

## **3-02/020.20 - Outside Employment**

Personnel desiring to engage in outside employment shall conform to Department regulations as outlined in the Policy and Ethics chapter of the MPP.

With the exception of Department-sponsored teaching assignments such as "Student and the Law" and classes at the academy, no employee shall request approval of an outside job which would require an adjustment of scheduled work hours.

Approval procedures for Department-sponsored teaching assignments may be obtained from the Sheriff's Information Bureau on "Student and the Law" classes and from the Advanced Officer Training Bureau on academy classes.

### Expert Witness/Consultant, Professional Activities

Members of the Department who have achieved recognition for having developed expertise within a specific enforcement discipline are often sought to perform professional services as a consultant, examiner or expert witness. Such recognition is generally based on the unique training, background, education or experience of the member and by the virtue of the member's association with the Department.

In addition to submitting a request for approval of outside employment (SH-AD-136), members requesting approval of outside employment dealing with legal issues, civil or criminal, in which the member represents himself as an expert witness or consultant, with respect to law enforcement practices and procedures, shall have written approval from the chief/director of the Personnel and Training Command after review by his unit commander and division chief or division director. Authorized outside employment of this nature shall be reviewed annually by the division director of the Personnel and Training Command.

Authorization for expert witness/consultant outside employment activities will be based upon the interest of the Department in furthering professionalism and protecting the reputation of the employee and the Department.

Department employees shall not seek or receive compensation, other than from the Department, for acts required or expected to be performed in the regular course of County employment.

Although it is not the desire of the Department to regulate the private affairs of its employees, the Department must, by necessity, prohibit those activities that will cause conflict of interest to the employee, the Department, or to the County of Los Angeles.

The Department shall proceed in good faith, and endeavor to provide the employee a written decision within 60 calendar days from the date the written request was submitted seeking such authorization.

In the event an employee's request for approval is denied within 30 days, the unit commander shall provide a written response identifying the reason(s) for denial, as well as the individual(s) responsible for the decision to deny the request.

Any denial of an application for outside employment as an expert witness, consultant or examiner is subject to the negotiated grievance procedure.

When evaluating requests for outside employment in the area of expert witness, consultant, or examiner, the Department may consider the employee's experience, training, work product, prior recognition as an expert witness, consultant or examiner, and recent job performance.

#### Teaching Outside Law Enforcement Classes

No employee shall accept or contract for the teaching of any outside instruction (other than those classes regularly conducted through the Advanced Officer Training Unit) without submitting a Request for Approval of Outside Teaching Employment (Form SH-AD-137) for each class to be taught at each school, together with an approved course outline for each class.

The form shall be submitted 8 weeks prior to the commencement of training, as follows:

- To the employee's unit commander for his recommendation. If the request is approved, the form shall be sent to the employee's division chief or division director;
- If the division chief or division director recommends approval, the form shall be forwarded to the unit commander of the Advanced Officer Training Unit for submission for final disposition to the Department Training Committee;
- If the division chief or division director requires additional information pertaining to the teaching expertise of the employee, he may forward the form to the commander of the Advanced Officer Training Unit for further evaluation; and
- Upon request, the commander of the Advanced Officer Training Unit will evaluate the qualifications of the employee and submit his recommendations to the Department Training Committee.

All requests not approved by the employee's unit commander or the division chief or division director shall be returned to the employee.

If the Department Training Committee approves the request, the form shall be duplicated and distributed as follows:

- Original to Advanced Officer Training Unit;
- Copy to personnel file, Personnel Administration Bureau, Vault Services;
- Copy to employee; and
- Copy to unit file.

Employees granted approval for outside teaching employment shall resubmit a request for each class for each school on form SH-AD-137, together with an approved course outline for each class, as follows:

- Annually, on or before August 15th;
- Immediately upon a significant change in the curriculum outline already submitted; or
- When a new class or new school is involved.

If an employee is unable to complete a teaching assignment due to injury, illness, change of schedule, etc., and such course is to be taught by another Department member, that member shall also submit a Request for Approval of Outside Teaching (SH-AD-137). The copy of the approved course outline need not be submitted, but in the space following "School Information" on the SH-AD-137, the replacement employee shall add the notation "Replacement for (NAME)".

Early in July of each year, the Advanced Officer Training Unit shall issue a reminder "Announcement" for the resubmission of form SH-AD-137.

#### Other Outside Employment

Request for approval of outside employment (including teaching of non-law enforcement related classes) shall be submitted on the Request for Approval of Outside Employment form (SH-AD-136).

Employees shall submit one copy of the form to their unit commander for approval. Personnel of higher rank shall submit the request to the next higher level of authority.

If the request is approved, photocopies shall be made and the approved form shall be distributed as follows:

- Original to chief or director of the concerned division;
- Copy to personnel file, Personnel Administration Bureau, Records Unit;
- Copy to unit file; and
- Copy to employee.

Employees granted approval of outside employment request shall resubmit such request on form SH-AD-136 as follows:

- Annually, on March 1st for non-teaching jobs;
- Immediately upon any significant change in the specific duties outlined in the prior request; or
- Upon change of assignment within the division or change to another division.

Personnel Administration Bureau shall issue a reminder "Department-wide electronic mail message" one month prior to the above deadlines for the resubmission of form SH-AD-136.

#### Outside Employment Activities Form

All full-time employees are required to complete, annually by March 1st, an "Employee Report on Outside Employment Activities of Full-time, Permanent County Employees" (form SH-AD-651), as follows:

- Section 1 - to be signed and dated by all employees who are not engaged in outside employment; or
- Section 2 - to be completed by all employees who are engaged in outside employment.

Employees who are active members of the military reserves are required to report this as outside employment and shall complete section 2 of this form.

This form shall be distributed as follows:

- Original to personnel file, Personnel Administration Bureau, Records Unit;
  - Copy to employee's unit file.
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