

June 25, 2007

Administration Bureau Memorandum No. 07-8

Subject: Secondary Employment Management System (SEMS)

The Department has subscribed to a web-based software management program to manage our off-duty employment function. Effective July 15, 2007, the Form 2 PD, Request to Engage in Employment During Off-Duty Periods, is discontinued. Registration, management and administration of all off-duty employment by Department members will be accomplished electronically within this system – Secondary Employment/Special Events Management System (SEMS). All current off-duty employment and new off-duty employment generated for the remainder of calendar year 2007 must be entered into the SEMS system. Until revision of PPBM 630-5, Off-Duty Employment, is complete, the following guidelines are established to assist members with registration, management and accountability for off-duty employment jobs and employers.

Definitions

The following definitions are provided to help clarify different aspects of the SEMS system.

1. **Secondary Employment** – any employment for any type of compensation for any entity other than the Board of Police Commissioners. This is commonly referred to as off-duty employment.
2. **Special Event** – any department sponsored activity eligible for compensation via grant funds, overtime pay, compensatory time or regular duty pay where management of assigned event personnel schedules is required or desired to capture hours, costs and/or activities associated with the event.
3. **Civilian Employment** – any secondary (or off-duty) employment for any type of compensation performed by Department civilian members or law enforcement members that does not require the use or potential use of law enforcement authority. Civilian employment does not require coordination.
4. **Coordinator** – A department member responsible to the secondary employer for managing the work schedule for self or others. Every on-going, repeat or recurring secondary job must have a coordinator, even if you are the only person working for the employer.
5. **Coordinated Job Pool** – The officers or department members within a private group working jobs managed by a coordinator for a secondary employer.
6. **Seniority Based Assignment or Job** – Secondary employment coordinated by the Off-Duty Employment Coordinator's Office. These jobs have commonly been called "Pool" jobs in the past. Every Department member is eligible to work seniority based jobs if otherwise qualified by policy and the requirements of the position. These are normally positions requiring law enforcement authority. Officers submit a request to be considered for these

jobs and the SEMS computer system assigns these jobs based upon the following priority order: (1) expressing interest by applying for the job, (2) number of secondary employment jobs worked in the past 90 days and (3) hiring date as a police officer.

7. **Open Agency Wide Job** – Secondary employment coordinated by the Off-Duty Employment Coordinator’s Office. These jobs have commonly been called “Pool” jobs in the past. They differ from Seniority Based Assignments or Jobs only in the assignment method. Officers assign themselves to these jobs when applying for the position – there is no computer priority processing review prior to assignment.
8. **Coordinated Job** – Secondary employment coordinated by a department member responsible to the secondary employer for managing a schedule for self or others. Only officers assigned to the employer’s private pool by the coordinator are eligible to work these jobs. Members within the private pool may either self-assign, apply for or be assigned to these jobs by the coordinator based upon the rules established within the private pool by the coordinator

Member Registration

Each member eligible by policy and desiring to work secondary employment or Department sponsored special events must register with the SEMS system by taking the following actions:

1. Open a web browser from any internet capable computer and navigate to the following website: **cyausa.com/offduty**.
2. When presented with the **Welcome** screen, click on the **Employees** tab in the upper right portion of the screen or on the **CYA Business Card** displayed in the middle of the screen.
3. When the screen refreshes, a login box will be displayed. Each member must log into the system by using the default login ID: **kcpd (plus your serial #)** substituting either your four digit LE serial # or five digit civilian serial #. Example: **kcpd3178** The default password is **KCPD.1** The login ID and password are always case sensitive. Locate and click on the **Log In** button.
4. Each member will be presented with their own **Welcome (Your Name)** screen. In the upper center of the screen, locate and click on the **Profile** button.
5. When your profile page displays, verify that the information entered about you is correct. Locate the **Login ID box**, delete the default information and enter your own, private login ID unique to you. Locate the **Password box**, delete the default information and enter your own, private password unique to you. Remember that the Login ID and Password are always case sensitive. Update your email address by changing the default **Changeme@kcpd.org** to your own email address and enter any other email addresses and phone numbers you want listed in the system that other system users can use when wanting to contact you regarding off-duty employment.
6. When all information has been entered and updated on your profile page, locate and click on the **Edit Profile** button at the bottom, center of the page. When the screen

refreshes you will be able to use your newly created login ID and password to return to the web-site at anytime in the future.

7. Locate the **Normal User Narrated Training or Normal User Non-Narrated Training** link at the bottom of your “**MY HOME**” (or welcome) page and click on one of the training links to learn more about how to navigate through the system.

Submitting an Employer

Most off-duty employment is managed within the SEMS system in private job pools. Subsequently, most employers already will be in the SEMS system, having been previously entered by the coordinator for your employer. If your employer is already in the computer, you do not have to enter it again. The coordinator for your employer should have entered your name into the private pool list for your employer. Your home page will list the employer private pools to which you are assigned.

Members may submit an employer to the SEMS system for approval by system administrators when they:

- Want to perform civilian work, or;
- Coordinate or have been requested to coordinate assignments for the employer, or;
- Have become aware of an employer requesting personnel to work an assignment, but do not wish to coordinate the assignments, or;
- Want to work a one-time assignment for the employer which does not require long term coordination of assignments.

To enter a new employer, take the following actions:

1. From your normal user “My Home” page, locate and click on the **Submit an Employer** button in the upper right corner of the screen.
2. When the screen refreshes, you will be prompted to search for the employer by entering the first few letters of the employers name to determine if the employer is already entered into the system. If the employer is found, no further action is required.
3. If the employer is not found, enter information for the employer into the form. The fields are self explanatory. Enter NA into any fields that do not apply.
4. Select the appropriate button indicating if you are submitting the employer for:
 - Civilian work, or;
 - No (I do not wish to coordinate jobs for this employer), or;
 - Yes (I wish to coordinate jobs for this employer, but I already have a coordinator administrator account), or;
 - Yes (I wish to coordinate jobs for this employer, But I do not have a coordinator administrator account).
5. Locate and click the **Submit Employer** button located at the bottom center of the page.
 - **Civilian work** – If selecting this option, no further action is required.

- **No** – If selecting this option, take the following actions: Enter as many details about the job as you can. Select **One Time** if the job is to take place on a single date; or select **Daily** if the job is to occur on every day of the week; or select **Weekly** and then indicate the days of the week that apply to this job by checking the box(es) next to the appropriate days of the week. Continue by supplying all additional information known for this employer then locate and click on the **Add Employer** button.
- **Yes, I request to coordinate, but already have a coordinator administrator account.** When selecting this option, take the following actions: A job must be added for this employer at the time you submit the employer for approval to associate your name with the employer as the coordinator for this employer. Log into your coordinator administrator account when prompted and add the job using information learned in the coordinator training session. You cannot publish jobs for this employer until the employer is approved by the SEMS system Administrators.
- **Yes, I request to coordinate but do not have a coordinator account** – When selecting this option complete the coordinator application creating a different login and password from the user’s primary login and password. It is recommended that the coordinator login and password be created by adding the letter “c” to the end of the primary login and password. Example: primary login **kcpd3178** – coordinator login **kcpd3178c** and primary password **KCPD.1** - coordinator password **KCPD.1C** Locate and click on the **Submit Coordinator Application** button. Once the employer is approved by the SEMS system administrator and a job is added by the SEMS system administrator, you may return to the employer via your coordinator administrator account and begin adding and publishing jobs for this employer. To log into the system as a coordinator, locate and click on the **Home** button, returning to the original login screen. When the original login interface page displays, locate and click on the **Date** button in the upper right portion of the screen.

My Home Page Interface

After the normal user has logged into the system, updated their profile and submitted or searched for their employer, other system features available to normal users from their **Welcome** page include the following:

- **My Home** – Presents the user with a two-week view of their schedule.
- **My Schedule** – Presents the user with a two-month view of their schedule.
- **Eligible Jobs** – A link allowing the user to search and apply for jobs for which they are eligible. A search can be conducted for any of three basic types of jobs: Seniority Based Assignments, Open Agency Wide Assignments and Coordinated Jobs. The coordinated job search link is available only to those users who have been added to a private pool by a coordinator and is confined to only those private pool employer jobs where they hold membership as part of the employer’s private pool.
- **My History** – A link allowing the user to display and print a summary of their off-duty assignments tabulated monthly.

- **Calculated Earnings** – A link from the user’s My History page allowing the user to display and print a summary of their off-duty earnings tabulated monthly. The calculated earnings summary is not available for view by the user’s supervisor or commanders.

Supervisor/Commander Administration

The SEMS system contains several management tools available to supervisors and commanders for management and administration of employee involvement in secondary employment activities. The features are available to supervisors and commanders from their normal user welcome page located at the top margin of the display page.

Create Numbers – An administrative case numbering system, providing supervisors with a tracking system for administrative violations of off-duty employment policies. This system will **not** be used. Community complaints regarding off-duty employment activities will continue to be investigated by the Internal Affairs Unit.

Who’s On Now – This feature provides supervisors and commanders with a snapshot of all department personnel currently working in an off-duty capacity listed by division location of the off-duty employer worksite.

My Personnel – This feature gives supervisors and commanders the ability to view the off-duty employment activities of their assigned duty personnel. Supervisors and commanders should create and maintain the list of their duty assigned personnel by selecting them from the division list. Once the list is created, you can view your staff’s off-duty schedule and details of their past and future jobs. To populate your list take the following actions:

- Locate and click on the **My Personnel** button at the very top of the display page, above the Welcome banner.
- When the display screen refreshes, locate and click on the **Manage** button.
- When the display screen refreshes, locate and click on the **Add Employees** button.
- Scroll through the list, locating those personnel assigned to your command responsibility. While continuously depressing the **Ctrl** key, move the cursor over each name you wish to select and click on the name to highlight it. Once all names of your assigned duty personnel have been selected, locate and click on the **Add Personnel** button.
- When the display page refreshes, locate and click on the **My Personnel** button located beneath the Welcome banner and proceed by selecting each employee’s off-duty history you wish to view.

Deputy Chief Nick Nichols
Commander
Administration Bureau

**Distribution: Department wide via Daily Informant posting for one week.
Print from “Policies and Procedures” via the Intranet.**