



Sheridan Police Department
Policies and Procedures
5.2 Replaces 203.2
Chapter 5 – Department Employment
Section 2 – Off-Duty Employment

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Signature:

The primary obligation and responsibility of every employee is to the Sheridan Police Department; therefore, employees shall not engage in any secondary employment which is, or gives the appearance of being, in conflict with the interest, purpose or mission of the Sheridan Police Department.

Definitions

Employment -

Any work performed or services provided for compensation, including self-employment.

Law Enforcement-Related Employment -

Employment which may entail the use of police powers granted by the State of Wyoming or direct use of training received as a public safety employee.

5.2.1 General Provisions

- A. All outside employment shall comply with the City of Sheridan Employee Handbook.
- B. The following restrictions apply to secondary employment:
 - 1. The employment shall not constitute a conflict of interest. A conflict of interest, as determined by the Chief of Police, is any activity inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of employment with the Sheridan Police Department.
 - 2. The employment shall not bring discredit to the Sheridan Police Department or constitute a threat to the status of police work as a professional occupation.
 - 3. When working an off-duty job, total hours worked shall not exceed 14 hours per day; e.g., an officer working a 12-hour shift may work two hours of off-duty employment on the same day; an employee may work up to 14 hours on a day off. For the purpose of computing allowable work time, court appearances constitute on-duty time.
 - 4. When working an off-duty job, the hours worked at the secondary job may not exceed twenty hours in any given calendar week.
 - 5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's job performance with the Sheridan Police Department.
 - 6. Employees must recognize their primary responsibility is to the Sheridan Police Department. Employees are subject to call-out in cases of emergency, and may be required to leave their off-duty employment in such situations.

7. Employees who are directed to work overtime, or are directed to report to work on their days off, will do so regardless of the fact that secondary employment has been approved.
8. Off-duty employment is prohibited when an employee is placed on any duty status other than full duty or vacation. (Some examples include suspensions, injury leave, sick leave and FMLA leave.) Employees, who do not report for departmental duty due to illness or injury, will not be permitted to work any secondary employment within twenty-four (24) hours from the time they are scheduled for duty.
9. Permission for employees to engage in outside employment may be revoked in any case where it adversely affects the employee's ability to perform their duties or diminishes the quality of their work
10. No employee shall solicit any person, business, or other entity for secondary employment while on duty.
11. Off-duty employment during a trial service period, while not prohibited, is discouraged.

C. Law enforcement-related off-duty employment:

1. Law enforcement-related off-duty employment is prohibited, unless approved by the Chief of Police.
2. Requests for sworn law enforcement assistance from other law enforcement agencies, pursuant to a Memorandum of Understanding, whether inside or outside of the City of Sheridan, is authorized.
 - a. Sheridan Police Department uniforms and equipment are authorized for use pursuant to any MOU's requesting outside assistance.
 - b. MOU's for law enforcement assistance are required prior to approval, and will include, but not be limited to, wages, insurance, worker's compensation and arrest authorities outlined in the assignment.

D. Administration

1. Prior to commencing any secondary employment, including self-employment, employees must submit a written request through the chain of command and obtain the specific written approval of the Chief of Police. All approved requests are subject to periodic review and reconsideration.
2. The employee's request for secondary employment will include the following information:
 - a. The secondary employer's name, address, phone number and the type of business;
 - b. A description of the type of work or duties to be performed;
 - c. The highest number of days and hours to be worked within a single week;
 - d. The name and phone number of the person who will be their immediate supervisor
 - e. Whether or not the employment is covered by worker's compensation ;
3. Personnel shall communicate, in writing, any change that could invalidate the secondary employment approval currently on file with the department.
4. The employee's supervisor will periodically review the conditions of secondary work with the employee to ensure compliance with this policy.

5. Jobs which the Chief of Police deems unacceptable shall be disapproved. Sworn employees are prohibited from employment as a bill collector, bodyguard, private investigator, process server, or employment related to sales or service of alcoholic beverages and related employment.

E. Liability, Indemnification, Insurance

Employees are encouraged to ensure that they have adequate worker's compensation coverage and appropriate insurance coverage to protect the employee from any liability, which may arise out of off-duty employment. Before permission is given for off-duty employment, which requires law enforcement-related duties, the employee shall enter into a written agreement with the department. The agreement shall specify:

1. Precise nature of the work to be performed;
2. Hours or schedule of the work performed;
3. What equipment the employee must maintain;
4. Insurance coverage of the business providing coverage for litigation arising from off-duty employment.

F. Department Liability

1. The department shall not be responsible for medical expenses incurred from injuries sustained while working in any off-duty employment except for that employment in which the department is the contractor for the employment such as school dances, community functions etc.
2. The department recognizes that an officer in law enforcement-related off-duty employment may undertake an action connected with the employment that the courts may construe as a law enforcement duty, and therefore a component of the law enforcement job. Officers are reminded that their off-duty performance must follow the same standards required for on-duty performance. Off-duty law enforcement actions, whether for a private employer or not, must meet the requirements of this manual. In the event that an off-duty employer requires behavior or conduct contrary to the orders, directives, or other job standards of the Sheridan Police Department, then the employee shall conform to the behavior as dictated by the Sheridan Police Department, and shall take immediate steps to terminate the off-duty employment if the situation cannot be resolved otherwise.