

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: SEE BELOW**

**DATE:** April 23, 2021

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APPROVED

Memo# 2021-013

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## **SUBJECT**

**DUTY MANUAL REVISION: C 1506 – SECONDARY EMPLOYMENT OFF-DUTY UNIFORM PAY**

## **BACKGROUND**

In 2012, the City Auditor completed an [audit of the Police Department's Secondary Employment \(link\)](#). The results of this audit provided 30 recommendations, the majority of which have been implemented or partly implemented. Recommendation #21 of this audit states in part, "The Department should also establish and implement clear written guidelines regarding: (a) roles and responsibilities of coordinators and how they fit within the chain of command, (b) a prohibition against any form of compensation other than pay, (c) a fixed hourly rate for coordinators as well as not-to-exceed limits on coordinators pay, (d) clarify that coordinators can only be paid for actual hours of coordination rather than an agreed upon estimate or "plug", and (e) expressly prohibit coordination on City time.

A review of Duty Manual section C 1506 found modifications necessary to comply with the above audit recommendation.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

### **C 1506      SECONDARY EMPLOYMENT OFF-DUTY UNIFORM PAY:**

*Revised 04-23-21*

The Chief of Police has the sole authority to set the pay scale for uniformed (including any modified uniformed assignments) secondary employment assignments. The intention of a standard hourly wage is to establish a uniform pay scale for all officers working in a uniformed secondary employment capacity. Officers are prohibited from negotiating pay rates or deals for uniformed secondary employment assignments.

**ALL DEPARTMENT PERSONNEL**

**SUBJECT: DM REVISION: C 1506 – SECONDARY EMPLOYMENT OFF-DUTY UNIFORM PAY**

April 23, 2021

Page 2

Sergeants and lieutenants are prohibited from charging supervisor fees unless they are working a uniformed secondary employment assignment with officers who they are actively supervising. The officer rank is prohibited from charging supervisor fees at any time while working or coordinating a secondary employment assignment.

An officer may volunteer his or her time or receive paid compensation, but shall not accept any other form of compensation ~~receive paid compensation, or have priority in scheduling him/herself in exchange for coordinator duties. Coordination duties are non-law enforcement, clerical duties and staff work related to the assignment that is performed on behalf of the secondary employer. Coordination duties include, but are not limited to, staffing, scheduling, meetings, and billing. The coordinator rate shall reflect the individual SEU hourly pay rate, as set by the Chief of Police. Coordinators shall only be paid for actual hours of coordination.~~

Pay rates for officers working plain clothes secondary employment assignments are not subject to the uniform pay scale.

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual section.



Anthony Mata  
Chief of Police

AM:SD:JK