
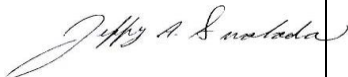
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 12/20/16
Chief of Police: 	Secondary Employment, 22.5	
Cross Reference:	Policy Sections: 22.5.1 Secondary Employment	

PURPOSE

The purpose of this policy is to establish guidelines for secondary employment.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure that secondary employment held by employees does not interfere with department employment. Department employees shall be familiar with the agency's requirements and restrictions relating to off-duty employment. Such employment shall not interfere with the employees' health, welfare, reputation, or job performance.

PROCEDURES

22.5.1 SECONDARY EMPLOYMENT

- A. Prior to beginning employment with any other business, entity, firm, corporation, service or self-employment other than the City of Elgin, full-time department employees shall submit a written request to the chief of police and obtain written approval for such employment. The written request will contain the following information:
 1. Secondary employer's name, address, telephone number and type of business.
 2. A complete description of the type of work and duties to be performed.
 3. The maximum number of days and hours to be worked within a single week.
 4. Such other information as may be deemed necessary from time to time by the chief of police.
- B. A Secondary Employment Form must be submitted to the chief of police prior to beginning any secondary employment. Requests shall be re-submitted to the chief of police in January of each year for renewal consideration and approval.
- C. Employees may engage in approved off-duty employment which meets, but is not limited to the following criteria:
 1. Employment must be of a non-police nature in which the exercising of police powers are not a condition of employment, and the work performed does not involve the real or implied performance of law enforcement duties, nor is it performed during an employee's regular duty hours.
 2. The employment shall not present a conflict or potential conflict of interest between the employee's duties as a department employee and their obligations, loyalties or duties to a secondary employer. Examples of employment posing a conflict include, but are not limited to:
 - a. Process server or re-possessor
 - b. Bill collector
 - c. Towing operator or supervisor
 - d. Dressing in a police uniform, except as authorized by the chief of police
 - e. Serving, dispensing or selling alcoholic beverages

- f. Any position requiring the employee to have access to police information, files, records, equipment or facilities as a condition of employment.
 - g. Employment that assists in the case preparation for defense in any civil, criminal or other court proceeding.
 - h. Employment that threatens the status or dignity of the member, the department or the city.
- 3. Exceptions may be granted by the chief of police on a case by case basis.
- D. In order to be eligible for secondary employment, an employee must be in good standing with the department. Continued department approval of an employee's secondary employment is contingent upon the employee's acceptable work performance within the department, including attendance and productivity.
- E. If an employee's performance is deemed unsatisfactory or requiring improvement the approval for secondary employment may be suspended or revoked by the chief of police.
- F. Employee's on any leave, including, but not limited to medical, sick, FMLA or intermittent FMLA leave shall not be eligible for secondary employment. The provisions of this section does not apply to military leave.
- G. Employees shall not engage in any secondary employment which presents an unacceptable risk of injury.
- H. Employee's may work a maximum of 20 hours per week performing secondary employment.
- I. Work hours for secondary employment shall be scheduled solely upon the employee's availability based upon their work schedule with the department. No schedule changes or adjustments shall be made to accommodate an employee's secondary employment, and the needs of the department shall always take precedence.
- J. Any employee engaged in secondary employment is subject to call out by the department in case of emergency.
- K. Employees who are on the Sick Leave Abuse Program shall not be eligible for secondary employment.
- L. Employees are prohibited from soliciting any person, business, or other entity for secondary employment while on duty.