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.