

RESOLUTION NO. 2023-_____

**A RESOLUTION BY THE CITY TO APPROVE CHANGES TO THE POLICE
DEPARTMENT POLICIES**

WHEREAS, the Police Chief is charged with developing a police policy manual to be used by officers employed with the police department; and

WHEREAS, the Police Chief has developed such a policy and procedures manual; and

WHEREAS, the Police Chief has revised Policy 04-002 to make clarifications to off-duty work requirements; and

WHEREAS, it is the responsibility of the City Council to be the body to approve all policy decisions on the behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF PRAIRIE GROVE, ARKANSAS:**

That the City Council hereby approves Police Department Policy 04-002, attached to this Resolution, dated June 19, 2023 and effective for the period January 1, 2023 through December 31, 2024.

PASSED AND APPROVED on this 19th day of June 2023.

APPROVED:

ATTEST:

David Faulk, Mayor

Christine Kelly, Clerk

POLICY NAME: Off Duty Police Service	
POLICY NUMBER: 04-002	
EFFECTIVE DATE: 7-5-2004	REVISED DATE: 7-5-2004

Purpose:

To establish a uniform policy on outside employment and off duty police service.

Policy:

- A. All off duty employment or outside business activities will be approved by the Chief of Police or the Police Captain. Employees will submit an Outside / Off Duty Employment Form or contact the Police Chief and or Captain directly for approval. Approval of outside employment is at the discretion of the Chief of Police.
- B. Employees will not work at any outside or extra duty employment on the same day they fail to report for duty due to illness or injury.
- C. Employees will not be allowed to work for or own any business whose main business activity is the sale of alcoholic beverages, or any other business that might bring discredit to the department.
- D. No employee will be allowed to engage in any outside employment where their official position might be used to advance private interests.
- E. University of Arkansas Games
 - a. Officers who wish to work U of A games will be offered the games on a rotating basis and according to shift coverage and schedule.
 - b. Outside / Off Duty Employment Forms will not be required for U of A Games. The Chief of Police will maintain a list of officers who wish to work these games.
 - c. If the officer is assigned to work a game, the assignment will be like any On Duty assignment.
 - d. Officers who are assigned to work a game and are unable to do so will contact a supervisor at least two (2) hours before the reporting time.
 - e. Officers who miss an assigned game may not be allowed to work the next game they would have been assigned.
 - f. Officers who miss two (2) assigned games will be removed from the rotation list for four (4) games or more at the discretion of the Chief of Police and could be removed permanently.
 - g. Officers assigned to U of A games will be allowed to use Prairie Grove Police Department vehicles with the approval of the Chief of Police. Approval will depend on the need of the vehicle to work the assignment and the needs of the department.
 - h. Officers who do not have home storage units will have to pick up a vehicle at the police department on the day of the assignment. A Prairie Grove Police Department vehicle will not be taken to an officer's home outside the city prior to a game assignment unless approved by the Chief of Police. This approval will generally only be given if the officer's end of shift time is eight (8) hours or less from the reporting time for the game. The department vehicle will be returned to the police department immediately after the assignment is complete.

- i. All part-time and full-time officers who are allowed to work the U of A events as requested will be paid at a rate of \$40.00 an hour unless their overtime rate is higher. If the officer's overtime rate exceeds \$40.00 per hour, they will be paid at the higher overtime rate. The City Clerk will invoice the U of A for the officer's rate and all benefits.

F. General off duty security request.

- a. Requested security for off-duty officers will be paid at a contract rate with a minimum of \$50.00 per hour and a minimum of 4 hours' time.
- b. Department vehicle usage will be at the discretion of the Chief of Police or the Police Captain for these assignments.

G. Off duty employment request

- a. Officers working off-duty long-term security employment will negotiate a pay rate with that requesting business, church, or organization.
- b. Officers working local off-duty employment within the city limits of Prairie Grove may use their patrol vehicle if approved by the Chief of Police or the Police Captain.

POLICY NAME: Off Duty Police Service	
POLICY NUMBER: 04-002	
EFFECTIVE DATE: 7-5-2004	REVISED DATE: 05/15/2023

Approved By:

Chris Workman
Chief of Police

May 15th, 2023
Date

I have read and understand this procedure.

Signature of member receiving procedure

Date