

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

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE**

**1117.23, EXTRA-DUTY AND OUTSIDE EMPLOYMENT**

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**1. PURPOSE**

The purpose of this policy is to provide personnel guidelines for working extra-duty jobs and obtaining approval for outside employment.

## 2. 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.

## 3. DEFINITIONS

Courtesy Officer: Any permanent sworn member 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, at the discretion of the private employer, has been selected and may be compensated exclusively by a private employer to coordinate and assist with establishing extra-duty services for their respective establishment/event(s).

Extra-Duty Employment: Any detail requiring the use of law enforcement or department personnel approved by the Department. Compensation for extra-duty employment must be sent to the City's Payroll Department for disbursement to the employee.

Extra-duty Management Application: The management system used by the Orlando Police Department to record, manage and operate all extra-duty employment.

Large / Special Events: Events such as concerts, festivals, sporting or promotional events, or any similar event or gathering held on public or private property.

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 chauffer duties.

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 income, taxes, or other governmental regulations, outside employment may be referred to as secondary employment. However, for this policy, it is referred to as outside employment. Contracts to work for the City and extra-duty jobs are not considered Outside Employment.

Special Operations Division (SOD) Extra-Duty Coordinator: Administrator of all extra-duty employment. Coordinates extra-duty at city-sponsored events, events at City Venues, 18A Events (parades, runs, walks, etc.), and for any business not wanting to hire a member as an Extra-Duty Coordinator.

System Administrator: Member granted the authority to operate certain system controls in the extra-duty management software.

## 4. PROCEDURES

### 4.1 GENERAL PROVISIONS

#### 4.1.1 PRIMARY DUTY

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

#### 4.1.2 PROPER ACTION

Employees engaged in extra-duty employment will, always, take proper action regarding any offense or condition requiring law enforcement action. Proper action when working extra duty includes wearing and activating your department-issued body-worn camera (BWC), according to current policies 1140 and 1149, and having it powered on during your entire extra-duty shift. Employees working extra-duty employment are required to carry and monitor a handheld department-issued radio at all times.

#### 4.1.3 ELIGIBILITY

##### 4.1.3.1 TEMPORARY EMPLOYEES/RECRUITS/RESERVES

Temporary employees attending the police academy or police recruit assigned to the field training program shall NOT 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.

##### 4.1.3.2 COMMUNITY SERVICE OFFICERS (CSOs)

Community Service Officers may engage in extra-duty employment providing traffic direction and all traffic/pedestrian related duties within the scope of a CSO's authority 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.

##### 4.1.3.3 COMMUNICATIONS PERSONNEL

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

##### 4.1.3.4 AIRPORT OPERATIONS OFFICERS (AOOs)

Those employees who are defined as Airport Operations Officers (AOOs) may only work extra-duty employment at the Orlando International Airport, City Venues, 18A Permit events, or any events with specific approval by the Chief of Police. The City Venues and 18A Permit events must have a full-time OPD Sworn Supervisor and/or OPD Event Commander on site at the time the AOO would be working the event.

AOOs cannot serve as extra-duty coordinators for any job and are prohibited from working any other extra-duty employment not specified above.

##### 4.1.3.5 TRAFFIC CONTROL SPECIALISTS (TCS)

The Traffic Control Specialists are a civilian unit of temporary/seasonal city employees that fall under the Special Operations Division. Traffic Control Specialists will be employed to provide additional resources for traffic and pedestrian control during events in the City of Orlando or as designated by the Chief of Police or his/her designee.

### 4.1.3.6 UNDERCOVER UNITS

Employees assigned to undercover or covert investigative units are not allowed 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. Bureau commander approval must be obtained in writing, via the chain of command, before engaging in any extra-duty or outside employment.

### 4.1.3.7 OUTSIDE AGENCY EXTRA-DUTY USAGE REQUEST

Written authorization shall be obtained from the Special Operations Division Commander via email before an Extra-Duty Coordinator can utilize outside agencies to fill security/traffic control positions at an event.

### 4.1.3.8 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 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 them of duty. The relieving manager will notify the Special Operations Division Commander of the member's inability to provide police extra-duty services.

## 4.2 EXTRA-DUTY EMPLOYMENT

The following are the 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). An 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 1<sup>st</sup> and January 2<sup>nd</sup>.
- h. All extra-duty employment 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 City Payroll to convert the cash into a check, money order, or other accepted payment methods of City Payroll. City Payroll does not accept cash or credit card as a form of payment.

### 4.2.1 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 Extra-duty employment at Orlando Venues (Kia Center and Camping World Stadium) must either wear Class A, B, C uniform, motors uniform, or the Patrolling Uniform. Employees shall not wear special teams/unit uniforms unless working in that capacity for the event.

Requests to work extra-duty in plain clothes must be submitted via the chain of command to the Special Services Bureau Commander for approval for each event. **ONLY** current or past members of an Orlando Police Department plain clothes unit may be utilized for plain clothes details. Preference should be given to current members of those units. The wearing of plain clothes will only be approved if it is needed for the furtherance of law enforcement operations. If plainclothes is approved, the plainclothes member must be accompanied by a uniformed member when any law enforcement action is initiated, unless there is a substantial risk of causing, death or serious bodily harm. Approved requests shall be forwarded to the SOD Division Commander for retention.

In addition, police officers working in plain clothes at 18-A events (e.g., bootlegging details) must report to both the inside and outside event briefings and the event commander before engaging in extra-duty plainclothes duties. They will also work in conjunction with the uniformed officers assigned to the detail. If an officer working in plain clothes cannot be at the event briefings, they shall provide a photo of themselves in the exact clothing that they will be wearing during the event to the Special Operations Division Commander or the Event Commander. This photo will be shown to all officers working the event at the inside and outside briefings.

### **4.2.2 REQUIRED COMMUNICATIONS NOTIFICATION**

Employees working extra-duty shall contact OPD Communications by telephone or radio to obtain an "Oscar number" and advise 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 handheld department-issued radio at all times. Employees working extra-duty shall advise OPD Communications by telephone or radio when going off shift.

### **4.2.3 EXTRA-DUTY EMPLOYMENT AUTHORIZATION FORMS**

An employee who wishes to serve as a job coordinator for new or never previously approved extra-duty employment must complete an Extra-Duty Employment Authorization Form (Attachment A) and submit it through their chain of command for approval. Such request shall be approved or denied in a timely manner, normally within five (5) days.

An Extra-Duty Employment Authorization form (Attachment A) is required when:

- a. An employee is coordinating an extra-duty employment detail;
- b. An officer is working as a Courtesy Officer; or
- c. An employee is accepting extra-duty employment directly from a citizen or business and it has not already been approved and posted by the Department.
- d. Any significant change to include a change in the pay rate.

### **4.2.4 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 Division 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.

### 4.2.5 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 request a replacement from a job by using the extra-duty software program. This option only requests a replacement but does not relieve the employee of the job until another employee takes that job. The replacement option will allow any eligible user to take the job; however, the assignment will remain in the employee's schedule until another employee takes that job. 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 that job's coordinator and the Special Operations Extra-Duty Coordinator immediately. If an Extra-Duty Coordinator is relieved of duty, they must immediately notify the Special Operations Extra-Duty Coordinator and advise who will be acting as the job's coordinator during their relief of duties.

### 4.2.6 RETENTION OF AUTHORIZATION FORMS

The SOD Extra-Duty Coordinator shall retain a copy of the Extra-Duty Employment Authorization Form for five (5) years.

## 4.3 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 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 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/employeerecords/forms/>. A copy of the endorsed form will be provided to the Extra-Duty Coordinator by the Chief or their designee.

## 4.4 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 for \$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 completed 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 (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/her designee.

### 4.5 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 a uniform, showing a badge, or revealing police identity) in civil situations such as evictions, auto repossessions, or collection of rents or damage fees in landlord-tenant situations.

### 4.6 EXTRA-DUTY MANAGEMENT APPLICATION

#### 4.6.1 GENERAL PROCEDURES

The SOD Extra-Duty Coordinators will act as the designated system administrators, which gives them scheduling privileges and the ability to make changes or remove employees from a posted job in the Department's extra-duty management program.

The Department's extra-duty management software application ("the app") can be downloaded and used on any electronic device with wireless access to the internet. Employees electing not to download the app will not be allowed to sign up for or work any voluntary extra-duty detail. The employee will allow for tracking (pings phone when logging in/out of the job and on the quarter hour) while working the extra-duty job. A user guide is available on OPD Online and training videos are available on the company's website.

Under [City Policy 751.2](#), employees are prohibited from logging on to the extra-duty management system with another employee's username and password to sign up for extra-duty jobs.

Employees may not sign up for extra-duty job(s) that cause them to exceed their weekly total hours worked limitations or that create a scheduling conflict.

Members are prohibited from amending their actual extra-duty on-shift/off-shift times or hours worked.

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 within the application.

A user instruction guide and link to the system are available on OPD Online.

### 4.6.2 EXTRA-DUTY COORDINATORS

Extra-Duty Coordinators will liaison with the private employer's needs and have shifts coordinated in the extra-duty software application with the assistance of the SOD Extra-Duty Coordinators. Extra-Duty Coordinators shall assist the private employer or entity with establishing communication with the extra-duty software company to set up payment options.

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 their particular extra-duty job/event they are coordinating, and to be able to sign up officers for their event more than once on the extra-duty management system.

All fees charged by an Extra-Duty Coordinator for limited services shall be entered into the extra-duty management system and paid through City payroll and not directly to the Extra-Duty Coordinator by an extra-duty employer or entity. Fees charged by the Extra-Duty Coordinator shall not exceed a total of four (4) hours on a weekly period, paid at the highest rate of the job. Coordinators must complete scheduling and all other coordinator duties during their off-duty time. **Coordinators shall not assess a fee if their only responsibilities are to utilize "the app" to post the job in the extra duty software management system.**

Members are only allowed to act as the Extra-Duty Coordinator for a maximum of three (3) jobs. There may only be one Extra-Duty Coordinator per job. The SOD Extra-Duty Coordinators will maintain an active list of Extra-Duty Coordinators. The Special Operations Division Commander with the approval of the Special Services Bureau Commander may suspend an Extra-Duty Coordinator if the assigned duties of the Coordinator are not met.

## 4.7 PERMANENT EXTRA-DUTY

### 4.7.1 AUTHORIZATION

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

### 4.7.2 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 (Attachment A), have the form signed by an authorized representative of the extra-duty employer, and submit form via chain for approval 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 is required.
- b. Additional clarification of the type of employment to be performed.
- c. Any other comments deemed appropriate.

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.

### **4.7.3 UPDATING**

It is the responsibility of each courtesy officer and Extra-Duty Coordinator to notify the SOD Extra-Duty Coordinators 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 Coordinators 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 Coordinators must be notified immediately, and a new Extra-Duty Employment Authorization form must be completed and submitted within 7 days.

In addition, each year, in January, a Special Notice is issued by the SOD Extra-Duty Coordinators that requires all Extra-Duty Coordinators and courtesy officers to submit a new Extra-Duty Employment Authorization form to the SOD Division Commander via their chain command by January 31.

The SOD Extra-Duty Coordinators will notify the Traffic Enforcement Section Commander of any form not returned within 30 days. The Traffic Enforcement Section Commander will follow up on the delinquent authorization forms with the Extra-Duty Coordinator.

### **4.7.4 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 its 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 violates this policy or one that creates public safety concerns. The extra-duty employer may cancel an extra-duty detail by contacting the Off Duty Management 24/7/365 Service Support Center, coordinating officer or the SOD Extra-Duty Coordinators during normal business hours (Monday-Friday, 0900-1700) at 407.246.3915. Once notified, the Service Support Center will contact the

affected officers and notify them of the cancellation and advise that their services are no longer needed for that particular job.

### **4.7.5 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 before 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 copies 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.

## **4.8 TEMPORARY EXTRA-DUTY**

### **4.8.1 EXTRA-DUTY EMPLOYMENT AUTHORIZATION FORMS**

An Extra-Duty Employment Authorization Form is required by officers who are working any temporary extra-duty assignment in the extra-duty management program. Members are NOT permitted to collect a coordinator fee(s) for temporary, one-time-a-year extra-duty jobs, except those jobs meeting the criteria under Section 4.14.

### **4.8.2 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 requesting any established hourly rate, minimum hours, reimbursement rate for use of City vehicles, etc. The person requesting 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 Operations Division 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 extra-duty management program and available for voluntary sign-up by any interested officer.

Officers who desire to work extra-duty within the department should check the extra-duty management program for postings.

### **4.8.3 OFFICER GENERATED**

When an officer is contacted directly by a citizen with a request to perform extra-duty employment and the officer desires to work all or a portion of the assignment, the officer shall complete the Extra-Duty Employment Authorization form and route it via their chain of command for review, authorization, and filing with the SOD Extra-Duty Coordinator. All jobs are required to be documented in the extra-duty management system.

### **4.8.4 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.

### **4.8.5 SCHEDULING**

No employee shall assume the responsibility of scheduling any extra-duty job 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.

## **4.9 LARGE/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 on the projected crowd size.
- c. Address any logistical requirements, including manpower allocation, vehicle needs, preparation, barricades, etc. Logistical requirements will be addressed before each event and shall be distributed.
- d. Coordinate interagency and outside-agency personnel for details requiring outside-agency personnel.

Extra-Duty Coordinators for a private employer/entity involving large/special events shall request approval from the Special Operations Division Commander via email of the operational planning and staffing (see section 4.14) for the large/special event 21 days prior to the event. The email must contain all pertinent information, including the contact person and information for the event, date, times, location, type of event, and estimated attendance. A separate Extra-Duty Employment Authorization Form is required for all special events.

A written operational plan shall be completed by the assigned event commander for large events as deemed necessary by the Special Operations Division Commander. The operational plan must be submitted for approval at least 14 days prior to the event.

## **4.10 REPORTS/ARRESTS**

### **4.10.1 EXTRA-DUTY EMPLOYMENT RELATED**

Members engaged in extra-duty law enforcement related employment will be responsible for the 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.

Members who make an arrest while working in an extra-duty status are permitted to utilize an on-duty unit for prisoner transport with the approval of the on-duty Watch Commander.

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

Extra-duty officers and CSO's may be ordered to handle a police incident on their 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 or CSO 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 before the 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.

### **4.10.2 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 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 time worked.

### **4.11 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 for 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 are not eligible for extra-duty employment opportunities at businesses whose principal 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.

### **4.12 USE OF FORCE**

Employees may use necessary force as outlined in the current issue of P&P 1128, Use of Force.

Employees 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.

**4.13 USE OF CITY VEHICLES**

Under 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

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 needed in a patrolling fashion, then an Extra-Duty Work Marked Police Vehicle-Vessel Request form (Attachment D) must be completed by the job or SOD Extra-Duty Coordinator and approved by a division commander before the vehicle may be used. The job or SOD Extra-Duty Coordinator making the request is required to notify the employer that a vehicle service will be added to the invoice for the job. The SOD Extra-Duty Coordinator or job coordinator will ensure the use of the vehicle is documented in the extra-duty management system and the use of the vehicle is added to the invoice. If, due to short notice, the request cannot be approved by a division commander before 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 Chief of Police or their designee may waive the vehicle fee requirements during operational adjustments and with the authorization of full use of vehicles.

**4.14 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 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 at least 14 days before 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 their designee may waive this requirement on a case-by-case basis. A written request must be submitted for waiver approval via the chain of command. The Chief of Police or their designee may revoke the waiver at any time 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.

**5. FORMS AND APPENDICES**

**ATTACHMENT A-Extra-Duty Employment Authorization Form**

**ATTACHMENT B- Request for Authorization for Outside Employment**

**ATTACHMENT C- Non-Law Enforcement Security Services Authorization**

**ATTACHMENT D-Marked Police Vehicle Vessel Request Form**