



**Maryland-National Capital Park Police
Prince George’s County Division**



DIVISION DIRECTIVE

TITLE SECONDARY EMPLOYMENT			PROCEDURE NUMBER PG712.0
SECTION Administrative Procedures	DISTRIBUTION A	EFFECTIVE DATE 07/01/19	REVIEW DATE 05/01/21
REPLACES PG712.0 “Secondary Employment”, issued 05/01/17			
RELATED DIRECTIVES Collective Bargaining Agreement(s)	REFERENCES CALEA 22	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes policy and procedures relative to the secondary employment of Division employees.

II. POLICY

All employees who desire to engage in any secondary employment must recognize that their primary duty, obligation, and responsibility are to the Division. Officers remain subject to recall at any time for emergencies, special assignments, or extra duty. It is the policy of this Division to allow employees who are members of bargaining units to engage in secondary employment pursuant to the terms of the current Collective Bargaining Agreements. All other employees must follow the procedures outlined in this directive.

III. EMPLOYMENT AT COMMISSION FACILITIES

- A. All secondary employment activities at Commission facilities for Division officers who are bargaining unit members are governed by the Collective Bargaining Agreement with F.O.P. Lodge 30, Article X “Working Conditions,” Section 10.4 “Secondary Employment.”
- B. The Park Police Division Chief will designate liaison officers to coordinate all requests for secondary employment at Commission facilities. These officers will send an electronic notification (e-mail) to all other officers regarding every

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secondary employment opportunity and select the appropriate number of officers to work the secondary employment. All selections will be made in a fair, equitable and impartial manner. These officers will keep a record of all requests made by officers to work secondary employment and the names and hours worked by the officers selected.

- C. All officers performing secondary employment services at Commission facilities will report at the proper time and location. If for some reason an assigned officer is unable to work a detail after being scheduled, it is that officer's responsibility to find a replacement or contact the coordinator who will then assign another officer from those who requested to work the detail.
- D. All officers performing secondary employment services at Commission facilities will wear their regular duty uniform and necessary equipment unless advised otherwise by the coordinator.
- E. Officers are permitted to drive Commission police vehicles to and from secondary employment details at Commission facilities.
- F. All officers performing secondary employment services on or off Commission property will either notify the Communications Section or place themselves on the assignment using police mobile when they arrive and clear the location.
- G. Officers working in a secondary employment capacity at a Commission facility or on Commission property will handle all incidents and calls for service at that location while they are there. Assistance from on-duty units will be requested whenever necessary.
- H. All officers performing secondary employment services at Commission facilities will be covered by Worker's Compensation and disability benefits.

IV. OTHER SECONDARY EMPLOYMENT FOR DIVISION OFFICERS (Bargaining Unit Members)

- A. Pursuant to the Collective Bargaining Agreement with F.O.P. Lodge 30, Article X "Working Conditions", Section 10.4 "Secondary Employment": All officers covered by this agreement are required to provide their Division Chief or his/her designee with notice of secondary employment that is not on Commission property three (3) days in advance of the start of such employment. If three (3) days notice cannot reasonably be provided, then the officer will provide as much notice as can reasonably be provided. The officer will complete and submit the Secondary Employment Request/Notice form electronically through their chain of command to include the following information:
 - 1. The name, address, and telephone number of the employer for whom the officer will work during off-duty hours.
 - 2. The hours and days to be worked.

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3. A description of the duties involved.

The officer will notify the Park Police Division Chief within three (3) days of any material change in the employment information previously provided.”

- B. When the secondary employment involves (a) off-duty employment involving twenty (20) hours or more of work each week, or (b) police or security services off of park property (“police or security services” is defined to include any off-duty employment in which the officer is required to engage in the protection of persons or property, regardless of whether such protection requires that the officer carry a weapon), the Park Police Division Chief *will* review the information provided by the officer to determine whether the secondary employment poses a conflict of interest for the Commission or a conflict with the officer’s duties for the Commission. If the Park Police Division Chief determines that a conflict exists, the officer will be directed to cease such employment, provided that the Park Police Division Chief will not direct an officer to cease off-duty employment solely based on the number of hours involved in the work.
- C. With the exception of wearing bulletproof vests, utilizing portable radios, and commuting to and from secondary employment (as outlined in the current Collective Bargaining Agreement between the M-NCPPC and FOP Lodge 30), “No officer will wear the park police uniform or use Commission equipment for any secondary employment off of M-NCPPC property.”
- D. Officers working secondary employment should be sure they have provided proof of insurance as outlined in the Collective Bargaining Agreement.
- E. The Office of the Division Chief’s, Executive Officer will maintain a master list of those approved to work off secondary employment off park property.

V. SECONDARY EMPLOYMENT FOR CIVILIAN EMPLOYEES

- A. Bargaining Unit Members (MCGEO-UFCW Local 1994)
 1. Pursuant to the Collective Bargaining Agreement, Article 9 “Working Conditions,” Section 9.4 “Secondary Employment,” all bargaining unit members must notify their department head of all outside employment. Notification of outside employment must be received by the department head seven (7) days prior to the bargaining unit member beginning his or her secondary employment. Notification of outside employment must be provided to the department head within thirty (30) calendar days after ratification of the agreement.
 2. Whenever a bargaining unit member notifies management of outside employment, he or she will provide the following information:

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- a. The name, address, and telephone number of the employer for whom the bargaining unit member will work during off-duty hours.
- b. The hours and days to be worked.
- c. A description of the duties involved.

The bargaining unit member will notify his or her department head within three (3) days of any material change in the employment information previously provided.

3. Management will review all notices to determine if the secondary employment constitutes an actual or potential conflict. If cause exists to find that an actual or potential conflict exists, then management will have the right to require that the bargaining unit member cease to engage in that secondary employment.
4. No bargaining unit member will wear M-NCPPC uniforms or use M-NCPPC equipment for any secondary employment.

B. All Other Employees (Includes non-bargaining unit and Park Police Candidates)

1. All employees, who are not a member of a bargaining unit, must notify the Park Police Division Chief via their chain of command, of outside employment. Notification of outside employment must be received seven (7) days prior to the employee's starting date.
2. Notifications of outside employment will include the following information:
 - a. The name, address, and telephone number of the employer for whom the employee will work during off-duty hours.
 - b. The hours and days to be worked.
 - c. A description of the duties involved.

The employee will notify the Park Police Division Chief within three (3) days of any material change in the employment information previously provided.

3. Management will review all notices to determine if the secondary employment constitutes an actual or potential conflict. If cause exists to find that an actual or potential conflict exists, then management will have the right to require that the employee cease to engage in that secondary employment.

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4. No civilian employee will wear M-NCPPC uniforms or use M-NCPPC equipment for any secondary employment.

VI. LIABILITY

- A. The Commission will not assume any liability, including Worker's Compensation, for any injury, damages or civil action incurred by employees while they are performing secondary employment activities off of park property.
- B. The Commission will not provide a legal defense for claims arising from the secondary employment activities of an employee off of park property.

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