

## Outside Employment/Volunteer Employment

### 218.1 PURPOSE:

All employees of the Probation Department shall devote their scheduled working hours to the County business and shall not engage in activities not related to the Probation Department during working hours. It is the responsibility of the employee's direct supervisor to ensure outside employment is not conducted on County time.

Volunteering while employed by the Probation Department may also pose a potential conflict of interest if the volunteer assignment includes, but is not limited to, a connection to the Probation Department, agencies sub contracted or working in concord with the Probation Department, probationers, and/or youth not wards but attending programs or receiving services, and/or similar work or job specification in another county department.

### 218.2 GUIDELINES:

- I. Employees shall resubmit an Outside Employment/Volunteer Request form at any time when:
  - A. The conditions of outside employment/volunteer activities change from that as described on the initial request.
  - B. At such time as requested by the immediate supervisor or the designated departmental representative.
  - C. Some volunteer activities may be exempt and should be discussed with employee's supervisor.
- 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, for private gain or advantage, of the Probation Department's time, facilities, equipment and/or supplies or the badge, uniform, prestige of influence of the county employee's office.
  - E. Involves receipt or acceptance by the employee of any money, in-kind remuneration or other consideration from anyone other than the Probation Department for the performance of any act which the employee, if not performing for the Probation Department, would be required or expected to render in the regular course of hours of their county employment or as a part of their duties as a county employee; e.g., providing services for pay, such as counseling, to persons currently receiving some services from the Probation Department;

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retention of a fee for testimony prepared and/or presented on paid county time during the course of regular county employment.

- F. The acceptance into an employee's home of any ward of the Court.

#### **218.3 RESPONSIBILITIES:**

- I. Employment/Volunteering/Internship outside of the Probation Department:
  - A. At the time of hire, each employee shall read and sign a copy of the departmental form entitled Outside Employment/Volunteer Request (Attachment A). The document shall be retained in the employee's personnel file.
  - B. Prior to employment, volunteer work or an internship outside of the Probation Department, or considering such endeavors, the employee shall submit an Outside Employment/Volunteer Request form (Attachment A) to their immediate supervisor for approval.
  - C. Department approved/authorized/sponsored events are exempt from this requirement.
- II. Supervisor:
  - A. Ensure the Outside Employment/Volunteer Request form is forwarded to the Director.
- III. Division Director I/II:
  - A. Be responsible for approval or denial of the Outside Employment/Volunteer Request.
  - B. Express approval or disapproval in writing to the employee within ten working days after receipt of the request.
  - C. If the request is denied, a written explanation will be included.
  - D. The Outside Employment/Volunteer Request form (Attachment A) shall be submitted to the Chief Probation Officer or designee, for final decision, if the employee disagrees with the decision of the Director.

#### **218.4 ATTACHMENTS:**

See attachment: [Outside Employment Volunteer Employment Attachment A \(Lexipol 7-2018\).pdf](#)

## Attachments

## **Outside Employment Volunteer Employment Attachment A (Lexipol 7-2018).pdf**

**OUTSIDE EMPLOYMENT/VOLUNTEER REQUEST**  
(One statement for each volunteer or employment request)

Instructions:

1. Employee completes, signs, and dates form.
2. Supervisor signs and dates form.
3. Division Director approval/disapproved.
4. Chief Probation Officer/Designee review, if requested.
5. Form is to be forwarded to Probation Personnel Services to be retained in employee's personnel file.

EMP. #: \_\_\_\_\_ DEPT/ASSIGNMENT: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

An employee shall not engage in any business activity or transaction or other interest, direct or indirect, which is in conflict with the discharge of the Department's responsibilities or the employee's official duties. An employee's outside employment, activity, volunteer work, or enterprise may be prohibited if it is in violation of Outside Employment/Volunteer Employment Procedure.

I am a volunteer.                       I am employed outside the Department.                       I am self-employed outside the Department.

Outside employer's name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Total number of hours worked per week: \_\_\_\_\_

Contact with Probationers/Families: \_\_\_\_\_

The following is a detailed description of duties performed in the course of this employment/volunteer activity:

\_\_\_\_\_  
\_\_\_\_\_

I am not employed/ do not volunteer outside the Department.

By my signature I also acknowledge that I have reviewed and understand the Conflict of Interest Policy and Outside Employment/Volunteer Procedure.

Date: \_\_\_\_\_

Employee: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Signature

Approved     Disapproved

Division Director: \_\_\_\_\_  
Signature                      Date

Review Requested

Final Decision: \_\_\_\_\_

Chief/Designee: \_\_\_\_\_  
Signature                      Date