



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.25	DATE OF ISSUE: 1/31/2024	EFFECTIVE DATE: 2/12/2024
SUBJECT: Off-Duty Employment	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 22.3.4	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

## I. POLICY

A. Employees shall not engage in any compensated off-duty employment without the knowledge and written approval of the Chief of Police. The Chief of Police shall base their approval on factors such as, but not limited to:

- Increasing off-duty efficiency and availability
- Avoiding potential conflicts of interest
- Protecting the image of the department
- Avoiding impairment of on-duty performance

Only employees who are in good standing will be permitted to have off-duty employment.

B. Employees shall not be employed by or engage in any business involving:

- The distribution or sale of alcoholic beverages or marijuana (sworn officers)
- Bail bond services (all employees)
- Investigative work for insurance companies (all employees)
- Private guard services (Full-time sworn officers)
- Collection agencies (All employees)
- Any other business that may be in conflict with the Department's mission or bring disfavor or embarrassment to the department.

C. All personnel engaging in outside employment should clearly understand that their primary obligation is to the Acton Police Department and the community. Employees must not perform work that will make them unavailable in emergencies, exhaust them, require special scheduling or excessive shift swapping, bring the Department into disrepute, or impair its operation or efficiency. No Employee shall accept other employment, which could interfere

with the officer's employment with the Department or could impair their judgment in the exercise of official duties.

## **OFF-DUTY EMPLOYMENT INFORMATION:**

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**History: Manual I, Section II & III.**