

**METROPOLITAN POLICE DEPARTMENT**  
Washington, D.C.

**EMPLOYER'S AGREEMENT TO CONDITIONS OF EMPLOYMENT**

**SECTION I – TO BE COMPLETED BY ALL EMPLOYERS**

1. NAME OF POTENTIAL EMPLOYER		2. NAME OF BUSINESS	
3. BUSINESS ADDRESS		4. BUSINESS PHONE NUMBER	
5. NAME OF BUSINESS OWNER(S)		6. OWNER'S DATE OF BIRTH	
7. OWNER'S HOME ADDRESS	8. OWNER'S HOME PHONE NUMBER	9. NAME OF SITE SUPERVISOR	

**NOTICE TO POTENTIAL EMPLOYER**

1. The member's acceptance of employment is conditioned upon the approval of the Chief of Police or his designee.
2. Members of the Metropolitan Police Department engaged in outside employment shall be subject to call by the department; and while in the District of Columbia, members of the Metropolitan Police Department are required to respond to felonies in progress, or a crime against person, even when engaged in outside employment.
3. The member's working conditions and hours are subject to review by officials of the Metropolitan Police Department.
4. Authorization for the member to work may be rescinded at any time by the Metropolitan Police Department without prior notice.
5. Injuries sustained in the course of outside employment are not Performance of Duty Injuries pursuant to the **Policemen and Firemen's Retirement and Disability Act (D.C. Official Code, Section 5 - 710)**.
6. Members who are servicing their probationary year are not permitted to engage in outside employment.
7. Members may not work outside for more than **32 hours per week** unless they have requested and been granted leave for the entire week.
8. A job description or list of job tasks must accompany this Agreement when it is submitted for approval.

**POTENTIAL EMPLOYER'S CERTIFICATION**

10. IS THIS EMPLOYMENT POLICE-RELATED?  
(I.e. conditioned upon his/her membership on the Metropolitan Police Department and/or the applicant's possession and potential use of his/her service revolver).

**I have read, understand, and agree to the conditions for employment as outlined in this section.**

PLEASE CHECK BELOW

☐ **YES** (Complete Section Below)    ☐ **NO**

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

**SECTION II - TO BE COMPLETED FOR ALL POLICE-RELATED EMPLOYMENT**

1. Police-related outside employment is authorized only within the jurisdictional boundaries of the District of Columbia Employers who hire members for police-related employment shall:
  - ☐ - Obtain and maintain Liability Insurance in an amount no less than \$100,000.00. The insurance policy shall list the District of Columbia Government as an additional insured. Proof of insurance shall be furnished to the Chief of Police, and the Chief shall be notified whenever the terms of such liability insurance change or such liability insurance is cancelled.
  - ☐ - Contribute a **\$20.00** allowance each quarter (every three months) for the replacement and repair of the member's uniform and equipment. A money order or check made payable to the Metropolitan Police Department shall be sent to the Metropolitan Police Department through the employee.
  - ☐ - Reimburse the District of Columbia Government for one-half the cost or repair of any hand-held radio issued by the Metropolitan Police Department.
  - ☐ - In the event the employment is short term (less than two weeks duration), the uniform allowance may be satisfied by the submission of one check for all officers engaged in such short term employment. The check amount will be determined by multiplying the aggregate of all hours of duty performed by .10 (ten) cents, but shall in no event be for less than \$5.00 (five dollars).
2. Members may engage in police-related outside employment only if their police powers are in effect and the member complies with all applicable provision of the D.C. Official Code and the Police Manual pertaining to the performance of duties.

**POTENTIAL EMPLOYER'S CERTIFICATION**

**I have read, understand, and agree to the conditions for employment outlined in this section.**

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date