January 30, 2007

ADMINISTRATION BUREAU MEMORANDUM NO. 07-3

SUBJECT: Secondary Employment Management System (SEMS)

The Executive Committee has approved the purchase of a subscription to the Secondary Employment Management System (SEMS) service for the management of our off-duty employment activities. This service will greatly improve our ability to effectively manage this function. The SEMS system can also be used for management of special events such as parades, runs, grant projects, crime target-area projects and disaster response incidents. As we begin to transition to this system, the following synopsis of the system and implementation plan should be shared with department members involved in off-duty employment.

The SEMS system is:

- A web-based internet service accessed by each user establishing a unique log-in name and password.

- Centrally managed by an agency administrator having overall responsibility for the system, in our case the Off-Duty Employment Unit.

- Flexible, allowing off-duty jobsite coordinators to manage their own schedules and allow access to those schedules for job assignment at the individual officer, Unit or Department-wide level. Examples of jobsite coordinators managing the schedule of a large number of officers are the Kansas City Royals and Kansas City Chiefs off-duty employment assignments. Individual officers can also be coordinators for off-duty employment jobs they generate on their own or which only involve a few officers.

- Equitable, allowing all officers the same opportunity to apply for pool jobs on-line.

- Efficient, by eliminating the annual paper renewal application process and current phone system for assignment of pool jobs.

The SEMS implementation:

- Is planned to occur in stages with system administrators, a limited number of coordinators and system user trainers being trained in February or March.

- Will require some initial testing by these administrators, coordinators and user trainers to assist in development of the policy and procedural revisions for Personnel Policy 630-5, Off-Duty Employment.

- Should be completed by the end of the year with pool jobs and new jobs generated by officers added to the SEMS system sometime this summer and all renewals for 2008 being added by the end of the year.

Additional information can be obtained by contacting the Off-Duty Employment Unit by phone or email or logging onto the SEMS website at CYAUSA.com and clicking on products and following the link to the SEMS-to-CYA information page.

All officers will be notified via department e-mail as to the start date, time and location.

Deputy Chief Nick Nichols
Commander
Administration Bureau

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