


**Department of Public Safety  
Police Division  
Policies and Procedures**

<b><u>Title</u></b> Collateral Employment	<b><u>SOP Number</u></b> 3.2.300
<b>Approval Signature</b> 	
Eliot K Isaac	
<b>Reviewed/Revised by</b>	<b>Pages</b> 4
<b>Last Revision Date</b> April 22, 2026	<b>Effective Date</b> May 6, 2015

## ***Collateral Employment***

- I. **Purpose:** The purpose of this policy is to set forth guidelines and requirements which govern collateral employment by members of the University of Cincinnati Police Division (UCPD).
- II. **Policy:** It is the policy of the UCPD to provide guidelines and requirements to Division employees regarding the types of collateral employment that are appropriate, and to establish procedures for approval of collateral employment. These requirements are essential for the efficient operation of the Division and for the protection of employees, the Division, and the community.

### **III. Definitions:**

**Employment:** The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

**Collateral Employment:** Any off-duty employment outside duties assigned by UCPD.

### **IV. Procedure:**

#### A. Collateral Employment

The Police Chief or his or her designee is responsible for approving or disapproving requests for collateral employment at the Division level. Employees seeking to obtain collateral employment approval shall submit an Internal Correspondence Memo, Form-5, through the chain of command. The Memo will include the name of the employer, the nature and scope of work to be performed, and the maximum number of hours to be worked per week. Once approved by the Division, employees will submit their collateral employment request in accordance with the University of Cincinnati policy 16.11. Employees may only engage in collateral employment after being approved at both the Division and University levels. If approved by the Police Chief and the University's collateral employment approval process, UCPD employees may engage in collateral employment that meets the following criteria:

1. Employment that presents no potential conflict of interest between duties as a UCPD employee and duties for the collateral employer. Some examples of employment representing a conflict of interest include, but are not limited to, the following:
  - a. Work as a process server, reposessor, or bill collector; towing of vehicles; or any other employment in which police or security authority might be used to collect money or merchandise for private purposes.
  - b. Work involving personnel investigations for the private sector or any employment that might require the police officer or security officers to have access to law enforcement information, files, records, or services as a

## ***Collateral Employment***

- condition of employment.
- c. Agency-issued equipment shall not be used for off-duty purposes without written approval.
- d. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.
- e. Officers who work for a business or labor group that is on strike.
- f. Officers who work in occupations that are regulated by, or that must be licensed through, the police agency or its civilian board.
- g. Employment in political office.
- h. Any type of employment related to bail bonding.
- 2. Employment that does not constitute a threat to the status or dignity of law enforcement as a profession. Examples of employment that constitute such a threat and should be denied include, but are not limited to:
  - a. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature.
  - b. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business.
  - c. Any gambling establishment.
- 3. Employment that conflicts with the Mission, Vision, and Core Values of the University of Cincinnati Police Division.
- B. Limitations on collateral employment are as follows:
  - 1. Those employees who have not completed their probationary period or who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in collateral employment.
  - 2. Before obtaining collateral employment, employees shall comply with agency procedures for approving collateral employment.
  - 3. Work hours for all collateral employment must be scheduled in a manner that does not conflict or interfere with the employees' duties as assigned by the UCPD.
  - 4. Extra employment hours shall be reasonable and not impinge on an employee's ability to function to standards during their UCPD employment.
  - 5. A UCPD employee engaged in any collateral employment is subject to call-out in case of emergency and may be expected to leave his or her collateral employment in such situations.
  - 6. The University does not accept workers' compensation liability for any injury or illness resulting from collateral employment.
- C. An employee engaged in approved collateral employment will not conduct themselves in a manner that will raise questions about their honesty, integrity, or

## ***Collateral Employment***

the laws that a law enforcement officer is sworn to uphold.

- D. Permission for a UCPD employee to engage in collateral employment may be revoked by the Police Chief where it is determined pursuant to agency procedure that such outside employment is not in the best interests of the agency.

### **References:**

University of Cincinnati policy 16.11, Collateral Employment and Conflict of Interest

<https://webcentral.uc.edu/oarv2/>