
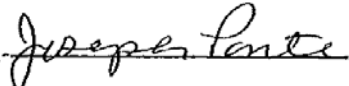


<b>POLICY TITLE: OUTSIDE EMPLOYMENT (AND SIMILAR ACTIVITIES)</b>		<b>PAGE 1 OF 2</b>
<b>POLICY NUMBER: 3.17</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>Approved by Commissioner:</b> 	
<b>EFFECTIVE DATE:</b> August 15, 2003	<b>LATEST REVISION:</b> February 4, 2014	<b>CHECK ONLY IF APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

Employment with the Department of Corrections must be considered to be an employee's principal vocation. A Department employee engaging in employment (including self-employment) or similar activities outside the Department of Corrections is permissible but only during non-duty hours. For purposes of this policy, activities similar to employment include, but are not limited to consulting activities, internships, and volunteer activities. A Department employee may not engage in outside employment or similar activities which interfere with his or her Department of Corrections duties or which create a conflict of interest or the appearance of a conflict of interest.

**IV. CONTENTS**

Procedure A: Department of Corrections Duties  
 Procedure B: Outside Employment and Similar Activities

**V. ATTACHMENTS**

None

## VI. PROCEDURES

### Procedure A: Department of Corrections Duties

1. Department of Corrections duties are considered paramount for all employees. Besides being available for his or her regular assignment, every employee is expected to be available for emergency and contingency situations regardless of outside employment or other considerations.

### Procedure B: Outside Employment and Similar Activities

1. An employee contemplating outside employment (including self-employment) or a similar activity, including a consulting activity, internship, or volunteer activity, shall notify in advance his or her Chief Administrative Officer, Regional Correctional Administrator, or supervisor in Central Office, as applicable, if there is any question of a possible interference with his or her Department of Corrections duties or a conflict of interest or the appearance of a conflict of interest.
2. The determination of whether there would be an actual interference or conflict or the appearance of a conflict shall be made in consultation with the appropriate Personnel Officer. If necessary, the Department's legal representative shall be consulted with respect to conflict or appearance of conflict of interest.
3. The employee shall abide by the decision of the Chief Administrative Officer, Regional Correctional Administrator, or Central Office supervisor with respect to whether outside employment or a similar activity interferes unacceptably with his or her Department of Corrections duties or creates a conflict of interest or the appearance of a conflict of interest.

## VII. PROFESSIONAL STANDARDS

### ACA:

**ACI - 4-4069** A written code of ethics shall require employees to conduct themselves and perform their duties in such a way as to set a good example for prisoners and thereby command their respect. The code of ethics shall prohibit employees from using their official position to secure privileges for themselves or others and from engaging in activities that constitute a conflict of interest. This code is available to all employees.

**4-JCF-6D-02** Staff acknowledge that they have reviewed policies and procedures, facility work rules, regulations, conditions of employment, and related documents including a written code of ethics. These documents are made accessible and available to all staff.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
3.17 Outside Employment and Similar Activities	3. Personnel	Page 2 of 2 2/4/14R