

Extra Duty

Sheriff's Office personnel will occasionally have the opportunity to work Extra Duty. Extra Duty employment is defined as outside employment wherein the actual or potential use of law enforcement power is anticipated. Extra Duty employment shall not compromise the employee's law enforcement status, or interfere in any way with their primary responsibilities.

Extra Duty shall always be funded from an outside funding source (i.e. grants, contracts or agreements for reimbursement, etc.) and shall be paid at a flat rate per hour, regardless of employees regular hours worked. The rate shall be reviewed and set by the Sheriff on an annual basis. The rate calculated for Extra Duty shall be a minimum of one and a half times the employee's normal rate of pay.

Extra-Duty Employment

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

Extra-duty employment is defined as outside employment wherein the actual or potential use of law enforcement powers is anticipated. All such requests for extra-duty employment must be pre-authorized in writing by the member's immediate supervisor, division Commander, Undersheriff or Sheriff.

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. If required, office issued weapons and uniforms may be worn.

The member's supervisor shall document the significant aspects of each officer's extra-duty employment. 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.)

Restrictions

No extra duty employment will be performed contrary to the office's rules and regulations and code of conduct.

Incidents will be reported in the same manner as if the officer was on-duty status.

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.

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 Archuleta County Sheriff's Office.

Members may be permitted to participate in extra-duty employment for minimum of two hours and 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 Holiday and/or 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 Commander 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 Commander 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.