POLICY/PURPOSE:
Although an officer is technically on duty 24 hours a day, this policy is to provide guidelines for officers who encounter a situation where the officer takes police action during the officer’s off duty time. An officer must be prepared to be held accountable and to assume responsibility for actions taken or not taken.

PROCEDURE:
An officer who is off duty shall not carry any firearms on their person or in any concealed manner if they have been consuming any alcohol. If a firearm is possessed or carried by an individual who is under the influence of alcohol or another drug, the carry permit is considered invalid per Iowa 724.4C.

- The Law Enforcement Officers Safety Act (LEOSA) does not allow an officer to carry under the influence of alcohol or drugs Public Law No. 108-277.

An officer who is off duty and encounters a person(s) violating the law should, if possible, do any of the following:

- Immediately telephone the Cedar Rapids Joint Communications Agency (JCA).
- Contact the Cedar Rapids Police Department (CRPD) by other means if a telephone is not available, so that an on duty officer can handle the problem
- If outside of Cedar Rapids City limits, contact the appropriate jurisdiction so that appropriate charges can be filed

Situations for taking immediate action could be:

- A felony in progress
- A definite threat to someone’s life or property
- A situation that requires an officer to act immediately, because the brief period of time used to call JCA or the appropriate agency would likely cause the situation to escalate into a life-threatening situation

An officer who is not in uniform and cannot be readily recognized as a law enforcement official, if at all possible should:

- Identify themselves as a Cedar Rapids Police Officer
- Display their badge before taking any action
- Display their Hi-Vis armband if officer safety is not compromised

An officer, who is involved in an off duty situation; and in all cases where an arrest is made, must contact the Desk Commander as soon as possible. The officer must then leave a complete detailed report as soon as possible.