

Memorandum



CITY OF DALLAS

DATE July 26, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Dallas Police Department Off-Duty Employment**

The Dallas Police Department (DPD) is reviewing current policies and procedures regarding its Off-Duty Employment program. In November of 2018, the City Auditor's Office completed an audit of the current procedures and management system used to govern and track officers working off-duty employment jobs outside their normal duty hours. Several deficiencies were noted in the audit report that represented areas for improvement and include the following:

- Officers do not always comply with internal controls
- Current management system does not have internal controls to manage off-duty employment, receive supervisory approval, and ongoing monitoring
- Current system does not align with best practices
- Current policy is too liberal on number of hours an officer can work off-duty
- Current policies/definitions guiding off-duty employment are unclear

To address these deficiencies, staff is conducting a review of current policies such as reducing the total number of off-duty hours an officer can work from the current policy level of 72 hours per week to something more in line with best practices among peer cities. DPD is also considering options to better administer oversight for the Off-Duty Employment program. This includes the possible use of a third-party administrator to perform the following functions:

- Handling requests for off-duty employment
- Payroll and invoicing
- Management reports
- Payment to officers
- Scheduling of officers

Staff has received feedback and concern about the fees tied to third-party administration. While it is common for third-party service providers to pass a nominal fee along to the hiring entity, DPD's assessment will include evaluation of multiple fee options to mitigate any perceived negative impact from this service to the officers. These options will be vetted through a competitive procurement process that staff plans to initiate late this Summer.

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Staff has also received feedback expressing concern that DPD is seeking to change the Enhanced Neighborhood Patrol (ENP)* program. The ENP program is of high importance to both the DPD and community, and DPD values its relationships with neighborhood groups that have committed additional resources to their community through the ENP program. The above considerations are based on noted audit deficiencies and best practices conducted by other city police departments, and do not include recommending changes to the ENP program. We will keep you abreast of the progress with the assessment and next steps.

Please let me know should you have any additional question. You can also copy the link below into your web browser should you wish to read the City Auditor's report regarding the Department's Off-Duty Employment program.

<https://dallascityhall.com/departments/auditor/PublishingImages/pages/default/A19-001-%20Audit%20of%20Dallas%20Police%20Department%27s%20Off-Duty%20Employment%20Program.pdf>



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Mark Swann, City Auditor
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Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors

*Expanded Neighborhood Patrol (ENP): An identified residential area who collectively employ off-duty officers to provide security for a mutually agreed upon pay rate.