

# University of Chicago Police Department

## GENERAL ORDER

		<b><i>Effective Date:</i></b> January 31, 2019	<b><i>Number:</i></b> <b>GO 1015</b>
<b><i>Subject:</i></b> <b>Secondary Employment</b>			
<b><i>References:</i></b> CALEA Standards 22.2.4, 26.1.1, Illinois Council of Police Contract (Dispatchers)			
<b><i>Reevaluation Date:</i></b> Annually			<b><i>No. Pages:</i></b> 4
<b><i>Amends:</i></b> 06 SEPT 2017 Version (O.D.P.) 31 JAN 2012		<b><i>Rescinds:</i></b>	
<b><i>Approved By:</i></b> Kenton W. Rainey, Chief of Police		<b><i>Signature:</i></b> Original signed document on file in Accreditation Office	

### 1015.1 PURPOSE

The purpose of this order is to establish policy and procedures regarding secondary employment for full-time Department employees, and full or part-time dispatchers.

### 1015.2 DEFINITION

Secondary employment: Any off-duty activity for which a Department employee is compensated in salary, wages, commission, or other things of value for services **performed for an employer or in a self-employed status**, except:

- A. Fees from acting as executor, administrator, or conservator of any estate, or for acting as guardian ad litem or trustee.
- B. Military service, including National Guard or Reserve components.

### 1015.3 POLICY

- A. The duties and obligations of the University of Chicago Police Department take priority over any other employment.
- B. Department employees are subject to call at any time for emergencies, special assignments, or overtime duty.
- C. Any conflict of interest will be resolved in favor of the University of Chicago Police Department.

- D. An employer of a Department employee engaging in secondary employment will not receive preferential treatment by the Department.
- E. If a Department employee incurs an injury during the hours for which they will receive compensation from the secondary employer, the employee shall not be classified by UCPD as Injured on Duty.
- F. Department employees shall not use any University of Chicago Police Department property or equipment or wear any uniform, in whole or part, which would identify the University of Chicago Police Department.
- G. Department employees working secondary employment as security officers do so completely independent of their employment at the University of Chicago Police Department, including required court time and any other obligations arising from the secondary employment. Department employees shall not use Department issued duty gear, weapons or pistols for employment as an armed security guard.
- H. Department personnel working secondary employment as a part-time police officer for another law enforcement agency do so completely independent of their employment at the University of Chicago Police Department, including required court time and any other obligations arising from the secondary employment. Department employees shall not use Department issued duty gear, weapons or pistols for employment as a part-time officer for another agency.
- I. If the Department employee is subpoenaed to court because of their secondary employment, the employee will be required to use available vacation, holiday, or personal time. If no leave time is available, then the employee may request unpaid leave time. The employee is also required to notify and coordinate with their supervisor of the time required away from their job at UCPD.
- J. Secondary employment for dispatchers is subject to advance approval. Personnel will complete the Off-Duty Employment Approval Form (UCPD #1015). Personnel must inform the Director of Emergency Management of any outside employment, including self-employment. The Director of Emergency Management will determine whether such employment conflicts with the dispatcher's duties/responsibilities, or will interfere with the dispatcher's work performance for the Department. If Director of Emergency Management determines that outside employment is, has or will interfere with the dispatcher's current position for any reason, the employee will cease outside employment activity. (ICOP Contract) A copy of the Off-Duty Employment Approval Form will go to the Commander of Professional Standards, for tracking and retention.

- K. Secondary employment for other personnel is subject to approval. Personnel will complete the Off-Duty Employment Approval Form (UCPD #1015), and submit it through their chain of command for approval. The employee will be notified regarding the status of their request. A copy of the form will go to the Commander of Professional Standards, for tracking and retention. Annually, personnel with approved secondary employment will submit an updated request for any secondary employment, following the same procedures as for initial approval. Annual updates will be due on February 1, of each year.

#### **1015.4 RESTRICTIONS**

Secondary employment is prohibited under any of the following conditions:

- A. When the agency, firm, or establishment for which the Department employee will work is not properly registered or licensed as required by law.
- B. When an employee is still in the Initial Evaluation Period as defined by a Collective Bargaining Agreement.
- C. When the working conditions, hours of work, or location of the secondary employment impairs the employee's efficiency or capabilities as an employee of the Department or interfere with the employee's response to emergency calls.

**NOTE:** Employees may not work more than a total of 16 hours in any 24-hour period including work time at the secondary employment and UCPD.

- D. When the secondary employment is in an establishment where the primary business is the sale of intoxicating liquor or medical cannabis. Department employees are prohibited from engaging directly or indirectly in the ownership, maintenance, or operation of a tavern, retail liquor establishment or medical cannabis grow operation or dispensary. No employee is permitted to serve as a bartender, cocktail waiter or waitress, or bouncer.
- E. When the secondary employment, or the place where it is performed, is such as to bring the Department or the employee into disrespect or disfavor.
- F. When the secondary employment would result at any time in a conflict of interest (e.g., conducting a defense investigation for a litigant in a suit against the University or UCPD).
- G. An employee who uses sick leave due to illness or injury shall not engage in any secondary employment on the day(s) the sick leave is taken for illness or injury. This includes the eight-hour period before and/or after any secondary employment.

- H. Employees on sick/injury leave or who are medically restricted shall not engage in secondary employment.
- I. When the educational course load of an employee, combined with secondary employment, impairs the employee's efficiency as a Department employee.
- J. At no time shall a Department employee who is on-duty for UCPD engage in any secondary employment.

#### **1015.5 EXEMPT SWORN EMPLOYEES**

- A. Secondary employment for exempt sworn employees, the rank of Commander and above, will be limited to:
  - 1. Teaching for an accredited educational institution.
  - 2. Teaching for a Police Training Academy or Mobile Training Unit approved by the Illinois Local Governmental Training and Standards Board.
  - 3. Writing books, articles, or pamphlets.
  - 4. Serving as a consultant.
  - 5. Serving as an assessor for a law enforcement accrediting organization.
  - 6. Engaging in a profession (outside of law enforcement) which is licensed by the State of Illinois, and for which a license is granted only after the licensee successfully completes a prescribed course of academic training; and passes a required State examination.
  - 7. Performing security for a school, or charitable organization which is a 501.c.3.
- B. Exempt sworn employees will not be concurrently employed by another law enforcement agency (except an approved Police Training Academy or MTU as listed above) or have any economic interest whatsoever in any security firm, guard service, or private detective agency.
- C. Secondary employment for exempt sworn employees will be subject to all general restrictions enumerated within this directive.