



**Baltimore County Sheriff's Office
Towson, Maryland**

**Sheriff
R. Jay Fisher**

General Order

Subject: Secondary Employment	Effective Date 8/17/15	Number A-11
--	---	------------------------------

Purpose: This directive establishes the rules for secondary employment, in order to coordinate the ideals of the Baltimore County Sheriff's Office with the most advantageous employment scenario for its members.

- Contents**
- I. Authorization**
 - II. Conditions of Secondary Employment**
 - III. Prohibited Employment**
 - IV. Changes in Secondary Employment Status**

I. Authorization

- A.** Members of the Baltimore County Sheriff's Office will have written authorization from the agency before engaging in secondary employment.
- B.** Members requesting permission to engage in secondary employment will complete a Form #009, Secondary Employment Request. The form will be submitted to the member's immediate supervisor, and then to the Sheriff through the chain of command. Requests for secondary employment to perform private security duties must be site specific as to address, type of business, trade name, and duties to be performed for each location the applicant will be working. This will apply even if the employer is a private security agency that assigns security details to various off-site clients.
- C.** Requests approved by the Sheriff will be distributed as follows: original - in the Secondary Employment File maintained by the Agency Personnel Section, one copy - member submitting the request.

II. Conditions of Secondary Employment

- A.** The Baltimore County Sheriff's Office will not be held liable for any injury, damage, or civil action, which may occur while performing secondary employment duties, and no member will receive Worker's Compensation through Baltimore County for any such related injuries.
- B.** The Sheriff may revoke official authorization for a member to pursue secondary employment if such employment conflicts with his official duties or constitutes a conflict of interest with the agency. Such action by the Sheriff may also be invoked when a member has been placed on a "restricted duty" status and the performance of the secondary employment may adversely affect the injury or illness. The Sheriff, when revoking approval for secondary employment, will so indicate on the original approval request in the member's office personnel file. The member will sign the form indicating he/she was informed the approval was revoked.

General Order A-11
Secondary Employment

- C.** Any minor violations committed while a deputy sheriff is on-duty as a security officer (e.g. shoplifting) will be handled in the capacity of a security officer, and Baltimore County Sheriffs deputies will not identify themselves as law enforcement officers. The offender will be detained and the local police department called to affect the arrest. Any court appearances or extra duty hours stemming from these incidents will be on the deputy sheriff's off-duty time and the private employer will pay any compensation due for that time. Supervisors will make every effort, consistent with staffing requirements, to schedule time for court commitments.
- D.** In response to felonies, shoplifting excepted, or any situation in which there is a significant danger to the public committed while a deputy sheriff is on-duty as a security officer, appropriate enforcement action will be taken. Sworn members who take such action are considered to be on duty from the time that such action was initiated. In this on duty status, he/she will be compensated by the Baltimore County Sheriff's Office and not by the private employer. Notification of night commander is required in such situations.
- E.** Secondary employment may be approved for sworn members to work in businesses, which sell and dispense alcoholic beverages so long as it is not the primary service of that business. Sworn members are prohibited from either the direct selling or dispensing of alcoholic beverages at a liquor store or restaurant.
- F.** Sworn members will not be permitted to engage in secondary employment while on agency sick leave. Nor will approval be given if there is an indication that secondary employment will impair his ability to perform his/her law enforcement duties.
- G.** Approval shall not be given for employment that will interfere with the performance of a member's official duties, including overtime assignments and response to emergency calls. If during the course of secondary employment, a sworn member finds it necessary to act in an official capacity, police functions shall be given priority.
- H.** Sworn members should limit secondary and regular duty employment to 16 hours per calendar day. A maximum of 80 hours regular duty and secondary employment will be permitted during a normal work week, including days off. In weeks that contain more than two days off or vacation, secondary employment hours can be adjusted accordingly.
- I.** Members are prohibited from working non-uniformed secondary employment locations where the employer requires the member to use his/her department issued firearm.
- J.** Members are required to use an Agency approved radio and individually issued Agency equipment when working County approved uniformed secondary employment.
- K.** Court uniform of the day shall be worn for County approved uniformed secondary employment assignments.

General Order A-11
Secondary Employment

- L. While working Non-Uniform Secondary Employment , members:
- a. shall not wear or display his/her uniform or any part thereof without the authorization of the Sheriff or his/her designee.
 - b. may use of Sheriff's Office equipment only upon approval of the Sheriff.
(EXCEPTION: soft body armor may be used upon the deputy's discretion.)

III. Prohibited Employment

- A. Secondary employment which would involve the use of agency records, documents, or files shall not be approved for any member.
- B. Any type of secondary employment that may, because of its location or nature, bring disfavor, disrespect, or discredit to either the member or the agency shall not be approved for any member.
- C. Secondary employment for sworn members that would involve the service of civil processes will not be approved as it conflicts with the interests of the Baltimore County Sheriff's Office.

IV. Changes in Secondary Employment Status

- A. When a member terminates his/her secondary employment, he/she shall notify the Sheriff, via the chain of command of such termination by submitting a Form 125. The form shall ultimately be received by the Personnel Section, who will update the Secondary Employment File.
- B. All members will fill out a Form 009 each January to update his/her secondary employment status. This form shall be completed whether or not a member is engaged in secondary employment.

Appendix: Form #009, Secondary Employment Form

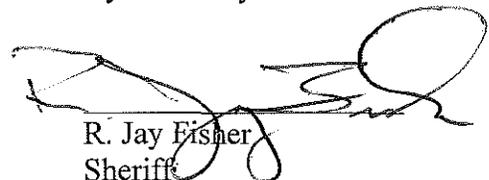
Revisions:

Remove from manuals/files:

General Order A-11, dated 1/9/2009 and its amendment dated 10/4/10

Distribution: All Members

By Authority of:



R. Jay Fisher
Sheriff

BALTIMORE COUNTY SHERIFF'S OFFICE
SECONDARY EMPLOYMENT FORM

MEMBER REQUESTING OTHER EMPLOYMENT

Name: _____ ID # _____
 Last First MI
Non-Uniform Secondary Employment Date: _____
County Approved Uniform Secondary Employment
No Secondary Employment

OTHER EMPLOYER'S INFORMATION

Firm/Business Name: _____
Business Address: _____
Site Address: _____
Business Phone: _____ Supervisor's Name: _____
Description of Duties: _____
Maryland Agency License Number of Private Security Company: _____
Use/County Permit #: _____ (if applicable)

EQUIPMENT

Sheriff's Office Uniform: Yes No Sheriff's Office Firearm: Yes No
Approved Personal Firearm: Yes No

Members are prohibited from working non-uniformed secondary employment locations where the employer requires the member to use his/her department issued firearm. Members are required to use a departmentally approved radio and individually issued Department equipment when working County approved uniformed secondary employment. Court uniform of the day will be worn for County approved uniformed secondary employment assignments. Use of any Sheriff's Office equipment may only be used upon approval of the Sheriff.

HOURS RESTRICTIONS

- Will not work a combination of other employment and tour-of-duty hours that exceeds 16 hours in one calendar workday.
- Will not work a combination of other employment and tour-of-duty hours that exceeds 80 hours in a calendar workweek, Sunday through Saturday.

General Order A-11
Appendix Form #009
Secondary Employment Form

AGREEMENTS & APPROVAL

The applicant agrees to abide by the Baltimore County Sheriff's Office's rules, regulations, policies, and procedures while working any other employment. The applicant also understands that the Baltimore County Sheriff's Office will not be liable for any injury, damage, or civil action that may occur while actually performing Secondary Employment/County Approved County Approved Secondary Employment. The applicant will not receive Worker's Compensation through Baltimore County for any such related injuries. It is further understood that Baltimore County will not compensate any member for court appearances as a result of Secondary Employment/County Approved Uniformed Secondary Employment. Members must notify the Sheriff in writing when he/she terminates this secondary employment.

Applicant's Signature

Date: ____ / ____ / ____

ENDORSEMENTS

Number of days during the last 12 months that applicant was sick: ____ ILD: ____

Applicant currently on:

Job Performance:

Light-duty? Yes No

Satisfactory

ILD? Yes No

Unsatisfactory

Comments: _____

Immediate Supervisor's Signature _____ **Date:** _____

Recommendation: Approve Disapprove

Lieutenant's Signature _____ **Date:** _____

Recommendation: Approve Disapprove

Undersheriff's Signature _____ **Date:** _____

Recommendation: Approve Disapprove

Sheriff's Signature _____ **Date:** _____

Decision: Approved Disapproved