

Memorandum 08-691

To: All Sworn Personnel

From: Dennis M. Jones, Chief of Police

Date: November 24, 2008

Subject: Secondary Employment Policy Revisions

Like other local governments throughout Florida, the City of Tallahassee has cut budgets and is taking extraordinary steps to trim the cost of providing services. As part of the City's FY09 budget process the Police Department was directed to establish a secondary employment surcharge fee. The intent of the \$10 per officer per event surcharge is to offset the costs borne by the City for officers working secondary employment events. Last year, officers worked almost 45,000 hours supporting local businesses and private special events. This is a 10% increase from just three years ago. Even though the businesses requesting the services pay for the officers' time, the City of Tallahassee subsidizes the cost of the service by paying for the officer's equipment, car, and fuel.

Effective December 1st all businesses and organizations requesting officers for secondary employment will be required to complete a Secondary Employment Service Agreement. These forms will be available in Check-Off and through Internal Affairs. Businesses with recurring events will be billed monthly by the City of Tallahassee for the surcharge. Businesses and organizations seeking officers for a one-time event will be required to pre-pay the surcharge as part of the application process. The Secondary Employment Surcharge form will be available in Check-Off, Internal Affairs, and the Financial Management Office.

Coordination of secondary employment opportunities will continue to be handled by Internal Affairs or may be generated directly by an officer. Officers coordinating a new request for secondary employment shall adhere to the following procedures:

- The requesting business or designated coordinator completes the service agreement and routes for appropriate sector commander approval and signature. The form should be completed and routed for approval *14 business-days* prior to the scheduled event.
- The procedure detailed in GO-48 will be followed if a Police Services Operations Plan (Special Event Security Plan) is required.
- The Secondary Employment Surcharge form and payment for one-time events will need to be taken to the Financial Management Office at least *five business-days* prior to the scheduled event.
- The completed service agreement, surcharge form, and security plan, if required, must be received by Internal Affairs for final approval at least *five business-days* prior to the scheduled event.

If a request for a one-time event *not* requiring a security plan is received on short notice the following procedure shall be followed:

- The requesting business or designated coordinator shall complete the service agreement and route for appropriate sector commander approval and signature *three business-days* prior to the event.
- The Secondary Employment Surcharge form and payment for one-time events will need to be taken to the Financial Management Office at least *three business-days* prior to the scheduled event.
- The completed service agreement and surcharge payment form shall be received by Internal Affairs for final approval at least *two business-days* prior to the scheduled event.

The timeline for completing the above procedures shall be followed unless an exception is granted by the Internal Affairs Commander.

Two weeks ago I sent a letter to all businesses with a current services agreement informing them about the City's secondary employment surcharge and requesting they complete a new services agreement. Secondary employment coordinators for these businesses need to ensure that a revised service agreement is completed by the business and returned to TPD by December 1st.

The City recognizes the benefit of maintaining positive working relationships with local businesses and I support the privilege of department members engaging in secondary employment events within the appropriate limitations established by GO-48. This document serves as an amendment to department policy until GO-48 is updated and republished. Should you have any questions regarding these new procedures please contact Internal Affairs or the Financial Management Office.

DMJ/gf