



# SECONDARY EMPLOYMENT FOR CIVILIAN EMPLOYEES

## Directive 4 - 113

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### I. PURPOSE

The purpose of this Directive is to establish written policy governing secondary employment for civilian employees.

### II. POLICY

It is the policy and intention of the Department of General Services Maryland Capitol Police (DGS-MCP) to permit secondary employment whenever it neither interferes with the effectiveness of an employee's regular, full-time employment, nor tends to compromise the employee or the Department. However, outside employment must not become full-time additional employment, and employees who are directed to work overtime or work on their days off will do so regardless of approved secondary employment.

### III. DEFINITION

A. For the purpose of this Directive, civilian employee(s) refers to:

1. Security Officers
2. Police Communications Operators
3. Civilian Administrative /Clerical Staff
4. Members of the Security Card Processing Center

### IV. PROCEDURES

A. Request for Approval

1. Civilian employees, who desire to work in any capacity in any other business Trade, occupation, or profession, while employed by DGS-MCP, will request approval from their Commander, in writing, through the chain of command via Form 168.
2. The employee will provide the Department with the name of the employing business, address and telephone of the business, the job site location(s) telephone number(s) at any and all job sites (if available), the nature of the duties that the officer will be performing, and any other information that the Department deems appropriate and necessary.

3. Commander will contact the Secondary Employer to confirm that the secondary employment is consistent with department rules, regulations and this directive.
4. The Commander may deny or revoke requests for secondary employment if:
  - a. the secondary employment conflicts with department rules, regulations or this directive.
  - b. the employees does not have at least an overall rating of “Meets Standards” during his last Performance Evaluation.
  - c. The employee is on special sick leave reporting status or other documented attendance problem.
  - d. the employee has a pending disciplinary action.
  - e. the secondary employment would adversely affect the ability of the employee to properly performance his assigned MCP duties.
5. The employee may request an appeal of the Commander’s decision to the Deputy Chief of Police. The Deputy Chief’s decision is final.
6. Once denied at any level, the employee may not engage in the requested secondary employment until approved on appeal.
7. Employees must re-apply for permission to work any and all secondary employment; annually during the month of January.
8. When an Employee terminates his off-duty secondary employment, he will immediately notify his Commander, in writing, via the chain of command.

#### B. Limitations

1. An employee that is on sick, injury, administrative, or any type of restricted leave must obtain special permission from the Deputy Chief prior to working secondary employment.
2. Employees will not accept secondary employment when a conflict of interest appears to exist between the Department and the secondary employer. If such a situation should arise, the employee will immediately notify the Chief of Police via chain of command.
3. Employees will not engage in any secondary employment that might bring disfavor, disrespect, or discredit to either the employee or the Department.