



PERSONNEL			308.00	
<div></div> <div>EXTRA-DUTY EMPLOYMENT AND SPECIAL EVENTS</div> <div></div>				
ISSUED: 09-20-1994	EFFECTIVE: 09-30-1994	REVISED: 07-11-2024	REVIEWED: 07-11-2024	PAGES: 7

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## PURPOSE

The purpose of this standard operating procedure is to establish guidelines for monitoring and Controlling extra-duty employment of Punta Gorda Police Department personnel. This standard operating procedure also establishes guidelines for officer staffing of special events held within the city.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## DEFINITIONS

- Incident Action Plan:** A function of the Incident Command System (ICS), the Incident Action Plan is a written plan containing general objectives reflecting the overall strategy for managing an incident or event. It may include the identification of operational resources and assignments. It is used to communicate expectations and provide clear guidance to those managing an incident.

2. **Law Enforcement Related Employment (Extra-Duty):** The performance of activities involving traffic, crowd control, or security assignments for a public or private employer other than the Police Department as approved and authorized by the Chief of Police.
3. **Non-Law Enforcement Related Employment (Off-Duty):** the performance of activities that are in no way dependent upon the uniform and/or authority of a Punta Gorda Police Officer or Reserve Officer.
4. **Police Personnel:** All salaried or non-salaried persons and officers of the Police Department. This shall include all those deriving authority or power from the Chief of Police.
5. **Regular Officer:** A person appointed by the Chief of Police as a full-time law enforcement officer who has met the training requirements prescribed for full-time law enforcement officers by the Florida Criminal Justice Standards and Training Commission, and to whom law enforcement powers of the Chief of Police are delegated pursuant to Florida law.
6. **Reserve Officer:** A person appointed by the Chief of Police after having met the training requirements prescribed for reserve law enforcement officers by the Florida Criminal Justice Standards and Training Commission, and to whom law enforcement powers of the Chief of Police are delegated pursuant to Florida law, with such limitations of authority as established by the Chief of Police. Reserve officers shall be bonded with coverage provided to regular officers.
7. **Special Event:** Anticipated events requiring additional logistical needs outside the normal operational requirements of the agency.

## PROCEDURE

### I. LAW ENFORCEMENT-RELATED EXTRA-DUTY EMPLOYMENT

- A. Law enforcement-related extra-duty employment shall be administered and monitored by the Operations Division Commander. The Operations Division Commander shall oversee adherence to these established extra-duty procedures.
- B. All sworn officers are permitted to engage in extra-duty employment with the approval of the Operations Division Commander in accordance with this standard operating procedure. Officers who wish to engage in law enforcement-related public or private extra-duty employment may apply for extra duty details, provided the officer is in compliance with the requirements set forth in this policy. The fact that the officer signs up for a security detail will be acknowledgment that the requester has read and understands the standard operating procedure for extra-duty work, particularly concerning extra-duty injury and disability coverage.

C. Extra-Duty Employment Approval/Review Process – All requests from public, private, or commercial organizations for assignment of off-duty officers shall be made through the Operations Division Commander or their designee.

1. Assignment requests shall include the following information:
  - a. Date, time, location, and duration of the event;
  - b. Type of event and expected attendance;
  - c. Nature of duties to be performed by officers; and
  - d. Billing information and contact person.
2. Officers shall not solicit law enforcement-related extra-duty employers other than as provided for by this standard operating procedure.
3. At large public events (over 1,000 peak attendance), event organizers shall be required to employ a minimum of one (1) officer per every 1,000 event attendees or at the discretion of the Watch Commander, with approval from the Operations Division Commander . A minimum of one (1) officer is required if alcohol is being served at the event, regardless of attendance. The Operations Commander shall reserve the right to recommend minimum personnel requirements based upon potential enforcement problems. Requests for the assignment of five (5) or more police officers shall require the assignment of an extra-duty supervisor. Events in which the organizers anticipate over 5,000 attendees shall require the same as above plus any other personnel needed to handle the event.
4. The Operations Division Commander or designee shall be responsible for law enforcement operations at large public events, to include scheduling of extra-duty assignments, unless otherwise directed by the Chief of Police.
5. Regular or reserve officers who have been injured or who have been placed on “light duty” status shall not engage in extra-duty security details.
6. Regular or reserve officers who are under suspension or have been relieved of duties shall not engage in extra-duty security details.
7. The Operations Division Commander will electronically post details by 5:00pm each day when applicable. The extra-duty work assignments shall be maintained by the Operations Division Commander.
  - a. Officers are prohibited from applying for extra-duty details on behalf of another officer.

- b. Officers or civilian personnel shall not logon to extra-duty software using another users name and password.
  - c. Officers shall not sign up for more than two details, regardless of the number of postings, in any 24-hour period.
  - d. Cancellations shall be approved by the Operations Division Commander.
  - e. Reserve officers must wait a minimum of 48 hours, from the time the detail is posted, before signing up for the detail.
- D. Extra-Duty Employment Revocation Process – The Chief of Police reserves the right to revoke the extra-duty employment authorization of any business for any reason. The Police Department reserves the right to cancel extra-duty details without notice and to recall officers for official duty when necessary for community safety.
- E. Failure to Report to Extra-Duty Work Assignments
- 1. Officers accepting extra-duty work assignments shall be responsible for prompt reporting and for full and faithful performance of all authorized extra-duty work assignments. If the occasion arises for an officer to make an in-custody arrest while performing the detail, the officer shall consult with the on-duty shift supervisor as to who shall transport and be responsible for all necessary forms, reports, etc, in conjunction with the arrest.
  - 2. Officers accepting extra-duty assignments who fail to report and to perform assigned duties are in violation of City of Punta Gorda Rules and Regulations and may be disciplined pursuant to these rules, unless a legitimate emergency, verified by a supervisor, prevented the officer from working the assignment.
  - 3. Any officer intending to cancel their assigned detail is required to notify all officers that have already applied as backup to fill the detail. If no backup officer listed, the officer is required to find a certified replacement to fill the detail and will be held responsible for the detail unless a suitable replacement has been verified with the Operations Division Commander.
    - a. Officers that have applied as backup for extra-duty assignments and wish to cancel must do so up to 72 hours prior to the event. Any requests to cancel within 72 hours of the detail must have approval from the Operations Division Commander. It is the responsibility of the backup officer to report for their assigned duties if the primary officer is unable to work the detail.
  - 4. Officers shall not trade or obtain substitutes for extra-duty work assignments without prior approval from the Operations Division Commander.

5. Officers who are unable to report for an extra-duty work assignment or who will be reporting late shall notify the Operations Division Commander prior to the commencement of the detail. A written memorandum shall be submitted by the officer explaining the circumstances. The memorandum will be reviewed to determine if the officer is declared excused or in violation of policy.
- F. Use of Police Department Equipment: Police officers have a duty to be properly equipped with police department uniforms, equipment, and vehicles in conjunction with law enforcement-related extra-duty employment when:
  1. Such use provides safety for the officer and establishes a uniformed presence which is in the best interest of the community.
  2. The number of vehicles at any site does not exceed that which is necessary for safe and effective service.
- G. Significant Events: Officers will document any significant events occurring during extra-duty employment in an incident report. The report shall be forwarded to the Operations Division Commander and be kept on file.

## **II. INSPECTION AND CONTROL OF EXTRA-DUTY WORK PERFORMANCE**

- A. Requests for the assignment of five (5) or more officers shall require the assignment of an extra-duty supervisor.
- B. Officers engaging in extra-duty assignments are subject to all City of Punta Gorda rules and regulations as well as all Punta Gorda Police Department standard operating procedures.
- C. Officers working extra-duty assignments shall be subject to inspection by supervisors and Command Staff of the Police Department. Violations of Rules and Regulations or standard operating procedures shall be cause of removal from extra-duty work eligibility and/or disciplinary action.

## **III. EMPLOYER'S RESPONSIBILITY**

- A. Payment: Employers of extra-duty police officers shall be responsible for payment for services rendered.
  1. The Senior Executive Assistant shall be responsible for processing security detail payments and disbursements.
  2. The event organizer will be billed and any officer will be paid based on the Southwest Florida Police Benevolent Association Police Officers' Bargaining Unit contract.

3. Payment shall be made directly to the Police Department. All checks shall be made out to the City of Punta Gorda.
4. Payment should be made immediately upon receipt of the invoice, but otherwise shall be made prior to the date that the officer is required to start work. Exceptions may be made by the Operations Commander.
5. Officers shall receive a minimum fee of two (2) hours pay for any work detail of less than two (2) hours duration.

B. Extra-duty Work Injury and/or Disability Benefits – Extra-duty arrests and official actions – officers shall be deemed to be acting within the course and scope of their official duties while fulfilling detail assignments and are eligible for on-duty injury benefits regardless of scheduled work hours or pay status.

**IV. STATUS OF EXTRA-DUTY WORK ASSIGNMENT:** Sign up for extra-duty details is on a first come, first served basis, and is strictly voluntary on the part of the officer. However, an officer is obligated to work the detail they have signed up for, at the appointed hour.

A. Time and Compensation: Members working an Extra Duty Detail shall utilize the PowerDetails system and the Time Clock Plus payroll system to ensure payment occurs in the same pay period as the Extra Duty Detail is worked.

1. Time Clock Plus: Officers shall log into the Time Clock Plus system at the beginning of their Extra Duty Detail and log out of the system at the end of their Extra Duty Detail. The Job Code shall be Extra Duty Detail. Officers shall record the job number in the Time Clock Plus system notes field that correlates to the job number in the PowerDetails system of the Extra Duty Detail they are working.
  - a. Regular Cost Code: Officer who accepts an extra duty detail that does not occur on a holiday, is scheduled with more than 48 hours' notice and is not a required supervisory position.
  - b. Holiday Cost Code: Officer who accepts an extra duty detail that occurs on a city recognized holiday, New Year's Eve, and Easter.
  - c. Less than 48 Hours' Notice Cost Code: Officer who accepts an extra duty detail that is scheduled with less than 48 hours' notice.
  - d. Supervisor Required Cost Code: Corporals and above who fill the role of supervisor at large public events that require an Extra Duty Detail supervisor.
2. PowerDetails: At the completion of the Extra Duty Detail, the officer shall bill the event (apply the appropriate number of hours worked) in the PowerDetails system. Any

discrepancies between the Time Clock Plus system and the PowerDetails systems (i.e. officer does not end their shift in Time Clock Plus) will be adjusted by the department to match what the officer bills in the PowerDetail system.

- V. **SPECIAL EVENTS:** All requests for law enforcement services at a special event will be directed to the Operations Commander. They will act as the event coordinator and determine if the utilization of members and resources will be extra-duty or on-duty status. Coordinator responsibilities include:
- A. Incident Action Plan: The coordinator will conduct an on-site inspection of the event location and develop a plan of action that will consider the following:
1. Traffic control:
    - a. Vehicle ingress and egress;
    - b. Parking space and prohibitions;
    - c. Alternate traffic routes; and
    - d. Temporary traffic controls/barricades.
  2. Estimated number of attendees;
  3. Crowd control measures and security posts;
  4. Command post requirements;
  5. Staffing required in accordance with city ordinances;
  6. Potential crime problems and contingency plans; and
  7. Any required or specialized equipment.
- B. Staffing: The Operations Division Commander will make a final determination of staffing requirements based on the plan of action. If the special event is to be an on-duty assignment, the Operations Commander may arrange for additional personnel from other sections as needed.
1. Marine Unit;
  2. Reserve Officers; or
  3. Other section members.

C. Outside Agency Resources: The Operations Division Commander will ensure cooperation from outside organizations required to assist in completing the plan of action to include:

1. Fire/EMS; and
2. Charlotte County Sheriff's Office.

**APPROVED**

A handwritten signature in black ink, reading "Pamela R. Smith". The signature is fluid and cursive, with the first name "Pamela" being the most prominent part.

**PAMELA R. SMITH, CHIEF OF POLICE**

**STAFF REVIEW DATES:** 09-20-1994, 12-19-1995, 03-01-1996, 01-01-1998, 12-18-2000, 12-13-2002, 10-31-2003, 03-28-2006, 03-19-2008, 11-10-2009, 01-24-2012, 03-18-2013, 03-10-2015, 05-04-2017, 08-13-2018, 12-01-2020, 8-05-2022, 07-11-2024

**REVISION DATES:** 09-20-1994, 12-19-1995, 03-01-1996, 09-01-1996, 01-01-1998, 12-18-2000, 12-13-2002, 10-31-2003, 03-28-2006, 03-19-2008, 11-10-2009, 01-24-2012, 03-18-2013, 03-10-2015, 05-04-2017, 08-13-2018, 02-26-2019, 12-01-2020, 05-18-2021, 08-20-2021, 08-05-2022, 01-04-2023, 07-11-2024