



OUTSIDE EMPLOYMENT AND COLLEGE ATTENDANCE  
**GENERAL ORDER #15.02**

**Adopted:** 3/07/2023

**Pages:** 5

**Persons Affected:** All personnel

**Authority:** Laura Wilson, Director

**IACLEA Standards:** 3.2.3

**Revision History**

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Replaces SUDPS General Order #15.02 (08/04/2006)

Replaced #2.3.18

**PURPOSE**

*The purpose of this general order is to provide guidance to members of the department who seek to engage in off-duty employment or attend college. Off-duty employment is defined as secondary employment outside the agency's service, irrespective of whether the secondary employment involves the use of law enforcement authority.*

**POLICY**

*All approvals for outside employment and college attendance greater than 9 units per quarter semester must be approved and on file with the Director or his or her designee. Employment or college attendance that interferes with or in conflict with employment by the Stanford University Department of Public Safety shall not be authorized. Some forms of outside employment are prohibited.*

**PROCEDURE**



## A. OUTSIDE EMPLOYMENT

1. For purposes of this Order, “outside employment” means employment not under the supervision of the *Stanford University Department of Public Safety*.
2. An employee’s outside employment will be periodically reviewed by his or her immediate supervisor to determine if it impairs his or her ability to perform assigned duties.
3. Outside employment shall not require a change of, or substitution in, the regularly scheduled shift of the employee.
4. A written request for outside employment not under the supervision of the *Stanford University Department of Public Safety* must be submitted through the *employee’s chain of command* in advance of employment for approval by the *Director of Public Safety*. The request shall include the following:
  - a. Location of employment
  - b. Type of employment
  - c. Days and hours of employment
  - d. Name and address of employer.
5. Employees shall notify the *Field Services Captain* in writing and immediate supervisor annually in January of each year of continued outside employment and the hours they are currently working. In addition, employees shall notify their immediate supervisor any time they have been approved by the *Director* for outside employment.
  - a. The hours worked shall not be in excess of twenty hours per week.
  - b. Permission to maintain outside employment may be terminated at any time and at the sole discretion of the *Stanford University Department of Public Safety*.

## B. CONFLICTS IN OUTSIDE EMPLOYMENT

1. Deputies shall not engage in outside employment that is in conflict with the position of peace officer. Outside employment is in conflict if it brings discredit or



disrepute upon the *Stanford University Department of Public Safety or the Sheriff's Office* and/or:

- a. It involves the use for private gain or advantage of the deputy's local agency time, facilities, equipment and supplies, or the badge, uniform, prestige, or influence of the *Stanford University Department of Public Safety or the Sheriff's Office's* offices for employment.
- b. It involves receipt or acceptance by the deputy or employee of any money or other consideration from anyone other than the *Stanford University Department of Public Safety* for the performance of an act which the deputy or employee, would be required or expected to render in the regular course or hours of *Stanford University Department of Public Safety* employment or as a part of his or her duties as a deputy or employee.
- c. It involves the performance of an act in other than in his or her capacity as a deputy or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other deputy or employee of the *Stanford University Department of Public Safety or the Sheriff's Office*.
- d. It involves such time demands as would interfere with the performance of his or her regular duties as a deputy or employee.

### C. OTHER PROHIBITED OUTSIDE EMPLOYMENT

1. Deputies of the *Stanford University Department of Public Safety* shall not hold any other position granting peace officer authority pursuant to Penal Code sections 830.2 through 830.12.
2. Under Government Code sections 24004 and 24004.5, deputies shall not:
  - a. Represent any person or practice law in a criminal matter or in any instance, where there may be a conflict of interest, or in any matter adverse to the *Stanford University Department of Public Safety or the Sheriff's Office*.
  - b. Have as a business partner a lawyer whose practice may cause a conflict of interest.
  - c. Act as a collector or be employed by any collection agency in Santa Clara County.
  - d. Have as a business partner a lawyer or collector or anyone who acts as a lawyer



- or collector for a collection agency.
3. Deputies of the *Stanford University Department of Public Safety* shall not engage in any type of employment or business as a private detective or private security employee, agent, manager, operator, owner of stock, or serve in the capacity of an officer in a corporation, or enter into a partnership, either general or limited, or be named on any license for any such business. Further, members shall not have any financial interest in any private detective agency, either directly or indirectly, by way of community property or trust. Any such involvement by members of the *Stanford University Department of Public Safety* will automatically be construed to be a conflict of interest.
  4. Sworn employees shall not engage in employment or business, including the services of the office of notary public, which would result in a conflict of interest with the employee's regular duties or responsibilities with the *Stanford University Department of Public Safety*.
  5. In addition to what is stated above, the following occupations are determined to be in conflict with the position of peace officer and are specifically prohibited for outside employment by deputies of the *Stanford University Department of Public Safety*:
    - a. Bartender.
    - b. Bouncer.
    - c. Sales clerk in a liquor store or gun dealership.
    - d. Process server.
    - e. Repossessor.
    - f. Debt collector.
    - g. Card dealer, handicapper, change maker, caller, gaming machine repair person, keno runner, pit boss, table waitress, or employment in any gaming establishment where the employment is directly related to the primary purpose of the employer.
    - h. Bodyguard.
    - i. Funeral escort where traffic control or the wearing of a uniform which resembles that of a peace officer is required.



D. COLLEGE ATTENDANCE.

1. Employees shall not without approval carry more than nine college-level units per semester/quarter.
2. Employees attending college courses shall submit a request to the *Field Services Captain* containing a schedule of his or her classes, showing:
  - a. Subjects
  - b. Hours
  - c. Units per subject
  - d. Location where classes are held.
3. Employees wishing to carry more than nine units a semester shall make a written request (Employee's Report form, original and one copy) to the *Field Services Captain*, stating the number of units and the subjects to be carried. Employees on initial probationary status may not carry more than nine units per semester/quarter (excluding credits associated with attendance of the police academy when sponsored by DPS).
4. Employees shall not do outside employment work or school work while on duty.