

# Off Duty System Registration

Arlington Police Department Special Events

## Step 1: NEW USER Application Process

- 1) Complete departmental Off-Duty Request form
  - a. APD = Intranet = Quick Forms = Off Duty Form
    - i. General Order | 502.02A – City Personnel Policy 202.00
  - b. Outside Agencies: As required by your Department
- 2) Click Request Access on the new Off-Duty System: (<https://www.apdoffduty.org>)
- 3) **Complete the entire application:** below is clarification on a few key items
  - a. Your ID number is your departmental badge number
  - b. Your payroll ID is NOT needed
  - c. Select a Job Class that most closely reflects your responsibilities
  - d. Agency Date of Hire: refers to your most recent date of hire
  - e. Training: Bobcat and T3 training are available once you have access to the system
    - i. Corrections: for APD personnel ONLY
    - ii. Tactical School: field personnel must have attended tactical school
  - f. Certification: Only select if you wish to work in one of these positions
    - i. Bike: exterior bike patrol
    - ii. Motor: motor escort
    - iii. SWAT: APD Tactical Response Team
    - iv. K9: APD Personnel only
- 4) Profile will be verified by website administrator
- 5) A confirmation email will be sent when your account is active

## Step 2: NEW USER Payroll Enrollment

Must be completed prior to working an event.

Unavailable until your account is activated.

- 1) Upon activation; complete the Enrollment Process for AT&T Stadium
  - a. Detailed Directions for Enrollment Process are located on Off Duty System – Dashboard (media icon)
    - i. Hiring Requirements
    - ii. Stadium Ambassador Training
    - iii. Stadium Badge
- 2) Enrollment Process for Globe Life Park will be disseminated annually, *not available to all agencies*

### Annual Requirements

Arlington Police Department	Outside Agencies
1. Annually complete the <u>Off-Duty Request</u> <ol style="list-style-type: none"><li>a. General Order   502.02A – City Personnel Policy 202.00</li></ol>	Complete any annual requirements for your department regarding off-duty assignments