



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **8-300.00**

TO: All Patrol and Judicial Personnel

RE: **SECONDARY EMPLOYMENT**

PURPOSE: To Establish Policy for Submission and Approval/Denial of Secondary Employment Requests.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

8-301.00 Authorization Required by Sheriff for Secondary Employment by Employees

.01 Employees of the Allegany County Sheriff's Office shall not be employed in any capacity in any other business, trade, occupation, or profession, while employed by the Allegany County Sheriff's Office except as established by departmental policy and approved by the Sheriff.

8-302.00 Definitions

.01 Secondary Employment: The rendering of any service or the sale of anything for pay or compensation from any source other than the Allegany County Sheriff's Office, or participation in any activity for which such payment or compensation is received. This includes entrance and/or enlistment into the military reserve components as well as any form of self employment (but does not include engaging in real property investments or securities, or sales of the employee's home, car or other personal property).

.02 Employee: Except those specific designations made to sworn employee or to civilian employee, the word Employee shall include all employees of the Allegany County Sheriff's Office.

.03 Secondary Employment in a Security Function: For purposes of this order, security employment will be defined as employment for which a departmental member is better qualified for a job than an average civilian because of his/her law enforcement training and powers. Some employment examples would be, but not limited to:

- A. Watchman/Security Officer
- B. Money escort
- C. Bouncer
- D. Traffic Direction
- E. Private Investigation
- F. Bodyguard

These examples are not all inclusive. Common sense must be used.

8-303.00 Conditions for Secondary Employment

.01 Prohibited Secondary Employment

- A. Secondary Employment requests will not be approved for Departmental Employees to work in establishments in which:
 - 1. Alcoholic beverages are the primary service of the business.
 - 2. Any type of legal (as defined in Art. 27 Sec. 255C of the Annotated Code of Maryland) gaming devices are being offered for sale.
 - 3. Any type of illegal gaming devices are being offered for sale or any type of illegal gambling is present.
- B. Departmental employees are prohibited from selling, dispensing or manufacturing alcoholic beverages/gaming devices for compensation.
- C. While on sick leave, departmental employees will not be permitted to engage in secondary employment.

- D. Approval for secondary employment will not be granted if there is an indication the employment may impair the employee's ability to perform his/her criminal justice duties.
- E. Departmental personnel who are rated as below average in job performance evaluations will not be permitted to engage in secondary employment.
- F. Secondary employment will not be approved which requires the utilization of any departmentally issued equipment, files, records or documents.
- G. No secondary employment requests for security type work will be approved (refer to 8-302.03). All requests for personnel to perform security functions will be processed through channels and posted as departmental overtime.
- H. No departmental employee will be granted secondary employment in which he/she maintains any financial interest or ownership in a business performing security or private detective services.
- I. Approval will not be granted for any secondary employment which may, because of its location or nature, bring disfavor, disrespect, or discredit to either the employee or the department.
- J. Secondary employment may be granted, at the discretion of the Sheriff, for a function in which the employee has gained expertise through departmental training.

.02 Secondary Employment (Military)

- A. The department's policy is to permit a pre-determined number of employees to hold membership in Military Reserve/Guard components. The number of employees holding membership in the various components will not exceed 10% of the authorized strength of a division. When the limit is reached, additional requests will be held in abeyance until the level of participation falls below the allowable ceiling. Subsequent requests may be granted based on date of submission and other factors, as determined by the Sheriff.

.03 Procedures of Secondary Employment Requests

- A. Personnel requesting permission to engage in Secondary Employment will complete Request for Secondary Employment form and submit it to the Sheriff.

- B. Personnel will not begin secondary employment until the Sheriff approves the request.
- C. All requests will be examined on an individual basis to ensure no actual or potential conflict exists with departmental policy. The Sheriff will document reasons if the request is denied, or may approve the request with certain conditions.
- D. The Sheriff will act as the Coordinator for the Secondary Employment Requests. Any violations to the General Order No: 8-300.00 will be reported to the Sheriff for disposition. The Sheriff will periodically review ongoing secondary employments for any adverse effects on personnel or conflicts of interest.
- E. Permission to engage in secondary employment may be rescinded by the Sheriff at any time if good reason exists which leads him to believe the employment is having a negative effect on the employee or his/her job performance. If permission is revoked, the Sheriff will document the reasons(s).
- G. Sworn personnel are Deputy Sheriff's, 24 hours a day, and consequently actions on and off duty reflect positively or negatively on the Department. Personnel will maintain the highest level of conduct and moral behavior while engaged in secondary employment. Personnel engaged in secondary employment will conduct themselves in accordance with Departmental Rules and Regulations as required when they are off duty.

.05 Termination of Secondary Employment

- A. When an employee terminates his/her secondary employment, he shall immediately notify the Sheriff, of such termination. After the Sheriff endorses the notice of termination, a copy will be placed in the employee's file attached to the request to Engage In Secondary Employment.

By Order Of:

Craig A. Robertson, Sheriff