City of New Orleans

Office of Police Secondary Employment

Policies and Procedures

for

Customers and Officers

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Section I: Introduction

Preface

This handbook is intended both to provide guidance and serve as a reference for officers and customers engaged in police secondary employment activities through the City of New Orleans Office of Police Secondary Employment (OPSE). It is the responsibility of every officer employed through and all customers served by OPSE to comply with the policies and procedures set forth within this publication. These policies and procedures, while separated and oriented to customers in the first section and officers in the second, are combined into a single handbook so that both officers and the customers who hire them can understand the secondary employment system from both perspectives. This shared understanding, responsibility, and accountability will be important to the sustained success of this program for officers and customers alike.

While these policies offer clear instruction, the fluid nature of security work cannot always be anticipated in a way that a policy or a handbook can define. In situations that are not specifically addressed by the manual, members are expected to respond and act consistent with the policies, procedures, priorities, and professional standards of both the New Orleans Police Department (NOPD) and the Office of Police Secondary Employment. Also, OPSE policies and procedures will evolve in order to best serve officers' and customers' needs, consistent with the City's reform objectives. As newer versions of this handbook are issued, they will be available at the OPSE website (http://nola.gov/opse/).

About OPSE

Mission: OPSE manages a reformed police detail system with integrity, fairness, transparency, and efficiency on behalf of the NOPD and the City of New Orleans. Using technology and person-to-person contact, we connect highly trained and experienced off-duty police officers with the customers who need and trust them, and in doing so help make New Orleans a safer, friendlier place for us all.

Background: In May 2012, Mayor Mitch Landrieu announced a major step forward in the city's efforts to reform the New Orleans Police Department by creating the Office of Police Secondary Employment. OPSE manages the off-duty work of police officers, completely centralizing the way police secondary employment is arranged, shifts are assigned, work is completed, hours are tracked, and compliance is monitored. These changes comprise a key part of the 2013 federal consent decree aimed at reforming the NOPD.

In 2014, the new system began centralizing oversight and shifting responsibility for all aspects of police secondary employment from the individual officer to the OPSE. Important tasks now executed and managed by OPSE include joint planning to meet customer needs, scheduling of officers and supervisors, payment and accounting for work, receiving and measuring customer feedback, and monitoring and enforcing compliance with policies and procedures to ensure fairness, transparency, and integrity throughout the system. Freeing officers of the associated administrative burdens of managing their own and other officers' off-duty work also allows the police department to focus on preventing, fighting, and investigating crime in our city; businesses and civic organizations to maintain important supplementary security services; and our police officers to preserve opportunities to earn additional income.

OPSE continues to work with public advocacy groups, police organizations, customers, the NOPD, the federal consent decree monitor team, the US Department of Justice, the federal court, and city officials to learn and use best practices from across the nation to create a police secondary employment system that is user-friendly, fair, transparent, and effective.

Section II: Definitions & Acronyms

Alcoholic Beverage Outlet (ABO) – Any establishment possessing or required to possess a Class A-General retail permit for the sale of alcoholic beverages on or off the premises by paying customers. Alcoholic beverage Class A-General permits are required where the sale of alcoholic beverages represents 50 percent or more of average monthly gross revenues. See Louisiana Revised Statutes 26:71.1 at http://legis.la.gov/lss/lss.asp.

Cancellation, Authorized – NOPD members may cancel a confirmed post shift without negative consequences for reasons of conflict with regular or overtime work for the Department, or for legitimate personal emergencies including: illness, family medical emergency, change in duty status that prevents secondary employment (suspension, sick leave, leave without pay, worker's compensation, injured on duty, etc. as defined in NOPD Secondary Employment policy), or other conflict deemed appropriate by the OPSE director or operations supervisor. Excessive cancellations may jeopardize a member's secondary employment eligibility.

Cancellation, Unauthorized – Officer cancellation of a confirmed post shift for reasons other than those identified as qualifying as an authorized cancellation.

Compensation – The total amount of monetary and non-monetary pay, whether tangible or intangible, provided to a member of the NOPD or a third-party intermediary on the NOPD member's behalf by an employer or the employer's proxy in return for work performed as required, consistent with the *Louisiana Code of Governmental Ethics*. See Louisiana Revised Statutes 42:1102 at http://www.legis.state.la.us/lss/lss.asp.

Coordination – Any practice whereby a party acts as an intermediary, liaison, referral agent, or third-party provider of police secondary employment between a current or potential end user (customer) of security services and a member of the NOPD for the purpose of scheduling, coordinating, or any other similar activity.

Coordinator – An OPSE employee responsible for ensuring the scheduling, assignment, administration, and supervision of police secondary employment jobs to the highest standards of customer service. Coordinators are responsible for a defined portfolio of customer accounts so as to maximize institutional knowledge and customer service.

Court – The US District Court – Eastern District of Louisiana. US District Judge Susie Morgan presides over The United States of America v. City of New Orleans (12-1924), the case under which the consent decree was ordered.

Customer – A business, public or private entity, or individual that contracts with the Office of Police Secondary Employment to employ and pay for security or related services provided by off-duty NOPD members.

Customer representative – The person duly designated by the customer to be his or her on-site representative for purposes of communicating and, as appropriate, directing the operational employment of hired officers to achieve the customer's security objectives.

Decree –The Federal Consent Decree entered by US District Court Eastern District of Louisiana on 11 January 2013. See Section XVI: Secondary Employment System at http://www.justice.gov/crt/about/spl/nopd.php under the "Entered Consent Decree (2013)" link.

Department – The New Orleans Police Department

Holiday rate – A minimum rate paid for secondary employment work, to be effective on specified holidays and days of officer high-demand. Officers will earn the holiday rate for all hours of every continuous shift that begins on a designated holiday or day of high officer demand (as determined by court order or city ordinance), even if the shift carries over past midnight. Shifts that begin before midnight the day before a designated holiday or day of high officer demand and carry over past midnight into the holiday will not be eligible for the holiday premium. This premium applies to all officers, regardless of rank, and does not incur any additional administrative fee for the customer (See Appendix 1 – Customer Prices)

Power Details – The commercial software-as-a-service (SaaS) system used by OPSE to manage police secondary employment assignments, scheduling, timekeeping, and other administrative functions.

Job – Secondary employment performed for a specific customer at a specific location or along a specific route. May be used to refer in general to recurring work for a single customer or a single instance of work.

Major Special Events – Major Special Events include Mardi Gras, Jazz Fest, Essence Festival, French Quarter Festival, Voodoo Fest, college bowl and college championship events, professional sporting events, or any event held at the Ernest N. Morial Convention Center, Fair Grounds Race Course, Mahalia Jackson Theater, New Orleans Arena, Saenger Theater, Superdome, or UNO Lakefront Arena with an expected attendance of at least 2,000 persons, or any event(s) so designated by the Mayor, Chief Administrative Officer, the Deputy Mayor for Public Safety, the City Attorney, City Council or the Superintendent.

Member – A member of the New Orleans Police Department, whether an active commissioned officer, a reserve officer, a part-time officer, or a non-commissioned civilian employee who is eligible to work secondary employment.

Non-recurring job – Those jobs not meeting all criteria (customer, predictability, duties, duration) required for characterization as a recurring job. [See also "Recurring job"]

NOPD – New Orleans Police Department

OPSE – Office of Police Secondary Employment

Outside employment – The employment of any member of the Department by another individual, business, establishment, or organization, or on a self-employed basis, where the member is privately paid and is performing duties of a non-police function (e.g. accountant, lifeguard, attorney, real estate agent, sales representative, etc.). Due to the nature of outside employment services, which may be authorized under NOPD policy, any request to carry a weapon while working in an outside employment capacity must be approved in advance by the Superintendent of Police. Additionally, OPSE does not monitor or regulate, nor does this policy govern, outside employment.

Pay Period – A period of time used by the City of New Orleans, starting on a Sunday and ending on the second Saturday thereafter, into which workers' labor is divided for accounting and payment purposes. Each worker is issued a single paycheck for the work performed during a given pay period.

Police action – Any circumstance, on or off duty, in which a sworn member of the NOPD exercises or attempts to exercise official authority consistent with NOPD Policy.

Police emergency – Any circumstance where an NOPD officer, whether on or off duty, must respond, report, or react to a suspected crime or other event that poses an imminent threat to public safety or security consistent with NOPD Policy.

Pool – The group of officers currently assigned on a permanent basis to a given job.

Post – A single position filled by a single officer at a time with specific responsibilities on a job or a shift. Posts are defined by location and duties, not by the personnel filling the position. For example, "Gate A supervisor," "tail car driver," or "front door security."

Post shift – A single position filled by a single officer on a single shift on a single day at a single job. This is the most basic secondary employment work unit for an officer. One "clock-in and clock-out." Often referred to simply as a "shift."

Recurring job (aka "recurring secondary employment" or "permanent detail") – A job for a single customer, on a predictable schedule, with consistent officer duties and objectives from shift to shift, encompassing a total of 12 or more days per year.

Register – The list or database of NOPD members who have been approved through their chain of command to work secondary employment in a given year.

Reviewing authority – The supervisors in the member's chain of command who approve or disapprove a member's request to work secondary employment.

Secondary employment – The off-duty employment, whether for compensation or as an unpaid volunteer, of any department member by an individual, business, establishment, or organization other than the City of New Orleans, including its departments and agencies, where the member is performing the duties of a police officer or a function of the police department. Formerly known as "paid details," or simply "details."

Sexually-oriented business – Any event or establishment, private or public, that provides as its essential business model entertainment, services, or products of a sexual nature. NOPD chain of command has final authority on whether an event or business is sexually-oriented.

Shift – A specific time period of a specific day. Defines the scheduled start and end times for one or more members on a single job. A job may have multiple shifts.

Shift supervisor – The ranking police officer on a secondary employment shift actually present and working the job on site, or the ranking officer within the pool of officers assigned to a permanent detail who is employed as the customer's security planner, advisor, or incident commander as required.

Short notice roster – The roster of officers who have volunteered to be contacted, and if at all possible work, shifts on short notice.

Specialized knowledge or training – Specialized skills that include any unique knowledge or training that is necessary for an officer to perform his or her law enforcement job or that is recognized as such by the NOPD. Specialized knowledge or training will assist the OPSE customer in a manner that cannot be provided by officers who have not obtained such knowledge or training. Examples include foreign language skills, explosive detection and disposal certification, police dog handler certification, armory certification, marine search and rescue certification, and tactical unit (SWAT) certification. Familiarity with a geographic area, a particular customer location, or a particular customer's business practices shall not be considered "specialized knowledge" under these policies.

Special skill team – A small group of officers, each of whom possesses a special skill or knowledge as certified by the NOPD. For example, all police dog handlers, all mounted officers, all bomb techs, etc.

Split Shift – An interruption of scheduled regular duty hours with the use of leave benefits, returning to regular duty status within the same scheduled shift to complete a tour of duty.

Supervisor – A commissioned police officer in the rank of sergeant or above charged with the responsibility to both proactively and reactively exercise command authority over other members under his or her charge. A supervisor shall be considered to be appropriately staffed if he or she has command authority over at least one other member of an equal or lower rank.

Task-based job – A job requiring a specific task to be accomplished, where the time required to accomplish it can vary according to environmental or operational conditions. Officers and their necessary equipment (including working police animals as applicable) will complete the required task in whatever time is required, up to a specified maximum reasonable time limit. Manpower and equipment costs are included in the per-job flat rates. Officers are paid by the task, not the hour. [See also "Time-based job"]

Time-based job – A job requiring the security of a specific person, place, or thing for a defined or estimated period of time. This includes most facility or area security jobs (retail, restaurant, neighborhood patrol, school, place of worship, hospital, race route security, special events). Officers are paid by the hour. City of New Orleans Ordinance 25,428 and the court order issued 25 July 2014 by the US District Court, Eastern District of Louisiana in case 12-1924 set the pay, fees, prices, and conditions for time-based jobs. [See also "Task-based Job"]

Temporary – lasting for only a limited period of time; not permanent.

Information for Customers

Section III: OPSE Policies Relating to Customers

A. General.

1. Customers working through the Office of Police Secondary Employment (OPSE) should be aware of and must agree to certain regulations with regards to hiring New Orleans Police Department (NOPD) personnel. A New Orleans Police Officer has as his or her primary obligation a duty to serve the Department and the public at large. All secondary employment will comply with the provisions established in this handbook and is subject to regulation and approval by the Department. Members engaged in secondary employment must adhere to all Department and OPSE policies and procedures.

2. Secondary employment is strictly voluntary for NOPD officers. OPSE cannot force an officer to accept a job offer and given the current high demand for officers and their limited availability, it can sometimes be challenging to fill every requested shift.

B. Officer Compensation Policies

1. The terms of the consent decree and local law require that:

    a. Customers are prohibited from providing any compensation, either cash or in-kind, including bonuses or gifts, beyond nominal compensation in the form of food or beverages in accordance with the Louisiana Ethics Code for public employees, to an NOPD member or the friend or relative of an NOPD member in exchange for any secondary employment services provided. Officers may not receive payment directly from the customer. All payments will be made through OPSE, unless specifically authorized by the court.

    b. Nominal compensation in the form of food or beverages is permitted in accordance with the Louisiana Code of Governmental Ethics for public servants. Meals with a value of $60 or less may be accepted by members working secondary employment if consumed by the member on the premises during the shift being worked.

    c. Any other compensation, including bonuses, gifts or gratuities, must be provided through and documented by OPSE and must be in accordance with the Louisiana Code of Governmental Ethics for public servants (http://www.ethics.state.la.us/Pub/Laws/Title42Ch15.pdf).

    d. Travel time to and from secondary employment shall not be compensated, unless it involves specialized patrol services or use of specialized equipment as identified by the OPSE.

    e. Consistent with the requirements of the Decree, the City may propose to the court and/or the City Council a revised schedule of charges to be paid by the customer to offset the cost of special equipment that may be used on secondary employment jobs.

2. Officers working the following types of secondary employment assignments shall be paid a minimum number of hours per shift, even if the actual duration of the work is less than the minimum:

    a. Temporary traffic control or property security for business or residential moves – 4 hour minimum per officer shift

    b. Temporary traffic control or property security for construction sites – 3 hour minimum per officer shift

c. Temporary traffic control or property security for schools – 2 hour minimum per officer shift

d. Any service using specialized police equipment that requires certified operators (e.g. armored tactical vehicle, police boat, police diver) – 4 hour minimum per officer shift

e. Any service using a police dog – 4 hour minimum per officer shift, which includes animal care and transport.

f. Horse-mounted patrol or security – 4 hour minimum per officer shift, which includes animal care and transport.

g.

3. A complete schedule of customer prices is available at Appendix 1.

C. Prohibited Employers or Employment

1. The following employers are prohibited from hiring NOPD members for police secondary employment:

a. City of New Orleans departments and agencies. If city departments or agencies require police-oriented services that are not otherwise provided as part of the Department's regular deployment of police assets, the department or agency shall cover compensation for members through authorized interdepartmental reimbursement procedures. This work is not scheduled or managed through OPSE.

b. Any establishment involved in an illegal enterprise.

c. ABO establishments, bars, lounges, or businesses where the primary source of revenue is derived from the sale of alcoholic beverages consumed on the premises (Class A-General permit). Furthermore, NOPD members may not work as bartenders, cocktail waitresses/waiters, bouncers/doormen, or barkers/ticket takers for these establishments.

d. Sexually-oriented businesses. These include, but are not limited to: strip clubs, show bars, or topless bars; adult movie, video, or bookstores; adult novelty shops; and public or private clubs engaging in adult entertainment.

e. Land-based or riverboat casino-type gaming establishments, without prior written approval of the Police Superintendent and OPSE Director, including but not limited to: parking lots and/or shuttle locations owned or leased by any casino or gaming consortium. This includes providing security for patrons attending or departing land based or river boat gaming establishments.

f. Any business whose primary means of revenue is generated through the ownership, servicing, or maintenance of electronic and/or video poker or similar electronic games of chance, without prior written approval of the Police Superintendent and OPSE Director.

g. Businesses or individuals acting as or engaged in private investigations, civil process serving, the bail bond process, property re-possessing, bill collecting, towing of vehicles, or any other employment in which police authority might be used to collect money or merchandise.

h. Private companies, limited liability corporations, firms, or referral agencies that provide, offer, or broker private security services.

i. Chauffeur services, except where chauffeur services for public officials, executives or celebrities is secondary to a primary purpose of security. Notwithstanding the foregoing prohibition, motorcycle escorts for chauffeur services and limousines are permitted.

j. Any employer requiring NOPD members to handle currency or deposit bags. NOPD members are limited to escorting a responsible business employee who carries the currency or deposit bags.

k. Pawn shops.

l. Employers providing pre-employment services for private industry, including psychological stress evaluation, computerized voice stress analysis and polygraph examinations.

m. Any employer providing protection of management, employees, or property during a strike or labor dispute.

2. While members are not permitted to engage in secondary employment inside a bar, lounge, alcoholic beverage outlet (ABO), and establishments where the primary sources of revenue is derived from the sale of alcoholic beverages consumed on the premises, members are not prohibited from working at establishments:

   a. for which the majority of the establishment's revenues are derived from sources other than the sale of alcohol (i.e. Class A-Restaurant permit). This includes hotels, restaurants, and convention or sports facilities when the officer is performing such duties as crowd control or general security, provided the officer does not work solely in the area where the alcohol is dispensed.

   b. when the ABO establishment that would otherwise be prohibited is being used as the site of a private party or event not open to the general public, when the officer is performing such duties as crowd control or general security.

   c. when the venue is the site of a permitted major special event.

3. Additionally, the OPSE Director or the Superintendent of Police may choose not to approve secondary employment for customers whose business type, business practices, employees or management associations are not consistent with the values of the OPSE and the NOPD.

D. Liability & Worker's Compensation

1. The City of New Orleans covers General Liability, Auto Liability and statutory Workers' Compensation through its self-funded insurance program, as limited by contract and applicable law. A certificate of insurance is available on request.

2. Officers working secondary employment will be entitled to workers' compensation coverage from the City, provided that the factually-specific analysis of the City's third-party claims administrator determines that their injury was sustained while performing activities consistent with the security and public safety role for which they were hired by the customer.

3. Customers shall not require NOPD members working police secondary employment to engage in work that is not in the interest of security or public safety.

4. Customers can best protect themselves and the officers they employ by ensuring that officers are never asked to perform any duties unrelated to security or public safety. The city reserves the right to reject any customer that asks officers to do non-security work.

E. Scheduling & Cancellation Policies

1. A job request will not be considered confirmed until the customer signs and returns the completed Customer Agreement.

2. Customer job requests confirmed less than 2 business days prior to the beginning of the first required shift will be offered at the Tier 3 rate of pay at a minimum. If this job is a permanent job, only the first week will be subject to the Tier 3 minimum, after which the customer may offer whichever pay tier he or she believes to be appropriate.

3. Customer cancellations requested more than 24 hours prior to the time the job begins will not incur any penalties, and a full refund or credit will be given for customers who have paid in advance.

4. Customers who request to cancel an event within 24 hours of a job's scheduled start time will be subject to a late cancellation penalty equal to two hours pay per scheduled officer or the full amount owed for the job as scheduled, whichever is less. The one exception to this late cancellation fee is when an outdoor event is cancelled due to inclement weather, if the inclement weather exception was requested in writing on the Customer Agreement. In this case, provided that the customer informs the OPSE coordinator by telephone of the inclement weather cancellation at least two hours before the scheduled officer report time, no compensation for scheduled officers will be required.

5. Customers who cancel during a job will be subject to a late cancellation fee equal to two hours pay per scheduled officer or pay at the established rate for the time actually worked by each officer, whichever is greater.

6. Customers may not "split shifts," that is, release an officer for a portion of the confirmed shift with the expectation that the officer will return later, but not be paid for the time he or she was released. Customers may release officers early from a shift (and be subject to the cancellation fee in D.5 above), but once an officer is released, he may not restart the shift.

7. If a job is cancelled by an NOPD supervisor due to police necessity or other extraordinary circumstances, no penalty will be assessed, and the full amount of any advance payment will be credited or refunded to the customer.

F. Payment Policy

1. Invoices. For all jobs except motorcycle escorts (see III.F.2.d), the customer will receive an invoice from the Office of Police Secondary Employment. Invoices will be **emailed or provided in person at the OPSE office only**. Invoices will identify the total cost of the job and will be itemized for various expenses. Invoices will be emailed no later than the 13th day after the end of each officer pay period. A schedule of these pay periods is available at http://new.nola.gov/nola/media/OPSE-Media/Pay-Dates.pdf.

2. Payment Terms

a. Recurring Secondary Employment (i.e. "permanent") jobs will be billed after the completion of each officer two-week pay period. Customers will receive an invoice itemizing all charges no later than the 13th day after the end of the pay period. The invoice is due in full 14 days after it is issued.

b. Recurring customers who do not contract for permanent jobs, but who have previously contracted police secondary employment through OPSE and whose accounts are in good standing will be invoiced as Recurring Secondary Employment (see III.F.2.a).

c. Customers who have not previously contracted police secondary employment through OPSE will be required to pay in advance a minimum deposit of 50% of the estimated total cost of the job. The OPSE coordinator will price the requested work, quote that to the customer, and require the deposit before the execution of the event. OPSE will issue a final invoice for the balance due no later than the 13th day after the end of the pay period in which the last day of service occurred. Any remaining balance will be due in full 14 days after the issuance of the final invoice.

d. Motorcycle escort customers will continue to pay by check or money order made out to OPSE for the full estimated cost of the escort. The customer will provide that check or money order to the escort officer upon his or her arrival to the job and will receive a receipt indicating the amount paid. Should the escort exceed the scheduled maximum time, the customer will pay the difference in another check or money order made out to OPSE, given to the escort officer(s) before they depart the job. Repeat motorcycle escort customers may establish an electronic account with OPSE and pay by credit card or electronic check (ACH).

e. Customers who have previously contracted with OPSE, but whose payment or deposit check was returned for insufficient funds, or who have an outstanding balance more than 30 days overdue, may be required to pay in advance any outstanding balance AND the full estimated cost of the requested job. Only a cashier's check, electronic check or money order will be accepted for these payments. Should the customer's advance payment exceed the final calculated total cost of the job, a final invoice will be issued by the 13th day after the end of the pay period and OPSE will process the refund payment within 30 days of the invoice issue date.

3. Customers who believe their invoice does not accurately reflect the actual services provided as they submitted on a timesheet should call OPSE before paying the invoice.

4. Customer accounts will be marked as delinquent at the close of business on the thirtieth (30th) day after a balance is due. Jobs for customers with delinquent accounts may be suspended until the overdue balance is paid in full.

5. For those customers required to pay a deposit in advance, OPSE reserves the right to cancel the job if payment is not made 48 hours prior to the beginning of the first requested shift. Advance payments may be subject to forfeiture or penalty assessment associated with late cancellations (see also III.E).

6. Except for motorcycle escort jobs (see III.F.2.d), payment will be made through the Office of Police Secondary Employment only. No payments will be made directly to, or passed through, any NOPD member or other representative agency unless such arrangement is approved by the court.

7. Large customer rebate

a. Beginning 31 August, 2014 until a date to be determined, customers scheduling at least 100 hours of police secondary employment in a two-week officer pay period, and whose accounts are current and in good standing, may be eligible for a partial rebate of the administrative fee. See Appendix 1 for a full description of eligibility and calculation examples.

b. This rebate will be calculated at the end of each pay period and reflected as an immediate credit on the customer invoice for that period.

c. The rebate does not affect officer pay, as it is deducted solely from the administrative fee paid by the customer to OPSE.

G. Refunds

1. In cases where a customer has overpaid, the customer should contact OPSE to request whether he wishes to apply a credit to future work or receive a refund payment.

2. The customer's credit or refund will be processed within 30 days of notification of cancellation or verification of services performed.

H. Customer Feedback

1. Customers are asked to participate in the continuous improvement of the secondary employment system by periodically providing feedback to OPSE via the feedback survey link included on the emailed invoice or by responding to a separate email requesting feedback. In the free response portion of the survey, please comment on any or all of the following: policies, procedures, execution, and performance of both the administrative functions of the OPSE and the actual performance of duty by the officers working your jobs.

2. Individual survey ratings and comments are held confidential and only OPSE staff, and if necessary NOPD's Public Integrity Bureau, will read or have access to them, unless you specifically release OPSE in writing to use them publicly. Aggregated survey results are published quarterly through the City of New Orleans ResultsNOLA process.

3. **If you have immediate feedback or customer service concerns, please do not hesitate to contact your coordinator or the OPSE Operations Supervisor.**

Section IV: Customer Procedures

A. Requesting a Job

1. NOPD officers are in high demand. The more advance notice you give, the better chance your job will be completely filled and smoothly executed. Ideally, a week or more advance notice works best.

2. Customers have three ways to request a job:

    a. Visit http://www.HireNOPD.com and click the link "Request an NOPD Officer." Jobs can be requested online 24 hours a day, 7 days a week. However, if you need to request a job with less than 48 hours advance notice, you must call us or visit our office. A video tutorial is available at https://www.youtube.com/HireNOPDvideos/

    b. Call the OPSE office at (504) 658-8747 and follow the menu prompts. If you are unable to speak with a coordinator immediately, one will return your call at first availability, and no more than one business day later, to discuss with you an appropriate detail to meet your security needs. If you need an officer in less than 48 hours, call the OPSE operations supervisor at (504) 658-8750 or (504) 606-6842. The Office of Police Secondary Employment is staffed to accept phone calls between 8:00 a.m. and 5:00 p.m. Monday through Friday (except city holidays). After 5:00 p.m. on weeknights and all day on weekends and holidays, an on-call coordinator will assist you at (504) 906-9992.

    c. Visit our office located at 1601 Perdido Street, room 3H112. Walk-ins are available on business days between 8:30 a.m. and 5:00 p.m. Call our office at (504) 658-8757 to gain entry to the building and one of our staff will come meet you and escort you to our office.

3. On intial contact with an OPSE coordinator, he or she will:

    a. Have a conversation with you to gather some initial information about the date, time, and type of your requirement to be able to advise you how to proceed

    b. Provide you with a customer start-up packet that includes

        i. A customer quick start guide that addresses pricing, important policies, and common questions

        ii. A customer agreement, which serves as the binding agreement between you and OPSE

        iii. A customer information sheet, which helps us record the most important data about you and your requirements

        iv. A timesheet on which to record officers' actual work hours for use the day of your job

4. Carefully and legibly fill out the customer agreement and customer information sheet and return it to OPSE by fax, email, or in person. Once we receive your completed customer agreement and information sheet, your request is confirmed and we will begin working to fill it.

5. Your coordinator will communicate with you periodically to keep you updated on the status of your job. You should feel free to contact your coordinator at any time if you have questions relating to your job.

B. Recording Officer Time & Attendance

1. On the day of your job, you should make face-to-face initial contact with the assigned officers or shift supervisor. This allows you to help the officers understand your priorities and any special instructions for the job. It also allows you to ensure they sign in, either on the timesheet, or if available, through electronic means.

2. Customers agree to accurately certify officers' work hours and submit that record to OPSE. The timesheet is the source for officer timekeeping and is directly connected to the customer invoice. Whatever time you and the officers verify on the timesheet will be the time reflected on your final invoice.

3. Timesheets can be submitted via email to the job's OPSE coordinator (scanned copy or photo of the paper timesheet as an email attachment), via fax (504-658-8788), or in person.

    a. For non-recurring events, customers should submit the completed timesheet as soon as possible after the event, and no later than the following Tuesday.

    b. For recurring or permanent jobs, customers must submit timesheets every Monday for the preceding week (the officer work week is Sunday through Saturday).

4. Customers may use the OPSE Form Per-2, Officer Time Sheet (available at http://www.hirenopd.com/home/documents/sign-in-sheet.pdf), the NOPD sign-in sheet (provided on request by your OPSE coordinator), or any other acceptable form to record officer sign-in and sign-out times, including, if available, electronic means. If an *ad hoc* form is used, it must include the following elements:

    a. Company's/organization's/individual's name

    b. Job's location

    c. Job's date and time

    d. Each officer's printed name, employee ID number, the actual time(s) the officer came on duty, the actual time(s) the officer went off duty, the officer's signature for each shift, and the customer's signature verifying the information is correct

5. **If a certified timesheet is not received by OPSE on time for a pay period, the customer will be billed for the job as originally scheduled, regardless of the time actually worked. If a customer is billed to the schedule because of a late or missing timesheet, and an officer or officers for any reason worked more than the scheduled time, the customer will later be billed for those unscheduled hours as well.**

C. Cancelling a Scheduled Job

1. Should a customer need to cancel a job, the customer shall notify OPSE in writing by sending an email to the job's coordinator and copying the OPSE Operations Supervisor (see "Contacting Your OPSE Coordinator"). If it is after hours, the weekend or a holiday, please send an email to the OPSE on call email at opseduty@nola.gov. If email is not available, a text message to the OPSE coordinator or operations supervisor will suffice. If it is after hours, the weekend or a holiday, please send a text message or call the OPSE on call coordinator at (504) 906-9992.

2. If the job was pre-paid, customers should identify in the written cancellation notification whether they would like a refund or a credit for future work.

3. OPSE will generate and send a revised invoice that itemizes any cancellation fees, balances to be paid, or amounts to be refunded. If owed a refund or credit, OPSE will initiate the credit or refund based on the customer's written notification preference. If a balance remains on the account, customers must remit the full amount in accordance with payment policies in Section III.F, "Payment Policy," of this handbook.

If a job is cancelled within 24 hours of the scheduled event, the customer will be charged for 2 hours pay for each officer. If you desire to make arrangements for a rain date, please do so in writing on the Customer Agreement to avoid a cancellation fee. If an outdoor event may be cancelled due to inclement weather, and such stipulation is noted by the customer during the initial detail request process, the customer will not be subject to any cancellation fees or officer pay, as long as the

customer cancelled the event and notified OPSE via phone at least two hours before the event.

Making a Payment

1. Customers may pay by electronic check (ACH), major credit card, check, or money order.

    a. Electronic check ("ACH"). This is a safe, quick, and free process that ensures your payment is promptly received. You can track the money from your bank to ours with electronic, printable confirmation and email notification. Simply click the "Pay now" link in your emailed OPSE invoice. You will have to register an account first. Once registered, choose the "bank" payment option. When prompted, enter your bank's routing number, your account number, your name, phone number, and email address and your payment will be processed immediately.

    b. Debit or credit card. If you would like to pay by credit card, please let us know. Payment made by debit or credit card will have a 3.36% bank convenience fee added to the total invoice amount. Choose the "credit card" option and follow the prompts. When given the opportunity to write a note to attach to the transaction, please write in "OPSE" and the invoice number for which you are making payment.

    c. Pay by phone. Call us at (504) 658-8747 between 8:30 a.m. and 4:30 p.m. on business days and ask to pay electronically. We will be happy to process your electronic payment over the phone, using a debit or credit card or an electronic check.

    d. Paper check or money order. Make checks payable to "Office of Police Secondary Employment" and in the note field write the invoice number. You may either:

        i. Send the check to Office of Police Secondary Employment, ATTN: OPSE Payments, 1601 Perdido St., Suite 3H112, New Orleans, LA 70112

        ii. Give the check in person to your OPSE coordinator.

2. For all forms of payment, please indicate the invoice number for which you are paying. On paper checks, write the invoice number on the note line. For electronic payments, note the invoice number in the note or comment section. If no invoice number is noted, and you have more than one outstanding invoice, we will apply the payment against the oldest unpaid balance on your account.

3. Video tutorials for electronic payments are available at https://www.youtube.com/HireNOPDvideos/

D. Providing Feedback

1. Customers may submit feedback in several ways.

    a. Completing the feedback survey accessed through the web link on every invoice.

    b. Emailing feedback directly to their assigned OPSE coordinator at his or her email address, or to the email address info@HireNOPD.com.

    c. Calling your OPSE coordinator. See Appendix 4 - Contacts.

    d. Responding to a periodic email sent by OPSE requesting feedback.

2. **If you are having a problem with an officer on the job, please immediately address it with the shift supervisor or officers themselves. When a problem cannot immediately be resolved, please contact your OPSE coordinator or Operations Supervisor and he or she will resolve the conflict consistent with OPSE and NOPD policies. Please**

report all issues/problems addressed/resolved to your assigned Coordinator.

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Information for

Officers and Other NOPD Employees

Section V: Policies Relating to NOPD Members

A. General

1. NOPD is committed to enabling members in good standing to supplement their incomes by engaging in authorized secondary employment. Permission to work secondary employment is not an inherent right, but a privilege that can be granted at the discretion of the Department to those commissioned police officers and certain non-commissioned employees who maintain high professional standards.

2. NOPD members working secondary employment are bound to follow all NOPD policies. Furthermore, since public perception, moral character, and public associations are affected by the overall professional conduct and appearance of its members, all details coordinated through OPSE will be reviewed and approved for appropriateness. Officers and customers are reminded that consistent with every officer's primary commitment to public service, all commissioned officers and employees of the NOPD shall be subject to recall at any time for emergencies, special assignment and/or overtime duty.

B. Conduct and Expectations

1. NOPD members are not permitted to solicit secondary employment or compensation from customers or potential customers. Individuals or entities seeking to employ NOPD members to work secondary employment must contact OPSE directly. Officers attempting to circumvent or circumventing the secondary employment policy or OPSE shall be subject to discipline by the NOPD, as warranted, up to and including dismissal.

2. Officers shall not compromise their integrity, or that of the NOPD or the profession, by accepting, giving, or soliciting any gratuity.

3. Officers engaged in secondary employment shall take appropriate action to enforce the law and preserve public safety. Officers shall not be bound by rules or restrictions of the secondary employer that interfere with enforcement of the law and preservation of public safety. However, officers should accommodate customer requests to the extent that they are consistent with:

    a. Good police practice and the officer's professional judgment

    b. Federal, state, and local law

    c. Ethics rules, NOPD policy, or OPSE policy

    d. The scope of the assignment

4. Members working secondary employment shall be responsible for conducting any police investigation, excluding traffic accidents, within the boundaries of the assignment area, including parking lots and exterior areas, and will be responsible for writing all reports unless the investigation is of such magnitude as to substantially remove the member from the assignment area or would significantly curtail their duties. A supervisor from the district of the secondary employment assignment shall ordinarily make the determination whether the officer working the secondary employment job shall complete the investigation. Field Operations Bureau officers shall assist in the transportation of arrested subjects for members working a secondary employment assignment.

5. In the event an officer is called upon or judges it necessary to respond to a situation away from his or her secondary employment site, the officer shall report the situation to OPSE as soon as the situation reasonably allows, reporting the reason and the time the secondary employment job site was departed. If unable to return to the secondary employment job site, the officer will also contact an on-duty supervisor in the district of the secondary employment job site to request assistance with additional patrols or coverage as available. OPSE will contact the employer to make a determination whether additional or replacement officers are needed for the secondary assignment, and if so, initiate actions to schedule and fill the required positions as quickly as possible.

6. Members working secondary employment shall have the same responsibility to carry appropriate departmental equipment (e.g., police radios, service revolver, safety equipment to include foul weather gear) and document their activities in the same manner as if they were on-duty. A member may be disciplined by NOPD for policy violations committed while working secondary employment.

C. Limitations on Secondary Employment

1. NOPD members' authority to work secondary employment is limited by the Department in duration, location, condition, and qualification per NOPD's internal policy requirements. In short, officers may only work secondary employment jobs:

    a. Scheduled through, managed by, and paid through OPSE, unless otherwise authorized by the court

    b. For authorized employers (see Section III.C, Prohibited Employers)

    c. Conducting authorized, security-related activities

    d. If properly authorized by the chain of command and OPSE and in accordance with NOPD and OPSE policy (see Section V.D., Eligibility)

2. Jobs where the employer, the location, or the activity were initially mischaracterized by the customer, or changed in a way that causes the job to violate the policies on limitation of secondary employment, will be terminated and referred to the NOPD Compliance Bureau or Public Integrity Bureau as appropriate.

D. Eligibility.

1. OPSE only offers secondary employment opportunities to members it believes to be eligible, but because eligibility can change quickly (officers can be injured, suspended, or sick unbeknownst to OPSE), it is ultimately the member's responsibility to ensure he or she is eligible before working any secondary employment job.

2. To be eligible to work secondary employment, members must meet certain eligibility criteria and then complete a two-step registration process.

    a. Members must meet the following eligibility criteria as appropriate.

        i. All Members:

            1) Must be in good standing with the NOPD as verified by the Compliance Bureau. Members with unsatisfactory primary job performance, or who are under suspension or administrative reassignment or who have been charged with a crime are ineligible for secondary employment.

            2) Will have a demonstrated work history of satisfactory job performance, punctuality, and full accountability on secondary employment jobs as determined by OPSE

3) Will not have exceeded the daily 16-hour 49-minute combined limit of primary work, overtime work, secondary work, or outside work, unless specifically authorized by the court

ii. Active NOPD officers:

1) Will have an active, unrestricted police commission; will not be under suspension or administrative reassignment; and will not be in an absent status with the Department, including sick, injured on duty (IOD), worker's compensation, maternity leave, or leave without pay (LWOP)

2) Who are POST certified commissioned members, have successfully completed FTO training, and have achieved permanent status as Civil Service "Police Officer I" may work police-related secondary employment assignments unsupervised

3) Who are POST certified commissioned members who have completed FTO training, but who have not obtained permanent status of Civil Service "Police Officer I," may work secondary employment only if supervised on the job by a ranking officer at the grade of sergeant or above

4) Who are POST certified commissioned members hired as lateral transfers and who have successfully completed FTO training may work authorized secondary employment unsupervised

5) Will not have exceeded the weekly maximum allowable hours of secondary employment

iii. Reserve Members:

1) Will be in good standing with the NOPD as determined by the commander of the Reserve Division and verified by the Compliance Bureau

2) Will have worked the requisite number of volunteer hours the previous month to have earned secondary employment privileges, and are prohibited from exceeding the monthly maximum hours of secondary employment for Reserve Members

3) Will be registered in the city's BRASS application, through which reserve officer secondary employment pay will be disbursed

iv. Selected non-commissioned NOPD employees:

1) Will only work secondary employment in non-security, administrative support roles associated with major special events (e.g. technical support staff, equipment operators, administrative support)

2) Will be in good standing with the NOPD as verified by the Compliance Bureau. Non-commissioned employees with unsatisfactory primary job performance or who have been charged with a crime are ineligible for secondary employment.

3) Will not have exceeded the weekly maximum allowable hours of secondary employment

b. Members must have completed the two-step authorization process and have a valid, current record of annual authorization on file with OPSE. See "Obtaining Authorization to Work Secondary Employment."

3. Ineligibility. Certain members are **ineligible** to work secondary employment:

   a. The Superintendent of Police

   b. Deputy Superintendents

   c. Members not on full-duty status, including but not limited to sick, injured on duty, administrative duties, worker's compensation, leave without pay, or limited duty.

   d. Members temporarily or permanently removed from the eligibility roster.

4. Administrative Revocation of Eligibility

   a. Members can be removed from the eligibility roster under the following circumstances

      i. At the direction of a member's district or division commander. OPSE will reinstate the officer upon written notification from the officer's authority responsible for the original removal, assuming all other eligibility criteria have been met. An email to the OPSE director or operations supervisor is acceptable as written notification

      ii. By the OPSE director for reasons of secondary employment policy violations, attendance problems, or poor performance. Examples include, but are not limited to:

         1) Missing a scheduled shift without notifying OPSE in advance **(Please see page 32-33, Section E)**

         2) Repeatedly calling out of shifts on short notice **(Please see page 32-33, Section E)**

         3) Repeated tardiness **(Please see page 33, Section F)**

         4) Failure to follow timekeeping procedures

         5) Failure to respond to OPSE communications

         6) Failure to follow NOPD or OPSE policy

         7) Providing substandard customer service

   b. Eligibility suspensions initiated by OPSE

      i. When considering a temporary removal from the eligibility roster, the OPSE coordinator will gather all the mitigating or extenuating circumstances surrounding the infraction including contacting the officer. The coordinator will then present all relevant information gathered and presents to the Operations supervisor. Together the coordinator and operations supervisor discuss all factors and if suspension is warranted officer is alerted to outcome. The operations supervisor then forwards the information associated to the director. Director then compiles the suspension letter/email and sends to officer with all relevant parties included. The first level of appeal is through the operations supervisor. Operations supervisor discusses all appeals with director and outcome is delivered back to the appealing officer/entity.

ii. When considering a permanent removal from the eligibility roster, the OPSE director will consider the mitigating or extenuating circumstances presented by the officer. Within 72 hours of receiving notification from OPSE of a potential removal from the eligibility roster, the officer may submit a written statement of response or explanation via email to the OPSE director. The OPSE director will consider the officer's statement before making a final determination of continued eligibility.

iii. Members removed from the secondary employment eligibility roster by OPSE will be reported to the NOPD Compliance Bureau and the member's district or division commander.

c. The OPSE Director or Operations Supervisor shall report to PIB all complaints, reports and allegations of misconduct or performance issues/concerns against a member, which, if true, could subject a member to disciplinary action, including counseling, by NOPD.

d. Members whose authority to work secondary employment is revoked for 30 or more days, and who work regular shifts on a recurring or permanent detail, will lose their regular detail shifts. Once an officer loses his or her regular shift(s) as a result of a 30-day revocation, he or she is only eligible to return to the pool of that detail after a six month break. If secondary employment authority is revoked for 30 days, officers may again apply for and work other details after the 30-day period expires, as long as he or she meets all the other secondary employment eligibility requirements.

e. Nothing in this section shall limit in any way NOPD's right to take disciplinary action against a member in accordance with NOPD policy.

OPSE's Job Offer Process

5. The process for assigning officers to secondary employment jobs strikes a balance between several important objectives, including equitable distribution of work opportunities, fair treatment of those with long-standing details, service to the customer, and effective administration. Depending on the type of secondary employment opportunity, these objectives are achieved by somewhat different processes.

6. OPSE fills all new secondary employment opportunities and temporary vacancies pursuant to written and consistently applied criteria as outlined in this policy (see V.E.3).

7. The methods by which a particular job is filled and who is prioritized for assignment are determined in one of five ways, depending on the type of job being offered and the amount of time available to fill the shifts:

Table V.1 - Fill Method

Type of Job / Amount of Advance Notice	**Time-Based** (standing or patrol, paid by the hour)		**Task-Based** (flat rate per task, up to a max duration)		**Special Skill** (requires NOPD certification)				
	Temporary or New Permanent	Established Permanent	Temporary or New Permanent	Established Permanent	Motorcycle Escort	Mounted	K9	Bomb Tech	Boat & Diver
Regular (> 2 days notice)	I	III	I	III	IV	V	V	V	V
Short-notice (≤ 2 days notice)	II	III	II	III	IV	V	V	V	V

a. Method I: Post & Fill

i. These shifts will be posted to the Power Details system for all eligible officers to sign-up. The posting will be available for at least 24 hours before the shifts are filled.

ii. If an officer signs up for a posted shift, he or she acknowledges that if selected, he or she agrees to work the shift. Signing-up constitutes acceptance.

iii. Members may sign up for as many shifts as they choose, and OPSE will not schedule them for shifts that are clear work limitation violations, two simultaneously occurring shifts, or other obvious violations of policy. However, it is ultimately the officer's responsibility to only work authorized shifts and to remain compliant with all daily and weekly work limitations.

iv. Assignments will be made among the officers who sign up for a shift on a given job according to the following criteria, in order, as automatically prioritized by the Power Details system:

1) The number of secondary employment hours each officer has worked that calendar year, from least to most.

2) If two or more officers have worked the same number of hours that year, the officer with more total time in service will beselected.

3) If two or more officers have worked the same number of hours that year, and have the same time in service, the officers will be sorted and selected alphabetically by last name.

v. Assignments will be confirmed via automated email or text message from Power Details. To receive these messages, officers must not have opted out of Power Details notifications.

b. Method II: Proactive Fill of Short Notice Shifts

i. These shifts must be filled immediately. If not already posted, OPSE coordinators will attempt to first post these shifts for sign-up by any eligible officer, although this is not always possible, depending on the immediacy of the requirement and the coordinator's access to a computer.

ii. Coordinators will proactively contact eligible officers via email, text message, and/or phone to offer shifts to whoever is available and willing to work the job. When possible, OPSE coordinators will use the most current Short Notice Roster.

iii. Shifts will be filled as officers confirm their willingness and availability, with phone confirmation always taking priority over email, voicemail, or text message responses.

iv. Assignments will be confirmed via OPSE coordinator phone, text, or email.

c. Method III: Pool First

i. These shifts will be posted for sign-up only by officers currently permanently assigned to the same job for the same customer at the time the shifts are offered (i.e. the pool). Once posted to the pool, OPSE will begin proactively seeking pool officers to fill the shifts.

ii. Shifts that can't be filled by pool officers will be posted for all officers and filled according to Method I (post & fill).

iii. Any shifts that remain unfilled within 2 days of execution will be filled proactively according to Method II (proactive fill of short notice shifts).

iv. Assignments will be confirmed via automated email or text message from Power Details and/or OPSE coordinator email, text, or phone.

d. Method IV: Motorcycle Escort Roster

i. Because of the fluid nature of motorcycle escort requirements, and the changing availability of motorcycle equipment and riders based on operational requirements, motorcycle escorts shall be assigned by the traffic division operations manager as they occur using the motorcycle escort roster. This is a "next up" roster based on last name, rank, and availability at the time of the escort.

ii. All escorts are recorded on the roster. All escorts are recorded in Power Details and count against the daily and weekly secondary employment limits.

iii. All payments are processed through OPSE. After completing an escort, the assigned officer will place received checks, money orders, and receipt copies in the OPSE lockbox in the Traffic Section headquarters. The OPSE traffic coordinator will retrieve the checks and receipts weekly and will process the checks. Officers are paid on their biweekly City of New Orleans paycheck. Officers will only be paid for escorts if the payment check or money order for the full amount of the job is placed in the OPSE lockbox.

iv. Assignments are confirmed in-person, via radio, or via mobile phone conversation between the assigned officer and the traffic division operations manager.

e. Method V: Close Coordination with Special Skill Team

i. Because each of the special skill teams consists of a small number of certified officers, these types of secondary employment opportunities will be assigned based on close coordination between the OPSE coordinator and the several officers in that skill team. Often, these secondary employment opportunities will use all or most of the available certified officers on a single job.

ii. The OPSE coordinator will input the assignment schedule into the Power Details system so that assigned officers can confirm their assignments on their Power Details application calendar.

iii. Assignments will be confirmed via automated email or text message from Power Details and/or OPSE coordinator email, text, or phone.

E. Compensation

1. Members will be compensated according to the police secondary employment pay schedules as determined by the court. (Appendix 1)

2. All secondary employment pay will be issued through OPSE on the member's City of New Orleans paycheck, according to the schedule published annually by the City of New Orleans and available on OPSE's City of New Orleans web site at http://new.nola.gov/nola/media/OPSE-Media/Pay-Dates.pdf.

3. Except for normal compensation earned for authorized secondary employment work and authorized food and beverages, members are prohibited from receiving any compensation, either cash or in-kind, including bonuses or

gifts, directly from a customer, a customer's representative, or a proxy. If a customer attempts to offer a gratuity, bonus, or other prohibited compensation, the member will inform OPSE.

4. Nominal direct compensation in the form of food or beverages is permitted in accordance with the Louisiana Code of Governmental Ethics for public servants. Meals with a value of $60 or less may be accepted by members working secondary employment if consumed by the member on the premises during the shift being worked.

5. Travel time to and from secondary employment shall not be compensated, unless it involves specialized patrol services or use of specialized equipment as specifically identified and authorized by the NOPD Compliance Bureau.

6. Officer Bonus

    a. The court has authorized OPSE to offer a bonus as a general incentive for members to participate in the secondary employment program.

    b. OPSE may offer a bonus to those members who:

        i. Work at least 40 hours of secondary employment during the pay period

        ii. Do not have any policy violations or negative customer feedback during the pay period

    c. See Appendix 2 – Schedule of Officer Pay for a complete description of eligibility and bonus calculation example.

F. Working a Secondary Employment Assignment

1. Members may not work a secondary employment assignment while on duty (regular shift or overtime) with the Department or with another employer (outside employment).

2. A member who accepts a secondary employment assignment shall report for duty at the time and place assigned with all necessary equipment required by departmental guidelines for that particular job.

3. Members shall sign in and out with the customer (if the customer manages officer timekeeping using the OPSE Officer Time Sheet or another acceptable time sheet) or with OPSE (if managed through an interactive voice response or other automation system). Members shall also fulfill all NOPD tracking and logging procedures as outlined in NOPD policy.

4. Members shall not select substitutes or allow another member to work an assigned secondary job in his or her place. However, members may work with the OPSE coordinator to find substitutes.

5. Members who are unable to report for a secondary employment assignment will contact the OPSE coordinator and report the reason for this absence prior to the scheduled report time.

    a. If less than 24 hours prior to the start of the member's assigned shift, the member will call the coordinator's cell phone to inform him or her of the necessary cancellation. The member will then follow up with a text message or email to the coordinator **OR** on-call coordinator at opseduty@nola.gov or (504) 906-9992 **(if after hours)** confirming the cancellation in writing and restating the reason for the cancellation.

    b. If more than 24 hours prior to the start of the assigned shift, members may cancel a confirmed assignment by advising the OPSE coordinator via email, text message, phone call or through the Power Details application (if over 48 hours). If notification is made by phone, the member will follow up with a text message or email restating the reason for cancellation. If after hours, a weekend or holiday, call or

text the on call coordinator at (504) 906-9992.

c. Officers providing false or misrepresented information about the reason for cancellation shall be subject to temporary or permanent removal from the secondary employment eligibility roster.

G. Secondary Work Interrupted for Police Necessity

1. If an off-duty officer engages in self-initiated law enforcement activity arising from and within the scope of his or her secondary employment, or necessitated by a police emergency, the officer will be paid by the off-duty employer until the end of the scheduled secondary employment shift.

2. If an officer responds to a police emergency away from the location of the secondary employment shift and remains away from the job site for more than 30 minutes, the customer representative should contact the coordinator, who will attempt to quickly fill the remaining portion of the shift. The customer will be given a refund or credit for the time over 30 minutes that was not covered by the scheduled officer. The officer will be paid for the time he or she served on the scheduled shift plus the first 30 minutes called away for the emergency.

H. Secondary Employment Supervision and Oversight

1. Oversight of secondary jobs will be accomplished on a continual basis by both the OPSE and the NOPD.

   a. District supervisors shall make themselves aware of the locations of active secondary employment assignments in their respective districts and will conduct in-person inspections of secondary employment sites based upon the frequency worked.

   b. OPSE coordinators will conduct periodic on-site checks of their jobs.

   c. The OPSE operations supervisor will additionally conduct spot checks of scheduled jobs.

2. Members in the rank of captain or above shall only be allowed to serve on secondary employment jobs in supervisory roles. See "Supervisor."

3. Members in the rank of lieutenant or sergeant may serve on a secondary employment job in a supervisory role or a non-supervisory role. If serving as a supervisor, the member will be paid at the appropriate supervisory rate. If serving in a non-supervisory role, the member will be paid at the patrol officer rate. **Members will never be supervised by an officer of a lower police rank.**

4. Supervisors shall supervise NOPD members working secondary employment in the same manner they would if they were working on duty for the Department.

5. See Appendix 3 for minimum supervisory staffing for any secondary employment job.

Section VI: NOPD Member Procedures

A. Obtaining Authorization to Work Secondary Employment

1) Officer registration is a two-step process:

   a. Register with OPSE through the Power Details application at https://app.powerdetails.com/

   i. To initially login, enter the following:

      1) In the Site ID, enter "NOLA1"

2) In the User ID field, enter your assigned Power Details username

3) In the Password field, enter the temporary password that has been emailed to you by Power Details

ii. **Once logged on, members should:**

1) Change your password. You can do so by clicking on the "Profile" menu and selecting "Change Your Password."

b. Receive approval to work secondary employment by filling out an OPSE/NOPD Form Per-1, Employee Agreement and Authorization and
routing it through your chain of command.

iii. Members can generate a ready-to-sign version of the registration form from any computer on the City of New Orleans network by:

1) Signing into the network (wired, wireless, or VPN) using your standard nola.gov sign-in procedures.

2) Once logged on, opening a web browser and typing "OPSE registration" into the address box and pressing enter (or you may have to type http://OPSEregistration, depending on which web browser you use). You will be taken to an automated version of the OPSE/NOPD Form Per-1, Secondary Employment Agreement and Authorization Form.

3) Carefully entering the required information and clicking "save." Complete instructions for filling out the form can be accessed by clicking the blue question mark link at the top of the page. Once all required information has been entered, a print button will become available, which members can click to create a printable version of the completed form. Print, sign, and submit the form through your chain of command. Your personal data will have been automatically populated in the OPSE officer registry.

a. OPSE will activate the member's registration once we:

(b) **Receive verification of approval and a copy of the approved request from the NOPD Compliance Bureau**, and

i. Once a member is registered and activated, he or she will immediately be eligible to sign up, be scheduled for, and work secondary employment jobs.

ii. In order to remain eligible to work secondary employment, officers must repeat this process annually in their birth month to update their authorization.

(2) OPSE will honor annual renewals received up to one month prior to the member's birth month. Forms received prior to the first day of the month preceding their birth month will be honored only through the end of their next birth month. For example, if a member's birthday is 12 March, he may submit his annual renewal as early as 1 February, and this renewal will be valid for 13 ½ months, through the end of his birth month the following year. But if he submits his renewal on 31 January, his authorization will only be valid through the end of his birth month that year, 2

months later.

(3) Members who fail to renew their authorization by the last day of their birth month will be deactivated in the Power Details application and are ineligible to work secondary employment. Should the member later submit his renewal, it will be valid from the day OPSE receives the approved form from the Compliance Bureau, through the last day of his next birth month.

(4) Once OPSE receives a member's approved annual renewal from the Compliance Bureau, he or she will be notified by email to confirm authorization for the next year.

2) In addition to the two-step process, Reserve officers must also register in the BRASS system

a. Detailed instructions on registering in BRASS are available for Reserve members at http://www.hirenopd.com/officers. Here you can download detailed instructions to guide you through the registration process. It is highly recommended to review the detailed instructions before beginning the BRASS registration process.

b. The basic steps to register in BRASS are:

i. Go to http://www.purchasing.nola.gov and select "Register."

ii. A pop-up window will appear asking you to enter a tax ID number (into which you will enter your social security number), name, country, and email address.

iii. If you have not previously registered in BRASS, a registration screen will appear with a series of tabs to be completed sequentially from left to right.

iv. When asked for your "Commodity and Service Code," use NIGP code "962-58, Professional Services (not employment)."

v. Complete all tabs and finalize your registration. You will receive a confirmation email at the address you provided.

ii) Signing Up for Shifts

1) Most one-time, temporary, or fill-in shifts are posted to the Power Details application for any eligible officer to sign-up. Signing up for a shift means you agree to work the shift if assigned; however, it does not mean that you are assigned. See section V.E OPSE's Job Offer Process for a detailed explanation of how officers who sign up for shifts are assigned.

2) To sign up for a shift, officers must:

i) Sign in to their Power Details application at https://app.powerdetails.com/

ii) Click the "Jobs" tab at the top left of the page. This will give you the option to either go to the job search page or the job calendar.

iii) From the job search page, you can see what is open and available to apply for. You can open the job by clicking the job number on the left-hand side. Once you are inside the job, you can view the customer, location, start and end times, how many officers have been requested, description of detail, pay tier and pay rate. If you decide that you would like to apply for the detail, you may then click on the apply for job button at the bottom of the screen.

iv) From the job calendar screen, you can choose to view jobs by day, week or month. Once you choose which

method you would like to view a job, you can then start applying for open jobs. Open jobs are jobs which have a green bar to the left of them. To apply for an open job, click on the job and follow the instructions as above in iii)

3) Certain short-notice jobs may not be posted to , depending on the amount of advance notice OPSE received from the customer, or in the case of a late call-out, the officer (see V.E.3.b. Proactive Fill). Officers wishing to be notified of short-notice opportunities should send an email to opse@nola.gov with the subject "Short Notice Roster." Include in the body of the email your name, cell phone number, and your current work schedule. You will be added to the list of officers willing to work short-notice details. However, if you repeatedly are unwilling or unable to work short-notice shifts when called, you will be removed from the list.

iii) Confirmation of Assignments

1) Jobs signed-up for in Power Details

i) The Power Details application sends an email notification to the member's nola.gov address each time a shift he or she signed-up for is filled. By default, all members receive these notification emails unless they have chosen to opt-out.

ii) Members should regularly check their calendars in the Power Details application to see their assignments.

iii) An additional email may be sent to the member from the coordinator if shift- or job-specific instructions are required.

2) Short-notice or fill-ins from within an existing pool

i) For short-notice opportunities, members will receive communications from the OPSE coordinator by phone, text, or email describing the job's details. If the officer agrees to work the job, the coordinator will immediately confirm the assignment by phone, text, or email.

ii) If there is any question about the assignment, members should contact directly the OPSE coordinator managing that job.

iv) Working a Shift

1) Arrive at the specified location on time and in the proper uniform and **report to the customer representative or shift supervisor**. Officer/s will report directly to the **Point of Contact** (**POC)** to receive specific instructions from the shift supervisor or customer representative. The Officer will ask:
"What are your expectations for this particular job?"

2) **Sign in.** Use OPSE-generated sign-in sheet, or if available, other OPSE-approved electronic timekeeping method. If five or more officers are simultaneously working the job, the shift supervisor will ensure accountability for all members assigned to the shift and will assist the customer representative in ensuring all members sign in and sign out for timekeeping purposes. Alternatively, if no sign-in sheet is available, download one from HireNOPD.com and print it, or improvise one (see section IV.B.4.)

3) **Ensure that all NOPD logging requirements through the Orleans Parish Communications District are completed** in accordance with NOPD policy at the beginning and end of the job.

4) **Attentively execute the assigned duties on the shift**, upholding the commitment to protect and serve your community in line with the best traditions of the Department, abiding by all NOPD and OPSE regulations and policies, and leaving no doubt with customers or the public that NOPD officers are the best trained, best equipped, most experienced, most professional officers in New Orleans.

5) **When released, sign out.** If at the end of the scheduled shift the customer requests that the member stay

additional time, and the member is able to do so without exceeding the daily or weekly secondary employment work limit, the member should try to accommodate the customer's needs. If the customer has not requested that the member stay extra time, but the member believes it to be necessary, the member must communicate with the customer to ensure the customer in fact wants and agrees to fund the unscheduled coverage.

v) Cancelling a Confirmed Shift – NO CALL, NO SHOW

We understand that there may be changes in your schedule or circumstances that affect your ability to perform a detail. By promptly advising OPSE, as far in advance of the detail as possible, we may have an opportunity to identify another officer who may be able to complete the detail and thereby deliver on our promise to the customer while adding income to your fellow officer. It's a matter of public safety and respect to the customers to whom we have pledged to serve.

*** You may contact us in one or more of the following manners when unable to uphold your assignment***

*(We recommend via a phone call first **during regular business hours** to OPSE coordinator responsible for your particular detail)*

Meghan O'Banion (504) 658-8751
Janae Howe (504) 658-8779
Latessa Moore (504) 658-8753
Erin Williams (504) 658-8743
Kailyn Hammond Gouch (504) 658-8764

(OR) - office #'s as listed below – then follow-up w email and/or txt message)

Office Phone: 504-658-8757, during business hours: M-F 0830 – 1700
On-Call Phone: 504-906-9992, outside of regular business hours
OPSE@NOLA.GOV
OPSEDuty@NOLA.GOV

***Below are the details pertaining to: Cancelling a confirmed shift:

If a detail officer must cancel a confirmed shift, he or she must

If less than one hour prior to the start of the shift, contact the detail coordinator during business hours, or the on-call phone during non-office hours. If the officer does not make DIRECT contact with the detail assignment coordinator, he/she must call the on call phone number. The detail officer will also follow up that communication with written documentation via email or text.

a. If less than 24 hours on a weekday (and 48 hours prior to a weekend job) prior to the shift, you must contact the detail coordinator during business hours or on the on-call phone after office hours. If the officer does not make DIRECT contact with the detail assignment coordinator, he/she must call the on call phone number.

For documentation purposes, please follow up the call with a short email or text message to the corresponding detail coordinator and OPSEduty@nola.gov to confirm the communication for OPSE's records.

b. If more than 24 – 48 hours prior to the start of the shift (allow 48 hours when it's over the weekend), officers may cancel a confirmed assignment by advising the OPSE coordinator via Power Details application, email, office phone or cell phone of the necessary cancellation. If cancelled by a phone conversation, follow up the call with a short email or text message to the coordinator to confirm the communication for OPSE's records.

2. Shift swaps. If for unforeseen circumstances an officer needs to swap a shift with **another officer confirmed to work on the same job**, both officers must confirm the swap with the job's OPSE coordinator prior to the start of the earlier shift. Until both officers have confirmed with the coordinator by phone, and followed-up with a text or email, the swap

is **not authorized**. Once the coordinator has verified the swap with both officers, he or she will communicate the authorized swap to the customer and adjust the schedule in Power Details.

DISCIPLINARY ACTIONS

- If an officer DOES NOT comply with the aforementioned procedures regarding **cancelling a confirmed shift** it will be recorded as a **NO-CALL, NO-SHOW** and will result in a 7-day suspension of detail opportunities. The **2nd** occurrence will result in a 14-day suspension of detail opportunities. The **3rd** occurrence will result in a 30-day suspension of detail opportunities.

- If an officer calls out under 1 hour it will be recorded as a **"NO-CALL, NO-SHOW."** Disciplinary actions will be as stated above for **NO-CALL, NO-SHOW.**

- If an officer calls out within 24 hours, but more than 1 hour prior to assigned detail, it will be recorded as a warning. The **2nd** occurrence will result in a 7-day suspension of detail opportunities. The **3rd** occurrence will result in a 14-day suspension of detail opportunities. The **4th** occurrence will result in a 30-day suspension of detail opportunities.

  If an officer calls out with over 24-hour notice, it must be cleared with a call to the detail coordinator or after hours/on- call number. Contact must be made with the coordinator, during work week or on-call during hours when City Hall is closed, or will result in a NO-CALL, NO SHOW.

*** Each new year will reset the disciplinary action rules back to zero offenses for each officer*

Detail Tardiness

3. If unforeseen circumstances arise and an officer is going to be late for his/her assigned detail, he/she should contact the detail coordinator during business hours. The detail officer should also follow up that communication with written documentation via email to OPSEduty@nola.gov or a text to the on-call number. If he/she will be late after business hours, please immediately send an email to OPSEduty@nola.gov AND a text to the on-call number.

If an officer **DOES NOT NOTIFY THE DETAIL COORDINATOR** or the on call coordinator prior to being late for the detail, officer will be subject to two warnings and then a 7-day suspension of details.

*** With proper notice, the detail coordinator can inform the customer of the officer's ETA. This will allow for better customer service between our coordinators and the client.*

Appendix 1 – Customer Prices

For regular security work paid by the hour, customers have the choice to offer one of five tiers of pay to officers. This flexibility allows customers to more closely match—or if desired, exceed—the "going rate" of pay, increasing the likelihood that officers will sign-up for and work a customer's shifts. Demand for police details is currently high given the smaller size of the police department, so officers generally choose to work the higher-paying details. When customers initially set up their jobs, OPSE coordinators will review the available pay rates and provide a recommended rate based on similar jobs that have been filled. In the end, it's the customer who decides which rate to offer, with the understanding that if a job does not get filled at the chosen rate, the customer will have to seek to fill their detail through a different (non-NOPD) provider.

Standard, Hourly Patrol or Security:

Table 1.1: Hourly Prices for Standard Patrol or Security Work (Holidays & Days of High Demand[1] - Tier 3 or 4 ONLY)				
Tier	PO	Sgt	Lt	Capt/Maj/Cmdr
1	$33.68	$36.90	$40.00	$44.00
2	$39.00	$42.50	$46.00	$51.00
2+	$42.00	$46.00	$48.00	$52.00
3	$51.33	$54.10	$57.00	$61.00
4	$73.00	$73.00	$73.00	$73.00

[1]On holidays and days of high demand, customers are limited to choosing between the Tier 3 or Tier 4 rate. These days include: New Year's Day, Martin Luther King's Birthday, Lundi Gras, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

Police Escorts:

Table 1.2a: 2-Stop Motorcycle Escort (Pickup to Drop-off)		
Role	**Price per Motorcycle for 1st Hour or Portion Thereof**	**Price per Motorcycle for Additional Hour or Portion Thereof**
Officer	$115	$60
Supervisor	$137	$60
Officer (Jazz Funeral)	$130	$60
Supervisor (Jazz Funeral)	$130	$60
Officer (Holidays)[1]	$200	$60
Supervisor (Holidays)[1]	$200	$60

[1]Major holidays include: Mardi Gras Day, Easter, 4th of July, Thanksgiving, Christmas, New Year's Eve, New Year's Day.

Table 1.2b: Prices for a 3-Stop Motorcycle Escort (Pickup to Intermediate Stop to Drop-off)		
Role	**Price per Motorcycle for First 2 ½ Hours or Portion Thereof**	**Price per Motorcycle for Additional Hour or Portion Thereof**
Officer	$200	$60
Supervisor	$240	$60

Special Events Requiring a Street Closure Permit:

Table 1.3a: Escorted Parade, Second Line, or Road Race Less Than 4 Hours in Duration[1]	
Role	**Hourly Price**
Capt/Maj/Cmdr	$61.00
Lieutenant	$57.00
Sergeant	$54.10
Officer	$51.33

[1] 2 ½-hour minimum hire

Table 1.3b: Escorted Parade, Second Line, or Road Race 4 or More Hours in Duration	
Role	**Hourly Price**
Capt/Maj/Cmdr	$52.00
Lieutenant	$48.00
Sergeant	$46.00
Officer	$42.00

Special Skills:

Table 1.4a: Horse-Mounted Work	
Role	**Hourly Price**
Mounted Officer[1]	$53.25
Mounted Supervisor[1]	$58.00
Mounted Officer (Holiday)[1 2]	$92.25
Mounted Supervisor (Holiday)[1 2]	$97.00
[1] 4-hour minimum, with first and last hours used for animal transport and care [2] Holidays and days of high demand. See Table 1.1	

Table 1.4b: Bomb Detection/SWAT	
Role	**Hourly Price**
Dog + Handler[1]	$100.00
Dog + Handler (Holiday)[1 3]	$195.00
SWAT Officer	$100.00
SWAT Officer (Holiday)[2 3]	$195.00
[1] 4-hour minimum, with first and last hours used for animal transport and care [2] 4-hour minimum [3] Holidays and days of high demand. See Table 1.1	

Table 1.4c: Police Boat and Divers	
Role	**Hourly Price**
Diver/Operator[1]	$55.00
Diver/Operator (Holiday)[1 2]	$105.00
[1] 4-hour minimum, with first and last hours used for equipment care & transport [2] Holidays and days of high demand. See Table 1.1	

Large Customer Rebate

Customers scheduling at least 100 hours of police secondary employment in a two-week officer pay period and whose accounts are current and in good standing may be eligible for a partial rebate of the administrative fee. This rebate will be calculated at the end of each pay period and reflected as an immediate credit on the customer invoice for that period. The rebate does not affect officer pay, as it is deducted solely from the administrative fee. Please call us for more information.

Appendix 2 – Officer Pay

1. Officer Pay Table

Rate	Type of Work	Day	PO	Sgt (if Sgt supervisor is required)	Lt (if Lt supervisor is required)	Capt/Maj/Cmdr (if Capt/Maj/Cmdr supervisor is required)	Note
Tier 1	Standard Patrol or Security	Regular	$29.33	$32.10	$35.00	$39.00	
Tier 2	Standard Patrol or Security	Regular	$34.00	$37.50	$41.00	$46.00	
Tier 2+	Standard Patrol or Security	Regular	$37.00	$41.00	$43.00	$47.00	
Tier 3	Standard Patrol or Security	Regular or Holiday	$46.33	$49.10	$52.00	$56.00	
Tier 4	Standard Patrol or Security	Regular or Holiday	$68.00	$68.00	$68.00	$68.00	
Escorted Parade, Second Line, or Road Race Less Than 4 Hours	Escort or Standard security	Regular	$46.33	$49.10	$52.00	$56.00	2 ½-hour minimum
Escorted Parade, Second Line, or Road Race More Than 4 Hours	Escort or Standard security	Regular	$37.00	$41.00	$43.00	$47.00	
2-Stop Escort, 1st Hour	Escort	Regular	$110.00	$132.00	$132.00		
2-Stop Escort, additional hour	Escort	Regular	$55.00	$55.00	$55.00		
3-Stop Escort, 1st 2 ½ hours	Escort	Regular	$195.00	$235.00	$235.00		
3-Stop Escort, additional hour	Escort	Regular	$55.00	$55.00	$55.00		
Jazz Funeral Escort, 1st hour	Escort	Regular	$125.00	$125.00	$125.00		
Jazz Funeral Escort, additional hour	Escort	Regular	$55.00	$55.00	$55.00		
Mounted Officer	Special Skill	Regular	$48.25	$53.00	$53.00		4-hour minimum, with first and last hours used for animal care & transport
Explosives Detection K9 & Handler	Special Skill	Regular	$95.00	$95.00			4-hour minimum, with first and last hours used for animal care & transport
EOD Tech	Special Skill	Regular	$95.00	$95.00			4-hour minimum
Police Diver/Boat Operator	Special Skill	Regular	$50.00	$50.00			4-hour minimum, with first and last hours used for equipment care & transport
2-Stop Escort, 1st Hour	Escort	Holiday	$195.00	$195.00	$195.00		
2-Stop Escort, additional hour	Escort	Holiday	$55.00	$55.00	$55.00		
3-Stop Escort, 1st 2 ½ hours	Escort	Holiday	$195.00	$195.00	$195.00		
3-Stop Escort, additional hour	Escort	Holiday	$55.00	$55.00	$55.00		
Jazz Funeral Escort, 1st hour	Escort	Holiday	$195.00	$195.00	$195.00		
Jazz Funeral Escort, additional hour	Escort	Holiday	$55.00	$55.00	$55.00		
Mounted Officer	Special Skill	Holiday	$87.25	$92.00	$92.00		4-hour minimum, with first and last hours used for animal care & transport
Explosives Detection K9 & Handler	Special Skill	Holiday	$190.00	$190.00			4-hour minimum, with first and last hours used for animal care & transport
EOD Tech	Special Skill	Holiday	$190.00	$190.00			4-hour minimum
Police Diver/Boat Operator	Special Skill	Holiday	$100.00	$100.00			4-hour minimum, with first and last hours used for equipment care & transport

2. Events Occurring at SMG-Managed Facilities

Originally established in 2014 and currently renewed through June 2018, the US District Court - Eastern District of Louisiana issued a court order enacting the terms of a negotiated agreement with SMG, the management company for the Mercedes-Benz Superdome, the Smoothie King Arena, and Champions Square. This agreement was subsequently ratified by City Ordinance 25,998. This agreement sets terms that allow SMG, in the interest of public safety, to operate with certain

exemptions to the standard secondary employment requirements of the consent decree. Among these terms is SMG's ability to continue to directly pay officers for their secondary employment work at SMG-managed facilities. The agreement requires that officers are paid a minimum of $29.33 per hour, but allows SMG to pay higher rates at its discretion provided they communicate those rates to OPSE. Please contact OPSE for more information about current SMG pay rates.

3. Officer Bonus

As a measure to encourage officers to participate in the secondary employment program, officers who consistently and professionally work the most hours through OPSE may be eligible for a temporary bonus. To be eligible for the bonus, officers must work 40 or more hours in a two-week pay period without having any unexcused absences, OPSE policy violations, or customer complaints during that period. The bonus will be paid on up to 48 hours in a given pay period. The bonus does not affect customer price, as it is deducted solely from the administrative fee.

- Example 1: A PO works 46 total hours of details in a 2-week pay period without any unexcused absences, complaints, or policy violations. Ten hours are at the Tier 3 PO rate ($46.33), and 36 hours are at the Tier 1 PO rate ($29.33).

  $5.00 (Tier 3 PO admin fee) X .5 (50% of the admin fee) = $2.50
  $2.50 X 10 hours = $25.00

  $4.35 (Tier 1 PO admin fee) X .5 (50% of the admin fee) = $2.17
  $2.17 X 36 hours = $78.12

  $25.00 + $78.12 = $103.12 total bonus pay for the pay period

- Example 2: A lieutenant works a total of 40 hours of details in a 2-week pay period without any unexcused absences, complaints, or policy violations. Lieutenants may "work down" in sergeant or PO roles, so twelve hours are at the Tier 2 Lt rate ($41.00), six hours are at the Tier 1 Sgt rate ($32.10), and 22 hours are at the Tier 1 PO rate ($29.33).

  $5.00 (Tier 2 Lt admin fee) X .5 (50% of the admin fee) = $2.50
  $2.50 X 12 hours = $30.00

  $4.80 (Tier 1 Sgt admin fee) X .5 (50% of the admin fee) = $2.40
  $2.40 X 6 hours = $14.40

  $4.35 (Tier 1 PO admin fee) X .5 (50% of the admin fee) = $2.17
  $2.17 X 22 hours = $47.74

  $30.00 + $14.40 + $47.74 = $92.14 total bonus pay for the pay period

- Example 3: A sergeant works a total of 46 hours of details in a 2-week pay period without any unexcused absences, complaints, or policy violations. Sergeants may "work down" in PO roles, so twenty hours are worked at SMG events and 26 hours are worked at the Tier 1 PO rate ($29.33) at other, non-SMG details.

  $3.05 (SMG standard admin fee) X .5 (50% of the admin fee) = $1.37
  $1.37 X 20 hours = $27.40

  $4.35 (Tier 1 PO admin fee) X .5 (50% of the admin fee) = $2.17
  $2.17 X 26 hours = $56.42

$27.40 + $56.42 = $83.82 total bonus pay for the pay period

- Example 4: A PO works a total of 50 hours of details in a 2-week pay period without any unexcused absences, complaints, or policy violations (the superintendent of police authorized an extension to the work hour limit for one of these weeks in order to accommodate a large special event). The officer worked at the Tier 2 pay rate for all 50 hours at his permanent detail. The employer for whom this officer works is regularly eligible for OPSE's large customer 15% admin fee rebate because they employ officers for over 100 total hours each pay period.

  $3.50 (hourly discounted admin fee received by OPSE from this large customer) X .5 (50% of the admin fee) = $1.75
  $1.75 X 48 hours = $84.00 (Bonus is paid on a maximum of 48 hours per pay period)

  $84.00 total bonus pay for the pay period

Appendix 3 – Supervisory Tables

Use this table to determine the total number of supervisors required for a job of any given size. Scroll down to find the total number of simultaneously serving officers required to accomplish your job in the column "Total Req'd Officers." In that row, read across to see how many patrol officers, sergeants, lieutenants, and senior supervisors are required.

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
1	1	0	0	0
2	2	0	0	0
3	3	0	0	0
4	4	0	0	0
5	4	1	0	0
6	5	1	0	0
7	6	1	0	0
8	7	1	0	0
9	8	1	0	0
10	8	2	0	0
11	9	2	0	0
12	10	2	0	0
13	11	2	0	0
14	12	2	0	0
15	12	2	1	0
16	13	2	1	0
17	14	2	1	0
18	15	2	1	0
19	16	2	1	0
20	16	3	1	0
21	17	3	1	0
22	18	3	1	0
23	19	3	1	0
24	20	3	1	0
25	20	3	2	0
26	21	3	2	0
27	22	3	2	0
28	23	3	2	0

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
29	24	3	2	0
30	25	3	2	0
31	26	3	2	0
32	27	3	2	0
33	28	3	2	0
34	29	3	2	0
35	29	4	2	0
36	30	4	2	0
37	31	4	2	0
38	32	4	2	0
39	33	4	2	0
40	34	4	2	0
41	34	5	2	0
42	34	5	3	0
43	35	5	3	0
44	36	5	3	0
45	37	5	3	0
46	38	5	3	0
47	39	5	3	0
48	39	6	3	0
49	40	6	3	0
50	41	6	3	0
51	42	6	3	0
52	43	6	3	0
53	44	6	3	0
54	44	7	3	0
55	44	7	4	0
56	45	7	4	0

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
57	46	7	4	0
58	47	7	4	0
59	48	7	4	0
60	49	7	4	0
61	49	8	4	0
62	50	8	4	0
63	51	8	4	0
64	52	8	4	0
65	53	8	4	0
66	54	8	4	0
67	54	9	4	0
68	54	9	5	0
69	54	9	5	1
70	55	9	5	1
71	56	9	5	1
72	57	9	5	1
73	58	9	5	1
74	59	9	5	1
75	59	10	5	1
76	60	10	5	1
77	61	10	5	1
78	62	10	5	1
79	63	10	5	1
80	64	10	5	1
81	64	11	5	1
82	64	11	6	1
83	65	11	6	1
84	66	11	6	1
85	67	11	6	1
86	68	11	6	1
87	69	11	6	1
88	69	12	6	1
89	70	12	6	1
90	71	12	6	1
91	72	12	6	1
92	73	12	6	1

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
93	74	12	6	1
94	74	13	6	1
95	74	13	7	1
96	75	13	7	1
97	76	13	7	1
98	77	13	7	1
99	78	13	7	1
100	79	13	7	1
101	79	14	7	1
102	80	14	7	1
103	81	14	7	1
104	82	14	7	1
105	83	14	7	1
106	84	14	7	1
107	84	15	7	1
108	84	15	8	1
109	84	15	8	2
110	85	15	8	2
111	86	15	8	2
112	87	15	8	2
113	88	15	8	2
114	89	15	8	2
115	89	16	8	2
116	90	16	8	2
117	91	16	8	2
118	92	16	8	2
119	93	16	8	2
120	94	16	8	2
121	94	17	8	2
122	94	17	9	2
123	95	17	9	2
124	96	17	9	2
125	97	17	9	2
126	98	17	9	2
127	99	17	9	2
128	99	18	9	2

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
129	100	18	9	2
130	101	18	9	2
131	102	18	9	2
132	103	18	9	2
133	104	18	9	2
134	104	19	9	2
135	104	19	10	2
136	105	19	10	2
137	106	19	10	2
138	107	19	10	2
139	108	19	10	2
140	109	19	10	2
141	109	20	10	2
142	110	20	10	2
143	111	20	10	2
144	112	20	10	2
145	113	20	10	2
146	114	20	10	2
147	114	21	10	2
148	114	21	11	2
149	114	21	11	3
150	115	21	11	3
151	116	21	11	3
152	117	21	11	3
153	118	21	11	3
154	119	21	11	3
155	119	22	11	3
156	120	22	11	3
157	121	22	11	3
158	122	22	11	3
159	123	22	11	3
160	124	22	11	3
161	124	23	11	3
162	124	23	12	3
163	125	23	12	3
164	126	23	12	3

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
165	127	23	12	3
166	128	23	12	3
167	129	23	12	3
168	129	24	12	3
169	130	24	12	3
170	131	24	12	3
171	132	24	12	3
172	133	24	12	3
173	134	24	12	3
174	134	25	12	3
175	134	25	13	3
176	135	25	13	3
177	136	25	13	3
178	137	25	13	3
179	138	25	13	3
180	139	25	13	3
181	139	26	13	3
182	140	26	13	3
183	141	26	13	3
184	142	26	13	3
185	143	26	13	3
186	144	26	13	3
187	144	27	13	3
188	144	27	14	3
189	144	27	14	4
190	145	27	14	4
191	146	27	14	4
192	147	27	14	4
193	148	27	14	4
194	149	27	14	4
195	149	28	14	4
196	150	28	14	4
197	151	28	14	4
198	152	28	14	4
199	153	28	14	4
200	154	28	14	4

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
201	154	29	14	4
202	154	29	15	4
203	155	29	15	4
204	156	29	15	4
205	157	29	15	4
206	158	29	15	4
207	159	29	15	4
208	159	30	15	4
209	160	30	15	4
210	161	30	15	4
211	162	30	15	4
212	163	30	15	4
213	164	30	15	4
214	164	31	15	4
215	164	31	16	4
216	165	31	16	4
217	166	31	16	4
218	167	31	16	4
219	168	31	16	4
220	169	31	16	4
221	169	32	16	4
222	170	32	16	4
223	171	32	16	4
224	172	32	16	4
225	173	32	16	4
226	174	32	16	4
227	174	33	16	4
228	174	33	17	4
229	174	33	17	5
230	175	33	17	5
231	176	33	17	5
232	177	33	17	5
233	178	33	17	5
234	179	33	17	5
235	179	34	17	5
236	180	34	17	5

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
237	181	34	17	5
238	182	34	17	5
239	183	34	17	5
240	184	34	17	5
241	184	35	17	5
242	184	35	18	5
243	185	35	18	5
244	186	35	18	5
245	187	35	18	5
246	188	35	18	5
247	189	35	18	5
248	189	36	18	5
249	190	36	18	5
250	191	36	18	5
251	192	36	18	5
252	193	36	18	5
253	194	36	18	5
254	194	37	18	5
255	194	37	19	5
256	195	37	19	5
257	196	37	19	5
258	197	37	19	5
259	198	37	19	5
260	199	37	19	5
261	199	38	19	5
262	200	38	19	5
263	201	38	19	5
264	202	38	19	5
265	203	38	19	5
266	204	38	19	5
267	204	39	19	5
268	204	39	20	5
269	204	39	20	6
270	205	39	20	6
271	206	39	20	6
272	207	39	20	6

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
273	208	39	20	6
274	209	39	20	6
275	209	40	20	6
276	210	40	20	6
277	211	40	20	6
278	212	40	20	6
279	213	40	20	6
280	214	40	20	6
281	214	41	20	6
282	214	41	21	6
283	215	41	21	6
284	216	41	21	6
285	217	41	21	6
286	218	41	21	6
287	219	41	21	6
288	219	42	21	6
289	220	42	21	6
290	221	42	21	6
291	222	42	21	6
292	223	42	21	6
293	224	42	21	6
294	224	43	21	6
295	224	43	22	6
296	225	43	22	6
297	226	43	22	6
298	227	43	22	6
299	228	43	22	6
300	229	43	22	6
301	229	44	22	6
302	230	44	22	6
303	231	44	22	6
304	232	44	22	6
305	233	44	22	6
306	234	44	22	6
307	234	45	22	6
308	234	45	23	6

Total Req'd Officers	PO	Sgt	Lt	Capt/Maj /Cmdr
309	234	45	23	7
310	235	45	23	7
311	236	45	23	7
312	237	45	23	7
313	238	45	23	7
314	239	45	23	7
315	239	46	23	7
316	240	46	23	7
317	241	46	23	7
318	242	46	23	7
319	243	46	23	7
320	244	46	23	7
321	244	47	23	7
322	244	47	24	7
323	245	47	24	7
324	246	47	24	7
325	247	47	24	7
326	248	47	24	7
327	249	47	24	7
328	249	48	24	7
329	250	48	24	7

Appendix 4—Contacts

Office of Police Secondary Employment OFFICE: (504) 658-8757 FAX: (504) 658-8788

Office of Police Secondary Employment				
Staff	**Role**	**Email**	**Phone**	**Responsibilities**
Brian Boyle	Director	brian.boyle@nola.gov	(504) 658-8741	
Fabian Barbarin	Deputy Director	fdbarbarin@nola.gov	(504) 658-8745	
Dantrell Ford	Business Operations	dford@nola.gov	(504) 658-8754	
Na'imah Abdul-Rahmaan	Operations Supervisor	nabdul-rahmaan@nola.gov	(504) 658-8750 (504) 606-6842	
Meghan O'Banion	Coordinator	meobanion@nola.gov	(504) 658-8751 (504) 669-5749	Major Special Events, Permitted Events
Latessa Moore	Coordinator	lmmoore@nola.gov	(504) 658-8753 (504) 606-6960	Restaurants, Retail, Entergy, Neighborhood Patrols
Erin Williams	Coordinator	e.williams@nola.gov	(504) 658-8743 (504)669-6102	Second Lines, Parades, Races
Janae Howe	Coordinator	janae.hammett@nola.gov	(504) 658-8779 (504) 270-4302	Construction, DDD, City Park, One-time Events
Kailyn Hammond-Gouch	Coordinator	kailyn.hammond-gouch@nola.gov.	(504) 658-8764 (504) 265-5071	Financial Institutions, Medical and Service Providers, Banks, Theaters, SWBNO
OPSE On Call Coordinator	After-hours duty coordinator	opseduty@nola.gov	(504) 906-9992	Manages operational emergencies outside of normal business hours

NOPD			
Unit	**Street Address**	**Neighborhood Coverage**	**Phone**
First District	501 N. Rampart St.	Tremé, Mid-City, Bayou St. John	(504) 658-6010
Second District	3401 Broadway St.	Uptown, Audubon, Universities, Broadmoor, Carrollton, Leonidas, Holly Grove, Gert Town	(504) 658-6020
Third District	4650 Paris Ave.	West End, Lakeshore, Lake Vista, Lake Terrace, City Park, Fair Grounds, UNO, Gentilly, Pontchartrain Park, Dillard	(504) 658-6030
Fourth District	2405 Sanctuary Dr.	New Orleans West Bank, including Algiers, Federal City, Old Aurora, English Turn	(504) 658-6040
Fifth District	3900 N. Claiborne Ave.	Lower 9th Ward, St. Roch, St. Claude, Bywater, Florida, Desire	(504) 658-6050
Sixth District	1930 Martin L. King Blvd.	Central City, Lower Garden District, Garden District, Irish Channel	(504) 658-6060
Seventh District	10101 Dwyer Road	New Orleans East, Village de L'Est, Venetian Isles, St. Catherine	(504) 658-6070
Eighth District	334 Royal St.	French Quarter, CBD, Marigny, Warehouse District	(504) 658-6080
NOPD Traffic Division		City-wide	(504) 658-6205 (504) 658-5412 (fax)
NOPD Special Events Section	NOPD HQ, 715 S. Broad St, 4th Floor		(504) 658-6201

Other Useful Information

OPSE's Government Website
http://www.nola.gov/opse/

OPSE's Customer Website
http://www.HireNOPD.com

OPSE's Video Tutorials for Customers and Officers
https://www.youtube.com/HireNOPDvideos/

NOPD Consent Decree
http://www.justice.gov/crt/about/spl/nopd.php

NOPD Consent Decree Monitor's Website
http://nopdconsent.azurewebsites.net/

NOPD Police District Map
http://www.nola.gov/nopd/districts/

City of New Orleans Special Events Web Site
http://www.nola.gov/special-events/

City of New Orleans One Stop Shop (Permits & Licenses)
http://www.nola.gov/onestop/

Louisiana Code of Governmental Ethics
http://ethics.la.gov/Pub/Laws/ethsum.pdf