



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



253.02 SUPPLEMENTAL EMPLOYMENT 6-25-20

PURPOSE

This policy establishes criteria for the assignment of Department personnel to supplemental employment.

POLICY

The Sacramento Police Department shall 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; the agreements between the City of Sacramento and the Sacramento Police Officers Association (SPOA); and the agreements between the City of Sacramento and the Sacramento City Exempt Employees Association (SCXEA).

PROCEDURE

A. DEFINITIONS

1. **SUPPLEMENTAL EMPLOYMENT:** Contractual employment with citizens, businesses, or government agencies to provide additional police service. Supplemental police employment is coordinated and assigned by the Supplemental Employment Unit (SEU).
2. **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.
3. **WAIT LIST:** List of personnel who have requested to work a job/event and were not selected.
4. **OFF DUTY INTEGRATED SCHEDULING SYSTEM (ODISS):** The online scheduling system used by the SEU to schedule supplemental employment jobs.

B. GENERAL

1. Department employees, while assigned to supplemental employment, shall be subject to all rules, orders, and procedures of the Department.
2. Employees shall not work more than twenty (20) hours of supplemental employment, and/or outside employment per week, except while on vacation or other approved time off. (See G.O. 253.01 [Special Compensation] about the total number of hours that Department employees may work in conjunction with their regular shifts.)
3. Department employees may not work supplemental employment during their regular shift.
4. Without the approval of their supervisor, employees may not:
 - a. Work more than sixteen (16) hours of combined regular and/or supplemental employment within any twenty-four (24) hour period.
 - b. Have less than eight (8) consecutive hours of rest in any twenty-four (24) hour period in which they work both a regular shift and supplemental employment.
5. When Department employees 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).
 - a. Supplemental employment personnel 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 them from exiting the establishment.
 - b. When supplemental employment personnel 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.
 - c. Supplemental employment personnel may be assigned to functions where the sponsors have obtained a temporary alcoholic beverage permit from Alcohol Beverage Control.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



6. Department employees shall only perform law enforcement tasks while assigned on supplemental employment.
 - a. Supplemental employment personnel 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, acting as bouncer, cashier, bartender, etc.
 - b. If there is any doubt as to whether or not the assignment(s) are law enforcement related, the employee shall immediately contact the on-duty watch commander for approval or denial of the assignment request.
 7. Supplemental employment assignments should be within the Sacramento city limits unless otherwise authorized.
 8. Department employees shall not be allowed to work supplemental employment during court hours while under a conflicting subpoena.
 - a. Exception: Personnel 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. Personnel shall not be compensated for phone calls to the Court Liaison Unit (CLU) while working supplemental employment assignments.
 - c. If an employee is issued a subpoena that conflicts with a previously scheduled supplemental employment assignment, the employee shall notify the SEU. The employee shall make a reasonable effort to contact employees on the wait list or to find a replacement for the job prior to being removed from the job by SEU.
- C. ELIGIBILITY AND REQUIREMENTS**
1. Eligible employees may only request and be assigned jobs after first requesting inclusion in the supplemental employment program. Eligible employees who want to work supplemental employment events shall:
 - a. Complete SPD 043 (Request to Work Supplemental Employment Form).
 - (1) The SPD 043 shall be forwarded to the SEU, where the employee shall be placed on an availability list.
 - (2) Employees shall update information on the form as necessary.
 - b. Create an account in ODISS.
 2. Sergeants may accept an assignment to work out of class at the officer rate of pay. Sergeants who request and are assigned jobs for officers will be paid at the officer rate of pay.
 3. Employees shall not be eligible to work a supplemental assignment within twelve (12) hours of the end of their assigned shift in which the employee used five (5) or more hours of sick leave.
 4. In addition to sergeants, officers and Community Service officers (CSOs) who have completed probation may request placement on the availability list for supplemental employment.
 5. Officers and CSOs, including limited term CSOs, 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.
 6. CSOs, including limited term CSOs, shall only be given supplemental employment assignments consistent with their normal job duties (e.g., traffic control). Limited term CSOs who are upgraded to police officer will be removed from the eligibility list and may reapply for supplemental employment after they become eligible as a police officer or CSO.
 7. Department employees on sick leave, IOD leave, light duty, leave of absence, paid administrative leave, or suspension shall not be eligible for supplemental employment.
 8. Department employees may only work supplemental employment while they are on paid on-call status with the approval of the Metro Division Captain.
 9. Part-time employees are only eligible for supplemental employment assignments that are unfilled by full-time officers.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



10. Uniforms

- a. When working supplemental employment, all Department employees shall wear the uniform of the day as described in RM 430.01 (Manual of Uniform and Grooming Standards).
- b. Exceptions:
 - (1) Specific events, venues, or the nature of an assignment may require a specific uniform, which will be determined by the Metro Division Captain.
 - (2) The Metro Division Captain may determine, based on the nature of an event or assignment, that plain clothes officers are required. When plain clothes employees are assigned, they shall work in groups of two or more officers.

11. The number of Department employees assigned to a function shall be determined by the Metro Division Captain or designee. Factors to be considered shall include:

- 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 the entity submitting the request.
- f. At the discretion of SEU, when five (5) or more officers are required to work at the same function, a sergeant shall be assigned for each five (5) officers.

12. Third-party contractors shall be billed for additional time required to complete any reports related to the event.

13. Department employees may be suspended from the supplemental employment program or denied assignments for cause.

- a. Cause means that the employee:
 - (1) Failed to appear at an assignment without giving the required notice.
 - (2) Showed up late for an assignment without reasonable justification.
 - (3) Failed to provide the level of service at an assignment required.
 - (4) Became a subject of a sustained complaint while working a supplemental assignment
- b. Department employees subject to removal from the program or denial of assignments for cause must be given notice and may appeal the decision to the Metro Division Captain.
- c. Suspension for cause should be of a reasonable length, based on the circumstances, and may not exceed six (6) months.

14. Report Responsibility

- a. Department employees working supplemental employment shall be responsible for completing and submitting all citations, arrests, and reports related to their assignment before going home at the conclusion of the event.

15. When an arrest has been made or evidence has been seized by an employee working a supplemental job, the supplemental employee may contact the district sergeant to obtain assistance with the booking process. The district sergeant will determine if the supplemental employee should leave his/her assignment to complete the booking and may assign a different employee to complete the booking, allowing the supplemental employee to remain at his/her supplementary assignment.

D. METRO DIVISION CAPTAIN REVIEW AND AUTHORIZATION

1. The Metro Division Captain, Office of Specialized Services (OSS), or designee shall determine which events Department employees may be allowed to work. The Metro Division Captain shall, before approval, consider whether:
 - a. The organization, group, or individual is involved in any labor dispute or controversial issues about labor conditions. In no event shall a Department employee performing supplemental 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,



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



including, but not limited to, 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).
- d. The Department is currently recommending denial or has recommended denial in the past for an Alcoholic Beverage Control (ABC) application, dance permit, or parade permit.
- e. The business or organization has a documented history of non-compliance and/or violations.
- f. The business or organization is delinquent on any outstanding invoices or has a history of late payments or non-payments following receipt of invoices from the Department for previous supplemental employment.
- g. The business, organization, and/or event may bring discredit to the Department or City.

E. RESERVE EMPLOYEES

1. When a supplemental job goes unassigned because there were insufficient career employees who requested the assignment during the required posting period, the vacant positions may be assigned to reserve employees.
2. Reserve employees shall be assigned jobs equitably, based on hours worked; however, the SEU may consider the reserve employee's skills, abilities, and availability when assigning jobs to reserve employees.
3. When working supplemental employment, reserve police officers and reserve police sergeants shall receive the standard supplemental employment pay rate. CSOs shall receive their contractual rate of pay.

F. MANAGEMENT EMPLOYEES

1. When authorized by labor agreements, lieutenants and captains (management) may work supplemental assignments.
2. When a supplemental job goes unassigned because there were insufficient career and reserve employees who requested the assignment during the required posting period, the vacant positions may be assigned to management employees.
3. Management employees shall be paid at the officer rate for work performed unless assigned to the duties of a sergeant, at which time they would be paid at the sergeant's rate.
4. The sergeant assigned to the event will be responsible for managing the event and the employees assigned. Management employees shall not be given preferential assignments based on their rank.
5. If a police incident arises that requires the presence of command staff on scene, the lieutenant and/or captain working supplemental employment at the event shall assume command of the scene until relieved by the on-duty watch commander.

G. SUPPLEMENTAL EMPLOYMENT ASSIGNMENT PROCESS

1. The ODISS system will be used to post, request, and assign jobs.
2. Assignment of Supplemental Employment Jobs shall be as follows:
 - a. Events and jobs will be posted as soon as the SEU becomes aware of the event and has set the number of personnel required.
 - b. Job assignments will be made after the job has been posted for a minimum of ten (10) days. Jobs will be assigned at fourteen (14) days prior to the event. When the SEU receives insufficient notice of an event to comply with this time schedule, the SEU may set a shorter posting and assignment schedule for the event.
 - c. Jobs will be assigned from the list of employees who have requested the assignment in ODISS.
 - d. Jobs will be assigned using the following selection criteria, with Department seniority as the tie breaker:
 - (1) The employee who has the fewest number of hours of scheduled supplemental jobs in the 30 days prior to the event. When a job is canceled by a vendor or the Department



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



and the employee is not compensated for the four (4) hour minimum, the job hours are not counted against an employee when determining future assignments; however, hours are counted when a job is canceled by an employee.

- (2) Sergeant jobs will be assigned by using the following procedures: utilizing the number of hours of supplemental employment worked, with sergeant seniority as the tie breaker.
- (3) The SEU sergeant has discretion to make assignments outside the normal protocol based on the needs of the vendor, Department or the specific job.

3. Assignment of Golden 1 Center jobs

- a. All officers must attend a Golden1 Center specific training prior to being eligible to work any job at the location. SEU will be responsible for providing the training to officers that need it
- b. Golden 1 Center jobs will be assigned using the same protocol listed in Section 2.
- c. The one exception to the protocol is for an interior security job at a high-profile concert or event. A high-profile concert or event is generally described as having an expected attendance of over 13,000. To be eligible to work a high-profile concert or event at the Golden 1 Center, an officer will have had to have worked an interior security assignment within the previous 90 days. This requirement is to ensure officers are current with the most recent security protocols of the Golden 1 Center, to avoid concert shopping and only working the highly sought-after events.

4. When an assignment requires a specialized skill (e.g., bike or motor trained officers), the SEU shall post the job indicating the special requirement and may limit the job to only those employees possessing the required skill. Job assignments shall be made from the list of requesting employees possessing the required skill, using the procedures in G.3. and G.4.

5. Department employees not selected for a requested job will be placed on the wait list in the order in which they would have been selected using this policy.

6. If Department employees are unable to work a job they have been assigned, they shall notify SEU as soon as reasonably possible.

- a. If the employee is unable to work the assigned job, the employee must attempt to locate a replacement, first using the wait list, then offering the job to any eligible employee. If the employee is unable to locate a replacement, the employee must contact SEU, the on-duty watch commander, and notify him/her of their unavailability to work the job and their inability to find a replacement.
- b. If a replacement is being used for a previously assigned job, SEU must be notified of the change prior to the beginning of the scheduled shift.
- c. Assigned jobs that are canceled by an employee will continue to count as hours assigned in determining the assignment of jobs.
- d. Department employees shall not cancel a supplemental employment shift to accept any other voluntary Department assignment.

H. PAY AND COMPENSATION

1. Employees shall be compensated for supplemental employment in accordance with negotiated labor agreements.

2. Employees shall verify their actual hours worked in the ODISS system.

3. Employees shall enter supplemental employment hours worked in the eCAPS payroll system.

- a. Employees shall, in addition to their hours worked, enter a comment in eCAPS payroll system indicating:
 - (1) The event worked.
 - (2) The specific hours worked (e.g., 2200-0200).
 - (3) The supervisor in charge of the event.

b. Employees shall be paid for their actual time worked. When a contractor releases an



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



employee early, the employee shall only be paid up to the time he/she was released; however, employees shall receive a minimum of four (4) hours pay.

4. The rate charged to the contractor shall be determined by the Chief of Police (COP).

5. The schedule for rate of pay and charges shall be maintained in the SEU, OSS.

I. LAW ENFORCEMENT RELATED ACTIVITIES

1. Contractors desiring supplemental services shall be instructed to contact the SEU to sign SPD 046 (Supplemental Law Enforcement Agreement).

2. Last minute requests for supplemental 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 entity has contracted for supplemental employment and requests 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.

J. CONTRACTORS

1. All requests for supplemental employment officer(s) shall be made a minimum of ten (10) days before the scheduled event. If the Office Chief, OSS 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 the SPD 046 agreement.

3. Contractors whose business is located within Sacramento County may be billed after the event by the SEU.

4. Contractors whose business is located 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 employment assignment, completed reports).

5. Contractors who have defaulted on payment for supplemental services, submitted bad checks, or have not met their financial obligations shall not be authorized to contract for supplemental services without written approval by the Office Chief, OSS. If the Office Chief elects to authorize the requesting contractor to receive supplemental 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 agreement.

K. DEPARTMENT EQUIPMENT

1. Vehicles

a. Unless the watch commander grants permission to use a different vehicle, 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 Metro Division Captain or his/her designee and after consideration has been given to regular duty requirements.

c. All Department employees assigned vehicles to an event/job 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, at the direction of the Metro Division Captain or his/her designee, be authorized for use for an event if it is determined that the use will minimize impact to patrol and other Department functions.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



2. Body Worn Cameras
Employees shall comply with GO 525.07 (Body Worn Camera) when working supplemental employment.
3. Radio and vehicle identifier and log on/log off procedures:
 - a. The SEU shall assign a radio identifier to each Department employee working supplemental employment.
 - b. The radio identifier for supplemental employment assignments shall be "Security," followed by a number (e.g., Security 1, Security 4, Security 7).
 - c. "Security" shall be abbreviated as "SCT."
 - d. Employees shall log on at the start of the event and log off at the end of the event.
 - e. Employees 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 enroute to or from the assignment.
 - f. When an employee logs on, they shall provide the Communication Center the following:
 - (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.