

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

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CHIEF OF POLICE:	ORLANDO ROLÓN

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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**

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**City's Mission Statement**

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

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**OPD's Mission Statement**

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

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**New Employee Orientation Class**

Employee attended on \_\_\_\_\_ as scheduled by City Human Resources Department.

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**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.

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**Police Accreditation Training**

Professional Standards Section Commander 1628 Accreditation

**POLICY AND LAW**

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**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)

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**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.

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**Solicitation**

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

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**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**

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**Confidential Information**

OPD Regulation 800-12, Security of Departmental Business

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**Americans with Disabilities Act**

City Policy and Procedure 101.4, Americans with Disabilities Act

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**Sexual Harassment**

OPD Regulation 200-24, Sexual or Racial Harassment  
City Policy and Procedure 808.26, Harassment

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**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

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**Punctuality and Absences**

OPD Regulation 300-4, Punctuality and Absences  
City Policy and Procedure 808.20, Disciplinary Action

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**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**

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**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

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**Telephone**

OPD Regulation 500-10, Department Telephones

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**Work Hours and Attendance**

City Policy and Procedure 808.35, Work Week and Overtime  
Sworn: FOP Contract, Article 11, Work Week & Work Shift

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**Parking**

OPH Parking Lot  
Current issue of OPD Policy and Procedure 1802, Use of City Vehicles  
Sworn: FOP Contract, Article 38, General Provisions

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**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

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**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

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**Tools and Equipment**

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

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**Location of Rest Rooms**

First, Second, and Third Floors

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**OPD Regulations Manual**

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**Access to OPD Policy and Procedures**

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

**STAYING SAFE AND HEALTHY**

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**Exposure Control Training**

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**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

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**Critical Incident Stress Debriefing**

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

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**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

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**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**

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**Personal Leave**

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

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**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**

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**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

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**Management Time**

City Policy and Procedure 808.6, Exempt Classifications and Benefit Program

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**Compensatory Time**

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

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**Holidays**

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

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**Bereavement Leave**

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

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**Jury Duty**

City Policy and Procedure 808.40, Judicial Proceedings

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**Military Leave**

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

**TRAINING OPPORTUNITIES**

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**On-The-Job Training**

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

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**Educational Assistance**

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

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**How to Apply for Other Jobs and Job Postings**

City Policy and Procedure 808.2, Recruitment and Employment

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**Promotion**

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

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**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**

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**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

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**Payday**

Bi-weekly or weekly  
Sworn: FOP Contract

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**Time Sheets**

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

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**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

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**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**

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**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

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**Beneficiary**

City Employee Benefits, 407.246.2244

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**Emergency Notification**

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

**HAVING FUN**

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**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)**

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**Employee Volunteer Program**

City Volunteer Coordinator, 407.246.2082

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**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: \_\_\_\_\_