

## Outside Employment/Volunteer Request

<b>Effective Date:</b>	9/24/25
<b>Revised Date:</b>	9/24/25
<b>Issuing Authority:</b> Chief Probation Officer	

### 218.1 PURPOSE:

To establish guidelines for the notification of outside employment and non-department-related volunteer activities.

### 218.2 DEFINITIONS:

Outside Employment: Duties or services performed by employees of this department for another employer, organization, or individual not affiliated directly with this department when wages, compensation, or other consideration for such duties or services are received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products, or benefits rendered. Department approved/authorized/sponsored events are not considered outside employment for the purpose of this procedure.

### 218.3 GUIDELINES

- I. Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflicts of interest (Government Code § 3308; Government Code § 1126).
- II. An employee's outside employment, activity or enterprise may be prohibited if it involves any of the following:
  - A. Is incompatible, inconsistent, hostile to, or in conflict with their county or departmental employment.
  - B. Involves the direct or indirect use of confidential county/departmental information.
  - C. Involves the counseling of known probationers/parolees and their immediate families or Probation Department employees.
  - D. Involves the use of the Probation Department's time, resources, equipment (including badge and uniform), or the employee's official position for private gain or advantage.
  - E. Involves accepting compensation from outside sources for duties the employee is expected to perform as part of their regular county employment.
  - F. The acceptance into an employee's home of any ward of the Court.

# San Bernardino County Probation Department

## MANUAL

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#### **218.4 RESPONSIBILITIES:**

##### **I. Payroll:**

- A. Ensure each employee reads and signs a copy of the Outside Employment/Volunteer Request (located in ProbTools) at the time of hire.
- B. Retain the signed document in the employee's personnel file.

##### **II. Employees:**

- A. At the time of hire, read, and sign a copy of the Outside Employment/Volunteer Request.
- B. Submit an Outside Employment/Volunteer Request form to the immediate supervisor for approval prior to employment, volunteer work, or an internship outside of the Probation Department.
- C. Resubmit an Outside Employment/Volunteer Request form whenever the conditions of outside employment or volunteer activities change from those described in the initial request, or upon request by an immediate supervisor or designated departmental representative.
- D. If placed on leave or other restricted duty status, shall inform the immediate supervisor in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status.

##### **III. Supervisor:**

- A. Ensure employees submit an Outside Employment/Volunteer Request form when applicable. If undocumented or unapproved outside employment is discovered, direct the employee to complete the required form and/or take appropriate follow-up action as necessary.
- B. Ensure the Outside Employment/Volunteer Request form is forwarded to the Director/Manager.

##### **IV. Division Director/Manager:**

- A. Review the Outside Employment/Volunteer Request.
- B. Provide employees with a written response within ten working days after receiving the request. If the request is denied, the response will include an explanation in accordance with PC 70(e)(3).
- C. Submit the Outside Employment/Volunteer Request to the Chief Probation Officer or designee, for final decision, if the employee disagrees with the decision of the Director/Manager.