P.O. 234 Secondary Employment/Personal Investments			
Effective From:	07/25/2025	Effective To:	Current

P.O. 234 – Secondary Employment/Personal Investments

1. PURPOSE
   i) This policy provides rules and procedures for the regulation of secondary employment; and to provide for a system of administrative oversight, review and approval of such secondary jobs.
2. PHILOSOPHY
   i) The Department recognizes that the regulation of outside or secondary employment by personnel is essential for the efficient operation of the Office of State Police and for the protection of its employees, the public, and the Department. This Procedural Order is necessary to protect the integrity of the State Police service by limiting or prohibiting illegal or unethical acts, conflicts of interest or the perception thereof. Even when the Office of State Police indicates its approval for secondary employment, this approval shall not be interpreted to mean that the approving authority condones any illegal or improper act or activity emanating from such secondary employment. The approval of the Application for Secondary Employment is done in good faith and any violation of that trust by employees may result in revocation of approval of the application and/or disciplinary action.
3. DEFINITIONS
   i) Secondary Employment – Employment, in addition to regular full-time employment with the Department, for which any payments, compensation, or consideration of any nature is received for services rendered or to be rendered, regardless of whether services are performed within or outside the State of Louisiana. Such payments, compensation, or consideration include, but are not limited to, offices, directorships, salaried employment, self-employment, consultant fees, employment of short duration (i.e., teaching of college courses), and any honoraria (i.e., travel and related expenses).
4. SCOPE/APPLICABILITY
   i) Members of the National Guard and Reserve Forces are exempt from these regulations insofar as their military obligations are concerned, but those employees must comply with Civil Service and State Police Commission regulations governing military leave in peacetime. Specific guidelines are outlined in Section 8 of this Order.
   ii) Secondary Employment does not include personal investments in real property or securities, or sales on isolated occasions of the employee's home, car or other personal property.
5. REGULATIONS GOVERNING SECONDARY EMPLOYMENT
   i) Employees shall comply with all provisions of LRS 42:1101 et seq., the Code of Governmental Ethics for Public Officers and Employees.
   ii) No employee shall hold a secondary job or position without express written approval in the manner prescribed herein.
   iii) No employee shall apply for or hold employment in a job or position which would reflect or tend to reflect unfavorably, in any manner, on the Office of State Police. In those cases in which supervisors are uncertain of the suitability of a position, the applicant's supervisor shall request further information from the applicant or the prospective employer, and the supervisor may seek advice and guidance from the Office of Legal Affairs.
   iv) Commanders/Supervisors may be held responsible for the accuracy of information provided by employees who apply for secondary employment, but applicants shall not be absolved of the responsibility for providing truthful and accurate information. Supervisors are also responsible for reporting any secondary employment conduct which they suspect or know to be in violation of P.O. 901, Code of Conduct and Ethics, or other rules or regulations.
   v) All secondary employment must be performed during off-duty time.

vi) No Department property, facilities, resources, or materials are permitted to be used during the course of secondary employment activities, except when employed as apartment security or where permission has been otherwise granted by the Deputy Superintendent on the Application for Secondary Employment.

vii) Employees shall be prohibited from working in Class A-General alcohol beverage outlets and establishments. Employees may perform work in Class A-Restaurant establishments only if the employment is strictly restaurant-related and if the employee does not perform tasks in the bar section of the restaurant (except that the employee may receive and serve beverages to patrons in conjunction with meals for consumption on the premises).

viii) No commissioned officer shall hold secondary employment at any business establishment frequented by persons including, but not limited to, racketeers, sexual offenders, suspected felons, persons under criminal investigation or indictment, or who have a reputation in the community for present involvement in criminal behavior.

ix) Employees shall not allow secondary employment to interfere with their primary employment in the Office of State Police.

x) Employees are obligated first to their primary employer, the Office of State Police, and thereafter to their secondary employer. Should it be necessary to "call back" personnel to duty from an off-duty status, personnel must promptly report as may be required upon notification.

xi) Except where employed as apartment security, employees may not use their official position to acquire secondary employment or to further their secondary employment.
    a) Employees shall not be granted secondary employment as apartment security, unless the officer resides at the apartment complex full-time.

xii) Secondary Employment should present no potential conflict of interest between duties as a law enforcement officer and duties for the secondary employer. Some examples of employment representing a conflict of interest include, but are not limited to, the following:
    a) Employment in which police authority might be used to collect money or merchandise for private purposes;
    b) Employment that might require the police officer to have access to police information, files, records, or services, as a condition of employment; or
    c) Employment using the police uniform in the performance of tasks other than those of a police nature.

xiii) Employees shall not show or provide special consideration to others with whom they come into contact during the course of secondary employment activities.

xiv) The use of one's badge, commission/identification card, badge of office, or other official credentials during the course of secondary employment activities is expressly prohibited, except when official action is required by policy or law.

xv) No employee shall sell, offer for sale, or distribute any item which contains, in any form, the words "Louisiana State Police," the word "Trooper," the letters "LSP," the letters "DPS Police," or any design which is similar to that of the official badge, patch, or other authorized agency insignia, without specific authority of the Superintendent.

xvi) If an employee's secondary employment requires that the employee join a union, such membership is permitted so long as the membership does not violate any Departmental rules and regulations.

xvii) Employment with other public agencies requires compliance with state law and rules promulgated by the State Board of Ethics.

xviii) Monies due to employees by another public agency for work performed must be submitted to Financial Services, which will forward the monies to the appropriate employee. Exceptions to this policy must be authorized by the Superintendent.

xix) Any employee granted special permission to work for another public agency shall be responsible for notifying Financial Services and working out any specific problems or details.

xx) If an employee's secondary employment requires access to Departmental files or records, access shall be permitted and granted in accordance with the rules and regulations governing public accessibility. Employees in the course of their secondary employment shall not be afforded any special right of access not afforded to the public in general. However, if copies of reports or documents are made available to the public on a fee basis, they may also be made available to employees on a fee basis.

xxi) Employees shall not provide assistance to the defense in a prosecution brought by the People of the State of Louisiana or the Government of the United States unless authorized in writing by the Superintendent. This regulation does not apply to: actions taken to comply with court orders, subpoenas, or other laws; routine communications and notifications in the course of State Police business; or assistance provided in the employee's own defense.

xxii) Additional limitations may be promulgated and required by the specific nature of the secondary job.

6. APPLICATION FOR SECONDARY EMPLOYMENT

i) Employees seeking initial authorization for secondary employment must complete an Application for Secondary Employment (DPSSP 4663).

ii) The initial application must be completed in detail, signed by the applicant, and forwarded through the appropriate chain-of-command to the employee's Major, if applicable.

iii) Employees shall not combine two types of secondary employment on one application.

iv) Supervisors within the chain-of-command shall:

a) Conduct inquiries as they deem appropriate to determine the propriety of the applicant's prospective employment.

b) Recommend placement of special conditions on the applicant, if necessary.

c) Recommend approval of the application, if they believe it complies with this Order.

d) Recommend denial of the application, if they believe the secondary employment would not be in compliance with this Order.

v) The application shall be forwarded to the Office of Legal Affairs where it is reviewed for compliance with applicable laws, rules, and policies.

vi) The application shall be forwarded to the appropriate Deputy Superintendent for final approval.

vii) The Deputy Superintendent shall be the final authority with regard to the final disposition of the application.

viii) The Deputy Superintendent shall submit the application, whether approved or denied, to Operational Development, which shall be the official custodian of secondary employment applications.

ix) An employee may, through their chain-of-command, request the Assistant Superintendent / Chief of Staff reconsider the Deputy Superintendent's decision to deny an application for secondary employment.

a) The Assistant Superintendent / Chief of Staff may either review the denied application for reconsideration or let the Deputy Superintendent's decision stand.

x) Annual renewals of an Application for Secondary Employment, which has previously been approved by the Deputy Superintendent, will not be forwarded through the chain-of-command. Troop / Section Commanders have the authority to approve all renewals inasmuch as the nature of the secondary employment (type of work, number of hours, employer, etc.) has not changed.

a) Commanders shall forward renewal applications (whether approved or denied) to Operational Development.

xi) Operational Development shall make and distribute copies to the:

a) Applicant.

b) Applicant's Commander.

c) Human Resources for inclusion in the applicant's personnel folder.

xii) Approval will remain in effect until the end of the calendar year (December 31st), unless the

employment is terminated, the work requirements/duties change, or upon notice from the Deputy Superintendent.

xiii) Any forms the Department requires in addition to DPSSP 4663 shall be considered a binding part of the Application for Secondary Employment and filed accordingly.

7. EMPLOYEE FOLLOW-UP RESPONSIBILITIES

i) When an employee terminates their secondary employment, they shall inform their Commander through the chain-of-command, using the same form, indicating "Termination Notice" in the appropriate space.

ii) At any time during the period of approval, if the nature of an employee's secondary employment changes, the employee shall complete an updated DPSSP 4663 and proceed in accordance with this Order.

iii) Employees shall file annual renewals in advance of the December 31st expiration date, taking into account the administrative time necessary for review and approval.

iv) Upon promotion or reassignment, all DPS/LSP personnel shall promptly notify their immediate supervisor of any existing secondary employment. The supervisor is responsible for escalating this information through the appropriate chain of command to ensure accountability and maintain comprehensive supervisory situational awareness.

8. MILITARY LEAVE

i) Responsibilities of Command/Supervisory Personnel

a) Active Duty Training (ADT)

1) Personnel shall be granted up to fifteen (15) working days of military leave per calendar year for military training. This leave is ordinarily sufficient to accommodate the annual active duty needs of most reservists.

2) If additional leave is requested, it shall be granted. However, it may be granted without pay.

3) The employee may apply for but shall not be required to use annual or compensatory leave for military purposes.

4) Requests to use compensatory or annual leave shall be granted, absent serious adverse impact on Department operations.

5) Written orders, usually available prior to military training dates, shall be produced by officers seeking leave if requested by their Commander.

b) Inactive Duty for Training (IDT)

1) Military leave as outlined above shall be granted for weekend drills or other inactive duty for training.

2) When inactive duty for training conflicts with the employee's regular work schedule, the employee is entitled to leave without pay.

3) Requests for the use of compensatory or annual leave should be handled in the same manner as active duty.

4) Written orders are not ordinarily available for IDT.

c) Responsibilities of Reserve/Guard Personnel

1) Persons applying for military leave under this order should furnish notification of training dates for ADT at least two (2) weeks in advance of the affected pay period.

2) Persons applying for military leave under this order should furnish copies of military orders prior to the end of the affected pay period.

3) At least two weeks' notice should be given prior to IDT dates in conflict with regular work schedules to allow for the adjustment of the same.

4) Multiple drill dates may be furnished in the same notice.

5) Notifications should be in writing in standard memo format, addressed to the immediate supervisor.

6) Copies of orders shall be attached, if appropriate and available.

7) The statewide use of assigned vehicles for transportation to required monthly

drills and the required fifteen (15) working days of military leave is authorized subject to the following provisions:

(i) Only State Police commissioned personnel may be transported;
(ii) Vehicles shall not be utilized for conducting military business; and
(iii) The provisions of P.O. 242, Vehicle Use, Maintenance, and Repair, not in conflict with this order, remain valid and in effect with regard to off-duty use.

9. PERSONAL INVESTMENTS

i) No employee shall hold direct financial interest in any business enterprise, endeavor or entity over which the Department has direct administrative or legal jurisdiction without the express written approval of the appropriate Deputy Superintendent.

ii) The purpose of this rule is not to deny the right of employees to invest their private funds, but rather to ensure that such investments do not give rise to an appearance of impropriety or a conflict of interest.

iii) In considering whether or not any investment might fall within the scope of this rule, the employee and the employee's Commander should consider several relevant factors including but not limited to:

a) The employee's current assignment.
b) The degree of influence or decision-making authority which accompanies the investment.
c) The size of the business enterprise.
d) The nature and degree of regulatory/statutory authority exercised by State Police over the entity and the proximity of the exercise of that authority to the investor's position within the Office of State Police.
e) The potential for the investment impairing public respect or confidence in the Office of State Police.
f) Personnel seeking to make investments which fall under the reporting requirements contained herein should notify the appropriate Deputy Superintendent by letter through the chain-of-command. The correspondence should outline the specifics of the intended investment and provide sufficient detail to respond to the issues outlined above and any other pertinent information. The Deputy Superintendent shall advise the employee of the Department's decision by return correspondence.
g) In no case shall an employee invest in any business or entity which has been licensed by the state or any of its political subdivisions to conduct gaming activities or operations in Louisiana.