

Oakland County Sheriff's Office
General Order # 2.2



SUBJECT: Outside Employment		NUMBER: 2.2
EFFECTIVE DATE: 12/16/2022 REVIEW DATE: Annually		MACP Standard Impact: 2.1.3 a and b
REPLACES AND RESCINDS: Rules and Regulations Section 151	DISTRIBUTION: All Personnel	NUMBER OF PAGES: 3

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

I. PURPOSE

The purpose of this order is to set forth guidelines to govern secondary employment by members of the Oakland County Sheriff's Office. It ensures that deputies are not distracted from performance of their duties at the Sheriff's Office by conflicts of interest and other competing situations created by secondary employment.

II. POLICY

The Oakland County Sheriff's Office allows employees of the agency to seek outside employment if it does not interfere with his/her commitment to their primary assignment in this office.

III. DEFINITIONS

A. Employment: The provision of a service, whether or not in exchange for a fee or other service. This order applies to volunteer work for charitable organizations if that work conflicts with the interests of the Oakland County Sheriff's Office, threatens the status or dignity of law enforcement as a professional occupation, or violates any other provisions in this, or any other General Order of the Oakland County Sheriff's Office.

B. Regular Off-Duty Employment: Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.

IV. PROCEDURES

A. Off-duty employment in which an employee may engage:

1. Employees may engage in regular off-duty employment that meets the following criteria:

a. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

b. Employment that presents no potential conflict of interest between duties as a Law Enforcement Officer and duties for the secondary employer. Some examples of

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employment representing a conflict of interest for which permission will not be granted include, but are not limited to, the following:

- i. Employment in any business or service supervised or licensed by the Sheriff's Office or any law enforcement agency
- ii. Employment as a private investigator or a private security guard
- iii. Employment in any facet of liquor or marijuana manufacture, distribution or sales
- iv. Employment where the employer requires the deputy to carry a firearm
- v. Employment where the department uniform is worn in any off-duty capacity without the written permission of the Sheriff or Undersheriff
- vi. Any use of the Sheriff's Office, or position as a Sheriff's Deputy, to further or promote any private or commercial venture, is STRICTLY forbidden and will not be tolerated

B. Applying for permission to work Regular Off-Duty Employment and limitations on Regular Off-Duty Employment are as follows:

1. Members shall complete the attached form and submit through their Chain of Command to the Sheriff for permission to engage in Regular Off-Duty employment.
(MACP Standards 2.1.3a)
 - a. This request shall include the name of the company or organization that he/she will be employed by, duties and responsibilities, and hours of employment.
 - b. If duties of the job change, the employee must immediately notify the Sheriff's Office so a determination can be made if there is a conflict of interest. The employee shall provide written documentation of the changes to the Sheriff, through Chain of Command for approval.
2. The following guidelines will be utilized by command when an employee inquires if they can maintain their current status while employed with the Oakland County Sheriff's Office. In all instances, letters requesting Regular Off-Duty Employment must be forwarded to the Sheriff via the Chain of Command for final determination.
 - a. Employees will be allowed to work as a part-time officer for another agency while employed part-time with the Sheriff's Office, with the understanding that if a conflict arises (perceived or otherwise) the secondary employment will be terminated.
 - b. Employees will be allowed to work as a part-time deputy for the Oakland County Sheriff's Office, while employed full-time with another police or fire agency in a non-deputized position.
 - c. Employees will be allowed to be a Reserve Officer or Volunteer Fire Fighter while working full or part-time with the Sheriff's Office.
 - d. Employees will be allowed to work part-time for other agencies as dispatchers and call-takers.
3. Work hours for all Regular Off-Duty employment must be scheduled in a manner that does not conflict or interfere with the Sheriff's Office employee's performance of duty or appearance at court or administrative hearings.
4. A deputy who engages in Regular Off-Duty employment is subject to call-out in case of emergency or may be subject to call-out in the performance of their regular duty assignment with the Sheriff's Office. The deputy shall be expected to leave his/her Regular Off-Duty employment in such situations.
5. Permission for Sheriff's Office employee to engage in outside employment may be revoked or suspended where it is determined pursuant to Sheriff's Office procedure

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such outside employment is not in the best interest of the Sheriff's Office. Violations of the Sheriff's Offices written directives believed to have stemmed from off-duty employment may serve as a basis for suspension or revocation of permission to work an off-duty assignment. **(MACP Standards 2.1.3b)**

6. Employees will report any incidents occurring during their off-duty employment which may reflect poorly on the Sheriff's Office.
7. Under no circumstances shall OCSO equipment be used in any off-duty employment capacity.
8. All requests for secondary employment shall be reviewed through the chain of command and are subject to final approval by the Sheriff or the Sheriff's designee.
9. Employees are required to submit the attached form every year to certify secondary employment. Failure to do so may result in suspension of authorization for secondary employment and/or disciplinary action.
10. Should an employee separate at any time from secondary employment, they are required to notify the Administrative Services Division via email (OCSOHR@oakgov.com) within 10 days.



ISSUED BY: Sheriff Michael J. Bouchard



SECONDARY EMPLOYMENT REQUEST FORM

SUBMITTED VIA THE CHAIN OF COMMAND

NAME:	EMPLOYEE ID:
CURRENT RANK:	DIVISION:
CONTACT NUMBER:	EMAIL:

SECONDARY EMPLOYER:
ADDRESS:
JOB TITLE:
SUPERVISOR NAME & CONTACT:
APPROXIMATE HOURS PER WEEK:

BRIEF DESCRIPTION OF JOB DUTIES

BY SUBMITTING THIS FORM, I CERTIFY THAT I HAVE THOROUGHLY REVIEWED GENERAL ORDER 2.2, "OUTSIDE EMPLOYMENT," AND RULES AND REGULATIONS #151, "OUTSIDE EMPLOYMENT." I FURTHER AFFIRM THAT THIS REQUEST IS IN FULL COMPLIANCE WITH ALL APPLICABLE PROVISIONS AND DOES NOT VIOLATE ANY CONDITIONS THEREIN.

DATE SUBMITTED:	SIGNATURE: _____
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PLEASE SEE REVERSE SIDE OF FORM FOR APPROVAL VIA THE CHAIN OF COMMAND

COMMAND REVIEW

SGT. _____	DATE: _____	APPROVED	Y	N
LT. _____	DATE: _____	APPROVED	Y	N
CAPT. _____	DATE: _____	APPROVED	Y	N
MAJ. _____	DATE: _____	APPROVED	Y	N
US. _____	DATE: _____	APPROVED	Y	N

ADDITIONAL COMMENTS/REASON FOR DENIAL

PLEASE RETURN THE COMPLETED FORM TO THE ADMINISTRATIVE SERVICES DIVISION
IN EITHER HARD COPY OR VIA EMAIL TO OCSOHR@OAKGOV.COM

**BE ADVISED THAT YOU ARE REQUIRED TO RESUBMIT THIS FORM EVERY YEAR .
SHOULD YOU SEPARATE FROM SECONDARY EMPLOYMENT, PLEASE ADVISE THE
ADMINISTRATIVE SERVICES DIVISION VIA EMAIL (OCSOHR@OAKGOV.COM) WITHIN 10
DAYS AND INCLUDE YOUR NAME, RANK, AND CURRENT ASSIGNMENT**