


<b>SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</b>	<b>POLICY NUMBER:</b>  511	<b>EFFECTIVE DATE:</b>  November 6, 2006
	<b>SUPERSEDES:</b>	
<b>APPROVED BY:</b>  <b>CHIEF PROBATION OFFICER</b>	<b>TITLE:</b> <b>Policy Statement on Outside Activities/Employment</b>	

**1. Policy**

Pursuant to the Solano County Personnel and Salary Resolution Division II, Section 1B located on the county website using the following path: {Human Resources-Employee & Labor Relations-Personnel-Salary Resolution}, and Probation Department policy, County employees shall not engage in any activity which constitutes a conflict of interest due to the nature, conditions, or some other aspect of the activity. Any occupation or outside activity for compensation by any employee, including private business ventures, must be reported to the Chief Probation officer, in advance of the time required and including the nature of the activity, via their immediate supervisor who will forward the information to the Division Manager, Chief Deputy and Chief. The supervisor will comment as to whether there is a conflict of interest. It is the Chief's responsibility to assure that probation employees do not engage in any activity that constitutes a conflict of interest.

- A. The compensated activity will be denied if the employment constitutes a conflict of interest with Solano County or Solano County Probation Department.
- B. Request for outside employment should be submitted in writing and include the following information:
  - 1) Name and address of outside employer/business
  - 2) Description of duties performed
  - 3) Work schedule, including number of hours worked
  - 4) Expected duration of employment
- C. If outside employment with a potential conflict of interest is authorized, the employee will be required to sign an agreement that specifies conduct to prevent a conflict from occurring. Example: Probation Officers working for treatment providers that are utilized by the Department (See below sample agreement letter).

{ON DEPARTMENT LETTERHEAD}

Date:

To: *Employee Name*

From: *(Supervisor/Manager name and Title)*

RE: *(Type of Activity/Employment)*

With the advent of your decision to work for the \_\_\_\_\_, the following expectations are noted:

- You must ensure that you are not working individually with one of your clients or with any group where one of your own clients is in attendance.
- Working with a group where other clients (assigned to other Solano County Probation Officers) are in attendance, you must maintain all confidentiality protocols, and avoid “informally” sharing information with one another.
- If one of your assigned clients require a referral to services that your outside employer provides, you must provide information to the client on all options available. If your outside employer is the only option, then it is permissible for you to make such a referral.

\_\_\_\_\_  
Deputy Probation Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Date