

RESOLUTION 2000-01

A RESOLUTION ADOPTING A POLICY FOR  
SECONDARY EMPLOYMENT FOR THE CITY OF  
BELLE MEADE.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners  
of the City of Belle Meade that the attached policy regarding  
secondary employment for employees and prospective employees of  
the City of Belle Meade Police Department is hereby adopted.

Copy of this Resolution shall be provided each employee and  
prospective employee of the City of Belle Meade Police  
Department, and agreement to its terms shall be a condition of  
initial or continued employment.

Adopted this 27<sup>th</sup> day of January, 2000.

Peggy S. Warner  
Mayor Peggy S. Warner

Dorothy Wheeler  
City Recorder Dorothy Wheeler

**CITY OF BELLE MEADE**

**POLICE DEPARTMENT**

**SECONDARY EMPLOYMENT POLICY**

It is the policy of the City of Belle Meade Police Department to allow employees to engage in secondary or off-duty employment provided engaging in such employment does not interfere with the performance of their duties and obligations as Police Department employees or conflict with the mission of the Department. Any employee engaging in secondary employment shall at all times comply with all orders, policies and procedures of the Belle Meade Police Department and with any other applicable rule, executive order, regulation or law. Failure to adhere to these standards will be cause for disciplinary action.

**PERMITTED EMPLOYERS**

Employees, desiring to engage in Secondary Employment, as a Security Guard/Officer as this term is defined in the Tennessee Private Protective Services Law, shall only accept engagements from one of the following permitted employers, but no other:

1. The Belle Meade Police Department (BMPD) provided the employment is limited to Official Duties of the City.
2. A Contract Security Company (CSC), which is defined as any person engaged in the business of providing, or undertaking to provide, a security guard and patrol service on a contractual basis for another person.
3. A Proprietary Security Organization (PSO), which is defined as any person or department thereof which employs a security guard/officer solely for such person in an employer/relationship.

**SPECIAL RULES RELATING TO EMPLOYMENT BY THE BMPD**

1. The Chief of Police, or his duly designated deputy, acting with the concurrence of the City Manager, shall determine whether or not the specific activities, for which Secondary Employment by an employee of the BMPD has been requested, are of benefit to the Belle Meade community at large and, as such, constitute Official Duties of the BMPD.

2. All Secondary Employment assignments shall be made by the Chief of Police, or his deputy, evenly among those employees of the BMPD who have signed and maintained on file Secondary Employment Volunteer Forms by which they voluntarily request periodic assignment for Secondary Employment opportunities.

3. Employees accepting Secondary Employment assignments shall be paid special Secondary Assignment rates of pay to be established by the Chief of Police and posted in the Police Department, which shall be subject to normal payroll deductions and paid periodically by the City.

4. Hours worked by employees accepting Secondary Employment assignments shall not be counted in the calculation of hours for which such employees are entitled to overtime compensation.

5. Employees accepting Secondary Employment assignments from the BMPD may wear their Belle Meade Police uniforms and drive Belle Meade patrol cars to and from the specific assignment.

6. All BMPD Secondary Employments assignments shall be performed exclusively within the city limits of the City of Belle Meade.

#### **SPECIAL RULES RELATING TO EMPLOYMENT BY A CSC OR PSO**

1. Placement of employees of the City of Belle Meade with either a CSC or a PSO must be independently negotiated without intervention by the Chief of Police or any other employee of the BMPD, although, if requested, an employee may recommend a fellow employee for a specific Secondary Employment engagement.

2. If the BMPD receives a request from a CSC or a PSO for one or more employees of the Belle Meade Police Department to work in a Secondary Employment capacity, the request may be posted, without endorsement or other action, on a bulletin board in the Belle Meade Police Department as information to the Police department employees.

3. Before accepting an engagement for Secondary Employment with a CSC or a PSO, each employee of the Belle Meade Police Department shall first obtain the confirmation of the Chief of Police, or his deputy, that the specific employment or engagement does not create a conflict of interest with the duties, obligations, and/or professional objectives of the Belle Meade Police Department and will not subject the Police Department to public criticism. Examples of employment representing a conflict of interest include:

- (i) Employment in which police authority might tend to be used to collect money or property for private purposes.
- (ii) Personnel investigations for the private sector.
- (iii) Employment requiring access to police information, files, records or services not generally available to the public.

- (iv) Employment involving case preparation in any criminal defense.
- (v) Employment by a labor group or business involved in a work stoppage or strike.
- (vi) Employment in any establishment that engages in or permits illegal activity.

4. Employees accepting Secondary Employment from either a CSC or PSO shall not be deemed to be working for the City of Belle Meade, and, as a result, they shall not wear Belle Meade Police badges or uniforms or take other actions which may create the public impression that they are engaged in the business of the City of Belle Meade.

5. If the engagement is generally on the route from the Belle Meade Police Station to the employees home, the employee may drive his or her Belle Meade Police vehicle to the site of the employment, provided the vehicle shall be parked out of public view.

6. Unless he or she is otherwise exempt as a Sworn Peace Officer, no employee of the BMPD shall accept an engagement with a CSC or PSO for Secondary Employment unless he or she first obtains an appropriate registration card from the Commissioner of Commerce and Insurance of the State of Tennessee.

7. No employee of the BMPD shall have a direct or indirect interest in any CSC or PSO that offers Secondary Employment to any employee of the BMPD or in any business that engages in brokering Secondary Employment for any employee of the BMPD.

#### SPECIAL RULES RELATING TO ALL SECONDARY EMPLOYMENT

1. When engaged in Secondary Employment, employees of the BMPD shall comply with all rules and regulations of the Department and will respond to any circumstance occurring in their presence or immediate area that poses a threat of bodily harm or damage to or loss of property.

2. Secondary Employment is limited to twenty (20) hours per week; provided that employment coinciding with regular days off, excused days, vacation days and compensatory time will not be included when determining this time limit.

3. Employees on sick/injury leave, injured-on-duty leave or medically restricted light duty shall not engage in Secondary Employment unless they submit a doctors statement that the proposed employment will not delay or jeopardize their recovery.

4. Employees shall not engage in any Secondary Employment that results in mental or physical fatigue to the extent that the efficient performance of regular assigned duties are impaired.

5. Employees shall not solicit Secondary Employment on behalf of themselves or others.

6. Provisional and/or probationary (new hire) employees are prohibited from engaging in Secondary Employment.

7. BMPD employees will assist the public and maintain a proper demeanor at all times while engaged in Secondary Employment.

8. Employees engaged in Secondary Employment shall immediately notify an appropriate on-duty supervisory employee of significant events, major crimes, serious injuries and use of force incidents that may occur in the course of their Secondary Employment.