


Atlanta Police Department – Standard Operating Procedure		
	APD.SOP.2060 Extra Jobs Effective Date: October 10th, 2024	
Chief Darin Schierbaum	Signature by: DS	Date Signed:10/10/2024

SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

During the review and renewal of APD.SOP.2060 – Extra Jobs, we have updated the following:

- Temporary Permits are valid for 14 days from the date of approval. They will not be accepted after they have expired.
- Removal of the Demographic/Stop & Think requirements.

Thank you and stay informed!

Policy and Standards Section
Planning, Research, and Accreditation Unit



TABLE OF CONTENTS

1. PURPOSE	3
2. POLICY	3
3. RESPONSIBILITIES	3
4. ACTION	3
4.1 Extra Job Classifications	3
4.2 General Conditions	4
4.3 Payment and Compensation	6
4.4 Limitations on Hours of Employment	6
4.5 Restrictions on Types of Employment	7
4.6 Application, approval and Revocation	8
4.7 Documentation	16
4.8 Procedure of Mile Maintenance	17
4.9 Handling Incidents During Extra Jobs	17
4.10 Motorcycle Escorts	18
5. DEFINITIONS	19
6. CANCELLATIONS	20
7. REFERENCES	20

1. PURPOSE

To establish guidelines that will allow employees to engage in outside employment as defined by the City of Atlanta Code of Ordinances, Section 114-436. For the purposes of this document outside employment is known as “Extra Jobs.”

2. POLICY

The Department will permit employees to work approved extra jobs that do not present a conflict of interest; do not violate any rules, regulations, or procedures; and do not impair the employee's job performance. Working extra jobs is a privilege that can be revoked at any time by the Chief of Police. Employees who do not abide by these policies and procedures may have the privilege of working extra jobs suspended by the Chief of Police, or their designee that holds the rank of Major or above, in addition to any other sanction imposed by the disciplinary process. (CALEA 6th ed. Standard 22.2.4) (Section 2)

3. RESPONSIBILITIES

- 3.1 Divisions, section and unit commanders are responsible for the full implementation of this procedure within their respective commands.
- 3.2 Watch commanders are responsible for monitoring employees and responding to incidents involving employees working extra jobs in their zone or work area.
- 3.3 Supervisors will monitor subordinates to ensure conformity to this procedure.
- 3.4 Employees are responsible for completing extra job permits on the APD Extra Job Site (<https://scheduling.atlantaga.gov/extrajobs>), tracking extra job hours worked, and reporting of his or her hours worked bi-weekly to their immediate supervisor.
- 3.5 The Personnel Unit commander will forward to the Staff Inspections Unit (SIU) a list of all employees currently on extended sick leave or family medical leave, monthly.
- 3.6 The SIU will monitor adherence to the extra job policies and processes.
- 3.7 The Extra Job Coordinator will work with the Strategic Response Unit (SRU) to develop an event action plan for all Type-V Extra Jobs, and for Type-VII extra jobs whose planned route is greater than 10 kilometers (6.2 miles).
- 3.8 The Special Operations Section (SOS) Commander, or their designee, will approve the applicant's event action plan for all Type-V Extra Jobs, and for Type-VII extra jobs whose planned route is greater than 10 kilometers (6.2 miles).

4. ACTION

4.1 TYPE CLASSIFICATION: EXTRA JOBS

- 4.1.1 Type I: An extra job wherein the use of law enforcement powers is not anticipated or expected and one that is not police related and does not routinely require police action. The use of City of Atlanta equipment, Atlanta Police uniform gear, marking, and/or equipment is prohibited. For example: plumber, used car salesperson, music teacher, etc.
- 4.1.2 Type II: An extra job that is not recurring in nature wherein the actual or potential use of law enforcement powers is anticipated or expected. Not recurring in nature is defined as being

worked two instances or less for any duration of time within a 45-day period. For example: “filling in” for another officer, one-time events, private parties, etc.

- 4.1.3 Type III: An extra job that is recurring in nature wherein the actual or potential use of law enforcement powers is anticipated or expected. Recurring in nature is defined as being worked more than two instances for any duration of time within a 45-day period. For example: regular extra jobs, courtesy officer, etc.
- 4.1.4 Type IV: An extra job wherein the actual or potential use of law enforcement powers is not anticipated or expected but is law enforcement or police related. For example: accident reconstruction, consulting work, instructor, expert witness, etc.
- 4.1.5 Type V:
1. A non-Road Event (see Type VII for all Road Events) extra job wherein the actual or potential use of law enforcement powers is anticipated or expected at a major event that is not recurring in nature and includes two or more of the following:
 - An alcohol permit
 - A street closure permit (other than construction)
 - More than six APD officers working simultaneously
 2. All Type-V Extra Jobs must have an approved Form APD 763 “Extra Job Coordinator Application” with an incident action plan approved by the COD Commander or their designee.
- 4.1.6 Type VI: An extra job wherein the officer is trained to operate wearing plain clothes or in an undercover capacity. This includes officers that desire to work in a singular capacity regarding security services contracted by a private individual or small group etc. or regarding a detail which requires the use of more than one officer and where the use of uniformed officer support will be required to exercise potential or actual law enforcement powers regarding the detail.
- 4.1.7 Type VII: Any extra job Road Event (race, walk, parade, march, bicycle street event, or motorcycle ride) that is conducted on a city street, beginning at one point and traveling to another, by the use of any conveyance or groups of pedestrians. Type-VII extra jobs whose planned route is greater than 10 kilometers (6.2 miles) must have an approved Form APD 763 “Extra Job Coordinator Application” with an event action plan approved by the COD Commander or their designee.

4.2 GENERAL CONDITIONS

- 4.2.1 No employee will work an extra job without an approved or temporary extra job permit. Employees must have the approved or temporary permit (or a copy printed from the APD Extra Job Site (<https://scheduling.atlantaga.gov/extrajobs>) readily available while working the respective extra job and produce it to any supervisor or Staff Inspections Unit (SIU) employee upon request.
- 4.2.2 A Temporary Permit will be valid for 14-Days following its approval. After the 14-Days, the permit is no longer valid, and the officer must submit a new request.
- 4.2.3 Employees will comply with all Atlanta Police Department rules, regulations, orders, and policies and procedures while working extra jobs.

- 4.2.4 Employees working extra jobs will not rely on any authority vested in a department employee by the City of Atlanta or the State of Georgia to enforce civil contracts or the rules and regulations of a private enterprise.
- 4.2.5 Employees are prohibited from working all extra jobs while on duty or during their scheduled work hours when utilizing sick leave, and/or when on light or restricted duty due to medically documented injury or worker's compensation for an on-duty injury.
1. Employees may work any type extra jobs while on sick leave, extended sick leave or Family Medical Leave if the employee is attending to a family member's medical condition and not their own.
 2. Employees are prohibited from working any extra jobs while on suspension or administrative leave with pay. This includes interim actions such as relief from duty or Force Usage Review Assignment (FURA) status. See APD.SOP.2020 "Disciplinary Process," Section 4.10.5.
 3. Employees on suspension or administrative leave without pay will be allowed to work Type I extra jobs provided they submit an extra job request to the Office of Professional Standards (OPS) commander for approval by the Chief of Police, or their designee.
 4. Employees on administrative assignment while relieved from full duty may work Type I extra jobs provided, they submit an extra job permit request via the APD Extra Job Site - <https://scheduling.atlantaga.gov/extrajobs> for approval up to their permanent assignment division commander and the OPS commander.
- 4.2.6 Except as provided in Section 4.26 of this policy, employees are prohibited from working Type II, III, V, VI, and VII extra jobs outside the City of Atlanta.
- 4.2.7 Employees that have been deputized may file an extra job permit/request to work an approved extra job on properties owned or leased by the City of Atlanta which are located outside the City of Atlanta. Approval of the Division Commander will be required for extra job permits issued in accordance with this Section.
- 4.2.8 Employees who have been issued a departmental radio, when working a Type II, III, V, and VII extra job, will (over the radio) advise the radio dispatcher of the zone in which they are working, their off-duty radio number, the address and/or actual location of the extra job and the starting and ending times of the extra job. The employee will also monitor that zone's frequency while they are working the extra job. If a departmental radio is not available or is inoperable, the employee will make telephone contact with a supervisor in Communications and provide the same information. Communications will make that information available to the on-duty field supervisor, (404) 614-6544.
- 4.2.9 Employees working Type II, III, V, or VII extra jobs will wear the Departmental uniform. Lieutenants and below authorized to wear the Departmental uniform in the performance of their regular duties may wear it while working extra jobs. Any uniform or clothing other than the Departmental uniform must be requested and approved by a section commander in advance of submitting an extra job permit on the APD Extra Job Site - <https://scheduling.atlantaga.gov/extrajobs>.
- 4.2.10 Employees working extra jobs that involve directing traffic must wear a traffic vest for increased visibility, to enhance the flow of all traffic in the area, and to add to the overall safety of all pedestrians and motorists. The directing of traffic will be in compliant with APD.SOP.4010 "Traffic."

- 4.2.11 Sworn employees on initial probation may work Type I extra jobs after the successful completion of field training and upon graduating from the Atlanta Police Academy.
- 4.2.12 Sworn employees on initial probation may work Type II, III, IV, V and VII extra jobs after successfully completing field training and upon graduation from the Atlanta Police Academy when an active duty APD Supervisor is immediately available, working at the same extra job location at the same time as the probationary employee and explicitly accepts responsibility for supervision. It is the responsibility of both the supervisor and the probationary employee to ensure that these conditions are met.
- 4.2.13 Initial probation for newly sworn employees begins after the successful completion of field training and upon the effective date of their initial assignment to the Field Operations Division and ends six (6) months thereafter.
- 4.2.14 No supervisor (sergeant or higher rank) can work an extra job under the supervision of an active-duty officer of a subordinate rank.
- 4.2.15 Extra jobs that require more than 10 officers to work simultaneously must be coordinated and be staffed as follows: at least one active-duty sergeant for every eleven officers; and at least one active-duty lieutenant for every nine sergeants.

4.3 PAYMENT AND COMPENSATION

- 4.3.1 The suggested rate of compensation for police officers is time and one half of the hourly rate of the sworn employee. Employees are free to negotiate a rate of compensation based on the nature of the extra job.
- 4.3.2 All payments for services rendered must be made directly to the employee from the employer. Employees (coordinators or points of contact) may assist the employer in distributing individual payments but are prohibited from collecting a single payment for services rendered and then disbursing individual payments.
- 4.3.3 Employees will file all applicable income tax forms, attachments, and returns, as required by any municipal, state, or federal authorities.



4.4 LIMITATIONS ON HOURS OF EMPLOYMENT

- 4.4.1 A sworn employee cannot work more than a combined total of 130 hours in any two-week pay period. The total hours worked are combined from:
 - 1. On-duty scheduled work
 - 2. Approved Overtime
 - 3. Approved Extra Jobs

Example of maximum combined work hours

14-Day Total		
On Duty Hours	Combined Overtime and Extra Job Hours	Total Hours
80-Hours	50-hours	130

- 4.4.2 Sworn employees are prohibited from working any combination of scheduled on-duty and overtime, and extra job employment for more than 16 hours in any 24-hour period.

	Atlanta Police Department – Standard Operating Procedure APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024	
---	--	---

- 4.4.3 Sworn Employees will not work a combination of on duty employment, overtime, and approved extra jobs that will interfere with, affect the performance of, or involve a conflict of interest with the employee's duties with the Atlanta Police Department (APD).

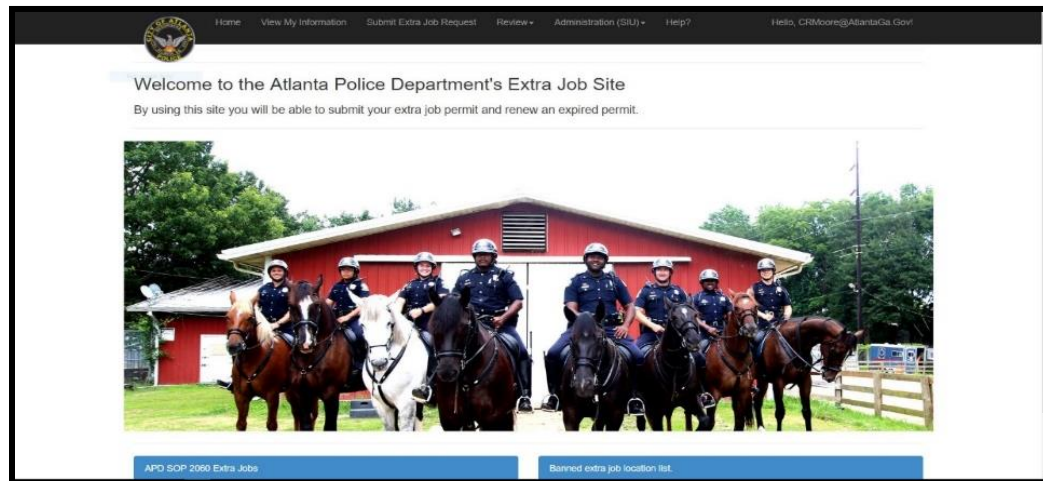
4.5 RESTRICTIONS ON TYPES OF EMPLOYMENT

- 4.5.1 The Chief of Police may at any time prohibit extra jobs at specific locations, for specific types of businesses, or for other reasons deemed to be in the best interest of the APD.
- 4.5.2 Employees will not work an extra job for persons or businesses engaged in unlawful activity or any other activity that might reflect unfavorably on the APD.
- 4.5.3 Employees will not work an extra job that will interfere with, affect the performance of, or involve a conflict of interest with the employee's duties with the APD.
- 4.5.4 Employees working extra jobs at businesses selling alcoholic beverages for consumption on the premises may not enforce any rules or regulations of the business, or act as bouncers or security guards to enforce the rules or regulations of the business. Officers are not to check the identification of patrons entering the business to determine the age of the patrons for restricting access to the business based on the age of any patron, regardless of any rules or regulations of the business. Officers may check the identification of persons who are suspected of being underage when they are in possession of alcoholic beverages, or they have a fraudulent or altered identification.
- 4.5.5 Employees will not work an extra job for any adult entertainment establishment (See Section 5.1) or in the parking lot or other area immediately surrounding or associated with such businesses.
- 4.5.6 Employees will not work an extra job for a business that may interfere or give the impression of interfering with an employee's primary duty with the APD, including but not limited to: sightseeing guides, operators of public vehicles, pawn shop employees, private investigators or detectives, civil process server, unarmed guard, or for a bonding company.
- 4.5.7 Employees will not work an extra job that would require access to confidential police records, files, correspondence, or other information not otherwise available to the public.
- 4.5.8 Employees will not work an extra job for a collection or repossession agency or other employment where police authority or access to confidential information could be potentially used to collect monies, locate individuals, seize property for private purposes, or satisfy civil claims.
- 4.5.9 Employees will not work an extra job that is likely to create, or will create, a conflict of interest with other employees of the APD or with the City of Atlanta government because of official recommendations or actions taken by the employee. For example, an employee may not be employed as a private consultant if it is likely they may later have to testify against employees of the APD over a job-related action taken by another employee.
- 4.5.10 No employee or any corporation or other legal or business entity owned, controlled or directed, wholly or in part, by an employee and/or by a member(s) of the employee's immediate family will employ or pay other APD employees to work an extra job.
- 4.5.11 Executive Protection: Employees who wish to provide services for individuals or a group of persons (e.g., private escort or security for celebrities) must request authorization through the chain of command to the Staff Inspections Unit and have the approval of the Chief of Police prior to entering into any agreement or contract to provide such services. Each request will be

reviewed on a case-by-case basis. At a minimum such employment requires following the same rules, policies, and procedures as all other extra job requests.

4.6 APPLICATION, APPROVAL, AND REVOCATION

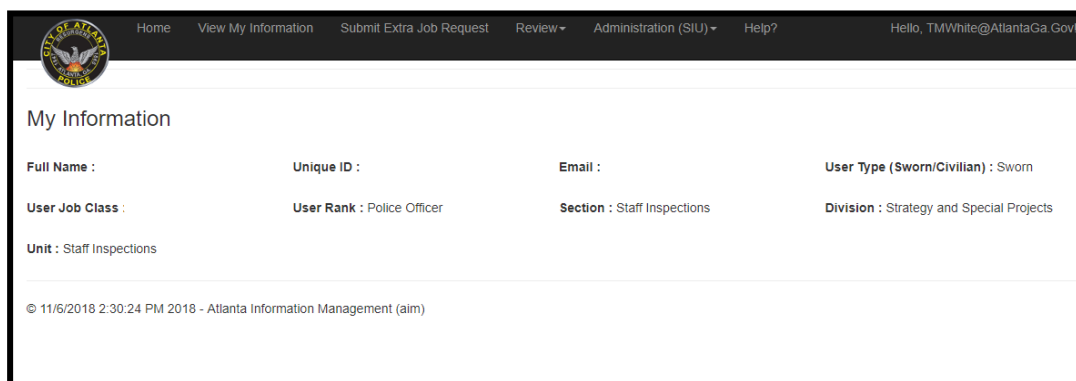
- 4.6.1 An employee desiring to work an extra job must file an extra job permit/request on the APD Extra Job On-line Application (<https://scheduling.atlantaga.gov/extrajobs>).



APD Extra Job On-line Application Home Page

- 4.6.2 Employees will sign-on to the APD Extra Job On-line Application (<https://scheduling.atlantaga.gov/extrajobs>) using their City of Atlanta network username and password. When the employee signs onto the system for the first time, they will have to register. The registration will require the following information:

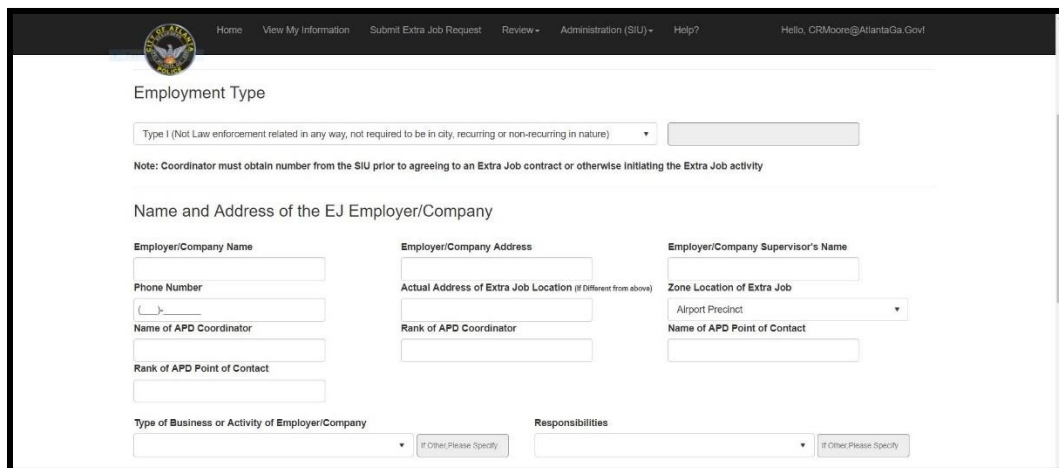
1. First and Last name
2. Unique ID number
3. City email address
4. User type – sworn or civilian
5. User Job Class (police officer, police sergeant, etc.)
6. User rank
7. Division, Section and Unit



Registration on APD Extra Job On-line Application

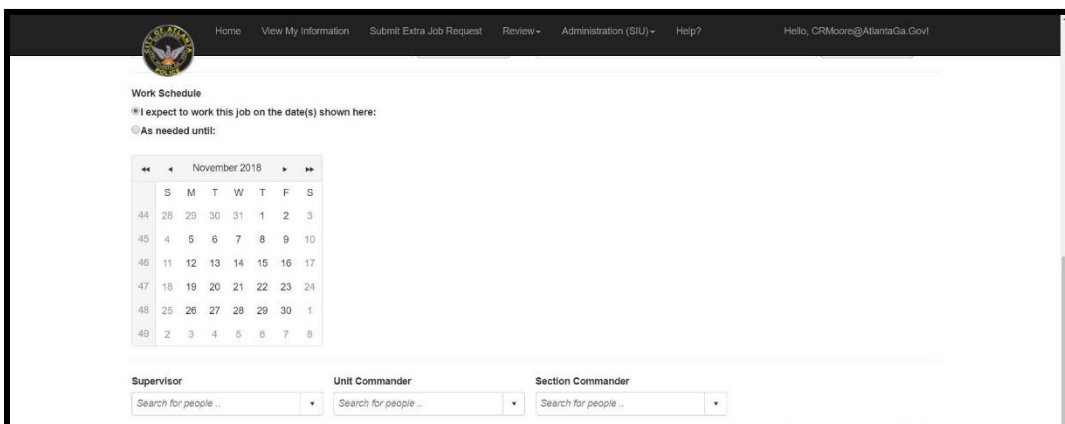
4.6.3 To submit an Extra Job request on the APD Extra Job On-line Application, the employee will have to do the following:

1. Click on the “Submit Extra Job Request” tab
2. Complete the Requestor Information
3. Complete the Employment Type
4. If it is a class V, VI, or VII add the Staff Inspections Permit Control Number
5. Complete the Name and Address of the EJ Employer/Company



The screenshot shows the 'Employment Type' section of the APD Extra Job On-line Application. At the top, there is a navigation bar with links: Home, View My Information, Submit Extra Job Request, Review, Administration (SIU), and Help. The user is logged in as 'Hello, CRMoores@AtlantaGa.Gov!'. The main heading is 'Employment Type'. Below it is a dropdown menu for 'Type I (Not Law enforcement related in any way, not required to be in city, recurring or non-recurring in nature)' and a text input field. A note states: 'Note: Coordinator must obtain number from the SIU prior to agreeing to an Extra Job contract or otherwise initiating the Extra Job activity'. The next section is 'Name and Address of the EJ Employer/Company'. It contains several input fields: 'Employer/Company Name', 'Employer/Company Address', 'Employer/Company Supervisor's Name', 'Phone Number', 'Actual Address of Extra Job Location (if Different from above)', 'Zone Location of Extra Job', 'Name of APD Coordinator', 'Rank of APD Coordinator', 'Rank of APD Point of Contact', 'Name of APD Point of Contact', 'Type of Business or Activity of Employer/Company', and 'Responsibilities'. There are also buttons for 'If Other, Please Specify'.

6. Complete the Work Schedule section



The screenshot shows the 'Work Schedule' section of the APD Extra Job On-line Application. It includes the same navigation bar and user information as the previous section. The heading is 'Work Schedule'. Below it, there is a text input field for 'I expect to work this job on the date(s) shown here:' and a radio button for 'As needed until:'. A calendar for November 2018 is displayed, showing days of the week (S, M, T, W, T, F, S) and dates (1 through 31). Below the calendar, there are three dropdown menus for 'Supervisor', 'Unit Commander', and 'Section Commander', each with a 'Search for people...' button.

7. Supervisor approval Section

- a. List the supervisor who will be reviewing and approving/rejecting your Extra job Permit; and
- b. Complete the request by entering your assigned chain of command under Unit Commander, and Section Commander. See below illustration.

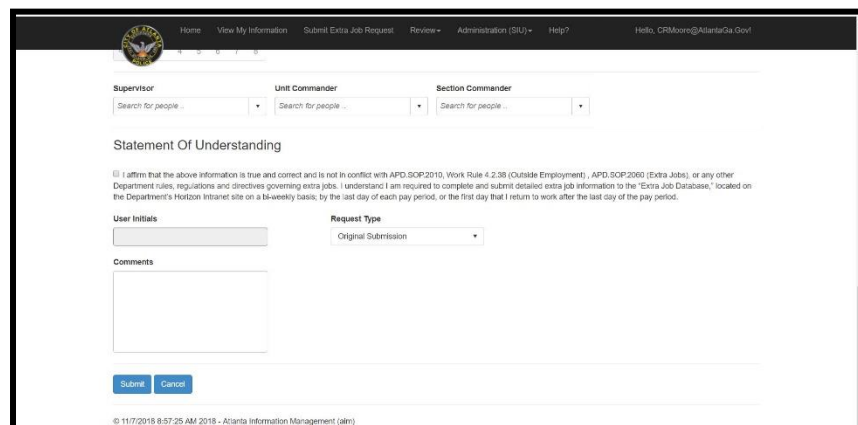
Supervisor

Unit Commander

Section Commander

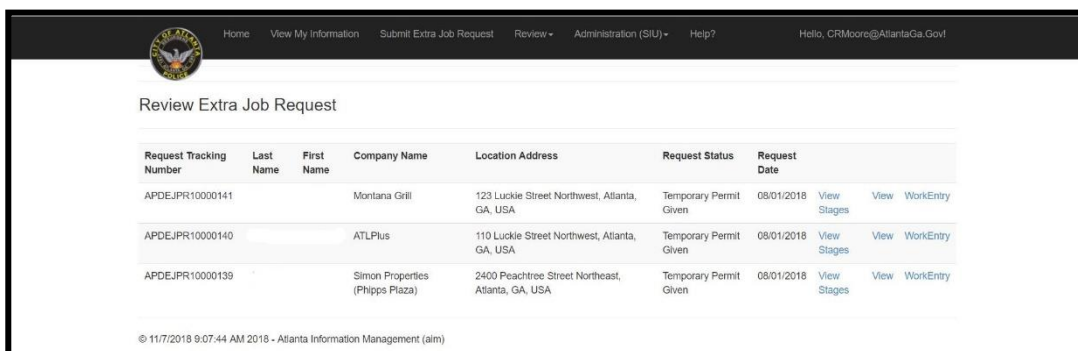
Note: The employee is to have their immediate supervisor review and approve/reject their extra job request. If their immediate supervisor is not available, list the supervisor who will be reviewing the request.

8. Indicate whether the request is an original or a renewal.
9. Read the “Statement of Understanding.” and check the box.

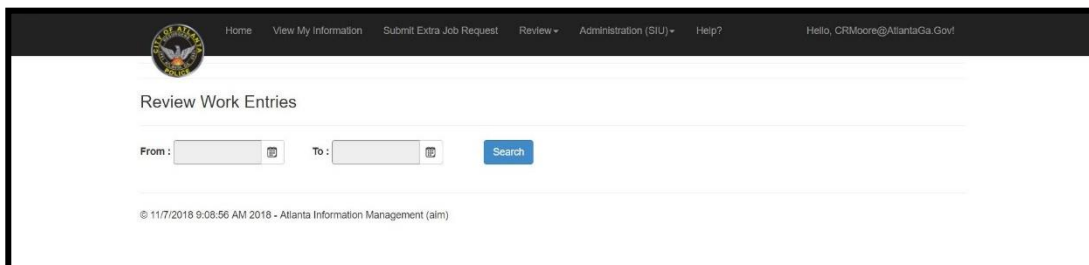


10. If the employee has more details regarding the request to add, they will enter in the “Comments” box.
11. The employee will either submit or cancel their request.

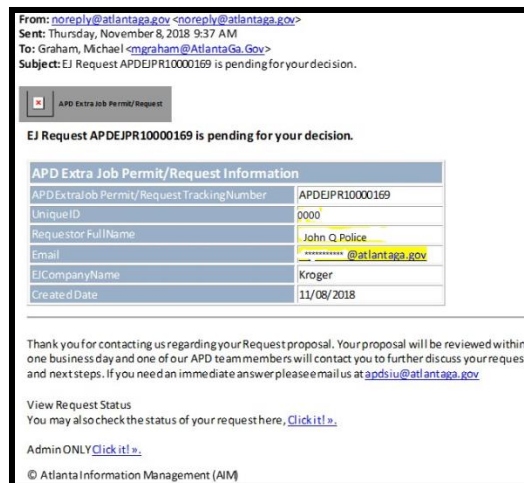
4.6.4 Employees can monitor their extra job request and permits by going to the “My Extra Job Request” and “My Work Request” tabs.



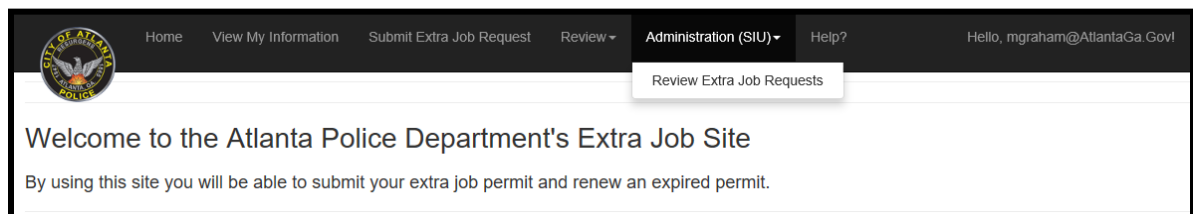
Request Tracking Number	Last Name	First Name	Company Name	Location Address	Request Status	Request Date
APDEJPR10000141			Montana Grill	123 Luckie Street Northwest, Atlanta, GA, USA	Temporary Permit Given	08/01/2018
APDEJPR10000140			ATLPlus	110 Luckie Street Northwest, Atlanta, GA, USA	Temporary Permit Given	08/01/2018
APDEJPR10000139			Simon Properties (Phipps Plaza)	2400 Peachtree Street Northeast, Atlanta, GA, USA	Temporary Permit Given	08/01/2018




- 4.6.5 Supervisors will receive an email notification that they have Extra Job request to review and approve/reject on the APD Extra Job On-line Application (<https://scheduling.atlantaga.gov/extrajobs>).



- 4.6.6 Supervisor Approval Procedures
1. Log onto system.
 2. Click on Review Extra Job Request on the Administration tab.



3. Click on Review Extra Job Request Details.
4. Review Extra Job Permit.
5. Go to right of screen – click on “Details.”
6. Write comments in comments box – if needed.
7. Approve or Reject request.


Home View My Information Submit Extra Job Request Review ▾ Administration (SIU) ▾ Help?

Hello, TMWhite@AtlantaGa.Gov

Zone of Extra Job:	Zone 5
Name of APD Coordinator:	Off Friendly
Rank of APD Coordinator :	
Name of APD Point of Contact:	Off Friendly
Rank of APD Point of Contact:	Officer
Responsibilities :	Patrol, Security, Traffic, Class A/B/C Uniform
Employer/Company Business:	Street Event
Work Schedule Type :	MultiDate
Work Schedule :	09/29/2018
Request Type:	Original Submission
User Initials:	dcc
Request Status:	Submitted
Comments:	Last minute ej
Request Created Date:	9/20/2018 10:54:10 AM

Comments :

Approve
Reject
Cancel

Request Stage Review
✕

Requestor Unique ID:
Requestor Last Name:
Request Date:

EJ Tracking Number: APDEJPR10000135
Requestor First Name:
 7/30/2018 2:34:23 PM

Approver Stage Name	Assigned Approver Name	Approved By	Stage Status	Comments
Immediate Supervisor			Approved	
Unit Commander			Approved	
Section Commander			Approved	

Close

4.6.7 The employee's immediate supervisor must review, make a recommendation, and initial each extra job permit/request sent to his/her inbox on the extra job website. If the extra job permit/request needs additional information, the immediate supervisor will return the request to the officer's account on the website, request and review the additional information prior to approving the request.

1. Approval for extra jobs will be based upon the following criteria: employee's job performance; employee's productivity; complaints against the employee; abuse of sick leave; and any other factors that may adversely affect the employee or the Department.



Atlanta Police Department – Standard Operating Procedure

APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024



2. If approved, the supervisor will advise the employee, so he/she can print out a copy of the extra job permit prior to working the requested extra job.
 3. At the time of approval or denial by the supervisor, a copy of the extra job permit will be maintained on the extra job website. If the Extra Job permit request is on Form APD 727, the original request will be forwarded up the chain of command to the Staff Inspections Unit (SIU). In the event an extra job permit is denied, the supervisor will document the reasons on the extra job website and notify the employee immediately. The employee may request a review of that denial through his/her chain of command.
- 4.6.8 Each supervisor in the chain of command will review the extra job request for completeness and compliance with this procedure and recommend approving or to disapprove the request. The unit commander's approval will indicate the employee's compliance with section 4.5.3.
- 4.6.9 Whether the Extra Job permit is approved or disapproved, the request and any attachments will be forwarded via the chain of command to the section commander.
- 4.6.10 The section commander will make a final decision on the request. The request will be in the extra job database to be monitored by the SIU.
- 4.6.11 Each supervisor in the chain of command and the section commander will insure that the final, reviewed and initialed employee's copy of the extra job permit/request will be forwarded to the employee so can print a final copy of the permit to have on their person while working the extra job.
- 4.6.12 All extra job permits for active-duty employees expire on the employee's date of birth unless otherwise specified on the permit. Members of the Atlanta Retired Police Reserve must refer to APD.SOP.2190, "Atlanta Retired Police Reserve," for the expiration date of all extra job permits.
- 4.6.13 Deputy Chiefs, majors, and division directors must submit their extra job requests through the chain of command to the Chief of Police for approval. No extra jobs are authorized for these ranks without the prior approval of the Chief of Police. The SIU will maintain copies of these extra job permits for a period of three years.
- 4.6.14 Authorization to work an extra job may be immediately suspended by any supervisor with the approval of their Section Commander or above. for any of the following reasons: failure to produce a valid extra job permit on the demand of any Atlanta Police supervisor; any change in the conditions of the original application; failure to abide by the rules, regulations, policies and procedures of the Department; unsatisfactory performance in the course of on-duty employment; emergency mobilization of personnel; or any other circumstances which would warrant suspension or revocation of off-duty employment in accordance with this directive.
- 4.6.15 Any supervisor may order an employee to cease working an extra job if the employee violates any rule, regulation or procedure that could embarrass or discredit the Department or if the employee is physically and/or mentally incapable of performing the job.
- 4.6.16 The supervisor who orders an employee to cease working an extra job will immediately report the incident in writing to the Staff Inspections Unit (SIU) commander. The SIU commander will be responsible for notifying OPS and the employee's division commander.
- 4.6.17 Requirements of Type V Extra Job Coordinator
1. The coordinator of the proposed Type V extra job must be a supervisor.



Atlanta Police Department – Standard Operating Procedure

APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024



2. The coordinator will develop an Event Action Plan using official NIMS forms that can be downloaded from PowerDMS. The form name on PowerDMS is “Event Action Plan.”
 3. The coordinator of the proposed Type V extra job must have their event action plan approved by the Event Plan Coordinator (EPC) within the Contingency Operations Division (COD) prior to submitting their application to the SIU. The EPC will issue a letter of approval to the coordinator that will be attached to the Form APD 763 Type V, VI, VII Extra Job Coordinator Application.
 4. The coordinator of the proposed Type V extra job must submit a Form APD 763 Extra Job Coordinator Application; copy of the event action plan (as required by the Atlanta Police Department in the special event permit) to the SIU. The Form APD 763 Type V, VI, VII Extra Job Coordinator Application must include the number of POST certified officer positions.
 5. Upon approval, the coordinator will receive a Type V extra job request number to provide other employees who intend to work that Type V extra job (See section 5.4.6, SIU Control Number System).
 6. The Coordinator will advise all officers working under them of the SIU number, and instruct them to go to the APD Extra Job Site (<https://scheduling.atlantaga.gov/extrajobs>) and fill out a request. The coordinator will also fill out a request.
 7. No later than 10 days following the event, the coordinator will submit an After-Action Report to the SIU commander.
 8. The SIU Extra Job employee reviewing the Type V event will include a copy of the email received from the Mayor’s Office of Special Events (MOSE) confirming that the proposed event was approved.
- 4.6.18 All Type VI extra jobs requiring plain clothes or undercover operations, must be approved by the employee’s section commander. The following will be completed and sent to the employee’s section commander for approval prior to working the extra job:
1. Submit an interdepartmental memorandum detailing the duties of the extra job;
 2. Submit proof of completion of training to work in plain clothes/undercover capacity; and
 3. Submit a copy of the extra job permit from the APD Extra Job Site.
- 4.6.19 No employee that has not successfully completed the required training to operate in this capacity, will work a Type VI extra job, unless otherwise approved by the Chief of Police, or their designee.
- 4.6.20 Employees who desire to work plain clothes or undercover extra jobs in a singular capacity (i.e. private security, escort executives or dignitaries), will adhere to the guidelines set forth in this written directive.
- 4.6.21 Employees who desire to work a Type VI extra job where two or more employees will be utilized to perform the requirements of the extra job (i.e. athletic events, concerts, ticket scalping or Tee shirt details, etc.) must complete and adhere to the following in addition to the guidelines set forth in section 4.6.14:
1. The coordinator of the proposed Type VI extra job must submit a Form APD 763 Extra Job Coordinator Application to the SIU Commander, or their designee.



Atlanta Police Department – Standard Operating Procedure

APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024



2. Submit a Tactical (TAC) Plan (Form APD 760) for the detail which will include at a minimum the requirement of uniformed officer support during the detail. The TAC plan must be signed by a supervisor that will be on scene during the detail.
3. The coordinator of the proposed Type VI extra job must submit a copy of the email received from the Mayor's Office of Special Events (MOSE) confirming that the proposed event was approved.
4. Obtain a Type VI control number from Staff Inspections (See section 5.4.6, SIU Control Number System).
5. Type VI extra jobs will be restricted to active-duty Atlanta Police Department sworn personnel only.
6. The Coordinator will advise all officers working under him/her the SIU number and instruct them to go the APD Extra Job Site (<https://scheduling.atlantaga.gov/extrajobs>) and fill out a request. The coordinator will also fill out a request.
7. Notify the current zone supervisor via radio dispatch prior to the detail and after the detail has been completed.
8. No later than 10 days following the detail, the coordinator will also submit an After-Action Report (AAR) to the SIU commander by inter-departmental mail or in person.

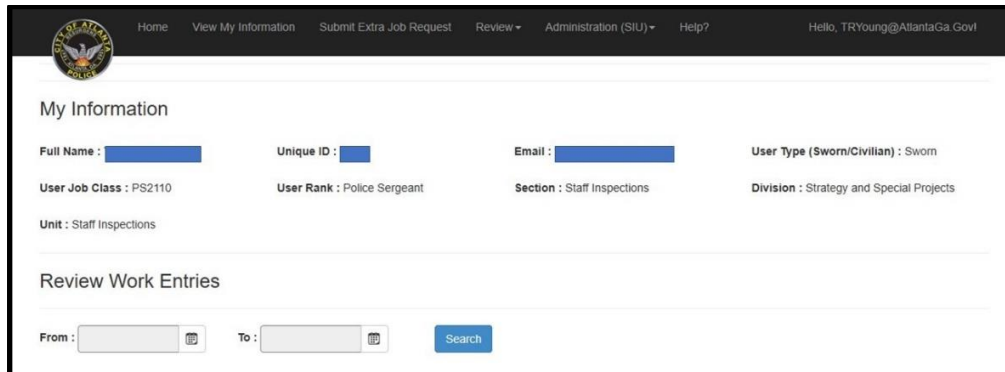
4.6.22 Conditions of Type VII Extra Jobs

1. The coordinator of the proposed Type VII extra job must be a supervisor (the rank of Sergeant or above).
2. The coordinator will develop an Event Action Plan using official NIMS forms that can be downloaded from PowerDMS. The form name on PowerDMS is "Event Action Plan."
3. The coordinator of the proposed Type VII extra job must be available and respond, if necessary, for duration of the operation.
4. The coordinator of the proposed Type VII extra job must have their event action plan approved by the Event Plan Coordinator (EPC) within the Strategic Response Unit (SRU) prior to submitting their application to the SIU. The EPC will issue a letter of approval to the coordinator that will be attached to the Form APD 763 Extra Job Coordinator Application.
5. The coordinator of the proposed Type VII extra job must submit a Form APD 763 Extra Job Coordinator Application; copy of the incident action plan (as required by the Atlanta Police Department in the special event permit) to the SIU. The Form APD 763 Type V, VI, VII Extra Job Coordinator Application must include the number of POST certified officers.
6. Upon approval, the coordinator will receive a Type VII extra job request number to provide other employees who intend to work that Type VII extra job (See section 5.4.6, SIU Control Number System).
7. The Coordinator will advise all officers working under him/her the SIU number.
8. Any staffing changes that are made after the Type VII Extra Job is approved by the SIU commander will be noted in the After-action Report that will be submitted to the SIU commander.

9. The SIU Extra Job employee reviewing the Type VII event will include a copy of the email received from the Mayor's Office of Special Events (MOSE) confirming that the proposed event was approved.
10. The SIU Commander will contact the company/private event coordinator within seven (7) days from the Type VII Extra Job to discuss security plan effectiveness and receive performance feedback (Refer to Security Plan submitted to MOSE).

4.7 DOCUMENTATION

- 4.7.1 All employees working Type II, Type III, Type V, Type VI, and Type VII extra jobs will maintain entries for all extra jobs worked on the APD Extra Job Site.
- 4.7.2 Employees will run a query of all extra jobs worked on a bi-weekly basis, printing a copy of the query; by the last day of each pay period, or the first day the employee returns to work after the last day of the pay period. The bi-weekly list will be given to the employee's immediate supervisor for review.



- 4.7.3 Staff Inspections Unit Supervisor will audit the APD Extra Job Site at their discretion.

Request Tracking Number	Last Name	First Name	Company Name	Location Address	Request Status	Request Date		
APDEJPR10000165			Kroger Plaza		Submitted	09/21/2018	View Stages	View
APDEJPR10000159			Walton	67 Central Park Dr, Atlanta, Georgia, United States	Submitted	08/30/2018	View Stages	View
APDEJPR10000135			Kroger Plaza	Test	Approved	07/30/2018	View Stages	View WorkEntry
APDEJPR10000134			Homeland	7990 Huff Drive, Lawrenceville, GA, USA	Approved	07/30/2018	View Stages	View WorkEntry
APDEJPR10000119			Walton Westside	790 Huff Road Northwest, Atlanta, GA, USA	Temporary Permit Given	03/08/2018	View Stages	View WorkEntry
APDEJPR10000118			Mercedes Benz Stadium	Andrew Young International Boulevard Northwest, Atlanta, GA, USA	Temporary Permit Given	03/08/2018	View Stages	View WorkEntry
APDEJPR10000117			Wheeler/Kolb	3030 Headland Drive, Atlanta, GA, USA	Temporary Permit Given	03/08/2018	View Stages	View WorkEntry
APDEJPR10000084			Point to Point	2537 Piedmont Road Northeast, Atlanta, GA, United States	Temporary Permit Given	11/23/2017	View Stages	View WorkEntry
APDEJPR10000008			Kroger Plaza	Test	Rejected	10/10/2017	View Stages	View Re-Submit

- 4.7.4 Section commanders will collect and maintain copies of the extra job permits for all employees in their command for a period of one year.
- 4.7.5 Through a command memorandum, a section commander may direct a sworn and/or civilian employee working an extra job to maintain an extra job activity report for all extra jobs of all types that are worked. The extra job report will be completed and submitted to their supervisors on the last day of each pay period or the first day the employee returns to work after the last day of the pay period. The section commander will file these paper extra job reports in the section's personnel files and will not send them to SIU.
- 4.7.6 All coordinators must maintain records for the extra job they are coordinating, including at a minimum: employees who work that extra job; the dates each employee worked; and the hours each employee worked. These records must be maintained for three years and made available upon request by the SIU commander, the OPS commander, or the division commander.
- 4.7.7 Employees that fail to properly report extra job hours that they have worked will have their extra job privileges revoked for a period of 30 days.
- 4.7.8 The Extra Job component of the SIU will conduct inspections of APD personnel actively working extra jobs. During the inspection, SIU will use Extra Job Spot Inspection Verification (Form APD 761) to:
1. Document the inspection.
 2. Have the employee and SIU inspecting officer to sign the form.
 3. SIU will keep the white copy, forward the yellow copy to the section commander, and give the pink copy to the inspected employee.
- 4.8 PROCEDURE FOR FILE MAINTENANCE**
- Copies of all extra job permits will remain in the employee's unit personnel file for at least one year.
- 4.9 HANDLING INCIDENTS DURING EXTRA JOBS**
- 4.9.1 Off-duty officers employed by a private employer will respond to reported and witnessed incidents at the extra job location and will be responsible for the completion and submission of required reports in the RMS by the end of their tour of duty, in the zone where the incident occurred.
- 4.9.2 The officer will conduct a thorough investigation and preserve and collect evidence relating to the incident. The officer may request the assistance of on-duty or specialized units depending upon the complexity and seriousness of the incident. If the incident involves a vehicle collision, the off-duty officer will request over radio for an on duty or specialized unit be dispatched to the scene to handle the investigation.
- 4.9.3 All reports regarding incidents involving a Part I Crimes will be completed in the RMS by the end of the officer's tour of duty. Any reporting not generated in the RMS is strictly forbidden unless authorized by a line supervisor in the zone where the incident occurred. If a non-RMS report has been authorized, it must be completed, submitted, reviewed, and signed by a supervisor prior to the end of the officer's tour of duty.
- 4.9.4 When an officer makes an arrest while working an extra job, they must complete an incident report in the RMS and the electronic warrant (EWI), if necessary.



Atlanta Police Department – Standard Operating Procedure

APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024



1. The officer will make a report in the RMS or take the incident report and other documentation to a supervisor in the zone of the extra job to be approved and signed.
2. Any property or evidence recovered by the off-duty officer during the investigation will be submitted to the Property Control Unit or, if appropriate, the property remote lockers.
3. Zone supervisors will notify the FOD Administrative Office when an officer constantly fails to timely complete reports and other required documentation from an extra job. Once notified, the FOD commander will review the officer's extra job request or forward the notice to the command of the officer's permanent duty assignment for action.

4.10 MOTORCYCLE ESCORTS

- 4.10.1 City-owned motorcycles or personally owned motorcycles may not be used for extra jobs unless specifically requested and included in an approved extra job request.
- 4.10.2 The use of City-owned vehicles, including motorcycles, for extra jobs involving funeral escorts is strictly prohibited.
- 4.10.3 The use of City-owned motorcycles and personally owned motorcycles for an off-duty escort may be requested in circumstances where the escort would reasonably serve a legitimate public safety purpose. Examples of escorts that serve a legitimate public safety interest include:
 1. Oversized or dangerous loads being moved upon the roadways within the City of Atlanta.
 2. Pacing or slowing down traffic in furtherance of authorized construction or work on or in streets and/or highways.
 3. The coordinated, movement of a significant number of vehicles in unison that would present a hazard if unescorted.
 4. An individual of such prominent status and/or against whom verifiable threats have been made such that their safety would be jeopardized absent an escort.
 5. Sports teams playing in the City where the absence of an escort may place team members in jeopardy due to their notoriety.
- 4.10.4 Employees wishing to conduct extra job motorcycle escorts may request authorization by submitting a completed extra job request that clearly indicates the purpose and public safety purpose it would serve.
- 4.10.5 Requests to conduct extra job motorcycle escorts must include the route and length of the escort, the beginning, and ending points, the number, and types of vehicles to participate in the escort and whether the City or the employee owns the motorcycle.
- 4.10.6 Employees requesting to conduct a motorcycle escort will attach to the completed extra job request proof of successful completion of either the Experienced Rider Motorcycle Safety Course offered by the Georgia Department of Driver Services (DDS) or a Police Motorcycle Operators Course.
- 4.10.7 Employees conducting approved funeral escorts will comply with Georgia Code 40-6-76 governing funeral escorts and all applicable laws and ordinances.

- 4.10.8 Only employees assigned to the Special Operations Section (SOS) Motors Unit are authorized to wear the Department-approved riding britches with Department-approved riding boots while conducting motorcycle escorts.
- 4.10.9 Privately owned escort motorcycles are not authorized emergency vehicles and will not be operated as such.
- 4.10.10 Escort routes will be determined prior to movement and determined to minimize the disruption of normal traffic patterns and to promote the safety of the motoring public. Escort routes will be based upon the following criteria:
 - 1. The time of day and area the escort will travel through.
 - 2. The special traffic patterns of scheduled events in the City of Atlanta such as sporting events, concerts, conventions, etc.
 - 3. The number and type of vehicles participating in the escort.
- 4.10.11 Escort Procedures
 - 1. Escorts will be carried out to promote public safety and with consideration for the welfare of the general public.
 - 2. Escorts should generally travel at, or below the posted speed limit.
 - 3. Escort officers will wear a Department approved traffic vest while conducting an escort.
 - 4. Escort officers will advance ahead and clear traffic as necessary using only blue lights and air horn. They should refrain from allowing the escorted vehicle(s) to drive on the wrong side of the road or the wrong way on one-way streets.
 - 5. Escort officers will advise the affected zone dispatcher(s) via radio of all escort movements, including the location of origin, destination, and specific routes to be used. They will also notify radio upon departure and upon arrival at the destination.

5. DEFINITIONS

Adult entertainment establishment: As defined in City Code section 16-29.001(3) (e) adult entertainment establishments also include any establishment that has nude or semi-nude dancing or striptease performances, whether these occur regularly or occasionally.

Coordinator: Any employee who engages in the procurement and/or scheduling of other employees for off-duty work. Any person who hires, schedules, supervises, or disciplines Atlanta Police Department employees on behalf of any private employer. Coordinators for Type V, VI, and VII extra jobs must be supervisors.

Courtesy Officer: Any person who agrees in writing or by verbal contract to work as an employee at any time on behalf of any owner or management company for an apartment or housing complex and receives free or reduced cost housing as a form of compensation. The property must be located inside the City of Atlanta.

Event Action Plan: An Event Action Plan (EAP) formally documents incident goals (known as control objectives in NIMS), operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and



Atlanta Police Department – Standard Operating Procedure

APD.SOP.2060 Extra Jobs Effective Date: October 10, 2024



objectives within the overall strategy, while providing important information on event and response parameters. (<https://www.phe.gov/Preparedness/planning/mscc/handbook/>)

Extra Job: Any employment (including self-employment) or work or rendering of services by a Departmental employee for which the employee receives compensation of any kind (including free or reduced cost housing) provided to him or her by any person, company, or agency other than the Atlanta Police Department. Additionally, any employment, work or rendering of police or security services by a Departmental employee in uniform for any person, company or agency other than the Atlanta Police Department regardless of whether the employee receives any form of compensation will require the employee to request and have approved an extra job permit. Extra jobs are to be defined and referred to as follows:

SIU Control Number System: The control numbers will be issued in the following format:

Example: XX-XX-XXX, (Year)-(Type)-(Permit Number). If the permit was a Type VII extra job requested in 2018 and it was going to be the 8th Type VII request of the year, the control number would be 18-07-008.

Off-duty radio number: The employee's unique identification number with an "X" (X-ray) attached to the end (e.g. 1234X-ray).

Pay Period: a fourteen-day period that coincides with the Departmental pay periods.

Point of Contact: an employee who assists an extra job employer in scheduling of employees but is not responsible for their employment or their supervision with the extra job employer.

Road Event: a race, walk, parade, march, bicycle street event, or motorcycle ride that is conducted on a city street, beginning at one point and traveling to another, by foot or the use of any conveyance.

6. CANCELLATIONS

APD.SOP.2060 "Extra Jobs"; effective March 16th, 2022.

7. REFERENCES

- Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standard 22.2.4
- Form APD 727 "Extra Job Permit/Request"
- Form APD 759 "Extra Job Error Sheet"
- Form APD 761 "Extra Job Spot Inspection Verification Form"
- Form APD 763 "Type V, VI, & VII Extra Job Coordinator Application"
- City of Atlanta Code of Ordinances, Section 114-436 to 114-437
- Official Code of Georgia, Section 16-10-3, 40-6-76, and 40-8-90
- Georgia Supreme Court ruling, S94A1442, January 17, 1995