

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 4: RULES AND CONDUCT

SUBJECT: 403 OUTSIDE EMPLOYMENT

EMPLOYMENT EFFECTIVE: 01/01/2015

1. OFF-DUTY EMPLOYMENT. Because of the nature of law enforcement employment, additional jobs held by department personnel will comply with this policy. Any member who wishes to take additional employment during off-duty hours shall complete an Outside Employment Request form requesting permission from the Chief of Police before accepting the employment. In doing so, the member will fully describe the nature of the work to be performed and the hours of work. If it is judged that the additional employment could involve misuse of the police authority, or could adversely affect the member's on-duty work performance or the department's image or efficiency, the request may be rejected.

2. OBLIGATION TO DEPARTMENT. The primary obligation and responsibility of a member who accepts off-duty employment is to the department. Members directed to report for overtime work must be able to do so regardless of their off-duty employment situation.

3. AUTOMATIC OFF-DUTY EMPLOYMENT RESTRICTIONS. Many types of off-duty jobs should cause no concern. Employment as a carpenter, draftsman, lumberman, or part-time teacher are likely to have little effect on the department. Jobs which may involve a member exercising authority under a police commission or which may interfere in some way with primary employment warrant more careful consideration. When there appears to be a high potential for misuse, a request may be rejected.

By way of illustration, outside employment must not:

- A. Interfere with the efficiency of law enforcement and public safety;
- B. Interfere with the member's work performance including availability for call-back and overtime in the department;
- C. Be any occupation which would tend to lower the dignity of law enforcement service, detract from the image of law enforcement, or conflict with any department policy or regulation;
- D. Be any employment which has any connection with the towing of vehicles; E. Be in the performance of police or security related tasks other than those of police service for the department and under its control while in police uniform;
- F. Be as a process server or bill collector, or in any other employment when it may appear to the public that police authority is used for private purposes of a civil nature, or that a conflict of interest exists (private detective or news reporter, or tow company)
- G. Be any employment which requires or could utilize access to police records in the performance of off-duty employment;
- H. Be any employment which assists in any manner in the case preparation for the defense of criminal cases;

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 4: RULES AND CONDUCT

SUBJECT: 403 OUTSIDE EMPLOYMENT

EMPLOYMENT EFFECTIVE: 01/01/2015

- I. Be any employment on any event wherein illegal activities are involved, or where intoxicants are served for public consumption;
- J. Involve the use of police authority as an element or expectation of the job; and
- K. Result in an unusual sick or absence record in a member's primary police employment, and time expended in performance of off-duty employment shall not exceed time required to be devoted to primary police employment.

4. TEMPORARY TERMINATION OF OFF-DUTY EMPLOYMENT APPROVAL. If the member cannot report for regular duty due to long-term illness or disability, permission to continue certain types of off-duty employment may be temporarily withdrawn in appropriate circumstances to further the department's interests. Upon reasonable grounds, the Chief of Police may revoke permission to hold outside employment.

By order of

Darrell Basco
Chief of Police