
Off Duty Employment

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines to govern off-duty employment for all employees of the Vancouver Police Department. This policy does not address nor apply to any form of extra duty employment which is sponsored by the Department.

1038.2 POLICY

The policy of the Vancouver Police Department is to provide guidelines to Department employees to inform them of the types of off duty employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the agency. These requirements are essential for the efficient operation of the Department and for the protection of VPD employees, the Department, and the community.

1038.3 DEFINITIONS

Employment - The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

Extra Duty Employment - A job assignment outside of regularly scheduled work hours that involves providing services for a particular agency, function or event; and the actual or potential use of law enforcement powers. *For further guidelines refer to **Policy 1039 - Extra Duty Employment**.*

Off Duty Employment - Any employment (including self-employment) that will not require the use or potential use of law enforcement powers by the off duty VPD employee.

1038.4 APPLICATION SUBMISSION

No member of this Department may engage in any off duty employment without first obtaining prior written approval of the Chief of Police. Failure to obtain prior written approval for off duty employment or engaging in off duty employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete an Off Duty Employment Request form which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief of Police for consideration. The Chief of Police will make the final determination on the request.

Each application will be reviewed on a case-by-case basis. If approved, the employee will be provided with a copy of the approved permit.

If denied, the employee shall be provided with a written reason for the denial of the application at the time of the denial.

All requests will be reviewed and responded to within seven business days upon receipt at the Office of the Chief.

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Follow this file directory: **SharePoint~Departments~PoliceDepartment~VPDNET~Forms~Service Area:Off Duty Forms** to obtain a copy of this application form.

1038.4.1 REVOCATION/SUSPENSION OF OFF-DUTY EMPLOYMENT

Any off duty employment requests may be revoked or suspended under the following circumstances:

- (a) Should an employee's performance at this Department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief of Police may, at their discretion, revoke any previously approved off duty employment request. That revocation will stand until the employee's performance has been reestablished at a satisfactory level and their supervisor recommends reinstatement of the off-duty employment request.
- (b) If, at any time during the term of a valid off duty employment request, an employee's conduct or off duty employment conflicts with the provisions of Department policy, the request may be suspended or revoked.

1038.4.2 OFF DUTY EMPLOYMENT LIMITATIONS

Limitations on off duty employment are as follows:

- a. New employees who have not completed their probationary period shall not be eligible to engage in off duty employment. Also, employees who are on medical or other leave due to sickness, temporary disability, or an on duty injury may not be eligible to engage in off duty employment.
- b. Work hours for all off duty employment must be scheduled in a manner that does not conflict or interfere with the VPD employee's performance of duty (including court appearances).
- c. Any employee engaged in any off duty employment is subject to call#out in case of emergency, and may be expected to leave his off duty employment in such situations.
- d. Any exceptions can be reviewed and approved by the Office of the Chief.

1038.5 PROHIBITED OFF DUTY EMPLOYMENT

The Department expressly reserves the right to deny any Off Duty Employment Request submitted by an employee seeking to engage in any activity which would:

- a. Involve the employee's use of Departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage. This shall include the prohibition of access to official records or databases of this Department or other agencies through the use of the employee's position with this Department.
- b. Present a conflict of interest such as a process server, reposessor, or bill collector; towing of vehicles; or any other employment in which police authority might be used to collect money or merchandise for private purposes, e.g. security guard or loss prevention officer.

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- c. Assist as a private investigator or in any manner the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.
- d. Involve the sale of alcoholic beverages as the principal business.
- e. Involve any gambling establishment.

Any employee found to be using their position in this Department in order to exploit any of the above items may be subject to disciplinary action.

1038.6 MATERIAL CHANGES OR TERMINATION OF OUTSIDE EMPLOYMENT

If an employee terminates their off duty employment, the employee shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued off-duty employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees are also required to disclose material changes in off duty employment that occur after approval of off duty employment has been granted to the Chief of Police in writing. For the purpose of this policy, such changes include any material change in the number of hours, type of duties or demands of off duty employment. Employees who are uncertain whether a change in off duty employment is material are advised to report the change.