

The CPDAO work hours have previously been stated in this manual. There are very few occasions that require work in hours other than those stated. Therefore, any work outside of this office that does not conflict with the work of this office is not against office policy. However, any person who has steady outside employment must report it to the Administrator. It should be remembered that your job with the CPDAO is your primary job and this office will not be placed in the position of competing with another employer for your work hours. You are being paid by this office for your time between 8:30 a.m. and 5 p.m. Work of any nature performed during these hours for an employer other than this office presents payroll fraud. No resources provided by the CPDAO will be used by ANY employee for work performed outside the scope of the work of the CPDAO.

OUTSIDE EMPLOYMENT (Attorneys)

Caddo Parish District Attorney's Office policy on "Non-Office" related practice of law by Assistant District Attorneys:

- The "Non-Office" related practice of law is any work performed by an ADA as an attorney which is not related to or an authorized part of the performance of the duties of an ADA.
- All ADA's wishing to practice law in addition to their employment as an ADA shall obtain approval from the District Attorney as to the nature and scope of said practice.
- Any "Non-Office" related practice of law approved by the District Attorney shall not interfere with the ADA's duties as an employee of the CPDAO.
- ADA's shall not represent defendants in criminal matters.
- ADA's shall not represent parties in civil matters when any criminal defendant or victim of a crime being prosecuted by the CPDAO is a party.
- ADA's shall not represent parties in civil matters when any plaintiff or defendant involved with the CPDAO Child Support Enforcement section is a party.
- ADA's shall avoid conflicts by screening any "Non-Office" practice of law through the DA criminal database management system.
- **All full-time ADA's are being paid to be at this office during normal work hours. Any "Non- Office" practice of law should not interfere with this obligation.**

OUTSIDE EMPLOYMENT (Support Staff)

If a support staff employee performs legal work of any kind for an attorney not employed by this office, then such work must first be reported in writing to the Administrator or the District Attorney. Said work will not take place before approval from this office has been obtained (conflicts must be avoided.) NO legal work of the nature stated above will take place in the offices of the CPDAO or use any resources provided by the CPDAO.