

## **SAMPLE MOONLIGHTING POLICIES FOR LAW ENFORCEMENT PERSONNEL**

### EXAMPLE 1

Officers may engage in off-duty employment subject to the following limitations:

- (a) Off-duty employment shall not interfere with the officer's employment with the Division; and/or
- (b) Officers shall submit a written request for off-duty employment to the Chief, whose approval must be granted prior to engaging in such employment; and/or;
- (c) Officers shall not engage in any employment or business involving the sale or distribution of alcoholic beverages, bail bond agencies, investigative work for insurance companies, private guard services, collection agencies, attorneys, or employment which may otherwise bring the Police Division into disrepute with the general public.

Approval may be denied where it appears that the employment might:

- (a) Render the officer unavailable during an emergency;
- (b) Physically or mentally exhaust the officer to the point that his regular performance may be effected;
- (c) Require that any special consideration be given to rescheduling of the officer's regular duty hours; or
- (d) Bring the Division into disrepute and/or impair the operational efficiency of the Division or officer.

### EXAMPLE 2

An employee may engage in outside business activity or outside employment provided it is not inconsistent or incompatible with or does not interfere with the proper discharge of the employee's duties and responsibilities as a police officer. Approval for outside business activity must be obtained from the Chief of Police, and shall be for a period of one (1) year. The employee may request it be renewed after one (1) year. Approval will not be granted for an outside business activity or for outside employment which would involve more than thirty (30) hours per week of work, or for work in private or personal security or in businesses that are regulated by the Employer, e.g., bars adult movies or adult bookstores, etc. Approval to engage in outside business activity or outside employment shall not be unreasonably withheld.

### EXAMPLE 3

Employees may engage in off-duty employment provided that the employee has submitted a written request to the Chief, and received the Chief's written approval prior to engaging in the off-duty employment. The Chief's approval will not be unreasonably withheld, and will be based on the following factors:

- (1) That the off-duty employment does not interfere with assigned duties.
- (2) That the off-duty employment does not detract from the efficiency or effectiveness of the employee in performing his/her work for the Employer.
- (3) That the off-duty employment is not a discredit to the Employer's employment.
- (4) That the off-duty employment does not pose a conflict of interest to employment with the Employer. For purposes of this section, a conflict of interest includes any actual or potential ethical problems created by the off-duty employment, as well as the appearance of a potential conflict of interest.