

	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> Ardmore, Pennsylvania	
	<b>Policy 3.3.15</b>	
Subject:		Distribution:
<b>Secondary Employment / Extra Duty Details</b>		<b>All Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>01-01-2017</b>	<b>Until Amended or Rescinded</b>	<b>General Order: 06-20 &amp; 07-10 Directive: 98-54</b>
References:		
<b>CALEA: 22.3.5; PLEAC: 1.7.1</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to eliminate those conditions and employment that conflict or interfere with an employee's satisfactory performance of police duties and maintenance of high ethical standards. This policy also establishes procedures to be adhered to by employees of the Department in the acceptance and processing of services requested for private functions.

## **DEFINITIONS**

- A. Secondary Employment:** Receiving compensation in return for outside employment or self-employment, wherein the actual or potential use of law enforcement powers is anticipated.
- B. Extra-Duty Detail:** The assignment of police officers for services under conditions that do not justify the assignment of an on-duty officer, such as parties, weddings, sporting events, receptions, viewing or funeral, individual security details, etc. This service is a fee-for-services agreement between a private entity, citizen or organization, and the Police Department.
- C. Prescribed Rate:** The current hourly rate established by the Township, to include officer salary, administrative fees and benefit cost recovery.
- D. Master Detail List:** List of officers not assigned to patrol platoons who request to be eligible to work extra-duty details. The Staff & Inspections Unit will update this list annually.

## **SECONDARY EMPLOYMENT POLICY**

It shall be the policy of the police department to permit employees to participate in secondary employment or self-employment. The Superintendent of Police shall determine whether or not an employment is in conflict with departmental interests.

### **REGULATIONS**

#### **A. Prohibited Types of Employment: (*CALEA 22.3.5b*)**

1. Employment by any establishment that sells alcoholic beverages.
2. Employment as process server, bill collector or other job where police power may be used for private purposes.
3. Employment by a company involved in a labor dispute. However, if a labor dispute is subsequent to employment, the employee is to take no part in the labor dispute.
4. Employment which assists the defense in case preparation in a criminal action.
5. Any type of secondary employment where the actual or potential use of police powers is possible or expected. (*PLEAC 1.7.1*)

#### **B. Conditions Pertaining to Secondary Employment:**

1. Secondary employment shall be prohibited during the recruit's Act 120 training and the twelve-month probationary period.
2. During periods of non-work related absence, where the employee is on sick leave, or absent due to a work related injury, the employee is prohibited from working in secondary employment. Engaging in secondary employment while unable to report for duty due to illness or injury will result in disciplinary action up to and including termination.
3. Secondary employment is limited to a maximum of six (6) hours for on duty days. Patrol Personnel working a 12-hour shift schedule are limited to a maximum of four (4) hours for on-duty days.
4. Any injury, illness or disability sustained as a result of secondary employment must be reported immediately, and forwarded to the Division or Unit Commander.

## **PROCEDURE**

- A.** Prior to engaging in secondary or self-employment that may conflict with this policy, all full-time personnel must receive permission from the Superintendent of Police. **(CALEA 22.3.5a) (PLEAC 1.7.1a)**
- B.** Personnel requesting approval to obtain secondary employment shall submit a written request to the Superintendent of Police through the chain of command. The employee's supervisor and the Division Commander shall first review the request and recommend approval or disapproval. The request will then be given to the Superintendent of Police for final determination. **(CALEA 22.3.5c) (PLEAC 1.7.1c)**
- 1.** The Superintendent of Police may direct an investigation of the request to ascertain whether the employment should be authorized. The Investigator shall take into consideration;
    - a)** The prestige, welfare and image of the department. If these interests are subordinated, the request will be denied.
    - b)** The specific prohibitions listed in this policy.
- C.** The Superintendent of Police reserves the right to revoke the employee's participation in secondary employment. **(CALEA 22.3.5c) (PLEAC 1.7.1c)**
- D.** The Police Department will maintain a copy of the request in the employee's personnel file along with any documentation relating to the secondary employment. **(CALEA 22.3.5d, e) (PLEAC 1.7.1d,e)**
- E.** Personnel approved to work secondary employment are expected to display high ethical standards and abide by the applicable rules and regulations regarding behavior and conduct. **(CALEA 22.3.5b) (PLEAC 1.7.1b)**
- F.** Off-duty employment shall not interfere with the primary employment of an employee in any respect. If in the opinion of the employee's supervisor, the secondary employment is interfering with, impairing or jeopardizing the performance of the officer or civilian employee, the supervisor should submit a recommendation that the approval be withdrawn.

## **EXTRA DUTY DETAIL POLICY**

The Department will accept and honor as many requests for service as are operationally feasible, and promptly notify a requesting party when the detail cannot be filled.

## **ELIGIBILITY**

- A.** All sworn Police Officers are eligible for assignment to extra-duty details. Supervisors of the four platoons and the Commander of the Staff and Inspections

Unit are responsible to establish eligibility lists for their personnel that provide for equitable opportunity for all Police Officers to select extra-duty details.

- B.** Extra-duty details will first be offered to the Patrol Platoons. In the event that an extra-duty detail is unable to be filled by the Patrol Platoons, personnel on the master detail list are eligible to fill the detail. The selection process is described herein.
- C.** A request for an officer in civilian clothes shall be promptly referred to the Investigations and Juvenile Units. Should they be unable to fill the detail, it then reverts to the eligible work group and then all other police personnel. This rule will also apply to any request for a specialized officer such as a bike officer.
- D.** Probationary Officers are generally restricted from working extra-duty details. If an extra-duty detail cannot be filled by established procedures, probationary officers from the platoon responsible for servicing the request may be considered for the detail with the approval of their immediate supervisor.

## **PROCEDURES**

- A.** The Staff and Inspections Unit, Administrative Assistant is responsible to process requests for extra-duty police officer(s). During non-business hours the on-duty supervisor shall process the request.
  - 1.** The employee taking the request shall obtain the name, address and phone number of the person requesting the service; the name and address of the person responsible for payment for the service; the time, date, location of the requested service; the expected vehicular and pedestrian volume; and whether temporary no parking signs are needed and all other pertinent information and enter it in the "Detail Book" under the proper date. The employee taking the request is to complete all fields on the extra-duty detail request form.
  - 2.** The person requesting the service shall be informed of the prescribed rates and that a three (3) hour minimum will be billed if a requested detail is not cancelled within twenty-four (24) hours of the scheduled start time of the detail. The person responsible for payment will receive an invoice to be returned with payment to the Finance Department.
- B.** Requests for extra-duty details made within three (3) days or less of the day of the detail shall be entered in the "Detail Book" in red to indicate to the Patrol Platoon assigned to work that date that on-duty coverage of the detail is not guaranteed. The caller will be advised that we will make every attempt to fill the detail but that coverage for a request made less than 72 hours before the event is not guaranteed.
- C.** Requests for extra-duty details made within 24 hours of the time of the start of the detail shall be handled as follows:

1. The Staff & Inspections Administrative Assistant is to immediately begin contacting the personnel responsible for servicing the request to fill the detail.
2. If the Administrative Assistant is unavailable, an on-duty platoon supervisor is to be immediately notified of the request. That supervisor or their designee is to attempt to fill the detail as stated above.
3. If the work group responsible for filling this detail cannot fill the detail, it is to be filled from the next available Patrol Platoon's personnel. If all of the Patrol Platoons are unable to fill the detail, members of the master detail list may be contacted to fill the detail.
4. Payment due an officer for an extra-duty detail service shall be included in the regular bi-weekly check, less deductions. Officers are compensated at time and one-half the current Senior Police Officer Grade rate. Officers receive one half-hour travel time for extra-duty details actually worked.
5. If an officer assigned to a detail reports for the assignment and is then notified that the detail is cancelled, he/she is entitled to be paid for the length of time of the detail, up to a maximum of three (3) hours. The person responsible for requesting and/or paying the money due is to be billed for the time paid the assigned officer.
6. In order to be eligible for an extra-duty detail of more than four (4) hours, an officer must be off duty a minimum of eight (8) hours prior to the start of the extra-duty detail and scheduled off duty for a minimum of eight (8) hours off upon completion of the detail.
7. Marked patrol vehicles may only be used on extra-duty details after a request is reviewed and approved by a command level officer based on an actual demonstrated need.

### **DUTIES AND RESPONSIBILITIES**

- A. The Payroll Clerk or a designee shall, on a monthly basis forward billing information to the Finance Department. The Finance Department generates invoices based on the information received and forwards a copy of the invoice to the payroll clerk. The payroll clerk is responsible for verifying the accuracy of the invoices and keeping a file.
- B. The Payroll Clerk shall review the "Detail Book" to ensure that all assignments prior to 2400 hours the Sunday before a payday are included in the payroll records.
- C. Supervisors, when reporting for duty, shall check the "Detail Book" and fill the extra-duty details their work group is entitled to, with eligible officers selecting on a rotating basis.

- D.** Supervisors shall be responsible for legibly entering the full name(s) in the "Detail Book" of the officer(s) accepting a particular detail.
- E.** An on-duty Patrol Platoon is entitled to those details that commence within two (2) hours of the end of their tour of duty or conclude within two (2) hours of the beginning of their tour of duty.
1. Details shall be limited to a maximum of four (4) consecutive hours per officer in any one-duty day.
  2. A detail of more than four (4) hours shall be assigned to the day off Patrol Platoons and/or other police personnel off duty, or if not filled, split by two officers on a duty day.
  3. Any detail four (4) hours or less that overlaps both on-duty squads will be offered to the day off platoon first, in accordance with these procedures.
  4. A detail assigned to the day off platoons will first be offered to the platoon that has just finished the 0700 to 1900 shift. If they are unable to fill the detail the other day off platoon will be entitled.
  5. Eligible work groups are to complete their selection(s) at least seven (7) days prior to the start of any detail, which is received more than seven (7) days prior to the start date. If the extra-duty detail is received less than seven (7) days prior to the start date, the eligible work group shall select the detail on their next scheduled tour of duty. Any unfilled detail will be open to the next group eligible to take the detail.
- F.** Patrol Platoon Supervisors unable to fill an extra-duty detail shall refer it to a Patrol Platoon Supervisor of the other off-duty platoons then to other police personnel from the master detail list if they are off duty. Using the established eligibility lists, the detail will be filled by the next eligible person on the detail list.
- G.** In the event the detail cannot be filled by off-duty or day off personnel, a Patrol Platoon Supervisor on duty at the time of the detail shall assign on-duty personnel, consistent with maintaining a sufficient patrol force.
1. A Patrol Platoon Supervisor shall notify the Administrative Assistant, in writing, when an extra-duty detail has been filled by on duty personnel; by placing the following in the "Detail Book": "Filled by on duty personnel."
  2. In the event a detail cannot be filled, an on-duty Patrol Platoon Supervisor shall immediately notify the person requesting the service and the Administrative Assistant. This applies to all details.

3. The Township shall retain the fees when on-duty personnel fill an extra-duty detail.
  - H. Once an officer accepts the assignment their name is entered in the detail book by their respective supervisor, only a supervisor can amend the entry. Individual officers are not authorized to remove their name from the detail book and may not transfer the assignment to another officer unless pre-approved by a supervisor. Failure to report for an extra-duty assignment will result in disciplinary action.
  - I. An officer on an extra-duty detail shall be subject to all the policies, procedures, rules and regulations of the Department and shall conduct themselves as though on a regular tour of duty.
  - J. Patrol Platoon Supervisors, during their tour of duty, shall supervise and inspect those members of the Department on extra-duty details and, when necessary, make on-the-spot corrections. Supervisors should provide relief for the extra-duty detail officer when appropriate.
  - K. Personnel on the extra-duty details shall be subject to the orders and supervision of the on-duty Patrol Platoon Supervisors.
  - L. Officers shall not accept gratuities or any article of value in connection with services rendered on the extra-duty detail.
  - M. Officers assigned to work an extra-duty detail must be properly equipped as if it was a regular duty day. Portable radios are required on all assignments.

### **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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