



**TEXAS SOUTHERN UNIVERSITY  
DEPARTMENT OF PUBLIC SAFETY**



## STANDARD OPERATING PROCEDURE

<b>SUBJECT</b> Special Events / Overtime		<b>NO. OF PAGES:</b> 4
<b>REFERENCE:</b> Standard Operating Procedure	<b>EFFECTIVE DATE:</b> Jan. 1, 2009	<b>REVIEW DATE:</b> AS NEEDED
General Order 013	<b>SPECIAL INSTRUCTIONS/SUPERSEDES:</b> N/A	<b>ISSUING AUTH.:</b> CHIEF OF POLICE

### **PROCEDURE:**

Each member of the Department of Public Safety may be required to work Special Event duty as needed. Special Event duty will be hours worked other than normally scheduled hours, and will be compensated in accordance with established federal, state and University guidelines.

Employees scheduled for special events will be as noted in Section A below.

The Department's Special Event Division has developed a Special Events manual that articulates the process of special event request, assignment procedures, and billing procedures.

#### **A. Compensation**

Employees scheduled for special events will be compensated for a minimum of four hours for an event except:

- 1 – When a group fails to show for their event, the officer will be compensated for two hours.
- 2 – When a group show, but cancels the event due to unforeseen events, the officer will be compensated for two hours.

Note: Should a sponsoring group not show up for the scheduled special event, assigned person(s) will wait at least 30 minutes at the event site before requesting release by a supervisor.

#### **B. Assignment Procedure**

The Department of Public Safety Special Events Co-coordinator will maintain a special event roster, which reflects all special event assignments, performed by the Department personnel.

The Department's Special Events Co-coordinator shall attempt not to schedule employees to work both of their days off except during periods where several special events are scheduled, such as registration, special exhibits where several employees are required, or in emergency situations.

The Department's Special Events Co-coordinator will post a Special Event Sign Up sheet for all special events. The sign-up sheet will be posted as soon as the information is received from the Office of Special Events. The sign-up sheet will be posted for one week (7 calendar days), if received by the Office of Special Events in a timely manor. After this time, the sign-up sheet will be pulled and the event posted using those individuals who have signed the sheet, with any vacant slots being assigned by the Department's Special Events Co-radiator.

Additionally, the Department's Special Events Co-coordinator will perform the following actions:

Prepare a weekly Special Event Report to the Director of Public Safety every Monday.

Should violations of policy continue to accrue from an officer, the Department's Special Events Co-coordinator will initiate disciplinary action.

Employees will check the Special Event Board each working day.

Each employee shall be responsible for reporting for special event duty as scheduled. Officers assigned to a special event must arrive at their assignment at the beginning time posted on the Upcoming Special Event Form. All employees will call in/out via radio when going to and from their special event duty assignment. Employees will also indicate OD (off duty) at the completion of their event.

Incidents where an event has been cancelled, the dispatcher will make an entry into the Communications Log. Personnel working dispatch will notify the Department's Special Events Co-coordinator.

Employees may not leave their assigned duty post or go off-duty from their special event duty assignment until advised by the special event supervisor. If no special event supervisor is assigned, the on duty shift supervisor is responsible for approving the employee's release from the special event duty assignment. The Event supervisor or the shift supervisor is responsible for insuring that all assigned special event posts are clear before releasing employees from special event duty.

Supervisory personnel and special event commanders will insure that all personnel perform special event duties as indicated on the Special Events Security Plan. Employees not reporting for special event duty shall be considered in violation of Department Policy.

Employees who either call off or report late for special event duty three times in one consecutive year shall be issued appropriate disciplinary action.

Should an officer call stating that he/she will be late for a special event, the on duty shift supervisor will indicate on the posted Special Event Sign Up List, next to that officer's name, how late the officer was, initial and date the entry.

Should an officer call off for a special event, the on duty shift supervisor will personally call the officer back. The shift supervisor will then indicate on the posted special event roster next to that officer's name "Ill" The shift supervisor will then notify the Department's Special Events Co-coordinator.

Should an officer not show up for a special event, the on duty shift supervisor will attempt to contact the officer. If the officer doesn't show up, the shift supervisor will indicate on the posted special event roster next to the officer's name "No Show", initial and date entry. The shift supervisor will then notify the Department's Special Events Co-coordinator.

The Special Events Division is seeking feedback concerning any problems that may be occurring at Special Events. This data will also be helpful in determining logistical factors with the Department of Special Events.

**To obtain this data, the following actions will be taken:**

Required data will be written on the Special Event Assignment List Form (see attached), which is kept in communications.

For events where there is no ranking supervisor, the senior officer will furnish the data after the special event. If a supervisor is scheduled, he/she will supply the data.

**Data will be indicated as follows:**

- a. Event Name
- b. Date of event
- c. Event location
- d. Contact person
- e. Event supervisor
- f. Roll call
- g. Time doors open
- h. Time event begin
- i. Time event ended
- j. Estimated number of attendance
- k. Officers assigned & post assignments
- l. Synopsis – briefly describe what happened, list if the event went smoothly or if there were any problems.
- m. Collect all special event time sheet forms, and forward to the Special Events Co-ordinator.

The Department's Special Event Division will be responsible for removing the forms from the Special Event Bulletin Board and for compiling statistical data as necessary.

**C. Overtime Assignments**

It must be understood that during many major events such as homecoming, graduations, football games, basketball games, special events, registration, etc., officers may be drafted to work overtime. Overtime will simply be assigned to all employees equally on a rotating basis.

**D. Emergency Overtime**

Emergency overtime is considered to be unforeseen circumstances or event requiring a specific number of employees to work.

Emergency overtime may be approved by a shift supervisor anytime personnel shortages fall below minimum shift strength.

Supervisors may hold employees over from the previous shift but may not cause the employee being held over to work more than eight hours after his/her regular shift, except when completion of criminal investigations and reports are immediately necessary. The supervisor of any shift has the

authority to call in employees from the next shift early or hold employees over from their previous shift.

When holding officers over from the previous shift, supervisors shall give the employee with the most seniority the first choice of electing to take the overtime assignment or not. No employee shall be held over on consecutive days. Employees who have worked on an overtime assignment prior to their regular shift shall not be held over for the following shift when other employees are available regardless of seniority. All employees are eligible for emergency overtime assignments.

Employees working emergency overtime shall complete the Special Event Time Sheet Form if the assignment is special event detail, or a Compensatory Time Request Form, if the assignment is overtime detail. The on duty supervisor must approve these forms prior to them being turned in.

When an employee has performed overtime, whether assigned, emergency, or special events all forms shall be completed accurately and legibly. Once completed, the employee shall have it approved by the on duty shift supervisor. Special events that have an event supervisor, the forms shall be approved by that supervisor. If no event supervisor is assigned, then the shift supervisor will approve the forms.

APPROVED:

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Roger Byars  
Chief of Police

Date

#### Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008

