

DEER PARK POLICE DEPARTMENT POLICIES and PROCEDURES

22

COMPENSATION, BENEFITS AND CONDITIONS OF WORK

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22.0.1 Policy

It is the policy of the Deer Park Police Department that all employees be acquainted with their compensation, benefits and the working conditions of their employment. Employees providing contractual services shall retain all employment rights, including training, promotional opportunities, and other fringe benefits.

22.1.1 Compensation:

- A. The classification and compensation plan is set forth in the City of Deer Park Code of Ordinances. All police department positions, whether occupied or vacant are allocated to classes of work in accordance with the actual duties and responsibilities of the several positions. There may be one or more positions in a class. Each class is, in turn assigned to a pay range. The pay ranges are numbered from the lowest to the highest.
- B. Pay plan:
 - 1. Each pay range in the classification plan begins with a probation step then progresses through steps of annual pay, each step being higher than the preceding step.
 - 2. Copies of the plan, classification and pay ranges shall be maintained and made available to interested parties on the City of Deer Park Employee Intranet Page, which can be accessed by clicking on the "SIGN IN" button at the top right of the City's internet page.
- C. Compensatory time for employees will be authorized as compensation for overtime work, in accordance with City of Deer Park Administrative Policy #14 – Pay Practices, Overtime and Comp Time.
- D. Overtime pay for employees will be authorized in accordance with City of Deer Park Administrative Policy #14 – Pay Practices, Overtime and Comp Time.
- E. Salary augmentation:
 - 1. Merit Pay Increase - A merit pay increase, if recommended, is awarded for successful completion of the first six (6) months of probation and again after completion of one year. Merit increases are then awarded yearly until maximum pay is reached. The awarding of these merit pay increases is based upon performance evaluation reports submitted by the employee's supervisor. In addition, officers receive a merit pay increase after seven, nine, and eleven years of service.

22.2.2 Benefits Program:

- A. Retirement plan - The City of Deer Park and all of its full-time employees participate in the Texas Municipal Retirement System (www.tmr.com) as provided in the City of Deer Park Code of Ordinances.
- B. Health insurance for employees is subject to current City of Deer Park policy. Refer to Texas Municipal League Insurance Trust Fund employee booklet; consult with the insurance officer or visit www.tmlieb.org.
- C. Disability and death benefits are subject to current City of Deer Park policies. Refer to the Texas Municipal Retirement System handbook.
- D. Liability protection program:
 - 1. Police employees are covered by a law enforcement liability policy provided by the Texas Municipal League Intergovernmental Risk Pool and paid for by the City of Deer Park.
 - 2. The insuring agency will pay on behalf of the officer/employee all sums up to the maximum coverage that the officer becomes legally obligated to pay as damages because of:
 - a. Bodily injury, property damage, advertising injury or personal injury that arises from the officer's law enforcement activities.
 - b. Bodily injury that arises out of the officer's law enforcement activities from rendering or failure to render incidental medical services or first aid (including transportation) at the scene of an accident or injury by any officer not regularly engaged in the medical profession.
- E. Education benefits:
 - 1. The City of Deer Park provides educational reimbursement to regular full-time employees of the City of Deer Park who attend a pre-approved university or college level course on their off duty hours.
 - 2. Educational reimbursement is intended to assist employees in maintaining a satisfactory level of knowledge and expertise in their present position and to enable them to fully develop their potential for future advancement with the City.
 - 3. Educational reimbursement will be provided as described in Administrative Policy #15 of the City of Deer Park.

22.3.5 Extra-duty employment

- A. Definitions:
 - 1. Employee – includes both sworn and non-sworn employees of the City of Deer Park Police Department.

2. Extra-Duty employment - secondary employment in which the use of law enforcement power is anticipated.
3. Extra Job Coordinator – the individual responsible for being the point of coordination or administration within the agency to oversee adherence to policies, processes and related matters pertaining to secondary employment. The Internal Affairs Lieutenant is designated as the Extra Job Coordinator.
4. Off-Duty employment - secondary employment in which the use of law enforcement power is not anticipated.
5. Primary Employment – employment by the City of Deer Park Police Department.
6. Resident Security Officer - a Deer Park Peace Officer that resides in and provides extra-duty employment duties for a multi-family complex.
7. PD-128 (SECONDARY EMPLOYMENT APPROVAL REQUEST & APPLICATION) – a department form that is completed and submitted by:
 - a. the Extra Job Coordinator to the Chief of Police. It is used to determine whether secondary employment is approved or disapproved.
 - b. an employee through the chain of command (via email) to the Chief of Police. It is used to request permission to engage in secondary employment; and, document the significant aspects of requested secondary employment. (CALEA 22.3.5.e.)

8. Work Day - a 24 hour period of time that starts with each employee's regular shift of duty.

9. Work Week - a seven (7) day period of time which begins with each employee's regular shift of duty, and remains the same throughout the week.

B. An employee that chooses to engage in secondary (off-duty or extra-duty) employment:

1. understands that primary employment takes priority over secondary employment, and that secondary employment is a privilege, not an entitlement, and may be amended or revoked by the Chief of Police.
2. shall be responsible for keeping up with the amount of regular duty, overtime or secondary employment that he / she works each work day and work week.
3. shall maintain a professional demeanor and conform to the policies, rules, and regulations of the Deer Park Police Department. (CALEA 22.3.5.b.)
4. shall not allow secondary employment to interfere in any way with the performance of his / her official duties or the effective operations of the department.
5. shall not engage in any secondary employment activity while on duty.
6. shall not engage in secondary employment voluntarily or for personal remuneration without requesting and receiving agency permission. (CALEA 22.3.5.a.)
7. and, no employee shall work regular duty, overtime, secondary employment, or any combination of these:

- a. that exceeds 16 hours in a work day.
- b. that exceeds 70 hours in a work week.
- c. that prevents the employee from being off-duty a minimum of 7 consecutive hours in a work day.

- 8. shall not work secondary employment that would, in the opinion of the agency, constitute a conflict of interest or tend to bring discredit to the agency. Examples of prohibited secondary employment include, but are not limited to: bail bonding companies; bartending; collection agencies; private investigations; or, vehicle towing.
- 9. shall not work secondary employment when on disability leave; injury leave; leave of absence; light duty; sick leave; or, has been relieved of duty.
- 10. shall submit (via email) a SECONDARY EMPLOYMENT APPROVAL REQUEST & APPLICATION (PD-128) to their immediate supervisor prior to working a secondary employment assignment.