



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-1	Subject: <b>SECONDARY EMPLOYMENT</b>
Reference: DOC 1.3.2; <i>Wadsworth v. State of Montana</i>	Page 1 of 2
Effective Date: 06/01/00	Revision Dates: 05/15/01; 03/02/09; 04/25/11; 04/18/13
Signature / Title: /s/ Ron Alsbury, Probation & Parole Bureau Chief	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees are considered to be engaged in their principle vocation as Bureau employees and will not engage in secondary employment or volunteer work that interferes with their Bureau duties and responsibilities or creates a conflict of interest.

### II. DEFINITIONS:

Department – the Montana Department of Corrections.

Secondary Employment – Any work, including self-employment, performed by a Probation & Parole Bureau employee apart from his/her official assigned duties and required duty times.

Volunteer Work – Outside work performed by employees' own free will without any form of compensation (e.g., law enforcement reserves) that rises above volunteer work for charity and church organizations, etc.

### III. PROCEDURES:

- A. Secondary employment, self-employment, or volunteer work by a Probation & Parole Bureau (Bureau) employee shall not:
  1. Interfere with the employee's obligation to efficiently perform their Bureau assignment, nor be conducted during assigned work.
  2. Conflict with the interests of the Bureau or the Department or be conducted in a way which could have the perception of conflicting interests of duties.
- B. The state of Montana and the Department will not accept liability for any actions of Bureau employees while performing work at a secondary job.
- C. State of Montana resources may not be used in secondary employment or volunteer work.
- D. An employee desiring to undertake secondary employment/volunteer work will disclose all facts concerning any such work in writing to the Regional Administrator (RA), or the Bureau Chief when applicable.
- E. The RA will determine if the secondary employment/volunteer work will interfere with the regular and efficient performance of assigned duties, or if it will physically or mentally affect the employee's capacity to accomplish normal or extraordinary duties. The employee and RA shall agree that the additional work will not create a conflict of interest. No employment will be

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undertaken that will influence the administrative functions or decisions compromising the goals and objectives of the Department, Adult Community Corrections Division and Bureau.

- F. If approved, the employee may engage in requested activity provided no conditions, conflicts or changes in basis for request occur.
- G. Employees may appeal a request that has been denied to the Bureau Chief. The Bureau Chief will confer with the employee's supervisor before any decision is made and will demonstrate a compelling reason to deny the request.
- H. All correspondence will be placed in the employee's permanent personnel record.

#### **IV. CLOSING:**

Questions concerning this procedure shall be directed to the RA or Bureau Chief.