



<b>Secondary Employment</b>	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes:	
CALEA Standard: <b>22.3.4; 22.3.5</b>	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to establish guidelines governing Extra Duty Details and outside employment by employees of this department.
- II. **Policy:** It is the policy of this Department to allow employees the opportunity to perform Extra Duty Details within the scope of their job classifications, and to allow them to engage in outside employment that does not conflict with their official duties.
- III. **Definitions**
  - A. **Extra Duty Details:** Performance of law enforcement duties not within regularly scheduled hours provided to any business, person, or enterprise, which has made application to the Department, and has been approved to secure the services of an employee of the Department. These services will be compensated according to an arrangement established by the Department.
  - B. **Outside Employment:** Employment of a non-police nature in which vested police powers is not a condition for employment. The work provides no real or implied law enforcement service to the employer, and it is not performed during assigned hours of duty.
- IV. **Procedures**
  - A. **Approval Process:** The Department will establish an approval process that will ensure compliance with all elements of this policy concerning Extra Duty Details. The approval process must be completed prior to a member of this department accepting a detail and will include the following:
    - i. A clearly established hourly rate with a two-hour minimum;
    - ii. The number of employees required to safely handle the detail; and
    - iii. All fees will be paid as directed in the agreement.
  - B. **Compliance with department policies and procedures:** Employees shall comply with all department policies and procedures while employed in an Extra Duty Detail. Department provisions will supersede any of the entity hiring the employee. Employees shall comply with all departmental regulations concerning uniform

standards and personal appearance during any Extra Duty Detail and will carry all necessary equipment subject to the nature of the assignment.

- C. Schedule:** The Chief of Police or their designee will coordinate the Extra Duty Detail program. The Chief of Police or their designee will ensure that all employees interested in working are provided an equal opportunity for assignment via a rotating list or other mechanism to ensure fairness in the assignments.
- D. Limitations:** The following are examples of limitations upon Extra Duty Details, overtime, and outside employment that would not be approved:
  - i. Employees are not permitted to work more than 24 additional hours per week unless approved in writing by the Chief of Police or their designee.
  - ii. Officers shall not work more than 16 hours in a calendar day unless an emergency exists and the Chief of Police or their designee has authorized the emergency schedule.
  - iii. Employees shall not be eligible while on sick leave or within (8) eight hours of a sick leave.
  - iv. Employees who have received an unsatisfactory evaluation in the previous rating period may not be eligible for Extra Duty Detail assignment.
  - v. Employees who are under suspension, relieved of duty, or placed on administrative leave are not eligible for assignment.
  - vi. Employees who have not completed the FTO program are not eligible for assignment.
- E. Prohibitions:** Extra Duty Details will not be approved for the following types of assignments unless approved by the Chief of Police:
  - i. Establishments where alcohol is served;
  - ii. Private Clubs requiring bouncers or related duties;
  - iii. Private security agencies or private investigation agencies;
  - iv. Body guard;
  - v. Adult entertainment establishments; and
  - vi. Any use of Departmental personnel that is not in the best interest of the Department.
- F. Outside Employment:** The Department will develop an Outside Employment Request Form, which will be utilized whenever an employee seeks to engage in employment during their off-duty hours. The form will at a minimum contain the following information:
  - i. Description of the type of work to be performed, (i.e. teaching, sales, construction, etc.) and information concerning the potential employer;
  - ii. Maximum number of hours per week employee will engage in the outside employment (no more than 24 hours should be approved);
  - iii. Statement indicating that no aspect of the employment could be considered questionable in nature such as placement in compromising situations, use of police powers, or have the potential to bring discredit to the Department; and

