



pennsylvania

OFFICE OF OPEN RECORDS

RTK - 4666

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 7/27/2017

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Springettsbury Township Police Department

NAME OF REQUESTER : Gordon Rago, York Daily Record

STREET ADDRESS: 1891 Loucks Road

CITY/STATE/COUNTY/ZIP(Required): York, Pennsylvania, York County 17408

TELEPHONE (Optional): [REDACTED] EMAIL (optional): [REDACTED]

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information.*

Please use additional sheets if necessary

I am seeking Springettsbury Township police department policies that concern a police officer's secondary or supplementary employment – commonly known as "moonlighting." I am also seeking any secondary or supplementary employment requests of current employees made since Jan. 1, 2012 along with any agency responses, decisions and records related to them.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER: A. Gibb

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY: 7/27/2017

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 8/3/2017
30 Day response due: 9/2/2017

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*



COAT OF ARMS OF SPRINGETT PENN
1701-1731

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
York, Pennsylvania 17402
717-757-3521 Fax: 717-757-7856
www.springettsbury.com
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908
Police and Fire Emergencies - Dial 911
Recreation Office: 717-505-0406

Wastewater Treatment Facility
3501 North Sherman Street
717-757-3521 Fax: 717-840-0680

BOARD OF SUPERVISORS

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TOWNSHIP MANAGER

Benjamin B. Marchant

August 1, 2017

Mr. Gordon Rago
York Daily Record
1891 Loucks Road
York, PA 17408

Re: **RIGHT-TO-KNOW REQUEST – Police Department Supplemental Employment**

Dear Mr. Rago,

Thank you for writing to Springettsbury Township with your request for information:

- "...Police department policies that concern a police officer's secondary or supplementary employment – commonly known as moonlighting. I am also seeking any secondary or supplementary employment requests of current employees made since Jan. 1, 2012 along with any agency responses, decisions and records related to them."
- **Your request has been approved and the records requested are included with this response. Lt. Tony Beam indicated he spoke with you about additional questions related to this request. If you are in need of further clarification, please feel encouraged to contact the Police Department, 717-757-3525.**

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions, please do not hesitate to contact me.

Very truly yours,


Abegale Gibb
Right to Know Officer

cc: Chief Stump, Police Department
Lt. Beam, Police Department

File: Right-to-Know 466

STANDARD OPERATING PROCEDURE
83-5

OUTSIDE EMPLOYMENT

I. POLICY

- A. Sworn members of the Springettsbury Township Police Department may engage in appropriate outside employment or self-employment.
- B. The compatibility of any business ownership, partnership, employment, or any involvement in a business will be measured against the manpower requirements and ethical and/or professional standards of the Springettsbury Township Police Department as determined by the Chief of Police
- C. Any outside employment shall be considered secondary to the officer's primary employment by the Township.

II. PROCEDURE

- A. Officers are prohibited from engaging in unauthorized outside employment. To receive authorization for outside employment, which shall be considered secondary to the officer's primary employment by the Township, the following procedures shall apply:
 - 1. The officer desiring outside employment must submit a written request to the Chief of Police through his/her chain-of-command. The request will be endorsed with either an "Approved" or "Disapproved" notated by each endorsing supervisor. Endorsing supervisor will explain in writing any recommended "Disapproved" recommendations.
 - 2. The request will specify the nature of the work to be performed during the outside employment, specific duties, number of hours to be worked each day, and the location of the employment.
 - 3. Each request for outside employment shall be submitted separately to the Chief of Police and shall be renewed on an annual basis by each individual officer during the month of January.
 - 4. The Chief of Police is the final authority on all request for outside employment. Following the final recommendation by the Chief of Police, the original outside employment request will be placed in the officer's departmental file and a copy will be returned to the employee.

III. UNAUTHORIZED/PROHIBITED OUTSIDE EMPLOYMENT

Unauthorized/prohibited outside employment is defined in the **Springettsbury Township Police Department Rules of Conduct Section IV, B, 1.13** as follows:

Except as hereinafter provided, upon written notification and proper disclosure to the Chief of Police, an

officer may engage in outside employment as an independent contractor or as an employee of a private employer. Any outside employment shall be considered secondary to the officer's primary employment by the Township.

- a. Prohibited Outside Employment: Any outside employment of the following kinds or natures shall be prohibited.
 1. Employment which interferes with the proper and effective performance by the officer of such officer's Township position, its duties and responsibilities.
 2. Employment which results or by its nature can reasonably be anticipated to result in actual conflict between the private interest of the officer or his private employer and the officer's public interest or responsibility as a Township officer.
 3. Employment which is of such a nature that its performance may reasonably be construed by the general public to be an official or authorized act of the Township.
 4. Employment which involves in its attainment or in its performance the use of Township time, facilities, equipment, materials or supplies of any kind or nature.
 5. Employment which involves the use of official information of the Township from its files, or known to an officer by virtue of his Township employment and which is not normally available to the general public.
 6. Employment that is of such nature as the officer would be expected to perform it as part of his regular Township duties.
 7. Employment by another municipality in the same or in a similar capacity as the officer is employed by the Township.
 8. Employment in excess of six hours in the twelve-hour period immediately preceding the commencement of the officer's work shift with the Township.
 9. Employment within the two-hour period immediately preceding the commencement of the officer's work shift with the Township.
 10. Employment in a security related field, which involves the wearing of a uniform or other identifying clothing
- b. Due to the especially sensitive nature of police work, the potential for confusion in the mind of the general public when a similar type of work is performed by police officers for private interests, and the risk in such employment to both the police officer and the Township, the following types of employment are specifically prohibited to Township police officers if performed within the boundaries of the Township.

1. Employment involving or intended to protect persons or property against criminal activity.
2. Employment which involves the carrying of a firearm in its performance.
3. Employment which involves or may involve in its performance, the arrest, apprehension or taking into custody of persons, or the filing and prosecution of criminal charges against persons.
4. Employment which involves or includes the wearing of a uniform, badge or other signs of an official appearing nature which might readily be mistaken for that of a Township police officer.

This procedure is to be used in conjunction with all relevant existing departmental policies, procedures, rules, and regulations.

Approved by:

Daniel E. Stump
Chief of Police

1.13 EMPLOYMENT OUTSIDE OF DEPARTMENT

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4. Employment which involves in its attainment or in its performance the use of Township time, facilities, equipment, materials or supplies of any kind or nature.
5. Employment which involves the use of official information of the Township from its files, or known to an officer by virtue of his Township employment and which is not normally available to the general public.
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9. Employment within the two-hour period immediately preceding the commencement of the officer's work shift with the Township.
10. Employment in a security related field, which involves the wearing of a uniform or other identifying clothing.

b. Due to the especially sensitive nature of police work, the potential for confusion in the mind of the general public when a similar type of work is performed by police officers for private interests, and the risk in such employment to both the police officer and the Township, the following types of employment are specifically prohibited to Township police officers if performed within the boundaries of the Township.

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