

**RESOLUTION No. 08 – 35**

**A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA APPROVING A FEE SCHEDULE AND POLICIES AND PROCEDURES FOR CITY OF DORAL POLICE DEPARTMENT OFF-REGULAR-DUTY SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Doral Police Department will commence operations on June 2<sup>nd</sup>, 2008; and

**WHEREAS**, Off-regular-duty services will be offered by the City of Doral Police Department to businesses and residents within Doral; and

**WHEREAS**, Staff respectfully requests that the City Council approve a fee schedule and policies and procedures for City of Doral Police Department off-regular-duty services as presented in the attached Exhibit "A."

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:**

**Section 1.** The City Council of the City of Doral, Florida hereby approves a fee schedule and policies and procedures for City of Doral Police Department off-regular-duty services as presented in the attached Exhibit "A."

**Section 2.** This Resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Vice Mayor Cabrera who moved its adoption. The motion was seconded by Councilman DiPietro and upon being put to a vote, the vote was as follows:

|                             |     |
|-----------------------------|-----|
| Mayor Juan Carlos Bermudez  | Yes |
| Vice Mayor Pete Cabrera     | Yes |
| Councilman Michael DiPietro | Yes |
| Councilwoman Sandra Ruiz    | Yes |
| Councilman Robert Van Name  | Yes |

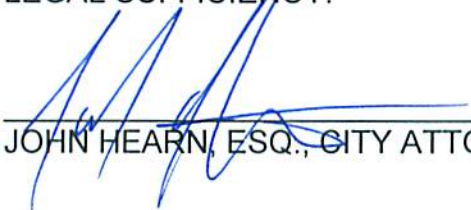
PASSED and ADOPTED this 12<sup>th</sup> day of March, 2008.

  
\_\_\_\_\_  
JUAN CARLOS BERMUDEZ, MAYOR

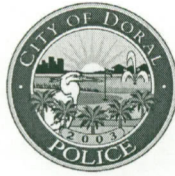
ATTEST:

  
\_\_\_\_\_  
BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
for JOHN HEARN, ESQ., CITY ATTORNEY

# EXHIBIT “A”



**City of Doral  
Police Department Rates for  
Off-Regular-Duty Services  
Effective February 25, 2008**

**Total Charge to Permittee**

A surcharge of five percent (5%) shall be charged to the permittee to cover direct costs of processing and recording the off-regular-duty services. The permittee pays the employee rate plus the rates for social security and retirement benefits, and the surcharge. The total charge is to be rounded to the nearest twenty-five cents (\$0.25) and charged for each hour or fraction thereof of service provided. The total hourly charges are as follows:

|                         |         |
|-------------------------|---------|
| Police Officer -----    | \$43.25 |
| Police Sergeant -----   | \$46.00 |
| Police Lieutenant ----- | \$50.00 |
| Police Commander -----  | \$52.75 |

**Minimum Charge**

The minimum charges for off-regular-duty services shall be the amount applicable for three (3) hours of service.

Minimum Charge ----- 3 hours

**Employee Rates**

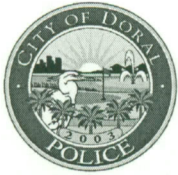
The following hourly rates shall be paid to employees of the Doral Police Department.

|                         |         |
|-------------------------|---------|
| Police Officer -----    | \$32.00 |
| Police Sergeant -----   | \$34.00 |
| Police Lieutenant ----- | \$37.00 |
| Police Commander -----  | \$39.00 |

**Utilization of Vehicles**

The following hourly rates shall be charged for the use of Doral vehicles in connection with off-regular-duty assignments.

|                             |  |
|-----------------------------|--|
| Marked Police Vehicle ----- | \$4.00 per hour or .53 cents per mile, whichever is greater. |
| Canine -----                | \$8.00 per dog per day (Police vehicle charged separately).  |
| Motorcycle -----            | \$4.00 per hour or .53 cents per mile, whichever is greater. |
| All Terrain Vehicle -----   | \$2.00 per hour (flat rate).                                 |
| Golf Cart -----             | \$2.00 per hour (flat rate).                                 |



## City of Doral Police Department

|   |                      |                                  |
|---|----------------------|----------------------------------|
| <b>SUBJECT:</b> COMPENSATION AND OFF-REGULAR-DUTY SERVICE       |                      | <b>PROCEDURAL DIRECTIVE:</b> 9.3 |
| <b>SECTION:</b> OFF-REGULAR-DUTY SERVICE AND OUTSIDE EMPLOYMENT |                      |                                  |
| <b>EFFECTIVE DATE:</b> 01/31/08                                 | <b>REVISED DATE:</b> | <b>REVIEW DATE:</b>              |

### SECTIONS:

- 9.3.1 Types of Permits
- 9.3.2 Off-Regular-Duty Service
- 9.3.3 Outside Employment
- 9.3.4 Financial Disclosure

**PURPOSE:** To establish departmental policy and provide guidelines for off-regular-duty service and outside employment; to establish procedures for financial disclosure. These procedures are designed to serve the best interest of the officers and the City of Doral Police Department, and shall not be construed to inhibit the administration's right to assign any sworn personnel to any function or event when circumstances dictate. All persons and/or businesses, within the jurisdiction of the City of Doral, requiring the off-regular-duty services of law enforcement are encouraged to request such services from the Doral Police Department prior to making any other requests to outside agencies.

**POLICY:** The City of Doral Police Department is not obligated to provide off-regular-duty service. The intent of the Department is to afford opportunities to designated departmental employees to perform off-regular-duty service within the scope of their training and duty assignments, regardless of job classification. Prohibition or imposition of conditions of off-regular-duty service and outside employment may be established when the nature of the work is considered detrimental to the professional law enforcement goal of the Department.

### DEFINITIONS:

**CITY OF DORAL OUTDOOR EVENT PERMIT:** Issued for any outdoor events such as concerts, festivals, races, walks, triathlons, circuses, carnivals, shows, exhibitions, and other similar outdoor events, whether operated totally by outdoors, on stage, under tents or with the use of temporary buildings or structures, to which members of the public are invited as participants or spectators. Outdoor events shall not be permitted to locate or operate in the City except as provided in the City of Doral Outdoor Events Ordinance No. 2004-21. All outdoor event requests for off-regular-duty service shall be issued only as temporary permits.

**FILM PERMIT:** Issued for any off-regular-duty service involving the film and entertainment industry, regardless of the length of time of the requested service. All film and entertainment industry requests for off-regular-duty service shall be issued only as temporary permits.

**MAJOR SPECIAL EVENTS:** Those operations requiring temporary or permanent off-regular-duty service that are major in nature shall be coordinated and managed by the Special Services Section. A major special event includes one or more of the following elements:

1. Requires two or more squads or supervision by a lieutenant or higher rank.
2. Involves multi-organizational coordination and extensive planning.
3. Is assigned by the Special Services Section Commander or the Chief of Police.

**OFF-REGULAR-DUTY JOB ASSIGNMENT:** Individual job assignments are determined on the basis that one continuous work period is equivalent to one job assignment. Examples are as follows:

1. International Mall, 8:00 a.m. to 4:00 p.m., Monday only - one job.
2. Doral Middle School Crossing, 7:30 a.m. to 8:00 a.m., Monday through Friday (three-hour minimum charge) - five jobs.

**OFF-REGULAR-DUTY SERVICE:** Performance of regularly assigned duties and responsibilities during a period of time not within assigned hours of duty.

**OUTSIDE EMPLOYMENT:** Employment of a non-police nature in which vested police powers is not a condition for employment. The work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

**PAYROLL PERIOD:** The fourteen-day payroll period, beginning with Monday of the first week and ending Sunday of the second week.

**PERMANENT PERMIT:** Issued for off-regular-duty service, which is to exceed two weeks or is to be performed on a repetitive basis. Authorizes one or more of the same employees to perform duties on a regular and repetitive basis benefiting both the permanent permit holder and the Department.

**PERMIT HOLDER:** Any person or business that makes application for and receives a permanent or temporary permit for services provided by the Doral Police Department.

**SERVICE PROVIDER:** Any employee of the Doral Police Department who provides off-regular-duty service according to terms of departmental directives. Except under unusual circumstances, employees shall not be approved to work out of their assigned job classification.

1. Sworn employee: A law enforcement officer of any classification who is certified by the State of Florida. Employment is conditioned upon vested police powers or enforcement authority of an employee and the service is performed during a period of time not within assigned hours of duty.
2. Non-sworn employee: An employee of a designated classification who is specifically authorized to perform off-regular-duty service, which is within the scope of responsibilities and duties of the employee's regularly assigned position. Employment is not conditioned upon vested police powers. Service is performed during a period of time not within assigned hours of duty.

**TEMPORARY PERMIT:** Issued for off-regular-duty service, which is not to exceed two successive weeks. There are four exceptions to the time limit rule for temporary permits, and the Special Services Section Commander must approve all of these "exception" temporary permits prior to issuance:

1. Applicant for Permanent Permit: The two successive week time limit rule shall be waived for an applicant for a permanent permit who is receiving off-regular-duty service with a valid temporary permit. The permanent permit applicant shall adhere to the prepayment criteria associated with a temporary permit and shall continue to receive off-regular-duty service with a valid temporary permit until the permanent permit is processed, approved, and issued.
2. Film Permit: A film permit shall be accepted, processed, approved, and issued only as a temporary permit regardless of the length of time of the off-regular-duty service to be provided.
3. Delinquent Payments by Permanent Permit Holder: Permanent permit holders who have been determined by the City of Doral Finance Department to be habitually delinquent in payment of their accounts may have their permanent permits revoked by the Doral Police Department. Temporary permits may be issued with appropriate prior payment for requested services.
4. Applicant for Permanent Permit Not Meeting Background and/or Credit History Criteria: Once the Doral Police Department has gathered the background and the credit history reports, if a business decision cannot be made due to limited or insufficient information, the applicant may be offered extended temporary permit status of up to one year as a probationary permittee, if appropriate. The probationary permittee shall adhere to the prepayment criteria associated with a temporary permit. After the probationary period, the Doral Police Department shall review updated background and credit history reports to make a new determination regarding approval of the permanent permit.

## **PROCEDURE:**

### **9.3.1 Types of Permits**

#### **A. Permanent Permits:**

1. Off-Regular-Duty Police Service Permit Applications shall be forwarded from receiving elements to the Special Services Section for processing.

- a. A permit may be issued for off-regular-duty services to provide for the safety and security of the public and the permittee. A permit shall be issued only for reputable and legitimate business concerns.
  - b. A permit shall not be issued to any person, firm, or organization whose officials, members, business, or operations are considered questionable, or for any event that could bring discredit upon the employee or the Department.
    - (1) The Special Services Section shall initiate corporation, credit history, and other background checks, as appropriate, prior to issuing a permanent permit. The Special Services Section supervisors and other designated personnel shall review the results of the corporation, credit history, and other background checks, then make the final decision as to whether or not to issue the permanent permit.
    - (2) If the applicant does not meet the criteria for the immediate issuance of a permanent permit due to limited or insufficient information, then an extended temporary permit may be issued in accordance with the above **TEMPORARY PERMIT** definition.
  - c. Applications for permits shall not be accepted via telephone.
2. The Special Services Section shall assign a sequential number prefixed by the letter P to the permanent permit when issued.
  3. The original permanent permit approval letter shall be given to the applicant. A copy of the permanent permit approval letter shall be maintained in the Special Services Section, a copy shall be forwarded to the affected section/platoon, and a copy shall be forwarded to the City of Doral Finance Department.
  4. The Special Services Section or the affected section/platoon shall notify the other element via memorandum or email immediately upon cancellation of a permanent permit.
  5. The original application and a copy of the approved permit shall be maintained by the Special Services Section in a separate file and shall be reviewed on a biennial basis by Special Services Section employees.

B. Temporary Permits:

1. Applications for temporary permits shall normally be accepted, approved, and issued by the Special Services Section. The Special Services Commander shall be notified in writing of the circumstances surrounding the services. Requests shall be directed to the Special Services Section for processing and issuance of the temporary permit.
2. The Special Services Section shall assign a sequential number prefixed by the letter T to the temporary permit when issued.



3. The Special Services Section shall maintain a record of temporary permit applications processed. Applications for temporary permits shall be submitted on the Off-Regular-Duty Police Service Permit Application.
4. Information reflected on the permit application shall be verified by the Special Services Section and forwarded to the Special Services Section Commander.
5. No temporary permit shall be approved or issued until prepayment has been received thirty (30) days in advance of the assignment. Prepayment shall be made by cash, money order, certified check, travelers check, or cashiers check only. Personal and non-certified business checks are not acceptable. Governmental entities and jobs requiring wide-load trailer types of vehicles are exempted from this rule.

C. Film Permits:

1. The City of Doral Mayor's Office shall forward all inquiries or requests for off-regular-duty service to the Doral Police Department Special Services Section. All film and entertainment industry requests for off-regular-duty service shall be issued only by the Special Services Section.
2. Any other Doral Police Department element receiving an inquiry or request for any off-regular-duty service from the film and entertainment industry shall forward it to the Special Services Section. All film and entertainment industry matters concerning off-regular-duty service shall be coordinated by the Special Services Section Commander.
3. A copy of the permit application shall be faxed immediately to the Special Services Section Off-Duty Unit for processing.
4. A film permit shall only be issued as a temporary permit. When issued, the Special Services Section shall assign a sequential number prefixed by the letter T to the temporary permit.

### **9.3.2 Off-Regular-Duty Service**

A. General Guidelines:

1. Employees and departmental elements shall comply with the following terms and conditions regarding any off-regular-duty job assignment:
  - a. Commanders are responsible for the performance of employees assigned to work temporary and permanent permits within their respective Sections. This includes, but is not limited to, assignment of sworn or non-sworn employees, supervisors, and physical resources; inspection of employees; inspection of job performance; administration of the program; and command supervision.

- b. Employees shall comply with departmental procedural directives concerning uniform standards and personal appearance.
  - c. Employees who fail to meet permit holder obligations or departmental standards may be relieved from the assignment by the affected Commander or designee. Future assignments shall be based on the circumstances of each case.
  - d. Nothing in this directive shall preclude any Commander from exercising command authority in the cancellation of permits when such action is in the best interest of the Department.
  - e. To avert potential conflicts of interest, sworn and non-sworn employees are not permitted to perform any off-regular-duty service or outside employment with a security company which entails investigative or security functions.
2. The Special Services Section is responsible for Department-wide staff oversight of the operational and administrative components of off-regular-duty employment.
3. The Special Services Section Commander shall designate a supervisor to conduct a complete inspection of the off-regular-duty service program on a biennial basis. The off-regular-duty service program inspection shall be conducted in a manner consistent with and following the same general guidelines as detailed in the Inspections Procedural Directive.
- a. The scope of the off-regular-duty service program inspection shall include the following departmental elements and components:
    - (1) All operational and administrative off-regular-duty service program components located in the Special Services Section.
    - (2) All operational, administrative, and oversight of the off-regular-duty service program components located in the Special Services Section.
  - b. The off-regular-duty service program inspection shall be a separate and distinct inspection, not associated with or performed as part of any other inspection of the above referenced elements conducted pursuant to Inspections. Any inspection of the above referenced elements pursuant to Inspections, that may include the inspection of some of the same above referenced components, shall not be used as a substitute or eliminate the need for a complete inspection of all components of the off-regular-duty service program during the biennial off-regular-duty service program inspection.
  - c. The off-regular-duty service program inspection areas shall include, but not be limited to, all of the following areas as defined in Inspections (as appropriate and relevant to the off-regular-duty service program):

- (1) Administration.
  - (2) Files and Systems.
  - (3) Personnel.
  - (4) Operations.
  - (5) Fiscal Audit.
- d. The off-regular-duty service program inspection shall also perform a review and analysis of the off-regular-duty service program overall process that includes:
- (1) An examination of the coordination, relationship, communication, interaction, cooperation, and consistency between the above referenced departmental elements involved in the off-regular-duty service program.
  - (2) An examination of the coordination, relationship, communication, interaction, cooperation, and consistency between the Doral Police Department and all outside City of Doral Departments and offices (such as the Finance Department and the Mayor's Office) that are associated with the off-regular-duty service program through memorandums of understanding or other agreements.
4. Promotion criteria: Employees who are promoted may retain permanent off-regular-duty assignments pending readvertising and redistribution of jobs at the second scheduled shift change of Police Services each calendar year. Payment shall be at the employee's rate prior to promotion.
5. Involuntary transfer criteria: Employees who are transferred out of their original unit involuntarily may retain the permanent off-regular-duty assignment for a period of one year from the date of transfer, at which time, the job reverts to the Special Services Section for reassignment.
6. Voluntary transfer criteria: Employees who transfer out of their original unit voluntarily may retain permanent off-regular-duty assignments pending readvertising and redistribution of jobs at the second scheduled shift change of Police Services each calendar year.
7. Both off-regular-duty service and voluntary/non-obligatory overtime jobs, or a combination of both, are limited to a maximum of 64 actual hours worked per payroll period. An employee shall be off-duty (not performing any law enforcement job function) for at least eight (8) hours in any twenty-four (24) hour period during any regular work day. Voluntary/non-obligatory overtime includes, but is not limited to, preplanned assignments such as: major special events, special enforcement details, or recurring City of Doral funded jobs. This limit may be exceeded only under the following circumstances:
- a. Employees suffering from an emergency financial hardship may request to exceed the maximum by up to sixteen additional hours per payroll period, by submitting an action memorandum to their Commander. The memorandum must specifically outline the circumstances causing

the hardship, other action being taken to alleviate the problem, and the duration of the request.

- (1) The employee's Commander shall thoroughly investigate the merits of the hardship request and determine if an alternative solution exists. The Commander shall then forward a memorandum documenting his decision, along with the employee's action memorandum, to the Chief of Police.
  - (2) Granted hardship requests to exceed the maximum shall be limited to 90 days within a one-year period, effective the date of approval.
- b. Off-regular-duty service performed while in an authorized leave status, excluding court time, shift extension, sick or disability leave, is limited to a maximum of 64 actual hours worked per payroll period. Exceptions may be requested as outlined in paragraph a, above. An additional eight hours, not to exceed 72 actual hours, may be worked per payroll period.
  - c. If there are no alternative employees to fill a short-notice vacancy, Platoon Lieutenants may temporarily substitute an employee who shall exceed the 64-hour maximum. Lieutenants must judge the risks of overextending the employee against leaving the job unfilled. The Lieutenant must document the exceptional assignment in a memorandum to the Special Services Commander.
  - d. In unusual circumstances, it may be in the best interests of the Department to honor an employee's request to exceed the maximum overtime and off-regular-duty service limit. The employee shall seek approval via an action memorandum to the Special Services Commander. As in paragraph c. above, the Commander must document the exceptional assignment in a memorandum to the Chief of Police.
  - e. A supervisor of an employee permitted to exceed the 64-hour maximum shall monitor the employee for the period of extended activity to ensure that the employee functions capably.
8. The Service Delivery Ticket for off-regular-duty service shall be prepared by the employee who fulfills the assignment and forwarded to the designated Off-Duty Coordinator who shall review, log, and submit each ticket to the Payroll Clerk within 72 hours of completion of job.
    - a. Computer printouts, prepared by the Special Services Section, showing Service Delivery Ticket information shall be sent directly to each employee's unit of assignment on a biweekly basis to provide a historical record of transactions.
    - b. The Special Services Section shall prepare an automated daily Off-Regular-Duty Service Detail in lieu of the Service Delivery Ticket for

major special events, including temporary and permanent permits, where police service has been provided. A copy of the Off-Regular-Duty Service Detail shall be forwarded to each affected departmental element whose employees performed off-regular-duty service. A copy shall also be submitted to the Payroll Clerk within 72 hours of completion of job.

- c. Employers with permanent permits shall be invoiced monthly by the City of Doral Finance Department.
9. The names of all employees fulfilling off-regular-duty assignments shall be kept in an Off-Regular-Duty Service Log at the Administrative Office and updated daily, or as changes occur. The log may be kept in an automated file with hard copy retrieval capabilities.
  10. The following actions or conditions shall preclude employees from performing off-regular-duty service:
    - a. Employees who are relieved from duty pending an investigation or administrative action, or who do not possess law enforcement powers.
    - b. Employees who are suspended.
    - c. Employees who are placed on medical disability or who are determined medically to be unable to perform their normal duty assignments.
    - d. Police officers who have not completed the Field Training and Evaluation Program.
    - e. Employees whose last performance evaluation was Unsatisfactory or Needs Improvement and whose monthly interim performance evaluations do not denote significant improvement.
  11. Employees shall not accept off-regular-duty assignments until a permit has been issued.
  12. Police Reserve Officers shall not be assigned off-regular-duty jobs except under emergency circumstances. Police Reserve Officers may be used to augment assigned on- or off-duty police officers where circumstances require.
  13. Employees shall not accept off-regular-duty assignments to positions subordinate to their on-duty rank or classification unless no employee of the requested rank or classification within the affected district accepts the assignment.
  14. Seniority criteria: Employee seniority shall be determined in accordance with current departmental procedures.
  15. Assignment of supervisors:

- a. When five to ten police officers (a squad) are required for an off-regular-duty law enforcement service activity, one police sergeant shall be employed from the appropriate supervisory list.
  - b. When three or more squads are required, one police lieutenant shall be employed in addition to the required sergeants.
  - c. Upon approval of a Section Commander or higher authority, the above ratio of police officers, sergeants, or lieutenants may be altered based on the circumstances of the activity.
16. Employees performing off-regular-duty service shall prepare a Daily Activity Report for each temporary or permanent job assignment conducted, excluding large-scale supervised operations and City Sponsored Functions. The following guidelines are established for preparing and processing reports:
- a. Employees shall document all activities occurring during each job assignment on a Daily Activity Report.
  - b. Completed reports shall be attached to the authorizing Service Delivery Ticket and submitted to the designated shift sergeant. The shift sergeant shall review the Daily Activity Report and ensure activities reported and actions taken are in compliance with stated departmental policy. The original copy of the activity report shall be retained in the affected shift that originates the job assignment.
  - c. If the employee is not assigned to the affected shift where the job assignment is performed, machine copies of the Daily Activity Report and Service Delivery Ticket shall be forwarded to the employee's unit of assignment by the designated administrative assistant.
17. The Chief of Police reserves the exclusive right to authorize, on an interim basis, off-regular-duty job assignments to individual units and employees in order to meet individual circumstances that serve the best interests of the Department.

B. Permanent Off-Regular-Duty Guidelines:

Criteria for assigning permanent off-regular-duty service shall be as follows:

- I. The Special Services Section shall establish, in priority order, two permanent off-regular-duty assignment rotation lists. Assignments shall be selected according to employees' seniority on the two lists. For list purposes, the location of assignment of detached employees is the location the employee is attached to, not detached from.
  - a. List number 1: Nonsupervisory employees of the Doral Police Department (includes all employees below the rank of sergeant).

- b. List number 2: Supervisory employees of the Doral Police Department (includes all employees of the rank of sergeant and above, in ascending order of sergeants and lieutenants).
2. Employees become eligible for assignment through seniority from the two rotational lists, in priority order, as long as the 64-hour work limit per payroll period is not exceeded. If seniority is the same, the employee working the least number of work hours of permanent off-regular-duty per payroll period is chosen. As an employee declines a permanent job, the individual drops to the bottom of the list and the next employee advances to the top of the list. Should an employee feel that his placement to the bottom of the list is inappropriate, he may appeal his placement to the Special Services Commander. This procedure is repeated until every individual on the list either accepts or declines a job assignment before becoming eligible to be considered a second time. List number 1 must be exhausted before list number 2 may be utilized. Assignments shall be redistributed using list number 1 as the base document at the second shift change of Police Services each calendar year.
3. List number 2 is established primarily for supervisory employees who desire to work off-regular-duty assignments, which are not consistent with their higher classification; or, if job circumstances dictate, supervisory assignments.
4. Names shall be placed on the appropriate list only at the written request of the employee. The lists may be subdivided by shift, i.e., days, afternoons, midnights, and by day of week to coordinate assignments.
5. Permanent jobs that are not being worked on a regular basis by the assigned employee shall be assigned using guidelines enumerated above. The employee shall be notified by the designated Off-Duty Coordinator when records reflect that the job is not being worked by the assigned employee.
6. Employees temporarily unable to perform a permanent off-regular-duty job shall contact the designated Off-Duty Coordinator for a substitute. The Off-Duty Coordinator shall utilize the rotation lists established for temporary off-regular-duty service. In the event an employee cannot contact the Off-Duty Coordinator for a replacement, the employee shall obtain a substitute and advise the Off-Duty Coordinator within 48 hours. Extended injuries or illness may not necessitate reassignment of a permanent job.
7. Departmental units shall track employees applying for and working multiple permanent off-regular-duty jobs in other than their assigned districts by use of the Request for Out of Bureau/District Off-Regular-Duty Employment Memorandum. This memorandum shall be sent to the applying employee's unit of assignment prior to assignment to a permanent off-regular-duty detail. This shall permit the Off-Duty Coordinator and/or Special Services Commander to control the maximum number of hours worked by the employee.
8. Employees applying for major event types of off-regular-duty jobs coordinated by the Special Services Section shall be tracked by use of the Major Event

Reporting Memorandum, which shall be sent to the applying employee's unit of assignment.

C. Temporary Off-Regular-Duty Guidelines:

Criteria for assigning employees to temporary off-regular-duty service shall be the same as for permanent permit jobs.

1. Procedure: The Special Services Section shall maintain an off-regular-duty bulletin board which is accessible to all sworn employees in the Department. When feasible, the temporary job announcement shall be posted so that employees from every shift are afforded an opportunity to sign up for the job. The sign-up sheet shall contain relative information on the permittee, permit number, date, time, address, number of employees, type of event, and any other pertinent information. The sign-up sheet shall provide enough space to allow for interested employees to sign up for a job. A cutoff date shall be listed depicting the deadline.

Sworn employees interested in working the posted job shall place their name on the sign-up sheet. The Off-Duty Coordinator shall select employees from this list in accordance with the two rotation lists. Employees selected, as well as those not selected, shall be notified by the Off-Duty Coordinator. Employees not selected shall be rotated to the top of the rotation list.

Employees, who plan to be on authorized leave and wish to be considered for off-regular-duty employment during that time, must leave notice with the Off-Duty Coordinator. The Off-Duty coordinator shall attempt to contact them during their absence to apprise them of available, upcoming jobs and to place their name on the sign-up sheet.

2. Employees not performing assignments in a satisfactory manner may be removed from the appropriate rotational list. Future assignments shall be based on the circumstances of each case.
3. Employees who have permanent off-regular-duty assignments shall not be eligible for temporary off-regular-duty assignments until employees without permanent off-regular-duty assignments have been utilized.
4. Large-scale operations involving temporary off-regular-duty service (CA Golf Championship at Doral, other major cultural or sporting events) shall have a liaison supervisor designated from the affected element. These functions do not require assignment from the established rotational lists; however, the 64-hour work limit during a payroll period applies.
5. Should the Department not be able to fill an approved temporary permit, the concerned element shall notify the permit holder at least one hour prior to the scheduled job assignment.

D. Major Special Events:



The Special Services Section has primary responsibility for planning, managing, and coordinating all departmental activities involving off-regular-duty service at the Doral Golf Resort and Spa, and other major cultural or sporting events.

1. Major special events shall require the assignment of a liaison supervisor, designated from the affected element, to work with the Special Services Section staff.
2. Major special events shall be staffed in accordance with the following rotation lists:
  - a. List number 1: All police officers, by seniority, Department-wide.
  - b. List number 2: All sergeants, by seniority, Department-wide.
  - c. List number 3: All lieutenants, by seniority, Department-wide.

All hardship cases approved by the Chief of Police shall be included in list number 1 by seniority and classification.

If the above lists do not satisfy staffing needs, supervisors who wish to work assignments not consistent with their classification shall be assigned to work in accordance with the list numbers 1 and 2 above.

E. Contractual Service Charges:

1. The Doral Police Department shall adopt Miami-Dade County's AO 7-15, which establishes rates to be charged permit holders for assignment of employees and use of vehicles. The rates shall be adjusted once every two fiscal years to keep pace with the National Consumer Price Index rate of inflation. Adjustments shall be rounded to the nearest dollar. The Special Services Section shall compile and distribute a current rate schedule. The rate should include the sum of three charges (employee rate of pay, social security and retirement benefits, and surcharge) rounded to the nearest quarter dollar, and charged for each hour or fraction thereof for the service provided. The minimum charge for any permit shall be the amount applicable for three hours of service at the appropriate rate.
  - a. Compensation for off-regular-duty service shall be charged at the level of the duty performed by the employee, e.g., sergeants and lieutenants working off-regular-duty assignments normally worked by police officers (no supervisory duties) shall be compensated at the police officer rate.
  - b. In addition to the basic charges authorized by Miami-Dade County AO 7-15, a greater amount may be charged for each authorized vehicle used to fulfill a permit assignment if the use exceeds eight hours, or for specialized vehicles, e.g., motorcycle, as determined by the issuing authority to be reasonably consistent with experienced operating costs. Current equipment cost for off-regular-duty police services are:

- (1) Marked Police Vehicle.....\$4.00 per hour or .53 cents per mile, whichever is greater.
  - (2) Canine.....\$8.00 per dog per day (Police vehicle charged separately).
  - (3) Motorcycle.....\$4.00 per hour or .53 cents per mile, whichever is greater.
  - (4) All Terrain Vehicle .....\$2.00 per hour (flat rate).
2. Assignments extending beyond the three-hour minimum or contracted period are charged normal off-regular-duty rates for each additional quarter-hour increment or part thereof.
  3. Hourly charges for permit assignments shall be made from the starting place and time specified by the permit holder to the ending time and place of assignment. Travel time to and from shall not be included. The geographical points at which a permit assignment shall commence and terminate shall be established at the time of request. The permit holder shall be assessed the three-hour-minimum rate for each employee for canceled or postponed assignments unless the assigning element is notified a minimum of two hours prior to the specified starting time. Permits requiring more than ten employees require an additional 15 minutes per additional employee over ten for cancellation notification.
  4. A permit holder may cancel the permit at any time. However, he/she shall be required to pay a reasonable compensation for all expenses incurred to provide service authorized by the permit. The amount of reasonable compensation shall be agreed upon by the issuing authority and the applicant at the time the permit is issued.
  5. The Special Services Commander, the affected employee, and the permanent permit holder may agree to a lesser rate with prior approval by the Chief of Police, provided that such rate is not more than \$1.50 per hour lower than the employee's authorized regular hourly rate of pay for off-regular-duty service. In such cases, the employee's base rate of pay, prevailing fringe benefit rates, and an administrative surcharge shall be charged on the reduced rate.
    - a. An employee who elects the negotiated option and agrees to provide service for a lesser rate shall prepare a Negotiated Rate for Special Off-Regular-Duty Service Memorandum prior to performing service.
    - b. Salary rates may not be negotiated for functions issued a temporary permit.
  6. An officer performing off-regular-duty service who takes police action falling within the purview, or on the premises, of the permit shall not revert to an on-duty status. The officer shall remain in an off-regular-duty service status for the duration of time it takes to complete the processing of such action. Any time beyond that originally contracted for, which is used to complete the processing of the police action, shall be paid for by the permit holder.

- a. The following situations are examples where off-regular-duty charges may result beyond contracted service periods:
    - (1) An employee performing off-regular-duty service who is injured in the line-of-duty and requires treatment at a medical facility shall remain in the off-regular-duty status until such time as he arrives at the medical facility.
    - (2) An employee required to personally deliver seized property to the Property and Evidence Bureau shall be considered in off-regular-duty service until the property is received by the Bureau.
    - (3) An employee required to expeditiously inform or respond to questions from supervisors about an off-regular-duty action, during or immediately following the duty period, shall be considered in off-regular-duty service until such time as supervisors adequately understand the circumstances so as to perform follow-up actions or make further reporting.
  - b. If the permit holder questions the requirement to pay for additional time, the Special Services Commander shall explain the reason for the additional expense. If the Special Services Commander is unable to settle the matter, it should be referred to the Chief of Police. The Chief of Police shall attempt to resolve the situation with the permit holder or move to cancel the permit for off-regular-duty service.
  - c. If an operational unit is required to expend operating budget funds to supplement the off-regular-duty payroll, the concerned element shall notify the Special Services Section. The Special Services Section shall attempt to resolve the matter with the permit holder or move to cancel the permit for off-regular-duty service.
7. An officer taking police action outside the purview of the permit, or off the permit holder's premises, shall revert to an on-duty status.
8. Employees may volunteer to participate (as a law enforcement officer or where they may be identified as a law enforcement officer) only in charitable or nonprofit activities in which they do not receive compensation. The following terms and conditions must be complied with:
- a. Submit an action memorandum to the Chief of Police and obtain approval prior to participation. The request concerning participation must be for an approved, nonprofit, charitable activity sponsored on behalf of a charitable organization, the organization must be registered pursuant to the Solicitation of Charitable Funds Act, Chapter 496, Florida Statutes. Activities shall not involve direct solicitation of funds.
  - b. Activities of this nature shall not constitute off-regular-duty law enforcement service as defined by this policy; however, the total cumulative time spent on volunteer service and outside employment may not exceed 20 hours per week.

9. Employees fulfilling off-regular-duty assignments shall be compensated on the regular payroll and shall not accept any compensation from the permit holder.
10. There are instances when an employee might be summoned to court or receives a rush subpoena to appear in court after an off-regular-duty assignment has commenced or has been scheduled. In these situations, the employee should notify the permit holder and the Off-Duty Coordinator or the Special Services Section in advance.
  - a. If appropriate, the off-regular-duty assignment should be reassigned if possible by the Off-Duty Coordinator or the Special Services Section.
  - b. An employee who has to leave an off-regular-duty assignment to attend court must deduct the travel time to and from court, as well as the amount of time spent in court from the total number of hours scheduled by the permit holder. This number should only reflect the time spent away from the permit holder's premises and not the amount of hours that an employee shall be paid for the court appearance based on the prevailing union agreements. The reduced number of hours should be reflected on the Service Delivery Ticket and the Daily Activity Report, which should accurately reflect the employee's activities for the day.
11. When payments are more than 30 days in arrears, the City of Doral Finance Department Director shall review the account and propose suspension of the permit to the Special Services Section Commander. If the permit is suspended, the Special Services Section Commander shall notify the Finance Department Director and the Chief of Police. Further off-regular-duty service shall be withheld pending settlement of the account.

### **9.3.3 Outside Employment**

#### **A. General:**

The nature of the law enforcement task requires employees to have the ability to work irregular duty schedules, which are subject to change. Additionally, it is necessary that an employee be alert during a tour of duty. For these reasons, certain occupations conflict with an employee's primary responsibility to the Department. Therefore, the Department may impose conditions on, or prohibit, outside employment.

#### **B. Submission Requirements:**

All departmental employees, both full and part-time engaged in any outside employment (regardless of receipt of compensation or other consideration), either self-employed or for any person, firm, corporation, or entity other than City of Doral, shall request approval prior to commencing outside employment by completing an Outside Employment Request form in triplicate. Employees shall submit the form for each business venture in which engaged.

1. The request shall be forwarded for approval through the chain-of-command to the Chief of Police.
2. Upon receipt and preliminary review of the request by the Chief of Police, the form shall be sent to the Investigative Services Unit, for a corporation check. A corporation check is not required for self-employed individuals who are not licensed or do not have a corporate name. Likewise, a corporation check is not required when individuals work for large established organizations such as the Metropolitan Life Insurance Company, JCPenney, or Amway.
3. The Investigative Services Unit shall forward results of the corporation check, the form, and corporation information, through the chain-of-command to the Chief of Police for final approval.
4. Upon final approval, the form shall be distributed as follows: original to the unit of assignment for inclusion in the employee's personnel file; a copy to the Special Services Section; and a copy to the employee.
5. Requests shall not be considered, nor approved, should the nature of the position be considered detrimental to the best interests of the Department; e.g., collector, private detective, security guard, or any questionable business activity.

C. Terms and Conditions:

In addition to the stipulations that the employee must certify to on the Outside Employment Request form, employees shall comply with the following terms and conditions regarding any outside employment request:

1. Outside employment is granted entirely at the discretion of the approving authority. Any off-duty employment which has the potential to interfere with the departmental mission, or relates to an employee's current duty in a manner which presents conflict, shall be denied. Too great a potential exists for a conflict of interest which could be detrimental to either the Department or the employee's professional reputation.

Examples of such conflicts are: a Doral Police Department Traffic Homicide investigator requesting outside employment in an area relating to vehicle traffic crashes; a Doral Police Detective requesting outside employment relating to the service or execution of judicial process. Furthermore:

- a. Employees shall not function as a security guard, investigator, collector, or reposessor, and shall not employ or supervise any persons who function in those capacities. Additionally, employees shall not dispense alcoholic beverages (with the exception of beer or wine, to be consumed off the premises), as stated in Florida Statutes, Section 561.25.
- b. Employees shall not accept or engage in any employment or assignment, either individually or in connection with any other person or entity,

regarding any activity, project, or employment being conducted for, or on behalf of, the City of Doral.

- c. Outside employment which obviously is neither in appearance nor fact a conflict of interest may be considered for approval. Examples are: an Administrative Assistant requesting outside employment performing data entry duties not related to police activities and being performed at the employer's location; a Doral Police Department employee with the appropriate credentials providing a course of instruction at an accredited institution of learning. Requests of this nature shall be considered on an individual basis.
2. Outside employment shall be denied if facts establish that there is a conflicting relationship between the employee's current duties and the requested off-duty employment. Where the relationship between the current duties and requested outside employment is casual and/or incidental, and there is no association which presents conflict, the request shall be considered for approval.
3. During review of the outside employment request for approval, or any time after approval has been granted, outside employment may be denied or rescinded if newly discovered or additional circumstances reveal that a conflict exists or there is a potential for such conflict between the employee's regular duties and the outside employment.
4. Employees shall not engage in outside employment until the Chief of Police grants final approval.
5. Approved outside employment is granted with the explicit understanding by the employee and the employer that the employee is subject to recall to service.
6. Employees are responsible to have on file, in their primary office or unit of assignment, the employer's address and telephone number, or other means of contact.
7. Employees shall not represent themselves as a member of the Doral Police Department, perform outside employment while in an on-duty status, or use any departmental credentials, facilities, equipment, or informational systems; e.g., telephones, computers, copy or facsimile machines, or vehicles for outside employment.
8. Employees shall comply with and maintain all required insurance, licenses, and registrations, and abide by all laws and rules mandated by the State of Florida, Miami-Dade County, and the City of Doral.
9. Outside employment shall be limited to a maximum of 20-hours per payroll week. Supervisors may require employees to recertify information provided on their Outside Employment Request forms if there is concern about scheduling within the bounds of the 20-hour maximum.

D. Resubmission Requirements:

Outside Employment Request forms shall be resubmitted under the following conditions:

1. At the request of the Chief of Police or concerned Section Commander.
2. Whenever there is a change in the concerned employee's unit of assignment or work schedule. A copy of the previously approved form shall be attached to the updated form.
3. Annually for employment involving news media activities.
4. Whenever there is a change in employer, type of work being performed, or location of employment.
5. Whenever the approved outside employment is no longer performed. Submit a brief explanatory memorandum and a copy of the previously approved employment request form to the approving authority.

#### **9.3.4 Financial Disclosure**

##### **A. Requirements for Reporting Outside Employment:**

1. Full-time departmental employees engaged in any outside employment (regardless of receipt of compensation or other consideration), either self-employed or for any person, firm, corporation, or entity other than the City of Doral, shall file under oath, an Outside Employment Statement for Full-Time Municipal Employees, together with the approved Outside Employment Request Form, and if applicable, such other financial disclosure statements (tax return, Financial or Source of Income Statements, or State forms) as appropriate.
2. Completed forms shall be routed to the Special Services Commander through the chain-of-command, no later than the June due date determined by the Human Resources Department to allow appropriate distribution and filing by July 1 of each year with the City of Doral, City Clerk's Office.
3. Off-regular-duty law enforcement service does not require filing of the Outside Employment Statement.

##### **B. Financial Disclosure Reporting:**

1. Departmental employees with the rank of Commander and above shall file one of the following regardless of source of income:
  - a. A copy of that person's current federal income tax return.
  - b. Financial Statement.
  - c. Source of Income Statement.

- d. Forms utilized by the State of Florida.
2. Additionally, Commanders and above who perform outside employment must file both a disclosure form and the Outside Employment Statement for Full-Time Municipal Employees.
  3. Processing Requirements: Completed forms shall be routed by the June due date determined by Human Resources to the Special Services Commander who shall:
    - a. Review each form for completeness and adherence to City of Doral and departmental guidelines.
    - b. Forward completed forms to the Human Resources Director who shall:
      - (1) File required forms or tax returns with the City Clerk's Office.
      - (2) Forward, by transmittal memorandum, a copy of required forms or tax returns to the City Manager's Office.
      - (3) Forward a copy of required forms or tax returns to the unit of assignment for retention in the employee's personnel file.
  4. Within five working days of the filing date, the Special Services Commander shall notify the Chief of Police, via memorandum, of the following:
    - a. That financial disclosure requirements have been met.
    - b. Number of employees filing.
    - c. Confirmation that employees performing approved outside employment have filed appropriate employment and disclosure statements.





**CITY OF DORAL POLICE DEPARTMENT  
SPECIAL SERVICES SECTION  
8300 N.W. 53<sup>RD</sup> STREET, SUITE 101  
DORAL, FLORIDA 33166**

**OFF-REGULAR-DUTY POLICE SERVICE PERMIT APPLICATION**

**Temporary**

**Permanent**

The DORAL POLICE DEPARTMENT is NOT obligated to provide Off-Regular-Duty Police Service. A permit will not be issued to any person, firm or organization, whose officers, members, business, or operations are questionable or for any event that will discredit the employee or Department.

It is understood that, notwithstanding the fact that the permit holder will reimburse City of Doral for the services rendered, the police personnel remain employees of the Doral Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over the police personnel.

It is further understood by all parties that a police officer performing off-regular-duty service, who takes police action falling within the purview, or on the permit holder's premises, shall remain in an off-regular-duty service status for the duration of time it takes to complete the processing of such action. Any time beyond that originally contracted for which is used to complete the processing of the police action shall be paid for by the permit holder. However, an officer taking police action outside the purview of the permit, or off the permit holder's premises, will revert to an on-duty status.

All compensation due for permanent permits will be paid in check or money order form, payable to the City of Doral and forwarded to the City of Doral Finance Department, 8300 N.W. 53<sup>rd</sup> Street, Suite 100, Doral, FL 33166. Payment is due upon receipt of Off-Regular-Duty Police Services invoice. Accounts (30) days in arrears will be subject to finance charges at the maximum legal rate.

Compensation for temporary permits must be paid upon request of service. Payments must be by cash, certified check, money order, traveler's check, or cashier's check, made payable to the City of Doral.

Any compensation over and above the rate established by ordinance is prohibited.

DATE: \_\_\_\_\_ FEDERAL TAX ID NO.: \_\_\_\_\_

**APPLICANT/BUSINESS NAME:** \_\_\_\_\_  
(Business or Organization)

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

OTHER PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**NAME OF AUTHORIZED AGENT REQUESTING PERMIT:**

\_\_\_\_\_  
(First) (Middle) (Last)

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ RACE: \_\_\_\_\_ Sex: \_\_\_\_\_  
(MO. - DAY - YR.)

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is requesting to engage the services of Off-Regular-Duty Police Personnel of the City of Doral Police Department, for police services that are in addition to those provided generally to the public.

PERIOD OF SERVICES: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

HOURS TO BE WORKED (3-hour minimum): \_\_\_\_\_ Hrs. From \_\_\_\_\_ to \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_

SPECIFIC LOCATION OF POLICE SERVICE: \_\_\_\_\_

SPECIFIC SERVICE TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

Other Equipment Requested: No \_\_\_\_\_ Yes \_\_\_\_\_

Motorcycle       Marked Police Vehicle       Canine       All Terrain Vehicle

Additional Concerns: \_\_\_\_\_

Number of Police Personnel Required: Supervisor \_\_\_\_\_ Officers \_\_\_\_\_ Motorcycle Officers \_\_\_\_\_

Additional Permits (If Required): STATE NO. \_\_\_\_\_ COUNTY NO. \_\_\_\_\_

A permit holder may relinquish his/her permit at any time. However, in the event of such relinquishing, the permit holder shall be required to pay a reasonable compensation for all expenses incurred to provide the services authorized by the permit. The permit holder will be assessed a 3-hour minimum rate for each hiree.

A credit check will be conducted to establish if the applicant's credit history meets the Department's requirements.

THIS PERMIT MAY BE CANCELED BY THE CHIEF OF POLICE OF THE DORAL POLICE DEPARTMENT, OR HIS AGENT, AT ANY TIME WITH OR WITHOUT CAUSE. THE PERMANENT PERMIT WILL BE REVIEWED ANNUALLY.

I HAVE READ AND UNDERSTAND THE PROVISIONS OF THE APPLICATION AND WILL ACT IN FULL COMPLIANCE WITH SAME.

\_\_\_\_\_  
Signature of Permit Holder/Agent

\_\_\_\_\_  
Occupation – Name of Business

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Business Telephone Number

AFTER INVESTIGATING THIS REQUEST, IT IS RESPECTFULLY RECOMMENDED THAT THIS APPLICANT BE:

**APPROVED**

**DATE**

**DISAPPROVED**

\_\_\_\_\_

PERMIT NO.: \_\_\_\_\_ VALID WHEN ISSUED

ORIGINATOR: \_\_\_\_\_