

GENERAL ORDER

October 2016

Immediately

II-04

Distribution: All Employees

Subject: OFF-DUTY WORK ASSIGNMENTS

Index as:	City-Sponsored/Co-Sponsored Events	SEMS
	Guardian School Security Assignment	Special Events Management System
	Off-Duty Work Assignments	Special Events Unit
	Permit Assignment	Tropicana Field Assignments

Accreditation Standards: 22.3.4

Cross Reference: II-37, Time Validation

St. Petersburg City Code, Sections 23-41 through 23-64

Labor Agreements with the Police Benevolent Association

Replaces: G.O. II-4, Off-Duty Work Assignments (December 13, 2019)

This Order establishes guidelines, procedures and responsibilities related to the assignment of off-duty work. This Order consists of the following sections:

- I. Purpose
- II. Definitions
- III. Policy
- IV. Application and Eligibility
- V. Assignment Procedures in Special Events Management System (SEMS)
- VI. Job Cancellations
- VII. Police Permit Services Application Procedures
- VIII. Off-Duty Assignment Staffing Procedures
- IX. Check On/Off Procedures
- X. Off-Duty Assignment Uniforms
- XI. Absence and Tardiness
- XII. Officer Expectations
- XIII. Restrictions

I. PURPOSE

This Order establishes fair and equitable procedures for assigning police personnel to off-duty assignments, via the Special Events Management System, and provides policies and procedures which govern the conduct of the personnel performing these services.

II. DEFINITIONS

A. City-Sponsored/Co-Sponsored Assignment – The assignment of sworn personnel providing police services for designated special events. These assignments have a guaranteed minimum of three hours.

B. Guardian School Security Assignment – The assignment of sworn personnel providing school safety for a designated school which needs an officer to fill-in for their regular assigned school officer. The guardian position can be either an on-duty (coded 001) or an off-duty officer (coded 104).

C. Off-Duty Assignment – The assignment of sworn personnel providing police services outside of their regular work assignment. These assignments include Permit assignments, City Sponsored/Co-Sponsored assignments, Guardian School Security Assignments and Tropicana Field Assignments.

D. Permit Assignment – The assignment of sworn personnel providing police services to individuals, companies or organizations contracting with the City of St. Petersburg. These assignments have a guaranteed minimum of three and one-half hours.

E. Special Event Management System (SEMS) – SEMS is the management system that is used by the Department to create and assign all off-duty assignments.

F. Tropicana Field Assignment – The assignment of sworn personnel providing police services for any event at Tropicana Field. All Major League Baseball related assignments have no guaranteed minimum time per the contract between the Tampa Bay Rays Baseball and the City of St. Petersburg. All other off-duty jobs at Tropicana Field follow the normal Permit Job contract which includes travel time.

III. POLICY

A. Officers working any off-duty assignment are deemed to be acting within the scope and course of their official duties. Their principal responsibility remains to the Department and the general public. The off-duty assignment may be terminated at any time in the interests of the Department or the general public. Officers assigned to off-duty work are subject to all City of St. Petersburg and St. Petersburg Police Department rules, regulations, policies and procedures.

B. All off-duty assignment work shall be authorized by the Office of the Assistant Chief, Uniform Services Bureau, and coordinated by personnel from the Special Events Unit, Uniform Support Division.

C. Off-duty assignments that interfere with an Officer's productivity or efficiency, or with their regular work schedule, will not be permitted. Only those Officers performing their regular duties in a satisfactory manner will be granted the privilege to work off-duty assignments as determined by the Assistant Chief, Uniform Services Bureau.

D. No Officer shall accept or receive any compensation whatsoever from any person or organization, except the Department, for working any off-duty assignment.

E. The Watch Commander shall ensure employees working off-duty assignments are frequently and regularly inspected for work performance, appearance, etc.

F. Selected events require the completion of an "After Action Report." When required, the Event Commander, or Event Supervisor if no Event Commander is assigned, shall provide the requested information to the Special Events Unit in a timely manner. All City Co-Sponsored events and Tampa Bay Rays Baseball Assignments need an "After Action Report" completed by a Supervisor and emailed to the Special Events Unit.

G. The St. Petersburg Police Department will make every effort to fill all off-duty assignments. Officers approved to work off-duty assignments must understand that this is a privilege granted by the Department. There may be times when an Officer, approved to work off duty, will be given an assignment for which they have not bid, but will be mandated to work so that the assignment is filled. This will be done taking into account any special conditions that may exist, such as pre-approved vacation time that would make the Officer unavailable to work the assignment.

IV. APPLICATION AND ELIGIBILITY

A. Initial Application To Work Off Duty

1. All Officers that have completed the FTO program and Officers holding the rank of Sergeant, Lieutenant or Major, who desire to work off-duty assignments, shall request to do so by submitting a memorandum to the Assistant Chief, Uniform Services Bureau. If the Officer is not currently assigned to the Uniform Services Bureau and has not been previously approved to work off-duty assignments, the Officer will submit the memorandum to their Assistant Chief via their Chain of Command.

2. Upon approval by the Officer's chain of command, the memorandum will be forwarded to the Special Events Sergeant for processing. Once processed, the approved memorandum will be forwarded to Fiscal Services for placement in the Officer's permanent personnel file. The officer will need to schedule a meeting with Special Events Unit to complete an orientation of the SEMS Off-Duty system. Once the orientation is completed, the officer will be approved to bid and work assignments.

3. Once an Officer is approved to work off-duty assignments, they should log into the SEMS website, <https://www.cyausa.com/offduty/splogin.asp> and set up their profile with an email address and a contact phone number. At this point, they will be permitted to start "bidding" for off-duty jobs.

B. Eligibility to Work Off-Duty Assignments

1. Permit Assignments

a. All Officers, Sergeants, Lieutenants and Majors that have been approved by their Chain of Command are permitted to work Permit assignments.

b. Sworn personnel that voluntarily bid for assignments within SEMS will be used first when filling Permit Assignments. Once the assignments are assigned within SEMS, any unfilled assignments showing in the open jobs screen may be filled with Reserve Officers or Supervisors (Sergeants, Lieutenants and Majors) working at an equal or lesser rank. These unstaffed assignments may then be taken on a "first come, first serve" basis.

c. If these assignments remain unfilled, the Assistant Chief, Uniform Services Bureau, or designee, may fill any remaining positions with on-duty personnel or by cancelling days off and making mandated assignments.

2. City- Sponsored/Co-Sponsored Assignments

a. All Officers, Sergeant and Lieutenants that have been approved by their Chain of Command are permitted to work City-Sponsored/Co-Sponsored assignments.

b. Sworn personnel that voluntarily bid for assignments within SEMS will be used first when filling City-Sponsored/Co-Sponsored Assignments. Once the assignments are assigned within SEMS, any unfilled assignments showing in the open jobs screen may be filled with Reserve Officers or Supervisors (Sergeants and Lieutenants) working at an equal or lesser rank. These unstaffed assignments may then be taken on a "first come, first serve" basis.

c. If these assignments remain unfilled, the Assistant Chief, Uniform Services Bureau, or designee, may fill any remaining positions with on-duty personnel or by cancelling days off and making mandated assignments.

3. Tropicana Field Assignments

a. All Officers, Sergeant, Lieutenants and Majors that have been approved by their Chain of Command are permitted to work Tropicana Field assignments.

b. Sworn personnel that voluntarily bid for assignments within SEMS will be used first when filling Tropicana Field Assignments. Once the assignments are assigned within SEMS, any unfilled assignments showing in the open jobs screen may be filled with Reserve Officers or Supervisors (Sergeants, Lieutenants and Majors) working at an equal or lesser rank. These unstaffed assignments may then be taken on a "first come, first serve" basis.

c. If these assignments remain unfilled, the Assistant Chief, Uniform Services Bureau, or designee, may fill any remaining positions with on-duty personnel or by cancelling days off and making mandated assignments.

4. Guardian School Security Assignments

a. All Officers, Sergeant and Lieutenants that have been approved by their Chain of Command are permitted to work Guardian School assignments.

b. All Officers on the waiting list will be assigned first when the assignments for the Guardian positions are filled. Reserve Officers will also be utilized to fill unstaffed positions. Finally, an on-duty officer will be utilized as a last resort.

5. There may be times when there may not be a Supervisor, Sergeant or Lieutenant available to work an assignment. This assignment may be covered by an on-duty Supervisor, if staffing permits. In rare occurrences and only with the approval of the Assistant Chief, Uniform Services Bureau, or designee, an Acting Sergeant or an Acting Lieutenant may be appointed to work an off-duty assignment.

V. ASSIGNMENT PROCEDURES IN SPECIAL EVENTS MANAGEMENT SYSTEM (SEMS)

A. Assignment of Off-Duty Work

1. All off-duty assignments will be created in SEMS. Once created, the jobs will be released for “bidding” for the upcoming pay period or within the current pay period.

2. Off-duty jobs will be released into two different “lists,” the “System Based Assignments” (SBA) list and “My Agency’s Open Jobs” list.

a. System Based Assignments (SBA):

1) Jobs that are currently available for “bidding.” These jobs will remain “open” for up to seventy-two (72)-hours after they are released for “bidding.” At the conclusion of the seventy-two (72)-hour period, the system will close the jobs and assign them based on system criteria.

2) If the time period to assign a job is less than seventy-two (72)-hours, but greater than twenty-four (24)-hours, the job will still be released in the SBA list for bidding. Due to the time constraints, the job will not be permitted to wait the entire 72-hours to automatically assign the job. At a time greater than twenty-four (24) hours before the job is scheduled to begin, the Special Events Unit will “manually” run the script to make assignments based on those Officers who had bid up to that point.

3) There are times when the time period to assign a job is more than twenty-four (24) hours out and the job will be pushed directly to the Open Jobs list. This will occur only with the Special Events Sergeant’s approval.

b. My Agency’s Open Jobs:

1) Jobs in the open jobs list are jobs that need to be filled quickly, jobs that Officers are trying to give up, or jobs that were not assigned by SBA as there were not enough bidders for all of the open positions. These jobs are available for anyone of the appropriate rank and will be immediately assigned to the person who takes it.

2) If a job must be filled within 24 hours of receiving the request, if time permits, the job will be pushed directly into the Open Jobs list for anyone to take. If time constraints are such that the job needs to be assigned immediately, the Special Events Unit will attempt to locate any Officer available to work the job and directly assign that job to them.

3. Sworn personnel approved to work off-duty assignments can only bid for jobs listed in the SBA list that are of their equal rank. Supervisors may work any type of off-duty assignment at a lesser rank; however, they may not bid out of their rank. They may only pick up assignments at a lesser rank that are available in the open jobs list or jobs that other Officers are trying to get rid of. Supervisors working out of rank will be paid at the highest rate of pay for the lesser rank they are working.

4. The criteria used to make the System Based Assignments will be based on the number of hours of off-duty assignments the Officer has worked (including jobs the Officer is currently assigned to work) over twenty-eight (28), fifty-six (56) and eighty-four (84) days. The system first looks at the number of hours worked over a twenty-eight (28) day period. If there is a “tie” in the number of hours worked over twenty-eight (28) days, the system then looks at the previous fifty-six (56) days. If there is still a “tie” after fifty-six (56) days, the system looks at the number of hours worked over the previous eighty-four (84) days. Finally, if there is still a “tie,” seniority in rank will be the final tiebreaker for making an assignment.

5. Due to the specialized nature of some assignments, such as Baseball Season assignments, the assignment may be exempt from hours worked history and therefore the hours for this assignment would not count against the Officer when bidding for future assignments.

6. Occasionally, personnel may be assigned off-duty jobs when there is an emergency need to fill a job and there is no time to push the jobs to the “Open Jobs” list or the “SBA” list. Also, due to the nature of an assignment, certain personnel may be directly assigned to a job without it being made available for “bidding.” In these cases, the Special Events Unit will confirm their availability before making the assignment.

7. There may also be times when the Special Events Unit may exempt the hours of an off-duty job from counting against the Officer. This will be done for a specific assignment and only for the reason to get volunteers for an assignment that is difficult to fill. This will be rare in occurrence and only with the approval of the Special Events Sergeant.

B. Officers' Responsibilities

1. SEMS is a Web-based application that can be accessed anywhere there is an Internet connection. Officers will have multiple ways of accessing the site via work computers, home computers, tablets and smart phones. Officers wishing to work off-duty assignments are required to log into SEMS in order to bid for off-duty assignments, as well as to check on the status of the jobs for which they have submitted a bid.

2. Once an Officer has been assigned to work an off-duty assignment, they are required to work the job

3. Officers will have the ability to try to give up a job that has been assigned via the "Cancel" option. When an Officer "cancels" a job 72-hours before the job start time, SEMS will check the eligible SBA list for Officers that signed up to work that same job and will automatically assign the next eligible Officer to work the job. When an Officer "cancels" a job after the 72-hour cut-off time or there are no other eligible Officers in the waiting SBA list, it places the job in the Open Jobs list for someone to accept. The original assigned Officer is responsible to work that assigned job, unless someone else accepts it.

4. Off-duty jobs will be released throughout each pay period by the Special Events Unit for System Based Assignments. Most of the time, these jobs will be available for bidding for seventy-two (72) hours.

5. Once an off-duty job is assigned, it will appear on an Officer's schedule in SEMS and will also remain in their SBA POOL List screen. It is the Officer's responsibility to log into the system and check their schedule to see what jobs they have been assigned, and make sure they work them. All assigned jobs in SEMS will be shown in their schedule and on their Home Screen for any jobs they have assigned that are scheduled within the next two weeks.

6. All jobs that are bid-on also remain in the Officer's SBA POOL List even after the job is assigned. This is the list of all jobs that the Officer is still interested in working. It is the Officer's responsibility to log into SEMS and remove themselves from the SBA POOL Interest list if the Officer is no longer wanting to stay on the eligibility list for a job. If the Officer fails to remove themselves from the SBA POOL List and is assigned a job that another Officer cancels, it is now that Officer's responsibility to work the job or cancel it to allow another Officer to work it.

7. Once an Officer finishes working an off-duty job, the job must be closed in SEMS. It is the Officer's responsibility to close the job as quickly as possible after the job has concluded. Officers will not be able to view the "Eligible Jobs" list or bid for other off-duty jobs until they close any open jobs they have.

8. Since this system is linked to Kronos for payroll purposes, all open jobs for a given pay period must be closed by 0830 hours on payroll Monday. It is the Officer's responsibility to ensure that this is done.

C. Exchange/Reassignment of Off-Duty Work

1. To reassign a job that an Officer has been assigned, the Officer may click the "Cancel" button on the job itself in SEMS. This will push the job into the Open Jobs list and allow another Officer to take the job. The Officer that was assigned the job is still responsible to work the job, unless someone else accepts it.

VI. JOB CANCELLATIONS

A. Cancellations or changes, MORE than seventy-two (72) hours before the assignment is scheduled to begin, will be done within SEMS by Special Events personnel; and the resulting changes will be reflected in the Officer's schedule once they log into the system.

B. Cancellations or changes, less than seventy-two (72) hours before the assignment is scheduled to begin, will result in an attempt by Special Events personnel to notify the assigned Officer by calling their designated contact number listed in SEMS. An email will also be sent to their work email address notifying them of the cancellation.

C. If Special Events personnel are able to notify the assigned Officer of a cancellation prior to check-on, the three- and one-half-hour minimum for Permit assignments will not be paid.

D. If Special Events personnel are unable to notify the assigned Officer prior to check-on due to a last-minute cancellation and the Officer shows up for the assignment, the three- and one-half-hour minimum for Permit assignments will be paid.

VII. POLICE PERMIT SERVICES APPLICATION PROCEDURES

A. The Special Events Sergeant will review all Police Permit Services applications prior to their approval. As part of the review, personnel staffing needs are evaluated; and if a deficiency appears to exist, the applicant will be contacted to make necessary adjustments.

B. Officers assigned to off-duty work shall perform police functions, as may be required, and prepare the necessary reports. Due to the nature of off-duty work, required reports will generally not be completed during the assignment without approval from a Supervisor.

C. Police Permit Services permittees are expected to apply for Police Permit Services seven (7) days prior to the event to ensure time is available for scheduling. Exceptions for applications with less than seven (7) days' notice will be at the discretion of the Special Events Sergeant. This applies to City- Sponsored/Co-Sponsored events as well.

VIII. OFF-DUTY ASSIGNMENT STAFFING PROCEDURES

A. Permit Assignments

1. If, after arriving at a Permit assignment, the permit applicant believes police staffing exceeds the need, the police Supervisor in charge shall have the discretion to release individuals from duty. In the absence of a Supervisor, the permittee may release the Officer from the assignment, if they no longer need police services.

2. Officers relieved under this provision who have worked:

a. One-half ($\frac{1}{2}$) of their assignment, or less, shall be paid for the time worked or the minimum of three (3) hours, plus thirty (30) minutes travel time, whichever is greater.

b. More than one-half ($\frac{1}{2}$) of their assignment shall be paid for the full amount of the assignment.

3. Permit Assignments are paid at the rate established by the applicable labor agreement(s) or the fee schedule established by the City. Officers will receive compensation for a minimum of three (3) hours, plus thirty (30) minutes travel time, per Permit assignment.

4. Reports required as a result of a Permit Assignment will be completed after the assignment is over, and any overtime incurred will be noted on the Officer's regular work schedule as "Permit Assignment Report Writing." The permittee will not be billed for report writing time. If approved by a Supervisor, the report may be held to the next day to be completed during on duty hours.

B. City-Sponsored/Co-Sponsored Events

1. If, after arriving at a City-Sponsored/Co-Sponsored event, the event organizer believes police staffing exceeds the need, the police Supervisor-in-charge shall have the discretion to release individuals from duty. In the absence of a Supervisor, the event organizer may release the Officer from the assignment if they no longer need police services.

2. The pay rate for City-Sponsored/Co-sponsored events is as depicted in current labor agreement(s). No travel time shall be paid.

3. All City-Sponsored/Co-Sponsored Events are guaranteed a minimum of three (3) hours or whatever the actual time worked, whichever is greater.

4. Reports required as a result of a City-Sponsored/Co-Sponsored assignment will be completed after the assignment is over, and any overtime incurred will be noted on the Officer's regular work schedule as "City-Sponsored/Co-Sponsored Assignment Report Writing." The Co-Sponsored event will not be billed for report writing time. If approved by a Supervisor, the report may be held to the next day to be completed during on-duty hours.

C. Tropicana Field Assignments

1. If, after arriving at a Tropicana Field assignment, the permit applicant believes police staffing exceeds the need, the police Supervisor in charge shall have the discretion to release individuals from duty. In the absence of a Supervisor, the permittee may release the Officer from the assignment if they no longer need police services.
2. The pay rate for Tropicana Field events is as depicted in current collective bargaining agreement(s).
 - a. There is no minimum guaranteed time for any MLB related events at Tropicana Field.
 - 1) Actual time worked is what will be paid.
 - 2) Travel time is not included in Tropicana Field assignments.
 - b. All other events at Tropicana Field follow the regular permit job contract agreement which includes travel time and minimum time of 3.5 hours.
 - c. Reports required as a result of a Tropicana Field assignment will be completed after the assignment is over, and any overtime incurred will be noted on the Officer's regular work schedule as "City Co-Sponsored Assignment Report Writing." The Co-Sponsored Event will not be billed for report writing time. If approved by a Supervisor, the report may be held to the next day, to be completed during on-duty hours.
 - d. Officers assigned inside Tropicana Field shall carry all required equipment and shall utilize a radio earpiece.

D. Guardian School Safety Assignment

1. The Special Events Unit will create a Guardian School Assignment in SEMS for every school day throughout the year.
2. Officers wishing to work a Guardian Assignment need to place themselves on the wait list for any date they are willing to work. If an officer places himself on the Wait List for a Guardian Assignment, they will be expected to work it if a need arises. Officers failing to remove themselves from the Wait List and then not being able to fulfill the requirements of the job will be treated as a job failure and disciplined accordingly.
3. Once the Special Events Unit is notified that a Guardian Assignment is needed, they will contact all Officers on the wait list. If there are no Officers on the wait list, they will attempt to fill the job by contacting other personnel including Reserve Officers.
 - a. Reserve Officers working a Guardian Assignment will be paid the current Base Officer Pay Rate.

E. Unassigned Off-Duty Assignments

1. There are times when an assignment may not get assigned by the system, and then no Officer takes the assignment via the Open Jobs list. The Assistant Chief, Uniform Services Bureau, or designee may make mandatory assignments to Officers to ensure an off-duty assignment is filled.
2. Unfilled off-duty assignments may be filled with the following personnel:
 - a. On-duty personnel.
 - b. Mandated assignments by the Assistant Chief, Uniform Services Bureau, to include canceling an Officer's day off to cover the assignment.

IX. CHECK ON/OFF PROCEDURES

A. Officers working a Permit assignment that does not require a Read-off may check on at the station or they may report directly to the assignment. If checking on at the station, they should be onsite within fifteen (15) minutes of the start time of the job.

B. All Officers, unless there is a Supervisor, will check on and off with the Emergency Communications Center. If the assignment has a Supervisor, it is the Supervisor's responsibility to check their Officers on and off with the Emergency Communications Center.

C. Unless there is a Supervisor for the event, Officers arriving at their off-duty assignment shall advise the dispatcher in the district they are working that they are on post.

D. Officers without a take-home vehicle will use their private vehicle for travel to and from an off-duty assignment, unless otherwise directed.

X. OFF-DUTY ASSIGNMENT UNIFORMS

A. The Class B uniform shall be the normal uniform required for all off-duty assignments.

B. If an event requires a Class A uniform, Officers who are assigned to work that assignment will be advised in advance of the need for a Class A uniform.

C. Due to the nature of some specialized assignments, some specialized uniforms may be permitted for off-duty assignments. Examples would include the normal uniform of the day for the Marine Unit for marine assignments or the normal bicycle uniform for a bicycle assignment.

D. Any exception to the Class B uniform will be approved in advance by the Special Events Sergeant.

XI. ABSENCE AND TARDINESS

A. Only excuses which would normally exempt an Officer from regular duty will be considered valid for not working an off-duty assignment.

B. Failure to show up for an assignment within fifteen (15) minutes of the scheduled start time is considered a failure to perform the assignment, pending review by the Special Event Sergeant. The scheduled time is the check-on time listed in SEMS.

1. The first failure to perform an off-duty assignment will result in a thirty (30)-day suspension from voluntarily working off-duty assignments.

2. The second failure (within 18 months) to perform an off-duty assignment will result in a ninety (90)-day suspension from voluntarily working off-duty assignments.

3. The third failure (within 18 months) to perform an off-duty assignment will result in a one (1)-year suspension from voluntarily working off-duty assignments.

4. In addition to these penalties, the Officer may be considered absent without leave (AWOL) and may be subject to other disciplinary action at the discretion of the Assistant Chief, Uniform Services Bureau, or the Assistant Chief of the Bureau to which the Officer is currently assigned.

5. It shall also be understood that circumstances may warrant a longer suspension than what is specified above. The Assistant Chief, Uniform Services Bureau will make the final decision on the length of suspensions.

C. Tardiness

1. If an Officer calls prior to the start of the assignment and notifies a Supervisor of a valid reason for being tardy, it will be considered an excused tardiness.

2. An unexcused tardiness of less than fifteen (15) minutes, without prior notification, will result in notification to the Officer's assigned Supervisor.

3. Tardiness will be handled per <J:\Research\GeneralOrders\IV Rules of Conduct\IV-01 Rules of Conduct.pdf>.

D. An Officer who is incapacitated and unable to work an off-duty assignment, for which they are scheduled, shall notify the Special Events Unit, if during normal working hours, or the Watch Commander at least one (1) hour before the assigned reporting time, stating the reason that they are unable to report. If no Supervisor is assigned to the off-duty assignment, the Watch Commander shall have the discretion of finding another Officer to fill the job from on-duty personnel or advising the Event Organizer or Police Permit Services permittee that the job cannot be filled.

E. Due to the importance of filling commitments made by the Department to permittees, every effort will be made to fill missed assignments. These efforts may include finding a volunteer Officer to fill the assignment.

F. An Officer scheduled for an off-duty assignment, and who then receives a conflicting court subpoena, shall notify the Special Events Unit immediately so the job can be reassigned.

G. It is the responsibility of all Officers who have an assigned job to notify the Special Events Unit if they have been placed on light duty or no-duty or in any other way are unable to work the off-duty assignment(s). This also includes military deployments. Any officer failing to do so and then subsequently misses an assignment, may be subject to the same suspensions as listed above.

XII. OFFICER EXPECTATIONS

A. Officers are expected to follow all instructions listed in SEMS, any attachment to SEMS or in their information packets. Detailed instructions will be provided for all off-duty assignments.

B. If the Officer does not understand the provided instructions, they should clarify their responsibilities with the Special Events Unit prior to working the assignment. If a Supervisor is assigned to the event, they should consult the event Supervisor.

C. As a reminder, an Officer working most off-duty assignments, especially Permit Assignments, are there at the request of the vendor or the event organizer. The Officer should do their best to accommodate any requests made by the vendor or event organizer. If there is a question about their request, the Officer should seek clarification from the Special Events Unit, if working, or a patrol Supervisor.

D. An Officer that is hired by a vendor is required to perform specific police and security functions. Failure to follow the instructions given by the Special Events Unit or additional instructions given by the on-site vendor or event organizer may result in the suspension of the Officer's privilege to work off-duty. The suspension will be handled as detailed in this Order; however, depending on the violation, the suspension may be longer. It is also understood that violations or tardiness by supervisors on off-duty assignments may result in longer suspensions than those listed in this Order.

E. When working any off-duty assignments, the Officer is expected to represent the St. Petersburg Police Department in a professional and respectful manner at ALL times with both their behavior and overall appearance.

XIII. RESTRICTIONS

A. No Officer is permitted to knowingly bid for jobs or take jobs from the Open Jobs list that they have no intention of working, for the sole purpose of giving them to another Officer. Violations to this policy will result in a suspension from working off-duty assignments for a period of sixty (60) days for their first offense, six (6) months for their second offense, and one (1) year for their third offense.

B. Use of the Special Events Management System should not interfere with an Officer's work responsibilities during their normal duty hours.

C. Officers shall not close a job in SEMS that another Officer worked. The only exception to this is for missed assignments. Missed assignments that were covered by another Officer, on duty or off duty, should be split with that Officer, and their assignment should be closed with zero (0) hours.

D. If an Officer must leave an off-duty assignment due to an emergency where police need to act, it is the Officer's responsibility to advise a Supervisor and the Emergency Communications Center as soon as possible that they have left the off-duty assignment. It shall be the Supervisor's responsibility to relieve the original Officer as soon as possible and have them return to their off-duty assignment. Due to the nature of the emergency, if the original Officer is unable to return to the off-duty assignment in a reasonable time, the Supervisor shall make arrangements for another Officer to be sent to the off-duty assignment to ensure proper coverage until the original Officer can return.

Anthony Holloway
Chief of Police