

JACKSONVILLE POLICE DEPARTMENT

Policy: 4-1
Effective: 01-01-09
Revised: 01-08-21

SECONDARY EMPLOYMENT

PURPOSE: The purpose of this policy is to establish guidelines for secondary employment by employees of the Jacksonville Police Department.

POLICY: The policy of this Department is to provide guidelines to Department employees to inform them of the types of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Department and for the protection of the community. Except where specifically stated otherwise, this policy applies to both sworn and non-sworn employees of the Department.

DEFINITIONS:

- I. **SECONDARY EMPLOYMENT:** Any outside employment which is either off-duty or extra-duty. This does not include volunteer or charity work unless worked in uniform.
- II. **EXTRA-DUTY EMPLOYMENT:** Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the sworn employee.
- III. **OFF-DUTY EMPLOYMENT:** Any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.
- IV. **COURTESY OFFICER:** Sworn personnel who reside in a multi-family dwelling or community at a free or reduced rate for security purposes or the perception of security.

PROCEDURES:

- I. **OFF-DUTY EMPLOYMENT:** This type of employment is for all personnel and is governed by the following criteria:
 - A. Employment of a non-law enforcement nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
 - B. Prohibited Employment: (4.05)
 1. Employment that presents a potential conflict of interest between their duties as a law enforcement officer and their duties for their secondary employer is strictly prohibited. Some examples of employment representing a conflict of interest are:
 - a. As a re-possessor, bill collector, bail bondsman, bounty hunter, or in any other employment in which law enforcement authority might tend to be used to collect money or merchandise for private purposes;
 - b. Personal investigations for the private sector or any employment which might require the law enforcement officer to have access to law enforcement information, files, records or services as a condition of employment;
 - c. In a law enforcement uniform in the performance of tasks other than that of a police nature;
 - d. Which assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding;

- e. For a business or labor group that is on strike or engaged in public demonstration or pickets;
 - f. In occupations that are regulated by, or must be licensed through the law enforcement agency or its civilian board; and/or
 - g. Employment in a location where alcoholic beverages are sold and/or consumed will be determined on a case by case basis and if so approved may contain written restrictions that will be followed.
2. Employment that constitutes a threat to the status or dignity of law enforcement as a professional occupation is strictly prohibited. Examples of employment representing a threat to the status or dignity of the law enforcement profession are:
- a. Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature;
 - b. Any employment involving the sale, manufacture or transport of alcoholic beverages as the principal business; and/or
 - c. Any gambling establishment not exempted by law.

II. EXTRA-DUTY EMPLOYMENT

This employment is for sworn personnel and is governed by the following criteria:

- A. Officers wearing their uniform off-duty are, in the eyes of the public, a representative of the Department. As such, the employee shall avoid non-police related job duties, and must conduct themselves at all times in a manner consistent with public respect for the uniform of the Department.
- B. All officers engaged in extra-duty employment, uniformed or plain clothes, shall abide by all Department policies.

III. COURTESY OFFICER

- A. Courtesy officers shall confine police related duties to enforcing crimes in progress. They should not enforce minor misdemeanors, on premise traffic violations, or become involved in family disturbances unless it is to stop an assault. They may ask tenants to reduce loud music, but other breaches of the peace should be reported to on-duty officers.
- B. Officers must live on the premise where they are a courtesy officer and will display badge and identification when answering calls and/or taking police action at the apartment complex or community.
- C. Officers shall not respond to a complaint at the complex when they have been consuming alcoholic beverages. The officer shall notify an on-duty officer to respond to the complaint.
- D. Officers who are on-duty shall not respond to complaints at the complex where they reside as a courtesy officer unless they are dispatched to the location. Officers who, while on-duty, respond to calls where they are a courtesy officer shall represent the Jacksonville Police Department and not the management of the complex.
- E. Courtesy officers will not be allowed to collect rent, debts, or monies in any form for the complex. Officers should not become involved in civil processes at the complex unless it involves enforcing a state law or city ordinance or preventing a breach of the peace or assault.

IV. LIMITATIONS ON OFF-DUTY AND EXTRA-DUTY EMPLOYMENT (4.05)

- A. In order to be eligible for secondary employment, the Department employee must be in good standing with the Department. Continued departmental approval of an employee's secondary employment is contingent on such good standing.
- B. Those employees who have not completed their probationary period shall not be eligible to