

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SCHOOL POLICE OFFICERS  
CONDITIONS OF WORK  
SECONDARY EMPLOYMENT  
LAW ENFORCEMENT

# EASTON AREA SCHOOL DISTRICT

ADOPTED: APRIL 17, 2008

REVISED:

<p>1. Purpose</p> <p>2. Policy</p> <p>3. Requirements</p>	<p style="text-align: center;"><b>460. SCHOOL POLICE OFFICERS – CONDITIONS OF WORK SECONDARY EMPLOYMENT – LAW ENFORCEMENT</b></p> <p>The purpose of this General Order is to set forth guidelines to govern law enforcement-related secondary employment by officers of the Easton Area School District School Police Department where the actual or potential use of police powers is possible.</p> <p>The policy of this Department is to provide guidelines to police employees regarding secondary employment in a law enforcement position, establish procedures for the efficient operation of the Easton Area School District School Police Department, and to protect the interests of the Department and the Easton Area School District. Easton Area School District School Police Officers are not permitted to perform activities regulated by the Lethal Weapons Training Law, Act 235, and receive a form of compensation, gift, donation or gratuity for those services from a private person, association, or corporation whereby the officer could be deemed to be a privately employed agent.</p> <p>A. An officer of this Department may engage in off-duty law enforcement employment only with the permission of the Security Coordinator. The officer desirous of obtaining permission for this type of off-duty employment shall prepare and submit correspondence to the Security Coordinator containing the following information:</p> <ol style="list-style-type: none"> <li>1. The name of the law enforcement agency, i.e., township, borough, city, county, state or federal agency.</li> <li>2. The address telephone number, fax number and e-mail address of the police department.</li> <li>3. The name of the head of the law enforcement agency. In the event the position is head of the law enforcement agency, the name of the mayor, township, county, state or federal official the officer must report to.</li> <li>4. The location where the work is to be performed.</li> <li>5. The hours of work.</li> <li>6. The specific job description of the work to be performed.</li> <li>7. If a uniform is to be worn, describe the uniform and list all equipment, lethal and non-lethal weapons the officer will be expected to use.</li> </ol>
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- B. The Security Coordinator or his designee may terminate or suspend permission to engage in off-duty employment by the officer if there is a finding that the off-duty employment is impairing the officer's on-duty performance with the Easton Area School District School Police Department.
- C. Supervisory personnel shall ensure the officer's off-duty employment does not interfere with on-duty performance.
- D. An officer may not work in an off-duty capacity more than thirty-two (32) hours per week or more than eight (8) hours in any day for which he/she is scheduled for duty with the Easton Area School District School Police Department. In addition, there shall be a seven (7) hour period between the off-duty employment and the officer's scheduled Easton Area School District on-duty time. An exception is while an officer is on vacation or other authorized leave with the exception of sick leave.
- E. While on sick leave due to a line of duty injury incurred as an Easton Area School District School Police Officer or any other sick leave, an officer shall not engage in any law enforcement off-duty employment.
- F. Approval of off-duty employment shall apply only to the specific job description approved. Other employment or additional job changes require new approval by the Security Coordinator.
- G. Upon the annual anniversary of each off-duty approval, the officer shall submit a new request for approval.
- H. Unscheduled time off from the Easton Area School District School Police Department will not be approved for an officer to meet obligations with the secondary employer if the effect of allowing the time off will result in any costs to the Easton Area School District School Police Department or affect the performance of duties of the Easton Area School District School Police Officers.
- I. Prior to the officer enforcing any provisions of the Pennsylvania Crimes Code (Title 18) the Pennsylvania Vehicle Code (Title 75) and carrying a firearm while performing duties with the secondary law enforcement agency, the head of the secondary law enforcement agency must provide the following documentation to the Easton School District Security Coordinator:
  - Documentation that the secondary employment law enforcement agency has met the requirements of the Pennsylvania Municipal Police Officers' Educational and Training Commission regarding employment and certification, or standards required for employment by laws or regulations concerning sheriffs' certification in regards to the officer.

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<p>4. Restrictions</p>	<p>J. Within ninety (90) days of employment, the head of the secondary law enforcement agency must submit the following documentation to the Easton Area School District Security Coordinator:</p> <ol style="list-style-type: none"> <li>1. Documentation that the officer has successfully completed the secondary law enforcement agency’s firearms training for all firearms the officer is authorized to use as conducted by a certified firearms instructor.</li> <li>2. Documentation that the officer has completed the secondary law enforcement agency’s defensive tactics training conducted by a certified defensive tactics instructor.</li> <li>3. Documentation from the secondary law enforcement agency that the officer has completed training in the agency’s policies and procedures regarding use of deadly and non-deadly force and the agency’s policy manual.</li> </ol> <p>A. Approval of off-duty law enforcement employment shall not be granted or can be withdrawn in the following cases:</p> <ol style="list-style-type: none"> <li>1. When, in the opinion of the Security Coordinator or his designee, such off-duty employment shall interfere with the officer’s performance of duties required by the Easton Area School District School Police Department.</li> <li>2. The employment requires the wearing of the Easton Area School District School Police uniform, or any part thereof, or the use of any Easton Area School District Police Department supplied equipment such as leather gear, firearms, pepper spray, asp (expandable baton), handcuffs, flashlights or the use of powers granted to an Easton Area School District School Police Officer.</li> <li>3. Failure to submit the documentation required in Section 3 (Requirements) within ninety (90) days of the officer’s employment by the secondary law enforcement agency will result in the withdrawal of permission to work the secondary law enforcement employment by the Easton Area School District School Police Department.</li> <li>4. Employment that constitutes a threat to the status or dignity of the police officer’s professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:             <ol style="list-style-type: none"> <li>a. Establishments that sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment of services of a sexual nature.</li> <li>b. Any establishment involved in the sale, manufacture or transport of alcoholic beverages.</li> <li>c. Any gambling establishment not exempt by law.</li> </ol> </li> </ol>
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