

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1612.0, ON-DUTY ATTENDANCE OF POLICE ORGANIZATIONAL ACTIVITIES**

EFFECTIVE:	06/15/04
RESCINDS:	AD-36
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	STAFF DIRECTOR
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLON

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POLICY: It is the policy of the Department to exercise control of employees' on duty attendance of seminars, conferences, meetings, and on-duty attendance of City Council, Civil Service Board, and Department teams.

PROCEDURES

1. TRAINING/RETRAINING

Any employee may attend a training or retraining session for a specific police task at the expense of the Department with the approval of the Chief of Police or appropriate bureau commander. See the current issue of 1706, Travel/Training, for the proper procedure to apply for training opportunities.

2. MEMBER'S SPECIAL LEAVE

The Department will consider requests for special leave from members holding executive office in a police-related organization as outlined in Section 10.03 of the Civil Service Rules and Regulations Code.

A written request for approval to attend such sessions shall be submitted to the Chief of Police, via the chain of command, at least five days prior to the beginning of the session. The request shall include:

- a. Name, rank, and assignment of requesting member.
- b. Name of sponsoring organization and location of event.
- c. Amount of time required.

Recommendation of approval or disapproval of these requests will be made by each supervisor in the chain of command based on workload and manpower availability.

3. EMPLOYEE'S SPECIAL LEAVE

Employees may be granted a leave of absence without pay as outlined in Section 808.25 of the City of Orlando's Policy and Procedures Manual.

4. CITY COUNCIL MEETINGS

Employees shall not attend City Council meetings while on duty unless:

- a. Assigned to do so by the Chief of Police.
- b. Invited by City Council.

Any employee wishing to attend City Council meetings while on duty may do so only after obtaining written permission from the Chief of Police via the chain of command.

5. CIVIL SERVICE BOARD MEETINGS

Members shall not attend Civil Service Board meetings while on duty acting as a representative of a committee or organization. Members may attend such meetings on duty:

- a. When assigned to do so by the Chief of Police.
- b. At the expressed invitation of the Civil Service Board.
- c. With permission of the Chief of Police via the chain of command.
- d. When acting pursuant to the appellate procedures as outlined in the Civil Service Code.

6. DEPARTMENT TEAMS

The Department will consider allowing employees who are members of the Orlando Police Department sponsored teams to attend events while on duty providing that ten days prior notice is given and subject to approval by the Chief of Police.