

**TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i> March 23, 2017		<i>Directive</i> 4.05.1	
<i>Subject</i> Off-Duty Employment					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 4.05.1 Off-Duty Employment		<i>Review Date</i> September 10, 2019	
				<i>Pages</i> 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to regulate off-duty employment for all employees.

SECTION 2 POLICY

It is the policy of the Department that all employees must obtain written permission from the Chief of Police prior to engaging in secondary employment.

SECTION 3 PROCEDURES

- A. Employees who wish to engage in employment outside regular duty hours, not of a law enforcement nature, must request permission in writing from the Chief of Police before beginning such employment. The letter shall include the place of employment, hours to be worked, and the duties to be performed. Employees shall remember that they are subject to call at any time to perform the duties and fulfill the responsibilities of their position with the Department. Secondary employment shall be permitted only when there is no conflict of interest and only upon written approval by the Chief of Police.
- B. Employees shall not accept off-duty employment which would cause them to be unable to properly perform, or would interfere with, their assigned duties with the Department.
- C. Generally, employees will be prohibited from engaging in off-duty employment that involves exotic dancing or the sale or distribution of alcoholic beverages.
- D. Officers on temporary light-duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of the Department and that form the basis for their temporary light-duty assignment.
- E. All employment related to law enforcement duties will require the officer to be in uniform and the officer will be considered on duty. All law enforcement employment will be conducted via a contract between the City of Texarkana, Texas and the employer. Officers will be paid at the overtime rate on

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their pay check, and the City of Texarkana, Texas will invoice the employer. Officers are not permitted to “moonlight” for law enforcement services.

- F. Officers in the police academy, field training, on administrative leave, or on disciplinary suspension are not eligible to work contract overtime assignments. Additionally, officers in the police academy or field training are generally prohibited from accepting off-duty employment.
- G. Civilian personnel are generally prohibited from obtaining off-duty employment while serving their six month probationary period.
- H. All officers are eligible to work a STEP shift unless prohibited by the Chief of Police or his designee. Recruit officers in the Field Training Program are ineligible to work a STEP shift. Officers working STEP overtime shall enter their name adjacent to the authorized date and time on the overtime sign up calendar on the server.
- I. STEP overtime shifts are worked as additional duty to the normal tour of duty. The project director shall serve as the supervisor for officers working STEP overtime and in his absence officers shall report to the on duty supervisor. STEP shifts are scheduled for four hours however hours may be extended to a six or eight hour shift with prior approval of the project director. Officers shall complete and submit overtime sheets to the project director for approval.
- J. At the completion of a STEP overtime shift officers shall document attendance and enforcement by completing the daily activity report to include the time started and ended, time of violations enforced, and time worked in authorized sites. Officers shall submit all reports at the end of their shift.
- K. RESPONSIBILITY
 - 1. All members of the Department shall know and comply with all aspects of this directive.
 - 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.