

CAMBRIDGE POLICE DEPARTMENT

Title: *OFF-DUTY OR
SECONDARY EMPLOYMENT*

Procedure: 3.602

Date Issued:

Revised:
Also see SOP 2002-004

PURPOSE:

The purpose of this policy is to set forth guidelines to govern off-duty or secondary employment by members of the Police Department.

POLICY:

The policy of this department is to provide guidelines to police employees to inform them of the types of secondary employment which are authorized; and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the efficient operation of the police department and for the protection of the community.

DEFINITIONS:

Employment: The provision of a service, whether or not in exchange for a fee or other consideration. Employment does not include volunteer charity work.

Extra-Duty Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee, including volunteer charity work.

Regular Off-Duty Employment: Any employment that will not require the use, or potential use of law enforcement powers by the off-duty employee.

PROCEDURES:

There are two types of off-duty employment in which an employee may engage:

REGULAR OFF-DUTY EMPLOYMENT:

1. Employees may engage in regular off-duty employment that 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 and is not performed during assigned hours of duty.

Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer.

Some examples of employment representing a conflict of interest are:

Personnel investigations for the private sector or any employment which might require the police officer to have access to police information, files, records or services as a condition of employment.

Appearing in uniform during the performance of tasks other than that of a police nature.

Assisting, in any manner, in the case preparation for the defense in any criminal or civil action or proceeding. Conducting activities for a business or labor group that is on strike.

Employment that constitute a threat to the status or dignity of the police as a professional occupation.

Examples of employment presenting a threat to the status or dignity of the police profession are:

Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature as prohibited by law.

Any gambling establishment not exempted by law.

EXTRA -DUTY EMPLOYMENT:

1. Police officers may engage in extra-duty employment as follows:

Where a government, profit making or not for profit entity has an agreement with the police department for police officers in uniform or plain clothes who are able to exercise their police duties.

Types of extra-duty services that may be considered for contracting are:

Traffic control and pedestrian safety.

Crowd control.

Security and protection of life and property.

Routine law enforcement for public authorities.

Plain clothes assignments.

REQUIREMENTS AND LIMITATIONS:

1. Requirements and limitations on regular off-duty and extra-duty employment are as follows:

Any member wishing to engage in regular off-duty employment will submit a memo to the Chief of Police through the chain of command and receive permission

from the Chief of Police to engage in regular off-duty employment.

In order to be eligible for extra-duty employment, a police employee must be in good standing with the department. Disciplinary actions will be taken into consideration when determining standing. The Chief of Police will have authority and control over extra-duty employment. Continued departmental approval of a police employee's extra-duty employment is contingent on such good standing.

Those officers who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or an on-duty injury shall not be eligible to engage in regular or extra-duty employment.

A police officer may work a maximum of 20 hours of regular off-duty or extra-duty employment or a total of 60 hours in combination with regular duty in each calendar week. The total hours does not include overtime and court hours.

Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.

A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his regular off-duty or extra-duty employment in such situations.

Permission for a police employee to engage in regular off-duty or extra-duty employment may be revoked where it is determined that such employment is not in the best interests of the department.