

	POLICY & PROCEDURE	SERIES # 649	PAGE 1 OF 6
	SUBJECT		EFFECTIVE DATE 05/27/2020
	EXTRA-DUTY EMPLOYMENT & CITY-SPONSORED EVENT ASSIGNMENT		OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 649 dated 09/04/2018.		

I. PURPOSE:

The purpose of this policy is to define conditions and establish procedures pertaining to R&R 5.11, Extra-Duty Employment of Sworn Division Personnel.

II. POLICY:

It is the policy of the Hampton Police Division to ensure that extra-duty employment shall not present an actual or potential conflict of interest between the Division and the extra-duty employer; or constitute a threat to the status or dignity of the police profession. Officers may engage in extra-duty employment when a government entity separate from the City or private entity has a contract agreement with the Division to provide officers who are able to exercise their police duties. Extra-duty assignments may involve: traffic and pedestrian control; crowd control; security, protection of life and property and routine law enforcement for public authorities.

From time to time, officers may be needed for assignments in support of City sponsored events and activities. Such assignments shall counts towards calculation of hours worked for overtime purposes.

III. DEFINITIONS:

A. Extra Duty is defined as:

1.

Employment involving the provision of law enforcement services to individuals or organizations on a contract basis between the City of Hampton and the individuals concerned.

B. City Sponsored Event Assignment is defined as:

Employment occurring outside the scope of the employees' regular tour of duty that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.

APPROVED:
CHIEF OF POLICE



IV. PROCEDURE FOR EXTRA-DUTY:

A. Eligibility

Full-time sworn and sworn Auxiliary Police personnel with the Hampton Police Division are eligible to work extra-duty.

1. Officers engaged in extra-duty employment are subject to call-out in cases of an emergency, and may be expected to leave the extra-duty employment.
2. Sworn personnel from the Hampton Sheriff's Office (HSO) who are in good standing with their employer are eligible to work extra-duty as authorized by the Chief of Police. HSO personnel must complete the required training provided by the Hampton Police Division Training Unit prior to working extra duty and must comply with all Hampton Police Division policies when working these extra duty assignments.
3. The Chief of Police has final approval of all individuals authorized to work extra-duty.

B. Administration

1. The Support Services Branch, Special Projects Office shall:
 - a. Maintain a liaison with individual organizations requesting extra-duty services.
 - b. Process and review submitted contracts to assure they are eligible for police extra duty services.
 - c. Ensure efforts have been made to secure personnel to fill the requested position(s).
 - d. Review the eligibility of those who are working extra duty, including Auxiliary Officers, to ensure that only authorized personnel work extra-duty.
 - e. Ensure ongoing training/briefings for assigned Officer in Charge (OIC) or proper administration of and compliance with extra duty policy and procedures.
2. Sign-up for extra-duty will be at a time and date specified by the Support Services Branch Commander. Extra duty sheets including those assignments that have an assigned OIC will be maintained on the extra duty sign-up board located in the Special Projects Office.
3. Officers may not alter extra duty times or remove themselves from

extra duty assignments without the approval of the Support Services Branch Commander or their designee.

4. Officers transitioning from one duty status (on duty, overtime, extra duty, etc) to another or are going between extra duty assignments, must allow travel time in between them. Officers are not paid for travel time.
5. Officers who obtain permission to remove themselves from an assignment or must adjust their hours at an extra duty assignment, are required to contact the Officer in Charge of the extra duty location and specify the reason for the change.
6. Vendor sign-in logs do not take precedence over the Division Extra Duty Log for assignment or billing purposes. Vendors may not contact officers directly to request extra duty work.
7. Certain extra-duty jobs involving an assigned OIC and personnel are coordinated through and approved by the Support Services Branch Commander or their designee.
8. Extra-duty compensation is administered through the City Department of Finance, at the rates designated by the Chief of Police. When two (2) or more officers or technicians are assigned to one (1) assignment, the ranking or senior person will receive an OIC rate.
9. Extra duty commitments are scheduled for a minimum of four (4) hours. In the event that an assignment is canceled by the vendor within twenty-four (24) hours of the officer(s) reporting time the officer(s) will receive two (2) hours pay. If the event is not cancelled until after the officer(s) reporting time, the officer(s) will be paid four (4) hours pay. It is the responsibility of the OIC, or the officer (if no OIC is assigned) to submit the change in hours for payroll to the Extra Duty Office **by 0800 hours** on the next business day.

C. Operation

1. Personnel working extra-duty assignments are under the operational control of the Hampton Police Division. Officers are authorized to utilize all issued and approved police equipment in the performance of their extra-duty assignments. Officers, Deputies, and Technicians working extra-duty are expected to comply with all Division written directives.
2. All officers assigned to work extra-duty will report for duty in full

uniform with all issued equipment including ballistic vest, firearm, Division issued police radio, and all duty belt equipment.

- a. Plainclothes duty will only be authorized with the prior approval of the Chief of Police.
3. All extra duty officers will mark in service as an “Echo” unit with Public Safety Communications (PSC) at the beginning of their assignments; provide the location they will be working and their projected end time. Extra Duty assignments are indicated in the notes section of Supervisors MDT’s. Radio communications regarding extra duty on and off-duty status must coincide with Kronos Time Punches.
4. Extra duty officers will contact the appropriate patrol supervisor prior to leaving their post for any reason. This does not apply to extra duty assignments where there are several officers with an OIC present.
5. Routine spot checks of officers at extra duty assignments will be made by the Support Services Branch Commander or their designee to ensure compliance with all extra duty requirements and attendance.
6. If any extra-duty assignment with an OIC working requires assistance from the shift, it will be approved by the OIC in coordination with the Shift Commander/Supervisor.
7. *Patrol Supervisors are operationally responsible for all extra-duty officers working during their tour of duty.* The patrol supervisor will check on the safety and wellbeing of all extra-duty officers working in their area of responsibility. This does not apply to extra duty assignments where there are several officers with an OIC present.
8. The Public Safety Communications supervisor will ensure that time checks include extra duty officers not operating under an OIC. Time checks will be conducted at a minimum of every two hours.

D. Extra-Duty Audits

A sampling (at least 10) of extra-duty assignments will be audited semi-annually by the Support Services Branch Commander or their designee. The audit will include an unannounced spot check and a review of a sampling of five CAD logs for at least ten Extra Duty assignments that have only a single officer working at one time (for example, Hampton Plaza S.C., etc.). The audit, along with supporting documentation, will be submitted to Professional Standards for review each January and July. The Professional Standards Commander or his designee will review the audit, sign, and file for three

years.

Minor audit discrepancies noted will be addressed immediately by the Support Services Branch Commander or their designee. A notation will be made on the Audit Report on the corrective action taken. If the discrepancies are severe and warrant investigation, the information will be provided immediately to the Professional Standards Commander, who will confer with the Chief of Police.

V. PROCEDURE FOR CITY-SPONSORED EVENT ASSIGNMENT:

A. Eligibility

1. Full-time sworn and sworn Auxiliary Police personnel with the Hampton Police Division.
2. Non-sworn, uniformed personnel of the Hampton Police Division may work extra-duty only when authorized by the Support Services Branch Commander or their designee. Forensic Technicians will be allowed to work fingerprinting assignments only. Telecommunications personnel will be allowed to work when the extra duty assignment requires a police radio channel for the event to be monitored.

B. Administration

See Section IV, B above for information.

C. Operations

See Section IV, C above for information.

VI. PROVISIONS APPLICABLE TO BOTH EXTRA DUTY AND CITY-SPONSORED EVENT ASSIGNMENT:

A. Eligibility

1. **The extra-duty employment or City-sponsored event assignment may not physically or mentally exhaust the officer to the point that his performance during normal duty hours is affected.** In addition, work hours for all extra-duty employment must be scheduled in a manner that does not conflict or interfere with the employee's performance during normal duty hours.
2. Officers on medical or other leave due to sickness, temporary disability for an on-duty or off-duty injury, or who are on leave for health issues or administrative leave during an investigation for disciplinary or

criminal reasons, are not eligible to work extra-duty or City-sponsored event assignment.

3. Unacceptable performance during extra-duty assignments or City-sponsored event assignment may result in suspension from working such assignments or result in other disciplinary action. Review and revocation of eligibility is accomplished by a Support Services staff review on a case by case basis. The Support Services Branch Commander will forward a recommendation to the Chief of Police for final approval.

B. Officer in Charge (“OIC”) - assigned OICs shall:

1. Work as a liaison with the vendor for their assignment, maintaining contact to identify issues and provide feedback on concerns.
2. Ensure that all efforts are made to fill the time slots for their assigned area
3. Ensure that assigned officers are reporting for duty and are clear on the assignment.
4. Ensure that pay sheet and KRONOS approvals for assignments worked are submitted to extra duty payroll **no later than 0800 hours each Monday.**
5. **Ensure only pay sheets for work that has already been performed are submitted. No pay sheet will be submitted for days not already worked.**
6. Ensure that **officers are only paid for time actually worked.**
7. **Not** adjust the extra duty pay rate under any circumstance.
8. OIC’s working onsite during an event, may adjust officer’s time as needed for coverage purposes. If an adjustment is made, the officer’s name, and reason for the adjustment must be annotated in the “Instruction” block of the Pay Sheet.
9. Except for fingerprinting assignments, only sworn personnel of Hampton Police Division will be designated an OIC. When possible, individuals holding the rank of Corporal or above will be used in a supervisory capacity.
10. The OIC for a specific extra duty assignment will develop an operations plan for special events (i.e., road closures, fireworks displays, anticipated large crowds) at the request of the Support

Services Branch Commander or their designee.

C. Kronos Time Punches

1. Officers working extra duty employment or City-sponsored event assignment who have Kronos Mobile Application access will use the application to record assignment time punches on and off-duty. On-duty time punches will be completed upon arrival at the assignment. Off-duty time punches will be completed when departing the assignment location for the purposes of going off duty.
 - a. Officers may also complete on and off-duty time punches when working extra duty or City sponsored event assignments at City facilities equipped with Kronos Time Clocks.
2. Officers working extra duty without Kronos Mobile Application access will note their on-duty time upon arrival at the assignment location and their off-duty time upon departing the assignment location. These times will be reported to the OIC responsible for entering Kronos Time Sheet data.