



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENTAL GENERAL ORDER

**ORDER № 500.100**

Feb. 2019 (Revised)

08/01/2003 (New)

### SECONDARY EMPLOYMENT ACTIVITY

#### 500.101 PURPOSE

- A. The purpose of this general order is to establish a secondary employment policy for all California Exposition and State Fair Police Department employees.

#### 500.102 SCOPE AND AUTHORITY

- A. Sworn and Non-Sworn Employees. This order applies to all sworn and non-sworn police department employees.

#### 500.103 SECONDARY EMPLOYMENT ACTIVITY

- A. Secondary employment activity is defined as the direct or indirect ownership of business concerns, or employment for compensation. These would be activities outside the employee's California Exposition and State Fair employment.

#### 500.104 ELIGIBILITY AND RESTRICTIONS

- A. **Restriction of Work Hours.** Employees shall be permitted to work up to sixteen (16) hours in any 24-hour period, including those hours worked on-duty with California Exposition and State Fair Police Department. This restriction will allow those working an 8-hour shift to work an additional eight (8) hours off-duty in a secondary employment position.
- B. **Days Off.** There are no restrictions on the number of hours employees may work in a secondary employment position on their California Exposition and State Fair Police Department days-off or while on: holiday leave; Comp-Time-Off; or other leave time off.
- C. **Deficient Work Record.** Any history of a deficient work record (e.g., sustained citizen complaints, performance evaluations, personnel files, leave abuse) may be grounds for denying or canceling secondary employment requests.
- D. **Sick Leave, Injury/Limited Duty Status.** Secondary employment requests may be suspended while an employee is on-sick leave, injury, or limited-duty status. The Chief of Police may require written assurance from an appropriate medical authority stating the secondary employment activity will not aggravate the injury nor prolong the employee's recovery.
- E. **Incompatible and Inconsistent Activities.**
1. Using the prestige or influence of the state or the appointing authority for the officer's or employee's private gain or the advantage or the private gain of another.

---

*The mission of the California Exposition & State Fair Police is to:*

*Provide for the safety and security of visitors, employees, and stakeholders; keep order and preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

California Exposition and State Fair Police Department  
Departmental General Order 500.100, Secondary Employment Activity

2. Receiving or accepting money or any other consideration from anyone other than the state for the performance of their duties as a state officer or employee.
3. Performance of any act that may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other California Exposition and State Fair Police Department employee.
4. Activities involving time demands that cause the officer or employee to be unable to devote full-time, attention and efforts to their state office or employment during their hours of duty as a state officer or employee.

**F. Prohibited Secondary Employment Activity.** Examples of prohibited secondary employment activities include:

1. Any activity that is inconsistent or incompatible with state employment.
2. Employees may not engage in the practice of criminal law or work in any capacity for the defense in a criminal case. They may not engage in the practice of civil law in which the named defendants are the State of California, its agencies, or departments; or employees thereof who are sued as a party defendant in their capacity arising out of their employment.
3. Employees may not engage in the practice of law for the purpose of representing California Exposition and State Fair Police Department employees before state administrative tribunals or bodies, or administrative inquires.
4. Any secondary employment activity with any commercial entity having any contract or obligation to provide any type of service to the California Exposition and State Fair Police Department, or operates on the California Exposition and State Fairgrounds, whether the activity is performed for compensation or not.
5. Employees are not permitted to engage in any secondary employment activity for either party in a civil or labor dispute involving any law enforcement agency.

**G. Outside Peace Officer Employment.** Sworn employees may work as peace officers for other law enforcement agencies.

1. Sworn employees appointed as peace officers with other law enforcement agencies shall not use any equipment issued by this Department, nor shall they wear any item of uniform that can be identified with the California Exposition and State Fair Police Department.
  - a. **Exception:** California Exposition and State Fair Police Officers, also employed as peace officers for another law enforcement agency, may use their department issued equipment, only with the expressed approval of the Chief-of-Police. Police Officers shall submit a written request to the Chief-of-Police, identifying the other law enforcement agency, and describing the department issued equipment they request to use. If the Chief-of-Police provides an expressed approval, the police officer may use their equipment at the other agency.
2. Sworn employees shall not interject the Department in any issue during the course and scope of their outside employment with another law enforcement agency.
3. Sworn officers and employees may work for compensation in the position of Emergency Medical Technician (EMT) or paramedic for any licensed ambulance company.

### **500.105 SECONDARY EMPLOYMENT ACTIVITY REQUESTS**

- A. **Permanent Full-Time Employee Responsibility.** Before actually engaging in any type of secondary employment activity a permanent full-time employee shall:
1. Complete and submit, through their chain-of-command to the Chief of Police, a “Request to Engage in Secondary Employment” memorandum. Thereafter, the employee shall not engage in the requested secondary employment activity until they have received written approval from the Chief of Police.
  2. Attached a detailed job description of the requested secondary employment activity with the completed memorandum.
- B. **Permanent Intermittent, Retired Annuitant Employee Responsibility.** Permanent Intermittent or Retired Annuitant employees having employment outside California Exposition and State Fair Police Department are not required to submit a “Request to Engage in Secondary Employment.”
1. Permanent Intermittent or Retired Annuitant employees shall not engage in any employment activity described in this order or in any statute of the State of California or in any regulation of the California Exposition & State Fair as Incompatible and Inconsistent.
- C. **Chief of Police Responsibility.** The Chief of Police shall review all requests and the performance record of the employee. The Chief of Police may direct any further inquiry needed to assure that all necessary information relative to the proposed activity or performance has been obtained.
- D. **Supervisory Responsibility.** Supervisors shall immediately advise the Chief of Police whenever it is believed that the secondary employment has adversely affected the employee job performance.

### **500.106 PROCESSING THE “REQUEST TO ENGAGE IN SECONDARY EMPLOYMENT”**

- A. **Approval.** If the “Request to Engage in Secondary Employment” is approved, one copy shall be provided to the employee and the original filed in the employee’s Official Personnel File (OPF).
1. The employee may then engage in the activity.
- B. **Disapproval.** If the “Request to Engage in Secondary Employment” is disapproved, the Chief of Police shall provide one copy to the employee, and file one copy in the employee’s Official Personnel File (OPF).
- C. **Deputy General Manager - Administration.** The Deputy General Manager - Administration may either approve or disapprove the action of the Chief of Police.
1. **Concurrence.** If the Deputy General Manager - Administration supports the recommendation, for approval or disapproval, by the Chief of Police, the Deputy General Manager - Administration does not need to take any further action.
  2. If the Deputy General Manager - Administration disagrees with the recommendation, for approval or disapproval, by the Chief of Police, the original “Request to Engage in Secondary Employment” shall be returned to the Chief of Police for filing in the employee’s Official Personnel File.

California Exposition and State Fair Police Department  
Departmental General Order 500.100, Secondary Employment Activity

**D. Expiration / Renewal Dates.**

1. All “Request to engage in Secondary Employment” shall be renewed each calendar year.
2. All “approved” secondary employment requests automatically expire on December 31 of each calendar year.
3. To continue the secondary employment, the employee must submit a new “Request to Engage in Secondary Employment” by December 31 of each calendar year, for the following calendar year.

**E. Schedules Based on Needs of Service.** No partiality or special consideration shall be shown to employees engaging in secondary employment. All schedules shall be prepared on a strictly impartial basis with prime consideration to the needs of the California Exposition and State Fair.