

# Off Duty System Registration

Arlington Police Department Special Events

## PREVIOUS USER

Individuals that currently have an **ACTIVE** profile on the *old* Arlington Off Duty System

- 1) Request Access on the new Off-Duty System: (<https://www.apdoffduty.org>)
  - a. Have your payroll ID number for AT&T Stadium and Globe Life Park available in order to complete application process
  - b. **Failure to include the correct payroll ID number may result in delayed payment or not receiving payment**
    - i. AT&T Payroll ID: check previous pay stub or [FirstStar](#)
    - ii. Globe Life Park Payroll ID: check the back of your Rangers ID card or [Ultipro](#)
  - c. Agency Date of Hire: refers to your most recent employment date with the department
  - d. Training/Certifications: only select if you wish to work in those positions; position selection will be based upon seniority and availability
    - i. Bobcat/ATV: completed Bobcat Operator Awareness Training (off duty system)
    - ii. Corrections: detention personnel
    - iii. T3/Raptor: completed Raptor Operators Awareness Training (off duty system)
    - iv. Tactical School: field personnel
    - v. Bike: exterior bike patrol
    - vi. Motor: motor escort
    - vii. SWAT: APD Tactical Response Team
    - viii. K9: may be staffed for specialized K9 response
- 2) Profile will be verified by website administrator
- 3) A confirmation email will be sent when your account is active
- 4) Once your profile is active, you may begin utilizing the new off duty system

### 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