



CITY OF AKRON, OHIO
POLICE DIVISION
KENNETH R. BALL II, CHIEF OF POLICE

NUMBER P-2020-036	EFFECTIVE DATE June 9, 2020	RESCINDS P-2019-36 Issued 11-13-19
SUBJECT Secondary Police Employment Procedure		ISSUING AUTHORITY Chief Kenneth R. Ball II

I. POLICY

Acceptance of secondary police employment is a professional obligation. Officers working secondary employment must follow all departmental rules, regulations and procedures. In addition, officers must be familiar with the rules and criteria specific to secondary police employment.

II. DEFINITIONS

- A. Secondary police employment – All off duty employment where an officer will or may be required to perform a police function.
 - 1. Continuing: Any secondary employment that is more than two weeks in duration.
 - 2. Occasional: Any secondary employment that occurs only sporadically throughout a year or is less than two weeks in duration.
- B. Secondary police employment coordinator – An officer or supervisor who is the contact person for a secondary police employer.
- C. Secondary police employment book – A listing, located at the Information Desk, of all requests to employ officers in occasional secondary police employment.
- D. Job – The total number of hours comprising an extra duty assignment.
- E. Work week – Monday through Sunday.

III. PROCEDURE

A. APPROVAL REQUEST

- 1. A Secondary Police Employment Request for Approval form must be submitted to the commander of the Services Subdivision at the start of any continuing employment and then yearly during the month of April. The Services Subdivision commander will notify applicants within five working days of his decision.

2. Any approved requests that are not renewed shall be considered cancelled effective May 7th of the current year.

B. SUPERVISORY SECONDARY POLICE EMPLOYMENT

1. Shall be performed by captains, lieutenants, and sergeants.
2. When four or more officers are hired for one secondary employment job, one of the four officers must be a supervisor. Any exceptions must be approved by the Services Subdivision commander or designee.

C. RATE OF PAY

1. The job rate for officers and supervisors will be the hourly rate as designated in the current labor agreement. There is a minimum of three hours of pay per job for any amount of time worked not exceeding three hours. Exceptions:
 - a. When officers divide a job into separate blocks of time.
 - b. When an officer is late to a job assignment for either excused or unexcused reasons. In this case an officer would be paid for actual hours worked.
 - c. When an officer leaves early from a job assignment prior to being dismissed by the employer.
 - d. Coordinators may be compensated for their duties at less than three hours. The coordinator fee shall be documented on the approval form.
2. No officer shall work or solicit jobs at less or greater than the current scale, unless permission is received from the Chief of Police

D. USE OF EQUIPMENT

1. Requests for equipment must be made to the highest ranking officer on duty, excluding the deputy chief, in the subdivision from which the equipment is requested.
2. For use of police vehicles, a Vehicle Use Form, available at the Information Desk, shall be submitted daily to the Information Desk sergeant.
3. Officers needing vehicles for a secondary employment assignment shall use the "X" vehicles designated for such use. If no "X" vehicles are available, Officers shall get the approval of a uniform shift commander before using any other vehicle.
4. The Traffic Bureau lieutenant, or his designee, handles the Vehicle Use Reporting Form for funeral escorts.

E. OFFICER'S RESPONSIBILITIES

1. Prior to working a job, call the Police Dispatch extra job line at 330-375-2454 and leave the requested information. Officers may also inform the dispatcher of their location and hours.
2. Any reports taken shall be submitted to the Information Desk at the completion of the job.
3. If, for any reason, an officer is unable to report to a job at the scheduled time, they must make all attempts to find a replacement. If an officer is unable to find a replacement, he shall notify the employer and the coordinator of the job. These notifications must be made at least one hour prior to the start of the job.
4. All officers working secondary employment shall wear the Class B Uniform (Standard duty uniform), have a mobile radio, and monitor dispatch. Alternate duty uniforms and plain clothes may be worn if approved by the Chief of Police or a Subdivision Commander.
5. Submit any overtime slips arising from secondary employment to the Information Desk sergeant along with a copy of all arrest paperwork.
6. Complete all job specific paperwork.

F. INFORMATION DESK SERGEANT'S RESPONSIBILITIES

1. Approve all reports generated by secondary employment.
2. Insure the secondary employment book is maintained.
3. Attempt to fill requests for occasional police employment from the secondary employment book.
4. Insure billing is completed for vehicle use on secondary employment.
5. Review all requests for overtime arising from secondary employment using the following guidelines:
 - a. The secondary employer should be responsible for paying the officer to complete paperwork caused by offenses or incidents made where the secondary employer is the prosecuting witness or victim.
 - b. The City should be responsible for paying the officer when the offense or incidents are not connected with his secondary employment.

G. SECONDARY POLICE EMPLOYMENT COORDINATOR'S RESPONSIBILITIES

1. Be the contact person for the secondary employer.
2. Submit the initial request for approval form as well as the yearly renewal requests.
3. Complete the schedule and attempt to fill last minute vacancies.
4. Handle disciplinary issues. If the coordinator is not a supervisor, disciplinary issues will be forwarded to the Services Subdivision commander, if needed.

H. Off Duty Jobs Involving Traffic Control

1. A police officer hired by a private employer to direct traffic within the municipality often encounters a situation of conflicting priorities. While the officer is being paid by a private concern, there remains a responsibility to the public-at-large, and the officer must balance the needs of the private employer with the right of the public to travel the city streets.
2. Safety is the first priority, including that of the workers, motorists, and pedestrians.
3. The officer is in charge of the control and interruption of the normal flow of traffic. It is their duty to keep the movement of traffic as smooth as possible.
 - a. It is important for the officer to be familiar with the area and the "ripple effect" that reaches out from the area. Backing traffic up into adjacent intersections creates additional flow interruptions and should be avoided.
 - b. When necessary to halt traffic, this should be done during a natural gap in traffic, or at a time when traffic would be stopping anyway.
4. If the primary function is traffic control, officers are required to wear a hat and a reflective safety vest or wear issued jackets with the reflective/bright colored side out.

I. RESTRICTIONS

1. Probationary officers are not permitted to work secondary police employment.
2. Officers wishing to work any secondary police employment at a liquor permit premises must adhere to the following guidelines:
 - a. A minimum of two officers must be employed in the larger establishments, as determined by the Chief of Police or designee.
 - b. Officers must be employed until 3:00AM to conduct line patrol after closing time.

- c. Officers will be responsible for monitoring adjacent areas such as parking lots, vacant green spaces, etc.
 - d. Officers will not be permitted to work inside the premises unless police action is warranted.
 - e. Officers will not be permitted to work in the capacity of a “bouncer” i.e. checking ID, monitoring dance floor activity, etc.
3. Active officers shall be given precedence over reserve officers for filling any type of secondary employment.
 4. Any officer wishing to perform more than twenty-four hours of secondary police employment per work week must receive approval from the Services Subdivision commander, or his designee, or be off duty five or more consecutive days in a work week. Coordinators do not have to include any of the hours they may be compensated for their coordinator duties.
 5. Personnel above the rank of lieutenant are prohibited from working secondary police employment unless they are employed in a supervisory capacity or have received permission from the Chief of Police.
 6. Officers shall not engage in secondary police employment:
 - a. While on disability/injury leave, light duty or Worker’s Compensation, sick leave, or Family Medical Leave Act (FMLA).
 - b. Within sixteen hours from the start of the officer’s assigned shift from which he reported off sick or disabled.
 - c. Once having been relieved of duty.
 - d. Upon being suspended.
 - e. Upon direct order of a supervisor.
 - f. While on a leave of absence without pay.
 - g. Outside the city limits of Akron.

I. POSSIBLE DISCIPLINARY ACTION

1. Failing to appear for secondary police employment, without making the required notifications, constitutes absence without leave.

2. Failure to follow this procedure and procedures specific to each secondary employer may result in:
 - a. Removal from that secondary police employment.
 - b. Restriction from working any secondary police employment.
 - c. Other departmental sanctions.

By Order Of,

Kenneth R. Ball II
Chief of Police

Date _____