



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **SECONDARY EMPLOYMENT**

SCOPE: All Sworn Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE:

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PURPOSE: The purpose of this Policy & Procedure is to establish guidelines for secondary employment by members of the Portage Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. SECONDARY LAW ENFORCEMENT EMPLOYMENT
- IV. SECONDARY EMPLOYMENT (NON-LAW ENFORCEMENT)
- V. LIMITATIONS
- VI. RETENTION OF SECONDARY EMPLOYMENT RECORDS

I. POLICY

- A. It is the policy of the Portage Police Department to provide guidelines for any secondary employment by any member of the department.

II. DEFINITIONS

- A. OFFICER: An officer is defined as sworn personnel employed by the Portage Police Department.

- B. EMPLOYMENT: Work, as customary trade, craft, service, or vocation in which one's labor or services are paid for by an employer or for which a consideration is received. Employment does not include volunteer charity work.
- C. SECONDARY LAW ENFORCEMENT EMPLOYMENT: Any employment by a member in another law enforcement agency or agencies, which is part-time and/or the member is sworn personnel.
- E. SECONDARY EMPLOYMENT: Any employment where the member acts or works as a contracted employee or part-time employee for any employer other than the Portage Police Department.
- F. MEMBER: Any person employed by the Portage Police Department, whether sworn or non-sworn.

III. SECONDARY LAW ENFORCEMENT EMPLOYMENT (Law Enforcement Related)

- A. Sworn officers shall not work in a law enforcement capacity for any other agency unless it is a direct mutual aid request from another agency or in regards to a specialized assignment covered under a memorandum of understanding with another agency.

IV. SECONDARY EMPLOYMENT (Non-Law Enforcement Related)

- A. All secondary employment shall be approved by the chief or designee.
- B. Members may engage in secondary employment that meets the following criteria:
 - 1. Employment that presents no potential conflict of interest between duties as a Portage Police Department employee and duties for a part time secondary employer. Examples of employment representing a conflict of interest are:
 - a. As a re-possessor, bill collector, or other employment in which law enforcement authority might tend to be used to collect money or merchandise for private purposes.
 - b. Personnel investigations for the private sector or any employment which might require a member to have access to law enforcement information, files, records or services as a condition of employment.
 - c. Conduct which assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding.
 - d. Business or labor group that is on strike.
 - e. Occupations that are regulated by, or that must be licensed through the department or the City of Portage.

2. Employment that does not constitute a threat to the status or dignity of the department as a professional occupation. Some examples of employment representing a threat to the status or dignity of the department profession are:
 - a. Establishments which sell pornographic books, magazines, videos, or sexual devices, or that otherwise provides entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture or transport of alcoholic beverages as the principle business.
 - c. Any gambling establishment not exempted by law.
- C. Annual Renewal: Officers granted approval of secondary employment shall submit a renewal:
 1. Annually - on January 1st of each subsequent year of secondary employment
 2. Immediately upon any significant change in duties at the secondary place of employment.
- F. Denial of Requests: Requests for approval of outside employment shall be denied, if the circumstances of the employment are contrary to Department Policy & Procedures, Directives and/or Orders.
- G. Revocation Secondary Employment Approval: Extra Duty or Secondary Employment may be denied or revoked for any of the following reason(s):
 1. Any violation of this procedure.
 2. Excessive use of sick leave.
 3. Low or poor performance or productivity.
 4. Nature of off-duty work.
 5. Where conflict of interest exists.

V. LIMITATIONS

- A. Limitations on extra duty or secondary employment are as follows:
 1. Members who are on medical leave shall be limited in secondary employment in compliance with medical restrictions set forth by the attending physician(s) and shall not work secondary employment during their normal duty hours.
 2. Members when engaged in secondary law enforcement employment or secondary employment are prohibited from wearing the Portage Police

Department uniform or any part or item of the uniform unless part of a MOU with another law enforcement agency. Members are prohibited from using Portage Police Department issued equipment when engaged in secondary employment. Members are prohibited from utilizing department information, reports, records or other documents for secondary employment purposes.

3. Members may work a maximum of 24 hours of secondary employment per week.
4. Work hours for secondary employment must be scheduled in a manner that does not conflict or interfere with the member's performance at the department.
5. A member engaged in secondary employment is subject to call-out in case of emergency, and may be expected to leave their secondary employment in such situations.
6. A member who is injured working secondary employment is ineligible to receive City of Portage Worker's Compensation payments for disability resulting from secondary employment.
7. A member who engages in secondary employment that presents a conflict of interest between their employment with the Portage Police Department and the secondary employment or that presents a threat to the status or dignity of the department may be subject to discipline.
8. Engaging in secondary employment is solely and completely at the risk of the employee.

VI. RETENTION OF SECONDARY EMPLOYMENT RECORDS

- A. All secondary employment records shall be permanently maintained in each employee's personnel file located in the Office of the Chief of Police.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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