

**SUBJECT: CONDITIONS OF WORK**

This order consists of the following numbered sections:

- 22.3.1 Physical examinations**
- 22.3.2 General health and physical fitness**
- 22.3.3 Off-duty employment**
- 22.3.4 Outside employment**
- 22.3.5 Safety committee**
- 22.3.6 Bloodborne/airborne pathogens and hazardous substances**

**22.3.1 Physical examinations**

- I. A physical examination is required of all police officer candidates prior to being hired.
- II. An employee may be required by the Chief of Police or his/her designee to submit to a physical examination by a Department-approved physician if the employee's work or attendance indicate a possible health-related problem, or if the presence of a health-related problem needs to be eliminated as a cause of unsatisfactory performance or attendance.
- III. Physical examinations required by the Department are paid for by the Department.
- IV. All police employees are encouraged to get a physical examination by a qualified physician at least once each year. Regular physical examinations can help maintain good health and provide early detection of major medical issues. Physical examinations initiated by an employee are at the employee's expense, unless otherwise provided for in their medical plan.
- V. The City and/or Department may periodically sponsor various medical examinations or services at reduced cost to the employee. Such programs are voluntary and are arranged solely as a service to employees.

**22.3.2 General health and physical fitness**

Employees are expected to maintain a level of health and fitness which permits them to effectively carry out their duties and responsibilities.

**22.3.4 Off-duty Employment**

- I. Off-duty employment is extra Department-related work, not another job. Employees who take off-duty employment assignments are still acting as employees of the Department and are required to comply with all Department policies and procedures.
- II. All off-duty law enforcement employment is authorized by the Chief of Police or his/her designee prior to such employment.
- III. All authorized off-duty employment is arranged and scheduled through the Department supervisory staff.
- IV. All financial matters related to off-duty employment are handled through the Department. No employee is permitted to receive direct payments from a customer for off-duty employment.
- V. Off-duty employment of the following types are generally not authorized:
  - A. Security for private business or private events where a profit is being made (in lieu of private security);
  - B. Security for a lounge, tavern, night-club or other setting where alcoholic beverages are served;
  - C. Work in process-service, bill collection or other employment in which police power might need to be employed for a private purpose;
  - D. Any occupation of a menial nature which would tend to lower the dignity of the police service;
  - E. Employment at any location outside the city limits of Olympia.

VI. Off-duty employment located beyond the city limits of Olympia may be approved if requested by the chief law enforcement officer (or his/her designee) of the jurisdiction where the off-duty work is located.

#### **22.3.4 Outside employment**

- I. Employees of the Department may engage in outside employment - i.e., a second job that is unrelated to their work as police employees - subject to the following conditions:
  - A. All outside employment shall be approved, in advance and in writing, by the employee's chain of command and the Chief of Police;
  - B. Outside employment shall not require the use of police powers;
  - C. No Department uniforms, equipment or identification shall be used in outside employment;
  - D. Outside employment shall not demean or discredit the Department or police service;
  - E. Outside employment shall not detract from an employee's ability to do his/her regular assignment efficiently and effectively;
  - F. No compensation of any kind shall be taken for services or work that would be normally provided to the public by the Department.
- II. It is a conflict of interest for the Department to contract with or compensate any employee for outside employment. All work done for the Department by employees is subject to the wage and benefit rules established by the City and/or the appropriate collective bargaining agreement.

#### **22.3.5 Safety Committee**

The Department maintains a Safety Committee to represent the interests of members on matters related to occupational health and safety.

- I. The Safety Committee is comprised of the following:
  - a. A supervisor appointed by the Chief of Police who serves as chair of the Committee;
  - b. One representative elected from the membership of each of the two labor groups (Guild and Teamsters);
- II. Elected Committee members serve for a calendar year.
- III. The Safety Committee fulfills the purpose and meets the requirements described in the City of Olympia

Occupational Health and Safety Program, Section IV.B and IV.C. [see City of Olympia Occupational Health and Safety Manual]

- IV. The chair of the Safety Committee represents the Department on City-wide safety committees and boards, as required.
- V. The Safety Committee complies with the requirements of WAC 296-24.

#### **22.3.6 Bloodborne/airborne pathogens and hazardous substances**

- I. It is the policy of the City of Olympia to provide a safe and healthful working environment and to control occupational exposure to diseases/injuries caused by bloodborne pathogens, airborne pathogens or hazardous substances.
- II. The Department has established plans to control exposure to diseases caused by bloodborne/airborne pathogens, including medical evaluation and reporting procedures if an exposure occurs, and related record keeping procedures. The exposure control plans in place are as follows:
  - A. Exposure Control Program (bloodborne pathogens);
  - B. Tuberculosis Exposure Control Plan (airborne pathogens);
  - C. Tuberculosis Surveillance Program;
  - D. Employee Respiratory Protection Program.
- III. The Department has established a plan to control exposure to hazardous substances. This plan, the Hazardous Communications Program, describes the policies and procedures relating to hazardous materials in the workplace and identifies those materials in the workplace that are designated as hazardous substances.
- IV. The Safety Committee is responsible for assuring that exposure plans and programs are current.