


RESOLUTION NO. 417

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING SECTION 03, PERSONNEL, IN THE POLICE DEPARTMENT'S POLICY AND PROCEDURE MANUAL.

WHEREAS, the City of Snoqualmie finds that it would be beneficial to amend the policies and procedures for Off Duty Employment of Police Officers, now, therefore, be it

RESOLVED by the City Council of the City of Snoqualmie, Washington, that Section 03, PERSONNEL of the Police Department's Policy and Procedure Manual, as set forth in the exhibit attached hereto, is hereby approved and adopted.

PASSED by the City Council of the City of Snoqualmie, Washington this 26th day of June, 1995.


Jeanne Hansen, Mayor

Attest:


Jill C. Long, City Clerk/Treasurer

SECTION 03

PERSONNEL

03.180 OFF DUTY EMPLOYMENT

Off duty employment, when an officer is working in uniform, employed in such jobs as patrolling dances, furnishing traffic control for parades and construction or providing security at a home or business, is to be approved by the Chief of Police. Although the employee is hired by someone other than the City of Snoqualmie, their authority and police power is delegated by the City. The main responsibility of employees is to the Department and the citizens of Snoqualmie. Department policy is to permit off-duty employment as long as it does not interfere with the member's responsibility to this City.

Whenever a request is made for the services of an off duty police officer, that request will be forwarded to the duty sergeant who will verify with the Chief of Police, through the chain of command, that the employment is approved. The Sergeant will then assign available interested personnel to fill the requested off-duty hours.

Employment as an off-duty police officer outside the City of Snoqualmie will not be allowed without prior permission from the Chief of Police.

When working in any off-duty employment, each employee is still governed by Department Rules and Regulations. If the demands of the employee are in conflict with Department Rules and Policy, then Department orders shall take precedence. If this is not acceptable to the employer, the employment is categorically not approved.

03.183 RESPONSIBILITIES WHILE WORKING OFF DUTY

1. All department rules and regulations will apply while officers are working off duty.
2. If a situation arises that involves off duty officers and on duty officers, the field supervisor has control of both on and off duty personnel. Even though an officer is employed by a private company, they are responsible to the duty supervisor.

3. While working off duty, officers will be allowed to use that police equipment that is individually issued to him or her. This includes a department portable radio when available and not needed by on duty personnel.

4. If the off duty officer is working a job where there is a potential for arrest, the officer should be prepared to write the appropriate citation and paperwork. The exception will be major felony cases that are going to require major follow up by an on duty officer. Patrol division will be available for prisoner transport if booking is necessary. If there is a question of responsibility, the patrol supervisor will make the final determination.

5. Officers working off duty will be in full uniform. When working traffic control officers should also wear an orange traffic control vest. Officers will attach their badge to the exterior of the traffic control vest so it can be readily seen and identified.

6. All off duty employment involving security will be performed by uniformed officers. Permission for plain clothes officers must be approved by the Chief of Police.

7. City vehicles are not to be used for off duty employment without direct authorization from the Chief of Police through the chain of command.

8. On duty officers are not to spend extended periods of time fraternizing with officers working off duty jobs.

9. Any record of above average days off for sickness, a poor work record or misconduct may result in the denial or revocation of off duty work privileges.

03.185 PROHIBITED OFF DUTY EMPLOYMENT

Officers are prohibited from working in any of the following situations.

1. Any occupation of a menial nature, when in uniform or otherwise identified as an officer, which would tend to lower the dignity of the police service.

2. As a process server, bill collector or any other employment which may require the use of police power for a private purpose.

3. Any employment which may require access to police information, files, records, or services as a condition of employment, except in cases where the prior approval for each use has been authorized by the Chief of Police.
4. Any employment which assists in any manner defense preparations in a criminal action proceeding.
5. Any place of employment where, because of illegal or questionable operation, there has been a necessity for continuous police action or scrutiny.
6. Any employment with a towing company, ambulance company, or similar business whose activity is closely related to that of law enforcement.
7. Any employment requiring wearing of the police uniform outside the city limits of Snoqualmie, unless directly authorized by the chief of Police.

03.187 TERMINATION OF OFF DUTY EMPLOYMENT

If an off duty employment situation held by an officer is found to interfere with;

1. The departments image or efficiency.
2. The on duty work performance of the Officer.
3. Is found to involve misuse of the commission,

The officer will be required to terminate such employment.

03.188 OBLIGATION TO DEPARTMENT

The primary obligation and responsibility of an officer who accepts off duty employment must be to the department. Officers directed to report for overtime work will do so regardless of their off duty employment situation.