



California State University, Los Angeles
Department of Public Safety

NUMBER: I-35 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 1/1/2001 Reviewed/Revised: May 1, 2010

SUBJECT: **Outside Employment**

I. PURPOSE:

To regulate outside employment activities of employees of this Department that may tend to bring the agency 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 and to restrict the types of employment that are approved. The designated point of coordination and administration for the policies and processes connected with outside employment shall be the Chief of Police.

III. DEFINITIONS:

- A. Employee. All sworn and non-sworn Police Department employees; dispatchers, clerical, police officers and investigators.
- B. Outside Employment. For the purpose of this S.O.P., the term "outside employment" shall mean: any off duty work undertaken by an employee of this department off campus for financial gain or other consideration.

IV. PROCEDURES:

- A. Any off-duty employment as defined by the Chief of Police that would constitute a conflict of interest or would bring discredit to the Department is prohibited.
- B. When the Chief of Police determines that the employment can reasonably be expected to adversely affect the employee's work performance and/or would be inconsistent with the accepted image of a University Police employee, then the Chief may direct the employee not to engage in such outside employment.
- C. Employees shall give prior written notification to the Chief of Police of any outside employment. Notification shall contain:

1. name of the employer;
 2. nature of the employment;
 3. number of hours to be worked and scheduling of those hours; and
 4. any conflicts with current assigned schedule and/or department policies.
- D. Written approval must be granted by the Chief prior to employee's acceptance of outside employment.
1. Review of approved outside employment requests can be conducted at anytime by the Chief of Police.
 2. Revocation of an approved request can occur whenever the Chief of Police determines any of the following:
 - a. the outside employment constitutes a conflict of interest; or
 - b. the employment brings discredit to the agency or inhibits the effectiveness of the Department and/or personnel.
 3. Expiration:
 - a. All written approvals for outside employment shall expire one year after date of issuance.
 - b. A request for renewal shall be submitted if the intent is to continue outside employment.
- E. In all cases of outside employment, the primary duty, obligation and responsibility of an employee is at all times to the Department.
- F. Emergency call back response to fulfill the Police Department's mission to the university shall take priority over outside employment.
- G. Sworn personnel are prohibited from outside extra duty employment wherein the actual or potential use of law enforcement powers is anticipated.
- H. Outside employment shall not be approved for a University Police Department employee to work:
1. In any establishment where the sale of liquor is the principal business;
 2. In any employment requiring affiliation, membership or allegiance, which would tend to interfere with the proper discharge of his/her duties as an employee of the department, or with his/her loyalty to the department or the university's interests;
 3. In the uniform of the department;
 4. In any employment requiring the service of civil process;
 5. 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 CSULA police officer while in the employment of another;

6. For any other municipality or political subdivision of the state, except by expressed permission of the Chief of Police; and
 7. As defined in Government Code Section 1126 that sets forth factors which create conflicts of interest.
- I. Sick or in Injury on Duty status [I.O.D.].
1. An employee shall not engage in outside employment while carried on sick or I.O.D. status, unless request is made in writing and approved by the Chief and Personnel Office.
 2. An employee, injured during his/her outside employment shall report the injury to the department and supply the department with all medical records.
- J. Employment Hours: Hours of employment shall not be approved for outside work to be performed at a time, which will conflict with the employee's normal tour of duty.

V. APPENDICES: None.