



A
17-223
11/06/17

Secondary Employment

(Amends DGO 11.02, Re-issue DB 15-248)

Department General Order 11.02 "*Secondary Employment*" outlines the Department's policy and procedures for members who are requesting permission to engage in secondary employment. Secondary employment is a privilege subject to the discretion and approval of the Chief of Police. Secondary employment shall not interfere with a member's duties and responsibilities of employment with the San Francisco Police Department.

Members who apply for permission to engage in secondary employment should *carefully* review *DGO 11.02 "Secondary Employment"* and Department Bulletin 17-036 "*San Francisco Ethics Commission SFPD Statement of Incompatible Activities*" prior to submitting a secondary employment application.

Members are prohibited from working in any secondary employment while on sick leave of absence.

When applying for secondary employment, members shall designate whether they are to be armed while working the secondary job. This information should be included in the information box under Duties and Responsibilities. In accordance with Sections 7523 and 7523.5 of the Business and Professions Code, members who intend to be armed while working their secondary job shall obtain a permit from the Department of Consumer Affairs, Bureau of Security and Investigative Services. Members shall attach a copy of their permit to the secondary employment application. Members shall not use Department issued firearm(s) and or equipment in the course of secondary employment.

Requests for secondary employment must be submitted in triplicate on SFPD 156 "Secondary Employment Application" (Rev. 01/17) to your Commanding Officer at least 10 days prior to the date employment is to start and renewed every calendar year, or after any changes in rank/promotion.

In the section of the request form that asks for a description of the type of business engaged in, and the duties and responsibilities; members must describe with specificity: the type of business they will be working for, and the type of duties and responsibilities they will be carrying out. (i.e.: "ABC Security provides on-site security services for a corporate office building. My duties and responsibilities for ABC Securities will include security patrols, security assessments and staff scheduling.") A nonspecific response such as "security" may result in the application being rejected.

In accordance with DGO 11.02, Section II, K, members shall immediately report termination of secondary employment by submitting a memorandum through their chain of command. The memo shall include the termination date and the name of the employer.

Questions regarding secondary employment should be directed to the Staff Services Division at (415) 837-7380.


WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.