



KANSAS CITY, MO. POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE
12/31/2025

EFFECTIVE DATE
12/31/2025

NO.
630-9

SUBJECT

Policy Series 600: Awards and Assistance
630 – Secondary Employment

AMENDS

REFERENCE

Title 17, Code of State Regulations RSMo 313.004(10)
PPBM: Duty-Related Injuries; Missouri Workers' Compensation Law;
Reserve Sworn Members Volunteer Program; Uniform and Personal
Appearance, Member Investigation, Discipline, and Appeals; Sick Leave
PI: Computerized Police Information Systems
BR: Resolution Dealing With Off-Duty Activities Of Sworn Members Of
The Kansas City, Missouri Police Department
LB: Officers working Off-Duty for Convicted Felons
Section 88-805-804-I of Municode Zoning and Development Code
Code of Federal Regulations Office of Personnel Management

RESCINDS

PPBM 630-8

***I. INTRODUCTION**

This written directive provides guidelines to inform members of the types of secondary employment allowed and to establish procedures that will maintain accountability for the welfare of the Department. These are essential for the efficient operation of the Department and for the protection of the members, the Department, and the community. The members primary duty is to the Department, and any secondary employment shall not interfere with their primary duties.

All Department written directives will be adhered to while working secondary employment.

II. TERMINOLOGY

***A. Coordinator** – A full time sworn member responsible for the recruitment, scheduling, and management of other Department members as part of their duties for a secondary employer.

1. In accordance with the current written directive's effective date, only active sworn members will be allowed to coordinate secondary employment.
2. A retiree or reserve member currently coordinating secondary employment will be grandfathered in and will be allowed to coordinate their current jobs but cannot acquire new jobs as a coordinator.

***B. Courtesy Officer** – A sworn member who receives free or reduced housing to provide basic security protection, e.g., attend meetings, handle noise complaints, resident conflicts, etc. for the apartment complex or similar housing location.

C. Immediate Relative – An individual with any of the following relationships to the member:

1. Spouse and parents thereof;
2. Sons, daughters, and spouses thereof;
3. Parents and spouses thereof;

4. Brothers, sisters, and spouses thereof;
5. Grandparents, grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 1 through 5 of this definition. Any individual related by blood, affinity, or whose close association with the member is the equivalent of a family relationship (e.g., long term friendship, legal guardian, conservator, or has the power of attorney for the other).

D. Secondary Employment –

1. Employment of a sworn member by a private or public employer for a wage, salary, fee, or any other compensation (including free or reduced rent) which actual or potential use of law enforcement power is anticipated.
2. Employment of a non-sworn member by a private or public employer. The employment is directly attributable to the member's Department position and authority granted to them by the Department. The member may be compensated by a wage, salary, fee, or any other compensation (including free or reduced rent).

***E. Secondary Employment Platform (SEP) –** The Department approved database system to manage all secondary employment activities.

***F. Sick Leave –** Commonly referred to as "sick time" is the twenty-four (24) hour period that starts simultaneously with the member's designated 10-41 time. This twenty-four (24) hour period designation is ONLY in relation to sick leave.

G. Tavern or Nightclub – Is an establishment that is primarily engaged in serving alcoholic liquor for consumption on the premises and in which the serving of prepared food, live entertainment and dancing are permitted (Section 88-805-04-I of the Zoning and Development Code of Municode). For designation as a tavern or nightclub the establishment must derive more than 50% of its annual gross sales from alcoholic beverages. For Department purposes, a rental event space will not be automatically considered a tavern or nightclub. Final determination will be made by the Secondary Employment Section on a case by case basis.

***H. Work Day –**For members assigned to elements using an eight (8) hour plan, a work day is considered to be a twenty-four (24) hour period of time that starts eight (8) hours before the scheduled tour of duty. For members assigned to elements using a ten (10) hour plan, a work day is considered to be a twenty-four (24) hour period of time that starts seven (7) hours before the scheduled tour of duty. For members assigned to elements using an eleven (11) hour plan, a work day is considered to be a twenty-four (24) hour period of time that starts six (6) hours before the scheduled tour of duty, to include the six (6) hour day.

III. POLICY

- A. Employment Unit Commander, or designee, will be responsible for issuing information relating to the operational aspects of the SEP from time-to-time as may be necessary for its efficient operation.
- B. Approval status for secondary employment of members and employers is valid from year-to-year and must be resubmitted for approval only in the event of suspension or revocation of approval.
- C. Members will be awake and alert throughout their secondary employment and will prepare themselves by having adequate rest and sleep prior to the shift.
- *D. The minimum rate for secondary employment will be established by the Chief of Police.
- E. Secondary Employment Section pool assignments will be entered by the Secondary Employment Coordinator, or designee.
- F. All secondary employment, to include pool assignments, self-initiated assignments (paid or unpaid), and any self-employment as outlined in Section II, D, must be entered into the SEP by a coordinator for proper authorization.
- G. Members will close out assignments in the SEP within seven (7) calendar days of working the assignment.
- H. Members will not be allowed to apply for a secondary employment pool assignment until previous assignments are closed.
- I. Failure to report for an assignment without proper notification will be treated as an unauthorized leave of absence and may result in discipline.
- *J. Sworn members will designate their immediate supervisor in the SEP. If a member is transferred, the member will have seven (7) days to designate a new supervisor.
- *K. Supervisors will verify the member's secondary employment for the previous month in the SEP prior to the 15th of each month. A verification e-mail will be forwarded through their chain of command.
- L. Commanders, or designee, at their discretion may:
 - *1. Request a member provide a copy of their secondary employment schedule maintained in the SEP,
 - 2. Contact secondary employers to verify a member's secondary employment application, or
 - 3. Contact the secondary employer to verify a member's work record.

M. A member who wishes to utilize a division resource (e.g., vehicle) must obtain permission (e.g. Department e-mail/Interdepartment Memorandum) from the Division Commander, or designee who has direct control and accountability for that resource. This does not apply to specific resources agreed upon in any labor agreement. Members will note in the comments box within the SEP, after the assignment is closed, who gave them permission to utilize the resource.

N. All members are forbidden to work for:

- *1. Another employer while working on-duty for the Department.
 - a. Members making multiple changes in the SEP, while on-duty, requiring a significant amount of time will obtain permission from a supervisor or commander for approval to make the required changes. Any changes completed on-duty will not interfere with the member's primary duties.
 - b. While working on-duty, members will not be compensated for any reason for secondary employment.
 - c. Without prior approval, members will receive compensation from the secondary employer for all duties accrued during their assignment, e.g., reports, recovered property, etc. that are directly related to the benefit of the secondary employer.
 - d. Reserve members will not accrue on-duty hours while acting as a liaison for an outside entity, e.g., business, employer, or school, when the purpose is to benefit those entities and not the Department.
2. A business if they are to be employed as a result of a labor dispute. Members already working for a business which becomes involved in a labor dispute are forbidden to work in any capacity that might place the member in a confrontation between labor and management.
3. An immediate relative who owns, operates, or manages a private security company.
4. Directly or indirectly for:
 - a. Any person who has been convicted of a felony offense pursuant to Title 18, Section 922 (g,h) of the United States Code. Refer to Legal Bulletin entitled, "Officers Working Off-Duty for Convicted Felons."
 - b. Any employer who engages in unlawful activities or operates a place in which unlawful activities are conducted.
 - c. Any gambling establishment including work on any part of the property of any such establishment, e.g., parking lot, hotel.
 - d. Any establishment promoting, allowing nudity, or semi-nudity including work on any part of the property of any such establishment.

- e. Any employment activity, the result of which could be considered detrimental to the best interest of the Kansas City Missouri Police Department or in conflict with its goals, objectives, mission statement, and procedures.
- O. All members are forbidden to own, operate, or manage a private security company.
- P. All members are forbidden to:
- 1. Work at or for any marijuana and/or an illegal controlled substance related business, except for pharmacies.
 - 2. Own, operate, consult, or provide services (including security or consulting) to any business/industry related to the cultivating, dispensing, manufacturing, storing, transporting, testing of marijuana, or other illegal controlled substances.
 - 3. Procure or hold a license/permit for the purpose of profit to cultivate, dispense, manufacture, transport, test of marijuana, or other illegal controlled substances.
- Q. All members cannot apply for or obtain a city or state liquor control card for the purpose of:
- 1. Owning a tavern or nightclub, or
 - 2. Dispensing, selling alcoholic beverages in a tavern, or nightclub.
- *R. Employer Background Check
- 1. The Secondary Employment Supervisor, or designee, will use discretion when determining if an individual employer or principal business owner will be required to contact the Missouri State Highway Patrol (MSHP) to obtain their criminal history background check before approval will be granted.
 - 2. Prior to an employer being approved in the SEP for management of secondary employment, the Secondary Employment Section at minimum will:
 - a. Conduct a computer transaction as a test in MULES, of the individual employer or principal business owner via a Department computer, and
 - b. Conduct a case.net search for the employer.
 - 3. A criminal history check of an employer via Interstate Identification Index (Triple I) or a QH transaction is prohibited for the sole purpose of secondary employment.
- S. Secondary Employment privileges may be denied, revoked, or modified when documented in a Request for Incident Report (RIR), Form 388 P.D., if the member's:
- 1. Conduct does not comply with Department policies.
 - 2. Performance during on-duty hours is determined to be unsatisfactory by the member's Division Commander.

3. On-duty performance is adversely affected by secondary employment.
4. Unit manual or unit procedure is contradictory to the secondary employment.
- *5. Recommendations to revoke or suspend a member's secondary employment will follow the guidelines set forth in the written directive entitled, "Member Investigation, Discipline, and Appeals."

IV. PROCEDURES

A. Sworn Members

1. Sworn members are forbidden to work secondary employment in a law enforcement capacity for another law enforcement agency unless approved by the Chief of Police on a mutual aid agreement.
2. Prior to scheduling or working any secondary employment, a member must obtain approval from the Secondary Employment Section through the SEP. Tavern or nightclub assignments must be approved by the Employment Unit Commander, or designee, prior to the assignment.
- *3. When time constraints prevent a member from receiving prior approval through the SEP to work a secondary employment assignment, a member will:
 - a. Seek approval from a supervisor.
 - b. Submit the secondary employment information through the SEP as soon as practical.
 - c. E-mail the Secondary Employment Section the name of the job, location, date, hours of assignment, and the approving supervisor's name and serial number.
- *4. Courtesy Officers
 - a. While acting in an official law enforcement capacity, members will be in the approved police uniform unless exigent circumstances exist.
 - b. Should exigent circumstances exist:
 - (1) A non-uniformed member will carry and be able to display a current Department approved badge.
 - (2) Have available access to a Department approved firearm, vest, radio, and handcuffs.
 - c. Secondary employment for a courtesy officer will not be maintained in the SEP.

5. Officers, sergeants, and commanders will be considered eligible to work assignments posted in the SEP, unless the sworn member's privileges to do so have been reduced, denied, revoked, or forbidden for reasons outlined in this policy. Sworn members may apply for available assignments by logging into the SEP and applying for available assignments.
6. Probationary police officers are forbidden to engage in any law enforcement-related secondary employment or any secondary employment which involves wearing a police uniform. This does not apply to Department overtime assignments.
7. Lateral officers may work secondary employment after they have completed their break-in period.
8. Commanders and supervisors are allowed to be scheduled for secondary employment in a law enforcement capacity by a coordinator who is of lesser rank or title. Coordinators may assign commanders or supervisors to job positions at their discretion and according to event needs.
9. Members, regardless of rank, will prepare necessary police reports while working secondary employment in a law enforcement capacity. Police reports generated during the course of secondary employment will be processed in accordance with policies and procedures.
10. The legal authority vested in a sworn member working secondary employment in a law enforcement capacity is limited to the enforcement of federal law, state statutes, and municipal ordinances. Members will not use police authority to enforce a private employer's policies and regulations.
11. Sworn members are only allowed to work law enforcement related secondary employment inside the city limits of Kansas City, Missouri. The sworn member will not:
 - a. Be accompanied by personal pets, or
 - b. Allow any person to accompany them during their shift who is not involved in the official duties.
- *12. Sworn members may schedule a maximum of sixteen (16) hours per 24-hour work day, which includes a combination of on-duty and secondary employment. Use of exception time will not count towards the maximum number of hours. Any exceptions will be made by the Chief of Police, or designee.
13. The Employment Unit Commander, or designee, will have the discretion to decide and/or alter the staffing requirements for all law enforcement related secondary employment based on the specific event and any mitigating factors which would otherwise affect the safety of the members and patrons attending a location or event. The recommended minimum staffing levels are:
 - a. Reserved seating (family oriented) with no alcohol sales: (1) per 2,000-3,000 attendees

- b. Sporting events with alcohol sales: (1) per 1,000-1,500 attendees
- c. Reserved seating (family oriented) with alcohol sales: (1) per 1,000-1,500 attendees
- d. Reserved seating (adult venues) with alcohol sales: (1) per 500-1,250 attendees
- e. Open air venues with alcohol sales: (1) per 500-750 attendees
- f. Night Clubs and other adult entertainment venues: (1) per 150-500

NOTE: These recommendations are minimum staffing levels in addition to an initial core staffing of 1-3 officer's contingent upon the type of venue.

- 14. When both on-duty and secondary employment officers are involved in a single incident, the on-duty officers will have the final authority to determine how the situation is to be handled and what arrests, if any, are to be made. In the event of a critical incident, the chain of command will apply.
- 15. Sworn members may be employed by an individual or business that does not require the use or potential use of law enforcement powers by a sworn member. This type of employment will not be entered into the SEP. A member may engage in this type of employment that meets the following criteria:
 - a. Employment of a non-police nature in which vested police powers are not a condition of employment, the work provides no real or implied law enforcement service to the employer, and is not performed while on-duty, nor while wearing the uniform.
 - b. Employment that presents no potential conflict of interest between their duties as a sworn member of the Department and their duties for their employer.
 - c. Employment that does not constitute a threat to the status or dignity of policing as a professional occupation.
- 16. Members working in a non-law enforcement related capacity will not:
 - a. Display or wear Department issued equipment, including, but not limited to the uniform, badge, and police identification.
 - b. Utilize their assigned Department-issued take home vehicle while on limited duty.
- 17. A member approved for extended leave or suspension without pay may request to work employment in a non-law enforcement capacity by submitting an Interdepartment Communication, Form 191 P.D., through the member's chain of command to the Chief of Police for notification, with a copy to the Secondary Employment Section.

18. Tavern or Nightclub Employment

- a. Sworn members are required to wear the Class A or Class B uniform at all times when working for a tavern or nightclub.
- b. Sworn member's responsibility will be to patrol the exterior of the establishment which includes entry and exit points, parking lots, on-street parking, or other exterior areas designated by the establishment.
- *c. A minimum of three (3) law enforcement members are required to work at all establishments which are considered to be a tavern or nightclub. If the minimum is not met, members **will not** work the establishment unless approved by the Employment Unit Commander, or designee.
- d. Sworn members are forbidden to work on the interior of a tavern or nightclub unless responding inside for legitimate law enforcement reasons.
- e. Sworn members are forbidden to be employed in any capacity contrary to that of a law enforcement officer such as a bouncer, doorman, or other similar agent of the establishment.
- f. Sworn members who are working for a business that has a liquor license or should have a liquor license will follow the current written directive entitled, "Tavern or Nightclub Response Report."

19. Private Security Companies

- a. Sworn members may be employed within the city limits of Kansas City, Missouri by private security companies properly commissioned to provide guard or security service to clients, provided the nature and circumstances of employment are not otherwise contrary to provisions of this policy.
- b. Sworn members are forbidden to seek or be granted private officer commissions, or to act as private security personnel as this term is defined, or may be defined in Title 17, Code of State Regulations.

20. Uniform and Dress Requirements

- a. The uniform for secondary employment for a law enforcement assignment will be the Class A or Class B uniform.
- *b. Members in uniform, regardless of rank, will wear the following:
 - (1) The Department issued radio.
 - (2) The Department approved bullet resistant vest.
 - (3) The Department approved oleoresin capsicum.

- (4) All other uniform components as outlined in the written directive's entitled, "Uniform Regulations" and "Personal Appearance Standards."
 - c. If an employer requests the member to deviate from the Class A or Class B uniform, the member will forward the request to the Secondary Employment Section for approval.
 - (1) The Secondary Employment Section will contact the employer and verify the need and appropriateness of the request.
 - (2) The Employment Unit Commander, or designee, will approve or deny the request.
 - d. Members who have been approved to wear plain clothes, business, or business casual will:
 - (1) Be prepared to present their Department identification and badge when taking enforcement action.
 - (2) Have readily available access to a Department approved firearm, spare magazine, and handcuffs.
 - (3) Carry the Department issued radio as long as it does not compromise the integrity of the plain clothes assignment.
- 21. Sworn members, at the beginning of their shift, will contact the dispatcher of the division they are working the secondary employment assignment in and give their 10-41/10-42 times and the location of the secondary employment assignment unless a radio frequency has been assigned.
 - a. The Communications Support Section will assign a secondary employment radio number.
 - b. The sworn member will monitor radio traffic.
 - c. If the member has been approved not to carry a Department issued radio, they will provide a phone number where they can be reached while working.
- 22. If a sworn member is injured in the course of approved secondary employment, the member's entitlements to Workers' Compensation, injury leave, and other benefits afforded a member injured on duty will be decided on a case-by-case basis in accordance with the following guidelines:
 - a. A member must look to the secondary employer for benefits when performing services or police services, specific to the secondary employment at the time of the injury. The decision will be based on whether or not the member was operating within the scope of the secondary employment.

- b. If the member's activities are exclusively for the benefit of the Department and are police activities outside the scope of the secondary employment. The member will be entitled to those benefits normally provided to a member injured on duty.
- 23. When a sworn member is assaulted while working a secondary employment job in a law enforcement capacity:
 - a. The on-duty Investigative Sergeant will be notified.
 - b. If a second member is assigned to the job, they will complete all necessary reports.
 - c. If there is not a second member assigned to the job, an on-duty member will respond to complete all necessary reports.
 - d. The Duty Commander will be notified if the member is injured.

B. Reserve Sworn Members

- 1. The provisions of this policy apply to reserve sworn members with the exception of their primary profession or employment, however, reserve sworn member's primary employment must comply with the guidelines outlined in the current directive.
- 2. Reserve sworn members will meet their required hours quarterly, and if not achieved, their secondary employment will be automatically revoked.
 - a. If the required number of hours is not completed by December 31st, they will have forfeited their ability to work Secondary Employment until April 1st of the following year.
 - b. Any exceptions must be approved by the Chief of Police, or designee.
 - c. For further details, refer to the written directive entitled, "Reserve Sworn Members Volunteer Program."

C. Non-Sworn Members

- 1. All non-sworn members will utilize the procedures outlined in this written directive regarding the SEP.
- 2. When a non-sworn member is working secondary employment, they will follow the guidelines set forth in the written directive's entitled, "Uniform Regulations" and "Personal Appearance Standards."
- 3. Only non-sworn members may obtain a city or state liquor control card to dispense or sell alcoholic beverages in a business that is not a tavern or nightclub.

4. Non-sworn members are forbidden to work secondary employment in a law enforcement capacity unless the member is a reserve officer or holds a private officer license.
5. Any non-sworn member may be employed by an individual or business that does not require the use of the member's Department position and authority. This type of employment will not be entered into the SEP.
6. Entrant Officers are not allowed to work secondary employment.

D. Self-Cancellations

- *1. Members who need to cancel a pre-scheduled job within 14 days of the occurrence, must first contact the job coordinator. If the member is unable to contact the job coordinator, the member can self-cancel.
2. A self-cancellation occurs when a member clicks the "Cancel" button on their work assignment listed in the SEP. Clicking the "Cancel" button does not automatically relieve a member from an assignment.
3. The results of initiating a self-cancellation are dependent on multiple factors:
 - *a. If a self-cancellation is prior to the 14 days, a pop-up window will be displayed confirming the action.
 - (1) Clicking "OK" will automatically cancel the assignment and it will be removed from the member's work schedule.
 - (2) An e-mail confirmation is generated to both the member and the job coordinator.
 - b. If a member attempts to self-cancel an assignment within the 14 days, a pop-up window will display a warning. The member will select the appropriate cancellation reason from the drop-down menu and will be prompted to provide a reason for the cancellation.
 - c. All self-cancellations require a comment to be entered in the comments box.
 - (1) A detailed explanation in the comments box is required.
 - (2) The details of a personal illness will not be noted.
 - (3) Failure to enter a comment in the box will prevent the user from submitting the self-cancellation.
 - (4) An e-mail confirmation is generated to both the member and the job coordinator.
 - d. The original owner of the job assignment retains the assignment until the "Cancel Pending" request is resolved. Self-cancellations remain in the member's work schedule unless the assignment is:

- (1) Transferred or removed by the job coordinator, or
 - (2) Transferred from the member to another member using the "Transfer" option to remove the job from the member's work schedule.
- e. The job coordinator, if approved, will resolve the "Cancel Pending" requests as soon as possible to release the job from the member's work schedule.
 - f. Members who close assignments at zero (0) hours worked in an attempt to by-pass the self-cancellation process or notifying the coordinator may be subject to discipline.
 - g. All unapproved cancellations will require the member to submit an Interdepartment Communication, Form 191 P.D., through their chain of command to their Division Commander.

E. Coordinators will:

1. Identify themselves as such during the application process for secondary employment.
2. Enter all secondary employment assignments into the SEP.
3. Not receive a fee or commission other than an hourly fee schedule rate for coordinator duties.
4. Advise employers of the current secondary employment pool rates.
- *5. Enter the hours into the SEP that they are compensated for doing administrative work for the employer.

V. PROHIBITIONS

A. A member is prohibited from engaging in secondary employment while on:

1. FMLA-designated leave for self.
2. Funeral leave.
3. Injury leave.
- *4. Sick leave.
 - a. Members who utilize sick leave to attend a medical appointment may work secondary employment with the understanding they may be required to provide medical documentation of the appointment to the Benefit's Section upon request.

- b. Members who utilize any portion of sick leave due to the inability to complete their work day for any reason other than a medical appointment, will not be permitted to work secondary employment within the twenty-four (24) hour period starting with the member's designated 10-41 time.
 - 5. Military leave.
 - 6. Leave without pay.
 - 7. Limited duty.
 - 8. Assigned to any leave pool with the exception of those referred to in Section V, B.
 - 9. Suspension.
- *B. A member on FMLA leave for a family member are allowed to work secondary employment, except during their designated duty hours.
- C. A member assigned to any of the aforementioned categories, may request to work for another employer in a capacity that is not related to their Department assignment by submitting an e-mail or an Interdepartment Communication, Form 191 P.D., directly to the Employee Benefits Section Commander for approval.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners on this 16th day of December, 2025.



Thomas Whittaker
Board President

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