

DOUGLAS COUNTY SHERIFF’S OFFICE		Policy and Procedure
Assignments Outside Normal Duty		P&P-E-101
Secondary and Extra-Duty Employment		
Effective Date: 04-21-25 Supersedes: 04-22-20	Approval: Sheriff	Number of Pages: 3
References: P&P-N-100, P&P-D-106	Reevaluation Date: Annually	Standards: CALEA <a href="#">LE 22.2.4</a> , COM <a href="#">3.2.6</a>

## I. POLICY

It is the policy of this Office that no employee will engage in extra-duty or secondary employment that, in the opinion of the Office, would constitute a conflict of interest, would tend to bring discredit to the Office, would compromise the member's law enforcement status, or interfere in any way with his or her primary law enforcement or Office responsibilities.< [LE 22.2.4](#) ><[COM 3.2.6](#)>

Secondary Employment: Any work, with or without compensation, including self-employment, performed by any member apart from their official assigned Office duties. Wearing of the Office uniform or any Office insignia is prohibited while engaged in secondary employment. Employees wishing to engage in secondary employment must have authorization prior to beginning such employment. All such requests must be submitted by addressing a memo to the member's division chief through the member's chain of command. The division chief will then make the final decision to approve or deny the request. Once approved or denied, the division chief will return the memo to the requesting member and the requesting member will upload it in a Guardian Tracking entry. <[LE 22.2.4](#)><[COM 3.2.6](#)>

Extra-Duty Employment: Any work performed through the Douglas County Deputy Sheriff's Association (DCDSA) by any member apart from their official assigned Office duties, with or without compensation, involving the use of, or potential use of peace officer authority, including security guard, executive security, or bodyguard. Extra-duty includes civilian members acting in support of those functions. The DCDSA posting for assignments should include the required uniform to be worn. Please see [P&P D-106 Uniforms, Dress, and Insignia](#) for additional uniform requirements when working in an extra duty assignment.

All extra-duty employment must be reviewed and structured through the DCDSA who will maintain significant records as to the date, time, and place of extra-duty employment by members of the Office.

Employees who have completed Patrol FTO and are not on any type of performance action plan are permitted to work extra-duty assignments without further permissions. This does not prevent supervisors from limiting employees from working extra-duty assignments due to performance issues. If a supervisor intends to limit an employee from working extra-duty assignments due to performance issues the supervisor will notify the division chief and seek approval to do so.

All other employees that have not completed a Patrol FTO program, intending to work extra-duty, must have prior authorization from their respective division chief. Members are not permitted to work extra-duty unless they have at least six months of experience with DCSD. The division chief must sign off on the “[Extra-Duty Authorization](#)” form for every new member intending to work extra-duty or members seeking to increase the types of jobs they are permitted to work. The form will then be forwarded to the DCDSA Compliance Officer for retention. Authorization to work extra-duty through the DCDSA is considered ongoing unless rescinded, restricted, or suspended. Division chiefs have the authority to restrict or suspend extra-duty authorization for disciplinary or performance reasons.

## **II. RESTRICTIONS**

### **A. Code of Conduct**

No extra-duty employment will be performed contrary to the rules and regulations and code of conduct contained in this manual. Incidents that involved use of law enforcement powers, injury to the member or others, or complaints will be reported in accordance with policy. Office members who are engaged in extra-duty employment who violate a DCDSA rule, or an Office policy may be subject to administrative discipline through the Association and/or formal Office disciplinary procedures.

Except as permitted by authority of the Sheriff, members are prohibited from working extra duty for any extra-duty contractor with whom the member has a personal relationship. The approval must be documented and placed in the employee’s personnel file.

### **B. Alcohol**

Members must have authorization from their division chief prior to beginning extra-duty employment in an establishment whose primary service is the distribution or sale of alcohol. Members must request approval utilizing the “[Extra-Duty Authorization](#)” form.

In order to receive and maintain authorization, the following criteria shall apply:

1. Must have successfully completed the Patrol FTO program.
2. Members shall not be eligible if they have an active two-year letter of reprimand.
3. Members authorized to work extra duty at an alcohol establishment may not work at any authorized establishment more than four times in a calendar month.
4. Members will perform law enforcement and security related functions only.

If a member has received authorization from their division chief to work extra duty at an establishment, whose primary service is the distribution or sale of alcohol, they must forward the approval to the DCDSA Compliance Officer.

As a general rule, members may not have secondary employment in an establishment whose primary service is the distribution or sale of alcohol. Such authorization may only be approved by the Sheriff. <[LE 22.2.4](#)> <[COM 3.2.6](#)>

C. On Leave

No member of this Office will be allowed to work extra-duty employment during the period for which they are on administrative leave, suspended or on sick leave. This includes employees on a single period of time FMLA absence.

D. Specific Restrictions

Extra-duty or secondary employment requiring the member to work as a private investigator or bail bondsman will not be permitted. <LE 22.2.4><COM 3.2.6>

E. Hours

To ensure the safety and well-being of our staff, we have implemented a policy that limits the total working hours (including regular duty, overtime, and extra duty) to 16 hours a day (vacations and D&D hours do not apply to working hours). Additionally, staff cannot work more than 70 hours per week (Sunday through Saturday). Any exception to this policy must be approved by email by their supervisor or above, and the email must be retained for historical purposes by the staff member working the additional hours. Staff must plan accordingly and allow sufficient time for rest and preparation before their next DCSO regular shift, with a minimum of 7 hours off between shifts for adequate rest and sleep. In cases where a supervisor deems it necessary for an employee to rest or due to concerns regarding the employee's work performance, a supervisor can limit the employee's extra hours until the member is rested, or work performance has elevated.

While this policy doesn't prevent the office from scheduling staff for extra hours due to callouts, training, or departmental needs, keeping your supervisor informed when you go over your hours is essential.

The DCDSA Events Coordinator will generate an end-of-month report of all members working extra duty. This report will be forwarded to all sergeants and commanders for review. If a member has worked more than 25 hours in a week, the supervisor must review extra duty hours with regular and overtime hours to confirm policy compliance.

See also [P&P-N-100 – Deputy Sheriff's Association Bylaws](#).

By Order of the Sheriff