POLICY/PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to ensure that extra-duty and secondary employment held by employees does not interfere with department employment. Department employees shall be familiar with the department’s requirements and restrictions relating to such employment. Such employment shall not interfere with the employees’ health, welfare, reputation, or job performance. The Chief of Police shall have control and final determination over all off-duty, secondary employment.

DEFINITIONS:
Extra-Duty Employment – Any employment that is conditioned on the actual or potential use of law enforcement powers by the sworn police employee that is sanctioned by the Cedar Rapids Police Protective Association (CRPPA) through the Extra Work Committee.

Secondary Employment – Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.

PROCEDURE:
Extra Duty Work
In order to be eligible for extra-duty employment, officers must be in good standing and with the department for a minimum of one year. Probationary officers are limited to what extra jobs can be worked. [22.2.5a]

Primary responsibility for managing the extra-duty work program will rest with the members of the Extra Work Committee. The committee shall decide upon the permissibility of new jobs and ensure that all jobs are tracked and documented. [22.2.5c, d]

Liability and On-The-Job Injury Protection – Extra Duty Work
All extra-duty work employers shall be advised by the extra-work committee members of the requirements for hiring extra-duty officers to include:

- The City’s requirement for all employers to possess the insurance coverage to protect officers should they sustain an injury while working in the capacity of an extra-duty officer.

Officers performing official duties (police actions) sanctioned by the department shall be considered as on duty by the City of Cedar Rapids at the discretion of the Chief of Police.
Body Cameras: [41.3.8b]
While engaged in extra duty employment, officers who are issued body cameras shall wear their body cameras and follow all rules and procedures as outlined in training and the Body Camera directive.
- Plain clothes extra-duty employment does not require the wearing of body cameras.

Secondary Employment: [22.2.4]
Refer to section 2.06 – External Employment of the Cedar Rapids Personnel Policy Manual.

The CRPD allows its employees to work at jobs where it is not anticipated that the use of their law enforcement powers will be utilized. Employees who have such employment or who are seeking such employment must submit the City of Cedar Rapids form “Request For Authorization: Outside Employment” to the Office of the Chief of Police who will ensure that there is no conflict of interest between their position with the police department and the secondary employment.
- The Chief of Police will forward all requests to the HR Director. Employees must resubmit the City of Cedar Rapids form “Request For Authorization: Outside Employment” by January 31st each year they wish to continue with secondary employment.
  - When an employee’s secondary employment ends, the employee must notify the Office of the Chief.

Officers shall not engage in any secondary employment in police-related work, outside the Cedar Rapids city limits, whether in or out of uniform, unless given written permission or directed to do so by the Chief of Police. An officer shall not engage in any secondary employment which involves the following:
- In taverns or businesses where the primary source of revenue is the sale of alcoholic beverages.
- Driving a taxicab
- As security for any firm or organization involved in a labor dispute.
- Practice of criminal law.

All officers, engaged in secondary employment, shall be responsible for completing reports initiated as a result of their employment. In the event of an unusual circumstance, the officer will submit a written communication through the chain of command to his division commander describing the incident and the actions taken by the officer.

All probationary officers are restricted from working secondary employment. (Military service is exempt from this restriction).
**Liability and On-The-Job Injury Protection – Secondary Employment**

Officers working secondary jobs shall not be covered by the City’s policies for liability and on-the-job injuries.

If an officer is injured while working secondary jobs, the primary resource for liability or worker’s compensation coverage shall be the secondary employer for which the officer was working at the time.

**Hours Restriction:** [22.2.5e]

Any extra work and/or secondary work job(s) to the extent it interferes with the efficiency of the officer/employee will be prohibited. This provision includes the prohibition of any officer/employee working more than 16 hours in any 24-hour period of time and working in excess of 128 combined hours (regular work schedule, elected overtime, extra and secondary employment) per pay period, not including overtime caused by shift overrun, without the advance written consent of the Chief of Police. All officers/employees shall have at least one day per week off where no work resulting from employment is scheduled.

**Work After Sick Leave:** [22.2.5e]

Any person taking an unscheduled flex or authorized LTII day will not engage in any extra work and/or secondary employment while on such leave.

**Work While Assigned to Light Duty or Restricted Duty Status:** [22.2.5e]

If an officer is assigned to light duty or restricted duty status, that officer shall not engage in any extra and/or secondary work assignments during this work status without authorization from the Chief of Police and/or HR.

**Responsibility to Work:**

All officers approved for extra work shall be solely responsible to work such job, and while working will conduct themselves in accordance with all CRPD directives and CRPPA Rules and Regulations. [22.3.5a, b]

**Abuses:** [22.2.5e]

Any abuses pertaining to this directive shall be dealt with by the Chief of Police. Violations of these procedures could result in a loss or temporary loss of the privilege of extra work and/or secondary employment assignments.