

Policy: 1705.3, New Employee Orientation

Effective Date: 12/10/2020

Distribution Group: All Employees

Review Responsibility: Training Division Commander

Accreditation Chapter(s): 10, 29

Chief of Police: Orlando Rolón

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I. 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.

II. POLICY

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.

III. DEFINITIONS

None

IV. 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. OPERATION 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.

V. FORMS AND APPENDICES

ATTACHMENT A-Orientation Checklist

ATTACHMENT B-Federal Gun Control Act

VI. REFERENCES

This policy rescinds Policy and Procedure 1705.2

Related Policies: Not Applicable

Related Laws: Not Applicable