
Outside Employment

1020.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1020.1.1 DEFINITIONS

1. Employment - Employment does not include non-security volunteer work for charitable organizations.

2. Contract Employment - Any employment that is conditioned on the actual or potential use of law enforcement authority by the officer. This type of employment is often referred to as "billable" details.

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

4. Private Security Off-Duty Employment - Employment for a private organization that is conditioned on the actual or potential use of law enforcement skills and knowledge by the police officer employee.

1020.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

To obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration, along with any applicable comments or review of work history provided by the submitting supervisor or any other supervisor having information which should be legitimately considered as factors for approval or rejection.

So long as there are no issues with an employee's work performance, conflicts of interest, or other extenuating circumstances, most Outside Employment Applications will be approved.

If approved, the employee will be provided with a copy of an approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved, except in cases where the permit is revoked as allowed for elsewhere in this policy, prior to the end of the calendar year. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

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Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

1020.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

- (a) When an employee's performance at this department is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.
- (b) When included as a term or condition of sustained discipline.
- (c) When an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked.
- (d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

1020.3 PROHIBITED OUTSIDE EMPLOYMENT

The Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

- (a) Involves time demands that would render performance of the employee's duties for this department less efficient.
- (b) Employment that presents a potential conflict of interest between duties of police officers and duties for the secondary employer. Some examples of employment representing a conflict of interest include, but are not limited to:
 - 1. Employment that assists the case preparation for the defense in any criminal action.
 - 2. Officers who work for a business or labor group that is on strike.
- (c) Employment that does not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of such employment include, but are not limited to employment involving the sale, manufacture or transport of alcoholic beverages or gaming as the principal business.

1020.3.1 PRIVATE SECURITY - OFF DUTY EMPLOYMENT

Private security employment where the officer is providing security services will be regulated by the Department. Officers working this type of employment must have prior approval from the Department. The officer must obtain a signed Outside Employment Application prior to performing the work. The following conditions apply:

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- (a) The officer shall not utilize police authority during the performance of security employment when acting in furtherance of the employer's interests unless the nature of an officer's actions during a particular event dictates he is performing an official law enforcement act.
- (b) The officer may utilize any Department-owned equipment during the performance of security employment except for any Urbana police uniform attire, including raid jackets or raid vest carriers.
- (c) The secondary employer and the officer shall bear the burden of insurance, worker's compensation and liability issues unless the nature of an officer's actions during a particular event dictates he is performing an official law enforcement act.
- (d) The officer will not be entitled to duty-injury leave for injuries that occur during the course of such employment unless the nature of an officer's actions during a particular event dictates he is performing an official law enforcement act.
- (e) The officer shall not identify himself as a police officer during such employment when acting in furtherance of the employer's interests unless the nature of an officer's actions during a particular event dictates he is performing an official law enforcement act.

Officers should not invoke their status as a police officer as a matter of routine during security employment. It should be the exception, not the rule. Officers are encouraged to call on-duty police when encountering situations requiring law enforcement authority and action. Officers may intervene, however, when a serious crime has occurred. This action should be reserved for when immediate intervention is necessary.

If the employee agrees in writing to such conditions, the Chief of Police shall routinely approve such off-duty employment. The Officer is also required to notify the secondary employer of the above conditions. Permission for a police employee to engage in outside employment may be revoked where it is determined that such outside employment is contrary to the interest of the Urbana Police Department.

1020.3.2 BROKERING

Requests for police-type services as described in the contract employment section will be directed to the Chief of Police. The Chief will determine whether the Department will provide the service. The Department will NOT broker secondary employment.