

19.140 OUTSIDE EMPLOYMENT

Reference:

FOP/City Labor Agreement
 Manual of Rules and Regulations - 1.05, 1.08, 1.12
 Personnel Policies and Procedures 2.3
 Procedure 12.025, Authorized Weapons
 Procedure 12.825, Compensatory Time and Paid Overtime
 Procedure 19.105, Sick/Injured With Pay and Special Leaves
 Procedure 19.107, Family Medical Leave Act
 Procedure 19.130, Limited Duty Personnel
 City of Cincinnati Special Events Policies and Procedures
 Fair Labor Standards Act
 Ordinance No. 463-2010

Definitions:

Outside Employment: Any employment, whether or not in exchange for a fee or other service. Outside employment does not include military duty or volunteer charity work unless the volunteer charity work is an extension of police services.

Outside Employment Extension of Police Service Details (details): The off-duty use of enforcement powers and training as provided to Department members by the City. In the case of extension of police service employment, the employer hires not the individual, but the uniform, badge, gun, and authority of the officer. This activity must remain closely regulated. All rules, regulations, policies, procedures, and directives applicable to officers in an on-duty status also apply to officers engaged in extension of police service outside employment.

Non-City Sponsored Outside Employment Extension of Police Service Details: Outside Employment Extension of Police Service Details which are not sponsored by the City. Department members working these details receive payment directly from the outside employer.

City Sponsored Outside Employment Extension of Police Service Details: Outside Employment Extension of Police Service Details which are sponsored by the city. Department members working these details receive payment from the City on their City paycheck.

Outside Employment (Not Police-Related): Any employment not requiring the use of law enforcement powers, training, or equipment by an off-duty officer. (Examples: construction, teaching, retail, etc.)

Open Detail: Requires a general police presence where the officer performs patrol and traffic enforcement duties.

Closed Detail: Requires knowledge and/or abilities specific to the detail. (Only the Police Chief is authorized to designate a closed detail)

District Detail Coordinator: A member of the Department, assigned by the district commander in each of the five districts, who will be responsible for processing all open/blanket permit outside employment extension of police service details within that district.

Closed Detail Coordinator: A member of the Department who is responsible for closed detail outside employment extension of police service details. This coordinator will be the highest-ranking officer in charge of the outside employment extension of police service detail.

Coplogic Overtime Management System (COMS): The Department's computerized system for posting, signing up for and selecting off duty outside employment details. The system enables users to receive detail notifications via email and text messaging. Users are also able to sign up for details using Smartphones.

Policy:

The Department prohibits employment that presents a potential conflict of interest or reflects an abuse of official position that could give rise to illegal or unethical practices.

The Fair Labor Standards Act (FLSA) forbids officers to volunteer extension of police services. If an officer desires to perform police-related services for a charitable or religious institution, a work permit must still be obtained and payment for services provided must be tendered, based on the hourly amount currently in effect. If the officer wishes to donate the proceeds earned back to the charitable or religious organization, it is solely the decision of the affected officer. Officers desiring to follow this course of action must consider the tax consequences involved.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Supervisors filling a PO/PS detail position, although retaining their supervisory obligations as stated in their job description, are expected to perform all the duties and responsibilities of the detail and may not delegate these duties and responsibilities, regardless of the presence of other PO/PS. Any disputed duties or tasks must be brought to the attention of an on-duty district supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or detail suspension as deemed necessary by the Police Chief.

Lieutenants and above are not permitted to sign up for details designated for Police Officers, Police Specialists and Sergeants, unless no PO/PS or Sergeant has signed up for the detail and the detail is to commence within two business days (48 hours, not including weekends)

All details require the proper permits and authorization by the Police Chief and must be entered into COMS.

Prohibitions include, but are not limited to, the following:

1. Sworn personnel, whether on-duty or working a detail, may not handle currency or deposit bags. Sworn personnel are limited to escorting a responsible business employee.

2. Employment or interest in any vending machine company or service. This does not prohibit sworn or non-sworn personnel from purchasing, renting, or leasing vending machines from vending machine companies.
3. Employment of sworn or non-sworn personnel by a business to investigate or collect accounts, including repossession of automobiles and collection of debts.
4. Pre-employment investigations by sworn or non-sworn personnel for private industry. For this procedure, pre-employment polygraph examinations are not considered pre-employment investigations.
5. Any type of work by sworn or non-sworn personnel related to bail bonding.
6. Work by sworn personnel as a chauffeur for a limousine-for-hire company.
7. Any employment of sworn or non-sworn personnel which assists, in any manner, the case preparation for the defense in any criminal action or proceeding.
8. Any type of work by sworn personnel for, interest in, or ownership of a liquor permit premise where alcoholic beverages are sold by the glass. In the interest of public safety, the Police Chief may approve blanket permits for liquor permit premises on a case by case basis.
9. Plainclothes shoplifting details by sworn personnel. Exceptions may be made by the Police Chief for extenuating circumstances on a case by case basis.
10. Personnel in covert, undercover assignments may work uniformed, police-related details with prior authorization from the requesting officer's bureau commander. All officers working these detail assignments will comply with Department uniform and grooming standards.

Procedure:

- A. Approval of Outside Employment (Not Police Related)
 1. All employees must obtain the Police Chief's written approval before engaging in outside employment (not police related). The employee requesting permission to work this type of outside employment must verify via Detail Coordination Squad (DCS) their request has been approved prior to working the outside employment (not police related).
 - a. Employees will complete a Form 668, Outside Employment Work Permit, and a Form 668A, Acknowledgement by the Secondary Employer, for all outside employment (not police related) requests and submit them through their district/section/unit commander.
 - 1) Annually, on or about January 1st, for permanent secondary employers.
 - 2) Once per calendar year for temporary secondary employers.

- b. Forms 668 and 668A must include the employer's state workers' compensation number.
 - 1) The only exception is outside employment (not police-related) where the Department employee is a sole proprietor or partner. Sole proprietors and partners without employees have the option of carrying workers' compensation insurance.

B. Approval of Outside Employment (Police Related)

1. A Form 668 and a Form 668A must be completed or renewed:
 - a. Annually, on or about January 1st, for permanent secondary employers.
 - b. Once per calendar year for temporary secondary employers.
2. After review and approval, the district/section/unit commander will forward the Form 668, and Form 668A, through the bureau commander to DCS.
 - a. If a detail is in a district other than the unit of assignment, the requesting officer will obtain his unit commander's approval and then the affected district commander's approval before obtaining his bureau commander's approval.
 - b. If police-related services are to be rendered in another police jurisdiction, the requesting officer must obtain a letter of approval from the "chief law enforcement official" of that agency. Submit the letter to the Police Chief with the work permit. The Police Chief will consider each request on a case by case basis.
 - c. A unit/shift OIC (officer in charge) may approve requests for police-related outside employment of an urgent nature pending the immediate processing of the necessary forms.
3. DCS will review all outside employment forms for completeness and compliance with procedure. After review, DCS will forward the forms to the Police Chief.
4. Once approved, DCS will file the original Forms 668 and 668A in the master work permit file.
 - a. DCS will make additional copies and route them, if necessary.
 - b. Officers must submit any changes to the Form 668 by completing a new Form 668 and sending it to DCS.
 - 1) DCS will forward the new Form 668 to the Police Chief for approval.
5. Employees or detail coordinators may cancel an outside employment work permit by submitting a Form 17 through the chain of command to DCS.

C. Blanket Permits

1. Blanket permit details require the completion of Forms 668 and 668A. These forms will cover all assigned personnel who work the detail.
 - a. The district/section/unit responsible for administering blanket detail permits will complete Forms 668, 668A, and 668B, Detail Assignment Roster.
 - b. DCS will complete Forms 668, 668A, and 668B for the blanket detail permits under their control.
2. A monthly negative report listing all inactive permits is required for each reporting period, or permits will be canceled.

D. District Details

1. District Detail Coordinator Job Responsibilities
 - a. Each district detail coordinator will follow the district SOP for their position.
 - b. Processing will include, but is not limited to, receiving, posting, selecting, scheduling, assigning officers, and entering each detail into COMS prior to the detail being worked by the assigned officer.
 - c. The district detail coordinator will complete an accurate, typed Form 668B for all blanket permit details, whether worked or not, and submit to DCS by the 5th of the following month.
 - d. District detail coordinators will enter into COMS, the monthly closed detail schedule provided by the closed detail coordinators.
2. Officers working district details who do not have an MDC available will complete paper reports, with the exception of Domestic Violence (DV) offenses.
 - a. Detail officers who witness or are made aware of a DV offense will request a beat car respond to assist with the completion of the report in RMS, the arrest, and/or signing warrants.
 - b. The officer completing the report will ensure the detail number is written in the car number block of the report.
 - c. The detail officer will request, by radio, an on-duty district supervisor respond to sign the report.
 - d. The responding supervisor will ensure the report is submitted to District Quality Assurance (DQA) for entry into the Records Management System (RMS)

E. Closed Details

1. Closed Detail Coordinator Selection

- a. The selection of closed detail coordinators rests with the district commanders, who may select or remove closed detail coordinators at their discretion.
 - b. Closed detail coordinators are subject to discipline if they do not perform their assigned responsibilities.
 - c. The highest ranking officer working the detail must be the closed detail coordinator.
 - 1) No closed detail coordinator may assign an employee of a higher rank to work a detail. Specialists and police officers will be considered equal in rank for purposes of this requirement.
 - d. Closed detail coordinators should be compensated according to the detail size, time spent scheduling the detail and time spent completing monthly paperwork.
 - 1) Closed detail coordinator's responsibilities will be completed outside of normal work hours.
 - 2) Compensation should be reasonable and agreed upon between the outside employer and the closed detail coordinator.
2. Closed Detail Coordinator Job Responsibilities
- a. Closed detail coordinators have the authority to select and remove officers from a detail.
 - b. The closed detail coordinator is responsible for scheduling officers to work the detail.
 - c. By the 1st of each month, the closed detail coordinator will provide the district detail coordinator with a monthly schedule of the dates, times, location and officers assigned to the detail.
 - 1) The district detail coordinator will enter the schedule into COMS.
 - d. By the 5th of each month, the closed detail coordinator will submit a Form 668B to the district detail coordinator for entry into the DCS database.
 - 1) The Form 668B will:
 - a) Be accurate, typed and in chronological order
 - b) List the personnel who actually worked the detail
 - c) Include the closed detail coordinator's hours
 - 2) Upon completion of entry into the DCS database the district detail coordinator will forward a copy of the Form 668B to DCS.
 - e. Closed detail coordinators must document any issues involving the detail and immediately submit them to their district commander.

3. Closed Detail Officer Responsibilities

- a. Officers scheduled to work closed details are responsible for notifying the closed detail coordinator of changes to the scheduled detail hours, including the extending or shortening of the detail, on a Form 17DC, Change in Detail Assignment. Closed detail coordinators will ensure the accurate recording of hours on the monthly Form 668B submitted to DCS.
- b. Employees working details are under the supervision of the on-duty district OIC.
- c. Officers working closed details who do not have an MDC available will complete paper reports, with the exception of Domestic Violence (DV) offenses.
 - 1) Detail officers who witness or are made aware of a DV offense will request a beat car respond to assist with the completion of the report in RMS, the arrest, and/or signing warrants.
 - 2) The officer completing the report will ensure the detail number is written in the car number block of the report.
 - 3) The closed detail officer will request, by radio, an on-duty district supervisor respond to sign the report.
 - 4) The responding supervisor will ensure the report is submitted to the DQA for entry into RMS.

F. Probationary Officers

1. The district commander may grant a probationary officer permission to work a detail once the probationary officer receives approval to operate as a single patrol unit.
 - a. The probationary officer may only work details requiring two or more officers. One of the officers must be a non-probationary officer.

G. Assignment and Scheduling of Details

1. DCS is responsible for assigning personnel for all overtime details paid on the City check, except Police Visibility Overtime (PVO). District and closed detail coordinators are responsible for assigning and scheduling all other details.
2. City-wide detail hours worked is the basis for determining detail selections.
 - a. Closed detail hours worked will be included in the calculation of total detail hours worked.
3. Year to Date (YTD) hours worked will include the current calendar year from January 1st to December 31st. All detail hours will be reset to zero on January 1st of each year.

4. COMS will assign details to personnel according to the total hours previously worked. If officers work an equal number of hours, seniority will be the deciding factor.
5. The Form 17DC must be filled out each time a change in detail occurs. It is the responsibility of the officer who was assigned the detail and is requesting a change to complete the Form 17DC. The receiving detail officer will sign the form accepting responsibility for the detail.
 - a. The Form 17DC will be used only for legitimate reasons, which include illness/injury, emergency, court notification or scheduling conflict. Emergency and scheduling conflicts will need an explanation. A supervisor will sign and date the form after reviewing it for legitimacy.
 - 1) Officers receiving court notification which conflicts with their detail will immediately submit a Form 17DC.
 - a) Officers are strictly prohibited from submitting a Form 663, On-Call Court Appearance while working a detail.
 - b. Immediately fax the Form 17DC to DCS and submit the completed form to the district detail coordinator. The Form 17DC will be filed at DCS by the date of the detail.
 - 1) The district detail coordinator will enter the change in information from the Form 17DC specific to the affected district in COMS.
6. Personnel who are unable to work a scheduled detail due to illness/injury, emergency, or other legitimate reason will find a replacement officer. If a replacement officer cannot be found the assigned officer will:
 - a. Notify an on-duty supervisor, an on-duty detail coordinator in the affected district, or a representative of DCS, if during regular business hours. The supervisor, detail coordinator, or DCS representative will select a replacement and document, via Form 17DC, listing the detail name, date, time, person originally assigned, and the person who worked the detail.
 - b. Immediately fax the Form 17DC to DCS prior to the detail being worked.
7. Officers are not permitted to change a detail in order to work another detail.
8. Upon completion of a City time-and-a-half detail, personnel will have an authorized representative of the company employing the detail sign a completed Form 68P, Overtime and Court Appearance Report.
 - a. Officers are to immediately fax a copy of Form 68P to the DCS office and route the original through the chain of command to their respective timekeepers.
 - 1) DCS will complete a Form 435, Paid Overtime Report, listing all the hours worked by the officer.

- b. Failure to fax a copy of Form 68P to DCS will prohibit the affected officer from signing up for future time-and-a-half details until the form is received by DCS.

H. Compensation

1. The Police Chief will set the minimum outside employment hourly pay rate.
 - a. Pay rates apply except as provided by ordinance, statute, or agreement entered into by the City.
 - b. Department employees may not work a detail for less than the scheduled rank pay.
 - 1) Except with the Police Chief's permission, new detail requests reserved for supervisors will require payment at the supervisory rate.
 - c. A higher pay rate must be approved via the permit process and submitted through the chain of command for review and approval.
2. A district commander may determine the number of officers, equipment, and supplies necessary to perform police-related details.
3. An agency must hire and pay a supervisor when four or more specialists or officers simultaneously work a detail at one location.
 - a. Supervisors do not have to be compensated at the supervisor's rate if filling a position intended for a specialist/police officer.
 - 1) Supervisors will be compensated at the supervisory rate if filling a position intended for a supervisor.
 - b. In instances where details involve multiple supervisors working in lieu of specialists/police officers, only the detail supervisor position selected by COMS will be compensated at the supervisory rate.
 - 1) Supervisors selected by COMS for specialist/police officer positions will be compensated at the specialist/police officer rate.
 - 2) All details will follow the manpower standards listed above, except as indicated in Section H.1.b.1).
 - c. Supervisors may continue to work those closed single officer details which are currently paid at the specialist/police officer rate if supervision of subordinate personnel does not become a factor.
 - 1) New requests of this nature will be considered on a case by case basis.
4. Officers working details will receive a minimum of two hours pay for outside employment of less than two hours duration.
 - a. Employers who cancel during the detail will pay for a minimum of two hours or for the time actually worked, whichever is greater.

- b. An employer who cancels a detail must notify the detail officer at least two hours before the start of the detail. If the employer fails to provide the officer two hours notice, the detail officer will receive a minimum of two hours pay, paid by the employer.
 - c. If the detail is a City time-and-a-half detail, the officer must be off-duty for the full time of the actual payment.
5. Court time compensation resulting from details is the responsibility of the outside employer.
- a. If an officer takes enforcement action due to his status as a police officer, and in circumstances which do not directly benefit the outside employer, the officer, with permission of a supervisor, may be compensated by the City.
 - 1) Examples:
 - a) An officer is working a detail and takes enforcement action off the premises of the outside employer in an incident not related to the employer.
 - b) An officer is working an outdoor detail and assists with or disregards an on-duty unit on a radio run where enforcement action is taken and that action is unrelated to the outside employer (e.g., Highway Maintenance, church festival, etc.)
 - c) Anytime a police officer takes enforcement action completely unrelated to the detail.
 - b. The supervisor approving the City paid compensation will note on the arrest slip or citation the action was not related to the detail.
 - c. The officer will present a copy of the arrest slip or citation and the supervisor's notation to Court Control personnel when checking in for court.
 - d. The Court Control supervisor will document perceived inconsistencies on the Court Control supervisor's daily report.
6. No sworn employee will receive lump sum payments for disbursement to officers working details. The outside employer must pay each detail officer directly or through the City payroll.
7. Secondary employers are required to document cash payments to officers working details. An officer receiving a cash payment must sign for the cash payment.
8. Payment for outside employment from more than one employer for the same date and time, regardless of circumstances, is prohibited.
9. It is City policy to recover Department expenses incurred for providing services to other City departments.

10. For City agency or City sponsored/co-sponsored events (Octoberfest, Taste of Cincinnati, etc.), or work done by an outside employer for the City, County, or State (expressway repair) the following guidelines apply:
 - a. Officers will complete a Form 68P. The pay rate is time-and-a-half on the regular City payroll.
 - b. Finance Management Section will bill the affected City agency unless specifically exempt by the City Manager or City Council. The billing will include:
 - 1) Time-and-a-half the officer's salary
 - 2) Fringe benefits
 - a) Retirement
 - b) Medicare
 - c) Workers' compensation
 - d) Unemployment compensation
 - c. Complete a Form 55, Letter of Understanding, or Form 56, Police Escort Letter of Understanding, and forward it to the Finance Management Section for billing. Copies of the memorandum are available at DCS.
11. Outside Agencies
 - a. Complete a Form 55 whenever an outside employer performs work for the City where contracts or permits require a police detail. The overtime rate will apply.
 - 1) If an outside employer performs work for the City and wishes to hire a police detail at his own option, he may pay the officer directly, at the current outside employment rate.
 - a) If an outside employer hires a police detail at his own option and wishes to pay for services rendered through the City payroll, the overtime rate will apply. Complete a Form 55 or Form 56.
 - 2) Complete a Form 56 whenever an employer requests an on-duty police escort of minimal duration, normally one to two hours. Use on-duty personnel only for these escorts. Direct requests for this type of escort to DCS.
 - 3) If the outside employer's work is not performed for the City (e.g., convenience store security, church festivals, etc.), the outside employer will pay the outside employment hourly rate directly to the officer(s).

12. Police vehicles used on details require vehicle compensation paid to the City at the current hourly rate.
 - a. Complete a Form 55 covering vehicle compensation and forward the completed paperwork to the Finance Management Section for billing.
 - b. Any waiver of fees requires the Police Chief's or bureau commander's written approval.
- I. Work Hours
 1. Employees will ensure there is at least a 15-minute separation between their tour of duty and outside employment, and between successive details if the starting location for the next detail is different from the ending location of the previous detail.
 - a. The 15-minute separation period is not necessary if the detail starts in the same location the on-duty work stopped.
 2. The Police Department may review the on-duty work performance of any officer who works greater than 64 combined hours of work for the City and work in details within a regular work week (Sunday through Saturday). The purpose of this review is to determine whether the officer's outside employment has had an adverse effect on the officer's performance of his official police duties. Working combined hours greater than 18 hours in any 24-hour period is prohibited.
 - a. Exception to the 18-hour rule: An officer works a scheduled detail and due to an extraordinary circumstance beyond the officer's control (e.g., rain delay at a baseball game) the detail is extended. The officer is required to obtain verbal permission from a supervisor to continue working the detail.
 3. Employees may not engage in any type of outside employment while working in an on-duty assignment.
- J. Exterior or Parking Lot Details at Liquor Permit Premises
 1. District commanders may submit a blanket permit for an exterior or parking lot detail at a liquor permit premise where the primary business is the sale of liquor for consumption on the premises.
 - a. Each detail is open to all sworn personnel, except probationary officers.
 - b. The Department prohibits private work permits for parking lot details at a liquor permit premise
 2. DCS schedules all exterior or parking lot details.
 - a. DCS will post available exterior parking lot details in COMS.
 - b. The final detail roster selection will be posted in COMS by the second Friday of the month.

- 1) Once the final detail roster selection has been posted in COMS, DCS will make vacancy notifications through COMS.
- c. Personnel assigned to the district where the bar is located will receive first preference for parking lot details at liquor permit premises. COMS will select officers from other districts/sections/units for any remaining dates.
3. District commanders may cancel or deny an exterior or parking lot detail at a liquor permit premise when they:
 - a. Recommend a liquor license not be renewed.
 - b. Determine a potential conflict of interest could arise between officers working the blanket permit detail and officers enforcing liquor violations.
4. Officers are not permitted to enter the liquor permit premise except for emergency situations. Officers will not check identification or act as bouncers.
5. Officers will enforce all laws, preserve public order, and provide necessary police service in and around their area of assignment.

K. Strikes

1. Employees holding outside employment work permits with a company affected by a strike will suspend employment with that company during the strike.
 - a. The detail coordinator must report this action on a Form 17 to the Police Chief.
 - b. Upon termination of the strike, the affected detail coordinator will request, via Form 17, reinstatement of the permit by the Police Chief.

L. Detail Notification

1. The officer working a detail is responsible to ensure the detail is:
 - a. Properly entered in the Computer Aided Dispatch (CAD) system. This information includes the officer's name, badge number, radio number, date, detail name, address of the detail, hours of the detail, number of officers assigned and whether uniform or non-uniform.
 - b. Logged off the CAD system at the end of the detail.
 - 1) Details will be logged off the CAD by advising the dispatcher over the radio.
2. Emergency Communications Section (ECS) is not responsible for the accuracy of detail entries.
3. The officer working the detail may enter the information into the CAD terminal or contact the district desk officer by telephone to enter the detail. Detail information will not be relayed by radio to log onto a detail.

4. When a Mobile Data Computer (MDC) is available to the detail officer(s) it may be utilized to enter detail information and to log off the CAD.
 5. Shift supervisors will review, via MDC or CAD terminal, details worked during their tour of duty. They are responsible for ensuring details are properly secured in a timely manner.
 6. ECS will broadcast information when details will have city-wide impact (road closures, etc.)
 7. At the beginning of a large event detail (approximately 200 or more attendees) the detail supervisor, or detail Officer In Charge (OIC), will broadcast:
 - a. The event name
 - b. The address
 - c. The beginning and ending time
 - d. The approximate number of people attending
 - 1) When the event is over the detail supervisor or detail OIC will broadcast the approximate number of people leaving the venue
 - 2) A broadcast may be made for smaller crowds if necessary.
- M. Reporting Incidents on Form 668DIN, Detail Incident Notification
1. When an unusual or disruptive event occurs during an off-duty detail, the detail officer will handle the incident as usual.
 2. Upon completion of the detail, the detail officer will contact the desk officer in the district of occurrence and provide the information regarding the incident.
 - a. The desk officer will document the information on a Form 668DIN and submit it to the relief OIC.
 3. The relief OIC will ensure the information from the Form 668DIN is submitted to the Information Desk.
 - a. Submit the original 668DIN to the district commander for review.
 4. If the incident occurred at, or involved, a Liquor Permit Premise the OIC will forward a copy of the Form 668DIN to the Vice Squad.
- N. Prisoners
1. Officers who make an original arrest while working a police-related detail will:
 - a. Accompany the prisoner to the appropriate facility for processing.
 - 1) A district supervisor may make exceptions if a detail officer cannot leave a post.
 - b. Call for an on-duty officer for transportation back to the detail site upon completion of processing.

2. If the arrest process and necessary Departmental Form 18 reports are not completed by the scheduled ending time of the detail, the officer(s) involved will:
 - a. Be compensated by the Department at the time-and-a-half rate from the scheduled ending time of the detail until the Form 18 reports are completed.
 - 1) Be compensated at the normal pay rate for completion of the reports for any period of time that extends into the officer's regular duty hours.
 - b. Be compensated by the detail employer for any reports other than Form 18 investigations.
- O. Outside Employment While on Light Duty, Injured With Pay Status, or Off-Duty Sick Status
1. Officers may not work a police-related detail while on light duty, in an off-duty injured with pay status, in **any** off-duty sick status, or off-duty due to any Family Medical Leave Act (FMLA) approved time.
 2. Officers may engage in outside employment, not police-related, while on light duty or in an off-duty injured with pay status, if the work does not exceed the officer's light duty or injured with pay limitations.
 3. Employees will not work any other employment while on sick with pay status with the City.
 4. Officers must physically report for work after being off duty while injured, sick, or taking FMLA approved time and complete an entire shift before working a police-related detail.
- P. Canine Squads
1. Outside employment requests for a Police Canine team(s) will be directed to the Special Services Section. Special Services Section personnel will coordinate these details with the affected district commander.
 2. The hourly rate for use of the animal is \$25.00 per hour, with a two hour minimum. Detail time will include sufficient time to prepare, transport, and secure the animal after the detail.
 - a. The hourly rate for the officer will be in addition to the cost of the animal and equipment, and will correspond with the current compensation schedule.
 3. Police vehicles used for transporting the animals are billed at the current rate.
 4. Any waiver of fees will require the Police Chief's or bureau commander's written approval.
 5. Department guidelines for canine use apply to all details.

Q. Authorized Weapons For Outside Employment Details

1. The authorized weapons for carry while working outside employment details are:
 - a. The Department issued Smith and Wesson, 9mm, Military and Police (M&P9) or;
 - b. The Department issued Smith and Wesson, 9mm, Military and Police compact (M&P9c).
 - 1) Personnel performing outside employment details are required to carry the Department issued primary duty weapon in the Department issued ALS/Level III/Hood Strap Holster.
 - c. Backup Firearm
 - 1) Personnel must meet all requirements for backup carry outlined in Procedure 12.025, Authorized Weapons.
2. Officers issued both the Department M&P9 and M&P9c.
 - a. While working outside employment details the Department issued M&P9 is preferred over the M&P9c.

R. Detail Inspections

1. The DCS supervisor will conduct random inspections of details and will report the results of those inspections to the bureau commander.
2. Field supervisors inspecting details can access a continuous listing of scheduled details throughout the City into COMS.
3. All on-duty shift supervisors, as part of their regular duties, will inspect a minimum of one detail, per week, during their shift. Document any violation of Department rules, regulations, or procedures, including Procedure 19.140 on a Form 669, Report of Inspection. The inspection will include attention to the following:
 - a. Officer's appearance and fitness for duty.
 - b. Whether the officer(s) is attending to required duties.
 - c. Whether the officer(s) who signed up for the detail is working the detail.
 - d. Whether the officer(s) is logged on with ECS.
4. The supervisor will forward the Form 669 to Inspections Unit through the chain of command.
5. District supervisors are responsible for inspection of DCS details and details scheduled and coordinated by district/section/unit coordinators.
6. If, during the course of the week, there are no details worked during a supervisor's shift, no Form 669 is required.

- S. Corrective/Disciplinary Action and Suspension from Details and PVO
1. Personnel are subject to progressive corrective/disciplinary action and/or suspension from all details and PVO for the following:
 - a. Violation of any provision of this procedure
 - b. Failure to report for an assigned detail
 - c. Tardiness
 - d. Lack of proper equipment
 - e. Unacceptable appearance, performance, or conduct
 - f. Classification in any "Without Pay" status during a pay period
 - 1) When a supervisor is made aware of an officer's "without pay" status for a pay period, they will schedule a meeting with the officer to discuss their attendance.
 - a) The supervisor will check the officer's ETS history prior to the meeting for any current or previous detail suspensions within the past 12 months.
 - b) If the officer is already serving a detail suspension, the new detail suspension dates will begin after the end of the current suspension (run consecutively).
 - 2) The supervisor will complete a Form 17NS, Notice of Detail Suspension, with the appropriate detail suspension dates and any additional recommendations.
 - a) Document the meeting and detail suspension with an ESL
 - 1] Include the ETS# on the bottom of the Form 17NS
 - b) Attach the signed Form 17NS to the ETS file
 - c) Send a copy of the Form 17NS to DCS
 - 3) DCS will deactivate the officer's COPLOGIC account during this period of suspension.
 2. DCS is the central repository for all employee records relating to corrective/disciplinary action and suspension from details.
 - a. Supervisors will report all instances of absenteeism, tardiness and/or violations of Procedure 19.140 to DCS via a Form 17DP, or Form 17NS when applicable.
 - b. When a supervisor is advised of an employer request to no longer assign a specific officer to their detail, the supervisor will make every effort to resolve the conflict to the employer's satisfaction.

- 1) The supervisor will investigate and thoroughly document the reason for the request on a Form 17DP.
 - a) If the conflict is resolved to the employer's satisfaction, the supervisor will indicate the resolution on the Form 17DP and forward it to DCS.
 - b) If further investigation is required, the Form 17DP will be routed through the chain of command to the affected officer's district/section/unit commander.
 - 1] The district/section/unit commander will determine the appropriate level of investigation to be completed.
 - 2] A copy of the completed Form 17DP will be forwarded to DCS.
 - 2) If the request occurs while the officer is working the detail, and cause exists to immediately remove the officer, the investigating supervisor will inform the district OIC and route the Form 17DP through the chain of command to the affected officer's district/section/unit commander.
 - a) The district/section/unit commander will determine the appropriate level of investigation to be completed.
 - b) A copy of the completed Form 17DP will be forwarded to DCS.
 - c) The officer will be compensated for a minimum of two hours pay for outside employment of less than two hours duration, or for the duration of time the officer worked the detail as outlined in Section H.4.
 - 3) If the officer is scheduled for future details with the employer, the investigating supervisor will ensure a Form 17DC is completed and forwarded to DCS.
 - a) DCS will attempt to find a replacement officer for the additional scheduled details with the employer.
 - b) The affected officer will not work additional details for the employer during the investigation process.
 - 4) The outcome of the investigation will be thoroughly documented on the Form 17DP and via Evaluation Supplement Log (ESL), if necessary.
 - c. DCS will forward all disciplinary actions through the chain of command to the Police Chief.
3. Department (increment) overtime will not be affected by detail suspensions. Officers may **not** work PVO while on a detail suspension.

T. Detail Audit

1. DCS is the central repository for all detail suspension records.
2. Upon notification of a detail violation via the One Hundred Hour Audit report or Form 17DP (18-hour rule, 15-minute rule, conflicting times, tardy, missed, calls off sick to work a detail, etc.):
 - a. A supervisor will complete a Form 17DA, Report of Detail Audit.
 - 1) All violations of this procedure shall be documented as independent detail infractions.
 - b. Infractions are calculated within a 12-month period and reported on the Form 17DA.

Infraction Examples:

- 1) If an officer fails to ensure there is at least a 15-minute separation between their tour of duty and outside employment and works combined hours greater than 18 hours in any 24-hour period, two violations should be documented.
 - 2) If an officer fails to show for a detail, one violation should be documented.
 - 3) If an officer fails to show for a detail and is tardy for a separate detail, two violations should be documented.
 - a) A separate ESL will be completed for each violation.
 - b) The third violation within a 12-month period will be documented via ESL and the officer will be issued a 15-day suspension from details.
3. The Department may review the on-duty work performance of any officer who works more than 64 combined hours of work for the City and details within a regular work week (Sunday through Saturday).
 - a. The Department may review the on-duty work performance of any officer who works more than 100 detail hours in a 30-day period.
 - 1) The purpose of the review is to determine whether the officer's outside employment has had an adverse effect on the performance of their official police duties.