

To: Commission for Florida Law Enforcement Accreditation, Inc.
From: Michael M. Somberg, Team Leader
Date: August 20, 2025
Re: Eustis Police Department
51 East Norton Avenue
Eustis, FL 32726

Full Assessment Report
August 12-14, 2025

A. Agency/Assessment Information:

Chief Executive Officer: Chief Craig Capri
Accreditation Manager: Mr. Jeff Owens

Standards Manual Version: 5.25

Previous Accreditation Dates: October 2016, October 2019, and December 2022

Excelsior Dates: None

Additional Accreditations: None

Assessment Team Recommendation: Reaccreditation

Assessment Team

Michael M. Somberg
Broward Sheriff's Office (Ret.)
michaelsomberg@icloud.com

Darrell Wilson
Florida Division of Criminal Investigations
Darrell.Wilson@myfloridacfo.com

Nathan Evans
St. Lucie County Sheriff's Office
EvansN@stluciesheriff.com

B. Compliance Tally:

| Status | Mandatory Standards | Other-than-mandatory Standards | Total Standards |
|-------------------|----------------------------|---------------------------------------|------------------------|
| In compliance | 149 | 44 | 193 |
| Not in compliance | 0 | 0 | 0 |
| Not applicable | 35 | 7 | 42 |
| Elected 20% | 0 | 1 | 1 |
| Waiver | 0 | 0 | 0 |
| Total: | 184 | 52 | 236 |

| | |
|---|----|
| Total Applicable Other-than-mandatory Standards | 44 |
| Maximum allowable number of Elected Exemptions | 8 |

C. Agency Profile:

The City of Eustis, Florida, was established in 1883 in the heart of Lake County, when John Angus MacDonald began attracting settlers to Central Florida in the 1870s. The eastern shoreline along Lake Eustis was a perfect site for development. Eustis is named after Colonel Abraham Eustis who served in the U.S. Army in Florida during the early nineteenth century. Beautiful views, pristine environments, and flawless weather made Eustis ideally suited for tourism and the citrus industry. Eustis' most popular city-held event to date is their annual "Washington Birthday Celebration." This event originated in 1902 and was created to help promote tourism for the city. This annual festival, referred to as "Georgefest" is recognized as the longest consecutive running event held in honor of George Washington.

Today, Eustis is a friendly hometown covering approximately 12.6 square miles, a community for families, and a destination for arts and culture – reflecting its motto of Culture, Opportunity, and Vitality. Eustis has a thriving downtown, with a beautiful waterfront and quality neighborhoods. It is an ideal home for small businesses. Residents enjoy the natural resources, beauty, opportunities for an active lifestyle, and easy movement within the city and to the region. The City of Eustis management is dedicated to delivering the highest quality municipal services in a financially prudent and customer-friendly manner to the city residents.

Currently, Eustis supports a population of more than 24,000 residents, with a median age of 40.80 years and a median household income of \$46,755. The city has a diverse economy with businesses and industries in agricultural technology, food products, graphics, forest products, manufacturing, and regional transportation. It is a welcoming atmosphere for entrepreneurship, small business, light manufacturing, sustainable technology, and environment protection.

Under the leadership of Chief Craig Capri, the Eustis Police Department proudly serves its residents and visitors by providing efficient and effective public services with a high level of professionalism. The agency's mission includes the pursuit of excellence in

providing professional, courteous, fair, and equitable law enforcement services; to ensure crime prevention; and to protect the rights of citizens and visitors to the city of Eustis. This is evident by the many community programs they run. Their "With-a-Cop" series not only provides their citizens/visitors access to innovative community events, but it also helps develop relationships on a more personal level.

The police department currently has 58 employees, including 41 full-time sworn officers and nine non-sworn employees. The agency is divided into three divisions: Investigative Services, Administrative Services, and Uniform Patrol.

D. Assessment Summary:

Prior to the assessment teams' arrival in Eustis, each team member received a pre-read packet from the agency that provided information for the formal assessment. The team leader had several conversations with the accreditation manager regarding logistics of the formal assessment and any of the agency's issues or concerns. The team leader also held conversations with the other team members regarding the formal assessment, expectations, and on-site procedures.

On Monday, August 11, 2025, the team arrived at the hotel in Mount Dora. The team members met for dinner where the team leader reviewed expectations and on-site procedures with the team.

On Tuesday, August 12, 2025, the team reported to the Eustis Police Department at approximately 8:15 a.m. The team was met by the Accreditation Manager Jeff Owens and escorted to a conference room which was to serve as the assessors' workspace for the formal assessment.

At approximately 8:30 a.m., the entrance interview was held in the training room of the agency. Attending the entrance interview were the following members of the Eustis City Commission and city administration; Mayor Willie Hawkins, Commissioner Michael Holland, Commissioner Emily Lee, and City Manager Tom Carrino. The agency was represented by Chief Craig Capri, Captain Kenneth Toler, Captain Jon Fahning, Lieutenant Matthew Grieves, Senior Staff Assistant Megan Hunsicker, Senior Staff Assistant Chrissy Selage, Senior Staff Assistant Alexandra Thomas, Police Support Coordinator Elena Pasek, and Accreditation Manager Owens. After introductions, the team leader thanked the Mayor, City Commissioners, City Manager and the chief and his staff for taking time to attend the entrance interview. The team leader introduced himself and then each team member introduced themselves to those in attendance. The team leader thanked the agency for being a part of the accreditation process and assured the chief and the others of a fair, objective, and impartial assessment. The mayor thanked the team for dedicating their time to this process which is very important to the city and the police agency. The chief stated that he and his agency welcomed the team and assured them they would have complete access to all the agency's personnel, facilities, and equipment. The entrance interview concluded at approximately 8:50 a.m.

The accreditation manager then escorted the team on a tour of the agency that included the property and evidence room outer area and temporary storage lockers, the training

room, the patrol sergeant's offices, the defensive tactics training room, the sallyport, the lieutenants' offices, the captains' offices, the detectives office, and the chief's office. At the conclusion of the tour, the team returned to its assigned work area and began reviewing the files and seeking proofs of compliance.

Assessor Evans interviewed Lieutenant Matthew Grieves who was very knowledgeable about the agency's promotional process and performance evaluations. Lieutenant Grieves described the requirements for personnel to be promoted within the agency and how personnel are graded for their performance evaluations.

Assessor Wilson found that agency personnel have a clear understanding of their position within the chain of command, as confirmed through interviews with Captain Jon Fahning. The agency's mission, vision, and values are prominently displayed and are consistent with their operational practices. The agency has a comprehensive and accessible written directive system. The system for creating, approving, disseminating, and archiving policies is well-documented and effective. Assessor Wilson reviewed a selection of directives and found them to be current, clear, and logically organized. An interview with Captain Fahning indicated a strong awareness of how to access and reference policy and procedure manuals. Assessor Wilson found that the agency's policies accurately reflect their legal mandate and that personnel are appropriately trained on the scope and limitations of their authority. The agency's jurisdictional boundaries are clearly defined and understood by all sworn personnel.

Assessor Wilson interviewed Lieutenant Matthew Grieves regarding use of force. Assessor Wilson's review of the training records indicated all sworn personnel receive initial and annual training on the use of force continuum, de-escalation tactics, and reporting procedures. Assessor Wilson reviewed ATMS records and confirmed the agency has 18 instructors covering 33-topics, including high liability topics. A review of a sample of use of force reports found documentation was thorough and incidents were reviewed for compliance with the agency's policy. Assessor Wilson interviewed Corporal Shawna Conerly on her understanding of the agency's use of force policy and training requirements and learned the training needs are being met agency wide.

The team worked until approximately 4:45 p.m. and ceased work for the day.

The team reported back on Wednesday, August 13, 2025, at approximately 8:15 a.m. and continued reviewing files while seeking proofs of compliance.

Assessor Somberg interviewed Molly Schimdt, Senior Staff Assistant for Human Resources, at her office in the Eustis City Hall regarding infectious diseases documentation. She processes all Worker's Compensation claims. Ms. Schimdt was very knowledgeable regarding the process and provided the assessor with examples of claims filed as well as the security and confidentiality of the files. Ms. Schimdt demonstrated compliance with all related standards.

The team interviewed Crime Scene Analyst Larry Elliott. Mr. Elliott also serves as the agency's Property and Evidence Custodian. Mr. Elliott provided information on the agency's crime scene function and advised he is on call 24 hours a day to respond if

needed. Mr. Elliott showed the team the evidence packaging area used by patrol officers with all the appropriate packing materials. Mr. Elliott advised when he seizes evidence at a crime scene, he stores it inside the property room itself to maintain security and chain of command. Mr. Elliott has received specialized training in all aspects of crime scene processing.

Mr. Elliott also serves as the agency's property and evidence custodian. Mr. Elliott took the team on a tour of the property room. This area has one entrance and exit; it is part of a concrete block building and is alarmed and monitored by cameras with motion and heat detection capability that automatically alerts his cell phone of the presence of a person in this area. The property room has a separate independently locked area for items of special value such as firearms, narcotics, cash, jewelry, etc. The space has a refrigerator which has a temperature alarm in the event of a power or equipment failure. Mr. Elliott demonstrated the process of how property is entered into the property system via the use of a bar code system. In addition, the agency uses a Radio Frequency Identification (RFID) system attached to each piece of property or evidence to track it inside the storage area and to prevent unauthorized removals. The agency has temporary wall storage lockers located on the exterior wall of the property room for times when the property room is closed. There is a small refrigerator with an alarm in one of the lockers for evidence that requires refrigeration.

In addition, Mr. Elliott drove the team to an offsite storage building. This site known as the "Barn" is located on city property and is fenced. The building itself contains four large storage areas for items too large to store in the main property room, designated for times when the property room is closed and the item(s) are too large for the storage lockers, such as motor vehicles. It is secured by locks with key control and has cameras inside that record video, along with motion and heat sensors. If there is a person inside the building, the system alerts Mr. Elliott on his cellphone.

Assessor Wilson interviewed Joy McKenzie, Budget and Finance Planning Manager, at City Hall, she walked the assessor through the real-time budgetary reporting process to include initial appropriations for accounts, expenditures, encumbrances, and unencumbered balances using the city's accounting program. Ms. McKenzie was open, friendly, and transparent with her explanations regarding the agency's fiscal activities. A review of asset inventories with Meghan Hunsicker, Senior Staff Assistant, showed strong internal controls and adherence to best practices. The agency's confidential fund is subject to quarterly internal and external audits, with no significant findings noted in the last three years.

Assessor Evans interviewed Corporal Shawna Conerly who demonstrated excellent professionalism in her role as a patrol corporal. Corporal Conerly's vehicle was clean and ready for work; all first aid equipment was found to be within date and readily accessible. Corporal Conerly was knowledgeable with agency policy in all areas inquired.

Assessor Wilson interviewed Captain Jon Fahning, who explained in detail the agency's grievance process. Captain Fahning serves as the grievance coordinator. The agency has a clear and fair grievance process for its employees. The process, which includes both informal and formal stages, is well-defined in the written directives. Interviews with

personnel confirmed they are aware of the process and feel it is a viable option for addressing workplace issues. Grievance records are properly maintained, and due process is afforded to all parties.

Assessor Wilson found that the agency's standards of conduct are clearly articulated and understood by all employees. The disciplinary process is guided by a matrix that promotes consistency and fairness in the application of penalties. The internal affairs process is handled with professionalism and discretion. A review of disciplinary records revealed a consistent and justifiable application of corrective action, with a clear focus on employee development. The files are secured with limited access by authorized personnel only.

Assessor Wilson interviewed Chief Capri regarding recruitment. The agency has an effective recruitment plan that focuses on attracting a broad and diverse pool of qualified applicants. Chief Capri explained recruitment efforts are continuous and ongoing, and the agency works with the city commission and the union on salaries to attract and retain suitable applicants. The agency uses a variety of strategies, such as online advertising, career fairs, and community engagement. The agency's vacancies are posted online through human resources, are professionally written, and accurately represent the agency's mission and values.

Assessor Wilson interviewed Elena Pasek, Police Support Coordinator, who provided information on where the applicant and personnel files are stored and discussed the agency's selection process, which is thorough, fair, and non-discriminatory. The process includes a comprehensive application review, physical fitness assessment, background investigation, psychological evaluation, and a board interview. The assessor found that the agency's selection criteria are directly related to job performance and that all steps in the process are well-documented.

Assessor Wilson interviewed Lieutenant Matthew Grieves, who serves as the agency's Training Coordinator. Lieutenant Grieves was enthusiastic and motivated about the role he serves. Lieutenant Grieves explained in detail the firearms qualification procedures for sworn members and the process for those who fail the agency firearms qualification. The assessor viewed the in-service training files. The files were orderly and complied with agency policy. The agency maintains a robust and effective training program that meets and often exceeds state requirements. The training curriculum includes comprehensive new-hire training, a structured Field Training Officer (FTO) program, and regular in-service training on a variety of topics. Training records are meticulously maintained and demonstrate a strong commitment to professional development for all personnel.

Assessor Evans interviewed K9 Officer Couy Kerley regarding K9 policies. Officer Kerley demonstrated a great deal of knowledge about his field and properly answered all questions the assessor asked him.

Assessor Evans interviewed Detectives Wayne Pevy, Jr. and Cody Wade regarding their roles within the investigations unit. Both detectives demonstrated a great knowledge and passion for investigations. The detectives demonstrated to the assessor how the agency secured its investigation files, how detectives are assigned investigations, and how detectives conduct investigations/operations.

Assessor Evans observed the PowerDMS files that contained videos of officers interviewing juvenile suspects. Assessor Evans interviewed Corporal Conerly regarding juveniles and juvenile investigations.

Assessor Evans interviewed Captain Fahning regarding the agency's Special Weapons and Tactics (SWAT) team. Captain Fahning was very knowledgeable and enthusiastic about discussing special operations. Captain Fahning explained the agency's SWAT team partners with surrounding agencies to accumulate manpower for any SWAT need. Captain Fahning explained their mutual aid agreement with the Lake County Sheriff's Office for any other special operation's needs.

Assessor Evans interviewed Corporal Conelry regarding traffic enforcement-related standards, and her responses were almost verbatim agency policy, again demonstrating her excellent professionalism in her role as a patrol corporal.

Assessor Evans interviewed Captain Fahning regarding the internal affairs function. Captain Fahning demonstrated how the files are secured within his office and explained the process of conducting internal investigations. Captain Fahning demonstrated excellent knowledge in misconduct complaint processing.

The exit interview was held Thursday, April 14, 2025, at approximately 8:45 a.m. in the agency's training room. Attending the exit interview was Chief Craig Capri, Captain Kenneth Toler, Captain Jon Fahning, Lieutenant Matthew Grieves, Senior Staff Assistant Megan Hunsicker, Police Support Coordinator Elena Pasek, Senior Staff Assistant Alexandra Thomas, Crime Scene Analyst Larry Elliott, and Accreditation Manager Jeff Owens. The team leader opened the meeting by thanking all those present for their cooperation and professionalism shown to the team during the formal assessment. The team leader then advised those present of the standards findings he reviewed and then each team member reviewed his files and outcomes. The team leader, speaking on behalf of the team, advised that the team was in unanimous agreement to recommend reaccreditation for the Eustis Police Department upon review by the Commission at its next meeting. The chief then thanked the team and his staff for their dedication to the agency and the accreditation process.

The exit interview concluded at approximately 9:30 a.m. and the team departed the agency.

E. Standards Noncompliance Discussion: None

F. Corrective Action Discussion: None

G. Standards Elected for Exemption:

14.02

H. Standards Verified by the Team as Waiver Applicable: None

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

| | | |
|--------|--------|--------|
| 5.06M | 9.07 | 10.17M |
| 13.02 | 14.13M | 17.05M |
| 17.08M | 18.12 | 22.01M |
| 22.03M | 22.04M | 22.05M |
| 22.06M | 22.07M | 22.08M |
| 22.09M | 22.10M | 22.11M |
| 22.12M | 22.13M | 22.14M |
| 22.14M | 22.16M | 22.17M |
| 23.01M | 23.02 | 23.03 |
| 23.04M | 23.0M | 23.06M |
| 23.07 | 23.08 | 24.01M |
| 24.02M | 25.10M | 25.13M |
| 26.06M | 27.11M | 31.01M |
| 31.02M | 32.03M | 32.04M |

J. Standards with a Status Changed by Assessors: None

K. Public Information Activities: None

L. Exemplary Policies/Projects/Procedures:

School Zone Electronic Speed Detection Program

The School Zone Speed Detection program was created in February 2024 over concerns for student safety due to speeding near Eustis schools. An initial speed study of school zones indicated many vehicles speeding at more than 10 mph above the speed limit. These electronic systems are authorized by Florida Statutes and allow the enforcement of the speed limit in selected school zones from 30 minutes before school, throughout the school day, and 30 minutes after school ends. A \$100 Notice of Violation is sent to the owner of a speeding vehicle, and paying the fine does not add driver's license points, and it cannot be used to increase insurance rates. The owner of the vehicle is issued a violation when they exceed 10 mph over the posted speed limit. The program has been very effective, with speed studies showing a reduction in speeding vehicles since the systems were introduced.

M. Summary and Recommendation:

The Eustis Police Department is a well-managed, professional law enforcement agency. Chief Capri is 100% committed to the agency and the community and brings a professional and energetic style to everything he does. The agency functions at a professional level and every employee the team encountered, sworn or non-sworn, was well versed in the agency's policies and was courteous and professional. The City Commission is committed to the police department, evidenced by the attendance of the mayor and three commissioners at the entrance interview. The fifth member of the Commission was out of town and unable to attend. The members of the commission were

very vocal in their support of the chief and the goals of the police department and expressed 100% support for the accreditation process.

The team unanimously supports the Commission granting the Eustis Police Department reaccreditation at its next meeting.

Submitted by

Michael M. Somberg

Team Leader