



POLICY/PROCEDURE NUMBER: 06-P.A.-008 Page 1 of 5 with one Appendix

SUBJECT: OUTSIDE EMPLOYMENT / CONFLICT OF INTEREST

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: Department of Public Safety, Department Rules and Regulations Directives, February 2000 Edition, Section 4.4.07: Employment Outside of the Department; December 22, 2006 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARD: 3.2.3

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE: YES

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

To regulate outside employment activities of employees of the Department of Police Services (and in particular of police officers) that may tend to bring the Department into disrepute or reduce the employee's efficiency or usefulness as an employee of the University.

II. POLICY

It shall be the policy of this Department to require prior authorization for outside employment of sworn officers and to restrict the types of employment that are approved. The designated point of coordination and administration for the policies and processes associated with outside employment shall be the Chief of Police.

III. DEFINITIONS

A. Civilian: A non-sworn person having no arrest authority as defined in "sworn officer" and "full-custody arrest". Civilians may be employed or affiliated with a law enforcement agency in a variety of supporting roles and may be uniformed, but lack the authority to make a full-custody arrest.

B. Sworn Officer: A person who is granted those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, including those

persons who possess the authority to make a full-custody arrest for limited or specific violations of law within the same jurisdiction.

- C. Outside Employment: For the purpose of this policy, the term “outside employment” shall mean: any off-duty work undertaken by an employee of this Department off-campus for financial or other consideration.

IV. PROCEDURES

A. Primary Responsibility

1. In all cases of outside employment, the primary duty, obligation, and responsibility of an employee is at all times to the Department of Police Services (DPS).
2. Work schedules, assigned training, emergency call-back response, and other scheduling considerations to fulfill the Police Department’s mission to the University shall take priority over outside employment.
3. Employee behavior during his/her outside employment shall not adversely affect the officer’s (DPS) work performance; bring discredit to or conflict with the mission of the Department; and/or be inconsistent with the accepted image of a Department of Police Services officer.

B. Sworn Officers

1. Application for Outside Employment
 - a. Sworn officers shall submit a written request to the Chief of Police (see Appendix A) prior to accepting an outside assignment. Notification shall include:
 - i. the name of the employer;
 - ii. the nature of the employment;
 - iii. the number of hours to be worked and scheduling of those hours.
 - b. Written approval must be granted by the Chief of Police prior to an officer’s acceptance of outside employment.
2. Restrictions
 - a. When the Chief of Police determines that the employment can reasonably be expected to adversely affect the officer’s work performance, would discredit or conflict with the mission of the Department, and/or would be inconsistent with the accepted image of a Department of Police Services officer, then the Chief may direct the officer not to engage in such outside employment.

- b. Sworn personnel are prohibited from outside extra duty employment wherein the actual or potential use of law enforcement powers is anticipated.
 - c. Outside employment shall not be approved for a sworn officer to work:
 - i. In any establishment where the sale of liquor is the principal business;
 - ii. In any employment where the use for private gain or advantage of the agency's time, facilities, equipment and/or supplies (unlawful activity under Government Code Section 8314) is involved;
 - iii. In any employment requiring affiliation, membership or allegiance which would tend to interfere with the proper discharge of his/her duties as an officer of the Department, or with his/her loyalty to the Department or the University's interests;
 - iv. In the uniform of the Department;
 - v. In any employment requiring the service of civil process;
 - vi. On investigations or other security work in which he/she may avail themselves of their access to police information, records, files or correspondence or use his/her powers of arrest as a California State University, Northridge police officer while in the employment of another;
 - vii. For any other municipality or political subdivision of the State except by expressed permission of the Chief of Police;
 - viii. As defined in Government Code Section 1126 which identifies factors which create conflicts of interest.
 - ix. Use of agency equipment while engaged in off-duty employment is strictly prohibited.
 - d. Hours of employment shall not be approved for outside work to be performed at a time which will conflict with the officer's normal tour of duty.
 - e. Officers who do not receive prior approval to engage in outside employment or who accept employment prior to receiving permission to do so may be subject to disciplinary action.
3. Sick Leave or Injury on Duty (I.O.D.) Status
- a. A sworn officer shall not engage in outside employment while on sick leave or on I.O.D. status unless a request is made in

writing and approved by the Chief of Police and the Human Resources Office.

- b. A sworn officer injured during his/her authorized outside employment shall report the injury to the Department. If appropriate, he/she must provide a physician's note detailing any job restrictions and a return to work date or time period of the restrictions

4. Appeal Process

A sworn officer who has been denied the right to engage in outside employment based on the determination that his or her secondary employment falls within the prohibitions outlined in this policy may, within five (5) days from the date of notification of the denial to engage in outside employment, file a written appeal to the Chief of Police.

5. Supervisory Responsibility

- a. The immediate supervisor of an officer shall make himself/herself aware of all conditions pertaining to an approved outside employment request.
- b. He/she shall report all infractions of outside employment policies.
- c. He/she shall make recommendations to the Chief of Police for revocation of an approved request when it can be reasonably substantiated that the outside employment conflicts with departmental duties. All such recommendations shall be accompanied by a delineation of the officer's work habits or behavior impacted by the outside employment.

6. Revocation

Revocation of an approved outside employment request can occur whenever the Chief of Police determines either of the following:

- a. The outside employment constitutes a conflict of interest;
- b. The employment brings discredit to the agency or inhibits the effectiveness of the Department or individual personnel.

7. Expiration

- a. All written approvals for outside employment shall expire one year from the date of issuance.
- b. A request for renewal shall be submitted if the intent is to continue outside employment.

C. Civilian Employees

1. The nature of the Department's business requires the complete commitment of its staff. Employees need rest and recuperative time in order to return to work and to safely and competently perform their jobs. Accordingly, outside jobs are discouraged. Any non-sworn employee who desires to work an off-duty job must first discuss the appropriateness of that job with his/her supervisor to determine if there would be a conflict of interest with assigned responsibilities and duties.
2. Non-sworn employees should advise the department in writing, prior to commencing any outside job:
 - a. the name of the proposed employer;
 - b. the title of the proposed outside job;
 - c. a brief description of the work to be performed;
 - d. the hours of the proposed job.
3. Non-sworn employees should not engage in any outside job that has the effect of interfering with their ability to safely and competently perform their job duties for the Department. In addition, non-sworn employees should not engage in any outside job that is in direct conflict with the essential operations of the Department and would result in the material and substantial disruption of the Department.

V. APPENDIX

A. Secondary Employment Request Form

California State University Northridge Police Department
Secondary Employment Request

EMPLOYEE: _____ DATE: _____

PROPOSED EMPLOYER: _____

ADDRESS: _____

TELEPHONE: _____

TYPE OF BUSINESS: _____

TITLE OF PROPOSED JOB: _____

WORK TO BE PERFORMED: _____

HOURS PER DAYS _____ HOURS PER WEEK _____

SALARY PER HOUR _____

EXPECTED START DATE: ____/____/____

APPROVED NOT APPROVED

CHIEF OF POLICE SIGNATURE

DATE