



**TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**



STANDARD OPERATING PROCEDURE

SUBJECT Extra Job Request		NO. OF PAGES: 5
REFERENCE: N/A	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 009	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To standardized the procedure for working an approved extra-job, proper completion of an extra-job request form and obtaining approval for working an extra-job.

GOAL: A uniform set of guidelines for the application and working of extra-jobs.

I. Definitions:

- A. Extra-job employment – An extra-job should be defined as one that utilizes the individual’s authority as a peace officer in order to conduct the job function.
- B. Permanent Extra-Job – Jobs that will be worked for periods longer than one week. If date ending is not included, then you must notify the Operations Commander in writing when cancelled.
- C. Temporary Extra-Jobs – Jobs that are of one week in duration or less (an ending date must be included on the extra job request form).

II. Responsibilities:

- A. All officers are subject to adhering to the Department’s guidelines relating to Extra-Job employment as set forth in the “Policy Governing Extra Job Employment” Section.
- B. All officers are responsible for the completion of an Extra-Job request form, which is to be submitted to the Chief for approval. The extra-job request form is to include but not limited to the following:
 - 1. Officers complete name
 - 2. Employer or company name, including address and telephone number.
 - 3. Name of immediate supervisor (can not be department officer)
 - 4. Exact location and phone number officer will be working (if available). In cases where the exact location is not known or may change such as in road

construction, it will be the responsibility of the officer to notify the dispatcher the date of working the extra-job prior to reporting for duty at the extra job.

5. The extra job must be marked as permanent or temporary and contain the following information:

- a. Indicate the start and ending date of the extra job.
 - b. List days to be worked.
 - c. Description of duties in as much detail as possible, making special note of any plain clothes or unmarked vehicle extra job.
 - d. Submitting officer's signature and date of request.
- C. Any officer requesting permission to work an extra job at the spur of the moment, must contact a staff supervisor of the rank of Lieutenant or above for approval. The request may be made in person by submitting the actual extra job request form to the Operations Commander. If the officer is unable to submit the extra job request form in person, he/she must contact the Commander of Operations or other staff member as previously indicated and gets verbal permission to work the extra job, and then follow up with submission of the extra job request form as soon as possible.
- D. Any officer requesting to work an extra job in plain clothes or in an unmarked car must have the approval of the Chief of Police.
- E. No officer is to work an extra job that they have not gotten approval to work, regardless if the extra job has been approved for others to work.

III. Policy Governing Extra Job Employment

A. Purpose:

The purpose of this order is to set forth policy and procedures regarding those personnel desiring to engage in extra job employment, either in uniform or plain clothes. All Officers, non-law enforcement personnel, and part time officers shall be governed by the following procedures.

1. Definitions:

- a. Extra Job Employment – an extra job should be defined as one that utilizes the individual's authority as a peace officer in order to conduct the job function.
- b. Outside Employment - outside employment should be defined as any other job that does not utilize the individual's authority as a peace officer.

2. Responsibilities

- a. All personnel who desire to engage in extra job or outside employment must recognize that their primary duty, obligation, and responsibility is the office of Texas Southern University Department of Public Safety.

- b. Personnel are subject to duty call at any time for emergencies or special assignments. No extra job or outside employment shall infringe on this obligation.
- c. Personnel shall not become involved in any labor controversy of any kind in connection with extra job employment. In the event such a situation arises in an organization where an employee is engaged in extra job employment, the employee will immediately seek the advice of his immediate supervisor and be governed by his instructions. If the immediate supervisor is not on duty, he/she may be governed by the on duty supervisor or the on call supervisor.
- d. No personnel may work an extra job where alcoholic beverages are consumed on the premises, unless the event is an approved University event. All off campus extra jobs are prohibited, where alcoholic beverages are consumed. **(revised 12/20/04)**
- e. The Chief of Police or designee must approve all extra jobs, which require the officer to be in plain clothes or operate an unmarked vehicle.

3. Restriction

- a. Where it appears from the employee's sick record, or other evidence, that extra job or outside employment may impair his/her health or ability to discharge departmental obligations, his/her extra job hours may be reduced.
- b. Where extra job or outside employment, or the place where it is performed, is such as to impair the employee's efficiency or capabilities as a member of the Department, or to interfere with his/her response to emergency call out.
- c. Where extra job employment would involve the sale of intoxicating liquor, i.e., clerk in whiskey store, bartender, bouncer, etc.
- d. Where the extra job or outside employment involves the collection of debts, repossession of property, or serving of any civil process. An officer will not become involved in a civil dispute, nor by their presence leave the impression that the employer has the right to take action.
- e. Where the extra job or outside employment involves the use of Departmental records or equipment unless authorized by the Chief of Police.
- f. Whether the extra job employment requires uniformed or plain clothes personnel, it will be the responsibility of those personnel to comply with the Departmental dress code unless specifically authorized.
- g. Personnel will not receive outright compensation for any work performed during their tour of duty.
- h. Under no circumstances will any officer work any extra job or outside employment during his/her regular tour of duty. Example: Checking by" on duty. "Keeping an eye on the place", or any other duty not relating to a regular duty assignment.
- i. Officers will not be permitted to work where known offenders are consistently permitted to frequent the premises. Nor will they be permitted to work for an individual whose character might be considered questionable, nor at any establishment which consistently or frequently found to be in violation of County, State, or Federal Laws.

- j. Officers working extra jobs must enforce all laws, including County, State, and Federal. No “House Rules” will be enforced.
- k. “House Rules” is defined as any rule which is to be enforced by the officer working the extra employment which is not specifically authorized by County, State or Federal laws.
- l. If duties involve acting in the capacity of “agent” or “representative” of the owner, officer must specify these duties in detail on his application for extra employment.
- m. Extra job employment is subject to the conditions and limitations stated in the employees request or imposed by the Chief of Police or his appointee.
- n. Each officer on an extra job will be paid individually by the employer. No officer will contract with an employer to provide security services for a special amount from which he pays other officers.
- o. No extra job or outside employment may be worked within a 24 hour period from the start of an employees shift while off due to illness. Employees out for three or more days due to illness must provide a doctor’s release and work a regular eight hour shift before they are eligible for extra job or outside employment.
- p. No employee is eligible for an extra job or outside employment while serving in a light duty capacity.
- q. The Chief of Police must approve any and all exceptions.
- r. No extra job shall be approved that requires a hold harmless clause to be signed.

4. Total Hours of Extra Jobs Allowed Per Week

- a. In any seven (7) day period in which the officer performs forty (40) hours of regular duty, extra employment shall not exceed 36 hours, except when exceptions are made by the Chief of Police.
- b. An officer that has been approved to work apartment security, but does not have a specific schedule shall not exceed thirty (30) hours of extra employment.
- c. In any seven (7) day period in which the officer does not perform any hours of regular duty, extra employment shall not exceed eight four (84) hours, except when exceptions are made by the Chief of Police.
- d. Extra employment privileges may be terminated at any time by the Division Supervisor, in writing, when the employee is unable to perform satisfactory on his regular duty assignment for the Department.

5. Transporting of Prisoners

- a. Officers or other peace officers making an arrest in conjunction with an extra job or outside employment may be required to effect the arrest, transport the prisoner (if practical), file the charges, and complete the necessary paperwork. This shall not be construed to disallow an officer or other peace officer from calling for assistance in a life threatening situation when assistance may be required to insure the safety of the officer, other peace officers, or the public.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008