



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



253.02 SUPPLEMENTAL POLICE EMPLOYMENT 07-30-14

PURPOSE

The purpose of this order is to establish criteria for the assignment of Department personnel to supplemental police employment.

POLICY

It shall be the policy of the Sacramento Police Department to adhere to guidelines governing supplemental employment for personnel as set forth in the City Charter, Civil Service Rules and Regulations, Fair Labor Standards Act (FLSA), City Council Resolutions and the Agreement between the City and the Sacramento Police Officers Association (SPOA). This will allow citizens, businesses and governmental agencies to contract with the City for additional police service.

PROCEDURE

A. DEFINITIONS

1. SUPPLEMENTAL POLICE EMPLOYMENT - contractual employment with citizens, businesses or government agencies to provide additional uniformed or plain clothes police service. Supplemental police employment is coordinated and assigned by the Supplemental Employment Unit (SEU).
2. SUPPLEMENTAL POLICE EMPLOYMENT WORK WEEK - begins each week on Saturday and ends on Friday.
3. BAR, LOUNGE, NIGHTCLUB - any business, whether open to the public or a private club, whose main source of income is derived from the sale of alcoholic beverages and/or a cover charge.

B. GENERAL

1. Officers, while assigned to supplemental police employment, shall be subject to all rules, orders and procedures of the Police Department.
2. Employees shall not work in excess of 20 hours of supplemental police employment, and/or outside employment per week, except while on vacation or other approved time off. See G.O. 253.01 (Special Compensation), regarding the total number of hours officers may work in conjunction with their regular shifts.
3. An employee shall not sign up for a supplemental police employment assignment if it will not allow for an eight-hour rest period before the start of that employee's regularly scheduled assignment. The employee's direct supervisor or, if unavailable, the on-duty watch commander may approve exceptions to this provision.

C. SUPPLEMENTAL POLICE EMPLOYMENT ASSIGNMENTS

1. The Contract Services captain, Office of Operational Services (OOS) or designee shall determine which events officers shall be allowed to work. If an event/group contracting for police services is questionable, the Contract Services captain shall, before approval, consider whether
 - a. The organization, group, or individual is involved in any labor dispute or controversial issues regarding labor conditions. In no event shall an officer performing supplemental police employment be assigned to a job site where a labor union picket line has been established.
 - b. The organization, group, or individual is associated with any political group or cause, including candidates for public office or candidate fund raisers.
 - c. The organization, group, or individual, is engaged in, supporting or opposing a controversial issue, (e.g. Right to Life vs. Planned Parenthood, tax protest groups, etc.).
 - d. The Police Department is currently recommending denial or recommended denial in the past for an Alcoholic Beverage Control (ABC) application, dance permit, or parade permit.
 - e. the business or organization has a questionable reputation.
2. Any business, organization and/or event which in the opinion of the Contract Services Captain will bring discredit to the Department or City shall not be authorized to contract for supplemental police employment.



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3. When officers are assigned to work at a bar, lounge or nightclub, they shall remain outside the business unless they have a specific purpose to enter the establishment (e.g. disturbance, business check, use of the restroom). Officers shall only remain in the establishment long enough to handle the specific purpose for which they entered and advise of any circumstances that may delay the officer(s) from exiting the establishment.
4. When officers are inside bars, lounges, or nightclubs, they shall not be stationed nor remain behind the bar or near the area in which alcoholic drinks are being prepared, unless necessitated by specific circumstances. Officers may be assigned to functions where the sponsors have obtained a temporary alcoholic beverage permit from ABC for a particular non-profit organization event.
5. Officers shall not perform tasks that are not part of their peace officer responsibility while assigned on supplemental police employment.
 - a. Officers may not act as an agent for the contractor to perform such non-law enforcement duties as: taking tickets at the door, checking identification at the door, bouncer, cashier, bartender, etc.
 - b. If there is any doubt in the officer's mind as to whether or not the assignment(s) are law enforcement related, the officer shall immediately contact the on-duty watch commander for approval and/or denial of the assignment request.
6. Supplemental police employment assignments should be within the Sacramento City limits unless otherwise authorized.
7. Officers shall not be allowed to work supplemental police employment during court hours while under a conflicting subpoena.
 - a. Exception: Officers under 24-hour subpoena are only subject to this provision after they have been notified of their time of appearance, and then only during the time they are to appear.
 - b. Officers shall not be compensated for phone calls to the Court Liaison Unit (CLU) while working supplemental police employment assignments.
 - c. If the officer is issued a subpoena that conflicts with a previously scheduled supplemental police employment assignment, the officer shall notify SEU, and SEU will reassign the supplemental assignment.

D. OFFICER ASSIGNMENT

1. Officers and sergeants shall be assigned from a list of personnel who have applied to work supplemental police employment. Sergeants may accept an assignment to work out of class at the officer rate of pay. Sergeants willing to take assignments at the officer rate of pay can do so by noting the request on their application.
2. Officers shall not accept an assignment or be assigned from the availability list within 12 hours of the end of their assigned shift in which the officer used 5 or more sick leave hours.
3. Requirements are as follows:
 - a. Police officers who have completed probation and Sergeants may request placement on the availability list for supplemental police employment.
 - b. Officers who have completed field training but are still on probation may request placement on the availability list with the approval of their supervisor and watch commander.
 - c. Limited Term Community Service Officers who have completed field training may request placement on the availability list for supplemental employment with the approval of their supervisor and watch commander. Limited Term Community Service Officers shall only be given supplemental employment assignments consistent with their normal job duties (e.g. traffic control).
 - d. Officers and Sergeants on sick leave, IOD leave, light duty, leave of absence or suspension shall not be eligible for supplemental police employment.
 - e. Officers and Sergeants may not work supplemental police employment while they are on paid on-call status.
 - f. Part-time officers are only eligible for supplemental police employment assignments that are unfilled by full-time officers.



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4. Uniforms
 - a. When working supplemental police employment, all officers shall wear the uniform of the day as described in G.O 430.01 (Uniforms/Grooming).
 - b. Exceptions
 - (1) If the Office Chief, OOS, determines unusual circumstances exist, and it is in the interest of the public, plain clothes may be authorized.
 - (2) Gang Suppression Unit (GSU) officers shall wear plain clothes when specifically hired to do so.
 5. The number of officers or sergeants assigned to a function shall be determined by the Contract Services captain or designee. This determination shall include at a minimum an evaluation of
 - a. Anticipated number of people attending the function.
 - b. Whether alcoholic beverages will be served.
 - c. Whether the event is open to the public or is private (by invitation only).
 - d. Location of the event.
 - e. History of the event and/or requestor.
 - f. When five (5) or more officers are required to work at the same function, a sergeant shall be assigned for each 5 officers.
 6. The contractor shall be billed for any time required by the officer(s) to complete all Department reports related to incidents that occurred at the event.
 7. Officer(s) and/or supervisor(s) shall not be paid for the time required to pick up City equipment that was authorized for use before the event or to return the authorized City equipment after the event.
- E. SUPPLEMENTAL POLICE EMPLOYMENT SELECTION PROCESS**
1. Officers who want to work supplemental police employment events shall complete a Request to Work Supplemental Employment Form (SPD 043).
 - a. The SPD 043 shall be forwarded to the SEU, where the names shall be placed on an availability list.
 - b. Officers shall update information on the form as necessary.
 2. The selection process shall be as follows:
 - a. Once the SEU receives a signed contract, they will send out an e-mail to all eligible employees that have signed up for the program.
 - b. The SEU will wait a reasonable amount of time (usually 7 days) to allow all eligible employees the opportunity to review the job availability list and sign up for possible selection for the position.
 - c. Once a list of interested employees is complete, the SEU will select the employees to work the assignment. The selection shall be based on the following criteria:
 - (1) Does the employee under consideration already work an on-going job on a weekly or every other week basis? NOTE: These employees may be passed over due to the number of employees without an on-going Supplemental Police Employment job.
 - (2) Has the employee under consideration been assigned a "one time" supplemental job within the past 30 days?
 - (3) Has the employee under consideration shown up late or had no shows at other supplemental job assignments or complaints of poor customer service?
 - d. Once a selection has been made, all interested employees will be sent an e-mail. The e-mail shall contain the name of the employee(s) selected and an alternate list with contact phone numbers in case of last minute cancellations.
 - (1) When two or more equally qualified sergeant(s) or officer(s) request to work the same "officer" supplemental police employment job, Department seniority shall determine the outcome.
 - (2) When two or more equally qualified sergeant(s) request to work the same "Sergeant" supplemental police employment job, sergeant seniority shall determine the outcome.
 - e. In the event an employee is unable to work an assignment and unable to give SEU advance notice, SEU may fill the job on a first-come, first-served basis through e-mails or phone calls, if the job cannot be filled from the alternate list.
 - f. Once selected for a non-recurring job, the employee shall be placed at the bottom of the 30-day rotating-eligibility list. Once on the 30-day list, the employee may not be considered for a second job assignment, unless all other eligible employees have been exhausted.



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3. Contractors may request the same officer(s) at a series of events or jobs. This request may be granted; however, the SEU supervisor shall make the final determination.
 4. Officers failing to appear at an assignment shall be removed from the list for six (6) months unless the officer has a valid excuse for not being able to respond to an assignment.
 5. Officers canceling a supplemental police employment shift with less than 24 hours' notice shall find their own replacement from the alternate list. If a replacement cannot be found, officers shall
 - a. Contact the SEU during normal business hours (Monday-Friday, 0800-1700).
 - b. When the SEU is closed, contact the on-duty watch commander and advise of the type of supplemental job when necessary. If the watch commander determines public safety requires the presence of an officer(s), he/she may assign an officer to the job.
 - c. Contact the contractor and advise that an officer may not be at the assignment.
 6. Officers shall not cancel a supplemental police employment shift to accept any other voluntary Department assignment.
 7. Officers shall be paid by
 - a. Completing a Court Appearance and Overtime Report Slip (SPD 148), marking the Supplemental Employment box, and submitting it through their immediate supervisor. The SPD 148 shall indicate
 - (1)Event location.
 - (2)Number of hours worked.
 - (3)Job number.
 - b. Reporting their supplemental police employment hours when they enter their timesheet in the eCAPS system.
 8. GSU officers may be hired for specific events under the provisions set forth in paragraph C.1. above. This shall be done under the following conditions:
 - a. GSU officers shall only be authorized when there is the likelihood of a significant gang presence at the event.
 - b. There must be pre-approval for the use of off-duty GSU officers by the Contract Services captain and the OOI captain.
 - c. GSU officers shall be used only in addition to the normal number of uniformed officers hired for a specific event.
 - d. GSU officers shall not be used when there are no uniformed officers hired/present for an event.
 - e. GSU officers shall work in groups of at least two (2).
 9. Report Responsibility
 - a. Officers working supplemental police employment shall be responsible for their citation(s), arrest(s), and preparing and submitting reports regarding incidents occurring during supplemental police employment. Officers shall directly notify the on-duty supervisor of any reports, and/or arrests being generated during the officer's shift. Reports, arrest forms, and/or citations shall be submitted to on-duty supervisors for approval before going home at the conclusion of the event.
 - b. Officers called to the scene by a supplemental police employment officer shall provide transportation and book evidence at the request of the arresting officer. (The transportation unit may be used.)
- F. PAY
1. The supplemental police employment rate shall not count for regular overtime purposes.
 2. The supplemental police employment rate shall be determined by the collective bargaining agreement.
 3. The rate charged to the contractor shall be determined by the COP.
 4. The schedule for rate of pay and charges shall be maintained in the SEU, OOS.
- G. RESERVE OFFICERS
1. When no police officers are available to work, a reserve police officer may be employed with the approval of the SEU.
 2. On the Tuesday prior to the supplemental police employment work week, all unfilled jobs shall be opened to reserve officers. Once a job has been filled, reserve officers shall not be replaced by regular officers.
 3. When working supplemental police employment, reserve officers shall receive the overtime pay rate.



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H. LAW ENFORCEMENT RELATED ACTIVITIES

1. Contractors desiring supplemental police services shall be instructed to contact the SEU to sign a Supplemental Law Enforcement Agreement (SPD 046).
2. Last minute requests for supplemental police services received on holidays/weekends shall not be honored unless unusual circumstances exist and the watch commander feels public safety requires the presence of officers. The watch commander and contractor shall complete and sign an SPD 046.
3. If an organization, which previously made a request for supplemental police employment officers, requires additional officers, watch commanders shall attempt to fill the request if they feel it is necessary. The watch commander shall submit names of those officers assigned to the SEU on the next regular working day.

I. CONTRACTORS

1. All requests for supplemental police employment officer(s) shall be made a minimum of ten (10) days before the scheduled event. If the office chief, OOS, determines that it is in the interest of public safety, a request may be granted without the 10-day notice.
2. The contractor shall be required to complete and sign an SPD 046.
3. Contractors who live inside Sacramento County may be billed after the event by the SEU.
4. Contractors living outside Sacramento County shall
 - a. Make an initial payment based on the number of officers multiplied by the cost of each officer multiplied by the anticipated number of hours of the event.
 - b. Be credited for the initial payment and billed for any additional costs incurred (e.g., the show ran late, officer(s) made arrests related to the supplemental police employment assignment, completed reports, etc.).
5. Contractors who have defaulted on payment for supplemental police services, submitted bad checks, or have not met their financial obligations shall not be authorized to contract for supplemental police services without written approval by the office chief, OOS. If the office chief elects to authorize the requesting contractor to receive supplemental police services, the contractor shall
 - a. Submit a bank certified check to cover all outstanding debts to the Department for previous services.
 - b. Submit a bank certified check to pre-pay for the services for the current function.
6. Contractors wishing to contract for service on a routine or permanent basis for specific days/dates/times, etc., not in conflict with this Order, can do so by contacting the SEU and signing the SPD 046.

J. DEPARTMENT EQUIPMENT

1. Vehicles
 - a. Unless permission is granted by the watch commander, only those City vehicles authorized in the contract are to be used at the event.
 - b. No other City vehicles shall be used without permission of the on-duty watch commander and after consideration has been given to regular duty requirements.
 - c. The supplemental police employment supervisor and officers shall be responsible for taking vehicles to and from the event location and returning them to the police parking lot prior to going home.
 - d. Home retention vehicles may only be used when the officer is traveling directly to an event from his or her regular assigned shift, unless the employee receives prior approval to use the vehicle from the division commander.
2. Radio and Vehicle Identifier and Log On/Log Off Procedures
 - a. The SEU or, in an emergency, the on-duty watch commander shall assign a radio identifier to each police officer and/or supervisor working supplemental police employment.
 - b. The radio identifier for supplemental police employment assignments shall be: "Security" followed by a number (e.g., Security 1, Security 4, Security 7, etc.).
 - c. "Security" shall be abbreviated as "SCT."
 - d. Officers and supervisors shall log on at the start of the event and log off at the end of the event.



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- e. Officers or supervisors with police vehicles shall log on before leaving the police facility and log off upon returning to the police facility. This shall not be done while en route to or from the assignment.
- f. When an employee logs on, he or she shall give Communications
 - (1) Badge number
 - (2) ABRA Number
 - (3) Radio identifier
 - (4) Event location
- g. After logging on, the employee shall be responsible for checking in with Communications on an hourly basis for the duration of the shift.