

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA  
BOARD OF METROPOLITAN COMMISSIONERS  
RESOLUTION NO.: 110**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR  
OFF-DUTY / EXTRA DUTY EMPLOYMENT, AND ALL MATTERS  
RELATED THERETO**

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Off-Duty / Extra Duty Employment ; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Off-Duty / Extra Duty Employment that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

**WHEREAS**, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Off-Duty / Extra Duty Employment will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:**

**SECTION ONE:** That General Order for Off-Duty / Extra Duty Employment known as General Order No. 4.05, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Off-Duty / Extra Duty Employment for the St. John Metropolitan Police Department.

**SECTION TWO:** That General Order No. 4.05 for Off-Duty / Extra Duty Employment be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

**SECTION THREE:** The General Order No. 4.05 established herein replaces and supersedes all other Police Department Standard Operating Policies and Procedures

ORIGINAL



and General Orders related to Police Department Off-Duty / Extra-Duty Employment as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 22 DAY OF May, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,  
INDIANA, BOARD OF METROPOLITAN  
POLICE COMMISSIONERS:

  
\_\_\_\_\_  
Rose Hejl, Chairperson

\_\_\_\_\_  
Paul Haluska, Vice-Chairperson

  
\_\_\_\_\_  
Robert Long, Member

  
\_\_\_\_\_  
Kevin Vana, Member

\_\_\_\_\_  
Charles Sawyer, Secretary

ATTEST:

\_\_\_\_\_  
Recording Secretary



# General Order 4.05

## Off-Duty / Extra Duty

### Employment

Effective

#### I. PURPOSE

A. The purpose of this General Order is to establish guidelines under which members of the St. John Metropolitan Police Department may engage in outside employment, business, or volunteer work (ILEAC 4.05 (a)).

#### II. POLICY

A. Off-duty employment is regulated to ensure on-duty efficiency, to prevent possible conflicts of interest, and to control situations where discredit to the Department might result. Off-duty employment is a privilege granted by the Chief of Police and may be revoked if the employment is deemed detrimental to the Department.

#### III. DEFINITIONS

- A. Extra-duty employment - Any employment that is conditioned on the actual or potential use of law enforcement powers by the off-duty employee.
- B. Off-duty employment - Any employment that will not require the use or potential use of law enforcement powers by an off-duty employee.

#### IV. PROCEDURE (ILEAC 4.05 (c))

A. Responsibilities for coordination.

1. Off-Duty Employment:

a. Upon approval for off-duty employment, the employee is responsible for all scheduling, payroll, etc., associated with the employment activity.

2. Extra-duty employment:

- a. The Chief of Police will designate a person responsible for extra-duty employment.
- b. Any officer who wants notification of extra duty employment opportunities that are called into the department shall notify the Chief's designee.
- c. Those names shall be placed into an extra-duty employment notification group.
- d. When requests are received by the St. John Metropolitan Police Department by individuals seeking off-duty officers for employment opportunities, the following procedures will be followed:

1. Requests are received by the Chief's Designee and the date, time, location, wage, and nature of the requested details are determined.
  2. The Chief's Designee issues an extra-duty employment announcement, via Department e-mail, to those officers who have previously indicated that they want to be included in the extra-duty employment notifications.
  3. Any officer wanting to participate in the announced employment should contact the Chief's Designee as soon as possible, as it is provided on a first come-first serve basis.
3. Neither the St. John Metropolitan Police Department nor its employees are obligated to perform any off-duty or extra-duty functions.
  4. Grants:
    - a. Employees may sign up for any police related grants, including DUI and OPO (Operation Pull Over) Grant work through the designated coordinator. However, if for some reason the officer signing up for that particular job cannot work the assigned date, it will be the responsibility of the officer signing up to get a replacement to work that date. If a replacement officer cannot be reached, the officer will advise the coordinator as soon as possible.
  5. The individual employee will manage long-term extra-duty employment (i.e. long-term hospital security).
- B. Guidelines on off-duty employment.
1. Officers working extra-duty as law enforcement officers shall have full authority as sanctioned by the State of Indiana and the Town of St John. Officers shall not use this authority to enforce policies, procedures, or regulations of a company or organization that are not law enforcement in nature.
  2. Hours worked will not be in conflict with regular law enforcement duties or inhibit a member's ability to perform satisfactorily during normal duty hours. Employees working off-duty are subject to be called to duty if required by the Chief of Police. In this instance, the first priority is the employee's position with the Town of St. John.
  3. When an employee is working extra-duty employment in the Town of St John, he or she may wear the same uniform and accessories as worn on-duty or wear the Utility Uniform or ATV Patrol Uniform as designated and specified in General Order 2.13.1 Uniforms and Appearance.
    - a. Officers working authorized extra-duty employment shall be allowed limited use of Department issued equipment. It may be the officer's responsibility to replace or repair any Town property damaged as a direct result of working an extra-duty job.
  4. While engaged in extra-duty employment within the Town limits, the employee shall be subject to the orders of the on-duty supervisor when applicable.



5. The Chief of Police may grant an exception to policy for extra-duty employment based on the event and the number of additional law enforcement personnel assigned to the event.
  6. Officers engaging in extra-duty employment outside of the municipal boundaries of the Town of St. John shall not wear the Department uniform or emblem.
  7. All officers engaging in off-duty and/or extra-duty employment shall adhere to all Department rules, regulations, General Orders, special orders, and policies.
- C. The following procedures will be followed on extra-duty employment related arrests (except Task Force Driving Grant related arrests in which the arresting Officer will complete the arrest and related paperwork as if on-duty) within the corporate limits of St. John:
1. The employee will call the Police Department and arrange for transportation of the accused when indicated.
  2. The transporting officer will then book, release, lodge or PR bond the accused and will be listed as the booking officer. The off-duty officer will be the arresting officer.
  3. The arresting officer will complete the case report and any other reports that are required for the arrest.

V. PROHIBITED CONDUCT

- A. Probationary employees may not engage in off-duty or extra-duty employment unless approved as an exception to policy by the Chief of Police. Additionally, non-sworn personnel may not work part time jobs that are categorized as extra-duty.
- B. Officers while on sick leave or Workman's Comp shall not engage in off-duty or extra-duty employment.
- C. Officers on suspension or limited duty are not permitted to accept any extra-duty employment.
- D. Any off-duty or extra-duty employment that adversely affects or impairs the morale, efficiency, or operation of the Department and any employment which has a tendency to adversely affect, lower, or destroy public respect and confidence in the Department or the officer is strictly prohibited. The Chief of Police may prohibit off-duty employment at locations and businesses that may tend to discredit the officer or the department.
- E. St. John Metropolitan Police Department personnel are prohibited from working off duty employment at establishments that primarily sell and/or dispense alcoholic beverages for sale. In special circumstances, the Chief of Police may authorize off duty employment for single events or functions within the Town of St. John with strict guidelines set forth for the off-duty personnel.
- F. Employment that presents potential conflict of interest between their duties of for the secondary employer. Some examples of employment representing a conflict of interest are (ILEAC 4.05 (b):

1. As a process server, repossession agent, or bill collector, towing of vehicles or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
  2. Personnel investigations for the private sector or any employment that might require the police officer to have access to police information, files, records or services as a condition of employment.
  3. In police uniform in the performance of tasks other than that of a police nature.
  4. Which assists (in any manner) the case preparation for the defense in any criminal or civil action or proceeding.
  5. For a business or labor group that is on strike.
- G. Town owned vehicles will not be used when traveling to or from long-term extra-duty employment.
- H. A violation of the above guidelines by an employee may result in the termination of that employee's privilege to sign up for and work extra-duty employment.

## VI. REPORTING REQUIREMENTS

### A. Application, approval and revocation

1. Before accepting off-duty or extra-duty employment, an Off-Duty Employment Request form must be completed by an employee. The form is furnished by the Department and asks specific questions concerning the terms of employment. Off-duty employment requests are valid for the calendar year in which they are submitted and must be resubmitted on January 1st of each year.
2. Off-duty and extra-duty employment requests must be forwarded to the Chief of Police. The Chief of Police will then review the off-duty or extra-duty employment request and either approve or not approve the request for off-duty or extra-duty employment.
3. At the time of approval or denial by the Chief of Police, a copy of the Off-Duty Employment request form will be maintained by the Chief of Police.
4. Any changes to the original information submitted for approval must be identified on a new request form if the original conditions change.
5. All requests for off-duty or extra-duty employment will be submitted at least two business days before commencement of the off-duty or extra-duty employment. Exceptions may be approved by the Chief of Police on a case-by-case basis.
6. Any supervisor may order an employee to cease working off-duty or extra-duty employment if the employee is found in violation of any Department rules, regulations, General Orders, special orders, and/or policies, which could embarrass or discredit the officer or department, or if the employee is physically or mentally incapable of performing the job. In a measure this extreme, immediate justification, in writing must be submitted to the Chief of Police by the supervisor initiating this action.