

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the University of Central Florida Board of Trustees ("University") and the Central Florida Police Benevolent Association, Inc. ("PBA") (the University and the PBA will collectively be referred to as the "Parties") for the purpose of implementing a pilot training program pursuant to Article 15 of the 2024-2027 Collective Bargaining Agreement that was entered into between the Parties.

WHEREAS PBA is the certified bargaining agent for a unit of employees of the University;

WHEREAS the Parties recently entered into a 2024-2027 Collective Bargaining Agreement ("CBA"), that became effective October 1, 2024 and for which the duration is scheduled to remain in effect through September 30, 2027;

WHEREAS Article 15 of the CBA provides that the Parties will work together to develop a Career Development Program.

WHEREAS, pursuant to Article 15, the Parties have worked together to develop a Pilot Professional Development Program.

WHEREAS the Parties wish to memorialize their agreement regarding the development of the Pilot Professional Development Program and to modify, amend, and/or supplement the CBA as follows.

Pilot Professional Development Program

Pursuant to Article 15 of the CBA, the Parties agree to a Pilot Professional Development Plan as outlined as Exhibit A to this MOU. This Pilot Professional Development Plan will be effective from July 1, 2025 through November 30, 2026.

If any member of the bargaining unit has participated in activities during the time period of January 1, 2025 through July 1, 2025 that they feel may be appropriate for purposes of consideration in the Pilot Professional Development Program, they should record it in their Activity Sheet no later than December 1, 2025, and the University, in its sole discretion, will assess whether such activity is appropriate for consideration.

Suspension of Article 29, Section 9

As part of the agreement pertaining to the implementation of the Pilot Professional Development Plan, the Parties have agreed to suspend Article 29, Section 9 from the CBA from July 1, 2025 through November 30, 2026, the time during which the Pilot Professional Development Plan is in effect. The Parties agree that during the time periods from January 1, 2025 through June 30, 2025 and December 1, 2026 through September 30, 2027, specialty pay pursuant to Article 29, Section 9 of the CBA will be prorated.

This MOU shall become effective upon ratification by both Parties.

Signed this 16 day of June, 2025.

Maureen Binder
Digitally signed by Maureen
Binder
Date: 2025.06.16 14:34:18 -04'00'

Maureen Binder, University Representative

George Corwine
Digitally signed by George
Corwine
Date: 2025.08.12 16:16:42
-04'00'

George Corwine, PBA Representative

Appendix D

**University of Central Florida
Police Department**



**Professional Development Program (Pilot)
Effective July 1, 2025**

Table of Contents

What is Professional Development?	3
Program Incentive Levels	3
Voluntary Participation	3
Compensation	4
Getting Started	5
Program Incentive Levels for Professional Development	6
Meeting Performance Expectations: Bronze Shield	6
Exceeding Performance Standards: Silver Shield.....	6
Meritorious Service: Gold Shield	6
Program Benefits for Members Who Are in Year One of Employment	7
Good Standing	8
Categories of Achievement.....	9
Training.....	9
Professional Achievement.....	11
Community Relations	14
Community Service	15
Getting the Credit Deserved.....	16
Rules for completing the Activity Sheet:	16
The Professional Development Program Review Committee	18
Implementation	19

What is Professional Development?

The Professional Development Program provides career guidance, recognition of accomplishments, and financial incentives for members of the University of Central Florida Police Department (UCFPD). The Professional Development Program provides guidance for members who want to **go above and beyond** their minimum requirements of their jobs and who wish to be recognized and rewarded for their extra efforts. Furthermore, this program is designed to provide each member with the opportunity to accelerate personal time off by achieving greater periods of Special Compensation Leave.

The focus areas of the Professional Development Program are Training, Professional Achievement, Community Relations and Community Service. Each of these focus groups allow the members to earn credits towards the Program Incentive Levels. The Program Incentive Levels shall be awarded each year on, or made retroactive to, January 1 as outlined below.

Program Incentive Levels

There are three (3) Incentive Levels in the Professional Development Program:

- Meeting Performance Expectations – Bronze Shield
- Exceeding Performance Standards – Silver Shield
- Meritorious Service – Gold Shield

In order to advance through the three (3) Incentive Levels of Professional Development, the sworn member must earn a minimum number of credits in the areas of Training, Professional Achievement, Community Relations, and Community Service. Credits are granted for involvement in activities and achievements that are considered going "**above and beyond**" the requirements of their current job assignment. These achievements will be presented to the Professional Development Review Committee who will review and vote on admissibility.

Voluntary Participation

The UCFPD Professional Development Program is voluntary and available to all sworn members (regardless of rank). The member chooses whether to participate and how far they wish to advance in the program.

Since participation in the Professional Development Program is voluntary, the member is responsible for documenting and recording activities for credit in his/her own Professional Development File. Activities will not be recorded automatically.

Compensation

All sworn members will receive Special Compensation Leave based on the Professional Development Plan. Members attaining Bronze Shield shall receive (12 hours) of Special Compensation Leave. Members attaining Silver Shield shall receive (24 hours) of Special Compensation Leave. Members attaining Gold Shield shall receive (40 hours) of Special Compensation Leave. All compensation shall be issued during the first pay cycle in March of each fiscal year.

Getting Started

A member who wishes to participate in the Professional Development Program should meet with their immediate supervisor. The supervisor will assist the member with the set-up of their Professional Development File and will discuss the levels of Program Incentive, Categories of Achievement, and the member's plan to achieve the level desired.

All members are encouraged to start participating in activities early in the year as it relates to their evaluation date. Once the member completes the UCFPD Field Training Program they may begin to participate and record activities for credit.

The member will record activities for credit by completing an **Activity Sheet** for each activity they complete. The time frame for recording their activities shall be:

- July 1, 2025 – November 30, 2025
- December 1, 2025 – November 30, 2026

If any member of the bargaining unit has participated in activities during the time period of January 1, 2025 through July 1, 2025 that they feel may be appropriate for purposes of consideration in the pilot Professional Development Program, they should record it in their Activity Sheet no later than December 1, 2025, and the University, in its sole discretion, will assess whether such activity is appropriate for consideration.

All activities must be verified and recorded by December 1. There are no carryover credits to the next plan year, except as provided below in the Professional Development Program.

Members who have obtained the maximum of 480 hours of advanced incentive courses recognized by the Florida Department of Law Enforcement (FDLE) or who hold an Associate, Bachelor's, or Master's Degree will receive points each year for these achievements. Members are eligible for these categories regardless of when achieved.

The Professional Development Program is designed to allow members to work steadily and consistently in the program. The program allows credit for activities completed while employed with the University of Central Florida Police Department only, except as specifically noted above regarding recurring credits for previously obtained Florida Salary Incentive Classes while employed as a Law Enforcement Officer in the State of Florida. Certain achievements may qualify under multiple categories, one submission cannot be used for multiple categories in an evaluation year.

The Professional Development Program Chair or Review Committee will provide guidance on whether an activity will count as a credit.

Program Incentive Levels for Professional Development

Meeting Performance Expectations: Bronze Shield

- Earn a minimum of twenty (20) credits from the categories of achievement for Sworn Members.
- At least three (3) credits shall be from the Physical Agility Test for sworn members. If a member is placed in a light duty or out of work status and cannot complete the PAT, the member must make up the three (3) credits shall be made up from another part of the program.
- Receives a Rating Level of “Achieves Performance Standards” on UCF Annual Law Enforcement Performance Appraisal or Performance Factor of “Satisfactory” on UCF Annual A&P Performance Review.

Exceeding Performance Standards: Silver Shield

- Earn a minimum of forty (40) credits from the categories of achievement for Sworn Members.
- At least three (3) credits shall be from the Physical Agility Test for sworn members. If a member is placed in a light duty or out of work status and cannot complete the PAT, the member must make up the three (3) credits shall be made up from another part of the program.
- Receives a Rating Level of “Exceeds Performance Standards” on UCF Annual Law Enforcement Performance Appraisal or Performance Factor of “Above Satisfactory” on UCF Annual A&P Performance Review.
- Remains in good standing for 12 months (see below).

Meritorious Service: Gold Shield

- Earn a minimum of sixty (60) credits, from the categories of achievement for sworn members.
- At least three (3) credits shall be from the Physical Agility Test for sworn members. If a member is placed in a light duty or out of work status and cannot complete the PAT, the member must make up the three (3) credits shall be made up from another part of the program.
- At least three (3) credits shall be from Educations/Continuing Education Achievement.
- Receives a Rating Level of “Exceeds Performance Standards” or “Meritorious Service Modifier” on UCF Annual Law Enforcement Performance Appraisal or

Performance Factor of “Above Satisfactory” or “Outstanding” on UCF Annual A&P Performance Review.

- Remains in good standing for 12 months (see below).

Program Benefits for Members Who Are in Year One of Employment

Members who are in their first year of employment may participate in the Professional Development Program. Once the member completes the Field Training Program, he/she may begin to participate and record activities for credit. If the member qualifies, they will receive a prorated increase based on level achieved on their hire date.

Good Standing

All members must remain in good standing in order to participate in the Professional Development Program. If a member falls out of good standing, they will be ineligible for the Special Compensation Leave associated with the Silver or Gold Shield for that year's evaluation period.

A member will fall out of GOOD STANDING for the following reasons:

1. More than two (2) sustained disciplines (written reprimand or higher) within the reporting period and/or more than twenty-four (24) hours of suspension within the reporting period will cause the member to be ineligible for the Professional Development Program; or
2. An overall Rating Level of “Below Performance Standards” on the UCF Annual Law Enforcement Performance Appraisal or a Performance Factor of “Conditional” or “Unsatisfactory” on the UCF Annual A&P Performance Review. The member will be ineligible for any Level of Special Compensation Leave.

Categories of Achievement

The Professional Development Program is designed to allow a member to work consistently throughout the year to earn credits in the following categories: **Training, Professional Achievement, Community Relations and Community Service.**

Training

Most of the training a member goes through will count for Program Incentive credit. All training courses that qualify for salary incentive or mandatory retraining and training for Special Teams will count. **Block training and mandatory department training for sworn officers cannot be used for Training Credits.**

Training:

Credits:	2
Maximum:	4
Awarded for:	Sworn members – non-incentive courses with cumulative hours for every forty (40) hours of successful completion in training course (certificate of completion required).
Credits:	2
Maximum:	4
Awarded for:	Successful completion of forty (40) hours training of approved FDLE Salary Incentive or Advance Criminal Justice Courses.
Credits:	2
Maximum:	2
Awarded for:	Successful completion of UCFPD Field Training Program (new hires only) or completion of UCFPD Supervisor Development Program (newly promoted supervisor only).
Credits:	4
Maximum:	4
Awarded for:	Advanced law enforcement specialized certification, as approved by the PDP committee and held for five (5) consecutive years.
Credits:	2
Maximum:	2
Awarded for:	Obtaining maximum credits of four hundred eighty (480) hours in Salary Incentive courses. Once achieved, a member is eligible to receive points each year.

Leadership:

Credits: 2

Maximum: 4

Awarded for: For completion of agency approved Leadership Development course as defined in General Order (401), effective as of the date of the MOU unless required changes are needed due to accreditation standards or an unforeseen event. Minimum hours per course is thirty-two (32) hours. Hours can be obtained cumulative up to thirty-two (32) hours and a certificate of completion is required. Once achieved, a member is eligible to receive two (2) points each year.

Professional Achievement

Longevity:

Credits: 2
Maximum: 8
Awarded for: two (2) credits per five (5) years of continuous service with UCFPD.

Acting Ranks:

Credits: 1
Maximum: 1
Awarded for: Successful completion of the UCFPD Supervisor Promotional Exam and when designated by agency with Acting Rank.

Field Training Officer:

Credits: 4
Awarded for: Successful appointment as a UCFPD Field Training Officer (FTO). These credits recur each year.

Perfect Attendance:

Credits: 1
Maximum: 4
Awarded for: Awarded to those members who have not used sick time. One (1) credit per quarter. Members on approved FMLA are eligible to receive credit. Use of personal/annual/bereavement/special or overtime comp leave types shall not count against a member as use of sick leave.

Accident-Free Driving:

Credits: 3
Awarded for: One year driving with no at fault accidents in agency vehicles.

Expert Shot:

Credits: 2
Awarded for: Successful completion of the primary agency issued handgun and rifle qualification with no more than two (2) misses allowed on each qualification course using the iron sights.

Credits: 4
Awarded for: Perfect score on both the agency handgun and rifle qualification.

Education/Continuing Education:

Credits:	2
Awarded for:	Enrollment in an Associate Degree Program, or possesses an Associate's Degree. Subject to Professional Development Plan Committee approval.
Credits:	4
Awarded for:	Enrollment in a Bachelor Degree Program, or possesses a Bachelor's Degree. Subject to Professional Development Plan Committee approval.
Credits:	6
Awarded for:	Enrollment in a Master Degree Program or possesses a Master's Degree. Subject to Professional Development Plan Committee approval.

Note: Enrollment means at least one (1) class per semester during evaluation year or four (4) courses in an evaluation year from an accredited institution of higher learning. All courses must receive a passing grade. Only the highest degree earned is eligible for credit.

Specialty Unit Training:

Credits:	2
Maximum:	8
Awarded for:	Participation in special unit/teams trainings.

Note: Special Unit/Team designation must have the following four (4) metrics codified in department policy: Formalized Selection Process, Designated Team Lead, Quarterly Based Training (8hr Minimum), and Deploy as two or more members, unless only one (1) member is available. The member will not be penalized if the Department can only deploy one (1) member.

Specialty Deployments:

Credits:	2
Maximum:	8
Awarded for:	Operational field deployment related to any of the following: Special Response Team (SRT), Emergency Response Team (ERT), Critical Incident Stress Management Team (CISM), Honor Guard, (FDLE) High-Liability Training, Field Training Officer (FTO), Drug Recognition Expert (DRE), Drone Operator, Traffic Homicide Investigator (THI) and Commission for Florida Law Enforcement Accreditation (CFA) Assessor.

Departmental Committee:

Credits:	1
Maximum:	2
Awarded for:	Serving actively on an approved departmental committee such as the Awards Committee, Events Committee, Labor Management Committee, Training Committee, Policy Review Committee, Mentorship Committee, and LEO, Dispatch, or Promotional Interview Panels. PDP Committee members are not eligible.

Law Enforcement Instruction:

Credits: 1
Maximum: 6
Awarded for: Allotted for each block of instruction delivered to law enforcement personnel on law enforcement related topics at Criminal Justice Institutes, Seminars, Conferences, Workshops, Colleges, Agency Approved Training Topics and Recruit FTO (In-House Phase of Instruction).

Roll-Call Training:

Credits: 1
Maximum: 4
Awarded for: Allotted for each block of quarterly-based roll-call instruction delivered to law enforcement personnel. Lesson plan and curriculum material must be reviewed, signed and approved by the Training Supervisor prior to delivery to count for credit

Physical Agilities Test:

Credits: 3
Maximum: 3
Awarded for: Completing Test within allotted time. If the member is on a Bonafide medical condition, the member is not penalized from this category but must make up the points from this category from another area of the PDP

Credits: 4
Maximum: 4
Awarded for: Completing Test under four (4) minutes.

Community Relations

Community Relations:

Credits: 2 Off Duty
1 On-Duty
Maximum: 8
Awarded for: Participation in agency Community Relations programs (some activities that are not law enforcement related may be done in an on/off-duty status for credit); includes but not limited to: participation with Safe Knights Expo, DUI and Narcotic Awareness, Town Halls, Coffee with a COP, Tip-A-COP, Community Fundraiser Events/Games, PIO media activities, presentations or readings at local schools. The Professional Development Plan Committee determines qualifications.

Explorer Program:

Credits: 1
Maximum: 2
Awarded for: Assisting UCFPD Explorer Program through direct instruction or advisor contribution.

Internship Program:

Credits: 1
Maximum: 2
Awarded for: Assisting UCFPD Internship Program through direct instruction.

NOTE: If a member participates in any activity that deviates from the list of activities above, the member must seek approval from the professional development program chair before recording credit.

Community Service

Community Service:

Credits: 1
Maximum: 4
Awarded for: **Off-Duty**, voluntary community service to an approved charitable/nonprofit/civic organization, or community related function. Some options for community service include the following: Girl Scouts and Boy Scouts, Habitat for Humanity, Relay for Life, or a coach for youth sports.

Credit will not be rewarded if compensation in any form (Comp Time, Paid Time, Free Membership, Tickets, etc.) is received.

Blood Donations:

Credits: 1
Maximum: 2
Awarded for: Participation in Blood Drives in the community.

NAMI Walk:

Credits: 3
Awarded for: Participation in this event via tabling or actual walk.

MADD Walk:

Credits: 3
Awarded for: Participation in this event via tabling or actual walk.

Special Olympics Torch Run:

Credits: 3
Awarded for: Participation in this event as a Runner/Walker.

Police Unity Tour:

Credits: 6
Awarded for: Participation in this event as a Bike Rider or Support Specialist.

DeMott 5K/10K:

Credits: 3
Awarded for: Participation in this event as a Runner/Walker.

NOTE: If a member participates in any activity that deviates from the list of activities above, the member must seek approval from the professional development program chair before recording credit.

Getting the Credit Deserved

Participation in the Professional Development Program is entirely voluntary. Each member is responsible for maintaining their own Professional Development File. The member will record all activities and attach documentation. The member will review this file with their supervisor no later than November 30 of each calendar year prior to the supervisor completing their annual performance evaluation. Once the supervisor reviews the file, the supervisor will submit the file to the Professional Development Program (PDP) Chair (Administrative Major). Once reviewed and validated by the (PDP) committee, the file will be submitted to the Deputy Chief of Police for final approval. All files will then be submitted to the UCFPD Human Resources liaison containing the Annual Activity Summary Sheet illustrating the results of the Professional Development Program.

To obtain credit for participation in an activity for credit, the member must complete an **Activity Sheet** providing detailed documentation or verification for each activity. Questions regarding certain activities can be submitted to the Professional Development Review Committee for approval. The **Annual Activity Summary Sheet** and the **Activity Sheet** can be found within the PowerDMS client under “Forms.”

Rules for completing the Activity Sheet:

1. All sworn members must complete the **Member Information** portion of the Activity Summary Sheet. This includes: Employee number, employee name, current assignment, submission date, and signature.
2. The member must complete the **Activity Information** portion of the Activity Summary Sheet. The activity dates, times, and hours spent must be filled out to receive full credit. It is important that the member marks whether the activity occurred while on or off duty.
3. If the activity was performed outside UCFPD, such as volunteer work in the community or classes taken anywhere other than a Criminal Justice Institute, the section on Organization, Location, and Contacts must be completed.
4. The **Detailed Description of Activity** space must be filled out to provide additional information about the activity. The activity is whatever a member does for which they would like to receive credit. *Examples: Attended Radar Operator School, Served as FTO, Volunteered for Coffee With A Cop, etc.* Additional information may be required if the activity varies from situation to situation such as Administrative Projects or making presentations to civic groups.
5. Any and all documentation confirming participation in any activity must be attached in order to receive credit. This could be a copy of a training certificate for a course taken, a thank-you letter for a presentation made, and so on. If paper documentation cannot be

attached, then a supervisor or even coordinator/representative who can verify participation must sign off at the bottom of the Activity Sheet.

6. When the Activity Sheet is complete, the member must include it in their Professional Development File for further review.

The Professional Development Program Review Committee

The Professional Development Program Review Committee (Committee) is composed of five (5) members: The Administrative and Operations Majors, the Professional Standards Commander, and two (2) current PBA Sworn Representatives of UCFPD. Only a Major can serve as Committee Chair. If the Committee Chair is unavailable due to unforeseen circumstances, the Deputy Chief of Police at UCFPD will join the Committee as a voting member. Four (4) of the five (5) members of the Committee must be present at any meeting to constitute a voting quorum.

The Committee will provide clarification on issues brought up by Division Commanders or participating members and will recommend modifications of the Professional Development Program to the Chief of Police. The Committee does not have authority to modify or make significant changes in the Professional Development Program requirements; however, the Committee may recommend to the Chief of Police modifications or significant changes be made to the Professional Development Program. In addition, any member may directly recommend to the Committee or PBA that a modification or change be made to the Professional Development Program.

The Committee will meet at a minimum once annually in December. A meeting of the Committee may be warranted at a higher frequency based upon the needs of the program. Any member wishing to address the Committee should contact their immediate supervisor and request to be added to the annual meeting.

Implementation

The UCF Police Department and the PBA understand that this is an innovative Professional Development Program unique to our community. The parties recognize that questions or concerns may arise during the initial implementation of this program. If both parties agree, the parties may meet as needed for clarification, implementation or modification.