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INQ 15- 284 Kirkland

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**From:** Kirkland, Tina (MDCR)  
**Sent:** Tuesday, December 22, 2015 8:30 AM  
**To:** Perez, Martha D. (COE)  
**Cc:** Centorino, Joseph (COE); Diaz-Greco, Gilma M. (COE); Summerset, Myrlene (MDCR); Watkins, Mikeisha (MDCR); McPhee, Deidre (MDCR)  
**Subject:** RE: Shawntia Kirkland, Personnel Specialist I, MDCorrections,Outside Employment, INQ 15- 284

Greetings Ms. Perez,

It was a pleasure speaking with you as well. Thank you very much for taking time to assist me with the information below.

Again, thank you and enjoy your Holidays.

*Shawntia Kirkland, Personnel Specialist I*  
Personnel Management Bureau, Bid Unit  
**Miami-Dade Corrections & Rehabilitation Department**  
2525 NW 62nd Street, Suite 2000  
Miami, Florida 33147  
(Office) 786-263-6196 (Fax) 786-263-6127  
[kirkls@miamidade.gov](mailto:kirkls@miamidade.gov)

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**From:** Perez, Martha D. (COE)  
**Sent:** Monday, December 21, 2015 3:51 PM  
**To:** Kirkland, Tina (MDCR)  
**Cc:** Centorino, Joseph (COE); Diaz-Greco, Gilma M. (COE)  
**Subject:** Shawntia Kirkland, Personnel Specialist I, MDCorrections,Outside Employment, INQ 15- 284

Dear Ms. Kirkland,

It was a pleasure speaking with you. You have inquired about the County's guidelines for outside employment. Specifically, whether these guidelines apply to an employee who has been relieved of duty pending an investigation. By way of background, the Department has a Corrections officer who was recently relieved of duty pending an internal investigation and he/she would like to engage in outside employment.

An employee is considered a County employee until his/her official separation, departure or retirement from County employment. In fact, an employee who is on an approved leave of absence from the County and not getting paid, is required to obtain permission from his director before engaging in outside employment. *INQ 09-66*. Hence, a full-time County employee who has been relieved of duty and wishes to engage in outside employment must obtain approval from his/her supervisor by submitting a request form (Request for Outside Employment) **on a yearly basis**. *Miami-Dade County Administrative Order 7-1*. In addition, an employee who has been granted permission to engage in outside employment must file a financial disclosure form (Outside Employment Statement) with the Supervisor of Elections **on a yearly basis**. See § 2-11.1(k)(2), Ethics Code. The employee's supervisor has the discretion to deny the outside employment if *at any time*, he/she determines that such employment is contrary, detrimental or adverse to the interests of the County or the Department of Corrections. See §2-11, Miami-Dade County Code; *RQO 00-110*.

I am attaching the COE Guidelines (2013) , Memorandum (2014) and Frequently Asked Questions (2013), for additional information. The Request for Outside Employment and the Outside Employment Statement forms may be found at <http://ethics.miamidade.gov>

I refer you to HR to inquire about collective bargaining provisions regarding any "relieved of duty" or suspension restrictions.

Please do not hesitate to contact us if we may be of further assistance.

**Martha D. Perez**

Staff Attorney

MIAMI-DADE COUNTY COMMISSION ON ETHICS & PUBLIC TRUST

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**From:** Kirkland, Tina (MDCR)

**Sent:** Friday, December 18, 2015 11:48 AM

**To:** Ethics (COE) <[ethics@miamidade.gov](mailto:ethics@miamidade.gov)>

**Subject:** Request for Outside Employment questions

Greetings,

An employee was relieved of duty and still pending investigation:

1. Are they allowed to work or have Outside Employment while relieved of duty?
2. Do they have to submit an outside request form while relieved of duty.

Please assist with details/guidelines of Outside Employment for an employee relieved of duty

*Shawntia Kirkland, Personnel Specialist I*

Personnel Management Bureau, Bid Unit

**Miami-Dade Corrections & Rehabilitation Department**

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