

## Extra Duty Employment

### 1039.1 POLICY

This policy provides law enforcement officers with guidelines for extra duty employment. This policy does not address nor apply to off duty employment, which is covered under separate policy.

### 1039.2 DEFINITIONS

**Employment** - The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

**Extra Duty Detail Coordinator** - The Department member who is responsible for posting and monitoring the extra duty detail.

**Extra Duty Employment** - A job assignment outside of regularly scheduled work hours that involves providing services for a particular agency, function or event; and the actual or potential use of law enforcement powers.

**Off Duty Employment** - Any employment (including self-employment) that will not require the use or potential use of law enforcement powers by the off-duty VPD employee. *For further guidelines refer to **Policy 1038 - Off Duty Employment**.*

### 1039.3 EXTRA DUTY ELIGIBILITY REQUIREMENTS

Officers must meet eligibility requirements to work extra duty assignments:

1. Officers must be able to perform the essential functions of a police officer position with or without reasonable accommodation; and must not be on light-duty or leave due for medical reasons including sickness, temporary disability or injury.
2. Officers must have successfully completed their Field Training Program following their date of hire.
3. The extra-duty assignment must not conflict or interfere with the officer's regular performance of duty including, but not limited to, his/her regular shift assignment and court appearances.
4. Officers must be able to perform the extra duty assignment on regularly scheduled days off or before or after the completion of a regular scheduled work shift. Officers may not adjust or flex regularly scheduled work hours and may not work extra duty assignments during scheduled vacation (PDO) hours.

### 1039.4 OFFICER RESPONSIBILITIES

When an officer volunteers for an extra duty assignment, they can have any supervisor sign them up for the duty on the electronic scheduling system.

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While on the extra duty assignment, the officers are:

1. Required at the beginning of the extra duty assignment, contact the shift supervisor of the precinct or district in which the extra duty work is occurring to brief them on the assignment and to coordinate any material requests such as patrol vehicles.
2. Performing work as VPD employees and as such shall comply with all City and Department policies, procedures and tasks.
3. To follow the reporting and documentation policies, procedures and tasks as if they were working a regular duty assignment.
  - a. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment and should be reported as time worked on employee time records.
4. Subject to call-out in case of emergency and may be expected to leave the extra duty assignment.
5. Compensated at one and one-half times the officers regular rate of pay.
6. Required to notify the extra duty detail coordinator of any deviation in the hours scheduled to work.

### 1039.4.1 OFFICER WITHDRAWAL

In the event an officer has to withdrawal their name from the assignment, they must follow these guidelines:

1. The officer scheduled for the extra duty assignment must find another officer to perform the extra duty assignment and notify the extra duty coordinator of the replacement prior to the extra duty assignment.
2. The withdrawal from the extra duty assignment is not complete until the extra duty coordinator has approved the withdrawal and the change is made in the electronic scheduling system.
3. The extra duty coordinator may make exceptions to these requirements if exigent circumstances exist.
4. Officers may not remove their own name from or make other changes to the extra duty assignment roster on the electronic scheduling system.

### 1039.5 SUPERVISOR RESPONSIBILITIES

When notified of an officer(s) working an extra duty assignment in their precinct or district, the on duty supervisor assures that the officer(s) has notified dispatch of their assignment.

Adequate supervision and equipment for each extra duty assignment will be determined by the extra duty coordinator. If additional resources are need at the time of the event, the on

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duty supervisor will make every attempt to provide the officer with the necessary resources to adequately conduct the extra duty assignment.

### **1039.6 DEPARTMENTAL RESTRICTIONS**

The Department may limit and/or prohibit officers from working extra duty assignments if the officer has withdrawn from extra duty without giving prior notice in the past, failed to arrange for a replacement or failed to report for the extra duty assignment.

The Office of the Chief, Commander or Lieutenant has the discretion to allow, limit or prohibit an officer(s) from performing extra duty work.

#### **1039.6.1 SPECIAL RESTRICTIONS**

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work in a uniformed or other capacity which might reasonably disclose the officer's status as a law enforcement officer.

### **1039.7 CIVILIAN EXTRA DUTY CONTRACT ASSIGNMENTS**

Any private organization, entity or individual seeking special services for security or traffic control from members of this Department must submit a written request to the Chief of Police in advance of the desired service. Such outside overtime will be assigned, monitored and paid through the Department.

1. The applicant will be required to enter into an indemnification agreement prior to approval.
2. The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.
3. Should such a request be approved, any employees working this extra duty assignment shall be subject to the following conditions:
  - a. The officer(s) shall wear the Departmental uniform/identification.
  - b. The officer(s) shall be subject to the rules and regulations of this Department.
  - c. No officer may engage in such extra duty assignment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
  - d. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
  - e. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

The applicant must submit the attached document in order for their request to be considered.

[See attachment: 1039 Extra Duty Contract.pdf](#)