WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Outside Employment		Policy # 1.7.1
Accreditation 1.7.1		
Effective Date: January 1, 2008	Revised Date: November 17, 2015	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

1.7.1 OUTSIDE EMPLOYMENT

A. Purpose:

To establish a policy to regulate when and where an officer of the West Norriton Township Police Department may seek and obtain outside non-police related employment while still employed by the West Norriton Township Police Department.

B. Policy:

It shall be the policy of the West Norriton Township Police Department to adhere to the provision of this General Order with regards to officers working at jobs outside of the police department.

C. Other Than Police

The nature of law enforcement tasks require department personnel to have the ability to work irregular duty schedules which are subject to change in meeting department needs. Additionally, it is necessary that an employee have adequate rest to be alert during his tour of duty. For these reasons and because certain occupations inherently conflict with the primary responsibilities of the department, the department may impose conditions on outside employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interest of the department in furthering professionalism, protecting the reputation of the employees and the department and ensuring the department receives full and faithful service in return for its expenditure of resources. Therefore, the following guidelines will be established:

1. Prior to engaging in any outside employment, either by oneself or other employers, the officer will submit a written request for permission to do so to the Chief of Police via channels.

2. Officers will describe in the request the type of business or employment, the hours to be worked (both daily and weekly), duties/job to be performed

3. Employment will be permitted under the following conditions:

a. Employment does not exceed 4 hours on any given day that the officer is scheduled to work for the department.
b. Employment does not exceed 24 hours in any given week.
c. Employment does not conflict with officers' duties and responsibility as a police officer.

D. Police Related

1. All police related employment for agencies, other than West Norriton Township, will be as follows:

   a. Request will be forwarded to the Chief of Police via channels for approval.
   b. Details will be posted on officers bulletin board for volunteers. In the event there is insufficient voluntary personnel to fill the detail, the Chief of Police or his designee may assign off-duty personnel to meet the commitment.

E. NASD Details

1. This department has an agreement with the School District that only this department's personnel will perform security duty at the high school, both for school related extra-curricular events and outside agencies that lease the facilities.

2. The number of police personnel for details will be set by this department based on the type of activity for a minimum of 4 hours at time and one-half rate of pay.

   a. Basketball - refer to NASD Detail in SOP Chapter
   b. Wrestling - follow rules of basketball, except detail will only consist of one officer.
   c. Dance Details - will consist of a minimum of two officers.
   d. Prom Details - will consist of a minimum of two officers.
   e. Outside Agencies - follow the same procedure as an affair held by the School District.
   f. The above rules also apply to details for agencies such as Burger King, Westover Club, etc.
   g. Any exception to this policy must be approved by the Chief of Police.

F. Reporting off Sick

1. No employee who has reported off from his regular tour of duty shall be permitted to work in any capacity, self-employed, outside employer, police related detail for a period of 24 hours beginning with the time his regular shift started.

2. It is strongly recommended that an officer who worked in any capacity outside this department prior to his regular tour of duty not report off duty sick.

G. Extra Duty Employment

1. Extra-duty employment is receiving compensation in return for providing services as a police officer by other than West Norriton Township. Extra duty employment is any secondary employment that is conditioned on the actual or likely use of law enforcement powers by the employee, such as a security guard or a bouncer.

2. All employees are prohibited from engaging in or performing any extra duty employment while employed by the West Norriton Township Police Department.