

**WARREN TOWNSHIP POLICE DEPARTMENT**

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|-------------------------------------|----------------------------|--------------------------------|----------|----------|
| GENERAL ORDER<br>GO-112             | DATE ISSUED:<br>04/10/2010 | EFFECTIVE DATE:<br>Immediately | Revised: |          |
|                                     |                            |                                | Date:    | Section: |
| SUBJECT: Outside Employment Policy  |                            |                                |          |          |
|                                     |                            |                                |          |          |
| REFERENCES:                         |                            |                                |          |          |
|                                     |                            |                                |          |          |
| ISSUED BY CHIEF: Russell W. Leffert |                            |                                |          |          |

I. Purpose

The purpose of this policy is to institute regulations governing outside employment privileges for sworn police personnel of the Warren Township Police Department.

II. Policy

It shall be the policy of the Warren Township Police Department that prior to engaging in any outside employment all officers shall request, in writing, permission to engage in such employment. No employment shall begin prior to departmental approval.

III. Procedure

A. Application Procedure

Requests for outside employment will include the name of the employer and or company, the address of employment, a description of the nature of the work, and the specific duties and hours the officer will work.

1. Supervisor's Review

The applicant's immediate supervisor shall endorse the request recommending approval or disapproval and forward the request to the Chiefs of Police. In those cases where the immediate supervisor recommends disapproval, a report supporting his/her recommendation shall be attached.

2. Chief of Police

The Chief of Police reserves the right to deny a request for the following:

- a. The nature of the employment conflicts with the interest of the department or public welfare;
- b. The officer's sick record indicates the lack of stamina necessary to sustain both department and outside employment;
- c. The officer is on sick leave;

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- d. The officer is on workmans compensation; or
- e. The officer is on limited duty.

**B. Conditions of Permission**

Upon approval of the request by the Chief of Police, a record of the outside employment will be kept in the officer's file.

1. The initial approval for outside employment is only authorization for the specific work outlined in the request. Any other employment may subject the officer to the disciplinary process.
2. If the conditions of employment change, such as change of employer, change of location of employment, or the change of type of work, a new application must be submitted.

**C. Officer Responsibility**

An officer, while engaged in outside employment, shall at all times take proper action on any offense or conditions which normally would require police action within the statutory boundaries of his authority.