



POLICY AND PROCEDURE NO. 315

Outside Employment

Date Issued June 19, 2016	Date Effective June 19, 2016	Revision No. 2	No. of pages 3
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Purpose:

It is the purpose of this policy to inform sworn employees how and under what circumstances an officer or official may engage in employment outside the scope of his or her official Worcester Police Department duties.

Policy:

The Chief of Police reserves the right to approve or disapprove requests for outside employment by any police department employee. Moreover, the Chief of Police reserves the right to establish limitations and conditions for the outside employment of any police department employee.

It is the policy of this department to grant unto sworn employees authorization to engage in outside employment provided:

- there exists no actual or perceived conflict of interest with the other employer,
- the outside employment in no way violates or is perceived to violate the provisions of Chapter 268A or any of the other General Laws of the Commonwealth as well as Section 1608.1 of the Worcester Police Department's Rules and Regulations.
- where the outside employment in no way interferes with the employee's regular departmental duties nor his or her availability/ability to be called into duty under emergency conditions
- the secondary employment does not engage in private security.
- the secondary employment does not involve manufacture, distribution, transportation of, dissemination of, or private enforcement activity involving alcoholic beverages.
- the secondary employment does not involve manufacture, distribution, transportation of, dissemination of, or private enforcement activity involving any controlled substance listed on Schedule I-V of Title 21 (USC) *Controlled Substances Act*.
- where the loyalties of the employee do not lie predominantly with the Worcester Police Department and City of Worcester.
- where the employee is not under a disciplinary work contract or agreement specifically proscribing outside employment.

No member of this department may work outside employment without timely written approval from the Chief of Police.

Procedure:

Sworn personnel wishing to engage in employment, compensated or uncompensated, outside of their ordinary Worcester Police duties must, before engaging in that work, receive the direct written permission of the Chief of Police.

- Such authorization may be obtained upon the completion and submission of the “*Request to Work Outside Employment*” form attached to this policy and procedure statement. Upon submission, the exact nature of the employment must be disclosed and include whether that employment involves private security, working with alcoholic beverages or working with controlled substance listed on Schedule I-V of Title 21 (USC) *Controlled Substances Act*.

The Chief of Police may grant the request, grant with restrictions or deny the request for outside employment at his discretion.

The Chief, at his discretion, may suspend or revoke such authorization at any time for good cause.

The Chief of Police may designate a maximum number of hours the employee may work in his or her outside employment and the employee may not work a number our hours above that directed number.

Employees shall, via written correspondence, inform the Chief of Police when their work status, conditions or other aspect of their outside employment changes.

Such authorizations to engage in outside employment shall be issued for a period not to exceed 12 months. All granted authorizations to engage in outside employment shall expire and be considered rescinded on the 30th day of June each year.

It is incumbent upon the requesting officer to resubmit his or her written request to work outside employment no later than June 30th in order to continue such outside employment.

In the event that authorization has lapsed and such request to work outside employment has not been submitted and approved, the officer may not engage in that outside employment until such time that authorization is granted.

PER:



Steven M. Sargent
Chief of Police

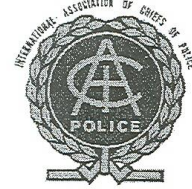
June 19, 2016 Revisions:

Prohibited outside employment types specifically delineated; private security, certain employments involving alcoholic beverages and controlled substances, employees under disciplinary agreements.

Establishment of June 30 as rescission date each year and directive to re-apply for authorization on or before June 30 of each year.



Worcester Police Department
9-11 Lincoln Sq.
Worcester, MA 01608-1172
(508) 799-8600 Fax (508) 799-8680



Request for Permission to Engage in Outside Employment

To: Chief of Police

Name of Applicant _____ Rank _____
Home Address _____ Telephone _____
Department Assignment _____ Shift _____

Under the provisions of the Worcester Police Department Rules and Regulations, Sections 1601.1, it is requested that I be granted permission to engage in work or business outside of the Police Department in the stated capacity and under the following conditions:

Name of Employer: _____ (State if self-employed)
Address of Employer _____
Place of Employment _____
Type of work _____ Number of Hours _____

Give detailed description of work to be performed:

Conditions under which Permission Is Granted

I fully understand that permission is granted for this outside work providing:

1. That in the event of any situation requiring my services as a police officer, or civilian police employee, I will be readily available for duty.
2. That such outside work will not adversely affect the proper performance of my police duties.
3. That any change in the place or type of work will be reported immediately by making a supplemental application
4. That the number of hours approved must not be exceeded.

Date _____ Signed (Officer) _____

Permission *Granted* _____ Not to exceed _____ Hours per week: Permission *Not Granted* _____
This permission may be rescinded at any time if, in the opinion of the Chief of Police, the outside work interferes in any way with the performance or attendance to police duties.

Chief of Police