

JACKSONVILLE POLICE DEPARTMENT

Policy: 4-1
Effective: 01-01-09
Revised: 04-19-19

SECONDARY EMPLOYMENT

PURPOSE: The purpose of this policy is to establish guidelines for secondary employment by employees of the Jacksonville Police Department.

POLICY: The policy of this Department is to provide guidelines to Department employees to inform them of the types of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Department and for the protection of the community. Except where specifically stated otherwise, this policy applies to both sworn and non-sworn employees of the Department.

DEFINITIONS:

- I. **SECONDARY EMPLOYMENT:** Any outside employment which is either off-duty or extra-duty. This does not include volunteer or charity work unless worked in uniform.
- II. **EXTRA-DUTY EMPLOYMENT:** Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the sworn employee.
- III. **OFF-DUTY EMPLOYMENT:** Any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.
- IV. **COURTESY OFFICER:** Sworn personnel who reside in a multi-family dwelling or community at a free or reduced rate for security purposes or the perception of security.

PROCEDURES:

- I. **OFF-DUTY EMPLOYMENT:** This type of employment is for all personnel and is governed by the following criteria:
 - A. Employment of a non-law enforcement 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.
 - B. Prohibited Employment: (4.05)
 1. Employment that presents a potential conflict of interest between their duties as a law enforcement officer and their duties for their secondary employer is strictly prohibited. Some examples of employment representing a conflict of interest are:
 - a. As a re-possessor, bill collector, bail bondsman, bounty hunter, or in any other employment in which law enforcement authority might tend to be used to collect money or merchandise for private purposes;
 - b. Personal investigations for the private sector or any employment which might require the law enforcement officer to have access to law enforcement information, files, records or services as a condition of employment;
 - c. In a law enforcement uniform in the performance of tasks other than that of a police nature;
 - d. Which assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding;