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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP # A-242

PAGE # 1

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SUBJECT: SECONDARY EMPLOYMENT

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INDEX AS: SECONDARY EMPLOYMENT

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EFFECTIVE DATE: 6/24/2005

REVISED DATE:

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I. PURPOSE

The purpose of this policy is to set forth guidelines to govern secondary employment by members of this law enforcement agency.

II POLICY

The policy of this agency 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 agency, and the community.

III DEFINITIONS

Employment: The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

Extra-Duty Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers by the law enforcement officer.

Regular Off-Duty Employment: Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.

IV PROCEDURES

There are two types of off-duty employment in which an employee may engage:

A. Regular off-duty employment

Employees may engage in regular off-duty employment that meets the following criteria.

1. Employment of a non-police nature in which vested law enforcement 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.

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SOP# A-242

PAGE # 2

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.
    - a. Officers who work as a process server, repossessor, or bill collector; towing of vehicles; or any employment in which law enforcement 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 law enforcement officer to have access to law enforcement information, files, records, or services as a condition of employment.
    - c. Employment using the law enforcement uniform in the performance of tasks other than those of a law enforcement 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 law enforcement agency or its civilian board.
  3. Employment that constitutes a threat to the status or dignity of law enforcement as a professional occupation. Examples of such employment include the following.
    - a. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature.
    - b. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business.
    - c. Any gambling establishment.
- B. Extra Duty Employment.  
Law Enforcement Officer may engage in extra-duty

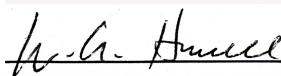
STANDARD OPERATING PROCEDURES

SOP# A-242

PAGE # 3

employment as follows.

1. Where a government, profit-making, or not-for-profit entity has a contract agreement with the law enforcement agency for law enforcement officers in uniform who are able to exercise their law enforcement duties.
  2. Types of extra-duty services that may be considered for contracting are as follows:
    - 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
- C. Limitations on regular off-duty employment and extra-duty employment are as follows:
1. In order to be eligible for off-duty employment, a law enforcement officer must be in good standing with the agency. Continued agency approval of a law enforcement officer's off-duty employment is contingent on such good standing.
  2. Those officers who are on 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.
  3. Prior to obtaining off-duty employment, all officers shall comply with agency procedures for granting approval of extra-duty employment.
  4. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the officer's performance of duty.
  5. Officers engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his off-duty or extra-duty employment in such situations.
  6. Permission for all officers's to engage in outside employment may be revoked where it is determined that outside employment is not in the best interests of the Department.



W. A. HARRELL  
SHERIFF

6/24/2005

DATE