

SECONDARY EMPLOYMENT AUDIT

TIME PERIOD AUDITED: 2024

COMPLETED BY NOPD PSAB

EXECUTIVE SUMMARY

Per the court order for the Consent Decree's (CD) sustainment period a team of members of the New Orleans Police Department (NOPD) Professional Standards and Accountability Bureau (the Unit) conducted an audit of compliance with the secondary employment requirements of the CD, which are outlined in paragraphs 332-374. The Office of Police Secondary Employment (OPSE) and various NOPD and City departments offered their complete cooperation and support. OPSE, created in 2012, coordinates NOPD's paid detail program.

The Unit audited 81 objectives and sub-objectives regarding compliance for police secondary employment in 2024. The Unit found NOPD secondary employment to be compliant (measured as $\geq 95\%$ adherence to requirements) with 64 (79%) of the audit objectives and sub-objectives; 17 (21%) require additional steps to reach full compliance. See the [Results Summary](#) section for compliance determinations for all objectives and sub-objectives. Recommendations for reaching full compliance are included in the [Objectives, Results & Recommendations](#) section. For each objective in the Objectives, Results & Recommendations section, this report includes the CD criteria and related policy that specify the requirements, the audit procedure or methods for assessing compliance with the requirements, the results, and recommendations when results were not compliant.

The unit also audited 19 sub-objectives regarding the memorialization of CD requirements. The unit found 11 (58%) to be memorialized and 8 (42%) require steps to codify the CD requirements into City policy or code.

The Unit conducted this performance audit in accordance with generally accepted government auditing standards. These standards require the Unit to plan and perform the audit to obtain sufficient and appropriate evidence to provide a reasonable basis for its findings and conclusions based on its audit objectives. The Unit believes the evidence obtained provides a reasonable basis for its findings.

PURPOSE

The purpose of this audit is to evaluate compliance with the secondary employment requirements of the Consent Decree (CD) entered into by the United States Department of Justice and the City of New Orleans. The City of New Orleans' Office of Police Secondary Employment (OPSE), created in 2012, coordinates the New Orleans Police Department's (NOPD) paid detail program. The [court order for the consent decree's sustainment period](#) requires NOPD's Professional Standards and Accountability Bureau to conduct an audit of compliance with the secondary employment requirements of the Consent Decree.

REFERENCE MATERIAL

The following paragraphs of the Federal Consent Decree and New Orleans Police Department policy were used as criteria for this audit:

Paragraphs 332-374; *United States of America (Plaintiff) vs. City of New Orleans (Defendant): Consent Decree Regarding the New Orleans Police Department*; Filed July 24, 2012 and amended April 18, 2024.

New Orleans Police Department Policy; Chapter 22.08 – Police Secondary Employment; Effective November 4, 2018, most recently revised June 12, 2022.

AUDITING DATA	
ADP	Officers receive payment for NOPD work and OPSE details through ADP, a timekeeping and payroll system.
OPSE Authorization Forms	NOPD uses the OPSE Authorization Form to grant officers approval to work details.
Public Integrity Bureau (PIB) Formal Disciplinary Records	NOPD's Public Integrity Bureau keeps track of suspensions, administrative reassignment, and other formal discipline.
OPSE Policy and Guidelines	The CD lists requirements for OPSE policy and guidelines. OPSE's policies are approved by OCDM and DOJ.
NOPD Policy and Guidelines	The CD lists requirements for NOPD policy and guidelines. NOPD's secondary employment policy was approved by OCDM and DOJ.
PowerDetails	OPSE's detail management software used to create, schedule, fill, approve, and bill secondary employment jobs. PowerDetails data includes employer, job filling, and payroll info.
Academy Personnel and Records	The Academy tracks officer field training.
Employment Information	NOPD's Recruitment and Applicant Investigation Division, Human Resource Division, and the City of New Orleans' Civil Service Department maintain employment records for officers. These include pay plans and employment status.

RESULTS SUMMARY

Below is a summary of the audit objectives and corresponding results for each objective. Please refer to the [Objectives, Results & Recommendations](#) section for further explanation of the audit criteria and results.

Objective	Result	Score
1	Compliant	
a) Review of details filled last-minute		
b) Review of details filled through a pool		
c) Frequencies for posted, not posted, and unfilled details		
d) Interview of OPSE personnel regarding last-minute and unposted details		
a-d) OPSE has sole authority to coordinate details		
2	a) OPSE director has no conflict of interest	Compliant
	b) Memorialized	Not Memorialized
3	a) OPSE MSE coordinator has no conflict of interest	Compliant
	b) Memorialized	Not Memorialized
4	a) OPSE salaries are independent of the number of details coordinated	Compliant

Objective	Result	Score
b) Memorialized	Not Memorialized	
5 a) OPSE staffed by civilians with no conflict of interest	Compliant	
b) Memorialized	Not Memorialized	
6 a) OPSE office location	Compliant	
b) Memorialized	Not Memorialized	
7 a) Searchable list of details exists	Compliant	
b) Process for navigating list of details is reasonable	Compliant	
c) Memorialized	Memorialized	
8 a) OPSE maintains a roster	Compliant	
b) Memorialized	Memorialized	
9 a) Memorialized	Partially Compliant	
b) Review of documentation for OPSE's process for filling details		
c) Review of misconduct allegations regarding OPSE fairness		
a-c) OPSE's process for filling details is fair and equitable		
10 a) Details are awarded according to assignment criteria	Compliant	95% (38/40)
b) Substitutes are approved by OPSE employees	Compliant	100% (30/30)
c) Frequency and nature of proactive assignments	Compliant	
11 a) OPSE policy requires a 24/7 on-call program	Compliant	
b) 24/7 on-call program is in operation	Compliant	100% (30/30)
c) Memorialized	Memorialized	
12 a) Officers cannot work details while suspended	Compliant	100% (94/94)
b) Officers cannot work details under administrative reassignment	Compliant	100% (24/24)
c) Officers cannot work details while under investigation for a crime	Compliant	
d) Officers cannot work details while temporarily suspended from details by a supervisor	Unable to assess	
13 Officers who work details have active, approved authorization forms	Compliant	97% (29/30)
14 a) Detail inspections are based upon the frequency worked	Not Compliant	
b) Detail inspections are conducted according to criteria	Compliant	
c) Details have the required number of supervisors	Not Compliant	77% (23/30)
d) Memorialized	Not Memorialized	
15 Detail supervisors are not out ranked by detail subordinates	Not Compliant	85% (221/260)
16 a) OPSE maintains a database of details worked	Compliant	
b) Memorialized	Memorialized	
17 A schedule of detail fees is publicly available	Compliant	

Objective		Result	Score
18	a) OPSE annual report meets requirements	Compliant	
	b) Memorialized	Not Memorialized	
19	a) OPSE notifies detail employers of their responsibilities and prohibitions	Compliant	
	b) Memorialized	Memorialized	
20	a) The City has an auditable detail payment system	Compliant	
	b) Memorialized	Memorialized	
21	a) NOPD policy prohibits payment outside of OPSE	Compliant	
	b) OPSE's customer agreement prohibits payment outside of OPSE	Compliant	
	c) Review of misconduct allegations regarding prohibited payments	Compliant	
22	Travel time is not compensated	Compliant	99.4% (59,326/59,714)
23	a) Review of misconduct allegations regarding working details outside of OPSE	Compliant	
	b) Interview of detail employers with unfilled jobs	Compliant	
24	a) NOPD policy prohibits coordinating details outside of OPSE	Compliant	
	b) NOPD's disciplinary matrix makes coordinating details outside of OPSE dismissible	Compliant	
25	a) Approval to work details depends upon work performance	Compliant	
	b) Approval form documents whether applicant is an active officer or reserve in good standing	Compliant	
	c) Approval process requires review of applicant's disciplinary record	Compliant	
	d) Approval process requires consideration of applicant's experience	Compliant	
	e) Approval form documents applicant's rank	Compliant	
	f) Review of denied detail authorization requests	Compliant	
26	a) Officer do not work details until they complete field training	Not Compliant	30% (8/27)
	b) Memorialized	Memorialized	
27	a) Laterals cannot work details until they complete FTO	Not Compliant	75% (3/4)
	b) Memorialized	Memorialized	
28	a-e) Officers do not work details while under certain leave types and before working a full tour of duty	Compliant	100% (96/96)
	f) Officers do not work details while under suspension and before working a full tour of duty	NA	86% (25/29)
	g) Officers do not work details while under administrative reassignment	Duplicative of 12 b)	
29	Working details for City agencies is prohibited	Compliant	
30	Working details for certain employers is prohibited	Compliant	100% (100/100)

Objective		Result	Score
31	a) Details shall not involve representing anyone before a court on a matter in which the City has substantial interest	Compliant	100% (100/100)
	b) Details shall not involve serving as an expert witness before a court on a matter in which the City has substantial interest	Compliant	100% (100/100)
	c) Officers shall not work details during court hours while the officer is expected in court	See Results Narrative	
	d) Officers shall not disclose confidential information to a detail employer	Compliant	
	e) Officers shall not use on-duty time to conduct investigations for a detail employer	Compliant	
	f) Officers shall not work details for an employer with whom they have a financial interest	Compliant	
	g) Officers shall not split NOPD shifts to work details	Compliant	
32	a) 56-hour rule	Compliant	99.5% (44,201/44,414)
	b) 112-hour rule	Compliant	99.97% (8,868/8,871)
33	a) 16:35 rule excluding reserves	Compliant	98.7% (388,967/394/187)
	b) 16:35 rule reserves only	Unable to assess	
34	a) Reserves working details met the authorization requirements	Not Compliant	30% (9/30)
	b) Reserve detail approval forms include volunteer time information	NA	
	c) Plain clothes details worked by reserves receive appropriate approval	Unable to assess	
	d) Reserves do not work details for prior outside employers	Unable to assess	
	e) Reserves wait one year to work details after completing reserve training	Not Compliant	0/1
	f) Reserves do not coordinate details outside of OPSE	Compliant	
35	a) Officers who work details have active approval forms	Duplicative of 13	
	b) Detail approval forms have the required acknowledgements	Compliant	
	c) Memorialized	Memorialized	
36	a) Officers are properly equipped when working details	Compliant	100% (20/20)
	b) Officers document detail activities appropriately	Compliant	
	c) Memorialized	Memorialized	
37	a) Detail staffing levels are appropriate	Compliant	100% (48/48)
	b) Memorialized	Not Memorialized	
38	a) OPSE supervisor requirements table matches requirements for details worked by less than 5 officers	Compliant	
	b) OPSE supervisor requirements table matches requirements for details worked by 5-9 officers	Compliant	
	c) OPSE supervisor requirements table matches requirements for details worked by 10-14 officers	Compliant	

Objective	Result	Score
d) OPSE supervisor requirements table matches requirements for details worked by 15-19 officers	Compliant	
e) OPSE supervisor requirements table matches requirements for details worked by 20-24 officers	Compliant	
f) OPSE supervisor requirements table matches requirements for details worked by 25-29 officers	Compliant	
g) OPSE supervisor requirements table matches requirements for details worked by 30+ officers	Not Compliant	
39 a) Officers are paid the standard rate for the position filled	Compliant	99.99% (62,549/62,557) and 100% (30/30)
a) i. Sergeants and Lieutenants who fill Police Officer positions are paid the same as a Police Officer	Compliant	99.97% (6,775/6,777) and 99.95% (1,999/2,000)
a) ii. Captains may not fill non-supervisory detail positions	Nearly Compliant	92% (1,370/1,489)
a) iii. Captains who fill Sergeant and Lieutenant positions are paid the same as a Sergeant or Lieutenant	Compliant	100% (473/473)
b) Memorialized	Memorialized	
40 Supervisors shall supervise details the same as regular duty	Unable to assess	
41 a) Patrol supervisors are aware of details	Not Compliant	67% (20/30)
b) Patrol supervisors know the identity of all officers working details	Not Compliant	80% (16/20)

OBJECTIVES, RESULTS, & RECOMMENDATIONS

Objective No. 1:

Criteria

CD Paragraph 332 states: “The Secondary Employment Coordinating Office (“Coordinating Office”) shall have sole authority to arrange, coordinate, arrange fully-auditable payment, and perform all other administrative functions related to NOPD employees’ off-duty secondary law enforcement employment (historically referred to as paid details) and shall be operated in accordance with the requirements of this Agreement.”

Ch 22.08 - Police Secondary Employment, paragraphs 6 and 9 state: “6. The City of New Orleans and the Department require that all police secondary employment is:

(a) Established through and coordinated by the OPSE,

...

9. OPSE shall be the New Orleans Police Department’s sole contact source for coordinating all elements and services relating to police secondary employment assignments.”

Review Procedures

The unit will do the following:

- a) Identify all jobs filled at the last minute (within 24 hours): document the assignment of the employees who worked them and the number of jobs they filled last minute.
- b) Identify all jobs filled through a pool: document the assignment of the employees and the number of shifts they filled.
- c) Document the percentage of jobs that are posted, not posted, and go unfilled. List every employer, document the number of posted, unposted, and unfilled details they host.
- d) Interview OPSE personnel about last minute and unposted details.

If there appears to be no trend of evidence that officers are controlling shifts, the criteria for this objective will be met.

Results

a) The unit exported the results of the Application Times report for 2024. The unit then identified secondary employment jobs that were worked (Current Status = Billing) and filled within 24 hours or less (time between the Job Date and the Application Date or Approved date was less than or equal to 24 hours). In 2024, 3,376 secondary employment jobs were filled within 24 hours of the scheduled job date and were worked by 376 officers. The unit then used the Payroll Verification Report (PVR) to find the assignment of the officer when they worked the job. The assignment with the most instances of officers working jobs filled within 24 hours was District 2 with 471, followed by Reserves with 448, and District 4 with 400. See Table 1 below for complete results.

The unit then found the officers who worked the most jobs filled within 24 hours. The officer who worked the most jobs filled within 24 hours worked 105 of such jobs, followed by an officer who worked 72, and one who worked 70. District 2 also had the most officers in the list of the top 50 officers who worked jobs filled within 24 hours with 10 such officers, followed by District 4 with 7, and Reserves with 6. See Table 2 below for the rest of the top 10.

The unit then found the employers who had the most jobs filled within 24 hours. The employer with the most jobs filled within 24 hours was the Inner Parish Security Corporation, which provides security services to Walmart, and had 859 in 2024. The employer with the second most jobs filled within 24 hours was the Regional Transit Authority with 363. And the employer with the third most such jobs was the Algiers Charter Schools Association with 158. See Table 3 below for the remainder of the top 10.

Table 1 - Assignments of officers who worked jobs filled within 24 hours in 2024:

Assignment	# of Jobs Filled w/in 24 Hours	# of People in Top 50
Academy	15	0
Administrative Desk Duty	2	0
Civilian	72	0
Compliance (PSAB)	7	0
District 1	275	6
District 2	471	10
District 3	189	4
District 4	400	7
District 5	334	6
District 6	184	2
District 7	341	4
District 8	198	2
Field Operations Bureau	31	0
Investigation & Support Bureau	222	3
Management Services Bureau	52	1

Office of the Superintendent	1	0
Police Recruits	2	0
PSAB/ED&TRN	2	0
Public Integrity Bureau	11	0
Reserves	448	6
Reserves - City Employee	2	0
Special Operations Division	88	2
Traffic	29	0

Table 2 - Top 10 Officers who worked the most jobs filled within 24 hours in 2024:

Personnel	Assignment	# of Jobs Filled w/in 24 Hours
Officer A	District 2	105
Officer B	District 7	72
Officer C	Reserves	70
Officer D	Reserves	70
Officer E	District 7	64
Officer F	District 6	55
Officer G	District 4	55
Officer H	District 2	53
Officer I	Investigation & Support Bureau	51
Officer J	District 3	51

Table 3 - Top 10 employers with the most jobs filled within 24 hours in 2024:

Employer	#
Inner Parish Security Corporation IPSC (Walmart)	859
Regional Transit Authority	363
Algiers Charter Schools Association	158
Odyssey House Louisiana, Inc.	142
Allied Universal Services - The Home Depot	128
Total Community Action, Inc.	112
Sephora USA	101
Madden Gulf Coast, LLC	90
French Market Corp.	78
Restaurant Depot	72

b) Working with OPSE the unit used the PowerDetails report called “Employer List” to create a list of employers that do not have specialized needs that would prevent them from being posted. Such employer types include but are not limited to escort employers like funeral homes, parades, second lines, and mounted employers. The unit then found the employers in the list that had jobs filled directly and sent the list to OPSE who identified those with a pool. A pool is a group of officers who work the detail. The unit then ran the report called “Jobs Assigned Directly No Bid” for 2024 and exported the results. The unit used the list of employers with a pool to identify all details filled

through a pool in the “Jobs Assigned Directly No Bid” report. The results show 46% (11,954/25,864) of jobs assigned directly and 19% (11,954/62,557) of all secondary employment jobs in 2024 were filled through a pool. The unit then used the Payroll Verification Report to identify the assignment of the officers who worked pool details in 2024. The assignment with the most pool jobs in 2024 was the Investigation & Support Bureau with 2,051, followed by Reserves with 1,798, and the 4th District with 1,216. See Table 1 below for complete results.

The unit then found the officers who worked the most pool jobs. The officers who worked the most pool jobs in 2024 worked 266 each, followed by an officer who worked 233. See Table 2 below for the rest of the top 10.

For reference the unit also found the officers who worked the most no bid jobs. The two officers who worked the most no bid jobs operate police motorcycles. See Table 3 below for the rest of the top 10.

Table 1 - Assignment of officers who worked pool jobs in 2024:

Officer Assignment	# of Jobs via Pool	% of Pool Jobs
Academy	392	3.3%
Administrative Desk Duty	0	0.0%
Civilian	22	0.2%
Compliance	34	0.3%
District 1	275	2.3%
District 2	939	7.9%
District 3	787	6.6%
District 4	1,216	10.2%
District 5	845	7.1%
District 6	654	5.5%
District 7	520	4.4%
District 8	652	5.5%
Field Operations Bureau	226	1.9%
Investigation & Support Bureau	2,051	17.2%
Management Services Bureau	547	4.6%
Off of the Superintendent	20	0.2%
OPSE Staff	1	0.0%
Police Recruits	10	0.1%
PSAB/ED&TRN	0	0.0%
Public Integrity Bureau	226	1.9%
Reserves	1,798	15.0%
Reserves - City Employee	405	3.4%
Reserves - Civilian	0	0.0%
Special Operations Division	310	2.6%
Traffic	23	0.2%
Transit Security	1	0.0%

Table 2 - Top 10 officers who worked the most pool jobs in 2024:

Employees	# of Pool Jobs	Assignment
Officer AA	266	Reserves

Officer BB	266	Investigation & Support Bureau
Officer CC	233	Investigation & Support Bureau
Officer DD	229	District 3
Officer EE	226	District 3
Officer FF	216	Academy
Officer GG	214	Reserves - City Employee
Officer HH	211	Investigation & Support Bureau
Officer II	198	Reserves
Officer JJ	190	Reserves - City Employee

Table 3 - Top 10 officers who worked no bid jobs in 2024:

Employees	# of Jobs with no bid	Assignment
Officer AAA	349	District 3
Officer BBB	319	Traffic
Officer AA	295	Reserves
Officer CCC	268	Traffic
Officer BB	266	Investigation & Support Bureau
Officer DDD	259	District 7
Officer EEE	258	Special Operations Division
Officer FFF	256	Reserves
Officer GGG	244	District 6
Officer CC	241	Investigation & Support Bureau

c) Using the spreadsheets created for sub-objectives a) and b), the unit found 62,557 secondary employment jobs were worked in 2024. 25,864 (41%) were assigned directly (not posted) and 36,693 (59%) were posted. Being posted means OPSE lists the job ahead of time in PowerDetails, OPSE's detail management software, any officer registered to work details can express interest, and an OPSE employee assigns the officer who has worked the least amount of details since January 1.¹ Using PowerDetails' Job List by Status report the unit found 13,290 expired jobs from 2024.

d) Between February and July 2025, the unit had many conversations with OPSE members including:

- The former Director
- The former Deputy Director and current Acting Director
- The Major Special Events and Operations Director
- The Business Systems and Compliance Specialist

During these conversations OPSE members informed the unit that OPSE attempts to fill unfilled secondary employment positions by sending email blasts to all members with PowerDetails accounts, which include all NOPD employees authorized to work details, and by referring the customer to other law enforcement agencies. The OPSE members informed the unit that OPSE does not maintain a "short-list" or "on-call list" of NOPD employees who have been deemed reliable at, or have expressed interest in, working details on short notice.

a-d) Taken together there appears to be no evidence that officers are controlling shifts. The unit did not see any concerning trends in sub-objectives a-d. The criteria for this objective were met.

¹ The process OPSE employees use to fill details is more complicated than this. See [Objective 10](#) for more details.

Recommendations

The unit recommends OPSE remove the language below from its policy in Section “OPSE’s Job Offer Process”, paragraph 7, subparagraph b, Method II:

“When possible, OPSE coordinators will use the most current Short Notice Roster”

Objective No. 2:

Criteria

CD Paragraph 333 states: “The Coordinating Office shall be directed by a civilian with no actual conflict of interest or appearance of conflict of interest. This Coordinating Office Director (“Director”) shall not be a present or former NOPD employee. The Director shall be an unclassified civil servant appointed by and serving at the pleasure of the Mayor, and shall remain independent from actual or perceived influence by NOPD.”

Review Procedures

- a) The unit will identify the person serving as the OPSE Director.
 - i) The unit will request his/her employment history (resume) from civil service to determine whether he/she has ever been an NOPD employee. If he/she has never worked for NOPD, the criteria for this objective will be met.
 - ii) The unit will request the OPSE’s Director’s employment status (classified or unclassified) from civil service to determine whether he/she fills an unclassified position.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) The unit reviewed the resume of the OPSE Director in 2024 and found they have never been an NOPD employee. Further, ADP Enterprise was used to verify his current civil service status, which is unclassified.
- b) The unit was unable to find this requirement in policy or ordinance.

Recommendations

The unit recommends the requirement be memorialized in City of New Orleans Homeland Security policy or City ordinance.

Objective No. 3:

Criteria

CD Paragraph 334 states: “The Coordinating Office shall employ a civilian in the role of “Major Special Events” Coordinator with no actual conflict of interest or appearance of conflict of interest. This Major Special Events Coordinator shall not be a present or former NOPD employee. This Coordinator will report to the Director.

- a) Major Special Events include Mardi Gras, Jazz Fest, Essence Music Festival, French Quarter Festival, Voodoo Fest, college bowl and college championship events, professional sporting events, and other events as designated by the Mayor, Chief Administrative Officer, the Deputy Mayor for Public Safety, the City Attorney, City Council, or the Superintendent as a Major Special Event.”

Review Procedures

- a) The unit will identify the person serving in the Major Special Events Coordinator position.
 - i) The unit will request their employment history (resume) from civil service to determine whether he/she has been an NOPD employee. If he/she has never been an NOPD employee, the criteria for this objective will be met.
 - ii) The unit will request the OPSE organizational chart from OPSE to determine whether he/she reports directly to the OPSE Director. If the chart shows he/she reports directly to the director, the criteria for this objective will be met.

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The unit reviewed the resume of the Major Special Events Coordinator and determined that they have never been an NOPD employee. Also, the unit reviewed the OPSE organizational chart and found that the Major Special Events Coordinator reports directly to the director.

b) The unit was unable to find the criteria in policy or municipal code.

Recommendations

The audit unit recommends the criteria be memorialized in City of New Orleans Homeland Security policy or in a City ordinance.

Objective No. 4:

Criteria

CD Paragraph 335 states: "The Director's and all other Coordinating Office employees' salaries shall be independent of the number of off-duty secondary jobs worked or the amount of revenue generated by secondary employment."

Review Procedures

a) The unit will request from the City of New Orleans' Civil Service Department, for classified employees, and the Chief Administrative Office, for unclassified employees, documentation that confirms that all OPSE salaries are independent of the number of details each employee coordinates or is involved in coordinating. OPSE salaries that are independent of the number of details the person receiving the salary coordinated or was involved in coordinating will meet the criteria for this objective.

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The City of New Orleans' Civil Service Department confirmed that all OPSE salaries are independent of the number of details each employee coordinates or is involved in coordinating.

b) The unit was unable to find the criteria in policy or municipal code.

Recommendations

The audit unit recommends the criteria be memorialized in City of New Orleans Homeland Security policy or in a City ordinance.

Objective No. 5:

Criteria

CD Paragraph 336 states: "The Coordinating Office shall be staffed with civilians with no actual conflict of interest or appearance of conflict of interest, and shall not have been NOPD employees within the previous two years."

Review Procedures

a) The unit will identify all OPSE employees other than the director and major special events coordinator. The unit will request the employees' employment history from civil service to determine whether any worked for NOPD within the two years before starting employment at OPSE.

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) The unit reviewed the employment history for all OPSE employees and found no employees worked for NOPD within the two years before starting employment at OPSE.
- b) The unit was unable to find the criteria in policy or municipal code.

Recommendations

The audit unit recommends the criteria be memorialized in City of New Orleans Homeland Security policy or in a City ordinance.

Objective No. 6:

Criteria

CD Paragraph 337 states: “The Coordinating Office shall not be located in, or immediately adjacent to, NOPD Headquarters, District Headquarters, or a District Substation.”

Review Procedures

- a) The unit will confirm the location of the coordinating office and the locations of NOPD Headquarters, District Headquarters, and District Substations. If the coordinating office is not located in or adjacent to NOPD Headquarters, District Headquarters, or District Substations, the criteria for this objective will be met.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) In 2018, OCDM approved the relocation of OPSE headquarters from city hall to 1601 Perdido, the same location as the NOPD 8th district substation. NOPD did not request approval from OCDM to relocate NOPD headquarters to 1615 Poydras in 2024, which is across the street from 1601 Perdido. Despite being across the street, the audit unit does not believe NOPD headquarters is “immediately adjacent” to OPSE headquarters because access to each other’s offices is restricted by key card. Casual in person interactions between OPSE and NOPD employees are uncommon because of the key card access system. Further the unit believes this CD requirement is less relevant in 2025 as compared to 2012, now that barriers to interactions via text, email, chat app, video meetings, etc. are minimal.
- b) The unit was unable to find the CD requirement in policy or ordinance.

Recommendations

The unit recommends the requirement be added to City of New Orleans Homeland Security policy or City Ordinance.

Objective No. 7:

Criteria

CD Paragraph 338 states: “Within 365 days of the Effective Date, or as funding is established, the City shall develop and implement and the Coordinating Office shall maintain a searchable list of off-duty secondary employment opportunities, which can be accessed through either the existing NOPD employee web site or another accessible database.

OPSE Policy

Section II, Definitions and Acronyms

“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.”

Section V, Job Offer Process

“These shifts will be posted to the Power Details system for all eligible officers to sign-up....”

Section VI, A 1 a

“Register with OPSE through the Power Details application at <https://app.powerdetails.com/>”

Review Procedures

- a) The unit will request access to PowerDetails and browse the application for a searchable list of off-duty secondary employment opportunities. If the application has a searchable list of off-duty details, the criteria for this portion of the objective will be met.
- b) The unit will document how officers access PowerDetails. If the unit determines the process for accessing and navigating to PowerDetails by NOPD officers is reasonable, the criteria for this portion of the objective will be met.
- c) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) OPSE gave the unit read-only access to see the info on the Jobs page of PowerDetails. It includes a searchable list of secondary employment opportunities. The criteria for this objective were met.
- b) Officers can download the PowerDetails app on their work or personal phones or they can use the app with any internet browser. A link to PowerDetails is available to all NOPD employees on the NOPD Web Applications page which serves as the landing page for the vast majority of NOPD’s software. The criteria for this objective were met.
- c) OPSE’s software, PowerDetails, is defined and mentioned many times in OPSE’s policy. Specifically, the policy says secondary employment shifts will be posted to PowerDetails, and all eligible officers can sign up for them. The criteria for this objective were met.

Objective No. 8:

Criteria

CD Paragraph 339 states: “The Coordinating Office shall maintain a roster of NOPD employees interested in working off-duty secondary employment.

Ch. 22.08 - Police Secondary Employment, paragraph 16 states: “OPSE shall maintain the register containing the names, phone numbers, and available times of NOPD members who have indicated an interest in working police secondary employment as provided through the NOPD Performance Standards Section....”

Review Procedures

- a) The unit will request a roster of NOPD employees registered to work off-duty details from OPSE. If such a roster exists, the criteria for this requirement will be met.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) PowerDetails has a report called UserList. It allows one to export all active PowerDetails users and view their “Blocked Start” date, which indicates when their current authorization form expires. One can then filter for active PowerDetails users with “blocked start” dates in the future to view a roster of NOPD employees who are registered to work details. The criteria for this objective was met.
- b) The consent decree requirement is memorialized in NOPD policy. The criteria for this objective was met.

Objective No. 9:

Criteria

CD Paragraph 340 states: “The Coordinating Office shall establish a rotation system that provides a fair and equitable number of secondary employment opportunities to all NOPD employees in consideration of preferences for assignment and availability.”

Ch. 22.08 - Police Secondary Employment, paragraph 11 states: “Police secondary employment opportunities shall be assigned and distributed as equitably as possible through procedures established by OPSE....”

Review Procedures

- a) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.
- b) The unit will request documentation of OPSE’s processes for filling:
 - non-pool-based jobs,
 - unfilled pool-based jobs, and
 - unfilled major special event jobs.
- c) The unit will document the number of PIB complaints regarding the fairness of OPSE. Summarize their nature and resolutions. Request examples of email complaints to OPSE. Summarize their nature and resolutions.

If after gathering the requested information the unit deems the process “fair and equitable” the criteria for this objective will be met.

Results

- a) The NOPD Police Secondary Employment Policy, Chapter 22.08, paragraph 11 and 16 state:

“11. Police secondary employment opportunities shall be assigned and distributed as equitably as possible through procedures established by OPSE. NOPD commissioned members, civilian members or reserve members shall not individually or cooperatively coordinate police secondary employment opportunities.

16. OPSE shall be responsible for coordinating the equitable selection of NOPD members used to fill police secondary employment openings. OPSE shall maintain the register containing the names, phone numbers, and available times of NOPD members who have indicated an interest in working police secondary employment as provided through the NOPD Performance Standards Section. Department members are prohibited from contacting the OPSE directly to request specific police secondary employment assignments.”

OPSE policy section V sub-section D, paragraph 5 states:

“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.”

The criteria for this objective were partially met. The requirement for a rotation system is not memorialized in policy or municipal code.

- b) According to the Office of Police Secondary Employment Policies and Procedures for Customers and Officers, the OPSE’s job filling process involves the methods below. Note that OPSE uses Method 1 for unfilled major special events:

- 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 be selected.
- 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

▪ 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.²

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.

▪ 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.

▪ 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

² In [Objective 1](#) the unit recommends OPSE remove this last sentence about a Short Notice Roster from their policy.

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.

▪ 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.

The criteria for this objective were met.

c) PIB reported that there were no complaints in 2024 regarding the fairness of OPSE.

a-c) Taken together the unit finds the criteria for this objective to be partially met. The requirement that assignment for jobs be fair and equitable is in NOPD and OPSE policy. The requirement for a rotation system is not in policy nor is it in practice for pool jobs. Per objective 1, there are thousands of jobs that go unfilled each year, meaning there is work for everyone who wants it. However, it is the unit’s understanding that pool jobs provided consistency for officers that is much more desirable than the flexibility and vigilance required to stay on top of PowerDetails to find open jobs and adjust one’s schedule to work them.

Recommendations

The unit recommends OPSE consider a pool rotation system that would involve a restart of each pool on a reasonable schedule. Based on conversations with OPSE, the unit learned that new pool jobs, or recurring jobs, are first posted to PowerDetails. Once a consistent set of officers work the job, OPSE converts the job to a pool job. This could be done on a reasonable schedule for each reoccurring job. The unit understands this might create tension between officers who may feel that a co-worker has taken their recurring detail and such a rotation system may be undesirable for customers/employers who are looking for consistency. The unit recommends OPSE gather input from officers and customers prior to making any changes. Such input could be gathered via focus groups, surveys, etc.

Objective No. 10:

Criteria

CD Paragraph 341 states: “The Coordinating Office shall fill all new secondary employment opportunities and temporary vacancies pursuant to written and consistently applied criteria. NOPD employees shall not be permitted to select substitutes or allow another employee to work an assigned secondary job in place of the employee.”

Ch. 22.08 – Police Secondary Employment, paragraph 11 and 79 state:

“11. Police secondary employment opportunities shall be assigned and distributed as equitably as possible through procedures established by OPSE....

79. NOPD members shall not be permitted to select substitutes or allow another member to work an assigned police secondary employment position in place of the member scheduled by the OPSE.”

OPSE Policy Section V, sub-section F, paragraphs 4 states:

“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.”

OPSE Policy section V, sub-section D, paragraph 7, subparagraph a) subparagraph iv states:

“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 be selected.
- 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.”

[See objective 9 for all OPSE policy regarding methods for filling jobs.]

Review Procedures

- a) The Unit will review OPSE’s written detail assignment criteria, per current OPSE policy and the assignment history logged in PowerDetails to determine whether assignments are consistent with assignment criteria. Assignments that are consistent with OPSE’s assignment criteria will meet the criteria for this objective.
- b) The Unit will review PowerDetails to determine whether an OPSE employee approved substitutes or “fill-ins.” Substitutes or “fill-ins” that were approved by an OPSE employee will meet the criteria for this sub-objective.
- c) The Unit will interview OPSE staff and document the frequency and nature of proactive assignments, if any, in the audit report.

Results

a) The unit reviewed OPSE policy and found:

- OPSE policy section V, sub section D, paragraph 7 includes five methods for filling secondary employment positions.
- OPSE Policy section V, sub-section F, paragraph 4 includes the prohibition on substitutions without working with an OPSE coordinator.

The unit used the PowerDetails ApplicationTimes and PVR reports to review a random sample of 30 posted jobs. The ApplicationTimes report shows who applied for which jobs, when they applied, and whether they were awarded the job. The PVR report shows the history of jobs worked. The unit randomly sampled from the universe of posted jobs that had more applicants than the sum of people who worked the job or were terminated from the job. The unit also excluded jobs with application times in 2023. There were 13,529 such jobs in this universe. The 30 jobs in the sample included 40 people who worked the jobs. The review found 38 of the people who were awarded the jobs had the least amount of hours year to date when they applied for the job. This results in a compliance rate of 95%

(38/40). It is important to note that based on conversations with OPSE there may have been evidence available to the OPSE coordinator who approved the job that is not available in the PowerDetails reports. Such evidence may have been:

- Whether the person with the least amount of hours expressed interest in multiple jobs. If so, the coordinator attempts to fill as many jobs as possible. This may involve awarding Job B, for which only one person is interested, to the person with the least amount of hours interested in job A, and so the person with the second least amount of hours on job A gets job A.
- Whether the person was awarded another job and therefore they could not be approved for the job.
- Whether there was an ADP schedule block for the person and therefore they could not be approved for the job.

Because of the complexity of the job approval process and the limitations of the PowerDetails data, the unit also visited OPSE to observe OPSE coordinators in the process of approving/awarding jobs. On Tuesday July 15, 2025, at 1pm an NOPD PSAB Innovation Manager and the PSAB Captain visited OPSE's offices to observe OPSE employees in the process of filling positions. The PSAB members observed the employees fill jobs for which the applicant with the least amount of hours YTD did not make sense because the applicant was already awarded another job at the same time. The PSAB members also observed the employees fill tail car jobs based on the number of hours working tail car jobs each applicant had YTD. The PSAB members found the employees filled positions consistently.

It is important to note that the unit made 22 deselections and therefore worked through 52 jobs to complete the sample of 30. The deselections reasons are the following:

- Six of the deselections were because OPSE stated the job was a pool/recurring job that was posted by mistake. The unit recommends OPSE create a process for avoiding these mistakes. The unit believes mistakes like these are frustrating for the officers who apply for them and may lead to a perception of inequitable job assignments.
- Four of the deselections were because one person was terminated from the job after being awarded the job. People show as terminated when they call in to cancel. When someone is terminated the job re-opens to fill the position. PowerDetails does not automatically show the previous applicants as interested.
- Two of the deselections were because OPSE stated the job was a tail car job and such jobs are assigned not by the number of hours year-to-date but by the number of tail car jobs year-to-date. This selection method is not in OPSE policy and the unit did not have access to data to allow a comparison of tail car jobs worked year-to-date.
- Eight were deselected because no one worked the job. The unit should remove these from the universe when conducting future audits.
- One was deselected because there were two people interested, one person removed themselves from the job, and with only one person left the requirements cannot be assessed. The unit should remove these from the universe when conducting future audits.
- One was deselected because the two people interested in the job were the same person and so the requirements could not be assessed. The unit should remove these from the universe when conducting future audits.

b) The unit used the PowerDetails JobListByJobStatus, ApplicationTimes, and EventLogExport reports to find jobs that required one person, involved one cancelation (employee removed themselves from the job), and one person who worked the job (billed the job). The unit then reviewed whether an OPSE employee approved the person who worked the job prior to it being worked. The unit reviewed 30 randomly sampled such jobs and found all were approved by an OPSE employee prior to the job being worked, making the score 100% (30/30).

c) The auditors asked OPSE whether they proactively fill unfilled details. OPSE staff informed the auditors that they no longer keep a list of officers who are willing to work details on short notice. Instead, they use PowerDetails' email blast system to inform all officers about the opportunity. When a detail is unfilled and there is less than 48 hours until the officer is needed, OPSE directs the customer to the Sheriff's and the Constable's offices. Note that in Objective 1 the unit recommends an update to OPSE policy that removes the language about a short notice roster.

Recommendations

The unit recommends OPSE add the tail car method to OPSE policy and ensure PowerDetails reports include data that allows the method to be assessed (i.e. add an indicator for job type that includes a specific job type for tail car).

Objective No. 11:

Criteria

CD Paragraph 342 states: “The Coordinating Office shall establish an after-hours notification system, which provides them the capability of accepting information and making assignments 24 hours a day, 365 days per year.

Review Procedures

- a) The unit will request the OPSE coordinator handbook from OPSE. If the handbook describes a 24/7 on-call program the criteria for this objective will be met.
- b) The unit will review on-call reports for 30 randomly selected days. On-call reports that exist for the randomly selected day will meet the criteria for this objective.
- c) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results:

- a) OPSE Policy, Section IV: Customer Procedures, sub-section A, 2b. states:
 - 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.
- b) The unit requested the on-call reports for a random selection of 30 days in 2024. OPSE provided an on-call report for all 30 days in the sample. The criteria for this objective were met.
- c) Per the results for sub-objective a) the criteria for this objective were met.

Objective No. 12:

Criteria

CD Paragraph 343 states: “The Coordinating Office shall remove NOPD employees from the secondary employment roster where the employees are performing unsatisfactorily, are under suspension, administrative reassignment, or have been charged with a crime.”

Ch. 22.08 - Police Secondary Employment, paragraph 3 states: “Permission to work police secondary employment is not an inherent right but rather a privilege that is granted at the discretion of the Department to those commissioned police officers and non-commissioned members who are in good standing.”

Ch. 22.08 - Police Secondary Employment, paragraph 16 states: “.... OPSE shall maintain the register containing the names, phone numbers, and available times of NOPD members who have indicated an interest in working police secondary employment as provided through the NOPD Performance Standards Section....”

Ch. 22.08 - Police Secondary Employment, paragraph 19 states: “Regardless of any scheduled police secondary employment assignment coordinated through OPSE, members shall not engage in a police secondary employment assignment while any of the following statuses:

- ...
- (f) Suspended;
 - (g) Under Administrative Reassignment with a restricted police commission....”

Ch. 22.08 - Police Secondary Employment, paragraphs 49-51 state: “

49. A previous authorization to work police secondary employment through OPSE may be revoked or suspended at any time by the member’s immediate supervisor, Division/District Captain, Deputy Chief, or the Superintendent of Police.

50. The supervisor electing to revoke or suspend a previous authorization shall immediately notify OPSE and the Performance Standards Section of their intent.

51. The Performance Standards Section shall notify OPSE that the affected member is to be removed from their police secondary employment eligibility register until further notice.”

Review Procedures

The Unit will use PowerDetails to determine whether details were worked by officers that were any of the following at the time of the detail:

- a) Under suspension, as specified by ADP or the Superintendent’s transfer lists. Details filled by officers that are on OPSE’s roster and are not under suspension will meet the criteria for this objective.
- b) Under administrative reassignment, as specified by ADP or the Superintendent’s transfer lists. Details filled by officers that are on OPSE’s roster and are not under administrative reassignment will meet the criteria for this objective.
- c) Under investigation for committing a crime, as specified by PIB. Officers that are on OPSE’s roster and are not being investigated for a crime will meet the criteria for this objective. The unit will identify officers who are being investigated for a crime by requesting a list of officers that have been reassigned pending criminal allegations.
- d) Removed from police secondary employment eligibility, as specified by an NOPD supervisor. Details filled by officers that are on OPSE’s roster and whose eligibility has not been removed will meet the criteria for this objective.

Results

a) The unit found all suspensions in NOPD payroll data (ADP eTime, Apply to = “LWOP Suspension”) and compared the suspensions to the PowerDetails Payroll Verification Report. 20 employees served a total of 94 suspended days in 2024. 11 of the employees worked details in 2024. None of the employees worked a detail on the same day as their suspension. This means the compliance rate was 100% (94/94).

b & c) The unit reviewed all the PIB reassigned officers from the PIB Reassignment List and compared it to the Payroll Verification Report. There was a total of 24 officers and 24 out of the 24 worked no details during their reassignment dates.

d) The unit was unable to develop a method to audit this objective. No list or database appears to exist that documents temporary detail suspensions initiated by an employee’s supervisor and/or above.

Recommendations

d) The unit recommends NOPD and OPSE work together to create a system for tracking temporary suspensions. The system should record the temporary suspensions in a database that is accessible to both NOPD and OPSE employees.

Objective No. 13:

Criteria

CD Paragraph 344 states: “Approval to work secondary employment is not automatically based on assignment through the Coordinating Office. Members shall also be required to comply with all NOPD internal procedures

governing off-duty secondary employment, including the completion of an NOPD Secondary Employment Authorization Form.”

Ch. 22.02 – Police Secondary Employment, paragraph 42 states: “Any member interested in working police secondary employment must first register with the Office of Police Secondary Employment by completing a “Secondary Employment Agreement and Authorization Form” (OPSE/NOPD Form Per-1) in accordance with listed instructions.

Review Procedures

The Unit will review a sample of details assigned through PowerDetails and verify whether the officers working the details have active, approved NOPD Secondary Employment forms on file. These forms provide authorization for one year and are maintained by NOPD’s Performance Standards Section. Officers that worked a detail and had an active, approved NOPD Secondary Employment form on file will meet the criteria for this objective.

Results

The unit randomly sampled 30 details worked in 2024 from the PVR report. The unit then requested the detail authorization forms for each officer in the sample from NOPD PSAB PSS. PSS found a copy of the authorization form for 97% (29/30) of the details in the sample. The unit checked with OPSE who also did not have a copy of the one missing from PSS’s records. The criteria for this objective were met.

Objective No. 14:

Criteria

CD Paragraph 345 states: “The Coordinating Office shall identify secondary employment jobs to be inspected based on the frequency worked, and the NOPD’s Performance Standards Section shall conduct these inspections according to established, written criteria. The results of these inspections shall be maintained by NOPD and communicated to the Coordinating Office. Supervisory oversight at Major Special Events or larger venues, which meet minimum supervisor staffing level requirements specified under this Agreement, shall be the responsibility of those ranking officers who were selected by the Coordinating Office to work the secondary employment assignment. The required number of supervisory officers specified under minimum staffing requirements for Major Special Events or larger venues must be present for the duration of the secondary employment assignment.”

OPSE Policy Section V: Policies Relating to NOPD Members

“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.”

Review Procedures

- a) The Unit will review PSS detail inspection forms to determine whether details have received an in-person inspection by a member of PSS. The frequency of inspections must roughly reflect the frequency of the detail. The Unit will compare the frequency of details with the frequency of visits to identify whether the frequency of inspections roughly aligns with the frequency of the detail. The unit will also compare a random sample of details to the details that were inspected. If it appears PSS inspects details based upon the frequency worked, the criteria for this objective will be met.
- b) The unit will review PSS detail inspection forms to determine whether detail inspections have been conducted according to established, written criteria. Inspections that have been conducted according to established, written criteria will meet the criteria for this objective.
- c) The unit will randomly sample 30 details that were worked by 5 or more NOPD employees. The unit will check PowerDetails to determine whether the required number of supervisors were present for the duration

of the detail and in accordance with the staffing ratios specified in the [OPSE policy manual](#) starting on page 42. Details with the required number of supervisors will meet the requirements for this objective.

- d) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The unit downloaded the data from the PSS detail inspections log. It found PSS conducted 22 inspections in 2024. The inspections included 8 unique detail employers. The unit calculated the number of times PSS inspected officers at each employer and compared the frequencies to all paid details in 2024. The frequencies very roughly reflected the frequency of the details. The small number of inspections (22) may not be enough to compare to the universe of details worked in 2024. The unit observes that the number of inspections at 1530 Gravier is the least proportionate to the universe and that the detail is very close to NOPD HQ, indicating the inspections likely do not reflect a random selection of details.

Employers Inspected by PSS	PSS Freq	PSS %	PVR Freq	PVR Freq %
Costco Wholesale	1	5%	811	1%
Sewerage and Water Board	2	9%	1076	2%
Inner Parish Security Corporation IPSC (Walmart)	5	23%	9633	15%
Allied Universal Services - The Home Depot	5	23%	2636	4%
Total Community Action, Inc. (Shelter at 1530 Gravier)	5	23%	1516	2%
BHG Downtown New Orleans (Drug Clinic)	1	5%	271	0.4%
Restaurant Depot	2	9%	703	1%
Louisiana State Board of Medical Examiners	1	5%	348	1%

The unit also randomly selected 96 details from the PVR report to compare to the PSS inspections. The results are below. The number of employers is much higher than PSS's eight. The portion that is Walmart details is proportional to PSS's with 21% in the random sample and 23% in PSS's inspections. The portion that is Total Community Action is not proportional with 2% in the random sample and 23% in PSS's inspections. The portion that is Home Depot is also not proportional with 1% in the random sample and 23% in PSS's inspections. Again, the small number of PSS inspections is likely too small to compare to a representative random sample.

Employers from Random Selection	Freq	%
Isidore Newman School	2	2%
Ronnie Burke	1	1%
Inner Parish Security Corporation IPSC (Walmart)	20	21%
Regional Transit Authority	8	8%
Fairgrounds	5	5%
Odyssey House Louisiana, Inc.	7	7%
Southland Holdings	1	1%
French Market Corp.	3	3%
Guste Homes	3	3%
Downtown Development District	5	5%
Woodward Design	1	1%
SMG Managed Facilities	7	7%
Michael Winn	1	1%
Mastec Network Solutions, LLC	1	1%

Employers from Random Selection	Freq	%
French Quarter Festivals, Inc.	2	2%
New Orleans Jazz & Heritage Festivals & Foundation, Inc.	3	3%
Sephora USA	1	1%
HRI Properties - River Garden Apartments	1	1%
New Orleans & Company	1	1%
Allied Universal Services - The Home Depot	1	1%
Audubon Charter School	1	1%
Algiers Charter Schools Association	3	3%
Hogs for the Cause, Inc.	1	1%
Tulane University	1	1%
NOCCI	1	1%
Fairgrounds-OTB	1	1%
Hyatt Regency New Orleans	1	1%
Gentilly Festival, Inc.	1	1%
Knockaz Music Group, LLC	1	1%
Carl Mack Presents	1	1%
Compliance EnviroSystems	1	1%
Spanish Oak Events	1	1%
PFJ Floats	1	1%
Krewe du Vieux Carre	1	1%
BHG Downtown New Orleans	1	1%
Columbia Parc	1	1%
Chef Downman Business Association	1	1%
Festivals for Good Corp dba The Spears Group	1	1%
Total Community Action, Inc.	2	2%

The unit recommends PSS conduct more inspections in the future and use a system that selects details at random. The unit believes that selecting details at random will result in PSS inspections that reflect the frequency details are worked.

b) The unit reviewed the PSS detail inspections form and the entries in 2024. Snips of the form are below. Although one might suggest adding guiding text to the form, like for instance, text that explains what a CD 343 violation is, PSS members who conduct detail inspections are familiar with the requirements of the form. The unit finds that the form suffices as “established, written criteria” required by the review procedure. The criteria for this objective were met.

d) OPSE Policy includes requirements for inspections (see OPSE policy language in the Criteria section of this objective), but they do not align with the CD requirements. The criteria for this objective were not met.

Recommendations

a) The unit recommends OPSE and NOPD work together to create a system for randomly selecting details for detail inspections according to the frequency worked.

c) i. The unit recommends OPSE and NOPD review the policy that states reserve officers cannot supervise regular officers.

c) ii. The unit recommends OPSE and NOPD create a back-up plan for details that do not have the required number of supervisors.

d) The unit recommends OPSE and NOPD update their policies or standard operation procedures to align with the CD requirements.

Objective No. 15:

Criteria

CD Paragraph 346 states: “The Coordinating Office shall ensure that no NOPD employee is supervising another employee of higher rank. For Major Special Events requiring greater than 50 officers where all supervisory positions are filled and where reasonably necessary to ensure public safety, officers in the ranks of commander³, major, captain, or lieutenant who have volunteered to do so may serve in positions with no supervisory authority or less supervisory authority than their rank would warrant, provided that: 1) the roles assigned to these ranking supervisors are ones that do not depend upon close supervision by a lower-ranking member and 2) they retain their command authority.”

OPSE Policy, Section V, sub-section I, paragraphs 2-3 state:

“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.”

New Orleans Police Department Operations Manual, Chapter 22.08, paragraphs 61-63 state:

POLICE SECONDARY EMPLOYMENT MINIMUM SUPERVISORY REQUIREMENTS

61. The minimum supervisory requirements for police secondary employment assignments are governed by OPSE policy.

62. Sergeants and Lieutenants can back-fill or work down to police officer or lower ranking supervisor positions; however, those supervisors electing to fill such a vacancy would be eligible for compensation at the hourly rate approved for the police officer or lower ranking supervisor’s position.

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

Also, Restrictions, paragraph 83 states:

83. No member working police secondary employment assignment can supervise another member of higher rank.

Ch. 16.3 – Police Reserve Officer Program paragraph 89 states:

³ Since 2019, NOPD no longer uses the rank of commander. Instead, NOPD Captains fill these positions.

“Reserve police officers can attain the appointed positions of Reserve Sergeant, Reserve Lieutenant, Reserve Captain and Reserve commander. The level of authority and supervisory responsibility shall be the same as full-time employed officers, subject to the following:

(a) Full-time employed police officers shall be considered superior in rank to reserve officers of any rank.”

Review Procedures

The unit will randomly sample 30 details that were worked by 5 or more NOPD employees. Details for which supervisors are not outranked by any of their assigned subordinates will meet the criteria for this objective.

Results

The unit used the PVR report to randomly select 30 detail shifts with five or more people working the same detail at the same time. There were 13,764 such shifts in the universe. The number of people working at the same time ranged from 5 to 138. The unit used the same sample as in [Objective 14 c](#)) for this procedure. The unit found the following:

- 6 officers with the NOPD rank of lieutenant filling a PO’s OPSE position while 1 or more Sergeants were filling a sergeant’s OPSE position
- 1 captain filling a PO’s position while 2 lieutenants filled a sergeant’s position
- 1 captain filling a sergeant’s position while 1 lieutenant filled a lieutenant’s position
- 31 reserves filling supervisory positions while POs were filling non-supervisory positions

For each shift in the sample, the unit recorded the compliance denominator to be the sum of the people with NOPD rank of lieutenant, NOPD rank of captain, and the reserves filling supervisory positions. The unit recorded the numerator to be the denominator minus the sum of lieutenants supervised by someone of lower rank, captains supervised by someone of lower rank, and the reserves filling a supervisory position. The unit calculated the compliance score to be 85% (221/260). The criteria for this objective were not met.

Recommendations

Re reserves: See the recommendation for Objective 14 c) regarding the NOPD policy that states reserves cannot supervise regular officers.

Re captains filling PO positions: the unit recommends NOPD review the policy prohibiting Captains from filling non-supervisory positions. See [Objective 40](#) for more results related to this requirement.

Re Lieutenants being outranked by sergeants: OPSE could explore the feasibility of a position filling system that does not allow an applicant to express interest in a specific position. Instead, the applicant would express interest in the event and then OPSE would assign positions based on rank and hours worked YTD. The unit understands such a system may be burdensome for OPSE employees and that PowerDetails may not be designed to allow such flexibility.

Objective No. 16:

Criteria

CD Paragraph 347 states: “The Coordinating Office shall be responsible for collecting and maintaining a searchable database of all secondary employment worked. This database shall be searchable by secondary employment assignment and by employee and shall identify the employee working the secondary employment, secondary employment hours, and assignment locations. This database shall maintain historic and current information on all employees’ secondary employment.”

OPSE Policies and Procedures: Section II: Definitions & Acronyms

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.

Review Procedures

a) The Unit will check OPSE's database to determine whether the database:

- a) Is searchable by detail;
- b) Is searchable by employee;
- c) Identifies the employee(s) working each detail;
- d) Lists detail hours;
- e) Lists detail locations;
- f) Includes historic information for all employees; and
- g) Includes current information for all employees, including upcoming details.

If the database meets sub-objectives a) through g), it will meet the criteria for this objective.

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The OPSE database encompasses the following:

- a) searchable by: job #, job type, job description, employer, and employer type in the job search filter.
- b) searchable by employees: user id, first name, and last name.
- c) identifies the personnel active for the detail
- d) lists the hours
- e) lists the detail location
- f) includes historic information for all employees by filtering without any start or end date.
- g) includes current information for all employees as well including upcoming details by job search or job calendar.

The unit found the requirements for this objective to be met.

b) This criteria is met with PowerDetails in the OPSE Policies and Procedures definition section.

Objective No. 17:

Criteria

CD Paragraph 348 states: "A schedule of fees will be established by the court to offset costs associated with the coordination and required support provided through the Coordinating Office to take into account costs, including but not limited to, administrative fees, hourly wage rates, and equipment usages. The schedule of fees shall be publicly available."

New Orleans Code of Ordinances, Ch 90 Law Enforcement, Article II Police, Division 3 Fees, Sec. 90-121. -

Payment of police officers for secondary employment or private details. [Link to municode.](#)

OPSE Customer Quick start Guide, page 1, Section: "How much will hiring police officers cost"

Review Procedures

The Unit will determine whether a fee schedule exists, is publicly available, and includes the following information:

- a) Administrative fees;
- b) Hourly wage rates;
- c) Equipment usage costs; and
- d) A description of all other costs incorporated into detail fees, if applicable.

If OPSE makes publicly available the court mandated fee schedule and it includes the information listed above, the criteria for this objective will be met.

Results

The OPSE fee schedule Ordinance is on their website and lists the fee and officer pay schedule for time-based jobs by rank. This breakdown includes the amount: officer paid per hour, OPSE admin fee, and customer pays per hour. Furthermore, the OPSE Customer Packet to Hire an NOPD Officer published on their site lists the OPSE Tiered Pay/Fee/Price Schedule. In addition, it lists the fees and price for: bomb detection/ SWAT/ and Mounted, Pay, Police Boat and Diver, Escorted Parade, Second Line, or Road Race, and barricades.

Objective No. 18:

Criteria

CD Paragraph 349 states: “The Coordinating Office shall be responsible for the annual, public release of the following information:

- a) The number of NOPD employees who worked secondary employment by District and rank;
- b) The average number of secondary employment hours worked by District and rank;
- c) The salaries of Coordinating Office employees and the Coordinating Office’s administrative operational costs; and
- d) The net and gross amounts of City income derived through secondary employment.”

Review Procedures

- a) The unit will find the most recent OPSE annual report at nola.gov/opse. If the annual report includes the information required in CD 349 subparagraphs A through D, the criteria for this objective will be met.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) The 2023 OPSE Annual Report was reviewed and included the requirements. The 2024 OPSE Annual Report is still pending and has not been published yet.
- b) The unit was unable to find the criteria in policy or municipal code.

Recommendations

The unit recommends the requirement be added to City of New Orleans Homeland Security policy.

Objective No. 19:

Criteria

CD Paragraph 350 states: “The Coordinating Office shall ensure that all potential employers are notified of their responsibilities, including:

- a) Agreeing that individuals or entities seeking to employ off-duty NOPD employees to work secondary employment must work through the Coordinating Office;
- b) Making all payments in advance and acknowledgement that advanced payments may be subject to forfeiture or penalty assessment associated with late cancellations;
- c) Agreeing to have secondary employees sign in and sign out every workday; and
- d) Acknowledging that they 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, to an NOPD employee or the friend or relative of an NOPD employee in exchange for any secondary employment services provided.”

OPSE Policy

Section III

B 1 a) states:

“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.”

F, 5 states:

“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).”

Section IV

B 1 states:

“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. 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.”

OPSE Customer Quick Start Guide paragraph 11:

“Advance payment for services may be required in part or in full. See the OPSE policy manual for current guidelines.”

OPSE Customer Agreement

General, 3 states:

“OPSE has exclusive authority to arrange, coordinate, arrange fully-auditable payment, and perform all other administrative functions related to NOPD employees' off-duty secondary law enforcement employment. Officers are prohibited from:

- a) Coordinating employment with customers, including setting price/pay
- b) Coordinating or brokering the services of themselves or other NOPD officers directly with customers
- c) Arranging for their own replacements should they be unable to perform their required duties for a scheduled shift
- d) Receiving any compensation directly from the customer, except food or nonalcoholic beverages of a nominal value that are consumed on-premises during the secondary employment shift, in accordance with OPSE policy and the Louisiana Code of Governmental Ethics”

Review Procedures

a) The Unit will review OPSE’s customer agreement documents to determine whether detail employers were notified of their responsibilities in advance of the detail, including:

- a) Agreeing to hire all NOPD details through OPSE.
- b) Making all payments in advance.
- c) Acknowledging that payments may be forfeited in full or in part due to a late cancellation.
- d) Agreeing to have officers sign in and out of details.
- e) Acknowledging that they cannot compensate officers or a friend or relative of an officer in any form other than with small amounts of food or beverages in exchange for secondary employment.

If detail employers were notified of a)-e) above, OPSE will meet the criteria for this objective.

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) In the Office of Police Secondary Employment Customer Quick Start Guide, all of the following details of the employer’s responsibilities were notified in advance of the detail. The criteria for this objective were met.

b) The unit found the CD criteria in policy. See the criteria section for this objective. The criteria for this objective were met.

Objective No. 20:

Criteria

CD Paragraph 351 states: “The Coordinating Office, working with NOPD and the City, shall develop and implement an auditable payment system that ensures that secondary employment pay is made to NOPD employees.

OPSE Policy Section V: Policies Relating to NOPD Members section E Compensation paragraph 2 states:

“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>.”

Review Procedures

a) The unit will request documentation of OPSE’s payment system for active employees, who are paid through ADP, and reserve officers, who are paid through BRASS. The criteria for this objective will be met if the documentation allows one to determine the following:

1. The amount of pay for each employee for the specified time period as documented in ADP or BRASS
2. The rate of pay as documented in PowerDetails
3. The start and end times and/or the hours attributed for the shifts paid as documented in PowerDetails
4. The customer information for the shifts paid as documented in PowerDetails
5. The OPSE fees for each shift as documented in PowerDetails
6. The payment made by the customer for each job

b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The payroll verification report has the following columns/fields:

- Officer ID
- Officer Name
- Pay Total
- Pay Rate
- Actual Start (shift start datetime)
- Actual End (shift end datetime)
- Employer ID Number
- Employer Name
- Employer Location
- Admin Fee (appears to be the fee per hour)
- Admin Fee Total
- Billing Total

- Note: The billing total does not indicate whether the customer has paid the total in full.

Based on the information available in PowerDetails’ payroll verification report, the Unit found the criteria for this objective to be met.

b) The requirement is in OPSE Policy Section V. The criteria for this objective were met.

Objective No. 21:

Criteria

CD Paragraph 352 states: “NOPD employees working secondary employment shall not be permitted to receive any compensation, either cash or in-kind, including bonuses or gifts, unless such compensation, bonus, or gift, is provided through and documented by the Coordinating Office and is in accordance with the Louisiana Ethics Code for public employees. Nominal compensation in the form of food or beverages is permitted in accordance with the Louisiana Ethics Code for public employees.”

Ch. 22.08 – Police Secondary Employment, paragraph 17 states: “NOPD members working secondary employment assignments shall receive compensation for their service through payroll procedures administered by or arranged through OPSE. NOPD members are not authorized to accept compensation, including gratuities, directly from any individual or business entity contracting police secondary employment services, in accordance with Louisiana Code of Governmental Ethics.

Review Procedures

- a) The unit will review NOPD policy. If the policy aligns with CD 352 the criteria for this objective will be met.
- b) The unit will review the OPSE Customer Agreement. If the customer agreement aligns with CD 352 the criteria for this objective will be met.
- c) The unit will review PIB records (IAPro) for any complaints related to CD 352.

Results

- a) The NOPD Police Secondary Employment Policy, Chapter 22.08, paragraph 17 states:
 - 17. NOPD members working police secondary employment assignments shall receive compensation for their service through payroll procedures administered by or arranged through OPSE. NOPD members are not authorized to accept compensation, including gratuities, directly from any individual or business entity contracting police secondary employment services, in accordance with Louisiana Code of Governmental Ethics.
- b) Number 6 under General in the customer packet includes the prohibition:
 - 6. NOPD employees working secondary employment are not permitted to receive any compensation, either cash or in-kind, including bonuses, gifts, or gratuities, except pay at the established rate paid through and documented by OPSE. The one exception to this is nominal compensation in the form of food and/or non-alcoholic beverages consumed on the premises of the job and during the scheduled time of the shift with a total fair-market value not to exceed \$60.
- c) PIB reports that there were no complaints related to CD 352 filed in 2024.

Objective No. 22:

Criteria

CD Paragraph 353 states: “Travel time to and from secondary employment shall not be compensated, unless it involves specialized patrol services or use of specialized equipment.”

Ch. 22.08 - Police Secondary Employment, paragraphs 92-93 state: “

92. Travel time to and from police secondary employment shall not be compensated unless it involves specialized patrol services or the use of specialized equipment.

93. Officers shall allow a minimum of 15 minutes between shifts for travel to and from secondary employment assignments to ensure regular/overtime and detail shift pay differential.”

Review Procedures

The Unit will compare detail start and end times in PowerDetails with ADP timecards for non-specialized units. Unpaid periods between OPSE and NOPD shifts that are less than fifteen minutes will not meet the criteria for this objective.

Results

The unit used SQL data and Excel to assess travel time between NOPD and OPSE shifts. The unit assessed the 59,714 OPSE shifts in NOPD’s SQL database for PowerDetails PVR data. 388 of the OPSE shifts included an NOPD shift (ADP eTime data) that ended less than 15 minutes before the shift or started less than 15 minutes after the shift. Therefore 99.4% (59,326 /59,714) of OPSE shifts in 2024 met the travel time requirement. The criteria for this objective were met.

It is important to describe NOPD's and OPSE's secondary employment shift analysis compliance system. Since April 2023, on a bi-weekly basis, the departments merge NOPD and OPSE shift data to look for possible violations of the travel time rule. NOPD requires every possible violation to be reviewed and addressed by the employee's command. Possible violations are addressed in the following ways:

- Correction to ADP eTime data (and corresponding adjustment to pay, if applicable)
- Correction to OPSE payroll data (and corresponding adjustment to pay, if applicable)
- Non-disciplinary corrective action
- Formal-disciplinary corrective action

Objective No. 23:

Criteria

CD Paragraph 354 states: "NOPD employees are not permitted to solicit secondary compensation or employment. Individuals or entities seeking to employ NOPD employees to work secondary employment must work through the Coordinating Office."

Ch. 22.08 – Police Secondary Employment, paragraphs 80-81 state:

"80. Members of the New Orleans Police Department are prohibited from participating in the solicitation, coercion, and individual coordination of police secondary employment opportunities.

81. Department members are prohibited from knowingly participating in, or soliciting the creation of, any corporation, company, trust, fund, or cooperative banking account for the purpose of billing, receiving compensation, or coordinating the services of police secondary employment."

Review Procedures

a) The Unit will interview PIB to determine whether any officers or reserve officers have coordinated details without OPSE. Details that have been coordinated by OPSE will meet the criteria for this objective. The Unit will document the frequency and nature of unauthorized NOPD details in the audit report.

b) The Unit will take a sample of unfilled jobs and interview the employers about whether the job was filled and by whom.

Results

a) Working with PIB the unit learned there was one 2024 complaint that alleges a members worked unauthorized details. The PIB control number for the complaint is 2024-0682-R. As of the writing of this report reported the complaint is under review, the investigator recommended the allegation be sustained, and the current disposition is "Sustained – Resigned Under Investigation." This is evidence that when the Department learns of details that are not coordinated through OPSE it initiates formal disciplinary investigations.

b) The unit used the PowerDetails JobListByJobStatus report to find expired jobs for which the employer requested one position. The unit randomly selected 30 such jobs from the week of May 18-24, 2025, and made contact with the point of contact listed in the report for 6 in the sample. The unit also randomly selected 30 such jobs from the week of June 29 through July 5, 2025, and made contact with the point of contact listed in the report for 12 in the sample. The unit made contact by phone and asked the person whether the report is correct that the position went unfilled and if not, how they were able to fill it. None of the details were filled by an NOPD officer. The unit found no evidence that officers are working details outside of OPSE. The criteria for this objective were met.

Objective No. 24:

Criteria

CD Paragraph 355 states: “NOPD shall advise all officers that attempting to circumvent or circumventing the secondary employment policy or the Coordinating Office shall subject officers to discipline as warranted, up to and including dismissal.”

Ch. 22.08 – Police Secondary Employment, paragraphs 4 states: “

4. Circumventing the requirements of this Chapter governing police secondary employment or procedure established by the OPSE shall subject member(s) to disciplinary action, up to and including dismissal.

Review Procedures

a) The unit will review NOPD policy. If the policy advises officers that they are prohibited circumventing OPSE, the criteria for this objective will be met.

b) The unit will review the NOPD disciplinary matrix. If the matrix shows that the potential discipline for circumventing OPSE includes dismissal the criteria for this objective will be met.

Results

a) The NOPD Police Secondary Employment Policy, Chapter 22.08, paragraph 4 states:

4. Circumventing the requirements of this Chapter governing police secondary employment or procedures established by the OPSE shall subject member(s) to disciplinary action, up to and including dismissal.

b) The NOPD disciplinary matrix below shows that potential discipline for circumventing OPSE includes dismissal:

PENALTY SCHEDULE

The following penalty schedule lists each offense by rule and dictates the appropriate penalty level in accordance with the penalty matrix. For complete descriptions of the rules, please refer to the referenced rule number (i.e., Adherence to Law – 2(1) refers to Rule 2, Paragraph 1)

RULE TWO: MORAL CONDUCT

ADHERENCE TO LAW—2(1)

TITLE LEVEL

TRAFFIC: POLICE VEHICLE (ON DUTY/OFF DUTY) B

TRAFFIC: PRIVATE VEHICLE (ON DUTY/OFF DUTY) A

DWI: ON DUTY, POLICE VEHICLE G

DWI: OFF DUTY, POLICE VEHICLE G DWI: ON DUTY, PRIVATE VEHICLE F

DWI: OFF DUTY, PRIVATE VEHICLE E

MUNICIPAL: ON DUTY D

MUNICIPAL: OFF DUTY (COLOR OF LAW) D

MUNICIPAL: OFF DUTY (PERSONAL) C

STATE MISDEMEANOR: ON DUTY F

STATE MISDEMEANOR: OFF DUTY (COLOR OF LAW) F

STATE MISDEMEANOR: OFF DUTY (PERSONAL) E

STATE FELONY (ON DUTY/OFF DUTY) G

or

INTENTIONAL FALSE STATEMENTS—2(3)

TITLE LEVEL

ON DUTY/OFF DUTY G

Both Rule 2, Paragraph 3. Intentional False Statements is a level G and Rule 2, paragraph 1. Adherence to Law for a state misdemeanor is a level F or a felony is a level G. According to the Disciplinary Matrix for members the penalty range for the offense levels are as follows:

Level F

1st offense: 20-30-D, 2nd offense: 30-D-D, 3rd offense: D-D-D, 4th offense: D-D-D, 5th offense: D-D-D.

Level G

1st offense: D-D-D, 2nd offense: D-D-D, 3rd offense: D-D-D, 4th offense: D-D-D, 5th offense: D-D-D.

“D” represents demotion or dismissal.

Objective No. 25:

Criteria

CD Paragraph 356 states: “NOPD and the Coordinating Office shall establish a standard form by which NOPD employees can register to work secondary employment assignments. No employee shall be eligible to work secondary employment without first registering with the NOPD Compliance Section and obtaining authorization from the employee’s direct supervisor and unit commander. Secondary employment authorization shall be valid for one calendar year. When determining whether an NOPD employee qualifies for authorization to work secondary employment, NOPD and the Coordinating Office shall evaluate factors that include:

- a) The quality of the employee’s primary employment performance, assessed pursuant to written criteria;
- b) Whether the employee is an active member of the NOPD or grandfathered Reserve officer in good standing;
- c) The applicant’s disciplinary record, complaint history, and work performance history;
- d) The applicant’s level of experience; and
- e) Whether the employee is seeking a supervisory or non-supervisory position. Non-supervisory NOPD employees may not supervise secondary employment.”

Ch. 22.08 – Police Secondary Employment, paragraphs 14 states: “

14. The NOPD Professional Standards and Accountability Bureau / Professional Standards Section shall serve as the direct liaison between NOPD and the OPSE. Only those members whose annual authorization form is approved by and on file with the Professional Standards Section shall be eligible for police secondary employment assignments through OPSE.

Review Procedures

The Unit will review detail authorization forms to determine whether the forms allow supervisors and OPSE to:

- a) Assess whether applicants meet the criteria to work details as specified by NOPD Policy Chapter 22.08.
- b) Know whether applicants are active officers or reserve officers in good standing at the time of their authorization.
- c) Consider the applicant's disciplinary record, complaint history, and work performance.
- d) Consider the applicant's experience.
- e) Know whether applicants for detail supervisor positions are sergeants or above.

If the detail authorization forms allow for a) through e), OPSE and NOPD will meet the criteria for this objective.

- f) Additionally, the Unit will interview NOPD’s Performance Standards Section, a section of the Compliance Bureau, about denied authorization requests to determine additional criteria used to authorize officers to work details. The Unit will document the frequency and nature of denied authorization requests in the audit report.

The requirement to register before working a detail and the validity of the authorization form for one year will be addressed in [Objective 23](#).

Results

b) The detail authorization form requires the applicant to document whether they are officers or reserve officers

a) & c) Ch 22.08 paragraph 44 requires supervisor to consider “the requesting member’s overall work performance, including productivity and disciplinary record” when reviewing the detail authorization form.

d) The form requires the applicant to indicate their rank, FTO release date, certifications, and current assignment.

e) The form requires the applicant to indicate their rank.

a-e) The unit found the criteria for this objective to be met.

f) The unit interviewed members of NOPD's Performance Standards Section (PSS) who serve as the last NOPD member to sign detail authorization forms. PSS signs for the Superintendent. PSS did not receive any denied detail authorization forms in 2024. All detail authorization forms are supposed to be reviewed by all members in the approval process, regardless of whether any members recommend disapproval. This means PSS should receive denied forms. To be thorough, the Unit also contacted the DSAs (Admin Sgts), none of whom could recall seeing denied detail authorization forms. The Unit asked PSS members about whether there are any criteria in addition to a-e that members reviewing detail authorization forms use to determine whether the member should be authorized to work details. The PSS members indicated that sick time usage is also considered and, although it has not happened recently, in the past, members who abuse their sick time have been denied detail authorization. Per NOPD Policy Chapter – 22.08 Police Secondary Employment paragraph 44 e, when reviewing detail authorization forms supervisors are required to consider the applicant's attendance record over the previous 12 months and to consider all sick leave usage.

Objective No. 26:

Criteria

CD Paragraph 357 states: "Only a POST certified commissioned member who has successfully completed his/her FTO training may work police-related secondary employment assignments."

NOPD Policy Chapter 22.08 – Police Secondary Employment paragraph 23 states:

"Only a P.O.S.T. certified commissioned member who has successfully completed his/her F.T.O. training may work police related secondary employment assignments."

Review Procedures

- a) The Unit will request a list of officers who finished field training (FTO) during the audit time period from NOPD's Academy. The list must include the FTO completion date for each officer. The unit will review the PVR report to review details worked by the officers in the list. Police-related details worked by officers after their FTO completion date will meet the criteria for this objective. The unit will ignore instances of the officers filling civilian detail positions.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) The unit received the list of recruit classes that graduated from the academy in 2024. The list included the employees' names, employee IDs, their academy class number, their academy graduation date, and their FTO completion date. The unit used the PVR report to find, for each academy graduate in 2024, the number of details of non-civilian details they worked prior to their FTO completion date, the number of non-civilian details they worked prior to their Academy graduation date, and the total number of details they worked in 2024. The unit's findings are summarized below:

Academy Classes

Class Number	# of Recruits	Academy Graduation Date	FTO Completion Date
199	19	3/1/24	7/11/24 (3 did not finish FTO)
200	13	7/24/24	11/2/24
201	10	9/20/24	5 on 1/11/25, 3 on 2/2/25 (2 did not finish)
202	8	12/20/24	7 on 4/12/25, 1 on 5/17/25

Out of the total of 50 recruits who graduated the Academy in 2024, 23 did not work any details in 2024. Of the 27 who worked details in 2024, 19 worked one or more non-civilian details prior to their FTO completion date and 7 worked one or more non-civilian details prior to their Academy graduation date. 30% (8/27) worked no details prior

to completing field training. In total the 27 worked 664 details, 122 before their FTO completion date, 8 of which were before their Academy graduation date.

Objective	Compliance Score
26 a) Officers must complete FTO training prior to working a detail	30% (8/27)

b) This requirement is in NOPD Policy Ch. 22.08 para 23. The criteria for this objective were met.

Recommendations

- a) i. The unit recommends PSAB work with the Academy to incorporate a detail policy training for recruits and officers in field training.
- a) ii. The unit recommends OPSE and NOPD work together to update the detail authorization form so that the type of details applicants are eligible to work is clearly indicated.

Objective No. 27:

Criteria

CD Paragraph 359 states: "POST certified commissioned members hired as lateral transfers successfully completing FTO training may work authorized secondary employment unsupervised."

NOPD Policy Chapter 22.08 – Police Secondary Employment paragraph 23 states:

"Only a P.O.S.T. certified commissioned member who has successfully completed his/her F.T.O. training may work police related secondary employment assignments."

Review Procedures

- a) The Unit will request a list of lateral transfers and their FTO completion dates from the NOPD Academy. The Unit review the PVR report to review the details worked by the lateral officers, if any. Details worked by lateral transfers that have completed FTO will meet the criteria for this objective.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) The unit requested a list of lateral hires in 2024 and their FTO completion dates from NOPD's Academy. There were four lateral hires in 2024:

1. PO Cody Hoormann: completed FTO on May 22, 2024, and did not work any details in 2024.
2. PO Keelon Francis: completed FTO on May 25, 2024, and did not work any details in 2024.
3. PO Walter Theriot: completed FTO on January 18, 2025, and did not work any details in 2024.
4. PO Joseph Williams: completed FTO on January 18, 2025, and worked a detail on 12/15/24 as a PO at Champions Square along with one Captain filling a captain's role, one Sgt filling a supervisory role, one Sgt filling a PO role, and 13 other POs filling PO roles.

Three of the four lateral hires in 2024 did not work details before completing their field training. The compliance score for this objective is 75% (3/4). The criteria for this objective were not met.

b) This requirement is in NOPD Policy Ch. 22.08 paragraph 23. The criteria for this objective were met.

Recommendations

- a) See recommendations for [Objective 26](#).

Objective No. 28:

Criteria

CD Paragraph 360 states: “Regardless of prior approval, members shall not engage in secondary employment while absent in the following status: sick; Injured On-Duty; Worker’s Compensation; Maternity Leave; Leave Without Pay; or Suspended or under Administrative Reassignment with a restricted police commission. Members must return to full duty status and have completed a full tour of duty prior to working a secondary employment opportunity.”

Ch. 22.08 - Police Secondary Employment, paragraph 19 states: “Regardless of any scheduled police secondary employment assignment coordinated through OPSE, members shall not engage in a police secondary employment assignment while any of the following statuses:

- (a) Sick;
- (b) Injured on Duty (I.O.D.);
- (c) Workmen’s Compensation;
- (d) Family Leave;
- (e) Leave Without Pay (LWOP);
- (f) Suspended;
- (g) Under Administrative Reassignment with a restricted police commission....”

Review Procedures

The Unit will review OPSE details worked and ADP work statuses to determine whether any officers worked a detail when they were under one of the following statuses:

- a) Sick
- b) Injured On-Duty
- c) Worker’s Compensation
- d) Maternity Leave
- e) Leave Without Pay
- f) Suspended
- g) Administrative Reassignment with a restricted police commission.

The Unit will also determine whether officers worked a full tour of duty, after an absence cited in CD Paragraph 360, before engaging in secondary employment. Details for which the officer(s) working the detail are not under one of the listed statuses and have worked a full tour of duty prior to the detail will meet the criteria for this objective.

Results

a-e) Sick, Injured On-Duty, Worker’s Compensation, Maternity Leave, Leave Without Pay: The unit randomly selected 96 detail shifts from the PVR. For each shift in the sample the unit reviewed the member’s ADP eTime data (NOPD payroll data) for the same day as the detail and the previous days for which there was an eTime entry. The unit found all 96 details to meet the criteria for this objective. Specifically, none of the details in the sample were worked while the officer was on sick leave, injured on-duty leave, worker’s compensation, maternity/paternity leave, or leave without pay. Nor were they worked without a full tour of duty before the detail and after one of the prohibited leave types.

It is important to describe NOPD’s and OPSE’s secondary employment shift analysis compliance system. Since April 2023, on a bi-weekly basis, the departments merge NOPD and OPSE shift data to look for possible violations of the requirement that officers must work a full tour of duty after taking sick leave before working a detail. NOPD requires every possible violation to be reviewed and addressed by the employee’s command. Possible violations are addressed in the following ways:

- Correction to ADP eTime data (and corresponding adjustment to pay, if applicable)
- Correction to OPSE payroll data (and corresponding adjustment to pay, if applicable)
- Non-disciplinary corrective action
- Formal-disciplinary corrective action

f) Suspended: The unit found all suspensions in NOPD payroll data (ADP eTime, Apply to = “LWOP Suspension”) and compared the suspensions to the PowerDetails Payroll Verification Report. 20 employees served a total of 94 suspended days in 2024. 11 of the employees worked details in 2024. None of the employees worked a detail on the

same day they were serving a suspension. 2 of the employees worked a detail after serving a suspended day and without working a full tour of duty. One employee did this 3 times, the other one time. In other words, an employee worked a detail after serving a suspension and before serving a full tour of duty 4 times. The unit reviewed the suspensions served in 2024 and found 29 suspension periods, after which a full tour of duty was required before working a detail. This makes the compliance rate 86% (25/29).

g) Administrative Reassignment: See results for [Objective 12](#) b) which found no officers on administrative reassignment worked details while reassigned.

Objective No. 29:

Criteria

CD Paragraph 361 states: “Secondary employment for City departments and agencies shall be prohibited. Instead, departments and agencies shall cover compensation for employees through authorized City reimbursement procedures.”

Ch. 22.08 – Police Secondary Employment, paragraphs 82 states: “

82. NOPD members shall not provide police secondary employment services for any City agency or any of the City’s political subdivisions. Departments or agencies requiring police service enhancements shall be covered under regular duty (“City Rolls”) assignment or approved overtime reimbursement.

Review Procedures

The Unit will determine whether any OPSE employers are city agencies. OPSE employers that are not city agencies will meet the criteria for this objective.

Result

The unit used the definition of “organization” in the Home Rule Charter of the City of New Orleans, Section 4-102 as reference. The unit conducted a comprehensive word search of the employer names in the payroll verification report. The unit found no City Department or agencies to be employers of details, except for the one employer, the “City of New Orleans”. The unit learned the City decided to pay reserve officers to work Mardi Gras shifts for which they would normally volunteer to maximize the number of officers present during Mardi Gras parades. The City paid reserve officers through OPSE for these shifts. The unit learned from the Chief Administrative Office’s that the City received approval from the consent decree monitor’s office (OCDM) to pay reserve officers this way. The unit was unable to locate documentation of OCDM’s approval. The unit believes the City used OPSE system because the City did not have an established system for paying reserve officers. The criteria for this objective were met.

Objective No. 30:

Criteria

CD Paragraph 362 states: “In addition to the secondary employment positions prohibited under current NOPD policy, the following types of work or services shall be prohibited as secondary employment:

- a) Work in or for Alcoholic Beverage Outlets as defined under NOPD policy;
- b) Private investigations;
- c) Chauffeur services; except where chauffeur services to 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;
- d) Security at sexually oriented businesses;
- e) Employment requiring that the employee act as a civil process server; and
- f) Security at pawn shops.”

Ch. 22.08 – Police Secondary Employment, paragraphs 87 states: “Members are not authorized to perform the below listed activities as police secondary employment: (a) Any employment where a conflict of interest with the City can reasonably be demonstrated, including, but not limited to, psychological stress evaluations, computerized voice stress analyses, and polygraph examinations. Private investigation. Acting as bartenders, cocktail waiters, or waitresses. Acting as doormen, bouncers, barkers, or ticket takers. Acting as or providing security for bail bond or bonding companies, or agents for same (bounty hunters). Conducting debt collection for any person or entity. Acting as a courier for the transportation of cash, receipts, or deposits for individuals or entities. Providing chauffeur services, except where chauffeur services to public officials and dignitaries is secondary to a primary purpose of security. Notwithstanding the foregoing prohibition, motorcycle escorts for chauffeur services and limousines is permitted. Providing security at “sexually oriented” businesses. Employment requiring that the member act as a civil process server; and Providing security at pawn shops.”

OPSE Policy Section III.C

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 riverboat 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.

Review Procedures

The Unit will review the list of OPSE employers to determine whether any qualify as one of the following unauthorized types of OPSE employers:

- a) Alcoholic beverage outlets (ABO). ABOs are defined under NOPD policy as: "...a bar, lounge, [or] alcoholic beverage outlet (ABO), and establishments where the primary source of revenue is derived from the sale of alcoholic beverages consumed on the premises."
- b) Private investigations.
- c) Chauffeur services, except for security details for public officials, executives, or celebrities that include chauffeur service. Motorcycle escorts for chauffeur services and limousines are permitted
- d) Businesses that have an obvious sexual nature.
- e) Civil process serving businesses.
- f) Pawn shops.

OPSE employers that do not qualify under one or more of the aforementioned categories—a) through f)—will meet the criteria.

Results

The unit randomly sampled 100 details from the universe of approximately 69,000 jobs in 2024, according to the Job List by Status report in Power Details. The unit only included details with a job status of "billing", indicating the job was worked. The report includes a description of the job. The description usually includes instructions for the officers, the job type, the employer and the location. None of the details could be considered a) through f); all 100 met the criteria for this objective. Additionally, a key word search was conducted on the job list by job status excel sheet to ensure that no prohibitions were included. These word searches ranged from: alcohol, bar, lounge, chauffeur, civil, process server, pawn, civil, criminal, expert, witness, subpoena, and investigate.

Objective No. 31:

Criteria

CD Paragraph 363 states: "NOPD employees are prohibited from working secondary employment that conflicts with the employee's NOPD duties and ethical obligations. Prohibitions include:

- a) Representing anyone before any court or agency of the City, with or without compensation, on a matter in which the City is a party or has a substantial interest;
- b) Serving as an expert witness in his or her private capacity in any civil or criminal proceeding in which the City is a party or has a substantial interest;
- c) Working secondary employment during court hours while the employee is under a conflicting subpoena;
- d) Disclosing confidential information acquired in an official capacity to any secondary employer;
- e) Using on-duty time to conduct investigations or take other law enforcement action on behalf of a secondary employer where there would be an actual conflict of interest or appearance of a conflict of interest;
- f) Knowingly participating in, or soliciting the creation of, any corporation, company, trust, fund, or cooperative banking account for the purpose of billing, receiving compensation, or coordinating services of secondary employment; and
- g) Taking an assignment that will interrupt or occur during the employee's assigned on-duty NOPD shift."

NOPD Policy Ch. 22.08 – Police Secondary Employment, paragraph 88 states: "NOPD members are prohibited from working a police secondary employment that conflicts with the member's regular NOPD duties and ethical obligations. Prohibitions include:

- (a) Representing anyone before any court or agency of the City of New Orleans, with or without compensation, on a matter in which the City of New Orleans is a party or has a substantial interest.
- (b) Serving as an expert witness in his or her private capacity in any civil or criminal proceeding in which the City of New Orleans is a party or has a substantial interest.
- (c) Working police secondary employment during court hours while the member is under a conflicting subpoena.
- (d) Disclosing confidential information acquired in an official capacity to any police secondary employment customer; or

(d) Using on-duty time to conduct investigations or take other law enforcement action on behalf of a police secondary employment customer, where there would be an actual conflict of interest or appearance of a conflict of interest.”

NOPD Policy Ch. 22.08 – Police Secondary Employment, paragraph 85 states:

“Members shall not work an assignment that will interrupt or occur during the member’s assigned on-duty NOPD shift. To avoid any disruption in regularly scheduled police services, members are prohibited from accepting police secondary employment assignments that would require a split shift.”

NOPD Policy Ch. 22.08 – Police Secondary Employment, Definitions section includes:

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

Review Procedures

The Unit will review PowerDetails and OPSE employer applications to determine whether any details can be described as the following:

- a) Representing someone before a court on a matter in which the City is a party or has a substantial interest.
- b) Serving as an expert witness in any civil or criminal proceeding in which the City is a party or has a substantial interest.
- c) Occurring during court hours while the officer is under a subpoena for that day. The Unit will review PSS Notifications for officers missing court and determine if the officer worked a detail during court hours.
- d) Disclosing confidential information they have obtained via the course of their normal duties. The Unit will interview OPSE and PIB to determine whether officers have disclosed to their OPSE employers confidential information they have obtained via the course of their normal duties.
- e) Conducting investigations for their OPSE employer during their on-duty time. The Unit will interview OPSE and PIB to determine whether officers have used on-duty time to conduct investigations for their OPSE employers.
- f) Financially associated with an officer. The Unit will interview OPSE and PIB to determine whether any NOPD officers are financially associated with an OPSE employer, not including pay for details.
- g) Interrupting the officer’s assigned tour of duty. Specifically, details that split an officer’s shift occur in the middle of shift for which the officer returns to work before the shift is over. The Unit will compare ADP Corrected Timecards to PowerDetails to determine if a detail split an officer’s shift.

Additionally, the Unit will interview PIB to determine if any details can be described as any of sub-objectives a) through g).

Details that cannot be described as any of a) through g) will meet the criteria for this objective.

Results

a) The unit used the same sample of 100 details used for objective 31. See objective 31 for a description of the sample. None of the details appeared to involve representing someone before a court on a matter in which the City is a party or has substantial interest. The criteria for this objective were met.

b) The unit used the same sample of 100 details used for objective 31. See objective 31 for a description of the sample. None of the details appeared to involve serving as an expert witness in any civil or criminal proceeding in which the City is a party or has a substantial interest. The criteria for this objective were met.

c) The unit reviewed PSS Notifications log and the PowerDetails PVR report. The unit filtered the PSS Notifications log to notifications regarding court appearances in 2024. PSS makes such a log entry when they are contacted by a court about an absent officer. The unit found 35 such entries. The unit then used the PVR report to determine whether the officer who was absent from court worked a detail on the same day during court hours. The unit found three of the officers to be working a detail during court hours on the same day they were needed in court. The unit is unable to assess a compliance rate for this requirement because the unit does not have data for the universe of times officers are needed in court. Assuming three officers are needed in court every Monday through Friday for 50 weeks out of the year ($3 \times 5 \times 50 = 750$) the compliance rate would be very high ($((750-3)/750 = 99.6\%)$).

d)-f) The unit interviewed the OPSE operations director. The operations director was not aware of any such activity. The unit contacted PIB who conducted a query of disciplinary investigations and did not find any such allegations. Finding no evidence of non-compliance, the unit determined the criteria for this objective were met.

g) The unit exported the data for all NOPD (ADP eTime) and OPSE (PowerDetails PVR) shifts in 2024 into a spreadsheet. This included 334,473 NOPD shifts and 59,714 OPSE shifts. The unit then looked for instances of employees working OPSE shifts that started within one hour after an NOPD shift and that ended within one hour before another NOPD shift. The unit found 124 such shifts. The unit did not manually review the 124 shifts to confirm whether they are actually split shifts. To confirm that the shifts identified are in fact split shifts, the unit would want to review the employees regular NOPD shifts to determine whether the possible split shift interrupted the employee's regular schedule. The unit then looked for OPSE shifts that were contained by an NOPD shift; that started and ended within an NOPD shift. In other words, the data shows the employee started the NOPD shift before the OPSE shift started and ended the NOPD shift after the OPSE shift ended. The unit found 44 such shifts. The unit did not confirm the accuracy of the data entry and so considered these to be possible split shifts as well. Assuming the worst-case scenario that all 168 (124+44) are split shifts, the compliance rate for this sub-objective would be 99.7% ((59,714-168)/59,714). The criteria for this objective were met.

Recommendations

c) The unit recommends PSAB send an email to the Department reminding officers they cannot work details during court hours on the same day they are needed in court.

g) The unit recommends the 44 contained shifts found in sub-objective g) be reviewed for timekeeping accuracy and possible payroll fraud. The unit is familiar with NOPD PSAB's bi-weekly compliance checks that flag such shifts as possible overlaps and requires the employees' command to review and address them. And the unit is familiar with ADPs eTime process for historical corrections which maintains the original record for auditing purposes. In other words, ADP eTime entries that have been deemed incorrect are not corrected or erased and the eTime data does not provide a field or value that allows one to filter or ignore incorrect entries. Taken together, the 44 may have already been addressed by NOPD supervisors.

Objective No. 32:

Criteria

CD Paragraph 364 states, "Secondary employment by NOPD employees will be limited to a maximum of 24 hours per seven-day work week (Sunday through Saturday). Exceptions to the hour limitation may be granted for Major Special Events where manpower requirements are so intensive that sufficient resources may not be available for the safe operation of the event (e.g., Jazz Fest, Mardi Gras). Application for such an event exception will be made in advance via interoffice correspondence (NOPD Form 105) by an employee or event commander that estimates the number of hours an employee can exceed the maximum threshold. The application will be forwarded through the appropriate chain of command for final approval by the Superintendent. Secondary employment in excess of the 24-hour limitation cannot be worked unless approved in advance by the Superintendent."

Ch. 22.08 – Police Secondary Employment, paragraphs 28-31 state: “

28. Police Secondary employment by NOPD members is generally limited to a maximum of 24 hours per seven-day work week (Sunday through Saturday).

29. Exceptions to the 24-hour limitation may be granted for special events where staffing requirements are so intensive that sufficient staffing resources may not be available for the safe operation of the event (e.g. – Jazz Fest, Mardi Gras, etc.).

30. Application for an event exception will be made in advance via interoffice correspondence (NOPD Form 105) by a member or event coordinator which will estimate the number hours a member may exceed the maximum threshold and forwarded through appropriate chain of command for review and final approval by the Superintendent of Police or his/her designee.

31. Police secondary employment assignments in excess of the 24-hour limitation cannot be worked until the exception is approved by the Superintendent.

56-hour rule (effective 11/11/22-9/21/24):

Special Order # 6-2023: "Effective Sunday, August 13, 2023, through Saturday, January 6, 2024, the weekly maximum limit of overtime and secondary employment hours will continue to be increased to 56 hours. The limit of 56 hours a week may be worked as overtime, secondary employment, or a combination of the two, so long as the total number of hours worked per week does not exceed 56 hours in addition to an employee's normal working hours."

Extended by special orders # 1-2024 and 7-2024

112-hour rule (effective 9/22/24):

Special order # 8-2024: "Effective at midnight on Sunday, September 22, 2024, the weekly maximum limit of overtime and secondary employment hours will be calculated over the course of a single pay period instead of weekly. Employees are limited to working a total of 112 hours of overtime, secondary employment, or a combination of the two, so long as the total number of hours worked per pay period does not exceed 112 hours in addition to an employee's normal working hours."

Review Procedures

The Unit will review OPSE shift data from PowerDetails and NOPD shift data from ADP eTime to determine whether officers exceeded:

- a) 56 hours of detail and overtime for the weeks from 12/31/23 (the beginning of the first week in Jan 2024) through 9/21/24 (the end of the last week during which the 56-hour rule was effective)
- b) 112 hours of detail and overtime for the pay periods from 9/22/24 (when the 112-hour rule became effective) through 12/28/24 (the end of the last whole NOPD pay period in 2024).

Results

a) 56-hour rule: The unit assessed the 44,414 NOPD employee and week combinations from 12/31/24 through 9/21/24 that included at least some time worked for NOPD or OPSE. The unit found 213 with overtime and/or detail time exceeding 56 hours. This makes the compliance rate 99.5% (44,201/44,414). The criteria for this sub-objective were met.

b) 112-hour rule: The unit assessed the 8,871 NOPD employee and pay period combinations from 9/22/24 through 12/28/24 that included at least some time worked for NOPD or OPSE. The unit found 3 with overtime and/or detail time exceeding 112 hours. This makes the compliance rate 99.97% (8,868/8,871). The criteria for this sub-objective were met.

It is important to describe NOPD's and OPSE's secondary employment shift analysis compliance system. Since April 2023, on a bi-weekly basis, the departments merge NOPD and OPSE shift data to look for possible violations of the 56-hour/112-hour rules. NOPD requires every possible violation to be reviewed and addressed by the employee's command. Possible violations are addressed in the following ways:

- Memo to the Superintendent through the officer's chain of command describing the circumstances making the violation necessary or unavoidable
- Correction to ADP eTime data (and corresponding adjustment to pay, if applicable)
- Correction to OPSE payroll data (and corresponding adjustment to pay, if applicable)
- Non-disciplinary corrective action
- Formal-disciplinary corrective action

Objective No. 33:

Criteria

CD Paragraph 365 states, "No employee, including Reserve officers, shall work more than 16 hours 49 minutes within any 24-hour period. (A separate 24-hour period begins every time an employee reports for regular duty and every time they report for secondary employment allowing for a minimum of seven hours and 11 minutes of rest within each 24-hour period.) These hours are cumulative and include normal scheduled work hours, overtime, off-duty secondary employment, and outside employment. If an employee works over the 16-hour-and-49-minute limit,

for reasons beyond his/her control (e.g., regularly scheduled duty hours coupled with a mandatory court overtime appearance), the employee shall submit a memorandum through the chain of command to the Superintendent or his/her designee explaining why he/she worked over the limit. Such memorandums that are approved by the Superintendent shall equate to retroactively authorized exceptions to the limit. Exceptions to the 16-hour-and-49-minute limit may be authorized in advance by the Superintendent of Police or his/her designee in situations involving a declared state of emergency or security concerns over the availability of personnel for coverage related to a major special event.”

Ch. 22.08 – Police Secondary Employment, paragraph 32 states: “No member, including Reserve officers, shall work more than 16 hours and 35 minutes (16.58 hours) within a 24-hour period. These hours are cumulative and include normal scheduled work hours, overtime, court time, off-duty police secondary employment, or outside employment. Members must have 7 hours and 25 minutes of unpaid, off-duty time within every 24-hour period.

Review Procedures

The Unit will review NOPD ADP corrected timecards and OPSE shift data from PowerDetails. Twenty-four hour periods beginning at the start of each NOPD and OPSE shift for which the officer worked 16 hours and 49 minutes or less for NOPD, OPSE or both over the following 24 hours will meet the criteria for this objective.

Results

a) The unit used ADP eTime (NOPD shifts) and the PVR (OPSE shifts) data to assess the 24-hour periods beginning at the start of each NOPD and OPSE shift worked by any NOPD employee in 2024. There were 394,187 such periods. 388,967 (98.7%) included less than or equal to 16 hours and 49 minutes of paid time. 5,220 such periods included more than 16 hours and 49 minutes of paid time. This data analysis included reserve officers’ OPSE shifts, but did not include their NOPD volunteer time.

It is important to describe NOPD’s and OPSE’s secondary employment shift analysis compliance system. Since April 2023, on a bi-weekly basis, the departments merge NOPD and OPSE shift data to look for possible violations of the 16-hour rule. NOPD requires every possible violation to be reviewed and addressed by the employee’s command. Possible 16-hour rule violations are addressed in the following ways:

- Memo to the Superintendent through the officer’s chain of command describing the circumstances making the violation necessary or unavoidable
- Correction to ADP eTime data (and corresponding adjustment to pay, if applicable)
- Correction to OPSE payroll data (and corresponding adjustment to pay, if applicable)
- Non-disciplinary corrective action
- Formal-disciplinary corrective action

b) The unit was unable to fully assess the 16-hour rule for reserve officers. The unit was unable to obtain reserve officer volunteer time data.

Recommendations

b) The unit recommends the reserve division upgrade their volunteer time tracking system so that volunteer time is recorded in a centralized database with start and end times for every volunteer shift. This will allow the unit to merge volunteer time with OPSE shift time and assess compliance with the 16-hour rule.

Objective No. 34:

Criteria

CD Paragraph 366 states: “Commissioned Reserve officers are allowed to register for and work secondary employment assignments through the Coordinating Office if they are full time active duty officers in good standing or Commissioned Reserve Officers on the Effective Date. The following further limitations and restrictions shall apply to all Reserve members, however:

- a) Plain clothes secondary employment coordinated through the Coordinating Office must be approved by the Superintendent or his designee prior to allowing any Reserve officer to work

in plain clothes;

b) Reserve officers shall not work secondary employment for their current employer or for anyone for whom they have worked full time during any period within two years of the Effective Date;

c) Reserve officers shall not work secondary employment during the first year after graduation from the Reserve Police Academy;

d) Reserve officers must have volunteered a minimum of 480 hours in the prior calendar year to be eligible to work secondary employment during the following calendar year. Officers who have met this requirement may work the same number of hours as a full-time, paid commissioned member of the NOPD. This requirement is waived for resigned or retired commissioned officers in their first year in the Reserve Division;

e) [Subparagraph stricken]

f) [Subparagraph stricken]

g) The Coordinating Office shall monitor annual authorization forms for reserve officers to ensure compliance with this agreement; and

h) Reserve officers shall follow all policies and procedures of NOPD, the NOPD Reserve Division and this Agreement while working secondary employment.

i) [Subparagraph stricken]"

Ch. 22.08 – Police Secondary Employment, paragraph 24 states: “Commissioned Reserve officers can register for and work police secondary employment assignments through the OPSE. However, the following limitations and restrictions shall apply to all NOPD Reserve members:

(a) Plain clothes police secondary employment coordinated through the OPSE must be approved by the Superintendent of Police or his/her designee prior to allowing any Reserve member to work a police secondary employment assignment in plain clothes.

(b) Reserve officers shall not work police secondary employment for their current employer.

(c) Reserve officers shall not work police secondary employment during the first calendar year after his/her graduation from the Reserve Police Academy.

(d) Reserve Officers must have volunteered 480 hours in the prior calendar year to be eligible to work secondary employment. Officers who have met this requirement may work the same number of hours as a full-time, paid commissioned member of the NOPD. This requirement is waived for resigned or retired commissioned officers in their first year in the Reserve Division.

(e) Reserve officers shall follow the same OPSE agreement and authorization procedure as established for active members of the Department (OPSE/NOPD Form Per-1). The Secondary Employment Agreement and Authorization Form shall be submitted to the Captain of the Reserve Division for approval and forwarding through the chain of command to the Superintendent of Police or his/her authorized designee for final approval.

(f) Reserve officers shall follow all policies and procedures of the New Orleans Police Department and the Reserve Division while working police secondary employment.”

Review Procedures

The Unit will review the authorization process for reserve officers to work details to determine whether:

a) All reserve officers that are authorized to work details volunteered 480 hours in the prior calendar year.

b) Reserve officer detail authorization forms include a copy of the reserve officer’s monthly time report.

The Unit will use PowerDetails and documentation described below to review details worked by reserve officers and determine whether the following sub-objectives are met, if applicable:

c) Details worked by reserve officers that involve plain clothes were submitted to the reserve commander and approved through the chain of command, as documented by plain clothes approval forms.

d) Details worked by reserve officers who have not been employed by the detail customer within the past two years. The Unit will review available employment information for reserve officers from NOPD’s Recruitment and Applicant Investigation Division and the City of New Orleans’ Civil Service office and compare the information against details worked.

e) Details worked by reserve officers who graduated reserve academy more than one year prior, as documented by PowerDMS or other Academy documentation. This requirement does not apply to retired NOPD officers who

have transitioned into a reserve officer role or retired officers from other police departments who do not have to complete the full reserve academy program.

- f) Details worked by reserve officers are coordinated by OPSE. The Unit will attempt to identify details worked but not coordinated by OPSE according to the review procedure set out in **Objective 23**.

If the authorization process for reserve officers to work details meets sub-objectives a) and b) and reserve officer details meet sub-objectives c) through h), the reserve officer authorization and detail processes will meet the criteria for this objective.

Results

a) The unit requested the 2024 reserve volunteer time tracking spreadsheet from NOPD's reserve division. The unit then took a random sample of reserve officers who worked details in 2025 using the PVR report and determined whether the reserve officers in the sample volunteered 480 hours in 2024 or retired in 2024. The unit found 30% (9/30) of the reserve officers in the sample who worked details in 2025 volunteered 480 hours in 2024 or retired in 2024. The criteria for this objective were not met.

b) Reserve officer authorization forms do not include a copy of the reserve officers monthly time report. However, the reserve commander reviews the forms and approves only after verifying that the reserve officer volunteered the required amount. The unit was unable to find a requirement, in the consent decree or in policy, that the monthly time report be attached to reserve officer detail authorization forms.

c) The unit was unable to identify the universe of plain clothes details worked in 2024. PowerDetails does not have a field or system for identifying plain clothes details. The unit worked with NOPD's superintendent's office to review examples of requests to work plain clothes details. These requests are documented in 105s (interoffice memos) and include a description of the event and the review decisions of the requestors chain of command, up through the Superintendent. The unit reviewed four plain clothes requests for 2025 events and one for a 2024 event. The unit found them to be evidence of a process for plain clothes details to be approved through officer's chain of command and ultimately by the Superintendent. Although none of the five requests reviewed by the unit were for reserve officers, the unit believes the process would be identical for reserve officers.

d) The unit was unable to assess this sub-objective because it was unable to obtain outside employment history for reserve officers. The unit requested employment history from Civil Service for a random sample of 30 reserve officers. Civil Service informed the unit that they do not receive employment history for reserves. The unit requested outside employment history from NOPD Recruitment for the reserves in the same sample and learned NOPD Recruitment does not retain outside employment history. The unit reviewed outside employment forms completed NOPD employees in 2022-2024 and found none for the reserves in the sample.

e) For this sub-objective the unit used the same random sample of reserve officers who worked details in 2025 as used in sub-objective a). One of the randomly selected reserve officers in the sample was not a former NOPD officer and is therefore required to receive training from NOPD Academy and wait one year after completing the training before working details. The reserve officer completed POST training in December 2024 and worked a detail in June 2025. The criteria for this sub-objective were not met.

f) Taking the sub-objectives for [Objective 23](#) together, the unit believes OPSE has the sole authority to coordinate details worked by NOPD members. The one PIB complaint referenced in sub-objective a) of Objective 23 is evidence that NOPD addresses instances of officers circumnavigating OPSE through disciplinary investigations. And the results of the phone calls made under sub-objective b) found no evidence of officers working details without OPSE coordination.

Recommendations

a) The unit recommends the NOPD reserve division review these results. The unit also recommends NOPD review the secondary employment policy to determine whether the reserve requirements are applicable to current reserve division needs.

c) The unit recommends NOPD and OPSE work together to develop a system for tracking plain clothes details.

- d) The unit recommends the reserve division collect resumes during the reserve officer application process.
- e) The unit recommends the Reserve Division and the academy train reserve officers about the one-year requirement. The unit also recommends OPSE and NOPD work to modify the detail authorization form to clarify the types of details applicants are eligible to work.

Objective No. 35:

Criteria

CD Paragraph 367 states: “NOPD employees seeking to work any secondary employment shall submit a signed Secondary Employment Registration Form (“Registration Form”) initially and annually thereafter to the Coordinating Office. This Registration Form shall include acknowledgment that:

- a) The employee understands that working secondary employment is a privilege subject to strict criteria;
- b) The employee represents NOPD while working secondary employment;
- c) The employee must abide by all NOPD policies while working secondary employment; and
- d) The employee may be disciplined by NOPD for policy violations committed while working secondary employment.”

Ch. 22.08 – Police Secondary Employment, paragraphs 14, 3, 5 state: “

14. The NOPD Professional Standards and Accountability Bureau / Professional Standards Section shall serve as the direct liaison between NOPD and the OPSE. Only those members whose annual authorization form is approved by and on file with the Professional Standards Section shall be eligible for police secondary employment assignments through OPSE.

3. Permission to work police secondary employment is not an inherent right but rather a privilege that is granted at the discretion of the Department to those commissioned police officers and non-commissioned members who are in good standing.

5. Members working police secondary employment do so as representatives of the New Orleans Police Department. The image of the NOPD and the public’s perception of officers’ collective moral character are affected by the actions and appearance of the Department’s members. Members will always uphold the highest standards of professionalism.

Review Procedures

- a) The Unit will use PowerDetails to determine whether officers working details have signed authorization forms on file with OPSE that are less than one year old. Officers that work details and have signed authorization forms on file with OPSE that are less than one year old will meet the criteria for this objective.
- b) The Unit will determine whether authorization forms acknowledge the following:
 - a. The employee understands that working secondary employment is a privilege subject to strict criteria;
 - b. The employee represents NOPD while working secondary employment;
 - c. The employee must abide by all NOPD policies while working secondary employment; and
 - d. The employee may be disciplined by NOPD for policy violations committed while working secondary employment

Authorizations forms that acknowledge the above listed items will meet the criteria for this objective.
- c) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) This is covered by [Objective 13](#).
- b) The unit assessed the secondary employment authorization form and confirmed it includes the following acknowledgments:

- a. The employee understands that working secondary employment is a privilege subject to strict criteria;
- b. The employee represents NOPD while working secondary employment;
- c. The employee must abide by all NOPD policies while working secondary employment; and
- d. The employee may be disciplined by NOPD for policy violations committed while working secondary employment

c) The requirements are in NOPD Policy Ch. 22.08 – Police Secondary Employment, paragraphs 14, 3, and 5. The criteria for this objective were met.

Objective No. 36:

Criteria

CD Paragraph 368 states: “Employees working secondary employment shall have the same responsibility to carry appropriate departmental equipment (e.g., police radios) and document their activities in the same manner as if they were on-duty, including completing incident, arrest, and use of force reports, and reporting allegations of misconduct or observed misconduct.

NOPD Ch. 22.08 - Police Secondary Employment, paragraphs 5 and 27 state:

“5. Members working police secondary employment do so as representatives of the New Orleans Police Department. The image of the NOPD and the public’s perception of officers’ collective moral character are affected by the actions and appearance of the Department’s members. Members will always uphold the highest standards of professionalism

27. While working police secondary employment, members shall be governed by all NOPD uniform policies and procedures, which include, but are not limited to:

- (a) Members working a uniformed assignment will be attired in the full Class A or B winter/summer uniform and armed with an authorized duty handgun.
- (b) Members are not authorized to work a police secondary employment assignment in the Task Force or BDU uniform.
- (c) Plain clothes police secondary employment assignments coordinated through the OPSE must be approved by the Superintendent of Police or his/her designee prior to allowing any member to work an assignment in plain clothes.
- (d) Members working police secondary employment assignments involving traffic control or as otherwise directed by a police supervisor shall wear their traffic control vests while performing these duties.
- (e) Civilian members working police secondary employment shall be attired in their NOPD uniform of the day or as directed by a police supervisor if they have no NOPD uniform.”

OPSE Section V.B. paragraphs 4 and 6 state:

“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.

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.”

Review Procedures

- a) The Unit will inspect a random sample of officers working details to identify whether officers are carrying appropriate department equipment, including police radios and other equipment typically carried while on-duty.
- b) In addition, the Unit will assess whether appropriate documentation exists for a random sample of details involving an incident, arrest, use of force, and/or misconduct allegation.
- c) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) The NOPD PSAB Performance Standards Section (PSS, PSAB commissioned members) conducted 20 random detail inspections between 3/25/25 and 5/27/25. The unit found no equipment or uniform violations. The criteria for this objective were met.
- b) The unit used SQL data for NOPD incident reports (EPR) and force reports (Blueteam) created in 2024 to find reports with the text “paid detail” and/or “secondary employment”. The unit found 15 force reports and 336 incident reports with either text. A cursory review showed all appeared to document incidents involving an officer working a detail. This is evidence of officers working details and ensuring appropriate documentation of police incidents is completed. The criteria for this objective were met.
- c) The requirements are in NOPD Policy Ch. 22.08, paragraphs 5 and 27, and OPSE policy Section V.B. paragraphs 4 and 6. The criteria for this objective were met.

Objective No. 37:

Criteria

CD Paragraph 369 states: “Working with NOPD, the Coordinating Office shall determine the number of employees and supervisors necessary to work a secondary job, considering factors that include:

- a) The anticipated number of people attending the function;
- b) Whether alcoholic beverages will be served;
- c) Whether the event is open to the public or is private/by invitation only;
- d) The location of the event; and
- e) The history of the event and employer.”

OPSE Policy 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.”

[Tables not included for brevity]

Review Procedures

- a) The Unit will sample details that come through the NOPD special events office. Request OPSE responses to the number of officers required by the special events office. Also, look for evidence of OPSE feedback and/or excessive officer requirements.
- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

- a) Every Monday, the NOPD Special Events office sends an email with an attachment for every special event for the week. The attachments are 105s (NOPD memos) with the details and needs of each event, including:
 - Permit number

- Contact info for the promoter
- Formation and disband locations and times
- A description of the parade route
- A description of the parade elements (floats, bands, vehicles, walking groups, number of walkers)
- The number of supervisors, officers, and motorcycles needed to staff the event and their positions (i.e. lead car, tail car, traffic control, etc.)

The unit randomly selected one Monday from each quarter in 2024. The unit then requested the special event emails, including attachments, from the selected Mondays. The four emails included a total of 48 attached special event permits. The unit reviewed the attachments for staffing consistency and appropriateness. The unit found all 48 to be consistent and appropriate with regard to the staffing requirements for each event. The unit found no evidence of excessive officer requirements.

Although the unit did not find evidence of NOPD's Special Events office collaborating with OPSE when determining staffing levels for special events, the unit believes the evidence above shows detail customers are being required to pay for appropriate, non-excessive staffing levels. The criteria for this objective were met.

b) The requirements are partially in OPSE Policy Appendix 3. The criteria for this objective were not met.

Recommendations

b) The unit recommends OPSE and NOPD incorporate into its policies the CD criteria for determining detail staffing levels.

Objective No. 38:

Criteria

CD Paragraph 370 states: "The minimum supervisory requirements for any secondary employment assignment shall be:

- Secondary employment requiring the simultaneous or overlapping schedule of one to four officers may be worked without a ranking officer. In these instances, the most senior officer accepts responsibility for secondary employment related notifications. Supervisory oversight shall be the responsibility of a patrol supervisor in the District of the secondary employment assignment, though officers engaged in secondary employment are expected to abide by general directions from the coordinating office;
- Secondary employment requiring the simultaneous or overlapping schedule of five to nine officers shall include at least one ranking officer of at least the grade of sergeant or lieutenant;
- Secondary employment requiring the simultaneous or overlapping schedule of 10 to 14 officers shall include at least two ranking officers of at least the grade of sergeant or lieutenant;
- Secondary employment requiring the simultaneous or overlapping schedule of 15 to 19 officers shall include at least two ranking officers of at least the grade of sergeant and one supervisor of at least the grade of lieutenant;
- Secondary employment requiring the simultaneous or overlapping schedule of 20 to 24 officers shall include at least three ranking officers of at least the grade of sergeant and one supervisor of at least the grade of lieutenant;
- Secondary employment requiring the simultaneous or overlapping schedule of 25 to 29 officers shall include at least three ranking officers of at least the grade of sergeant and two supervisors of at least the grade of lieutenant;
- Secondary employment requiring the simultaneous or overlapping schedule of 30 officers or more shall include supervisory coverage in addition to that specified above based on the following graduated scale:
 - (1) One sergeant or above for every five members;
 - (2) One lieutenant or above for every two sergeants;
 - (3) One captain or above for every three lieutenants.

Ch. 22.08 – Police Secondary Employment, paragraphs 61-63 state: “

61. The minimum supervisory requirements for police secondary employment assignments are governed by OPSE policy.

62. Sergeants and Lieutenants can back-fill or work down to police officer or lower ranking supervisor positions; however, those supervisors electing to fill such a vacancy would be eligible for compensation at the hourly rate approved for the police officer or lower ranking supervisor's position.

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

Review Procedures

The unit will compare appendix 3 to the OPSE manual titled Supervisory Tables to consent decree paragraph 370. If the appendix aligns with the paragraph, the criteria for this objective will be met.

Results

The unit compared the OPSE Supervisory Tables to CD 370. The unit found the two align until details reach a size of 30 officers or more. This means subparagraphs a-f are compliant and subparagraph g is not-compliant (6/7, 86%). It is important to note that CD 370 requires disproportionately more supervisors under subparagraph g than a-f. It is the unit's understanding that the OPSE supervisory tables were approved by OCDM when first created, but the unit was unable to secure a record of any approval.

Recommendations

The unit recommends NOPD, OPSE, DOJ, and OCDM work to modify the CD paragraph to make the transition from 25-29 officers to 30 plus officers more gradual.

Objective No. 39:

Criteria

CD Paragraph 371 states: "Sergeants and lieutenants shall be allowed to back-fill a police officer opening, but those supervisors electing to fill such a vacancy are eligible for compensation at the hourly rate approved for the police officer position as negotiated between the Coordinating Office and the employer. Captains or above shall only be allowed to fill open vacancies at a supervisory staffing level equivalent to a captain's position."

NOPD Policy Chapter 22.08 - Police Secondary Employment, paragraphs 62 and 63 state:

"62. Sergeants and Lieutenants can back-fill or work down to police officer or lower ranking supervisor positions; however, those supervisors electing to fill such a vacancy would be eligible for compensation at the hourly rate approved for the police officer or lower ranking supervisor's position.

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

Review Procedures

- a) The Unit will consider a detail position to be "backfilled" when the position is filled by an officer with a higher rank than required, as determined by OPSE's supervisory table (see appendix).
 - i. The Unit will review PowerDetails to determine whether sergeants or lieutenants who backfilled a detail for an officer were paid the same as the negotiated rate for the officer. Details for which sergeants or lieutenants backfilled a detail for an officer and were paid the original negotiated rate will meet the criteria for this objective.
 - ii. The Unit will determine whether any captains or above worked details in a non-supervisory role. Details for which captains or above fill a supervisory role will meet the criteria for this objective.
 - iii. The Unit will determine whether any captains or above worked details in a position that could have been supervised by a sergeant or lieutenant as determined by the appendix. Detail positions that could have been supervised by a sergeant or lieutenant that were worked by a captain or above and the captain or above was paid the rate of the sergeant or lieutenant will meet the criteria for this objective.

- b) The unit will determine whether the CD criteria is memorialized in policy, SOP, or ordinance. If the criteria are memorialized the criteria for this sub-objective will be met.

Results

a) Each detail shift in OPSE's payroll verification report (PVR) includes a job type code, the rank of the NOPD employee who worked the shift, and the pay rate for the shift, except for SMG shifts – Dome, Smoothie King Center, Champions Square – which do not include the pay rate. The job type code reflects the negotiated rate for the detail shift. OPSE sent the auditors a table of job types with the corresponding code and pay rate. The table included one row per job type and thus one pay rate per job type code. The auditors then assessed whether every shift in the PVR, for which pay rates data is included, was paid at the rate in the table. The auditors found that 99.99% (62,549/62,557) of details worked in 2024 were paid at the standard rate (the rate in the table, aka the negotiated rate). The auditors then worked with SMG (ASM) staff to assess a random sample of 30 payroll records of NOPD officers filling a position below their rank. The auditors found all 30 were paid the negotiated rate.

i. The auditors also reviewed details worked in 2024, by sergeants and lieutenants that could have been filled by an officer of a lower rank and found the following:

- o Sergeants worked 6,777 detail positions that could have been filled by an officer with a lower rank (a PO). The pay rate matched the negotiated rate for a PO 99.97% (6,775/6,777) of the time.
- o Lieutenants worked 2,000 detail positions that could have been filled by a sergeant or a PO. The pay rate matched the negotiated rate for a PO or sergeant 99.95% (1,999/2,000) of the time.

ii. The auditors found Captains worked 1,489 detail shifts in 2024. 119 (8%) were positions that could have been filled by a PO (an officer below the rank of Sergeant). It is important to note that the rank of Sergeant is the lowest rank for an NOPD supervisor. In other words, Captains filled detail positions requiring a rank of Sergeant or above (supervisory positions) 92% (1,370/1,489) of the time. It is important to note that 69 of PO detail positions filled by Captains were negotiated at the POT4 (tier 4 police officer) rate. The tier 4 pay rate for all ranks (PO, Sergeant, Lieutenant, and Captains) is the same (\$68/hr). If OPSE had negotiated or documented a Sergeant's or above tier 4 rate for the 69 POT4 positions, the Captains would have received the same amount of pay and the compliance rate would have been 97% (1,439/1,489).

iii. The auditors reviewed details worked in 2024 by Captains that could have been filled by a Sergeant or Lieutenant. The auditors found Captains filled detail positions that could have been filled by a Sergeant or Lieutenant 473 times. The pay rate matched the negotiated rate for the sergeant or lieutenant rate 100% (473) of the time.

b) These consent decree criteria are memorialized in NOPD Policy 22.08 - Police Secondary Employment. The criteria for this objective were met.

Recommendations

a) ii. See recommendations for [Objective 14 c\)](#).

Objective No. 40:

Criteria

CD Paragraph 372 states: "Supervisors shall supervise NOPD employees working secondary employment in the same manner as if they were working their primary employment."

OPSE Policy, Section V, Subsection I, paragraph 4 states: "Supervisors shall supervise NOPD members working secondary employment in the same manner they would if they were working on duty for the Department."

Review Procedures

The Unit will review PSS detail inspection forms documenting inspections of details requiring a supervisor. Supervisors making statements indicating they supervise details the same as if they were working on duty with the Department will meet the criteria for this objective.

Results

The unit reviewed the data in the PSS detail inspections log for entries made in 2024. The data shows PSS encountered no supervisors during detail inspections in 2024.

Recommendations

The unit recommends PSS work with OPSE to ensure detail inspections include details requiring the presence of a supervisor (5 or more officers).

Objective No. 41:

Criteria

CD Paragraph 373 states: “The City will implement a system so that on-duty NOPD patrol supervisors are aware of each secondary job within that supervisor’s geographical coverage area and the identity of each employee working each secondary job.”

Ch. 22.08 – Police Secondary Employment paragraphs 58-60 state:

“58. The ranking NOPD officer or the member working an authorized police secondary employment shall, within 30 minutes of the start of the assignment, notify Communications Services by phone to (504) 386-3991 (Detail Text Line). An automated voice will ask a series of questions and send the information to the OPCD. Members shall be prepared to answer the following questions:

- (a) The member’s First Name,
- (b) The member’s Last Name,
- (c) Agency of employment,
- (d) Member’s Badge number,
- (e) Member’s Employee ID Number,
- (f) Start time of detail assignment,
- (g) End time of detail assignment,
- (h) Address of detail assignment.

59. For authorized police secondary employments involving multiple officers and supervisors for the Superdome, arena venues and during Major or Special Events with Operations Orders, OPCD shall be notified of the PSE and the members working within 30 minutes of the start of the PSE by the ranking officer or their designee.

60. Communications Services shall be responsible for entering the police secondary assignment in the CAD system.”

Review Procedures

The Unit will review a random sample of PowerDetails data and CAD data. If the CAD data lists all employees who worked the detail per PowerDetails, the criteria for this objective will be met.

Results

The unit used the PowerDetails PVR report to select a random sample of 30 details in 2024. The unit exported all CAD data for detail incidents in 2024. The unit attempted to find the CAD incident for each detail in the sample.

- a) The unit found 67% (20/30) of the details in the sample in CAD. The criteria for this objective were not met.
- b) Of the incidents documented in CAD, the unit found all officers working the detail were documented in CAD for 80% (16/20). The criteria for this objective were not met.

Recommendations

- a) NOPD should email the Department with a policy refresher. NOPD and OPSE should meet with OPCD to learn more about the process of recording details in CAD and possibly identify and resolve any shortcomings that may have contributed to the non-compliance.

b) When the unit discussed this audit criteria with OCDM and OPSE the group thought a CD modification may be necessary, because it is not reasonable to list every employee in CAD for large details. Although the non-compliance found for this sub-objective was not related to large details, the unit believes a modification to the CD does make sense. The unit believes one officer per detail should create an item in CAD and list the number of officers present. The unit believes District supervisors do not need to know who is working the detail but should know how many people are working the detail.