


<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 448.1
	Subject/Title: Extra-Duty Employment	Issue date: April 24, 2018	
		Effective Date: May 21, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Policies and Procedures #: 105, 302 Collective Bargaining Agreement		Rescinds: N/A	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding extra-duty employment.

II. POLICY

- A. It is the policy of the East Haven Police Department for its sworn personnel to be eligible to participate in Department approved-extra duty employment upon their successful completion of the Department's Field Training Officer Program.

III. DEFINITIONS

- A. Extra-duty employment/assignment: Refers to police duty performed for which an officer is paid outside of the scope of his/her regular wages via the Department.
- B. User: Contractor(s), utility companies, businesses, organizations, associations, club or person(s) or representative of receiving extra police duty through the Department.

IV. GENERAL GUIDELINES AND CONSIDERATIONS

- A. There are two types of extra-duty assignment:
1. Traffic Duty in which the primary service is the direction of traffic at a particular site for the benefit of the user and the protection of the public traveling in that area.
 2. Security Duty in which the officer(s) provides security for the benefit of the user at a determined site; i.e. sporting event, plaza, carnival, etc.

- B. Extra-duty assignments are subject to approval, review, and revocation by the Chief of Police or his/her designee.
- C. Whenever any officer is engaged in an extra-duty assignment, such officer is subjected to all the Policies and Procedures of the Department.
 - 1. Officers shall be accountable for their actions in the same manner as they would be for their regular work assignments.
 - 2. Officers should refrain from performing any function beyond that for which he/she was hired (i.e. operate equipment, park cars, provide transportation, etc.) unless an exigent situation dictates otherwise.
 - 3. Officers shall not engage in extra-duty assignments that interfere, conflicts with, or brings discredit to the Department.

V. PROCEDURES

A. Extra-duty Assignments

- 1. Officers are not to accept extra-duty assignments directly from a “User”. All requests for extra-duty assignments shall be directly communicated from the “User” to the Department.
- 2. Once the request is received by the Department, a supervisor shall be responsible for entering the request into Telestaff and filling the extra-duty assignment according to the current Collective Bargaining Agreement.
 - a. The supervisor shall also document the following in Telestaff, which shall be maintained for a period of not less than one fiscal year:
 - b. Date, start and end time of assignment.
 - c. Name of officer(s) assigned.
 - d. Location of the assignment.
 - e. Contact/billing information for the “User”.
- 3. Officers assigned to a security-duty detail shall report to the job site properly equipped and dressed in accordance with Policies and Procedures # 105 – Uniforms, Equipment and Personal Appearance and Policies and Procedures # 302 – Weapons and Weapons Storage.
- 4. Officers assigned to a traffic-duty detail shall report to the job site properly equipped and dressed in accordance with Policies and Procedures # 105 – Uniforms, Equipment and Personal Appearance, and shall, at minimum, carry their Department-issued firearm, handcuffs, and portable police radio.

5. Upon arriving to the job site, officers shall notify Dispatch via the police radio of their arrival, location, and police vehicle number, if applicable. Officers shall also update Dispatch when changes to the job's location occur.
 - a. Dispatch shall document the information in the Computer-Aided Dispatch (CAD).
6. Officers shall notify Dispatch of the conclusion of the extra-duty assignment, which shall also be indicated in CAD by the Dispatch.
7. Officers shall submit a completed Extra Duty Pay Slip to the Secretary to the Chief of Police within a reasonable amount of time once the extra-duty assignment has been completed.
8. Supervisors shall oversee the adherence to the Department's Policies and Procedures, processes, and other matters regarding extra-duty assignments.