

GO # ADM-015**EFFECTIVE: 03/15/04****OUTSIDE EMPLOYMENT****REVISED: 10/22/09**

06/24/10	11/14/11	09/04/12
06/06/13	11/04/13	05/22/14
09/14/15	04/19/17	08/15/18
	01/30/25	04/04/25

I. PURPOSE

The purpose of this General Order (GO) is to establish guidelines under which sworn and non-sworn employees of the Savannah Police Department (SPD) may be engaged in outside employment.

II. POLICY

It is the policy of the SPD to allow all employees to engage in outside employment that does not pose a conflict with their primary job assignments and would not cause an embarrassment to or detract from the reputation of the SPD or the City of Savannah (CoS). All employees are required to follow the procedures outlined in CoS Policy Manual HR-022, *Outside Employment Policy*.

The administration of all outside employment shall be completed by the Outside Employment Office (OEO), a civilian position that reports to the Director, Police Administration.

Sworn officers are permitted to work extra-duty employment and/or off-duty employment within the provisions of this GO.

The primary obligation and responsibility for all SPD personnel is their on-duty assignment. In particular, SPD must ensure that all sworn officers are in optimal physical and mental conditions to carry out their duties and to ensure that law enforcement is the sworn officer's primary concern.

Violation of this policy may result in revocation of outside employment privileges and/or disciplinary action.

III. PROCEDURE**A. Extra-Duty Employment (Sworn Officers Only)**

1. Extra-duty employment is outside employment conducted by sworn law enforcement officers as there is a probability that law enforcement action may be needed during the work.

2. Eligibility

- a. To be eligible to work extra-duty employment, sworn employees shall have completed one (1) continuous year of service beginning from the date the Officer was sworn in.
- b. Officers enrolled in Recruit School or the Police Training Officer Program shall not participate in extra-duty employment.
- c. Sworn officers on suspension, administrative leave, sick leave, injury leave, light duty, FMLA, or who are otherwise unable to perform the normal duties of a Police Officer are not authorized to work off-duty or outside employment.
- d. Employees who have called in sick may not work off-duty or outside employment until he/she has returned to full duty work and completed at least one full shift.
- e. Officers rehired by the department and classified as **probationary employees** must obtain written permission from the Chief of Police or their designee before engaging in any extra-duty employment.
- f. Officers who are on **administrative or military leave** for 30 days or longer must complete any required training that expires during their absence. Additionally, they must obtain written permission from their unit commander before resuming any extra-duty employment.
- g. Officers working in an undercover/covert capacity must be mindful of their on-duty assignment when applying for or accepting extra-duty assignments. Officers in an undercover/covert role will obtain specific approval from their unit commander to engage in outside and/or extra-duty employment.
- h. Officers working under the Department's Reserve Officer Program may work extra-duty jobs as prescribed within this policy.

3. Approval

- a. Officers shall only work for employers that currently have an approved SPD Form 99c, *Request to Hire a Police Officer* on file with the Outside Employment Office (OEO).
 - 1) The SPD Form 99c shall be completely and legibly filled out and signed by the prospective employer, before submission, for all extra-duty employment.
 - 2) The SPD Form 99c must contain the complete legal name of the employing company and/or contact person, as well as the Employer's Worker's Compensation Insurance carrier name, accurate numerical address, policy number, agent, and accurate contact telephone number.

- 3) The appropriate box must be checked, indicating whether the employer will report the income on a 1099 or W-2 for tax purposes.
- 4) The employer must agree to the CoS's cost recovery fees and initial the appropriate box documenting their agreement.
- 5) If the employer is hiring a Courtesy Officer, the type of compensation being offered to the Courtesy Officer will be documented.

b. An updated SPD Form 99c shall be completed annually by January 31st for any recurring employer using SPD officers.

- 1) It shall be the responsibility of the job coordinator to ensure that the SPD Form 99c is completed and submitted to the OEO.
- 2) The OEO will facilitate the remittance of the SPD Form 99c for any employer who does not utilize a coordinator.

c. Exemptions to this section include:

- 1) Permitted events through the CoS or Chatham County in which the SPD is expected to provide a law enforcement presence. Individual employers who hire officers in conjunction with a CoS or County permit shall complete an SPD Form 99c.
- 2) Events on CoS or Chatham County properties.
- 3) Employers who are other governmental entities.
- 4) Other events as approved by the Chief of Police or his/her designee.

4. Accountability. Officers who work jobs without having a SPD Form 99c on file in the OEO or those who violate any part of this policy shall at a minimum receive the following:

- a. First Offense - written reprimand and 15-day suspension of extra duty privileges.
- b. Second Offense - 1-day suspension and 90-day suspension of extra duty privileges.
- c. Third Offense - 3-day suspension and 6 months suspension of extra duty privileges.
- d. Fourth Offense – Privilege Revocation.

5. Notification

- a. At the beginning of an extra-duty shift, officers shall notify the Communications Center that they are working extra-duty and provide their location and the scheduled

end time.

- b. When making these notifications, officers shall contact the Communications Center via their police radio on the precinct channel appropriate to their location.
- c. Officers shall keep their radio on and monitor the precinct channel during the duration of the extra-duty hours.

6. Maximum Number of Allowable Hours

- a. Officers shall not work more than 16 hours during a 24-hour period. This includes on-duty and extra-duty assignments. The 24-hour period begins when an officer starts their first assignment (either on-duty or extra-duty) following a minimum of 6-hours rest.
- b. The maximum number of extra-duty hours worked when combined with on-duty hours shall not exceed 72 hours within a 7-day work week (Sunday – Saturday).
- c. The maximum number of allowable hours may be increased by a Major/Director or above to meet the department's needs. The request and approval must be in writing and shall be forwarded to the OEO to be filed.

7. Rate of Pay

- a. The minimum rate of pay for extra-duty employment is established by the Chief of Police via a Special Order.
- b. Extra-duty employment shall not be negotiated at a rate of pay lower than the established minimum.

8. Uniform

- a. Class A, B, or C uniform shall be worn in accordance with OPS-023, *Uniforms and Appearance* during extra-duty employment unless otherwise specified and approved by the Chief of Police.
- b. Alternate duty uniforms (SWAT, etc.) shall not be worn while working extra-duty positions.
- c. Extra-duty employment requiring the use of plain clothes must be approved by the Chief of Police.
- d. Officers performing **traffic control outside of their vehicles** must wear their department-issued safety vest to ensure visibility and safety.

9. Injuries

- a. The CoS's Injury Leave Policy covers sworn officers working extra-duty who are injured while actively performing a police function.
- b. All reports of injuries to a sworn officer while working an extra-duty employment position will have the words, "Extra-duty Employment Injury" typed or printed and highlighted in color at the top of each form in the packet.
- c. Injuries because of a non-law enforcement action are covered by the outside employer's worker's compensation policy and will be the responsibility of the outside employer.
- d. The CoS and Chatham County will not file a First Report of injury with the Worker's Compensation Board (unless a Notice to Controvert is attached) until directed to do so by the Board.
- e. An on-duty supervisor in the precinct where the extra-duty is being conducted shall be notified and respond if an officer sustains an injury while working extra-duty.

10. Incident Reports / Arrests / Intelligence Information

- a. Sworn officers working extra-duty jobs shall complete preliminary reports (excluding traffic accident reports) for incidents occurring at their location. Reports will be completed and submitted **before** to leaving the extra-duty job.
- b. Sworn officers working extra-duty jobs shall monitor the radio channel of the precinct he/she is working. Calls for assistance by citizens, on view incidents or request for backup by officers outside of the extra-duty location or contiguous to the immediate area shall not be ignored. Sworn officers working extra-duty are expected to respond as necessary. Failure to act may result in suspension of extra-duty privileges and/or disciplinary action.
- c. Sworn officers working in an extra-duty capacity shall immediately forward any information that may be beneficial in the identification of individuals, vehicles, or any that may have a bearing on solving crimes or reducing future occurrences of crime to the on-duty precinct supervisor and Savannah Area Regional Intelligence Center (SARIC) . See ADM-006, *Criminal Intelligence Center*, for further information.
- d. When an sworn officer is employed in an extra-duty capacity and is called upon to either eject, remove, or prevent someone from entering a business establishment, the officer will do so only upon the direct specific request of the management or authorized representative of the business. The request may NOT come from another extra-duty officers. The authorized representative of the business will be required to give this explicit request before the officer acts.
- e. Sworn officers making arrests while working an extra-duty job shall write the preliminary report and submit the report to a supervisor, in person, or via the

Automated Reporting System (ARS) before leaving the extra-duty job.

f. For incidents involving use of force, officers shall follow all reporting procedures in accordance with ADM-007, *Weapons and Use of Force*. The officers shall complete and submit all required reports and forms to an on-duty supervisor in the precinct in which the incident occurred before to leaving the extra-duty job.

g. Supervisors responding to a use of force incident at an extra-duty work site shall follow the all required procedures in accordance with ADM-007, *Weapons and Use of Force*.

11. Complaints

a. The sworn officer working an extra-duty job shall immediately notify an on-duty patrol supervisor in the precinct they are working if a citizen indicates that they wish to file a formal complaint, even if no arrest was made.

b. The sworn officer working extra-duty shall complete an SPD Form 1046w, *Employee Statement Form* as directed by the on-duty patrol supervisor.

c. The supervisor shall submit a report to the Patrol Bureau Commander before ending their tour of duty and will also submit copies of the report to the Office of Professional Standards Affairs and their immediate Supervisor. The report will include at a minimum:

- 1) The names, addresses and phone numbers of all people present during the incident.
- 2) Statements, in the words of the witnesses, as to what each of the witnesses observed during the incident.
- 3) All details concerning the events leading up to the incident, including, but not limited to: the officer's approach, subject's action, officer's action, transport procedures, etc.

12. Courtesy Officer Program

a. All Courtesy Officer positions shall be coordinated through the Courtesy Officer Program Manager who reports to the Division Commander, Specialized and Administrative Operations.

b. Sworn officers shall not accept or be approved for any Courtesy Officer employment outside the jurisdiction limits of the SPD.

c. Solicitation of a Courtesy Officer position directly to the community manager is prohibited.

- d. Officers interested in becoming a Courtesy Officer shall contact the Courtesy Officer Program Manager.
- e. Any sworn officer receiving gratuities, in-kind payments, or any form of reduction in living expenses by any means, due to being a law enforcement officer, must have an approved SPD Form 99c on file with both the Outside Employment Office and the Crime Free Housing Office.
- f. Courtesy Officers are prohibited from delivering/serving any form of paperwork on management's behalf to any resident.
- g. Courtesy Officers shall always have their duty weapon, their badge, and their police radio with them while conducting functions related to their Courtesy Officer position.

13. Coordinators

- a. Minimum requirements:
 - 1) Shall have been employed by the Department for at least 2 years.
 - 2) Shall not be on probation.
 - 3) Shall not have been stripped of their coordinating privileges within the past 2 years.
- b. Shall obtain written permission from their unit commander. The document shall be forwarded to the OEO and placed on file in the officer's extra-duty file.
- c. For some job sites, additional requirements, or authorization may be required.
- d. Shall coordinate only one (1) private pool. Existing coordinators will be grandfathered in, and may continue coordinating more than 1 private pool.
- e. Shall be responsible for ensuring that all jobs, and shifts, are accurately entered into the extra-duty database.
- f. Shall be responsible for ensuring that all jobs, and shifts, are accurately closed out once the job is completed.
- g. Shall forward the names of officers removed from their respective private pools for behavior or performance to the OEO. This information shall be placed in the officer's extra duty file.
- h. Coordinators who fail to uphold their obligations will have their coordinator privileges revoked.

i. Sworn officers shall not coordinate private pools unless they are an approved coordinators through the OEO.

j. Reserve Officers shall not serve as coordinators.

14. Extra-Duty Website

a. The OEO is responsible for ensuring the fair and equitable distribution of extra duty jobs.

b. The SPD shall utilize a specific software/website, as designated by the OEO to manage the extra duty program.

c. Sworn officers shall be familiar with this software/website and will use it to account for all extra-duty work performed. This will include signing up for, working, and closing out jobs as directed by policy.

d. Sworn officers interested in participating in the extra duty program shall contact the OEO for software/website training and access.

e. Sworn officers shall not work extra-duty jobs until they are trained and have access to the software/website.

f. Extra-duty employment shall not be advertised via SPD email unless sent from the OEO. Officers wishing to notify the SPD sworn officers of a short notice job opportunity shall contact the OEO for dissemination.

g. Sworn officers are responsible for reading all information pertaining to a job that they are interested in working. The officer shall ensure that they meet all listed requirements of a job before accepting the assignment. The officer shall perform all special instructions as directed in the job. Failure to meet requirements may result in removal from the job and/or job pool. Officers shall not sign up for jobs in which they do not meet the qualifications (i.e. specialized training, or equipment such as a marked police vehicle).

h. Extra-Duty Job Commitment Guidelines

1) Sworn officers shall only sign up for jobs they intend to work and must not apply for jobs that interfere with opportunities they're already scheduled to work.

2) Officers are prohibited from canceling one job to accept a more favorable job.

i. Sworn officers participating in the extra-duty program shall sign up, and close out jobs on the software/website. It is the individual responsibility of the officer who works the job to ensure that the information is accurate. Officers shall close jobs within five (5) days after completion of the job. If the job remains unclosed after five (5) days, the

OEO shall suspend the officer's account, which shall prohibit the officer from applying for new jobs. After the officer has closed all their extra duty jobs, and notified the OEO, their account will be reactivated. Officers who chronically fail to close jobs will have their extra duty privileges curtailed.

- j. The sharing of logins and passwords for the extra duty software/website is prohibited.
- k. Sworn officers who split shifts or substitute for other sworn officers scheduled to work a job shall ensure that the software/website contains all accurate information.
- l. If a sworn officer is unable to work a scheduled job, they shall notify the point of contact for the job and the job site coordinator of their inability to work the job.
- m. Jobs lasting less than four (4) hours shall be closed out with the four (4) hour minimum. Sworn officers shall note actual hours worked in the comments section.
- n. Sworn officers shall only participate in a maximum of three (3) private pools.

15. Departmental Vehicles

- a. Some extra-duty jobs require the use of a departmental vehicle. Extra-duty jobs requiring vehicles for traffic control shall utilize marked police vehicles only. .
- b. Jobs that require the use of departmental vehicles shall indicate this requirement on the extra duty website.
- c. The officer will include accurate vehicle usage information when closing out jobs. Vehicle usage means that the vehicle is driven or running during the job. Examples of vehicle usage includes patrolling a neighborhood or traffic control where the vehicle is running and emergency lights are operational.
- d. Driving a departmental vehicle to and from an extra-duty job does not constitute vehicle usage.

B. Prohibited Outside Employment

- 1. All SPD employees are prohibited from engaging in the following in outside employment:
 - a. In a place of illegal operation.
 - b. For a proprietor or company previously convicted of illegal sale of alcohol after hours, or for a non-licensed establishment, unless approved by the Chief of Police.
 - c. For a proprietor or company previously convicted of the illegal sale of contraband or narcotics, unless approved by the Chief of Police.

- d. For a firm where a labor dispute or strike is occurring.
- e. For a bail bond agency.
- f. For an establishment declared “Off Limits” to outside employment by the Chief of Police.
- g. For insurance agencies, private guard services or security agencies, collection agencies, attorneys, or any other such employment that requires investigative work or which requires access to police records, files, or information, unless such work is only security in nature through the extra-duty program is approved by the Chief of Police.
- h. That detracts from the employee’s efficiency in their normal on-duty functions.
- i. That creates a conflict of hours or availability for assigned duties.
- j. As a contract representative or agent for sworn officers who are hired off-duty, which involves receiving any payment or monies for which a service has not been performed according to the hourly rate established by the Chief of Police. However, payment may be received for actual services performed such as actual hours worked, scheduling sworn officers to work, completing payroll etc.
- k. That requires an employee to direct or interrupt traffic flow on a public highway or thoroughfare for a private business or enterprise, unless approved by the Chief, Traffic Unit or OEO.
- l. In any capacity which may be construed as a conflict of interest or which damages the reputation of CoS, Chatham County, or SPD.

2. In addition to the prohibitions above, sworn officers are prohibited from working:

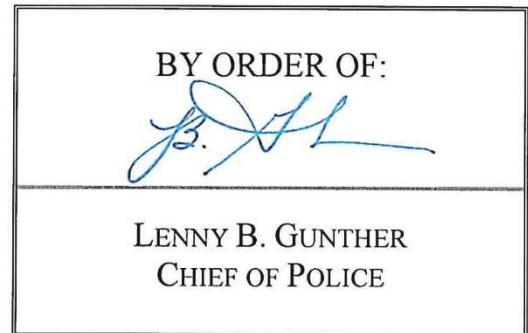
- a. As a bartender or bouncer in an establishment selling alcoholic beverages.
- b. As a taxi or wrecker driver.
- c. As an owner, operator or sales representative for any alarm system or alarm company.
- d. In a capacity in which the Officer handles currency or valuables. **NOTE:** This prohibition applies to extra-duty work. Officers may handle currency/valuables in an off-duty, non-law enforcement job (e.g., lawn service, cashier, etc.)
- e. In any capacity in which the Officer would enforce house rules (i.e. hand stamping, wrist banding, ticket taking, and checking I.D.) that are not related to law enforcement.
- f. In any capacity performing menial tasks or labor that would demean a Police Officer

or reduce the amount of respect shown to a Police Officer.

- g. In any establishment that provides or promotes adult entertainment as defined by city or county ordinance.
3. The Chief of Police may revoke outside employment at establishments that fail to comply with eligibility requirements and any other provisions outlined in this directive.

C. REVOCATION OR SUSPENSION OF OUTSIDE EMPLOYMENT

1. Any SPD employee may have their outside employment privileges either suspended or revoked for any of the following reasons.
 - a. Poor on-duty job performance.
 - b. Excessive complaints during off-duty employment.
 - c. Part of disciplinary action
 - d. Failing to comply with provisions outlined in this policy.
2. In the case of sworn officers, extra-duty privileges shall only be suspended or revoked by the OEO or a Captain or above.
3. A supervisor wishing to revoke or suspend extra-duty privileges shall notify the OEO in writing.
4. Sworn officers whose accounts are suspended or revoked shall receive written notification.



APPENDIX 1 – DEFINITIONS

A. Courtesy Officer - Any sworn member working security at an apartment or condominium complex where the employee resides and receives any compensation (discounted rent or free services)

B. Outside Employment - Off-duty and extra-duty work performed for an employer, other than the Savannah Police Department, (whether for a business, corporation, governmental unit, National Guard or military reserve component, or self-employment) for which payment is received.

C. Extra-Duty Employment - Outside employment wherein the use of law enforcement powers are anticipated.

D. Off-Duty Employment - Outside employment wherein the use of law enforcement powers are not anticipated.

E. Bouncer - A person employed at a club, night club, etc. to prevent unwanted people from entering and to eject drunks or troublemakers.

F. Private Pool – A group of officers who have exclusive access to jobs for a specific employer. Private pools are managed by coordinators.

G. Coordinator – Officers who coordinate extra duty for a specific employer. Coordination includes management of a private pool, scheduling officers, ensuring that officers have proper paperwork on file prior to working, and are generally the primary point of contact for both the Department and the employer.

APPENDIX 2 – CoS OUTSIDE EMPLOYMENT FORM



OUTSIDE EMPLOYMENT APPROVAL FORM

Name _____ Employee # _____

Home Address _____

Department _____ Position _____

Do you have other employment or business interests including additional jobs with the City of Savannah?

NO YES

If yes, complete the following **OUTSIDE EMPLOYMENT INFORMATION** (If self-employed, so state):

Name of Firm _____

Address: _____ Telephone #: _____

Estimated hours per week of employment _____ Duties involved in outside employment (Describe in detail):

I have carefully read the policy governing outside employment and sincerely believe that none of the stated conditions will be violated by approval. I understand that any injury or illness incurred by me while performing duties in outside employment for myself or others are not covered for treatment by the CITY'S medical benefits program or workers' compensation program and does not qualify for sick leave and I will not file claims or request sick leave for such injury or illness.

Date _____ Signature of Employee _____

Recommendation of Immediate Supervisor: Approved Disapproved
(Give reasons for approval or disapproval)

Date _____ Signature of Immediate Supervisor _____

Recommendation of Department/Division Head: Approved Disapproved
(Give reasons for approval or disapproval)

Date _____ Signature of Department/Division Head _____

Decision of Bureau Head: Approved Disapproved

Date _____ Signature of Bureau Chief _____

Please return to the Human Resources Department

Rev. 8/17/10

APPENDIX 3 – SPD FORM 99c, Request to Hire a Police Officer (Extra-Duty)



REQUEST TO HIRE A POLICE OFFICER (EXTRA-DUTY)

Business Name:		Contact Person:		
Address:		Phone:		
<p>As an employer of an "extra-duty" Savannah Police officer(s), I understand that the employment of an officer(s) in no way grants immunity from prosecution under Federal, State, or Municipal law pertaining to the proper conduct of my business. I understand that the responsibility of all officers is the enforcement of the ordinances and laws of the City of Savannah, the State of Georgia, and the United States of America. I understand that officers can enforce the law or prevent a breach of peace but this authority does not extend to the enforcement of rules made by the management that would be in violation of any Federal or State law or Municipal ordinance. I understand that, as an employer, I can be held responsible for any injury to an officer, which may arise out of, or in the course of their employment with my company. I understand that such protection from liability for such an injury can be covered by my State Workmen's Compensation Insurance Carrier. Such responsibility shall be solely mine and not the City of Savannah unless the officer's action is such that they are performing official police duties (as described in GO # ADM-015).</p> <p>I further understand that the permission granted officers to work for my establishment is TEMPORARY AND REVOCABLE at any time by the order of the Savannah Police Department.</p>				
Initial	I have received and read a copy of SPD GO# ADM-015 and the current SPD special order regarding extra duty rates of pay.			
Initial	I understand that I must report all monies disbursed to the officer on one of the following: <input type="checkbox"/> W-2 <input type="checkbox"/> 1099			
Initial	I understand and agree to the City of Savannah's Cost Recovery fees.			
Initial	If this is a Courtesy Officer Position what type of Compensation will be received by the requesting officer? Discounted Rent <input type="checkbox"/> Free Services <input type="checkbox"/> Both <input type="checkbox"/> Approved/Denied By: _____ Date: _____			
INDEMNIFYING AGREEMENT AND WORKER'S COMPENSATION COVERAGE FOR SECONDARY EMPLOYMENT				
<p>For and in consideration of permission to hire an "extra-duty" officer being granted, the undersigned agrees to indemnify, hold harmless, and defend the Mayor and Aldermen of the City of Savannah, the Savannah Police Department, their agents, servants and employees (hereinafter "Indemnitees") from claims, liability, loss, damage, injury, or expenses, including attorney's fees, arising out of the extra-duty employment of officers by the undersigned. This agreement will not extend to any claims caused by or resulting from the sole negligence or willful misconduct of the Indemnitees.</p> <p>The undersigned will meet the requirements of State Law, concerning State Workman's Compensation, which covers <u>any officers</u> during the time of their employment by the undersigned and agrees to provide access to all information concerning Worker's Compensation Insurance Coverage to the Chief of the Savannah Police Department or designee.</p>				
I hereby certify that I am authorized to execute this agreement on behalf of the extra-duty employer.				
Print Name – Owner, CEO or Manager:		Signature – Owner, CEO or Manager:		
Insurance Company's Name (Worker's Compensation):		Policy Number:		
Complete Address of Insurance:		Name and Phone # of Insurance Agent – Or Attach a letter from Agent:		
Officer's Name/Payroll Number:		Officer's Signature:		Date:
Do Not Write in the Space Below (Official Use Only)				
Date Submitted:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Date Approved/Denied:	Approved/Denied By (Special Events Coordinator):	