

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 210 OFF-DUTY EMPLOYMENT

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I. Purpose and Guidelines

- A. This Order establishes the principles of supervision for police related off-duty and non-police related employment of sworn and non-sworn personnel of this Department.
1. Police related off-duty consists of any employment outside the Department, which may require the Officer to act in ~~his/her~~ their official capacity as a member of the Little Rock Police Department.
 2. Non-police related employment is defined as limited employment, which is not law enforcement related and is beyond the scope of employment of the Little Rock Police Department in which no law enforcement action is required or expected for employment. Non-police related employment (**referred to as “Extra-Duty Employment” hereafter**) is not an off-duty detail as described in section A.1 of this order and applies to both sworn and non-sworn Department employees alike.
 3. Departmental overtime is defined as overtime that is incurred by an employee as a direct result of the employee’s duty to complete a critical work assignment (mandatory shift extension, court attendance for official duty, call back and other events determined by a supervisor as emergency related).
 4. Supplemental overtime is defined as an assignment for which an employee receives monetary compensation from the City of Little Rock in order to provide police services to the Department. This type overtime is voluntary (i.e. special details, inventories, grant funded overtime).
- B. Citizens requesting information regarding police related off-duty employment for officers of this Department during regular business hours shall be referred to the Special Operations Division Commander. After receiving notice of a request for off-duty employment, the Special Operations Division Commander or ~~his/her~~ their designee shall:
1. Verify that the request is valid and that the job is potentially subject to approval and within the guidelines of Departmental requirements.
 2. Record the pertinent information regarding the job and forward it via email to all Division Commanders who will then post the off-duty request in ~~his/her~~ their Division in a central location for equal access by officers.
 3. Officers desiring to accept the off-duty job shall:
 - a) Contact the Special Operations Division Commander or ~~his/her~~ their designee to request the desired job.

b) ~~Submit the appropriate off duty employment request forms as required for approval.~~

b) Submit an electronic Off-Duty Employment Form (LRPD Form 5500-10) through the Police Records Management System (RMS).

4. Off-duty employment posted under these guidelines shall be filled on a first come first serve basis.
5. An off-duty eligible officer receiving an initial request from a citizen for off-duty employment may forego these guidelines if the receiving officer has a desire to accept the job, as long as the request is submitted for approval and consistent with Section III of this order.
6. The Special Operations Division Commander shall be responsible for maintaining documentation of citizen requests for police-related off-duty employment.
- C. Citizens requesting information regarding the immediate need for police officers for police-related off-duty employment after regular business hours shall be forwarded to an on-duty lieutenant who shall ensure the proper handling of the request.
- D. The Little Rock Police Department will generally not assign on-duty officers or provide officers on overtime for security inside a building or within a limited or confined area (public park, amphitheater, etc.) for a private event. Security of this nature is the responsibility of the promoter or organizer of such an event. The Department may, with authorization from an on-duty Shift Commander, supply officers for outside security around such a private event for a limited time period necessary to protect the safety or welfare of the general public (crowd control, traffic control).

II. Departmental Limitations

- A. An employee is prohibited from engaging in any business, trade, occupation, or profession which would interfere with the satisfactory performance of ~~his/her~~ their job duties, reflect badly on the Department, discredit the employee, or represent a conflict of interest. Employees shall recognize the Department as the primary employer and request approval from their supervisor prior to seeking outside employment. An employee can be directed to terminate outside employment if it interferes with or is inconsistent with ~~his~~ their Departmental duties.
- B. Sworn and non-sworn employees will not accept police related off-duty or non-police related extra-duty employment under the following circumstances:
 1. Where the employer is involved in a labor or civil rights dispute;
 2. Where the nature of the employment could bring discredit upon the Department; and,
 3. Employment where a liquor permit is held.
 - a) Employees shall not be permitted to accept employment nor have ownership interests in any establishment that has been issued a liquor permit without the prior approval of the Office of the Chief of Police.
 - b) Employees are prohibited from engaging in employment as a security guard or in any other capacity that may require ~~him/her~~ them to invoke police authority in an establishment that specialize in nightclub-type entertainment or businesses that primarily sell liquor by the drink or package. This does

not prohibit off-duty employment in parking lots of the aforementioned establishment.

- c) Officers will not refuse to respond to a call for service inside the establishment when the need arises.

- 4. Employees shall not operate a private security company or accept employment as a private investigator.
- 5. Employees who report "sick leave" for regular duty will not work any outside employment for the following twenty-four hour period. The twenty-four hours will begin from the end of the shift where sick leave was taken.
- 6. Officers who fail to successfully pass control tactics training will be prohibited from working any departmentally approved, police related, off-duty. Once an officer successfully passes control tactics training, their departmentally approved off-duty employment will be reinstated.
- 7. Employees who are not on full-duty status will not be approved for off-duty or extra-duty employment.

- a) "Full-duty status" shall refer to an active employee's ability to fulfill ~~his/her~~ their on-duty responsibilities for the Police Department (e.g., employees on Administrative Leave, Workers' Compensation Leave, extended illness or sick leave, etc., are not considered full-duty status employees.).

C. In addition to the restrictions listed above, sworn employees will not accept police related off-duty employment under the following circumstances:

- 1. Where the employer restricts the officer from performing the duties of a police officer;
- 2. Where the employer requires a uniformed officer to perform non-police tasks;
- 3. Where the employer expects a police officer to enforce any company rules or policies;
- 4. Officers shall not accept police related off-duty employment that is not located within the city limits of Little Rock, without the prior approval of the Office of the Chief of Police; and,
- 5. Probationary police officers shall not be permitted police related off-duty employment during their first year of employment with the Department. This does not include military service with the National Guard or Reserve Units.

- a) C.O.A.T. officers are permitted to work police related off-duty after being employed for six months following their graduation date from the Training Academy.

D. Limitation of hours

- 1. Officers will be limited to a total of 80 work hours during a seven-day week.
 - a) "Work hours" is defined as a combination of regular duty hours, departmental and/or supplemental overtime and off-duty hours.
 - b) "Work day," means the time an officer works for the City, including late relief overtime, compensatory time, court and supplemental overtime.

2. Employees will work no more than 16 work hours in any 24-hour period. The 24-hour period begins whenever an employee starts any form of on-duty, police related off-duty, or non-police related extra-duty employment.
 3. Anytime an employee is recalled from an off-duty job, the employee will be compensated in accordance with the City of Little Rock guidelines. When an employee is receiving pay from an employer outside the City of Little Rock, all pay from the outside employer will cease. It is the employee's responsibility to notify the off-duty employer of the adjusted hours to ensure that the appropriate compensation is received.
 4. At no time will an employee be allowed to take leave from their regular work assignment in order to work an overtime assignment in which the City of Little Rock is the funding source or conduit for compensation.
 5. Compensatory or vacation time may be used to reduce City work hours.
 6. Requests to work special events, which cover multiple days or require extraordinary manpower allocation (e.g., State Fair, River Fest, Greek Festival, etc.) and may cause an officer to exceed 80 work hours, may be forwarded to the Bureau Chief, through the chain of command, for approval or disapproval. A consideration for approval is whether the officer will have a non-working day immediately following the event.
 7. The officer's supervisor is responsible for imposing other reasonable limitations upon an officer's off-duty employment to best meet the needs of the Department and the officer.
 8. Nothing in this Order shall prohibit the Department from requiring an officer to work more than the aforementioned number of hours, if the needs of the Department or required court appearances dictate.
 9. The officer's immediate supervisor shall ensure that the total number of hours worked during the week does not exceed that mandated by this policy.
 10. Any infractions of this policy shall be reported through the Chain of Command to the appropriate Division Commander or Bureau Chief.
 11. This Subsection applies to both police related off-duty and non-police related extra-duty employment.
- E. Non-supervisory members of the Department shall not commit, schedule, or coordinate the activity of personnel, for off-duty employment. The supervisor responsible to perform these functions will be identified by the employee on the electronic LRPD Off-Duty Employment Form (5500-10) in RMS.
- F. Supervisors may perform scheduling and other management-related tasks for police related off-duty employers only as a part of their own off-duty employment; however, supervisors may not be paid solely for performing such services. Supervisors must regularly provide police-related services to the off-duty employer in addition to management functions. (This does not preclude the off-duty employer from paying the supervisor at a higher rate in consideration for these additional services.)
- G. Officers or supervisors will not profit by subcontracting police related off-duty work to other officers at a lower rate of pay.

- H. Employees shall not accept or disperse lump sum payment of funds for the off-duty employment of other officers.
- I. Police related off-duty employment requiring three or more officers of the Department working simultaneously must be referred to the Division Commander who may require the employer to add an off-duty supervisor as a condition of approval for such employment, if ~~he/she~~ they determines such supervision is in the best interest of the Department or the City.
 - 1. Supervisors working off-duty with subordinates will be responsible for the supervision of that job and will complete all Departmental files generated as a result of that job. Off-duty supervisors working an event will not direct an involved subordinate to contact an on-duty supervisor to complete the file. Upon completion by the off-duty supervisor, files will be submitted to the involved officer's chain of command for final review and evaluations. If the supervisor is involved in the incident, an on-duty police supervisor will be notified and respond.

III. Off-Duty Uniform Requirements

- A. Sworn members working police related off-duty where a uniform is required will wear their Department issued "Standard Duty Uniform" or the blue BDU uniform that has the officer's last name and Department badge sewn on them. All uniforms will be worn in compliance with General Order 203.
 - 1. The supervisor of officers working off-duty at special events and/or during periods of extreme heat, may request a modification to the uniform requirement for the event (i.e. State Fair, Riverfest, Greek Festival, etc.). Any request will be in writing through the chain of command and approved by the Chief of Police prior to the event.
 - 2. Officers working police related off-duty where a uniform is required must carry their issued intermediate weapons in addition to their departmentally issued weapon, while working the off-duty assignment.
- B. Sworn members working police related off-duty where the uniform is not required will wear appropriate civilian attire. Officers working off-duty in plain clothes shall wear their weapon in a holster and in a manner that will not attract attention or be open to the view of the public outside Department offices.
 - 1. The LRPD embroidered button down and polo shirts may be worn when working an off-duty assignment that does not require a uniform. These shirts will not be represented to any off-duty employer as a department uniform.
- C. Non-Sworn members of the Department working non-police related Extra-Duty Employment will not wear the LRPD embroidered button down and polo shirts, or any other item that would cause a reasonable person to believe that they are affiliated with the Department.

IV. Procedures for Off-Duty and Extra-Duty Employment Requests

- A. An employee, who desires to accept off-duty or extra-duty employment, shall submit an electronic Off-Duty Employment Form (5500-10) in RMS for all outside employment, whether police-related or not, to his immediate supervisor prior to working the job. Employees shall not work an off-duty or extra-duty job prior to the submission and approval of the electronic Departmental Off-Duty Employment Form (5500-10) in RMS. This will include the owning or managing of any business.

1. The immediate supervisor receiving the form is responsible for determining if the employment complies with Departmental policies and that the form is completed properly.
 2. The form will be forwarded to the Shift or Section Commander. Final approval shall be granted or refused by the Division Commander, based on this policy and the recommendations of the employee's Chain of Command.
 3. In situations dealing with a one time event, where time does not permit the normal forwarding/approval process prior to the anticipated initiation of the off-duty or extra-duty employment, a Lieutenant or equivalent civilian supervisor may approve the employment request. Nevertheless, all electronic off-duty or extra-duty employment forms will be forwarded to the Division Commander.
 4. The appropriate Bureau Chief will be the approving authority for all requests submitted by a Division Commander. The Chief of Police will be the approving authority for all requests submitted by a Bureau Commander.
- B. Employees will be required to complete an electronic Off-Duty Employment form (5500-10) in RMS for regular or permanent off-duty or extra duty employment per location, per calendar year.
1. Approval for any off-duty or extra duty employment will expire on the 31st of December each year.
 2. Electronic employment forms must be re-submitted and approved prior to that date for continued employment.
- C. Electronic Off-Duty Employment Forms pertaining to continuing employment, which is non-police related, will be submitted annually in January.
- ~~D. A copy of all approved Off duty Employment Forms shall be routed to the Professional Standards Section for filing.~~
- E. A Shift or Section Commander and/or Division Commander will disapprove off-duty or extra duty employment if, in ~~his/her~~ their judgment, the employment is not in the best interest of the Department or the employment interferes with the employee's on-duty performance. If the Shift or Section Commander or Division Commander believes that the number of officer's for a particular job is not adequate, ~~he/she~~ they shall require the employer to hire more officers prior to approving the police related off-duty employment.

V. Employee's Responsibility and Notification Procedures for Police Related Off-Duty or Extra-Duty Employment

- A. Each employee will complete a Little Rock Police Department Overtime/Supplemental Overtime/Compensatory/Off-Duty Time Form (5600-86), and submit it to their immediate supervisor, ~~prior to working any police related off-duty or extra-duty employment.~~
1. The information on the form will include the officer's name, employee number, date of off-duty employment, location of off-duty employment, hours of off-duty employment, specific duties to be performed and the signature of the requesting employee. The form will also indicate if a supervisor is required and the name of the supervisor.

2. The approving supervisor will sign his/her name to the form, as evidence that the employee has met requirements of this Order and is authorized to work in a police-related off-duty capacity for that particular date and time. ~~If the employee's immediate supervisor is not available to sign the form prior to his/her working off-duty, another supervisor may approve and sign the form. The approving supervisor shall scan and forward a copy of the approved form to the employee's immediate supervisor.~~
 3. The officer's supervisor will review all off-duty time forms. He shall see that the forms are properly filed and maintained. Monthly totals of officer's working hours will be compiled on a monthly basis and forwarded to the Division Commander as part of the unit's monthly report.
 4. When an employee's work hours differ from the hours indicated on the time form, he shall notify his supervisor of the changes, as soon as practical, so revisions can be made to the form to accurately reflect the hours worked.
 5. The Little Rock Police Department Overtime/Supplemental Overtime/Compensatory/Off-Duty Time Form (5600-86) shall be purged after being kept on file for a period of one (1) year by the employee's immediate supervisor.
- A. Monthly totals of officer's working hours will be compiled on a monthly basis and forwarded to the Division Commander as part of the unit's monthly report.
 - B. Officers will call the Communications Center and log into the CAD system, prior to working any police related off-duty employment, and provide the Communications Center with the location and scheduled working hours of the employment.
 - C. The Communications Center will log the officer into the CAD system. Officers without permanently assigned radio call signs will be issued a "Frank" call sign (example "F92") for use while working the off-duty assignment. When issuing radio call signs, the Communications Center operator will ensure that duplicate call signs are not issued. Officers with permanently assigned radio call signs will use their assigned call sign.

VI. Off-Duty Apartment Security

- A. Officers who apply for live-in, off-duty security at apartment complexes will fill out the Off-Duty Employment Form (LRPD Form 5500-10).
- B. The Apartment Security Agreement Form (LRPD Form 5500-08) will be explained to the apartment management representative by the requesting officer's immediate supervisor and shall be signed by the apartment manager, the officer and the supervisor. The form will be attached to the Off-Duty Employment Form and submitted for approval through the Chain of Command to the appropriate Bureau Commander.
 1. Approved apartment security forms will expire on the 31st of December each year.
 2. Both forms must be re-submitted and approved prior to the expiration date for continued employment.
- C. Officers employed in off-duty apartment security positions shall immediately notify their off-duty employer any time their ability to perform off-duty work is prohibited by Department regulations, including use of sick leave and suspension from duty.

VII. Taxes on Salaries

- A. Personnel who are involved in off-duty and extra-duty employment shall keep proper records and include all earnings in their tax returns.

VIII. Volunteer Police-Related Off-Duty Employment

- A. Officers may volunteer for non-paid off-duty performance of police related duties.
- B. Volunteer non-paid off-duty employment will be treated as regular off-duty employment and governed by this Order.
- C. Supervisory officers may notify subordinates of volunteer events, but officers will not be made to feel coerced into volunteering for non-paid off-duty employment.

IX. Accountability

- A. The Orders, Rules and Regulations, policies and procedures of the Little Rock Police Department will govern officers working an off-duty job.
- B. Officers will respond to all requests for assistance from citizens, and under no circumstances shall the officer refuse a request due to being "off-duty".

X. Equipment

- A. Equipment and vehicles will be checked out for off-duty use only after receiving authorization from the on-duty Shift Commander.
- B. Shift Commanders will only authorize the use of equipment from their respective divisions.

XI. Suspension of Off-Duty Work Privileges

- A. A Section or Division Commander may for just cause suspend an employee's police-related and non-police related employment.
 - 1. An employee may appeal a suspension of police-related and non-police related employment to the Office of the Chief of Police within ten (10) days of the suspension.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strike through.