

<b>POLICY 130.0</b>	<b>EVENTS - MANDATORY STAFFING (OVERTIME)</b>	
	<b>REVISED: 03/02, 09/11</b>	<b>RELATED POLICIES: 312</b>
	<b>CFA STANDARDS: 21.01</b>	<b>REVIEWED: 03/02, 05/10, 09/11</b>

**A. PURPOSE**

The purpose of this policy is to establish a procedure for the scheduling of employees to work at large-scale City sponsored or approved events that cannot be adequately staffed with employees who volunteer to work an event, or in situations where unforeseen natural or man-made disaster occur.

**B. POLICY**

It is the policy of the Fort Lauderdale Police Department to provide adequate staffing to ensure the safety and welfare of the public during special events and/or man-made or natural disasters.

**C. TERMS**

1. Large-scale events may include, but are not limited to:
  - a. City sponsored/approved events where large crowds are anticipated
  - b. City sponsored/approved parades
  - c. City sponsored/approved fund raising events
2. Natural or man-made disasters may include, but are not limited to:
  - a. Large-scale explosions
  - b. Aircraft accidents
  - c. Train accidents
  - d. Chemical spills/leaks
  - e. Acts of terrorism
3. This policy does not replace or supersede any part of Policy 303.2, “Hurricane Plan.”
4. When utilized in this policy to describe an employee’s day or days off, the term “usual” will mean those days off that are normally assigned to the employee throughout the year.

## **D. PROCEDURE**

1. Should the event requiring the scheduling of personnel be one for which the Department has advance notice, the following procedure will be followed:
  - a. A list for employees who wish to volunteer in advance to work the event will be established, posted and advertised. The list will include a cut-off date for advanced sign-ups. The list will be posted as soon as possible, after all logistics and staffing issues have been determined for the event.
  - b. Should openings remain after the cut-off date, available personnel from throughout the Department that are to be on-duty at the time of the event, may be utilized to fill vacant positions. This process will only be used when deemed appropriate by the Chief of Police or the Assistant Chief of the bureau to which the employee is assigned. However, no patrol district or other Departmental unit will be allowed to operate with fewer employees than deemed necessary by the Assistant Chief of that bureau.
  - c. Should openings still remain after available on-duty personnel have been assigned, a list of sworn employees and Police Service Aids will be compiled. It will include personnel from all Department Bureaus, Divisions and Units. The list will be in order of reverse seniority and will include each employee's usual days off.
  - d. Employees will be scheduled to work the event in order of reverse seniority, based upon their usual days off. Employees scheduled for a usual day off the day of the event will be utilized before those scheduled to work a normal shift that day.
  - e. Once the list of employees that are off the day of the event is exhausted, employees who are scheduled to work the day of the event will then be scheduled to work additional hours at the event (beyond their normal shift), in order of reverse seniority.
  - f. Should an event requiring overtime fall on two or more consecutive days an employee shall only be scheduled to work one of those days, unless the entire event staffing procedure has been completed and there are still positions that require staffing. In that case, the procedure outlined in D, 1, a-e shall begin again until all positions are filled.
  - g. The event staffing procedure may only be utilized to fill open slots. Those employees scheduled to work cannot "bump" a volunteer from a position for which that volunteer has signed up.
  - h. Employees scheduled for duty may be notified either in person or via telephone conversation by the scheduling supervisor for the event. E-mails, messages on answering machines or Department letters will also be considered appropriate notification.

- i. The schedule for these types of events will be posted as soon as it is completed with all applicable information. However, should there be any unforeseen changes to the event (e.g., parade route length is increased, an unexpected security risk arises, etc.), employees may be required to fill any additional positions that are identified during that four week period. In such a case, the event staffing procedure will resume from the point at which it was originally stopped.
  - j. Employee leave time may be canceled or restricted, as departmental needs dictate to ensure adequate staffing of events.
2. In the event of an occurrence for which there is no advance notice, such as an unforeseen natural or man-made disaster, all employees shall be considered eligible for immediate return to duty. The number of employees ordered in to work will be determined by the incident commander and based upon the severity of the situation. Because an emergency will normally be declared in the event of this type of incident, and because time will be of the essence, which employees are ordered back to work will be at the discretion of the incident commander (or his designee).
3. The Police Department recognizes that, on occasion, an employee in a special assignment may have his or her usual days off changed to a set of temporary days off, due to an ongoing investigation. Should this be the case, and mandatory event staffing becomes necessary, that employee may be considered for overtime on his or her temporary days off (instead of their usual days off). In such a scenario, the decision as to which set of days off will be considered, will lie with the Assistant Chief of the Bureau of the affected employee.
4. The Chief of Police may exempt an employee from mandatory staffing with the written recommendation of an assistant chief only if it is demonstrated that a mandatory staffing assignment would significantly inhibit an essential Department function or would present an unreasonable financial or logistical burden on the department and its mission. Exemptions will be limited to those instances in which department members are out of town on official business, previously committed to criminal or civil court appearances or whose job is such that the assignment would compromise the officer's safety or inhibit a Department function.