	ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.16	PAGE: 1 of 5
		UPDATED: 02/02/2010	REVIEWED: 9/11/2009
	CHAPTER: Human Resources		
SUBJECT: Paid Detail Policies and Procedures			

POLICY:

It is the policy of the Orleans Parish Sheriff's Office to have written procedures and regulations governing employees working paid details.

PURPOSE:

The purpose of this section is to establish guidelines for the working of paid details by Sheriff's Department employees. Employees working paid details do so as representatives of the Orleans Parish Sheriff's Department. As such, public perception of the Sheriff's Department is influenced by the nature and character of details worked by employees, and by the behavior of employees while on these details. To safeguard the reputation of the department, these rules and regulations are to be distributed to and followed by all employees wishing to work paid details.

DEFINITIONS:

Paid Detail: The off duty employment, for compensation, of any employee of the Department by another individual, business, establishment, or organization where the employee is performing the duties of security personnel. For the purpose of uniformity of regulations, compensation shall be used to refer to the receipt of anything of value, however slight, by either the employee, the individual, or company requesting the services of the officer.

Detail Location: Refers to the physical address of the detail location. Multiple locations may be listed if the employee is required to move from one location to another in the commission of their duties.

Business Name/ Business Address: The name and address of the individual or company for which the officer is providing the service. The name and address of the individual for whom the officer is providing service if not a business.


Owner: The name of the individual who owns the business. If the business is a franchise, the name of the local owner or manager should be listed.

Specific Detail Duties: The specific duties and responsibilities provided by the employee. Provide detailed explanations.

Number of Hours Worked Per Day: The number of hours that the employee will work on the detail for each day.

Number of Days Worked Per Week: Number of days to be worked per week on the detail.

OPCSO Equipment to be Used on Detail: Any Department property not including radios and weapons. Examples of OPSO property refer to barricades, vehicles, animals, etc.

	ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.16	PAGE: 2 of 5
		UPDATED: 02/02/2010	REVIEWED: 9/11/2009
CHAPTER: Human Resources			
SUBJECT: Paid Detail Policies and Procedures			

Commander of Inspections/Detail Coordinator: The employee who is responsible for determining the suitability and safety of proposed details.

Reviewing Authority: The supervisors in the employee's chain of command who approve or disapprove a detail request.

Alcoholic Beverage Outlet: For the purposes of this policy, an Alcoholic Beverage Outlet (ABO) is defined as any bar or lounge, or other establishment where the primary source of revenue is derived from the sale of alcoholic beverages to be consumed on the premises.

PROCEDURES:

1. General Policy Information

The Sheriff, or his designee, shall review all detail requests forms for suitability, conflicts of interest, and other considerations where the presence of a member of the Orleans Parish Sheriff's Office may not be appropriate. Paid details may be denied at any time dependant on the counsel of the Detail Coordinator.

Authorization to work paid details shall be automatically suspended if it is learned that the nature of the detail has changed from what was originally specified, or if it is learned that any of the information given is proven to be false. If the nature of the detail changes, it is the responsibility of the employee to submit the necessary documentation to notify the Department of these changes.

Only P.O.S.T. certified commissioned employees may work details:


- A.) Employees with BASIC P.O.S.T. certification may work all types of details
- B.) Employees with CORRECTIONAL P.O.S.T. certification may work all types of details provided that they have attended and successfully completed a class on how to properly complete arrest/citation paperwork. Documentation showing attendance and successful completion of this course shall be kept on file and shall be readily verifiable.

Decommissioned, restricted commissioned, or suspended employees will not be permitted to work paid details.

Regardless of prior authorization, employees may not work paid details while absent from work due to illness, Workmen's Compensation Leave, Leave Without Pay, Suspended, or otherwise absent during scheduled work hours. The employee must return to work and complete a full day before being authorized to return to the paid detail.

2. General Instructions and Regulations

Approval to work paid details is not automatic. Employees wishing to work a paid detail shall be required to submit a Paid Detail Authorization Form a minimum of 24 hours in advance of the start of the detail. Upon approval of the employee's Commanding Officer, the employee

	ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.16	PAGE: 3 of 5
		UPDATED: 02/02/2010	REVIEWED: 9/11/2009
CHAPTER: Human Resources			
SUBJECT: Paid Detail Policies and Procedures			

will be allowed to work the detail pending final approval of the Commander of Inspections. All employees must adhere to these procedures. No exceptions will be made.

The completed Paid Detail Authorization Form with a should be submitted to the Commander of Inspections for final approval. It is the responsibility of the Commanding Officer to ensure that the form is correctly and accurately completed before it is submitted to the Inspections Division.


All lines on the Paid Detail Request Form must be filled out. Each reviewing authority will be responsible for evaluating the following items when reviewing a Paid Detail request:

- A.) The location of the Paid Detail;
- B.) The scope of duties to be performed;
- C.) The use of OPSO equipment;
- D.) Type of weapon the Deputy is qualified to carry;
- E.) Submit date has been filled in;
- F.) Deputies are only permitted to work 18 hours in a 24-hour period (this includes their regular tour of duty, overtime, and details) and must take a 6 hour break prior to working additional hours;
- G.) If the Deputy has called in sick, a full tour of duty has been worked before working the detail;
- H.) Attendance record has been "checked" off by the supervisor;
- I.) The requesting officer's overall work performance, including productivity and disciplinary record; and
- J.) It will be the responsibility of the commanding officers/supervisors and the Commander of Inspections to ensure that the employee is qualified for the detail to which they are requesting permission to work (i.e., whether they have BASIC or Correctional certification).

In instances where the reviewing authority denies the paid Detail request, (s) he shall note the reason(s) for the denial (such as poor attendance record, disciplinary problems, unsuitable detail locations, etc.) on the form and continue routing request through the chain of command for final approval/denial. The employee shall receive a copy of the denial with the reasons for the denial listed. The employee will have the option of appealing the decision of the reviewing authority.

Employee supervisors and the Commander of Inspections will regularly review the employee's performance including, sick leave usage, attendance records, and disciplinary actions in the ensuing twelve months, in order to ensure the continued suitability of the employee to work previously approved paid details. The Commander of Inspections will also conduct periodic reviews to ensure the continued suitability of paid detail locations.

Once a completed Paid Detail Authorization Form has been approved or denied, the form will be filed in the employee's detail file (located at and maintained by the Inspections Division) with copies forwarded to the Chief of Security.

	ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.16	PAGE: 4 of 5
	CHAPTER: Human Resources	UPDATED: 02/02/2010	REVIEWED: 9/11/2009
	SUBJECT: Paid Detail Policies and Procedures		

Employees are only authorized to work Paid Details when they are not scheduled for duty at OPSO. Once the Paid Detail is authorized, employees shall not be permitted to alter their schedule so as to accommodate the Paid Detail schedule. Employees are reminded that they are to be held to the Rules and Regulations of OPSO even while on duty at the Paid Detail location. Misconduct at that location will be punishable by the OPSO Disciplinary Board.

The employee will be responsible for negotiating compensation for Paid Details. Employees are advised to keep appropriate financial records with regards to compensation.

3. Restrictions

Employees are to be advised that they will not be permitted to work paid details that would require them to act as:

- [• Any entity that may cause a conflict of interest with OPSO.]
- Private Investigators
- Bartenders, cocktail servers
- Doormen, bouncers, barkers or ticket takers
- Bail or bonding companies or agents for same
- Collections agents for private entities
- Couriers for transport of cash, receipts, or deposits for private companies

4. ABO Policy


[Employees are strictly prohibited from working paid details inside alcoholic beverage outlets (ABOs) unless given permission by the Sheriff. ABOs include bars, lounges and other establishments whose primary source of revenue is derived from the sale of alcoholic beverages to be consumed on the premises.]

5. Hours Worked

[Paid Details worked by OPSO personnel will be limited to a maximum of thirty-two (32) hours per seven-day workweek (Sunday through Saturday). Exceptions to the hour limitation may be granted for special events (e.g., Jazz Fest, Mardi Gras, conventions, etc.) where the manpower requirements are so intensive that resources may not be available to ensure the safe commencement of the event. The Sheriff will determine the need for Paid Details in excess of the 32-hour maximum. Details in excess of the thirty-two hour limitation should not be worked until it has been approved.]

6. New Details

All deputies requesting authorization to open a new detail must fill out a Paid Detail Request Form at least seven (7) days prior to working the detail. The Inspections Division will review the new detail request, taking into consideration the type of detail, location of detail, type of duties required of the deputies who will be working the detail, clientele expected, and danger to the deputy. Deputies should keep these items in mind before turning in a Paid Detail Request Form for a new detail.

	ORLEANS PARISH SHERIFF'S OFFICE	INDEX#: 301.16	PAGE: 5 of 5
		UPDATED: 02/02/2010	REVIEWED: 9/11/2009
	CHAPTER: Human Resources		
SUBJECT: Paid Detail Policies and Procedures			

7. Supervisor Requirements

The minimum supervisory requirement for paid details shall be:

- A. One (1) deputy for every seventy-five (75) people based on the type of detail, location, clientele expected, etc.
- B. Details of less than five (5) deputies may be worked without a ranking officer, with each member accepting responsibility for the detail.
- C. Details which require five (5) to thirteen (13) deputies shall have at least one (1) ranking officer of at least the grade of sergeant.
- D. Details which require fourteen (14) or more deputies shall have the following supervisory officers:
 - 1. One (1) sergeant or above for every seven (7) deputies;
 - 2. One (1) lieutenant or above for every four (4) sergeants;
 - 3. One (1) captain or above for every three (3) lieutenants.