

Georgia Department of Public Safety

Policy Manual

SUBJECT OUTSIDE EMPLOYMENT	POLICY NUMBER 5.03
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 12/16/2015

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 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 details, and
 - 12. Rental agreements.
- E. To set up procedures for DOT Work Zone Enforcement and Vehicle Escort Services.

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 personnel. 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, 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.
- 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 agency 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 designated by the Commissioner to coordinate employees requests to work outside employment, to provide names of eligible Department officers to prospective employers, and to maintain employer information.
- E. Eligible Employee – An employee of the Department who has been approved by the Commissioner or their designee for outside employment.
- F. DPS Officer – Any person employed by the Department in a sworn law enforcement capacity.
- G. Commanding Officer – The Major assigned to the Uniform Division of the Georgia State Patrol.
- H. Work Zone Law Enforcement Services – On-duty, volunteer assignment of members of the Uniform Division of the Department assigned to work DOT Construction Work Zones.
- I. Vehicle Escort Services – Volunteer assignment of members of the Uniform Division of the Department assigned to escort DOT permitted oversized vehicles/loads.
- J. Large Off-Duty Police Detail – A police detail requiring more than twelve DPS officers.
- K. Vehicle Escort Services Coordinator – The DPS employee designated by the Commissioner to coordinate Vehicle Escort Services provided in accordance with Section 5.03.14 of this policy.

- L. 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.

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 employment may occur at the discretion of the Troop/Region Commander or above, in consultation with the Commanding Officer/MCCD Chief 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, that for Off-Duty Employment for which the DPS Officer receives their pay through the Department, the prohibition against delivery of paychecks shall not apply.
- G. Any Division Director, Adjutant 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 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 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.
- H. Employees are prohibited from adjusting work schedules in order to accommodate Outside Employment opportunities except when personally approved by the Post Commander or immediate supervisor. The approval will be in writing, with a full explanation of circumstances that shall be reported to the Troop Commander or Section Supervisor.
- I. Employees may work a maximum of 72 hours of Off-Duty Police Employment in combination with regular duty hours in each workweek. Exceptions will be made in the event of a riot, natural disaster, emergency situation or other exigent circumstances as determined by the Commissioner. Any DPS Officer working Off-Duty Police Employment shall provide for six hours of rest between Off-Duty Employment and regular on-duty assignments. Hours worked on Off-Duty 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. Any member approved for Off-Duty Employment shall fill out the DPS - #524 for each 28-day period (if the member worked or not). Any deliberate omission or misrepresentation by the employee of hours worked on Off-Duty Employment

status shall result in disciplinary action, up to and including termination of employment.

- J. 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.
- K. Employees shall advise their immediate supervisor immediately when they have been involved in an incident that has already or is likely to result in media inquiries. The supervisor shall notify their respective 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 Personnel

- A. DPS Officers engaged in Secondary Employment shall not identify themselves as DPS Officers during Secondary Employment. If DPS Officers are enforcing rules or regulations as required by their employer, they shall identify themselves as an agent of the employer and not as a DPS Officer nor otherwise as an employee of the Department.
- B. DPS Officers 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. DPS Officers 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
 - 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. The approval process shall be followed for each individual case a Trooper requests to consult on.
 - 5. 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 DPS officer's action if the DPS officer is acting in the scope of employment for the outside employer. Except as provided in Paragraph B, state benefits and protection, including liability insurance coverage and workers compensation benefits for related injuries and disability, will not apply while the DPS officer 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 DPS officer 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 DPS officer responding under these conditions is considered "on-duty" and shall be afforded all protection consistent with the position of a DPS officer. 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 off-duty employer may make general assignment of duties but has no authority to control law enforcement activities of DPS officers. DPS officers engaged in off-duty police employment will be subject to the same policies, rules, and regulations as on-duty officers. While wearing the uniform of the Georgia State Patrol, DPS officers 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 -When off-duty police employment is approved; the DPS officer shall wear the Georgia Department of Public Safety uniform of the day, and may use Georgia Department of Public Safety issued personal equipment.
 - 1. 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. DPS officers are prohibited from using the departmental vehicle except as specifically authorized in OCGA § 35-2-56(b). When the off-duty employment and the use of a department motor vehicle has been approved in writing by the Commissioner, a DPS officer may use a department motor vehicle in the following circumstances:
 - 1. Pursuant to a contract between the Department of Public Safety and a private entity, DPS officers may escort the private entity's vehicles that are used to transport persons or materials for which a police escort is required by federal or state statute or regulation.
 - 2. With respect to any Off-Duty Employment for which the use of a departmental motor vehicle is approved by the Commissioner, the Commissioner shall set a fixed sum as compensation to the Department of Public Safety for the use of the motor vehicle, which sum shall be paid to the Department of Public Safety by the off-duty employer. The Commissioner shall further set a fixed sum as compensation to the DPS officer for their services, which sum shall be remitted by check made payable to the DPS officer and transmitted to the Department for delivery to the DPS officer. The off-duty employer shall be responsible for furnishing lodging and meals to the DPS officer if the assignment requires an overnight stay.
- F. DPS officers 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 approves the use of a departmental motor vehicle, the provisions of Ga. Admin. Comp. Ch. 570-9-.08 shall apply and shall govern the conduct of the DPS Officer during that travel.

- G. Recall to Duty - A DPS Officer 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 – Troop Officers and NCOs will not work off-duty employment while on-call.
 - 1. This will not apply to Departmental members currently assigned to the State of Georgia Special Weapons and Tactics Team, or to the Crisis Negotiations Team, who are, by the nature of their additional duties, in a constant on-call status.
- I. Large Off-Duty Police Details- Large Off-Duty Police Details shall require sufficient off-duty Georgia State Patrol supervisors to supervise the detail. The Georgia State Patrol standard for supervisors requires the following:
 - 1. A DPS Officer with the rank of Sergeant in the Georgia State Patrol or higher is required for supervision of DPS officers based on the number of DPS officers assigned to the Off-Duty Police Detail. A Sergeant or Sergeant First Class will supervise no more than 12 DPS officers.
 - 2. A DPS Officer with the rank of Lieutenant in the Georgia State Patrol or higher is required for supervision of Sergeants or Sergeants First Class assigned to an 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 an Off-Duty Police Detail, a Lieutenant must also work the detail.
 - 3. Captains are required for supervision of Lieutenants based upon the number of Lieutenants assigned to the Off-Duty Police Detail. One Captain will supervise no more than two Lieutenants working an Off-Duty Police Detail. When there are two Lieutenants working an Off-Duty Police Detail, a Captain must also work the detail.
- J. Outside Employment Involving Rental Agreements:
 - 1. DPS Officers 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, DPS Officers 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.

5.03.7 Outside Employment Eligibility

- A. The following DPS officers shall not be approved for Off-Duty Police Employment:
1. DPS officers on suspension with or without pay.
 2. DPS officers assigned administrative duties for the purpose of investigation.
 3. DPS officers during their first six months of employment in a law enforcement capacity with the Department of Public Safety.
 4. DPS officers with an overall performance management assessment of “does not meet expectations.”
 5. DPS officers assigned administrative or light duties due to being physically or mentally incapable of performing their job duties.
 6. DPS officers who do not meet any required physical fitness or physical agility standards set forth by the Department of Public Safety.
 7. DPS officers on leave due to their own personal illness.
 8. Any other off-duty police 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 DPS Officer 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. Contact Personnel Services Division for a copy of the form. No other format for requests will be accepted.
 2. The Off-Duty Employment Coordinator will obtain the approval or disapproval of the Commissioner or the Commissioner’s designee.
 3. The requesting DPS Officer will be notified in a reasonable time whether their request has been approved.
 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. Off-Duty Employment for the rank of Captain and above may be authorized only pursuant to this policy. Off-Duty Employment involving security of work sites, traffic control, and other functions typically performed by DPS Officers of a lesser rank will not be approved.
 7. In the event a request is made for emergency approval to work off-duty employment, the Commissioner or the Commissioner’s designee may grant oral

authorization. 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 DPS Officer for 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 submit a copy of all pre-approved Outside Employment/Secondary Employment Form(s) to their new Supervisor.

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 DPS officer 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 Secondary Employment or Off-Duty Police 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 Secondary Employment and Off-Duty 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 forwarded to the Post Commander or Unit Supervisor, who shall keep a current file for each employee.
 - 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 DOT Work Zone Enforcement Services

Members of the Uniform Division of the Department at the rank of Trooper or above are permitted to provide Department of Transportation (DOT) Work Zone Enforcement

Services as the Department's resources permit consistent with OCGA § 35-2-56.

- A. Work Zone Law Enforcement Services will consist of the assignment of a state trooper, in uniform and utilizing their patrol car and state equipment, for the purpose of traffic law enforcement in construction work zones designated by DOT.
- B. Work Zone Law Enforcement Services will be provided only during maintenance and construction activities that require the closure of one or more lanes to traffic, traffic pacing, or other construction and maintenance activities related to the travel lanes of the roadway.
- C. All state troopers who volunteer for Work Zone Law Enforcement Services will be deemed to be off-duty. However, this duty is to be considered a special detail, available to those qualifying state troopers who volunteer for the assignment, above and beyond normal duty hours. There must be a minimum of six hours for rest between off-duty employment and regular on-duty assignments. Therefore, state troopers will be eligible for this assignment only in accordance with the provisions of this policy under 5.03.7. In addition, eligible state troopers must complete and forward the Off-Duty Request Form.
- D. Except in exigent circumstances, and with the advance approval of the Commanding Officer, no state trooper will be given a Work Zone Law Enforcement Service assignment more than 60 air miles from their assigned post. For the purpose of this policy, assigned posts for state troopers assigned to Troop J will be their designated office.
- E. The Commanding Officer, or the Commanding Officer's designee, will approve and coordinate requests for Work Zone Law Enforcement Services.
- F. State troopers assigned to Work Zone Law Enforcement Services may be reassigned by the Department, without prior notice, in the event of a riot, natural disaster, emergency situations or other exigent circumstances as determined by the Post Commander.
- G. The Department will determine which requests will be granted, what state troopers will be assigned, and the duration of Work Zone Law Enforcement Services.
- H. State troopers performing Work Zone Law Enforcement Services will remain professional at all times and shall comply with all applicable Georgia laws, the rules and regulations of the Department, as promulgated by the Board of Public Safety, and the policies and procedures of the Department as set forth in the Department Policy Manual.
- I. A state trooper providing Work Zone Law Enforcement Services is doing so on a volunteer basis, above and beyond the normal duty requirements. Accordingly, compensation will be at a level that, at a minimum constitutes overtime pay under the provisions of the Fair Labor Standards Act. The Department and DOT, by agreement, will fix the rate of compensation due from the contractor. Because the state trooper is off-duty, travel time to and from the work zone shall be included.
- J. The state trooper's pay for Work Zone Law Enforcement Services, after all applicable deductions, will be received in their regular paycheck.
- K. The state trooper will complete and sign the Work Zone Law Enforcement GSP Weekly Time Sheet, DPS Form 114. The DOT contractor and project engineer will

verify and sign the time sheet prior to submission for payment. A copy of the DPS Form 114 will remain in the post files pursuant to the records policy.

- L. At the conclusion of each 28-day duty roster, the Post Commander will forward to the Troop Commander a copy of the roster and a list of the Work Zone Law Enforcement assignments for their post. The Troop Commander will review these documents to ensure that each qualified state trooper who has volunteered for Work Zone Law Enforcement detail assignments has received a fair share of the assignments.

5.03.14 Vehicle Escort Services

Members of the Uniform Division of the Department at the rank of Trooper or above are permitted to provide vehicle escort services as the Department's resources permit and consistent with OCGA 35-2-56.

- A. Definition - Volunteer assignment of members of the Uniform Division of the Department assigned to escort vehicle permitted by the Georgia Department of Transportation as requiring a law enforcement escort.
- B. Procedures
 1. Vehicle Escort Services will consist of the assignment of a state trooper, in uniform and utilizing a marked patrol car and state equipment, for the purpose of traffic safety in escorting vehicles properly permitted by the Georgia Department of Transportation as requiring a law enforcement escort.
 2. Vehicle Escort Services will be provided only when and as required by the Department of Transportation's permits regarding oversized vehicles/loads.
 3. All state troopers who volunteer for Vehicle Escort Services will be deemed to be off-duty. However, this duty is to be considered a special detail, available to those qualifying state troopers who volunteer for the assignment, above and beyond normal duty hours. There must be a minimum of six hours for rest between off-duty employment and regular on-duty assignments. Therefore, state troopers will be eligible for this assignment only in accordance with the provisions of this policy under section 5.03.7. In addition, eligible state troopers must complete and forward the Off-Duty Request Form.
 4. Except in exigent circumstances, and with the advance approval of the Commanding Officer, no state trooper will be given a Vehicle Escort Service assignment except as assigned by the troop commander of the troop where the escort originates. The Troop Commander where the escort originates will coordinate the escort duties to the escort's destination or until it leaves the State of Georgia. Troop Commanders are encouraged to share these escort assignments with members of other troops as the escort continues to its destination.
 5. The applicable Troop Commander, or designee, will approve and coordinate requests for Vehicle Escort Services.
 - a. The Troop Commander, or designee, shall forward to the Vehicle Escort Services Coordinator and the DPS Accounting Office, via fax or e-mail, a list of all troopers to be used on the escort.

- b. If a Troop has been requested to provide an escort, and then the requesting transportation company cancels the request after being issued a D.O.T. Permit, then the troop commander is required to telephone D.O.T. stating that the request has been cancelled. This will enable D.O.T. to track which companies may try to acquire their permit and not actually use police escorts.
 - 6. State troopers assigned to Vehicle Escort Services may be reassigned by the Department, without prior notice, in the event of a riot, natural disaster, emergency situations or other exigent circumstances as determined by the Post Commander.
 - 7. The Department will determine which requests will be granted, what state troopers will be assigned, and the duration of Vehicle Escort Services. All escorts will have a minimum of four hours of duty time for calculating pay.
 - 8. State troopers performing Vehicle Escort Services will remain professional at all times and shall comply with all applicable Georgia laws, the rules and regulations of the Department, as promulgated by the Board of Public Safety, and the policies and procedures of the Department as set forth in the Department Policy Manual.
 - a. Escorted vehicles must stop at all DOT Weigh Stations.
 - b. Escorted vehicles must obey all posted speed limits and other traffic laws.
 - 9. A state trooper providing Vehicle Escort Services is doing so on a volunteer basis, above and beyond the normal duty requirements. Accordingly, compensation will be at a level that, at a minimum constitutes overtime pay under the provisions of the Fair Labor Standards Act. The Department and contractor, by agreement, will fix the rate of compensation due from the contractor. Because the state trooper is off-duty, travel time to and from the escort duty shall be included.
 - 10. The state trooper's pay for Vehicle Escort Services, after all applicable deductions, will be received in his regular paycheck.
 - 11. The state trooper will complete and sign the Vehicle Escort GSP Weekly Time Sheet, Form DPS-113. The contractor and service being escorted will verify and sign the time sheet prior to submission for payment. A copy of the GSP Form DPS-113 will remain in the post files pursuant to the records policy.
 - 12. A GSP member may work a maximum of 72 hours of off-duty police employment in combination with regular duty hours in each week, except in the event of a riot, natural disaster, emergency situation or other exigent circumstances. There must be a minimum of six hours for rest between off-duty employment and regular on-duty assignments.
- C. At the conclusion of each 28-day duty roster, the Post Commander will forward to the Troop Commander a copy of the roster and a list of the vehicle escort assignments for their post. The Troop Commander will review these documents to ensure that each qualified state trooper who has volunteered for vehicle escort detail assignments has received a fair share of the assignments.

5.03.15 OSAH Security Detail

The DPS Officer 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.

5.03.16 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.