

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 10

OUTSIDE EMPLOYMENT

Revised 5/97

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10.0 POLICY

It shall be the policy of this Department to allow employees to work for employers other than the City of Palos Verdes Estates on a part-time basis and under certain conditions.

All employees seeking outside employment shall complete a Request for Outside Employment Form notifying the Chief of Police of their intention. Requests for outside employment are to be submitted via chain of command. Upon receipt of the request, the Division Commander will include his recommendations and submit the information to the Chief of Police. The Chief of Police will approve or deny such request. The Chief will base his decision upon whether or not the outside employment meets with the below described criteria.

10.1 RESTRICTIONS

Employees are prohibited from engaging in outside employment in the following instances:

- A. Employment which in any manner calls for the exercise of police authority
- B. Employment which would interfere with the employee's performance with the Palos Verdes Estates Police Department
- C. Employment which would place the employee in a position of conflict with the Palos Verdes Estates Police Department
- D. Employment which is hazardous
- E. Employment in any "on sale" or "off sale" establishment where the sale of alcoholic beverages is the primary function
- F. Employment which requires the service of civil processes, or collection of bad debts or repossessions
- G. Employment which reflects unfavorably upon the law enforcement profession
- H. Employment while on Departmental injured-on-duty (IOD) status or while on sick leave
- I. Employment while on probation or during a period of monthly evaluations for disciplinary reasons

10.2 EQUIPMENT

When an employee of this Department engages in outside employment, he represents that employer and not the City of Palos Verdes Estates or the Palos Verdes Estates Police Department. Unless having express permission from the Chief of Police, no City owned or City issued equipment shall be used or carried while working outside employment. While working outside employment, no Department employee shall wear

any article of clothing which tends to associate him with the Department.

10.3 LIMITED DUTY STATUS

Should an employee be placed in a limited duty status due to injuries or for other reasons, he will notify his supervisor. Any outside employment authorization will be reevaluated by the Chief of Police. Should the authorization be revoked, the employee may submit another request in accordance with this policy.

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