

RULES AND REGULATIONS	Operations Order 3.13
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6. B. (6) After being sentenced to probation, incarceration, and/or community service, employees will immediately notify their chain of command by memorandum.
- (7) Employees **will not**, under any circumstances, be assigned to any position within the Department when convicted of a crime and granted work furlough privileges during service of the sentence.
- (8) After being convicted and while serving a term of incarceration and/or on work furlough an employee will be required to be on leave, such as vacation and/or compensatory time (employees cannot be at a Department building during this time per to section 7 above).
- (9) Once all vacation and compensatory leave is exhausted, the use of unpaid leave must be approved in accordance with current policy.
- (10) Proper supervisory approval is required for employees seeking supplemental work through the private sector and must meet the requirements under AR 2.62.
- Employees must submit a Notice of Outside Employment Form 150-49D to seek approval for outside employment.
 - Department and function heads have the primary responsibility for ensuring outside employment is not in conflict with City employment and are granted the authority to deny outside work.