




# City of Manassas Police Department General Duty Manual



Effective Date: 02-16-2001	<b>GENERAL ORDER</b>	Number: 03-19
Subject: Outside Employment and Details		
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Accreditation Standards: 22.2.4/ 22.2.5	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 4

**PURPOSE:**

To establish policy and procedure governing outside employment, off-duty details, extra-duty details, and special details.

**POLICY:**

No member of the Department shall engage in outside employment without prior written approval from the Chief of Police. Outside employment should not present a possible conflict of interest and must conform to this General Order, and the provisions of Section 7.4 of the City Employee Handbook. All members working off-duty details, special details, and event details must conform with the provisions of this General Order.

**DISCUSSION:**

It is reasonable to assume that the special nature of law enforcement duties requires careful monitoring of how and when police powers are used and that sworn and non-sworn members of the Department receive adequate rest and relaxation to provide for alert and efficient services.

For the purpose of this directive, the following definitions apply:

**OUTSIDE EMPLOYMENT:** The temporary, seasonal, part-time or full-time employment of any member that is not conditioned on the actual or potential use of law enforcement powers by the off-duty member.

**OFF-DUTY DETAIL:** The employment of any member by another person or organization other than the City of Manassas that is conditioned on the actual or potential use of law enforcement powers by the off-duty member.

**EXTRA-DUTY DETAIL:** A City paid overtime detail assignment of any member.

**SPECIAL DETAIL:** A City paid overtime detail assignment of any member for the purposes of executing a special event security plan or community policing assignment.

**PROCEDURE:**

**I. Off-Duty Details**

- A. The Commander of Patrol Services is responsible for the approval of all off-duty details. Off-duty details are coordinated by the supervisor assigned to Planning and Recourse. Management Requests from outside enterprises for services by members of the Department are referred to Planning and Resource Management. City paid overtime assignments are not considered off-duty details. Types of off-duty details considered for contracting by outside enterprises include:
  1. Traffic control / pedestrian safety.
  2. Crowd control.
  3. Security and protection of lives / property.
  4. Routine law enforcement for public authorities.
  
- B. The Commander of Patrol Services or his designee screens requests to ensure the duties do not involve prohibitions found in Section V of this General Order. The requesting organization completes the Agreement to Provide Police Services and is advised of the following:
  1. The current hourly rate of pay, as set by the Chief of Police.

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2. Any member of the Department is subject to emergency mobilization.
3. Any problems concerning duties or failure of any officer to report as indicated are directed to the supervisor assigned to Planning and Resource Management
- C. The supervisor assigned to Planning and Resource Management posts the request for off-duty details in the Patrol Roll Call Room, including the dates, times, and criteria of the detail. All members are permitted to work off-duty details once they have successfully completed their Field Training and meet the criteria for the detail.
- D. Any supervisor in the member's chain of command may restrict or limit the member from working off-duty details if the member's normal work performance appears to be affected, or if he violates any condition or criteria of the detail.
- E. Off-duty details are voluntary assignments. Members who apply for a posted advertisement for off-duty detail are committed to completing the assignment as if scheduled for regular duty or City paid overtime, and must adhere to any posted rules and regulations. The supervisor assigned to Planning and Resource Management must approve any cancellation or substitution. Members unable to report for an off-duty detail due to emergency or illness shall be required to make notification to the Duty Supervisor as if scheduled for regular duty or City paid overtime.
- F. Supervisors are responsible for ensuring that members are not working off-duty details to the detriment of their regularly scheduled work hours, by causing tardiness, inattentiveness, or abuse of leave.
- G. No member, while on or off-duty, shall solicit any individual or organization for the purpose of gaining employment for themselves or other members of the Department. Members approached by business organizations or individuals concerning the hiring of off-duty members shall refer the matter to the supervisor assigned to Planning and Resource Management.
- H. Off-duty details shall not be worked:
  1. While the member is using any form of leave, assigned to temporary disability, or has an injury that would affect normal on-duty status.
  2. A member may be suspended from working off-duty details as a result of a disciplinary and/or performance issue(s), as approved by the Division Commander.
  3. If the member is on a disciplinary probation status.
  4. Until the member has completed field training and is eligible for solo duty
  5. Eligibility is contingent upon restrictions or instructions, as indicated on a posted request for off-duty detail.
- I. Responsibilities during off-duty details
  1. Off-duty details are normally restricted to the police service area of the City of Manassas, or as otherwise approved by the Commander of Patrol Services.
  2. Officers performing off-duty details shall wear their uniforms, weapons and approved accessories unless the Commander of Patrol Services or the Chief of Police approves plain clothes.
  3. The use of marked Department vehicles is permitted for off-duty details. The use of unmarked vehicles for off-duty details must be approved by the supervisor assigned to Planning and Resource Management. Officers should select older or high mileage Department vehicles when working off-duty details
  4. Arrests.
    - a. Officers making arrests during an off-duty detail shall ensure that all necessary arrest documents and investigative reports are filed with the Department within 24 hours of the arrest.
    - b. Court dates for such arrests shall be scheduled for the officer's usual court dates. Under no circumstances shall a sworn or non-sworn member of the Department receive paid compensation for any court appearance from both off-duty detail and the City.
  5. Officers shall immediately notify the Duty Supervisor of any of the following situations that occur during an off-duty detail:
    - a. Any significant incident involving the use of law enforcement powers.
    - b. Any injury to the officer.
    - c. Any court appearances resulting from an off-duty incident.
    - d. Any other incident that might be an indemnification concern.

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**II. Extra-Duty Details**

- A. Extra-Duty details are approved, coordinated and managed in the same manner as off-duty details unless otherwise specified in this section. Extra-duty details are City paid overtime assignments and are subject to all the same provisions of a regular duty assignment. Extra-duty details are generally voluntary assignments but a member may be ordered to duty at the discretion of a supervisor.
- B. Types of extra-duty details include but are not limited to:
  - a. Activities not associated with a special event or other public gathering.
  - b. Traffic enforcement activities associated with grant funds.
  - c. Requests for patrol or enforcement activity from another City Department, such as patrol of Lake Manassas.
- C. Extra-Duty details shall not be worked:
  - a. While the member is using any form of leave, assigned to temporary disability, or has an injury that would affect normal on-duty status.
  - b. A member may be suspended from working extra-duty details as a result of a disciplinary and/or performance issue(s), as approved by the Division Commander.
  - c. If the member is on a disciplinary probation status.
  - d. Until the member has completed field training and is eligible for solo duty.
  - e. Eligibility is contingent upon restrictions or instructions, as indicated on a posted request for extra-duty detail.

**III. Special Details**

- A. Special details are approved, coordinated and managed in the same manner as off-duty details unless otherwise specified in this section. Special details are City paid overtime assignments and are subject to all the same provisions of a regular duty assignment. Special details are generally voluntary assignments but a member may be ordered to duty at the discretion of a supervisor.
- B. Types of special details include but are not limited to:
  - a. Activities associated with the execution of a security plan for a special event or other public gathering.
  - b. Activities in partnership with the City of Manassas Public Schools.
  - c. Any community policing initiative or assignment approved by the Chief of Police or his designee.
- C. Special details shall not be worked:
  - a. While the member is using any form of leave.
  - b. Eligibility is contingent upon restrictions or instructions, as indicated on a posted request for extra-duty detail.
- D. Special details may not be worked without approval from the Chief of Police or his designee:
  - a. While the member is assigned to temporary disability or has an injury that would affect normal on-duty status.
  - b. While the member is on a disciplinary probation status.
  - c. Until the member has completed field training and is eligible for solo duty.

**IV. Outside Employment**

- A. Outside employment may be approved at the discretion of the Chief of Police for employment that does not constitute a threat to the status or dignity of the Department or law enforcement as a professional occupation.
- B. Outside employment must not interfere with a sworn or non-sworn member's performance of duty.
- C. Outside employment is limited to 24 (twenty-four) hours per calendar week (Monday through Sunday), and 8 (eight) hours per day, unless otherwise approved by the Chief of Police.
- D. Members involved in outside employment are subject to mobilization or call-out in cases of emergency.
- E. Outside employment shall not be worked while the member is using sick leave, leave granted under the Family Medical Leave Act, assigned to temporary disability, or has an injury or other condition that would affect normal on-duty status, unless authorized by the Chief of Police.
- F. Probationary members are not authorized to engage in outside employment

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- G. No member, while on duty, shall solicit any individual or firm for the purpose of gaining outside employment for themselves or other members of the Department.
- H. Application / approval procedure.
  - 1. Prior written approval by the City Manager is required before engaging in off-duty employment.
  - 2. The member completes the Request for Off-Duty Employment form (see Attachment "A") and submits the form to the Chief of Police for his review, through the appropriate chain of command.
  - 3. The form is then forwarded to the Director of Human Resources for a review, and then forwarded to the City Manager for final approval / disapproval.
  - 4. The request must contain:
    - a. The name of the firm, individual, or business.
    - b. The location of employment.
    - c. A description of the nature of work and duties.
    - d. Whether worker's compensation and liability insurance is in effect to cover employment.
    - e. The approximate number of weekly work hours performed.
  - 5. Requests are approved or disapproved at the discretion of the City Manager, and may be revoked at any time. Copies of the approved / disapproved request are routed as follows:
    - a. The Chief of Police retains one copy.
    - b. One copy is forwarded to the City Manager.
    - c. One copy is forwarded to the Director of Human Resources.
    - d. One copy is forwarded to the appropriate Division Commander.
    - e. One copy is forwarded to the member.
  - 6. Upon termination of approved outside employment, members must report this fact by memorandum to the Chief of Police. No new application is approved without notification of termination of the previous employment.

**V. Prohibitions**

- A. Members are prohibited from engaging in the following outside employment or off-duty details:
  - 1. Employment, business or professional activity that might require or induce the member to disclose confidential information gained by reason of his position with the Department.
  - 2. Employment, business or professional activity that might impair the independence of judgment in the performance of duties.
  - 3. In cases where a sworn member's law enforcement powers are a primary consideration for his outside employment in any place where alcoholic beverages are dispensed (by the drink), transported or consumed on the premises as part of that business' activity, or where there is gambling or any other business activity of an illegal nature, except during undercover investigations or as approved by the Chief of Police.
  - 4. Excluding self-employment, in any capacity for any private individual, private business, or any other employer that does not carry worker's compensation and liability insurance for employees.
  - 5. In any establishment that sells pornographic books, magazines, sexual devices, or videos, or that otherwise provides entertainment or services of a sexual nature.
  - 6. As a process server, reposessor or bill collector, towing of vehicles (for the purpose of repossessing them) or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
  - 7. Employment that assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding, unless approved by the Chief of Police.
  - 8. For any business or labor group that is on strike.
  - 9. As a defacto employment agent receiving compensation for procurement of jobs for employees covered under this General Order.

**VI. Injuries**

- A. Injuries incurred during off-duty detail activities and outside employment may not be covered under the City's Worker's Compensation Plan.

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- B. Absence from duty due to injury or illness incurred during off-duty detail or outside employment may necessitate use of the member's sick or annual leave.
- C. Injuries incurred during approved off-duty details and special details shall be considered duty related, and treated accordingly.
- D. See General Order 3-16 for accident and injury reporting procedures.

Attachments: "A" Request for Off-Duty Employment Form.  
"B" Agreement to Provide Police Services

Index as: Outside Employment.  
Off-Duty Employment.  
Extra-Duty Employment.  
Details  
Events

References: N/A.