

POLICY 1702



Subject	
SECONDARY EMPLOYMENT	
Date Published	Page
16 April 2022	1 of 16

By Order of the Police Commissioner

POLICY

All Baltimore Police Department (BPD) employees have as their primary employment obligation a duty to serve the BPD and the public at large. The BPD permits employees to supplement their income through appropriate secondary employment, subject to approval by the BPD.

PURPOSE

The purpose of this policy is to establish guidelines that govern secondary employment and maintain accountability for the welfare of the agency, its members and the community. Because opportunities exist for BPD members to abuse overtime privileges, and for employers to take advantage of BPD services, strict oversight of secondary employment is essential to ensuring organizational integrity and public trust.

DEFINITIONS

BPD Secondary Employment Unit (SEU) – The BPD unit which advertises and schedules overtime opportunities, oversees the time worked (via Form 1119, Secondary Employment Verification Report), and submits the completed and verified Form 1119 to Fiscal Payroll, who then enters time worked into Workday.

BPD Secondary Employment — Any employment beyond a member's regular duties, scheduled and managed through the BPD Secondary Employment Unit (SEU), that is conditioned upon the actual or potential use of law enforcement powers by the member while in BPD uniform.

EXAMPLES: Foot races, Orioles/Ravens games, and holiday parades.

Officers who work BPD Secondary Employment are paid via Baltimore City's payroll, and must have time entered into Workday to receive their pay. BPD Secondary Employment can fall into two categories with respect to how the officer is paid:

- 1. City-Paid Secondary Employment:** work in law enforcement or related activities for a Baltimore City entity performed at the employee's option during off-duty hours (time is paid according to the overtime pay rules of the FOP MOU; FLSA rules apply and employee is paid as per their MOU).
- 2. Third-Party-Paid Secondary Employment:** work in law enforcement or related activities for a separate and independent employer performed at the employee's option during off-duty hours (costs are paid by a third party outside of Baltimore City's payroll; FLSA rules do not

apply).

Workday Overtime Request – Officers who are approved to work Secondary Employment assignments managed through the SEU must submit Overtime Requests in Workday (as per BPD Payroll Processes Manual) that correspond to the overtime to be worked. The Overtime Request must be approved by the SEU prior to the member working the Secondary Overtime Shift.

Form 1119 Secondary Employment Verification Report – Officers who work Secondary Employment assignments managed by the SEU must record their time worked using this form and submit the completed and signed form to the SEU within the same pay period so that they may be properly paid.

Uniformed Secondary Employment — Employment, not scheduled through the BPD Secondary Employment Unit, for an entity which has a Memorandum of Understanding (MOU) or agreement with the BPD to provide uniformed BPD members to perform law enforcement services. Time worked for this type of Secondary Employment is not entered into Workday. The member receives payment for services directly from the employer, not the BPD.

EXAMPLES: Uniformed security for Loyola University or security services for a professional sports player, when the player is in town.

Non-Uniformed External Employment — Any non-uniformed employment that is not scheduled through the BPD Secondary Employment Unit. This includes employment for security services, employment for businesses unrelated to security/law enforcement services, and employees who operate independent businesses. Time worked for this type of Secondary Employment is not entered into Workday. The member receives payment for services directly from the employer, not the BPD.

EXAMPLES: Plainclothes security for a retail establishment such as a grocery store, or a landscaping or home improvement position.

GENERAL

1. Secondary employment is a privilege afforded to members in good standing with the BPD. Unsatisfactory performance of daily duties may constitute denial of approval for requests to work secondary employment.
2. Members shall not engage in secondary employment without proper authorization as described in this policy.
3. Members shall not disclose any confidential information obtained in an official capacity to any secondary employer.

Restrictions on the Nature of Secondary Employment

1. Secondary employment shall not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of employment that constitute such a threat, and will be denied, include but are not limited to:
 - 1.1. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature;

- 1.2. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business unless the establishment has a current and standing MOU or agreement with the department;
 - 1.3. Any gambling establishment, including any establishment operating bingo, carnival or gaming devices, that does not have a current and standing MOU with the department.
2. Employment shall not present a potential for conflict of interest, or the appearance of a conflict of interest, between a member's duties as a law enforcement officer and duties for the secondary employer. Some examples representing a conflict of interest include, but are not limited to:
- 2.1. Working as a process server, re-possessor, or in-person bill collector or any other employment in which police authority might be used to collect money or merchandise for private purposes;
 - 2.2. Bail bond involvement; or
 - 2.3. Owning, operating, managing, or having a financial interest in a business where the employee uses their official capacity, position of employment, or access to Department information, files, records, or services for private or business gain.

Secondary Employment Outside the City of Baltimore

1. A member may obtain secondary employment outside the city of Baltimore, as long as the member:
 - 1.1. Is acting as a private citizen, without exercising powers and duties of a police officer;
 - 1.2. Is not using BPD credentials or equipment;
 - 1.3. Is not acting as a special police officer or private detective, except when employed in accident reconstruction or arson investigations;
 - 1.4. Is not operating a private detective agency; and,
 - 1.5. Is not working at a government site.

Restrictions on Scheduling for All Types of Secondary Employment

In an attempt to enhance alertness and focus, for the safety of the member and others, members shall abide by the following departmental professional work week standards except by order of the Police Commissioner or his/her designee:

1. No member shall work in excess of 75 hours per work week (regular duty plus secondary employment),
2. No member shall work in excess of 18 hours per calendar day (regular duty plus secondary employment),
3. No member shall work in excess of 32 cumulative secondary employment hours during any

one week period. A week is defined as a seven day period beginning on Sunday and ending on Saturday.

4. No more than 20 hours shall be worked in assignments outside those administered by the SEU unless work through the SEU is not available.
5. No member shall schedule secondary employment such that they will not have at least seven hours of consecutive non-employment within any 24-hour period.

Revocation

1. Authorized secondary employment will not be suspended or revoked for disciplinary reasons, unless the suspension and revocation is the result of an underlying secondary employment violation.
2. The secondary employment may be suspended or revoked if:
 - 2.1. The employment is determined to fit in any of the restricted categories of employment listed above under Restrictions on the Nature of Secondary Employment.
 - 2.2. The employment exceeds the hours permitted, as outlined above under Restrictions on Scheduling for All Types of Secondary Employment.
 - 2.3. The employment does not align with the above section entitled, Secondary Employment Outside the City of Baltimore.
 - 2.4. The employment is determined to otherwise compromise the member's integrity, fitness or effectiveness as a BPD employee.

BPD SECONDARY EMPLOYMENT / UNIFORMED SECONDARY EMPLOYMENT - GUIDELINES

Restrictions

1. The following members shall not work BPD Secondary Employment:
 - 1.1. Members without police powers;
 - 1.2. Police Officer Trainees/Police Cadets; and
 - 1.3. Personnel on medical leave.
2. Limited-duty members requesting to work BPD secondary employment shall submit an Administrative Report, Form 95, via official channels, to their commanding officer, who will forward the request to Human Resources for approval on a case-by-case basis.

Appearance

When working in uniform, members shall maintain a clean and neat appearance and shall wear all issued equipment in keeping with Policy 1504, *Uniforms and Equipment*.

Requesting BPD Secondary Employment**Member**

1. Complete and submit a Request for BPD/Uniformed Secondary Employment, Form 445 to your immediate supervisor.

NOTE: Renew the Request for BPD/Uniformed Secondary Employment, Form 445, in January of each calendar year for each approved employer. Failure to do so will result in termination of approval for secondary employment, effective the first day of February each calendar year.

2. Limit secondary employment to the place of employment and/or service to be performed as specified in the approved request. Members must submit a new Request for BPD/Uniformed Secondary Employment, Form 445 prior to engaging in employment or services not specified in a previously approved request.
3. Once approved to work Secondary Employment assignments managed by the SEU, the member must submit a Workday Overtime Request (as per the BPD Payroll Processes Manual) that corresponds with the time to be worked.

Member's Supervisor

1. Indicate recommendation for approval/denial for BPD Secondary Employment in the appropriate section on the member's Request for BPD/Uniformed Secondary Employment, Form 445.
2. If approved, forward Request for BPD/Uniformed Secondary Employment, Form 445, to the submitting member's commanding officer, via official channels.
3. If denied, return to the submitting member the Request for BPD/Uniformed Secondary Employment, Form 445, with a concise statement supporting the reason for denial in the space provided.
4. For Secondary Employment managed by the SEU, review the member's Overtime Request in Workday to determine if it meets applicable BPD policy, and reassign the request in Workday to the SEU for final review and approval. This step is necessary so that the member is paid properly for the work.

Member's Commanding Officer

1. Approve/deny Request for BPD/Uniformed Secondary Employment, Form 445.
2. If approved, forward Request for BPD/Uniformed Secondary Employment, Form 445 to the Secondary Employment Unit.
3. If denied, return to the submitting member the Request for BPD/Uniformed Secondary Employment, Form 445, with a concise statement supporting the reason for denial in the space provided.

Secondary Employment Unit

1. Approve/deny Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests.
2. If approved, forward a copy of the approved Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests to the Commanding Officer of the requesting member and the Human Resources Section.
3. If denied, return denied Request for BPD/Uniformed Secondary Employment, Form 445 and renewal requests, with a concise statement supporting the reason for denial in the space provided to the Commanding Officer of the requesting member.
4. Review Workday Overtime Requests for Secondary Employment managed by the SEU and approve for members who have followed applicable BPD policy governing overtime and secondary employment. This step is necessary for the member to be paid properly for the work.

NON-UNIFORMED EXTERNAL EMPLOYMENT - GUIDELINES**Restrictions**

1. Pursuant to Policy 302, *Rules and Regulations*, members working within the city on approved, Non-Uniformed External Employment are not acting in the capacity of a police officer but as an employee for the private employer.
2. Members working for a private employer must give on-duty officers (within and outside of the city) first consideration before taking any law enforcement action unless exigent circumstances exist.
3. In cases of emergencies, day or night, always be prepared to report for duty if called upon.
4. Do not engage in any private or public investigative activity as a secondary employment endeavor unless it is a requirement of an approved security-related position.
5. Do not wear the BPD uniform for any Non-Uniformed External Employment without prior approval of the Police Commissioner.
6. Limit secondary employment to the place of employment and/or service to be performed as specified in the approved request. Members must submit a new Request for Non-Uniformed External Employment, Form 446 prior to engaging in employment or services not specified in a previously approved request.
7. Handguns — Members shall obtain a handgun permit from the Maryland State Police when required to carry a handgun as a condition of employment by their secondary employer. In this case, officers will be armed under the authority of the secondary employer.

Requesting Non-Uniformed External Employment**Member**

1. Complete and submit a Request for Non-Uniformed External Employment, Form 446, to your immediate supervisor.

NOTE: Renew the Request for Non-Uniformed External Employment, Form 446, in January of each calendar year for each approved employer. Failure to do so will result in termination of approval for secondary employment, effective the first day of February each calendar year.

2. Requests to perform private security duties must be site-specific as to the address, type of business, trade name, dates and duties to be performed for each location. This will apply even if the employer is a private security agency that assigns security details to off-site clients.

Member's Supervisor

1. Inspect the Request for Non-Uniformed External Employment, Form 446 for accuracy and completeness.
2. Forward the Request for Non-Uniformed External Employment, Form 446 to the requesting member's Commanding Officer.

Member's Commanding Officer

1. Inspect the Request for Non-Uniformed External Employment, Form 446 for accuracy and completeness.
2. Forward the Request for Non-Uniformed External Employment, Form 446 to the requesting member's Division Chief.
3. Receive the decision on the member's Request for Non-Uniformed External Employment, Form 446 from the Police Commissioner or his or her designee.
 - 3.1. Forward a copy of the approved request to the submitting member.
 - 3.2. Maintain a copy of the approved request in the member's command personnel jacket.
 - 3.3. Forward a copy of the approved request to the Human Resources Section to be maintained in the member's personnel jacket.

Division Chief of Requesting Member's Division

1. Indicate recommendation for approval/denial of the member's Request for Non-Uniformed External Employment, Form 446.
2. Forward recommendation to the Chief, Special Operations Division for review and recommendation.

Secondary Employment Unit

1. Conduct a background investigation on employers/businesses/business owners for all types of Non-Uniformed External Employment.
2. Determine if a handgun permit is a condition for Non-Uniformed External Employment.
3. Provide as much detail as possible to the Chief, Special Operations Division, about the employer and duties of the secondary employment. Secondary employment may not conflict, compete, or interfere with the duties and responsibilities of any member of the BPD.
4. Forward information and recommendation for approval or denial to the Chief of the Special Operations Division for final review.
5. Conduct annual site visits and verify that the business is in good professional and community standing for Non-Uniformed External Employment of BPD members.

Chief, Special Operations Division

1. Direct an appropriate investigation/vetting of the employer to be conducted by the Secondary Employment Unit, when the validity of the employment/employer is not known. This information shall be used to determine if the request shall be approved or denied.
2. Indicate recommendation for approval/denial of the member's Request for Non-Uniformed External Employment, Form 446.
3. Forward recommendation for approval/denial to the Police Commissioner and/or his designee.

Police Commissioner and/or Designee

1. Approve or deny the member's Request for Non-Uniformed External Employment, Form 446.
2. Forward approved and/or denied Request for Non-Uniformed External Employment, Form 446 to the member's commanding officer.

GENERAL RESPONSIBILITIES OF OTHER UNITS / MEMBERS**Secondary Employment Unit**

1. Conduct annual audits, each January, of Requests for BPD/Uniformed Secondary Employment, Forms 445, and Requests for Non-Uniformed External Employment, Forms 446 to ensure that they are current.
2. Send requests for updated Forms 445 or 446 to each member's Administrative Unit in January of each year.
 - 2.1. If a member fails to update and return the proper form, terminate secondary approval effective February 1st and send a copy to the Commanding Officer indicating the member's secondary employment has not been renewed.

3. Supply Uniformed Secondary Employment Agreement, Form 208 and Employment Liability Agreement, Form 209 to employment entities wishing to employ BPD members.
4. When an approved Uniformed Secondary Employment Agreement, Form 208 is received from Legal Affairs, ensure that the employment entity completes an Employment Liability Agreement, Form 209. Maintain both forms on file for the duration of the employment agreement.
5. Conduct a background investigation on employers/businesses/business owners for all types of Non-Uniformed External Employment.
6. Ensure members are not employed at businesses or establishments that dispense or sell alcohol and/or alcoholic beverages unless the establishment has an active and standing MOU or agreement with the agency.
7. Suspend or revoke secondary employment privileges when a secondary employment violation has occurred.

Director, Human Resources Section

1. File each Request for BPD/Uniformed Secondary Employment, Form 445, and Request for Non-Uniformed Outside Employment, Form 446, in the corresponding member's personnel jacket.
2. Approve/deny requests to work BPD secondary employment, submitted by members in a limited duty status, on a case-by-case basis.

Legal Affairs

1. Upon receipt of a completed Uniformed Secondary Employment Agreement, Form 208:
 - 1.1. Review the form for legal sufficiency and make a recommendation for approval/denial;
 - 1.2. Forward the form to the Police Commissioner or his/her designee for final action;
 - 1.3. After final action by the Police Commissioner, retain the original and send a copy to the Administrative Sergeant/Lieutenant of the district of origin.
 - 1.4. Send a copy to the Secondary Employment Unit.
2. Maintain a file for all original completed Employment Liability Agreement, Form 209, and Uniformed Secondary Employment Agreement, Form 208.

Administrative Sergeant/Lieutenant

Maintain a file for the following:

1. Copies of approved Uniformed Secondary Employment Agreements, Form 208, for employers located within your district.
2. Copies of Requests for BPD/Uniformed Secondary Employment, Form 445, Requests for

Non-Uniformed External Employment, Form 446, and Employment Liability Agreements, Form 209, completed by members of your district.

ASSOCIATED POLICIES

Policy 302, *Rules and Regulations*
Policy 409, *Firearms Regulations*

APPENDICES

- A. Uniformed Secondary Employment Agreement, Form 208.
- B. Employment Liability Agreement, Form 209.
- C. Request for BPD/Uniformed Secondary Employment, Form 445.
- D. Request for Non-Uniformed External Employment, Form 446.
- E. Secondary Employment Verification Report, Form 1119.

RESCISSION

Remove and destroy/recycle Policy 1702, *Secondary Employment*, dated 18 March 2018.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Uniformed Secondary Employment Agreement, Form 208

**POLICE DEPARTMENT
BALTIMORE, MARYLAND****UNIFORMED SECONDARY EMPLOYMENT AGREEMENT**

Form 208

This Agreement made this _____ day of _____, 20____, by and between the Baltimore City Company/Corporation named _____ (hereinafter known as the "Employer") and the Police Department of Baltimore City (hereinafter known as the "Police Department"), witnesseth that:

WHEREAS, the Employer seeks to hire off-duty officer to provide security; and

WHEREAS, The Police Commissioner desires to assist the Employer to the extent practicable by permitting off-duty police officers to engage in secondary employment by the Employer;

NOW THEREFORE, THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Personnel:** The Employer will hire off-duty Lieutenants, Sergeants and/or Officers (hereinafter known as "Members"), as designated by and in good standing with the Police Department, subject to the Department's pre-approval of members.

Employment of Members under this Agreement shall be done in accordance with procedures established by the Police Department for Secondary employment. The employer shall administer and coordinate the selection of said personnel and shall be responsible for scheduling such Members. This agreement in no way obligates the Police Department to provide Members. It is agreed that Employer will schedule Members so long as Members indicate a willingness and desire to work in that capacity. In the event no Members request such employment, the Police Department is not obligated to meet the provisions of this Agreement.

2. **Records/Schedules:** The Employer shall also agree to provide the Police Department access to time cards and/or work schedule of sworn members in their employment.
3. **Location of Worksite:** For the purposes of this Agreement, "location (list complete name and address of the establishment), is that area of Baltimore City known as _____.
4. **Compensation:** The Employer agrees to compensate Members employed by the Employer pursuant to this Agreement at rate of _____. Compensation shall be paid directly to the Member by the Employer.
5. **Compensation/Arrests:** Subject to Paragraph 6 hereof, Members who make arrests while employed by the Employer and with the Location described in Paragraph 3 hereof, shall be compensated by the Employer for work reasonably related to the arrest, including but not limited to transportation to and from any detention facility, preparation of forms and reports, and any reasonably investigation as a result thereof.
6. **Compensation/Court Appearances:** Members who are required to appear and testify before any court of this State as a result of any action arising in connection with their secondary employment pursuant to this Agreement, shall do so on their own time and be compensated by the Employer.
7. **Worker's Compensation Insurance:** The Employer shall provide worker's compensation insurance coverage for the Members; shall pay for injuries to Members that arise during the course of their secondary employment pursuant to this Agreement; and shall hold the Police Department harmless from such claims.
8. **Liability Insurance:** As s condition of this Agreement, the Employer shall provide a certificate of insurance naming the Mayor and City Council of Baltimore and the Police Department as additional insureds to the insurance coverage of the Employer, only to the extent the employment of Baltimore Police Members as security for their business, and in an amount meeting the Police Department's requirements.
9. **Rules and Regulations/Discipline:** The Rules and Regulations, Policies and Standards of Conduct of the Police Department shall be subject to disciplinary action by the Police Department for any infraction thereof.
10. **Release and Indemnifications:** The Employer agrees to indemnify, save and hold harmless the State of Maryland, the Police Department, and the Mayor and City Council of Baltimore, their agents, employees, and all members of the Police Department pursuant to this Agreement from any and all claims, suits, losses, actions, damages, expenses, costs, violations of federal or state laws and regulations, and liability of any kind, or name and description arising out of or resulting from work or actions of Members employed pursuant to this Agreement.
11. **Appointment of Counsel:** The Employer agrees that in the event of civil suits, claims, causes of action, criminal prosecutions, or other actions filed against the Member(s) arising out of their employment pursuant under this Agreement, the Employer will defend the matters, provide counsel for the Members at the Employer's expense,

APPENDIX A

Uniformed Secondary Employment Agreement, Form 208 (Page 2)

**POLICE DEPARTMENT
BALTIMORE, MARYLAND**

UNIFORMED SECONDARY EMPLOYMENT AGREEMENT

Form 208

and pay all judgements, fees, costs and expenses in connection with any administrative, trial court or appellate proceedings.

- 12. **Complete Agreement:** This Agreement contains all the understandings and agreements of the parties, and may be changed only by another Agreement in writing signed by the parties hereto.
- 13. **Non-Assignability:** This Agreement may not be assigned to any other party outside of the Employer and its subsidiaries.
- 14. **Severability:** Should any clause of this Agreement be construed or deemed invalid or unenforceable, for any reason whatsoever, such invalidity shall not affect the remaining provisions hereof, which shall continue and remain in full force and effect.
- 15. **Term:** The term of this Agreement shall be for one (1) year, beginning on _____ and ending on _____. Either of the parties hereto may terminate this Agreement at will by giving the other party at least five (5) days prior written notice of their intent to terminate.

IN WITNESS WHEREOF, the parties have affixed their hands and seals on the day and year above written.

ATTEST:

POLICE DEPARTMENT OF BALTIMORE CITY

BY: _____
Police Commissioner

BY: _____
(Secondary) Employer

Title Date

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPENDIX B

Employment Liability Agreement, Form 209

**POLICE DEPARTMENT
BALTIMORE, MARYLAND**

EMPLOYMENT LIABILITY AGREEMENT

FORM 209

It is, this _____ day of _____, 20____, hereby agreed between _____ (hereinafter known as the "Employer") and _____ (hereinafter known as the "Employee"), that in consideration of the employment to work for _____, located at _____ (herein after known as "Employment") and other good and valuable consideration:

1. Employer hereby expressly agrees to maintain an insurance policy or bond to protect, defend and hold harmless the above-named Employee against any and all claims of liability including, but not limited to, false arrest, negligence, defamation of character, assault, and violation of civil rights resulting from such Employment and that said Employer will further hold harmless the Mayor and City Council of Baltimore, the Police Commissioner of Baltimore City, the Baltimore Police Department (BPD), and their employees policy/bond and further agrees to promptly notify Employee as well as the Baltimore City Police Department of any cancellation of Employers said insurance policy/bond.
2. Employer agrees to compensate the Employee whenever the Employee is required to appear and testify, before court of this State, during non-regularly scheduled work hours as a result of any action arising in connection with their secondary employment pursuant to this Agreement.
3. Employer agrees to indemnify and hold harmless the State of Maryland, the Mayor and City Council of Baltimore, the Police Commissioner of Baltimore City, the Baltimore Police Department, their agents and employees, from any and all claims, suits, losses, actions, damages, expenses, costs, attorney's fees, violations of federal or state laws and regulations, and liability of any kind, nature or description arising out of or resulting from the work or actions of said Employee pursuant to this Agreement.
4. The Employer agrees that in the event of civil suits, claims, causes of action, criminal prosecutions, or other actions filed against Employee arising out of said Employment pursuant to this Agreement, the Employer will defend the matters, provide competent counsel for the Employee at the Employer's expense, and pay all judgements, fees, costs and expenses in connection with any administrative, trial court or appellate court proceedings.
5. This Agreement contains all the understandings and agreements of the parties, and may be changed only by another Agreement in writing signed by the parties hereto.
6. The Agreement may not be assigned to any other party outside of the Employer and its subsidiaries.
7. Should any clause of this Agreement be construed or deemed invalid or unenforceable, for any reason whatsoever, such invalidity shall not affect the remaining provisions hereof; which shall continue and remain in full force and effect.
8. This Agreement shall continue for a term, beginning on _____ and ending on _____.
9. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Maryland.

Employer and Employee herein agree to submit to the jurisdiction of the courts of the State of Maryland for the purposes of any action or proceeding arising under this Agreement or relating to the subject matter hereof.

10. The Employer agrees to pay the Employee a minimum rate of _____ for all hours worked pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have affixed their hands and seals on above written day and year.

Employer
(Notary Required)

Employee

IN WITNESS WHEREOF, said Employer having appeared before me, I have hereunto set my hand and official seal on this _____ day of _____, 20_____.

APPENDIX C

Request for BPD/Uniformed Secondary Employment, Form 445

POLICE DEPARTMENT BALTIMORE, MARYLAND			
REQUEST FOR BPD/UNIFORMED SECONDARY EMPLOYMENT Form 445			
Requesting Officer:	Sequence#	Assignment:	Date:
Locator#	D.O.B.	E.O.D.	
Work Phone#	Home Phone#	Cell Phone#	
Name of Employer:		Trade Name:	
Address:	City:	Zip Code:	Business Phone:
Type of Business:			Hours of Secondary Employment:
Position Applied For:			Nature of Work to be Performed:
Location and Address of Secondary Employment:			
Reason for Desiring Secondary Employment (State in Your Own Words):			
MEMBER REQUESTING SECONDARY EMPLOYMENT:			
I _____ do hereby certify that I have read and (Rank, First Name Middle Initial Last Name) fully understand Policy 1702, Secondary Employment , and agree to abide by the regulations therein.			
_____			_____
Signature			Date
REVIEWED BY :			
Sergeant Name:	Signature:		Date:
Lieutenant Name:	Signature:		Date:
Commanding Officer Name:	Signature:		Date:
Certification of Duty Status: <i>Completed by Commanding Officer</i> <input type="checkbox"/> Full Duty <input type="checkbox"/> Light Duty <input type="checkbox"/> Suspended			
Overtime Unit Supervisor:	Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments About Approval/Denial:			

APPENDIX D

Request for Non-Uniformed External Employment, Form 446

POLICE DEPARTMENT BALTIMORE, MARYLAND			
REQUEST FOR NON-UNIFORMED OUTSIDE EMPLOYMENT Form 446			
Requesting Officer:		Sequence#	Assignment:
Date:			
Locator#	D.O.B.	E.O.D.	
Work Phone#	Home Phone#	Cell Phone#	
Name of Employer:		Trade Name:	
Address:	City:	Zip Code:	Business Phone:
Type of Business:			Hours of Secondary Employment:
Position Applied For:			Nature of Work to be Performed:
Location and Address of Secondary Employment:			
Reason for Desiring Secondary Employment (State in Your Own Words):			
MEMBER REQUESTING SECONDARY EMPLOYMENT:			
I _____ do hereby certify that I have read and (Rank, First Name Middle Initial Last Name) fully understand Policy 1702, Secondary Employment , and agree to abide by the regulations therein.			
_____			_____
Signature			Date
REVIEWED BY :			
Sergeant Name:	Signature:		Date:
Lieutenant Name:	Signature:		Date:
Commanding Officer Name:	Signature:		Date:
Overtime Unit Member:	Signature:		Date:
Overtime Unit Commanding Officer:	Signature:		Date:
Division Chief Name:	Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Chief of Special Operations Name:	Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Police Commissioner or Designee	Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments About Approval/Denial:			

APPENDIX E

Secondary Employment Verification Report, Form 1119



Form 1119
Secondary Employment Verification Report

Police Department
Baltimore, Maryland

Print / Save

Reset Form



SECONDARY EMPLOYMENT VERIFICATION REPORT

Fraud and/or theft may result in termination from employment and criminal charges.

Failure to follow all mandates on this form can result in discipline up to and including termination.

Date(s) Worked	Starting Time -- Ending Time X	Total (Hours : Minutes)	<input type="checkbox"/> Shift Hours: _____ <input type="checkbox"/> Leave Day (H-day, V-day, P-day, etc.)	<input type="checkbox"/> E.I.D. <input type="checkbox"/> Out-of-Title: As: _____ <input type="checkbox"/> Vehicle Used
Rank, Full Name, Sequence #	Signature of Member Working Overtime		Date	
Permanent Assignment / Locator #	Employee ID #	E.O.D.	Completed Years of Service	SECONDARY EMPLOYMENT UNIT USE ONLY Hourly Rate: _____ Pay This Amount: _____

Select site below or write in site / event if not shown.

- Arena
- M&T Bank Stadium
- Shock Trauma
- Camden Yards
- Marriott Hotel Waterfront
- Shoppers
- Casino (Inside)
- Municipal Building
- South Street Foot
- Cinebistro Rotunda
- New Psalmist Baptist Church
- Speed / Red Light Cameras
- City Pool _____
- Pier 6 (MECU Pavillion)
- St. Paul Garage
- Convention Center
- Power Plant
- Kennedy Krieger
- Health Clinic _____
- Landfill _____
- Visitation Center
- Hopkins ER
- Rams Head Live
- Wide Load (DOT)
- Other _____

Specific Work Performed	_____
Account #	_____

Name of Supervisor Sent Pre-Authorization Request _____ Request Sent in Workday: Date: _____ Time: _____

_____	_____	_____
Event / Site Representative (Signature/Seq. #) Date	SEU Reviewer (Signature/Seq. #) Date	SEU Supervisor (Signature/Seq. #) Date

_____	_____	_____
Print Site / Event Representative	Print SEU Reviewer	Print SEU Supervisor

All signatures are certification that the overtime hours reported herein are authorized, were in fact worked, and are correct.

Directions: See PCM 20-04 and PowerDMS Workday - Job Aid Secondary Employment Overtime-BPD