


STRATFORD POLICE DEPARTMENT 	Type of Directive: Policy and Procedure	New: 04/11/2023
	Title: Extra-Duty Employment	No. 1.6
	Issuing Authority: Chief Joseph McNeil	Issued: 04/11/2023
	Reference: Tier One Accreditation 1.8.3	

PURPOSE:

The purpose of this policy is to set forth the policies and procedures of the Stratford Police Department regarding extra-duty employment.

POLICY:

It shall be the policy of the Stratford Police Department for its sworn personnel to be eligible to participate in Department approved extra-duty employment upon their successful completion of the Department's Field Training Officer Program.

DEFINITIONS:

Extra-duty employment/assignment: Refers to police duty performed for which an officer is paid outside of the scope of his/her regular wages via the Department.

User: Contractor(s), utility companies, businesses, organizations, associations, club or person(s) or representative of receiving extra police duty through the Department.

GENERAL GUIDELINES AND CONSIDERATIONS:

There are two types of extra-duty assignment:

- Traffic Duty in which the primary service is the direction of traffic at a particular site for the benefit of the user and the protection of the public traveling in that area.
- Security Duty in which the officer(s) provides security for the benefit of the user at a determined site; i.e. sporting event, plaza, carnival, etc.

Extra-duty assignments are subject to approval, review, and revocation by the Chief of Police or his/her designee (**1.8.3a**). Whenever any officer is engaged in an extra-duty assignment, such officer is subjected to all the Policies and Procedures of the Department (**1.8.3b**).

- Officers shall be accountable for their actions in the same manner as they would be for their regular work assignments.

- Officers should refrain from performing any function beyond that for which he/she was hired (i.e. operate equipment, park cars, provide transportation, etc.) unless an exigent situation dictates otherwise.
- Officers shall not engage in extra-duty assignments that interfere, conflicts with, or brings discredit to the Department.

PROCEDURES:

Officers are not to accept any extra-duty assignments directly from a “User”. All requests for extra-duty assignments shall be directly communicated through the department approved vendor, Extra Duty Solutions. Extra Duty Solutions will document the following information (**1.8.3c**):

- Date, start and end time of assignment.
- Name of officer(s) assigned.
- Location of the assignment.
- Contact/billing information for the “User”.

The Administrative Captain is designated as the point of coordination and administration to oversee adherence to department policies, processes, and other matters deemed appropriate regarding extra-duty employment (**1.8.3d**).

Officers shall check in with the on-duty Desk Sergeant prior to the start of their extra-duty assignment. If a cruiser is approved for an extra-duty job, Officers shall be required to complete an entry on the Extra Duty App under the Cruiser/Note tab indicating which vehicle number was checked out prior to starting their assignment. Officers shall also update Dispatch when a street location changes during an assignment by using the main channel on the police radio.

Officers assigned to an extra-duty detail shall report to the job site properly equipped and dressed in accordance with Policies and Procedures, Section 13 – Uniforms and Equipment. At a minimum, Officers shall carry their Department issued firearm, handcuffs, pepper spray, reflective safety vest/shirt and/or jacket and portable police radio.

Officers shall submit a completed Extra Duty Pay Slip to the on-duty Desk Sergeant once the extra-duty assignment has been completed (**1.8.3e**).

Supervisors shall oversee the adherence to the Department’s Policies and Procedures, processes, and other matters regarding extra-duty assignments.

