

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Off-Duty Employment		



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I. Introduction

In order to avoid any real or perceived conflict of interest due to an individual's employment with the Division of Police, off-duty employment regulations must be established. These regulations are designed to protect both the Division and its personnel.

II. Definitions

A. Off-Duty Employment

1. Any work done in return for wages or anything of value, in the form of self-employment or with an agency other than the Division of Police, that is independent of police authority unless otherwise approved by the appropriate deputy chief. This includes any business, corporate interest, or partnership that results in a financial benefit to the involved individual ***(for example, as an owner of a rental property or a realtor, or when employed as a consultant, independent trainer, educator, etc.; this is not an all inclusive list)***.

B. Show Bar

1. An establishment where nude, semi-nude, or erotic dancing or other lewd or lascivious activity has occurred during the past **six** months.
 - a. The dancing or other activity was sanctioned, endorsed, or otherwise provided by the establishment.
 - b. This activity includes amateur contests and short-term or one-time appearances.
 - c. For purposes of this directive, semi-nude refers to the exposure of the female breast or male or female genitalia or buttocks.

C. Liquor Establishment

1. An establishment whose primary business is the sale of alcoholic beverages for on-premises consumption.
 - a. A location may qualify as a liquor establishment at times and not at others (for example, a restaurant/bar operation that primarily serves alcoholic beverages after a particular time, or a mall or shopping center when the only business operating is a bar). When applicable, personnel working special duty at such a location shall abide by the policies concerning liquor establishments.

- b. The holder of a liquor permit obtained for a special function qualifies as a liquor establishment when the above conditions are met.

III. Policy Statements

A. General

1. Division personnel shall be permitted to engage in off-duty employment, **during off-duty hours**, as long as no conflict exists between that employment and the individual's employment with the Division, unless prohibited by law, Division Rules, Policies, Directives, or orders.
2. Division personnel shall request approval for off-duty employment annually during the month of January, and anytime an individual assumes off-duty employment, by completing the Off-Duty Employment Request, form S-30.108.
3. Personnel shall obtain permission and approval prior to engaging in off-duty employment. Permission to engage in off-duty employment may be revoked at the discretion of the Chief of Police.
4. Personnel shall regularly review the conditions of their off-duty employment to ensure that no conflict exists between that employment and their position with the Division of Police. When in doubt as to whether the activity is creating a conflict of interest, the employee shall request clarification by submitting a letter through the chain of command to his or her deputy chief.
5. Personnel shall not engage in off-duty employment to the extent that it impairs performance in their regularly assigned duties. Supervisors shall monitor subordinates' on-duty performance to determine whether it is affected by off-duty employment and shall take appropriate corrective action as needed.
6. Personnel shall not engage in off-duty employment when relieved of assignment, on restricted duty, or when marked off regular duty due to illness or injury without obtaining prior written permission from their deputy chief.
7. Personnel shall not request, review, copy, search, remove, share, or forward information obtained from a law enforcement database in connection with off-duty employment, except as provided by that database's specific administrative rules.
8. Personnel shall not receive compensation from any source other than the Division of Police for testimony in a criminal or civil case involving the City of Columbus or for testimony arising from action taken in the course of performing their assigned duties with the Division of Police.
9. Personnel shall not work off-duty employment at or for the following:
 - a. A show bar
 - b. Any location operating in violation of federal, state, or local laws

- c. Any entity that has a pending or sustained liquor violation
- d. A location where personnel would be required to work inside a liquor establishment
- e. A liquor establishment that employs armed private security

Note: Deviation from any of the above restrictions requires approval from the Chief of Police.

- f. An employer at any location that includes a liquor establishment unless that location is approved by a deputy chief
10. Personnel shall not engage in off-duty employment ***in which the*** primary business is the sale of sexually-oriented material or the presentation of nude performances.
11. Personnel shall not engage in ***or receive income from*** a private business or off-duty employment where the primary purpose is the coordination of procuring or providing staffing and/or equipment for special duty assignments.

Note: Off-duty employment shall not replace the function of the Special Duty Office (for example, special duty coordination).

12. Personnel shall not receive additional or supplemental compensation from any source other than the City for performing official on-duty work. This is not meant to apply to special duty.

13. Personnel may receive compensation for services as an expert witness in non-criminal cases that do not involve the City of Columbus and which are not adverse to another law enforcement agency. Personnel who are compensated as expert witnesses may not prepare for testimony or testify while on-duty.

14. The Special Duty Office shall monitor and maintain documentation of all off-duty employment.

B. Liquor Establishments

- 1. Personnel working for an individual or a special event shall inform special duty officers working the liquor establishment that they are in the establishment.
 - a. Personnel working off-duty employment in this capacity shall do so in plain clothes and only with prior written approval from their deputy chief.
 - b. Personnel shall not enter establishments in a working capacity which would be in violation of this directive, for example, unapproved liquor establishments.
- 2. Personnel shall not be the holder of a liquor permit.

IV. Procedures

A. Off-Duty Employment

1. Division Personnel
 - a. Complete the Off-Duty Employment Request form and forward it through the chain of command to your deputy chief to obtain approval annually and prior to beginning any off-duty employment.
 - b. Review the nature of any off-duty employment periodically. If there is a possible ethical conflict due to a change in the nature of the off-duty employment or an assignment change, notify your deputy chief in writing as soon as practical requesting clarification.
2. Immediate Supervisor
 - a. Interview the employee to ascertain the exact nature of the employment.
 - b. Ensure that the form is complete and forward it through the chain of command to the deputy chief.
3. Deputy Chief
 - a. Make a final determination regarding the approval/disapproval of the off-duty work request(s).
 - b. Forward the Off-Duty **Employment** Request form to the Special Duty Office for filing.