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| <b>SUBJECT: OUTSIDE EMPLOYMENT</b>  | <b>POLICY NO: 213.1 213.5</b> |
| <b>DISTRIBUTION: Patrol, Detention and Administration</b>                         | <b>NO. PAGES: 2</b>           |
| <b>EFFECTIVE DATE: September 28, 2022</b><br><b>REVISION DATE: August 1, 2026</b> |                               |
| <b>SPECIAL INSTRUCTIONS: None</b>   |                               |

**213.1 PURPOSE:**

The purpose of this policy is to provide guidelines for part-time employment.

**213.2 POLICY:**


No employee shall engage in outside employment or other activity which is not compatible with the full and proper discharge of the duties and responsibilities of Yuma County Sheriff's Office employment or which tends to impair the employee's capacity to perform their assigned duties and responsibilities in an acceptable manner. No outside employment shall be allowed without prior written approval of the Sheriff or their designee.

**213.3 DEFINITIONS:**

- A. Employee:** As used in this policy, the term employee refers to all paid employees regardless of Bureau or Department assignment.
- B. Outside Employment:** As used in this policy, the term outside employment refers to employment with another employer while a regularly paid employee of the Yuma County Sheriff's Office.


**213.4 PROCEDURE:**

- A.** A Request for Outside Employment form must be completed by the employee seeking permission to obtain part-time employment. The request must be completed in its entirety and submitted to the employee's immediate supervisor. Requests for off duty "security" employment will go through the Volunteer Coordinator, via the employee's immediate supervisor.
- B.** The immediate supervisor or Volunteer Coordinator shall forward the request through the chain of command to the Sheriff or their designee for approval. Upon approval by the Sheriff or their designee, the employee shall be provided with a signed copy of the Request for Outside Employment.
- C.** An employee shall not work in excess of 60 hours per week to include the cumulative total of regular, overtime, and off-duty employment hours without specific authorization from the Bureau Commander.

Approved:   
Leon N. Wilmot, Sheriff  
Date: September 28, 2022

**213.5 AMENDMENT:**

This policy is subject to amendment, revision and/or rescission as required.

Approved:   
Leon N. Wilmot, Sheriff  
Date: September 28, 2022