


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> June 2023	<b>Review Date</b> June 2024	<b>Directive Number</b> <b>1.7.1</b>
<b>Accreditation Index:</b> 1.7.1		<b>Rescinds:</b> Directive 1.7.1 of February 2021
<b>Chapter:</b> One – Organization & Management Role		<b>Section:</b> Seven – Conditions of Work
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: EXTRA DUTY AND OFF DUTY EMPLOYMENT**

**I. PURPOSE**

The purpose of this Directive is to establish policy governing extra duty and off duty employment by members of the Haverford Township Police Department. (PLEAC 1.7.1)

**II. POLICY**

The integrity of the Department is a primary concern of the community. This Directive establishes conduct and procedures to ensure that the integrity of the Department is not unduly compromised by the inappropriate actions of members employed in an extra duty or off duty employment capacity.

**III. DEFINITIONS**

For the purpose of this Directive the following words and/or phases shall have the meanings defined as follows:

**Extra Duty Employment** – Any employment, other than the Haverford Township Police Department, where the actual or likely use of law enforcement powers by the off-duty police officer is possible or expected.

**Off Duty Employment** – Any employment, including self-employment, not within the scope of your official duties that will **not require** the use or potential use of law enforcement powers by the off-duty police officer.

#### IV. PROCEDURES FOR EXTRA DUTY AND OFF DUTY EMPLOYMENT

##### A. Extra Duty and Off Duty Employment

1. All sworn members of the Police Department are reminded that they are full time employees of Haverford Township and employment as a sworn member is your primary employment obligation. All off duty employment shall be considered as secondary employment and shall not take priority over your duties as a sworn member of this Department.
2. Extra Duty employment, as defined in this policy, is strictly prohibited. This department does not permit sworn members to be employed as police officers with other agencies.
3. Off duty employment may be performed in the event the employment meets the following criteria:
  - a) Employment is of a non-police nature in which police powers are not a condition of employment and this employment is not performed during the assigned duty hours.
  - b) Employment that presents *no* potential conflict of interest between duties as a law enforcement officer and the duties required by the secondary employer.

*Some examples of possible conflicts of interest are, but not limited to the following:*

- (1) An officer working as a process server, reposessor, bill collector, or towing of vehicles in this jurisdiction.
- (2) Any employment involving personnel investigations for the private sector, or any employment that might require the officer to use his/her police authority to access police information, files, records, or services, as a condition of employment.
- (3) Employment by a private party that assists (in any manner) the case preparation for the defense in any criminal action, or for either side in any civil action or proceeding involving Haverford Township; it's employees; or incidents occurring in Haverford Township.
  - (a) This section does not apply to officers subpoenaed to testify as to their actions while acting in their official capacity as a police officer with the Department.

- (4) Employment using the Department uniform in the performance of tasks. No part of the uniform, badge, weapon, or any police department equipment purchased with Township funds may be used for work other than official Township police work.
  - (5) Officers working for an employer or labor group where a strike is occurring or threatened within Haverford Township.
  - (6) Officers working as part-time police officers in another jurisdiction.
  - (7) Officers working as armed security officers within this jurisdiction.
- c) Employment that does not constitute a threat to the status or dignity of law enforcement or the integrity of the Department.

*Examples of employment **which are prohibited** include, but are not limited to the following:*

- (1) Employment at businesses which sell pornographic books, magazines, videos, or otherwise provide entertainment or services of a sexual nature.
  - (2) Any employment involving the sale of alcoholic beverages as the principal business.
  - (3) Any gambling establishment.
4. Employees on injured on duty status, or while on a light duty status, shall not perform or participate in any activity, or off duty employment which may prolong or aggravate the injury or illness.
- a) In the event that an employee engages in activity, or off duty employment (to include being self-employed), which may be viewed by the Department as having the potential to prolong or aggravate an injury or illness, the employee:
    - (1) Shall submit written documentation by the employer describing the activity or requirements of the off duty employment; and
    - (2) Shall submit a report from a licensed physician indicating the activity or off duty employment will not prolong or aggravate the injury or illness.

## 5. Off Duty Employment Approval

- a) All sworn personnel must receive permission from the Chief of Police to engage in off duty employment.  
(PLEAC 1.7.1 a)
  - b) Personnel approved to work off duty employment are expected to display high ethical standards and abide by the applicable rules and regulations of the Police Department and the off duty employer regarding behavior and conduct.  
(PLEAC 1.7.1 b)
  - c) Personnel requesting to work off duty employment shall submit their employment information through the chain of command to the Chief of Police on an “Outside Employment Declaration Form” (Appendage A). The Chief of Police shall approve or disapprove the request and notify the employee.  
(PLEAC 1.7.1 a, c)
  - d) The office of the Chief of Police will maintain a copy of the “Outside Employment Declaration Form” in the employee’s personnel file along with any documentation relating to the off duty employment.
  - e) Off Duty employment shall not interfere with the primary employment by the Haverford Township Police Department of an employee in any respect. If in the opinion of the employee’s supervisor, the off duty employment is interfering with, impairing or jeopardizing the performance of the officer, the supervisor should notify the divisional commander and the Chief of Police.  
(PLEAC 1.7.1 d)
6. All sworn personnel will annually complete an “Outside Employment Declaration Form” for each off duty employer and submit the form through the Chain of Command to the Chief of Police to update their off duty employment status.
- a) Any sworn personnel who’s off duty employment status changes during the year shall notify the Chief of Police and a new “Outside Employment Declaration Form” shall be completed.  
(PLEAC 1.7.1c,d)
7. The Chief of Police shall reserve the right to order any officer to discontinue any off duty employment as a result of any violation of the provisions outlined in Paragraph IV of this directive.  
(PLEAC 1.7.1 c)

**BY ORDER OF THE CHIEF OF POLICE**



Haverford Township Police Department
1010 Darby Road
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OUTSIDE EMPLOYMENT DECLARATION FORM

Year: \_\_\_\_\_

Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

Are you employed outside the Haverford Township Police Department? \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Summary of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be carrying a firearm on the job? \_\_\_\_\_

Do you have Act 235? \_\_\_\_\_ (Attach a copy)

Do you have a gun permit? \_\_\_\_\_ (Attach a copy)

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Integrity • Service • Professionalism

(Separate form required for each outside employer)