

AURORA POLICE DEPARTMENT
DIRECTIVE MANUAL

08.12 SECONDARY EMPLOYMENT

Approved By: Todd Chamberlain, Chief of Police
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Associated Policy: DM 07.01, APD Forms 520-606, 520-387, 024
References: C.R.S. § 24-10-110, CRS 29-5-111
Review Authority: Professional Standards and Training Division Chief and APD Legal Advisor(s)

8.12.01 PURPOSE

This directive provides guidelines for sworn members regarding secondary employment. A sworn member's secondary employment shall not interfere with, obstruct, or impede the department's ability to accomplish its mission and goals.

8.12.02 SCOPE

This directive applies to all sworn members of APD.

8.12.03 DEFINITIONS

Long-Term Secondary Employment Jobs: These are secondary employment assignments that last more than a month, and members are scheduled routinely throughout the calendar year.

One-Time Job: Secondary Employment opportunity that is less than a month and not in a recurring capacity.

Scope of Employment: A member acts within the scope of employment if the member is engaged in the work assigned by APD or is doing what is proper, usual, and necessary to accomplish the assigned task.

Secondary Employment: Employment or assignment outside of regular duty, requiring the use or potential use of police authority, worked outside of the regularly scheduled shift of a sworn member, arranged by the secondary employment unit, and conducted in full patrol uniform.

Secondary Employment Coordinator: A member designated by the Chief of Police to manage secondary employment administrative tasks, including maintenance of the eligible list and notification of open jobs. Ensures all secondary employment activities comply with departmental policies, procedures, and legal requirements. Maintains a comprehensive database of secondary employment requests, assignments, and sworn member participation.

Secondary Employment Unit: Effectively manages and oversees all aspects of secondary employment for sworn officers. Serves as the primary point of contact between the police department, officers, and external employers regarding secondary employment. Ensures that all secondary employment is scheduled and staffed following department policy and state law.

Short Notice Jobs: Secondary employment requests with less than five (5) days' notice.

8.12.04 POLICY

Secondary employment is a privilege, not a right. The Chief of Police or designee may deny this privilege to any member at any time for any reason. Violations of this section may result in a suspension of the secondary employment privilege and formal disciplinary action. Secondary employment must not interfere with a member's on-duty responsibilities.

The Secondary Employment program aims to enhance community safety through increased law enforcement presence, as members must appropriately enforce the law and handle violations as required. Refer to the updated Post Orders for additional information.

While efforts are made to accommodate secondary employment, the Department may impose restrictions or prohibit it entirely, as the Secondary Employment Manager or Command Officer.

Sworn members must meet eligibility requirements, and potential employers must comply with the department's post orders. As a condition of hiring APD members for secondary employment roles, potential employers must complete [APD Form 520-607 – Secondary Employment Work Request Business Form](#) to request the Aurora Police Department to authorize its sworn members to work secondary employment for the business.

Members of secondary employment will be subject to all Aurora Police Department rules, directives, and standard operating procedures.

8.12.05 MEMBERS SEEKING SECONDARY EMPLOYMENT

Before engaging in secondary employment, members must complete [APD Form 024 - DM 08.12 - Secondary Employment Authorization](#) and submit it to the Secondary Employment Unit, which will review member and business eligibility.

8.12.06 SECONDARY EMPLOYMENT ELIGIBILITY REQUIREMENTS

The Secondary Employment Unit will maintain the list of members ineligible for secondary employment. When an officer is placed on administrative leave, restricted or limited duty, the Executive Support Specialist of the Chief's Office will notify the secondary employment manager. Any other restrictions for working secondary employment will be notified by the Chief's Office.

Ineligible members may request an exception to eligibility conditions, which may be sent in writing to the Chief of Police or designee for consideration and final decision-making.

Members must meet the following criteria to be eligible and be considered for Secondary Employment:

1. Completed Secondary Employment Authorization Form approved and signed by the member's immediate supervisor and submitted to the Secondary Employment Unit for record-keeping and archiving. The Form is to be completed annually as required by the Business Services Division.
2. Prior to engaging in secondary employment, members will review the training video and sign for the completed training material in PowerDMS.
3. Eligibility restrictions may include but are not limited to, members not being suspended, on light duty, on a performance improvement plan, or restricted duty.
4. Secondary Employment will not compromise the members' ability to fulfill their police duties.

5. Members hired as "basic academy recruits" will not be eligible to work secondary employment assignments until they have completed their probationary period. Members hired as "lateral academy recruits" will be allowed to work secondary employment positions once they have completed the FTO program despite still being on probation, and they will not need a chief's approval.

The Chief of Police or designee may grant exceptions to eligibility conditions on a case-by-case basis.

8.12.07 LONG-TERM SECONDARY EMPLOYMENT

When a Secondary Employment assignment is available, members will be listed by Department seniority and selected, starting with the most senior member. The first eligible member on the list will be offered the assignment, and the offer will continue down the list until accepted.

The next assignment will be offered to the next member on the list, not at the top of the seniority list. Members will not hold more than two secondary long-term jobs unless the secondary employment office has exhausted the seniority list and a job remains open.

A member who has two long-term jobs may apply for non-long-term secondary jobs. Members may hold the long-term Secondary Employment assignment indefinitely as long as they work at least 75% of the Secondary employment shifts.

If members can no longer routinely fulfill a long-term secondary employment work assignment (i.e., schedule change), they shall notify the secondary employment unit or coordinator, who will re-assign the long-term job according to this policy. If the business no longer wishes to employ a specific member, they will have the option to contact the Secondary Employment Manager for a replacement. The secondary employment manager will follow up with the business and provide options for the owner or representative to give feedback.

8.12.08 SHORT-NOTICE SECONDARY EMPLOYMENT

The Secondary Employment Unit will notify APD membership about short-notice Secondary Employment Opportunities; however, due to the short notice, the Secondary Employment Unit may also proactively select members from the eligible list to fill the specific assignment, if necessary.

8.12.09 CITY OVERTIME

City overtime does not constitute a long-term secondary employment job. When a city department requests city overtime through the secondary employment office, the request will be put into APD's online secondary employment application portal, along with an email being sent to sworn members of the department notifying them of the available overtime assignment.

There is no restriction for city overtime for any member on full duty status.

All members, upon successful completion of the FTO program, and not currently on a performance improvement plan, are eligible to sign up for department-approved overtime (i.e. filling of departmental OT shifts, filling SRO OT shifts, city traffic direction for public works, street racing operations, traffic enforcement, etc.). Some of these city overtime positions are facilitated through the secondary employment office. The secondary employment unit supervisor will approve these requests, and the secondary employment office will give specific directions on entering these into Telestaff.

In cases of short notice, less than 48 hours prior to the start of a city overtime shift, the secondary employment staff will put the request out to department members via city e-mail, notifying members of the overtime request. In short-notice overtime situations, the job will be filled on a first-come, first-serve basis. City overtime of less than 4 hours a week is not considered a long-term secondary job but counts towards the 24-hour weekly limit.

8.12.10 SPECIALTY SECONDARY EMPLOYMENT ASSIGNMENTS

Occasionally, secondary employment jobs require the member to have specialty training, equipment, or specific skill sets. Examples include but are not limited to motorcycle enforcement team members, school resource members, or RTD assignments.

Members will be expected to meet the additional criteria set forth by the Secondary Employer in addition to the requirements set forth by the department directives.

In those limited cases, the regular selection process may be suspended to match jobs with members with appropriate skills and resources.

8.12.11 ACTIONS TAKEN IN A SECONDARY EMPLOYMENT CAPACITY – MEMBER RESPONSIBILITIES

Members engaged in secondary employment will conform to all laws and city and departmental policies when working on a secondary employment assignment. Members will take appropriate action to enforce the law and preserve public safety. However, members will not act to enforce an employer's rules and regulations, which are not considered violations of the law.

Members will promptly handle and/or report any incident related to their Secondary Employment assignment, just as they would if they were responding to a call for service on duty. This includes completing all paperwork related to an incident (e.g., reports, forms, documents, impound forms, and evidence booking). The member's duties may include using physical force while taking law enforcement action. Members may use force only in accordance with [DM 05.01—Use of Force](#). The members' use of force will be evaluated according to the [Use of Force Adjudication Policy – DM 5.08](#).

Members will adhere to the [DM 08.50 - Contact Data Collection](#) and [DM 16.04 - Body-Worn Cameras](#) directive while working in a secondary employment capacity.

1. **Arrest:** Members working in a Secondary Employment Capacity who make an arrest for an incident connected with the Secondary Employment assignment will complete an incident report (if necessary, a probable cause affidavit). Members will have their department-issued work cell phone with them and generate an individual case number for each incident they handle. Members may request a unit to transport an arrestee if they do not have a caged police vehicle assigned. If the duration of an arrest procedure or a member's official police action extends beyond the duty hours of the secondary employment assignment, the member will be compensated via city overtime for the number of hours past the required secondary employment duty shift.
2. **Reporting:** Incident reports initiated by the Secondary Employment Member that do not pertain to time-sensitive reports will be completed by the member no later than four days after the shift. In the case of time-sensitive reports, the member may work overtime with a watch commander's approval and complete the reports before the end of their shift, according to [DM 8.10 – Reports](#).
3. **Off-Property Response:** Members will provide reasonable assistance to any community member requesting help with incidents that have occurred or are in progress, even if they originated outside the property of the Secondary Employment assignment. These tasks may include taking immediate action to

protect life and property or assisting the citizen in contacting Aurora911 for an on-duty member to respond. The responding on-duty member will write an incident report. If needed, the member in a Secondary Employment Capacity (SEC) will write a supplemental report to the on-duty member's incident report.

8.12.12 RESPONSIBILITIES OF SWORN MEMBERS ENGAGED IN SECONDARY EMPLOYMENT

1. Members who wish to engage in secondary employment must recognize their primary responsibility, obligation, and duty to the Aurora Police Department. No secondary employment will infringe on this obligation.
2. Members will notify dispatch at the beginning of their Secondary Employment shift and communicate the details of the assignment, such as the number of assigned members, address, and the hours worked.
3. Members shall not disclose any confidential information obtained in an official capacity to any secondary employer.
4. Should a strike or similar civil labor issue arise in a firm where a member is employed, the member will immediately seek advice and be governed by his/her Command Member's instructions. If his/her Command Member is not available, the member will contact an on-duty patrol supervisor.
5. Members will not engage in secondary employment, whether in or out of uniform, when such employment is outside the city limits of Aurora without the specific approval of the Chief of Police.
6. Members engaged in secondary employment will not be accompanied by family members, friends, acquaintances, or visitors unless the secondary employer and the Chief of Police or designee have given specific approval.
7. When acting in their official capacity, members may use city resources (office equipment, records, or information) while engaged in secondary employment. When available, Police vehicles will be used while engaged in secondary employment. Members will utilize city resources in conformance with Aurora City Policy and Police Directives.
8. Immediately upon completion of their Secondary Employment Shift, members will verify the number of hours worked and whether a city vehicle was used. Business services will use this information to bill the secondary employer entity for fleet and administrative fees.
9. Members will call an on-duty member and supervisor to initiate an accident report if they are involved in a motor vehicle accident. Members may be disciplined, suspended from, or lose the privilege to work in secondary employment due to accident(s) while working in secondary employment jobs.
10. Members must have all of their required equipment and paperwork to properly fulfill the expectations of a secondary employment assignment and adhere to [DM 8.01 – Uniform and Attire Requirements](#).

8.12.13 REQUIREMENTS/LIMITATIONS OF SWORN MEMBERS ENGAGED IN SECONDARY EMPLOYMENT

Members will not enter into a contract or act as a broker agent, promoter, representative, proxy, negotiator, employment agent, or act in any other capacity on behalf of Secondary Employment members. This does not apply to work conducted as a FOP or APA union representative, completing union-related tasks. Members will not work on a commission basis or be paid a percentage of the salaries of other police members for Secondary Employment.

Members will wear the Authorized Patrol Duty Uniform, and specialized unit uniforms will not be permitted while working in a secondary employment assignment.

Members are strictly prohibited from participating in any secondary employment while on duty. Members may not work two secondary jobs simultaneously, regardless of pay status.

Members whose duties potentially include operating undercover may be authorized for limited secondary employment with the written approval of their commanding member and the Chief of Police or designee in the form of a Memo. The copy of the documentation of such permission will be kept on file with Secondary Employment Office.

8.12.14 SECONDARY EMPLOYMENT HOURS AND SCHEDULING

To ensure that members do not work in excess of the permitted number of hours, the Business Services Division will conduct periodic reporting and review.

Weekly Hour Limitations

1. Members are strictly limited to a maximum of 24 hours of secondary employment within a seven-day work cycle from 0001 Saturday through 2400 Friday.
2. The combination of regular duty, voluntary overtime, mandatory overtime, and secondary employment must not exceed 64 total hours in a seven-day work cycle unless approved by the Chief of Police or designee. Approved exemptions are to be noted in the secondary employment scheduling system.

Daily Hour Restrictions

1. Members may work no more than 16 hours of combined regular duty and secondary employment in any 24-hour period from their first reporting time.
2. Members engaged only in secondary employment are limited to 16 hours within a 24-hour period.

Adjustments Based on Leave Usage

1. Members who take vacation or compensatory time and work less than 40 hours in a seven-day cycle may increase their secondary employment hours, up to the 64-hour total limit (regular duty + overtime + secondary employment).
2. Example: If a member uses 10 hours of vacation, they may work an additional 10 hours of secondary employment, provided they do not exceed the 64-hour total cap for the week.

Authority and Approval

The Chief of Police or designee retains the authority to assign and approve all regular duty, voluntary overtime, and secondary employment to ensure compliance with departmental needs and policies.

Secondary Employment Policy Summary

Category	Policy Restriction
Maximum Secondary Employment Hours (Weekly)	24 hours per seven-day work cycle (0001 Saturday – 2400 Friday).
Total Combined Work Hours (Regular Duty + Overtime + Secondary Employment)	64 hours per week (unless approved by the Chief of Police or designee).
Daily Work Hour Limit (Regular + Secondary Employment)	16 hours within any 24-hour period from the first reporting time.
Daily Work Hour Limit (Secondary Employment Only)	16 hours within any 24-hour period.
Adjustments for Vacation/Comp Time	If a member works less than 40 hours in the week due to vacation or comp time, they may increase secondary employment hours, up to a 64-hour total cap (Regular + Overtime + Secondary).

This policy ensures members remain well-rested and maintain peak performance while balancing primary duty responsibilities and secondary employment.

Scheduling: Member's regular work schedule may not regularly or routinely be altered for additional hours of secondary employment, and members may not split their work shift to work secondary employment.

8.12.15 INABILITY TO WORK A PREVIOUSLY SCHEDULED SECONDARY EMPLOYMENT ASSIGNMENT

Secondary employment assignments are considered duty assignments. Members who take on a secondary employment assignment are expected to fulfill their obligations. However, if a conflict prevents the member from working the assignment, they will be responsible for finding a replacement to cover their secondary employment obligation.

Members who cannot fulfill their obligation will attempt to find a replacement. If a replacement cannot be found, the member will:

1. Log into the extra duty system and add notes that they could not fulfill their assignment.
2. Notify the secondary employer,
3. Notify the Secondary employment office by email,
4. Add detailed notes in the system documenting everyone they spoke to,
5. Notify any other assigned member due to safety concerns by phone.

In the event that a replacement is found, members will notify the Secondary Employment Unit, advising why they cannot report, the name of the member who will replace him/her, and the name and address of the secondary employer before the assignment. Members must also ensure that the job to be filled is transferred in the secondary employment software to the person filling the spot.

Members are prohibited from accepting work assignments to hold the position and routinely find replacements for the assignment.

The Secondary Employment Coordinator will maintain a list of interested eligible members to be assigned to available secondary employment positions. If a shift needs to be filled, the Secondary Employment

Coordinator will email the list of eligible members. If members cannot fulfill their shifts, they may also contact the individuals on the list to find a replacement.

In case of a secondary employment staff shortage due to a no-show occurring outside of the secondary employment coordinator's regular working hours, the eligible Member Database will be made available online so members can call additional Members to fulfill the assignment's minimum staffing requirement. A no-call no-show will be handled as if it occurred during a regularly scheduled duty assignment.

The following penalties have been determined to be appropriate for a member's unexcused failure to appear or appearing late for a secondary employment assignment for a rolling 12-month time frame (with the twelve (12) months beginning at the date of the violation and flagrant violations may be dealt with more severely):

1. First Offense: Suspend the member's eligibility to work a Secondary Employment Assignment for thirty (30) days
2. Second Offense: Suspend the member's eligibility to work a Secondary Employment Assignment for ninety (90) days
3. Third Offense: Suspend the member's eligibility to work a Secondary Employment Assignment for three hundred and sixty-five (365) days.

Violation of this progressive revocation of the member's privileges by working despite being ineligible will require formal discipline. Revocation of the privileges will be emailed to the member.

8.12.16 REQUIRED NUMBER OF PERSONNEL

Members: The Secondary Employment Coordinator, with the approval of the Chief of Police, will determine the number of members and supervisors required for any City-Permitted event or Secondary Employment Assignment.

For any secondary employment assignment, if the determined number of positions cannot be filled 48 hours prior to the start of the job, the job will be canceled and no officers will be allowed to work the assignment.

For any secondary employment assignment where alcohol is sold or served and consumed on premises, a minimum of two (2) members must be present at all times. (8.12.16 – 10)

In case of a secondary employment assignment requiring a minimum of two members, and one of the members fails to show up for the assignment, attempt to contact the missing individual shall be made and determine if they are running late. If they are not going to be able to work the assignment, the member present will notify the business that due to safety concerns they will not be covering that shift and leave.

If this occurs, members are required to notify any on-duty Lieutenant who will authorize two hours of city overtime. The member who showed up will enter the two (2) hours of overtime in the city's time keeping system along with the appropriate notes describing what happened.

Supervisors: When four (4) or more APD Members simultaneously engage in a Secondary Employment assignment at the same location, a supervisor, sergeant, or above must be present. No supervisor will supervise more than ten (10) members, and when the threshold is met, a supervisor must always be present on the job site. When multiple supervisors are required, one will be specifically designated as the supervisor-in-charge and be responsible for the actions of all members working at that time. The supervisor in charge will be determined by seniority or on a voluntary basis.

Command Officer: When four (4) or more supervisors are needed simultaneously at the same location for a secondary employment assignment, a Command Officer must always be present at the job site.

8.12.17 LEGAL REVIEW

While secondary employment roles are generally considered to be within the scope of a member's employment with the Aurora Police Department, authorization for secondary employment does not guarantee that the City of Aurora will defend or pay a monetary judgment arising from any acts or omissions alleged to have been committed by a member in a secondary employment assignment. The determination as to whether a member is operating within the scope of employment is evaluated on a case-by-case basis by the city's Risk Management Office.

Consequently, the Aurora Police Department strongly recommends that each member performing secondary employment arrange appropriate insurance coverage to protect the member from any liability arising from any secondary work they elect to perform outside of regular duty assignments.