

## **Secondary Employment Audit Completed Recommendations**

The following recommendations from the Secondary Employment Audit have been completed by the Police Department.

### **Recommendation #6**

The SEU should provide information in the secondary employer application or contract about the process to file complaints (from secondary employers or others) through the Internal Affairs Unit or the Independent Police Auditor's Office about officers working secondary employment.

### **Recommendation #7**

The Police Department should prohibit work at any off-duty job during the hours of an employee's scheduled shift. Such a policy should also prohibit the use of flexible time to accommodate off-duty jobs. The Department should also implement limitations on working pay jobs immediately before or after a shift, similar to the limitations on specialized overtime assignments. The Police Chief should periodically remind employees, in writing, that their City job is their primary employment and should be treated as such.

### **Recommendation #8**

The Police Department should enforce rules from the Duty Manual that have been ignored in the past including: (a) reporting of secondary employment hours, (b) CAD log-on from off-duty jobs, (c) approvals for use of City vehicles and equipment (d) prohibitions against working secondary employment while on disability, sick, or administrative leave, and (e) pay rates. The Department should inform employees that failure to comply could result in the suspension or revocation of an employee's secondary employment permit.

### **Recommendation #13**

The Police Department should prohibit employees from having a financial interest or management role in businesses that are secondary employers.

### **Recommendation #14**

The Police Department should clarify the Duty Manual to ensure that careful consideration is given to the potential for the appearance of a conflict with an on-duty assignment. The Department should further specify in the Duty Manual the criteria upon which the Police Chief will determine whether a pay job conflicts with an on-duty assignment.

### **Recommendation #15**

The Department should: (a) reinstate its prohibition against employees working as private investigators and (b) write and implement a procedure for periodic review for appropriateness of access to criminal databases by sworn employees working secondary employment.

**Recommendation #18**

The City Administration (including the Office of Cultural Affairs, Department of Transportation, Public Works Department, and the Police Department) should ensure that special event organizers are informed about the option to hire Parking Traffic Control Officers (PTCOs) for traffic control at special events and that contractors are aware that civilian flaggers are allowed for construction work.

**Recommendation #19**

The Police Department should document in writing the performance expectations of SJPD employees working special events and should ensure that information on the staffing history, security plans, and other information related to recurring events are passed on to subsequent SEU employees to ease transitions and provide consistency in decisions regarding special events.

**Recommendation #24**

The Police Department should train employees on the topic of police fatigue and the risks associated with it.