



Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Sheriff's Office Section 2	
Part 17	Subject: Extra Duty and Off Duty Employment
Related CALEA Standards: 22.3.4, 22.3.5 a-e	
Related CALEA communications Standards: 3.2.6	

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with Extra-duty and Off- Duty Employment is delegated to the Bureau Chief of the employee involved.

Purpose

This policy sets the guidelines for any Sheriff's office member of the Pueblo County Sheriff's Office (PCSO) to work extra-duty or engage in off-duty employment.

Definitions

Extra-duty: Defined as any hours worked by an employee beyond their regular duty hours which are contracted with the PCSO.

Off –duty: Defined as any hours worked, including self-employment and volunteer work, performed by any employee apart from working under color of authority, their official assigned duties, and beyond regular duty hours.

Policy

Extra-Duty Off Duty Employment

It is the policy of this Office that no member will engage in off-duty or extra-duty employment that will either compromise their law enforcement status, or interfere in any way with their primary responsibilities.

Off-duty employment means any work, including self-employment, performed by any sheriff's office member apart from their official assigned duties and required duty times. Off-duty employment will not be permitted if, in the opinion of the agency, would constitute a conflict of interest or would tend to bring discredit to the agency. <COM 3.2.6 >, <22.3.4>

During off-duty employment members will not be permitted to use office weapons or wear office uniforms unless the duty is an office approved event requiring law enforcement activity, and it has been approved by the respective division captain.

Extra-duty employment is defined as outside employment wherein the actual or potential use of law enforcement powers is anticipated.

All such requests for off-duty or extra-duty employment must be pre-authorized in writing by the member's immediate supervisor, division Captain, Bureau Chief, Undersheriff and at times the Sheriff if such request is atypical in nature such as a security job which is typically denied. <22.3.5 a> Review and revocation procedures pertaining to members participating in extra duty employment will be at the discretion of the division captain. <22.3.5 c> The request forms will be stored in members personnel file and are valid for one year from the approval date.

[#090 Off Duty or Extra Duty Employment - Form to apply for Off Duty Or Extra Duty Employment](#)

Extra-duty assignments involving a contract for law enforcement services through the sheriff's office will not cause a participating member to be penalized in any form, nor shall it threaten their employment rights, promotional opportunities, training opportunities or fringe benefits.

Member activities and behavior during extra-duty employment will be within their scope as a law enforcement officer. <22.3.5 b> If required, office issued weapons and uniforms may be worn. If the extra-duty employment is of such a nature that the extra-duty employer is compensating the member, all liability, compensation and indemnification issues arising from injuries or other incidents occurring during extra duty employment shall be borne by that agency. If the extra-duty employment is authorized as a public service to the community, Pueblo County shall assume all liability.

The member's supervisor shall document the significant aspects of each officer's off-duty or extra-duty employment. <22.3.5 e > This shall include date, time and place of employment; incidents that involve use of law enforcement powers, injury to the officer or others, complaints received, and court appearances (scheduled and actually attended resulting from extra-duty employment; and liability and indemnification concerns stemming from actions during extra-duty employment.) The bureau chief of each bureau shall oversee adherence to this policy, processes and other matters deemed appropriate by the supervisor. <22.3.5 d>

Restrictions

No extra duty employment will be performed contrary to the office's rules and regulations and code of conduct contained in this manual. Incidents will be reported in the same manner as if the officer was on-duty status.

Only by special authority of the supervising bureau chief will a probationary period member be allowed to perform extra duty-employment that involves the use of peace officer authority.

No member will be allowed to work office sanctioned extra-duty employment assignments during the period for which they are suspended from duty, sick leave, modified duty and FMLA status.

Members will not be allowed to engage in extra duty employment that requires the member to work as a uniformed or non-uniformed security guard, money courier, bail or bond recovery agent (bounty hunter), repossession agent, private investigator or private civil process server unless approved by the Sheriff or designee.

No member will engage in any extra employment, the result of which could be detrimental to the best interests of, or in conflict with, the goals, objectives and procedures of the Pueblo County Sheriff's Office.

Members may be permitted to participate in off-duty or extra-duty employment for up to a total of 24-hours in a calendar week (Sunday through Saturday), when such member is on active duty. Extra duty employment may be performed while a member is on vacation status. No member will work an extra-duty or off-duty employment in excess of a four-hour shift prior to reporting for regular duties unless approved by the Sheriff or designee.

Extra-duty or off-duty employment privileges may be suspended or revoked at any time if the extra-duty or off-duty employment interferes with, or adversely affects the performance of the member's primary employment.

Filling Extra-Duty shifts and Responsibilities of Staff

When an office sponsored extra duty / overtime employment assignment has been approved by this office, it will be posted via e-mail from the respective bureau chief or designee with the available shifts, dates and time for the extra duty. When a shift has been accepted by the member desiring and committing to the extra duty, it will be the responsibility of that member to fill that position if there is a change in circumstances and the member can no longer work the extra duty.

The same requirements for the replacement member that was originally posted shall apply. Any and all personnel changes resulting from this will be communicated back to the bureau chief or designee as soon as possible so updated shift rosters are in place. In the event the member is unable to fill the particular shift they will be expected to work the assignment.

Failure to follow this procedure or to work an accepted assignment, may result in the member's ability to participate in any extra duty employment assignments in the future. Circumstances or events unforeseen

or uncontrollable preventing the member from participating will be communicated as soon as possible and with as much advance notice to the bureau chief's office where an exemption may be granted with no loss of the members' ability to participate in extra duty employment.

A handwritten signature in blue ink that reads "David J. Lucero". The signature is written in a cursive, flowing style.

By Order Of the Sheriff