Montgomery County Ethics Commission/
Department of Police

MCP 307
Rev. 01/11

SECONDARY EMPLOYMENT REQUEST

For commissioned/sworn officers only

ALL ITEMS MUST BE COMPLETE OR YOUR APPLICATION WILL BE RETURNED WITHOUT FINAL APPROVAL

PRE-POPULATED FORMS WILL NOT BE ACCEPTED

MSB USE ONLY

Application Date

Approval Date

Expiration Date

Check One:

☐ Non-Security Request Complete I, II, III, V

☐ Security Request* Complete I, II, III, V

☐ Cancellation of Prior OE Approval Sec. IV Only

*Security Requests Check One: ☐ New Request ☐ Renewal

SECTION I EMPLOYEE

Employee's Name (Last, First, MI) | Rank | Date of Request

Duty Assignment | Home Phone (Optional) | Work Phone | Shift

SECTION II EMPLOYER

Corporate/Company Name

Corporate/Company Address

Name of Contact person for Employer, if any | Phone Number (required)

SECTION III OUTSIDE EMPLOYMENT INFORMATION

Starting Date | Duration | Work Location

Is employment security related? ☐ Yes ☐ No If yes, MCP 309 must be submitted with this form.

Position Title | Duties to be Performed – Describe in Detail

Signature of Employee | Printed Name

FOP Bargaining Unit members must comply with Article 27 of the Collective Bargaining Agreement. Non-bargaining unit commissioned (sworn) employees will comply with COMCOR 19A.06.01 (Function Code 355). All commissioned (sworn) police employees must comply with Chapter 19A (Ethics Law) and COMCOR 19A.06.02 (Administrative Policies and Procedures for Outside Employment.) .

Employee's Printed Last Name: _____

SECTION IV CANCELLATION OF CURRENTLY APPROVED OUTSIDE EMPLOYMENT

Cancel my secondary employment approval for:

_____	_____	_____
Employer/Company Name	Date of Current Approval	Expiration Date
_____	_____	_____
Employee Name	Employee Signature	Date

Function Code: 355
CALEA: 22.3.4.e
Proponent Unit: MSB

SECTION V REQUIREMENTS

1. _____
   Describe briefly your current police duties performed

2. Are you or another department employee in charge of hiring personnel for your prospective employer? (check all that apply)

   I am____ another department employee _____ neither I nor another department employee _____

3. What, if any, percentage ownership interest do you hold in your prospective employer?

   Please circle one: none _____%

4. Will you supervise anyone at your prospective workplace who currently supervises you in your County employment?

   Please circle one: Yes No

5. Will anyone at your prospective workplace whom you currently supervise in your county employment supervise you at your prospective workplace?

   Please circle one: Yes No

6. Is the prospective employer regulated by your County department?

   Please circle one: Yes No

7. Do you supervise or does a person who supervises you as part of your county employment hold at least a 5% ownership interest in your prospective employer?

   Please circle one: Yes No

8. Does the prospective employer negotiate or contract with your County department?

   Please circle one: Yes No

9. Could this prospective employment impair your impartiality or independence in your County job?

   Please circle one: Yes No

   Explain: _____
   _____

10. What will be the approximate number of hours worked per week? _____

Employee's Printed Last Name: _____

11. Will a PPV be driven to and from the job location? ☐ Yes ☐ No

12. Will a PPV be parked at the job location? ☐ Yes ☐ No

Reminder: Use of Personal Patrol Vehicles (PPVs) is as follows: cars may be driven to the site of the outside employment but must not be used in the course of or in furtherance of their secondary employment work. (COMCOR 19A.06.01.05.Q.2e, FOP Bargaining Agreement, Article 27, Section D (17). After arriving at their secondary employment job site, police officers must carry out their secondary employment activities by means other than their PPV, e.g., on foot, in their own private vehicle, or a mode of transportation provided by their secondary employer.

13. Will you be required to wear a handgun during the secondary job? ☐ Yes ☐ No

If no, will you wear one? ☐ Yes ☐ No

14. Will you be required to wear the Montgomery County Police Uniform? ☐ Yes ☐ No

If no, will you wear it? ☐ Yes ☐ No

15. If you plan on wearing your uniform during security-related secondary employment, indicate whether you will be working on the premises of the secondary employer or property immediately adjacent to the secondary employer's property. Premises ____ Adjacent ____

16.. If the uniform is NOT required, will you be required to wear authorized equipment as identified in COMCOR 19A.06.01.05Q and Article 27, Section G, of the Fraternal Order of Police Collective Bargaining Agreement? ☐ Yes ☐ No

If no, will you wear this equipment? ☐ Yes ☐ No

17. Will your position require you to handle or dispense alcoholic beverages? ☐ Yes ☐ No

18. Is any specific license, permit, or registration required for you to engage in the proposed secondary employment?

☐ Yes ☐ No If yes, what license? _____

Who is the issuing authority? _____

19. Is any specific license, permit, or registration required for your employer to engage in his business?

☐ Yes ☐ No If yes, what license? _____
(i.e., liquor license, private detective license)

Who is the issuing authority? _____

20. Does the employer engage in the security guard, private investigator, or private detective business?

☐ Yes ☐ No

Employee's Printed Last Name: _____

SECTION VI APPROVALS/RECOMMENDATIONS

DEPARTMENT RECOMMENDED CONDITIONS OR REASON(S) FOR DENIAL:

_____

_____

_____

☐ APPROVE ☐ DENY

_____ _____ ☐ Indefinite ☐ 12 Months ☐ _____ Days

District Commander/Deputy District Commander/ Unit Commander's Signature Date

(BLUE INK - NO RUBBER STAMPS)

☐ APPROVE ☐ DENY

_____ _____

Chief of Police or Registered Designee Date

(BLUE INK - NO RUBBER STAMPS)

Notice: If the application is approved, your name, the name of your employer, the nature of the job, and any restrictions will be posted on the Ethics Commission's website in accordance with §19-12(a) of the County Ethics Law

(Please submit an original and one copy of this request. Use additional paper if necessary. Employee may begin outside employment as soon as department head has given written approval on this form. However, such approval is conditional and subject to the final decision of the Ethics Commission.)

Employee:	**Forward original (all sides) to your district/unit commander.**
Commander:	**Forward original via interoffice mail to the Chief, MSB.**

MSB USE ONLY

☐ This request is authorized for an indefinite period.

☐ This request is authorized for 12 months.

☐ This request is authorized for _____ days. (short term, temporary)

☐ This request is denied because: