
	Florida State University Police Department	
OFF DUTY EMPLOYMENT		
Revision Effective Date: 09/01/17	General Order 403	Attachments: FSU Form, <i>Statement Concerning Outside Employment for A&P and USPS Employees.</i>
Rescinds/Amends: 09 (6/24/16), 12-09	Distribution: Department-Wide	CFA Reference: 2.10, 2.11, other: FSS 561.25, 648.44, 112.313
	Pages: 4	

Policy

OFF DUTY EMPLOYMENT

Purpose

The purpose of this general order is to establish policy and guidelines for off duty (secondary) employment for sworn and non-sworn members of the FSUPD. The agency will evaluate all off duty (secondary) employment in accordance with the provisions of this general order and University Policies to ensure such employment does not create a conflict of interest with the FSUPD, violate the professional standards of the agency or violate Florida Statutes. Florida State University Police Department **does not** allow Law Enforcement related off-duty employment.

Procedure.

A. **Off Duty Employment** [CFA 2.10].

1. Sworn and non-sworn members may engage in off duty employment only after permission has been granted by the Chief of Police. Department members wishing to engage in off duty employment shall submit a written request on FSU form, "*Statement Concerning Outside Employment for A&P and USPS Employees,*" to the Chief via chain of command. The written request shall include:
 - a. Description of duties to be performed;
 - b. Name and address of the business or place of employment;
 - c. Hours of work assigned;
 - d. A termination date, not to exceed one year.

2. Approval may be denied or terminated where it appears that the off duty employment creates a conflict of interest or interferes with the employee's obligation to the Florida State University Police Department including, but not limited to:
 - a. Causing the member to be unavailable during emergencies;
 - b. Physically or mentally exhausting the member to the point that his/her performance may be affected;
 - c. Requiring that any special consideration be given to scheduling of the member's regular duty assignment, or
 - d. Impairing the operational efficiency of the Department or member.

- e. Creating a negative public impression of the FSU Police Department or of the officer as a result of formal complaints or negative publicity levied against the outside employer.
3. Employees engaged in off duty employment must update their off duty employment status with the Chief of Police annually and when any changes occur. The continuation request for off duty employment must be submitted at least thirty (30) days prior to expiration of the original request.
 - a. Prior to approval of the continuation request, a review shall be conducted by the member's supervisor to ensure that the provisions of this general order are being followed.
 - b. If the reviewing supervisor determines that the provisions of this general order are being violated, or that the off duty employer's conduct has created a negative impression of the FSU Police Department or of the officer in accordance with the provisions of Section 2(e) of this general order, a recommendation shall be made to the Chief of Police to withdraw authorization for the off duty employment. The Chief is the final authority for revocation of off duty employment.
 - c. A copy of the request for off duty employment shall be placed in the member's personnel file.
 4. Members engaging in off duty employment must take reasonable precautions to ensure that the off duty employer or other recipient of services understands that the member is engaging in such off duty employment as a private citizen and not as an employee or spokesperson of the Florida State University, the Florida Board of Education, or the Department.
 5. Employees engaging in off duty employment shall not use agency vehicles, property, uniforms, equipment, or other agency resources while engaged in off duty employment, except when such use is approved the Chief of Police. Members authorized full use of take home vehicles are authorized to utilize an agency vehicle under the provisions of the General Order titled "Vehicle Use".

B. Off- Duty Employment Not Authorized

1. Sworn employees may not be employed as a bartender, bouncer, and/or waitress/waiter where the sale and consumption of alcoholic beverages is the primary source of income for the business (FS 561.25). Civilian employees' authorization to work as a bartender or waitress/waiter will be on a case-by-case basis.
2. Bail bondsman (FS 648.44).
3. Investigative work for attorneys, insurance firms, collection agencies, or security services (FS 112.313 conflict of interest).
4. Any other employment that adversely affects the performance of official duties, or creates a conflict of interest in violation of Florida law (FS 112.313). Examples may include employment by or as a process server, bill collector, tow company, pawn dealer or second-hand dealer.

C. Significant Events During Off Duty Employment

If the officer is working an off duty employment and is involved in significant event of a civil or criminal nature, he/she shall complete and submit a written incident report to the on-duty Shift Supervisor as soon as possible (ASAP), detailing the nature of the significant event. The report shall be written and submitted in accordance with the provisions of the General Order titled "Field Reporting Procedures." After review by the on-duty Shift Supervisor, the report shall be forwarded to the Captain for Uniform Operations.

D. Dual Employment

Dual employment is a situation where an employee in a regularly established position with more than one state employer may exceed eighty (80) hour pay period of state employment.

1. A request for dual employment must be approved by the Chief of Police prior to the employee's engaging in a dual employment situation.
2. A copy of the request shall be placed in the employee's personnel file

E. Point of Coordination and Administration

The Captain for Uniform Operations shall be designated as the member of the command-level staff responsible for periodically reviewing the records of all officers working off duty or dual employment. He/she shall further ensure that all such off duty employment is conducted in accordance with the provisions of this general order. He/she shall report, in writing, any significant infractions of this general order immediately to the Chief of Police and the sworn officer's immediate supervisor.

F. Conduct

All Department employees engaged in outside employment shall be subject to the provisions of all applicable Florida Board of Governors, Florida State University, and Department rules and regulations concerning conduct and behavior.

Glossary - None

Conflict of Interest – any secondary employment activity that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of the official duties of the Department.

Law Enforcement Related Off-Duty Employment – any secondary employment that is conditioned on the actual or potential use of law enforcement authority by the off-duty member.

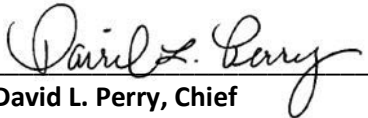
Non-Law Enforcement Related Off-Duty Employment – Any secondary employment that does not anticipate the use of law enforcement authority by the off-duty member.

Indexing. This general order shall be indexed as:

Dual Employment
Off Duty Employment
Off Duty Employment, Prohibited
Outside Employment
Reports, Off Duty Employment
Secondary Employment

Attachments

FSU Form, *Statement Concerning Outside Employment for A&P and USPS Employees.*

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