



# Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**Policy #** 313

**Effective Date** 08/18/2023

**Policy Name** Off-Duty Employment

**Approved Date** 08/18/2023

**Approved by** *Wendell Franklin, Chief of Police*

**Previous Date** 08/26/2022

## PURPOSE OF CHANGE:

To update the procedures for off-duty employment regulations.

## POLICY:

The Fraternal Order of Police Lodge #93 and the City of Tulsa recognize the need to establish certain written policy provisions regarding off-duty employment. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the employee's performance on duty.

All current department policies, procedures, rules, and regulations, including those applying to the Tulsa Police Uniform, and personal grooming standards, shall apply to the employee while employed off-duty in addition to these provisions.

A police officer engaged in any type of off-duty employment is subject to callout in case of an emergency and may be expected to leave their off-duty employment in such situations.

The City of Tulsa does not normally cover employees' worker's compensation while engaged in off-duty employment. Employees are encouraged to ensure that they have adequate worker's compensation coverage, insurance coverage, and appropriate legal coverage while employed off-duty.

**SUMMARY:** Procedures for making notification of off-duty employment.

**APPLIES TO:** All sworn personnel.

## DEFINITIONS:

**OFF-DUTY EMPLOYMENT** – Any compensated employment requiring the wearing of the police uniform, the actual or potential use of law enforcement powers by the employee or use of a police vehicle. It excludes work if conducted for charity or on a volunteer basis without payment of fee or wage.

## PROCEDURES:

1. The Shift Commander will oversee the off-duty employment process. Any officer wishing to engage in off-duty employment will notify their immediate supervisor at least twenty-four (24) hours in advance of being employed off-duty, if possible, by submitting the information via Blue Team for review and approval by their Captain if inside the city limits of Tulsa. If the off-duty employment is out-side of the city limits of Tulsa, then the request must be approved by the Bureau Deputy Chief of the requesting officer through their chain of command.
2. The Blue Team submission must include:
  - a. The name of the employer.
  - b. The exact street address of the job site.
  - c. The date(s) of employment.

- d. The hours of employment.
- e. The name of the employee's immediate supervisor at the job site. If no supervisor exists, the employee will state to whom they report.

3. Telephone notification may be made to the appropriate division if sufficient time is not available to submit the request twenty-four (24) hours in advance. If the division is closed, notify your immediate supervisor. However, you must still submit a request via Blue Team after the notification.
4. Notification of off-duty employment of an extended, continuing nature, will be made and updated via Blue Team after the annual shift change and prior to September 15th of each calendar year.
5. If an officer receives approval to drive their departmental vehicle to and from off-duty employment, the request must have your Captain's approval via Blue Team, acknowledging that the information provided conforms with policy and procedure.
6. All Blue Team Off-Duty Employment submissions will be routed to your Captain and cc'd to the Administrative Lieutenant and your immediate supervisor.
7. Any use of departmental vehicles for charity or on a voluntary basis without payment of fee or wage requires Division Commander approval.
8. When an officer arrives for off-duty employment, the officer will advise the service side dispatcher (J) that they are 10-89 with the following information:
  - a. The location of the off-duty employment.
  - b. The estimated duration of the shift and.
  - c. A contact number.
9. Dispatch will place the officer 10-89 in the division (MVD, GID, RID) in which they are physically located.
10. Officers must advise the dispatcher they are 10-7 at the conclusion of their off-duty employment. If an officer does not advise they are 10-7, dispatch may contact the officer or an on-duty supervisor to determine the officer's status.
11. Captains wanting to work an off-duty employment must get their Major's approval and a Major must have the approval of their Deputy Chief.

## **REGULATIONS:**

1. The captain of the officer requesting off-duty employment will be the administrator for the adherence to policy if the employment is within the city limits of Tulsa. The captain will review and approve the request, if the request is for employment outside the city limits of Tulsa, then approval must come from the officer's Bureau Deputy Chief. The off-duty employment may be denied if the employment violates policy, or the officer is on administrative or injury leave.
2. Except for those functions coordinated by the Special Events Coordinator, officers may only drive departmental vehicles to and from off-duty employment with the approval of a Captain.
3. Permission from the Bureau Deputy Chief is required to wear any Tulsa Police Department uniform outside of the city limits for off-duty employment purposes.
4. Permission from the Bureau Deputy Chief is required to drive any Tulsa Police Department vehicle outside of the city limits for off-duty employment purposes.

5. Officers working for off-duty employment purposes shall be subject to the guidelines set forth in the Uniform Specifications Manual and no part of the Tulsa Police Uniform shall be worn separately or partially.
6. Officers working for off-duty employment purposes shall be subject to the guidelines set forth in the Personal Grooming Standards policy.

## **REFERENCES:**

Rules and Regulations, #24, *Outside Employment*  
Policy and Procedures #201A, *Uniform and Equipment Specifications*  
*Uniform Specification Manual*  
Policy and Procedures #320, *Personal Grooming Standards*