



*Office Of The Sheriff*  
**Allegany County**  
**Maryland**

GENERAL ORDER NO: **8-200.00**

TO: All Patrol and Judicial Personnel

RE: **OUTSIDE (OFF DUTY) POLICE EMPLOYMENT**

PURPOSE: The purpose of this order is to define regulations governing outside police employment privileges for Sheriff's Office Employees

EFFECTIVE DATE: January 31, 2005

REVISION DATE: 3/1/2016

**8-201.00      Personnel shall obtain prior approval for any off-duty employment in the following manner.**

- .01 An application for approval for Off-duty Police Employment will be completed fully by the Officer in charge of the off-duty overtime event.
- .02 This form will then be submitted for approval by the Sheriff.
- .03 If approved by the Sheriff, the form will then be submitted to the County Administrator and Financial Director to be signed off on.
- .04 A sign-up will be listed on the Department's bulletin board with the dates and times deputies is needed to perform the off-duty overtime.
- .05 Once the times for the event are filled, a copy will be forwarded to the Sheriff. The Financial Director will be supplied with the total amount of hours to be worked for this event.
  - A. Total hours may be provided at the time the Off Duty Police Employment Form is submitted if known.

- B. A signed contractual agreement between the parties involved in the employment of off-duty personnel will be completed and forwarded to the Sheriff and Allegany County Government.

**8-202.00      Payments to County Commissioners**

- .01 Deputies will reimburse the Allegany County Commissioners a set rate per hour for each hour worked for the use of Departmental vehicle, clothing, equipment, and benefits provided.
- .02 Payments will be made to the Allegany County Commissioners within 5 working days after the event, through the Financial Director.
- .03 Deputies will then submit an overtime slip for hours worked, stating which event or grant was worked at the bottom of the form.

**8-203.00**      If a change has been made in the overtime event, after the Request Form is submitted, the Sheriff will be notified of such changes as soon as possible.

- A. If the change involves the number of hours to be worked then the Financial Director will be advised at the time the County's Payment is submitted.

By Order Of:

Craig A. Robertson, Sheriff