

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 4: RULES AND CONDUCT

SUBJECT: 404 EXTRA DUTY EMPLOYMENT

EFFECTIVE: 09/13/2021

Extra Duty Employment

1. The primary responsibility of each employee is to the Pineville Police Department. Any secondary security or police related employment shall conform to the following regulations and procedures and is subject to the approval of the Chief of Police.
2. All employment data will be recorded and logged by the officer in charge of off-duty employment.
3. Members engaged in off-duty employment are subject to the following regulations regarding off-duty employment.
 - A. Any sworn officer engaged in security or police-related off-duty employment must wear only regulation departmental uniforms and service weapon. Any exceptions must be approved in writing, by the Chief of Police or his designee.
 - B. Employees engaged in secondary employment shall conform to the rules and regulations of the Pineville Police Department.
 - C. Police officers shall not act to enforce any rules and regulations set up solely by the establishment's management. Police officers shall take action only for the enforcement of the law and the preservation of public safety.
 - D. Whenever an employee is on sick leave, administrative leave, family leave, military leave, suspension from duty, or assigned to light duty he/she shall not engage in any form of off-duty employment.
 - E. Any record of excessive illness, poor attendance record, tardiness, or misconduct may result in off-duty employment privileges being suspended.
 - F. In the event there is no supervisor present at an off-duty employment event, the senior officer present shall be in charge and responsible for all police actions taken.
 - G. On-duty supervisors shall make periodic inspections of employees at off-duty job sites to check on the officers well being and to insure that departmental rules and regulations are being followed.

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- H. Officers shall not work inside any place of business whose principal commodity is the sale or dispensing of alcoholic beverages.
4. Officers desiring to work off-duty must give their present duty assignment, home address and telephone number to the officer in charge of off-duty employment, if they wish to be contacted for off-duty work. Officers are responsible for keeping this information correct.
 5. Off-duty work is voluntary, but officers have a responsibility to fulfill any job for which they sign up. Once an Officer accepts a detail, he/she is responsible for that detail. If the officer is unable to work the assigned detail then he/she shall notify the officer in charge of off-duty work at least 36 hours prior to the start of the detail. The only exception to this notification time period will be sickness. If the officer reports sick then he/she shall provide a written doctor's excuse for the absence.
 6. If an officer is contacted to work an assignment then he/she must inform the requesting officer within the hour of their availability to work the detail, if not then the officer will be discounted from working that detail.
 7. Officers performing off-duty work will be responsible for completing and forwarding to the appropriate authority all paperwork and reports, before the current patrol shift ends.
 8. When an officer is scheduled for off-duty work and fails to appear at the appointed time and place, he shall have his name removed from the off-duty employment list for a period of thirty days, or ninety days for the second occurrence. Upon the third occurrence he shall secure a written document from the office of the Chief of Police that his name be placed back on the off-duty list after his name has been removed from the list for a period of one hundred and eighty days.
 9. If an officer is more than 30 minutes late arriving at a scheduled event, he may not be allowed to work the scheduled event or his name may be taken off the off-duty list for a period of fifteen days. The officer in charge shall make the recommendations on which of the above mentioned actions shall be taken.
 10. All officers engaged in off-duty security or police related work shall notify the Communications Center by radio at the commencement of the off-duty work detail. This information shall be logged by the Communications Officer in the dispatching computer as the officer's portable number being

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10-8 at the location of the off-duty detail and then logged 10-7 at the conclusion of the detail. Failure of an officer to report an extra duty assignment to the Communications Center will result in disciplinary action. Compliance with this regulation will enable the Communications Unit to be aware of off-duty work stations in the event an off-duty officer should need assistance.

11. Any officer that utilizes a unit during an assignment will be responsible for fueling and assure the unit is returned to the pool in the manner he/she receives the unit. Officers are responsible for emptying trash contents from the vehicle they may have accumulated during their detail.
12. Officers should not schedule any extra-duty employment prior to their assigned shift that may cause fatigue or inattentiveness on duty.

By order of

Darrell Basco
Chief of Police