
	Administrative General Order	50 Secondary Employment	<b>PAGE 1 OF 13</b>
	<b>City of Charleston Police Department</b> <b>Policy and Procedure Manual</b>		EFFECTIVE DATE: <b>02/08/08</b>
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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### 50.1 SECONDARY EMPLOYMENT (CALEA 22.2.5)

The Charleston Police Department has an interest in the secondary employment relationships that may exist between Department employees and other employers. The objective of adopting rules that govern these relationships is to safeguard the employee, the Department, and to ensure that the public receives a level of service compatible with departmental standards of integrity and performance.

**Secondary Employment** includes any type of employment for which an employee receives compensation and shall be defined as:

**Off-duty Employment**, which involves off duty law enforcement services for a private employer and/or,

**Outside Employment**, which are non-law enforcement services rendered to a private employer.

All Department employees engaged in or authorized to work secondary employment, both off-duty assignments and outside employment, shall review and have a working knowledge of these responsibilities and regulations.

In all circumstances, employment by the Charleston Police Department shall be given primary consideration and, as such, employment by the Charleston Police Department shall not be jeopardized by secondary employment issues. Secondary employment shall not interfere with an employee's job performance with the Charleston Police Department. An employee's secondary employment must be accomplished in a manner that does not cast doubt upon the integrity of the employee or the Department. No employee shall engage in any off-duty employment without the express knowledge and approval of the Special Events and Secondary Employment (SESE) Office. These General Orders shall apply to all Department employees regardless of rank, position or assignment. Secondary employment is a privilege that can be revoked at any time.

No employee shall engage in any secondary employment or transaction, or have a financial or other personal interest, directly or indirectly, which is incompatible with the proper discharge of the employee's official duties, or which would tend or appear to impair the employee's independence of judgment or action in the performance of official duties.

Secondary employment, such as off-duty, shall not be used in lieu of police services normally provided by on-duty personnel.

No authorization shall be granted for secondary employment that may be reasonably construed to conflict with law enforcement duties or detrimental to the Department as determined by the Chief of Police or designee.

Examples of such activities are: collection of bad debts, adjusting claims, recovering chattel covered by a security agreement in default of payment, investigation and/or reconstruction of accidents, private investigations or security consultant services, working as a bouncer, working at the scene of a labor dispute, or working at any business or location where the primary focus is the sale of alcoholic beverages or the adult entertainment industry. Officers shall not provide off-duty police services at after-hours establishments. The preceding examples shall not be construed as all-inclusive.

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Sworn employees employed as off-duty officers shall not assume responsibility for any armed or unarmed security personnel. Sworn employees are prohibited from volunteering or participating for compensation at any event where armed security personnel are employed by the vendor. Any exceptions must have prior approval by the Chief of Police or designee.

The Chief of Police or designee has the authority to establish any business, location or form of employment as restricted or prohibited work site.

The Chief of Police may determine at any time, and for whatever duration may be necessary, that all City of Charleston police officers are required to perform regular police duty and cannot be permitted to perform secondary employment. All off-duty employment, without exception, shall be coordinated through Extra Duty Solutions (EDS) prior to the employment occurring. The SESE Office will still approve all new secondary employment requests that are submitted to EDS.

### 50.2 AUTHORITY

The authority of the Charleston Police Department, its' Commanders and supervisors, and adherence to General Orders shall prevail at all times over the authority of any private employer if a conflict in direction occurs.

### 50.3 OFF-DUTY EMPLOYMENT REQUESTS/DEPARTMENT FACILITATION

All off-duty police employment must receive proper authorization prior to the employment occurring. The Charleston Police Department's SESE Office shall facilitate all requests for off-duty employment. The SESE Coordinator shall routinely process, review and authorize off-duty employment under the supervision of the SESE Office Commander. All requests for employment of off-duty officers shall be submitted no less than 48 hours prior to EDS.

An off-duty employment opportunity is authorized when an approved EDS contract, between the requesting entity and EDS, has been completed and approved by the Charleston Police Department SESE Office. Authorization to work an off-duty job is granted when an employee's name is placed on a roster of an authorized duty assignment approved by the SESE Coordinator. Solicitation and/or brokering of off-duty employment is strictly forbidden by individual Department employees. Employees shall refer all inquiries for employment of off-duty officers to Extra Duty Solutions. Referrals can be made by phone (843-226-7167) or email ([charlestonsc@extradutysolutions.com](mailto:charlestonsc@extradutysolutions.com)).

### 50.4 SPECIAL EVENTS AND SECONDARY EMPLOYMENT (SESE) OFFICE

All off-duty employment shall be coordinated through Extra Duty Solutions prior to employment occurring. All exceptions will be approved by the Chief of Police or designee.

The SESE Office will serve the following functions related to all off duty employment:

- Manage and coordinate the Secondary Employment Program and serve as a liaison to Extra Duty Solutions who facilitates communications between employers seeking to hire off-duty officers and sworn employees desiring to work off duty police related employment opportunities.
- The SESE Office shall provide all employers requesting off-duty employment services contact information for Extra Duty Solutions to include phone number and/or email/website information. The EDS application for hiring off-duty will also be made available through the Department's internet site as a link. The form shall be completed in its entirety by the prospective employer and submitted by Extra Duty Solutions. Completion and delivery of the form will be the responsibility of the prospective employer.

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- Extra Duty Solutions will be responsible for receiving all requests from employers for off-duty employment. All requests for off-duty employment shall be approved by the commander of the Secondary Employment Office or designee. Employers seeking off-duty services shall be advised that the Charleston Police Department cannot guarantee all employment requests will be filled.
- Extra Duty Solutions will post all off-duty employment opportunities on a designated electronic portal managed by Extra Duty Solutions. The portal shall be available to all employees approved for off duty employment. Sworn employees shall utilize the electronic portal to accept approved employment opportunities. Once an employee accepts, or is awarded, an employment opportunity via the electronic portal that employee has sole responsibility for that assignment. Assignments can be transferred to other officers electronically and can be placed back out for other officers to accept; however, final responsibility for the assignment is the original officer that accepted until it is accepted by another. Illness, emergency, etc will be documented with Extra Duty Solutions either by email or phone call prior to the scheduled assignment. The SESE Commander shall determine all exceptions to the policy on a case-by-case basis.
- All off-duty employment opportunities shall be logged and tracked by the portal software. No off-duty opportunities shall be filled in any other manner without express approval by the SESE commander.
- The SESE Office shall complete yearly surveys of employers to assess overall satisfaction with officers' performance.

### 50.5 APPLYING FOR SECONDARY EMPLOYMENT

Any employee desiring to engage in Outside Employment (non-law enforcement services) shall complete an Authorization for Secondary Employment (Outside Employment) (CPD Form #613) for authorization prior to engaging in that employment. It shall be the employee's responsibility to renew the Authorization of Outside Employment prior to December 31<sup>st</sup> each year for the future calendar year.

Any sworn employee desiring to engage in off-duty employment (off-duty law enforcement services) shall complete an off-duty Employment Approval form (CPD Form #65) This form is a one-time submission and shall be routed via the employee's chain of command, the Office of Internal Affairs and the SESE Office where it will be kept on file.

Any employee who desires to coordinate an off-duty assignment (be point of contact for routine matters between employer, EDS and CPD for scheduling matters etc.) must be approved by the SESE Office. That employee shall submit an Authorization to Coordinate/Administer Off Duty (CPD Form #612) by December 31<sup>st</sup> of each year for the future calendar year. A separate form must be submitted for each venue or business that desires a coordinator or administrator. Department employees shall not coordinate and/or administer more than two (2) routine and on-going off-duty assignments at any time. If an employee's privilege to work off-duty is suspended, the SESE Office shall facilitate the selection of another employee with the off-duty employer if requested by the employer/vendor. If no request, EDS will facilitate directly with employer.

Any employee whose secondary employment privilege is suspended due to corrective action shall submit new CPD forms #612, #613, or #65, as appropriate, prior to resuming secondary employment.

### 50.6 ELIGIBILITY FOR SECONDARY EMPLOYMENT

All employees are eligible to engage in Outside Employment with the approval of their chain-of-command through the Bureau Commander level. Employees whose authorization to engage in off-duty employment has been suspended by their chain of command are not eligible to engage in Outside Employment.

To be eligible to work Off-Duty employment an employee must meet the following criteria:

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- Successfully complete the PTO program and:
  1. Have six (6) months of satisfactory performance with the Charleston Police Department after completion of the PTO program or, if under six (6) months of service, work an approved City of Charleston Special Event as authorized by the SESE Office. Or,
  2. Have two (2) years of law enforcement employment as a sworn officer with any law enforcement agency prior to employment with the Charleston Police Department, and successfully complete field training and receive written approval from their chain-of-command through the Bureau Commander.
  3. Submit approved AA form through the chain of command outlining desire to assist in large events detailing previous background related to the assignment (races, 2<sup>nd</sup> Sunday, etc).

Sworn employees promoted to the rank of Sergeant and/or Master Police Officer may engage in off-duty employment, in the capacity of a supervisor, after successfully completing all required supervisory training.

### 50.7 CHAIN OF COMMAND PERFORMANCE APPRAISALS

Each employee's supervisor shall make a specific statement on the employee's evaluation recommending the approval or denial of secondary employment based upon the employee's job performance, use of unscheduled or unauthorized leave, and tardy record. When making this determination, the supervisor shall consider both the employee's regular on duty performance and the employee's performance while engaged in secondary employment.

Should a complaint be received or performance issues are raised about an employee who is engaged in secondary employment his or her on-duty chain of command shall be responsible for reviewing those actions..

Any change to an employee's privilege to work secondary employment shall be communicated to the SESE Office by the employee's immediate commander and/or Internal Affairs via email. The SESE Office shall maintain a record of employees whose secondary employment privileges have been suspended.

### 50.8 LIMITATIONS ON HOURS WORKED

A pay week for the Charleston Police Department shall be determined to be from 0700 Saturday until 0659 the following Saturday each week. No employee shall engage in off-duty employment for a total of more than twenty-five (25) hours per workweek [plus two (2) flex hours with approval by the SESE Office Commander], without taking vacation leave or compensatory time with approval of the employee's direct supervisor in consideration of operational staffing requirements. Flex hours are utilized to allow employees to work an entire employment opportunity (ie; 4 hours when an employee has already worked 22 hours during the week in question) so that opportunity can be filled. For the purposes of this computation, the number of hours paid will be used, irrespective of the actual time spent working.

Employees may work secondary employment up to 65 hours per week maximum however shall follow the following policies:

1. Sworn employees may engage in secondary employment beyond the twenty-five (25) hour per week limit only with the express written permission of the Chief of Police, or designee, and only if the employee uses vacation leave or compensatory time on an hour for hour basis for each hour in excess, with approval of the employee's direct supervisor in consideration of operational staffing requirements. Once an employee has used forty (40) hours of vacation leave or compensatory time in a workweek, an hour for hour exchange for additional secondary employment is not required.

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2. Employees using vacation leave or compensatory time to exceed the twenty-five (25) hour secondary employment limit shall have at least six (6) continuous hours of rest prior to regular duty.

Employees may work no more than sixteen (16) hours within a twenty-four (24) hour period whether working secondary employment, on duty, off duty or city overtime. No secondary employment shall exceed sixteen (16) hours in duration. No employee may adjust or modify normally scheduled work hours or duty days to allow the employee to work secondary employment (begin early, secure early etc.) No employee shall utilize any method of leave in the middle of a regularly scheduled duty shift to work secondary employment.

If, during the normal administration of this program, the Secondary Employment Office determines an employee to have exceeded secondary employment hours the matter shall be referred to the employee's chain of command for review.

No sworn employee may engage in off-duty work, abiding by the stated limitation of hours, for more than forty (40) hours in any workweek for any one employer, unless the following conditions are met:

- A written statement evidencing the private employer's concurrence and understanding that the employer shall compensate the employee at a rate of time-and-one-half for those hours in excess of forty hours worked by the employee in any one work week, or,
- A written statement from the private employer stating that the employee is an independent contractor who is not subject to overtime compensation and holding the City harmless from any claim, demand, or liability arising from the nonpayment of overtime compensation.

Violations of this section may result in the immediate suspension of an employee's secondary employment authorization for not less than three (3) months. Employees also may be subject to disciplinary action as determined by the employee's chain of command.

Large special permitted events that are off duty employment, off duty employment that is designated as off duty overtime, or any event that requires mandatory staffing of police personnel, are exempt from the twenty-five (25) hour weekly limit. Large special events shall be defined as events approved by the City of Charleston Special Event Committee and may include parades, runs and concerts that require Incident Action Plans (IAP's) and staffing of at least one (1) CPD commander.

Employees will be notified by the SESE Office of any exemption to the twenty-five (25) hour maximum in the instructions for the event.

Large events that require mandatory staffing of off duty personnel may be staffed, if necessary, with officers that have completed the PTO Program that have not reached 6 months of independent duty under the following conditions:

- The event has been approved and permitted by the City of Charleston Special Events Committee (SEC).
- The event is supervised by a commander and at least two (2) supervisors.

The Chief of Police may grant exceptions to these rules, for specific periods or specific events, when doing so is in the best interest of the City of Charleston.

The SESE Office shall randomly, or by direction of the unit commander, audit employees' off duty employment history to ensure compliance with limitation of hours worked.

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50.9 COMPENSATION

- The Chief of Police will establish a standardized minimum hourly rate for off duty employment. That rate shall be reviewed on an annual basis as necessary. Once established, that rate will be the sole rate charged for police off-duty services, and shall not apply to non-sworn employees. The rate charged for Funeral Escorts is a noted exception and is further addressed in GENERAL ORDER #51. No employee shall accept any compensation other than the established rate. Employees are prohibited from negotiating hourly compensation rates. Employees are prohibited from charging administration fees or billing extra hours while acting as a Job Coordinator.
- As of May 1, 2024, the rate structure for off duty employment is composed of three tiers depending on the number of officers required to safely staff an event. The hourly rate paid to each officer for each tier is indicated below:

<b>Pay Rates per Hour *</b>	<b>Tier 1 1-5 Officers</b>	<b>Tier 2 6-15 Officers</b>	<b>Tier 3 16+ Officers</b>
Officer	\$50	\$60	\$65
Supervisor	\$55	\$65	\$70
Commander	N/A	N/A	\$75
City Holiday (observed)	Rate +\$10	Rate +\$15	Rate +\$20

\* Pay Rates listed above do not include Worker's Compensation Fee (+5%) and Administration Fee (+10.5%) which are added by EDS. Rates may increase due to short notice (less than 48 hrs) – see below.

- Off-duty employment compensation shall not be less than a three (3) hour paid minimum. If the event or job is cancelled without 24 hours' notice or concludes before the three (3) hour time period, payment will be made for the full three (3) hours. For weather-related cancellations, a two (2) hour notice is required.
- Should an employer request off duty resources by contacting the SESE Office within forty-eight (48) hours preceding the start of any scheduled event, the established rate shall be paid at the Tier 3 rate listed above – regardless of the number of officers requested. Off-duty employment requests, at any higher rate, shall only be approved by the SESE Commander. The SESE Office shall have the authority, given specific circumstances, to deny employment requests received less than 48 hours prior to the event. Supervisors and/or command-level employees working secondary employment as a police officer, but not designated as supervisors for the employment opportunity, shall be compensated at the same rate as police officers. Exemption: high profile security events identified through the SESE Office and approved by the Chief of Police, that require a commander to work the event due to the sensitive nature of the assignment will be paid at the Tier 3 rate regardless the number of officers assigned. (Example: Personal escort security of U.S. Senate, Congressional, other high ranking national level representatives or at the direction of the Chief of Police). Sergeants and commanders working at the wage scale of a lower rank shall retain and exercise full supervisory or command authority over subordinate ranking employees.
- CPD's SESE Command will establish how many officers and supervisors will be necessary based upon (but not limited to): the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history and/or intelligence regarding a particular event. If event parameters are changed, the evaluation of resources needed to safely staff the event may be adjusted accordingly by the SESE Commander.

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- During city-recognized holidays (listed below) the compensation rate shall increase by the adjusted amount indicated above.

Holiday	Date
New Year's Day	January 1 <sup>st</sup>
Martin Luther King, Jr.'s Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day After Thanksgiving	Day following Thanksgiving
Christmas Day	December 25 <sup>th</sup>

The holiday rate ONLY applies on the day listed in the chart above. Example: If New Year's Day is on a Saturday and City employees observe the Friday prior off as the Holiday – the Holiday rate applies ONLY to off-duty employment on Saturday. If an off-duty employment opportunity is scheduled to start on a regular city work period and extends into a holiday, the regular duty compensation rate shall be charged. Employees working off-duty jobs will only be compensated through EDS. Under no conditions will an employee accept cash for off-duty employment. Additionally, payment arrangements, collection, and terms that are associated with such matters are the responsibility of EDS and not the Department.

### 50.10 EMPLOYEE RESPONSIBILITIES

If an employee signs up for off-duty employment it shall be that employee's responsibility to obtain all information relating to the job (i.e., required equipment, date, time, location etc.) Failure to obtain the above information may result in the loss of the job.

Except when called to active duty, an employee may cancel an off-duty employment commitment only by obtaining a qualified replacement of equal rank, unless the employee is working an officer's off-duty assignment and is of superior rank, and notifying EDS via phone or email and the SESE Office. This notification shall be accomplished within forty-eight (48) hours of the job being worked.

If an employee has an emergency or a sick call out, the employee will immediately notify EDS via phone or email and the SESE Office.



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### 50.11 ASSIGNMENT CONSIDERATIONS

Private employers shall not be permitted to name specific Department employees to be hired unless that employee has specific training or experience that is essential to the successful completion of the job. The only exception to this policy shall be if that individual employee is responsible for the employer's first request for off-duty police services. If the employer articulates a requirement for employees with specific skills that are critical to the employment opportunity, and upon approval by SESE Commander, that office may select employees with the required skills.

### 50.12 PERMANENT JOBS

Certain off-duty assignments are reoccurring and at the same location week by week or occasionally day by day. For consistency and customer service consideration purposes, those assignments may be posted as Permanent Assignments for acceptance. Selected employees will be assigned permanently to work specific shifts or days unless the assignment is returned to the Secondary Employment Office. Once assigned, the employment opportunity will not be re-advertised unless the job is returned by the assigned employee.

### 50.13 JOB COORDINATORS

A Department employee who voluntarily, and without compensation, schedules the work of other employees at a permanent or continuing off duty job shall be considered a coordinator. The Secondary Employment Commander may authorize employees to act as a Job Coordinator when it is in the best interest of the operation of the Secondary Employment Office. Job Coordinators shall not coordinate more than two (2) on-going or routine employment opportunities at any one time. Job Coordinators shall submit a roster prior to the first of the month listing anticipated work hours for all employees scheduled for the job site. Officers working as Job Coordinators for permanent off duty jobs may schedule sergeants that work at the officer-level pay scale only if no qualified replacement is found. Officers working as Job Coordinators shall not schedule commanders and/or sergeants acting in a command or supervisory capacity. Openings for permanent employment opportunities shall be communicated to the Secondary Employment Office by the Job Coordinator. Those openings will be posted in the electronic portal and listed as a permanent job. A Job Coordinator for a permanent job is responsible for ensuring that all required reports are submitted in a timely manner to the Secondary Employment Office and serves at the discretion of the Secondary Employment Office Commander. Job Coordinators shall be responsible for any required invoicing to the employer abiding by all requirements within these General Orders.

### 50.14 COMMAND ASSIGNMENTS

To be equitable, develop command skills, and due to the limited number of off-duty command positions available for re-occurring pre-planned annual events, a bid system based upon seniority within that rank shall be utilized for annually reoccurring scheduled large events requiring command oversight. The SESE Office shall publish a calendar of anticipated re-occurring annual special events requiring command oversight and management each January for that year's events. Interested commanders shall be requested to submit a memorandum or email to the SESE Office with their top 4 employment preferences by the stated due date. Selection and assignment shall be made pursuant to that list by seniority as noted above by the Special Operations Division Commander.

Unanticipated events requesting off-duty employment and requiring command oversight such as concerts and other large public events with anticipated large crowds shall be posted as per normal procedures by the SESE Office. Selection shall be made via the electronic portal on a first-come, first-served basis due to the unanticipated nature of these requests.

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### **Incident Action Plans**

The commander of the Special Operations Division shall determine which events require an Incident Action Plan (IAP.) If an incident requires an IAP, the IAP may be prepared by the Secondary Employment Office, in consultation with the assigned Incident Commander, and approved by the assigned Incident Commander or Special Operations Division Commander. After-Action reports shall be completed by the assigned Incident Commander and shall include any observations regarding changes to future IAPs concerning the event in question. After-Action Reports shall be submitted within five (5) working days of the event's conclusion. These reports shall be submitted to the SESE Office commander and will be used by the SESE Office to identify problems, opportunities for improvement and enhance future planning purposes for recurring events. The SESE Office shall maintain IAPs and After-Action reports for future use and planning purposes.

### **50.15 LEAVE STATUS DURING SECONDARY EMPLOYMENT**

Employees who wish to engage in outside employment (non-law enforcement related employment rendered to an employer other than the City of Charleston) while on sick leave may engage only in so far as the work conforms with the limitations of the employee's physical/mental condition, and only with the specific written permission of the Secondary Employment Office.

Employees on temporary administrative assignment duty or who are on leave without pay status shall not engage in off-duty employment unless specifically authorized by the Chief of Police or designee. Employees on workman's compensation leave shall not engage in off-duty employment.

Employees on Family Medical Leave shall not work for another employer (Outside Employment or Off-Duty Employment) during such leave unless authorized in writing by the Director of City Human Resources.

### **50.16 REQUIRED REST AND ASSIGNMENT PERIODS**

It is essential that employees have proper rest from work. Employees working secondary employment shall have a rest period of not less than six (6) continuous hours out of any twenty-four (24) hour period. The SESE Coordinator may choose to divide long duration off-duty assignments into shorter duration assignments if it is in the best interest of all concerned.

### **50.17 SECONDARY EMPLOYMENT WHILE ON DUTY PROHIBITED**

Employees shall not engage in secondary employment while on duty, i.e.: selling a product or providing security services while on duty. Employees shall not utilize on duty status to provide coordinator responsibilities or complete any other tasks related to secondary employment (phone calls, emails etc.)

### **50.18 SCOPE OF DUTIES**

No employee shall perform tasks outside the scope of law enforcement duties when engaged in off-duty employment (i.e. acting as a cashier while employed to provide law enforcement services).

### **50.19 CALL TO ACTIVE DUTY REQUIREMENT**

All sworn employees engaging in secondary employment shall immediately respond to a call to active duty. When an officer working in an off-duty capacity is called to active duty (i.e.: SWAT, EOD, Investigative callout, etc.) that employee will notify the employer and the SESE Office as soon as practical to ensure that an off-duty replacement may be identified, if possible. Regardless, the employee shall notify EDS via email or app within 24 hours that the employee was called to duty and left the off-duty employment opportunity early.

**50.20 POLICE ACTION REQUIRED DUTY TO ASSIST**

A sworn employee shall enforce all state laws or city codes irrespective of the direction or instructions to the contrary provided by a secondary employer. Sworn employees shall take all appropriate police action during exigent circumstances at or near their places of secondary employment. Sworn employees of the Department are required to assist other officers and citizens while in an off-duty employment status. Officers will assist on calls to which they would not ordinarily be dispatched when it is evident that immediate assistance is required, and the officer is able to do so for a brief period of time until on-duty employees arrive. Department employees will ensure all appropriate paperwork is completed, after assisting citizens of the city or fellow officers when providing law enforcement related services, while in an off-duty status. Sworn employees engaging in off-duty employment shall complete required CPD reports on any incidents or police activity that requires documentation. Department employees shall not provide police reports or criminal history information to a secondary employer. Requests by secondary employers for copies of police reports shall be directed to the Records Section. At no time shall an employee provide a police report directly to a secondary employer. Employees may additionally document any action they take while in the employ of a secondary employer, on that employer's forms, so long as privacy and security laws are not violated by doing so.

**50.21 REPORTING REQUIREMENTS**

The SESE Office shall normally be responsible for the completion of any required IAP's for routine and anticipated events at least seven (7) days prior to the event. The plan shall be communicated to the assigned commander for review and action. Unanticipated requests for special employment necessitating an IAP will be the responsibility of the commander accepting that employment and shall be submitted at least five (5) days prior to the event. All employment requiring an IAP shall require an After-Action Report. After-Action Reports shall be submitted within five (5) working days of the event's conclusion. These reports shall be submitted to the SESE Office commander and will be used by the SESE Office to identify problems, opportunities for improvement and enhance future planning purposes for recurring events.

**50.22 EXCHANGES PROHIBITED**

No employee shall enter into an agreement with any individual or business to furnish any type of police service in exchange for reduced or free rent unless specifically authorized by the Chief of Police or designee. Interested employees shall complete an AA Form submitted to the Chief of Police or designee requesting authorization. If approved the employee shall provide a copy to the employee's chain of command and to the SESE Office where it shall be kept on file.

**50.23 WORKING VOLUNTARY OVERTIME FOR THE CITY OF CHARLESTON**

Requests from city departments for off-duty/extra police services (i.e. working for Parks and Recreation at a concert) will be coordinated through EDS. The wage for non-exempt employees shall follow current HR policies. Overtime exempt employees working off-duty employment for the city will not be eligible for overtime compensation.

**50.24 UNPAID OFF-DUTY REQUEST**

Occasionally, Department employees will receive requests from non-profit or charitable groups for unpaid off-duty service. The Department shall not expressly solicit officers to volunteer their services without compensation for those groups. Employees who receive requests for unpaid off-duty work shall inform the SESE Office of the request to ensure that the proper agreements are executed.

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Upon receipt of such a request, the SESE Office will provide information relating to the request to Department employees for voluntary service.

Requests by non-profit or charitable organizations for unpaid service will be reviewed by the SESE Office and action taken as outlined below:

- Officers who have volunteered to work an unpaid assignment shall not be permitted to do so unless an adequate contingent of officers can be assembled using both unpaid and paid personnel. Civic and/charitable groups making these requests shall be advised of this policy.
- If an inadequate response is received, those officers who have signed up for the unpaid off-duty assignment will be contacted by the SESE Office and advised that paid officers are to be hired. If an officer who volunteered to work unpaid wishes to withdraw their offer, they may do so at that time.
- Individuals who volunteer for unpaid off-duty assignments to support non-profit or charitable organizations have the same obligation under Department General Orders to honor their commitment as those who receive compensation.

### 50.25 OFF-DUTY EMPLOYMENT ATTIRE

Officers working in an off-duty police-related capacity shall wear the uniform of the day for Uniform Patrol Officers with all required equipment to include Body Worn Camera (BWC). Special Unit (Bicycle, Harbor Patrol, etc.) uniforms shall not be worn for off-duty assignments unless directly related to the off-duty work being performed or authorized by the SESE Commander. Plain clothes details (suits, etc.) will only be authorized by the SESE Commander.

### 50.26 OFF-DUTY CHECK IN/CHECK OUT PROCEDURES

#### **Charleston County Consolidated Dispatch Center**

Charleston County Consolidated Dispatch Center will be advised anytime an officer is working in an off-duty status. Officers checking in with Consolidated Dispatch for an off-duty employment opportunity shall give the following information; call sign, reporting number or county identification number, last name, vehicle number, location, time assignment ends and that it is an off-duty assignment. (**Example: “Officer A. Smith, call sign 0123, vehicle #123, in service, working an off-duty assignment at Triangle Bowling Lanes on Savannah Highway until 0100.”**) This will enable Consolidated Dispatch to adequately respond should the officer need assistance. Officers shall have their portable radio turned on at all times when working in an off-duty status and monitor for emergency traffic nearby. If the assignment requires the officer to use a separate channel other than the channel normally assigned to the particular area, the officer will notify Consolidated Dispatch, (Example: Officers working large scale off-duty special events such as permitted parades, event runs, concerts, or other city events in conjunction with outside agencies) (Example: Incident Channel, Special Event Channels, Event A etc.)

Commanders managing large events of 15 or more employees have the discretion to call the Consolidated Dispatch Center to relay off-duty officer information to avoid radio congestion during check-on.

Upon reporting for duty the Command Duty Officer shall contact the Consolidated Dispatch Center or utilize an assigned MDT and have a working knowledge of all off-duty officers on duty to be aware of operational assets within the City of Charleston.

## GENERAL ORDER #50

### **EDS Login/Log off Procedures**

When working in an off-duty status, officers are required to contact EDS to login/log off either by the EDS app (ResponderApp), web portal ([EDS Web Portal](#)), phone (843-226-7167) or email ([charlestonsc@extradutysolutions.com](mailto:charlestonsc@extradutysolutions.com)).

### **50.27 VEHICLE USE**

CPD employees are authorized to utilize city assigned vehicles as transportation to and from off-duty employment opportunities.

Off-Duty employment opportunities normally do not require police vehicles for the successful completion of the employment term. In limited instances off-duty employers request police vehicles for safety or visibility requirements. To ensure the professional utilization of police vehicles, the SESE Office commander shall review the request and approve off-duty employment requests for police vehicles.

A request by a private employer for a police vehicle does not grant automatic approval for an officer to utilize such vehicle. The following criteria shall be used by the SESE Coordinator to determine the need for a police vehicle as part of an off-duty assignment. Use of a vehicle may be approved when the assignment:

- Requires the officer(s) to provide mobile traffic control
- Requires traffic control at a location that is hazardous or of such a nature that additional warning provided by police emergency lights is necessary
- Requires the officer(s) to control a sizable geographic area
- Is such that the presence of a police vehicle enhances the visibility of police presence
- Is such that there is the likelihood that individuals may be physically arrested and a vehicle may be required to temporarily secure arrested persons.

Officers who are on vacation in excess of seven (7) days duration and require a vehicle for an off-duty employment opportunity may, at their discretion, pick-up their assigned vehicle from the station, utilize it for transportation to the employment opportunity and return it at the completion of the employment. Additionally, police vehicles used for off-duty employment are to be utilized only within twenty-five (25) miles of Department Headquarters, or as previously approved by the Chief of Police, as stated in General Order #26 Regulation, Responsibility, & Operation of Official Vehicles.

### **50.28 SICK LEAVE RESTRICTION**

Employees who check out sick on their regular assigned duty will not be eligible to work off-duty for twenty-four (24) hours from the end of the shift in which the sick leave occurred. Exceptions require written approval from the employee's bureau commander.

### **50.29 OFFICER SUPERVISION AND MANAGEMENT**

Functions requiring more than three (3) officers at any one time shall have a designated officer in charge. That officer will be a supervisor at the rank of MPO or above. To assure proper supervision of an event when eight (8) or more officers are employed, the ninth (9) shall be at the rank of sergeant or higher. Functions with over twelve (12) officers will require review by the SESE Office and potential command level assignment for management oversight. Any deviation of these ratios will depend on the nature of the event; however, the final determination shall be made by the SESE Office Commander. Normal practices shall require no less than two (2) off-duty officers per 100 anticipated attendees at any special event requesting off-duty employment. This requirement may be modified by the Special Operations Division commander upon review and consideration. The SESE Office will provide routine oversight and accountability for off-duty officers working assignments.