



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

GENERAL ORDER: 4-19 SECONDARY EMPLOYMENT

DATE: 7/2/2015 Pages: 1 ♦ New ♦ Amended ♦ Revised 4-19

I. POLICY

The primary duty, obligation, and responsibility of every employee is to the Chevy Chase Village police department; therefore, employees shall not engage in any secondary employment which is, or gives the appearance of being, in conflict with the interest, purpose or mission of the Chevy Chase Village police department.

All secondary employment must be approved by the Village Manager.

II. DEFINITIONS

- A. Employment – any work, occupation, labor or profession that results in remuneration to the employees.
- B. Secondary employment – any employment not required by the Chevy Chase Village police department.
- C. Security-related secondary employment – any employment where the employee is hired for the express purpose of protecting the proprietary interests of the employer.

III. GENERAL INFORMATION

Employees who are directed to work overtime, or are directed to report to work on their days off, will do so regardless of the fact that secondary employment has been approved. Outside employment should not become additional full-time employment.

IV. PROCEDURES

- A. Written approval must be obtained from the Village Manager by an employee prior to engaging in any outside employment.
- B. Employees who wish to engage in secondary employment must submit their request in memorandum form through their supervisor and the Chief of Police. The request must describe the nature of the work, conditions and hours of employment.
- C. The supervisor and the Chief of Police will make their recommendations to the Village Manager.

- D. The *employee's supervisor shall* periodically review the conditions of work with the employee to ensure their compliance with these guidelines. Should the conditions of work not meet these guidelines, or the work not be in the best interest of the Village, the Village Manager may revoke the approval for part-time work.

V. RESTRICTIONS

- A. Employees shall not engage in any outside employment which will adversely affect their ability to perform their duties or the quality of their work.
- B. Employees will not engage in outside employment when on Workmen's Compensation leave, sick leave, or administrative leave.
- C. Employees will not engage in secondary employment in a restaurant/bar area where alcoholic beverages are sold or dispensed.
- D. Employees will not engage in secondary employment which requires the wearing or displaying of any part of the Chevy Chase Village police uniform. This does not prohibit the carrying of the issued handgun in an inconspicuous manner.
- E. Employees will not engage in secondary employment if the authority vested in them as a Village police officer is a requirement for obtaining or holding the employment.

F. Security-related

No employee shall work in security-related employment unless:

- 1. The duties do not relate to protecting the proprietary interests of the employer; or,
- 2. The duties are administrative in nature; e.g. bookkeeping of an alarm company.

This directive voids the previous version dated 6/23/2009.