



SECONDARY EMPLOYMENT

WRITTEN DIRECTIVE:	4.9
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I. Purpose

The purpose of this Written Directive is to set forth guidelines to govern secondary employment by members of the University of Maryland, Baltimore Police Force (UMBPF).

II. Policy

It shall be the policy of the UMBPF that all members have the opportunity to work secondary employment for an employer other than the UMBPF with the approval of the Bureau Commander or designee and with reasonable rules and regulations aimed at protecting the reputation of the organization.

III. Background

This Written Directive has been established to ensure all members are both physically and mentally capable to perform all of the vital tasks for which they have been commissioned or employed. The nature of public safety/law enforcement work, with its considerable demands on mental and physical health, necessitates the UMBPF to closely monitor members who engage in secondary employment; as service to the public and to the University of Maryland, Baltimore (UMB) community is of utmost importance.

IV. Procedure for Secondary Employment

A. Approval Required

The members shall obtain approval from the Bureau Commander or designee via an Application for Secondary Employment seen below in **Annex A** and in **Appendix 4.9.1, Application for Secondary Employment, Form UMB PD 80-118 (Rev 2017)**. Employees who are engaged in secondary employment without approval are subject to disciplinary action. Members of the UMBPF shall not become actively engaged in secondary employment prior to the receipt of the approved application, bearing the signature of the Bureau Commander or designee.

B. Terminating Secondary Employment

If the application is approved, but subsequently revoked, the member will be required to terminate the secondary employment in question within fourteen (14) calendar days.

C. Approved Secondary Employment

Approved secondary employment shall be valid from the date of approval unless revoked. Applications for secondary employment must be submitted to the Bureau Commander or designee for approval. Secondary employment shall be limited to the place of employment and/or service to be performed as specified in the application. If there is a change in secondary employment, such as a change of position (i.e. worker to supervisor) or a change of employer, a new application form must be submitted.

D. Disclosure

If a UMBPF member owns a business, or is in charge of hiring personnel, including Agency members, they must disclose this information in the application for secondary employment.

E. Liability Protections

1. Sworn members of the UMBPF have liability protection for on and off-duty performance of official duties. This liability protection does not extend to willful acts causing injury or damage, to those actions the officer knew, or reasonably should have known were in conflict with the established policies of the UMBPF. Additionally, liability protection does not extend to the officer when the officer is actively engaged in secondary employment.
2. The UMBPF is not liable for any injury, damage, or civil action that may occur while performing secondary employment activities. No Workers Compensation through UMB shall be afforded any member for any such injuries.

V. Regulations/Approval or Continuance of Secondary Employment

A. Bring Discredit on the UMBPF

Secondary employment must not bring discredit to the UMBPF or any member thereof. Members shall not engage in secondary employment that is or gives the appearance of being in conflict with the interest, purpose, or mission of the UMBPF.

B. Limitations

1. Secondary employment shall not exceed four (4) hours per day on duty days or ten (10) hours per day on non-duty days. It will not exceed 20 hours per week. When an employee works less than 40 hours per week for the UMBPF because of approved leave (such as annual, personal or holiday), secondary employment work hours may be adjusted accordingly.
2. Members shall not engage in secondary employment in any manner during an assigned tour of duty.
3. Members shall not be shown favoritism (e.g., granting leave, rearranging shift schedules, etc.) due to secondary employment.

4. Secondary employment shall in no way be connected with any establishment in which the primary business is the dispensing of alcoholic beverages (catered non-profit events are an exception).
5. No member will divulge their association with the UMBPF in the course of their secondary employment, other than as required on an employment application form.
6. Employment as a vendor servicing the University of Maryland, Baltimore's community is prohibited.

C. Performance of Duty

Members shall not engage in any outside employment that will adversely affect their ability to perform duties or will affect the quality of work at the University. Members shall not engage in any private or public police-related investigative activity while engaged in secondary employment.

D. Limitations while in Specific Status

Members will not engage in secondary employment without written approval from the Bureau Commander while in the following status: disability leave, sick leave, administrative leave, or professional improvement training.

E. Emergency Situations

Members designated as essential employees must be available at any time to return to duty during an emergency at the UMB.

F. Using Police Records and Services

Use of files, services, and/or records belonging to the UMBPF is prohibited except in lawful pursuit of duties related to employment with the UMBPF.

G. Attending Court

Members attending court as a result of actions taken during secondary employment will attend court during their off-duty time. Members scheduled for UMBPF duty at the time of trial must use leave for the court appearance. No resulting compensation for the member will be assumed by the UMBPF.

H. Police Authority and Use of Equipment

The police authority to make arrests and carry a firearm as a University of Maryland, Baltimore Police Officer is not transferable to a secondary employer. Outside employment wherein the actual or potential use of law enforcement powers is anticipated, is not allowed. When a member is working in a secondary employment capacity, they may not carry police issued weapons, wear the uniform or any part of the uniform, or use any issued equipment.

I. Revocation/Termination

1. The Bureau Commander has the authority to revoke temporarily or permanently, permission of any member to engage in secondary employment. The member will be

notified by memorandum of the reasons for any termination in accordance with **Section V, Sub-section D and H.**

2. Any member who terminates (voluntarily or involuntarily) their secondary employment will immediately notify their Bureau Commander in writing via an Administrative Form 95, a memorandum or an email. Reapplication is required for secondary employment to begin again.

VI. Annex List

Annex - Appendix 4.9.1, Application for Secondary Employment, UMB PD 80-118 (Rev 2017)

Written Directive System Impact

Upon approval and publication, this edition of WD 4.9 supersedes all previous editions. Additionally, WD 4.9 incorporates and replaces SOM 4.8 Secondary Employment and CSM 4.8 Secondary Employment.

Martinez Quteaz Davenport, Sr., MS
Interim Chief of Police for Public Safety

CALEA Standard (s): 22.2.4;

Annex - Appendix 4.9.1, Application for Secondary Employment, UMB PD 80-118 (Rev 2017)

UNIVERSITY of MARYLAND, BALTIMORE

POLICE FORCE

Application for Secondary Employment

EMPLOYEE REQUESTING OTHER EMPLOYMENT

Employee Name _____

Employee ID _____ Department Supervisor _____

Employee Address _____

Employee Home Phone Number _____

Description of Secondary Employment _____

SECONDARY EMPLOYER'S INFORMATION

(To be completed by Secondary Employer)

Firm/Business _____

Supervisor's/Manager's Name _____

Self-Employed? Yes No Business Address _____

Business Phone _____

Actual Location of Duties _____

Duties of Secondary Employee _____

Secondary Employer acknowledges that performance of duties by the Employee will not encompass the exercise of police powers, including but not limited to conducting investigations, making arrests, and otherwise enforcing the laws of the State.

Anticipated Duration of Secondary Employment _____

Approximately Number of Hours to be worked per week or month *(specify)* _____



Annex, Cont.

UNIVERSITY OF MARYLAND, BALTIMORE POLICE FORCE REQUIREMENTS

University of Maryland, Baltimore Police Force members will read and fully understand PFM 4-6, in reference to the sick leave policy, and PFM 4-9, on Secondary Employment.

AGREEMENTS AND APPROVAL FOR OTHER EMPLOYMENT

The Employee applicant and Secondary Employer understand that the University of Maryland, Baltimore Police Force, shall not be liable for any injury, damage, or civil action that may occur while the Employee is working for the Secondary Employer. Secondary Employer shall defend, indemnify, and save the University of Maryland, Baltimore Police Force, and Employee harmless from all losses, damages, attorney's fees, expenses, claims, lawsuits, and judgments where it is alleged that the Employee was a dual agent, servant and/or employee of the University of Maryland, Baltimore Police Force, and the Secondary Employer, or where it is alleged that the Employee was solely an agent, servant and/or employee of the Secondary Employer. The Employee applicant will not receive Worker's Compensation through the University of Maryland, Baltimore Police Force, for any such related injuries. It is further understood that the University of Maryland, Baltimore Police Force, will not compensate any employee for court appearances as a result of Secondary Employment. The Employee applicant also understands that employment for the Secondary Employer cannot begin until the Secondary Employer and the Employee applicant have executed the "Secondary Employment Application," a copy of which is attached, and the Secondary Employer has provided proof of liability and worker's compensation insurance coverage.

I HAVE READ AND UNDERSTOOD THE PROVISIONS OF THIS APPLICATION AND THE UNIVERSITY OF MARYLAND, BALTIMORE POLICE DEPARTMENT'S SECONDARY EMPLOYMENT POLICY AND WILL ACT IN FULL COMPLIANCE WITH THEM.

Employee Applicant Signature _____

ID Number _____ Date _____

DEPARTMENTAL APPROVAL

Approved Disapproved

Supervisor's Signature _____

Date _____

Approved Disapproved

Bureau Commander's Signature _____

Date _____

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