


Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT OFF DUTY POLICE RELATED EMPLOYMENT	GENERAL ORDER NUMBER 403.00
	CALEA STANDARDS	EFFECTIVE DATE Sept. 1, 2024
	APPROVAL Shaun Williams, Chief of Police	REVISION DATE
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Policy Statement - The Tarrant County College District Police Department shall allow for off-duty, police-related employment.

Policy Purpose – The purpose of this directive is to establish rules and standards to be followed concerning off-duty, police related employment affecting all licensed peace officer employees.

403.01 – DEFINITIONS

Outside Employment – See Tarrant County College Board Policy Manual DBF Local Policy – Employment Requirements and Restrictions: Outside Employment.

Off-Duty Employment – The receiving of wages or compensation from another employer, organization, or individual not affiliated directly with Tarrant County College Police Department for services rendered. As it relates to this policy, off-duty employment refers only to law enforcement activities of licensed peace officers.

Request for Off-Duty Employment Form – Form required by all officers prior to working in an off-duty status. Form must be completed annually and is valid from September 1st through August 31st of each year.

On-Duty Officer – Law enforcement officer working in a regularly scheduled capacity for their primary agency or department.

Off-Duty Officer – Law enforcement officer working in the capacity of a peace officer for compensation from an employer, organization, or individual that is not their primary agency or department.

Off-Duty Employer – Any organization or individual outside of the Tarrant County College District, who utilizes a Tarrant County College District Peace Officer for police related employment and provides compensation for those law enforcement activities. The off-duty employer is the primary claim employer for purposes of workers compensation benefits.

Workers Compensation Benefits - Financial benefits that employees receive when they have a work-related injury or illness.

Emergency – An emergency exists when the manpower needed to handle minimum staffing levels, man-made and natural disasters, or other circumstances occur that require the use of personnel other than those immediately available.

403.02 – CONSIDERATIONS

- A. Officers must remain aware that engaging in off-duty employment is a privilege granted by the Chief of Police and the Tarrant County College District. The Police Department maintains a vested interest in the personal business activities of each officer since an officer's actions, judgment, performance, and attitude, regardless of the officer's duty status; reflect not only on the officer, but also on the Department and the Tarrant County College District.
- B. Officers are subject to be recalled to duty at any time for emergencies or unusual occurrences; therefore, off-duty employment may not infringe on this obligation to be available to report to duty.
- C. While engaging in off-duty employment, officers are subject to all applicable procedures, policies, rules, and regulations of the Police Department and the Tarrant County College District.
- D. The Chief of Police is the final approving authority and, with just cause, may deny, suspend, revoke, or restrict an officer's off-duty employment privileges.

403.03 – ELIGIBILITY

- A. All police officers are eligible to participate in off-duty employment with the following exceptions:
 - 1. Officers who have not successfully completed the Tarrant County College Police Department's Field Training Officer (FTO) Program.
 - 2. Officers who are on suspension, sick leave, injured leave, light-duty status, or Family Medical Leave Act (FMLA) leave.
 - 3. Officers who are on administrative leave, paid or unpaid, in accordance with General Order 908.00 *Disciplinary Process*.
- B. Officers having been on suspension, sick leave, injured leave, light-duty status, Family Medical Leave Act (FMLA) leave, or administrative leave in accordance with Tarrant County College District Police Department General Order 908.00 must complete one scheduled shift for the Tarrant County College District Police Department before being eligible for off-duty employment.

403.04 – APPROVAL FOR OFF-DUTY EMPLOYMENT

- A. Officers pursuing off-duty employment must first submit a *Request for Off-Duty Employment* form to the Office of the Chief of Police. All requests will be reviewed by the Assistant Chief of Police, or their designee, and returned to the requestor approved or denied. If denied, a detailed reason for the denial will be attached.
 - 1. A copy of all requests will be retained by the Office of the Chief of Police.
- B. All denied *Request for Off-Duty Employment* forms will be eligible for appeal to the Chief of Police. A statement detailing the reason for the appeal should be submitted to the Chief of

Police. All appeals will be reviewed by the Chief of Police, or their designee, and returned to the officer with a final decision.

- C. All approved *Request for Off-Duty Employment* forms will expire on August 31st of each calendar year. All officers must submit a new *Request for Off-Duty Employment* form each year prior to engaging in off-duty employment.

403.05 – APPROVED OFF-DUTY EMPLOYMENT

- A. Off-duty employment has been approved by the Tarrant County College District for the Tarrant County College District Police Department's sworn police officers in the following capacity and with the listed limitations.
 - 1. Off-duty employment as a sworn police officer charged with the enforcement of State and local laws, abiding by all Tarrant County College Police Department's General Orders.
 - 2. Off-duty employment as a sworn police officer with Independent School Districts (ISD's) that have a relationship with the Tarrant County College District.
 - a. The list of current and approved ISD's will be reviewed and updated annually and provided for reference purposes.
 - 3. Off-duty employment as an extension of police service, rendering security for an Independent School District; provided,
 - a. An officer takes action only if a violation of the law has been or is about to be committed and the action is consistent with departmental policy.
 - b. An officer does not enforce private policies or "house rules". These refer to internal rules and policies that govern or concern the consumers, patrons, or attendees of off-duty events.
 - c. An officer shall wear a Tarrant County College Police Department Class A or B Uniform, to include all issued equipment and body worn camera, for all off-duty employment.
 - d. An officer does not perform any function which would not be expected of an on-duty officer.
 - e. An officer does not perform any off-duty employment function while actively working a scheduled shift for Tarrant County College.

403.06 – RESTRICTIONS

- A. The following restrictions limit the number of hours an officer may work off-duty employment, but does not apply to Tarrant County College District overtime; exceptions will be reviewed on a case-by-case basis through the Office of the Chief of Police:
 - 1. In any seven (7) day period in which the officer performs forty (40) hours of regular duty, off-duty employment does not exceed twenty-four (24) hours.
 - 2. In any seven (7) day period in which the officer does not perform any tour of regular duty, off-duty employment does not exceed sixty-four (64) hours.

3. In any twenty-four (24) hour period in which the officer works a regular tour of duty, off-duty employment does not exceed eight (8) hours; and
 4. In any twenty-four (24) hour period in which the officer does not work a regular tour of duty, off-duty employment does not exceed fifteen (15) hours.
 5. Under no circumstances shall an employee work more than sixteen (16) hours straight unless authorized by the Chief of Police. Any sixteen (16) hour work period shall be followed by a suitable period of rest of at least six (6) hours.
- B. An officer shall not engage in off-duty employment while using sick leave time.
 - C. An officer may engage in off-duty employment while using vacation leave time or compensatory leave time.
 - D. An officer engaged in off-duty employment shall not perform any function which is not police related and not expected or required of an on-duty officer.
 - E. An officer engaged in off-duty employment shall not perform any act which may bring the Tarrant County College District, its' Police Department, or the officer into disrepute.
 - F. An officer may be banned from working specific off-duty employment at the request of the off-duty employer (ISD) and/or the Chief of Police.
 - G. Suspension or revocation of a previously approved *Request for Off-Duty Employment* may be included as a term or condition of sustained discipline.
 - H. Court appearances arising from off-duty employment will not be compensated by Tarrant County College District. Civil and/or criminal liability arising from the officer's off-duty employment shall be borne by the officer or by the off-duty employer.
 - I. Compensation for injury incurred by the officer in the performance of the duties of the off-duty employment shall be borne by the officer or by the off-duty employer.

403.07 – RESPONSIBILITIES

A. Supervisory Officers

1. Supervisors are responsible for reporting incidents of an officer's impaired performance when the supervisor believes there is a correlation between the impairment and off-duty employment.
2. Should an officer's performance on-duty decline to a point where it is evaluated by a supervisor as needing improvement, the Chief of Police may revoke that officer's *Request for Off-Duty Employment*. The revocation will stand until the officer's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the *Request for Off-Duty Employment*. The reinstatement will be at the discretion of the Chief of Police.

B. Officer

1. Officers are responsible for immediately reporting in writing to the Chief of Police, through their chain-of-command, any incident arising from or connected with, their off-

duty employment which might adversely affect the Tarrant County College Police Department or the Tarrant County College District.

2. Officers encountering a situation during off-duty employment, requiring a response from an on-duty officer, will address the situation according to departmental rules, regulations, policies, and procedures until relieved by an on-duty officer.
3. Officers engaged in off-duty employment shall not assist in or initiate enforcement action beyond that designated as a part of their off-duty assignment unless:
 - a. The activity is directly related to the protection of the off-duty employer's interest or property.
 - b. Persons or property are in immediate jeopardy, or
 - c. An offender is present or attempting to flee, or
 - d. A response is required to ensure the safety of a peace officer.
 - e. The off-duty officer's duties in such instance shall be limited to protecting life and property and stabilizing the scene pending arrival of on-duty law enforcement. The off-duty officer shall immediately return to his/her off-duty job assignment when sufficient on-duty officers are on site or when law enforcement presence is no longer needed.
 - f. When an off-duty officer makes an arrest, the prisoner(s) will be transported by an on-duty officer. Completion of all related paperwork and any investigation becomes the responsibility of the responding on-duty officer. Any officer initiating an arrest must notify their campus commander following the incident.
4. Officers choosing to work off-duty employment are responsible for ensuring that they remain in compliance with the Tarrant County College District Police Department General Orders as well as the procedures of the off-duty employer (to include submission of required documents).
5. Any officer injured while engaging in off-duty employment should report their injury to the off-duty employing ISD, as well as their Tarrant County College Police Department immediate supervisor, if the injury will impact their ability to report for their next regularly scheduled shift. The injury will be considered a non-duty related injury, not eligible for Workers Compensation Benefits from Tarrant County College District as the injury will have been sustained as a result of off-duty employment.
6. Each officer, prior to engaging in off-duty employment, must log their intended hours into the designated TEAMS scheduler. The TEAMS scheduler will be reviewed and overseen by the Training Coordinator to ensure compliance with restrictions on the number of hours worked by each officer.

