



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.1.106 SECONDARY EMPLOYMENT
Effective Date:	02/10/2020 Page 1 of 2
Revisions Date(s):	
Reference(s):	DOC 1.3.2; <i>Wadsworth v. State of Montana</i>
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

In addition to complying with *DOC Policy 1.3.2, Performance and Conduct*, Probation and Parole Division employees will follow established procedures regarding secondary employment.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices and interstate transfers.

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. GENERAL INFORMATION:

1. Secondary employment, self-employment, or volunteer work by Probation & Parole (P&P) Bureau staff shall:
 - a. not interfere with the staff's obligation to efficiently perform his/her P&P assignment, nor be conducted during assigned work; and
 - b. not conflict with the interest of the PPD or Department, or be conducted in a way which could have the perception of conflicting interests of duty.
2. The state of Montana and the Department will not accept liability for any actions of P&P staff while performing work at a secondary job.
3. State of Montana resources may not be used in secondary employment or volunteer work.

B. PROCESS FOR APPROVAL:

1. Staff desiring to undertake secondary employment/volunteer work will disclose all facts concerning any such work in writing to the Deputy Chief (DC), or the P&P Bureau Chief when applicable.

2. The DC 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 staff's capacity to accomplish normal or extraordinary duties.
 - a. The staff and DC shall agree that the additional work will not create a conflict of interest.
 - b. No employment will be undertaken that will influence the administrative functions or decisions compromising the goals and objectives of the Department, PPD, and the P&P Bureau.
3. If approved, staff may engage in requested activity provided no conditions, conflicts, or changes in basis for the request occur.
4. Staff may appeal a request that has been denied to the P&P Bureau Chief. The Bureau Chief will confer with the staff's supervisor before any decision is made and will demonstrate a compelling reason to deny the request.
5. All correspondence will be placed in the staff's permanent personnel record.

IV. CLOSING:

Questions regarding this procedure should be directed to the Deputy Chief or Probation & Parole Bureau Chief.