

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Jason Soto /s/		
Approving Deputy Chief: Tom Robinson		
General Order No: E-230-05	Issued: January 3, 2006	Revised: July 11 th ,2018
General Order Title: OUTSIDE EMPLOYMENT		

I. POLICY

The Reno Police Department limits its employees' outside employment to maintain the high level of service it provides the community. No outside employment may exceed 16 hours per week or 24 hours per pay period. Only the Chief/designee may authorize a departmental employee to obtain outside employment.

II. DEFINITIONS

Outside Employment – Work and/or employment, undertaken by a departmental employee, in addition to and outside of one's commitment to the Reno Police Department.

III. PROCEDURES

1. Approval Process – Employees must obtain approval from the Chief/designee whenever they pursue employment opportunities in addition to and outside of departmental duties. Absent the Chief's approval, no employee may engage in any outside employment. Additionally, the Chief's approval must be obtained on an annual basis or any time an employee's outside employer changes.

Employees pursuing outside employment shall complete the following forms and submit them through their chain of command for approval: Voluntary Agreement for Outside Employment, and; Outside Employment Request Form (attached).

2. Form Disbursement – The Chief/designee will ensure that all request forms are maintained. The Outside Employment Request Form, whether or not approved, will be maintained in the employee's personnel file and a copy will be made available to the employee upon request.

IV. RESTRICTIONS

The following restrictions are imposed on outside employment, and the request may be denied if the outside employment is:

1. At a location, or in an establishment or business that may tend to bring the Department

into disrepute;

2. In an establishment where gaming, or the sale of intoxicants, is the principal business;
3. At a business which requires wearing the uniform of the Reno Police Department;
4. At a business which requires the service of civil process, *e.g.*, subpoenas, eviction notices, etc.;
5. At a business involved in investigations, or comparable work, in which an employee may use his or her access to police information, records, files, correspondence, or Department facilities;
6. At a time that may conflict with the employee's normal duty hours;
7. For a business or establishment over which the Department has regulatory or administrative authority, such as bars, marijuana establishments, adult cabarets, tow companies, etc.; or
8. Such that the nature of the work reduces the efficiency and usefulness of the employee.



RENO POLICE DEPARTMENT
VOLUNTARY AGREEMENT FOR SECONDARY EMPLOYMENT

It is voluntarily agreed to and understood by the undersigned that as a pre-employment condition of secondary employment, employees of the City of Reno's Police Department will adhere to and be bound by the following pre-employment conditions and stipulations.

Initial

I agree that my secondary employment will not create any conflict of interest with my primary employment as an employee of the Reno Police Department, and,

I will not invoke or otherwise utilize my standing as a Reno Police Department employee in any fashion during the course of my secondary employment. (Immediate, life threatening emergency circumstances are exempt but will be carefully reviewed by Internal Affairs and, if not determined to be justified, may result in termination of authorization to work secondary employment), and,

The standard of conduct required during my secondary employment will be that conduct expected of a regular citizen who is not an off-duty police officer, and,

I acknowledge that I have no implied or expressed authority or protection from liability which may result from acts or omissions as an employee of a secondary employer, and,

I acknowledge that I am not authorized to utilize the training, techniques, education, information, or experience gained as a city employee in a manner that creates liability for the City of Reno while serving as an employee of a secondary employer.

I have read and understood the above:

Employee Signature	Date
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**RENO POLICE DEPARTMENT
OUTSIDE EMPLOYMENT REQUEST FORM**

Employee _____ Badge _____ Date _____

SECONDARY EMPLOYMENT INFORMATION

TITLE _____

WORK DAYS/HOURS _____ TOTAL PER WEEK _____

COMPANY NAME _____

ADDRESS _____

PHONE (BUS) _____

NAME OF EMPLOYER _____

ADDRESS _____

PHONE (RES) _____

DESCRIBE
DUTIES _____

EMPLOYEE'S SIGNATURE _____

RPD CHAIN OF COMMAND NOTIFICATIONS/COMMENTS/RESTRICTIONS

IMMEDIATE SUPERVISOR'S SIGNATURE/DATE _____

COMMENTS/RESTRICTIONS _____

DIVISION COMMANDER'S SIGNATURE/DATE _____

COMMENTS/RESTRICTIONS _____

CHIEF OF POLICE SIGNATURE/DATE _____

APPROVED OR DENIED

COMMENTS _____

Form revised 6/18