

# GENERAL ORDER CHANGE



Subject  
**GO-PER-201.17 (Outside  
Employment)**

Topic / Number  
**GOC-08-04**

Effective Date  
**August 22, 2008**

DISTRICT OF COLUMBIA

**I. REMOVE FROM:**

GO-PER-201.17

Page 1

Pages 11-12

**INSERT:**

GO-PER-201.17

Page 1 (revised 3/12/08)

Pages 11-12 (revised 7/30/08)

**II. RESCIND:** Teletype Number 11-074-07  
(Dated 11-20-07)

**ADD:** N/A

**III. NOTES:**

1. On Page 1, in the field labeled as "Related to," **General Order 201.17** (Outside Employment) was replaced with **GO-PER-201.21** (Limitations on Work Hours), Effective Date January 6, 2005.
2. On Page 11, Section VI.K.1, "**Public Safety Communications Center**" was replaced with **Office of Unified Communications (OUC)**.
3. On Page 12, Section VI.K.2, "**Public Safety Communications Center**" was replaced with **OUC**.
4. On Page 12, Section VI.K.3 was changed from:

"Members engaged in police-related outside employment shall, at the beginning of each period of such employment, telephone a supervisor at the Public Safety Communications Center and give him or her the following information:"

To read:

**"Each member engaged in police-related outside employment shall, at the beginning of each outside employment tour of duty, contact, by police radio, a communications operator at the OUC, and also the Command Information Center (CIC), to provide the following information:"**

IV. RESCISSION OF OTHER DOCUMENTS: N/A

A handwritten signature in black ink, reading "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier  
Chief of Police

CLL:PH:JGW:PAS:PHC

# GENERAL ORDER



Subject  
**Outside Employment**

Topic / Number  
**GO-PER-201.17**

Effective Date  
**April 16, 2004**

Distribution  
**A**

Related to:  
**GO-PER-201.21 (Limitations on Work Hours), Effective Date January 6, 2005**

## DISTRICT OF COLUMBIA

I. Background.....	Page 1	V. Regulations.....	Page 2
II. Policy.....	Page 1	VI. Procedural Guidelines.....	Page 10
III. Definitions.....	Page 1	VII. Cross-References.....	Page 19
IV. Rule .....	Page 2		

### I. BACKGROUND

The Metropolitan Police Department recognizes the benefits of outside employment, both to its members and to the community. This General Order will help direct and guide members considering or involved in outside employment, to ensure the reputation of the MPD is not compromised, while providing a legitimate service to the community. The provisions of the “Police Officers Outside Employment Amendment Act of 2000” regarding outside employment have been incorporated into this order.

### II. POLICY

The policy of the Metropolitan Police Department is that members of the Department may engage in outside employment, when the employment conforms with existing laws and regulations, does not conflict or interfere with the mission of the Department, present the perception of impropriety, or undermine the integrity or efficiency of the Department.

Each employee of the Department must, at all times, maintain a high level of ethical conduct, to include, the avoidance of misconduct and conflicts of interests with the District government created by outside employment activities.

### III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

- A. Outside employment – the engagement in any line of business or the performance at any type of any work or service for any person, firm or corporation, other than that required by one’s official position in the Metropolitan Police Department, for the purpose of obtaining wages, salary, fee, gift, or other compensation. (§ 2.5:1(f) of the Police Manual)

retain jurisdiction over matters arising out of outside employment. (6A DCMR § 304.14) (CALEA 22.3.4-b)

- H. Any member desiring to engage in outside employment shall notify the Department of such intention by submitting the following documents, an original and three copies, to the member's Commanding Officer prior to accepting such employment: (6A DCMR § 302.1) (CALEA 22.3.4-d)
1. PD Form 180 (Request to Engage in Outside Employment).
  2. PD Form 180-B (Employer's Agreement to Conditions of Employment).
  3. It shall be a condition of employment for employers to obtain and keep in effect liability insurance in a minimum amount of no less than \$100,000 for outside employers hiring members in police-related outside employment. The purpose of such insurance is to protect the District of Columbia government against liability to third parties arising from the conduct of the member while so employed. The District of Columbia government shall be named as an additional insured on such liability policy, and proof of insurance in a form acceptable to the District of Columbia government shall be furnished to the Chief of Police as a condition of employment. The insurance requirement contained herein may be satisfied by amending the employer's Comprehensive General Liability policy to provide the requisite coverage. (§ 2.5:2(n) of the Police Manual and 6A DCMR §§ 300.15-300.17)
- I. Sworn members of the Department, working outside employment during any quarter, must submit an outside employment certification form using PD Form 180-C to the Assistant Chief, OPR through their chain of command. Members who fail to submit a form during the quarter they are working shall not be allowed to work outside employment during that quarter.
- J. A member shall submit, in duplicate to his or her Commanding Officer, PD Form 180-A each calendar year quarter (no later than two (2) weeks after the last day of March, June, September, and December) regardless of whether outside employment was performed during that period. There shall be submissions for each outside employment, properly noting which outside employment is reflected. If the authorized outside employment is police-related, the member shall submit appropriate documentation as required by the Chief of Police. (6A DCMR § 303.3)
- K. Reporting and Arrest Procedures (CALEA 22.3.4-d)
1. All members, including those engaged in police-related outside employment, shall first notify the **Office of Unified Communications**

**(OUC)** by telephone or police radio, when available and where practical to do so without jeopardizing the safety of a threatened individual, prior to responding to or initiating any direct police action, when alerted to a felony in progress or a crime against a person. (6A DCMR § 304.3)

2. All members shall immediately report all crimes, including felonies in progress and crimes against persons, to the **OUC** by telephone or by police radio when available. No member who is engaged in outside employment shall take direct police action as a Metropolitan Police Officer, unless escape is imminent due to failure of a timely response by on-duty officers. Members engaged in any type of outside employment, particularly police-related outside employment, shall inform the **OUC** prior to engaging in any direct police action where it is practical to do so. (6A DCMR § 304.4)
3. **“Each member engaged in police-related outside employment shall, at the beginning of each outside employment tour of duty, contact, by police radio, a communications officer at the OUC, and also the Command Information Center (CIC), to provide the following information:”**
  - a. The member’s name;
  - b. The location where the member is working;
  - c. The name of the employer or supervisor; and
  - d. The hours of employment for that day. [6A DCMR § 304.2 (a)-(d)]
4. A member engaged in police-related outside employment shall prepare reports of all incidents and offenses which fall within the scope of outside employment and occur on the employing premises, while he/she is actually on duty. A member shall be responsible for all such reports and appropriate notifications; however, he or she shall generally be guided by the provisions of GO-SPT-401.01 (Field Reporting System) when preparing those reports. (6A DCMR § 304.5)
5. When a member engaged in police-related outside employment makes an arrest in the course of outside employment, the following procedures shall be adhered to:
  - a. The member shall be responsible for preparing all appropriate reports and making all required notifications. The words “OUTSIDE EMPLOYMENT” shall be clearly printed at the top of