

BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-41 SECTION K-3

SECONDARY EMPLOYMENT Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Definitions
- IV. General
- V. Required Actions
- VI. Restrictions
- VII. Cancellation of Approval
- VIII. Liability
- IX. Effective Date

I. DIRECTIVE

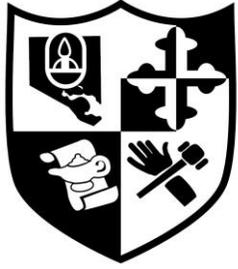
The Baltimore City School Police Force (BCSPF) allows its members to engage in approved secondary employment and extra duty employment which does not distract from their primary responsibility and/or the dignity or demeanor required from a member of a professional law enforcement agency.

II. PURPOSE

The purpose of this General Order is to establish BCSPF regulations regarding secondary and extra duty employment.

III. DEFINITIONS

- a. Contractual Law Enforcement Service-** involves law enforcement and/or security services for which a fee is paid to the BCSPF by an outside entity under a contractual agreement. This is an obligation made by the BCSPF as an agency, and is not considered extra duty employment.
- b. Employment-** is the provision of a service, whether or not in exchange for a fee or other service. Employment does not include voluntary charity work.
- c. Extra Duty Employment-** is voluntary off-duty employment that is conditioned on the



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actual or potential use of law enforcement powers by the police officer. That is, the actual or potential use of law enforcement powers is anticipated.

- d. **Secondary Employment-** is voluntary off-duty employment that does not require the use or potential use of law enforcement powers by the off-duty employee.

IV. GENERAL

Secondary employment does not excuse officers from duty to stop and take action while off-duty as outlined under the “Rules and Regulations” General Order, and that should that action require the use of a firearm, that firearm should comply with the requirements of the applicable General Order on the subject.

Requests for any exceptions to the procedures contained in this General Order must be approved by the Chief of School Police. These requests must be submitted in writing on Form 95 and forwarded to the Chief of School Police via official channels.

Officers must renew their secondary employment requests during the month of January by updating the Request for Secondary Employment form maintained by the Administrative Lieutenant. Failure to do so may result in termination of approval for respective secondary employment.

V. REQUIRED ACTIONS

A. **Sworn Members must:**

1. Send a Request for Secondary Employment form in duplicate to assigned Supervisor via official channels for approval prior to engaging in secondary employment (See Annex A). A member shall not engage in secondary employment prior to receipt of the duplicate request bearing the signature of approval of the Chief of School Police.
2. Limit secondary employment to the place of employment and/or service to be performed as specified in the approved request.
3. Adhere to all policies, procedures, roles and regulations of the BCSPF when engaged in secondary employment.
4. Be available for call to duty in any emergency at any time, day or night.
5. Be armed with a BCSPF issued service weapon when authorized by the Chief of School Police to engage in secondary employment requiring the wearing of a BCSPF uniform.



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Except as otherwise specifically provided in this General Order, use of service weapons is strictly prohibited during secondary employment in security related positions.

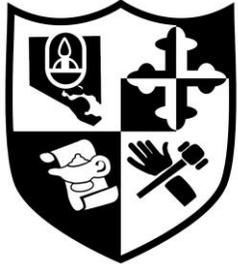
6. Obtain a handgun permit from the Maryland State Police, when required by the secondary employer to be armed as a condition of employment. In this case, the secondary employer assumes authority of the member while in the scope of secondary employment.

B. Sergeants must:

1. Indicate recommendation for approval/disapproval in the appropriate area of a subordinates Request for Secondary Employment form prior to forwarding it to the Chief of School Police. Sergeant must enter a concise statement supporting any recommendation for disapproval in the space provided.
2. Have officers with secondary employment forms in file review, sign and date the reverse side of each form indicating their secondary employment status, during the month of January. Sergeant must also sign and date the form.
3. Send the copy of the Request for Secondary Employment via official channels indicating that the member does not currently have respective secondary employment, when a member fails to renew their secondary employment.

VI. RESTRICTIONS

- A. Employees shall not engage in any secondary employment which is in conflict with the BCSPF or Baltimore City Board of School Commissioners.
- B. Employees may not engage in any private or public investigative activity as a secondary employment endeavor (security related positions in certain cases are excepted).
- C. Use of BCSPF files and/or records is only permitted in the lawful pursuit of during with BCSPF.
- D. A member of BCSPF may not wear the uniform of the BCSPF while working secondary employment without prior approval of the Chief of School Police.
- E. While on-duty with the BCSPF, the employee may not show preferential coverage to the employee's secondary employment nor, while employed in secondary employment while off-duty with BCSPF, may the employee encourage visitation by on-duty officers and



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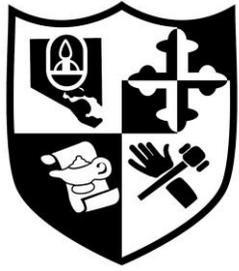
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employees of BCSPF.

- F.** Under no circumstances may an employee act as an intermediary between a particular employer and a group of employees employed as watchmen/security guards for the purpose of scheduling, coordinating, or any other similar activity unless the employee has first obtained the appropriate license from the Superintendent of the Maryland State Police, if such license is required.
- G.** Employees, in the performance of their secondary employment, may not take advantage of any services provided by the BCSPF unless in the performance of legitimate police action. Under the provisions of the CJIS Law, it is a violation to disseminate criminal record information to non-criminal justice agencies or to anyone when not in the scope of official business. Further, obtaining any information, criminal or non-criminal, can only be done in the same capacity as a private citizen when not for official police activity. Any deviation from this can subject the employee to liability.
- H.** If the employee determines that there is a need for police action during their secondary employment, the employee shall contact the local police jurisdiction as if a private citizen, so that appropriate police action can be initiated.
- I.** An employee may not engage in secondary employment within the City of Baltimore which, as a condition requires the wearing or carrying of a weapon make and/or caliber not authorized under the General Order entitled "Firearms- Qualifying With and Carrying".
- J.** A member may only work daily and cumulative hours of secondary employment in accordance with the following guidelines:
 - 1. No more than 16 collective hours in any 24 hour period.
 - a. During any one working day, a member having worked eight (8) hours with BCSPF shall not be engaged in secondary employment of more than eight hours.
 - b. Any overtime hours with BCSPF shall be deducted on a one-to-one basis from those hours permitted for secondary employment.
 - 2. No more than 28 cumulative secondary employment hours during any one week period. The week shall be a seven day period beginning on Sunday. Any overtime hours worked with this BCSPF shall be deducted on a one-to-one basis from the



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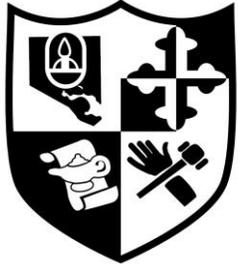
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- 28 cumulative secondary employment hours permitted during a one week period. (EXCEPTION: During a week where the member is off give or more leave days, other than medical leave, a member shall not work more than 40 hours of approved secondary employment.)
3. Do not engage in any secondary employment while on medical leave. When placed on temporary medical restricted duty and before returning to secondary employment an employee must obtain written approval to perform secondary employment duties from an appropriate physician (private, and/or clinic). This approval must be presented to the Chief of School Police.
 4. Secondary employment must not be detrimental or bring discredit to the BCSPF or any member.
 5. Authorized secondary employment will not be suspended or revoked for disciplinary reasons.
 6. Secondary employment in Baltimore City shall not be connected, in any way, with any establishment or concern:
 - a. Dispensing or selling alcoholic beverages (catered non-profit events are permissible), unless specifically approved by the Chief of School Police.
 - b. Operating a bingo, carnival or gaming device in Baltimore City, for which Baltimore City issues the permits.
 7. An employee may obtain secondary employment subject to the approval of the Chief of School Police outside the City of Baltimore, as long as all of the following conditions are met:
 - a. The employee is acting as a private citizen, without exercising powers and duties of a police officer.
 - b. The employee is not using BCSPF equipment. This property includes the issued uniform, uniform shoes, outer wear, weapon, holster, handcuffs, baton, Chemical Mace, and any other associated equipment to include departmental vehicles.
 - c. The employee is not acting as a special police officer or private detective, except when employed in accident reconstruction or arson investigation.
 - d. The employee is not operating a private detective, guard and /or watchman agency.

VII. CANCELLATION OF APPROVAL

- A. The Chief of School Police may cancel, temporarily or permanently, the approval of any



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member or employee to engage in secondary employment and will provide notification of the cancellation in writing, including the reason or reasons for such cancellation.

- B. Any change in the conditions, type, or place of secondary employment requires the resubmission of the request for secondary employment, regardless of when the original approval was granted.
- C. Upon termination of secondary employment, personnel must forward memorandum to the Chief of School Police, via the chain of command, indicating that secondary employment has ended.

VIII. LIABILITY

A.

IX. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____

Date _____