



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1460
TOPIC: OUTSIDE EMPLOYMENT
ISSUED BY: MICHON MORROW, CHIEF OF POLICE
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REFERENCE: L.M.C. 2.76.560

I. POLICY

All Lincoln Police Department employees may accept approved outside employment under the provisions of this General Order. Officers working outside employment in a law enforcement capacity will abide by all General Orders and are subject to the department's supervision and command.

II. PROCEDURE

A. Definitions

1. Outside employment: Employment involving wages or compensation received from another employer, organization or individual not affiliated with this department, for services or benefits rendered whether paid directly to the employee or through the department payroll system. Outside employment may or may not be in a law-enforcement capacity.
 - a. Permanent outside employment: Employee is hired to work on a schedule that includes at least one day per month for the same employer.
2. Charity or volunteer assignments: Activities in which the employee represents the department in a uniformed capacity and receives no remuneration for their services.

B. Outside Employment Approval

1. L.M.C. requires approval for any outside employment. (22.2.4, 22.2.5)
 - a. All outside employment must be approved by the chief of police and the human resources director.
 - b. Any employee wishing to engage in outside employment must complete a Request for Approval form.
 - c. The annual form(s) must be submitted to the chief of police and approved prior to performing the outside employment.
2. All outside employment involving employees in a department issued uniform must be vetted to ensure that there is a government interest associated with the duties to be performed.
3. Outside employment, charity or volunteer assignments which can be interpreted to be inconsistent with, in conflict with, or detrimental to, the interests of the City or the department shall not be approved. Unless an exception is made by the chief, the following types of work are examples which would not ordinarily be approved (22.2.5).
 - a. Private detective agencies;
 - b. Licensed liquor establishments;
 - c. Collection agencies;
 - d. Private security;
 - e. Employment outside of the city of Lincoln in a law enforcement capacity;
 - f. Any work in which the employee's position, title, or uniform is used to endorse or promote a product, person, or service.
4. Employees in uniform can engage in charity or volunteer assignments, only with advanced written approval of the chief of police or their designate.

C. Notification Procedures

1. For the safety of those working outside employment in a law enforcement capacity, officers shall notify the Emergency Communications Center at the beginning and end of each assignment.
2. Employees working outside employment in a law enforcement capacity shall enter their schedule in the department's duty log screen, found on the internal home page.
3. Any employee who cannot perform their outside employment shall notify the employer and make every effort to find a replacement and make the necessary notation of the change on the outside employment posting.

D. Outside Employment Standards (22.2.5)

1. All full-time employees are limited to 24 hours of outside employment per week, Thursday through Wednesday. This does not apply to grant-funded enforcement and department-initiated details or projects.
 - a. The 24-hour rule does apply to third party employers who reimburse the City.
2. Outside employment operations of uniformed personnel requiring a great deal of coordination and large numbers of employees may be directed by a commanding officer designated by the chief of police.
3. Any outside employment detail of uniformed personnel requiring five or more employees must include a supervisor.
4. L.M.C. prohibits employees from using City or department property in the course of outside employment. Exceptions with approval include:
 - a. The full uniform and issued personal equipment.
 - b. Employees may use other equipment, such as department vehicles, only with advance written approval from a commanding officer. (22.2.5)
 - (1) The use of such equipment shall be approved only if a public, rather than private, interest is served.
 - (2) The use of equipment will be determined on a case-by-case basis, and no ongoing or permanent authorization shall be made.
 - (3) A copy of any written approval for the use of equipment shall be forwarded to the chief of police.
 - (4) On occasion, the chief of police may make an exception and allow the use of equipment when necessary for the success of the outside employment detail. At the discretion of the chief of police, outside employers may be billed for the use of police equipment in these circumstances.
5. L.M.C. prohibits employees from using department property for personal gain.
6. Employees off on sick leave, sickness in family, paid parental leave, military leave, FMLA leave, City FMLA leave, leave of absence, administrative leave, injury, or on limited duty status shall not engage in any outside employment until they have returned to their regular duty assignment or shift, unless approved by the chief of police.
7. Officers working approved outside employment in a law enforcement capacity may exercise the authority of their position and take official action when necessary, within the guidelines of department General Orders. In the event of an arrest, officers shall: (22.2.5)
 - a. Stop and detain the offender;
 - b. Issue a citation and release the offender, or;
 - c. Call for an on duty officer;
 - d. Provide the information to the on duty officer for processing;
 - e. Complete any additional reports needed.
8. Any injury or illness sustained in the course of outside employment in a law enforcement capacity should be immediately reported to a supervisor, commanding officer, or unit manager.
 - a. Upon notification or becoming aware of the injury or illness, the supervisor shall:
 - (1) Conduct an applicable investigation;
 - (2) Complete all required forms;
 - (3) Record the outside employer and any applicable insurance coverage if available;
 - (4) Follow guidelines set forth in General Order 1220, "Workers Compensation".
9. It is the duty of any employee working outside employment to ensure they are sufficiently rested and ready for their assigned duties upon their return to work.

E. Outside Employment Requests (22.2.5)

In order to provide equitable access to outside work opportunities, requests by outside employers for department employees to provide law enforcement duties shall be handled as follows:

1. The outside employer will submit a request on the prescribed form(s) through the office of the chief of police.
 - a. Any request will contain the following information if available:
 - (1) A description of the purpose and/or expected job duties of the employee(s);
 - (2) Name all specific locations in which requested employees are expected to work.
 - (3) Documentation of insurance coverage provided by employer.
 - b. Permanent outside employment requests must be made yearly by employers.
2. The department will advise prospective employers of the hourly rate and minimum hours agreed upon by the Labor Management Committee.
3. If approved, the unfilled requests will be posted on a rotating basis on the internal home page. Exceptions are made when the employment opportunity is imminent and/or a large number of employees is needed.
4. Employees must digitally sign the posting on the internal home page. Employees may not sign up or hold a posting for another employee.
 - a. Employees in the rank of officer or sergeant may sign up for the outside employment posting immediately.
 - b. Employees in the rank of lieutenant or above may sign up for the outside employment posting once the posting has been open for at least 24 hours.
 - (1) Exceptions may occur when the shift described in the job posting takes place within 24 hours of being open.
5. After signing an outside employment posting, the employee shall provide the employer with the employee's contact information as soon as reasonable.
6. Command officers may contact personnel to fill slots when there are insufficient personnel to meet the needs of the posting or when short notice requests are received and the job cannot be filled by the aforementioned process.
7. Notwithstanding these procedures, the department will honor requests from employers for a specific employee, if possible.
8. Failure to follow these procedures may result in discipline.

