

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: SECONDARY EMPLOYMENT PAY  
RATE CHANGE**

**DATE:** July 18, 2022

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APPROVED

Memo# 2022-031

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## **BACKGROUND**

The Chief of Police has the sole authority to set the pay scale for uniformed secondary employment assignments. Due to the large amount of available overtime assignments both within and outside the Department, the Secondary Employment Unit has seen the number of unfilled assignments significantly increase for assignments including special events and traffic control leading to events being understaffed, canceled and construction projects being delayed. The large gap between the uniformed secondary employment payrate and the top step officer overtime payrate has led to active officers having little interest in working SEU assignments. The off-duty uniform pay rate was last updated in November 2019. The Department recognizes the need to bring the pay rates for off-duty uniformed secondary employment to a level that will increase participation in the program. To ensure that all off-duty uniform employment pay rates are equitable and consistent, the Department will utilize a standard rate for all off-duty uniformed pay jobs, regardless of job type.

## **ANALYSIS**

The purpose of a standard hourly wage is to establish a uniform pay scale for all officers working in an off-duty uniformed secondary employment capacity. The standard rates are both a minimum and maximum, where an officer cannot receive less compensation and an officer cannot charge more than the established rates for off-duty uniformed work.

The newly established standard hourly rate for all off-duty uniformed employment will be \$90.00 per hour with a minimum of 3 hours or \$270.00 per assignment. The standard hourly rate for supervisors working in a supervisory capacity for these jobs will be \$105.00 per hour with a minimum of 3 hours or \$315.00 per assignment. In special circumstances where a Lieutenant position is required, the standard hourly rate will be \$120.00 per hour with a minimum of 3 hours or \$360.00 per assignment.

The Secondary Employment Unit will conduct outreach to all effected SEU employers. **Employers have until January 1, 2023 to come into compliance with the terms of this memorandum.**

NOTE: Officers may continue the practice of volunteering their services without compensation for charitable causes when approved by the Department in accordance with Duty Manual section C 1508.

**CONCLUSION**

Effective January 1, 2023, the standard hourly rate for ALL off-duty uniformed employment will increase to the above listed amounts.



Anthony Mata  
Chief of Police

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