



CITY OF MARICOPA POLICE DEPARTMENT

Administration

Policy
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Steve Stahl, *Chief of Police*

Rev. 10/19/2020

Extra-Duty Employment

1. PURPOSE

This order provides Maricopa Police Department (MPD) members with guidelines for utilizing and scheduling extra-duty employment and outside employment.

2. GENERAL GUIDELINES

Contract Extra-Duty Employment:

- Work for an independent company, person, or not-for-profit entity arranged through the MPD Extra-Duty Hiring Coordinator and the service provided is a law enforcement activity by an MPD member.
 - Extra-Duty employment requests are filled on a voluntary basis.
 - Limited to members at the rank of Lieutenant or below.
 - Lieutenants shall not work under a Sergeant and Sergeants shall not work under an Officer.
 - A supervisor shall be hired if the Extra-Duty job utilizes four (4) or more members; the fourth member being the supervisor.
 - School Resource Officers (SROs) will get first opportunity to work Extra-Duty employment at their assigned schools per event.
 - The following rates are subject to change:
 - Admin Fee - \$7.00 per officer per job
 - Officer - \$50.00 per hour
 - Officer Premium (less than 48 hrs notice)/Holiday - \$65.00 per hour
 - Supervisor - \$65.00 per hour (supervising 3 or more officers)
 - Supervisor Premium/Holiday - \$80.00 (supervising 3 or more officers)
 - Cruiser - \$5.00 per hour to City of Maricopa
- Flextime, vacation or compensatory leave can be used to work Extra-Duty employment, if approved by member's supervisor.
- Any Extra-Duty employment requests for uniformed Extra-Duty Police Officers within the COM must be arranged through the Extra Duty Solutions (EDS) contact info is maricopaAZ@ExtraDutySolutions.com, (203) 202-3991.
- Extra-duty employment is permitted for sworn officers at establishments where alcohol is sold and/or consumed to include those at which alcohol is the primary source of income.
- Work in conjunction with extra police duties shall be compensated at an overtime rate from City of Maricopa (COM) funds by an MPD member in police uniform.
- All City Overtime Extra-Duty and Contract Extra-Duty Employment must be in uniform, unless otherwise approved by Chief of Police or designee.



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- Any Extra-Duty employment request for non-police uniformed officers must be approved by Chief of Police or designee.
- The Chief of Police or designee may authorize the use of an MPD vehicle, equipment, supplies, and/or facilities for Extra-Duty employment.
 - The Extra-Duty Hiring Coordinator shall ensure a fully marked police vehicle is utilized for any extra-duty job when roadway construction or traffic control is needed (i.e., officer is stationed in the roadway and/or the job impedes the flow of traffic).
 - Use of a fully marked police vehicle shall be specified in the work order and on the [Extra-Duty Patrol Vehicle Usage](#) form.

Outside Employment:

- Services may be rendered to an employer other than COM, including self-employment, by an MPD member.
- These jobs are not arranged through the MPD and can include limited law enforcement activities to include security and traffic control.
- The employment shall not infringe upon the member's work schedule or productivity not shall it infringe upon MPD management rights as the primary employer.
- For the purposes of this policy, teaching law enforcement related courses are not considered police related activities.
- Members working Outside Employment shall not be in a COM or MPD uniform.
- When police action is taken during an Extra-Duty job, the member shall notify an on-duty supervisor and complete a Department Report (DR), if required.
- If police action taken during Extra-Duty employment results in overtime, the member will notify on-duty supervisor and ensure they adjust the time worked in EDS while providing a reason for the overtime.

3. FORMS

Annual Work Permit

Prior to working any COM Overtime Extra-Duty, Contract Extra-Duty, or Outside Employment, MPD members must have completed and submitted [Annual Work Permit](#) approving employment eligibility.

- Must renew each calendar year.
- A copy shall be placed in the member's work station file and in PowerDMS.
- Eligibility status is subject to removal at any time at the discretion of the Chief of Police or designee. [22.3.5c]



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- Supervisors will contact Internal Affairs to check the member's complaint history to determine eligibility to work Extra-Duty employment.
- The Extra-Duty Hiring Coordinator shall be notified when a member is deemed ineligible to work Extra-Duty employment.
- The reason(s) for not recommending eligibility shall be documented in writing, placed in the member's work station file and reviewed by the Division Commander.
- The member may request in writing the denial be reviewed by the Chief of Police.

Temporary Employment Agreement

- [Temporary Employment Agreement](#) is required from the independent company, person or not-for-profit entity requesting Extra-Duty officers, which includes proof of Workmen's Compensation and General Liability coverage for any COM employee being allowed to work.
- This form must be signed by the Contract employer(s) and returned to the MPD prior to MPD member beginning the Extra-Duty job.
- Sworn officers will not work for businesses where alcohol is the primary source of income without the Temporary Employment Agreement and unless approved by the Chief of Police.
- The form will be immediately given to the Chief or his designee for approval and then emailed to the extra-duty coordinator.

Notice of Outside Employment

- Members shall complete a **Notice of Outside Employment** for each Outside Employment position.
 - If denied, the reason shall be documented in writing and attached to Notice of Outside Employment.
 - The member may request in writing that the denial be reviewed by the Commander or request a meeting with the Chief of Police who shall make final decision.
- The original Notice of Outside Employment will be forwarded to the Extra-Duty Hiring Coordinator and a copy maintained in the member's workstation file.
- Notice of Outside Employment must be renewed each year and forwarded to the Commander.

4. RESTRICTIONS

Member Restrictions

- Members working Outside Employment shall not be in a COM or MPD uniform.
- Members shall not work Extra-Duty employment while on Standby pay.



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- Members shall not engage in any Extra-Duty or outside employment which results in mental or physical fatigue that would hinder their ability to complete regularly assigned duties.
- Employees shall not work more than a combined total of 16 hours of regularly scheduled duty and Extra-Duty work within a 24-hour period.
 - Employees must have a continuous 8-hour rest period during each 24-hour work period. 24-hour work period means a combination of off duty and on duty work.
 - Exceptions must be approved by the employee's Lieutenant or an on duty Lieutenant prior to working beyond the 16- hour restriction.
 - When exceptions are granted, the employee must have a continuous eight (8) hour rest period before returning to work.

Unauthorized Members

- Members who have not completed the Field Training Officer (FTO) Program.
- Members who are on medical leave or on leave for illness, disability, an on-duty injury or who are on leave without pay from the COM.
- Members on Administrative Re-assignment at home or on Disciplinary Suspension, as defined in [ADM Disciplinary Process](#) shall not engage in any City Overtime and Contract Extra-Duty Employment, unless approved by the Chief of Police.
- Officers assigned to positions in which they work in an undercover capacity, unless given written permission from their Lieutenant.
- Reserve Police Officers, unless no full-time officer accepts the Contract Extra-Duty within 48 hours of the job starting time.

Unauthorized Businesses/Jobs

- Any employment or business interests where process service is required.
- Any employment or business interests where the collection of debt is involved.
- Any employment or business interests in private investigative work or investigative work for an insurance company or attorney.
- Any employment or association with another law enforcement agency's Volunteer Reserve Program or as a paid member of that agency.

Extra-Duty at Liquor Establishments

- Sworn officers will not work inside bars or bar areas of restaurants or other establishments unless on official police business. They will be limited to working outside



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the establishment or area, only entering when official police action is required and will return to the outside of the premises after official police action is completed inside.

- Sworn officers may take enforcement action on all violations of state statutes and city codes as outlined in department policies.
- Sworn officers shall not determine who is or is not served by the establishment to include service of alcohol and any service(s) offered by the establishment. This does not limit officers from taking actions for Title 4 violations when identified.
- Sworn officers shall not check identification of patrons unless engaged in official police business.
- Prior written approval for job requests at establishments where alcohol is the primary source of income must be obtained from the Chief of Police or designee.

5. EXTRA-DUTY SELECTION AND COMPLETION PROCESS

Extra-Duty Hiring Coordinator

Responsible for receiving, documenting, and/or assigning requests for City Overtime Extra-duty Employment, Contract Extra-duty Employment, and Outside Employment (including self-employment).

- Maintains a list of all Permanent jobs along with names of the MPD employees assigned to Permanent jobs/shifts.
- Ensures permanent jobs in MPD uniform are arranged through the department and any non-uniformed employee requests include approval by the Chief of Police.
- Facilitates Extra-duty employment including posting of job openings.
- Monitors, coordinates and tracks all Extra-duty jobs and documentation via electronic database and retains information for three (3) years.

Extra-Duty Job Postings:

- All Extra-Duty Employment job openings will be posted within twenty-four (24) hours by EDS via email/text message directly to the officers who has signed up with EDS.
- EDS will select officers for the job based on seniority and will ensure the software is rotating through the list.

Extra-Duty/Seasonal Jobs:

- Jobs shall be assigned based on seniority of requesting members.
- Members may cancel a job up to 48 hours before the start time of the job. The member must use EDS to cancel.



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- When a member accepts a job but is then unable to work the job, it is the responsibility of the officer to find an eligible replacement to work the job and then notify the EDS and their direct supervisor.
- The Extra-Duty coordinator can be contacted in emergency situations to assist with officer placement.

Urgent Jobs:

- Urgent extra-duty jobs will be assigned on a first come, first served basis.
- Members may accept only one (1) urgent extra-duty job per posting. Exceptions may be approved by a lieutenant.
- When a member accepts an urgent extra-duty job, but is then unable to work the job, it is the member's responsibility to find a replacement and notify the extra-duty coordinator of the change.

Extra-Duty Job Completion:

- Members shall notify the EDS at the completion of their Extra-Duty employment shift with the total hours worked.
- The EDS will track all Extra-Duty employment via an electronic database and all Extra-Duty employment documentation will be retained for a minimum of three (3) years.

6. EXTRA-DUTY EMPLOYMENT VIOLATIONS

- The Operations Commander:
 - Has the authority to place an MPD member on Extra-Duty employment probationary status or suspension for violating any provision of this order, including, but not limited to, not showing up for or being late to a scheduled Extra-Duty job.
 - Will conduct an inquiry into any alleged violations of this Extra-Duty Employment order by contacting the parties involved to determine the validity of the allegations.
 - Shall make written notification to the MPD member outlining the specific reasons the member is being placed on Extra-Duty employment probation or suspension.
- Extra-Duty Employment violations will be handled in the following manner:
 - The first incident of missing or being late to a scheduled Extra-Duty job within twelve (12) months may result in MPD member being placed on probation for thirty (30) days.
 - A second incident within twelve (12) months will result in suspension from Extra-Duty employment for thirty (30) days.



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A handwritten signature in black ink, appearing to read 'Steve Stahl'.

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- A third incident within twelve (12) months will result in suspension from Extra-Duty employment for ninety (90) days.
- Any member placed on Extra-Duty employment suspension is given the opportunity to meet with the Chief of Police if he/she would like to have the decision reviewed.
- Extra-Duty employment privileges can be suspended if a member receives any form of Department discipline.