

**GO # ADM-015:**

**EFFECTIVE: 03/15/2004**

**OUTSIDE EMPLOYMENT**

**REVISED: 10/22/2009**

**06/24/2010 11/14/2011**

**09/04/2012 06/06/2013**

**11/04/2013 05/22/2014**

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**PURPOSE:**

The purpose of this General Order (GO) is to establish guidelines under which sworn and non-sworn employees of the Savannah-Chatham Metropolitan Police Department (SCMPD) may be engaged in outside employment.

**POLICY:**

It is the policy of the SCMPD to allow employees to engage in outside employment that does not pose a conflict with their primary job assignments and would not cause an embarrassment to or detract from the reputation of the Department.

The Department recognizes that a number of officers engage in extra-duty employment as a legitimate means of supplementing their income. This program benefits the Department, along with our jurisdiction, while placing the burden of the cost on the people who employ these officers. The Department also recognizes that it has a responsibility to properly, and fairly, manage the program.

The administration of all outside employment shall be completed by a supervisor (sergeant or above) designated by the Chief of Police.

Employees of the SCMPD are, within the provisions of this GO, permitted to work extra-duty employment and/or off-duty employment.

The primary obligation and responsibility for all SCMPD personnel is their on-duty assignment. SCMPD allows its officers to participate in outside employment through the department's extra-duty, and off-duty, programs. However, in order to ensure that all police officers are in optimal physical and mental conditions to carry out their duties and to ensure that law enforcement is the officer's primary concern, it is the policy of the Savannah Chatham Metropolitan Police Department that outside duty employment performed by SCMPD officers shall be regulated according to the procedures outlined herein.

**Note:** Violations of any part this General Order may result in revocation of outside employment privileges for a period of time.

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## DEFINITIONS:

**Coordinator** – Employee designated to oversee a particular employer/job

**Courtesy Officer** - Any sworn member working security at an apartment or condominium complex where the employee resides and receives any compensation (discounted rent or free services)

**Extra-Duty Employment** - Outside employment wherein the use of law enforcement powers are anticipated.

**Outside Employment** - Off-duty and extra-duty work performed for an employer, other than the Savannah-Chatham Metropolitan Police Department, (whether for a business, corporation, governmental unit, National Guard or military reserve component, or self employment) for which payment is received.

**Off-Duty Employment** - Outside employment wherein the use of law enforcement powers is not anticipated.

**Bouncer** - A person employed at a club, night club, etc. to prevent unwanted people from entering and to eject drunks or troublemakers.

**Private Pool** – A group of officers who have exclusive access to jobs at a specific job site. Private pools are managed by job site coordinators.

**Coordinator** – Officers who coordinate extra duty for an employer, and/or job site. Coordination includes management of a private pool, scheduling officers, ensuring that officers have proper paperwork on file prior to working, and are generally the primary point of contact for the Department.

## PROCEDURE:

### I EXTRA-DUTY EMPLOYMENT

#### A Eligibility

- 1 To be eligible to work extra-duty employment, sworn employees shall have completed one (1) continuous year of service beginning from the date the Officer was sworn in.
- 2 Officers enrolled in Recruit School or the Police Training Program shall not participate in extra-duty employment.
- 3 Employees on suspension, administrative leave, sick leave, injury leave, light duty, or who are otherwise unable to perform the normal duties of a Police Officer, shall not participate in outside employment without prior written approval of the Chief of Police.
- 4 Officers who have been rehired by the department, and are classified as “probationary employees,” shall receive written permission from a Captain, or above, prior to engaging in extra-duty employment.

- 5 Officers who are on leave for 30 days, or longer, must have returned to work at the Department and shall obtain written permission from their unit commander prior to reengaging in extra duty employment.
- 6 Officers who are on “terminal leave time” are prohibited from working extra-duty assignments.
- 7 Officers working in an undercover/ covert capacity should be mindful of their on-duty assignment when applying for or accepting extra-duty assignments. In case of doubt, officers should obtain specific approval from their unit commander.
- 8 Officers working under the Department’s Reserve Officer Program may work extra duty jobs as prescribed within this policy.

## B Approval

- 1 Officers shall only work for employers that currently have an SCMPD ‘Request to Hire a Police Officer’ (SCMPD Form 99) on file with the Outside Employment Office.
  - a SCMPD Form 99 shall be completely and legibly filled out and signed by the prospective employer, prior to submission, for all extra-duty employment.
  - b SCMPD Form 99 must contain the complete legal name of the employing company and/or contact person, as well as the Employer’s Worker’s Compensation Insurance carrier name, accurate numerical address, policy number, agent, and accurate contact telephone number.
  - c The appropriate box must be checked, indicating whether the employer will report the income on a 1099 or W-2 for tax purposes.
  - d The Employer must initial and agree to the City of Savannah’s cost recovery fees.
- 2 An updated SCMPD ‘Request to Hire a Police Officer’ (SCMPD Form 99) shall be completed annually by January 31<sup>st</sup> for any recurring employer using SCMPD officers.
  - a It shall be the responsibility of the job coordinator to ensure that the SCMPD Form 99 is completed and submitted to the Outside Employment Office.
  - b The Outside Employment Office will facilitate the remittance of the SCMPD FORM 99 for any employer who does not utilize a coordinator.
- 3 Exemptions to this section include:
  - a Permitted events through the City of Savannah or Chatham County
  - b Events on City of Savannah or Chatham County properties
  - c Official military sponsored events
  - d Other events as approved by the Chief of Police or their designee

## C Accountability

- 1 Officers who work jobs without having a form 99 on file in the Outside Employment Office, OR who violate any part of the Outside Employment policy shall at a minimum receive the following:
  - a First Offense – written reprimand and 15 day suspension of extra duty privileges
  - b Second Offense – 1 day suspension and 90 day suspension of extra duty privileges
  - c Third Offense – 3 day suspension and 6 months suspension of extra duty privileges
  - d Fourth Offense – Chief’s Office

## D Notification

- 1 At the beginning of an extra-duty shift, officers shall notify the Communications Center that they are working extra-duty and provide their location and scheduled end time.
- 2 When making these notifications, officers shall contact the Communications Center via their police radio on the precinct channel appropriate to their location.
  - a Officers shall keep their radio on and monitor the precinct channel during the duration of the extra duty hours.

## E Maximum Number of Allowable Hours

- 1 Officers shall not work more than 16 hours during a 24 hour period, which includes on-duty combined with extra-duty. This twenty-four (24) hour period commences when the officer begins to work (on-duty or extra duty) after a period of at least 6 hours rest.
- 2 The maximum number of extra-duty hours worked when combined with on-duty hours shall not exceed 72 hours within a 7 day work week (Sunday – Saturday).
- 3 The maximum number of allowable hours may be increased by a Major or Chief in order to meet the department's needs. The request and approval must be in writing and shall be forwarded to the Outside Employment Office to be archived.

## F Rate of Pay

- 1 The minimum rate of pay for extra-duty employment is established by the Chief of Police via a Special Order.
- 2 Extra-duty employment shall not be negotiated at a rate of pay lower than the established minimum.

## G Uniform

- 1 The Class B uniform shall be worn during extra-duty employment unless otherwise specified and approved by the Chief of Police.
- 2 Alternate duty uniforms (CSU, Marine, etc.) shall not be worn while working extra-duty positions.

- 3 The Chief of Police must approve extra-duty employment that requires plain clothes.
- 4 Officers performing traffic control outside of their vehicle shall wear their department issued safety vest.

#### H Injuries

- 1 The City's Injury Leave Policy covers Police Officers that are injured while actively performing a police function on or off duty
- 2 All reports of injuries to a Police Officer while working an extra-duty employment position will have the words, "Extra-duty Employment Injury" typed or printed, and highlighted in color, at the top of each form in the packet.
- 3 Injuries as a result of a non-law enforcement action are covered by the outside employer's Worker's Compensation policy and will be the responsibility of the outside employer.
- 4 The City of Savannah and Chatham County will not file a First Report of injury with the Worker's Compensation Board (unless a Notice to Controvert is attached) until directed to do so by the Board.
- 5 An on duty supervisor shall be notified, and respond, if an officer sustains an injury while working extra-duty.

#### I Incident Reports / Arrests

- 1 Officers working extra-duty jobs shall take preliminary incident reports (excluding traffic accident reports) at the establishment where they are performing extra-duty job functions. Reports will be completed and submitted prior to leaving the extra-duty job.
- 2 Officers working extra-duty jobs shall monitor the radio channel of the precinct he/she is working. Calls for assistance by citizens, on view incidents or request for backup by officers outside your extra-duty establishment or contiguous to your immediate area shall not be ignored. Officers will be expected to respond as necessary. Failure to act may result in suspension of extra-duty privileges and/or disciplinary action.
- 3 When an SCMPD Officer is employed off duty and the occasion arises wherein they are called upon to either eject, remove, or prevent anyone from entering a business establishment, the Officer will do so only upon the direct specific request of the management or authorized representative of the business (other than off duty officers). The authorized representative of the business will be required to give this explicit request prior to the Officer taking action.
- 4 Officers making arrests while working an extra-duty job shall write the preliminary report and submit the report to a Supervisor, in person, or via the Automated Reporting System (ARS) prior to finishing the extra-duty job.

- 5 For incidents involving use of force, officers shall immediately request an on duty supervisor to survey the situation prior to the arrestee leaving the scene, if practical. The officers shall complete and submit an SCMPD Use of Force Form and Preliminary Investigation Report to an on-duty supervisor in the precinct in which the incident occurred, prior to leaving the extra-duty job.
- 6 Supervisors requested to the scene of a Use of Force incident arising from an extra-duty job shall immediately:
  - a Notify the Patrol Division Commander and the Internal Affairs Unit of any such incident involving serious injury, the use of deadly force or death.
  - b Evaluate the incident and submit a Use of Force Package.
  - c Ensure that the extra-duty Officer completes and submits all required paperwork in compliance with the General Order in regard to Use of Force.

#### J Complaints

- 1 In any situation where a citizen indicates that they wish to file a formal complaint, even though no arrest was made, the Officer working an extra-duty job shall immediately notify an on-duty Patrol Supervisor in the Precinct they are working.
- 2 The Officer shall complete an Employee Statement Form as directed by the on-duty Patrol Supervisor which details the circumstances surrounding the incident.
- 3 The Supervisor shall submit a report to the Patrol Bureau Commander prior to ending their tour of duty and will also submit copies of the report to Internal Affairs and their immediate Supervisor. The report will include at a minimum:
  - a The names, addresses and phone numbers of all persons present during the incident.
  - b Statements, in the words of the witnesses, as to what each of the witnesses observed during the incident.
  - c All details concerning the events leading up to the incident, including, but not limited to, the Officer's approach, subject's action, Officer's action, transport procedures, etc.

#### K Courtesy Officer Program

- 1 All Courtesy Officer positions shall be coordinated through the Crime Free Housing Office.
- 2 Officers shall not accept or be approved for any Courtesy Officer employment outside the jurisdiction limits of the SCMPD.
- 3 Solicitation of a Courtesy Officer position directly to the community manager is prohibited. Officers interested in becoming a courtesy officer shall contact the Crime Free Housing Office.

- 4 Any officer receiving gratuities, in-kind payments, or any form of reduction in living expenses by any means, due to being a law enforcement officer, must have and approved SCMPD Outside Employment Request Form (SCMPD Form 99b) on file with both the Special Events Coordinator and the Crime Free Housing Coordinator.
- 5 Courtesy Officers are prohibited from delivering/serving any form of paperwork, on management's behalf, to any resident.
- 6 Courtesy Officers shall have their duty weapon, their badge, and their police radio with them at all times while conducting functions related to their Courtesy Officer position.

#### L Coordinators

- 1 Minimum requirements
  - a Shall have been employed by the Department for at least 2 years.
  - b Shall not be on probation.
  - c Shall not have been stripped of their coordinating privileges within the past 2 years.
- 2 Shall obtain written permission from their unit commander. The document shall be forwarded to the Outside Employment Office and placed on file in the officer's extra duty file.
- 3 For some job sites, additional requirements, or authorization may be required.
- 4 Shall coordinate only 1 employer. Existing coordinators will be grandfathered in, and may continue coordinating more than 1 job site.
- 5 Shall be responsible for ensuring that all jobs, and shifts, are accurately entered into the extra duty software.
- 6 Shall be responsible for ensuring that all jobs, and shifts, are accurately closed out, once the job is completed.
- 7 Shall forward the names of officers removed from their respective private pools for behavior, or performance, related conduct to the Outside Employment Office. This information shall be placed in the officers extra duty file.
- 8 Coordinators who fail to uphold their obligations may, at the discretion of the Chief of Police, have their coordinator privileges revoked.
- 9 Officers shall not coordinate job sites unless they are an approved coordinator through the Outside Employment Office.
- 10 Reserve Officers shall not serve as coordinators.

## M Extra Duty Website

- 1 The Outside Employment Office is responsible for ensuring that the distribution of extra duty jobs is fair and equitable. With this goal in mind, the unit may implement minor procedural changes not in this policy, with the approval of the Division Commander. These changes should be documented as a “Special Order”.
- 2 The Department shall use a website, designated by the Outside Employment Office, to manage the extra duty program. All extra duty job sites shall be listed on this website, and all extra duty jobs shall be posted, and closed out, on the website. Officers shall not work extra duty jobs unless they are posted on the website.
- 3 Officers interested in participating in the extra duty program shall contact the Outside Employment Office for training, and website access.
- 4 Officers shall not work off-duty jobs until they are trained and have access to the website.
- 5 Extra duty employment shall not be advertised using Departmental e-mail. Under rare circumstances, the Outside Employment Office may authorize advertisement through Departmental e-mail.
- 6 Officers are responsible for reading the information, and ensuring they meet all of the qualifications and ensuring that they can meet all of the duties and responsibilities, prior to accepting the job. Officers shall not sign up for jobs in which they do not meet the qualifications (i.e. specialized training, or equipment such as a marked police vehicle).
- 7 Officers shall only sign up for jobs they intend to actually work, and shall not apply for jobs that interfere with jobs they’re already scheduled to work. Officers shall not cancel a job in order to work a more favorable job.
- 8 Officers participating in the extra duty program shall sign up, and close out jobs on the website. It is the individual responsibility of the officer who works the job to ensure that the information is accurate. Officers shall close jobs within five (5) days after completion of the job. If the job remains unclosed after five (5) days, the Outside Employment Office shall suspend the officer’s website account, which shall prohibit the officer from applying for new jobs. After the officer has closed all of their extra duty jobs, and notified the Outside Employment Office, their account will be reactivated. Officers, who chronically fail to close jobs, may have their extra duty privileges curtailed.
- 9 The sharing of logins and passwords for the extra duty website is prohibited.
- 10 Officers, who split shifts, or substitute for officers scheduled to work a job, shall ensure that the website contains accurate information.
- 11 If an Officer is unable to work a scheduled job, they shall notify the point of contact for the job, and the job site coordinator, of their inability to work the job.



- 12 Jobs lasting less than four (4) hours shall be closed out in the extra duty website with the four (4) hour minimum. Officers shall not work another extra duty job until the (4) hour minimum time frame has expired.
- 13 Officers shall only participate in a maximum of three (3) private pools.
- 14 Officers shall not (either individually or collectively) circumvent any portion of this policy or established procedures, for personal gain.

#### N Departmental Vehicles

- 1 Some extra duty jobs require the use of a departmental vehicle. Extra duty jobs requiring vehicles for traffic control shall only utilize marked police vehicles. Unmarked police vehicles and personally owned vehicles are prohibited from being used for traffic control.
- 2 Jobs that require the use of departmental vehicle shall indicate this requirement on the extra duty website.
- 3 When the job is closed out the officer shall include accurate vehicle usage information.
- 4 Vehicle usage means that the vehicle is driven, or running, during the course of the job. Examples of vehicle usage include patrolling a neighborhood or stationary traffic control where the vehicle is running and emergency lights are operational. Driving a departmental vehicle to and from an extra duty job does not constitute vehicle usage.

## II OFF-DUTY EMPLOYMENT

- A Employees who desire to work off-duty employment shall do so in accordance with the City of Savannah's policy concerning Outside Employment (HR-022.)
- B A City of Savannah Outside Employment Request Form shall be completed by the employee and forwarded to the Special Events Coordinator via their chain of command.

## III PROHIBITED OUTSIDE EMPLOYMENT

- A SCMPD sworn personnel are prohibited from engaging in outside employment:
  - 1 In a place of illegal operation.
  - 2 For a proprietor or company previously convicted of illegal sale of alcohol after hours, or for a non-licensed establishment, unless approved by the Chief of Police.
  - 3 For a proprietor or company previously convicted of the illegal sale of contraband or narcotics, unless approved by the Chief of Police.
  - 4 For a firm where a labor dispute or strike is occurring.
  - 5 For a bail bond agency.
  - 6 For an establishment declared Off Limits to outside employment by the Chief of Police.

- 7 For insurance agencies, private guard services or security agencies, collection agencies, attorneys, or any other such employment that requires investigative work or which requires access to police records, files, or information, unless such work is security in nature and is being performed as a result of national defense, Homeland Security, or at an event that could reasonably be a target of domestic or international terrorism.
  - 8 As a bartender or bouncer in an establishment selling alcoholic beverages.
  - 9 As a taxi or wrecker driver.
  - 10 As an owner, operator or sales representative for any alarm system or alarm company.
  - 11 That detracts from the employee's efficiency in their normal on duty functions.
  - 12 That creates a conflict of hours or availability for assigned duties.
  - 13 As a contract representative or agent for Officers who are hired off duty, which involves receiving any payment or monies for which a service has not been performed according to the hourly rate established by the Chief of Police. However, payment may be received for actual services performed such as actual hours worked, scheduling Officers to work, completing payroll etc.
  - 14 That requires an Officer to direct or interrupt traffic flow on a public highway or thoroughfare for a private business or enterprise, unless approved by the Chief, Traffic Unit or Outside Employment Office.
  - 15 In any capacity which may be construed as a conflict of interest or which damages the reputation of the City of Savannah, Chatham County, or the SCMPD.
  - 16 In any capacity in which the Officer handles currency or valuables.
  - 17 In any capacity in which the Officer would enforce house rules (i.e. hand stamping, wrist banding, ticket taking, checking I.D.) that are not related to law enforcement.
  - 18 In any capacity performing menial tasks or labor that would demean a Police Officer or reduce the amount of respect shown to a Police Officer.
  - 19 In any establishment that provides or promotes adult entertainment as defined by city or county ordinance.
  - 20 Prior to obtaining the signed Indemnity/Worker's Compensation Coverage Agreement form for the Extra-duty Employment from any prospective employer.
- B The Chief of Police may revoke outside employment at establishments that fail to comply with eligibility requirements and any other provisions outlined in this directive.

#### **IV REVOCATION OR SUSPENSION OF OUTSIDE EMPLOYMENT**

- A Any sworn SCPD personnel may have their outside employment privileges either suspended or revoked for any of the following reasons.
- 1 Poor on-duty job performance.
  - 2 Excessive complaints during off-duty employment.

- 3 Part of disciplinary action
- 4 Failing to comply with provisions set forth in this policy.
- B Extra duty privileges shall only be suspended, or revoked, by a Captain, or above.
- C A supervisor wishing to revoke, or suspend, extra duty privileges shall notify the Outside Employment Office in writing.
- D Officers whose accounts are suspended, or revoked, shall receive written notification.

This Order supersedes and replaces all other written directives issued prior to 05/22/2014 pursuant to Outside Employment.

**BY ORDER OF:**  
**Original Signature on File**  
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**Julie Tolbert**  
**Interim Chief of Police**