

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2001.4, ORLANDO POLICE HEADQUARTERS**

EFFECTIVE:	5/10/2018
RESCINDS:	2001.3
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SUPPORT SERVICES MANAGER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

CONTENTS:

1. ROUTINE BUILDING REPAIRS
2. REQUESTS FOR ANY ALTERATIONS AND IMPROVEMENTS
3. EMERGENCY MAINTENANCE REQUESTS
4. AUTHORIZED USE OF FACILITIES
5. DEPARTMENT LOCKERS
6. BUNK ROOMS

POLICY:

This policy establishes procedures for obtaining building maintenance services. Additionally, this policy includes procedures for the training facilities, locker rooms, lockers, classrooms, conference/meeting rooms, and the auditorium.

PROCEDURES:

1. ROUTINE BUILDING REPAIRS

All requests for repairs and/or assistance from Facilities Management shall be directed to the Support Services Manager or his designee, who will submit a Facilities Work Request and coordinate necessary resources.

Please note that it is the responsibility of the requesting party to ensure building security by seeing to it that the responding Facilities Management representative is escorted while in the secure work areas.

2. REQUESTS FOR ANY ALTERATIONS AND IMPROVEMENTS

Requests of Facilities Management for any alterations and improvements including modification of work spaces, whether it simply requires the movement of city-owned equipment or it requires budget expenditures, particularly unplanned and unbudgeted, must be submitted to and approved by the program manager, who will forward the request to the Support Services Manager. All alterations and improvements requiring expenditures must also include a funding source. Final approval for alterations and improvements will be made by the Administrative Services Bureau.

3. EMERGENCY MAINTENANCE REQUESTS

For emergencies both during and after normal working hours, contact Facilities Management at 407.246.2127 and follow the instructions via the prompts or call the Fleet/Facilities cell phone at 407.761.3551. Written notification of such situations must be submitted to the Support Services Manager as soon as possible.

4. AUTHORIZED USE OF FACILITIES

Authorized personnel may use the police headquarters building's common areas during posted hours of operation without additional authorization.

4.1 FITNESS CENTER

The Support Services Manager shall have direct control over the use of the fitness center and may grant exceptions. All non-City employees utilizing the fitness center must have a completed Release of Civil Liability form (Attachment A) signed by the Chief of Police, or designee and on file with Support Services Staff Assistant. The Release of Civil Liability form is not required when individuals are performing required tasks related to their employment.

Fitness center and locker room facilities are available to all Orlando Police Department personnel, police retirees and Orlando Fire Department firefighters. Criminal justice personnel whose work assignment is with OPD sworn personnel, e.g., MBI, DEA, police explorers, interns, cadets, and police chaplains, are authorized to use the fitness center for the duration of their assignment in the police headquarters building upon completion of the Release of Civil Liability form.

Individuals using the fitness center facilities will comply with all posted rules.

Authorized persons using the fitness center are directed to use equipment with care and not to remove any equipment from the fitness center area. Individuals will be held responsible for keeping the equipment clean and orderly while using the facilities. Weights and other equipment should be put back in the proper place when individuals have finished. Failure to comply with this may result in facility privileges being revoked. Persons unfamiliar with physical training equipment will seek training in proper equipment use from the In-Service Training Unit.

4.2 LOCKER ROOM

Professional Standards Division Commander is designated as staff authority over the locker room facilities. The Training Coordinator will assign lockers to OPD personnel during actual use of the facilities.

Lockers are City equipment and the Department reserves the right to inspect them. Lockers assigned to sworn personnel will be inspected in accordance with contractual terms. It is the responsibility of all personnel to keep the locker room neat and clean.

4.3 CONFERENCE/MEETING ROOMS

Each conference/meeting room will be coordinated by the section to which that room is assigned.

5. DEPARTMENT LOCKERS

5.1 EMPLOYEE RESPONSIBILITIES

Employees assigned any Department-issued lockers shall adhere to the following guidelines:

- a. Employees shall not place perishable food in any Department locker.
- b. Employees shall not store any chemicals or extra ammunition in any Department locker other than issued/approved firearms, ammunition, and the chemical agent worn on the duty belt.
- c. Per RM 500-1, when not in physical control of Department property, the employee is required to ensure that the Department locker is securely locked with a standard combination or key lock. The Fraternal Order of Police Bargaining Unit and the City of Orlando agreed that the member will provide his/her own lock for the assigned locker.
- d. Upon transferring to a new unit, the member shall empty out his/her assigned division locker on the effective date of transfer and maintain his/her Department/personal belongings in a safe location until another locker is assigned to him/her in the new division.
- e. Employees shall not place/store anything on the top of a Department locker.

- f. Employees shall not deface or personalize any Department locker. No offensive materials or stickers should be adhered to the interior or exterior of the locker.
- g. An individual using a temporary three-hour workout locker is to ensure that his/her personal workout clothes are removed from the locker after the three-hour period.
- h. Members will not switch lockers with another member.

5.2 DIVISION RESPONSIBILITIES

Each division commander or designated locker administrator shall assign newly transferred members in their division a full-size locker when practical and appropriate, and shall determine that the member transferring out of the unit did remove all belongings from that division locker.

The division commander or designated locker administrator shall ensure an updated locker assignment list for his/her respective division is sent to the Property Supervisor on a quarterly basis.

Searches of lockers will be conducted in accordance with the current bargaining unit agreement or as permitted by law.

5.3 RECORD KEEPING

The Training Section Locker Administrator shall maintain a current list of all personnel with an assigned workout locker.

5.4 WAITING LIST

The Training Section Locker Administrator shall maintain a waiting list of individuals requesting a workout locker. Assignment of workout lockers will be based upon the timeliness of the request for a locker.

6. BUNK ROOMS

6.1 EMPLOYEE RESPONSIBILITIES

Employees utilizing the Bunk rooms shall adhere to the following guidelines:

- a. Employees shall not bring perishable food in any Bunk room.
- b. Bunk rooms shall not be utilized to store equipment and/or personal items.
- c. All duty gear shall be removed prior to using Bunk room furniture.
- d. Employees shall enter their name, employee number, date and time on the Bunk Room sign in sheet before occupying the room (Attachment B).
- e. Employees shall remove linens from beds and place them in the designated laundry basket. Additional linens will be stored in the Bunk rooms.

ATTACHMENT A

NON-EMPLOYEE RELEASE OF CIVIL LIABILITY

In consideration of the privilege being granted me by the Orlando Police Department and the City of Orlando to use the fitness center in the Orlando Police Headquarters building as directed by the In-Service Training Unit, I hereby assume all risk of personal injury, death, property damage, or loss from whatever cause arising while I am approaching, entering, using, leaving, or being about any property of the said City, while I am using, intending to use, or have used this privilege. I release said City, its employees and agents from any liability and will indemnify and save harmless said City, its employees and agents from any such liability or contribution to such liability while using this privilege.

I further agree to adhere to all policies, rules and regulations relating to the use of the fitness center, and that if I am not specifically authorized to utilize the fitness center pursuant to existing policy and procedure, I shall obtain permission to use said facility from the Chief of Police or designated representative.

I understand that it is my responsibility to check with my physician prior to engaging in an exercise program at the Orlando Police Headquarters building to ensure that I am physically able to do so without risk.

It is further understood and agreed by me that this privilege may be revoked at any time by the Orlando Police Department.

DATED THIS ____ DAY OF _____, 20____, AT ORLANDO, FLORIDA.

Name

(Print)

Signed

Authorized

Assignment/Phone Number

Release of Civil Liability expires two years from date of issue. Expiration Date:

_____.

