




City of Manassas Police Department General Duty Manual



Effective Date: 02-16-2001	GENERAL ORDER	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: 5

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. Off-duty employment must comply with the Virginia State and Local Government Conflict of Interest Acts and must not interfere with the duties and responsibilities of an officer and conform to this General Order, in addition to the provisions of Section 7.4 of the City of Manassas Employee Handbook (hereafter Employee Handbook). All members engaged in outside employment or working off-duty details, extra-duty details, or special details must conform with the provisions of this 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 worked by any member.

SCHOOL SAFETY DETAIL: An off-duty detail paid by the Manassas City Public Schools for public safety services during school events.

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 Chief of Police is responsible for the approval of all off-duty details. Off-duty details are coordinated by the Planning and Special Projects Lieutenant. Requests from outside enterprises for services by members of the Department are referred to the Planning and Special Projects Lieutenant. All off-duty details, except school safety details, are paid at the member's overtime (OT) rate. School safety details are paid at a rate agreed to by the Chief of Police and Manassas City Public Schools (MCPS). Members working off-duty details shall note the time worked on the detail using OT Code 260 and include the detail name in the notes section. Types of off-duty details considered for contracting by outside enterprises include:

1. Traffic control/pedestrian safety.
2. Crowd control.

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3. Security and protection of lives/property.
4. Routine law enforcement for public authorities.
- B. The ASD Commander or their designee screens requests to ensure off-duty detail duties do not involve prohibitions found in Section V of this order. The requesting organization completes Attachment B, the Agreement to Provide Police Services form and is advised of the following:
 1. The current hourly rate of pay, as set by the Chief of Police.
 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 Planning and Special Projects Lieutenant
- C. The Planning and Special Projects Lieutenant or their designee posts the request for off-duty details in the 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 the Field Training Program and meet eligibility 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 they violate any condition or criteria of the detail.
- E. Off-duty details represent a contractual agreement to provide public safety services between the Department and the requesting organization. Members who apply for a posted advertisement for off-duty detail are committed to completing the assignment and must adhere to any posted rules and regulations. The Planning and Special Projects Lieutenant must approve any cancellation. Members unable to report for an off-duty detail due to emergency or illness shall be required to make notification to the duty supervisor. Members failing to follow procedures under this section will be subject to progressive discipline.
- 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 Planning and Special Projects Lieutenant.
- 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 (i.e. light/restricted duty).
 2. A member may be suspended from working off-duty details as a result of any disciplinary action and/or performance issue(s), as approved by the Division Commander.
 3. If the member is on disciplinary probation status.
 4. Until the member has completed the Field Training Program 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 ASD Commander.
 2. Officers performing off-duty details shall wear their uniforms, weapons, and approved accessories unless the ASD Commander or Chief of Police approves plain clothes. Officers will mark on and off-duty for details through the Public Safety Communications Center (PSCC), or the officer's Mobile Data Terminal (MDT).
 3. The use of unmarked vehicles for off-duty details must be approved by the Planning and Special Projects Lieutenant or other higher authority. Officers should select older or higher mileage Department vehicles when working off-duty details. These vehicles must be signed out in accordance with the established vehicle sign-out procedure.
 4. Arrests:
 - a. Officers who make an arrest during an off-duty detail shall ensure that all necessary arrest documentation (e.g. report) are filed with the Department within 24-hours of the arrest, unless approval for an extension is granted by an appropriate authority (e.g. duty supervisory, immediate supervisor, etc.).

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- b. Court dates for such arrests shall be scheduled for the officer's normally-scheduled court dates.
 - 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 and use of force incidents.
 - b. Any injury to the officer.
 - c. Any other incident that might be an indemnification concern.

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 OT 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 perform an extra-duty detail at the discretion of a supervisor.
- B. Types of extra-duty details include, but are not limited to, the following:
 - 1. Activities not associated with a special event or other public gathering.
 - 2. Traffic enforcement activities associated with grant funds.
 - 3. Requests for patrol or enforcement activity from another City department, such as patrol of Lake Manassas.
- C. Extra-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 (i.e. light/restricted duty).
 - 2. A member may be suspended from working extra-duty details as a result of a disciplinary action 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 the Field Training Program and is eligible for solo duty.
 - 5. 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 OT 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 perform a special detail at the discretion of a supervisor.
- B. Types of special details include, but are not limited to, the following:
 - 1. Activities associated with the execution of a security plan for a special event or other public gathering.
 - 2. Activities in partnership with the MCPS.
 - 3. Any community policing initiative or assignment approved by the Chief of Police or their designee.
- C. Special details shall not be worked:
 - 1. While the member is using any form of leave.
 - 2. 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 their designee:
 - 1. While the member is assigned to temporary disability or has an injury that would affect normal on-duty status (i.e. light/restricted duty).
 - 2. While the member is on a disciplinary probation status.
 - 3. Until the member has completed the Field Training Program and is eligible for solo duty.

IV. Outside Employment

- A. Outside employment may be approved at the discretion of the Chief of Police. Such employment must 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.

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- C. Outside employment is limited to 24-hours per calendar week (Monday through Sunday), and eight (8) hours per day, unless otherwise approved by the Chief of Police.
- D. Members engaged 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 (FMLA), assigned to temporary disability, or has an injury or other condition that would affect normal on-duty status (i.e. light/restricted duty), unless authorized by the Chief of Police.
- F. Probationary members are not authorized to engage in outside employment.
- 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 to engaging in outside employment the member must complete the Request for Off-Duty Employment form (see Attachment "A") and submit the form to the Chief of Police for review through their appropriate chain of command.
 - 2. The form is then forwarded to the Director of Human Resources for review and recommendation.
 - 3. The request must contain:
 - a. The name of the firm, individual, or business.
 - b. Position title.
 - c. A description of the nature of work and duties.
 - d. Additional information may be requested by the Human Resources Director, or designee.
 - 4. Requests are approved or disapproved at the discretion of the Chief of Police and Human Resources Director, and may be revoked at any time. Copies of the approved/disapproved request are distributed to the relevant employee, division commander, and retained by the Office of the Chief of Police.
 - 5. 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 their 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 their outside employment in any place where alcoholic beverages are dispensed (by the drink), transported, or consumed on the premises as part of 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, re-possessor, or bill collector, towing of vehicles (for the purpose of re-possessing 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 order.

VI. Injuries

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- A. Injuries incurred during outside employment may not be covered under the City's Worker's Compensation Plan.
- 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 03-16 for accident and injury reporting procedures.

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

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References: [§ 2.2-3100](#)