



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Outside Employment		
<b>Policy Number:</b>	114	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	January 2019
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### PURPOSE

The purpose of this policy is to establish a procedure for members to request approval for employment outside the Rogers Fire Department. The policy also reinforces policy of the City of Rogers regarding outside employment.

### POLICY

The fire department expects each member to devote their full attention to the fire department and its operations. Outside employment or other gainful business activity by members could involve an actual or potential conflict of interest or could lessen the impartiality, judgment, effectiveness, or productivity which is expected in the performance of their duties.

### Definitions

Extra-duty employment – This type of outside employment is considered to be an extension of a sworn firefighter's departmental primary responsibilities. Examples of this type of work include work as a part-time firefighter or prehospital emergency medical provider.

Secondary employment - Employment outside the Rogers Fire Department, where the use of fire and EMS related functions is not anticipated or expected.

### Process

If members wish to conduct outside employment, they should submit a formal request, in writing, to their Battalion Chief or appropriate supervisor using Form 301, Secondary Employment Request Form. The Battalion Chief or another supervisor shall ensure those requests are forwarded to the Fire Chief's Office for final approval or denial.

In the event a member is approved for outside employment, the member is expected to make the City of Rogers Fire Department their first priority and no schedule changes will be made to accommodate the additional job.

No member of the Fire Department may perform any extra-duty or secondary employment which is or can be interpreted to be inconsistent with his or her work or detrimental to the best interests of the Fire Department or City of Rogers, as determined by the Fire Chief.

A "Secondary Employment Request Form", Form 301 must be filled out by the affected member and forwarded through the member's chain of command to the Fire Chief. The request will be approved or denied by the Fire Chief and routed back through the chain of command to the member. The request must be approved by the Fire Chief or his designee before the member may engage in any secondary employment, absent exigent circumstances with command approval.

Members may not engage in outside business activities while on duty. City property may not be used except for City sponsored functions. No member of the Fire Department shall have any financial interest, direct or indirect, in any contract or service provided to the City, except on behalf of the City as a salaried member.

Members are responsible for reporting for duty at the Rogers Fire Department in a rested state.

Approval of extra-duty and secondary employment may be revoked at any time by the Fire Chief if the employment is impairing or interfering with job performance in any way.

### **Extra-Duty and Secondary Employment Types Not Approved**

1. As a "body guard", "bounty hunter", or "bouncer".
2. For a bail bond agency, escort service, or massage technician.
3. Service of civil process, as a private investigator, private detective, or other capacity.
4. Work in any capacity which may require as criteria for employment the member having access to fire department information, files or records, and require furnishing those records as a condition of employment.
5. Employment that would in any way discredit city employment, detract from his or her duties, or take preference over on-duty needs or overtime required by city employment.
6. Employment that would tend to subject a department member to outside interests which might conflict with their official duties by diluting their energies or involving them in situations where they might be motivated to neglect or subvert their official duties or functions.

## **Extra-Duty and Secondary Employment Restrictions**

All members working in an extra-duty or secondary employment capacity shall act in a professional manner and shall avoid doing tasks that would tend to detract from the professional image of the Rogers Fire Department. Members shall not work extra-duty or secondary employment while listed as being on any type of sick, injury, or funeral leave without the approval of the Fire Chief. No member may engage in extra-duty or secondary employment while assigned to light duty. Members shall not use Rogers Fire Department facilities, equipment or records in conjunction with extra-duty or secondary employment. Members shall not wear a fire department uniform in a secondary employment capacity.