



Colorado Springs Police Department General Order

410 Outside Employment

Section 400 – Professional Conduct

Effective Date: 11/8/2021

Supersedes Date: 8/17/2020

.01 Purpose

The purpose of this directive is to set controls upon non-departmental occupational activities by sworn and civilian personnel.

.02 Cross Reference

[GO 400 Employee Conduct \(Sworn & Civilian\)](#)

[GO 401 Police Officer Conduct](#)

[GO 407 Off-Duty Enforcement Action](#)

[GO 411 Conflicts of Interest](#)

[GO 412 Extra Duty Employment](#)

[GO 1822 Sick Leave](#)

[GO 1840 Staffing Availability](#)

[DL-1810-01 Expert Witness Fees](#)

.03 Discussion

The Colorado Springs Police Department (CSPD) does not discourage outside employment by its personnel, so long as that employment does not conflict with any legitimate interests of the department. All personnel, however, must be aware that law enforcement can function properly only in an atmosphere of public trust. It is a profession with high visibility, demanding that those employed in it avoid not only the actuality but also the appearance of conflicts of interest.

As law enforcement may confer upon its employees special powers and authority, or may give them access to privileged information, it is the duty of each member of this department to ensure that the integrity of the department is never compromised. It is the further duty of each employee to ensure that the functioning of the justice system is not impaired by their actions or associations.

.04 Policy

Acceptance of a paid sworn or civilian position with the city of Colorado Springs requires the employee's concurrence that the employment is to be their primary job. Any supplemental employment is considered to be secondary in importance and subject to review and approval by the department. This applies to all part-time or full-time sworn or civilian employees. Any supplemental employment is subject to review and approval by the department. The process is designed to determine if efficiency and effectiveness are, or would be, impaired by the outside employment, if the employment conflicts with the best interests of the department or city, or if the outside employment would be incompatible with city employment.

.05 Definitions

Outside Employment: Outside employment is defined as any additional occupational activity that a paid sworn or civilian police department employee may pursue, while employed by the department; it includes self-employment and contractual employment, as well as employment by others. For the purposes of this directive, outside employment is distinguished from, and does not include, any employment in a police capacity that is arranged through the department's Extra-Duty Contractor.

.10 Obtaining Approval

Whenever new outside employment is sought, or previous outside employment is resumed, the employee shall submit a memorandum through the chain of command to the chief of police describing the duties and responsibilities of the employment for which approval is sought. Additionally, the employee shall specify the name of the employer, the nature of the business in which the employer is engaged, and the anticipated number of hours to be worked for that employer, in any seven-day period and any thirty-day period. This provision also applies to any outside employment in which a department member may already be engaged at the time of hiring, if the employee intends to continue in it.

If new outside employment is sought or previous outside employment is resumed, the memorandum must be submitted to the chain of command and approved by the Chief of Police prior to the beginning of the outside employment.

For purposes of this section, previous outside employment resumed shall mean any outside employment for which approval was gained from the department, previously, and which has not been engaged in by the employee for a period of six months or more.

The approved memorandum will be reviewed and maintained in the employee's personnel file located in CSPD Human Resources.

.12 Temporary Outside Employment

Outside employment of one month or less will require the approval of the requesting employee's division commander or deputy chief only. Such approval will be governed by the provisions of this directive.

.20 General Criteria

Upon receiving a memorandum requesting approval of outside employment, the Chief of Police may authorize outside employment, or occupation, within the following restrictions:

- The outside employment or occupation does not conflict with the employee's city employment.
- The outside employment or occupation is not detrimental to or in conflict with the best interest of the department or city.

.30 Unauthorized Outside Work

All members of the department are prohibited from working or operating in any of the following outside employment situations:

- In any employment or business that would in any way reduce the effectiveness of the employee in performing assigned departmental duties, or that might constitute, or reasonably be perceived as, constituting a conflict of interest;
- As a person who obtains or holds a liquor license for the operation of a licensed establishment;
- For any employer or establishment whose primary business is the selling or serving of alcoholic beverages;
- As a person who engages in, or for any employer or establishment whose primary business is, the selling of marijuana in any form;
- As a process server, bill collector, investigator, security guard within the Fourth Judicial District of Colorado; or in any employment in which police power might be used for private purposes of a civil nature;
- As a private investigator within the State of Colorado, as defined in Colorado Revised Statute § 12-160-104;

- Any employment that assists, in any manner, the case preparation for the defense in any criminal action or proceedings;
- Any employment that may require, as a criterion for employment, the employee to have access to police information files, or records, and requires furnishing of those records as a condition for employment;
- In a CSPD police uniform, other than in authorized extra duty or department-sponsored capacities;
- At any employment or business that has a connection with a tow or wrecker business;
- Sworn members may not engage in employment for any other law enforcement agency in a full-time, part-time, or volunteer capacity. Civilian members may volunteer with other law enforcement agencies with approval of the Chief of Police. Excluded from this provision are service in a military law enforcement capacity, while in regular Reserve or National Guard training, active duty for training, or if mobilized for a period of active duty;
- As a strike-breaker, temporary worker, or replacement worker for any corporation, business or agency, whether public or private, that is, or is about to be, the subject of a strike, job action, or demonstration.

.40 Outside Work While on Disability

Department personnel engaged in outside employment, which are placed on disability leave, sick leave, limited duty or light duty, will inform their division commander of their outside employment. The division commander will then review the duties of the outside employment and recommend to the Chief of Police whether such outside employment should be continued. If the Chief of Police determines that the outside employment should be discontinued, while that employee is on disability leave, sick leave, limited duty or light duty, the decision will be conveyed to the employee through their division commander. When normal on-duty activities are resumed by the employee, normal outside employment may also be resumed.

Criteria for determining continuance or discontinuance include, but are not limited to, the following elements:

- The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by a professional judgment of competent medical authority.
- The outside employment requires at least the same physical ability as would be required of an on-duty employee.

.50 Volunteering Services, Charitable, and Nonprofit Functions

Officers desiring to volunteer their time in a police capacity, while off-duty, for charitable and/or nonprofit functions shall obtain prior approval from the Chief of Police, or his/her designee.

Officers must submit a memorandum, through the chain of command to the Chief of Police, describing the duties and responsibilities of the position for which approval is sought.

Officers volunteering their time in a police capacity, for charitable and/or nonprofit functions, are subject to the rules, regulations, policies, and procedures in this directive.