


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Outside Employment, Business or Volunteer Activity	ACCREDITATION CALEA Chapter 22			
	PROponent UNIT Personnel Unit	PRIOR REVISIONS 12/1/98, 11/16/99, 03/26/18, 07/12/22			
ATTACHMENT: 0		NUMBER 22.5	ISSUE DATE 07/01/98	REVISION DATE 11/12/24	TOTAL PAGES 4

I. PURPOSE: The purpose of this Order is to provide rules and regulations regarding the type of outside employment in which Departmental personnel; both sworn and non-sworn may engage. [CALEA 22.2.4]

II. POLICY: Acceptance of a full-time paid position with the Gainesville Police Department is accompanied by the mutual agreement that this employment is the member's primary job. If supplemental employment is sought, then it is considered to be secondary in importance. Therefore, outside employment shall be subject to the approval and guidelines of the Department.

III. DEFINITION:

Outside Employment: Outside employment is off-duty, secondary employment, for which the Department member is compensated for performing a service for a business, agency, or company other than the City and does not act in the capacity of a City employee.

IV. PROCEDURE:

A. Obligation: The primary obligation and responsibility of all Department members who accept extra-duty or outside employment shall be to the Department.

Members of the Department directed to report for mandatory overtime work will do so regardless of their off-duty employment situation.

B. Volunteering: Department members shall adhere to the procedures set forth in [City of Gainesville HR Policy E-7, Outside Employment, Business or Volunteer Activity.](#)

C. Outside Employment:

1. Approval: Department members must receive permission from the Chief before engaging in outside employment.

i. Accepting Agreement: Employees must agree to all of the provisions of City Policy **E-7**. Prior to receiving Department Head approval department members must adhere to the following provisions:

a. Injuries: Injuries received while engaged in outside employment must be reported to the Chief or designee, prior to the employee's next scheduled working day, or sooner, if possible.

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b. Sick Leave: Employee must not use accumulated sick leave or Personal Critical Leave Bank hours earned as an employee of the City for any injury sustained while engaged in outside employment and a Leave Bank may not be established.

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- ii. Exigent Circumstances: When there is insufficient time to have an emergency request for employment approved by the Chief of Police, the member's bureau commander is authorized to allow short-term employment not to exceed two days.

The employee must agree with the provisions regarding injuries and sick time prior to the bureau commander granting an emergency request.

iii. Members on Restricted Duty Status: Members who engage in outside employment shall not conduct activities contrary to their medical restrictions.

Before engaging in or continuing secondary employment, members in a restricted duty status who desire to continue or engage in off-duty employment must obtain the approval of their physician, the Personnel Unit Commander, the City's Occupational Health Nurse, and the Chief of Police.

2. Members' Responsibilities: Members are responsible for:

- i. Submitting the required forms, and for accurately reporting their secondary employment, including any changes in that employment.

Additional forms submitted requesting approval for changes in employment shall be considered as cancellation of any forms on file, unless specific information is forwarded outlining the limitations of each job and the total number of hours worked outside the member's primary employment does not exceed 20 hours a week.

- ii. Maintaining their own calendars to ensure compliance with regular, extra-duty and outside employment rules.

- iii. Complying with all requirements pertaining to outside employment as identified in this Order, and in City Policy E-7.

3. Outside Employment Form: Department members requesting approval to engage in outside employment shall submit an *Outside Employment or Business Activity Form* to the Chief for approval prior to beginning secondary employment.

- i. The form with the initial request may be submitted at any time during the year, but must be submitted prior to the commencement of the employment.

- ii. Approval for continuation of secondary employment must be resubmitted by January 31st of each year.

- iii. Changes in secondary employment must be approved and shall be identified by submitting a new *Outside Employment or Business Activity Form* prior to the change taking place.

4. Limitations: Approval for outside employment will be denied if any of the following conditions apply:

- i. Conflict of Interest: Members will not engage in employment which adversely affects the performance of their official duties, or which creates a conflict of interest (pursuant to FSS 112.313).

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a. Examples may include a process server, bill collector, private investigator, investigator for or assistant to a defense attorney, tow companies, etc.

b. Employment by places which are monitored by GPD (such as pawn, title loan or secondhand dealer) would be considered a conflict of interest.

ii. Association with Questionable Business: Members will not associate with any business considered as having a questionable reputation that would reflect unfavorably upon the employee or the City.

iii. Firm Owned by another Departmental Employee: Members will not be employed by any firm owned or operated by a member of the Gainesville Police Department who works in the same division as the member.

This does not preclude Department members from being equal partners in a business.

iv. Positions of Influence: Members will not be a principal or in a position of influence in a firm doing business with the City.

v. Contractual Relationship: Members will not have or hold any employment or contractual relationship with any business entity or agency which engages in business or contractual agreements with the City.

This provision is not intended to limit an employment relationship with another governmental entity or institution (for example, SFCC IPS)

vi. Alcoholic Beverages: Sworn members will not engage in outside employment involving the sale or distribution of alcoholic beverages (pursuant to FSS 561.25).

vii. Bail Bond Agency: Sworn members will not engage in employment involving bail bond agencies (FSS 648.44{2}).

5. Termination of Outside Employment: The Department reserves the right to revoke authorization of an outside employment if:

i. The employment interferes with the Department's image or efficiency,

ii. The on-duty work performance of the member in question is negatively affected by the outside employment,

iii. An outside employment situation is not in keeping with Department or community standards,

iv. The member is absent from regular duty due to a long term illness or disability.

v. The member violates the provisions of City Policy 17.

6. Number of Hours of Employment: Department members are limited to a cumulative total of 60 hours of employment per week, which members are allowed a total of 40 hours of regular employment per week scheduled. Anticipated overtime will not exceed 50 hours in a two week pay period (i.e., traffic detail, football games, etc.), and off-duty employment unless emergency situations arise.

1. The cumulative total shall only include actual time worked, and shall not be affected by negotiated compensation for call-back, court time, or telephone assignments.

2. Special events or unusual occurrences may dictate that this policy be temporarily altered if deemed necessary by the Chief or designee.

3. The Department will make a reasonable effort to avoid scheduling an employee in mandated overtime status sufficient to jeopardize his/her secondary employment.

E. Regulations:

1. Probationary Employment Period: Members of the Department will not engage in outside employment until the member has completed the probationary period, unless granted special permission by the Chief or designee.

2. Wearing the Uniform: Members are not authorized or permitted to wear the Department uniform or display police (or city) identification while performing duties for an outside employer.

3. Acting in an Official Capacity: While performing duties for their employer, members, whether sworn or non-sworn, are not permitted to act in an official capacity as a City or Departmental employee.

This restriction is not intended to preclude sworn members from engaging in police action pursuant to the regulations guiding off-duty enforcement (see GO 26.1).

F. Payment: Members shall receive payment for services directly from the outside employer.

G. Program Monitoring: The Personnel Unit will coordinate and monitor all conditions and aspects of the member's approved outside employment, including the collection and retention of all necessary forms.

By Order of

*Signed Original on File in the
Accreditation Section*

**Nelson Moya
Chief of Police**