

**BAY CITY DEPARTMENT OF PUBLIC SAFETY  
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE  
GENERAL ORDER

April 2, 2015  
INDEX NO. 1.12

**SECONDARY EMPLOYMENT**

**I. PURPOSE**

The purpose of this General Order is to establish general guidelines governing the request for approval of any type of secondary employment by personnel of the Bay City Department of Public Safety.

**II. SCOPE**

This General Order shall apply to all personnel of the Bay City Department of Public Safety.

**III. DEFINITION**

**“Secondary Employment”** - Any paid work done for any employer other than the Bay City Department of Public Safety. This includes ownership or affiliation with a business in which the affiliation provides any compensation and/or monetary income.

**IV. APPLICATION**

This General Order constitutes department policy, intended for internal use only, and is not intended to enlarge the employee’s civil or criminal liability in any way.

**V. POLICY**

It is the policy of the Bay City Department of Public Safety that secondary employment is subject to the condition that the organizational interests and needs of the Bay City Department of Public Safety shall be given first consideration by administration with respect to, and not limited to, special assignments, training, job assignments, transfers, etc. Secondary employment shall not interfere with the performance of on-duty employment and shall not be of a nature which would either present a conflict of interest or bring the reputation and standing of the Bay City Department of Public Safety into disrepute. The Public Safety Director may deny requests. Approval of secondary employment for law enforcement personnel, non-union employees and clerical employees shall be within the sole discretion of the Public Safety Director.

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The organizational interests and needs of the Bay City Department of Public Safety may change on a daily basis. The Bay City Department of Public Safety reserves the right to take various administrative actions such as, but not limited to, job assignments, special assignments, transfers, and training that are deemed by administration to be in the best interest of the Bay City Department of Public Safety, regardless of prior secondary employment approvals.

Employees of the Bay City Department of Public Safety are prohibited from utilizing any part of the uniform of the Bay City Department of Public Safety, any agency equipment, or resources such as LEIN, radios, computers, printers, copy machine, logos, files, correspondence, directives, policy and procedure, or communications of any sort. Exceptions may only be granted with expressed permission from the Public Safety Director.

The Public Safety Director may deny any request for secondary employment that he/she deems not to be in the best interest of the Bay City Department of Public Safety. No secondary employment that is deemed to have a negative impact or liability exposure on the operation and efficiency of the Bay City Department of Public Safety will be authorized.

**VI. PROCEDURE**

Employees must submit a written request to the Public Safety Director for secondary employment prior to beginning said employment. In addition, employees must submit a request for continuation of secondary employment each year prior to January 1<sup>st</sup> that the secondary employment continues.

There is no “right” to secondary employment for law enforcement personnel, non-union employees and clerical employees. Approval of secondary employment remains within the sole discretion of the Public Safety Director.

The Public Safety Director may consider the following when considering a request for secondary employment:

1. If the secondary employment may render law enforcement personnel or non-union employees unavailable during an emergency which requires their presence as deemed necessary by appropriate supervisory or administrative personnel, or agency policy and procedure.

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2. If the secondary employment could physically and/or mentally exhaust the employee so that their performance is observably affected. (Approvals may restrict employee's secondary employment to a maximum number of hours per week to prevent fatigue)
3. If the secondary employment would require any special consideration be given to arrangement of normal work schedules, regular duty assignments, reassignments, special assignments and/or training.
4. If the secondary employment exposes the Bay City Department of Public Safety or the City of Bay City to disrepute or places either of these entities in a position of exposure to civil liability or litigation.
5. Such other factors applicable to law enforcement personnel, non-union employees and clerical employees as may impair the effectiveness and operation of the Bay City Department of Public Safety.

By order of:

  
Michael J. Cecchini  
Public Safety Director