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Effective Date	October 30, 2009		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To provide guidelines for officers regarding the types of secondary employment which are appropriate, and establish procedures to maintain accountability for officers engaged in secondary employment. These requirements are essential for the efficient operation of the Department and the maintenance of the public's trust.

II. POLICY

It is the policy of the Wilkesboro Police Department to limit the types of off-duty or secondary employment activities officers may undertake in order to maintain accountability, and avoid potential conflicts of interest.

III. PROCEDURES

A. Prohibited Off-Duty Employment

Officers of the Wilkesboro Police Department may not engage in secondary employment or off-duty employment that:

1. Represents a potential conflict of interest between the department and a private employer including, but not limited to:
 - a. Collecting debts, repossessing merchandise, or towing vehicles;
 - b. Conducting personal or private investigations through access of departmental information, file, or records;
 - c. Assisting in case preparation or investigations through access of civil proceedings;
 - d. Working for any bail bond company;
 - e. Working for any business or labor group on strike; or
 - f. Any occupation regulated or licensed by the law enforcement agency or its civilian board.

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2. Threatens the dignity of the department and the law enforcement profession including establishments which:
 - a. Sell pornographic books or magazines, sexual devices or videos, or provide entertainment or services of a sexual nature;
 - b. Sell, consume, manufacture, or transport alcoholic beverages; or
 - c. Provide illegal gambling.

B. Approved Off-Duty Employment

Law enforcement officers may engage in off-duty employment in their official police capacity, which involves:

1. A contract agreement between Wilkesboro Police Department and a profit-making or not-for-profit government agency which may include:
 - a. Traffic control and pedestrian safety;
 - b. Crowd control or law enforcement services at special events;
 - c. Routine law enforcement service for public authorities; &
 - d. Plainclothes assignments.

C. Guidelines for Off-Duty Employment

The following guidelines apply to all officers of the Wilkesboro Police Department regarding off-duty employment:

1. Any officer considering off-duty employment must request permission in writing to the Deputy Chief of Police, stating the working hours and duties of such employment. Such requests must be approved prior to the commencement of outside employment.
2. In order to be eligible for off-duty employment, a law enforcement officer must be in good standing with the department. Continued departmental approval of a law enforcement officer's off-duty employment is contingent on such good standing.

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3. Officers who have not completed the police training period, or who are on medical or other leave due to sickness, temporary disability or on-duty injury will not be eligible to engage in off-duty employment.
 4. A law enforcement officer may work a maximum of 24-hours of off-duty employment, or a total of 4 hours in combination with regular duty in each calendar week.
 5. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the law enforcement officer's performance of duty.
 6. No off-duty employment should be longer in time than the officer's regular assigned shift.
 7. Law enforcement officers engaged in any off-duty employment are subject to call-out in case of emergency, and may be expected to leave his off-duty employment in such situations.
 8. Permission for an officer to engage in outside employment may be revoked when it is determined to be against the interests of the department.
- D. Workman's Compensation, public liability benefits, and legal representation are not available to employees of the department as a result of off-duty employment, unless conducting official police business in a contract position between the department and another agency.

IV. REFERENCES

CALEA 22.3.4 and 22.3.5