

**NEW CANAAN POLICE DEPARTMENT**

**SUBJECT: EXTRA DUTY EMPLOYMENT**

**GENERAL ORDER NUMBER: 97-2-104**

**FILE: PERS 2**

**PERSONNEL STRUCTURE**

**I. PURPOSE/POLICY**

It is the policy of the New Canaan Police Department to provide the opportunity for extra-duty employment to members of the department and to ensure that such employment is handled in a safe and professional manner.

The purpose of this general order is to establish policies and procedures concerning extra-duty employment by said employees of the department, wherein the actual or potential use of law enforcement powers is anticipated.

**II. RESPONSIBILITY**

It is the responsibility of all departmental personnel to become familiar with and adhere to the provisions of this general order. It is the additional responsibility of supervisory and command staff to ensure its compliance.

**III. PROCEDURES**

**A.** The New Canaan Police Department will, in conjunction with the town of New Canaan's Finance Department, provide and administer a voluntary extra-duty employment program. The following procedures shall govern extra-duty employment by officers of the police department.

1. Extra-duty employment shall be voluntary and will be available to all sworn officers who have successfully completed POSTC and Field Training requirements. The program is normally not available to civilian employees. Certain circumstances may, however, dictate the need to utilize police maintenance personnel for installation of signs, barricades, or other police related duties on a limited basis.
  - a. Officers who are assigned to light duty, sick or injury leave, have not completed their field training program or are suspended from duty, shall not be permitted to work extra-duty employment.
  - b. The Captain of Operations or designee shall conduct a review of officer eligibility to work extra-duty employment as necessary to ensure that the above eligibility requirements are met.
2. Duties performed as part of extra-duty employment shall include, but not be limited to traffic control, security, crowd control or other reasonable requests for service from the employer. At no time shall an officer perform any duties that are illegal, improper, or place the officer or members of the public in an unsafe or hazardous situation.

- a. While engaged in extra-duty employment, officers conduct shall be governed by the policies, procedures, rules and regulations of the New Canaan Police Department. Such extra-duty employment will be in accordance with or governed by applicable Workman's Compensation, Collective Bargaining Agreement and federal, state and local statute.
  - b. Under normal circumstances Officers are required to wear their uniform and equipment (sidearm, portable radio etc.) in accordance with General Order 88-3-47, Uniforms. Civilian clothes may only be worn during extra-duty employment if requested by the employer. The Captain of Operations or designee must approve such requests.
    - 1) To increase officer safety and visibility, traffic vests or other high visibility/reflective clothing will be worn while performing traffic control duties.
3. If during the extra-duty employment, an officer becomes injured, observes criminal activity, or becomes involved in any other type complaint the officer will immediately notify the desk officer/dispatcher and take the appropriate action. Any complaint, except those that can be easily resolved by the officer, shall be handled by the on duty patrol shift. In such cases, the officer shall complete any applicable reports (i.e., Incident/Arrest Reports, Employee Injury Reports etc.) as soon as practicable after the completion of the extra-duty employment.
  4. Requests by the public for extra duty employment will generally be recorded by the dispatcher, a voice mail system, e-mail, or by filling out a form on the NCPD website. However, there may be circumstances when such requests will be directed to the Captain of Operations or designee (i.e., large/special events, unusual requests etc.).
  5. Persons requesting extra duty officers will be encouraged to notify the police department as soon as the need exists.
  6. To be considered, the police department must receive all extra duty jobs at least seven (7) days in advance of the date of the job. However, there may be cases in which the Chief of Police, or his designee, will accept a job on less than seven (7) days notice.
  7. Information obtained for each request for extra-duty employment shall include the following information;
    - a. Date and time of the request
    - b. Name, telephone number and billing address of employer
    - c. Tax Exempt number, if applicable
    - d. Number of officers requested
    - e. Date, times, type of duty and location of employment
    - f. Number of guests, parking facilities and contact name, if applicable

8. Upon completion, the Off Duty Extra Job request will be managed by the Captain of Operations or his designee, using an appropriate computer program. The on-duty 7-3 shift commander shall monitor the extra jobs on a daily basis and assign jobs when appropriate.
9. When assigning jobs, the Captain of Operations or his designee will prioritize jobs assigned based on any number of conditions, including but not limited to, date and time, location, weather, public safety, Town property, etc.
10. Officers considering jobs should recognize that higher priority jobs would need to be assigned first. Officers may be reassigned as necessary to staff higher priority jobs.
11. The assignment of extra-duty employment shall be on seniority and hours worked basis, (similar to overtime assignments,) and will not conflict with an officers regular work schedule. Officers will not be assigned extra-duty employment for a period to exceed eight (8) hours contiguous to a scheduled shift assignment.
12. The assignment of officers for extra-duty work shall be completed at least four (4) days prior to the date of employment, (unless a job is accepted on shorter notice, at which time it will be assigned as soon as is practicable.) Once assigned it shall be the responsibility of the assigned officer to insure the extra-duty work is covered. Exceptions to the requirement will be; when an officer is ordered to work a regular patrol shift, is called back to duty, or an emergency situation exists. In these cases the officer shall be relieved from the extra-duty employment after notifying the shift supervisor of his/her inability to perform the assignment. The shift supervisor will then attempt to staff the extra-duty employment, if possible.
13. Officers assigned extra-duty employment may have another officer work their assigned duty for them, or swap duties, with approval of the Captain of Operations or his designee, providing that no other officers had volunteered for the job in question. The newly assigned officer(s) shall be responsible for their respective extra-duty employment. The Captain of Operations or his designee will review the jobs worked and adjust extra job hours worked accordingly.
14. When officers attempt to swap duties, they will first notify the Captain of Operations or his designee, who will first offer the job to any officers that may have previously signed up for the job in question. These officers will have the first option of working the job, based on current hiring procedures.
15. Any officer who fails to work assigned extra-duty employment will be subject to disciplinary action in accordance with General Order 91-8-96, Disciplinary Procedures and the Manual of Conduct and Discipline.
16. Requests for extra-duty employment received less than seven (7) days prior to the date of employment will not be accepted unless extenuating circumstances exist at which time the job will be assigned per the procedures set forth above. All police department personnel will work to inform the public of this requirement to limit the exposure of short notice jobs.

17. The Captain of Operations or his designee will post the list of jobs available when the job is accepted or at least seven days in advance of the job, whichever is earlier, (unless a job is accepted on shorter notice, at which time it will be posted immediately.) The list may also be available on the in house computer network and the Internet. Officers volunteering to work an extra job will put their name in the appropriate space.
18. The Captain of Operations or his designee will, four (4) days prior to the date of the job, assign the job following the procedure set forth below:
  - a. Officers will be assigned based on seniority and the least amount of hours worked. In other words, a junior officer will be hired over a senior officer if the junior officer has less extra duty hours already worked.
  - b. The list of hours worked will be maintained in an appropriate computer program and will accumulate for a one (1) month period. At the end of each month, each officer's hours worked will be reset to zero (0).
19. Officers shall furnish the extra-duty employer with a completed New Canaan Police-Extra Job Order form that is signed and/or initialed by officer(s). The employer shall then sign the form and receive the original copy as receipt for services rendered. The remaining copies of the form shall be forwarded to the Captain of Staff Services, or designee, who shall in turn forward copies to the town's finance department in order that the employer may be invoiced and the officer receive compensation through regular payroll disbursements.
20. On very rare occasions it may be necessary for the Chief of Police to staff an Extra Duty job by implementing ARTICLE 7, Section 5, C, D, and E of the current labor agreement. When declaring an extra job a Non-Emergency Special Event, officers will be hired to work the job according to current overtime hiring procedures in the current labor agreement.

The Chief of Police and members of the Union will work cooperatively to limit the exposure for these non-emergency special events, including advising the requesting party of alternative resources for partially staffing the event.

#### **IV. DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD'S will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

#### **V. EFFECTIVE DATE**

This general order approved by the Police Commission on June 25, 1997 and is effective July 1, 1997.

Revised July 2000

Revised September 2001

Per Order

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Edward J. Nadriczny  
Chief of Police

Extra-Duty Employment 97-2-104