



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

**CHAPTER: 22.8**

**TITLE: PAID DETAILS**

**EFFECTIVE: February 1, 2004 (Previously ASOP 85.0)**

**REVISED: 08/08/2004; 09/05/2004; 10/31/2004; 07/10/2005**

Page 1 of 11

---

## **PURPOSE**

The purpose of this section is to establish guidelines for the working of paid details by department employees. Employees working paid details do so as representatives of the New Orleans Police Department. Inasmuch as public perception, moral character, and public associations affect the overall professional appearance of the department, it is the intent of the Superintendent of Police that any and all details are reviewed and approved by his office for appropriateness. Permission to work paid details is a privilege available to all commissioned police officers and certain non-commissioned employees meeting the high standards of this department.

## **DEFINITIONS**

1. **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 a police officer or a function of the police department. For the purpose of this regulation, compensation means the receiving of anything of value, however slight, (tangible or intangible) by either the employee or the individual or company requesting the services of the officer.
2. **Permanent Detail:** Work on a recurring schedule for the same employer having the same duties and responsibilities on each work day.
3. **Short Term Detail:** Work on a non-recurring schedule.
4. **Yearly Renewal:** The resubmitting, for the purpose of approval, of a Paid Detail Authorization Form allowing an officer to continue working a permanent paid detail. The renewal shall be submitted during the officer's birth month. Authorization to work a permanent paid detail shall expire on the last day of the month of the requesting officer's birth each year.
5. **Detail Location(s):** The municipal address of a stationary detail location.
  - a. Multiple locations if the detail requires the officer to move from one municipal address to another.
  - b. The areas if the detail requires the officer to be on patrol.

6. **District(s):** The number of the district in which the detail is located.
  - a. The numbers of the district(s) if the detail involved mobile patrol or relocation to another specific location.
7. **Business Name / Business Address:** The name and address of the individual or company for which the officer is providing service.
  - a. The name and address of the individual for whom the officer is providing service if not a business.
8. **Owner:** The name of the individual who owns the business. If the business is a franchise, furnish the name of a local owner. If the business is a corporation, furnish the name of a representative of the corporation for the detail.
9. **Specific detail duties:** The specific duties and responsibilities provided by the officer. For example; traffic control, point security, building or equipment security, customer or guest security. If other than those listed, explain.
10. **Number of hours worked per day:** The total number of hours worked on the listed detail on each particular day.
11. **Number of days worked per week:** Number of days worked per week on the requested detail.
12. **N.O.P.D. Equipment used on detail:** Any City of New Orleans or New Orleans Police Department property, excluding radios and weapons. (Example: vehicle, animal, barricades, etc.)
13. **Civilian supervisor on detail:** The name of the civilian to whom the officer reports, or who directs the officer's work.
14. **Police supervisor on detail:** The police supervisor or police officer having supervisory responsibility for other officers working the detail
15. **Police detail coordinator:** The officer who is responsible for scheduling the working hours and/or assignments for the detail.
16. **Reviewing Authority:** The supervisors in the officer's chain of command who approve or disapprove the officer's request to work a paid detail.
17. **Alcoholic Beverage Outlet:** For the purposes of this Chapter, an Alcoholic Beverage Outlet (ABO) is defined as any bar, lounge, or other establishment where the primary source of revenue is derived from the sale of alcoholic beverages to be consumed on the premises.

### GENERAL

18. The Superintendent of Police, or his designee, shall review all detail request forms for suitability, conflicts of interest, and other considerations where the presence of a New Orleans Police Officer or other department employee may not be appropriate. Paid details at alcoholic beverage outlets shall not be approved. Additionally, paid details may be denied at businesses or locations otherwise approved depending on the nature of the business conducted during the dates and/or hours of the requested detail.

19. Authorization to work a paid detail shall be automatically temporarily suspended if the nature of business being conducted changes from that of its previously indicated nature. (Example: A paid detail has been authorized at a clothing store between the hours of 5:00PM to 9:00PM six days per week. On one or more of the days, the clothing store suspends its normal operations or modifies its operations during the detail hours to engage in an activity not normally associated with the retail clothing trade.)
20. If the nature of the business being conducted changes from that of its previously indicated nature, the previously approved detail officer must submit a paid detail authorization form indicating the new business function before working the detail.
21. Only P.O.S.T. certified commissioned employees who have successfully completed their F.T.O. training and obtained the permanent status of Police Officer I may work paid details unsupervised.
  - a. P.O.S.T. certified commissioned employees who have completed their F.T.O. training but have not obtained the permanent status of Police Officer I may work paid details if supervised by a ranking officer at the grade of sergeant or above.
  - b. P.O.S.T. certified commissioned employees hired as lateral transfers who have successfully completed their F.T.O. training may work authorized paid details unsupervised.
22. Decommissioned, restricted commissioned, or suspended members, including those in the Reserve Division, shall not accept or engage in paid details.
23. Commissioned reserve police officers are not permitted to work permanent paid details nor can reserve officers work paid details in plainclothes.
  - a. Reserve officers shall not work paid details for their current employer.
  - b. Reserve officers shall not work paid details during the first year after graduation from the Reserve Police Academy.
  - c. Reserve officers who volunteer a minimum of thirty-six (36) hours in a calendar month will be eligible to work a maximum of twenty-eight (28) hours of paid details in the following calendar month. (For example, a reserve officer who volunteers 36 hours in August will be eligible to work a maximum of 28 hours of paid details in September.)
  - d. Reserve officers who volunteer a minimum of forty (40) hours in a calendar month will be eligible to work a maximum of thirty-two (32) hours of paid details the following calendar month.
  - e. Reserve ranking officers are not authorized to approve paid details. All paid detail request forms shall be submitted to the Commander of the Reserve Division for approval and forwarding through the chain of command.
  - f. Reserve officers shall attach a copy of their monthly time report to their paid detail request.
  - g. Reserve officers shall abide by all rules and regulations of the New Orleans Police Department and the Reserve Division while engaging in paid details.
  - h. Reserve officers are not permitted to submit a permanent paid detail request, with the following specific exceptions: paid details located at the Louisiana Superdome and the New Orleans Arena. An annual permanent paid detail request shall be submitted for these details. For all other details, reserve officers shall submit a short-term paid detail request for each detail.

- i. Reserve officers are prohibited from coordinating paid details for any member of the department, either regular or reserve members. Reserve officers are further prohibited from collecting coordination fees for any authorized details.
24. Regardless of prior approval, employees shall not engage in paid details while absent sick, I.O.D., Workmen's Compensation, Maternity Leave, Leave Without Pay, Suspended or while under Administrative Reassignment if their police commission is restricted. Employees must return to full duty and must have completed working a full tour of duty prior to working a paid detail.
  25. Commissioned employees in non-police classes and non-commissioned employees may be authorized to work details provided all requirements of this regulation are met.

### **INSTRUCTIONS**

26. Approval to work paid details shall not be automatic. Employees wishing to work a paid detail shall complete the current New Orleans Police Paid Detail Authorization Form #21 (revised 02/01/2004) in advance, prior to working the paid detail. Upon approval by the officer's Division Commander, the officer will be allowed to work the requested detail pending final approval of the Superintendent of Police. There are no exemptions from this requirement.
  - a. The completed N.O.P.D. Form 21 with a copy of the member's attendance record for the previous twelve (12) months will be routed through the chain of command to the Superintendent of Police for final approval. It will be the responsibility of the officer's Division Commander to ensure that the form is correctly and accurately completed.
  - b. Each reviewing authority in the requesting officer's chain of command shall consider the following when reviewing a Paid Detail Request Form:
    1. The location of the paid detail;
    2. The scope of duties scheduled to be performed;
    3. The use of police equipment;
    4. The requesting officer's overall attendance record over the previous twelve (12) months. All sick leave usage will be considered, including those instances which are documented per Chapter 22.1;
    5. The requesting officer's overall work performance, including productivity and disciplinary record; and
    6. If the requesting officer is a Police Officer I, each reviewing authority shall ensure that the requesting officer has achieved permanent Police Officer I status, if the detail is not supervised by a ranking officer. (Note: Only members of Police Officer I status are required to complete the "Date Off FTO" section on the paid detail authorization form.)
  - c. In instances where a reviewing authority disapproves a Paid Detail Request, (s)he shall note the reason(s) for disapproval (such as poor attendance record, poor performance, disciplinary problems, etc.) on the form and continue routing the request through the chain of command for final approval/disapproval by the Superintendent of Police. A copy of the disapproval shall be forwarded to the requesting officer by the supervisory officer disapproving the request and shall include the reason(s) for the disapproval. The officer will have the option of submitting a Form 105 in response to the disapproval as outlined in paragraph 27(c).
  - d. Members working traffic escort details assigned through the Traffic Division "Escort Book" shall complete a permanent Paid Detail Request listing "Traffic Division - Escort Book" as the employer on the form. All other areas of the form will be completed. The

form will be submitted through the member's chain of command as outlined elsewhere in this chapter. For the purposes of this chapter, each paid detail worked through the "Traffic Division - Escort Book" shall be considered as being a minimum one (1) hour paid detail counting towards the member's overall weekly paid detail limit, as outlined elsewhere in this chapter.

- e. Members working paid details scheduled, coordinated, and/or paid through the "SOD Permits" account shall complete a permanent paid detail request listing "SOD Permits" as the employer on the Paid Detail Request Form. All other areas of the form will be completed. The form will be submitted through the member's chain of command as outlined elsewhere in this chapter.
27. Commanding officers and immediate supervisors will regularly review the employee's performance including sick usage (both documented and undocumented) over the previous twelve (12) months and overall attendance record, disciplinary actions, and yearly evaluation records of the personnel under their command to assess the member's suitability to continue to work previously approved paid details.
- a. Authorization to work paid details may be revoked or denied at any time by the member's Division Commander, Bureau Chief, or the Superintendent of Police. In the case of such revocation or denial, the employee shall be verbally informed as to the reason for the revocation. Additionally, the employee shall be supplied with said reason(s) (poor attendance, poor performance, disciplinary problems, or any conduct that may affect the efficient operation of the department) in writing, within seven (7) days of the revocation or denial using N.O.P.D. Form 105.
  - b. The member will be notified of the detail revocation via N.O.P.D. Form 105 and it shall be signed by the member acknowledging its content. The signed notification shall be forwarded to the Inspections Division via the chain of command. A copy of the 105 shall be sent to each reviewing authority listed on the detail form.
  - c. The revocation/denial will become effective immediately upon verbal notification. To seek reconsideration of the decision, the aggrieved member may appeal the decision in writing directly to the Superintendent of Police. To be considered, all written requests must be made within ten (10) days of the date of notice of revocation or denial. The Superintendent of Police is the final arbiter of all appeals.
  - d. A member may be relieved of his detail responsibilities during the course of the detail by any ranking officer if, in the opinion of the ranking officer, the duties observed being performed are contrary to the guidelines set forth in this regulation or the officer appears unfit to perform said duties.
  - e. The Superintendent of Police may revoke a paid detail at any time.
28. Once a completed detail form has been approved or disapproved by each reviewing authority, the Superintendent's office will forward the completed form to the Inspections Division. The Inspections Division will file the original, forwarding a copy of same to the member's Bureau Chief. The member's Bureau Chief shall forward a copy of the approved/disapproved detail form to be maintained indefinitely to:
- a. The Commander of the District where the detail is located;
  - b. The member's Commanding Officer for filing in the member's personnel file; and
  - c. The requesting employee.
29. A copy of every Paid Detail Authorization Form approved/disapproved at the Unit/Division level shall be kept in the Unit/Division records. The original Paid Detail Authorization Form shall be forwarded to the respective Bureau Commander and Superintendent for consideration. Upon

approval/disapproval of the Paid Detail Authorization Form by the Superintendent or his designee, the Inspections Division shall return a copy of the form through the respective Bureau Chief (as outlined in paragraph 28) to the Unit/Division which submitted the form. When the form is received by the Unit/Division from the Bureau Chief, a copy shall be made of the form with all necessary signatures, and shall be placed in the Unit/Division records, replacing the partially approved form, along with a copy provided to the requesting member. A copy will be placed in the member's district personnel file and maintained indefinitely.

30. Officers or other employees authorized to work paid details may perform or engage in authorized paid details only during those times when they are off-duty and only in Orleans Parish (with the specific exception of Traffic and/or Reserve Division officers working traffic escorts authorized and coordinated by the SOD Permits Section). Regular duty hours shall not be split in order to work details. While working paid details, employees shall be governed by all Department rules, orders and procedures.
  - a. Officers working a uniformed detail will be attired in the full Class A or B winter/summer uniform and armed with an authorized issued weapon. The detail officer shall conform to all department regulations governing uniforms and appearance.
  - b. Officers are not authorized to work a detail in the Task Force uniform.
  - c. Officers requesting to work a detail in plain clothes must attach an interoffice correspondence explaining the reasons for the request. Plain clothes details can only be approved by the Superintendent of Police or his designee and must be approved prior to working any detail in plain clothes.
  - d. Members working paid details where the duties involve traffic control or direction shall wear their garrison hat and traffic control vest while performing these duties.
  - e. Civilian members working paid details shall be attired in their uniform of the day or as directed by the detail supervisor.
  
31. Details worked by N.O.P.D. personnel will be limited to a maximum of twenty-four (24) hours per seven day work week (Sunday through Saturday). Exceptions to the hour limitation may be granted for special events (e.g., Jazz Fest, conventions, Mardi Gras, etc.) where the manpower requirements are so intensive, sufficient resources may not be available for the safe operation of the event. Application for such an event exception will be made via Form 105 from the detail coordinator, forwarded through the chain of command, for final approval by the Superintendent of Police. Details in excess of the 24 hour limitation shall not be worked until the exception is approved by the Superintendent.

### **PAID DETAIL LOG BOOK REQUIREMENTS**

32. All officers or other employees who are working an authorized paid detail shall be responsible for notifying the district where the detail is physically located. The officer or employee shall provide the desk officer of his/her name, badge number, detail location, and hours the detail is worked. It shall be the reporting officer or employee's responsibility to obtain the name of who he/she notified.
  - a. Under no circumstance shall a detail be called in for inclusion in the detail log book more than three (3) hours prior to the starting time of the detail, nor more than one (1) hour after the detail begins.

33. District Commanders are responsible for maintaining a Paid Detail Log Book.
- a. Each book and the pages therein shall be numbered sequentially.
  - b. Details called into the station will be entered in the book and will include the information outlined in paragraph 34. The information will be entered by a ranking supervisor or the station duty officer.
  - c. At the commencement of each day (first platoon), including weekends and holidays, the District Commander shall ensure that the station duty officer or a ranking supervisor prints his/her name and date on the next line immediately following the last detail entry.
  - d. The pages of the log listing the previous 24 hours, from 0700 hours until 0700 hours on the date next to the printed name, shall be copied.
  - e. The copy shall be faxed to the Inspections Division on the date printed on the log.
  - f. A file shall be kept in the district station containing the faxed copies.
34. Exemptions to the reporting requirements outlined in paragraph 33 may be granted for paid details at the Louisiana Superdome, the New Orleans Arena, and other paid details involving a large number of officers. Detail commanders requesting an exemption from the reporting requirements shall submit a written request through their chain of command to the Superintendent of Police prior to working the paid details. If the request is approved, the following actions will be the responsibility of the detail commander:
- a. For each paid detail event, a copy of the "event lineup" shall be forwarded to the Inspections Division no later than the next working day. Included on the "event lineup" will be the date of the detail, names, badge numbers, and work schedule of each officer working the paid detail.
35. All district supervisory personnel shall make themselves aware of those details being worked in their district during their tour of duty.
- 36.. Commissioned members working paid details will investigate all incidents which occur within the boundaries of the detail area, including parking lots and exterior areas, and will be responsible for writing all reports (excluding auto accidents).
- a. When obtaining an item number, if the member is assigned a unique radio call number, the member will use that number as the primary car number on the item. If the member does not have a unique radio call number, he/she will use their badge number as the call number and advise the dispatcher of their name and place of assignment, which will be entered into the complaint history.
  - b. Members will submit written incident reports in connection with paid detail duties through their normal supervisory chain. All reports, including state arrest reports, shall be processed by the member's regular unit of assignment, including the consultation with and receipt of the report to the District Attorney's Office. The approving supervisor will forward a copy of the approved report to the commander of the district where the incident occurred within seventy-two (72) hours of the incident.
  - c. In incidents where the initial investigation would require the member to leave the paid detail area or the complaint is against the member, Operations Bureau officers from the district of occurrence or specialized units, as required, will be responsible for the investigations and writing of all necessary reports.
  - d. In the event a member working a paid detail is required to handle an incident which is classified as a UCR, the member shall make immediate notification to the on-duty supervisor *in the district of occurrence by radio or by telephone of the incident.*

37. Employees are responsible for negotiating compensation for details with the detail employer.
38. It shall be the responsibility of employees working paid details to maintain appropriate financial records of their paid details.

### **SUPERVISORY REQUIREMENTS**

39. The minimum supervisory requirements for paid details shall be:
  - g. Details of less than five (5) members may be worked without a ranking officer, with each member accepting responsibility for the detail.
  - h. Details which require five (5) to thirteen (13) members shall have at least one ranking officer of at least the grade of sergeant.
  - i. Details which require fourteen (14) or more members shall have the following ranking supervisory officers:
    1. One sergeant or above for every seven (7) members ;
    2. One lieutenant or above for every four (4) sergeants;
    3. One captain or above for every three (3) lieutenants.
  - c. No police supervisory officer will be supervised on a detail by an officer of a lower supervisory rank.
  - d. Paid details requiring a ranking supervisory detail officer shall ensure all reporting requirements are met in accordance with paragraph 35 of this chapter.
40. District supervisors and Integrity Control Officers shall familiarize themselves with the locations of active paid details in their respective districts, and shall conduct random checks at these details to ensure compliance with departmental regulations.

### **RESTRICTIONS**

41. Under no circumstances will a member be permitted to engage in a paid detail inside of bars, lounges, alcoholic beverage outlets (ABO's), and other establishments whose primary source of revenue is derived from the sale of alcoholic beverages to be consumed on the premises.
42. Members shall not work for a company or business which provides private guard services, brokers, or individuals who profit from the services of a detail member.
43. Members of this department are prohibited from forming any corporation, company, trust, fund, or cooperative banking account for the purpose of billing, receiving compensation, or offering services of paid details.
44. Members shall not work, and will not be given authorization to work, the following occupations as paid details;
  - a. Any occupation where a conflict of interest with the City can reasonably be demonstrated, including Psychological Stress Evaluation, Computerized Voice Stress Analysis, and Polygraph examinations;
  - b. Private investigators;
  - c. Bartenders, cocktail waiters or waitresses;
  - d. Doormen, bouncers, barkers, or ticket takers;
  - e. Bail or bonding companies, or agents for same (bounty hunters);
  - f. Collection agents for any private person or company; or



- g. Couriers for the transportation of cash, receipts, or deposits for private companies.
45. Members of the New Orleans Police Department are prohibited from working paid details or outside employment in any facet of land-based or river boat casino-type gaming establishments as listed below, without prior approval of the Superintendent of Police:
- a. At any type of land based or river boat gaming establishment including parking lots and/or shuttle locations owned or leased by any casino or gaming consortium; and
  - b. Where their duties include providing security for patrons attending or departing land based or river boat gaming establishments.
46. Members of the New Orleans Police Department are prohibited from working paid details or outside employment in any facet of the electronic and/or video poker industry, including electronic repair, maintenance or servicing of video poker machines, without prior approval of the Superintendent of Police.

**Yearly Renewal:** Completion necessary only if request is for permanent paid detail. If request is for permanent paid detail approved in the previous year, check "yes". If request is for a new permanent paid detail, check "no".

**Detail Location(s):** Place the municipal address of the detail location. If the detail involved mobile patrol at non-specific locations, place the municipal address where the detail begins. If the detail involved multiple specific locations, each must be listed. If more space is needed, a form 105 should be used for the additional listings and attached to this request.

**District(s):** Place the number of the district in which the detail is located. If the detail involves mobile patrol at non-specific locations that cross district boundaries, place "city wide" in that blank. If the detail involves specific locations in more than one district, each district should be listed.

**Business Name/Business Address:** Place business name and business address. If the detail is a private party at, or for a business, list business name and indicate "Private Party". Business address should still be listed.

**Owner:** Place the name of the individual who owns the business. If the business is a franchise, furnish name of local owner.

**Specific detail duties:** Explain specific duties and responsibilities. For example, traffic control, point security, building or equipment security, customer or guest security. If other, explain.

**Number of hours worked per day:** Number of hours worked per day on the requested detail.

**Number of days worked per week:** Number of days worked per week on the requested detail.

**N.O.P.D. equipment used on detail:** Excludes uniform, radio and weapons issued to officers working detail. Any other City of New Orleans or New Orleans Police Department equipment used must be listed, including, but not limited to, any city vehicles (includes cars, trucks, tow wagons, motorcycles, motor scooters, etc.). If vehicle is used, car number shall be indicated. Any use of a department animal (horse, canine) shall be listed. If N.O.P.D. barricades are utilized on the detail, they should be indicated.

**Civilian Supervisor on detail:** Furnish name of civilian to whom officer reports or who supervises or directs officers work. If none, indicate "None".

**Police supervisor on detail:** The police supervisor, or senior designated police officer, working the detail. If only one officer is working a paid detail, the officer will indicate "Self" in that blank.

**Police detail coordinator:** The officer who has scheduled, or who is responsible for scheduling, the individual officer(s) and/or their working hours for the detail. If there is no such officer, indicate "None" in that blank.

**I.C.O. APPROVAL/DATE:** The Integrity Control Officer in the member's Chain of Command shall review and initial each Paid Detail Authorization Form (along with member's attendance record) for accuracy and completeness prior to Commander's approval.