


POLICY 130.0	EVENTS - MANDATORY STAFFING (OVERTIME)	
	REVISED: 03/02, 09/11, 05/24	RELATED POLICIES: 312
	CFA STANDARDS:	REVIEWED: AS NEEDED THIS VERSION EFFECTIVE DATE: JUNE 6, 2024

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 an unforeseen natural or man-made disaster occurs.

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 or derailments
 - d. Chemical spills/leaks
 - e. Acts of terrorism
 - f. Civil Unrest

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" or "regular" 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 remain after available on-duty personnel have been assigned, a list of sworn employees, Public Safety Aides, Park Rangers, and Traffic Certified Civilians 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 regular days off.
 - d. Employees will be scheduled to work the event in order of reverse seniority, based upon their regular days off. Employees scheduled for their regular day off on 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 section 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.

