



# Colorado Springs Police Department

## Standard Operating Procedures

### DL-242-01 Extra Duty Program

#### Section 200 – Community Collaboration

Active Date: 4/3/2025

Supersedes Date: 7/1/2020

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## .01 Purpose

The purpose of this directive is to provide guidelines for the management of and participation in the Extra Duty Program.

## .02 Cross Reference

[GO 242 Extra Duty Program](#)

[GO 504 Body Worn Cameras \(BWC\)](#)

[GO 900 Vehicles: Normal Operations](#)

[GO 1500 Issuing and Accountability of Police Equipment](#)

[GO 1525 Police Vehicles Assignment](#)

[DL-150-02 Principles of Command](#)

## .03 Procedure

### Eligibility

Officers on medical leave, administrative leave, light duty, funeral leave, or suspension may not work extra duty assignments. Officers who are on Family Medical Leave due to a family member's illness, injury, or other qualifying conditions may work extra duty assignments.

Officers on Performance Improvement Plans may only work extra duty if approved by their division commander.

### Sign-Up Procedure

CSPD contracts with a third-party vendor, Extra Duty Solutions, to manage the extra duty program.

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Extra Duty Solutions conducts sign-ups through their website and/or phone application. Extra Duty Solutions will conduct sign-ups on the first of each month for the following month. Officers will sign up during the time slots provided by Extra Duty Solutions, based on their extra duty seniority.

The following requirements apply to extra duty signup:

- During the first round of signups, officers may sign up for no more than 30 hours.
- The second round of signups will occur based on seniority on the third of each month, at which time officers may sign up for an additional 15 hours.
- Once two rounds of sign-ups have been completed, any additional assignments will be eligible for all officers who have been approved to work extra duty.

If an extra duty assignment goes unfilled and is past the time the assignment would begin, an officer may contact Extra Duty Solutions to determine whether the business account manager would like the remaining hours filled.

*Example:* an officer finishes an extra duty assignment at 1300 hours and sees another extra duty assignment has gone unfilled that began at 1200 hours, the officer may contact Extra Duty Solutions to correspond with the business to see if they would like the remaining hours covered. The hours would be adjusted for the new start time.

#### *Account Manager Contact Prohibited*

Officers are prohibited from direct correspondence with contracting account managers. All correspondence will be through Extra Duty Solutions.

### **Extra Duty Seniority**

The extra duty seniority system is designed to encourage optimum performance and commitment from its participants through first pick scheduling incentives including preferences, frequency, easier coordination with their regular schedule.

On an annual basis, each officer is assigned a number denoting their extra duty seniority rank.

Sergeants and Lieutenants will be ranked based on their department seniority and the criteria below, the same as officers.

Each officer's rank on the seniority list is determined in order of priority by the:

- Number of months of extra duty worked during the previous calendar year.

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- Number of hours of extra duty worked the previous calendar year.
- The officer's academy graduation date.
- The officer's academy graduation ranking.

Extra Duty Solutions will manage the seniority list with the assistance of the Extra Duty Program Liaison.

*Example:* Officers who work at least one extra duty assignment per month during the calendar year (12 months) and work a total of the base hours of 180, will be placed in the top group. The seniority for the top group will then be determined by their graduation date and academy class graduation rank. The second highest ranking group are those officers who worked all 12 months but failed to meet the 180 base hours. This group will be placed in ranking order by their graduation date and academy class graduation rank, below the officers who completed 12 months and achieved base hours. The third ranking group are those officers who worked 11 months with base hours of 165 hours, (15 hours x 11 months = 165 hours). Seniority for this group will be determined by their graduation date and academy class graduation rank. This grouping will continue based on the number of months worked and base hours. (15 hours x number of months worked = base hours) and so on all the way to one month worked with base hours of 15.

## **Working Extra Duty While On-Call**

Officers who are on-call for a specialized assignment may not work extra duty assignments without obtaining prior approval from the extra duty liaison and their supervisor. This includes being on-call for court.

In order to ensure that extra duty assignments are filled, if an officer is placed on call after they have already committed to an extra duty assignment, they are responsible for finding a replacement if the assignment is not approved for an on-call status by the extra duty liaison.

## **Emergency Extra Duty**

Colorado Springs Utilities and the City's Streets Department may encounter unplanned situations which, if a planned activity, would require extra duty officer(s) (e.g., after-hours emergency road repair). Upon request, the patrol duty lieutenant may assign a regular duty officer to an extra duty assignment under the following provisions:

- The order comes in after normal business hours and cannot be filled by extra duty liaison by the next business day.

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- The duty lieutenant has determined that it is essential to have the assignment filled for the requestor.

The duty lieutenant is responsible for notifying the extra duty liaison to ensure coordination with Extra Duty Solutions. The department's contract security company may also be utilized for these assignments as needed.

## **Assignment Instructions**

It is each officer's responsibility to be cognizant of all special instructions listed on the sign-up sheets. Failure to comply with special instructions may result in disciplinary action. In some instances, special instructions will be emailed to the assigned officer.

Officers working extra duty are responsible for monitoring their email and work phone (text messages) in a timely manner for any updates to the assignment or special instructions for the assignments they are scheduled to work.

The following requirements apply to Communications Center notifications for extra duty personnel:

- Officers must call in service at the beginning of their assignment and out of service at the end of a scheduled assignment.
- Officers must log into CAD on their laptops and cell phones at the beginning of their shift and log out at the end of their shift.
- If the assignment calls for the use of a marked patrol vehicle, the officer will advise Communications of the vehicle number.
- Officers who are scheduled for assignments which are patrol related will call in **[REDACTED]** every hour, in addition to calling in at the beginning and end of the assignment.

## **Supervision**

Officers on security assignments are under contract by the contracted business account and expected to provide the same level of service as when on duty for CSPD.

Security assignments will report to the manager or person responsible for operations at that facility unless a CSPD supervisor is assigned. The assigned supervisor will work with the assignment manager to assure CSPD personnel are deployed appropriately.

## **Uniform & Equipment Requirements**

### *Uniforms & Equipment*

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All officers working extra duty assignments will wear approved patrol uniform. Officers assigned to TEU, K9, or other specialized units must wear the standard patrol uniform, French blue shirt, 5-11 pants, and protective equipment.

The only exception would be for a specialized assignment in which the Extra Duty Program Liaison or Protective Security Lieutenant has specified the assignment as non-uniformed.

All officers working extra duty assignments will wear a body worn camera and will use the device in accordance with [GO 504 Body Worn Cameras \(BWC\)](#).

### *Donning and Doffing*

Officers without a take home vehicle and officers who have a take home vehicle but are not on call, will be paid for 15 minutes before and after each assignment to compensate for donning and doffing protective gear.

- Officers must don and doff at the substation in which the extra duty is located or the station they are assigned to.
- If the assignment requires a cruiser, officers will be paid 30 minutes before and after each assignment to compensate for donning, doffing, and the time needed to pick up and return the cruiser, which again must be at the substation in which the extra duty is located or the station they are assigned to.
- If an officer has a take home vehicle and is not on call, the officer is not authorized to use their take home vehicle for the extra duty commute.

Officers who are on call in a specialized unit, who have been approved to work an assignment while on call, but their assignment does not require a car, can use their assigned take home vehicle to take to the assignment.

- Officers must don and doff at the division substation in which the extra duty assignment is located, or the building they are assigned to, and will receive an extra 30 minutes of compensation; 15 minutes before shift and 15 minutes after shift.
- This section is only for those officers who are on call while working an assignment.
- If an officer has a take home vehicle and is not on call, the officer is not authorized to use their take home vehicle for the extra duty commute.

## **Vehicle Requirements**

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Extra Duty Solutions will manage the requests for vehicles. When a vehicle is requested, all officers will use a marked police vehicle unless otherwise specified or prior approval is given by the Extra Duty Program Liaison.

Officers are prohibited from contacting any contracted business/agency with a request to bring an unmarked vehicle to a marked vehicle assignment.

### *Marked Vehicles*

Officers requiring a marked vehicle for an extra duty assignment will take a vehicle from the division where the extra duty assignment is located or from the division they are assigned based on availability.

Marked vehicles available for extra duty will be taken in this order:

- Vehicles designated as extra duty vehicles.
- The oldest vehicles not currently assigned to an officer or shift, and the vehicle will be returned prior to the next start time.
- The oldest vehicles not assigned to an officer or shift.

Officers are prohibited from taking a newer vehicle for an extra duty assignment.

Prior to taking any vehicle, officers must obtain approval from the on-duty supervisor or duty desk officer and will sign the vehicle out according to the checkout procedures as outlined in department policy.

Officers not assigned to a substation will obtain a marked vehicle from the division in which the extra duty is assigned. If there are no vehicles available at the division, a check can be done with the other divisions to determine vehicle availability. Officers are prohibited from using a vehicle for the purpose of transportation to an extra duty assignment which does not require a marked vehicle.

For assignments requiring multiple vehicles for traffic control purposes, if an officer/detective is assigned an unmarked vehicle with a light package, these vehicles may be utilized. Prior to the assignment, request permission through the Extra Duty Program Liaison for approval to use the assigned unmarked vehicle.

## **Extra Duty Pay**

### *Non-Supervisor*

All extra duty assignments not identified as a supervisor assignment will be paid at 1.5 times the P1 hourly rate.

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## *Supervisor*

Assignments requiring five or more officers will require a supervisor. The supervisor position will only be available to sergeants and lieutenants and will be paid at the sergeant overtime rate.

## **Responsibility to Obtain Replacement**

Extra-duty assignments may be released prior to seven days before the day of the assignment without identifying a replacement.

If an officer has accepted an extra duty assignment and is unable to work that assignment, within seven days of the assignment, they will follow the appropriate protocol to obtain a replacement. Reasonable efforts must be made to find a replacement.

The officer must contact Extra Duty Solutions to release the job, making it available to the extra duty officer group.

- If no one picks up the assignment, it is still the officer's responsibility to work the assignment.
- If the officer is still not able to work the assignment, they must notify Extra Duty Solutions and the Extra Duty Program Liaison of the reason for the missed assignment.
- The Extra Duty Program Liaison will evaluate the reason to determine if the absence will be excused (example: an illness or injury).
- Any unexcused "Late Cancellation" or "No Shows" are subject to possible discipline or suspension from the program.

## **Excused No Show**

Excused No-Shows are certain circumstances where an officer is unable to work an assignment they have signed-up for due to illness, FMLA, military, or funeral leave.

Officers will notify Extra Duty Solutions and email the Extra Duty Program Liaison of their change in work status promptly to allow for the assignment to be rebid.

If an officer is working an assignment and circumstances arise causing the officer the need to leave the assignment, the officer must contact:

- The Communications Center supervisor to inform them of the circumstances.
- The contracted business account or business and notify them that they will not fulfill the remainder of the assignment.
- Extra Duty Solutions, so the time can be adjusted to only the hours worked.

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- The Extra Duty Program Liaison of the reason why they were unable to complete the assignment.

If an officer misses an assignment due to illness that is not FMLA related or under HFWA, the officer may be advised to provide a doctor's note to the Extra Duty Program Liaison confirming the dates and times of the missed assignment be forwarded to CSPD HR. This note should not include any information regarding a diagnosis or medical condition.

Any FMLA-related misses do not require a doctor's note, as the appropriate paperwork will be on file with CSPD Human Resources.

Schedule changes initiated by the department will be considered as an "Excused - No Show" only if the officer notifies the Extra Duty Program Liaison and the miss is confirmed by the officer's supervisor. This notification will include contact with Extra Duty Solutions so the assignment can be rebid.

## **Breaks**

Breaks are authorized only if the contracted business account allows it, and they will be completed within the appropriate time parameters.

Officers will not leave the assignment while on break unless the reason for the extra duty is no longer applicable or has been completed (e.g., construction escorts where the customer has excused the crew for lunch).

## **Case Reports**

Officers working extra duty will initiate a case report whenever an incident requires the taking of a police report and it is directly related to the extra duty assignment.

Communications will be notified and assign a sector officer to assist the extra duty officer when it becomes necessary to process evidence, book a prisoner, conduct follow-up, or engage in any other police activity that would require leaving the site. The extra duty officer will remain onsite unless otherwise ordered.

The extra duty officer will email the Extra Duty Program Liaison if they become involved in police activity that is not directly related to the extra duty assignment.

## **In Progress Call Diversion**

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Officers working extra duty assignments may be diverted from their assignments to respond to calls for service that are an *in-progress, life-threatening incident with no on-duty units immediately available*.

The decision to divert extra duty officers will be at the discretion of the dispatcher or an on-duty police supervisor.

If extra duty officers are diverted from their assignments to respond to emergent incidents as listed above, Communications will then send the first available on-duty officer to the scene to take over the call. The extra duty officer will then return immediately to their assignment once relieved. The officer must notify Extra Duty Solutions and the Extra Duty Program Liaison of the absence from the assignment so adjustments in payment can be made.

### **Assistance to be Rendered**

Officers will render assistance, within the framework of the law and CSPD policy, to assist the contracted business account in maintaining order.

One official of the business or agency will be designated to oversee the event or activity, and the senior or supervisory police officer assigned will work closely with that official.

### **Logging Time**

If, while working an extra duty assignment, there is a need to place evidence at the end of the assignment or conduct additional follow-up, this time will not be charged to the business. The additional time it takes to place evidence or complete a case report will be added to Workforce Management as 'hours worked,' with a note explaining the need for the time.

The Extra Duty Program Liaison must be contacted to explain the need for the additional time. If additional follow-up must continue after the assignment, it is appropriate to conduct that follow-up during the normal assigned shift. All efforts should be made to complete the report during the assignment if possible.

When an officer arrives at an assignment and no one is present, such as a traffic control/road work assignment, the officer should attempt to contact the contract manager listed on the assignment by the phone number provided.

If still unable to make contact, the officer should call Extra Duty Solutions at [REDACTED], which is monitored 24 hours, 7 days a week.

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Each assignment is paid a minimum of 2 hours plus donning and doffing time of 1 hour if a vehicle is utilized. If no one can be contacted, Extra Duty Solutions will note the time and release the officer from the assignment, noting the 2 hours minimum.

## **Extra Duty Investigation & Discipline Process**

Participation in the CSPD Extra Duty Program is considered a privilege, which may be suspended for the following offenses:

- Failure to work or replace oneself for an extra duty assignment
- Arriving late for an extra duty assignment
- Violating the extra duty guidelines
- Complaints received from contract businesses reference work performance
- Not following proper procedures in the excused no show/late cancel section of this document

Any policy violation outside the scope of failing to work or replace oneself, arriving late, violating the extra duty guidelines, and not following procedures in the excused no show section will be handled following the guidelines listed in department internal investigative policies. The investigation of a complaint will be the responsibility of the involved employee's chain of command per department policy.

The results of any investigation involving an extra duty complaint will be sent to the SED Commander.

The SED Commander and/or the employee's chain of command may elect to suspend an employee from working extra duty. Any discipline against an officer for actions taken while working extra duty may be used to support a suspension from working extra duty in addition to the offenses listed below.

Any investigative outcome and recommendation for suspension from the Extra Duty Program will be documented in an interoffice memorandum, by the special events supervisor, and forwarded via the chain of command to the SED Commander.

The SED Commander will make the final suspension determination in accordance with the following:

- The first offense will be noted by the Extra Duty Program Liaison and an entry will be added to the employee's NEOGOV journal as a warning.
- Two offenses occurring within a consecutive 12-month period will result in removal from the next month assignment picks. Assignments can be selected after the 5<sup>th</sup> day of the month.
- Three offenses in a consecutive 12-month period may result in a three-month suspension.
- Four offenses in a consecutive 12-month period may result in a six-month suspension.
- Five offenses in a consecutive 12-month period may result in a one-year suspension.

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Any offense that results in suspension from extra duty privileges will be forwarded to the officer's immediate supervisor.

Suspension from working extra duty can be considered as part of an officer's performance evaluation process. However, any suspension from working extra duty, pertaining to the extra duty offenses listed above, will not be subject to any additional formal discipline.

## **Restriction from Working Extra Duty**

The SED Commander may restrict anyone from working extra duty when circumstances arise that indicate it is in the best interest of the department to not have an officer work either specific extra duty assignment or extra duty in general.

These circumstances may include but are not limited to:

- Complaints from the contracted business account;
- When officers are the subject of a pending personnel investigation;
- Complaints received from an officer's chain of command indicating that extra duty may be impacting that officer's performance of their primary duties.

Restriction from working extra duty is an administrative function. Determining the need to restrict an officer from extra duty during a pending personnel investigation should include consideration of the impact the alleged violation has on the department, the officer and/or supervisor, and the extra duty program.

In the event the personnel investigation results in a finding of not sustained, unfounded, or exonerated, the employee will be given credit for working the minimum hours for the time period involved in order to maintain their extra duty seniority.

## **Worker's Compensation/FMLA Waiver**

The worker's compensation waiver applies only to the seniority list process.

In the event an officer sustains a worker's compensation injury resulting in a period of leave or light duty status, that officer may qualify for a worker's compensation waiver under the following conditions:

- The officer has worked extra duty in the past 12 consecutive calendar months immediately preceding the injury or illness. If the officer is new to extra duty and requests a waiver, the Protective Security Lieutenant will evaluate the number of months worked to determine if

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credit will be awarded for the time missed due to the injury. This credit will generally be 1 month credit for each month worked.

- If an officer is ineligible to participate in the Extra Duty Program for a full calendar month, they will be given credit and base hours for that month, despite not actually working during that month. To qualify for this waiver, that officer must have been ineligible to work for the entire calendar month.
- The only exception to the full month stipulation is when an officer's worker compensation leave/light duty status commences prior to the officer's scheduled extra duty assignment (as reflected on the officer's record's retained by Extra Duty Solutions) and continues for the duration of that month.
- Officers who are on approved FMLA leave or are on non-work-related light duty.

Officers who have signed up for extra-duty prior to being placed on workers' compensation, thus not available to work those assignments, may be asked to find a replacement.

Approval of any waiver will be made by the Protective Security Lieutenant. Final authority approval on any waiver will be with the SED Commander.

In order to be considered for the worker's compensation/FMLA waiver, the officer must email the request to the Extra Duty Program Liaison or the Protective Security Lieutenant by the end of that year.

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