



Abilene Police Department Operating Procedures

Subject:

Secondary Employment

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Secondary Employment Policy

Secondary employment – employment outside the Department where the employee is paid through the City of Abilene and the hiring entity reimburses the city.

Central Manager – the individual appointed by the Chief of Police to manage the assignment of all extra work activities.

Assignment Coordinator – the individual assigned by the central manager to manage extra work assignments for a specific event or location.

Hiring Entity – individual employer, agency organization or business.

Secondary Employment General Provisions

The Chief of Police or central manager has the right to prohibit certain secondary employment based upon the character or reputation of the hiring entity. Secondary employment is a privilege granted by the Department and not a right guaranteed by employment. The Department reserves the right to suspend or terminate such privileges as it deems necessary.

Officers assigned secondary employment are bound by all policies, procedures, rules, regulations and standards that would apply to them if they were working regular duty assignments. Law enforcement action shall only be taken in accordance with state and federal laws and local ordinances and not internal rules and regulations of the hiring entity.

No officer will be employed in a law enforcement/security type job inside or outside the city limits of Abilene without prior approval of the Chief of Police.


Hiring entities shall employ officers for a minimum of three (3) hours and at the extra work pay rate established by the city.

Officers engaged in secondary employment may use departmental equipment if approved by the central manager.

Injuries occurring during secondary employment are considered on-duty for the purpose of Workman's Compensation and other benefits provided by the City of Abilene.

Officers who are self-employed in a non-law enforcement capacity or who work for an individual employer, agency, organization or business in a non-law enforcement capacity are not subject to this policy. Officers employed in the aforementioned capacities are not provided Workman's Compensation coverage by the City of Abilene.

All secondary employment will be conducted in uniform unless specifically authorized by the central manager.

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If a hiring entity desires five (5) or more officers at any one event or location at the same time, one of the officers will be a police supervisor and serve in that capacity during the event.

Employees working off-duty employment shall report their work location/status (including start and end times) to dispatch.

Secondary Employment Restrictions

Officers on disciplinary suspension or administrative leave shall not work secondary employment.

Officers will not be permitted to split their regular duty shift to work secondary employment, unless it is determined by the Chief of Police or his designee to be in the best interest of the Department. Approved altering or splitting of normal duty shifts require documented equivalent use of previously earned vacation, holiday or compensatory time.


Officers shall not work secondary employment on a day they are absent from regular duty because of illness, injury, funeral leave, emergency leave, FMLA or are assigned to light duty. Further, they shall not work secondary employment during any period, including days off, in which they have an illness or injury that would make them unfit for regular duty.

Probationary officers may work secondary employment at events/locations where at least one non-probationary officer or supervisor is also working secondary employment in close proximity (same venue) to the probationary officer. All deviations from this policy must be approved by the Chief of Police or his designee.

Officers and supervisors shall not exceed the allowable amount of overtime and/or secondary employment as maintained by the Chief of Police or his designee.

Officers shall not advertise for nor solicit business in connection with secondary employment while on or off duty. Any citizen who inquires about secondary employment should be directed to the Central Manager, or his designee.

Officers shall not work at establishments whose primary income source is 51% or more from alcohol sales. One time, stand-alone events, such as parties, weddings, and concerts, will be evaluated on a case-by-case basis by the central manager.

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Central Manager

The central manager is the Department’s contact person for hiring entities seeking to employ the Department’s resources.

He is ultimately responsible for ensuring all aspects of secondary employment meet the expectations of the hiring entity and the Department. He has the authority to suspend or remove, with just cause, any assignment coordinator or officer from any secondary employment.

Assignment Coordinator

The assignment coordinator is responsible for determining the work schedule at any event or location and selecting officers to perform the work.

He will provide officers assigned to the secondary employment with a brief description of their responsibilities.

He will not, as a general rule, be compensated for managing an event. However, should the scheduling of secondary employment at an event or location be complex and time consuming, the central manager may authorize the assignment coordinator to bill the hiring entity for a reasonable amount of time.

General Procedure

Individual employers, agencies, organizations or businesses desiring to hire off-duty officers will be asked to contact the central manager, who will determine if the Department will provide the requested off duty police services.

Emergency requests for off duty police services during non-business hours will be referred to the Patrol shift commander or, in his absence, one of the Patrol sergeants. The Patrol supervisor will attempt to arrange the secondary employment by contacting any eligible officer. If he cannot comply with the request, he will notify the requester.

Patrol supervisors are not required to arrange secondary employment for non-emergency situations that are requested during non-business hours.



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Arrests, Citations, Criminal Investigations

Any person arrested by an officer working secondary employment will be turned over to an on-duty officer for transportation to the county jail. The off-duty officer will assist the on-duty officer in completing the arrest report and/or arrest narrative.

If a person is to be cited for an offense, the citation should be issued by the off-duty officer working the secondary employment. Officers working secondary employment should be prepared for such an event.

If an incident occurs at a secondary employment event or location and a criminal investigation is warranted, the original case report may be initiated by the secondary employment officers.

Criminal complaints against the hiring entity for secondary employment will be investigated by on-duty officers and not officers working the secondary employment.

Secondary Employment Suspensions

Officers may be suspended (prohibited from working secondary employment) for just cause, including failure to report to the secondary employment event or location at the appropriate time. Suspensions from secondary employment are as follows:

- A. First offense – 30 day suspension.
- B. Second offense – 90 day suspension.
- C. Third offense – Indefinite suspension.

If the actions of an officer are significantly inappropriate, he may be immediately and indefinitely suspended from the secondary employment list as well as be subject to any other disciplinary procedures such actions may warrant.

If an officer has been suspended from the secondary employment list for a period of one (1) year, he may apply for reinstatement by submitting a letter to the central manager. At a minimum, the letter should outline the reasons for the reinstatement and what actions have been taken to correct the initial inappropriate behavior. After reviewing the request for reinstatement, the central manager will make recommendation to the Chief of Police. The decision of the Chief of Police to approve or deny the request is final and the officer will be notified.