



Alexandria Police Department

Directive 4.17



OFF- DUTY EMPLOYMENT

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4.17.01 PURPOSE AND POLICY

The purpose of this directive is to establish guidelines for **off-duty** employment and to assist employees in understanding liabilities that may exist or arise during such employment.

It is the policy of this Department to prohibit any **off-duty** employment that may impair on-duty efficiency or conflict with on-duty responsibilities, the City's Administrative Regulations (ARs) or written directives. The Chief of Police will exercise the amount of control necessary to enforce this policy and may revoke an employee's **off-duty** employment privilege at any time.

4.17.02 DEFINITIONS

Administrative Coordinator - A point of contact within the Police Department, appointed by the Chief of Police to oversee adherence to this directive. [22.3.4,d]
Effective 5-14-09 the City Council Liaison is the appointed point of contact.

Detail Coordinator - An employee handling all administrative functions necessary to maintain the detail. The coordinator also acts as liaison between the employer and the Department for approved details.

Employee – For the purposes of this directive, denotes any Police Department paid employee whether sworn, appointed, or civilian.

Employee Group – A group that represents a group of employees, such as the Alexandria Police Association, Police Union (Committee on Police), or the Commander's Association.

Law Enforcement Action - Any lawful action taken by a sworn or appointed employee during off-duty (LEAA) employment in response to a criminal offense in progress, or which has been or is about to be committed, or in an attempt to preserve life and/or property.

LEAA - Law enforcement action anticipated.

LEANA – Law enforcement action not anticipated.

Off-Duty Employment – (Formerly known as extra-duty detail and secondary employment.) Employment (off-duty LEAA or LEANA) in any business, or performance of any work or service, by an employee of the Department, for a wage, salary, fee, or any other compensation (including free or reduced rent), from any person, firm, corporation or entity other than the City. Rates of pay for off-duty employment are not governed by City pay policies, but compensation is reportable under Internal Revenue Service (IRS) rules.

Off-Duty (LEAA) Employment – Off-duty employment wherein the actual or potential use of law enforcement powers is anticipated.

Off-Duty (LEAA) Employment Agreement - An agreement between an off-duty (LEAA) employer and the Chief of Police, specifying the actions expected of one or more employees during an off-duty (LEAA) detail (APD Form 461-A).

Off-Duty (LEAA) Rental Agreement – An agreement between an off-duty (LEAA) employer and an individual employee, approved by the Chief of Police, specifying the terms and conditions of an off-duty (LEAA) detail in which compensation is received in the form of free or reduced rent (APD Form 461-R).

Off-Duty (LEANA) Employment – Off-duty employment in which the use of law enforcement powers is not anticipated.

On-Duty Employment - Primary duties resulting from City employment and additional duties performed outside of regularly scheduled hours for additional compensation in the City paycheck (e.g., Waterfront Festival, George Washington Parade, etc). If

compensation is received outside of the City paycheck, the employment is not considered on-duty. Rates of pay for on-duty employment must be consistent with City pay policies.

4.17.03 PROCEDURES

A. On-Duty Employment: Employment of regular employees in full-duty status, by the Police Department or for other City departments, for additional compensation in the City paycheck, are considered on-duty activities and require no prior approval or form submission. Such activities will comply with all provisions of Police Directive 4.15, Overtime, and are subject to the time restrictions in this directive.

B Off-Duty Employment: Employees wishing to engage in any type of [off-duty](#) employment (*LEAA or LEANA*) must obtain permission by submitting an APD-461, [Off-Duty Employment Request Form](#), [A single APD-461 may be submitted annually to cover all LEAA employment. Additional APD-461s must be submitted for each LEANA position.](#) **[22.3.4,a]**

The employee's supervisor will determine if the requested employment presents any conflict or potential conflict with this directive, or with any other police directives or City policies, and will evaluate the employee's performance for the previous year. The evaluation will consider:

1. Use of sick/disability leave;
2. Punctuality/reliability;
3. Performance ratings;
4. Any previous complaints and/or other problems arising from outside employment; and
5. Any medical or disciplinary problem that may be complicated or aggravated by outside employment.

The supervisor will reach a decision on the application within five calendar days from the date of receipt. If approval is recommended, the supervisor will sign the APD-461A and forward it [to the Administrative Coordinator](#). If disapproval is recommended, the section commander/supervisor will note the reasons for recommending disapproval on the form, or in an attached memorandum if needed, and forward it through channels to the Chief of Police. The section commander/supervisor will immediately inform the employee that the request has been recommended for disapproval.

If the APD 461 is being submitted for off-duty LEANA employment, then it must be forwarded through channels to the Chief of Police for approval.

- C. If disapproved, the APD-461, and other submitted documents will be forwarded to the Administrative Coordinator for inclusion in the electronic master file. The Administrative Coordinator will send a copy to the employee and their supervisor and the City's Human Resources Director.

D. Off-Duty LEAA Employment:

- E. Employees receiving requests for the initiation of an off duty LEAA employment shall:

1. Forward the request to the Administrative Coordinator, who will select a Department employee who is willing to act as the detail coordinator. The Administrative Coordinator will keep an active list of Department employees who wish to serve as detail coordinators. Preference will be given to employees on the list who are not currently serving as a detail coordinator. No employee may serve as a coordinator of more than three details. Employees serving as a detail coordinator for more than three details as of the effective date of this directive may remain in those positions and for all subsequent renewals with those employers.
2. The Administrative Coordinator will contact the outside party seeking to establish LEAA employment detail and discuss the terms and expectations of the detail. The Administrative Coordinator will complete the APD-461A (or 461-R) and review it with the assigned detail coordinator. The APD-461A (or 461-R) will be sent to the Chief of Police, or his designee, for approval.
3. Under unusual circumstances (e.g., a request received after normal business hours and deemed important enough to warrant immediate approval), a commander, lieutenant or above, may temporarily approve a request for off-duty employment and forward it to the Chief of Police for final approval on the next business day. Emergency Approvals shall last no longer than three days. The approving commander shall notify the Administrative Coordinator of the emergency approval.

- F. Upon approval by the Chief of Police, the original APD-461A, will be forwarded to the Administrative Coordinator for inclusion in the electronic master file.

- G. If disapproved by the Chief of Police, the APD-461A, and other submitted documents will be forwarded to the Administrative Coordinator for inclusion in the electronic master file.

- H. The Chief of Police reserves the right to deny approval of any part of the compensation based upon review of the nature of the compensation and corresponding employment status (regular or contractor) for the detail. If the Chief of Police denies all or part of the compensation, the reasons for the denial will be

documented on the original form and sent to the Administrative Coordinator for retention in the file.

- I. When an approved [off-duty](#) employment detail ends, the detail coordinator will forward a memorandum to the Administrative Coordinator, who will update the file.
- J. Authorization to engage in ALL [off-duty](#) employment will be granted for no more than one year, after which the employee/coordinator must resubmit the request, even if there has been no change to the detail. The annual renewal date [for the APD-461A is March 1 and April 1 for the APD-461.](#) **[22.3.4,c]**
- K. [Should there be any material changes to the terms and conditions of the detail after initial approval, The detail coordinator shall notify the Administrative Coordinator and a new APD-461A shall be submitted for approval.](#)

4.17.04 REQUIREMENTS

- A. Employees engaging in [off-duty](#) employment will comply with the following requirements:
 - 1. An employee will not work more than 30 hours per week (12:00 A.M. Saturday through 11:59 P.M. Friday) of [off-duty](#) employment unless the employee is on annual or compensatory leave for the entire week. An employee will not, in any 24-hour period, work more than 18 hours of [off-duty](#) employment or in any combination of [off-duty](#) employment and on-duty status. However, this limitation does not include shift extension. This applies equally to employees working for monetary compensation, reduced rent, or any other approved compensation.
 - 2. Employees who work the maximum 18 hours in a 24-hour period are prohibited from beginning another tour of duty (including regular hours, discretionary overtime, and [off-duty](#) employment) until six (6) hours have passed from the end of their last work assignment. (Incorporates Interim Overtime Policy memorandum dated June 26, 2002)
 - 3. An employee may engage in off-duty LEAA employment only when the employee's full police powers are in effect. If an employee's treating physician has restricted the employee from performing any function of their regular duties, the employee may **not** engage in off-duty LEAA employment.
 - 4. An employee [engaged in off-duty LEAA employment](#) is bound by the provisions of all Police directives, City ARs, and any other written policies applicable to on-duty personnel. Any violations of provisions of those policies or of city, state or federal laws while engaged in [off-duty LEAA](#) employment may be cause for disciplinary action.

5. While engaged in off-duty LEAA employment, an employee may be assigned to respond to a call for service. Such assignment will only be made with the approval of an on-duty supervisor. If assigned a call for service, the employee will respond immediately and will not return to the off-duty LEAA employment until authorized to do so by a supervisor or dispatcher. If the employee remains on the assigned call for more than fifteen minutes, he/she will be officially placed in an on-duty status. The employee may submit a request for overtime (special detail) at the appropriate premium rate for the time spent on the call. Since any employee placed in an on-duty status in such circumstances is already working an off-duty LEAA assignment, callback pay is not authorized.
 - a. Off-duty LEAA employers may elect, on the APD-461A, to retain the employee on the employer's payroll for the first fifteen minutes of such a return to on-duty status. Absences from the employer's premises for longer than fifteen minutes will constitute a break in employment for the duration of such absence.
 - b. At no time will an employee remain on the off-duty LEAA employer's payroll and request overtime compensation from the Department for the same hours.**
 - c. Compensation for any law enforcement action initiated by an employee or additional time spent on an off-duty assignment, due to any action taken on behalf of the off-duty LEAA employer (e.g., an arrest related to the off-duty LEAA assignment) is the responsibility of the off-duty LEAA employer.
 6. Employees will wear the standard Patrol uniform (as defined in Police Directive 6.3.09) and carry a radio, and may use any other issued or authorized equipment, including any available police vehicle, while engaged in any approved off-duty LEAA employment. This means that the employee **MUST** wear their issued Sam Brown belt and carry the following, at a minimum: issued sidearm, handcuffs, OC spray, baton.
 7. Employees will not wear specialized unit clothing. Requests to wear utility or other variations of the uniform must be made on the APD 461/461A and approved by the Chief of Police.
 8. An employee will not wear a uniform or use issued equipment during off-duty LEANA employment unless specifically approved by the Chief of Police.
- B.** The Department will compensate the employee for court appearances that result from the employee's off-duty LEAA employment, if such court appearances are related to the exercise of police powers.
- C.** The Department and/or the City may provide liability, disability, and workers' compensation insurance coverage to an employee engaged in approved off-duty

LEAA employment only when the employee is required to take law enforcement action during such employment. Actions taken by an employee on behalf of an off-duty LEAA employer that do not directly involve law enforcement actions are not covered by the City's or the Department's insurance plans. The Department recommends that employees strongly encourage off-duty LEAA employers to obtain coverage for injuries on the job site and circumstances not specifically involving law enforcement actions, as well as for any personal liability the employer may incur from an employee's actions on the employer's behalf. If the off-duty LEAA employer does not provide such coverage, the employee may be personally liable.

- D. Any damage to an employee's uniform or to any Department-issued equipment or property, unless incurred during a law enforcement action, is the responsibility of the off-duty LEAA employer. If an employer does not cover such damage, the employee will be personally responsible.
- E. Employees are not permitted to engage in any type of **off-duty** employment activity that involves the enforcement or execution of any form of "house rules" including but not limited to; searches of persons or property without legal justification; solicitation, request for collection of any fees, costs, or other expenses; or any other action outside the scope of law enforcement actions authorized by law.
- F. Sworn employees will not engage in any off-duty LEAA employment unless the employer agrees to assist in prosecution of any case in which the employee takes law enforcement action based on the report or complaint of a crime or the employee's own observations. This requirement will be included in the APD-461A.

4.17.05 RESPONSIBILITIES

A. Employee Responsibilities

1. All **off-duty** employment will be performed pursuant to AR 6-1, Code of Ethics. **[22.3.4,b]**
2. Employees are responsible to work **off-duty LEAA** employment for which they have signed up or otherwise committed themselves, with the following exception:

If due to exigent or other emergency circumstances an employee cannot meet his or her obligation to appear for **off-duty** employment, he or she must contact the detail coordinator or the watch commander. This contact must be made as soon as the employee reasonably knows he or she will not be able to appear. The contact may be made in person **or** by phone. The requesting employee must make direct contact with the appropriate coordinator or watch commander, explain his or her reasons and obtain clear authorization of relief from the **off-duty**.

3. Employees will mark in service at the beginning of any off-duty LEAA assignment, using the mobile computer if available, and will give information about the location and duration of the assignment. Employees will only utilize the X-ray number specifically assigned to the particular detail. The X-ray numbers are listed on the MDB. If there is not an X-ray number listed or there are not enough numbers for the detail, the dispatcher will assign the employee an X-ray number. Employees will advise the Administrative Coordinator of the need for an additional X-ray number. Employees will mark out of service at the end of the assignment. If a mobile computer is not available employees will use the police radio. Employees will mark out on any enforcement action or investigations to ensure their activity related to law enforcement is captured in the CAD system.
4. Injuries, accidents or damage to issued equipment occurring during off-duty LEAA employment must be reported following regular departmental procedures.
5. Employees engaged in [off-duty](#) employment will promptly report to their supervisor any violation by their employer of any provision of law or Department directive relating to such employment.
6. Employees engaged in off-duty LEAA employment are responsible for understanding and familiarizing themselves with the specific provisions of the APD-461A that explain their off-duty LEAA employment responsibilities. Failure to review the APD-461A does not exempt the employee from compliance with this directive.
7. Employees are responsible for reporting all compensation, including reduced rent or other considerations, and for paying appropriate federal, state, and local taxes resulting from [off-duty](#) employment.
8. Employees working off-duty LEAA details WILL NOT solicit or accept any additional compensation beyond that which is documented in the APD-461A for that detail. This includes but is not limited to: full or partial meal compensation, rent discounts, free passes, and reduced cost purchasing.
9. It is the responsibility of each employee who engages in [off-duty](#) employment to ensure his or her compliance with all provisions of this directive. Violations of this directive may result in the suspension of an employee's privilege to engage in [off-duty](#) employment and/or in disciplinary action against the employee.
10. [Employees wishing to be considered for off-duty LEAA details must provide their name and current assignment via email to the Administrative Coordinator. Detail coordinators will use this list to locate employees seeking assignments to new and existing off-duty LEAA details \(including reduced rent details\).](#)

11. Employees wishing to serve as detail coordinators for off-duty LEAA details must provide their name and current assignment via email to the Administrative Coordinator.

B. Supervisor Responsibilities

1. A supervisor who determines that off-duty employment may be having an adverse effect on an employee's performance will discuss the situation with the employee. If the adverse effects do not immediately cease, the supervisor will send a written report documenting the adverse effect through the chain of command to the Chief of Police, who may revoke or limit off-duty employment if the facts warrant such action.
2. During their tour of duty, Patrol supervisors, who become aware of employees working off-duty LEAA details will, as time permits, verify that the employees have marked in service. If not, corrective action will be initiated, documented, and forwarded to the employee's supervisor.

C. Watch Commanders and Detail Coordinators

Upon excusing an employee from off-duty LEAA employment due to exigent or emergency circumstances, the watch commander or detail coordinator will ensure that any necessary notifications are made.

D. Administrative Coordinator Responsibilities

[22.3.4,d]

1. The Administrative Coordinator (the City Council Liaison as of 05-14-09) will maintain an electronic file of:
 - a. All approved or denied off-duty employment requests;
 - b. All approved off-duty employment employers, by location;
 - c. All approved off-duty employment detail coordinators;
 - d. All X-ray numbers.
2. The Administrative Coordinator will maintain a list of employees who have expressed a desire to work off-duty LEAA details. This list will be provided to Detail

Coordinators periodically as a resource to obtain new or replacement employees for off-duty LEAA details.

3. The Administrative Coordinator will maintain a list of employees who have expressed a desire to serve as detail coordinators. All detail coordinators will be appointed by the Administrative Coordinator.
4. The Administrative Coordinator will make contact with each off-duty LEAA employer on an annual basis to audit the performance of employees working the detail and the assigned detail coordinator.

E. Detail Coordinator Responsibilities

1. The detail coordinator is responsible for all administrative functions related to their assigned off-duty LEAA detail.
2. The detail coordinator will serve as the primary liaison between the off-duty LEAA employer and the Department.
3. The detail coordinator will complete a monthly report detailing the names of employees and total hours worked by each employee on their assigned off-duty LEAA detail. The report will be submitted to the Administrative Coordinator no later than the 15th day of the following month.

F. Dispatcher Responsibilities

1. Dispatchers will log employees working off-duty LEAA employment into CAD whenever mobile computers are not available.
2. Dispatchers will dispatch calls to employees working off-duty LEAA employment when the incidents occur at their location.
3. Dispatchers will log all enforcement activity into the CAD system called in by off-duty units.

G. The Department of Emergency Communications (DEC) will make CAD data pertaining to [off-duty](#) employment available upon request.

4.17.06	RESTRICTIONS	[22.3.3; 22.3.4.e]
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A. Employees may engage in [off-duty](#) employment only after receiving authorization from the Chief of Police. **[22.3.4,a]**

B. The following types of [off-duty](#) employment are prohibited:

1. Employment as a bill collector, reposessor or collection agent of any kind, including the distribution of late rent notices.

2. Employment as a private investigator or detective, civil process server, or unarmed security guard.
 3. Employment in the interior of establishments where alcoholic beverages are sold for consumption on the premises and where the primary purpose of the employment is the control of disorderly customers. All details at such establishments will be worked in uniform and will be for exterior and/or perimeter security only. Specifically prohibited are the enforcement of "house" rules, routine weapons "pat downs" and alcohol level screenings at the establishment's entrance. Employees working such details are to, whenever possible; physically distance themselves from the actual site of alcohol service. Any exception to this policy must have the specific written approval of the Chief of Police.
 4. Employment that could require access to confidential police records, files, correspondence, or other information that is not available to the general public.
 5. Employment in a capacity which could directly or indirectly interfere with the proper and efficient performance of the employee's police duties, or that the Chief of Police believes not to be in the best interest of the Department or City.
 6. Employment at establishments that fail to comply with all federal, state, and local laws.
 7. Employment that would place the employee in an actual or potential conflict of interest situation.
- C.** Employees will not engage in off-duty LEAA employment outside the City limits.
- D.** Employees will not engage in any off-duty LEAA employment within 24 hours of any sick leave, disability leave, or light duty hours. Employees may seek a short-term exception (of maximum 24-hour duration) to this policy from the watch commander, who will decide these cases on a case-by-case basis. With the written consent of a treating physician, employees may request permission from the Chief of Police to perform certain types of off-duty LEANA employment while on prolonged light duty, sick, or disability leave.
- E.** Probationary officers in training may NOT work off-duty LEAA details until they reach Step 5 of their training. Probationary officers are not prohibited from working off-duty LEANA employment.
- F.** Employees will not solicit any individual or organization to obtain off-duty LEAA employment.
- G.** Employees will not directly or indirectly accept any form of compensation for procuring or coordinating off-duty LEAA employment for another employee.

- H. Employees are prohibited from searching bags, purses, clothing, etc., unless there is legal justification for such a search or unless consent has been obtained from the person to be searched. All searches conducted must be in conformance with Departmental Directives.
- I. A supervisor, pending a ruling by the Chief of Police, may temporarily suspend any off-duty employment that is found to conflict with Department regulations.
- J. Employees will not accept compensation other than from the City for services rendered while on-duty (for example, outside speaking engagements).
- K. When an employee of the Alexandria Police Department engages in off-duty LEAA employment for an off-duty employer that designates him or her as an actual employee with either full or partial benefits, the employee will provide written documentation as to the extent he/she is covered for third party liability, workers' compensation, and/or disability by the secondary employer. This documentation will be submitted to the employee's supervisor along with the APD-461 and/or APD-461A, or within a reasonable time after the detail has started.
- L. Employees will NOT use or permit the usage of their title, badge, uniform, rank, Police Department or City name, or other item relating to their employment by the City, in any advertising, written correspondence, or other media, whether printed, broadcast or electronic, by their off-duty employer without the written consent of the Chief of Police. This provision includes that employees may not do so as a means of promoting their secondary employment even if they are self-employed.

BY AUTHORITY OF:

Michael L. Brown
Chief of Police



Alexandria Police Department

Secondary Employment Request Form

(This form duplicates City Form F-OMB-05513, which is also Attachment A to Administrative Regulation 6-1, Code of II.. Ethics; this form may be used to comply with A.R. 6-1 and/or Police Directive 4.17, Secondary Employment.)

Original Application
Renewal

Ends:
April 1, 20 _____

For Off-Duty LEANA (Law Enforcement Action Not Anticipated) Employment For Off-Duty LEAA Employment	Employee's Name: _____ Serial # _____
	Rank/Assignment/Div: _____ <input type="checkbox"/> Sworn <input type="checkbox"/> Non-Sworn
	<input type="checkbox"/> Off-Duty LEAA (Law Enforcement Action Anticipated) <input type="checkbox"/> Off-Duty LEANA (Law Enforcement Action Not Anticipated)
	If Non-Sworn, are you <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Will this work be performed in the City? <input type="checkbox"/> Yes <input type="checkbox"/> No
	I request approval to engage in the following secondary employment, including self-employment: (Please provide the following information for each secondary employment position. Use a separate form for each secondary employment activity.)
	Name of Secondary Employer: _____
	Name of Detail Coordinator: _____
	Employer Address: _____
	Name of Secondary Job Supervisor: _____
	Employer/ Super-visor Phone(s): _____
Please give job title and describe duties: (Attach supplemental memorandum if more space is needed)	

Additional Benefits (i.e. meals, free passes, reduced lost purchases) and value of these benefits:	

Please indicate the hours of the day and days of the week involved in this work:	

Anticipated Start Date of Secondary Employment: _____ Expected Duration* : _____	
(* All approved Outside Employment MUST BE RENEWED ANNUALLY by February 1st each year)	

Note: Employees whose secondary employment is approved are reminded that under Virginia's State and Local Government Conflict of Interests Act (Sec. 2.1-639), they may not engage in or undertake an action in their official capacity which stands to benefit, or harm, the person or entity by whom they are employed during their off-duty hours. As required by the Conflict of Act, city employees are required to, give written notice to, their department head in the event that their secondary employment places them in conflict with their duties or responsibilities as a city employee. Employees whose secondary employment is approved are required to notify their respective department head in writing whenever a substantial change occurs in the work hours, location or nature of their outside employment.

Employees are not permitted to engage in any type of secondary employment activity that involves the enforcement or execution of any form of "house rules" including but not limited to: searches of persons or property without legal justification; solicitation, request for collection of any fees, costs, or other expenses; or any other action outside the scope of law enforcement action authorized by law.

Police Employees will not engage in any off-duty LEAA employment unless the employer agrees to assist in prosecution of any cases in which the Police employee takes law enforcement action based on the report or complain of a crime or the officer's own observation.

I certify that the above information is complete and accurate, and that I have read the City's Code of Ethics Administrative Regulation (AR 6-1) and the APD-461A, if an Off-Duty LEAA Employment. I further certify that I will not accept or seek additional pay or benefits beyond those listed on the APD-461A and or attached memorandum.

Signature: _____ Date: _____

(If for off duty LEANA employment, forward through channels to the Chief of Police. If for off-duty LEAA employment, only your supervisor's signature is required.)



Alexandria Police Department Secondary Employment Request Form

(This form duplicates City Form F-OMB-05513, which is also Attachment A to Administrative Regulation 6-1, Code of II. Ethics; this form may be used to comply with A.R. 6-1 and/or Police Directive 4.17, Secondary Employment.)

For Off-Duty LEAA Employment

Approvals/Review: Emergency Detail Approval: Valid for 3 days only (see Directive 4.17)

Emergency Approval Commander: _____

Comments: _____

Requestor's Supervisor: _____

Comments: _____

Requestor's Division Commander: _____

Comments: _____

Deputy Chief, Investigations Bureau: _____

Comments: _____

Deputy Chief, Patrol Operations Bureau: _____

Comments: _____

Deputy Chief, Administrative Services Bureau: _____

Comments: _____

Deputy Chief, Operations Support Bureau: _____

Comments: _____

Chief of Police: _____

Approved: Not Approved: Reason for Denial: _____

For Off-Duty LEANA (Law Enforcement Action Not Anticipated) Employment

Send to Administrative Coordinator - City Council Liaison



ALEXANDRIA POLICE DEPARTMENT OFF-DUTY LEAA EMPLOYMENT AGREEMENT

Original Application
Renewal

Ends:
March 1, 20 _____

The following is a proposed agreement for security to be provided for _____ (name of organization /business). Security will be provided by off-duty LEAA (Law Enforcement Action Anticipated) Alexandria Police Officers. The dates for this detail are _____ through _____ (no later than March 1 of the upcoming year). All extra-duty agreements MUST BE RENEWED annually by March 1, or as changes to any aspect of the agreement occur (see Police Directive 4.17 for guidance). The Chief of Police has final approval on all off-duty LEAA employment agreements and provisions herein.

Detail Coordinator: _____ Serial # _____ (Rank/Assignment/Div) _____
I certify that I have read and understand the responsibilities of Detail Coordinator as outlined in Police Directive 4.17.
Initials/Date: _____

Detail Address: _____ In City of Alexandria? Yes No
Detail days/times: Total Hours/week: _____ One-Time Only: Yes No Sector _____
Sun: _____ Mon: _____ Tue: _____ Wed: _____ Thu: _____ Fri: _____ Sat: _____

Specific Duties: (attach supplemental memorandum if more space is needed) _____

If a written security policy exists, attach a copy for permanent records.
ABC license issued? Yes No (see Directive 4.17 for Guidance) Received Rent Discount? Yes No

Duty Requirements:

All employment requiring law enforcement related duties must be worked by the officer in full police uniform. Request for waivers for this requirement must be made in writing to the Chief of Police and attached to this form.

Marked cruiser needed: Yes No Security logbook for records: Yes No

Other(s): _____

Benefits/Salary:

Rate of Pay: \$ _____ per hour, paid as (check one below):
 Regular employee (will receive a W-2 tax form) Contractor (cash and/or receives IRS Form 1099, etc).
Additional benefits (i.e. meals, free passes, reduced cost purchases) and value thereof (use memo if more space needed):

Benefits are same as regular (non-police) employees: Yes No (if yes, attach written copy of employee benefits policy)

Contractor employment does not entitle Police Department Employees to regular employee benefits, unless specifically enumerated above as part of contracted salary agreement. The Chief of Police reserves the right to deny benefit (other than rate of pay) for Police Employees based on review of the contract agreement.

LIABILITY NOTICE TO EMPLOYER(S)

While the City of Alexandria may provide limited insurance coverage for members of the Police Department who take specific law enforcement action while engaged in off-duty LEAA employment, there is no provision that protects off-duty LEAA employers from liability, workers' compensation and disability claims arising out of their employment or use of off-duty LEAA police officers.

Employer has liability insurance?: Yes No (If yes, fill out below blocks)

Employer's Worker's Compensation Insurer & Policy Number: _____

Employer's Liability Insurer & Policy Number: _____

Police Department Employees are not permitted to engage in any type of secondary employment activity that involves the enforcement or execution of any form of "house rules" including but not limited to: searches of persons or property without legal justification; solicitation, request for collection of any fees, costs, or other expenses; or any other action outside the scope of law enforcement actions authorized by law.

