

<b>Accreditation Standards: 22.2.4; 22.2.5</b>  <b>Revisions: 08/97; 06/98, 1/99; 09/99; 10/07; 02/15; 09/19, 2/23; 7/24</b>  <b>References: FSS 112.313; 561.25; 648.44 (2); PBA Contract</b>	<b>University of Florida Police Department</b>    <b>Department Standards Directive</b>	<b>Responsibility: Personnel</b>  <b>Pages: 04</b>  <b>Related Documents: UF Disclosure of Outside Activities; Outside Employment Approval Form</b>
<b>TITLE: OUTSIDE EMPLOYMENT</b>		

## **2430 Outside Employment**

**2430.1 Purpose.** The purpose of this directive is to delineate the policy of the Department regulating off-duty outside employment for sworn and non-sworn members of the Department.

**2430.2 Discussion.** It is in the interest of the Department and its members that all off-duty outside employment wherein the use of law enforcement powers is not anticipated, and or extra -duty type outside employment wherein the actual or potential use of law enforcement powers is anticipated be regulated. Certain types of employment are prohibited and or may present a conflict of interest.

**2430.3 Policy.** All outside employment by both sworn and non-sworn employees of the Department shall comply with the provisions of Florida State Statutes, University of Florida Rules and Regulations and the relevant provisions of the collective bargaining agreements between the University of Florida Board of Trustees and Collective Bargaining Associations.

University of Florida special event assignments requiring sworn and non-sworn members to work outside the employee's regularly scheduled work hours shall not be considered outside employment.

Employees shall not wear their uniform or use their Department-issued equipment, patrol car, or vessel during outside police employment without prior approval from the Chief or designee.

### **2430.4 Procedure.**

#### **A. General Off-Duty Outside Employment wherein the use of law enforcement powers is not anticipated.**

1. Sworn and non-sworn personnel may engage in outside employment only after permission has been granted by the Chief.
2. Department members wishing to engage in outside employment shall submit a written request to the Chief prior to the date of employment and verify that such employment does not conflict with the employee's University employment or with applicable laws or agency policy. This is a two-part process which includes the following:
  - a. The requesting employee will complete the Disclosure of Outside Activities and Financial Interests Form, when applicable, which is available online from the UF website.

- b.** The requesting employee shall also complete the Outside Employment Approval Form.
  - c.** Both forms should be submitted to the Chief of Police through the chain of command using DocuSign.
  - d.** The requesting employee shall provide the approved documents to UFPD Human Resources who will maintain a copy of the completed request in the employee's file and send a copy of the Disclosure of Outside Activities Form to UF HR's Employee Relations.
  - e.** Department responses to requests will be in accordance with the PBA Collective Bargaining Agreement and state law.
- 3.** The Department may make reasonable inquiries of the employee to ensure that the employee's employment outside the university does not constitute a conflict of interest or interfere with the employee's primary duties as a university employee, including but not limited to:
  - a.** Causing the member to be unavailable during emergencies;
  - b.** Physically or mentally exhausting the member to the point that their performance may be affected;
  - c.** Requiring that any special consideration be given to scheduling of the member's regular duty assignment; or
  - d.** Impairing the operation or efficiency of the Department or the member.
- 4.** Should such conflict(s) exist, the outside employment shall not be approved.
- 5.** Sworn members shall not engage in any employment involving the sale or distribution of alcoholic beverages, bail bond agencies, or investigative work for insurance agencies, private guard services, private investigative agencies, debt collection agencies, or attorneys or engage in any other occupation prohibited by law, including Florida State Statutes 561.25, 648.44 (2), and 112.313.
- 6.** Members must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the member is engaging in such outside employment as a private citizen and not as an employee or spokesperson of the University of Florida Police Department.
- 7.** All Department employees engaged in outside employment or business shall be subject to the provision of all applicable Department rules and regulations concerning conduct and behavior.

**B. Extra Duty.**

- 1.** Outside police employment, wherein the actual or potential use of law enforcement powers is anticipated, shall be limited to off-duty police employment on any property or in any facilities

which are under the guidance, supervision, regulation, or control of the State University System, in accordance with the provisions of FSS 1012.97. All extra duty assignments will be coordinated through UFPD. Employees cannot be hired by any outside organization to provide services wherein the actual or potential use of law enforcement powers is anticipated.

2. Members engaged in extra duty shall be subject to the provision of all applicable Department rules and regulations concerning conduct and behavior.

### **C. Review of Outside Employment.**

1. Approval may be denied or terminated where it appears that the outside employment creates a conflict of interest or interferes with the employee's obligation to the University of Florida Police Department, including, but not limited to:
  - a. Causing the member to be unavailable during emergencies;
  - b. Physically or mentally exhausting the member to the point that their performance may be affected;
  - c. Requiring that any special consideration be given to scheduling of the member's regular duty assignment; or
  - d. Impairing the operation or efficiency of the Department or the member.
2. Employees engaged in any approved outside employment must update their outside employment status with the Chief annually and when any changes occur.
3. If a supervisor determines at any point that the provisions of this directive are being violated, a recommendation shall be made to the Chief to withdraw authorization for the outside employment or business.

**D. Conflicts of Interest.** Reportable outside activities and financial interests, as defined by UF policy, shall be disclosed by applicable employees to UF HR via UFOLIO in accordance with UF's Conflicts of Interest Program.

### **2430.4 Glossary.**

**Extra Duty** – Outside police employment wherein the actual or potential use of law enforcement powers is anticipated.

**Off Duty** – Any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

**UFOLIO (UF Online Interest Organizer)** – UF's online reporting system used by UF employees to disclose their reportable outside activities and financial interests.

JJS 10/95 Filed:Outside Employment 2430

Approved: \_\_\_\_\_  
**Bart Knowles, Chief**

Effective Date: February 19, 2025