

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Anthony Mata  
Chief of Police

**SUBJECT: DUTY MANUAL REVISIONS:  
SECONDARY EMPLOYMENT  
TIMECARD**

**DATE:** September 28, 2022

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APPROVED

Memo #2022-050

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## **BACKGROUND**

The Duty Manual requires officers to report all hours of secondary employment worked (uniformed, non-uniformed and Department-sponsored special overtime assignments) on the “SECONDARY EMPLOYMENT TRACKING FORM.”

The Secondary Employment Unit has developed an online form that will replace the paper and PDF versions of the tracking form. Refer to Training Bulletin #2022-033 accompanying this memorandum for details on how to complete the Secondary Employment Timecard.

## **ANALYSIS**

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

### **C 1508      SECONDARY EMPLOYMENT VOLUNTEER TIME:** *Revised 09-28-22*

An officer may volunteer *their* ~~his/her~~ time to provide uniformed security at charitable causes occurring in the City of San Jose. Charitable causes are defined as nonprofit events 501(c)(3), community and public gatherings, and school events. When working a uniformed volunteer position, an officer is subject to all Department policies, including having a valid work permit on file at SEU, and enrollment in the Law Enforcement Liability Insurance Program.

An officer shall not work a uniformed secondary employment assignment in which *they* ~~he/she~~ volunteers a portion of *their* ~~his/her~~ hours and *are* is paid for another portion of *their* ~~his/her~~ hours.

EXAMPLE: An officer working a uniformed 4-hour shift at a special event at their child’s school cannot get paid for 2 hours of the shift and volunteer for the remaining 2 hours. The officer must either be paid for 4 hours or volunteer for 4 hours.

**ALL DEPARTMENT PERSONNEL**

**SUBJECT: DUTY MANUAL REVISIONS: SECONDARY EMPLOYMENT TIMECARD**

September 28, 2022

Page 2

Volunteer hours worked in uniform are included in the limit of authorized secondary employment hours a member may work in a week. Volunteer hours worked in uniform shall be noted on the member's ~~sSecondary eEmployment~~ Timecard tracking sheet.

**C 1543 REPORTING OF SECONDARY EMPLOYMENT HOURS:**

*Revised 09-28-22*

Officers will report all hours of secondary employment worked (uniformed, non-uniformed and Department-sponsored special overtime assignments) on the "SECONDARY EMPLOYMENT TIMECARD TRACKING FORM." Forms Timecards will shall be submitted online biweekly to coincide with the end of the City pay period.

Officers shall accurately document the actual hours worked on the ~~sSecondary eEmployment~~ Timecard tracking form.

**C 1552 SPECIAL OVERTIME ASSIGNMENTS:**

*Revised 09-28-22*

Special overtime assignments include "TABS cars," "DUI cars," "gang cars", etc., and "VIS" code assignments. Officers will not take time off to work these assignments. Officers do not need to have work permits on file or participate in the Department's liability insurance program to work these assignments since the officers are not working for a secondary employer, but are still working for the primary employer, the City of San Jose. Officers are still required to complete the Secondary Employment Timecard ~~Unit tracking sheet~~. Reserve officers are ineligible to work special overtime assignments.

**ORDER**

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



Anthony Mata  
Chief of Police

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