

# Georgia Department of Public Safety Policy Manual

SUBJECT <b>OUTSIDE EMPLOYMENT</b>	POLICY NUMBER <b>5.03</b>
DISTRIBUTION <b>ALL EMPLOYEES</b>	REVISED DATE <b>11/14/2019</b>
	POLICY REVIEWED <b>11/14/2019</b>

## 5.03.1 Purpose

- A. To establish a policy on Outside Employment for employees of the Georgia Department of Public Safety.
- B. To define Outside Employment, Secondary Employment and Off-Duty Police Employment.
- C. To establish eligibility for Secondary Employment, establish maximum hours, and procedures for approval.
- D. To establish standards and procedures regarding the following:
  - 1. Eligibility for Off-Duty Employment;
  - 2. Approval procedures;
  - 3. General provisions;
  - 4. Unacceptable employment;
  - 5. Responsibilities for liability insurance and workers compensation;
  - 6. Hours of employment;
  - 7. Law enforcement action in off-duty employment;
  - 8. Conduct and supervision;
  - 9. Use of state equipment in off-duty police employment;
  - 10. Recall to duty;
  - 11. Large off-duty police details;
  - 12. Rental agreements;
  - 13. Use of Departmental vehicle in approved off-duty police employment
  - 14. Reimbursement for use of Departmental vehicle in approved off-duty police employment.

### 5.03.2 Policy

It is the policy of the Georgia Department of Public Safety to allow employees of the Department to engage in Outside Employment, provided that certain conditions are met and approved by the Commissioner of the Department of Public Safety. This policy shall apply to both sworn and civilian members. This policy is in compliance with the Rules of Department of Public Safety, Chapter 570-9 "Off-Duty Police Employment".

### 5.03.3 Definitions

- A. Outside Employment – Any employment, whether business or commercial, involving payment/compensation that an employee may engage in that is outside their regular full-time employment with the Department of Public Safety. This includes any form of self-employment. Outside employment includes secondary employment and off-duty police employment.
- B. Secondary Employment – Employment that is taken while in an off-duty status which does not entail the use of police authority. Secondary employment provides no real or potential law enforcement service, and vested police powers are not a condition of employment. The use of Department equipment or uniforms is not authorized in the performance of their Secondary Employment duties. Secondary employment includes employment undertaken by civilian employees of the Department.
- C. Off-Duty Police Employment – Employment with an entity other than the Department that entails actual or potential use of police authority and requires vested police powers as a condition of employment. Off-duty employment may be either by private or public entities.
- D. Off-Duty Employment Coordinator – Individual(s) designated by the Commissioner to coordinate employees' requests to work Outside Employment, to provide names of eligible sworn members to prospective off-duty police employers, and to maintain employer information. Oversees approval process for use of Departmental vehicle for off-duty police employment.
- E. Eligible Employee – An employee of the Department who has been approved by the Commissioner or their designee for Outside Employment.
- F. Sworn Member – Any person employed by the Department in a sworn law enforcement capacity.
- G. Commanding Officer – The Lt. Colonel or Major assigned to the Uniform Division of the Georgia State Patrol or Motor Carrier Compliance.
- H. Large Off-Duty Police Detail – A police detail requiring more than twelve sworn members.
- I. Vehicle Usage Coordinator – The DPS employee designated by the Commissioner to coordinate reimbursement for use of the Department vehicle when approved for off-duty police employment.
- J. Office of State Administrative Hearings (OSAH) Security Detail – Off-duty volunteer assignment of members of the Uniform Division of the Department assigned to provide security for administrative hearings.

K. Post/Unit Supervisor – the employee’s first line supervisor.

#### **5.03.4 General Provisions**

- A. Employees will not allow Outside Employment to interfere in any way with their scheduled duties with the Department.
- B. No Department employee will be approved for Outside Employment that has the possibility of creating a conflict of interest or that will discredit the Department’s image.
- C. Requests shall be made in accordance with this policy and shall be made on the proper Department form.
- D. The Commissioner or their designee must approve all Outside Employment requests.
- E. Withdrawal of approval regarding either type of Outside Employment may occur at the discretion of the Troop/Region Commander or above, in consultation with the GSP/MCCD Commanding Officer, Division Director or Colonel.
- F. No scheduling, arranging employment, replacements, delivering paychecks, visiting work sites or any other off-duty related matters shall be performed while the DPS Employee is on duty with the Department of Public Safety; provided, however, the prohibition against delivery of paychecks shall not apply to Off-Duty Police Employment for which the sworn member receives payment through the Department.
- G. Any Division Director, Adjutant, Troop/Region or Unit Commander may suspend any subordinate employee’s privilege to work Outside Employment when, based on a quarterly, mid-term or other formal review of performance, it is his/her opinion that the employee’s level of job performance does not meet expectations. This suspension shall continue until the Division Director, Adjutant or Unit Commander is satisfied that, in his/her opinion, the current level of the employee’s performance meets expectations. The Off-Duty Employment Coordinator shall be notified when an employee’s privilege has been revoked and reinstated.
- H. Employees are prohibited from adjusting work schedules in order to accommodate Outside Employment opportunities except when personally approved by the Post/Unit Commander or immediate supervisor.
- I. Sworn members shall be in compliance with the guidelines listed below:
  - 1. May work a maximum of 64 hours of employment per workweek, whether the work is exclusively regular duty hours, or exclusively Off-Duty Police Employment, or a combination of regular duty hours and Off-Duty Police Employment. With supervisory approval, a maximum of 72 hours during one week of each 28-day roster, may be worked.
  - 2. The Post Commanders/Unit Supervisor has the authority to review the hours worked and determine if any overage of the 64 hours was unavoidable. (e.g. An officer completes 64 hours of Off-Duty Police Employment and on his/her way home, he/she encounters a fatal crash, resulting in three (3) additional hours of on-duty work. The overage of three (3) hours was necessary and the officer shall not incur discipline.)

3. Working Off-Duty Police Employment shall provide for six hours of rest between Off-Duty Employment and regular on-duty assignments.
  4. Hours worked on Off-Duty Police Employment shall be officially recorded by the employee on the Off-Duty Police Employment Time Sheet (DPS - 524), and shall be reviewed and approved by the supervisor.
  5. Fill out the DPS - 524 for each 28-day period (only if the member worked off-duty employment).
  6. Any deliberate omission or misrepresentation by the employee of hours worked on Off-Duty Police Employment status shall result in disciplinary action, up to and including termination of employment.
  7. Exceptions will be made in the event of a riot, natural disaster, emergency situation or other exigent circumstances as determined by the Commissioner.
- J. The following DPS civilian employees shall provide for six hours of rest between Secondary Employment and regular on-duty assignments. Their hours worked on Secondary Employment shall be officially recorded by the employee on the Off-Duty Police Employment Time Sheet (DPS - 524), and shall be reviewed and approved by the supervisor.
1. Dispatchers
  2. Weight Inspectors
  3. Compliance Specialist in Region 10
  4. Mechanics
  5. Aviation Mechanics
  6. Cadets
  7. Safety Officers
- K. Civilians (not included above) shall provide for six hours of rest between Secondary Employment and regular on-duty assignment, when driving a state vehicle.
- L. Outside Employment is prohibited with a private employer when the employer is involved in a labor strike. In cases where a private employer becomes involved in a labor strike subsequent to approval of the Commissioner, the approval shall be considered immediately withdrawn.
- M. Employees shall advise their immediate supervisor immediately when they have been involved in an incident that has resulted in or is likely to result in media inquiries. The supervisor shall notify their division director through the chain of command and the Director of Public Information. Whenever possible and practical, the assistance of the Director of Public Information should be utilized in responding to media requests.

### **5.03.5 Secondary Employment – Sworn Members**

- A. Sworn members engaged in Secondary Employment shall not identify themselves as sworn members during Secondary Employment. If sworn members are enforcing rules or regulations as required by their secondary employer, they shall identify themselves as an agent of the employer and not as a sworn member nor otherwise as an employee of the Department.
- B. Sworn members shall only identify themselves as such in an emergency situation when protecting persons, property or in preventing a criminal violation, on or off-duty of any employment.
- C. Sworn members acting outside the scope of their authority shall be held completely liable and responsible for their actions.
- D. Requests for Secondary Employment shall be made on the forms designated by this policy.
- E. Crash Consultants (GSP Sworn Only)
  - 1. To be eligible, the Trooper shall have five years of sworn duty service with the Georgia State Patrol.
  - 2. Shall have successfully completed all levels of Accident Reconstruction (Levels 1-5) as taught by the GSP approved instructors.
  - 3. Shall submit an approved Off-Duty Reconstruction Request Form (DPS - 116) (found in Public Folders). The Trooper's unit commander shall make sure required guidelines are met before approving the request.
  - 4. Shall not be employed in a manner that would require a sworn member to testify in court in opposition to another law enforcement agency (DPS Rules and Regulations 570-9-05).
  - 5. The approval process shall be followed for each individual case a Trooper requests to consult on.
  - 6. All requesting Troopers shall review the guidelines posted with the request form prior to making their request.

### **5.03.6 Off-Duty Police Employment**

- A. Liability Insurance and Workers Compensation – The Department is not responsible for liability insurance and workers compensation relative to Outside Employment. The Department will not be responsible for a sworn member's action if the sworn member is acting in the scope of employment for the outside employer. Except as provided in Paragraph B and L, state benefits and protection, including liability insurance coverage and worker's compensation benefits for related injuries and disability, will not apply while the sworn member is performing off-duty police employment. If such employment is by another state agency, that agency, rather than the Department of Public Safety, will be responsible for such coverage.
- B. Law Enforcement Action/Off-Duty Police Employment - A sworn member engaged in off-duty police employment is expected to take appropriate law enforcement action when a serious violation or life-threatening situation occurs (such as the commission

of a felony). A sworn member responding under these conditions is considered “on-duty” and shall be afforded all protection consistent with the position of a sworn member. Law enforcement decisions must be made in accordance with Georgia Department of Public Safety policies, procedures, rules and regulations.

- C. Standards of Conduct and Supervision – The outside employer may make general assignment of duties but has no authority to control law enforcement activities of sworn members. Sworn members engaged in off-duty police employment will be subject to the same policies, rules, and regulations as on-duty officers. While wearing any uniform of the Georgia Department of Public Safety, sworn members shall conduct themselves as professional law enforcement officers and are held to the same high standards and code of conduct as while on duty.
- D. Use of Department Uniform and Equipment –
  - 1. When off-duty police employment is approved; the sworn member shall wear the Georgia Department of Public Safety uniform of the day, and may use Georgia Department of Public Safety issued equipment.
  - 2. Plain clothes details with off-duty police employment shall be clearly marked on the request and shall be approved/disapproved on a case by case basis.
- E. Sworn members are permitted to use the Department vehicle for off - duty police employment only as authorized by OCGA § 35-2-15. When the use of a Department vehicle has been approved by the Commissioner, a sworn member may use a Department motor vehicle ONLY in the circumstances described in section 5.03.6, L. Reimbursement for vehicle use shall be determined as set forth in section L.
- F. Sworn members shall be off-duty while traveling to and from Off-Duty Police Employment. However, when traveling to Off-Duty Police Employment for which the Commissioner has approved the use of a departmental motor vehicle, the provisions of section 5.03.6, B shall apply and shall govern the conduct of the sworn member during that travel.
- G. Recall to Duty - A sworn member engaged in an off-duty assignment must be available to be recalled to on-duty status. Notice of this requirement shall be given to the employer in accordance with departmental policy.
- H. On-Call Status –
  - 1. Troop/Region Officers shall be working within their Troop/Region territory and NCOs shall be working within Post/Region territory, and only when utilizing their state vehicle. (e.g. Troop F Lieutenant may work an off-duty police employment utilizing his state vehicle within Troop F territory while in on-call status.)
  - 2. This will not apply to sworn members currently assigned to the State of Georgia Special Weapons and Tactics Team, or to the Crisis Negotiations Team, who, by the nature of their additional duties, are in a constant on-call status.
- I. Canine Handlers shall refer to DPS Policy #25.07, Canine Teams, section 25.07.3, M, regarding off-duty police employment.
- J. Large Off-Duty Police Details- Large Off-Duty Police Details shall require sufficient sworn off-duty DPS supervisors to supervise the detail. Unless an exception is approved in advance by the Commissioner or his designee, the DPS standard for supervisors requires the following:

1. A sworn member with the rank of Sergeant or higher is required for supervision of DPS sworn members based on the number of DPS sworn members assigned to the Off-Duty Police Detail. A Sergeant or Sergeant First Class will supervise no more than 12 DPS sworn members.
2. A sworn member with the rank of Lieutenant or higher is required for supervision of Sergeants or Sergeants First Class assigned to a Large Off-Duty Police Detail. A Lieutenant will supervise no more than a combination of two Sergeants or Sergeants First Class. When there are either two Sergeants or Sergeants First Class working a Large Off-Duty Police Detail, a Lieutenant or higher must also work the detail.
3. One Captain will supervise two Lieutenants or more working a Large Off-Duty Police Detail. When there are two Lieutenants working a Large Off-Duty Police Detail, a Captain must also work the detail.

K. Outside Employment Involving Rental Agreements:

1. Sworn members who have an agreement with a property owner or manager to pay a reduced amount of rent or no rent merely for residing at an apartment complex, house, or mobile home park are considered to be engaged in Outside Employment.
2. If any type of regularly scheduled service such as security checks are part of the agreement, sworn members are considered to be engaged in Off-Duty Police Employment. Each member with such an agreement, either written or oral, shall request approval as stated in this policy.
3. The request for Off-Duty Police Employment in a rental agreement situation must clearly state the conditions of the agreement.

L. General Provisions for Using Departmental Vehicles

Use of the department vehicle for off-duty police employment shall be governed by this section. When the Department vehicle is approved for use in off-duty police employment pursuant to Code Section 35-2-15, employees are deemed to be acting within the scope of their official duties and employment and shall be afforded liability coverage for claims arising out of such approved use of the vehicle.

Use of the department vehicle shall only be considered for off-duty police employment which is in the employee's assigned troop/region or adjacent troop/region. In addition, the employee may work in the troop/region of their primary residence or adjacent troop/region. If reimbursement is discretionary, the request to use the department vehicle shall be made at least 90 days prior to the date of employment. If reimbursement is required for use of the vehicle, the DPS Accounting Office will invoice the contractor/off-duty employment coordinator and will pay the sworn member for hours worked through normal payroll.

1. Use of Departmental Vehicle is Generally Authorized for the following categories of off-duty police employment:
  - a. GDOT Work Zone Enforcement – (reimbursement discretionary):
    - 1) Sworn members (GSP and MCCD only) may perform work zone enforcement.

- 2) Services shall be provided only during maintenance and construction activities requiring the closure of one or more lanes of traffic, traffic pacing or other construction and maintenance activities in travel lanes of the roadway.
  - 3) Sworn members performing this service must allow a minimum of six hours of rest between police off-duty employment and regular duty.
  - 4) The Commanding Officer or designee is responsible for determining which request will be granted, for approving and coordinating requests under this section and for determining the duration and assignment of personnel.
  - 5) Unless approved in advance by the Commanding Officer, work zone enforcement assignments shall be within 60 air miles of the sworn member's assigned region/post/unit.
  - 6) Compensation paid to the employee shall be at a level that, at a minimum, constitutes overtime pay under the provisions of the Fair Labor Standards Act. The rate of compensation due from the contractor shall cover the compensation for the sworn member and for the use of the vehicle. Compensation shall be provided to the sworn member, after deductions, in the regular paycheck.
  - 7) Travel time to and from the work zone shall be included in the hours worked.
  - 8) The Work Zone Law Enforcement GSP Weekly Time Sheet (DPS-114) shall be utilized. The GDOT contractor and GDOT project engineer shall verify and sign the timesheet prior to submission for payment. A copy shall be maintained at the sworn member's assigned region/post/unit.
  - 9) At the conclusion of the 28-day roster, the Region/Post/Unit Commander shall forward a copy of the roster and list of Work Zone assignments to the Troop/Region/Unit Commander. The Troop/Region/Unit Commander shall review to ensure that the work zone assignments are distributed fairly among those eligible sworn members who have volunteered.
- b. Traffic Direction and Control (reimbursement discretionary)
  - c. Movie Escorts (reimbursement discretionary)
  - d. Vehicle Escort Services (reimbursement mandatory)
    - 1) Only Troopers and above (GSP only) may perform vehicle escorts.
    - 2) Services shall be provided only as required by permits issued for oversized vehicles and/or loads that require a law enforcement escort.
    - 3) Troopers performing this service must allow a minimum of six hours of rest between off-duty police employment and regular duty.
    - 4) The Troop Commander or designee is responsible for determining which request will be granted, for approving and coordinating requests under this section and for determining the duration and assignment of



personnel. All escorts shall be calculated for a minimum of four hours of duty time for purposes of calculating pay. The Troop Commander shall:

- a) Provide the Vehicle Escort Service Coordinator and DPS Accounting Office with a list of all Troopers to be used in the escort (by email or fax).
  - b) If an escort request is cancelled after GDOT issues a permit, the Troop Commander shall notify GDOT by telephone that the escort request has been cancelled.
- 5) Except with the advance approval of the Commanding Officer, vehicle escort services shall be assigned by the Troop Commander of the Troop where the escort originates. The originating Troop Commander will coordinate the escort duties to the escort's final destination or until it leaves the State of Georgia. Troop Commanders are encouraged to share assignments with members of other Troops as the escort progresses through the state.
  - 6) Escorted vehicles must obey all traffic laws, including posted speed limits, and are required to stop at all weigh stations. Escorts shall stay on route as required by permit.
  - 7) Compensation paid to the employee shall be at a level that, at a minimum, constitutes overtime pay under the provisions of the Fair Labor Standards Act. The rate of compensation due from the contractor shall cover the compensation for the Trooper and for the use of the vehicle. Compensation shall be provided to the Trooper, after deductions, in the regular paycheck.
  - 8) Travel time to and from the work zone shall be included in the hours worked.
  - 9) The Vehicle Escort GSP Weekly Time Sheet (DPS-113) shall be utilized. The contractor and service being escorted shall verify and sign the timesheet prior to submission for payment. A copy shall be maintained at the Trooper's assigned post.
  - 10) At the conclusion of the 28-day roster, the Post Commander shall forward a copy of the roster and list of vehicle escort assignments to the Troop Commander. The Troop Commander shall review to ensure that the work zone assignments are distributed fairly among those eligible Troopers who have volunteered.
- e. Charity Events (reimbursement discretionary)
  - f. Security for public works provider (e.g. power companies, pipelines, etc.) (reimbursement discretionary)
  - g. Security at public venues, including but not limited to World Congress Center, GA Dome, Savannah Convention & Trade Center; Macon Centreplex; Georgia Port Authority; Northwest GA Trade Center) (reimbursement discretionary)
  - h. Security at schools (reimbursement discretionary)

2. Use of Departmental Vehicle May Be Authorized for the following categories of off-duty police employment:
  - a. Use of Uniform/Car in a movie (also requires advance nomenclature approval) (reimbursement discretionary)
  - b. Securing Large Sums of Money (reimbursement discretionary)
  - c. General Security, other than public venues listed above in L, 1, g, such as Lakewood Amphitheater, Philips Arena, Hospitals; Hotels, Sporting Events (reimbursement discretionary)
  - d. Funeral Escort (reimbursement discretionary)
3. Use of Departmental Vehicle is Never Authorized for the following categories of off-duty police employment:
  - a. Transporting of person(s);
  - b. Any employment at nightclubs, bars, adult entertainment establishments or other venues where the primary business is the sale of alcohol (even if requested employment is through a security company or other party);
  - c. Private detective or investigative work, and
  - d. Patrolling neighborhoods or employment by Homeowners Associations.
4. All sworn members shall notify their respective communications center when they are working off duty police employment, to include: job site, scheduled time and mileage if Department vehicle has been approved for use.
5. If a sworn member is scheduled for off-duty police employment immediately after his/her work shift ends and the Department vehicle has been approved for use, the employee may use the vehicle to travel directly to the off-duty employment as long as the employment is in the assigned Troop or adjacent Troop. The officer must comply with the work hours policy and must notify the off-duty police employer that, if the officer's shift does not end on time, he or she will be late arriving to off-duty police employment. There shall be no overlap of work hours and off-duty police employment hours in any circumstance.
6. If a sworn member is scheduled to work two or more consecutive days of Off-Duty Police Employment outside of their Troop/Region, he/she may drive the DPS patrol car, as long as he/she stays in the Troop/Region Territory of the Off-duty police employment, until the term of employment ends or a call back to active duty. Carpooling in these situations is preferred.

### **5.03.7 Outside Employment Eligibility**

- A. The following Employees shall not be approved for Outside Employment:
  1. Employees on suspension with or without pay.
  2. Sworn members assigned administrative duties for the purpose of investigation.

3. Sworn members during their first six months of employment in a law enforcement capacity with the Department of Public Safety.
4. Any employee with an overall performance rating of "1" or "2."
5. Sworn members approved for modified duty due to being physically or mentally incapable of performing their job duties.
6. Sworn members who do not meet any required physical fitness or physical agility standards set forth by the Department of Public Safety.
7. Employees on worker's compensation, sick leave and/or FMLA.
8. Employees-on any type of leave due to their own personal illness or injury.
9. Any other Outside Employment determined by the Commissioner, in his or her discretion, to be inconsistent, incompatible, in conflict with or that would bring discredit upon the Georgia Department of Public Safety.

### **5.03.8 Requests For Outside Employment**

- A. Requests that are made directly to an individual sworn member from a prospective employer shall be sent to the Off-Duty Employment Coordinator through the proper chain-of-command.
  1. Requests must be made on the Request for Outside Employment Form. The form DPS-079 is located on MyDPS under DPS Forms.
  2. The Off-Duty Employment Coordinator will obtain the approval or disapproval of the Commissioner or the Commissioner's designee.
  3. The requesting sworn member or civilian will periodically check his/her Outside Employment file on MyDPS for verification of approval.
  4. When the Commissioner or the Commissioner's designee approves a request, the Off-Duty Employment Coordinator shall provide the employer with the Notice to Off-Duty Employer Form.
  5. The employer must sign the notice and return to the Off-Duty Employment Coordinator prior to the commencement of any employment. All law enforcement decisions will be made by Department personnel and not by the employer.
  6. In the event a request is made for emergency approval to work Outside Employment, the Commissioner or the Commissioner's designee may grant oral authorization. Emergency approval will only be considered when the request from the employer is made 72 hours or less prior to date of Outside Employment. If oral approval is granted, a written request must be prepared and forwarded on the form prescribed by the Department, through the chain of command within 72 hours.
- B. When a prospective employer contacts the Department to request a sworn member for off-duty police employment, the Off-Duty Employment Coordinator shall provide the list of approved employees.

1. The approved employee list will be maintained in accordance with this policy.
  2. The Off-Duty Employment Coordinator will provide the list of approved employees for the area requested.
  3. The Off-Duty Employment Coordinator shall provide the Notice to Off-Duty Employer Form to all employers who receive the list of approved employees.
- C. Any transfer or employment change requires the member to notify his/her new supervisor of any Outside/Secondary-Employment posted in his/her Outside Employment file located on MyDPS.

### **5.03.9 Unacceptable Employment**

Outside Employment which is inconsistent, incompatible, or in conflict with the Georgia Department of Public Safety includes, but is not limited to:

- A. Employment involving the following:
1. Wrecker companies;
  2. Bail bonding companies;
  3. Private investigation services (except for guidelines outlined for crash consultants, refer to section 5.03.5, E);
  4. Paralegal services;
  5. Adult entertainment establishments;
  6. Employment in which the primary source of revenue is the sale of alcoholic beverages;
  7. Off-Duty Police Employment at fast food establishments or Off-Duty Police Employment at retail sales establishments, and
  8. Any Outside Employment that would require a sworn member to testify in court in opposition to another law enforcement agency.
- B. Approval may be granted on an individual basis when the sale and consumption of alcohol beverages is incidental to the primary function or purpose of the enterprise such as sports facilities and civic centers.
- C. During the course of the employment, the Department may make reasonable inquiries of the member to ensure that the continued Outside Employment does not constitute a conflict of interest.

### **5.03.10 Instructing In Non-Departmental Academies, Workshops And Seminars**

- A. Employees shall not receive additional compensation for instructing or teaching while on duty.

- B. The Unit Supervisor, Troop Commander or Division Director must approve requests for permission to instruct or teach any course or block of courses. Approval must be in writing before any actual instruction is performed.

### **5.03.11 Employment By Another State Agency**

- A. Requests for employment by another state agency shall be in writing and shall conform to the requirements for Outside Employment. In addition to the requirement stated in this policy, a release shall be provided by the employee which states:
  - 1. In the event that the hours worked for the Department and another state agency result in the employee being eligible for overtime, the overtime shall be the responsibility of the other agency up to the maximum hours worked by the other agency, and
  - 2. In the event the employee requests or becomes entitled to overtime pay as a result of working outside the Department for another agency, the outside employer or other state agency shall bear the expense or liability and must agree to such in writing.

### **5.03.12 Monitoring of Outside Employment**

- A. The Post Commander or Unit Supervisor shall monitor Outside Employment to ensure compliance with this policy in accordance with the following provisions:
  - 1. When employment is approved, a copy of the approval will be posted in his/her folder on MyDPS, under Outside Employment, for the employee, Post Commander or Unit Supervisors to review.
  - 2. If the Post Commander or Unit Supervisor becomes aware that the employee is violating any departmental policy statement, rule, or regulation, the Post Commander or Unit Supervisor shall ensure an investigation is conducted and shall initiate, if appropriate, disciplinary action against the Employee.
  - 3. When an investigation is initiated the Off-Duty Employment Coordinator will be notified as well as the appropriate supervisor who shall then notify the respective Division Directors through the chain of command.

### **5.03.13 OSAH Security Detail**

The sworn member will complete and sign the OSAH Security Detail Work Form Weekly Time Sheet, DPS Form 115. The chief hearing officer or designee will verify and sign the time sheet prior to submission for payment. A copy of the DPS Form 115 will remain in the post files pursuant to the records policy.

### **5.03.14 Authority**

The Commissioner reserves the right to require any employee to discontinue any Outside Employment if, at the Commissioner's discretion the Outside Employment is inconsistent, incompatible, in conflict with or would discredit the Georgia Department of Public Safety.