



WEST VANCOUVER POLICE DEPARTMENT

Operational Policy

AB0125: Outside Employment

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish specific guidelines to Employees regarding outside employment and to maintain the neutrality of Employees while on duty without restricting their rights and freedoms.

2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions will apply:

“Department” means the West Vancouver Police Department.

“Employee” means any employee of the Board, including sworn, civilian, and including exempt, temporary, casual, permanent full-time, permanent part-time employees.

“External Business Interest” means a monetary or proprietary interest in any undertaking carried on with a view to a gain or profit.

“Member” means a sworn peace officer employed at the Department.

“WorkSafe BC” is the operating name of the Workers' Compensation Board of British Columbia.

3.0 POLICY

- 3.1 Any form of secondary employment or External Business Interest must be authorized by the Chief Constable.
- 3.2 The Chief Constable will not authorize and may withdraw a prior authorization for any extra or secondary employment or External Business Interest that gives or may give rise to a conflict of interest, or potential conflict of interest, or the appearance of a conflict or potential conflict.

Outside Employment

4.0 PROCEDURES

- 4.1 Subject to the written authorization of the Chief Constable, Employees may invest or engage in an External Business Interest and may accept outside employment, providing that:
- a) their participation does not create a conflict of interest with their duties within the Department and is not likely to do so;
 - b) the Employee's participation does not derive an advantage from employment as an Employee of the Department;
 - c) a Member's effectiveness and performance as a peace officer is not adversely affected; and
 - d) their participation would not discredit the reputation of the Department.
- 4.2 It is expected that Employees will address their full attention during working hours to carrying out their duties and responsibilities and furthering the interests of the Department in carrying out its mandate.
- 4.3 Any Employee who intends to work outside the Department while employed at the Department must also ensure compliance with Department policy **AC0050: Conflict of Interest**.

Authorization Process

- 4.4 Prior to accepting extra or secondary employment, investing, or engaging in an External Business Interest or venture, an Employee will submit a request for approval to the Chief Constable. The Chief Constable has the discretion to approve or refuse any application.
- 4.5 Any changes between renewals to the ownership or nature of the business or venture, or the Employee's duties within the business interest or venture, must be reported promptly to the Chief Constable in writing. The Chief Constable may continue or cancel the authorization.
- 4.6 Employees will not use any of the resources of the Department to assist them in carrying out any function of an External Business Interest or venture or employment. This prohibition includes, but is not limited to, the use of Department computer equipment, photocopiers, telephones, fax machines, and vehicles.

Outside Employment

Restrictions

- 4.7 Employees will not generally be approved to engage in an External Business Interest, or accept employment where they will be offering a service, advice or consultative direction that the Department offers during its daily business operations including, but not limited to:
- a) crime prevention or intervention;
 - b) home security; or
 - c) personal or business security.
- 4.8 An Employee may submit a request for approval to the Chief Constable for any restricted interest. The Chief Constable will assess each request individually.

Illness/Injury

- 4.9 If a Member who has received approval for outside employment is off duty as the result of illness or injury, the approval granted for outside employment is temporarily rescinded until that Member has either:
- a) returned to full duties, or
 - b) has requested and received permission, in writing, to continue with their outside employment opportunity.
- 4.10 An Employee who is receiving paid sick leave or WorkSafeBC benefits, or who is on unpaid leave that is an extension of their sick leave which has run out, will not work elsewhere without the Department's approval (and in the case of WorkSafeBC benefits, with the concurrence of WorkSafeBC).
- 4.11 Approval will only be granted where medical proof satisfactory to the Department, recommends the alternate employment as part of a treatment or rehabilitation program and when such alternate employment is beneficial to the recovery process. Wages earned during the approved alternate employment will be paid, upon receipt, to the Department. The Employee's sick leave bank will be credited for the number of days represented by the payment.

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