



ORDINANCE 1819

AN ORDINANCE ESTABLISHING POLICIES FOR OUTSIDE EMPLOYMENT OF BOROUGH OF GLEN RIDGE POLICE WHILE OFF DUTY: CHAPTER 2.40.160

SECTION 1. Purpose; policy established.

For the convenience of those persons and entities which utilize the services of off-duty law enforcement officers of the Glen Ridge Police Department and to authorize the outside employment of Borough of Glen Ridge Police while off duty, the Borough of Glen Ridge hereby establishes a policy regarding the use of said officers.

A. Members of the Police Department shall be permitted to accept police-related employment for private employers or school districts only during off-duty hours and at such times as will not interfere with the efficient performance of regularly scheduled or emergency duty for the Borough of Glen Ridge.

B. Any person or entity wishing to employ off-duty police shall first obtain the approval of the Chief of Police, which approval shall be granted if, in the opinion of the Chief, such employment would not be inconsistent with the efficient functioning and good reputation of the Glen Ridge Police Department, and would not unreasonably endanger or threaten the safety of the officer or officers who are to perform the work.

SECTION 2. Escrow accounts; interruption of services for insufficient funds.

A. Any person or entity requesting the services of an off-duty law enforcement officer in the Borough of Glen Ridge Police Department shall estimate the number of hours such law enforcement services are required, which estimate shall be approved in writing by the Chief of Police, and shall establish an escrow account with the Borough of Glen Ridge Treasurer of the Borough by depositing an amount sufficient to cover the rates of compensation and administrative fees set forth in for the total estimated hours of service.

B. Prior to posting any request for services of off-duty law enforcement officers, the Chief of Police or his designee shall verify that the balance in the escrow account of the person or entity requesting services is sufficient to cover the compensation and fees for the number of hours specified in the request for services. The Chief of Police shall not post a request for services from any person or entity unless all fees and compensation required in the manner described above have been deposited with the Borough Treasurer. No officer shall provide any such service for more hours than are specified in the request for services.

C. In the event the funds in such an escrow account should become depleted, services of off-duty law enforcement officers shall cease and requests for further or future services shall not be performed or posted until additional funds have been deposited in the escrow account in the manner prescribed above.

D. The person or entity requesting such services shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services.

SECTION 3. Requests for services.

All requests to the Borough for the services of off-duty enforcement officers in the Borough of Glen Ridge Police Department for a period of one week or longer shall be forwarded to the Chief of Police for posting at least 10 days before such services are required. Any law enforcement officers, when employed by the Borough of Glen Ridge, shall be treated as an employee of the Borough; provided, however, that wages earned outside employment shall not be applied toward the pension benefits of law enforcement officers so employed, nor shall hours worked for outside employment be considered in any way compensable as overtime.

SECTION 4. Rates of compensation; administrative fee; payment for services.

A. Rates of compensation for contracting the services of off-duty law enforcement officers shall be established from time to time by the Borough Council. Rates of compensation for contracting the services of off-duty law enforcement are established as follows:

(1) Rate of compensation per hour for off-duty time: the overtime rate equivalent to the current overtime rate of the top base patrol salary for the calendar year for the first eight (8) hours., except as set forth in Subsection A(2)(3) below.

(2) Rate of compensation per hour for certain other off-duty law enforcement services, to include school functions and Borough of Glen Ridge Finance functions shall be the overtime rate equivalent to the current overtime rate of the top base patrol salary for the calendar year minus \$10 per hour.

(3) After eight (8) hours the rate will adjust to 1.5 times the overtime rate equivalent to the current overtime rate of the top base patrol salary for the calendar year

(4) An additional fee of 10% of total cost is hereby established to cover administration costs, overhead, and out-of-pocket expenses of the Borough of Glen Ridge.

(5) An additional fee of \$25 per vehicle per hour is hereby established to compensate the Borough of Glen Ridge for use of vehicles.

B. In accordance with Glen Ridge Code Section 3.08.030 - Annual fee schedule, the Mayor and Council may change the above-mentioned rates and fees by Resolution.

C. Payment to off-duty law enforcement officers for outside employment shall be made through the Borough's payroll process.

SECTION 5. Secondary service provider permitted.

A. The Borough may choose to utilize a secondary service to administrate and perform the actions related to the off-duty employment process. These actions include, but are not limited to: communicating with said person or company to schedule off-duty jobs, scheduling the officers for said jobs, invoicing the person or company and receiving escrow and/or payments from the person or company in a manner set forth by the secondary service provider. The secondary service provider may charge an additional fee for services that are above and in addition to the fee structure stated in this chapter and utilize business-type collections rules as set forth in the contract/agreement between the Borough and the secondary provider.

B. The secondary service provider will reimburse the Borough via ACH or other funds transfer methods, according to the fees set forth in this chapter, due to the Borough and officer, in a timely manner, usually coinciding with payroll periods for the jobs that the officers have performed or were scheduled for in that period in accordance with the above-listed rules of employment between the B and the person or company seeking off-duty services.

Ordinance Introduction: Monday, November 25, 2024

Ordinance Adopted:

ATTEST:

Deborah Mans
Mayor

Tara Ventola
Municipal Clerk