

A. PURPOSE. To outline requirements for approval of supplemental employment

B. DEFINITION. *Supplemental Employment* is any other employment for compensation in addition to an employee's regular employment with the City of Grand Rapids. Supplemental employment shall not prevent an employee from fulfilling their primary responsibilities to the Department.

C. SPECIFIC RESPONSIBILITIES

1. Employees shall:

- a. Complete their initial probationary period prior to being eligible for supplemental employment.
- b. Complete the "Supplemental Employment Request" form with all requested information and submit it to the Office of the Chief of Police.
- c. Obtain supplemental employment approval from the Office of the Chief of Police prior to engaging in supplemental employment.
- d. Be subject to recall to service during cases of emergency, or other situations requiring the employee's presence, regardless of supplemental employment schedule.
- e. Be limited to a one-year (or less) duration of supplemental employment approval. All supplemental employment approvals end on December 31st of each year. Re-application is necessary and permissible.

2. Employees shall not:

- a. Solicit or negotiate for supplemental employment while on duty, or while representing themselves as a Police Department employee, or while in Department uniform.
- b. Use police authority, property, equipment, records, documents, or knowledge gained pursuant to their employment with the Police Department except as specifically authorized by the Chief of Police.
- c. Render any claim for overtime pay, worker's compensation, sick leave, or any other benefit upon the City of Grand Rapids because of supplemental employment.

d. Engage in supplemental employment:

- (1) Without approval.
- (2) As a licensed private investigator or as an employee of licensed private investigator.
- (3) Involving the sale, serving, or distribution of alcoholic beverages and other related activities on a Liquor Control Commission licensed premises. Exceptions *may* be granted to specific non-sworn employees.
- (4) That creates any condition or appearance of conflict of interest.
- (5) That brings discredit upon the Department or employee.
- (6) That involves activities that violate any city, state, or federal ordinance, statute, or regulation.
- (7) With/as alarm contractors, installers, services, or vendors.
- (8) For more than 24 hours within a calendar week unless using accrued leave time in place of scheduled work hours.
- (9) That provides real, or implied, law enforcement service to the employer.
- (10) Involving the growing, processing, testing, transport, sale, transfer or provision of marijuana, marijuana infused products, or funds related to marijuana and other related activities.

3. The Office of the Chief of Police:

- a. Receive and review requests for supplemental employment.
- b. Approve or deny supplemental employment requests.
- c. Can rescind supplemental employment approval at any time.
- d. May grant exceptions to this procedure.
- e. Will maintain records of “Supplemental Employment Requests.”