



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



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**SECONDARY EMPLOYMENT:  
EXTRA-DUTY AND OFF-DUTY EMPLOYMENT  
GENERAL ORDER NO: 2.2.10**

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|----------------------------------------------|-----------------------------------|
| <b>Issue Date:</b> November 19, 2014         | <b>Effective Date:</b> March 1998 |
| <b>Revision Date:</b> September 2008         | <b>CALEA:</b> 22.2.4, 22.2.5      |
| <b>Volume 2:</b> Logistics                   | <b>Chapter 2:</b> Discipline      |
| <b>Distribution:</b> All Personnel           | <b>NYSLEAP:</b> N/A               |
| <b>Issuing Authority:</b> Chief Eric Hawkins | <b>Page:</b> 1 of 6               |

**PURPOSE:** The purpose of this policy is to set forth the procedures for secondary employment. Secondary employment shall consist of any outside employment, which is either extra-duty or off-duty employment, as defined below.

**POLICY:** It is the policy of the Albany Police Department to lay out the foundation and expectations of conduct, as well as the rules of behavior that all personnel of this department shall abide by while working in official capacity and reporting for secondary employment.

**DEFINITIONS:** **Secondary Employment** – Secondary employment means any outside employment, which is either extra-duty or off-duty employment.

**Extra-Duty Employment** – Extra-duty employment means any secondary employment that is conditioned on the actual or potential use of law enforcement powers by a police officer.

**Off-Duty Employment** – Off-duty employment means any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

**I. SECONDARY EMPLOYMENT**

- A. Personnel engaged in secondary employment shall be held accountable for their actions and shall comply with all departmental policies and procedures, whether in uniform or not. These requirements include existing orders, jurisdictional limitations, availability for call back to regular duty, and rest periods, as per current directives.

**II. EXTRA-DUTY EMPLOYMENT**

- A. This department currently permits sworn personnel to engage in two (2) types of extra-duty employment, which consist of the following:

- 1. Details obtained through the Office of Overtime Planning and

- Management (OPMO); and
2. Details obtained through the Albany Housing Authority.

- a. Personnel shall not engage in any other form of extra-duty employment, without prior written approval from the Chief of Police or his/her designee.

**B. Extra-Duty Employment: Office of Overtime Planning and Management:**

1. The Lieutenant of the Administrative Services Bureau shall all oversee all extra-duty employment, except Albany Housing Authority details and shall be responsible for the following:
  - a. Adherence to department policies and procedures; and
  - b. Review, approval, and revocation processes.
    - i. The review, approval, and revocation processes pertaining to extra-duty employment shall coincide with procedures outlined in the applicable Agreement between the City of Albany and the designated union.
2. The hours and all other conditions particular to each detail shall not be altered by personnel assigned to the detail.
3. Personnel reporting for extra-duty details are considered on-duty for the duration of the detail. As such, all department policies and procedures, as well as procedures outlined in the applicable Agreement between the City of Albany and the designated union, shall apply to each officer for that detail.
4. Department payroll shall process all payments for details obtained through OPMO. Officers are not to accept cash payment for any extra-duty details. Detail monies will be included in the officer's paycheck.
5. Department computers shall be maintained at each unit/station so that officers may sign up for specific pre-planned overtime details, and details are to be selected, as per current applicable Agreement between the City of Albany and the designated union.

**C. Extra-Duty Employment: Albany Housing Authority:**

1. On a voluntary basis, the most senior lieutenant shall be selected to oversee the Albany Housing Authority scheduled extra-duty employment and shall be responsible for the following:
  - a. Adherence to department policies and procedures; and
  - b. Review, approval, and revocation processes.
    - i. The review, approval and revocation processes pertaining to extra-duty employment shall coincide with procedures outlined in the applicable Agreement between the City of Albany and the designated union.

2. The hours and all other conditions particular to each detail shall not be

- altered by personnel assigned to the detail.
3. Only police officers who have completed the field training program are permitted to engage in approved Albany Housing Authority extra-duty employment.
  4. Personnel reporting for extra-duty Albany Housing Authority details are considered on-duty for the duration of the detail. As such, all department policies and procedures, as well as procedures outlined in the applicable Agreement between the City of Albany and the designated union, shall apply to each officer for that detail.
  5. The Albany Housing Authority shall process all payments for Albany Housing Authority details. Officers are not to accept cash payment for the detail. Detail monies will be included in a separate paycheck from the Albany Housing Authority.
  6. Binders shall be maintained at each station so that officers may sign up for Albany Housing Authority details. Details shall be selected per current applicable Agreement.
  7. The following additional procedures shall apply to Albany Housing Authority details:
    - a. The supervisor assigned to the Albany Housing Authority detail shall advise Communications via telephone when the detail is in service, the location of all deployed officers, and when the detail secures.
    - b. Supervisors/officers are to radio in-service to Communications at the start of each detail. The supervisor of the detail shall provide Communications personnel with the officer's PIN number and their assigned call numbers. Communications personnel shall enter said information into CAD.
    - c. In the absence of a supervisor on the detail, the senior officer is responsible for deploying personnel, notifying Communications, preparing reports, etc.
    - d. The Albany Housing Authority detail shall be conducted with officers in their assigned zone.
    - e. If the marked Albany Housing Authority vehicle is not available, or if the police unit becomes disabled, officers are authorized to obtain a reserve unit from Communications/Headquarters. If there is only one reserve unit, and the unit is needed from normal station patrol, the station patrol will take priority.
    - f. At all times, detail personnel are responsible through the Albany Police Department chain of command. Additionally, in the absence of a supervisor assigned to the detail, supervisors working regular assignments are responsible for officers assigned to the Albany Housing Authority detail.
    - g. Gas arrangements are made and paid for by the Albany Housing Authority.
    - h. Albany Housing Authority shall be responsible for vehicle repairs.
    - i. Albany Police Department shall be responsible for repairs to vehicle lights and/or any radio equipment.
    - j. The detail shall utilize the main police radio frequency one (1), unless directed otherwise.
    - k. Communications shall utilize Albany Housing Authority detail

- officers for calls in the Albany Housing building/areas.
- I. The proper call numbers for Albany Housing Authority details are 655 and 656.
  - m. Normal radio procedures shall be utilized when an officer is required to be out of service for any reason.
  - n. It shall be the supervisor's responsibility to coordinate the detail personnel's equipment needs and arrange for their relief, if necessary.
  - o. If a major crime scene develops in one of the Albany Housing Authority buildings or on Albany Housing Authority property, the Albany Police Housing supervisor shall be in charge of the scene and shall make necessary notifications to the Operations lieutenant.
    - i. If there is no Albany Police Housing Authority sworn supervisor working or available, the respective street supervisor shall be in charge of the scene.

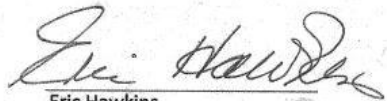
### III. OFF-DUTY EMPLOYMENT

A. Personnel may engage in off-duty employment, subject to the following limitations:

1. Such employment shall not interfere with the employee's employment with the department (e.g., security, work, or any other employment not specifically approved by the Chief of Police).
2. Personnel shall not engage in any employment or business involving the following:
  - a. The sale of alcohol beverages to be consumed on premises;
  - b. Bail bond agencies; or
  - c. Investigative work for insurance agencies, collection agencies or attorneys.
    - i. Refer to the Legislative Restrictions section of [General Order 2.2.00 - Rules of Conduct](#) for additional information:
3. Personnel may engage in any other employment, not prohibited by law, as long as it has been authorized in writing by the Chief of Police, per the following procedures.

B. Authorization for Off-Duty Employment

1. Personnel who seek off-duty employment are required to complete an [Off-Duty Employment Request Form](#), APD Form # 402 shown on page 6 of this order, and submit the completed form for approval.
2. Personnel shall receive written authorization from the Chief of Police or his/her designee, prior to engaging in any off-duty employment.

  
Eric Hawkins  
Chief of Police



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**INTRA-DEPARTMENTAL CORRESPONDENCE**

**Date:** \_\_\_\_\_

**TO:** **BERNARD COX, CHIEF OF POLICE**

**FROM:** \_\_\_\_\_

**SUBJECT:** **OFF-DUTY EMPLOYMENT REQUEST**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ PIN: \_\_\_\_\_

Assignment: \_\_\_\_\_ Shift: \_\_\_\_\_

Second Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Number of Hours per Week: \_\_\_\_\_ Contact Number/Person: \_\_\_\_\_

If needed for emergency duty, I can be contacted at: \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_

Chief's Decision: \_\_\_\_\_ Date: \_\_\_\_\_