



DAWSON COUNTY SHERIFF'S OFFICE

<p align="center">DAWSON COUNTY SHERIFF'S OFFICE GENERAL ORDER</p>	<p>Date of Issue: 06-13-03</p>	<p>Effective Date: 06-20-03</p>	<p>Revision Date: 6-03-09</p>
<p>Subject: Off-Duty and Extra-Duty Employment</p>	<p>Number: G-335D</p>		
<p>Index as: Application Procedures, Use of Agency Equipment, Handling Incidents</p>			

<p>Special Instructions:</p>	<p>Amends: G-335C</p>	<p>Rescinds: G-335C</p>
<p>Distribution: General</p>		

A. PURPOSE: The purpose of this SOP is to establish policy and procedures to govern off-duty and extra-duty employment. The provisions of this SOP are applicable to all full-time employees of the Dawson County Sheriff's Office.

B. DISCUSSION: Employees of the Dawson County Sheriff's Office are expected to place their employment emphasis on their full-time duties. Consequently, all off-duty and extra-

duty employment is subject to approval, must satisfy the conditions outlined below, and may be withdrawn at anytime for cause.

C. POLICY: Full-time employees may engage in off-duty and extra-duty employment as long as the work does not present a conflict of interest with the various law enforcement activities of the agency; does not impair or otherwise interfere with the employee's on-duty job performance or ability to respond to emergency situations; and does not damage the reputation of the Sheriff's Office or the community's perception of the integrity of the agency.

D. LIMITATIONS: The following conditions are established for employees who desire to engage in off-duty employment:

1. No employee will engage in off-duty or extra-duty employment for persons or businesses engaged in unlawful activities or any other activity which might reflect unfavorably on the Sheriff's Office; for any establishment that sells alcohol for on-premises consumption and/or provides adult entertainment such as "strip-clubs" or topless bars or sells obscene material, sexual devices, videos, or provides any services of a sexual nature; or allows gambling unless otherwise authorized by State law.
2. No employee will engage in off-duty or extra-duty employment that represents a potential conflict of interest between their full-time duties with the Sheriff's Office and their part-time employer. Examples of such off-duty employment are:
 - a. Process server, reposessor, or bill collector;
 - b. Towing of vehicles;
 - c. Investigations that might require the employee to have access to any agency information, files, records, or services as a condition of employment;
 - d. Activities that assist in any manner the case preparation for the defense in any criminal or civil action or proceeding conducted within or against Dawson County;
 - e. For a business or labor group that is on strike; **OR**
 - f. Other employment in which law enforcement authority might be used to collect money or merchandise for private purposes.
3. Full-time employees will not be allowed to engage in any off-duty or extra-duty employment for which agency approval has not been given. Failure to comply with the provisions of this SOP may result in disciplinary action.
4. Personnel who engage in regular off-duty or extra-duty employment must ensure they are properly covered by Workers' Compensation. **NO COVERAGE WILL BE**

PROVIDED BY DAWSON COUNTY FOR ANY EMPLOYEE WHO IS INJURED WHILE PERFORMING NON-POLICE RELATED OFF-DUTY EMPLOYMENT.

E. DEFINITIONS:

1. **EMPLOYMENT:** the provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer charity work.
2. **EXTRA-DUTY EMPLOYMENT:** any employment that is conditioned on the actual or potential use of law enforcement powers by the off-duty employee.
3. **REGULAR OFF-DUTY EMPLOYMENT:** any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.

F. APPLICATION PROCEDURES:

1. **GENERAL:** Any employee desiring to engage in extra-duty or regular off-duty employment must submit the Off-Duty/Extra-Duty Employment Request to his/her immediate supervisor, through the chain-of-command, to the Division Commander for approval. A copy of the Off-Duty/Extra-duty Employment Request is attached to this SOP as "ANNEX A".
2. **SUPPORT DOCUMENTATION:** Each application will include an explanation of the duties to be performed.
3. **APPLICATION REVIEW:** The employee's immediate supervisor must review, make a recommendation, and sign the Off-Duty/Extra-Duty Employment Request. Incomplete requests will be returned to the employee without recommendation.
 - a. The request will be forwarded to the employee's Division Commander for approval/disapproval. Once the Division Commander has rendered his decision on the request, the form will be forwarded to the Chief Deputy for review and approval/disapproval. One copy will be placed in the employee's Official File, one copy will be returned to the employee, and one copy will be returned to the Division Commander.
 - c. If the Division Commander has any reason to question the propriety of a request, he/she may direct that additional supporting documentation be provided to more clearly define the particular parameters of the employment.
 - d. Such documentation may be a copy of a contract between the employer and employee, or a letter from the employer that more accurately outlines the specific job functions to be performed and indicates the employer's understanding of any restrictions or conditions that may be required before the request can be approved.

- e. In some instances, the Division Commander may refer the request to the Chief Deputy for his review and decision. Examples of off-duty or extra-duty employment requiring such review are: any employment that appears to present a conflict of interest or any employment services performed over extended periods in exchange for rental or other financial considerations.
 - f. Employees may request reconsideration of any decision disapproving a request for off-duty or extra-duty employment following the provisions in agency policy.
 - g. The Sheriff may at his discretion issue a Special Order declaring locations that are covered under an umbrella declaration whereby an employee may work either off-duty or extra-duty at any location so listed in the Special Order without seeking approval through the chain of command. However, the employee should notify his/her supervisor of their intent to work under an "umbrella" location. As stated in Limitations Section 3.b, "No employee who is on suspension, sick leave, or light-duty will engage in extra-duty employment."
4. **COMMAND STAFF APPLICATIONS:** Members of the command staff will submit their Off-Duty Employment Request to the Chief Deputy for review and appropriate action.
5. **EXPIRATION:** All off-duty employment requests will remain in effect unless an expiration date is given on the request form. Employees desiring to continue their off-duty employment beyond the expiration date or to change their off-duty employment must submit a new Off-Duty/Extra-Duty Employment Request.
6. **TERMINATION OF OFF-DUTY/EXTRA-DUTY EMPLOYMENT:** Any supervisor may order an employee to cease working extra-duty or regular off-duty employment when the employee is observed in violation of this SOP or if the employee is physically, mentally, or otherwise unable to properly perform their full-time duties.
7. In such instances, the supervisor will report the incident in writing to the employee's Division Commander who will in turn report the matter through the chain of command to the Chief Deputy for necessary follow-up action.
8. When appropriate, the Chief Deputy or Sheriff may direct the Internal Affairs Officer to conduct an Administrative Review of the incident(s) and render a written report upon which a determination for further action will be made.

G. EXTRA-DUTY EMPLOYMENT:

1. GENERAL:

- a. Sworn and certified employees may only engage in extra-duty employment for government, profit-making, or non-profit organizations within the geographic

boundaries of **DAWSON COUNTY, OR** outside the county when the employment is in support of legitimate county public service functions that benefit the citizens of Dawson County **AND** when the activities originate within Dawson County.

- b. Types of extra-duty services which may be performed in or out of uniform are:
 - 1. Traffic and pedestrian control (in uniform only);
 - 2. Crowd control (in uniform only);
 - 3. Security and protection of life and property; **AND/OR**
 - 4. Plainclothes assignments.
 - c. Requests to perform such duties that may go outside the geographic boundaries of Dawson County will be considered on a case-by-case basis **AND** will be submitted through the chain-of-command to the Sheriff for final review and action.
2. **USE OF AGENCY EQUIPMENT:** The use of Sheriff's Office equipment (i.e., radios, vehicles, word-processing) may be authorized, when available, with the prior approval of the Sheriff. Uniforms and accessories shall not be considered equipment within the meaning of this provision.
3. **LIMITATIONS:**
- a. While performing extra-duty employment, employees will comply with all Dawson County Sheriff's Office policies and procedures while exercising their law enforcement powers.
 - b. No employee who is on suspension, sick leave, or light-duty will engage in extra-duty employment.

H. HANDLING OF INCIDENTS:

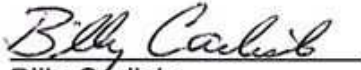
- 1. Whether employed in a regular off-duty/extra-duty position, Dawson County Sheriff's Office sworn and certified employees shall respond to and take appropriate action when there is reasonable belief that the life or safety of another is threatened or when it is necessary to prevent the commission of a forcible felony.
- 2. When the incident is not of a serious nature as described above, requires the employee to leave the scene of the outside employment, or when a vehicle accident occurs, the officer will request that an on-duty unit be dispatched to the scene to take charge of the incident.

3. The on-duty officer who responds to the incident scene will then be responsible for conducting a thorough investigation and will assume responsibility for completing all necessary reports.
5. All personnel engaged in off-duty employment are subject to call-out in case of emergency, and may be expected to leave his/her regular or extra-duty employment in such situations.

I. OFF-DUTY EMPLOYMENT COORDINATOR: The Chief Deputy will serve as the point of coordination for the agency's Off-Duty Employment Program. Specifically, he will:

1. Oversee adherence to the procedures outlined in this directive;
2. Resolve questions concerning the approval/disapproval of off-duty applications; **AND**
3. Handle other matters associated with the Off-Duty/Extra-Duty Program as directed by the Sheriff.

By Order of the Sheriff:


Billy Carlisle
Sheriff, Dawson County

“ANNEX A”

DAWSON COUNTY SHERIFF’S OFFICE

OFF-DUTY/EXTRA-DUTY EMPLOYMENT REQUEST

Officer Name: _____ **Date:** _____

Job Location and Description: _____

Dates of Off-Duty/Extra-Duty Employment: _____ **to** _____

This request is a TEMPORARY REQUEST

This request is a “BLANKET” REQUEST

(CHECK THE BOX FOR THE APPROPRIATE TYPE OF REQUEST)

Immediate Supervisor Approval: _____ **Date:** _____

Division Commander Approval: _____ **Date:** _____

Chief Deputy Approval: _____ **Date:** _____