



Operational Overtime Request Guidelines

Operational Overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations, and to enhance public safety during mass gatherings and high-profile events.

Examples of Allowable Operational Overtime includes:

- Special Event Assessment Rating (SEAR) Level 1 through Level 4 event.
- National Security Special Event (NSSE) as deemed by Department of Homeland Security (DHS).
- States of Emergency declared by the Governor associated with a terrorism-related threat or incident (excludes Presidentially declared major disasters or emergencies).
- National Critical Infrastructure Prioritization Program (NCIPP) – Protection of Level 1 and Level 2 facilities as defined by the NCIPP.
- Directed Transit Patrols – Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
- Other Related Personnel Overtime Costs – Overtime costs may be authorized for personnel assigned to support any of the security relating to the above categories.
- Operational Support to a Federal Agency - Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency.

At least one month prior to the start of the operation, subrecipients approval from Federal Emergency Management Agency (FEMA) must be obtained. FEMA will accept requests up to one year in advance.

Retroactive requests will not be accepted. Final costs cannot be higher than the approved costs. Also, funding year cannot be changed after the event has taken place.

A signed letter on agency letterhead, addressing all points listed below must be emailed to the assigned DHSES contract representative. Failure to submit a detailed request letter will further delay the review process. Please follow the instructions and provide adequate details.



Homeland Security and Emergency Services

The request letter must contain the following:

- General information including:
 - Agency/Jurisdiction requesting the approval
 - Cost associated with the request (if multiple events are included the estimated cost of O/T associated with each event must be broken out)
 - Grant program and funding year
 - General statement of what the request is for
 - Example: ABC County Sheriff's Office is requesting approval to use \$00,000.00 of FYXX SHSP funding for Operational O/T to deploy security patrols at soft targets/crowded places within Empire County.
- Detailed justification and purpose of the operation(s) being requested, including the perceived risk or threat to the population.
 - Example: The patrols are necessary to protect the public against terrorist related attacks. Despite lacking specific threat information (or if there is specific threat information related to the event or a similar event, include it here), the risk to the public remains substantial. Most attendees will travel to the area by private vehicle and public transportation. The significant influx of the public creates multiple opportunities for vulnerabilities as there is no single designated access point for the event. The public is encouraged to make use of the many different approach angles to ease congestion in any one given area. The hazard becomes the decreased ability to protect each access point to the maximum extent possible. Crowds gather and become vulnerable to individual, group and vehicular attack to name but a few methods. The notability and notoriety of the area makes this event a high-profile target for those that wish to inflict harm on individuals and our way of life. (Also indicate any documented threats or actual incidents that occurred at similar events, either local or worldwide.)
- Specifics of the event(s) including location(s), date(s) and any other local resources, assets, and/or jurisdictions that may be included in assisting with the event(s) If applicable list local resources or assets that will be used to assist with securing the event(s) such as SWAT Teams, Bomb Units, K9 Units, and CBRNE response vehicles/equipment, mobile command posts, etc. (to demonstrate that the jurisdiction is deploying local resources to support security efforts at the event(s), and not just relying on grant funds to cover O/T for the event(s).
 - Example: Fourth of July Celebration – 7/4/2024: ABC County fairgrounds in Anytown, NY. 5,000 individuals are expected to attend the event. Six Law Enforcement Officers will be patrolling throughout the event. Estimated O/T for this event is \$14,245.