

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	8.09
		Original Issue Date	Reissue/Effective Date
		2/18/20	5/22/20
Order Title: OVERTIME AND EXTRA DUTY ASSIGNMENTS		Accreditation Standard: POSTC: 1.2.8, 1.2.9, 1.2.12	Section 8
		Section Title PERSONNEL	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

This General Order provides Bridgeport Police Department personnel guidelines concerning department and outside overtime assignments.

II. POLICY

It is the policy of the Bridgeport Police Department to provide guidelines to members regarding department and outside overtime assignments and to establish procedures to maintain accountability for the welfare of the Department, its employees, and the public.

III. DEFINITIONS

Outside Overtime Assignment-Activities performed by members of the Department in which the member engages in approved police activities performed by contract, and where payment is made by an approved third party employer to the Department, and where the approved secondary employment activities are managed through the Outside Overtime Office.

Secondary Employment-Employment that is not of a law enforcement nature in which vested police powers are not a condition of employment requiring no real or implied law enforcement service to the off-duty employer. Such employment is governed by the respective collective bargaining agreements.

IV. PROCEDURES - GENERAL

- A. Officers may not work more than sixteen (16) hours of regular duty, department and/or outside overtime or any combination thereof within any 24-hour period except

in the event of emergency conditions. Officers must have a minimum of a consecutive eight-hour rest period between scheduled assignments.

- B. The Department must approve all secondary employment/outside overtime assignments.
- C. All Department outside overtime work that is scheduled in advance shall go through the Outside Overtime Office.
 - 1. Any modification of Outside Overtime work assignments (including number of officers, duties, etc.) must be authorized by the Outside Overtime supervisor.
- D. Whenever any person or organization, profit or non-profit, is required to or shall seek the services of employees of the Police Department for extra police work, all such work shall be assigned through the Police Department on a rotation basis and is to be voluntary on the part of the employee. An officer will be entrusted with distributing this work as fairly as possible.

V. OUTSIDE OVERTIME ASSIGNMENTS – PROCEDURES

Members of the department working an Outside Overtime assignment are considered on duty. Therefore, members shall be bound by all department rules and directives and will be paid through the City of Bridgeport payroll.

- A. The Chief of Police or designee may restrict officers from Outside Overtime assignments that may bring the Department into disrepute or bring discredit upon the member of the Department, or which may impair the operation or efficiency of the Department and/or member.
- B. Outside contractors and City agencies employing members on Outside Overtime will determine the duties of that member insofar as those duties are consistent with the policies and procedures of the Bridgeport Police Department.
 - A. If questions or concerns should arise regarding the duties to be performed on the private duty assignment, the member on said assignment should contact the on duty supervisor to assist in resolving the issue.

VI. TERMS OF EMPLOYMENT FOR PRIVATE DUTY ASSIGNMENTS

- A. A four (4) hour minimum shall exist for all Outside Overtime assignments. After four (4) hours, the job will be worked in increments of one-half hour.
- B. Vendors may cancel a job without penalty one (1) hour prior to the start of the job. If

the vendor fails to do so, the officer who has signed for the job shall be entitled to payment for four (4) hours and the vendor will be billed by the department for same.

VIII. ADMINISTRATIVE REVIEW

From time to time the procedures contained herein may be updated. Such changes will be addressed through memorandum and incorporated into this General Order on an annual basis or as needed.

VII. PROHIBITED EMPLOYMENT

- A. To maintain the integrity of the Department and its employees, the Department prohibits its employees from participating in secondary employment that has a potential for conflicts of interest, the appearance of conflicts of interest, or that which would tend to lower the dignity of the profession. Therefore, employees are prohibited from:
1. Performing tasks other than those of a law enforcement nature while in police uniform.
- B. Any employee seeking employment outside the parameters of the Outside Overtime system outlined above will provide the Chief of Police with a memo outlining the following information:
- a. Name, address and contact information of the employer;
 - b. Expected hours of work;
 - c. Type of work to be completed; and
 - d. The anticipated length of employment
- C. The Chief of Police may deny requests for outside employment that would interfere with an employee's ability to complete their responsibilities as an employee for the City of Bridgeport or where the work conducted is in conflict with the values and objectives of the Bridgeport Police Department. If the Chief of Police approves a request for outside employment, such approval may be rescinded if it is determined that the employee's outside employment activities are resulting in unsatisfactory work performance such as excessive tardiness or other misconduct.
1. Approval may be denied or revoked where it appears that the outside employment might:
 - 1) Render the officer unavailable during an emergency.
 - 2) Physically or mentally exhaust the officer to the point that performance might be affected.
 - 3) Require that any special consideration be given to the scheduling of the officer's regular duty hours; or
 - 4) Bring the Department into disrepute or impair the operation or efficiency of

the Department or the officer.

- i. Where the City is considering revoking current permission to work off-duty outside employment, the officer shall, prior to the effective date of such proposed revocation, be given the opportunity to have a hearing before the Chief of Police, or his designee, to show cause why the officer may continue such outside employment. If the matter is not settled to the satisfaction of the office, a grievance may be filed pursuant to the collective bargaining agreement.