

Washington County Sheriff's Office

ADMINISTRATIVE DIVISION

Policy Manual

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Staff Management

Chapter: 03

Secondary Employment

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AB 03_101 DEFINITIONS

1. WCSO: Washington County Sheriff's Office
2. PCF: Purgatory Correctional Facility
3. Peace Officer: Utah POST-certified law enforcement or corrections officer.
4. Secondary Employment: Employment other than for Washington County, including self-employment.

AB 03_102 REFERENCES

1. Utah Code:
 1. 53-13-114 UCA
 2. 58-63-304 UCA
 3. Title 67 Chapter 16 of Utah Code Annotated

AB 03_103 GENERAL

1. Policy:
 1. Employees must receive written permission from the Sheriff, or designee (i.e., their division chief), prior to engaging in secondary employment.
 2. Employees shall submit secondary employment requests to their division chief.
 3. Employees are prohibited from using any Department equipment, or resources, including any uniforms or insignia of the WCSO, in the course of or for the benefit of any outside employment. This shall include

- the prohibition of access to official records or databases of the Department or other agencies through the use of the employee's position with this department.
4. Employees shall not engage in secondary employment which creates a conflict of interests with the Department. Employees shall comply with Title 67 Chapter 16 UCA which sets the standards of conduct for employees where there are actual or potential conflicts of interest between their public duties and their private interests.
 5. Requests for secondary employment shall not be unreasonably denied. Requests may be denied if:
 1. The employee has a less than satisfactory performance evaluation;
 2. The job, by its nature, schedule, or extent, might impair the employee's efficiency;
 3. The duties involve a conflict of interest with the employee's regular duties or the functions, responsibilities, or values of the Sheriff's Office;
 4. The duties involve a conflict of interest that may bring discredit to the WCSO;
 5. The employee shows a pattern of using short notice PTO to work or engage in secondary employment.
 6. The employment constitutes a threat to the status or dignity of the employee as a member of the law enforcement profession including, but not limited to employment:
 1. With establishments which primarily deal in providing goods, entertainment, or material of a sexual nature;
 2. Where the sale, manufacture, consumption, or transport of alcoholic beverages is the principal activity. Exceptions to this prohibition include employment by the State Alcoholic Beverage Control Department as a security officer. Additionally, an officer may work for a store, motel, hotel, restaurant, country club, or similar establishment as a security person, desk clerk, or similar capacity, provided no part of the officer's specific duties are related to or involve the bar area where alcoholic beverages are sold or dispensed, the employment does not require "bouncer" duties, and the sale, dispensing, or handling of alcoholic beverages is not the primary business of the establishment;
 3. With any gambling or gaming establishment;
 4. With any pawn shop or second-hand store regulated by pawn statutes and/or ordinances;
 5. As Constable, Deputy Constable, Private Investigator or Process Server; or
 6. Prohibited by law.
 6. A peace officer may engage in secondary employment as a security officer if:
 1. Written authorization has been granted by the Sheriff or designee; and
 2. The business or entity employing the off-duty peace officer to work as a security officer complies with state and federal income reporting and withholding requirements regarding the off-duty officer's wages.
 7. The WCSO shall have no financial responsibility in relation to an employee's secondary employment.
 8. If the nature of a previously approved secondary employment changes, the employee shall notify their division chief.
2. Rationale:
 1. Certain types of secondary employment may create a conflict of interest or negatively influence the employee's public image as an employee of the WCSO.
 2. The Sheriff is responsible for maintaining a high public image for the WCSO.

AB 03_104 VOLUNTEER ACTIVITIES

1. Policy:
 1. Employees may generally engage in volunteer activities without approval from the Sheriff's Office.
 2. Volunteer activities that create a conflict of interest, are illegal, or constitute a threat to the status or dignity of the employee as a member of the law enforcement profession, as defined in AB 03_103 will be prohibited.
 3. If volunteer activity interferes with an employee's performance of duties it may be addressed as a disciplinary matter and prohibited.
2. Rationale:
 1. The unpaid and infrequent nature of volunteer activity allows for more leeway than with secondary employment. However, many of the same issues that exist with secondary employment also may apply to volunteer activities. Employees are expected to exercise due diligence while engaging in such activities.