



## **Public Safety Meeting**

### **AGENDA**

**January 8, 2008**

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#### **I. CALL TO ORDER**

#### **II. MATTERS BEFORE COMMITTEE**

1. [Recommendation - Off-Duty Employment Police Department](#)

#### **III. ADJOURN**



## Public Safety Meeting

### AGENDA

January 8, 2008

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**Item:**

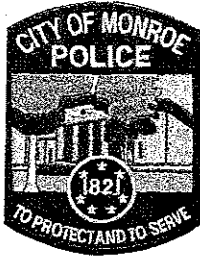
Recommendation - Off-Duty Employment Police Department

**Department:****Additional Information:****Financial Impact:****Budgeted Item:****Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

 [Police Officers Off-Duty Employment](#)



Monroe Police Department  
To Protect and to Serve

# Memorandum

To: Mr. Jackson and Public Safety Committee  
From: Chief M. Keith Glass  
Date: 12/14/2007  
Re: Vehicle Policy Comparison

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I have spoken with Sheriff Chapman, Chief McHugh, and Deputy Director Carr in order to compare Law Enforcement Vehicle Policies. I found that the City of Monroe has the most restricted Policy as it applies to Law Enforcement Officers.

## Examples:

WCSO Policy allows Deputies that were taking their assigned vehicle home outside of the county to continue to do so regardless of distance and allows for a perimeter of approximately 20-25 miles from the Sheriff's office versus a county boundary.

The City of Loganville officers have a 25 mile driving distance from the police department.

The City of Social Circle has no set distance at this time. The furthest distance travelled at this time is to and from the city of Athens.

I ask that while we are on the topic of vehicle policy, we review the policy as a whole.

**MONROE POLICE DEPARTMENT**  
**STANDARD OPERATING PROCEDURE**

**SECTION: A-115      SECONDARY EMPLOYMENT**

**EFFECTIVE DATE: 12/20/2005**

**NUMBER OF PAGES: 8**

**REVISED DATE:**

**DISTRIBUTION AUTHORIZATION:**

**STANDARD COVERED**  
**3.12**

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**I. PURPOSE AND SCOPE**

The Monroe Police Department, as a matter of policy, takes no position on the relative merits of off-duty employment of police officers. It is, however, required by statute to regulate the activities and conduct of its employees at any time they are functioning in a law enforcement capacity.

This policy is intended to set forth the duties and responsibilities for sworn police personnel who are employed by any private or public person, firm or corporation to perform in a law enforcement capacity during their off-duty hours.

Officers shall keep in mind that permission to engage in secondary employment is not an automatic entitlement, and is subject to the limitations set forth in this chapter.

**II. DEFINITIONS**

**A. Extra-Duty Employment**

Secondary employment wherein the actual or potential use of law enforcement powers is anticipated and the employee is functioning in the capacity of a law enforcement employee of the department, although not on-duty and not being paid from the department payroll. In such an instance, the employee is considered to be working as an employee of the secondary employer, or as an independent contractor, although his law enforcement authority arises out of his/her position with the law enforcement jurisdiction.

**B. Off-Duty Employment**

Secondary employment entirely independent of the authority arising out of a position as a law enforcement officer. The employee is considered to be an employee of the secondary employer or an independent contractor and is not functioning in the capacity of a law enforcement officer of this department.

### III. PRIOR APPROVAL REQUIRED

Georgia law (OCGA 16-10-3) makes it a misdemeanor for any sworn officer to engage in off-duty employment unless the Chief of Police or his designee has approved such employment.

Any officer desiring to work a secondary job must complete a "Part-Time Employment Request" form and submit it through the chain-of-command to the Chief of Police. **This includes all types of secondary employment, regardless of whether it is law enforcement related or not.** The employees Division Commander will normally approve part-time employment requests.

Individual work requests will not be required for temporary part-time employment approved and assigned by the Chief of Police or the Division Commander. Only jobs that are continuous in nature will require a part-time employment request.

All approved forms will be filed in the officer's personnel file in the Chief's Office.

### IV. PROHIBITED ACTIVITIES

Officers may not engage in, nor will permission be granted for, any activity or employment listed below.

A. Employment for a person, firm or corporation wherein the nature of the activity creates a high probability of a conflict of interest arising out of that employment. Such employment includes, but is not limited to:

1. Bonding companies;
2. Private detective or security agencies;
3. Investigative work for attorneys;
4. Insurance companies or collection agencies;
5. Repossession companies;
6. Bouncer, bartender or other employee in any business licensed to sell alcoholic beverages except as allowed by section V of this policy.
7. Any other type of employment where police authority or access to confidential or restricted information could be potentially used to collect money, locate individuals, seize property or merchandise, etc. for private purposes or to satisfy civil claims, or;
8. Any other activity not specifically defined herein where, in the opinion of the command staff, there could be the possibility of a law enforcement obligation for police enforcement activity that would be in conflict with or reflect unfavorably upon the Department.

B. Employment of any type wherein any officer receives compensation for acting as coordinator, personnel manager or supervisor of other officers. All part-time employment situations where more than one officer is employed will conform to

established Departmental policy regarding supervision and chain-of-command. At all times, the ranking officer present will be responsible for general discipline and actions of the other officers.

In situations where a number of officers are employed by the same employer, one officer may serve as the "lead officer" for purposes of scheduling only as long as he/she also works at the location. The lead officer may receive additional compensation for performing these duties. Compliance with all local, State and Federal tax laws is the responsibility of the employer and each individual employee. No officer may work for more than one employer as lead officer.

- C. Employment of any type wherein any officer is required to accept supervision or direction from any person who is not duly authorized to exercise police authority in the City of Monroe. Officers will, within the limits of Departmental policy, attempt to comply with instructions of the employing individual; however, officers will be held strictly and solely accountable for their actions.
- D. Any employment in a law enforcement or related capacity outside the City of Monroe, regardless of whether or not the officer has been deputized to enforce the laws of that jurisdiction.
- E. Employment of any type which, in the opinion of the approving authority, may:
  - 1. Render the officer unavailable during an emergency;
  - 2. Physically or mentally exhaust the officer to the point that their on-duty performance may be affected;
  - 3. Require that any special consideration be given to scheduling of the officer's regular duty hours or off days;
  - 4. Bring the department into disrepute or impair the operation or efficiency of the Department;
  - 5. Present an unnecessary safety hazard to the officer, or;
  - 6. Conflict with the Georgia Private Detectives and Security Act, OCGA Title 43 Chapter 38.
- F. Employment of any type for another police agency except to augment the other agency's force in specially approved circumstances. Employees may not wear the uniform or carry identification of any other police agency except as specifically approved by the Chief of Police.
- G. Employment in any police related activity before the officer has completed the Field Training Program.
- H. Employment of any type while the officer is being carried by the Department as Suspended, Sick, Injured, Restricted Duty or any type of Workman's Compensation status.

## V. SPECIAL RULES FOR BUSINESSES SELLING ALCOHOLIC BEVERAGES

- A. Employment at any bar, lounge, package store or other establishment selling alcoholic beverages either for take-out or "on-premises" consumption, will be largely restricted to policing of parking lots for the purpose of serving as a deterrent to thefts, property damage, arguments, fights, open container violations, disorderly conduct or other violations.
- B. Officers will not routinely patrol the interior of such establishments or act as a "bouncer" for the establishment. Officers will enter the lounge or bar area only to enforce the law or prevent a violation thereof. Officers may, however, station themselves at an entry door, lobby, foyer, etc., in order prevent or control any of the activities cited in paragraph "A" above.
- C. Since all bars and lounges in Monroe are required to sell food and nonalcoholic beverages upon the request of patrons, no officer will restrict access to the establishment due to the age of the patron, irrespective of any policy established by the management. In this regard, the officer's concern should be limited to checking the identification of persons who appear, or are suspected, to be under age when they have purchased or are attempting to purchase alcoholic beverages. Any checking of identification for entry purposes will be a function of the management.
- D. Under no circumstances will an officer be allowed to loiter in the lounge or bar area of such establishments before, during or after their extra job duties, nor will they socialize or fraternize with the clubs owners, employees or patrons while in uniform.
- E. Officers will be allowed to work these establishments only in full uniform with nametags and badges properly displayed.
- F. Officers will not work at any location where the owner or employees have been charged with any criminal violation in connection with the operation of the business until such time as the charges have been adjudicated and the Chief of Police has determined that a resumption of employment is or is not appropriate under the circumstances.
- G. Officers will not work at any location where the reputation of the business in the community is such that said employment would tend to harm public confidence in the department.
- H. Officer will not accept any gifts or gratuities from the owner, management or employees of such establishments other than the salary for time worked.
- I. No officer observing an undercover detective at any such establishment will approach or indicate any recognition whatsoever to the detective, or to any employee, patron or management of the establishment.
- J. Under no circumstances will an officer be allowed to direct or block traffic in the roadway for the purpose of providing ingress or egress to any such establishment.

- K. All officers should be mindful of the fact that, while in public view in an establishment which serves alcoholic beverages, their actions are under close scrutiny by both patrons and employees of the establishment. Each officer should insure that not only do their actions conform to the Rules and Regulations of the Department, but also the actions of the establishment's management, employees and patrons conform to applicable state law and city ordinances.
- L. Any establishment owner, manager or other employee who participates in, aids or abets any violation of this order will cause their establishment to be disallowed the benefit of employing off-duty police officers. Additionally, establishments are subject to lose this benefit for management or employee involvement in any illegal activity; failure to have proper permits; allowing the sale of alcoholic beverages to minors or intoxicated persons; or allowing a generally unruly or disorderly condition to exist, either inside or outside the establishment.

#### **VI. SPECIAL RULES - APARTMENT COURTESY OFFICERS**

Secondary employment is defined as any employment other than the employee's assignment with the City of Monroe and for which the employee is compensated. Compensation means any form of payment or gift, gratuity, reimbursement, favor, reward or act of service of value to the employee, directly or indirectly, whether past, present or future.

Included in the definition of compensation is reduced rent. This type of compensation will require a part-time job permit even if the apartment complex does not require performance of any duties. The compensation is being received by virtue of your employment with the Monroe Police Department.

#### **VII. CITIZEN REQUESTS FOR EXTRA DUTY EMPLOYMENT OF OFFICERS**

The Department recognizes that City residents and businesses may have legitimate needs for extra police services, which cannot be rightly justified as a City expense. Where possible the Department will assist these citizens in locating officers who desire to work the jobs by posting notices or notifying officers who have expressed a desire for part-time employment.

All requests for part-time police employment that are received by phone, mail or in person will be directed to the Division Commander. Officers who are approached directly by a prospective employer for part-time employment will direct the prospective employer to the Support Services Commander who will negotiate with the employer.

The Support Services Commander will post sign up lists for approved extra-duty employment on a bulletin board in the Uniform Division Squad Room. The departmental email system may also be used for this purpose.

Any officer who accepts an offered part-time job and subsequently fails to appear for the job will not be allowed to work any other part-time jobs for a period of one (1) month.



### **VIII. LIMIT ON AMOUNT OF TIME WORKED**

Officers should be aware that working secondary jobs could create a strain on their physical and mental well-being. Working too many hours can cause fatigue, carelessness, irritability and other factors that may be harmful to the officer. The Department has a responsibility to the citizens to insure that the officer responding to a call for service is able to handle the call effectively without any of the factors described above affecting his/her ability to do so.

No employee will work any secondary employment for more than six (6) of the twelve (12) hours preceding his or her regular tour of duty.

### **IX. INJURIES OCCURRING DURING PART-TIME EMPLOYMENT**

The Department approves part-time employment and sets standards for its performance to comply with State law and protect the integrity of the Department. Employees should not assume that compliance with these statutory requirements would in any way make the City the employer of record if the employee were injured during their part-time employment.

Generally, if an employee is injured while performing duties for which they were hired, the employer who was paying them at the time of injury is responsible for Workers Compensation coverage.

Employees should carefully consider the risks before accepting part-time employment in a private contractor situation or for a private individual or firm with less than three employees who is not required to carry Workers Compensation.

### **X. NOTIFICATION AND DOCUMENTATION OF SPECIFIC EVENTS**

Upon reporting to an extra-duty job, the officer will notify Communications via radio that they are on an extra job. The officer shall advise Communications on the appropriate radio channel, the location of the job, and their starting and ending times.

On duty supervisors are to be the officer's Chain of Command.

Officers shall handle any calls for service at that location and if assistance is needed, advise Communications of such. They are to also complete all reports and notify their Chain of Command of any events that occur while engaging in that activity of secondary employment:

- A. Any occasion where an arrest is made, or force of any kind is used;
- B. Any violation of law or serious traffic violation;
- C. Any injury to an officer, violator, or third party;
- D. Any property damage sustained as a proximate result of an officer's actions (i.e. damage to property while affecting an arrest, an auto accident while working traffic, etc.)
- E. Any complaints concerning the actions or behavior of the officer, or;

- F. Any occasion where an employer asks the officer to compromise ethics, incur legal obligations, or for any impropriety on the part of the officer or the secondary employer.

On duty supervisors are to respond to the off-duty officer's location to handle any of the above occurrences or to approve and pick up any paperwork.

#### **XI. SOLICITATION OF SECONDARY EMPLOYMENT**

No member of this Department shall actively pursue secondary employment from individuals or business establishments using their position with the Department unless approached first by that individual or establishment about the availability of officers for secondary employment.

Employees shall avoid using their position with the Department to gain unfair advantage over other applicants in terms of reliability, etc. The employer shall make those decisions independently.

#### **XII. USE OF CITY VEHICLES, UNIFORMS, AND EQUIPMENT**

Officers working extra-duty assignments are permitted to use their department issued radio while on the detail in order to summon assistance or communicate with supervisors whenever necessary.

Any officer working an extra-duty job will wear the approved duty uniform, unless specifically instructed otherwise in the job posting. No variation of the uniform is allowed.

Officers may utilize department vehicles while engaged in extra-duty jobs. This allows for greater police visibility in the community. Officers are subject to all regulations regarding the operation of vehicles described in SOP P-020.

## MONROE POLICE DEPARTMENT PART-TIME JOB REQUEST

A separate "Part-Time Job Request" is required for each separate employer you will be working with.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Present Assignment: \_\_\_\_\_ Shift: \_\_\_\_\_  
Business/Employer Name: \_\_\_\_\_  
Address of Job: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Describe the duties you will be performing: \_\_\_\_\_

Does this business sell or distribute alcoholic beverages: ☐ Yes ☐ No

If alcohol is sold, is it for: ☐ On Premise Consumption ☐ Take Out

Will you be wearing your City of Monroe uniform: ☐ Yes ☐ No

Day(s) and/or Date(s) you will be working: \_\_\_\_\_

Hours scheduled to work: \_\_\_\_\_ To \_\_\_\_\_

Total number of hours per week scheduled for this job: \_\_\_\_\_

I realize that the work I perform for the City of Monroe shall have precedence over any other occupational interest. I understand that outside employment that might result in conflict, or apparent conflict, between my private interests and my official duties and responsibilities will be denied. I also understand that failure on my part to comply with the rules and regulations of the City of Monroe Police Department may result in disciplinary action being taken against me. I affirm that the statements made in this request are true and correct.

Employee Signature: \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor ☐ Approved ☐ Denied Date: \_\_\_\_\_

\_\_\_\_\_  
Division Commander ☐ Approved ☐ Denied Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police ☐ Approved ☐ Denied Date: \_\_\_\_\_

Reason for denial:

DO NOT REMOVE FROM THIS BOOK

RESOLUTION BY CITY OF MONROE  
ON POLICY AND PROCEDURE FOR USE  
AND ISSUANCE OF CITY OWNED VEHICLES



A. Vehicles owned and operated by the City of Monroe and by Monroe Utilities Network are authorized for use in performance of all essential work, travel and transportation duties or tasks. Unless specifically excepted under this policy, use is not authorized for unofficial work, travel and transportation duties or tasks, the transportation of unauthorized persons or items or the performance of tasks outside the rated capabilities of the vehicle.

When in doubt about use of a vehicle the deciding criteria should be the nature of the use of the vehicle and the extent to which the use is related to essential and official work required of the employee.

Only authorized persons shall be allowed to drive City owned vehicles for authorized purposes. Unless specifically stated otherwise in this policy employees are strictly forbidden to use City vehicles for personal use at any time.

B. Employees of the City of Monroe and of Monroe Utilities Network in the discretion of the Mayor and City Council or at the discretion of the Water, Light and Gas Commission whichever is appropriate may have vehicles assigned to them for the following uses: travel to and from work, work during normal working hours, and stand-by and on-call assignments. The purpose of this policy is to allow the aforementioned persons use of the vehicles for official business as part of their employment. The intent of this policy is to allow use of vehicles where it is necessary because of job requirements.

1) Only authorized employees shall be allowed full time use of city owned vehicles. Said persons, except for minimal personal use, cannot use the vehicle for personal use other than commuting.

- 2) All employees assigned a City vehicle shall exercise good judgement in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or reflect discredit on the City.
- 3) Authorized employees will be allowed to keep their vehicle at their home during normal off-duty hours. When an employee is on vacation or leave the vehicle is to be parked at City Hall. Unattended vehicles are to be locked and secured.
- 4) Employees of the City of Monroe authorized to use City owned vehicles to travel to and from work are listed in an attachment labeled exhibit A which is incorporated into this resolution.

Adopted this 22<sup>nd</sup> day of August, 2000.

CITY OF MONROE, GEORGIA

By:

Mayor

(Seal)

Attest:

City Administrator

(Seal)

# EXHIBIT A

	EXHIBIT A	
TITLE	DEPARTMENT	DESTINATION
City Administrator	Administration	Walton County
Fire Chief	Fire	Walton County
Recreation Director	Recreation	Newton County
Code Officer	Code	Walton County
Building Inspector	Code	Walton County
Public Works Director	Public Works	Barrow County
Asst Public Works Dir	Public Works	Walton County
Foreman-Pk & Grounds	Public Works	Walton County
Foreman-Mechanic	Public Works	Walton County
Foreman-Street	Public Works	Walton County
Police Chief	Police	Walton County
All Officers within Walton County	Police	Walton County

## MAYOR AND COUNCIL MEETING

OCTOBER 1, 2002

6:00 P.M.

Mr. Chris Harper spoke as agent for the Ewing Family and Wal-Mart. The Executive Committee of Wal-Mart has approved this development for a Super Center with a grocery store.

There were no other public comments; Mayor Knight declared that portion of the meeting closed.

To approve the rezone.

*Motion by McConnell, seconded by Smith.  
Passed Unanimously.*

b. Annexation – 2000 W. Spring Street  
To approve the annexation.

*Motion by Scott, seconded by Hill.  
Passed Unanimously.*

### III. NEW BUSINESS

1. Treadwell, Tamplin & Co. - Review 2001 Audit

Mr. Wayne Tamplin presented findings of the 2001 Audit for the City of Monroe and Monroe Utilities Network.

2. Request for Trailer at Boys and Girls Club

The Club has received a grant for improving the reading skills of the members. They are requesting permission to place a trailer behind the building to use for a reading lab. The Code Office will work with them to ensure that code regulations are met.

To allow this request.

*Motion by Hill, seconded by Scott.  
Passed Unanimously.*

3. Approval - DOT Contract for Resurfacing Court, Lawrence & Mill Streets

To allow the Mayor and City Administrator to execute this contract.

*Motion by McConnell, seconded by Beall.  
Passed Unanimously.*

4. Discussion – LOST Renegotiation

To continue negotiations with Walton County.

*Motion by Hill, seconded by Adcock.  
Passed Unanimously.*

### IV. COMMITTEE REPORTS

Public Safety

a. Alter Vehicle Policy for K9 Team

To amend the City's Vehicle Policy to allow the K-9 unit to drive a City vehicle outside Walton County for this situation only.

*Motion by Scott, seconded by Smith.  
Passed Unanimously.*

b. Implementation – K9 Team

It is the Committee's recommendation to implement a K-9 Program at the Department.

*Motion by Adcock, seconded by Beall.  
Passed Unanimously.*

### V. ADJOURN

*By Acclamation.*

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MAYOR

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CITY ADMINISTRATOR

## City of Monroe Police Department

<i>Subject:</i> Outside Employment		<i>Number:</i> 04-24
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 12/15/2000	<i>Review Date:</i>	<i>Number of Pages:</i> 3

### PURPOSE:

Regulate the outside employment of Department personnel.

### POLICY: (04-24)

The nature of law enforcement requires Department employees to work irregular duty schedules that are subject to change to meet deployment needs. Additionally, it is necessary employees have adequate rest to be alert during their tour of duty. For these reasons, and because certain occupations inherently conflict with an employee's primary responsibility to the Department, the Department may impose conditions on outside employment. Determination of the degree of limitation will be based upon interests of the Department in furthering professionalism, protecting the reputation of the employee and the Department, and ensuring the Department receives full and faithful service in return for employment.

Therefore, it is the policy of this department that all outside employment shall have prior written approval from the Chief of Police or his/her designee before any employee engages in any outside employment.

### PROCEDURES:

#### Responsibility (04-24-01)

All employees of the Monroe Police Department who desire to engage in secondary employment must recognize their primary duty, obligation and responsibility is to the Monroe Police Department. Employees are subject to call any time for emergencies, special assignment or overtime duty and no secondary employment shall infringe upon this obligation. Department employees are allowed to engage in part time, or off duty, employment provided they follow the procedures set forth in this section. Those engaging in secondary employment involving the use of police authority, whether in or out of uniform, shall be subject to supervision as established by the chain of command of the Department.

#### Outside Employment Form (04-24-02)

A completed, signed, outside employment form is required by the Department. This form must be properly filled out and submitted through the chain of command to the Chief of Police for approval. Additionally, any employee who owns or has interest in any business shall report such ownership or interest on the Outside Employment



Form, and will report the amount of daily and accumulative time spent in the operation of the business.

The form requires the employee list the secondary employer, address and location of the work site, detailed nature of the work to be performed, and the length of the employment. A form must be completed for each separate employer and/or work site, and a form must be completed for individual employee performing the off duty work.

The approval form is required for all secondary employment, whether in uniform or not.

#### **Prohibitions (04-24-03)**

Certain types of outside employment are expressly prohibited by the nature of the business or activity, and the employment of Departmental employees gives the perception or appearance of a conflict of interest. Examples include but are not limited to working inside bars, or licensed liquor, beer, wine establishments that have authority for consumption on premises, and/or escort services. Additionally, employment of officers in uniform outside the corporate limits of the City is prohibited without expressed written approval of the Chief for each occasion.

#### **Interference with Work Schedule (04-24-04)**

If any outside, or off duty employment interferes with an employee's regular work schedule, the employee will be required to change the schedule of the outside employment or terminate it. Employees will not be allowed to work over twenty hours per week at an outside job.

#### **Conduct (04-24-05)**

No employee will engage in any type of outside employment, perform any off duty function, or conduct him/herself in any manner that may raise the question of honesty, respect, dignity, integrity, or loyalty to the Department.

#### **Wearing of Uniform (04-24-06)**

If any employee is engaged in any outside employment which requires wearing the uniform of the Department, the complete (entire) uniform will be properly worn, unless written permission is granted by the Chief of Police or his/her designee to wear the uniform otherwise. If in uniform, the department issued body armor (vest) shall be worn.

#### **Firearms (04-24-07)**

If an employee engaged in any outside employment is required to wear or carry a firearm, only those employees who are properly qualified, certified and authorized will be permitted to do so.

#### **Accountability (04-24-08)**

Any employee engaged in outside employment will be required to follow the rules of the Department. Any conduct during outside employment that would result in disciplinary action if the employee were on-duty may result in termination of the outside employment.

#### **Authority (04-24-09)**

The Chief of Police reserves the right to require any employee to discontinue any

These conditions, or any of the above not readily corrected, shall immediately be reported to the shift supervisor on duty and a report filed. An employee shall not operate an unsafe vehicle.

#### **Other Routine Inspections (01-07-04)**

Gauges should be checked regularly to ensure that the vehicle is operating within the proper ranges. The spare tire should be checked for inflation and safe operating condition.

Oil and water levels should be checked each time the vehicle is refueled. The battery water and transmission fluid levels should be checked at least weekly.

#### **Authorized/Standard Equipment (01-07-05)**

The following equipment will be maintained (and/or authorized) by the Department for all patrol/emergency vehicles. No equipment will be deleted or added by individual officers without the expressed written consent of the Chief of Police.

- A. Blue/red/amber emergency lights for all marked cars
- B. Siren
- C. Mobile radio transceiver
- D. Public address system - utilized to render information during natural disasters, inform crowds of police action and lawful orders, and make traffic stops with multiple occupants. The public address system will not be used in any fashion not related to police functions.
- E. Fire extinguisher
- F. Traffic specialists should ensure that their vehicle is equipped with the accident investigation kit prescribed by the Traffic Division.
- G. All cars which will be transporting prisoners or detaining suspicious persons should be equipped with a barrier utilized to separate prisoners from officer(s). The rear doors and windows of these cars should be inoperable from the interior of the vehicle.
- H. Accident/crime scene equipment.
- I. Exterior spotlight (optional)

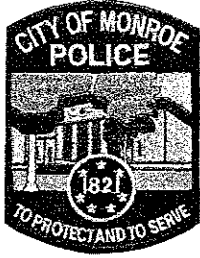
#### **Routine Inspection by Supervisor (01-07-06)**

Supervisors will inspect all vehicles once per month utilizing the Monthly Vehicle Inspection Report Form. Additionally, all vehicles should be inspected for the following:

- A. The vehicle is clean and maintenance has been performed as scheduled.
- B. All required equipment is present.
- C. All required paperwork is present.
- D. No dangerous or unnecessary items are in the vehicle.
- E. All emergency equipment is operating correctly.

#### **Take-Home Vehicles (01-07-07)**

Officers allowed to take home police vehicles are responsible for ensuring all routine upkeep is performed on the vehicle. This includes ensuring the vehicle is kept clean, all equipment is operating properly, and scheduled maintenance is performed regularly. Officers assigned to morning watch will coordinate maintenance of their vehicles with the Vehicle Maintenance Officer.



Monroe Police Department  
To Protect and to Serve

# Memorandum

To: Public Safety Committee  
From: Chief M. Keith Glass  
Date: 05 October 2007  
CC: File  
Re: Part-Time Employment

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Officers working part-time jobs within the City of Monroe provide services to and for local businesses and citizens that could otherwise burden our tax payers. While performing part-time jobs, these officers are visible to the public and accessible to the Monroe Police Department for any operational situation that should arise while the officer is working a part time detail. I have been employed by the City of Monroe Police Department since December 1993, officers of this depart were working part time jobs at that time and have done so continually during my 14 year tenure as a city employee.

This is a nationally accepted and legal practice that not only benefits those who require the addition services but our department and tax

payer as well. I am unaware of any locale law enforcement agency (Walton, Clarke, Barrow, Rockdale, Newton, etc) that does not allow their Officers to work off-duty jobs in uniform with issued equipment including a vehicle.

Currently, City of Monroe Police Officers work the following part-time jobs:

- Angelfood Ministries; bimonthly distribution traffic control. Approximately 148 man-hours per month. The 24/7 community youth program that Angelfood Ministries provides to approximately 150 young people, giving them Christian training and meals. Most of these kids come from less privileged families. Approximately 16 man-hours per month. Total approximate man-hours per month: 164 hours.
- Athens Technical College; school security. Four hours per week. Approximately 200 man-hours per year.
- George Walton Academy; school security and sports/special events. Eight hours per day during school days for length of the school year. Approximately 1,528 man-hours per year.
- Heckles & McCoy; detail began August 27 and has a projected end date of November 30, 2007. Eight hours per day totaling approximately 768 man-hours.
- Monroe High School; school security for sports/special events. Up to 20 officers for games and special events. Approximately 588 man-hours.
- Shakerz; security. One officer every Friday-Saturday. Approximately 208 man-hours per year.

- Walton County Juvenile Detail; youth discipline training. Two officers every Saturday for four hours. Approximately 384 man-hours per year.

All of the above part time jobs reflect positively on the City of Monroe Police Department and deters criminal activity in our community.

Additional these jobs have a potential economic impact of \$136,000.00 are more annually to our local shops, stores and restaurants.