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**135.3 SUBJECT: OPERATING PROCEDURES**

:1 OBJECTIVE:

Provide a process to develop, update, distribute and monitor shared-facility operating procedures that recognize the independence and interrelationship of Orlando Operations Center (OOC) tenant departments/bureaus.

:2 AUTHORITY:

The procedure adopted by City Council July 23, 2001; re-formatted April 2004.

:3 DIRECTION:

Orlando Operations Center Governing Board

:4 METHOD OF OPERATION::

A. Definitions:

1. Shared-facility operating procedures are those procedures which all tenant departments/bureaus are expected to follow.
2. Tenant department/bureaus are Fire (including Emergency Operations), Police and Transportation Engineering.
3. Facility Manager is responsible for planning, organizing, coordinating and facilitating activities related to law enforcement accreditation standards, maintenance, repairs and improvements to the Center as well as related cost and budget activities.
4. Law Enforcement Accreditation Standards are those outlined by the accrediting body (currently the Commission for Florida Law Enforcement Accreditation, Inc.)

B. Each tenant department/bureau must recognize the interdependence of all tenant departments/bureaus within the Center. Accordingly, all facility related physical and procedural changes proposed by an individual tenant department/bureau must be presented to the Facility Manager as early as possible for assessment of the impact on the Center, on law enforcement accreditation standards, and the Center's goal of providing cost-effective, state of the art public safety for the citizens, visitors and other constituents of Orlando. Tenant departments/bureaus may, and are encouraged, to solicit concurrence, assistance, funding, etc. from other tenant departments/bureaus. The Facility Manager will complete the assessment as quickly as possible and present the facts along with any tenant recommendations to the OOC Governing Board.

C. The OOC Governing Board may accept/reject the proposal which will be determined by a tally of all voting members. The Board's acceptance/rejection will be final with the following exceptions:

1. Spending authority must be within City guidelines and budgetary approval requirements.

2. Information Technology Executive Committee, in accordance with City Policy and Procedure, Section 701.3, must approve all technology related proposals for consistency with current and future requirements.
  3. The Chief of Police must approve any decisions that would impact compliance with law enforcement accreditation standards.
- D. The OOC Governing Board may accept a proposal from tenant departments/bureaus but not authorize funding by the Center. In these situations, the individual department/bureau may go forward with the proposal at its own cost but it cannot interfere with the operations of co-tenants. Should co-tenants subsequently decide to participate in the proposal, the initiating department/bureau will be permitted to recoup a reasonable, rational proportion of the original expenditures from the department(s)/bureau(s) seeking to join the proposal.
- E. To foster a cooperative environment, tenant departments/bureaus should recognize the impact their internal operating procedures may have on co-tenants and should attempt to develop consistency between department/bureau operating procedures.
- F. Tenant departments/bureaus should be sensitive to the law enforcement accreditation standards governing building security, police communications operations and the handling of items/communications that have evidentiary value.
- :5 FORMS:  
None.
- :6 COMMITTEE RESPONSIBILITIES:  
Not applicable.
- :7 REFERENCE:  
Approved by City Council July 23, 2001; re-formatted April 2004.
- :8 EFFECTIVE DATE:  
This procedure effective July 23, 2001.