and Procedures Manual? When was it last updated?

Yes, 2011

18. Is the Policies and Procedures Manual reviewed by counsel?

No

Do you have formal, written Policies and Procedures pertaining to:

19. Use of Non-deadly force?

Yes

20. Domestic violence?

Yes

21. Search and Seizure?

Yes

22. Intoxicated arrestees?

Yes

23. Communicable diseases?

Yes

24. Has any claim been made or suit filed against the entity of any person in their capacity as an official or employee of the entity in the last 5 years?(Law Enforcement)

Yes, the Police Chief filed a claim against the City over his employment contract.

#### **Public Officials Liability**

1. Do you have a zoning commission?

Yes

2. Does your legal counsel attend all meetings of the planning and zoning board?  
No, but he has attended in the past during known issues.
3. Do officials receive training with respect to “open meetings” and hearing regulations?  
No to P&Z, Yes to City Council.
4. Do you have a written master plan for economic development? When was it last updated?  
The City has a Capital Improvement Plan, and Community Redevelopment Plans.
5. Do you have formally approved land use ordinances that have been reviewed by counsel?  
Yes, we have a future land use map, and zoning map that was adopted.
6. Do you have a formal procedure to file for a variance to land use statutes?  
Yes, it is covered in the Land Development Regulations (LDR).
7. Do you have a formal process for application and approval of permits and licenses?  
Yes, business tax receipts, and building permits issued through Highlands County.
8. Do you have a formal written policy prohibiting elected officials and/or board members from sitting in on decisions in which they may have a conflict of interest?  
Yes, the Charter, and FSS 112 prohibits this conduct,
9. Have you had any disputes or claims involving a wrongful “taking”, zoning variance, or land use right?  
Yes, we had two disputes over zoning and land use, both cases were settled for somewhere between \$25K to \$35K.
10. Have you had any disputes or claims involving the approval of building permits, design, or code enforcement?  
None.
11. Have you had any disputes or claims or complaints involving open or closed landfills?  
None.
12. Number of employees reported on IRS 1099 and/or who have written employment agreements?  
Three employment agreements, City Manager, Administrative Services Director, Public Safety Director.  
  
One 1099 employee.

13. Total involuntary turnover percentage during last 3 years?  
In the last 5-years, we have gone from 103 employees to just under 50.
14. Total voluntary turnover percentage during last 3 years?  
N/A
15. Average length of employment for all employees?  
N/A
16. Do supervisors receive training in proper implementation of your policies and procedures?  
Yes, we participate in the “free” PRM supervisor training.
17. Is training documented in their personnel file?  
Yes.
18. Enter year employment manual written or last updated? Reviewed by counsel experienced in employment law?  
2015 updated, adopted through City Council resolution 15-07, the link follows below:  
  
[http://avonpark.cc/human\\_resources/-Resolution\\_15-07\\_signed.pdf](http://avonpark.cc/human_resources/-Resolution_15-07_signed.pdf)
19. Do policies and procedures comply with federal guidelines?  
Yes, reviewed by labor Counsel.
20. Is manual distributed to all employees upon hire?  
Yes, acknowledgment form is employment folder. Manual is made available via the internet.
21. Do you follow a formal written procedure for employee disputes/complaints?  
Yes, this is governed by the Collective Bargaining agreements, or personnel manual.
22. Are all actions to dismiss or demote employees reviewed in advance by legal counsel?  
Yes
23. Do you require that due process be served and documented for all proceedings involving dismissal?  
Yes, unless violation is gross in nature as documented in CBA, or personnel manual. In all cases, there is 99% of the time a pre-action

conference to allow employee the opportunity to provide his/her side.

24. Are all probationary or disciplinary actions recorded in writing and signed by the employee?

Yes, unless the employee refuses to sign, in which case, HR documents refused to sign. This does not happen often, but it is possible.

25. Have job descriptions been drafted for regular full-time positions?

Yes

26. Are you an Equal Opportunity Employer?

Yes, almost for all positions, we advertise, assemble a diverse panel, and select based on skill set and credentials.

27. In last 5 years has an person made a claim alleging unfair or improper treatment regarding hiring, remuneration, or termination?

Yes. This was the result of down sizing the work force by more than 50%. There have not been any claims in the last three years.

28. Has any claim been made against the entity or person in their capacity as an official or employee of the entity? If yes, please describe.

Yes, claims made against the City Manager for unlawful employment discrimination. Claims made against the City Clerk for Housing discrimination from a zoning matter, where applicant was denied a rental permit.

29. Does any official or employee have any knowledge of any fact, circumstance or situation which might reasonably be expected to give rise to a claim?

No, further, the personnel manual requires all employees to report misconduct, and not harvest any misconduct for future accusations.