



Michelle LaJoye-Young  
**SHERIFF**

Bryan Muir  
**UNDERSHERIFF**

## **Kent County Sheriff's Office Policy and Procedure**

Subject: Secondary and Extra-Duty Employment	General Order: 2 . 1 . 3
Effective Date: 08/01/2022 Revision Date: 05/16/2025	Distribution: All Sworn Personnel

### **I. PURPOSE**

The purpose of this general order is to establish regulations governing secondary and Extra-Duty employment for the personnel of this Department.

### **II. POLICY**

The Department will not unreasonably restrict off-duty employment. However, it does have a legitimate interest in regulating employee conduct. Employees shall avoid secondary employment that would impair their efficiency or otherwise interfere with the performance of their departmental duties. No personnel shall hold a full-time job, or its equivalent, in addition to their regular full-time departmental employment. Supplementary employment is permitted under proper conditions.

Employees engaging in secondary employment shall avoid any employment or related activity that may be reasonably construed as creating a conflict of interest.

A. Extra duty employment is defined as any employment that is conditioned on the actual or potential use of law enforcement powers by the police employee when the officer is employed and compensated by an outside organization.

1. Extra-duty employment is prohibited.

### **III. PROCEDURES**

- A. Employees who are granted approval to engage in secondary employment shall observe all laws and regulations of the State and Federal government and the rules and regulations of the department.
- B. Prior to beginning any off-duty employment, including self-employment, approval must be obtained from the Office of the Sheriff. A written request must

be submitted via the chain of command on the **Appendix D - Request for Secondary Employment** form, which includes the acceptance agreement.

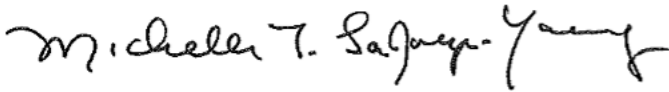
- C. The Sheriff or their designee will review the request to ensure it meets the criteria outlined in this policy. If the secondary employment meets the requirements of the Department, the request will be approved. The approval will be returned to the employee, and a copy will be recorded in the employee's personnel file.
- D. The approval to participate in secondary employment will remain approved unless revoked by the Sheriff or their designee.
- E. Revocation or suspension of approval will be at the discretion of the Sheriff and based on the criteria outlined in this policy, or for violations of any written directives.
- F. All changes in the status of secondary employment shall be reported in writing promptly to the Office of the Sheriff.
- G. The following restrictions apply to secondary employment:
  - 1. Probationary employees will not generally be approved for secondary employment.
    - a. Exceptions may be authorized by the Office of the Sheriff.
  - 2. Employees on medical leave or workers' compensation may not participate in secondary employment even if granted prior to the injury or illness.
  - 3. Employees whose performance does not meet departmental standards may not be approved for secondary employment.
- H. Employees shall not work more than 24 hours a week for a secondary employer.
  - 1. Exceptions may be authorized by the Office of the Sheriff.
- I. Secondary employment shall not interfere with the employee's duties or responsibilities with the Department. An employee engaged in secondary employment, other than active military service, is subject to recall in case of emergency and is expected to leave their secondary employment in those cases.

- J. While engaged in secondary employment, sworn employees of the Department shall have no police authority as vested by the Sheriff's Office. This restriction does not impact an employee's ability to act as a private citizen.
- K. Employees shall not use department equipment, identification, tools, uniforms, materials, or records while engaged in secondary employment.

**IV. CANCELLATIONS**

**2.1.3 - Secondary and Extra-Duty Employment (08/01/2022)**

Authorized by:



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Michelle LaJoye-Young, Sheriff

Index as:

Standard 2.1.3

*Application: This directive constitutes department policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.*

**KENT COUNTY SHERIFF'S OFFICE**