



JEFFREY TUDOR
CHIEF OF POLICE

APPLICATION FOR OUTSIDE WORK PERMIT

Except as expressly authorized by the Chief of Police, all members are prohibited from engaging in any other business or occupation, which would, by virtue of its demand upon the member's rest time, hamper his/her ability to respond to and work diligently at his/her primary employment.

Members desiring to engage in outside employment shall complete this application in accordance with departmental procedure. Upon reasonable request, permission to engage in such employment will not be withheld except for good cause.

Intended employer: _____

Address: _____
(Number) (Street)

(City) Phone: _____

Supervisor/Co. Rep. _____ Phone: _____

Describe in detail the nature of the intended employment, geographic areas affected; days and hours to be worked; starting and finishing times:

The following rules and regulations shall govern members in their off-duty employment. Any violation of these rules shall be cause for refusal, cancellation, or revocation of an outside work permit.

Should the permit be granted, the employee agrees and understands the following conditions. **NO OFFICER OR EMPLOYEE SHALL WORK:**

1. In any employment or in any location which will tend to bring the Department into disrepute, or to reduce his/her efficiency or usefulness as an officer or employee of the Department
2. In any employment requiring any affiliation, membership or allegiance tending to influence his/her conduct in a manner inconsistent with the proper discharge of his/her duties as a police officer, or with his/her loyalty to the Department, or the public interest.

- 3. In police uniform at the performance of tasks other than of a police nature.
- 4. In any employment requiring the service of civil process, either full or part-time.
- 5. On any investigations or other type of employment in which an officer or employee may use his/her access to police information, records, files, or correspondence, in the furtherance of such secondary employment.
- 6. For any other municipality or political subdivision of a county or state, except by the express permission of the Chief of Police.
- 7. In any employment where the authority of his/her public office or affiliation with this Department is used, either expressly or implied, in the furtherance of such secondary employment.
- 8. In excess of twenty (20) hours per week.

A police officer, while engaged in off-duty employment, shall at all times take proper action on any offense or condition of which he/she has, or acquires, knowledge and which normally would require police attention.

In consideration of the granting of this off-duty work permit for which this request is made, the member expressly and specifically waives any and all rights which the undersigned may now or hereafter have against the City of San Leandro or the California State Employees Retirement System. This waiver shall apply to, and be in effect only as to disability caused by, or arising out of the employment for which this request is made.

The member further agrees that, in the event the member receives any Workers' Compensation Benefits under the provisions of the Labor Code of the State of California, because of any injury or sickness caused by or arising out of the employment for which this request is made, and because of said injury or sickness, the undersigned applies for sick leave from the City of San Leandro, that any sick leave benefits granted to the member shall be reduced by the amount of Workers' Compensation benefits received because of such injury or sickness.

Submitted by: _____

Unit Assignment: _____

Date: _____

**SAN LEANDRO POLICE DEPARTMENT
APPLICATION FOR OUTSIDE WORK PERMIT**

EMPLOYEE: _____

REVIEW:

Supervisor: _____ Date: _____

Approve

Disapprove

Division Commander: _____ Date: _____

Approve

Disapprove

Bureau Commander: _____ Date: _____

Approve

Disapprove

Police Chief: _____ Date: _____

Approve

Disapprove

COMMENTS:

PLEASE NOTE: This permit, if approved, is valid for one year.