



<b>Section 3/700 ♦ Personnel Management</b>		
3 / 707	Secondary Employment	12/25/95 Rev 3/19/08
Accreditation Standards	22.3.4/ 22.3.5	

**3 / 707.05 PURPOSE**

The purpose of this policy is to set forth guidelines to govern secondary employment by members of this police department.

**3 / 707.10 POLICY**

The policy of this Department is to provide guidelines to police employees to inform them of the types of secondary employment that are appropriate and to establish procedures to maintain accountability. These requirements are essential for the efficient operation of the Police Department and for the protection of the community.

**3 / 707.11 COORDINATION & ADMINISTRATION**

The coordination and administration of adherence to all regulations pertaining to secondary employment will be the responsibility of the Deputy Chief of Police unless otherwise specified in this order. The Deputy Chief of Police and subordinate commanders, as directed, will periodically check the extra-duty employment sites to ensure employment is in compliance with this directive.

**3 / 707.15 DEFINITIONS**

- **Employment:** The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer charity work.
- **Secondary Employment:** Employment with any agency, person, company or government other than the City of Laurel.
- **Off-duty Employment –** Outside employment wherein the use of law enforcement powers is not anticipated. Formally known as non-security secondary employment.
- **Extra-duty Employment –** Outside employment wherein the actual or potential use of law enforcement powers is anticipated. Formally known as security related secondary employment.

**3 / 707.20 SECONDARY EMPLOYMENT**

Members shall not engage in any secondary employment outside the Department without the written permission of the Chief of Police on the required department form.

**3 / 707.25 BASIC RESPONSIBILITY**

The primary duty, obligation and responsibility of every member is to the Laurel Police Department. Members, who are directed to work overtime or report to work on their days off, will do so regardless of whether secondary employment is approved. Secondary employment should not interfere with the employee's primary employment with the Laurel Police Department.

All personnel working extra duty employment will notify Communications via police radio of the following information:

- Location
- Times and duration of assignment
- Uniform or plainclothes
- Stationary location or mobile

When the extra duty assignment is completed, officers will again notify Communications via police radio. Telephone notifications are prohibited.

**3 / 707.30 RESTRICTIONS**

- **Off-duty Employment:** Members may engage in off-duty secondary employment which meets the following criteria:
  - ♦ Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer.
  - ♦ Employment which presents no potential conflict of interest between one's duties as a police officer and those inherent in one's secondary employment. Example: Private investigator requiring access to police record files.
  - ♦ Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Example: Establishments that sell pornographic material.

- **Extra-duty Employment:** Officers may engage in extra-duty secondary employment as follows:

- ◆ Where a government, profit making or not-for-profit entity has an agreement with the police officer in uniform or out of uniform that are able to exercise their police duties.
- ◆ Types of extra-duty secondary employment are: Traffic control, crowd control, routine law enforcement for public authorities, security and protection of life and property.

- Duties stemming from incidents on the premises of extra-duty secondary employment shall be handled by the officer, including reports, lookouts and arrests.
- Probationary officers are prohibited from engaging in extra-duty secondary employment for any agency other than the City of Laurel or Laurel Police Department.

### **3 / 707.35 LIMITATIONS ON EXTRA-DUTY SECONDARY EMPLOYMENT**

- To be eligible for any secondary employment, a police employee must be in good standing with the Department.
- Members on medical, sick leave or disability leave may not engage in any secondary employment.
- Members may work a maximum of 24 hours of any secondary employment; or a total of 64 hours in combination with regular duty in each calendar week.
  - ◆ Work hours for all extra-duty secondary employment must be scheduled in a manner that does not conflict or interfere with the member's performance of duty.
  - ◆ Members shall have a rest period prior to reporting or securing from a combination of regular duty and extra-duty secondary employment.
- Members engaged in any secondary employment are subject to call-out in case of emergency, and may be expected to leave his/her secondary employment.
- Permission for a police employee to engage in any secondary employment may be revoked at any time, should it be determined that such secondary employment is not in the best interest of the Department.
- Officers should refrain from initiating arrests when they are personally involved in the incident leading to the arrest:
  - ◆ Enforcement of criminal laws is the purpose of the arrest.
  - ◆ The arrest should benefit the community, not the off-duty employer.
  - ◆ Officers are not to enforce employer company policies, only State, County and local laws.

### **3 / 707.40 PROCEDURE**

- All members shall complete, in duplicate, a Secondary Employment Request and forward it through appropriate channels.
  - ◆ A copy will be returned to the member with conditions and approval.
  - ◆ A copy will be returned if request is denied with reason for denial.
- Approval of secondary employment of a short, spontaneous, temporary duration which required immediate acceptance by an employee may initially be granted by the Deputy Chief of Police or a Lieutenant.
- The member shall be covered by Worker's Compensation Insurance provided by the secondary employer. The Laurel Police Department accepts no liability that attaches to the employee in conjunction with secondary employment. Neither does the Department accept any responsibility for injuries sustained during the course of such secondary employment except as otherwise provided by law.
- Request for secondary employment will be renewable annually in January after initial request is made under the present procedure.

### **3 / 707.45 PROHIBITION**

Only the Chief of Police or their designee has the authority to deny, refuse, or otherwise prohibit any member from engaging in part-time secondary employment.

### **END OF ORDER**