

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1134.3, COURTHOUSE SECURITY AND PROCEDURES**

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POLICY:

Pursuant to a “Memorandum of Understanding” established by and between the Orlando Police Department (OPD) and the Orange County Sheriff’s Office (OCSO), an agreement has been made whereas both entities have jurisdiction and share security responsibilities at the Orange County Court Complex. This Memorandum of Understanding shall be in effect through December 31, 2024.

PROCEDURES:

**1. DEFINITIONS**

Business Hours: The regular work schedule of the courts of the Ninth Judicial Circuit plus all other times court is in session or an event attended by Orange County deputies occurs within the Courthouse.

Emergency Incident: A disturbance or other situation including, but not limited to, an in-progress event that calls for an immediate law enforcement response.

Non-Emergency Incident: A disturbance or other situation that calls for a timely, but not necessarily immediate, law enforcement response.

In-Progress Incident: A disturbance or other situation that is on-going or under way, that calls for law enforcement response, whether of an emergency or non-emergency nature.

**2. RESPONSIBILITIES**

2.1 ORANGE COUNTY COURT COMPLEX AREA

The Orange County Court Complex area is bounded by Amelia Avenue on the north, Livingston Street on the south, Magnolia Avenue on the east, and Orange Avenue on the west. The Orange County Court Complex includes:

- a. Building A, which houses the Public Defender’s Office.
- b. Building B, which houses the State Attorney’s Office.
- c. Building C, which houses the courts of the Ninth Judicial Circuit (Courthouse).
- d. Plaza.
- e. Parking areas.

## 2.2 ORLANDO POLICE DEPARTMENT

During and after business hours, OPD shall handle emergency and non-emergency incidents and parking enforcement in the following areas:

- a. The following specified parking areas:
  - (1) the multi-story parking garages north of the Courthouse complex
  - (2) the loop/drop-off area to the west of the Courthouse complex and adjacent to Orange Avenue.

After business hours, OPD shall handle emergency and non-emergency incidents occurring within the Orange County Court Complex, including but not limited to Special Weapons and Tactics (SWAT) operations and in-progress events.

## 2.3 ORLANDO FIRE DEPARTMENT

During and after regular business hours, the Orlando Fire Department Arson/Bomb Squad shall be responsible for Explosive Ordnance Disposal (EOD) responses within the Orange County Court Complex. In the event that OFD is not available for immediate response, the OCSO will be contacted and requested to send their Hazardous Devices Unit to address the need for an EOD response.

## 2.4 ORANGE COUNTY SHERIFF'S OFFICE

During business hours, OCSO shall handle emergency and non-emergency incidents including, but not limited to, Special Weapons and Tactics ("SWAT") operations and in-progress events occurring within the Orange County Court Complex:

- a. Building A, which houses the Public Defender's Office;
- b. Building B, which houses the State Attorney's Office;
- c. Building C, which houses the courts of the Ninth Judicial Circuit Courthouse;
- d. Plaza;
- e. The following specified parking areas:
  - (1) the law enforcement parking lot at the rear of the courthouse
  - (2) the dock area which receives deliveries

A control desk located within the Courthouse is staffed at all times. The telephone number is 407.836.6060. Personnel assigned to this duty are able to facilitate response by OPD and the Orlando Fire Department (OFD). They are also able to contact the Commander of the OCSO Court Services Division and Commander of the OCSO Court Security Section, as needed.

# **3. SHOOTINGS**

If an on-duty OPD officer or OCSO deputy is involved in a shooting at the Orange County Court Complex in the course and scope of his/her employment, the following protocol shall apply:

- a. The OPD officer shall be considered to be working under the exclusive control and authority of OPD, not the OCSO. OPD shall be responsible for conducting the applicable criminal investigation.
- b. The OCSO deputy shall be considered to be working under the exclusive control and authority of OCSO, not the OPD. OCSO shall be responsible for conducting the applicable criminal investigation.
- c. If law enforcement officers from both agencies are involved in such a shooting, they shall be considered to be working under the exclusive control and authority of their respective agencies. OPD and OCSO shall be responsible for jointly conducting the applicable criminal investigation, in partnership with any other law enforcement agency requested by either OPD or OCSO.

**4. EVACUATION**

In consultation and cooperation with OPD and OFD, the OCSO shall develop a search and evacuation plan for the Courthouse that includes directing persons away from the area immediately surrounding the Courthouse.

**5. TRESPASS**

The Orange County Government Facilities Manager or designee is authorized to issue a Trespass Warning to any person or persons who are at the Orange County Court Complex without authority or who violate any of the rules and regulations established for the orderly use of the premises.

**6. LIABILITY**

Each party shall be responsible for the acts, omissions, and conduct of its officers, employees, and volunteers occurring in the course and scope of their employment or volunteer duties hereunder, subject to the provisions of Section 768.28, F.S.

**7. WEAPON POSSESSION BY LAW ENFORCEMENT**

Pursuant to the Ninth Judicial Circuit's Administrative Order 07-95-51-03, any law enforcement officer who is not in uniform and on duty and is in possession of a firearm must keep the firearm concealed at all times so that the firearm is not visible while in the Courthouse. Any law enforcement officer who is in uniform and/or in possession of a weapon or firearm shall not be permitted to attend or participate in any court proceeding that is not work-related. Any law enforcement officer conducting personal off-duty business within the Courthouses shall not be permitted to be in possession of any weapon or firearm.