



**TOWN OF SENECA FALLS POLICE
DEPARTMENT**

GENERAL ORDER



GENERAL ORDER #: 245	RESCINDS: 07/01/13
SUBJECT: Additional Employment	NYS ACCREDITATION:
EFFECTIVE DATE: 06/28/2017	
BY ORDER OF: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedure for additional employment for members of the Seneca Falls Police Department.

II. DEFINITION

Additional Employment – Employment by a member of the Seneca Falls Police Department, other than at the Seneca Falls Police Department, during hours other than scheduled duty time. For purposes of this order, additional employment shall exclude volunteer services to charitable organizations; except volunteer security work which will require adherence to all requirements of this order.

III. POLICY

- A.** No member of the Seneca Falls Police Department may engage in any employment other than with the Town of Seneca Falls Police Department without written approval as set forth in this order. [Revised: 06/28/2017]
- B.** All requests for additional employment will be submitted on Seneca Falls Police Department memo. [Revised: 06/28/2017]
- C.** Members will not wear or use Seneca Falls Police Department uniforms or equipment (including the Seneca Falls Police Department issued firearm) in their additional employment without requesting such permission in writing from the Chief of Police via Seneca Falls Police Department memo. [Revised: 06/28/2017]
- D.** No member shall request a leave of absence to fulfill additional employment duties.
- E.** Employees shall not devote any of their on-duty time to the pursuit of any private business, private enterprise or personal association.
- F.** Additional employment cannot exceed twenty (20) hours per week.

- G.** Before consideration is given for a member to work in a part-time security capacity, he/she will be required to submit a copy of a badge or identification furnished by the prospective employer identifying the applicant officer as an employee of that business.
1. Any officer who has received permission to work part-time for an outside business in any security capacity will be considered an employee of that business while actively working part-time and will identify himself/herself as an employee of that business and not as a member of the Seneca Falls Police Department.
 2. While actively engaged in outside employment as a security agent, no member will be permitted to use his/her Seneca Falls Police Department identification card or his/her Seneca Falls Police Department badge.
 3. In the event a member effects an arrest while acting as a security agent for an outside business, he will make the actual physical arrest in the same manner as a non-sworn citizen and then will turn over the arrest to an on-duty police officer.
 - a. Complete a "Subjects Resistance Report" for any arrest made which results in the member's use of physical force. This report is due at the end of the member's next tour of duty, or within 72 hours, whichever is sooner. It will be forwarded through the chain of command per current directives. Additionally, if serious physical injury results or if member uses deadly physical force, he must immediately notify the on-duty shift supervisor.
 - b. Any subsequent court appearances relating to this arrest will be made on the member's own time and no compensation by the Seneca Falls Police Department will be allowed. On-duty members will be required to request time off for their appearances. No member will appear in court in uniform or act as representative of the Seneca Falls Police Department for these appearances.

IV. PROCEDURES

Requests for additional employment will be filed in the following manner:

- A.** Submit one copy of Additional Employment Form, with any attachments required, through the chain of command to the Chief of Police.
- B.** The Chief of Police will review requests and recommend either approval or disapproval. Reasons for disapproval shall be cited such as those listed in section V below.

V. CAUSES FOR DISAPPROVAL OR CANCELLATION OF PERMISSION

- A.** As provided by the General Municipal Law, the member's additional employment must not:
1. Interfere or conflict with his regular duties as a member of the Seneca Falls Police Department or his availability for emergency duty, or
 2. Affect his physical condition to the extent that it impairs his ability to efficiently perform such duties.
- B.** On-duty performance, tardiness, and compliance to the Seneca Falls Police Department guidelines shall be considered as causes for disapproval. Additional causes shall include, but are not limited to, the following:
1. Those occupations specifically denied to the police officer by law, e.g. bartender.
 2. Those occupations that by their nature constitute a conflict of interest or such conflict can be reasonably inferred as determined by the Chief of Police.
 3. Where the member's use of sick time is of such proportions as to indicate that additional employment would further add to his poor state of health and would further impair the ability to discharge his police duties.
 4. Whereas a condition of employment the member's uniform, badge, gun, or exercise of police authority is to be used in the performance of such employment.
 5. Any involvement in a labor dispute, other than official police involvement as mandated by law.
 6. Any other just and reasonable cause.
- C.** All terminations of additional employment must be reported immediately through the chain of command.

VI. GENERAL PROVISIONS

- A.** The immediate supervisor of any member applying for additional employment approval is responsible for ascertaining that none of the conditions listed in section V of this order exist prior to recommendation for approval of the request. No request form shall be forwarded unless all questions are answered.

- B.** The applying member, in addition to being jointly responsible for the provisions in preceding section A, is also specifically responsible for insuring that none of the conditions listed in section V exist anytime during his employment. If, at any time during the employment, the applying member discovers any such conditions, he will immediately notify his supervisor and terminate such employment.
- C.** Approved requests for additional employment will be effective from the date of approval until the following January 1st, or until subsequently canceled by the member or cancellation for cause by his commanding officer or higher.
- D.** All approvals must be renewed on an annual basis (January 1st) except those approvals in force less than thirty (30) days, which need not be reapplied for.
- E.** All records pertaining to additional employment will be maintained by the Chief's Office.