

**Burleson Police Department
Administrative Policy and Procedures**

Number: 04-008

Document Title: Extra-Duty Employment

Effective Date: 8/15/2008

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CALEA Standards Referenced: 22.2.4; 22.2.5a-e

ISSUING AUTHORITY: _____
Billy Cordell, Chief of Police

Chief Cordell
8-16-2023

- I. Extra Duty employment is secondary employment where the actual use of Law Enforcement powers is anticipated. Therefore, the following guidelines are to be followed:
 - A. Prior to accepting extra-duty employment, the employee must secure permission from the [Operations Bureau Captain](#). [22.2.5a]
 - B. Employees engaged in extra-duty police work are subject to all the rules and regulations of the department and the City. [22.2.5b]
 - C. The Operations Bureau Captain or their designee shall oversee all extra-duty employment. Generally, extra-duty employment will be posted [to all eligible officers through an online application or website](#). The Operations Bureau Captain will [determine the method by which extra duty jobs are made available for sign up](#). Officers are responsible for ensuring that no scheduling conflicts occur [when signing up for extra-duty jobs](#). [22.2.5d]
 - D. Employees of the department will immediately report in writing [to the on-duty supervisor](#) any incident or situation that might adversely affect the department or its personnel. [22.2.5e]
 - E. Prior to accepting any extra-duty job requiring use of the department's uniform and/or potential for use of police powers, [officers must have successfully completed field training, been released to solo status, and have been approved in the departments online application or website](#). [22.2.5c]
 - F. An employee may not exceed a combined 16 hours of police duty (e.g. assigned shift, security, extra duty, off duty, etc.) per 24 hours unless approved by a [Lieutenant or above](#). The 24-hour period starts on the first hour of police duty performed. The employee must be available for callback. [22.2.5a]
 - G. A minimum hourly rate will be determined by [the Operations Captain or their designee](#). [Payment for a job worked shall be made to the officer, by the person ordering the service within 30-days of the completion of the job](#). If an extra duty job is less than two hours in duration, the officer will be compensated for a [minimum of two hours](#). If an officer responds for extra-duty employment and the employer turns them away, a fee will be assessed equivalent to two hours [at the minimum hourly rate](#). If the fee or any payment due to officers is not paid, the department will no longer authorize officers to work for that entity, [until the payment has been made and the Operations Captain has authorized future jobs](#). [22.2.5c]
 - H. Police officers shall not be permitted to engage in extra-duty employment in a law enforcement capacity outside the city limits of Burleson unless approved by the Chief of Police. [22.2.5c]

- I. An employee is not permitted to work on the premises of an establishment where alcohol is sold for on premise consumption, without prior approval from the Chief of Police or their designee. This section does not apply to special events approved by the City and licensed by the Texas Alcoholic Beverage Commission (TABC), or a local venue whose rentals occasional include some variant of a TABC licensed bar (i.e. cash bar, open bar, ticketed bar). [22.2.4 / 22.2.5d]
 - J. No officer shall receive total payment for a job worked and then issue payment to other officers. The employer shall pay all officers on an individual basis.
 - K. Extra Duty authorization is suspended while employees are in light duty status. On return to full duty, employees must submit a new outside employment request. Outside employment is prohibited within eight hours of any shift for which an employee fails to report for duty due to personal illness or injury, leaves duty early due to personal illness, or injury. [22.2.5c]
 - L. Officers are required to wear a departmental approved uniform while working extra duty employment unless permission to do otherwise is granted by the Chief of Police or their designee. Regardless of dress, all officers will be required to have immediate access to a City issued radio, handcuffs, weapon, and badge unless permission to do otherwise is granted by the Chief of Police or their designee.
 - M. Officers who fail to report for an extra duty job may be suspended from extra duty employment. Repeated violations could result in progressive discipline. [22.2.5c]
- II. Outside Employment:
- A. Employees seeking outside employment that does not require a police uniform or police powers must complete and submit Outside Employment Form (BPD 119-10) to the Chief of Police or their designee for approval/ In addition, outside employment must conform to the City of Burleson Personnel Handbook 4.10 outside employment. [22.2.4 / 22.2.5a]
 - B. Sworn personnel seeking outside employment as a courtesy officer for a multi housing complex, must provide an updated courtesy officer job description from the employer to the Operation Bureau Captain for vetting and must have final approval from the Chief of Police prior to performing those duties. [22.2.5a/c]