

Checklist for Policy 405 Implementation
Secondary Employment

#	ITEM	YES	NO	N/A
1	Is a copy of this Policy available to all commissioned officers?			
2	Is there a training roster or other documentation showing that officers were trained on this policy?			
3	Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)?			
4	Does the department have commissioned officers who work outside employment positions?			
5	Are the officers who apply to work outside employment screened for eligibility? (section IV.C)			
6	Are outside employment positions screened for disqualifiers and conflicts? (section V)			
7	Have officers who work outside employment been approved by the Chief of Police to work the outside employment position? (section IV.A)			
8	Are approvals for outside employment renewed annually at the start of the new fiscal year? (section IV.A)			
9	Are official request forms with the required information used? (section VII)			
10	Are outside employment positions/assignments screened for compliance with limitations on the number of hours that can be worked? (section VIII)			
11	Are officers who work outside employment in uniform consulted to ensure they have purchased and are using personally owned equipment? (section IX)			
12	Is law enforcement action taken by officers working outside employment reported to the on duty supervisor? (section IX.10)			
13	Have any officers had their ability to work outside employment revoked? (section X)			
14	Are the department's SOPs or policies consistent with this policy?			

Policy Concepts

- The primary responsibility of an employee is the accomplishment of all duties and responsibilities assigned to his or her position.
- Outside employment must be compatible with the interests of the Agency and must not detract from the performance of the employee.
- Outside employment that interferes with the employee's duties and responsibilities will not be authorized.
- Outside or secondary employment is a privilege and not a right of police officers. There is no obligation or duty on the part of the department to approve such employment. There is no right of appeal associated with a declination to approve outside employment.
- If the off duty employment to be performed is law enforcement in nature, all applicable Office of Director of Police policies and standards of conduct shall apply.