

Memorandum

TO: ALL DEPARTMENT PERSONNEL

FROM: Paul Joseph
Acting Chief of Police

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

DATE: May 7, 2024

APPROVED

Memo #2024-013

BACKGROUND

A review of the Duty Manual revealed the following updates are necessary to update and clarify some policies pertaining to the Secondary Employment Unit. The revisions accomplish the following:

1. Clarify the “coordinator rate” for a sworn officer acting as an approved coordinator for off-duty employers.
2. Update the authorized “Key Economic Sites,” which are approved by the Chief of Police.

ANALYSIS

The Duty Manual should be revised to reflect the 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 05-07-24*

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.

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 or are assigned as authorized coordinators. The officer rank is prohibited from charging supervisor fees at any time while working or coordinating a secondary employment assignment.

An officer may volunteer their time or receive paid compensation but shall not accept any other form of compensation for coordinator duties. 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.

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

C 1513 **SECONDARY EMPLOYMENT COORDINATOR POSITION:**

Revised 05-07-24

Any uniformed secondary employment assignment not coordinated by the Secondary Employment Unit shall have a current ~~d~~Department member designated as a "coordinator." The coordinator will act as a liaison with the Secondary Employment Unit to ensure the assignment is in compliance with Department policies and procedures. A coordinator's duties may include, but are not limited to, staffing and scheduling associated with the secondary employment assignment. The coordinator's duties may also include any record keeping required by the commander of the Secondary Employment Unit. Coordinators shall attend any training required by the Secondary Employment Unit.

Coordinators may schedule members of a higher rank to work secondary employment assignments (Example: An officer coordinating a school secondary employment assignment may schedule a member of a higher rank to work at the school). Coordinators will not schedule members of a higher rank who are in their immediate chain of command.

The coordinator's position is subject to the approval of the commander of the Secondary Employment Unit. A coordinator is subject to removal from their position if they do not comply with policies and procedures required of their position. The Chief of Police shall have final authority over the appointment or removal of a coordinator from their position.

The Chief of Police shall have the authority to appoint lieutenants to coordinator positions, which they identify as ~~key secondary employment sites~~ "Key Economic Sites" in the City. The ~~approved two~~ Key Economic Sites are: the HP Pavilion the SAP Center, Team San Jose venues (San Jose Convention Center, Center for the Performing Arts, San Jose Civic, California Theatre, and Montgomery Theater), PayPal Park, The Plant, and Santana Row, and ~~the San Jose Convention Center~~. The commander of the Secondary Employment Unit shall be responsible for the selection process and making a recommendation for the position to the Chief of Police; the Chief of Police shall have final authority over the appointment. The selection process shall consist of an email announcement to all eligible lieutenants. Each interested candidate shall be interviewed by the Assistant Chief of Police, or their designee.

The assignment for the ~~Key Economic Sites~~ shall not exceed two years. A lieutenant who has served a two-year term shall be eligible to again serve as a coordinator for one of these ~~key~~ sites after a period of one year. Any exception to this rule must be approved by the Chief of Police in writing.

Coordination of secondary employment assignments is prohibited when a department member is on-duty.

EXCEPTION: City sponsored events, events at City owned facilities, and other events coordinated through the Secondary Employment Unit may be coordinated by a

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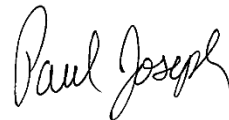
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department member while on-duty. Tasks associated with the coordinator shall not interfere with the performance of a member's primary duties and responsibilities.

ORDER

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

A handwritten signature in black ink that reads "Paul Joseph". The signature is written in a cursive, flowing style.

Paul Joseph
Acting Chief of Police

PJ:PH:MS