

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1117.18, EXTRA-DUTY AND OUTSIDE EMPLOYMENT**

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POLICY:

It is the policy of the Orlando Police Department to allow employees to engage in extra-duty or outside employment that does not pose a conflict with their primary job assignments, that is not in violation of any federal or state law, county or City ordinance, or Departmental policy, and would not adversely affect the discipline, good order, or reputation of the Department. Final authority rests solely with the Chief of Police. The terms of the Collective Bargaining Agreement between the City and the FOP will be adhered to by bargaining unit members.

Employees working extra duty shall abide by all policies and procedures of the Orlando Police Department and all federal, state, and local laws.

All extra-duty employment shall be recorded in the extra duty software application. This includes any job and shift that is not part of an employee's regular duty work or compensation.

1. DEFINITIONS

City-Sponsored Events: Events paid through the City of Orlando, including, but not limited to, events at City Venues, City parks, the Central Florida Fair, foot races, and parades.

Courtesy Officer: Any sworn member (who has completed Field Training) working extra-duty employment as security at an apartment or condominium complex within the City of Orlando where the employee resides and receives any compensation including discounted rent or free services.

Extra Duty Coordinator: An employee who has, at the discretion of the private employer, been selected and is compensated exclusively by a private employer to coordinate extra-duty services. Extra duty coordinators shall record all jobs and shifts coordinated in the extra duty software application.

Extra-Duty Employment: Any detail requiring the use of law enforcement personnel approved by the Department. Although members working extra-duty or outside employment are not acting on behalf of the Orlando Police Department or the City, these jobs are regulated to ensure that the employment does not reflect negatively on the profession or the Department. For the purpose of income, taxes or other governmental regulations, extra-duty employment may be referred to as secondary employment. For the purpose of this policy, it is referred to as extra-duty employment or extra duty.

Extra Duty Software Application: The computerized system used by the Orlando Police Department to record, manage and operate all extra-duty employment. The system is known as Cover Your Assets (CYA). The application is secure, web-based, and accessible anywhere there is internet access. CYA requires access via a web browser. A user instruction guide and a link to the system are available on OPD Online.

Non-Law Enforcement Security Services: Outside employment providing security services including, but not limited to, duties ranging from locking gates, checking lights, trespassing unwanted guests (when acting as an agent of the complex), personal bodyguard duties, private investigations, and chauffeur duties.

Non-Permanent Extra Duty: All requests for employment of extra duty employees for the following events: 18A events, City Venues events, City-sponsored events, and jobs located within the Orlando International Airport, and jobs that require the use of special law enforcement equipment or skills (i.e., motorcycle officers, K9 officers, etc.).

Outside Employment: Non-OPD employment that does not require law enforcement authority or equipment. The Department regulates outside employment to ensure that members do not engage in employment that may reflect negatively on the profession or the Department. For the purpose of income, taxes or other governmental regulations, outside employment may be referred to as secondary employment. For the purpose of this policy, it is referred to as outside employment.

Permanent Extra-Duty Employment: Extra-duty employment performed on a regular basis for specific employers, whether seasonal or year-round, and which is coordinated by an employee of the Department.

Special Operations Division (SOD) Extra Duty Coordinator: Administrator of all extra-duty employment, with the exception of City-sponsored, 18A, and non-law enforcement-related outside employment for the Department.

System Administrator: Member granted the authority to operate certain system controls in the CYA Extra Duty program.

Temporary Extra-Duty Employment: Extra-duty employment (excluding City/Department-sponsored extra-duty employment) of a temporary or short duration.

2. GENERAL PROVISIONS

2.1 PRIMARY DUTY

The primary duty, obligation, and responsibility of employees are to the Department at all times.

2.2 PROPER ACTION

Employees engaged in outside employment will, at all times, take proper action regarding any offense or condition requiring law enforcement action.

2.3 ELIGIBILITY

2.3.1 TEMPORARY EMPLOYEES/RECRUITS/RESERVES

No temporary employee attending the police academy or police recruit assigned to the field training program may engage in extra-duty employment of a law enforcement or non-law enforcement nature. Reserve officers may only participate in extra-duty employment of a law enforcement or security nature with the approval of the Special Patrol Section lieutenant. Employment of a security nature includes working security at an apartment complex where the employee resides.

Once a full-time officer has successfully completed the police academy and field training program, he or she may engage in extra-duty employment, with approval by the section commander, prior to the completion of his or her probationary period.

2.3.2 COMMUNITY SERVICE OFFICERS (CSOs)

Community Service Officers may engage in extra-duty employment providing traffic direction or administrative duties. Unless otherwise stated, all provisions of this directive will apply to CSOs, within the scope of their authority. CSOs will not be allowed to work extra duty in areas that are listed as "CSO no response areas." A current list of these areas is maintained in Communications and may be accessed via OPD Online, Admin tab, under Employment.

2.3.3 COMMUNICATIONS PERSONNEL

Communications personnel may engage in extra-duty employment providing radio communications or administrative duties.

2.3.4 UNDERCOVER UNITS

Employees assigned to undercover or covert investigative units will not be permitted to engage in any extra-duty or outside employment that may compromise their identity as police officers or place any investigation in jeopardy of discovery. Division commander approval must be obtained in writing, via the chain of command, prior to engaging in any extra-duty or outside employment.

2.3.5 DENIAL OR RESCISSION OF REQUESTS

Employees may be denied the privilege to work extra-duty or outside employment if the employee's sick leave, discipline record, or present job performance indicates the lack of ability to sustain both Departmental and outside employment. These employees will be so advised by their section commander.

Members are not eligible for extra duty when relieved of duty. If law enforcement extra-duty employment is scheduled, the member must notify the manager who is relieving him or her of duty, and the relieving manager will notify the Special Operations Division Commander of the member's inability to provide police services.

3. EXTRA-DUTY EMPLOYMENT

The following are requirements for extra-duty employment positions:

- a. Employees shall not engage in extra-duty employment outside of the jurisdiction of the City of Orlando.
- b. Except for the four-hour minimum as provided in the current collective bargaining agreement (CBA), in no instance will a member, employee, or reserve officer claim or receive compensation for time not worked.
- c. Minimum pay scale: As specified in the current CBA, or for CSOs, as published by the Department.
- d. Total payment must meet the hourly rate and the minimum hours in the current CBA. A four-hour minimum will be charged to those employers who cancel an extra-duty job without a four-hour notice. This also applies to Community Service Officers.
- e. Because of the unique security requirements involved at the Orlando International Airport and the limited number of qualified officers available to fill extra-duty positions, a four-hour minimum will be assessed to those employers who cancel an extra-duty job without an eight-hour notice.
- f. Officers working extra-duty paid through City payroll will be treated for Workers' Compensation purposes as though on duty, and for defense and indemnity purposes will be provided the protections of Article 28 of the current CBA as though working on duty.
- g. Hours worked will not be in conflict with regular duties or inhibit an employee's ability to perform satisfactorily during normal duty hours. Extra-duty employment work, when combined with voluntary overtime assignments and the employee's normal working hours for the City, shall not exceed seventy-two (72) hours in any one work week (Sunday 0001 hours to 2400 hours Saturday). Exception to this limitation may be requested in writing to the employee's section commander, who may approve or disapprove the request. This limitation shall not apply between October 1st and January 2nd. All extra-duty hours worked shall be reported on the time sheet along with each location and hours worked.
- h. All extra duty employment that requires or may reasonably require the exercise of law enforcement authority, or extra duty employment that requires the wearing of a police uniform, shall be paid through City payroll and not directly to the employee by an extra duty employer or entity. No employee may accept cash from an extra duty employer or entity on

behalf of Fiscal Management in order to convert the cash into a check, money order, or other accepted payment methods of Fiscal Management. Fiscal Management does not accept cash or credit card as a form of payment.

3.1 ATTIRE FOR EXTRA-DUTY EMPLOYMENT

For the protection and safety of employees and the public, all employees who work extra-duty employment shall work in the approved uniforms identified in OPD Policy 1624 except when police officers work extra-duty employment jobs as a team (two sworn OPD officers): one of the members may work in plain clothes with the approval of the employee's division commander or higher authority; however, the uniformed member of the team shall accompany the plainclothes member when any enforcement action is initiated. If any establishment requests an officer in plainclothes assignment, a uniformed officer must be present for the duration of the assignment unless prior approval is granted by a division commander.

Extra-duty employment at inside details for City Venues (Amway and Citrus Bowl) and Dr. Phillips Performing Arts Center (DPAC) must either wear Class A, B, C patrol uniforms, or the Patrolling Uniform. Employees shall not wear Special teams/unit uniforms unless working in that capacity for the event.

In addition, police officers working in plain clothes at 18-A events (e.g., bootlegging details) must report to the event briefing and the event commander prior to engaging in extra-duty plainclothes duties. They will also work in conjunction with the uniformed officers assigned to the detail.

3.2 REQUIRED COMMUNICATIONS NOTIFICATION

Employees working extra duty shall advise OPD Communications by telephone or radio of their identity by employee number, location, and work hours at the beginning of the shift. Employees working extra-duty employment are required to carry and monitor a Department-issued radio with them at all times. Employees working extra duty shall advise OPD Communications by telephone or radio when going off shift.

3.3 EXTRA-DUTY EMPLOYMENT AUTHORIZATION FORMS

An Extra-Duty Employment Authorization form (Attachment A) is required when: 1) an employee is coordinating a permanent extra-duty employment detail; 2) an officer is working as a Courtesy Officer; or 3) an employee is accepting extra-duty employment directly from a citizen that is not a permanent extra-duty job listed with the Department, and it has not already been approved and posted by the Department.

3.4 SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) shall request in writing to work a school-sponsored event outside the City limits of Orlando. The written request must be submitted to the Chief of Police via the chain of command. The request and submitted written documentation will be filed with the SOD Extra Duty Coordinator. Requests will be considered on a case-by-case basis at the discretion of the Chief of Police.

School Resource Officers shall file an Extra-Duty Employment form with the Special Operations Extra Duty Coordinator. The form shall be signed by the school administrator (principal) or their designee for each school where extra-duty employment is performed. This form shall serve as authorization for the permanent extra-duty employment performed at or for the school each year.

Upon approval, SROs may use Department-issued equipment in the performance of their duties (i.e., weapons, handcuffs, ID folder and uniform) when working a school-sponsored event outside the City limits.

3.5 REPLACEMENTS

It shall be the responsibility of the employee who has signed up to work an extra-duty job to report to and work the job assignment. Employees may cancel from a job by using the cancel option online. This option only requests a cancellation but does not relieve the employee of the job until another employee takes that job. Upon selecting to submit a cancel request, the employee must give the reason for the cancellation. This option will allow any eligible user to take the job; however, the assignment will remain in the employee's schedule unless another employee takes that job. If an employee cancels but will work the job, that employee should take the job back. If the employee does not take it back, and both officers arrive on the job, the one with the assignment shown in their schedule will remain assigned and the one not will be sent home with no expectation to any minimum due.

If an employee who has signed up for extra-duty employment is relieved of duty or on restricted duty and cannot fill a job already assigned, they must notify the Special Operations Extra Duty Coordinator and the coordinator of their assignments immediately. If a coordinator is relieved of duty, they must immediately notify the Special Operations Extra Duty Coordinator and advise who will be acting as a coordinator during their relief of duties.

3.6 RETENTION OF AUTHORIZATION FORMS

The SOD Extra Duty Coordinator shall retain a copy of the Extra-Duty Employment Authorization form for five years.

4. OUTSIDE EMPLOYMENT

The following are employment requirements for outside duty employment:

- a. No minimum pay or hours.
- b. The City of Orlando does not provide general liability or Workers' Compensation for outside employment. Employees are responsible for obtaining their own insurance.
- c. Hours worked will not be in conflict with regular police duty or inhibit an employee's ability to perform satisfactorily during normal duty hours.
- d. Type of work will not be demeaning to an employee and/or the Department.
- e. Employment will not be in conflict with City/Department written directives, Civil Service Codes, state statutes, or City Codes.
- f. All employees shall comply with the City's Ethics Manual and City Policy 800.5, City of Orlando Ethics Policy. Employees will complete a Request for Authorization for Outside Employment form (Attachment B), which will be forwarded to and maintained in the employee's personnel file at City Hall. The form template is located on the City's intranet at <http://teamlink/hr/employeeerecords/forms/>. A copy of the endorsed form will be provided to the Extra Duty Coordinator by the Chief or his or her designee.

5. NON-LAW ENFORCEMENT SECURITY SERVICES

Non-law enforcement security services employment may be approved provided the following requirements are met:

- a. All employment requests must be submitted via the employee's chain of command and be approved by the bureau commander.
- b. Employees shall meet any applicable licensing requirements, including those contained in Section 493, Florida Statutes (private investigative or patrol agencies).
- c. Employees shall not use any Department-issued equipment (i.e., weapons, handcuffs, ID folder, and uniform) in the performance of their duties.
- d. Employees shall not identify themselves in any manner as Orlando Police officers while in the performance of their non-law enforcement security services.
- e. The City of Orlando does not provide general liability insurance or Workers' Compensation for non-law enforcement security services. Employees are responsible for obtaining their own Workers' Compensation insurance.
- f. Employees shall obtain coverage under a comprehensive general liability insurance policy. Coverage shall include: false arrest, detention or imprisonment; libel, slander or defamation of character; violation of the Right to Privacy; assault and battery; and firearm incidents (if applicable). At a minimum, the policy will be in the amount of \$100,000 per person, \$300,000 per occurrence, and property damage in the amount of \$100,000 per occurrence.
- g. A copy of the insurance policy and any applicable license shall be furnished with the Non-Law Enforcement Security Services Authorization form (Attachment C).
- h. All employees shall comply with the City's Ethics Manual and City Policy 800.5, City of Orlando Ethics Policy. Employees will complete a Request for Authorization for Outside Employment form, which will be forwarded to and maintained in the employee's personnel file at City Hall. The form template is located on the City's intranet at <http://teamlink/hr/employeeerecords/forms/>. A copy of the endorsed form will be provided to the Extra Duty Coordinator by the Chief or his/her designee.
- i. Complete Request for Authorization for Outside Employment.

- j. Complete Non-Law Enforcement Security Services Authorization form.

6. CONFLICTS OF INTEREST

Employees may not engage in any employment that would create a conflict of interest or the appearance of a conflict of interest. Accordingly, employees are prohibited from personally performing general private investigative services (e.g., stakeouts, credit checks, surveillance).

The following employment is permitted provided the employment complies with all legal requirements and Departmental orders:

- a. Working security guard duty protecting premises or property.
- b. Providing dignitary protection.

Employees may not be hired to work in the following circumstances, nor may any company owned or operated by an employee provide such services:

- a. Assisting in the defense of a criminal case.
- b. Assisting in any case against a governmental entity.
- c. Assisting in any case in which OPD is a party.
- d. Assisting as an expert witness in any case in which OPD is a party or was the initial investigating agency.
- e. Conducting pre-employment checks into the applicant's previous criminal history provided that only public records are accessed.
- f. Performing accident investigations or providing technical services as otherwise permitted by this section.

Employees shall not receive outside compensation of any kind for work on OPD cases.

Employees shall not use Departmental resources or facilities to conduct record or vehicle tag checks, or to obtain other information not generally available to the public, unless engaged in official law enforcement activities. Employees may obtain public information by using the same means and paying the same fees applicable to the general public.

Officers are strictly prohibited from using their law enforcement authority (i.e., by wearing uniform, showing badge, or revealing police identity) in civil situations such as evictions, auto repossessions, or collection of rents or damage fees in landlord tenant situations.

7. EXTRA DUTY PROGRAM SOFTWARE APPLICATION

7.1 GENERAL PROCEDURES

Only designated system administrators and documented extra duty coordinators who have scheduling privileges on the Cover Your Assets (CYA) Extra Duty program shall make changes or remove employees from a posted job. A list of system administrators and coordinators is located with the SOD Extra Duty Coordinator.

The CYA software application user guide is available on OPD Online. The link to the application is also available on OPD Online, but can also be accessed via secure internet connection from any web browser.

In accordance with City Policy 751.2, employees are prohibited from logging on to the CYA system with another employee's user name and password to sign up for extra-duty jobs.

Employees may sign up for up to four extra-duty job selections at different locations every 24 hours. A system administrator may amend the waiting period and it will be indicated in the posting.

The CYA system is designed to hold and manage the limitations set by policy. The system will not allow an employee to sign up for more jobs than allowed or exceed the limit of hours worked per week. The system will not allow users to take jobs that create any scheduling conflict.

Within 24 hours of completing an extra-duty job, the employee will close out the job with the accurate number of hours worked unless the number of hours worked is less than the minimum number of hours guaranteed to the employee under Article 46.6 of the current CBA. When this occurs, the employee shall log in the minimum number of hours for the job and note the actual number of hours worked in the comments section in CYA.

7.2 EXTRA DUTY COORDINATORS

An extra duty coordinator of any event or routine extra-duty job may set a preferred and/or private pool list, which allows them to sign up preselected officers for any number of days or time slots and any vacant positions for the extra-duty job/event they are coordinating, and to be able to sign up officers for their event more than once on the CYA system.

Extra Duty Coordinators are required to submit a CYA generated invoice to their private employer and OPD Payroll on a regular basis, not to exceed one month. Manually generated invoices can only be submitted in emergency situations with the approval of the Special Operations Division Commander. All fees charged by an Extra Duty Coordinator for coordination services shall be entered into CYA and shall be paid through City payroll and not directly to the Extra Duty Coordinator by an extra duty employer or entity.

Extra Duty Coordinators may not accept cash from an extra duty employer or entity on behalf of Fiscal Management in order to convert the cash into a check, money order, or other accepted payment methods of Fiscal Management. Fiscal Management does not accept cash or credit card as a form of payment. Extra Duty Coordinators may accept a check from the extra duty employer or entity and submit the check and CYA generated invoice to Fiscal Management.

8. PERMANENT EXTRA DUTY

8.1 AUTHORIZATION

Any employee working one of the permanent extra-duty assignments that is currently on file with the SOD Extra Duty Coordinator and recorded in the CYA system may do so without completing any additional paperwork.

8.2 AUTHORIZATION FORM

Any officer who is working as a courtesy officer or any employee who is currently coordinating or who wishes to coordinate a permanent extra-duty employment detail shall be required to complete an Extra-Duty Employment Authorization form, have the form signed by an authorized representative of the extra duty employer, and return the completed form to the SOD Extra Duty Coordinator. The form shall include the following information in the comments section:

- a. Special equipment required.
- b. Additional clarification of the type of employment to be performed.
- c. Any other comments deemed appropriate.

Once the form has been completed, it will be routed first to the employee's section commander via the chain of command for review and approval. The form shall then be routed directly to the SOD Extra Duty Coordinator.

The SOD Extra Duty Coordinator is responsible for maintaining a current list of all permanent extra-duty employment locations. The list shall include the name of the business and the name of the coordinating member.

8.3 UPDATING

It is the responsibility of each courtesy officer and coordinating employee to notify the SOD Extra Duty Coordinator within 72 hours if changes occur that affect any of the information on the Extra-Duty Employment Authorization form.

An extra duty coordinator must notify his or her chain of command as well as the SOD Extra Duty Coordinator of the conclusion of any coordination. If a coordinator no longer acts as such, or coordination of a job changes to another coordinator at any time, the individual's chain of command and the SOD Extra Duty Coordinator must be notified immediately, and a new Extra-Duty Employment Authorization form must be completed and submitted within 72 hours.

In addition, each year, in January, a Special Notice is issued by the SOD Extra Duty Coordinator that requires all coordinators and courtesy officers to review and update the information on the Extra-Duty Employment Authorization forms. The coordinator or courtesy officer shall return the form to the SOD Extra Duty Coordinator within 30 days indicating one of the following:

- a. All information is correct.
- b. Job has been cancelled.
- c. Changes made and highlighted.

The SOD Extra Duty Coordinator will notify the Special Patrol Section Commander of any form not returned within 30 days. The Special Patrol Section Commander will follow up on the delinquent authorization forms with the extra duty coordinator.

8.4 REVOCATION/CANCELLATION

Extra duty employers are subject to periodic screening to ensure that they do not participate in any practice that:

- a. Violates City ordinance.
- b. Violates Florida Statute.
- c. Violates City of Orlando Policy and Procedures, Regulations, or Written Directives.
- d. Violates OPD Policy and Procedures and/or Regulations.
- e. Demonstrates a history of nonpayment, or
- f. Tarnishes, defames, or embarrasses the City of Orlando, the Orlando Police Department, or its employees.

If any of the aforementioned violations are found, the business may be subject to the revocation of their privilege to employ extra duty officers. If, upon review, the business is found in violation, they will be notified by a sworn manager of the Special Services Bureau.

The Department can, at any time, cancel an extra-duty detail that is in violation of this policy or one that creates public safety concerns. The extra duty employer may cancel an extra-duty detail by contacting the coordinating officer or the SOD Extra Duty Coordinator during normal business hours at 407.246.3915, or the Communications Supervisor at 321.235.5300 during non-business hours. If the cancellation by the extra duty employer is not made at least four hours prior to the start of the detail, the extra duty employer will be responsible to compensate each scheduled officer four hours' pay.

8.5 COURTESY OFFICER FOR AN APARTMENT OR CONDOMINIUM COMPLEX

Any permanent sworn member desiring to work as a courtesy officer for an apartment or condominium complex must do the following prior to employment:

- a. Submit a copy of the work agreement between the officer and the complex, along with the Extra-Duty Employment Authorization form for review and obtain approval from the member's section commander.
- b. Submit a copy of the executed lease agreement and any other related documents. All renewal lease agreements must be documented and copy provided to the SOD Extra Duty Coordinator.

The member must notify his or her chain of command and the SOD Extra Duty Coordinator of the conclusion of any courtesy officer employment.

If a member is relieved of duty, and the member is currently a courtesy officer, the member must notify the manager who is relieving him or her of duty. The relieving manager will notify the Special Operations Division Commander of the member's inability to provide police services.

9. TEMPORARY EXTRA DUTY

9.1 EXTRA-DUTY EMPLOYMENT AUTHORIZATION FORMS

No Extra-Duty Employment Authorization form is required by officers who are working any temporary extra-duty assignment in the CYA Extra Duty program.

9.2 CITIZEN GENERATED

All general requests from citizens for extra-duty employment that have not already been accepted by an officer shall be referred to the SOD Extra Duty Coordinator.

The SOD Extra Duty Coordinator shall advise the person making the request of any established hourly rate, minimum hours, the reimbursement rate for use of City vehicles, etc. The person making the request for services will set the rate of pay, the number of officers and the hours for the services.

The SOD Extra Duty Coordinator shall complete the Extra-Duty Employment Authorization form with the information provided by the person requesting services and route it to the Special Patrol Section Commander for review and signature.

Provided the request is for services that are not prohibited by this policy, the information shall be entered into the CYA Extra Duty program and available for voluntary sign-up by any interested officer.

Officers who desire to work extra duty within the Department should check the CYA Extra Duty program for recent sign-up lists and postings.

9.3 OFFICER GENERATED

When an officer is contacted directly by a citizen with a request to perform extra-duty employment for areas other than those outlined in Permanent Extra Duty and Non-Permanent Extra Duty, the officer who desires to work all or a portion of the assignment shall complete the Extra-Duty Employment Authorization form and route it to the section commander for review, authorization, and filing with the SOD Extra Duty Coordinator. All jobs are required to be documented in the CYA extra duty system.

9.4 EMERGENCIES

The foregoing shall apply except in an emergency wherein less than 24 hours remain between acquiring the employment and the time of reporting to the extra-duty job. In such cases, approval must be obtained from the employee's section commander or on-duty watch commander.

The Extra-Duty Employment Authorization form must subsequently be submitted to the SOD Extra Duty Coordinator before or during the employee's next immediate tour of duty indicating dates and hours worked and the name/signature of the section commander or on-duty watch commander granting written approval.

9.5 SCHEDULING

No employee shall assume the responsibility of scheduling any temporary extra-duty job that is called in or posted unless he or she has an agreement with the employer or has secured an agreement with the prospective employer to continue the employment of extra duty officers.

10. NON-PERMANENT EXTRA DUTY/SPECIAL EVENTS

The Special Operations Division is the point of coordination and administration for managing special events that occur within the City of Orlando. The Special Operations Division will:

- a. Ensure that a person is identified as the commander, supervisor, or coordinator for the coverage of a given event.
- b. Estimate the impact on traffic and other public safety concerns based upon the projected crowd size.
- c. Address any logistical requirements, including manpower allocation, vehicle needs, and preparation, barricades, etc. Logistical requirements will be addressed prior to each event and shall be distributed.
- d. Coordinate interagency and outside-agency personnel for details requiring outside-agency personnel.

Officers who receive requests from citizens for Extra-Duty Employment involving events such as concerts, sporting or promotional events, or any similar event or gathering held on public or private property shall advise the Special Operations Division Commander via email within 24 hours of such notification for approval of operational planning and staffing for the event. The email must contain all pertinent information, such as contact person and information for the event, date, times, location, type of event, and estimated attendance. An Extra-Duty Employment form is required for non-permanent or special events that

are not coordinated and scheduled through the Special Operations Division Extra Duty Coordinator or Special Events Coordinator.

The Department shall only receive monies and process payrolls from those events that have a contract or written authorized agreement with the City.

11. REPORTS/ARRESTS

11.1 EXTRA-DUTY EMPLOYMENT RELATED

Members engaged in extra-duty law enforcement related employment will be responsible for arrest process and/or police reports as a result of an arrest/event that occurs on the premises or is related to such extra-duty assignment.

With the exception of City controlled events (e.g., City Venues, parades, etc.), members who make an arrest while working in an extra duty status shall utilize an on-duty unit for prisoner transport.

Members working mall locations are not responsible for every arrest/report unless they make the apprehension or are involved in the incident requiring an arrest or report. Mall officers are encouraged to dispose of as many police-related matters as possible in an effort to reduce demand upon on-duty personnel.

Extra duty officers may be ordered to handle a police incident on their own job site by a watch commander if there are no patrol units available to respond. In such cases, the extra duty member working that job will automatically revert to an on-duty status until the situation has been resolved.

While engaged in extra-duty employment, the member will be paid by the extra duty employer for the time required to process an arrest and/or complete necessary police reports due to an arrest/event arising from such extra-duty employment. Should the member's scheduled extra duty tour end prior to completion of the arrest process and/or police reports, the member will revert to an on-duty status and be paid by the Police Department from the time the extra duty tour ends until the arrest processing and/or police reports are completed. The member will notify his or her supervisor of the amount of time spent in an on-duty status no later than his or her next tour of duty, or 48 hours if the member is on vacation.

11.2 NON-EXTRA-DUTY EMPLOYMENT RELATED

If a member engaged in extra-duty employment makes an arrest as a result of events not related to or not occurring on the premises of such extra-duty assignment (e.g., arrest of a suspect fleeing from another scene), then on-duty members will be responsible for the incident, all police reports and transportation of the arrestee.

If the incident requires the extra-duty member to be away from their extra duty assignment for a significant amount of time (i.e. 30-60 minutes), the extra duty member shall revert to an on-duty status and be paid by the Orlando Police Department from the start time of their involvement in the incident until its completion. The member may then return to the extra duty location and revert to payment by the extra-duty employer. The member will notify his or her supervisor of the amount of time spent in an on-duty status no later than his or her next tour of duty, or 48 hours if the member is on vacation.

If an extra-duty member makes an arrest as a result of events related to or occurring on the premises of such extra-duty assignment and the arrest process results in the member staying past their scheduled end time, the member should revert to an on-duty status. The on-duty status will start from the scheduled end time of the extra-duty assignment until the completion of the incident.

Under no circumstances shall the member receive payment from both the City and the extra duty employer for the same period of time worked.

12. ALCOHOL ESTABLISHMENTS

Officers who work extra duty in bars and nightclubs shall be familiar with all pertinent liquor laws and adult entertainment laws. Officers are to ensure that all alcohol sales end at 0200 hours and that all alcohol is removed by 0230 hours. There is no reentry allowed after 0200 hours, and all customers or members must exit by 0300 hours. The times are extended by one hour on New Year's Day. City Council may approve an extension of hours per Chapter 33. The extra duty employer may not restrict the extra duty officers to any area open to customers, either inside or outside the establishment. Officers working extra duty at these establishments are required to make periodic (no less than hourly) inspections of all areas of the business open to customers and to take any appropriate enforcement action. Questions or conflicts raised by any extra duty employer on these issues will be brought to the immediate attention of the on-duty watch commander for resolution.

All extra duty coordinators at liquor licensed establishments are required to verify the existence and validity of the establishment's liquor license at the initiation of the extra-duty employment and annually thereafter on the updated Extra-Duty Employment Authorization form.

Probationary officers shall not be eligible for extra-duty employment opportunities at businesses whose principle business is the sale of alcoholic beverages as described in Orlando City Ordinance 33.02(5).

Authorization to work extra duty at an establishment licensed under the state beverage laws shall be given only by a division commander.

13. RESPONSE TO RESISTANCE AND APPREHENSION TECHNIQUES

Employees may use necessary force as outlined in the current issue of P&P 1128, Response to Resistance and Apprehension Techniques.

Employees, however, will not serve as bouncers or physically remove guests from private establishments, unless it is in the furtherance of a criminal investigation or an arrest is made.

14. USE OF CITY VEHICLES

In accordance with the current bargaining agreement and OPD P&P 1802, Use of City Vehicles, the use of City vehicles for non-City events must be reimbursed. Accordingly, rates have been established for the use of police department vehicles. The following rates will be charged:

Police motorcycle	\$ 1.00 per hour
Marked police vehicle	\$ 2.00 per hour
Unmarked police vehicle	\$ 2.00 per hour
Pickup truck	\$ 35.00 per eight-hour shift
Marine Patrol vessels	\$ 75.00 per eight-hour shift
Two-horse trailer	\$ 8.00 per eight-hour shift
Four-horse trailer	\$ 16.00 per eight-hour shift

If the vehicle is to be used for travel to and from an extra duty work location only, and the vehicle will not be used in a patrolling or work function, there will be no charge, and a watch commander may authorize the use.

If a marked police vehicle is to be used in a patrolling fashion, then an Extra-Duty Work Marked Police Vehicle-Vessel Request form (Attachment D) must be completed by the officer and approved by a division commander before the vehicle may be used. The officer making the request is required to notify the employer that, subsequent to the job, the employer will receive an invoice for use of the vehicle. If a vehicle is required, this shall also be documented in the CYA system as a "Yes." If, due to short notice, the request cannot be approved by a division commander prior to the initiation of the extra-duty job, the watch commander may approve the use of the vehicle. The watch commander shall submit the original of the Extra-Duty Work Marked Police Vehicle-Vessel Request form to the division commander for filing. The Extra-Duty Work Marked Police Vehicle-Vessel Request form will be used for marine equipment requests. Marine equipment includes jet skis, boats, and trucks. The use of marine equipment must have the approval of the Special Operations Division Commander.

The officer will record the vehicle number and the actual hours/minutes of use on a copy of the form and forward it to Fiscal Management within three business days of the event. Fiscal Management will be responsible for billing the extra duty employer for the use of the vehicle.

The Chief of Police or his/her designee may waive the vehicle fee requirements during operational adjustments and with the authorization of full use of vehicles.

15. EVENT STAFFING AND PLANNING

When extra-duty employment requires the use of seven or more officers, the following criteria shall apply:

- a. For every seven officers required at a specific time and location, at least one supervisor holding the rank of sergeant or above is required.
- b. For every three supervisors required at a specific time and location, at least one event commander holding the rank of lieutenant or above is required.
- c. For large events, the event commander will be required to submit a written operational plan to the Special Operations Division 14 days prior to the event to ensure that staffing levels, traffic issues, multiple event conflicts, and permitting issues are considered and handled appropriately. The Special Operations Division may require an event commander for any event they deem necessary.
- d. Events exceeding 20 officers will require an event channel and a dispatcher.

The Chief of Police or his/her designee may waive this requirement on a case-by-case basis. A written request must be submitted for the waiver approval via the chain of command. The Chief of Police or his/her designee may revoke the waiver at anytime it is deemed necessary.

Based upon the interests of public and officer safety, the Chief of Police shall have the discretion to deviate from the requirements of this section by increasing or decreasing staffing levels for each event.

ATTACHMENT A

**ORLANDO POLICE DEPARTMENT
EXTRA-DUTY EMPLOYMENT AUTHORIZATION**
PHONE: 407.246.3915 or 407.246.2442 FAX: 407.246.3816

**FOR OFFICIAL USE ONLY
DATE RECEIVED:**

NAME (Business/Organization/Individual)		CONTACT PERSON/DATE REPRESENTATIVE		BUSINESS PHONE		FAX NUMBER	
BUSINESS ADDRESS				CONTACT'S CELL PHONE #		CONTACT PERSON'S EMAIL ADDRESS (REQUIRED)	
NAME OF EVENT (If Special Event)				PREDICTED ATTENDANCE		RATE OF PAY Per Hour	
ADDRESS OF EVENT				VEHICLE/VESSEL REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No #		PAYMENT METHOD <input type="checkbox"/> PAYROLL <input type="checkbox"/> TRADE/EXCHANGE OF TIME/SERVICES	
ON-SITE CONTACT				TYPE OF WORK (CHECK ALL) <input type="checkbox"/> SEASONAL <input type="checkbox"/> YEAR-ROUND/PERMANENT <input type="checkbox"/> ONE-TIME ONLY <input type="checkbox"/> COURTESY OFFICER		COORDINATOR FEE: <input type="checkbox"/> YES <input type="checkbox"/> NO RATE: PER: <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month	
WILL ALCOHOL BE SERVED/CONSUMED? <input type="checkbox"/> YES <input type="checkbox"/> NO The OPD Coordinator will be required to verify existence/validity of license (freshly quarterly). If there will be alcohol, request needs Captain's signature via Chain of Command.				EXTRA-DUTY RATED #		OBTAINING 38A PERMIT <input type="checkbox"/> YES <input type="checkbox"/> NO	
				OPD OFFICER/COORDINATOR NAME & EMPLOYEE #		OPD COORDINATOR SIGNATURE	
CHECK DAYS TO BE WORKED. MORE HOURS TO BE WORKED (USING PREVIOUS TUES) AND # OF OFFICERS FOR THE SHIFT.				ADDITIONAL NOTES FOR EACH WORK-SHIFT			
Sun	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Mon	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Tue	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Wed	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Thu	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Fri	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Sat	<input type="checkbox"/>	DATE	HOURS	-	# OFFICERS PER SHIFT		
Job Duties (Please select all that apply)							
<input type="checkbox"/> Security <input type="checkbox"/> Traffic <input type="checkbox"/> Traffic & Security		Comments:					
<p>Administrative Fees: An extra-duty employer must pay an administrative fee. The administrative fee is 10% of all amounts billed for services and coordination fees under this contract. The administrative fee does not apply to any vehicle fee under this contract.</p> <p>Payment Dues: Subject to applicable law or regulation, an extra-duty employer must pay all undisputed amounts upon receipt of invoice.</p> <p>Late Charges: Subject to applicable law or regulation, all items not subject to a bona fide dispute that remain unpaid 30 days after the due date are subject to a late charge equal to the maximum rate allowed by law or 1.5% per month if not specified by applicable law. OPD's acceptance of late or partial payments is not a waiver of its right to collect the full amount due. An extra-duty employer's payment obligations include late charges and third party collection costs incurred by OPD, including but not limited to reasonable attorneys' fees, if an extra-duty employer fails to cure its breach of these payment terms.</p> <p align="center">** EXTRA-DUTY CANCELLATION NOTICE **</p> <p>The Orlando Police Department can cancel an extra-duty detail any time in accordance with the current version of departmental P&P 1117. The business/organization/individual may cancel by contacting their direct officer coordinator or the Extra Police Services Coordinator at 407.246.3915 during normal business hours (whichever applies to your scheduling request), or during non-business hours by contacting the Communications Supervisor at 321.235.5300. If this cancellation is not made at least 4 hours prior to the date and time of the assignment, the business/organization/individual will be responsible for compensation to the Department at 4 minimum hours pay for each officer scheduled.</p>							

AS AUTHORIZED REPRESENTATIVE OF AFOREMENTIONED BUSINESS, I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION, AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS. I UNDERSTAND THAT ALL EXTRA DUTY EMPLOYMENT IS UNDER THE AUTHORITY OF OPD P&P 1117, EXTRA DUTY AND OUTSIDE EMPLOYMENT.

AUTHORIZED SIGNATURE

DATE

APPROVED BY: (OPD SECTION/DIVISION COMMANDER SIGNATURE & EMPLOYEE NUMBER)

DATE

Completed forms should be forwarded to the Special Operations Division.

ATTACHMENT B

Chief Administrative Office
Human Resources Division

Section 800.5

REQUEST FOR AUTHORIZATION FOR OUTSIDE EMPLOYMENT

Name: _____ Employee Number: _____
Position Title: _____ Department & Division: _____

Name and address of prospective employer/company (Include Self Employment):

Duties/Nature and Location of work to be performed (Include Self Employment):

Specific work days and times: _____

Approximate # of Hours of Outside Employment Work per week: _____

Does this company now, or have any plans to, do any business with or provide service of any kind to the City of Orlando? Yes No

If yes, please describe below. The immediate supervisor shall then submit to the City Attorney's Office for prior written approval (see reverse) before submitting this form to rest of the chain of command:

The City of Orlando considers itself to be your primary employer and no outside employment shall interfere with your ability to efficiently and effectively carry out your assigned duties. As a City employee you must avoid engaging in or accepting private employment or rendering service for private interests when such employment or service is incompatible with the proper discharge of your official duties or would tend to impact your independence, judgment or action in the performance of those official duties. No employee shall personally, or through a business, in which he or she owns a material interest, provide goods or other services to the City for compensation. A "material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. City employees must comply with Policy and Procedure 800.5 and any other applicable policies. Employees have the affirmative obligation to immediately notify their Department or Office Director if their outside employer is providing or is seeking to provide goods or services of any kind to the City of Orlando at any point during their employment.

I have read and understand the above: _____ Date: _____

BEFORE SIGNING, NOTE ANY RESTRICTIONS, IF ANY, ON THE APPROVAL:

Recommend:	Approval	<input type="checkbox"/>	_____	_____
	Disapproval	<input type="checkbox"/>	Immediate Supervisor	Date
Recommend:	Approval	<input type="checkbox"/>	_____	_____
	Disapproval	<input type="checkbox"/>	Division Manager	Date
Recommend:	Approval	<input type="checkbox"/>	_____	_____
	Disapproval	<input type="checkbox"/>	Department Director	Date
	Approved	<input type="checkbox"/>	_____	_____
	Disapproved	<input type="checkbox"/>	CAO/CFO/COS/City Attorney/or Designee	Date

Comment/Restrictions: _____

CAO-After form completion, send original to Human Resources who will send a copy back to the City Department or Office Director for filing and employee notification.

Outside Employment – Supplemental Review

IF “YES” WAS CHECKED ON THE QUESTION “DOES THIS COMPANY NOW, OR HAVE ANY PLANS TO, DO BUSINESS WITH OR PROVIDE SERVICE OF ANY KIND TO THE CITY OF ORLANDO?” THIS FORM MUST BE COMPLETED BY AN ATTORNEY IN THE CITY ATTORNEY’S OFFICE.

AT LEAST ONE OF THE FOLLOWING FOUR BOXES MUST BE CHECKED IN ORDER FOR THE OUTSIDE EMPLOYMENT REQUEST TO BE APPROVED.

This business contract to which the employing company is or will be a party to is not with the operating department in which the employee works, nor is it intended to primarily benefit that department.

The employing company is the only source of supply within the City of Orlando for the business or services it supplies the City.

The total amount of the transaction between the employing company and the City of Orlando does not exceed \$500 per calendar year.

The employing company’s contract with the City was obtained through a sealed, competitive bidding process and the employee requesting outside employment approval (or their spouse or child) did not participate or attempt to influence this sealed bid process.

THE FOLLOWING BOXES MUST ALSO BE CHECKED IN ORDER FOR THE OUTSIDE EMPLOYMENT REQUEST TO BE APPROVED.

This outside employment will not create a continuing or frequently recurring conflict between the employee’s public duties and his or her private interests.

The employing company is not subject to the regulation of the operating department in which the employee works.

Signature of attorney completing this form: _____ Date: _____

Printed name of attorney completing this form: _____

ATTACHMENT D

ORLANDO POLICE DEPARTMENT
EXTRA-DUTY WORK
MARKED POLICE VEHICLE-VESSEL REQUEST

Date: _____

Employee Requesting Marked Police Vehicle or Vessel:

Employee Number: _____

Name of Extra Duty Employer: _____

Location of Extra-Duty Employment: _____

Address of Extra Duty Employer: _____

CITY STATE ZIP

Telephone # of Extra Duty Employer: _____

Date of Use: _____

Hours/Minutes of use: _____

City Vehicle Fleet Number: _____

Approving Authority: _____
Division Commander Signature