

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**

**1206.1, NOTIFICATION OF ARRESTS AT ORLANDO HOUSING AUTHORITY COMMUNITIES**

EFFECTIVE:	12/26/14
RESCINDS:	1206.0
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	COMMUNITY INVOLVEMENT SECTION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLON

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**POLICY:**

Frequently, Orlando Police officers have occasion to arrest tenants of the Orlando Housing Authority (OHA) communities for crimes committed while on and off these properties. The Orlando Housing Authority has requested that the Neighborhood Patrol Unit (NPU) advise them of such arrests to aid in their formal eviction decision process. The purpose of this directive is to expedite the flow of information regarding tenants involved in illegal activities in order to assist OHA in their eviction procedures and demonstrate our commitment of providing safe neighborhoods for all citizens.

**1. AUTHORIZATION**

OHA lease agreements admonish the tenants from any involvement in illegal activity. Violations of the agreements may be just cause for eviction. The Orlando Police Department is accountable only to inform OHA of a tenant's arrest. It then becomes the responsibility of OHA for the implementation of the eviction process.

**2. PROCEDURES**

This procedure applies when a member of the Orlando Police Department makes an arrest involving a tenant of any OHA community, with the exception of juveniles arrested for misdemeanor crimes.

OHA will be informed of the arrest of OHA tenants for any crime.

The arresting officer shall use all practical means to determine if the arrestee is a tenant of any OHA community. If the arrestee is a tenant of any OHA community, the arresting officer shall forward the name, date of birth, case number and the OHA community where the arrestee resides to the Neighborhood Patrol Unit supervisor via email. The NPU supervisor will then ensure the completion of the Notification of Tenant Arrest form (Attachment A) and proper dissemination of the form(s). The NPU supervisor or his/her designee will be responsible for the delivery of these forms to the proper OHA management authority. The forms shall be dropped off at the appropriate OHA office or left in the after-hours drop box. Should OHA request any further information such as arrest affidavits, police reports or otherwise, they shall be referred to the Records Unit for the appropriate release of this information.

These procedures will also apply to individuals who reside at OHA properties but are arrested elsewhere within the City of Orlando. If an individual is arrested on OHA property but does not reside there, trespass procedures in accordance with the current issue of policy 1127 (Trespass Warnings) shall be followed.

ATTACHMENT A



Orlando Police Department  
Neighborhood Patrol Unit  
Orlando Housing Authority



**Notification of Tenant Arrest**

The person(s) named on this form have been involved in documented criminal activity. Involvement in any criminal activity while a resident of an Orlando Housing Authority community is a violation of Orlando Housing Authority standards and is subsequently grounds for eviction.

Arrestee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Race: \_\_\_\_\_ Sex:  M  F Date of Birth: \_\_\_\_\_

Police Case #: \_\_\_\_\_ Offense Date/Time: \_\_\_\_\_ hrs

Location of Violation: \_\_\_\_\_

Offense(s) Charged: \_\_\_\_\_

Comments: \_\_\_\_\_

**ORLANDO POLICE DEPARTMENT NEIGHBORHOOD PATROL UNIT**

Information other than provided on this form can be obtained only through  
the Orlando Police Records Unit at 407.246.2406.