

## 1-05/020.00 Private Entity Contract (PEC) Overtime Administration

Counties have been authorized by law to contract with private entities and individuals to provide supplemental law enforcement services for special events or occurrences that take place on an occasional basis (Government Code 53069.8).

The purpose of this legislation was to enable law enforcement to contract with private individuals and entities for the provision of law enforcement services. This type of contract is utilized for events such as movies or television filming, privately sponsored marathon races, parochial school events, etc.

According to law, the following criteria must be met before deputy personnel may be authorized to work private entity events:

- Events take place on an occasional basis
- Supplemental services shall be rendered by regularly appointed, full-time peace officers, or as negotiated with the respective certified employee organizations
- Duties performed by deputy personnel shall encompass only law enforcement duties and not services authorized to be provided by a private security operator (refer to Business and Professions Code 7521)
- Supplemental law enforcement services rendered to private entities shall not reduce the normal and regular ongoing service that the Department normally provides

### Approval of the Private Entity Contract (PEC)

Written requests from private individuals or entities (contractors) shall be directed through the concerned Bureau Commander (Captain) to the Sheriff through the Contract Law Enforcement Bureau. Requests should explain the type of services required (e.g., crowd control), the number of deputy personnel needed, and the numbers of hours to be worked. This information shall be determined through discussions between the Captain and the contractor (or their representative).

Contract Law Enforcement Bureau personnel shall review the requests and, if appropriate, forward two copies of the PEC to the concerned Bureau for signature by the private contractor or their authorized representative. Both signed contracts shall then be returned to Contract Law Enforcement Bureau. The Bureau Commander shall prepare an operational plan for each event which shall include the number of personnel required, the number of hours to be worked, and the duties of assigned personnel. This plan shall be forwarded to the Contract Law Enforcement Bureau with both contracts.

Contract Law Enforcement Bureau shall process the Private Entity Contract and shall forward one copy of the signed PEC to the concerned Bureau, while retaining the second document. Bureau Commanders shall make a copy of the contract for their files and forward the signed original of the contract to the private contractor.

### Private Entity Contracts with Movie/Television Studios

Sheriff's Headquarters Bureau personnel will be responsible for coordinating Private Entity Contracts between the Department and movie/television studios. Personnel contacted by movie representatives shall refer all requests for movie/television contracts to the Sheriff's Headquarters Bureau.

Sheriff's Headquarters Bureau personnel will maintain a movie event log and contact concerned Bureau/Area staffs to coordinate Operational Plans for each event.

### **Jurisdiction and Staffing**

Area Lieutenant shall be responsible for providing service within their branch facilities. If unable to fill manpower requirements from the involved branch, the Area Lieutenant shall solicit volunteers from other courts within their Areas. If still unable to meet manpower requirements, they shall contact their Bureau Headquarters and request assistance in obtaining the necessary personnel.

Staffing for private entity events should, whenever possible, remain with the smallest Unit level necessary to handle the event, e.g. the involved branch, the area, etc. If insufficient personnel are available from the concerned Bureau to meet the total manpower requirements of the PEC, personnel assigned to other Bureaus within Court Services Division shall be utilized. Any such necessity shall be coordinated through Division Operations staff.

### **Control Numbers, Billing and Timekeeping**

Once the Private Entity Contract has been approved, concerned personnel shall obtain a PEC number from the Contract Law Enforcement Bureau. The PEC number is required in order for the timekeeper to enter any overtime worked into the County Wide Timekeeping and Payroll Personnel System (CWTAPPS). The PEC number should be used on all correspondence regarding the particular event. The information required for the private entity master log includes:

- Bureau providing service
- Personnel requesting PEC number
- Private entity company name
- Event name, date and location

Overtime Worked Reports (SH-R-251) shall be approved at the Branch Office responsible for coordinating the event and forwarded to the timekeeper for recording. The Overtime Worked Reports shall indicate overtime code #903 (Private Entity Contract) and specify both the private entity event name and the control number for each event.

Exception: Personnel assigned to Units other than the primary Branch shall have overtime slips approved by the event coordinator at the primary Branch providing the service. Personnel working the private entity event will be responsible for turning the approved overtime slips into their assigned Unit's timekeeper.

The Area Lieutenant shall, within three days following the conclusion of the PEC, send a memo to the Contract Law Enforcement Bureau indicating time expended on behalf of the private entity event. This memo shall include:

- Event name
- Control number
- Employee name (s), rank and employee number
- Total hours worked per employee (by date if event covers more than one day)
- Each Deputy's home Unit of assignment
- Type, vehicle number and mileage of any County vehicles used

Rates charged to the private contractor are determined by the Auditor-Controller and, pursuant to law, recover the full costs of providing the service(s) contracted for. Current rates can be obtained through the Contract Law

Enforcement Bureau.

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