



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



253.03

### OUTSIDE EMPLOYMENT

05-15-2025

#### PURPOSE

The purpose of this general order is to establish procedures for governing the outside employment of department employees.

#### POLICY

It shall be the policy of the Sacramento Police Department (SPD) to adhere to guidelines governing outside employment for personnel as set forth in the City Charter, Civil Service Rules and Regulations, Fair Labor Standards Act (FLSA), City Council Resolutions, the Memorandum of Understanding between the City and the Sacramento Police Officers Association and any other City-recognized labor organizations.

#### PROCEDURE

##### A. DEFINITIONS

1. **OUTSIDE EMPLOYMENT** – Employment, business, or activities beyond the vested powers or authority of any SPD employees' primary assignment and for which an employee receives direct or indirect compensation (e.g., working for another person or business, part-time position, freelance work, consulting, self-employment, or ownership of any business that consumes time or attention).

##### B. APPROVAL FOR OUTSIDE EMPLOYMENT

1. All outside employment shall conform to the requirements of the City of Sacramento Civil Service Board rules and regulations (Rule 13 – Restrictions Upon Officers and Employees).
2. Employees shall obtain written approval from their respective office chief before accepting outside employment by completing the following application procedure:
  - a. Submit an Outside Employment Form (SPD 211) through the chain of command.
  - b. Requests shall include details concerning the type of employment, expected duration, and the employer's name.
  - c. The employee's supervisor shall include their recommendation (e.g., approval or disapproval).
  - d. Employees participating in outside employment on a continual basis shall renew their request on or before February 1 of each subsequent year.
3. **Employee Notification**
  - a. The office chief, or designee, shall review each request and return a copy of the SPD 211 to the requesting employee.
    - (1) The original shall be forwarded to the City Human Resources Department in compliance with Civil Service Rules and Regulations.
    - (2) Copies of the SPD 211 shall be routed to:
      - (a) Office of the Chief, Specialized Services captain, who shall maintain a reference file for the chief of police (COP).
      - (b) Personnel Services Division, to be placed in the employee's personnel file.
      - (c) Employee's division commander.
      - (d) Employee's immediate supervisor.
  - b. If the proposed outside employment includes restrictions, the office chief shall:
    - (1) Indicate restrictions on the SPD 211, unless otherwise approved by the chief of police.
    - (2) Forward the original and copies of the SPD 211 in accordance with this order.
4. Any employee whose request for outside employment is denied shall have the right to appeal for final review by the Civil Service Board.

##### C. OUTSIDE EMPLOYMENT RESTRICTIONS

1. SPD employees shall be prohibited from engaging in any outside employment during administrative leave work schedule hours, or while on sick leave, or during duty hours while on injured on duty status.
2. SPD employees shall not engage in any outside employment that:
  - a. Is inconsistent, incompatible, in conflict with, or adversely affects the performance of the employee's duties and responsibilities or jeopardizes the mission of the department or the best interests of the city.
  - b. Involves the use of city time, facilities, equipment, and supplies or utilizes the prestige or influence



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of any person's city employment for private gain or advantage.

- c. Provides for the receipt or acceptance of any compensation from any entity (other than the city) for the performance of an act in which the employee is required or expected to render in the regular course of service as a city employee.
  - d. Involves the performance of an act (other than in their capacity as a city employee) which could be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee, SPD, or the city.
  - e. Exceeds 30 hours of combined outside employment, planned overtime, and supplemental employment assignments per week, except while on vacation or other approved time off and in accordance with General Order 253.01 (Overtime and Other Special Compensation).
3. Sworn employees of the SPD shall not work in any outside employment that:
- a. Requires an affiliation, membership, or allegiance tending to influence their conduct in a manner that is inconsistent with the proper discharge of their responsibility to the department or public interest.
  - b. Involves any business that manufactures, transports, sells, or serves liquor as its principal basis of business or employment.
  - c. Services any civil process, collection of debts, or insurance-based company (e.g., life, property, or theft).
  - d. Benefits an outside employer based on the SPD employee's knowledge and access to police information, files, records, or correspondence.
  - e. Involves any other municipality or political subdivision of the state or federal government (except with express permission of the COP).
  - f. Involves the judicial system as the principal basis of business, to include bond agent, private investigator, court reporter, or attorney representing clients in criminal matters or other matters that are averse to the department.

### D. APPEAL - GRIEVANCE PROCEDURE

- 1. Employees denied outside employment may appeal to the COP or Civil Service Board as outlined in the Rules and Regulations of the Civil Service Board.