



Kern County Sheriff's Office
Policies and Procedures

TITLE:	DUTIES OF PERSONNEL – COLLATERAL EMPLOYMENT	NO: B-500	
APPROVED:	Donny Youngblood, Sheriff-Coroner		
EFFECTIVE: August 1, 1990	REVIEWED: 5/25/2023	REVISED: 11/29/2010	UPDATED: 11/17/2020

POLICY

Employees of the Kern County Sheriff's Office provide a unique service in the performance of their duties and responsibilities to the community and society in general. Because of these unique duties and responsibilities, some limitations and restrictions regarding off-duty employment are required to maintain objectivity and impartiality.

While off duty, members of the Sheriff's Office may engage in outside employment provided they receive prior approval of the Sheriff-Coroner. The employment shall not bring discredit, disrespect, or embarrassment to the Sheriff's Office, nor conflict with or adversely affect their duties as a deputy sheriff or employee of this office. This policy implements and shall be construed consistently with Chapter 2.02 of the Kern County Ordinance Code, and Section 1126 of the Government Code. It shall be liberally construed to avoid both actual improprieties and the appearance thereof.

Employees who do not receive prior approval to engage in outside employment, or accept employment prior to receiving permission to do so, or who engages in any outside employment listed herein or determined to be a conflict of interest under this policy, may be subject to disciplinary action.

DIRECTIVE A

Outside employment, or self employment, is in conflict if it brings discredit, disrespect, embarrassment, or disrepute upon the Sheriff's Office or the employee and/or:

- involves the use, for private gain or advantage, of the Sheriff's Office's time, facilities, equipment and supplies, or the badge, uniform, identification, prestige, or influence of the Sheriff's Office, or;
- involves receipt or acceptance by an employee of any money or other consideration from anyone other than the Sheriff's Office for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her employment or as a part of his or her duties as an employee of the Sheriff's Office or;
- involves the performance of an act in other than his or her capacity as an employee of the Sheriff's Office which act may later be subject directly or indirectly to the control,

inspection, review, audit, or enforcement of the employee by any other employee of the Sheriff's Office, or;

- involves such time demands as would render performance of his or her duties with the Sheriff's Office less efficient.

DIRECTIVE B

Examples of outside employment which are conflicts of interest include, but are not limited to:

- Security Guard
- Private Investigator
- Bartender
- Bouncer
- Bodyguard
- Liquor Store Clerk
- Process Server
- Repossessor
- Employment as a Keeper
- Employee of a Collection Agency
- Employee of a Criminal Defense Legal Practice
- Employee of a Bail Bond Company
- Employee of an Alarm Company
- Employee of a Vehicle Towing Company
- Employment in any Gaming Establishment

PROCEDURE

An employee of the Sheriff's Office who wishes to be employed by a private business or become self-employed will:

- Complete a Request for Approval of Collateral Employment form (see sample attached);
- Specifically describe job, duties, acts, or functions to be performed;
- Forward the request through the chain of command to his or her chief deputy.

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EFFECTIVE: August 1, 1990	REVIEWED: 5/25/2023	REVISED: 11/29/2010	UPDATED: 11/17/2020
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DIRECTIVE C

Employees may not work a collateral job while on an injury-on-duty status (I.O.D.) unless specific written permission is granted to the employee by the Sheriff-Coroner or his designee. It shall be the responsibility of the employee to seek specific permission in writing by filing a Request for Approval of Collateral Employment form to his or her chief deputy outlining the nature of the collateral employment and the injury involved.

In the event an employee on an I.O.D. status does receive specific permission to continue with collateral employment, the employee acknowledges that he/she report to the Sheriff-Coroner all compensation received from such collateral employment during any period of disability for which the employee receives benefits pursuant to the California Labor Code, Section 4850, et seq.

Further, the employee is required to provide such proof of compensation as the County may request. It shall be understood by the employee that the County of Kern is entitled to, and may seek a credit for collateral employment earnings against benefits paid to the employee pursuant to California Labor Code, Section 4850.

A chief deputy, upon receiving a request for collateral employment, will:

- Review the request;
- Determine if a conflict exists and why;
- Approve or deny the request;
- Notify the employee;
- Forward approved requests to the employee's personnel file.

DIRECTIVE D

Any employee who has been denied the right to engage in outside employment based on the determination that his or her secondary employment falls within the prohibitions outlined in this policy may, within five (5) days from the date of notification of denial, file a written appeal to the Sheriff-Coroner. The Sheriff's decision may be appealed to the Board of Supervisors in accordance with Section 2.02.020 of the Ordinance Code of the County of Kern.

DIRECTIVE E

The Request for Approval of Collateral Employment shall expire each year on January 1st. Employees who wish to continue collateral employment must resubmit an updated request form prior to January 1st of each year.

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