

## **GENERAL ORDER 22.4.1**

### **Outside Employment**

**GENERAL ORDER CROSS-REFERENCE: None**

### **SUMMARY**

Establishes procedures and criteria for employment outside the Department.

### **DISCUSSION**

Applicable language in the following listed documents provides criteria that will be considered prior to granting an employee's request for outside employment:

1. Non-Represented Employees –Springfield City Personnel Policy and Procedures Manual.
2. Members of the Springfield Police Association (SPA) - Collective Bargaining Agreement.
3. Members of Oregon Public Employees Union (OPEU) - Collective Bargaining Contract.
4. Members of Service Employee International Union (SEIU) – Collective Bargaining Contract.

For purposes of this policy, outside employment is any employment, to include self-employment, for which a member receives compensation from an employer, other than the City, for work performed.

### **POLICY**

#### **I**

Employees shall be permitted to work outside employment if approved by the Chief of Police. Sworn police officers will not be permitted to work outside employment requiring them to perform in their official capacity except that officers may be permitted to engage in outside employment for the purpose of providing consultant services, or training or education to law enforcement academies, schools, colleges, other law enforcement agencies, etc.

## II

Employees desiring off-duty employment in addition to their job with the City shall:

1. Request permission in writing from the Chief of Police to obtain outside employment and cite the nature of employment desired.
2. The Chief of Police shall consider the request in view of the criteria established by the applicable City policy or collective bargaining agreement, and inform the member of his decision in writing. Notification of approved off-duty employment shall be kept in the employee's personnel file.
3. For a request for outside employment to be approved, the employee must satisfactorily answer the following questions in writing:
  - A. How is this job not incompatible with your City work?
  - B. How does this job not detract from the efficiency of your work performance?
  - C. How does this job not conflict with the interest of, and not serve as a discredit to, the City?
  - D. Do you recognize and agree that this job shall always be secondary to your City employment including overtime assignments?
4. Employees engaged in outside employment shall adhere to the following requirements:
  - A. Except when confronted with a life or property threatening emergency, not act in an official capacity.
  - B. Conduct themselves in a manner consistent with Department rules governing off-duty conduct.
  - C. Except as may be approved by the Chief of Police, not use Department equipment or uniforms.

## III

The Springfield Police Department contributes training resources and personnel on both a regional and state level. Employees who possess specific expertise, knowledge, and teaching skills are regularly called upon to participate in various training opportunities.

The Department of Public Safety Standards and Training (DPSST) sponsors basic and in-service training. Instructors are frequently recruited from within the ranks of active law enforcement agencies. Employees of the Springfield Police Department may participate either as part of an interagency exchange, or independent contract instructor.

The interagency exchange allows the employee to instruct while operating as a paid police department employee. The City essentially donates the services of the employee, and continues to pay salary, benefits, and insurance. DPSST provides or reimburses travel, lodging, and meal expenses associated with the instructional services provided.

Independent contract instructors are employees who work directly for DPSST. All wages and benefits are arranged between the employee and the State of Oregon. Employees who participate are required to obtain authorization pursuant to Department policies regarding outside employment.

#### IV

Permission for outside employment may be revoked at any time by the Chief of Police.

#### V

The Office of the Chief shall be responsible for coordination and administration of Department outside employment requests. Each Division Commander shall be responsible for ensuring their respective employees adhere to the policies, process and other matters related to outside employment.

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Richard L. Lewis  
Chief of Police