CENTERVILLE CITY COUNCIL AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD A SPECIAL WORK SESSION AT 5:30 P.M. ON TUESDAY, NOVEMBER 4, 2014 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

5:30 **A. ROLL CALL**

B. BUSINESS

1. Work Session to discuss Police Chief's request for an additional Police Officer position

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE WORK SESSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY COUNCIL WILL HOLD ITS WORK SESSION MEETING AT 5:30 PM ON November 4, 2014 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Blaine Lutz, Centerville Finance Director, at 295-3477, giving at least 24 hours notice prior to the meeting.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting . Upon request, a citizen may obtain (without charge) the City Manager's memo summarizing the agenda business , or may read this memo on the City's website: http://centerville.novusagenda.com/agendapublic .

Tentative Time: - The times shown below are tentative and are subject to change during the meeting.

5:30 **A. ROLL CALL**

B. NEW BUSINESS

1. Discuss Police Chief's request for an additional Police Officer position

C. ADJOURNMENT

Marsha L. Morrow, MMC
Centerville City Recorder

CENTERVILLE
CITY COUNCIL
Staff Backup Report
11/4/2014

Item No. 1.

Short Title: Discuss Police Chief's request for an additional Police Officer position

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

Continue the discussion with Police Chief Neal Worsley regarding the justification for funding an additional police officer, as included in the FY 2015 Budget. The City Manager recommends the City Council authorize the hiring of this additional officer.

BACKGROUND

This matter was discussed in the October 21 Council meeting and continued to this special work session. The FY 2015 Adopted Budget includes funding for an additional police officer, subject to specific authorization by the City Council. The City Manager has met with Chief Worsley and reviewed the data that, in his opinion, supports the Chief's request. This data/analysis is attached. Most notable is the Type 1 crime rate per 1000 population, and in particular, the Larceny crime rate per 1000. This is shown for 2006 and 2012 and compares those crime rates with the other cities in Davis County. 2006 was chosen as the baseline because this was the first full year after the most recent police officer position was added to the department (in 2005). The 2013 report of crime rates for Davis County cities is not yet available, so 2012 is the latest comparison we can make with the other cities. Note that in 2006, Centerville's Type 1 crime rate and Larceny crime rate were #9 and #8, respectivley, in the ranking of Davis County cities from highest to lowest. In 2012, Centerville's rankings are #2 and #1, respectively, for those crime rates. The Larceny category includes shoplifting, theft from building, theft from motor vehicle, identity theft, and several other crimes. These are heavily related to the commercial retail activity in Centerville. Even though the comparative numbers are not yet available for Davis County cities for 2013, our Police Department has compiled the data to reveal that the Larceny crime rate in Centerville increased more than 10% from 2012 to 2013.

The other attachments also lend support to the Chief's request, but will be explained at the council meeting. The bar graphs illustrate the hours the Police Department has spent in non-crime activity over a five-year period, 2009 to 2013, for the City as a whole, and for Grids #1 and #8. Grid #1 is everything west of I-15 and Grid #8 is the "big box" area--or everything between Parrish and Porter and between I-15 and Main Street. Bottom line, less time is being spent in traffic activity and patrol/security in the City as a whole because of other demands upon the Police Department.

Another major argument from the Police Chief for adding another officer is to improve the on-the-street coverage when officers take time off, and provide more flexibility in shift scheduling to accommodate time off. Chief Worsley provided shift schedule handouts at the Oct. 21 meeting. Please bring those to the work session. This is one of the topics the Council has requested more explanation of at the work session.
In the October 21 council meeting, the Chief was also directed to provide any personnel policies pertaining to outside employment. These are attached--both the policy covering all employees and policies specific to the Police Department. Chief Worsley was also asked to share at the work session any innovative ideas he may have about how to address current department/crime issues.

ATTACHMENTS:

Description

- Police Officer Request Data
- Outside Employment Policies

#9 County Wide Crime Per 1000
#8 County Wide Larceny Per 1000
13 Cities

Estimated Agency Crime Totals

2004

Agency	Population	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	Total Index Crimes	Crime Rate Per 1,000	
Daggett CO SO	947	0	0	0	0	7	5	1	0	13	13.73	
Davis CO SO	22,757	0	2	0	8	66	83	8	0	167	7.34	3.64
Bountiful PD	41,161	2	9	3	13	154	766	52	11	1,010	24.54	18.60
Centerville PD	15,075	0	5	1	1	25	235	18	1	286	18.97	15.58
Clearfield PD	27,241	2	8	6	39	133	732	45	9	974	35.75	26.87
Clinton PD	18,811	0	1	1	8	39	170	14	0	233	12.39	9.03
Davis Metro Narcotics Strike Force	0	0	0	0	0	0	0	0	0	0	0.00	
Farmington PD	15,540	0	2	0	3	53	143	6	1	208	13.38	9.20
Kaysville PD	23,563	0	8	1	4	65	357	17	2	454	19.27	15.15
Layton PD	62,716	1	31	11	56	257	1,635	61	12	2,064	32.91	26.06
North Salt Lake PD	11,598	0	4	1	17	27	204	16	1	270	23.28	17.59
Sunset PD	4,910	0	0	0	5	37	99	4	1	146	29.74	20.16
Syracuse PD	19,534	1	1	1	4	70	150	9	1	237	12.13	7.68
West Bountiful PD	5,185	0	1	2	17	7	100	4	0	131	25.27	19.29
Woods Cross PD	8,168	0	3	3	4	37	156	15	1	219	26.81	19.10
Total Davis County	276,259	6	75	30	179	970	4,830	269	40	6,399	23.16	17.48
Duchesne CO SO	11,020	0	0	0	6	20	103	15	1	145	13.16	
Roosevelt PD	4,681	1	1	0	4	24	186	10	0	226	48.28	
Total Duchesne County	15,701	1	1	0	10	44	289	25	1	371	23.63	
Emery CO SO	10,698	1	2	1	4	22	83	2	0	115	10.75	
Garfield CO SO	4,534	0	1	0	7	29	120	9	1	167	36.83	
Grand CO SO	4,124	0	0	0	8	26	67	7	0	108	26.19	
Moab PD	4,875	0	4	1	12	34	144	18	3	216	44.31	
Total Grand County	8,999	0	4	1	20	60	211	25	3	324	36.00	
Iron CO SO	7,663	0	2	1	14	40	86	32	2	177	23.10	
Brian Head Marshal	117	0	0	0	0	6	25	0	0	31	264.96	
Cedar City PD	25,665	1	11	5	19	107	603	40	4	790	30.78	
Enoch PD	4,550	0	1	0	7	30	120	9	0	167	36.70	
Parowan PD	2,549	0	0	0	1	2	8	1	0	12	4.71	
Southern Utah University PD	0	0	0	0	0	14	62	0	0	76	0.00	
Total Iron County	40,544	1	14	6	41	199	904	82	6	1,253	30.90	
Juab CO SO	4,213	0	1	0	7	27	111	8	0	154	36.55	
Nephi PD	5,207	0	1	0	8	25	65	5	0	104	19.97	
Total Juab County	9,420	0	2	0	15	52	176	13	0	258	27.39	

LARCENY CRIME RATE PER 1000

2012

#2 County Wide Crime Per 1000
#1 County Wide Larceny Per 1000
13 Cities

Index Crimes By Agency

Agency	Population	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	Total Crime Index	Crime Rate per 1,000	
Davis County Sheriff	25,305	0	5	0	11	48	154	6	0	224	8.85	6.08
Bountiful PD	42,898	1	17	2	17	142	750	47	0	976	22.75	17.48
Centerville PD	16,203	0	2	0	3	58	413	19	0	495	30.55	25.49
Clearfield PD	30,376	0	8	6	36	89	625	17	1	782	25.74	20.58
Clinton PD	20,805	0	3	0	9	37	274	7	0	330	15.86	13.17
Davis County Task Force **	0	0	0	0	0	0	1	0	0	1		
Farmington PD	20,750	0	3	0	3	34	263	19	1	323	15.57	12.67
Kaysville PD	28,283	0	3	0	9	55	221	12	0	300	10.61	7.81
Layton PD	68,677	0	34	6	45	289	1,509	48	1	1,932	28.13	21.98
North Salt Lake PD	16,717	0	11	4	11	58	386	36	0	506	30.27	23.09
Sunset PD	5,136	0	0	0	0	14	119	5	0	138	26.87	23.17
Syracuse PD	25,118	1	5	0	5	26	194	4	0	235	9.36	7.72
West Bountiful PD	5,329	0	1	1	5	19	133	11	0	170	31.90	24.96
Woods Cross PD	10,212	0	7	1	5	64	158	19	0	254	24.87	15.47
TOTAL DAVIS COUNTY	315,809	2	99	20	159	933	5,200	250	3	6,666	21.11	16.47
Duchesne County Sheriff	12,934	0	2	0	22	58	239	14	1	336	25.98	
Roosevelt PD	6,310	0	5	0	6	34	189	9	0	243	38.51	
TOTAL DUCHESNE COUNTY	19,244	0	7	0	28	92	428	23	1	579	30.09	
EMERY COUNTY SHERIFF §	10,933	0	2	0	1	21	46	5	0	75	6.86	
GARFIELD COUNTY SHERIFF	5,095	No Data Received									0.00	
Grand County Sheriff	4,235	0	3	0	11	27	57	5	0	103	24.32	
Moab PD	5,093	0	2	0	10	25	170	17	0	224	43.98	
TOTAL GRAND COUNTY	9,328	0	5	0	21	52	227	22	0	327	35.06	
Iron County Sheriff	8,729	0	5	1	32	43	97	14	3	195	22.34	
Brian Head Marshal	84	0	0	0	0	8	14	1	0	23	273.81	
Cedar City PD	29,118	1	17	3	55	117	600	28	1	822	28.23	
Enoch PD	5,992	0	1	0	22	27	38	8	0	96	16.02	
Parowan PD	2,827	0	0	1	3	21	50	2	0	77	27.24	
Southern Utah University PD	0	0	0	0	0	2	30	0	0	32		
TOTAL IRON COUNTY	46,750	1	23	5	112	218	829	53	4	1,245	26.63	
Juab County Sheriff	4,903	0	0	0	1	14	43	6	0	64	13.05	
Nephi PD	5,438	0	2	0	3	17	97	4	0	123	22.62	
TOTAL JUAB COUNTY	10,341	0	2	0	4	31	140	10	0	187	18.08	

LARCENY CRIME RATE PER 1000

** Crimes reported by this agency could have occurred anywhere in Davis County.

§ This agency submitted 6 months worth of data in the Incident Based Reporting (IBR) format. A technical problem at BCI prevented this agency's data from being converted from the IBR to the Summary Based Format. Please see this agency's IBR data beginning on Page 68 for more accurate data. BCI apologizes for the error.

#9 County Wide Crime Per 1000
#8 County Wide Larceny Per 1000
13 Cities

Estimated Agency Crime Totals

2006

Agency	Population	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	Total Index Crimes	Crime Rate Per 1,000	LARCENY CRIME RATE PER 1000
Daggett CO SO	**947**	**0**	**0**	**0**	**0**	**7**	**5**	**1**	**0**	**13**	**13.73**	
Davis CO SO	22,757	0	2	0	8	66	[redacted]	8	0	167	7.34	3.64
Bountiful PD	41,161	2	9	3	13	154	[redacted]	52	11	1,010	24.54	18.60
Centerville PD	**15,075**	**0**	**5**	**1**	**1**	**25**	[redacted]	**18**	**1**	**286**	**18.97**	**15.58**
Clearfield PD	27,241	2	8	6	39	133	[redacted]	45	9	974	35.75	26.87
Clinton PD	18,811	0	1	1	8	39	[redacted]	14	0	233	12.39	9.03
Davis Metro Narcotics Strike Force	0	0	0	0	0	0	[redacted]	0	0	0	0.00	
Farmington PD	15,540	0	2	0	3	53	[redacted]	6	1	208	13.38	9.20
Kaysville PD	23,563	0	8	1	4	65	[redacted]	17	2	454	19.27	15.15
Layton PD	62,716	1	31	11	56	257	[redacted]	61	12	2,064	32.91	26.06
North Salt Lake PD	11,598	0	4	1	17	27	[redacted]	16	1	270	23.28	17.59
Sunset PD	4,910	0	0	0	5	37	[redacted]	4	1	146	29.74	20.16
Syracuse PD	19,534	1	1	1	4	70	[redacted]	9	1	237	12.13	7.68
West Bountiful PD	5,185	0	1	2	17	7	[redacted]	4	0	131	25.27	19.29
Woods Cross PD	8,168	0	3	3	4	37	[redacted]	15	1	219	26.81	19.10
Total Davis County	**276,259**	**6**	**75**	**30**	**179**	**970**	**4,830**	**269**	**40**	**6,399**	**23.16**	**17.48**
Duchesne CO SO	11,020	0	0	0	6	20	103	15	1	145	13.16	
Roosevelt PD	4,681	1	1	0	4	24	186	10	0	226	48.28	
Total Duchesne County	**15,701**	**1**	**1**	**0**	**10**	**44**	**289**	**25**	**1**	**371**	**23.63**	
Emery CO SO	**10,698**	**1**	**2**	**1**	**4**	**22**	**83**	**2**	**0**	**115**	**10.75**	
Garfield CO SO	**4,534**	**0**	**1**	**0**	**7**	**29**	**120**	**9**	**1**	**167**	**36.83**	
Grand CO SO	4,124	0	0	0	8	26	67	7	0	108	26.19	
Moab PD	4,875	0	4	1	12	34	144	18	3	216	44.31	
Total Grand County	**8,999**	**0**	**4**	**1**	**20**	**60**	**211**	**25**	**3**	**324**	**36.00**	
Iron CO SO	7,663	0	2	1	14	40	86	32	2	177	23.10	
Brian Head Marshal	117	0	0	0	0	6	25	0	0	31	264.96	
Cedar City PD	25,665	1	11	5	19	107	603	40	4	790	30.78	
Enoch PD	4,550	0	1	0	7	30	120	9	0	167	36.70	
Parowan PD	2,549	0	0	0	1	2	8	1	0	12	4.71	
Southern Utah University PD	0	0	0	0	0	14	62	0	0	76	0.00	
Total Iron County	**40,544**	**1**	**14**	**6**	**41**	**199**	**904**	**82**	**6**	**1,253**	**30.90**	
Juab CO SO	4,213	0	1	0	7	27	111	8	0	154	36.55	
Nephi PD	5,207	0	1	0	8	25	65	5	0	104	19.97	
Total Juab County	**9,420**	**0**	**2**	**0**	**15**	**52**	**176**	**13**	**0**	**258**	**27.39**	

2012

#2 County Wide Crime Per 1000
#1 County Wide Larceny Per 1000
13 Cities

2012 Crime In Utah Report — Index Crimes By Agency

Agency	Population	Homicide	Rape	Robbery	Aggravated Assault	Burglary	Larceny	Motor Vehicle Theft	Arson	Total Crime Index	Crime Rate per 1,000	
Davis County Sheriff	25,305	0	5	0	11	48	[redacted]	6	0	224	8.85	6.08
Bountiful PD	42,898	1	17	2	17	142	[redacted]	47	0	976	22.75	17.48
Centerville PD	**16,203**	**0**	**2**	**0**	**3**	**58**	[redacted]	**19**	**0**	**495**	**30.55**	**25.49**
Clearfield PD	30,376	0	8	6	36	89	[redacted]	17	1	782	25.74	20.58
Clinton PD	20,805	0	3	0	9	37	[redacted]	7	0	330	15.86	13.17
Davis County Task Force **	0	0	0	0	0	0	[redacted]	0	0	1		
Farmington PD	20,750	0	3	0	3	34	[redacted]	19	1	323	15.57	12.67
Kaysville PD	28,283	0	3	0	9	55	[redacted]	12	0	300	10.61	7.81
Layton PD	68,677	0	34	6	45	289	[redacted]	48	1	1,932	28.13	21.98
North Salt Lake PD	16,717	0	11	4	11	58	[redacted]	36	0	506	30.27	23.09
Sunset PD	5,136	0	0	0	0	14	[redacted]	5	0	138	26.87	23.17
Syracuse PD	25,118	1	5	0	5	26	[redacted]	4	0	235	9.36	7.72
West Bountiful PD	5,329	0	1	1	5	19	[redacted]	11	0	170	31.90	24.96
Woods Cross PD	10,212	0	7	1	5	64	[redacted]	19	0	254	24.87	15.47
TOTAL DAVIS COUNTY	**315,809**	**2**	**99**	**20**	**159**	**933**	**5,200**	**250**	**3**	**6,666**	**21.11**	**16.47**
Duchesne County Sheriff	12,934	0	2	0	22	58	239	14	1	336	25.98	
Roosevelt PD	6,310	0	5	0	6	34	189	9	0	243	38.51	
TOTAL DUCHESNE COUNTY	**19,244**	**0**	**7**	**0**	**28**	**92**	**428**	**23**	**1**	**579**	**30.09**	
EMERY COUNTY SHERIFF §	**10,933**	**0**	**2**	**0**	**1**	**21**	**46**	**5**	**0**	**75**	**6.86**	
GARFIELD COUNTY SHERIFF	**5,095**	**No Data Received**									**0.00**	
Grand County Sheriff	4,235	0	3	0	11	27	57	5	0	103	24.32	
Moab PD	5,093	0	2	0	10	25	170	17	0	224	43.98	
TOTAL GRAND COUNTY	**9,328**	**0**	**5**	**0**	**21**	**52**	**227**	**22**	**0**	**327**	**35.06**	
Iron County Sheriff	8,729	0	5	1	32	43	97	14	3	195	22.34	
Brian Head Marshal	84	0	0	0	0	8	14	1	0	23	273.81	
Cedar City PD	29,118	1	17	3	55	117	600	28	1	822	28.23	
Enoch PD	5,992	0	1	0	22	27	38	8	0	96	16.02	
Parowan PD	2,827	0	0	1	3	21	50	2	0	77	27.24	
Southern Utah University PD	0	0	0	0	0	2	30	0	0	32		
TOTAL IRON COUNTY	**46,750**	**1**	**23**	**5**	**112**	**218**	**829**	**53**	**4**	**1,245**	**26.63**	
Juab County Sheriff	4,903	0	0	0	1	14	43	6	0	64	13.05	
Nephi PD	5,438	0	2	0	3	17	97	4	0	123	22.62	
TOTAL JUAB COUNTY	**10,341**	**0**	**2**	**0**	**4**	**31**	**140**	**10**	**0**	**187**	**18.08**	

LARCENY CRIME RATE PER 1000

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Centerville Police Department

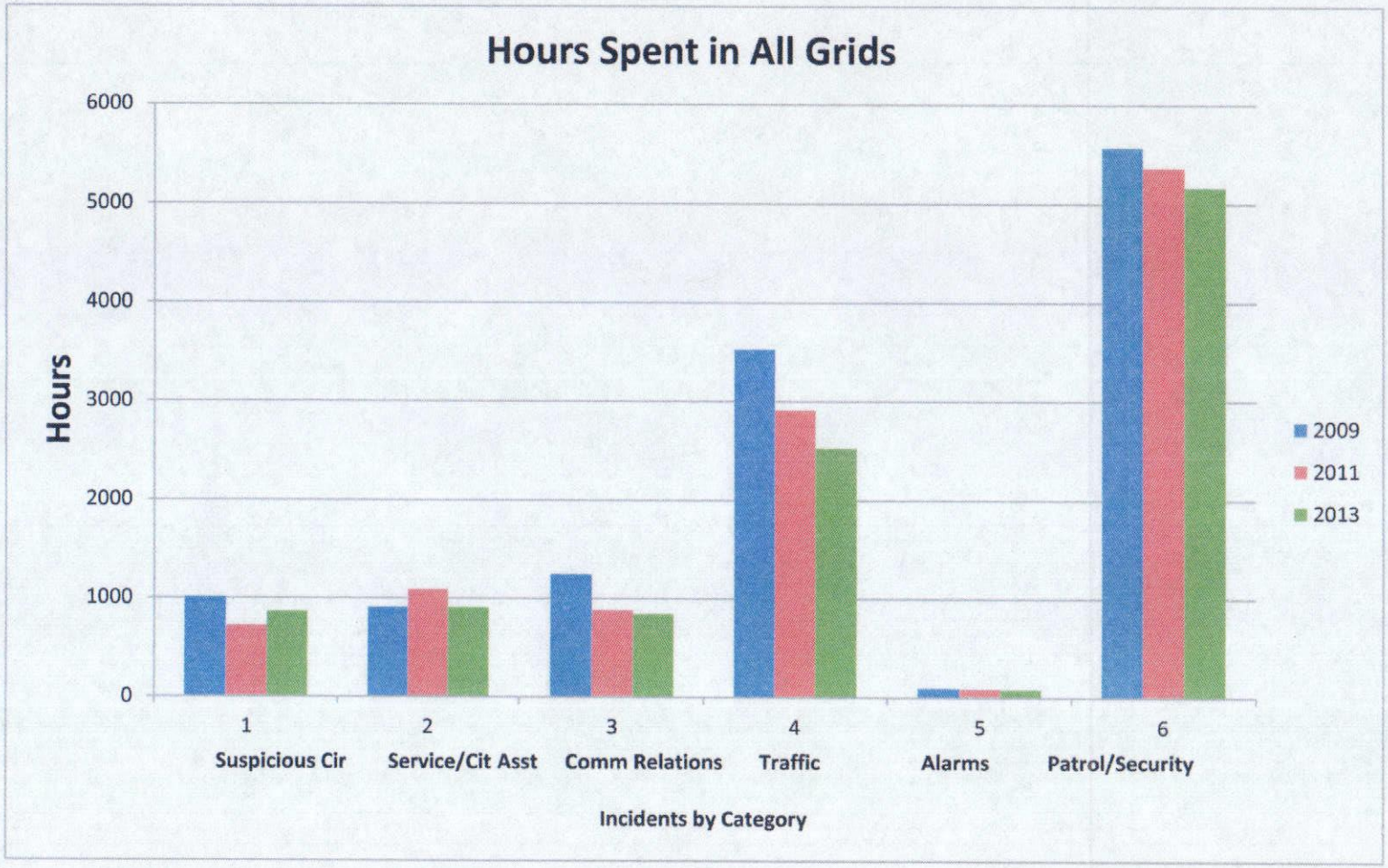
Evidence

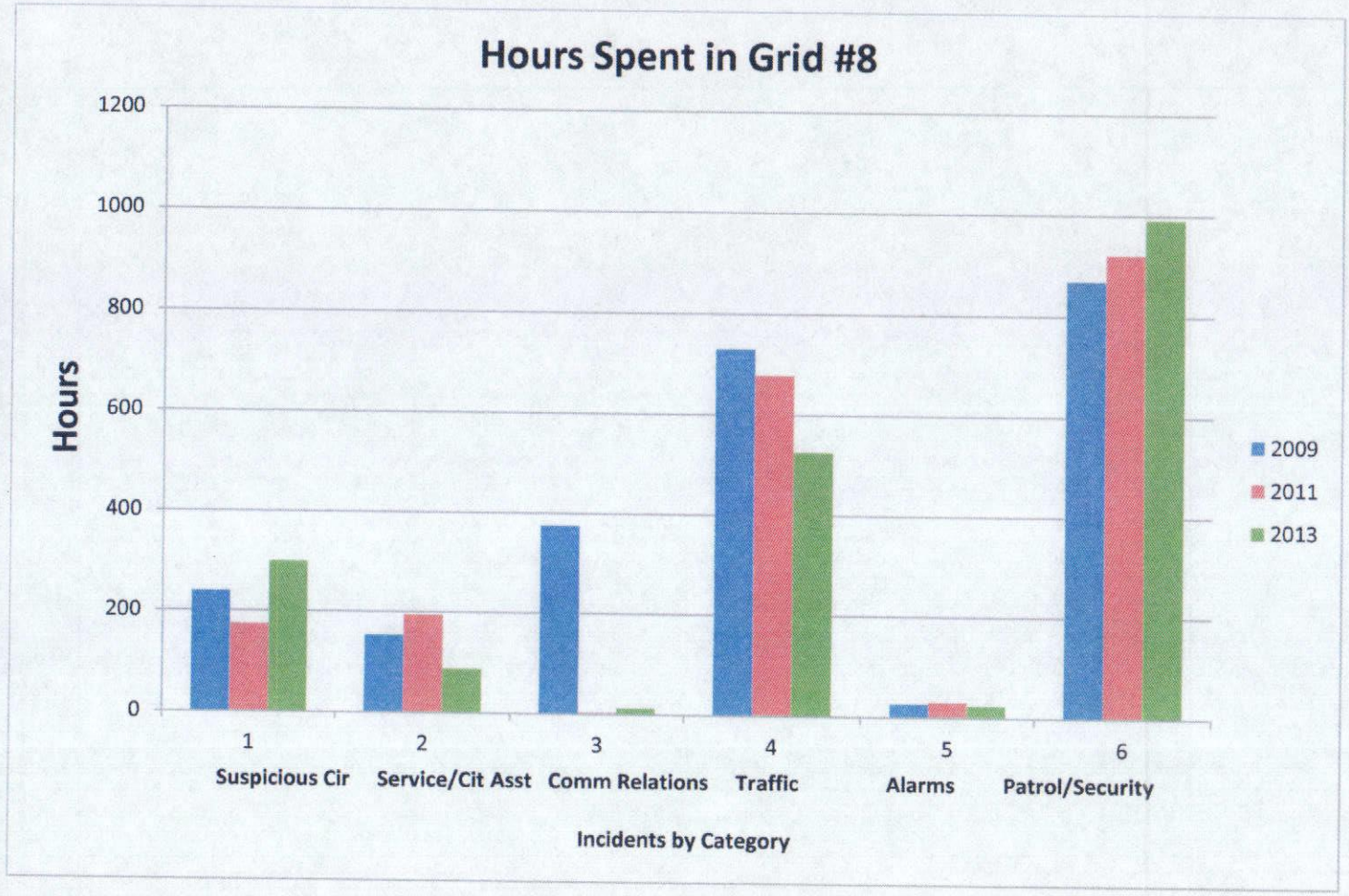
Year	Total # of cases
2010	475
2011	593
2012	599
2013	610

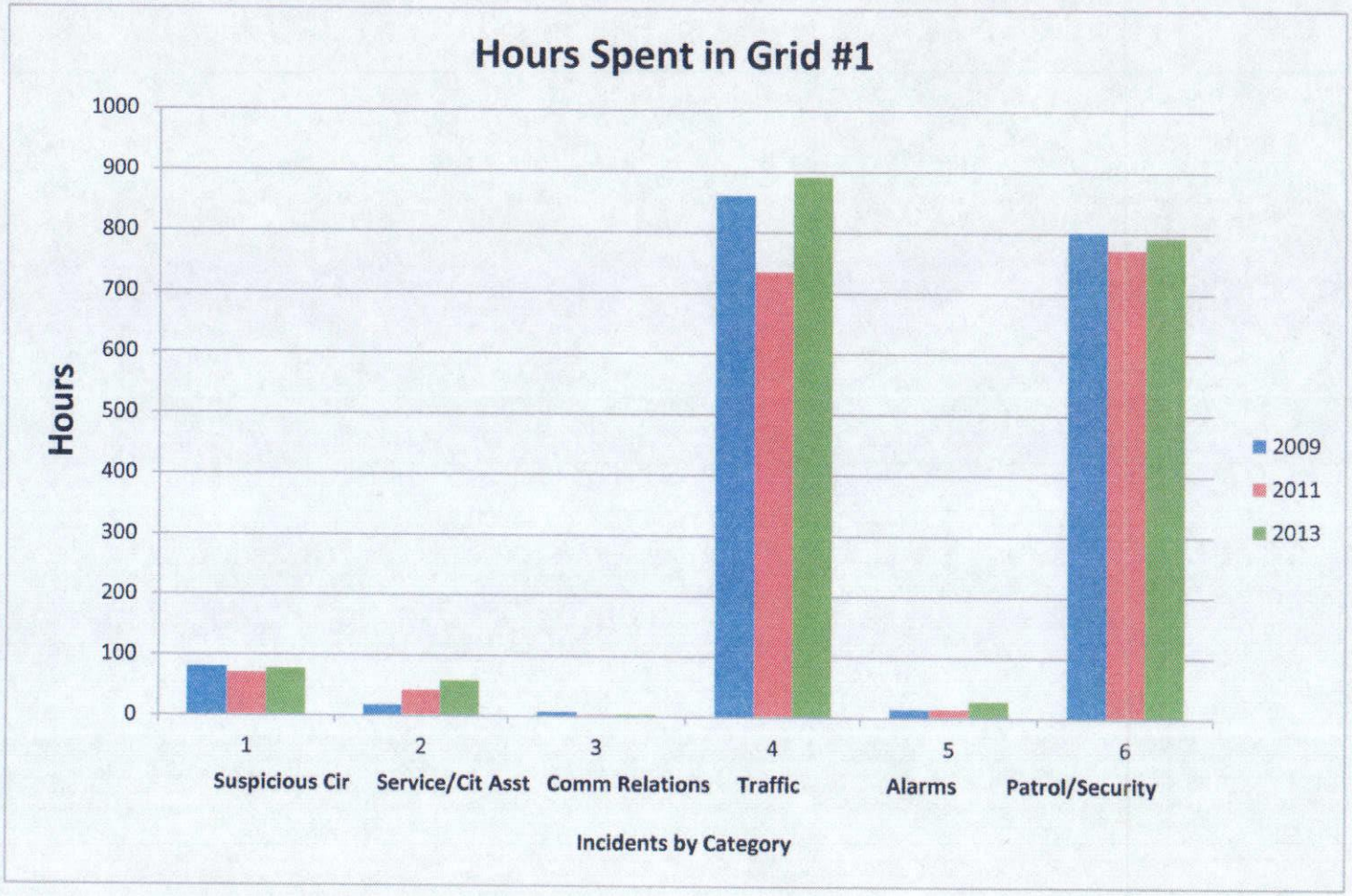
This is the total number of cases with booked evidence. Some cases have many pieces of evidence and others may only have one. On cases where a search warrant is issued we may have many as 30 – 50 pieces of evidence booked under one case number.

All drugs are taken to the State Crime Lab for analysis. Detectives perform a methanol wash on paraphernalia then the methanol wash is taken to the State Crime Lab for analysis. Many other pieces of evidence are also taken to the lab for analysis including serology and DNA testing.

Blood and urine toxicology testing for DUI's, drug investigations, and death investigations are taken to the State Toxicology Lab.


Hours Spent in All Grids
6000
5000
4000
3000
2000
1000
0
Hours
1
Suspicious Cir
2
Service/Cit Asst
3
Comm Relations
4
Traffic
5
Alarms
6
Patrol/Security
Incidents by Category
2009
2011
2013


Hours Spent in Grid #8
1200
1000
800
600
400
200
0
Hours
2009
2011
2013
1
Suspicious Cir
2
Service/Cit Asst
3
Comm Relations
4
Traffic
5
Alarms
6
Patrol/Security
Incidents by Category


Hours Spent in Grid #1
Hours
1000
900
800
700
600
500
400
300
200
100
0
1
Suspicious Cir
2
Service/Cit Asst
3
Comm Relations
4
Traffic
5
Alarms
6
Patrol/Security
Incidents by Category
2009
2011
2013

Officer Leave, Time, & Training Hours

0-5 Years Experience

12 Patrol Officers	Holiday	96 hrs
	Vacation	96 hrs
	All Purpose	40 hrs
	Training	40 hrs (minimum requirement)
	Total	272 hrs x 12 = 3264 *

Over 5 years Experience

	Total	296 hrs *

* Does not include Long Term Sick Leave Hours

CHAPTER 7: CONDUCT

7.010. Personal Appearance.
7.020. Public Relations.
7.030. Working Relations.
7.040. Employee Ethics.
7.042. Honesty.
7.044. Confidentiality.
7.050. Outside Employment.
7.060. Personal Activities.
7.070. Internet and Email Policy.
7.075. Cell Phone Policy
7.080. Use of City Vehicles.
7.090. Equipment Use Policy.
7.100. Drug and Alcohol Policy.
7.110. DOT Drug and Alcohol Testing.

7.010. Personal Appearance.

Impressions gained by the public visiting the office or dealing with City employees at any location are very important to the City as a public entity. Consequently, employees are expected to take pride in their appearance and grooming and to dress in a conservative and appropriate manner. Clothing must be clean and in good repair at all times. Employees in departments that require uniforms must adhere to department uniform standards unless otherwise directed by the Department Head.

7.020. Public Relations.

Employees are expected to be courteous, cooperative, diplomatic and discrete in dealing with the public (face to face, telephone conversations and written correspondence). Employees shall treat all citizens equally and with professionalism and avoid making cultural, ethnic, racist or sexist slurs. Complaints or concerns expressed by citizens are to be promptly reported or referred to the appropriate supervisor.

7.030. Working Relations.

Employees are expected to maintain a productive and supportive working relationship with others in the course of carrying out their responsibilities. They shall also encourage teamwork, support team efforts, communicate in a constructive manner and exhibit good listening skills. Employees shall be courteous and cooperative with those they work with, consistently treat others equally and with professionalism and avoid cultural, ethnic, racist and sexist slurs.

7.040. Employee Ethics.

All employees are required to adhere to legal, moral and professional standards of conduct in the fulfillment of their duties with the City and shall demonstrate the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of the public. Employees shall adhere to the provisions of the Municipal Officers' and Employees' Ethics Act, as set forth in *Utah Code Ann.* § 10-3-1301, *et seq.*, as amended. The appropriate disclosure statement shall be filed with the Mayor when required in accordance with the Act. Employees are encouraged to discuss and raise any questions or concerns regarding public employees' ethical duties with their Department Head or the City Manager when such questions arise.

7.042. Honesty.

Employees shall be honest in the performance of their duties and responsibilities for the City and in their dealings with the public.

7.044. Confidentiality.

Unauthorized disclosure of privileged, private, and/or confidential information is prohibited and shall be grounds for disciplinary action, up to and including termination.

7.050. Outside Employment.

An employee who performs or is contemplating performing outside employment concurrently with his or her City employment must abide by any limitations applicable to his or her outside activities under the Utah Officers' and Employees' Ethics Act and shall comply with disclosure requirements that may be applicable as a result of his or her outside employment activities. An employee is prohibited from performing any outside employment which conflicts or interferes with his or her official duties for the City or which impairs his or her independence of judgment in the performance of public duties. City employees may not use City

equipment in connection with outside employment, nor may they engage in outside employment while on City time. Additional restrictions may apply for outside employment by police officers and shall be subject to applicable rules and regulations of the Police Department. Nothing herein is intended to diminish or take precedence over applicable provisions of Federal law regarding military or uniformed services, including, but not limited to, protections and provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Soldier and Sailors Civil Relief Act (SSCRA).

7.060. Personal Activities.

Employees should not perform personal business during working hours. Except as otherwise provided herein or authorized by the Department Head or the City Manager, no personal use of City offices, facilities, supplies or equipment shall be permitted. Use of City vehicles shall be conducted in accordance with Section 7.080.c Use of City telephones for personal calls should be kept to a minimum. Personal long-distance phone calls are not permitted unless otherwise authorized by a Department Head or the City Manager. c Employees shall reimburse the City for any permitted personal use of City equipment, property or services, such as, postage, copies, long-distance or cellular telephone calls, printing, etc.

7.070. Computer, Internet and Email.

(a) City Equipment and Systems. The City provides computer, network, internet and/or email access and equipment to designated employees at City expense for employee use to transact City business. The purpose of this policy is to describe the proper use of these public resources and technology and to regulate employee's personal use of such resources and technology.

(b) No Expectation of Privacy. Employees have no right or expectation of privacy in any communication, content or record that is created, sent or received using City computer, network, internet, email or similar technology and employees should not expect or assume any privacy regarding the content of email or social networking when using City equipment or technology. The City reserves the right to monitor, access and review all computer, network, internet and email activity and content accessed via City equipment, networks or systems. This monitoring may include, but is not limited to, accessing computers, hard drives, and attached/connected devices or drives. Although employees are allowed to use City computers for personal use as outlined in these policies and procedures, the City retains the right to observe, record and monitor, as it feels necessary, any transactions made on City computers including email messages, social media, web pages visited, etc. When using City computer, network, internet and email, the employee knowingly and voluntarily consents to being monitored and acknowledges the City's right to conduct such monitoring.

(c) Limited Personal Use. Employees may use City computer, network, internet and email access and technology for personal use on a limited basis during non-working hours, such as breaks and lunch periods, so long as such use does not interfere with the employee's work or productivity or disrupt other employees. Employee's personal use of City computer, network, internet and email access and technology must be incidental, occasional and de minimis and shall comply with the terms and conditions of this policy. Employees may access personal email accounts or social media networks via City equipment or internet access subject to the terms and conditions of this policy. Employees accessing internet, email or social media for personal use through the use of personal devices during working hours may only do so on a limited basis during non-working hours, such as breaks and lunch periods and only so long as such use does not interfere with the employee's work or productivity or disrupt other employees

(d) Personal Social Media. Employees shall not use personal social media profiles or accounts to conduct City business. Employees who engage in personal blogging or social networking shall not attribute personal statements, opinions or beliefs to Centerville City or disclose confidential City information. Employees shall not use their City email account or address in conjunction with a personal social media site. No employee shall create a social

Outside Employment

1040.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for Department employees engaging in outside employment, all employees shall obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

1040.1.1 DEFINITIONS

Outside Employment - Any employee of the Department who receives wages, compensation, or other consideration of value from another employer, organization, or individual not affiliated directly with this department for services, product(s), or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s), or benefits rendered.

Outside Overtime - Any employee of the Department who performs duties or services on behalf of an outside organization, company or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1040.2 OBTAINING APPROVAL

No employee of the Department may engage in any outside employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

1040.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief of Police within 10 days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to Utah Administrative Code R477-9-2.

1040.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS

Any outside employment permit may be revoked or suspended under the following circumstances:

(a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at his/her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.

(b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline.

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(c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of Department policy, the permit may be suspended or revoked.

(d) When an employee is unable to perform at a full-duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status.

1040.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Utah Administrative Code R477-9-2, the Department expressly reserves the right to deny any Outside Employment submitted by an employee seeking to engage in any activity which does any of the following:

(a) Interferes with an employee's efficiency performance;

(b) Conflicts with the interests of the Department or the State of Utah;

(c) Gives reason for criticism or suspicion of conflicting interests or duties;

(d) Employment that either by the nature of the work or length of the hours worked physically or mentally exhaust the employee to the point that his or her performance for the Department is affected; or

(e) Employment which requires service of civil process, collection of bad debts, repossessions, or other functions that would be a legal conflict of interest.

1040.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Due to the potential conflict of interest no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such outside overtime will be assigned, monitored and paid through the Department.

(a) The applicant will be required to enter into an indemnification agreement prior to approval.

(b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.

(c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:

1. The officer(s) shall wear the Department uniform/identification.
2. The officer(s) shall be subject to the rules and regulations of the Department.
3. No officer may engage in such outside employment during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute.
4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
5. Outside security services shall not be subject to the collective bargaining process.
6. No officer may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief of Police.

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1040.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to Department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

1040.3.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Sergeant, officers assigned to undercover or covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the officer's law enforcement status.

1040.4 DEPARTMENT RESOURCES

Employees are prohibited from using any Department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of the Department or other agencies through the use of the employee's position with this department.

1040.4.1 REVIEW OF FINANCIAL RECORDS

Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest. Prior to providing written approval for an outside employment position, the Department may request that an officer provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to § 1040.2.2(c).

1040.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If an employee terminates outside employment he/she shall promptly notify the Chief of Police. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1040.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY

Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform the Chief of Police within five days regarding whether they intend to continue to engage in such outside employment while on such leave or light-duty status. The Chief of Police shall review the duties of the outside employment along with any related doctor's orders and make a determination whether such outside employment should continue.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify the Chief of Police of his/her

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intentions regarding outside employment, a notice of revocation of the employee's permission will be forwarded to the involved employee.

Criteria for revoking the outside employment include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled employee as indicated by the City's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability as would be required of an on-duty employee.

(c) The employee's failure to make timely notice of their intentions to their supervisor.

When the disabled employee returns to full duty with the Centerville Police Department, a request (in writing) may be made to the Chief of Police to restore authorization for outside employment.

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