

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> OFF DUTY/EXTRA DUTY EMPLOYMENT	<b>Procedure:</b> General Order 10.3.5 CALEA 22.3.5	<b>Total Pages:</b> 5
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 09/04/2009	
	<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

### I. PURPOSE

The purpose of this general order is to establish guidelines for off duty and extra duty employment by members of the Florence Police Department.

### II. SCOPE

This directive applies to all personnel.

### III. RESPONSIBILITY

It is the responsibility of all employees to comply with this directive.

### IV. DEFINITIONS

#### A. OFF-DUTY EMPLOYMENT

Pertains to the secondary employment of the off-duty type – that is, outside employment wherein the use of law enforcement powers is not anticipated. Applies to sworn and civilian personnel.

#### B. EXTRA-DUTY EMPLOYMENT

Pertains to the secondary employment of the extra-duty type – that is, outside employment wherein the actual or potential use of law enforcement powers is anticipated. Applies to sworn personnel only.

### V. GUIDELINES

A. Before accepting secondary employment or entering into a business affiliation, in an off-duty or extra-duty capacity, an employee must obtain written permission from the Chief of Police.

B. Employees shall submit their request for secondary employment to the Chief of Police on Florence Police Department Form WA-01.

C. Each request for approval of secondary employment will be handled on a position-to-position basis. The following occupations are examples of prohibited secondary employment and are not all-inclusive:

1. Bill collectors or collection agents of any kind;
2. Repossessors of merchandise;
3. Employment by a firm which conducts business with the City, other than to pay taxes or to obtain a business license, i.e., an

General Order 10.3  
OFF DUTY/EXTRA DUTY EMPLOYMENT

engineering firm under contract to the Planning Department; a computer firm under contract to the Finance Department.

4. Any **retail/public** establishment that sells alcoholic beverages for on-premises consumption and is licensed under NAICS (North American Industry Classification System) codes 722411 & 722410 or otherwise described as a Lounge.
- D. The Special Events Commander will oversee adherence to departmental policies, processes, and other matters deemed appropriate by the department regarding secondary employment.
  - E. Employees, both sworn and non-sworn, shall not be permitted to work secondary employment immediately prior to or after their scheduled tour of duty, if in the opinion of the senior ranking officer in charge, fatigue will interfere with the employee's performance of departmental duties while on duty. Likewise, employees shall not be permitted to work secondary employment if representation in public, as a result of fatigue, would reflect poorly on the department.
  - F. Employees, both sworn and non-sworn, may engage in any type of secondary employment, as long as the secondary employment does not, in the opinion of the Chief of Police, constitute a conflict of interest or would tend to bring discredit to the agency.
  - G. All secondary employment must be approved by the Chief of Police. A review of the request will be made by the Chief of Police, to include verification that the secondary employment meets the criteria of this General Order, and assessment of potential risk or injury. The Chief of Police may revoke permission for the secondary employment, if departmental guidelines are not followed, or the secondary employment conflicts with the employee's regular assigned duties.
    1. The employer and/or officer **will assume all liability and indemnification for the officer's actions while** performing the extra-duty job.
    2. Sworn personnel working extra-duty jobs within the City of Florence, will be required to complete all necessary reports and forms required by General Order and Policy and Procedure of the Florence Police Department, in regards to any law enforcement actions taken by them to include: the date, time, and place of employment, injury to the officer or others, complaints received, and court appearances (scheduled and attended) resulting from extra-duty employment. This information will be forwarded to the Chief of Police through the chain of command.
    3. Sworn Personnel working extra-duty jobs shall adhere to all policies, procedures, rules and regulations set forth by the Florence Police Department. Officer's behavior and activities shall be governed accordingly.

General Order 10.3  
OFF DUTY/EXTRA DUTY EMPLOYMENT

- 4. As a general rule compensation for court appearances by officers that result from extra-duty employment will be the responsibility of the extra-duty employer.
- H. Upon termination of secondary employment, the employee shall submit a memorandum to the Chief of Police indicating the date employment ceased.

**VI. TEMPORARY / SHORT TERM EXTRA-DUTY EMPLOYMENT**

- A. Temporary or short term extra-duty employment, such as store security during the holidays, traffic control at utility construction sites, etc., must be approved by the Chief of Police, but do not require the submission of a WA-01 Request Form. Personnel receiving a request to work this type of assignment shall refer the requestor to the Special Events Commander.
- B. The Special Events Commander, will be responsible for coordinating and filling requests for officers to work temporary or short term extra-duty assignments.
- C. The Special Events Commander shall disseminate all requests for extra-duty assignments to sworn personnel. Consideration to ensure equal opportunity for all sworn personnel is extended in filling these assignments. Assignments are not filled on a “first come, first serve” basis as this method would tend to favor dayshift personnel.
- D. The Special Events Commander, will maintain records of these assignments, personnel working the assignments, locations, employer, dates, times, and officers working.
- E. Personnel working extra-duty employment will complete any necessary paperwork if applicable. Personnel will also check in with the Communications Center when they begin and end the assignment. The employee working the extra duty assignment, will be responsible for ensuring that the on-duty shift supervisor has knowledge of any assignment of this type that is being worked during his/her shift and the location of the assignment.

**VII. RESTRICTIONS**

- A. Secondary employment shall not exceed 24 hours per week.
- B. Non-sworn personnel who have secondary employment will not be allowed to work that job if they are on sick leave, unless the sick leave is due to an injury. Under this circumstance, the employee must obtain the approval of the Chief of Police.
- C. Sworn Personnel who have extra-duty employment that requires them to perform the duties of law enforcement will not be allowed to work that job if they are on sick leave or suspension.

General Order 10.3  
OFF DUTY/EXTRA DUTY EMPLOYMENT

- D. Sworn Personnel who have off-duty employment that does not require them to perform the duties of law enforcement, may work those jobs while under suspension, but must obtain approval from the Chief of Police to work if they are on sick leave due to an injury. This will be on a case to case basis.