



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 126	EMPLOYMENT OUTSIDE THE DEPARTMENT	
	Effective: 12/06/2010	Commissioner Approval: 
	Authorities: AS 39.52.170; 9AAC 52	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: Click here to enter text.	

126.100 INTRODUCTION

This chapter outlines the requirement of employees to disclose and obtain permission for outside employment for compensation, profit or through volunteer services that may conflict with assigned duties, responsibilities or mission.

126.300 OUTSIDE EMPLOYMENT DISCLOSURE

Employees wishing to engage in off duty employment, paid or unpaid, must submit a written request, using the Outside Employment Notification form, to their work supervisor who will forward the form and their recommendation to the Department Ethics Supervisor. See form: http://www.law.alaska.gov/pdf/ethics/FORM_OutsideEmploy.pdf

Examples of activities that must be reported are:

1. Regular employment with compensation
2. Operating a business, with or without compensation
3. Working as a consultant, even if the consultant work is for an entity in another state or a foreign country.
4. Working as an independent contractor.
5. Volunteer services that may conflict with your State duties.

The purpose of the reporting requirement is to ensure those activities do not conflict with an employee's position as a public officer. It is not the purpose or intent to restrict an employee's ability to derive income from activities other than through State employment. It is the purpose of this policy to prevent conflicts; however, an employee will not be asked to disclose financial information.

126.310 CONSIDERATION PROCESS

Consideration of the request will include the attendance record of the requestor, the type of outside employment, and the impact on the division for the proposed employment. The work supervisor's signature will either recommend approval or disapproval of the outside employment or service requested. This document is then submitted, with comments, onto the Department Ethics Supervisor for final decision.

If the activities are determined to be unallowable, the employee will be provided with a written reason for that determination. If more information is needed in order to make a determination

of approval or denial, the employee shall be notified of that need and shall provide that documentation both to the work supervisor and the Ethics Supervisor. The work supervisor must review the additional information and advise the Ethics Supervisor, in writing, of his or her recommendation based on the new information.

An employee may not engage in the outside employment or service until the Ethics Supervisor has approved it. Approvals or denials shall be reported in writing to the requesting employee and work supervisor.

126.320 ONGOING REPORTING

- A. Annual reporting.** Every July 1st, all employees must resubmit a disclosure form through the work supervisor to the Ethics Supervisor to report those outside activities of which they remain involved. Failure to report annually will result in the prior approval being null and void.
- B. Changes in approved work activities.** Employees must report changes in work activities or duties or if they become involved in new activities associated with the outside employment. Those changes are to be reported as they occur.

126.330 PROHIBITED OFF-DUTY ACTIVITIES

Permission to engage in any of the following types of employment will not be granted to any employee of the department:

1. investigations, guarding (including acting as a bouncer), process serving, collections, wrecker service, attorney, bail bond, or any service which may be construed as a conflict of interest;
2. any employment that may physically or mentally affect the employee's job performance or impair the operation and efficiency of the department;
3. any employment that may require special consideration in scheduling the employee's regular duty hours; or
4. any employment that may bring discredit upon the employee or the department, or impair the operation and efficiency of the department.

Additionally, commissioned personnel will not be granted permission to engage in the following types of outside employment:

1. manufacture, sale or distribution of alcoholic beverages;
2. employment that may render the employee unavailable during a DPS emergency; or
3. guiding or assistant guiding [Ref. AS 08.54.393].