

4/2003

Box Elder County Sheriff Policy  
2<sup>nd</sup> employment policy

A. A department employee is prohibited from engaging in activities which might have an unfavorable effect upon County image or County service. Employees must avoid any action which might result in or create the impression of using public office for gain, giving preferential treatment, etc..

B. Upon proper notification to and approval in writing from the Sheriff, an employee may engage in outside employment. However, no employee may engage in additional employment which in any manner interferes with the proper and effective performance of official duties, or which results in a conflict of interest. If the Sheriff or designate determines that outside employment is disadvantageous to the County's interest, upon notification, in writing, such outside employment shall be terminated.

In all cases of outside employment, the primary duty, obligation, and responsibility of a member are, at all times, to the Department.

If while engaged in outside employment, a situation arises that would normally require police attention, a member with peace officer certification, shall at all times take proper action to include making arrests and writing reports.

C. Outside Employment- Restriction and Regulations.

1. Members must receive approval from the Sheriff before engaging in outside employment.

2. Authorization for outside employment shall extend only to the work, location, employer and conditions specifically approved.

3. Authorization shall be valid for 1 year only. Members engaged in employment beyond one year must resubmit their request for employment.

4. The Sheriff will be notified, in writing, whenever approved outside employment is terminated for any reason.

5. Peace Officers will be bound by their police authority for the enforcement of the ordinances and laws of the county, state and United States. Acting in such capacity, the officer may enforce laws or prevent a breach of peace,

but his/her authority does NOT extend to the enforcement of rules made in the interest of management.

6. Police Officers engaged in outside employment shall at all times take proper police action on any offense or condition which would normally require police attention.

7. Officers shall not split shifts nor shall supervisors permit such to accommodate outside work schedules.

8. No person on county payroll shall engage in any outside employment which will impair the performance of duties or be detrimental to the County.

9. Authorization shall NOT be given for :

a. Employment for anyone who contracts for Box Elder County.

b. Employment which would result in, or tend to cause a conflict of interest.

c. Employment where liquor is sold and consumed.

d. Bill, check, or debt collection.

e. Employment in private investigation work.

f. Employment which assists in any manner the case preparation for the defense in any criminal action or proceedings, nor working for an attorney or bail bondsman.

g. Employment which requires access to Department files, records, or services as a condition of hiring or any job which requires use of police power for civil purposes.

h. Employment at any business where there is an obligation for continuous police attention or where the operation is dependant upon Department approval of licenses.

i. The Sheriff may impose other restriction as they become necessary for the good of the Department.

#### D. Self employment.

Members who are self-employed shall observe generally, the regulations prescribed for employment by others. The primary duty, obligation and responsibility of a member is to the Department. Self-employed members will not be required to submit outside employment letters but will conform to restrictions and regulations listed.

E. Violations of this policy shall be just cause for disciplinary action as determined by the Sheriff and written policies.

F. The provisions of this policy are retroactive for all members, currently employed outside the department. The only exception is that those employed prior to this policy date need not submit the yearly request.