



**SPRINGFIELD TOWNSHIP POLICE DEPARTMENT**  
**Wyndmoor, Pennsylvania**

**Policy 1-18**

**Policy Title:** Off-Duty and Extra-Duty Employment

**Date of Issue:** December 1, 2022

**Rescinds:** None

**By Authority of:**

**Chief of Police**

**I. Purpose**

The purpose of this policy is to provide sworn personnel with guidelines with regard to off-duty and extra-duty employment, where the actual or likely use of police powers is possible or expected. This policy also provides all personnel with guidelines regarding off-duty employment.

**II. Policy**

It is the policy of the Springfield Township Police Department that all off-duty and extra-duty employment by all sworn and non-sworn personnel be approved by the Chief of police.

**III. Off-Duty Employment Approval**

- A. All sworn and non-sworn personnel must notify the Chief of Police if they wish to engage in off-duty employment.
- B. Off-duty employment is defined as receiving compensation in return for providing services not within the scope of your official duties as a sworn, or non-sworn member, of the Springfield Township Police Department, and where the use of law enforcement powers is not anticipated.
- C. Off-duty employment where the actual or potential use of police powers is possible or expected is only permitted for sworn employees with the express written permission of the Chief of Police. Those officers granted permission shall follow the policies of the respective departments where they are employed, and working in that capacity.
- D. Prior to engaging in any outside business or employment, all employees shall submit to the Chief of Police a request for Authorization of Outside Employment. The request shall state the name and location of the employer, the nature of the employer's business, the duties and responsibilities of the officer's proposed employment, and the number of hours per week the

officer will be so employed. Authorization shall apply to the specific work location and conditions stated on the request-new job, new application.

- E. Any injury, disability, or illness incurred while engaged in outside employment must be reported as soon as practical to the department.
- F. The Chief of Police will be notified when approved employment is terminated.
- G. Permission for outside employment shall remain in effect until termination of employment or until cancelled by the Chief of Police
- H. Personnel who work off-duty employment are expected to display high ethical standards and abide by the applicable rules and regulations regarding behavior and conduct.
- I. The Chief of Police shall reserve the right to revoke the employee's participation in off-duty employment.
- J. The Office of the Chief of Police will maintain a copy of off-duty employment notifications in the employee's personnel file along with any documentation relating to off-duty employment.
- K. Off-duty employment shall not interfere with the primary employment of an employee in any respect. If, in the opinion of the employee's supervisor, the off-duty employment is interfering with, impairing, or jeopardizing the performance of the officer or civilian employee, the supervisor should submit a recommendation that the approval be withdrawn. Similarly, off-duty employment shall not discredit or violate the ethical standards and integrity of the Springfield Township Police Department.
- L. Disciplinary action may be imposed if an officer:
  - 1. Engages in outside employment without written permission.
  - 2. Provides false information in their request for permission to engage in outside employment.
  - 3. Engages in outside employment beyond the scope for which written permission was granted.
  - 4. Engages in conduct during their off duty employment which would, in the view of a reasonable person, bring discredit to the Springfield Township Police Department.

#### **IV. Prohibited Employment**

- A. All members of the Springfield Township Police Department are prohibited from working in any of the following outside employment situations:

1. In any employment or business that would in any way reduce the effectiveness of the employee in performing assigned departmental duties, or that might constitute, or reasonable be perceived as, constituting a conflict of interest;
2. For any employer or establishment whose primary business is the selling or serving of alcoholic beverages;
3. As a process server, bill collector, investigator, security guard; or in any employment in which police power might be used for private purposes of a civil nature, outside of that as an elected Pennsylvania State Constable.
4. Any employment requiring the officer to carry a weapon of any type;
5. Any employment that assists, in any manner, the case preparation for the defense in any criminal action or proceedings and in any civil matter in any capacity except as required by the court to appear as a neutral witness;
6. Any employment that may require, as a criterion for employment, the employee to have access to police information files, or records, and requires furnishing of those records as a condition for employment or is based in any manner upon the officer's employment with the Springfield Township Police Department;
7. In police uniform, in the performance of tasks other than those of a police nature specifically approved by the Chief of Police;
8. Operating any tow truck or wrecker for any business that performs tow truck or wrecker service within the jurisdiction of the Springfield Township Police Department;
9. Soliciting or performing any off-premise sales work within Springfield Township;
10. For any other law enforcement agency in a full-time, part-time, or volunteer capacity. Excluded from this provision are service in a military law enforcement capacity, while in regular Reserve or National Guard training, active duty for training, or if mobilized for a period of active duty;
11. As a strikebreaker, temporary worker, or replacement worker for any corporation, business or agency, whether public or private, that is, or is about to be, the subject of a strike, job action or demonstration. Police employees may not take part in any labor dispute or action that may be taken against the officer's outside employer;
12. During any period that the officer is absent from employment due to sick leave or injury.

**V. Extra-Duty Employment**

- A. Extra-duty employment is any secondary employment that is conditioned on the actual or likely use of law enforcement powers by the employee, and is approved by the Chief of Police.

Examples of extra-duty employment may include such reimbursable details as traffic control, sporting events, concerts, and other such events not performed during regularly scheduled work hours.

- B. While participating in extra-duty employment, officers' activities and behaviors will be guided by all department policies.
- C. When received, extra-duty requests will be reviewed by the Chief of Police, or his designee, and posted on the overtime bulletin board, unless the request is made on short notice. Short notice requests will be advertised via the department's email system. A message shall be disseminated by the Chief of Police, or his designee. The Chief of Police may deny / revoke the request for police services.
- D. When the extra-duty detail will be reimbursed from a grant, the hours worked shall be submitted to the grant coordinator for that particular event, who will complete and forward the information required by the grant for reimbursement.
- E. The office of the Chief of Police is responsible for the overall coordination of extra-duty employment and collection of information required for submission to the Springfield Township offices. The Lieutenant is responsible to ensure proper scheduling of the detail.