

Office of the Sheriff  
Somerset County, Maryland

General Order: 01-14-30

Effective Date: September 1, 2014

Revised Date: October 1, 2013

Chapter 30

Section 1

Inspectional Services

1. Policy

It is the policy of the Somerset County Sheriff's Office to conduct quarterly inspections to ensure that Deputies are complying with Office requirements in areas such as personal appearance, use and maintenance of equipment, and adherence to Somerset County Sheriff's Office policies and procedures.

2. Responsibility for Inspections

- A. Supervisors are responsible for conducting and recording personnel and equipment inspections.
- B. The Chief Deputy will conduct annual inspections of the Somerset County Sheriff's Office facility.

3. Procedures for Inspections

- A. The following will be inspected:
  - 1) Sheriff's Office facility and grounds
  - 2) Patrol vehicles
  - 3) Issued Duty Weapons
  - 4) Policy and Procedures manuals
  - 5) Uniforms
  - 6) Personal Appearance
  - 7) Miscellaneous Equipment

4. Inspection Report

- A. Shift supervisors will prepare and distribute Job Observation Records after inspecting their subordinates and their equipment.
- B. The Chief Deputy or his designee will prepare and submit a report after inspecting the Sheriff's Office and surrounding grounds and summarize the extent of the inspection.
  - 1) The report will identify discrepancies between Office Policy and existing conditions discovered during the inspection.
  - 2) Identify follow-up procedures or corrective action that will be taken to alleviate problems.
- C. Inspection reports will be submitted to the Sheriff for his approval.
- D. The report will be filed in the Somerset County Sheriff's Office Building Maintenance File located in the Administration Files.

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Section 2

Secondary Employment

1. Policy

- A. This policy provides guidelines to Deputies to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the Somerset County Sheriff's Office. These requirements are essential for the efficient operation of the Somerset County Sheriff's Office and for the protection of the community.
- B. No employee may work in a secondary employment capacity without written approval from the Sheriff or his designee.
- C. The Sheriff or his designee may revoke official authorization for an employee to work off-duty secondary employment if such employment conflicts with his/her official duties or constitutes a conflict of interest with the Somerset County Sheriff's Office, or for other valid cause.
- D. The Sheriff or his designee revoking approval for off-duty secondary employment will so indicate on the original approval request in the employee's personnel file.
  - 1) The employee will sign indicating he/she was informed the approval was revoked.
- E. Personnel who are on light or restricted duty will not be allowed to work off-duty secondary employment.

2. Definitions

- A. Employment – The providing of service, whether or not in exchange for a fee or other service. Employment does not include charitable work.

- B. Extra Duty-employment – Any employment that is conditioned on the actual or potential use of law enforcement powers by the Deputy. This is a function that has been requested of the Sheriff’s Office. Employees who work extra duty employment are working as employees of the SCSO.
- C. Regular Off-duty employment – Any employment that will not require the use or potential use of law enforcement powers by the off-duty Deputy. Employees who work regular off duty employment are working as employees of the secondary employers and not the SCSO.

3. Request for Off-Duty Secondary Employment

- A. Employees who wish to engage in off-duty secondary employment will complete Somerset County Sheriff’s Office Form 168, Request to Engage in Secondary Employment.
- B. The Request will be submitted to his/her immediate supervisor who will forward the request to the First Sergeant, Commander of Daily Operations.
- C. All requests will be examined on an individual basis to insure that no actual or potential conflict exists within these guidelines.
- D. If the Somerset County Sheriff’s Office rules that a conflict exists, the employee will be advised of the possibility of the conflict, and if circumstances permit, the Sheriff’s Office may place certain conditions, as appropriate, on the approval of off-duty secondary employment so as not to have any situation which may be a conflict.
- E. The Request for Secondary Employment will be placed in the Deputy’s personnel file.
- F. Employees are prohibited from working off-duty secondary employment when on sick leave.

4. Chapter Revisions:

- A. General Order 1-14-30 dated July 1, 2014, has been revised.
- B. Revisions are effective December 1, 2016.

Ronald Howard

Sheriff  
Somerset County Sheriff’s Office