



Colorado Springs Police Department General Order

242 Extra Duty Program

Section 200 – Community Collaboration

Effective Date: 12/10/2024

Supersedes Date: 5/4/2020

.01 Purpose

The purpose of this directive is to outline principles and procedures for the Colorado Springs Police Department's (CSPD) Extra Duty Program.

.02 Cross Reference

[GO 410 Outside Employment](#)

[GO 411 Conflicts of Interest](#)

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

[DL-242-01 Extra Duty Procedures](#)

.03 Discussion

CSPD's Extra Duty Program was developed to provide additional law enforcement services to private businesses and/or public agencies, while eliminating potential conflicts of interest for officers and the department. The extra services provided are paid for by the business via a contract, and, generally, represent special law enforcement needs that cannot be met through routine police service.

Maintaining a strong and effective Extra Duty Program benefits the community, the department, and its officers, by providing auxiliary police services while under the control of the department as well as providing a full range of police resources that are quickly available, when needed or requested.

.04 Policy

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When agencies, businesses, or other organizations are in need of additional police services that do not conflict with the mission of the department, those services are available, by contract, through the Extra Duty Program.

CSPD reserves the right to deny services to any business, organization, or at any location.

Direct solicitation of officers for extra duty is prohibited. All extra duty assignments are managed by an outside company, Extra Duty Solutions, in coordination with the Extra Duty Program Liaison (Special Events Sergeant).

CSPD recognizes that it is not a right for officers to work extra duty, but rather a voluntary privilege. As such, CSPD has the right to restrict officers from working extra duty when deemed appropriate and in the best interest of the department.

All CSPD personnel who participate in the Extra Duty Program will abide by [DL-150-02 Principles of Command](#) if/when an emergent situation develops.

.05 Definitions

Extra Duty Solutions – CSPD contracts with Extra Duty Solutions to provide management of off-duty programs and handles the scheduling of details, officer payments, invoicing, and collections.

Contracted Business Account – An external business or agency who contracts with CSPD through Extra Duty Solutions for officer presence and/or services.

Extra Duty - Police activities performed by contract, for payment, and arranged through the department's Extra Duty Program managed by Extra Duty Solutions.

Extra Duty Program Liaison – The Special Events Sergeant will be CSPD's liaison to Extra Duty Solutions to ensure compliance with department policy and procedures as it relates to extra duty employment.

.10 Extra Duty Officers Subject to Rules and Regulations

Officers participating in the Extra Duty Program will be subject to the rules, regulations, policies, and procedures of CSPD.

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Failure to comply may result in disciplinary action as outlined by department policy or procedures.

Officers must receive prior departmental permission to participate in the Extra Duty Program which is based upon applicable eligibility requirements. Sworn Officers who have attained the rank of third-class police officers (P3) up to and including the rank of lieutenant, are eligible to work extra duty.

.12 Primary Duty

The primary duty of all CSPD personnel participating in extra duty assignments will be to protect life and property, keep the peace, and enforce city ordinances, state, and federal laws.

.13 Types of Extra Duty Assignments

- Patrol - an assignment which requires a cruiser and would consist of traffic control, crowd management, or miscellaneous patrol duties.
- Security - an assignment which is conducted in a setting where there is oversight by the contracted business account.
- Funeral escorts.

.20 Responsibility of Business or Agency

Enforcement of regulations that are made by the contracted business account, with whom the extra duty assignment is made, are the responsibility of that business or agency. However, when the conduct of any person threatens a breach of the peace, or similar violation of the law, the officer may intervene to end the violation and, if necessary, make arrests.

In any action of this type, officials of the business or agency will be asked to support the officer by bearing witness and/or signing complaints.

.24 Basic Fees

A basic, per-hour fee will be established via the contract and in accordance with city policy by and between CSPD and the requesting agency/business.

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.26 Money Collected

All money collected and vouchers for payment will be processed through Extra Duty Solutions. Under no circumstances will any officer accept any form of payment, or reimbursement from a contracted business account.

.28 Time Minimum & Charges

A minimum of two hours is required for the Extra Duty Program and will be charged for all extra duty assignments.

Additional time will be measured by the quarter hour. Time less than 7.5 minutes will not be charged; likewise, any time 7.5 minutes and above will be charged as a full quarter hour.

.30 Voluntarily Assignments

Assignments for extra duty will be made from a list of eligible officers who have voluntarily signed up to work extra duty.

The list will be created and maintained by the extra duty **program liaison and Extra Duty Solutions. All assignments will be managed through Extra Duty Solutions.**

.34 Selection for Assignments

Officer extra duty assignments will be added to the seniority list, which is based upon the extra duty work record of each officer, **number of months worked, base hours, and department seniority.**

The extra duty **program liaison in coordination with Extra Duty Solutions** will ensure that assignments are apportioned fairly, and without prejudice for or against any officer. The extra duty program liaison will have discretion to make fair and reasonable limitations upon the distribution and number of hours worked by any officer, if there is reasonable cause to believe that the department might be detrimentally affected otherwise.

In such instances, when an officer objects to the **extra duty program liaison's decision**, they should discuss the matter with the liaison first and, if still unsatisfied, with successive members

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of the extra duty program liaison's chain of command. Final authority rests with the Investigative and Special Operations Bureau (ISOB) deputy chief.

.40 Responsibility to Report

After an officer has signed up for a detail, it is the officer's responsibility to be at the proper specified location, at the assigned time, and have a full understanding of the expectations of the contract manager.

Officers are prohibited from showing up late for assignments, leaving early from assignments, and/or adjusting their own hours for assignments without prior permission from the extra duty program liaison. They must notify Extra Duty Solutions of the reason they were late or the reason to leave early. Extra Duty Solutions will make requests to the contracted business account manager.

Officers are prohibited from approaching any contracted business/agency with a request to modify the contracted hours. All communications will go through Extra Duty Solutions.

.46 Restriction from Working Extra Duty

In order to maintain the integrity of the Extra Duty Program, the SED commander may restrict anyone from working extra duty when circumstances arise that determine it is in the best interest of the department to not have that officer work either specific extra duty assignments or extra duty in general.

These circumstances may include, but are not limited to:

- Complaints from any contracting entities
- Officers who are subject officers in a pending personnel investigation, or
- Complaints are received from an officer's chain of command indicating that working extra duty may be impacting that officer's work performance in their primary duties

Restriction from the Extra Duty Program need not be the result of an extra duty incident.

Restriction from working extra duty is an administrative function and is not part of the extra duty disciplinary process.

.50 Specialized Assignments

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The Investigative and Special Operations Bureau deputy chief, or designee, may categorize certain extra duty assignments as being outside the scope of the normal policies and procedures, as set forth in this directive, due to specialized aspects of the assignments. Specific qualifying criteria for these assignments, along with procedures for selection, may be established at the direction of the deputy chief.

.54 Extra Duty for Funeral Escorts

Extra duty requests for funeral escorts will be handled through the Extra Duty Program **Liaison** and referred to Extra Duty Solutions. The Extra Duty Program Liaison will assign the appropriate number of officers needed, according to City Ordinance 10.23.112 - Funeral Processions and Escort Officers.

If the extra duty officers arrive for the escort and see the need for additional escort officers, that information should be relayed to communications who will then be responsible for sending an on-duty officer or officers, as needed, to the scene of the funeral escort to accommodate the additional need.

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