



# COLUMBIA POLICE DEPARTMENT

*“Policing Excellence through Community Partnerships”*

<b>Directive Type:</b> General Order	<b>Effective Date:</b> 06-30-2016	<b>General Order Number:</b> 03.05
<b>Subject:</b> <i>Special Duty/Secondary Employment</i>		
<b>Amends/Supersedes:</b> Section 03, Chapter 05, Special Duty/Secondary Employment, 2012	<b>Chief of Police:</b> <i>W.A. Hall</i>	
<b>Distribution:</b> All Personnel	<b>Review Date:</b> July 1	<b># of Pages:</b> 3

The Department allows its' employees to engage in special duty/secondary employment subject to certain restrictions. This is a privilege that allows employees to supplement their salary. This privilege may be revoked in specific circumstances. Officers are considered available for duty on a 24-hour basis. Special duty/secondary employment shall not prohibit an officer from responding in an emergency.

## 1.0 SECONDARY EMPLOYMENT

Secondary employment is defined as any lawful employment that does not require the use of city-owned equipment and in which there is no reasonable possibility of the exercise of any police functions.

### Restrictions on Types of Employment - **No employee may work:**

- As a private investigator
- As an investigator for an attorney's office
- Funeral Home
- Taxi/Ride Service
- For a wrecker or automobile towing service which has a license to operate in the City of Columbia
- In the service of civil process not related to the Columbia Police Department

Employees may not work over 16.5 hours of regular duty and any combination of special duty or secondary employment in any 24-hour period. There will be a 40-hour limit to special duty/secondary employment work in any scheduled workweek.

## **2.0 SECONDARY EMPLOYMENT PROHIBITIONS**

Employees may not engage in secondary employment under the following circumstances:

- While in initial probationary period
- While in special probationary period for unsatisfactory performance (This does not apply to probationary periods following a promotion.)
- While on disciplinary or administrative suspension
- While on light duty work status / FMLA
- Within twenty-four (24) hours of having utilized sick leave

## **3.0 SPECIAL DUTY EMPLOYMENT**

Special duty employment is defined as any lawful employment that requires the use of city-owned equipment and the possible exercise of police functions. While working special duty assignments City of Columbia Police Officers are considered to be “on-duty” and will be responsible for adhering to all City of Columbia and Police Department directives and procedures, rules and guidelines. Officers are also responsible for responding to crimes committed in their view and notifications of Columbia-Richland Communications Center of crimes reported to them in another location.

Officers will notify the Columbia-Richland Communications Center of arrival and departure times at the place of employment.

Employees may NOT work:

- As a private investigator
- As an investigator for an attorney’s office
- For a wrecker or automobile towing service which has a license to operate in the City of Columbia
- In the service of civil process not related to the Columbia Police Department.
- Inside any business with a license for on-premise consumption of alcoholic beverages. (The Chief of Police or his designee may review on a case-by-case basis.)
- At any sexually oriented business as defined by City Code.

Special duty Employment Requirements

- Employment will be in the jurisdiction of the Columbia Police Department.
- Employees may not enforce business policies or rules such as dress codes, wait lines, checking IDs and allowing/denying access which would not normally be a violation of the law or City Code. Officers working special duty assignments at bars will not stand at or near any door.
- Employees must be in full uniform.
- Employees must sign in with Columbia-Richland Communications and monitor the appropriate regional radio

frequency.

#### Special Duty Employment Regulations

- Employees may not work over 16.5 hours of regular duty and any combination of special duty or secondary employment in any 24-hour period.
- There will be a 40-hour limit to special duty/secondary employment work in any scheduled work week.
- Employees are subject to the same codes of conduct and courtesy as are in effect during regular duty.

#### **4.0 PROCEDURES FOR OBTAINING SPECIAL DUTY/SECONDARY EMPLOYMENT**

The Special Duty/Secondary Employment program is administered by the Special Services Bureau Major through the Special Events Unit.

##### 4.1 Secondary Employment

The “Secondary Employment” form must be completed, submitted and approved by the employee’s Division Commander prior to accepting secondary (non-police) employment. The form must be signed by the employee and include the significant aspects of the employment. The form must also be signed by the prospective employer prior to submission.

##### 4.2 Special Duty Employment

The “Request for Special duty Employment” form must be completed, submitted and approved by the employee’s Division Commander prior to accepting special duty employment. The “Request for Special Duty Employment” form must be signed by the employee and the Chain of Command and must be accompanied with the “Employer Information Sheet”.

##### 4.3 Revocation of Approval

**Approval for SPECIAL DUTY/SECONDARY EMPLOYMENT may be revoked by the Chief of Police if it appears that such employment is having a negative impact on the employee’s on duty performance or that it has become a conflict of interest.**

#### **5.0 SPECIAL DUTY EMPLOYMENT PROHIBITIONS**

Officers may not work a special duty assignment under the following circumstances:

- While in initial probationary period.
- Columbia Police Officers that have 2 or more years of prior law enforcement service may be waived from the probationary period restriction upon their completion of the FTO program and with the approval of the Major of Special Services.
- Officers that have 2 or more years of prior law enforcement service can work city sponsored special duty details while in the FTO program as long as they are working directly with an MPO or higher.
- While in special probationary period for unsatisfactory performance (This does not apply to probationary periods following a promotion.)
- While on disciplinary or administrative suspension

- While on light duty work status / FMLA
- Within twenty-four (24) hours of having utilized sick leave