

# WOLFEBORO POLICE DEPARTMENT

## SOP 2.11

**Date Issued: 12/27/2019**

**Review: 02/25/2021**

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### OUTSIDE EMPLOYEMENT

**Policy** The Department will permit employees to work approved extra jobs that do not present a conflict of interest; do not violate any rules, regulations, or procedures; and do not impair the employee's job performance. Working extra jobs is a privilege that can be revoked at any time by the Chief of Police. Employees who do not abide by these policies and procedures may have the privilege of working extra jobs revoked by the Chief of Police, in addition to any other sanction imposed by the disciplinary process.

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**Purpose** To establish guidelines that will allow employees to engage in outside employment. For the purposes of this document outside employment is known as "Extra Jobs."

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**Responsibilities** Supervisors are responsible for the full implementation of this procedure. Supervisors will monitor subordinates to ensure conformity to this procedure. Employees are responsible for tracking extra job hours worked and electronically reporting by email to the Staff Sergeant, if total hours worked is over 16 hours in a week.

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**Action** Employees extra jobs need to be approved by the Chief of Police.

Employees will comply with all Wolfeboro Police Department rules, regulations, orders, and policies and procedures while working extra jobs.

Employees are prohibited from working all extra jobs while on duty or during their scheduled work hours when utilizing sick leave, and/or when on light or restricted duty due to medically documented injury or worker's compensation for an on-duty injury.

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**OUTSIDE EMPLOYMENT**

Employees are prohibited from working any extra jobs, wherein the actual or potential use of law enforcement powers is anticipated or expected, while on suspension or administrative leave with pay.

Employees on suspension or administrative leave without pay will be allowed to work an extra job wherein the actual or potential use of law enforcement powers is not anticipated or expected.

Employees working extra jobs that involve directing traffic must wear a traffic vest for increased visibility, to enhance the flow of all traffic in the area, and to add to the overall safety of all pedestrians and motorists. The directing of traffic will be consistent with enhancing pedestrian and vehicular traffic flow (public safety).

The Chief of Police may at any time prohibit extra jobs at specific locations, for specific types of businesses, or for other reasons deemed to be in the best interest of the department.

Employees will not work an extra job that would require access to confidential police records, files, correspondence, or other information not otherwise available to the public.

Employees will not work an extra job for a collection or repossession agency or other employment where police authority or access to confidential information could be potentially used to collect monies, locate individuals, seize property for private purposes, or satisfy civil claims.

Employees will not work an extra job that is likely to create, or will create, a conflict of interest with other employees of the department or with Town of Wolfboro because of official recommendations or actions taken by the employee. For example, an employee may not be employed as a private consultant if it is likely that he or she may later have to testify against employees of the department over a job-related action taken by another employee.