
	<b>Florida State University Police Department</b>	
<b>EXTRA DUTY (OVERTIME) ASSIGNMENTS</b>		
Revision Effective Date: 01/18/18	<b>General Order 413</b>	Attachments: None
Rescinds/Amends: 413 (09/01/17), 09A (06/24/16)	Distribution: Department-Wide	CFA Reference: None
	Pages: 3	

**Policy - EXTRA DUTY (OVERTIME) ASSIGNMENTS**

**Purpose**

The purpose of this general order is to establish policy and guidelines for the approval, management, and assignment of Extra duty (overtime) assignments for sworn and non-sworn members that is outside the scope of their normal duties. It shall be the policy of the FSUPD to distribute extra duty/overtime in an equitable manner and to provide members with the responsibilities and duties required at the particular venue and event.

**Procedure**

**A. Extra Duty Police/Security Assignments**

Extra duty (overtime) police and security assignments shall be limited to duties on any property or in any facilities which are under the guidance, supervision, regulation, or control of the Florida Board of Education and/or public universities in the State of Florida, in accordance with the provisions of Section 1012.97, Florida Statutes, and in accordance with the provisions of the Collective Bargaining Agreement between the Florida Board of Governors or the Florida State University.

**B. Extra Duty Process**

All extra duty (overtime) details are administered through the Power DETAILS software program, except when specifically authorized by the Special Operations Lieutenant. The Power DETAILS system is designed to provide a fair system for the assignment of extra duty details.

1. The Special Operations Lieutenant will coordinate extra duty activities within the FSUPD. As extra duty detail assignments become available they will be posted in the Power DETAILS system. New extra duty details will be posted at 4:00 p.m. the day they become available.

**C. Selection Process**

1. Overtime opportunities are posted on the Power DETAILS system to all officers by the Special Operations Lieutenant at least thirty (30) days prior to the event when possible. Officers will sign up via the Power DETAILS system. Detail requests received less than 30 days prior to the start date will be posted the same day they are processed and approved. Detail requests less than 30 days will be locked until 4:00pm on the date the detail is posted. Sign up can occur after 4:00pm on the posting date.
2. Officers are selected on a first-come, first-served basis based on the date and time the officer signs up for the detail. In the event the minimal required personnel have not signed up for the event, the detail(s) may be made available to outside agency officers.

3. Limitations will be placed on the number of details which may be applied for at one time. Those limitations will be at the discretion of the Special Operations Lieutenant dependent on agency needs.
4. Certain events may require the assignment of a particular officer(s) due to training or experience. Details requiring specialized training or certifications are restricted to those members that have the required certification or training, such as but not limited to: motorcycle, dignitary protection, etc.
5. In the event a detail cannot be posted fourteen (14) days prior to the scheduled event, the posting requirements will be amended at the discretion of the Special Operations Lieutenant to ensure the minimal required personnel needs are met.
6. Personnel signing up for an extra duty detail will be notified after signing up, if they have been approved and assigned to work the detail. The personnel assigned to the event will be listed under the particular job in the Power DETAILS system.
7. Employees **shall not** sign up for details in which they do not intend to work or intend for someone else to work.
8. Once personnel are signed up and approved to work a detail, they are responsible for working the event. It is the initial officer's responsibility to monitor the system and ensure the detail has been re-assigned.
9. If the officer misses an overtime assignment and does not find a replacement, the officer may be subject to disciplinary action and excluded from voluntarily selected overtime for a period of two (2) weeks. Missing any subsequent assignments without a replacement will result in disciplinary action and the officer will not be assigned to any voluntarily selected overtime for thirty (30) days from the date of the second missed assignment. Sanctions for additional infractions within a two-year period are progressive and can result in permanent loss of privilege from Power DETAILS.
10. Extra duty (overtime) assignments will not be granted if they interfere with the employee's primary duty assignment.
11. Employees will wear their uniform and use their issued equipment during extra duty assignments unless the extra duty requires otherwise (i.e. undercover/plain clothes details).
12. Employees engaging in authorized Extra Duty details are subject to inspection to ensure compliance with FSUPD regulations and procedures. FSUPD employees are expected to maintain the same standards of conduct during Extra Duty details as are maintained on their regular duty assignments.
13. Violation(s) of orders, performance deficiencies or other issues noted in this procedure will be handled at the discretion of the Special Operations Lieutenant and the employee's supervisor.
14. Employees will bill (close out) the Extra Duty detail in the Power DETAILS system immediately after the completion of the Detail. Employees will not be allowed to sign up for new Extra Duty Details until outstanding billing is complete.
15. Mandatory overtime will be assigned for details not met by voluntary members.
16. The Chief of Police reserves the right to cancel extra duty detail work assignments without notice, and to recall employees for official duty when necessary for public safety.

**D. Restrictions and Prohibitions:**

1. In assuming additional responsibilities with extra-duty work assignments, agency employees **will not** jeopardize their physical or mental health and **will** acknowledge the following:
  - a. Official primary duty assignment takes priority over extra duty details.
  - b. No less than eight continuous hours of rest within each 24-hour period are provided for unless specifically approved by their command level supervisor.
2. Agency employees will be denied to work voluntary extra duty details if any of the following conditions exist:

- a. The employee remains under the duration of any disciplinary suspension period or remains assigned to administrative leave that is imposed due to an active criminal/administrative investigation.
- b. The employee is currently in the Field Training Officer program and is not in solo status. Exceptions may be made when the Officer in Training is assigned to a Field Training Officer during the detail.
- c. The employee is assigned to light duty as the result of physical and/or mental condition(s) that do not permit the employee to perform their primary duty assignment.
- d. The employee has failed to comply with the requirements of this general order and/or has demonstrated an unwillingness or inability to maintain a competent standard of conduct while working extra duty details.
- e. The employee is on workers' compensation.

**E. Cancellations, Trades or Substitutions**

- 1. If the need arises to cancel, trade or obtain a substitute for an extra duty detail, use the Power DETAILS cancellation system (explanation required for cancellation only).
- 2. It is the original assigned officer's responsibility to monitor the system to ensure that the detail has been re-assigned.
- 3. The original assigned officer must notify the shift commander and Special Operations Lieutenant no later than two (2) hours prior to the detail if there is no substitute and the original assigned officer still cannot work the detail.
- 4. The original assigned officer remains responsible for the detail until the detail has been reassigned.

**Glossary**

**Extra Duty Detail** – any approved detail requiring staffing by sworn and/or non-sworn members within the FSUPD jurisdiction which is outside the scope of their normal duties.

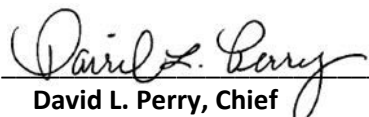
**Power DETAILS** – a software application specifically designed to distribute, monitor, and track extra duty (overtime) details assigned or selected by an employee.

**Indexing:**

Extra Duty Assignment  
 Overtime Assignment  
 Power Details

**Attachments:**

None

<p>MTC 01/18/18 Filed: General Order 413</p> <p>Title: EXTRA DUTY (OVERTIME) ASSIGNMENTS</p> <p>Approved: <u></u>          David L. Perry, Chief</p> <p>Date: <u>01/18/18</u></p>
--