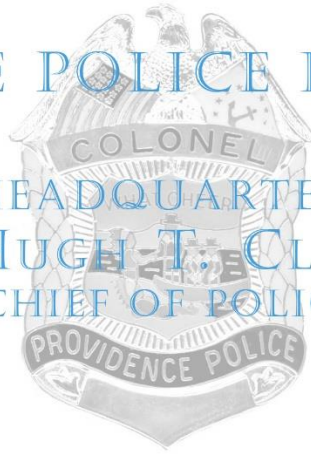


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	250.09	1/7/2019	1/8/2019
SUBJECT TITLE	PREVIOUSLY ISSUED DATES		
Outside Employment	Supersedes G.O. #32 Series 2001; Amends Rules and Regulations Part II #203.14		
REFERENCE	RE-EVALUATION DATE		
N/A	1/8/2020		
SUBJECT AREA	DISTRIBUTION		
Conditions and Benefits of Work	All Sworn Personnel		

PURPOSE

The purpose of this policy is to communicate information to sworn officers pertaining to engaging in “outside employment”, as defined herein.

POLICY

It is the policy of the Providence Police Department to allow sworn officers to engage in outside employment and to establish parameters regarding such employment.

DISCUSSION

For the purpose of this General Order, the following definitions shall apply:

Outside Employment: Any type of employment worked that is not part of an officer’s regularly assigned tour of duty within the Department. This includes, but is not limited to: self-employment; contractual employment; any employment offered by parties other than the Department; and any Department-related court time, overtime, callback, or detail assignments.

Detail Assignments: Any work that is assigned by, agreed upon, or falls under the purview of the Department’s Detail Office and that is governed by the rules and regulations of the Department as well as the Collective Bargaining Agreement.

PROCEDURE

I. OUTSIDE EMPLOYMENT, GENERALLY

- A. Maximum Hours Allowed.
 - 1. No officer shall work in excess of thirty-two (32) hours of outside employment per week.
 - 2. It is the sole responsibility of each individual officer to ensure that the total number of hours of outside employment that he/she works in any one week does not exceed thirty-two (32) hours.
- B. Providence Police Department Rules and Regulations Part II, 203.14, states that an officer's first obligation is to his/her sworn duty as a member of the Providence Police Department, and that officers must be available for duty in the event of an emergency. Additionally, this rule/regulation is hereby amended, as follows:

203.14 OUTSIDE EMPLOYMENT

- 1. *With the exception of detail assignments, court time, overtime, and call back, members desiring to engage in outside employment must submit to the Human Resources Bureau a fully completed formal application. The application shall then be forwarded to the Chief of Police for approval/denial.*
- 2. *No outside employment will be permitted unless final approval is granted by the Chief of Police. The Chief of Police will issue work authorizations for periods of not more than two (2) years.*
- 3. *A maximum of thirty-two (32) hours of outside employment, inclusive of all detail assignments, court time, overtime, and/or callback hours, may be worked during any one work week.*
- 4. *Personnel who request this permission are reminded that their first obligation is their sworn duty as members of the Providence Police Department. Personnel who are engaged in outside employment shall be subject to immediate activation for duty whenever deemed necessary.*

II. OUTSIDE EMPLOYMENT AUTHORIZATION PARAMETERS

- A. Application to engage in outside employment.
 - 1. With the exception of detail assignments/court/overtime/callback, an application to engage in outside employment shall be completed and submitted to the Chief of Police for consideration prior to engaging in said employment.

2. If the authorization for outside employment is granted, the officer is to sign a waiver which authorizes the outside employer to release employment records to the Department upon request. A copy of the waiver shall be maintained in the officer's 201 file.
 - a. Officers who are approved to work outside employment shall resubmit an application and waiver to the Human Resources Bureau every 2 (two) years, which shall then be forwarded to the Chief of Police for consideration.
3. The Human Resources Bureau shall furnish each outside employer the following information:
 - a. The Department's outside employment application form, submitted by the officer, indicating that the hours worked are not to exceed thirty-two (32) hours in any one week period.
 - b. A copy of the signed employment records release waiver.
 - c. Notification that the officer is governed by the Rules and Regulations of the Providence Police Department; that the officer's first loyalty is to the Department; and that the officer may be subject to instant recall back to the Department at any time.

B. Unauthorized/Unacceptable Outside Employment.

1. The Chief of Police, in his sole discretion, shall have the authority to determine whether or not any outside employment is deemed unacceptable.
2. Unacceptable outside employment includes, but is not limited to, the following:
 - a. Any employment or business which would in any way reduce the effectiveness of the employee in performing assigned departmental duties, or which might constitute or reasonably be perceived as constituting a conflict of interest.
 - b. Working for any employer or establishment whose primary business is either gambling; the selling or serving of alcoholic beverages; or the growing/manufacturing and/or distributing of marijuana and/or cannabinoids
 - c. Working as a process server, bill collector, investigator, security guard either within or outside of the City of Providence, or in any employment in which police power may be used for the private purposes of a civil nature.
 - d. Any employment which may require, as a criterion for employment, the employee to have access to police

information files or records and requires furnishing of those records as a condition of employment.

- e. Working in a Department police uniform in the performance of tasks other than those of a police nature and/or outside the City of Providence.
- f. Working for any other law enforcement agency in a full-time, part-time, or volunteer capacity. (Excluded from this provision: service in a military law enforcement capacity.)
- g. Working as a strike-breaker, temporary worker, or replacement worker for any corporation, business or agency (public or private) that is, or is about to be, the subject of a strike, job action or demonstration.
- h. Employment by/as: a bar, beer tavern, dance hall, a "pool hall", or a liquor store; a taxi-cab driver (including Uber, Lyft, etc.); any convicted felon, collection agency, or gaming facility.

III. PROVISIONS

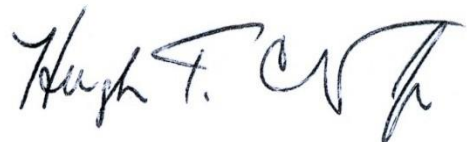
- A. The Chief of Police, at his sole discretion, shall have the ability to either grant or deny dispensations to any sworn member of the Department who is engaged in/wishes to engage in outside employment and who is out of work as a result of being suspended from the Department either with or without pay.
- B. Any sworn member of the Department who is engaged in/wishes to engage in outside employment and is out of work as a result of a job related injury or on sick leave, or who is working in a limited or light duty capacity, must receive additional written permission from the Chief of Police prior to engaging/continuing to engage in outside employment.
- C. Limitations on the number of hours of outside employment that may be worked during any one work week shall not apply during those times when a sworn member is out of work on a full week of furlough.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE