

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1409.0, OPERATIONAL PLANS AND STATISTICS**

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CHIEF OF POLICE:	JOHN W. MINA

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POLICY:

It is the mission of the Orlando Police Department to keep Orlando a safe city by reducing crime and maintaining livable neighborhoods by investigating and addressing all street-level criminal activity. These types of crimes signal a lack of order and maintenance which can diminish the quality of life in our neighborhoods.

In order to achieve the vision of "Maintaining Livable Neighborhoods," it is necessary to address street-level criminal activities before they develop into more serious crimes. One of the most effective strategies to combat these types of crimes is to implement a multi-disciplined crime suppressing operation. Crime problems may be identified through citizens' complaints, officers' observations, victim analysis, crimes, crime locations and other intelligence sources.

Once a problem is identified, the Division Commander in charge will make the determination if a multi-disciplined operational plan shall be implemented. The purpose of this policy is to provide uniformity of implementation, collection of statistical information, and measurable performance standards. Additionally, a uniformed operational plan policy will provide deconfliction of initiatives and better coordination of departmental resources.

PROCEDURES:

**1. DEFINITIONS**

Street level criminal activity: All crimes commonly addressed by the Patrol Services Bureau and Investigative Services Bureau, and the Special Services Bureau.

Multi-Disciplines: The utilization of multiple law enforcement strategies to include uniformed patrol, traffic enforcement, covert operations, criminal investigations, and code enforcement to resolve criminal activity during an extended but defined operational period.

Geographically Targeted: Anti-crime initiatives implemented to address specific areas of responsibility.

Seasonal Anti-Crime Initiatives: Anti-crime initiatives that are implemented each year to address criminal activity associated with the season (i.e., Summer Violent Crime Initiative, Holiday Shopping etc.).

Performance Standards: Performance standards should be objective, measurable, realistic, and stated clearly in the mission statement of the operational plan.

## 2. TYPES OF OPERATIONS

Common types of Operations:

- a. Probation Sweeps
- b. Warrant Sweeps
- c. Geographically targeted anti-crime initiatives based on trends
- d. Seasonal anti-crime initiatives (i.e. summer crime, holiday)
- e. Sex Offender Compliance Checks (including offenders on probation)
- f. Special Enforcement Initiatives related to quality of life issues such as transient misconduct (flyers, shopping carts, milk crates, camping, bikes without lights, solicitation, panhandling).
- g. Gun seizure focused operation, utilizing traffic and TAC units
- h. Drug Operations

## 3. DOCUMENTATION

An operational plan shall be written to include the following categories and performance measures:

- a. Problem statement
- b. Objective/Mission (Including Performance Standards)
- c. Timeframe (Dates and times of operation)
- d. Resources (Personnel, Equipment needed)
- e. Supervision/Responsibilities
- f. Method of operation/strategies
- g. Statistical reporting
- h. Multi-agency operations (when OPD is the Lead Agency)

Each operational plan shall have a completion date no greater than 60 days from the date of implementation. Operations extending beyond 60 days shall require a new operational plan detailing any changes to categories enumerated above.

Operations that do not require a multi-disciplined approach or resources beyond a section commander/patrol lieutenant are not subject to this policy.

## 4. SUPERVISION

All operational plans shall be created and initiated by a Division Commander or his/her designee. Prior to implementation, each operational plan shall be approved by each of the affected Bureau Commanders. A copy of each approved operational plan shall be forwarded to the Training and Accreditation Section Commander and the Violent Crimes Initiatives Commander's Office. Managers and Supervisors of each Operation shall ensure there are no conflicts with concurrent operations. The operational plan will be uploaded as a secure Google Document to a site where it will be stored and developed into an encrypted web site that automatically totals operation statistics.

## 5. STATISTICAL REPORTING

All operations will have a specific range of information that will be collected via an electronic form at the end of each operational day. Operations will have specific mission oriented criteria, directly related to the central purpose of the operation. For example, probation sweeps and sex offender sweeps will also measure compliance with sanctions. Other quality-of-life operations will measure the amount of contacts within a certain area rather than the number of arrests as a performance standard. All operations will have reporting criteria in the following categories:

- Date of the operation
- Time parameters for the days of operation

- Number of officers devoted to the mission (including supervisors and managers)
- Focus areas (in some operations this will be county wide)
- Number of contacts with suspicious persons
- Number of traffic stops
- Number of custodial arrests (misdemeanor and felony)
- Quantity of targeted contraband (guns, drugs, money, shopping carts, etc. in separate categories)

The statistical reporting form will be developed by the Violent Crimes Initiatives office (based on the operational plan and objectives) and e-mailed to the operational commander. Upon completion and submission, of the statistical form, by the Operations Commander or his/her designee, this form will automatically update a secure web site that can only be viewed by the Operational Commander, the Division Commander, the Violent Crimes Initiatives Commander, the bureau chief, the Chief of Police, and analysts in the Intelligence Unit.

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