



**PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
APPLICATION FOR SECONDARY LAW ENFORCEMENT EMPLOYMENT**

AGREEMENT

NOTICE TO EMPLOYERS

Off-duty officers are subject to Prince George's County Police Department policies. An employer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer.

Officers must confine their duties to those of a law enforcement nature; officers cannot enforce the rules and regulations of the employer that are not otherwise a violation of law.

Officers do not have the same authority over private property that the employer or the employer's other employees have. The officer's actions are limited ONLY to any breach of the peace or violation of law.

Officers will not regulate entry into a facility or venue; officers will not check identification and/or entry tickets, operate metal detectors or perform searches of people coming into a business or event, question persons about the validity of their presence within a business or venue, or ask persons to leave a business or venue without an employee being present that has already asked the person to leave.

Officers will not conduct routine record checks of any individual unless that record check is designed to uncover a violation of law or is part of an official investigation.

Officers will not initiate or otherwise authorize the towing of any vehicle from private property, except for confirmed stolen vehicles, suspected stolen vehicles, vehicles wanted in connection with a crime, or vehicles that constitute a threat to public safety.

Employers are responsible for maintaining records of each officer's hours for 24 months and shall make those records available for review by representatives of the Prince George's County Police Department during business hours.

Representatives of the Prince George's County Police Department will make periodic inspections of secondary employment sites. If any site is discovered to be using officers for duties not of a law enforcement nature, the secondary employment may be suspended.

An employee engaged in Secondary Law Enforcement Employment may be called back to duty with the Prince George's County Police Department for operational necessity. Upon notification of such call back, the employee will cease work for the Secondary Law Enforcement Employer and report as directed by an on-duty supervisor.

Any deviation from the restrictions imposed above must be outlined in writing and formally approved in writing by the Commander, Office of Secondary Employment.

APPLICATION APPROVAL REQUIREMENTS

The Office of Secondary Employment will review each application for approval. Secondary Employment approval is conditional upon compliance with the below application procedures. Staffing level requirements may be imposed as necessary for the safety of the community, patrons, and officers. Staffing level requirements are based upon a variety of factors including, but not limited to: estimated attendance; the sale and/or consumption of alcoholic beverages on the premises; previous event history; physical layout of the site; traffic and/or parking issues; and general crime trends in the vicinity. Jobs that require five (5) officers or more will require a supervisor the rank of Sergeant or above.

**GENERAL PROCEDURES
SECONDARY EMPLOYMENT APPLICATION**

- Assistance in completing applications can be provided by contacting your Prince George’s County Police Site Coordinator.
- Applications must be completed, and submitted to the Secondary Law Enforcement Employment Site Coordinator no less than (15) days prior to the job.
- The employer cannot retain the services of off-duty PGPD officers until such time as this agreement is acknowledged by signature, and received by the Office of Secondary Employment.
- Once the agreement has been received by the Office of Secondary Employment, the employer will be notified as to when a Secondary Employment Application has been approved.

T/A Name: _____

Employer Name (Printed)

Employer Signature

Date