

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: PERSONNEL**

**POLICY 3.17 Other Employment, Prohibition Against Use of Position For  
Personal Gain, and Avoidance of Conflicts of Interest** **Page 1 of 2**

**I. POLICY**

- A. It shall be the policy of the Oklahoma County Juvenile Bureau (OCJB) to allow other employment outside the OCJB with the following conditions. No employee shall **(3-JDF-1C-21)**:
1. Directly or indirectly solicit or accept any compensation, gift, loan, entertainment, favor, or service given for the purpose of influencing such employee in the discharge of official duties;
  2. Use an official position to solicit or secure special privileges or exemptions for himself/herself or others, except as may be provided by law;
  3. Disclose or offer to disclose information acquired by merit of an official position to any person, group, or others not entitled to receive such information, nor use such information for personal gain or benefit;
  4. Sell, offer to sell, or cause to be sold, either as an individual or through any business enterprise in which he/she holds a substantial financial interest, goods or services to any County agency;
  5. Receive or solicit any compensation that would impair independence of judgment;
  6. Accept or solicit other employment which would impair efficiency or independence of judgment in the performance of public duties; or
  7. Engage in personal business matters while on OCJB time or through use of County resources.
- B. Employees shall be subject to appropriate corrective or disciplinary action if they fail to comply with the above conditions.
- C. Under these provisions, each employee must devote his/her full time, attention, and effort to the OCJB's business during office hours. Employees may not use office hours or OCJB property, equipment, or supplies for private gain. Employees are encouraged to be constructive citizens of their local communities and neighborhoods, but their private activities are to be conducted on personal time and kept separate from OCJB work.

**II. PROCEDURE**

- A. Employee's Report of Other Employment/Activities
1. Outside Employment: An employee may accept other employment outside regular office hours so long as such other employment is approved and does not interfere or conflict with the employee's work with the OCJB. If an employee engages in other employment or in a business enterprise or activity while an employee of the OCJB, such

employment or changes in the employment as it occurs shall be reported in writing, by use of "Report of Other Employment of Employee" form (Attachment "A"), to the employee's immediate supervisor. The supervisor will verify the information on the form and submit it to the appropriate Department Head and Director. The Director has final approval. The form will be placed in the employee's personnel file.

2. No secondary/other employment is permitted during OCJB work time and absolutely no Oklahoma County equipment may be used for other employment purposes. By signing the "Report of Other Employment of Employee" form, employees are verifying that the outside employment will not conflict with the official duties of the position with the OCJB. Failure to declare potential or actual conflicts of interest shall be cause for disciplinary action up to and including termination of employment.
3. The "Report of Other Employment of Employee" form asks employee to indicate, "Does Employer Conduct Business with Oklahoma County as a Vendor/Service Provider?" If "Yes", employment with current or prospective vendors and/or service providers to the OCJB or the juvenile population we the OCJB serves will not be approved and employment with such does pose a conflict of interest.

B. Possible Conflict of Interest

1. It is vitally important that employees avoid both actual conflicts of interest and activities that have a strong likelihood of appearing to the general public to be conflicts of interest.
2. To help protect employees and the OCJB against problems that actual and apparent conflicts of interest can cause, any employee who is involved in activities about which questions may be raised (or has a close relationship with someone who activities may lead to such questions) should write a brief explanatory memorandum to his/her supervisor. Upon receipt of such a memorandum, the supervisor shall review the matter promptly with the appropriate Department Head. The Director shall, as appropriate, consult with others and shall promptly inform the supervisor (through channels) of the determination reached as to whether a problem exists as to conflicts, or appearance of conflict of interest. The supervisor shall inform the employee of the determination made and shall assure that appropriate follow-up action is taken.

Approval:

  
James L. Saffle, Director

  
Date

Attachment "A", Juvenile Bureau Employee's Report of Other Employment Form, Approved 11/10/13.