
Personal Projects On-Duty

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

1036.2 POLICY

It is the policy of the Kalamazoo Department of Public Safety to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Personnel assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Sergeant or Shift Commander may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

1036.2.1 WORK ON PRIVATELY OWNED VEHICLES

- (a) Work on private vehicles at a KDPS station is limited to washing and waxing the exterior of the vehicle, and cleaning the interior. Street PSO's must be on their lunch break and have prior approval from their sergeant.
- (b) Station assigned personnel are allowed to work on personal property or clean their private vehicles between 1600 to 2200 hours, Mon. through Fri., and 0700 to 2200 hours on Sat., Sun. and holidays (weekend training has priority).
- (c) Generally, personal vehicles shall not be left parked inside stations or on the apparatus ramps. After cleaning, vehicles shall be removed no later than 2200 hours.
- (d) All personnel shall clean up after themselves. This includes washing and using the squeegee on the apparatus floor when finished. All equipment shall be picked up and put in its proper place.
- (e) Personal vehicles of off-duty personnel shall not be left overnight at a KDPS station without prior approval from a sergeant responsible for that station.
- (f) KDPS personnel who work on personal property are responsible for promptly cleaning up after themselves and removing the property from the station when not working on it. Property shall not be left in the station past 2200 hours, unless it can be stored in the employee's locker.

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1036.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has no association to the Department and/or the fire service.
- (c) Any project that has no personal, career-related or promotional value.
- (d) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.