



METROPOLITAN POLICE DEPARTMENT
NASHVILLE, TENNESSEE

Roll Call Training / Shift Briefing

M.P.D FORM 101

Table with 3 columns: SUBJECT, REVISED, RESCINDS; REFERENCE or AUTHORITY, EFFECTIVE DATE, DISTRIBUTION. Content includes MNPD Form 150 Secondary Employment Request, January 10, 2020, and All Personnel.

I. PURPOSE

The purpose of this rollcall training document is to advise MNPD personnel on changes to the MNPD Form 150, Secondary Employment Request Form and timelines for expiration and resubmission of the form.

In accordance with the current requirements, supervisors shall ensure all employees under their command are aware of this document, by having them sign a daily worksheet (MNPD Form 255, Daily Worksheet), or other component receipt form acknowledging they have received notice of the information and accept responsibility to follow the directive(s) contained herein.

II. KEY POINTS TO COVER DURING ROLL CALL TRAINING

A. Effective immediately, MNPD Manual 4.30 Secondary Employment, 4.30.080, (K) has been revised as follows:

All Secondary Employment Request Forms must be resubmitted and approved annually by February 1st. The exception is Secondary Employment Request Forms for SEU assignments, which DO NOT expire. However, approval to work SEU assignments may be revoked or suspended by a supervisor, consistent with departmental directives.

B. Additionally, the MNPD Form 150 Secondary Employment Request has been revised to note the change above and all reference to Contract Security Company secondary employment requests have been deleted as per current policy.

C. MNPD personnel that currently have an approved MNPD Form 150, Secondary Employment form on file for assignments posted by the Secondary Employment Unit are not required to renew this form.

- D. All other Secondary Employment forms for Proprietary Security Organizations, Off-Duty requests, and Volunteer work requests must be resubmitted and approved **annually** by February 1st.

If you have any questions or need additional assistance, please contact:

Strategic Development Division (615-862-7790)