

## **3-05-350 Outside Employment**

### **PURPOSE OF ORDER:**

To establish procedures for outside employment participation.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### **ORDER:**

All full-time employees are required to complete annually, by March 1, an Employee Report on Outside Employment Activities (SH-AD-651) whether engaged in outside employment or not. Employees who are active members of the military reserves are required to report this as outside employment on the SH-AD-651 form and shall complete section 2 of SH-AD 651.

Any employee desiring to engage in outside employment including teaching non-criminal law classes shall request approval on a Request for Approval of Outside Employment (SH-AD-136) to the Unit Commander.

Requests to teach any law enforcement class (other than those classes regularly conducted through Training Bureau) must be submitted on a Request for Approval of Outside Teaching Employment (SH-AD-137).

Personnel shall be guided by the Manual of Policy and Procedures 3-02/020.20 for guidelines for proper completion and submission of materials for outside employment requests.

Employment requests shall be submitted to the Unit Commander via the TTCF Operations Office. The Operations Sergeant shall be responsible for ensuring that outside employment and working hours do not conflict with Department policy.

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