

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1119.5, OPERATIONAL NOTIFICATION OF POLICE INCIDENTS**

EFFECTIVE:	6/12/2019
RESCINDS:	1119.4
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PATROL SERVICES BUREAU COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

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**POLICY:**

It is the policy of the Department to make notification to appropriate personnel within any bureau affected by a serious or extraordinary police incident.

**1. RESPONSIBILITIES FOR EXTRAORDINARY POLICE INCIDENTS**

Any supervisor becoming aware of a serious or extraordinary police event shall respond to the scene, when possible, and immediately notify the watch commander. The supervisor will be responsible for the scene until relieved by the watch commander or other higher authority.

The watch commander will be responsible for ensuring that additional notification, as determined necessary, is made and will assume responsibility over the initial incident unless relieved by higher authority.

When, in the event of an extraordinary police incident, it becomes necessary to mobilize the majority of the Department's sworn strength, the commander of the Patrol Services Bureau will have total responsibility for the police action, unless relieved by higher authority.

An extraordinary police incident shall include, but not be limited to, the following types of events:

- a. A natural disaster
- b. A major labor demonstration
- c. A civil disturbance

**2. GENERAL NOTIFICATION PROCEDURE**

The watch commander shall, after gathering sufficient facts, make a determination as to what further notification is appropriate. The following guidelines should be used:

- a. If the incident is such that it affects only one division or bureau and additional personnel resources are not required, only the command staff within that division or bureau need be notified.
- b. If the incident requires additional personnel resources from outside the initial division or bureau, the watch commander will ensure that the necessary section or unit supervisors are notified.
- c. The commander of the assisting section or unit will assign personnel as necessary, and make the appropriate notification within his/her respective bureau.

- d. Whenever an incident requires a watch commander to set up a Mobile Operations Center, the division commander, bureau chief, and the Chief of Police will be notified.
- e. Group emails have replaced notifications that were formerly sent by Staff pages. Group emails should be sent to [operationalnotifications@orlando.gov](mailto:operationalnotifications@orlando.gov). Employees not already on the list who wish to be included in the notification process should send an email request to the Patrol Services Bureau Aide.

### 3. SPECIFIC NOTIFICATION REQUIREMENTS

In an effort to keep the Chief's staff and command staff informed on a timely basis, the watch commander shall make telephone notifications as soon as practical for the following events. Notification is mandatory for the affected chain of command inclusive of the Chief of Police. The below-listed guidelines shall be strictly adhered to:

- a. Death or injury to an officer that requires transportation or treatment at the hospital. If the injury is minor, an email by 0700 hours will be sufficient.
- b. Death or injury to a citizen caused by police action that requires admittance to the hospital. If the injury is minor, an email by 0700 hours will be sufficient.
- c. Shot fired at or by an officer to include accidental discharges or shots fired at an animal.
- d. Death or serious injury to a suspect.
- e. Civil disturbance or major demonstration.
- f. Barricaded armed suspect, hostage, or abduction incident.
- g. Natural disasters or major hazardous material accident.
- h. Homicides.
- i. Shots fired at or by an officer of another jurisdiction that occurs within the City limits, or when OPD uses significant resources to assist another jurisdiction with an officer-involved shooting outside the City limits.
- j. Relief of Duty of an officer.
- k. Arrest of any city employee, current or former.
- l. Any school lockdown within the City.
- m. Any police contact where the suspect or victim is a government employee or a family member of a senior government employee.
- n. Loss or theft of a Department firearm or Taser.
- o. Any violent crime occurring on City property.

In addition to telephone notifications, watch commanders shall send a group email regarding all events listed above (with the exception of subsections j and k) to [operationalnotifications@orlando.gov](mailto:operationalnotifications@orlando.gov). Watch commanders should use sensitivity and appropriate discretion in deciding the type of information to include in the message. The email will be sent as soon as practical after any event.

If any of the following incidents occur, notification may be made as soon as practical by sending a group email to [operationalnotifications@orlando.gov](mailto:operationalnotifications@orlando.gov):

- a. Any extraordinary incident that causes the utilization of significant police resources.
- b. Incident that causes significant news media attention.
- c. Significant closure of Interstate 4, State Road 408 or State Road 528.
- d. Missing person incidents involving significant resources.
- e. Traffic fatalities.
- f. Partial closure of Interstate 4, State Road 408 or State Road 528.

The watch commander must personally notify the Mayor of any homicide, discharge of a firearm (other than in routine range training) by a Department member, or any school lockdown. This notification includes "3c" above. Notification to the Mayor must be done at the time of the incident. In addition, the watch commander making the notification shall contact the Chief of Police any time the Mayor is informed of this type of incident.

City Commissioners shall be notified (as soon as practical) by their police liaison officers of the following events occurring within their district:

- a. Death or serious injury to a citizen caused by police action.
- b. Shots fired at or by an officer.
- c. Barricaded armed suspect, hostage, or abduction incident.
- d. Civil disturbance or major demonstration.
- e. Major hazardous material accident.
- f. Homicides.
- g. Any extraordinary incident that causes the utilization of significant police resources.
- h. Any incident that causes significant news media attention.

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