

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1705.3, NEW EMPLOYEE ORIENTATION**

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PURPOSE: The purpose of this policy is to establish a program in which all newly hired employees of the Orlando Police Department receive an orientation. The orientation will include the agency's role, purpose, goals, policies and procedures, working conditions and regulations, and the rights and responsibilities of the employee.

PROCEDURES:

1. CURRICULUM

The curriculum for the orientation shall include, but not be limited to, those topics listed on the Orientation Checklist for New City Employees (Attachment A). Every newly hired agency employee shall receive training in the accreditation process.

2. RESPONSIBILITY FOR ADMINISTRATION OF NEW EMPLOYEE ORIENTATION

All new sworn employees will receive orientation when assigned to recruit orientation prior to field training. The orientation checklist will be documented on a FTE sheet.

Orientation of new professional staff employees is the responsibility of the employee's supervisor and will occur during the first ten days of employment. The supervisor will also schedule the employee to attend the City's next available New Employee Orientation Class. The supervisor will be responsible for the administration of the Orientation Checklist for New City Employees.

Orientation of new sworn staff is the responsibility of the Field Training Unit supervisor and will occur during the first ten days of employment. The Field Training Unit supervisor will also schedule the employee to attend the City's next available New Employee Orientation Class. The Field Training Unit supervisor will be responsible for the administration of the Orientation Checklist for New City Employees.

3. DOCUMENTATION OF TRAINING

After completing the training, the employee and the supervisor will date and sign the completed specific block(s) taught. The signed and completed form will be retained by the employee's supervisor for professional staff and the Training Coordinator for new sworn staff. A copy of the completed form will also be given to the employee.

4. FEDERAL GUN CONTROL ACT

In 1996, Federal Firearms Statute 18 USC §922 was enacted prohibiting a person against whom an injunction has been issued from possessing or handling firearms or ammunition. All sworn and certain non-sworn employees who may handle firearms or ammunition during the course of their duties (i.e. CSTs, Property and Evidence, Supply) are required to complete the Declaration With Respect To Federal Gun Control Act form (Attachment B). The completed form shall be forwarded to the Training Coordinator during the new employee's orientation, and in all cases before the employee handles any firearms or ammunition.

5. OPERATIONAL GOALS

The Orlando Police Department will act to fulfill this stated purpose within the authority granted to it by the State of Florida and the City of Orlando, Florida by the adoption and pursuit of the following goals:

1. Organizational emphasis upon the identification, apprehension, and assistance in the prosecution of criminal law violators.
2. The maintenance of community partnerships that enlists citizens in addressing public safety concerns through community problem solving.
3. The maintenance of order to the extent citizens feel safe from crime.
4. Public confidence and trust in the integrity, credibility, and performance of the Orlando Police Department.
5. An efficient and effective organizational structure for the delivery of police service.
6. The provision of general public safety services including safe vehicular and pedestrian flow.
7. A positive and enriching work environment that offers career development, challenge, and reward.

ATTACHMENT A
ORIENTATION CHECKLIST
FOR NEW CITY EMPLOYEES

Trainer /Employee/Date

KNOWING THE CITY'S AND OPD'S PHILOSOPHY

____/____/____

City's Mission Statement

"Serving Orlando with Innovation, Responsiveness, Knowledge, Courtesy, and Professionalism"

____/____/____

OPD's Mission Statement

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

____/____/____

New Employee Orientation Class

Employee attended on _____ as scheduled by City Human Resources Department.

____/____/____

Ethics Manual

Civilian employees will receive their manual during processing by City Personnel; sworn employees will receive their manual during Recruit Orientation. Send signed receipt to Personnel.

____/____/____

Police Accreditation Training

Professional Standards Section Commander 1628 Accreditation

POLICY AND LAW

____/____/____

Equal Employment Opportunities

"It is the policy of the City of Orlando, binding on all officials and employees, to offer equal employment opportunity to all persons regardless of race, color, religion, sex, national origin, age, or disability. The City will further take whatever steps are necessary to ensure that all employment practices, including, but not limited to, compensation, benefits, layoffs, promotions, training, terminations, hiring, and recruitment are administered in a manner that provides full and fair opportunity to all persons."
(City Policy and Procedure 808.2, Recruitment and Employment)

____/____/____

Federal Gun Control Act

All sworn employees and certain civilian employees whose job responsibilities may on occasion involve the handling of firearms or ammunition must complete, sign, and deliver the Declaration With Respect to Federal Gun Control Act form to their immediate supervisor within five days of receipt. The forms are available in Training.

____/____/____

Solicitation

City Policy and Procedure 141.2, Solicitations/Collections on City Property
OPD Regulation 900-8, Solicitations and Collections on City Property

____/____/____

Public Records Act

Current issue of OPD Policy and Procedure 2302, Public Records Requests, and OPD Policy and Procedure 2304, Release of Information to the Media.

Trainer/Employee /Date

____/____/____

Confidential Information

OPD Regulation 800-12, Security of Departmental Business

____/____/____

Americans with Disabilities Act

City Policy and Procedure 101.4, Americans with Disabilities Act

____/____/____

Sexual Harassment

OPD Regulation 200-24, Sexual or Racial Harassment

City Policy and Procedure 808.26, Harassment

____/____/____

Drug and Alcohol Policy

OPD Regulation 300-10, Use of Alcohol and Intoxicants

OPD Regulation 300-11, Use of Drugs

Current issue of OPD Policy and Procedure 1605, Employee Drug Screening

City Policy and Procedure 800.4, Operators of City Motor Vehicles and Equipment

City Policy and Procedure 808.4, Drug Free Workplace

____/____/____

Punctuality and Absences

OPD Regulation 300-4, Punctuality and Absences

City Policy and Procedure 808.20, Disciplinary Action

____/____/____

Grievance Procedures/Labor Relations

City Policy and Procedure 808.21, Grievances

Current issue of OPD Policy and Procedure 1604, Discipline

Sworn: FOP Contract, Article 6, Grievance Procedure

GETTING STARTED

____/____/____

Probation Period

City Policy and Procedure 808.5, Pay Plans - Administration and Maintenance

Current issue of OPD Policy and Procedure 1616, Promotion/Rank Certification

Sworn: FOP Contract, Article 41, Promotions

____/____/____

Telephone

OPD Regulation 500-10, Department Telephones

____/____/____

Work Hours and Attendance

City Policy and Procedure 808.35, Work Week and Overtime

Sworn: FOP Contract, Article 11, Work Week & Work Shift

____/____/____

Parking

OPH Parking Lot

Current issue of OPD Policy and Procedure 1802, Use of City Vehicles

Sworn: FOP Contract, Article 38, General Provisions

____/____/____

Lunch, Breaks, and Break Room

City Policy and Procedure 808.35, Work Week and Overtime

OPD Regulation 300-6, Meals

Sworn: FOP Contract, Article 11, Work Week & Work Shift

____/____/____

Uniforms/Dress Code/"Cool" Days

OPD Regulation Section 400, Uniforms, Equipment, and Appearance
City Policy and Procedure 808.43, Dress Guidelines and "Cool Days" Attire
Current issue of OPD Policy and Procedure 1624, Uniforms

____/____/____

Tools and Equipment

OPD Regulation Section 400, Uniforms, Equipment, and Appearance
OPD Regulation Section 500, Department Property and Equipment

____/____/____

Location of Rest Rooms

First, Second, and Third Floors

____/____/____

OPD Regulations Manual

____/____/____

Access to OPD Policy and Procedures

City Policy and Procedures, Training Bulletins, Bureau Special Orders, Standard Operating Procedures, etc.

STAYING SAFE AND HEALTHY

____/____/____

Exposure Control Training

____/____/____

Employee Assistance Program

The Allen Group, 407.788.8822
City Policy and Procedure 808.4, Drug Free Workplace
Current issue of OPD Policy and Procedure 2202, Employee Assistance Program

____/____/____

Critical Incident Stress Debriefing

Current issue of OPD Policy and Procedure 1502, Critical Incident Stress Management Team

____/____/____

Safety

Safety Shoes, Back Braces, and Safety Equipment Issued (if required)
Sworn: Seat Belts, Body Armor, Traffic Vests, PPEs
Sworn: FOP Contract, Article 24, Safety

____/____/____

Risk Management Accidents

City Policy and Procedure 440.4, Damage Assessment
Notify immediate supervisor.
OPD Policy and Procedure 1621, Risk Management/Worker's Compensation
Sworn: FOP Contract, Article 23, Job Connected Disability

TAKING TIME OFF

____/____/____

Personal Leave

City Policy and Procedure 808.15, Personal Leave Policy
Sworn: FOP Contract, Article 14, Personal Leave

____/____/____

Sick Leave

City Policy and Procedure 808.16, Sick Leave
OPD Regulation 300-23, Reporting Sick
Sworn: FOP Contract, Article 14, Personal Leave

Trainer/Employee/Date

____/____/____

Leave of Absences and Family Leave

City Policy & Procedure 808.25, Leave of Absence
Current issue of OPD Policy and Procedure 1607, Family & Medical Leave Act
Sworn: FOP Contract, Article 21, Leaves of Absence

____/____/____

Management Time

City Policy and Procedure 808.6, Exempt Classifications and Benefit Program

____/____/____

Compensatory Time

City Policy and Procedure 808.35, Work Week and Overtime
Sworn: FOP Contract, Article 12, Overtime

____/____/____

Holidays

City Policy and Procedure 808.24, Holidays
Sworn: FOP Contract, Article 15, Holidays

____/____/____

Bereavement Leave

City Policy and Procedure 808.11, Bereavement Leave
Sworn: FOP Contract, Article 17, Bereavement Leave

____/____/____

Jury Duty

City Policy and Procedure 808.40, Judicial Proceedings

____/____/____

Military Leave

City Policy and Procedure 808.30, Military Leave
Current issue of OPD Policy and Procedure 1611, Military Leave

TRAINING OPPORTUNITIES

____/____/____

On-The-Job Training

(Training Plan/Curriculum, if applicable)
Sworn: Recruit Manual

____/____/____

Educational Assistance

City Policy and Procedure 808.17, Reimbursement of Educational Expenses
Sworn: FOP Contract, Article 35, Educational Reimbursement

____/____/____

How to Apply for Other Jobs and Job Postings

City Policy and Procedure 808.2, Recruitment and Employment

____/____/____

Promotion

Special Promotion Programs, as applicable (Ref: City P&P 808.5, Pay Plans)
Sworn: FOP Contract, Article 41, Promotions

____/____/____

City Training/Development Programs

City Training Manual (copy available from Human Resources)
OPD Training Section - See Training Specialist for outside training opportunities.

Trainer/Employee/Date

PAY AND BENEFITS

____/____/____

Performance Reviews, Merit Increases, and Bonus Awards Program

City Policy and Procedure 808.22, Performance Appraisal and Merit Increase Program
Current issue of OPD Policy and Procedure 1614, Performance Appraisals for Sworn Employees

____/____/____

Payday

Bi-weekly or weekly
Sworn: FOP Contract

____/____/____

Time Sheets

Current issue of OPD Policy and Procedure 1626, Weekly Attendance Records

____/____/____

Shift Differential, Overtime, and Compensatory Time

City Policy and Procedure 808.10, Shift Differential
City Policy and Procedure 808.35, Work Week and Overtime
Sworn: FOP Contract, Article 12, Overtime

____/____/____

Christmas and Longevity Bonuses

City Policy and Procedure 808.5, Pay Plans - Administration and Maintenance
Sworn: FOP Contract, Article 44, Longevity

TO CHANGE PERSONAL INFORMATION

____/____/____

Name, Phone, and Address

OPD Regulation 300-15, Marital Status, Address, and Telephone Numbers
Current issue of OPD Policy and Procedure 1606, Employee Information Update and Security

____/____/____

Beneficiary

City Employee Benefits, 407.246.2244

____/____/____

Emergency Notification

Immediate Supervisor
Current issue of OPD Policy and Procedure 1606, Employee Information Update and Security

HAVING FUN

____/____/____

Recreation and Fitness Centers

City Hall Wellness Center
Orlando Police Headquarters Gym
Downtown Recreation Center, 649 W. Livingston Street
City Policy and Procedure 101.6, Admission to/Use of City Facilities
City Policy and Procedure 808.45, Wellness
Current issue of OPD Policy and Procedure 2001, Orlando Police Headquarters

Trainer/Employee/Date

HAVING FUN (continued)

____/____/____

Employee Volunteer Program

City Volunteer Coordinator, 407.246.2082

____/____/____

City M.E.R.I.T.S. Program
Annual Merits Holiday Celebration
City Policy and Procedure 808.41, Employee M.E.R.I.T.S. Awards

Note: References to policies and procedures may be superseded by any applicable bargaining agreement.

Division Commander/Designee or Training Staff Member Coordinating Training:

Signature

Date

The above checklist has been discussed/reviewed with me:

Signature

Date

1705.3 P&P

DECLARATION WITH RESPECT TO FEDERAL GUN CONTROL ACT

Recent changes to the Federal Gun Control Act, in the form of the Omnibus Consolidated Appropriations Act of 1997, obligate law enforcement agencies to ensure that persons in their employment are not in violation of the Act, which specifically prohibits the possession of firearms or ammunition by any person who has been "convicted in any court of a misdemeanor crime of domestic violence." The law defines "a misdemeanor crime of domestic violence" as an offense that:

- (a) is a misdemeanor under federal or state law; and
- (b) has, as an element, the use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

As a condition of employment, all sworn employees, and certain non-sworn employees whose job responsibilities may on occasion involve the handling of firearms or ammunition, must complete, sign, and deliver this declaration to their immediate supervisors within five days of receipt. (Requests for extensions shall be referred to the Professional Standards Division Commander.) This form will not be filed in your Internal Affairs or personnel file, unless it becomes a basis for disciplinary or administrative action. Unit supervisors shall ensure that the declarations for personnel assigned to their units are forwarded to the Professional Standards Division Commander.

The purpose of this declaration is to obtain information which will assist in determining whether personnel reassignments and/or administrative actions are warranted. Neither your answers, nor any information or evidence gained by reason of your answers, can be used against you in a criminal prosecution.

Have you ever been convicted of "a misdemeanor crime of domestic violence" as defined by the Omnibus Consolidated Appropriations Act of 1997?

Yes _____ No _____

If you answered yes, please provide the following information:

Court/Jurisdiction:
Statute/Charge:
Date Sentenced:

I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. From this day forward, if I am notified that a domestic violence or repeat violence or other injunctive relief restraining the respondent's conduct has been filed against me, I shall immediately notify Internal Affairs and provide a copy of said order.

Name of Employee: _____ Section: _____

Signature: _____ Date Signed: _____