




Norwich Police Department
Standard Operating Procedure

Subject:	Secondary Employment	
Distribution:	All Officers & H.Q.	
Approved / By order of:	Jennifer Frank, Chief of Police	

I. PURPOSE:	<p>The purpose of this Standard Operating Procedure is to set forth guidelines to govern the types of secondary employment which are appropriate, and to establish procedures to maintain accountability for any members of the Norwich Police Department engaged in secondary employment.</p> <p>This Standard Operating Procedure becomes effective August 15, 2020, and rescinds all previous rules and regulations pertaining to the subject.</p>
II. POLICY:	<p>This standard operating procedure of the Norwich Police Department is to provide guidelines to law enforcement employees to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the agency. These requirements are essential for the efficient operation of the agency and for the protection of officers, the Norwich Police Department, and the community.</p>
III. DEFINITIONS:	<p>A. <u>Employment</u>: The provision of goods or services, whether or not in exchange for a fee or other goods or other services. Employment does not include volunteer work for charitable organizations.</p> <p>B. <u>Extra-Duty Employment</u>: Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by a Norwich Police Officer.</p> <p>C. <u>Liability</u>: Liability: One person's legal responsibility to pay for any losses or damages incurred by another.</p> <p>D. <u>Regular Off-Duty Employment</u>: Any employment that will not require the use or potential use of law enforcement powers by a Norwich Police Department employee.</p>

<p>IV. PROCEDURES:</p>	<p>I. <u>There are two types of off-duty employment in which an employee may engage:</u></p> <p>A. <u>Regular Off-Duty Employment:</u> NPD employees may engage in regular off-duty employment that meets the following criteria:</p> <ol style="list-style-type: none"> 1. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty. 2. Employment that presents no potential conflict of interest between duties as a law enforcement officer and duties for the secondary employer. Some examples of employment representing a conflict of interest include, but are not limited to, the following: <ol style="list-style-type: none"> a. Officers who work as a process server, repossession, or bill collector; towing of vehicles; or any other employment in which police authority might be used to collect money or merchandise for private purposes. b. Work involving personnel investigations for the private sector or any employment that might require the police officer to have access to police information, files, records, or services as a condition of employment. c. Employment using the police uniform in the performance of tasks other than those of a police nature. d. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding. e. Officers who work for a business or labor group that is on strike. f. Officers who work in occupations that are regulated by, or that must be licensed through, the Norwich Police Department. g. Any programs and services provided through contract work or private business ownership that presents a conflict of interest with NPD, or any of its programs and services is prohibited. 3. Employment that does not constitute a threat to the status or dignity of law enforcement as a professional occupation, and would not reflect unfavorably on the department or the NPD employee. Examples of employment that constitute such a threat and should be denied include, but are not limited to:
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	<ul style="list-style-type: none"> a. Employment at establishments which sell merchandise of a sexual or pornographic nature as their primary source of revenue or that otherwise provides entertainment or services of a sexual nature; employment at topless bars, X-rated video or bookstores or adult entertainment establishments, or that otherwise provide entertainment or services of a sexual nature. b. Any employment involving the sale, manufacture, or transport of alcoholic beverages or cannabis as the principal business. For the purposes of this SOP, events such as festivals, sporting events, and concerts will not be considered alcohol establishments. c. Any gambling establishment. <p>B. <u>Extra-Duty Employment</u>: Police officers may engage in extra duty employment as follows:</p> <ul style="list-style-type: none"> 1. Where a government, profit-making, or not-for-profit entity has a contract agreement with the police agency for police officers in uniform who are able to exercise their police duties. 2. Types of extra-duty services that may be considered for contracting are as follows: <ul style="list-style-type: none"> a. Traffic control and pedestrian safety b. Crowd control c. Security and protection of life and property d. Routine law enforcement for public authorities e. Plain clothes assignments <p>C. All Norwich Police Department employees must inform the Chief in writing of any regular off-duty employment. Limitations on regular off-duty employment and extra-duty employment are as follows:</p> <ul style="list-style-type: none"> 1. In order to be eligible for off-duty employment, a police employee must be in good standing with the agency. Continued agency approval of a police employee's off-duty employment is contingent of such good standing. 2. Norwich Police Department employees who are on suspension, medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in regular or extra-duty employment. An employee on approved FMLA may be allowed to work secondary employment jobs without returning to regular duty status, but only after obtaining written approval from the Chief of Police. 3. Prior to obtaining off-duty employment, Norwich Police Department employees shall comply with agency
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	<p>procedures for granting approval of such employment or registration for extra-duty employment.</p> <ol style="list-style-type: none">4. A police officer may work a maximum of 24 hours of off-duty-regular or extra-duty employment, or a total of 64 hours in combination with regular duty in each calendar week.5. An NPD employee's primary duty, obligation and responsibility is to the Norwich Police Department, not the secondary employer. Officers remain subject to call at any time for emergencies or operational needs, and work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance duty.6. The Norwich Police Department will not assume liability for the actions of a Department member during the actual hours of work in secondary employment.7. A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his/her off-duty or extra-duty employment in such situations.8. Permission for a police employee to engage in outside employment may be revoked at the sole discretion of the department, where it is determined that such outside employment is not in the best interest of the Norwich Police Department.9. All NPD employees shall comply with the Federal and State guidelines for reporting of income from secondary employment for income tax purposes.10. If, after an NPD employee has entered upon a secondary employment, a conflict or imminent conflict arises between the employee's police duties and the interest of his secondary employer, the Norwich Police Department employee shall be removed from any case, investigation or other matter involving the secondary employer and another NPD employee shall be assigned to take the first employee's place on such case, investigation or other matter. It shall be the duty of all NPD employees to report to their supervisor the fact of such a conflict or imminent conflict of interest. It shall also be the responsibility of all command and supervisory personnel to advise subordinate department employees if they believe an actual or imminent conflict of interest exists or may exist. All cases of such actual or imminent conflict of interest shall also be reported forthwith, through the chain of command, to the Chief of Police.
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