

	PARADISE VALLEY POLICE GENERAL ORDER Off Duty Work as a Peace Officer	Order Number 22.11
		Date 05-24-21

22.11 *Off Duty Work as a Peace Officer*

22.11.1 General Requirements

- A. *Officers may not work off duty as a peace officer – for a private employer for pay, for another law enforcement agency for pay or for any entity on a volunteer basis - without complying with this policy. Officer compliance is the responsibility of both the officer and the officer’s immediate supervisor, who shall bring any violation to the attention of the off-duty coordinator (The designated Sgt.) And the appropriate division commander.*
- B. *Working off duty is a privilege, not a right. Officers wishing to work off duty as a peace officer shall complete an off duty work request, including in the request a description of the work to be performed. The request must be approved prior to the performance of the work by the officer’s supervisor. The approval to work off duty may be revoked by an officer’s supervisor or commander, revocation is not subject to grievance or appeal. Officers in the Field Training Program (FTO) may not work off duty.*
- C. *Off duty work may not interfere with an officer’s performance with the Department. All officers working off duty continue to be bound by Department policies and the General Orders Manual.*
- D. *While working off duty, officers shall take those enforcement actions and make those arrests that the officer would if working on duty. Officers shall not perform tasks outside the scope of law enforcement duties when engaged in off duty work (e.g., acting as a cashier while employed to provide law enforcement services). Officers shall immediately notify their supervisor and then submit a written report documenting the circumstances of any of the following should they occur while working off duty: incident involving use of police powers, injury to the officer or others, complaints involving the officer’s services, court appearances resulting there from, or liability concerns.*

22.11.2 Prohibited Off Duty Work

Any off duty work that does or may conflict with law enforcement duties or the Department’s best interest is not permitted. Examples include, but are not limited to, the following: acting as an expert witness in litigation, collection of bad debts, adjusting



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claims, recovering property covered by a security agreement in default of payment, investigation and/or reconstruction of accidents, private investigations or security consultant services, working as a bouncer, working at the scene of a labor dispute, or working at any business or location where the primary focus is the sale of alcoholic beverages or dispensing or use of recreational or medical marijuana, or the adult entertainment industry.

22.11.3 Emergency Call to Duty from Off Duty Work

Officers must advise off duty employers that a supervisor may determine at any time, and for whatever duration may be necessary, that all Town officers are needed to perform regular police duty and will not be permitted to work off duty. Officers working off duty shall immediately respond to a call to active duty.

22.11.4 Additional Limitations

- A. Generally, *off duty work will not be permitted outside the Town limits.*
- B. *Off duty work shall never occur while an officer is on duty.*
- C. An officer *may not work an off duty job if the officer has utilized Town sick leave within the previous twenty-four hours.*

22.11.5 Maximum Hours and Minimum Hours Between Shifts

No officer may work off duty or engage in outside employment more than thirty-six hours in a pay period without taking vacation or compensatory time off from regular duty (1-to-1 ratio). Employees shall not exceed 16 hours of employment worked in any 24-hour period. Employees must have at least eight hours of continuous time off before starting their next 24-hr period, whether working on duty, off duty or outside employment. A 24-hour period begins at the start of your first shift on a calendar day. Commander approval is needed for any alteration of this policy.

22.11.6 Special Circumstances

The *Police Chief may grant exceptions to these rules, for specific periods or specific events, when doing so is in the best interest of the Town.*