

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 123-A

REFERENCE STANDARD: 22.2.4 22.2.5

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SUBJECT: Hire Back Employment and Secondary Off-Duty and Extra-Duty Employment

PURPOSE: The availability of off-duty police employees to work in police related functions such as traffic control, safety and security is of mutual benefit to the department and private enterprise. However, the allegiance and responsibility of all police employees must remain with the Hanover Park Police Department. This guideline is for the purpose of maintaining the efficient and uniform regulation of hire back, secondary off-duty and secondary extra-duty employment, avoiding potential conflicts of interest and preventing any possible detrimental effect on the image of the Hanover Park Police Department due to employment held by employees while off-duty.

It is particularly important that department employees not be subjected to outside interests which might conflict with their official duties by diluting their energies, occupying time during which they are potentially on call, or involving themselves in situations where they might be motivated to neglect or subvert their official duties.

## I. Definitions

**Secondary Extra-Duty Employment** - Secondary employment outside the Hanover Park Police Department wherein the actual or potential use of law enforcement powers is anticipated.

**Secondary Off-Duty Employment** - Secondary employment outside the Hanover Park Police Department wherein the use of law enforcement powers or police related functions is not anticipated or expected.

**Hire Back Employment** – Additional duty assignment(s) wherein the employee is providing police services as a member of the Hanover Park Police Department which is consistent with his/her position, to a business, agency or individual who is responsible for reimbursing the Village for said services.

It does not include self-employment based on the employee's own private property and not requiring him to leave that property to perform the services, so long as that self-employment does not affect the employee's job performance while on duty, nor the professional image of the Hanover Park Police Department.

## II. Procedures

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POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Rescinds:

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- A. AUTHORIZATION FOR SECONDARY EXTRA-DUTY AND SECONDARY OFF-DUTY EMPLOYMENT (22.2.4) (22.2.5)
1. No employee of the Department may perform any extra-duty or off-duty employment that is or can be interpreted to be inconsistent with his or her work or detrimental to the best interests of the Police Department or Village of Hanover Park as determined by the Chief of Police or the Director of Human Resources. (22.2.4)
  2. The Chief of Police or his designee shall serve as coordinator and shall oversee adherence to the policies, processes and other related issues necessary for the administration of the secondary off-duty and secondary extra-duty employment program. (22.2.5d)
  3. A “Secondary Employment Application for Sworn Police Officers” form must be filled out by the affected sworn police officer and approved by the Chief of Police or his designee before the employee may engage in any secondary employment. (Appendix A) (22.2.5a,c)
  4. A “Request Form for Secondary Employment” form must be filled out by the affected civilian employee and approved by the Chief of Police or his designee before the employee may engage in any secondary employment. (Appendix B) (22.2.5a,c)
  4. Employees may generally engage in secondary extra-duty/off-duty employment for a bona fide charitable organization without approval, provided that no pay or other form of barter is received by the employee in exchange for the service.
  5. Employees may not engage in outside business activities while on duty, nor may Village property be used for any but Village functions (except for that equipment that is required to be worn as a part of the uniform, or other equipment with Deputy Chief approval).
  6. No employee of the Department shall have any financial interest, direct or indirect, in any contract or service provided to the Village, except on behalf of the Village as a salaried employee.
  7. An employee may not work more than 60 hours of combined secondary and on-duty employment per week without permission from the Chief of Police.
  8. Approval of secondary employment may be revoked at any time by the Chief of Police;
    - a. Upon showing that the employment is impairing or interfering with job performance in any way,
    - b. For violations of Village Rules and Regulations, or
    - c. For violations of department policies affecting secondary employment.

9. The decision to revoke a department employee's privilege to work in a secondary extra-duty or off-duty capacity may also be based on the employee's secondary extra-duty or off-duty job performance. (22.2.5c)

**B. HIRE BACK EMPLOYMENT REQUESTS FROM PRIVATE BUSINESSES AND INDIVIDUALS**

1. The Day Shift Patrol Lieutenant or his designee shall serve as coordinator and shall oversee adherence to the policies, processes and other related issues necessary for the administration of the hire back employment program. (22.2.5a)
2. The Day Shift Patrol Lieutenant or his designee shall maintain a record of hire back employment assignment details. (22.2.5e)
3. Employees who sign up for a hire back employment assignment are responsible and accountable for completing the work assignment. Attendance responsibility of employees working extra-duty assignments is the same as their normal on-duty employment.
4. The Chief of Police shall establish a set rate of pay per hour for requests for ALL hire back employment. This rate shall be maintained on file and considered for adjustment on a yearly basis.
5. No employee shall solicit hire back employment. Employees who receive requests for hire back employment should refer the requestor to the Day Shift Patrol Lieutenant or his designee.
6. The business or individual employing the hire back officer shall be billed for compensation for the hire back officer by the Finance Department of the Village of Hanover Park. This includes extended employment hours that occur as a result of incidents handled by the hire back officer during the hire back shift (e.g., an officer working a four hour hire back shift makes an arrest that causes him to have to work an additional two hours. The business or individual employing the hire back officer is responsible for compensating the officer for the additional two hours).

**C. GENERAL RESTRICTIONS CONCERNING SECONDARY OR HIRE BACK EMPLOYMENT**

1. All employees working in a secondary or hire back employment capacity shall act in a professional manner and shall avoid performing tasks that would tend to detract from the professional image of the Hanover Park Police Department. (22.2.5b)
2. Employees on suspension shall not work in a secondary or hire back employment capacity.

3. Employees shall not work secondary or hire back employment while listed as being on any type of sick, injury or funeral leave.
4. Any employee who takes a sick day will not engage in hire back, secondary extra-duty or secondary off-duty employment within a 24-hour period starting at the time the person would have normally begun his or her on-duty shift, except with prior permission of the Chief of Police or his designee.
5. No employee may engage in hire back, secondary extra-duty or secondary off-duty employment while assigned to light duty.
6. Employees shall not use Hanover Park Police Department facilities, equipment or records in conjunction with secondary extra-duty or secondary off-duty employment.
7. Employees shall not use police identification or authority while engaged in the collection of debts, bills or checks.
8. An employee must be in good standing and have successfully completed the Field Training program, (relating to their initial hire), before being eligible for hire back employment, except with prior permission of the Chief of Police or his designee.
9. No employee shall refuse to respond to a request for aid from any citizen while working in hire back capacity.
10. Officers shall not wear a Hanover Park police uniform in a secondary employment capacity.
11. While engaged in secondary employment, non-sworn employees are not authorized to wear a police department uniform or work in a capacity requiring police authority, without permission of the Chief of Police or his designee.
12. When an employee (sworn, non-sworn, supervisory) is working a hire back assignment, the chain of command and rank structure will be followed at all times.
13. All Village and department policies and guidelines shall be followed while the employee is engaged in hire back employment.
14. All employees shall handle incidents that occur during hire back assignments as they would on-duty, including the filing of proper reports, et cetera.
15. When working a hire back assignment, the affected employee shall notify DuComm prior to beginning the extra-duty assignment.
  - a. The hire back officer shall give the dispatcher the following information:
    - 1) The extra duty officer's name and call sign
    - 2) Location and duration of extra duty shift

16. An employee must be in good standing and removed from probationary status (relating to their initial hire) before being eligible for secondary employment, except by approval of the chief of police.