

# EASTON POLICE DEPARTMENT

SECONDARY EMPLOYMENT	
CHAPTER: <b>11</b>	ADMINISTRATIVE MANUAL
AMENDS/SUPERSEDES: <b>G.O. #98-007</b>	REVISED: <b>October 19, 2016</b>
APPROVED: _____ <i>Chief of Police</i>	EFFECTIVE DATE: <b>January 29, 2001</b>

## 11-1.0 GENERAL

### A. POLICE DEPARTMENT

1. The Department shall not be held liable for any injury, damage, or civil action that may occur while performing secondary employment duties.
2. No member shall receive Worker's Compensation through the Town of Easton for any such related injuries.

### B. DEPARTMENT MEMBERS

1. Shall not show favoritism (e.g., granting leave, rearranging shift schedules, etc.) toward another member due to their mutual secondary employment.
2. Shall not show negative bias toward another member because of issues relating to either member's secondary employment.
3. Attending court as a result of action taken during secondary employment will:
  - a. Attend court during off duty time, without compensation from the Town of Easton.
  - b. Will be required to use leave time for court appearances when the member is scheduled for Department duty at the time of trial.

## 11-2.0 APPLICATION PROCESS

### A. APPLICATION PROCESS

1. Applies to sworn officers of any rank who wish to engage in secondary employment or temporary employment.
2. Applies regardless, whether the secondary employment is temporary or ongoing.

### B. REQUESTING MEMBERS

1. Must complete a Request for Secondary Employment Form 91, and submit it to their squad supervisors.

2. May appeal disapproved secondary employment requests to the next highest-ranking member within the assigned command, who is the final deciding authority on the appeal.
3. Must submit a Form 91 for any change in the type of secondary employment, secondary employer, or duties, regardless of when initial employment approval is granted.

### C. SUPERVISORS

1. Review the request for completeness, and will note the member's use of sick leave, work performance and any other pertinent information for the preceding 12 months in the "Comments" section of the Form 91.
2. Forward Form 91 to their Commander who will review the request and forward their recommendation to the Deputy Chief.

### 11-2.1 DEPUTY CHIEF OF POLICE

1. Review the request for adherence to Department policies.
2. Upon final approval, will distribute copies of the request as follows:
  - a. Original – Deputy Chief
  - b. Copy- Division Commander
  - c. Copy- Supervisor
  - d. Copy- Member
3. Maintain a file of all secondary employment requests, regardless of approval status, for a period of one year.
4. Review the file monthly to ensure that requests are renewed or terminated in the appropriate manner, and that members are adhering to procedures.
5. Serve as the central repository for information regarding member's secondary employment.

### 11-3.0 PROHIBITIONS AND RESTRICTIONS

#### A. SECONDARY EMPLOYMENT PROHIBITED UNDER THE FOLLOWING CIRCUMSTANCES

1. When the member has yet to complete the Training Academy.
2. When the requesting member's:
  - a. Secondary employment would impair the member's ability to discharge his duties.
  - b. Efficiency and capabilities as a Department member would be impaired by the employment.
  - c. Availability for emergency return to duty would be interfered with.
3. When the employment involves:
  - a. Quasi-police functions, such as collecting bad check/debts, accident investigations, vehicle repossession, private investigation involving politics, divorce, or claim adjustment.
  - b. Working in a private police guard capacity at the scene of a labor strike.
  - c. Sales work, unless the member's identity as a police officer does not enter into such sales.
4. When the employment, or place it is performed, would:
  - a. Bring either the Department or its members into disrespect or disfavor.
  - b. Involve the member in violation of Department rules and regulations.
5. When the employment would require the member to:
  - a. Appear in uniform. **Exception:** uniformed secondary employment.

- b. Avail themselves of official police records, documents, or files.
- c. Be involved with civil process.
- 6. When the employment location is an establishment which dispenses alcohol for consumption on the premises, and work involves any of the following:
  - a. Bartending or serving alcohol.
  - b. Security/peace keeping function.
  - c. Dispensing package goods.

**B. DEPARTMENT MEMBERS**

- 1. Shall not work secondary employment in excess of 20 cumulative hours in a normal workweek, regardless of the number of approved secondary employment requests.
  - a. For the purpose of this directive, the normal workweek shall be considered to begin on Saturday and end on the following Friday.
  - b. The 20-hour limit does not apply when the member is on leave and may be extended with written permission of the Chief of Police.
- 2. Members on sick leave may not engage in uniformed secondary employment.
- 3. Are not to engage in any other employment, private business, or profession during the hours which they are employed to work for the Town, or outside hours if it is deemed likely to affect their performance as employees of the Town.
- 4. May not obtain a private detective's license.
- 5. May not use Department-issued equipment (except soft body armor) or vehicles as part of the secondary employment without written permission of their commander.  
**Exception:** Uniformed secondary employment (see Section 11-4.0).
- 6. Are subject to Department rules and regulations while working secondary employment and must conduct themselves according to Department standards.
- 7. Who own or operate a tow vehicle in their secondary employment, may not respond to a request for towing by an on-duty officer, unless:
  - a. Specifically requested by the owner/operator of the vehicle.
  - b. The tow vehicle has a valid towing agreement with the Department and is next in the normal rotation for wrecker service.

**11-4.0 UNIFORMED SECONDARY EMPLOYMENT (USE)**

**A. EMPLOYERS**

- 1. Must be approved by the Town of Easton.
- 2. Must provide proof of Workman's Compensation and Liability Insurance, which shall be submitted through the Town Clerk's Office and approved by the Town of Easton.
- 3. Shall pay members for their services through the Town of Easton at an hourly rate agreed upon between the employer and the Department.
- 4. Shall reimburse the Town of Easton at the aforementioned rate and will also be responsible for all associated taxes and any other associated costs, as determined by the Town of Easton.

**B. SWORN MEMBERS**

- 1. Who have graduated from the Training Academy may work uniformed secondary employment (USE).
- 2. May not work USE when under Department suspension or when police powers have been limited for administrative reasons.

3. Assigned to undercover operations may not work USE.
4. May only work USE for security/police duties at locations within the Town of Easton.
5. May only work USE for employers who have obtained a valid permit from the Town of Easton.
6. Working USE must wear the uniform of the day (excluding utility uniforms) and carry a departmentally approved radio and Department equipment issued for personal use (e.g., service firearm, gunbelt, handcuffs, etc.) Use of other Department equipment will require written permission from the member's commander, along with the Request for Secondary Equipment Form 91.
7. Must contact the on-duty patrol supervisor to advise their location and working hours.
8. Must use a departmentally-approved radio and shall:
  - a. Notify dispatch of the USE location at the beginning of the USE workday and the fact that they are "on-duty."
  - b. At the end of the USE workday, notify dispatch that they are "ending duty."
9. Working USE shall handle reports of crimes brought to their attention and the statement of charges for prisoners they arrest.

**Note:** Prisoners will be transported and processed by on-duty officers.

### **C. SHIFT SUPERVISORS**

Will visit USE locations to ensure compliance with USE requirements.

### **D. PATROL COMMANDER**

Will post announcements regarding positions available for USE, which are brought to the Department's attention.

## **11-5.0 RENEWAL, EXPIRATION, AND TERMINATION OF SECONDARY EMPLOYMENT**

### **A. GENERAL**

1. Requests for secondary employment expire July 1 of each year.
2. Members must submit a Form 91 requesting renewal at least 30 days prior to the expiration date.
3. Permission for temporary secondary employment expires on the last day of such employment.
4. Upon termination of the secondary employment, members must forward an intra-department correspondence (IDC) to the Deputy Chief and their commander, notifying them of the date employment was terminated.
5. Employment elsewhere during an approved period of leave without pay may terminate the leave.