



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

## **DBF-2      Outside, Off-duty Employment of Commissioned Police Officers**

**APPROVED:** March 11, 2011      **REVISED:** March 8, 2024  
**Year of last review:** 2024  
**AUTHORIZING BOARD POLICY:** DBF

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

**OBJECTIVE:** To provide guidance and a means of approval for El Paso County Community College District (EPCCCD) Commissioned Police Officers who are contemplating off-duty employment outside of the College.

### PROCEDURE:

#### I. General Guidelines:

Off-duty employment with a private entity is not encouraged, but may be permitted under the following conditions:

- A. Commissioned Police Officers may not enter into employment outside of the College which will cause a conflict of interest or may discredit the College District. No Police Officers may seek secondary employment in business of an adult nature or where the primary source of income is derived from the sale of alcoholic beverages.
- B. Police Officers contemplating outside employment or providing services for compensation during their off-duty hours must receive written approval from the Chief of Police prior to engaging in such work. All approvals expire annually on August 31st, and a new request must be submitted and approved prior to working an off-duty job after that date.
- C. In order to be approved for off-duty employment, an officer must have completed one year as a commissioned officer, not be on disciplinary suspension or probation, not be the subject of an internal investigation, and must be performing satisfactorily in every category on his or her last performance evaluation.
- D. Officers who utilize their police authority while working in off-duty employment will immediately notify their Lieutenant in the event any of the following incidents occur:
  - 1. An arrest is made
  - 2. Force is used where injury is sustained
  - 3. The officer suffers an injury requiring medical attention
  - 4. Someone is seriously injured or dies
  - 5. The news media films or interviews the officer, or
  - 6. An incident the officer is involved in draws the attention of the news media

#### II. Limitations on Off-Duty Employment:

- A. The employment must be in compliance with this procedure.
- B. The employment must not create a conflict of interest with the primary responsibilities/duties of an El Paso Community College (EPCC) Police Officer.
- C. The employment must not interfere in any way with the Officer's ability to satisfactorily perform his/her law enforcement duties for the EPCCCD.
- D. The employment must never be performed while wearing any part of the EPCCCD-issued uniform or while using any College-issued equipment.

- E. Security-type jobs may be performed while wearing the uniform of a non-government, private business concern; however, if another uniform is worn, it shall bear no badge or insignia that identifies or may lead any person to believe the person wearing the uniform is a police officer employed by the EPCC Police Department.
- F. The employment must not involve the use of privileged information obtained in conjunction with employment with the EPCCCD.
- G. The employment does not pose an unreasonable risk to the safety of the officer.
- H. The owner or manager of the business employing the officer is not of questionable character, as determined by the EPCC Chief of Police.
- I. The employment does not involve the solicitation of funds for an organization.
- J. EPCC Police Department supervisors will not work off-duty jobs where they report directly to, or are scheduled by, a subordinate in their chain of command at the EPCC Police Department.
- K. An officer that utilizes sick leave benefits as a result of his/her own personal illness or injury on an assigned work day shall not have approval to work off-duty during that assigned duty shift or during the eight-hour period following the missed assigned duty shift.
- L. The employment must be legal and honorable.
- M. The following are examples of employment that are not allowed:
  - 1. Process Server
  - 2. Re-Processor
  - 3. Bill or Loan Collector
  - 4. Bouncer
  - 5. Employment associated with the bail bond business
  - 6. Case preparation and/or investigative activities for an attorney
  - 7. Employment in any establishment when gambling is occurring
  - 8. Employment in any capacity where an officer is expected to provide a special advantage to private interest at the expense of the public, such as an officer hired to assist employees to enter or exit a bank or other private business establishment, and
  - 9. Any employment that adversely effects or lowers the dignity of the EPCC Police Department.  
Examples of employment presenting a threat to the status or dignity are:
    - a. Establishments which sell pornographic material or provide entertainment or services of a sexual nature, and
    - b. Employment in establishments or at events where the officer will be required to sell alcoholic beverages, or in a business which derives its primary source of income from the sale or on-premise consumption of alcoholic beverages. This includes nightclubs, bars, taverns, liquor stores, and their parking lots. It also includes events such as rave gatherings, parties and other such events, which are open to the public where alcohol is consumed.
  - 10. Any employment as a Law Enforcement Officer with or for another Law Enforcement Agency, or as a reserve officer for another Law Enforcement Agency in the State of Texas.

III. Contents of Request:

Requests for approval of off-duty employment must contain, at a minimum, the following information:

- A. The employer's name, address, phone number, and a description of the type of business;
- B. An accurate description of the work to be performed;
- C. The number of anticipated hours per week;
- D. The name, number, and expiration date of any required licenses; and

E. A listing of all law enforcement-type equipment the officer must use on the job.

IV. Hours of Employment:

The combined number of hours worked on an off-duty employment will comply with the following:

- A. The maximum combined number of hours worked on off-duty employment shall not exceed 20 hours in any consecutive seven-day period.
- B. Any off-duty employment that exceeds five hours shall be followed by a minimum six-hour period before reporting to work at the EPCCCD.

V. Revocation of Off-Duty Employment Approval:

The following are examples of activities, which could result in revocation or limiting any off-duty employment previously authorized, and /or disciplinary action:

- A. The officer performs any activity related to off-duty employment while on duty at the EPCC Police Department.
- B. The off-duty employment interferes or conflicts with police duties or the officer's availability for emergency duty at the EPCC Police Department.
- C. The officer performs below acceptable standards on his/her job at the EPCC Police Department.
- D. When excessive sick days or other evidence indicates the off-duty employment is impairing the officer's ability to satisfactorily perform assigned duties.
- E. The officer worked an off-duty assignment while on sick leave.
- F. If the off-duty employment is security-type that requires wearing a uniform, and the officer is not able to work in uniform for the EPCC Police Department.
- G. The officer fails to report the use of law enforcement authority during off-duty employment as required by this procedure.

VI. Variations from the above outlined guidelines must be approved by the President of the College.