

ARTICLE XIX

GENERAL ORDERS AND RULES

19.1 Promulgation of General Orders, Rules and Regulations

The Department has and retains the right to issue, revise and/or rescind General Orders, rules and regulations and to direct the affairs of the Springfield Police Department.

The Department will continue to review all existing Orders of the Department and as such Orders are rescinded, revised or reissued, the Department and all officers shall follow and adhere to them so long as they are in effect.

The Department and all officers shall follow and adhere to all rules and regulations of the Springfield Police Department as long as the same are in effect.

19.2 Dissemination of General Orders, Rules and Regulations

(A) When Department work rules, regulations or orders of the Department are changed or established, they shall be prominently posted on the Department bulletin board by the Chief of Police or his designee and a copy thereof shall be forwarded to the Secretary of the PBPA.

(B) Each officer shall be furnished with a copy of any new or changed departmental rules, regulations, or orders of the Department on or prior to their effective date.

(C) New officers shall be provided with an up-to-date copy of Department rules, regulations and orders at the time of their hiring or appointment to the Department.

(D) Divisional orders and directives shall be furnished to division personnel as the content of these orders or directives dictates the need for dissemination to affected personnel on or prior to the effective date of these orders or directives.

(E) The Department and the PB&PA will convene a committee to address the issue of adopting a computer based General Order issuing system. The Committee shall be comprised of three (3) administrators selected by the Chief of Police and three (3) officers selected by the President of the PBPA.

This committee shall research the issues regarding this system, and develop a system that both parties agree to. The Committee shall report its findings and recommendations to the Chief of Police by January 1, 2006. When agreement is reached and this system is operational, this new system will be utilized for distribution of new/updated General Orders instead of the method listing in Section B above.

ARTICLE XX

SECONDARY EMPLOYMENT

20.1 Off Duty Employment Request

(A) Every officer while on duty is required to devote his entire time and attention to the service of the Employer. Any officer who desires to be employed during his off-duty hours on PBPA posted jobs shall sign a list that is posted by the Secretary of the PBPA and submitted annually to the Chief of Police. The Secretary of the PBPA may submit additional names of officers who were unable to sign up for the original list, to be added to the list, during the course of the year.

(B) Any officer who is on suspension, disability, duty related injury status, limited or light duty or not on the PBPA list shall require special permission from the Chief of Police or his designee to work the PBPA posted jobs. Steps I-IV probationary officers shall not work any off-duty jobs unless given special permission by the Chief of Police or his designee.

(C) All off-duty employment requests shall be approved by the Chief of Police or his designee before the jobs are posted by the PBPA and/or worked by the officer. Prior to starting work each officer working an off-duty security job shall notify Communications as to where he is working, when he is working and how he can be contacted during hours of such employment; i.e., computer notes. At the conclusion of each job the list of officers having worked shall be taken down and a clean copy sent to the Chief of Police.