

July 13, 2011

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE**

**Index as:**

Secondary Employment

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**SECONDARY EMPLOYMENT**

**227.00 PURPOSE**

The purpose of this policy is to establish regulations and procedures governing secondary employment privileges for Department personnel.

**227.01 DEFINITIONS**

- A. Secondary employment shall be defined as any and all employment engaged in by any Department personnel during off-duty hours, holidays, and vacation or recreation periods with any employer other than Ferguson Police Department, including a self employed business.
- B. Conflict of interest means a conflict between a Department employee's personal interest (and the interest of his secondary employer) and the duty of the employee to the Police Department and to the public.

**227.02 PROCEDURE**

- A. Prior to engaging in any secondary employment or business, an employee shall complete a written request for secondary employment to the Chief of Police. The decision rendered by the Chief to permit or deny secondary employment is final. An employee will be permitted to seek review by the Chief of Police should a written request for secondary employment be denied.
- B. When a request for secondary employment is approved it will be authorized for a period of not more than one (1) calendar year, or until termination of the specific employment which was authorized. All requests shall expire December 31 of each year. Any secondary employment performed after expiration of the request will be deemed to be without permission. The authorization by the Chief of Police will only be for such work as specifically designated on the request submitted. As the request to work secondary employment expires on December 31 of each year, renewal requests must be submitted to the Chief of Police before that date.

227.03 DEPARTMENTAL RESPONSIBILITIES

- A. In all cases of secondary employment, the primary duty, obligation, and responsibility of a Department employee is at all times to the Department. If Department employees are required to report to duty during off-duty days or to continue to work overtime, secondary employment will not conflict with those primary duties to the Department.
- B. Secondary employment is prohibited following sick leave or leave in conjunction with an on-duty injury until the employee has reported back to duty.
- C. All employees shall comply with the Federal and State guidelines for reporting of income from secondary employment for income tax purposes.
- D. The City of Ferguson will not reimburse employees engaged in those activities related to arrests made during secondary employment, including court appearances, warrant application, and report writing where secondary employment consist of performing a police task.

227.04 REQUIREMENTS OF SECONDARY EMPLOYMENT

No employee shall work:

- 1. At any employment or in any location which will tend to bring the Department into disrepute or to reduce his/her efficiency or usefulness as a Department employee.
- 2. In any employment requiring any affiliation, membership or allegiance tending to influence his/her conduct in a manner inconsistent with the proper discharge of duties as a police officer or with loyalty to the Department or in the public interest.
- 3. In police uniform at the performance of tasks other than that of a police nature, and then only in or on such premises or places as are approved by the Chief.
- 4. In any business or location where the sale of alcoholic beverages or beer is the principal business.
- 5. In any employment involving the towing of vehicles, or as a taxi cab driver or for any business or service which has a contract with the Ferguson Police Department.
- 6. In any employment requiring the service of civil process either full or part time.
- 7. On investigation or other work in which the employee may avail himself/herself of access to police information, records, files or correspondence. As a private investigator or private detective or in any other capacity where the primary purpose of

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such employment is to gather information for, or appear as a witness in, a civil or criminal action.

8. For any other municipality or state office at a police task.

9. For a business or company that is on strike.

10. As a private watchman or security officer for another government agency.

11. In any secondary employment during duty hours, including the scheduling of other employees for secondary employment.

This order supersedes all previously dated orders.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned below the text "By order of:". The word "Colonel" is written in a smaller, more compact script, while "Thomas Jackson" is written in a larger, more flowing script.

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 15.7