

City of New Orleans
Office of Police Secondary Employment



Policies and Procedures
for
Customers and Officers

Version 3.0
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This publication is available in digital form at

<http://www.nola.gov/opse/>

Section I: Introduction

Preface

This handbook is intended both to provide guidance and serve as a reference for officers and customers engaged in police secondary employment activities through the City of New Orleans Office of Police Secondary Employment (OPSE). It is the responsibility of every officer employed by and all customers served by OPSE to comply with the policies and procedures set forth within this publication. These policies and procedures, while separated and oriented to customers in the first section and officers in the second, are combined into a single handbook so that both officers and the customers who hire them can understand the new secondary employment reforms from both perspectives. This shared understanding, responsibility, and accountability will be key to the sustained success of these reforms for officers and customers alike.

While these policies offer clear instruction, the fluid nature of security work cannot always be anticipated in a way that a policy or a handbook can define. In situations that are not specifically addressed by the manual, members are expected to respond and act consistent with the policies, procedures, priorities, and professional standards of both the New Orleans Police Department (NOPD) and the Office of Police Secondary Employment. Also, OPSE policies and procedures will evolve in order to best serve officers' and customers' needs, consistent with the City's reform objectives. As newer versions of this handbook are issued, they will be available at the OPSE website (<http://nola.gov/opse/>) with annotation of the version changes.

About OPSE

Mission: The Office of Police Secondary Employment manages police secondary employment with integrity, fairness, transparency, and efficiency on behalf of the City of New Orleans and the New Orleans Police Department in order to provide a top-quality service and build trust in our police department and our city government.

Background: In May 2012, Mayor Mitch Landrieu announced a major step forward in his efforts to reform the New Orleans Police Department by creating the Office of Police Secondary Employment. The new, independent organization will manage secondary employment of police officers, including completely overhauling the old "paid detail" system. These changes comprise a key part of the federal consent decree aimed at reforming the NOPD.

Beginning in 2014, the new system will centralize oversight and shift responsibility for all aspects of police secondary employment from the individual officer to the OPSE. This means joint planning to meet customer needs, scheduling of officers and supervisors, payment and accounting for work, and customer feedback will be executed and managed by the OPSE. Freeing officers of this administrative burden will allow the police department to focus on preventing, fighting, and investigating crime in our city; to maintain an important supplementary service for businesses and civic organizations and to preserve additional earning potential for our officers.

The OPSE has worked with public advocacy groups, police organizations, customers, the NOPD and numerous other police departments, the inspector general, and city officials to learn and use best practices from across the nation to create a police secondary employment system that is user-friendly, fair, transparent, and effective.

Section II: Definitions & Acronyms

Alcoholic Beverage Outlet (ABO) – Any establishment possessing or required to possess a Class A-General retail permit for the sale of alcoholic beverages on or off the premises by paying customers. Alcoholic beverage outlet Class A-General permits are required where the sale of alcoholic beverages represents 50 percent or more of average monthly gross revenues. See Louisiana Revised Statutes 26:71.1 at <http://legis.la.gov/lss/lss.asp?doc=84790>.

Cancellation, Authorized – NOPD members may cancel a confirmed post shift without negative consequences for reasons of conflict with regular or overtime work for the Department, or for legitimate personal emergencies including: illness, family medical emergency, change in duty status that prevents secondary employment (suspension, sick leave, leave without pay, worker's compensation, injured on duty, etc. as defined in NOPD Secondary Employment policy), or other conflict deemed appropriate by the OPSE director or operations supervisor.

Cancellation, Unauthorized – Officer cancellations of a confirmed post shift for reasons other than those identified as qualifying as an authorized cancellation.

Compensation – The total amount of monetary and non-monetary pay, whether tangible or intangible, provided to a member of the NOPD or a third-party intermediary on the NOPD member's behalf by an employer or the employer's proxy in return for work performed as required, consistent with the *Louisiana Code of Governmental Ethics*. See Louisiana Revised Statutes 42:1102 at <http://www.legis.state.la.us/lss/lss.asp?doc=99214>.

Coordination – Any practice whereby a party acts as an intermediary, liaison, referral agent, consultant, or third-party provider of police secondary employment between a current or potential end user (customer) of security services and a member of the NOPD for the purpose of scheduling, coordinating, or any other similar activity.

Coordinator – An OPSE employee responsible for ensuring the scheduling, assignment, and supervision of police secondary employment jobs to the highest standards of customer service. Coordinators are responsible for a defined portfolio of customer accounts so as to maximize institutional knowledge and customer service.

Customer – A business, public or private entity, or individual that employs and pays for security or related services provided by off-duty NOPD members through the Office of Police Secondary Employment.

Customer representative – The person duly designated by the customer to be his or her on-site representative for purposes of communicating and, as appropriate, directing the operational employment of hired officers to achieve the customer's security objectives.

Decree – The Federal Consent Decree entered by US District Court Eastern District of Louisiana on 11 January 2013. See Section XVI: Secondary Employment System at <http://www.justice.gov/crt/about/spl/nopd.php> under the "Entered Consent Decree (2013)" link.

Department – The New Orleans Police Department

Holiday premium – A flat rate paid in addition to an officer's hourly rate of pay for time-based secondary work and to be effective on specified holidays and days of officer high-demand. Officers will earn the hourly holiday premium for all hours of every continuous shift that begins on a designated holiday or day of high officer demand (as determined by city ordinance), even if the shift carries over past midnight. Shifts that begin before midnight the day before a designated holiday or day of high officer demand and carry over past midnight into the holiday will not be eligible for the holiday premium. This premium applies to all officers, regardless of rank, and does not incur any additional administrative fee for the customer.

ISELINK – The commercial scheduling management software-as-a-service (SaaS) system used by OPSE to manage police secondary employment assignments, scheduling, timekeeping, and other administrative functions.

Job – Secondary employment performed for a specific customer at a specific location or along a specific route. May be used to refer in general to recurring work or may refer to a single instance of recurring work.

Major Special Events – Major Special Events include Mardi Gras, Jazz Fest, Essence Music Festival, French Quarter Festival, Voodoo Fest, college bowl and college championship events, professional sporting events, any event held at the Ernest N. Morial Convention Center, Fair Grounds Race Course, Mahalia Jackson Theater, New Orleans Arena, Saenger Theater, Superdome, and UNO Lakefront Arena with an expected attendance of at least 2,000 persons, or any event(s) designated by the Mayor, Chief Administrative Officer, the Deputy Mayor for Public Safety, the City Attorney, City Council or the Superintendent.

Member – A member of the New Orleans Police Department, whether an active commissioned officer, a reserve officer, or a non-commissioned civilian employee who is eligible to work secondary employment.

Non-recurring job – Those jobs not meeting all criteria (customer, predictability, duties, duration) required for characterization as a recurring job. [See also [“Recurring job”](#)]

NOPD – New Orleans Police Department

OPSE – Office of Police Secondary Employment

Outside employment – Off-duty employment of an NOPD officer in a non-police role where the income is derived neither from the NOPD nor through the OPSE. OPSE does not monitor or regulate, nor does this policy govern, outside employment. Examples of outside employment include tax preparation, accounting, landscaping, photography, snowball stand, etc.

Pay Period – A period of time used by the City of New Orleans, starting on a Sunday and ending on the second Saturday thereafter, into which workers’ labor is divided for accounting and payment purposes. A single paycheck is issued to workers for the labor performed during each pay period.

Police action – Any circumstance, on or off duty, in which a sworn member of the NOPD exercises or attempts to exercise official authority consistent with NOPD Policy.

Police emergency – Any circumstance where an NOPD officer, whether on or off duty, must respond, report, or react to a suspected crime or other event that poses an imminent threat to public safety or security consistent with NOPD Policy.

Post – A single position filled by a single officer at a time with specific responsibilities on a job or a shift. Posts are defined by location and duties, not by the personnel filling the position. For example, Gate A supervisor, trail car driver, front door security.

Post shift – A single position filled by a single officer on a single shift on a single day at a single job. This is the most basic secondary employment work unit for an officer. One “clock-in and clock-out.”

PSE – Police secondary employment

Recurring job (aka “recurring secondary employment” or “permanent detail”) – A job for a single customer, on a predictable schedule, with consistent officer duties and objectives from shift to shift, encompassing a total of 12 or more days per year.

Register – The list or database of NOPD members who have been approved through their chain of command to work secondary employment and for whom an approved OPSE/NOPD Form Per-1 is on file.

Reviewing authority – The supervisors in the member’s chain of command who approve or disapprove a member’s request to work secondary employment.

Secondary employment – The off-duty employment, for compensation, of any department member by an individual, business, establishment, or organization other than the City of New Orleans, including its department and agencies, where the member is performing the duties of a police officer or a function of the police department. Formerly known as “paid details,” or simply “details.”

Sexually-oriented business – Any event or establishment, private or public, that provides as its essential business model entertainment, services, or products of a sexual nature. NOPD chain of command has final authority on whether an event or business is sexually-oriented.

Shift – A specific time period of a specific day. Defines the scheduled start and end times for one or more members on a single job. A job may have multiple shifts.

Shift supervisor – The ranking police officer on a secondary employment shift actually working the job on site. Formerly known as the “detail commander.”

Specialized Knowledge or Training – Specialized skills that include any unique knowledge or training that is necessary for an officer to perform his/her law enforcement job or that is recognized as such by the NOPD. Specialized knowledge or training will assist the OPSE customer in a manner that cannot be provided by officers who have not obtained such knowledge or training. Examples include foreign language skills, bomb disposal units, K-9 units, armory unit, search and rescue/marine unit, and SWAT. Familiarity with a geographic area, a particular customer location, or a particular customer’s business practices shall not be considered “specialized knowledge” under these policies.

Supervisor – A commissioned police officer charged with the responsibility to both proactively and reactively exercise command authority over other members under his or her charge. A supervisor shall be considered to be appropriately staffed if he or she has command authority over at least one member of the next junior rank. For example, a captain will be considered to be serving at an appropriate supervisory staffing level on that job if he or she has authority over at least one lieutenant.

System – The software or hardware/software combination used by the OPSE to manage and automate the scheduling, financial transactions, customer feedback, notification, and auditing processes developed for police secondary employment.

Task-based job – A job requiring a specific task to be accomplished, where the time required to accomplish it can vary significantly according to environmental or operational conditions. This often includes traffic escort jobs (oversized loads, weddings, funerals, second lines) or K-9 sweeps. Officers and their necessary equipment (including working police animals) will complete the required task independent of the time required (up to a specified time limit). Manpower and equipment costs are included in the per-job flat rates. Officers are paid by the task, not the hour. [See also “[Time-based job](#)”]

Time-based job – A job requiring the security of a specific person, place, or thing for a defined or estimated period of time. This includes most facility or area security jobs (retail, restaurant, neighborhood patrol, school, place of worship, hospital, race route security, special events). Officers are paid by the hour. [City of New Orleans Ordinance 25,428](#) sets the pay, fees, prices, and conditions for time-based jobs. [See also “[Task-based Job](#)”]

Information for Customers

Section III: OPSE Policies Relating to Customers

Customers working through the Office of Police Secondary Employment (OPSE) should be aware of and must agree to certain regulations with regard to hiring New Orleans Police Department (NOPD) personnel. A New Orleans Police Officer has as his or her primary obligation a duty to serve the Department and the public at large. All secondary employment will comply with the provisions established in this handbook and is subject to regulation and approval by the Department. Members working secondary jobs must adhere to all Department policies and procedures.

A. Officer Compensation

The terms of the consent decree and local law require the following:

1. Customers are prohibited from providing any compensation, either cash or in-kind, including bonuses or gifts, beyond nominal compensation in the form of food or beverages in accordance with the Louisiana Ethics Code for public employees, to an NOPD member or the friend or relative of an NOPD member in exchange for any secondary employment services provided.
2. Nominal compensation in the form of food or beverages is permitted in accordance with the *Louisiana Code of Governmental Ethics* for public servants. Meals with a value of \$57 or less may be accepted by members working secondary employment if consumed by the member on the premises during the shift being worked.
3. Any other compensation, including bonuses or gifts, must be provided through and documented by OPSE and must be in accordance with the *Louisiana Code of Governmental Ethics* for public servants (<http://www.ethics.state.la.us/Pub/Laws/Title42Ch15.pdf>).
4. Travel time to and from secondary employment shall not be compensated, unless it involves specialized patrol services or use of specialized equipment as identified by the OPSE.
5. The Administration is proposing an ordinance that will include customer equipment charges to offset the cost of special equipment that may be used on secondary employment jobs. These fees shall be charged consistent with council ordinance once such an ordinance becomes law.
6. Schedule of hourly officer labor charges. See [Appendix 1](#).

B. Prohibited Employers or Employment

1. The following employers are prohibited from hiring NOPD members for police secondary employment:
 - a. City of New Orleans departments and agencies. If city departments or agencies require police-oriented services that are not otherwise provided as part of the Department's regular deployment of police assets, the department or agency shall cover compensation for members through authorized interdepartmental reimbursement procedures. This work is not scheduled or managed through OPSE.
 - b. Any establishment involved in an illegal enterprise.
 - c. ABO establishments, bars, lounges, or businesses where the primary source of revenue is derived from the sale of alcoholic beverages consumed on the premises (Class A-General license). Furthermore, NOPD members may not work as bartenders, cocktail waitresses/waiters, bouncers/doormen, or barkers/ticket takers for these establishments. Officers may, however, work inside or outside establishments that possess valid liquor permits if said establishment's primary business is not serving or selling alcohol (alcohol revenues must account for less than 50% of total monthly revenues). This includes hotels, restaurants, and convention or sports facilities when the officer is performing such duties as crowd control or general security, provided the officer does not work solely in the area where the alcohol is dispensed.

- d. Sexually-oriented businesses, including those that sell merchandise of a sexual or pornographic nature as their primary source of revenue or that otherwise provide entertainment or services of a sexual nature. These include, but are not limited to: strip clubs, show bars, or topless bars; adult movie, video, or bookstores; adult novelty shops; and public or private clubs engaging in adult entertainment.
 - e. Land-based or riverboat casino-type gaming establishments, without prior written approval of the Police Superintendent and OPSE Director, including but not limited to: parking lots and/or shuttle locations owned or leased by any casino or gaming consortium. This includes providing security for patrons attending or departing land based or river boat gaming establishments.
 - f. Any business whose primary means of revenue is generated through the ownership, servicing, or maintenance of electronic and/or video poker or similar electronic games of chance, without prior written approval of the Police Superintendent and OPSE Director.
 - g. Businesses or individuals acting as or engaged in private investigations, civil process serving, the bail bond process, property re-possessing, bill collecting, towing of vehicles, or any other employment in which police authority might be used to collect money or merchandise.
 - h. Private companies, limited liability corporations, firms, or referral agencies that provide, offer, or broker private security services.
 - i. Chauffeur services, except where chauffeur services for public officials, executives or celebrities is secondary to a primary purpose of security. Notwithstanding the foregoing prohibition, motorcycle escorts for chauffeur services and limousines are permitted.
 - j. Any employer requiring NOPD members whose employment is arranged by OPSE to handle currency or deposit bags. NOPD members are limited to escorting a responsible business employee who carries the currency or deposit bags.
 - k. Pawn shops.
 - l. Employers providing pre-employment services for private industry, including psychological stress evaluation, computerized voice stress analysis and polygraph examinations.
 - m. Any employer providing protection of management, employees, or property during a strike or labor dispute.
2. Additionally, the Director or the Superintendent of Police may choose not to approve secondary employment for customers whose business type, business practices, employees or management associations are not consistent with the values of the OPSE and the NOPD.

C. Liability & Worker's Compensation

1. Customers shall not require NOPD members working police secondary employment to engage in work that is not in the interest of security or public safety.
2. The City of New Orleans is self-insured for Worker's Compensation. Officers working secondary employment will be entitled to workers' compensation coverage from the City, provided that the factually-specific analysis of the City's third-party claims administrator determines that their injury was sustained while performing activities consistent with the security and public safety role for which they were hired by the customer.
3. Customers can best protect themselves and the officers they employ by ensuring that officers are never asked to perform any duties unrelated security or public safety. The city reserves the right to reject any customer that asks officers to do non-security work.

D. Invoicing and Billing

1. To enable timely invoicing and officer scheduling, customers should contact the OPSE to schedule a job at least nine (9) days prior to the beginning of the first required shift.

2. Customers who request a job less than 2 business days prior to the beginning of the first required shift will pay, if the job is able to be filled, an additional \$17 per hour per scheduled officer late schedule fee. If this job is a permanent job, only the first week will be billed to include the late schedule fee.
3. For all jobs, the customer will receive an emailed initial invoice from the Office of Police Secondary Employment. This invoice will identify the anticipated total cost of the job, and will be itemized by line item for various expenses. Unless the customer meets all criteria of and is approved as a “preferred customer” (see [“Requesting preferred customer status”](#)), full payment for services must be **made in advance**, no later than 48 hours prior to the beginning of the first required shift.
4. For those jobs where advance payment has been made, and the actual services provided differ from the invoiced services, a reconciling invoice will be issued after the job is complete. If the customer is due a credit because services paid for exceed services performed, OPSE will credit the customer’s account (for recurring jobs) or initiate a refund (for one-time jobs) within 7 days of the verification of the services performed. For those jobs for which services performed exceed services paid for, customers have fourteen (14) days to pay the balance as billed on the reconciling invoice. The customer account will be marked as delinquent at the close of business on the fifteenth (15th) day after the reconciling invoice is emailed, and all jobs for that customer will be suspended until delinquent payment and fees are paid in full.
5. A late payment fee of \$25.00 will be charged to all delinquent accounts beginning the fifteenth (15th) calendar day following the reconciling invoice date, and thereafter every thirty (30) days, until all outstanding balances and fees are paid in full, subject to City Council approval. Police secondary employment services will not be offered to customers with delinquent accounts until all unpaid charges and fees are paid in full.

E. Payment

1. Unless exempted through the Preferred Customer Program, customers will make all payments in advance, no later than 48 hours prior to the beginning of the first required shift. Advance payments may be subject to forfeiture or penalty assessment associated with late cancellations (see also [“Customer Cancellations”](#)).
2. Payment will be made through the Office of Police Secondary Employment only. No payments will be made directly to, or passed through, any NOPD member.
3. Preferred Customer Program.
 - a. A customer may be exempt from the advance payment requirement of the Consent Decree if the customer is a state or governmental agency or the customer has provided evidence that its corporate policy does not allow advance payments and the Director, in his discretion, determines that the customer has the financial viability to make full payment in a timely manner after services have been provided. If the customer fails to make full and timely payment after services have been rendered, the officer will be paid from the administrative fees collected by the OPSE, and all legal rights will be executed to recoup any funds that the employer is obligated to pay and has failed to pay for services provided.
 - b. Full and timely payment for preferred customers shall mean within seven (7) days after the OPSE invoice has been issued. (see also [“Requesting Preferred Customer Status”](#))

F. Customer Cancellations

1. Customer cancellations made more than 24 hours prior to the time the job begins will not incur any penalties, and a full refund or credit will be given.
2. Customers who cancel an event within 24 hours of a job’s scheduled start time will be subject to a late cancellation fee, subject to City Council approval, equal to two hours pay per scheduled officer or the full amount owed for the job as scheduled, whichever is less.
3. Customers who cancel during the job will be subject to a late cancellation fee equal to two hours pay per scheduled officer or for the time actually worked, whichever is greater.

4. If a job is cancelled by the Department due to police necessity or other extraordinary circumstances, no penalty will be assessed and the full amount of the advance payment will be credited or refunded to the customer.

G. Refunds

1. In cases where refunds are due, a credit or refund will be processed as requested by the customer and approved by the OPSE Director.
2. The customer's credit or refund will be processed within 7 days of notification of cancellation or verification of services performed.

H. Customer Feedback

1. Customers are asked to participate in the continuous improvement of the secondary employment system by periodically providing feedback to OPSE via the feedback survey link included on your emailed invoice. We ask that if you hire officers through OPSE for a one-time job, you complete a two-question feedback survey at the completion of the job. If you hire officers or NOPD members through OPSE for a recurring job, we ask that you complete the short feedback survey quarterly. In the free response portion, please comment on any or all of the following: policies, procedures, execution, and performance of both the administrative functions of the OPSE and the actual performance of duty by the officers working your jobs.
2. We welcome both positive and negative feedback, as well as suggestions about how we might improve the overall quality and effectiveness of the system. These comments are held confidential and only OPSE staff, and if necessary NOPD's Public Integrity Bureau, will read or have access to them.
3. If you have immediate feedback or customer service concerns, please do not hesitate to [contact](#) your coordinator or the OPSE Operations Supervisor.

Section IV: Customer Procedures

A. Requesting a Job Online

1. Visit www.HireNOPD.com and click the link "Hire an NOPD Officer."

Video tutorial at <https://www.youtube.com/HireNOPDvideos/>

B. Requesting a Job by Phone

Call the OPSE office at (504) 658-8747, or call the [coordinator](#) who manages your market segment. If you are unable to speak to the coordinator immediately, he or she will return your call at their first availability and will discuss with you an appropriate detail to meet your security needs.

C. Recording Officer Time & Attendance

1. Customers shall accurately record officers' work hours and submit that record to OPSE at the end of each pay period.
2. Customers may use the OPSE Form Per-2, *Officer Time Sheet*, or any other acceptable form to record officer sign-in and sign-out times. If a local form is used, it must include the following elements:
 - a. Company/organization name

- b. OPSE Job number (i.e., the customer invoice number)
- c. Each officer's printed name, last 4 digits of his or her social security number, the actual time the officer came on duty, the actual time the officer went off duty, the officer's signature, and the customer's signature verifying the information is correct

D. Making a Payment

1. Customers may pay using cashier's check, money order, company check, bank draft, or major credit card.
 - c. Paper check - Make checks payable to "City of New Orleans" and in the note, write "OPSE" and the invoice or estimate number. You may either:
 - i. Send the check to Office of Police Secondary Employment, ATTN: Payments, 1300 Perdido St, Suite 1W30, New Orleans, LA 70112
 - ii. Give the check in person to your OPSE coordinator.
 - d. Bank draft (electronic check or ACH) – You may conveniently pay for your service by clicking the "Pay now" link in your emailed OPSE invoice. Choose the "bank" payment option. When prompted, enter your bank's routing number, your account number, your name, phone number, and email address and your payment will be processed immediately. This is a very quick and easy way to pay without having to write out a paper check that must be delivered to OPSE. It's paperless, convenient, and free, and you'll receive email notice of the payment and will be able to track it all the way from your bank to ours.
 - e. Credit card – You may also click the link in the emailed OPSE invoice and choose to pay by credit card. Choose the "credit card" option and follow the prompts. When given the opportunity to write a note to attach to the transaction, please write in "OPSE" and the invoice number for which you are making payment. Payment made by credit card will have a 3.25% bank convenience fee added to the total invoice amount, subject to City Council approval.
2. Video tutorial for electronic payments at <https://www.youtube.com/HireNOPDvideos/>

E. Cancelling a Scheduled Job

1. Should a job need to be cancelled by the customer, the customer shall notify OPSE in writing by sending an email to the job's coordinator, copying the OPSE Operations Supervisor (see "[Contacting Your OPSE Coordinator](#)" below).
2. Customers should identify in the written cancellation notification whether they would like a refund or a credit for future work.
3. Upon customer notification, OPSE will generate and send a revised invoice that itemizes any cancellation fees, balances to be paid, or amounts to be refunded. If owed a refund or credit, OPSE will initiate the credit or refund based on the customer's written notification preference. If a balance remains on the account, customers must remit the full amount in accordance with payment policies in Section III.D, ("[Invoicing and Billing](#)") of this handbook.

F. Feedback process

1. Customers may submit feedback in several ways.
 - a. Customers may offer feedback by completing the feedback survey accessed through the web link on their invoice.
 - b. Customers can email feedback directly to their assigned OPSE Coordinator at his or her email address (see "[Contacting your OPSE coordinator](#)" below), or to the email address info@HireNOPD.com.

- c. OPSE Coordinators are also available by phone to hear feedback. See "[Contacting Your OPSE Coordinator](#)" below.
2. Customers are encouraged to immediately address problems with the officers themselves and/or OPSE coordinators. If a problem cannot be immediately be resolved, please contact your coordinator and he or she will resolve the conflict consistent with OPSE and NOPD policies.

G. Requesting Preferred Customer Status

To request preferred customer status, and therefore be authorized to remit payment after police secondary employment services have been rendered, please submit to OPSE by mail, fax, email, or in person the following information:

1. A written request for preferred customer status that identifies the official name, physical address, and mailing address of your business or organization
2. The type of business or organization (e.g. corporation, LLC, non-profit)
3. The name, telephone number, and email address of the person having legal authorization to make such a request
4. Please include any documents supporting your basis for requesting preferred customer status and an exemption from the advance payment requirement, including any corporate policies prohibiting advance payment for secondary employment services.

H. Contacting Your OPSE Coordinator

OPSE Operations Staff	Role	Email	Phone	Responsibilities
Eric “Dutch” Duchesneau	Operations Supervisor	ejduchesneau@nola.gov	(504) 906-9992	Manage all operations and supervise OPSE coordinators
Chris Mark	Coordinator	crmark@nola.gov	(504) 669-5749	Major special events, including the Superdome, New Orleans Arena, Champions Square, UNO Arena, Morial Convention Center, Fair Grounds Race Course, and other special events with an expected attendance of 2,000 people or more; events organized by a third-party event planner; Large (2000+) medium (750+) and small (<700) event halls
Terry Fourcade	Coordinator	tmfourcade@nola.gov	(504) 669-8101	All task-based events, including but not limited to traffic escorts, K9 sweeps, mounted officer presence, weddings, funerals, second lines, and parades; one-time events for private citizens or small organizations; races; construction; all others
Latessa Moore	Coordinator	lmmoore@nola.gov	(504) 606-6960	Hospitals, Financial institutions, retail, service providers, neighborhood associations, galleries, theatres
Peggy Poché	Coordinator	papoche@nola.gov	(504) 669-6102	restaurants, transportation, parking, shipping, non-profits, schools, museums, parks, community centers, social clubs or krewes
Clay Kreiling	Coordinator	cakreiling@nola.gov	(504) 606-6842	Lodging, wholesale outlets, places of worship, film & TV, communication companies

Information for Officers and Other NOPD Employees

Section V: Policies Relating to NOPD Members

NOPD is committed to affording members in good standing the ability to supplement their income by engaging in authorized secondary employment. Permission to work secondary employment is not an inherent right, but a privilege that can be granted at the discretion of the Department to those commissioned police officers and certain non-commissioned employees who maintain high professional standards.

NOPD members working secondary employment are bound to follow all NOPD policies. Furthermore, since public perception, moral character, and public associations are affected by the overall professional conduct and appearance of its members, it is the policy of the NOPD Superintendent of Police to require all details coordinated through the City's OPSE be reviewed and approved for appropriateness. Officers and customers are reminded that consistent with every officer's primary commitment to public service, all commissioned officers and employees of the NOPD shall be subject to recall at any time for emergencies, special assignment and/or overtime duty.

A significant change that has arisen from a collaborative rethinking of secondary employment policy between the Department and the OPSE is the use of a single, annual authorization to work any secondary employment opportunity.

Officers will no longer have to complete the NOPD Form 21, *Secondary Employment Authorization Form* for every job. OPSE and NOPD have jointly created the *OPSE/NOPD Per-1, Secondary Employment Agreement and Authorization Form* that replaces the NOPD Form 21 and which, when approved through an officer's chain of command and verified by NOPD Compliance Bureau, authorizes a member to accept and work any job offered to them by OPSE during that year. The authority to work details will be reviewed periodically by each member's chain of command as part of their ongoing performance evaluation. This change will significantly decrease the administrative burden on both officers and supervisors, while maintaining the chain of command's oversight and ability to revoke a member's privilege of working details should work performance or good standing change.

A. The Fair Rotation and Job Offer Process

Secondary employment jobs will be assigned to NOPD members based on three criteria: eligibility, reliability, and selectability, assessed in that order.

1. Eligibility

- a. Members wishing to work secondary employment must register with OPSE by completing a two-step process:
 - i. Obtaining chain of command permission on the *OPSE/NOPD Form Per-1, Secondary Employment Agreement and Authorization* and submitting the completed form to the NOPD Compliance Bureau. Compliance will verify each officer's work schedule and skill certifications reported on the Per-1 form and forward completed forms to OPSE, after which officers will be added to the eligibility register. OPSE secondary employment authorization shall be valid for one calendar year thereafter. See also ["Obtaining Authorization to Work Secondary Employment."](#)
 - ii. Registering with OPSE through the ISELINK Officer Self-Service Portal.
- b. Members removed from the eligibility register based upon a determination by NOPD will remain in an inactive status until Compliance confirms the member is once again in good standing and notifies OPSE in writing of the reestablishment of eligibility.
- c. The superintendent of police's policy is that neither he nor his deputy superintendents are eligible to work secondary employment.
- d. NOPD members will be evaluated on the following criteria to determine eligibility to work a secondary employment job:
 - i. All Members:
 - a) Will be in good standing with the NOPD as verified by the Compliance Bureau.

Members with unsatisfactory primary job performance, or who are under suspension or administrative reassignment or who have been charged with a crime are ineligible for secondary employment.

- b) Will have an approved OPSE/NOPD Per-1 on file;
- c) Will have a demonstrated work history of satisfactory job performance, punctuality, and full accountability on secondary employment jobs as determined by OPSE
- d) Are prohibited from being scheduled for more than the weekly maximum 24 hours of secondary employment;
- e) Are prohibited from exceeding the daily limit of 16 hours combined of primary work, overtime work, secondary work, or outside work;

ii. Active NOPD officers:

- a) Who are POST certified commissioned members, have successfully completed FTO training, and have achieved permanent status as Civil Service "Police Officer I" may work police-related secondary employment assignments unsupervised;
- b) Who are POST certified commissioned members, have completed FTO training, but who have not obtained permanent status of Civil Service "Police Officer I," may work secondary employment only if supervised on the job by a ranking officer at the grade of sergeant or above;
- c) Who are POST certified commissioned members hired as lateral transfers and who have successfully completed FTO training may work authorized secondary employment unsupervised.

iii. Reserve Members:

- a) Will be in good standing with the NOPD as determined by the commander of the Reserve Division and verified by the Compliance Section;
- b) Will have worked the requisite number of volunteer hours the previous month to have earned secondary employment privileges, and are prohibited from exceeding the NOPD monthly maximum hours of secondary employment for Reserve Members;
- c) Will be registered in the city's BuySpeed application, through which reserve officer pay will be disbursed.

iv. Selected non-police officer NOPD employees authorized for secondary employment (major special event technical support staff or equipment operators) will be in good standing with the NOPD as verified by the Compliance Bureau. Non-officer employees with unsatisfactory primary job performance or who have been charged with a crime are ineligible for secondary employment;

- e. Based on the above criteria, OPSE will determine which NOPD members are deemed fully eligible.

2. Reliability

- a. Fully eligible members will next be evaluated on their reliability based on the number of confirmed post shifts they have cancelled for reasons other than primary work conflict or legitimate personal emergencies (see also "[Cancellations, Authorized](#)" in the Definitions and Acronyms section).
- b. As eligible NOPD members are scheduled into post shifts for which they have signed up, OPSE will record each instance when a member cancels a confirmed post shift. Members may make two unauthorized cancellations each calendar month without any negative consequence. Upon the third unauthorized cancellation, the member will be removed from the list of officers available to work secondary employment for two weeks.
- c. OPSE will send district and division commanders the complete record of cancellations on a monthly basis so that officers' chains of command can confirm the validity of cancellations, including those cancellations reported for work conflicts.

3. Selectability

- a. Members deemed fully eligible and reliable, and who have signed up for a specific job, will be organized into a candidate pool by the ISELINK software. Officers in a candidate pool will be scheduled for post shifts in that job according to the following criteria:
 - i. Number of secondary employment hours each officer has worked that calendar year, from least to most.
 - ii. If two or more officers have worked exactly the same number of hours that calendar year, the officer with the fewest cancellations will be favored.
 - iii. If two or more officers have worked the same number of hours that year, and have the same

number of cancellations, the officer with more total time in service will be favored.

- b. Members may sign up for as many post shifts as they choose for a single job, but they will not be scheduled for post shifts that cause them to exceed their daily or weekly work hour limitations.

B. Secondary Employment Assignments

1. Members will be compensated according to the police secondary employment pay schedules as determined by the City Council. (See [Appendix 1](#))
2. Recurring Secondary Employment positions must be rotated at least every 365 days. The OPSE director shall determine when NOPD members may return to work for the same employer, but no sooner than six months after having been rotated out of the job.
 - a. This 365-day rotation requirement shall not apply to those individual officers who regularly work recurring secondary employment assignments at Major Special Event venues, schools, banks, churches, and hospitals.
 - b. The director may grant an exception to this rule if the secondary employment work being done requires unique or specialized knowledge or training as defined herein.
3. OPSE shall fill all new secondary employment opportunities and temporary vacancies pursuant to written and consistently applied criteria as outlined in this policy. NOPD members shall not be permitted to select substitutes or allow another member to work an assigned secondary job in his or her place.
4. Members are required to sign in and out with the customer (if the customer manages officer timekeeping using the OPSE Officer Time Sheet or another acceptable time sheet) or with OPSE (if managed through an interactive voice response or other automation system), as well as fulfill all NOPD tracking and logging procedures as outlined in NOPD policy.

C. Fulfilling an Assignment

A member who accepts a secondary employment job will be expected to report for duty at the time and place assigned with all necessary equipment required by departmental guidelines for that particular job.

1. Members who are unable to report for a secondary employment job will contact the OPSE coordinator and report the reason for this absence prior to the scheduled report time.
 - a. If less than 24 hours prior to the start of the member's post shift, the member will **call** the coordinator's cell phone to inform him or her of the necessary cancellation. Unauthorized cancellations less than 24 hours before the start of the post shift will be counted as two cancellations and considered in the member's reliability rating.
 - b. If more than 24 hours prior to the start of the post shift, members may cancel a confirmed assignment by advising the OPSE Coordinator via email or cell phone of the necessary cancellation. Unauthorized cancellations more than 24 hours before the start of the post shift will be counted as one job cancellation and will be considered in the member's reliability rating.
2. After cancelling a confirmed post shift via telephone communication with a coordinator, the member will immediately follow up after the call with an SMS text message or email to the coordinator confirming the cancellation and restating the reason for the cancellation.

D. Secondary Work Interrupted for Police Necessity

1. If an off-duty officer engages in self-initiated law enforcement activity arising from and within the scope of his or her secondary employment, or necessitated by a police emergency, the officer will be paid by the off-duty employer until the end of the scheduled secondary employment shift.
2. If an officer responds to a police emergency away from the location of the secondary employment shift, and remains away from the job site for more than 30 minutes, the customer representative should contact the coordinator, who will

attempt to quickly fill the remaining portion of the shift. If no replacement can be found, the coordinator will contact the patrol supervisor of the district where the job is located and request additional patrol coverage where possible for the customer. The customer will be given a refund or credit for the time over 30 minutes not covered by the scheduled officer. The officer will be paid for the time he or she served on the scheduled shift plus the 30 minutes paid by the customer.

E. Limitations on Secondary Employment

NOPD members' authority to work secondary employment is limited by the Department in duration, location, condition, and qualification per NOPD's internal policy requirements.

F. Code of Conduct and Expectations

1. NOPD members are not permitted to solicit secondary employment or compensation. Individuals or entities seeking to employ NOPD members to work secondary employment must work through OPSE. Officers attempting to circumvent or circumventing the secondary employment policy or OPSE shall be subject to discipline by the NOPD, as warranted, up to and including dismissal.
2. Officers shall not compromise their integrity, or that of the NOPD or the profession, by accepting, giving, or soliciting any gratuity.
3. Officers should accommodate customer requests to the extent that they are consistent with (1) good police practice and the officer's professional judgment; (2) federal, state, and local law; (3) do not conflict with ethics rules, NOPD policy, or OPSE policy; and (4) are within the scope of the assignment.
4. Officers engaged in secondary employment will take appropriate action to enforce the law and preserve public safety and will not be bound by rules or restrictions of the secondary employer in taking such action.
 - a. If called away from secondary employment to respond to a public law enforcement situation, the officer will take necessary action in accordance with NOPD policy and procedure.
 - b. Once the situation allows, and the police emergency has abated, officers should report the emergency situation to their assigned OPSE coordinator.
 - c. The coordinator will contact the employer, make a determination whether additional or replacement officers are needed for the secondary assignment, and if so, initiate actions to schedule and fill the required positions as quickly as possible.
5. Members working secondary employment shall have the same responsibility to carry appropriate departmental equipment (e.g., police radios) and document their activities in the same manner as if they were on-duty. This includes conducting any police investigation, excluding traffic accidents, within the boundaries of the assignment area, including parking lots and exterior areas and writing all reports unless the investigation is of such magnitude as to substantially remove the member from the assignment area or significantly curtail their duties. A supervisor from the district of the secondary employment assignment shall ordinarily make this determination. Field Operations Bureau officers shall assist in the transportation of arrested subjects for members working a secondary employment assignment.
6. A member may be disciplined by NOPD for policy violations committed while working secondary employment.
7. While on a secondary employment assignment, officers can receive food or non-alcoholic beverages valued up to \$57 provided by the customer if it is consumed on the premises by the member during the time of the assignment.

G. Secondary Employment Supervision and Oversight

1. Members in the rank of captain or above shall only be allowed to serve on secondary employment jobs in supervisory roles equivalent to a captain's position. See "[Supervisor](#)" in the Definitions and Acronyms section.
2. Members in the rank of lieutenant or sergeant may serve on a secondary employment job in a supervisory role or a non-supervisory role. If serving as a supervisor, the member will be paid at the appropriate supervisory rate. If serving in a non-supervisory role, the member will be paid at the patrol officer rate.

3. Supervisors shall supervise NOPD members working secondary employment in the same manner as if they were working their primary employment.
4. See [Appendix 2](#) for minimum supervisory requirements for any secondary employment job.
5. Oversight of secondary jobs will be accomplished on a continual basis by both the OPSE and the NOPD.
 - a. District supervisors and Integrity Control Officers shall make themselves aware of the locations of active secondary employment assignments in their respective districts and will conduct in-person inspections of secondary employment sites based upon the frequency worked.
 - b. PSE coordinators are responsible for random, on-site checks of at least 10% of their jobs weekly.
 - c. The OPSE operations supervisor will additionally conduct weekly spot checks of scheduled jobs.

H. Administrative Revocation of Eligibility

1. Members who fail to report, are habitually late, or provide substandard service will be
 - a. reported to the NOPD Compliance Bureau. The Compliance Bureau will be responsible for initiating appropriate disciplinary action in those instances involving a violation of NOPD policy or alleged misconduct via the NOPD Public Integrity Bureau; and
 - b. removed from the secondary employment eligibility register
 - i. First incident - 7 day revocation of secondary employment eligibility
 - ii. Second incident - 30 day revocation of secondary employment eligibility
 - iii. Third incident - 6 month revocation of secondary employment eligibility
 - iv. Fourth incident - permanent revocation of secondary employment eligibility
2. If temporarily or permanently removed from the eligibility register based on alleged poor performance, attendance, or for a customer complaint, the officer will be given an opportunity to respond to the customer's, supervisor's, or coordinator's allegation. Within 72 hours of receiving notification from OPSE of their removal from the eligibility roster, officers may submit a written statement of response or explanation. An email to the OPSE operations supervisor is acceptable for these purposes. The OPSE director will make a final determination of continued eligibility.

VI: NOPD Member Procedures

A. Obtaining Authorization to Work Secondary Employment

1. Officer registration is a two-step process:
 - a. Members wishing to work secondary employment must fill out and submit through their chain of command for approval an *OPSE/NOPD Form Per-1, Employee Agreement and Authorization*. Members can generate a ready-to-sign version of the registration form from any computer on the City of New Orleans network by:
 - i. Signing in to the network (wired, wireless, or VPN) using your standard nola.gov sign-in procedures.
 - ii. Once logged on, open a web browser and type “OPSEregistration” into the address box and press enter. You will be taken to an automated version of the OPSE/NOPD Form Per-1, Secondary Employment Agreement and Authorization Form.
 - iii. Carefully enter the required information and click “save.” If all required information has been entered, a print button will become available, which members can use to create a printable version of the completed form. Print, sign, and submit the form through your chain of command. Your personal data will have been automatically populated in the OPSE officer registry.
 - b. Members wishing to work secondary employment must also sign into and establish a profile through the ISELINK Officer Self Service Portal at <https://sr2b.iselink.com/selfservice/>.
 - i. To initially login, enter the following:
 - a) In the “Organization” field, enter “OPSE”
 - b) In the “User ID” field, enter your standard nola.gov login name
 - c) In the “password” field, enter “nopd” followed by your employee ID number. For example, “nopd12345.” If your employee ID is only three digits, include a 0 before the first digit. For example, “nopd0177.”
 - ii. Once logged on, members must:
 - a) Change your password. You can do so by clicking on the “Profile” menu and selecting “Change Your Password.”
 - b) Input information about your work shifts or other times of availability. You can do this by clicking on the “Profile” menu and selecting “My Availability Preferences.” This will allow you to input any times that you are unavailable to work details due to your NOPD duties or other obligations. Please only input times that you are unavailable at this time (leave the “I prefer NOT to work” button selected).
2. OPSE will activate the member’s registration once it:
 - a. Receives verification of approval and a copy of the signed paper form from the NOPD Compliance Bureau, and
 - b. Verifies that the officer has logged on to his or her officer self-service portal profile, input his or her preferences and times unavailable to work secondary jobs, and changed his or her temporary password.
3. Once a member is registered and activated, he or she will immediately be eligible to be scheduled into and work secondary jobs.

B. The Scheduling Process

1. OPSE coordinators use the ISELINK system to post jobs available for filling by interested officers. By signing up for a job, an officer confirms his or her availability and intent to work the job if scheduled.
2. For jobs occurring more than 7 days after their initial posting, officers must login to their ISELINK self-service portal “sign-up” page to view available jobs. All available jobs on the sign-up page will show the details of the job, including the date and time the sign-up window closes and the date by which the job must be filled. For these jobs where immediate scheduling is not required, the sign-up window will close 7 days prior to the start of the job.

3. For jobs that must be filled within 7 days, officers will receive an email notification to their official nola.gov email address describing the details of the job, including sign-up window closing time and the date by which the job must be filled. Officers can click the link in the notification email that will take them to the sign-up page for that job.
4. To sign up for a job, officers must:
 - a. Sign in to their self-service portal in ISELINK at <https://sr2b.iselink.com/selfservice/>.
 - b. Click the “Sign-up” tab at the top center of the page. The sign-up page displays available jobs in detail. Officers may sort the list of available jobs by clicking on any of the column headings.
 - c. To sign-up for a particular job, the officer must click the blue “Sign-up” link in the “Action” column to the far left of the job description. The display row for that job will change to a grey color and the entry in the action column will change to “remove.”
5. Once the sign-up window closes and the job is filled, if the officer has been scheduled into one or more shifts for which he or she has signed up, he or she will receive a confirmation email to his or her official nola.gov email address. The email contains the details on the job and the coordinator’s name and contact information.
6. An additional email will be sent to the officer from the coordinator that provides additional shift- or job-specific instructions, including instructions for communicating unforeseen delays or cancellations.

C. Working a Post Shift

1. Members shall arrive at the specified location on time and in the proper uniform and report to the customer representative and shift supervisor.
2. The shift supervisor will ensure accountability for all members assigned to the shift and will assist the customer representative in ensuring all members sign in and sign out for timekeeping purposes.
3. Officers—or if multiple officers are working the same shift, the shift supervisor—will ensure that all NOPD logging requirements through the Orleans Parish Communications District non-emergency telephone number are completed in accordance with NOPD policy at the beginning and end of the job.
4. Members will attentively execute their assigned duties on the shift, upholding their commitment to protect and serve their community in line the best traditions of the Department, abiding by all NOPD and OPSE regulations and policies, and leaving no doubt with customers or the public that NOPD officers are the best trained, best equipped, most experienced, most professional officers in New Orleans.

D. Cancelling a Confirmed Post Shift

1. Officers who have received confirmation of a job but are unable in part or in full to fulfill their commitment to work, must report the duration and reason for the projected absence to the job’s coordinator as soon as possible. If you have a problem, call your coordinator! Do not call a friend or the customer. Call the OPSE coordinator for that job. His or her cell phone number is included in the emailed post instructions you will have received for that job.
2. If a member must cancel a confirmed shift, he or she must:
 - a. If less than 24 hours prior to the start of the post shift, **call the coordinator’s cell phone** to inform him or her of the necessary cancellation. For documentation purposes, please follow up the call with a short email or text message to the coordinator to confirm the communication for OPSE’s records.
 - b. If more than 24 hours prior to the start of the post shift, members may cancel a confirmed assignment by advising the OPSE Coordinator via email or cell phone of the necessary cancellation. If cancelled by a phone conversation, follow up the call with a short email or text message to the coordinator to confirm the communication for OPSE’s records.
3. Post shift swaps. If for unforeseen circumstances an officer needs to swap a shift with another officer confirmed to work on the same job, both officers must confirm the swap with the job’s OPSE coordinator prior to the start of the earlier

shift. Until both officers have confirmed with the coordinator by phone, and followed-up with a text or email, the swap is not authorized. Once the coordinator has verified the swap with both officers, he or she will communicate the authorized swap to the customer and adjust the schedule in ISELINK.

E. Reserve Members Registering in BuySpeed

1. In order to be paid for secondary employment work, Reserve members must be registered as authorized vendors in the city's BuySpeed system.
2. Detailed instructions on registering in BuySpeed are available for Reserve members at <http://www.HireNOPD.com>. At the very bottom of the page, click the small "Officers" link. This will take you to a page where you can download detailed instructions to guide you through the registration process. It is highly recommended to review the detailed instructions before beginning the registration process.
3. The basic steps to register in BuySpeed are:
 - a. Go to <http://www.purchasing.cityofno.com/bsc/login.jsp> and select "Register."
 - b. A pop-up window will appear asking you to enter a tax ID number (into which you will enter your social security number), name, country, and email address.
 - c. If you have not previously registered in BuySpeed, a registration screen will appear with a series of tabs to be completed sequentially from left to right.
 - d. When asked for your "Commodity and Service Code," use NIGP code "990-46, Guard and Security Services."
 - e. Complete all tabs and finalize your registration. You will receive a confirmation email at the address you provided in step 2 above.

Appendix 1 – Schedule of Fees

Time-based jobs:

Non-Holidays

Rank	Officer paid per hour	OPSE Admin Fee	Customer pays per hour
Capt/Maj/Cmdr	\$39.00	\$5.00	\$44.00
Lieutenant	\$35.00	\$5.00	\$40.00
Sergeant (or full-time Lt working down in Sgt role)*	\$32.10	\$4.80	\$36.90
Patrol Officer	\$29.33	\$4.35	\$33.68
Full time employed Lt or Sgt working in a non-supervisory role*	\$29.33	\$4.35	\$33.68
Reserve Officer any rank, working in a non-supervisory role	\$29.33	\$4.35	\$33.68

*If lieutenants or sergeants work in non-supervisory roles, they may not be supervised in that role by an officer of a lower rank.

Holidays

Rank	Officer paid per hour	OPSE Admin Fee	Customer pays per hour
Capt/Maj/Cmdr	\$56.00	\$5.00	\$61.00
Lieutenant	\$52.00	\$5.00	\$57.00
Sergeant (or full-time Lt working down in Sgt role)	\$49.10	\$4.80	\$53.90
Patrol Officer	\$46.33	\$4.35	\$50.68
Full time employed Lt or Sgt working in a non-supervisory role	\$46.33	\$4.35	\$50.68
Reserve Officer any rank, working in a non-supervisory role	\$46.33	\$4.35	\$50.68

Days on which the Holiday Premium is in effect (as determined by City Ordinance 25,428, 13 August 2013):

New Year's Day
Martin Luther King's Birthday
Lundi Gras
Mardi Gras
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Task-based jobs:

TBD

Appendix 2 – Supervisory Tables

Use this table to determine the total number of supervisors required for a job of any given size. Scroll down to find the total number of simultaneously serving officers required to accomplish your job in the column "Total Req'd Officers." In that row, read across to see how many patrol officers, sergeants, lieutenants, and senior supervisors are required.

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
1	1	0	0	0
2	2	0	0	0
3	3	0	0	0
4	4	0	0	0
5	4	1	0	0
6	5	1	0	0
7	6	1	0	0
8	7	1	0	0
9	8	1	0	0
10	8	2	0	0
11	9	2	0	0
12	10	2	0	0
13	11	2	0	0
14	12	2	0	0
15	12	2	1	0
16	13	2	1	0
17	14	2	1	0
18	15	2	1	0
19	16	2	1	0
20	16	3	1	0
21	17	3	1	0
22	18	3	1	0
23	19	3	1	0
24	20	3	1	0
25	20	3	2	0
26	21	3	2	0
27	22	3	2	0
28	23	3	2	0
29	24	3	2	0
30	25	3	2	0
31	26	3	2	0
32	27	3	2	0
33	28	3	2	0
34	29	3	2	0
35	29	4	2	0
36	30	4	2	0
37	31	4	2	0

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
38	32	4	2	0
39	33	4	2	0
40	34	4	2	0
41	34	5	2	0
42	34	5	3	0
43	35	5	3	0
44	36	5	3	0
45	37	5	3	0
46	38	5	3	0
47	39	5	3	0
48	39	6	3	0
49	40	6	3	0
50	41	6	3	0
51	42	6	3	0
52	43	6	3	0
53	44	6	3	0
54	44	7	3	0
55	44	7	4	0
56	45	7	4	0
57	46	7	4	0
58	47	7	4	0
59	48	7	4	0
60	49	7	4	0
61	49	8	4	0
62	50	8	4	0
63	51	8	4	0
64	52	8	4	0
65	53	8	4	0
66	54	8	4	0
67	54	9	4	0
68	54	9	5	0
69	54	9	5	1
70	55	9	5	1
71	56	9	5	1
72	57	9	5	1
73	58	9	5	1
74	59	9	5	1
75	59	10	5	1
76	60	10	5	1
77	61	10	5	1
78	62	10	5	1
79	63	10	5	1
80	64	10	5	1
81	64	11	5	1
82	64	11	6	1

Total Req'd Officers	PO	Sgt	Lt	Capt/Commandr
83	65	11	6	1
84	66	11	6	1
85	67	11	6	1
86	68	11	6	1
87	69	11	6	1
88	69	12	6	1
89	70	12	6	1
90	71	12	6	1
91	72	12	6	1
92	73	12	6	1
93	74	12	6	1
94	74	13	6	1
95	74	13	7	1
96	75	13	7	1
97	76	13	7	1
98	77	13	7	1
99	78	13	7	1
100	79	13	7	1
101	79	14	7	1
102	80	14	7	1
103	81	14	7	1
104	82	14	7	1
105	83	14	7	1
106	84	14	7	1
107	84	15	7	1
108	84	15	8	1
109	84	15	8	2
110	85	15	8	2
111	86	15	8	2
112	87	15	8	2
113	88	15	8	2
114	89	15	8	2
115	89	16	8	2
116	90	16	8	2
117	91	16	8	2
118	92	16	8	2
119	93	16	8	2
120	94	16	8	2
121	94	17	8	2
122	94	17	9	2
123	95	17	9	2
124	96	17	9	2
125	97	17	9	2
126	98	17	9	2
127	99	17	9	2

Total Req'd Officers	PO	Sgt	Lt	Capt/Commandr
128	99	18	9	2
129	100	18	9	2
130	101	18	9	2
131	102	18	9	2
132	103	18	9	2
133	104	18	9	2
134	104	19	9	2
135	104	19	10	2
136	105	19	10	2
137	106	19	10	2
138	107	19	10	2
139	108	19	10	2
140	109	19	10	2
141	109	20	10	2
142	110	20	10	2
143	111	20	10	2
144	112	20	10	2
145	113	20	10	2
146	114	20	10	2
147	114	21	10	2
148	114	21	11	2
149	114	21	11	3
150	115	21	11	3
151	116	21	11	3
152	117	21	11	3
153	118	21	11	3
154	119	21	11	3
155	119	22	11	3
156	120	22	11	3
157	121	22	11	3
158	122	22	11	3
159	123	22	11	3
160	124	22	11	3
161	124	23	11	3
162	124	23	12	3
163	125	23	12	3
164	126	23	12	3
165	127	23	12	3
166	128	23	12	3
167	129	23	12	3
168	129	24	12	3
169	130	24	12	3
170	131	24	12	3
171	132	24	12	3
172	133	24	12	3

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
173	134	24	12	3
174	134	25	12	3
175	134	25	13	3
176	135	25	13	3
177	136	25	13	3
178	137	25	13	3
179	138	25	13	3
180	139	25	13	3
181	139	26	13	3
182	140	26	13	3
183	141	26	13	3
184	142	26	13	3
185	143	26	13	3
186	144	26	13	3
187	144	27	13	3
188	144	27	14	3
189	144	27	14	4
190	145	27	14	4
191	146	27	14	4
192	147	27	14	4
193	148	27	14	4
194	149	27	14	4
195	149	28	14	4
196	150	28	14	4
197	151	28	14	4
198	152	28	14	4
199	153	28	14	4
200	154	28	14	4
201	154	29	14	4
202	154	29	15	4
203	155	29	15	4
204	156	29	15	4
205	157	29	15	4
206	158	29	15	4
207	159	29	15	4
208	159	30	15	4
209	160	30	15	4
210	161	30	15	4
211	162	30	15	4
212	163	30	15	4
213	164	30	15	4
214	164	31	15	4
215	164	31	16	4
216	165	31	16	4
217	166	31	16	4

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
218	167	31	16	4
219	168	31	16	4
220	169	31	16	4
221	169	32	16	4
222	170	32	16	4
223	171	32	16	4
224	172	32	16	4
225	173	32	16	4
226	174	32	16	4
227	174	33	16	4
228	174	33	17	4
229	174	33	17	5
230	175	33	17	5
231	176	33	17	5
232	177	33	17	5
233	178	33	17	5
234	179	33	17	5
235	179	34	17	5
236	180	34	17	5
237	181	34	17	5
238	182	34	17	5
239	183	34	17	5
240	184	34	17	5
241	184	35	17	5
242	184	35	18	5
243	185	35	18	5
244	186	35	18	5
245	187	35	18	5
246	188	35	18	5
247	189	35	18	5
248	189	36	18	5
249	190	36	18	5
250	191	36	18	5
251	192	36	18	5
252	193	36	18	5
253	194	36	18	5
254	194	37	18	5
255	194	37	19	5
256	195	37	19	5
257	196	37	19	5
258	197	37	19	5
259	198	37	19	5
260	199	37	19	5
261	199	38	19	5
262	200	38	19	5

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
263	201	38	19	5
264	202	38	19	5
265	203	38	19	5
266	204	38	19	5
267	204	39	19	5
268	204	39	20	5
269	204	39	20	6
270	205	39	20	6
271	206	39	20	6
272	207	39	20	6
273	208	39	20	6
274	209	39	20	6
275	209	40	20	6
276	210	40	20	6
277	211	40	20	6
278	212	40	20	6
279	213	40	20	6
280	214	40	20	6
281	214	41	20	6
282	214	41	21	6
283	215	41	21	6
284	216	41	21	6
285	217	41	21	6
286	218	41	21	6
287	219	41	21	6
288	219	42	21	6
289	220	42	21	6
290	221	42	21	6
291	222	42	21	6
292	223	42	21	6
293	224	42	21	6
294	224	43	21	6
295	224	43	22	6
296	225	43	22	6
297	226	43	22	6
298	227	43	22	6
299	228	43	22	6
300	229	43	22	6
301	229	44	22	6
302	230	44	22	6
303	231	44	22	6
304	232	44	22	6
305	233	44	22	6
306	234	44	22	6
307	234	45	22	6

Total Req'd Officers	PO	Sgt	Lt	Capt/Cmdr
308	234	45	23	6
309	234	45	23	7
310	235	45	23	7
311	236	45	23	7
312	237	45	23	7
313	238	45	23	7
314	239	45	23	7
315	239	46	23	7
316	240	46	23	7
317	241	46	23	7
318	242	46	23	7
319	243	46	23	7
320	244	46	23	7
321	244	47	23	7
322	244	47	24	7
323	245	47	24	7
324	246	47	24	7
325	247	47	24	7
326	248	47	24	7
327	249	47	24	7
328	249	48	24	7
329	250	48	24	7

Contacts

NOPD:

First District

504-658-6010
501 N. Rampart St.
New Orleans, La. 70112

Second District

504-658-6020
4317 Magazine St.
New Orleans, La. 70115

Third District

504-658-6030
4650 Paris Ave.
New Orleans, La. 70119

Fourth District

504-658-6040
1348 Richland Dr.
New Orleans, La. 70114

Fifth District

504-658-6050
4015 Burgundy St.
New Orleans, La. 70117

Sixth District

504-658-6060
1930 Martin L. King Blvd.
New Orleans, La. 70113

Seventh District

504-658-6070
10555 Lake Forrest Blvd.
New Orleans, La. 70127

Eighth District

504-658-6080
334 Royal St.
New Orleans, La. 70130

Non-Emergency Calls/File a Police Report

504-821-2222

Crimestoppers Hotline

504-822-1111

OPSE:

Office (including after hours)

504-658-8747

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Other Useful Information:

OPSE's Government Website

<http://www.nola.gov/opse/>

OPSE's Customer Website

<http://www.HireNOPD.com>

OPSE's Video Tutorials for Customers

<https://www.youtube.com/HireNOPDvideos/>

NOPD Consent Decree

<http://www.justice.gov/crt/about/spl/nopd.php>

NOPD Police District Map

<http://www.nola.gov/nopd/districts/>

Louisiana Code of Governmental Ethics

<http://ethics.la.gov/Pub/Laws/ethsum.pdf>