



*University Staff (Dade County Police Benevolent Association-Lieutenants  
Law Enforcement Bargaining Unit (PBA-LTS))*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
OFF DUTY LAW ENFORCEMENT EMPLOYMENT (PBA-LTS)	June 21, 2011	1750.180

**POLICY STATEMENT (R\*)**

Section 1 – Off Duty Law Enforcement Employment

(A) Employees seeking to engage in law enforcement employment for an entity other than the University during off-duty hours shall request approval from the Chief or his designee prior to the date of the commencement of such employment. The request will be approved by the Chief or his designee unless it is determined that the employment conflicts with the interests of the University, the employment obligations of the officer to the University or, is contrary to the Department’s policies and procedures governing outside employment.

(B) During the course of the employee’s off-duty employment, the Chief or designee may make reasonable inquiries of the employee to ensure that the off duty law enforcement employment does not conflict or interfere with the employee’s primary duty as a law enforcement officer for the University.

(C) Nothing herein will prevent the Chief or his designee from withdrawing the approval for Off Duty Law Enforcement employment in circumstances where it is determined that continuing said employment conflicts or, interferes with the employee’s law enforcement duties and obligations to the University.

(D) The Chief may promulgate standard procedures governing Off Duty Law Enforcement employment to allow employees to have notice as to which places or manner in which Off Duty Law Enforcement employment will be typically denied or approved. The Chief will meet and confer with representatives of the PBA-LTS before finalizing the procedures or modifying them. Final decision on the procedures shall be solely within the Chief’s discretion.

(E) The Report of Off Duty Employment Form must be completed on an annual basis and/or when an outside activity begins or substantially changes, or has not been previously reported.

Section 2 – Insurance Coverage

While engaged in Off Duty Law Enforcement employment, the third party employer shall be responsible for any insurance or liability relative to the Off Duty Law Enforcement employment including workers’ compensation. The University shall not be responsible for coverage of any liability incurred during the Off Duty Law Enforcement employment.

Section 3 – Disagreements Regarding the Application of this Policy

Disputes regarding the standard procedures for off duty employment and the Chief’s application of those procedures will be determined by the expedited provisions of the Neutral, Internal Resolution of Policy Disputes.

**HISTORY (R\*)**

Adopted: March 31, 2009; Readopted: June 21, 2011.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Compensation Administration  
Division of Human Resources  
11200 S.W. Eighth Street – PC 226  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**