

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.04.23 OUTSIDE EMPLOYMENT



Adopted: 12/20/16  
Reviewed: 12/20/16  
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher".

**Purpose:** To establish the process for when and how a member shall notify the District of outside employment that falls within the procedure as described below.

**References:** Policy P10.04.04

**Procedure:**

1. Outside Employment.

- a) To protect the integrity, reputation, and operations of the District, the member's division manager should be informed of outside employment in writing if this outside employment involves a company or vendor that provides Fire or EMS equipment, supplies, maintenance, or services to the District.
- b) In certain instances a member may not have knowledge they are employed by a vendor or company that conducts business with the District.
- c) In such cases once either the member or District has knowledge of this the employment that party will notify the other party.
- d) No disciplinary action shall be taken against a full-time employee for failure to notify of outside employment unless it is proven that the full-time employee knowingly failed to notify the District of outside employment and that employment is determined to be an actual conflict of interest.