



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



253.03 OUTSIDE EMPLOYMENT 06-03-09

PURPOSE

The purpose of this order is to establish procedures for governing the outside employment of Department employees.

POLICY

It shall be the policy of the Sacramento Police Department to adhere to guidelines governing outside employment for personnel as set forth in the City Charter, Civil Service Rules and Regulations, Fair Labor Standards Act (FLSA), City Council Resolutions, the Memorandum of Understanding between the City and the Sacramento Police Officers Association, and any other City-recognized labor organizations.

PROCEDURE

A. DEFINITIONS

1. **OUTSIDE EMPLOYMENT** - employment or business typically of a non-law enforcement nature in which the vested powers of a police officer are not a condition of employment and for which an employee receives direct or indirect compensation. Outside employment includes, but is not limited to, working for another person, working for a business, self-employment and/or ownership of any business that consumes time or attention.
2. **BAR, LOUNGE, NIGHTCLUB** - Any business, whether open to the public or a private club, whose main source of income is derived from the sale of alcoholic beverages and/or a cover charge.

B. GENERAL

1. Career employees shall not engage in any employment, work, profession, business, or enterprise that is inconsistent, incompatible, in conflict with, or adversely affects the performance of the employee's duties and responsibilities, or jeopardizes the mission of the Department or the best interests of the City.
2. Employees shall not work in excess of 20 hours of outside and/or supplemental police employment per week except while on vacation or other approved time off. (See G.O. 253.01 Special Compensation, regarding the total number of hours officers may work in conjunction with their regular shifts.)
3. An employee shall not work a shift at his/her outside employment job if it will not allow for an eight hour rest period between the end of his/her outside and/or supplemental police employment and the start of the employee's regularly scheduled assignment. The employee's direct supervisor or, if unavailable, the on-duty watch commander may approve exceptions to this provision.

C. OUTSIDE EMPLOYMENT BY ANOTHER EMPLOYER

1. Employees shall obtain written approval from their respective office chief before accepting outside employment.
2. Outside Employment Application
 - a. Employees shall notify their office chief in advance of acceptance, of their desire for non-police related outside employment.
 - (1) Employees shall submit, through the chain of command, Outside Employment Form (SPD 211).
 - (2) The completed request shall provide details concerning the type of employment, expected duration, and the employer's name.
 - (3) The employee's supervisor shall submit his/her recommendation for approval/disapproval to the office chief through the chain of command.
 - b. Employees participating in outside employment on a continuing basis shall renew their request on or before February 1 of each subsequent year.
3. Employee Notification

SACRAMENTO POLICE DEPARTMENT
GENERAL ORDERS

- a. The office chief, or designee, shall review each request and return a copy of the SPD 211 to the requesting employee.
 - (1) The original shall be forwarded to the City Human Resources Department in compliance with Civil Service Rules and Regulations.
 - (2) Copies of the SPD 211 shall be routed to:
 - (a) the Captain, Office of the Chief, who shall maintain a reference file for the COP.
 - (b) the employee's immediate supervisor.
 - (c) the Personnel Services Division, to be placed in the employee's personnel file.
 - (d) the respective division commander.
 - b. When the proposed outside employment is not within established guidelines, the office chief shall indicate disapproval and forward the original and copies of the SPD 211 as previously outlined.
4. Work Restrictions
Employees shall not work:
- a. in any employment which involves the use of City time, facilities, equipment, and supplies or the prestige or influence of one's City employment for private gain or advantage.
 - b. in any employment involving the receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee is required or expected to render in the regular course of hours as a City employee.
 - c. in any employment involving the performance of an act, in other than their capacity as a City employee, which could be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee or the Sacramento Police Department.
 - d. in any outside employment position while on sick leave or injured on duty status.
5. Sworn Personnel - Restrictions
In addition to Section C.4. above, officers shall not work:
- a. in any employment requiring an affiliation, membership, or allegiance tending to influence their conduct in a manner inconsistent with the proper discharge of their responsibility to the Department or the public interest.
 - b. in any business where manufacture, transportation, sale, or serving of liquor is a principal basis of business or employment.
 - c. in any employment requiring the service of civil process or the collection of debts.
 - d. assignments where they may avail themselves of access to police information, files, records, or correspondence.
 - e. for any other municipality or political subdivision of the State or Federal government (except with express permission of the COP).
 - f. in any employment involving the judicial system as the principal basis of the business, to include bond agent, private investigator, court reporter, or attorney representing clients in criminal matters or matters adverse to the Department.
 - g. in any insurance based company, (i.e. life, property, or theft.)
6. Appeal - Grievance Procedure
Employees denied outside employment may appeal to the COP or Civil Service Board as outlined in the Rules and Regulations of the Civil Service Board.