

Call Sign _____

Employer ID _____

Start Date _____

Sacramento Sheriff's Department Off-Duty Employer Agreement

Applicant To Complete

Business or Organization Hiring Officer: Rancho Murieta Community Services District

Contact Name: Edward R. Crouse, General Manager

Billing Address: P.O. Box 1050

City/State/Zip Code: Rancho Murieta, CA 95683

Phone: (916) 354-3700 Alternate Phone: _____ Fax: (916) 354-2082

Address of Job: 15160 Jackson Highway, Rancho Murieta

Person Deputy Reports To (if different from Contact Name): Chief James L. Noller

Name and Address of Property Owner (if different from above): _____

Type of duties requested, i.e. general security, fixed post etc: _____

General patrol and law enforcement functions.

Deputy Uniform Preference (please circle one): Long pants / Shorts (only btwn April 1 & October 31)

Employer Agreement

Please check all information above for accuracy before signing. Your signature guarantees you will abide by the policies of the Off-Duty Program and pay all fees when billed. Further, you understand that a portion of the fees collected include employer contributions for FICA. As the employer, you are authorizing the County to collect these contributions and forward them to the Social Security Administration on your behalf and to pay the officers for services performed.

Deputies can perform law enforcement functions only, which includes but is not limited to enforcing laws & ordinances; operating a patrol vehicle; responding to complaints; giving information & assistance; making building security inspections; reporting and/or investigating unusual, suspicious or hazardous conditions; interviewing & taking statements from victims, suspects, & witnesses; preparing reports; searching, transporting & booking prisoners. The attached indemnity agreement provides for the County of Sacramento to indemnify the off-duty employer for any losses which arise from the deputy's performance of law enforcement services pursuant to this agreement. The County of Sacramento will not indemnify for activities that are outside the scope of such law enforcement services or which are caused in whole or in part by the off-duty employer. By the attached indemnity agreement, the off-duty employer agrees to indemnify the County of Sacramento for any losses or damages caused in connection with the performance of activities that are outside the scope of law enforcement services provided pursuant to this agreement.

No job will be scheduled until the required deposit and signed indemnity agreement is received. We require forty-eight (48) hours notice to cancel a job, otherwise the employer is responsible for paying each officer the required minimum. Officers shall receive compensation from employers for all activities resulting from off-duty work, including but not limited to reports, booking evidence and arrests.

The Off-Duty program makes no guarantee that a deputy will be found to work as requested. The Sheriff's Department may, at its discretion, cancel any or all off-duty jobs at any time due to departmental conflicts.

Rancho Murieta Community Services Dist.

Employer Name (Printed)


Employer Signature General Manager

12/17/97
Date

For Office Use Only

Date Rec'd _____ Recd By _____ Deposit Amount _____ Ck/MO # _____

**Sacramento County Sheriff's Department
Off-Duty Employment
Indemnification Agreement**

Sacramento County shall indemnify, defend and hold harmless RANCHO MURIETA COMM SERV DIST, its officers, employees and agents from and against any and all claims, losses liabilities or damages, demands and actions, including payment of reasonable attorney's fees ("claims") arising out of or resulting from the performance of law enforcement services rendered pursuant to this Off-Duty Law Enforcement agreement, reduced in proportion to and to the extent such claims are caused in whole or in part by any negligent or willful act or omission of RANCHO MURIETA COMM SERV DIST, its officers, employees and agents.

RANCHO MURIETA COMM SERV DIST shall indemnify, defend and hold harmless Sacramento County, its officers, employees and agents from and against any and all claims, losses liabilities or damages, demands and actions, including payment of reasonable attorney's fees ("claims") arising out of or resulting from the performance of non-law enforcement services, reduced in proportion to and to the extent such claims are caused in whole or in part by any negligent or willful act or omission by Sacramento County its officers, employees and agents.

For the purposes of this agreement, the off-duty deputy is not an agent of the County of Sacramento.

Edward R. Crouse
General Manager
Rancho Murietta Community Services Dist.
Employer or Agent (Please Print)


Employer or Agent Signature


Glen Craig, Sheriff

1/6/98
Date

Off-Duty Fees

Effective January 1, 1998, the new off-duty fees will be as follows:

- ◆ **Officer Pay \$21.53 per hour** (this includes \$1.53 per hour for FICA contribution).
- ◆ **Supervisor Pay \$23.68 per hour** (this includes \$1.68 per hour for FICA contribution).
- ◆ **Administrative Fee \$5.00 per hour, per officer.**
- ◆ **Vehicle fee \$9.00 per hour, per vehicle.**
- ◆ **Motorcycle fee \$6.10 per hour, per motorcycle.**

Administrative fees are the department costs for the off-duty program. A portion of these fees include worker's compensation and liability insurance contributions. All officers in a **department sanctioned** job are covered for worker's comp and liability when **performing law enforcement related duties**, except as noted below.

Officers will **not be** covered for worker's comp or liability if the employer has not completed and returned the Employer Agreement and Indemnity Provision. Nor will they be covered if they are instructed by the employers to perform duties that are not law enforcement related (this may include instructions to enforce rules and regulations which are not federal, state or county laws, CC&R's for example).

Off-Duty Facts

Off-Duty office hours are Monday through Friday 0800-1600. The office is closed on all county holidays.

◆Mario

Phone 440-5096

Call this number for anything relating to scheduling.

◆Sue (pay day Fridays off)

Phone 440-5167

Call this number for anything relating to billing.

Fax 498-9382

E-mail OFF-DUTY@JUNO.COM

Both phones have voice mail. Messages can be left 24 hours a day.



Phone Numbers Change

Off-Duty phone numbers will change effective 12-26-97. The new phone numbers are: 874-5096 for Mario & 874-5167 for Sue. The fax number will remain the same



**Glen Craig
Sheriff**

March 20, 1995

James L. Noller, Chief
Rancho Murieta Security Department
P.O. Box 1050
Rancho Murieta, CA 95683

Dear Chief Noller:

This letter represents an agreement of understanding between the Rancho Murieta Security Department and the Sacramento Sheriff's Department in regard to the employment of off-duty Deputy Sheriffs and supersedes any previously issued memorandum of understanding.

- The Sheriff's Department approves the employment of off-duty Deputy Sheriffs by Rancho Murieta, up to 24 hours per week, to be administered through the Sheriff's Department's Off-Duty Program. Rancho Murieta, as an off-duty employer, shall comply with the requirements set forth in the Sheriff's Off-Duty Program (attached).
- Deputy Sheriffs employed by the Rancho Murieta Security Department shall wear the Sheriff's Department uniform at all times as outlined in Sheriff's General Order 5/01.
- In addition, the Sheriff's Department approves the employment of off-duty Deputy Sheriffs for one-time special events (eg: 4th of July Celebration). This shall include additional officers, if requested by Rancho Murieta, over and above those hired to work on a weekly basis.
- With the exception of one-time special events, the employment of off-duty Deputy Sheriffs shall be seasonal beginning no sooner than April 1st and ending no later than October 1st of each year.
- Deputy Sheriffs employed in an off-duty capacity by Rancho Murieta shall be employed in addition to current security forces and will not replace Rancho Murieta personnel.
- Deputy Sheriffs employed in an off-duty capacity by Rancho Murieta shall perform their duties independently from those duties performed by Rancho Murieta Security and they shall not be assigned to work together. It is understood that Deputy Sheriffs and Rancho Murieta Public Officers may respond to the same events where the circumstances or need is dictated (officer safety reasons, emergencies etc.).

SCANNED

James L. Noller, Chief

March 20, 1995

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- Rancho Murieta shall provide a vehicle for use by the off-duty Deputy Sheriffs, equipped with red light and proper safety equipment as required by the Sheriff's Department. In addition, Rancho Murieta shall ensure that the vehicle is clearly marked "SHERIFF" on both the driver's and passenger side front door while being utilized by Sheriff's Deputies. This may be accomplished by the use of a magnetic applique. The lettering size, coloring and dimensions shall be the same as the logo decal used on Sheriff's patrol vehicles (sample enclosed).
- Off-duty Deputy Sheriffs shall not be designated to respond to calls for service in the Rancho Murieta area. The Sheriff's Department Patrol Services shall handle all calls for service generated from Rancho Murieta. It is understood that off-duty officers may become involved with calls for service where the circumstances or need is dictated.

Concur:

Chief James L. Noller Date 3-28-95
Chief James L. Noller, Rancho Murieta Security Department

Captain Bill Roberts Date 3-21-95
Captain Bill Roberts, Sacramento Sheriff's Department

Very truly yours,

SHERIFF GLEN CRAIG

Captain Bill Roberts
Commander, Administrative Division

WBR:GBA:gba

attachments



**Glen Craig
Sheriff**

March 7, 1995

James L. Noller, Chief
Rancho Murieta Security Department
P.O. Box 1050
Rancho Murieta, CA 95683

Dear Chief Noller:

This letter represents an agreement of understanding between the Rancho Murieta Security Department and the Sacramento Sheriff's Department in regard to the employment of off-duty Deputy Sheriffs.

- The Sheriff's Department approves the employment of off-duty Deputy Sheriffs by Rancho Murieta, up to 24 hours per week, to be administered through the Sheriff's Department's Off-Duty Program. Rancho Murieta, as an off-duty employer, shall comply with the requirements set forth in the Sheriff's Off-Duty Program (attached).
- Deputy Sheriffs employed by the Rancho Murieta Security Department shall wear the Sheriff's Department uniform at all times as outlined in Sheriff's General Order 5/01.
- In addition, the Sheriff's Department approves the employment of off-duty Deputy Sheriffs for one-time special events (eg: 4th of July Celebration). This shall include additional officers, if requested by Rancho Murieta, over and above those hired to work on a weekly basis.
- With the exception of one-time special events, the employment of off-duty Deputy Sheriffs shall be seasonal beginning no sooner than April 1st and ending no later than October 1st of each year.
- Deputy Sheriffs employed in an off-duty capacity by Rancho Murieta shall be employed in addition to current security forces and will not replace Rancho Murieta personnel.
- Deputy Sheriffs employed in an off-duty capacity by Rancho Murieta shall perform their duties independently from those duties performed by Rancho Murieta Security and they shall not be assigned to work together. It is understood that Deputy Sheriffs and Rancho Murieta Public Officers may respond to the same events where the circumstances or need is dictated (officer safety reasons, emergencies etc.).

James L. Noller, Chief
March 7, 1995
Page 2

- Rancho Murieta shall provide a vehicle for use by the off-duty Deputy Sheriffs, equipped with red light and proper safety equipment as required by the Sheriff's Department, until such time that a Sheriff's marked vehicle is available for this off-duty assignment. Upon availability and assignment of the Sheriff's vehicle, the Rancho Murieta Security Department agrees to pay the vehicle use fee according to the Sheriff's Off-Duty Program Fee Schedule (\$8.45 per hour as of 3-7-95).
- Off-duty Deputy Sheriffs shall not be designated to respond to calls for service in the Rancho Murieta area. The Sheriff's Department Patrol Services shall handle all calls for service generated from Rancho Murieta. It is understood that off-duty officers may become involved with calls for service where the circumstances or need is dictated.

Concur: Chief James L. Noller Date 3-16-95
Chief James L. Noller, Rancho Murieta Security Department

Captain Bill Roberts Date 3-7-95
Captain Bill Roberts, Sacramento Sheriff's Department

Very truly yours,

SHERIFF GLEN CRAIG

Captain Bill Roberts

Captain Bill Roberts
Commander, Administrative Division

WBR:GBA:gba

attachments

OFF-DUTY EMPLOYER CHECK LIST

1. We perform law enforcement functions only.
2. The liability coverage provided by the County does not extend to activities which are other than a law enforcement function.
3. Our minimums are three (3) hours per officer Monday through Thursday, and four (4) hours per officer Friday, Saturday, and Sunday.
4. We require a forty-eight (48) hour notification in order to cancel a job. If enough notice is not given, the employer will be responsible for paying each officer the required minimum.
5. We require a minimum number of officers per number of attendees at an event. This figure is approximately one (1) officer per two hundred (200) to two hundred fifty (250) people. This number is a general guideline. We will take other factors into consideration. We make the determination of how many officers we will require if we accept the job. This is not a negotiable figure. In addition, if we receive information that greater numbers of people are expected than was first anticipated, additions will be made in the number of officers assigned.
6. Any time more than four officers are required for an event, the fifth officer will be paid as a supervisor. (Examples: An event requires five (5) officers. Four (4) of these officers would be paid at \$18.00 an hour and one (1) would be paid as a supervisor at \$20.00 an hour. If an event requires fifteen (15) officers, then three (3) will be supervisors and twelve (12) will be officers.) Note: Supervisors are hired as supervisors. If, for example, only four of the five officers assigned show up, the supervisor is still paid as a supervisor.
7. The officer is to be paid directly. For one time or short term jobs, we require immediate payment. Officers may be given cash or a check at the beginning or the end of the shift. For on-going jobs, payment must be received regularly and within a reasonable amount of time (no longer than two weeks). Note: Problems with pay will be grounds for immediate termination of an assignment and refusal to accept an assignment in the future.
8. Our staff will deal with one person as a primary contact. One alternate may be selected.
9. We require you to keep your own records. We do not keep records of any kind for secondary employers. This includes records of who worked when, payment, etc.
10. Any schedule changes are to be communicated to the Off-Duty Employment Coordinator, preferably faxed to 440-5263.
11. Problems should be communicated to the Off-Duty Employment Coordinator or the Off-Duty Employment Supervisor.
12. Officers shall receive compensation from the employer for time spent on reports or any other activities resulting from their off-duty employment. Sacramento County will not be responsible for paying overtime to officers for any off-duty employment.
13. All authorized Off-Duty jobs require the private employer's representative to first contact the department's Off-Duty Work Coordinator (440-5096) with the initial job request. Officers not working in a departmentally sanctioned job capacity are subject to not only disciplinary action, but leave both themselves and their employers open for possible private liability and worker's compensation lawsuits.
14. For one-time only or short-term jobs, the Administrative Fees are due a minimum of 10 days prior to the event. No job will be scheduled until all fees are received.
15. The Sheriff's Department may, at its discretion, cancel any or all Off-Duty jobs at any time due to departmental conflicts.



**Glen Craig
Sheriff**

Memorandum Of Understanding

This document represents an agreement between the Rancho Murieta Community Services District and the Sacramento County Sheriff's Department in regard to the employment of off-duty Deputy Sheriffs.

- The Sheriff's Department approves the employment of off-duty Deputy Sheriff's by Rancho Murieta to be administered through the Sheriff's Department Off-Duty Program. Rancho Murieta, as an off-duty subscriber, shall comply with the requirements set forth by the Sheriff's Department Off-Duty Program (attached).
- Off-Duty patrol shall begin on February 1, 1996 and continue until cancelled by either Rancho Murieta or the Sheriff's Department.
- Rancho Murieta may cancel services at anytime provided a 48 hour notice is given. To cancel services, the Rancho Murieta Chief of Security or her/his designee shall advise the Sheriff's Department Off-Duty Coordinator, either by phone or fax.
- Rancho Murieta agrees to pay all fees associated with hiring off-duty deputies, including county administrative fees, equipment fees, and officer pay.
- The Sheriff's Department may, at its discretion, cancel the off-duty job at any time due to departmental conflicts. To cancel services, the Off-Duty Coordinator shall advise the Rancho Murieta Chief of Security or her/his designee, either by phone or fax.
- Deputy sheriffs employed in an off-duty capacity by Rancho Murieta shall be employed in addition to current security forces and will not replace Rancho Murieta personnel.
- Deputy sheriffs employed in an off-duty capacity by Rancho Murieta shall perform their duties independently from those duties performed by Rancho Murieta Security and they shall not be assigned to work together. It is understood that Deputy Sheriffs and Rancho Murieta Public Officers may respond to the same events where the circumstances or need is dictated (officer safety reasons, emergencies etc.).

- Off-Duty deputies will respond to all calls for service within the Rancho Murieta Community during their shift, appropriately handling each incident. South Patrol will take over responsibility for major incidents, relieving the off-duty deputy as primary officer. All "cold" report calls may be referred to the District 7 Service Center.
- Rancho Murieta shall provide a vehicle for use by the off-duty deputy sheriffs, equipped with red light and proper safety equipment as required by the Sheriff's Department. In addition, Rancho Murieta shall ensure that the vehicle is clearly marked "SHERIFF" on both the driver and passenger side front door while being utilized by Sheriff's Deputies. This may be accomplished by the use of a magnetic applique. The lettering size, coloring and dimensions shall be the same as the logo decal used on sheriff's patrol vehicles.
- The County of Sacramento provides coverage to off-duty deputies for liability and worker's compensation when incidents arise out of the scope of their off-duty employment.
- Agents and representatives of Rancho Murieta agree to inform the Off-Duty Office of any problems that may arise with deputies working off-duty. Depending on the scope of the complaint, a deputy may be removed from the off-duty assignment immediately. For minor problems, the Off-Duty Supervisor will contact the deputy to relate the problem, document the conversation, and provide a time frame in which problems must be corrected. If the problem persists, the deputy will be removed.

Concur:

 CHIEF Date 8-23-96
Agent for Rancho Murieta

 Date 8-26-96
Captain Dan Drummond, Commander Administrative Division

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OFF-DUTY EMPLOYER CHECK LIST

1. We perform law enforcement functions only.
2. The liability coverage provided by the County **does not** extend to activities which are other than a law enforcement function.
3. Our minimums are three (3) continuous hours per officer Monday through Thursday, and four continuous (4) hours per officer Friday, Saturday, and Sunday.
4. We require a forty-eight (48) hour notification in order to cancel a job. If enough notice is not given, the employer will be responsible for paying each officer the required minimum.
5. A minimum number of officers per number of attendees at an event is required. This figure is approximately one (1) officer per two hundred (200) to two hundred fifty (250) people. This number is a general guideline, other factors will be considered. We make the determination of how many officers we will require if we accept the job. **This is not a negotiable figure.** In addition, if we receive information that greater numbers of people are expected than was first anticipated, additions will be made in the number of officers assigned.
6. Any time more than four officers are required for an event, the fifth officer will be paid as a supervisor. (Examples: If an event requires five (5) officers, four (4) of these officers would be paid \$18.00 per hour and one (1) would be paid as a supervisor at \$20.00 per hour. If an event requires fifteen (15) officers, three (3) would be supervisors and twelve (12) would be officers.) Note: Supervisors are hired as supervisors. If, for example, only four of the five officers assigned show up, the supervisor is still paid as a supervisor.
7. Deputies are to be paid directly. For one time or short term jobs, we require immediate payment. Deputies may be given cash or a check at the beginning or the end of the shift. For on-going jobs, payment must be received regularly and within a reasonable amount of time (no longer than two weeks). Note: Problems with pay, either officers pay or administrative fees, will be grounds for immediate termination of a job and refusal to accept future assignments.
8. Our staff will deal with one person as a primary contact. One alternate may be selected.
9. We require employers to keep their own records. We do not keep records of which deputy worked when, payment, etc. for secondary employers.
10. **All** schedule changes are to be communicated to the Off-Duty Employment Coordinator, preferably faxed to 440-5263. (Initial requests and cancellations **must** be in writing).
11. Problems with the program or with a deputy should be communicated to the Off-Duty Employment Coordinator or the Off-Duty Employment Supervisor.
12. Officers shall receive compensation from the employer for time spent on reports or any other activities resulting from their off-duty employment. Sacramento County will not be responsible for paying overtime to officers for any off-duty employment.
13. All authorized off-duty jobs require the private employer's representative to first contact the department's Off-Duty Employment Coordinator (440-5096) with the initial job request. Officers not working in a departmentally sanctioned job are subject to not only disciplinary action, but leave both themselves and their employers open for possible private liability and worker's compensation lawsuits.
14. For one-time only or short-term jobs, the Administrative Fees are due a minimum of 10 days prior to the event. No job will be scheduled until all fees are received.
15. For on-going, long term jobs, the Administrative Fees are due 20 days from the invoiced date. Accounts delinquent after 60 days will be sent an overdue reminder. A job will be canceled when the account becomes 90 days delinquent.
16. The Sheriff's Department may, at its discretion, cancel any or all Off-Duty jobs at any time due to departmental conflicts.

OFF-DUTY JOB GUIDELINES

Several types of job requests are automatically refused. Following is a list of those jobs.

1. Jobs that are not in the unincorporated areas of Sacramento County (locations within the city limits or other counties, for example).
2. Jobs requesting plain clothes officers (refer 70 PC).
3. Jobs at commercial businesses, bars, or lounges, inside or outside, whose main source of income is derived from either a "cover charge" or from the sale of alcoholic beverages. (Includes sidewalk and parking lots when the commercial establishment is permanently licensed by Alcoholic Beverage Control).
4. Mobile jobs where an unmarked, private vehicle would be used for patrol or transport. Only marked security vehicles may be used by deputies working off-duty.
5. Jobs with **armed** private security. Note: In cases where officers work with **unarmed** security, private security officers are obligated to take direction from deputies.
6. Jobs involving civil matters (domestic situations, labor disputes, union meetings, landlord/tenant disputes, etc.).
7. Jobs requiring deputies to act in a "bodyguard" capacity.
8. Jobs which constitute a conflict of interest on the part of the officers or the Department.



GENERAL ORDER

OFF-DUTY EMPLOYMENT

SWORN

THE PURPOSE OF THIS GENERAL ORDER IS TO PROVIDE THE SACRAMENTO COUNTY SHERIFF'S DEPARTMENT POLICY RELATIVE TO OFF-DUTY EMPLOYMENT. OFFICERS WORKING OFF-DUTY MUST FOLLOW THE RULES AND REGULATIONS OUTLINED IN THE FOLLOWING ORDER.

I. SCOPE AND AUTHORITY

- A. THIS ORDER APPLIES TO ALL SWORN AND RESERVE OFFICERS OF THE SACRAMENTO COUNTY SHERIFF'S DEPARTMENT.
- B. THESE RULES ARE ESTABLISHED IN ACCORDANCE WITH THE AUTHORITY PROVIDED IN PENAL CODE SECTION 70 AND GOVERNMENT CODE SECTIONS 1126 AND 1127.
- C. OFF-DUTY EMPLOYMENT FALLS UNDER ONE OF FOUR CATEGORIES:
 - 1. LAW ENFORCEMENT RELATED ACTIVITY FOR A PRIVATE EMPLOYER OR FOR A PUBLIC AGENCY WHEN THE SECONDARY AGENCY DOES NOT SWEAR IN THE EMPLOYEE AS AN OFFICER OF THAT AGENCY - SECTION III.
 - 2. LAW ENFORCEMENT EMPLOYMENT - PEACE OFFICER STATUS GRANTED BY SECONDARY AGENCY - SECTION IV.
 - 3. VOLUNTEER WORK RELATED TO LAW ENFORCEMENT ACTIVITY -SECTION V.
 - 4. NON-LAW ENFORCEMENT RELATED ACTIVITY - SECTION VI.

II. ELIGIBILITY AND RESTRICTIONS

- A. EMPLOYEES SHALL BE PERMITTED TO WORK UP TO FOURTEEN (14) HOURS IN ANY 24-HOUR PERIOD, INCLUDING THOSE HOURS WORKED ON DUTY WITH THE SHERIFF'S DEPARTMENT. THIS RESTRICTION WILL ALLOW THOSE WORKING AN 8-HOUR SHIFT TO WORK AN ADDITIONAL SIX (6) HOURS OFF-DUTY, AND THOSE WORKING A 10-HOURS SHIFT, AN ADDITIONAL FOUR (4) HOURS OFF-DUTY.
- B. THERE ARE NO RESTRICTIONS ON THE NUMBER OF HOURS EMPLOYEES MAY WORK ON THEIR DAYS OFF OR WHILE ON HOLIDAY-IN-LIEU, CTO OR VACATION TIME OFF.
- C. ANY HISTORY OF A DEFICIENT WORK RECORD (I.E., SUSTAINED CITIZEN COMPLAINTS, PERFORMANCE EVALUATIONS, PERSONNEL FILES, SICK LEAVE ABUSE) MAY BE GROUNDS FOR DENYING OFF-DUTY EMPLOYMENT TO BOTH SWORN AND RESERVE EMPLOYEES.
- D. OFF-DUTY LAW ENFORCEMENT RELATED WORK ELIGIBILITY MAY BE CANCELLED AT ANY TIME BY AN OFFICER'S DIVISION COMMANDER IF THE EMPLOYEE IS NOT PERFORMING SATISFACTORILY ON EITHER THE EMPLOYEE'S REGULAR DEPARTMENT ASSIGNMENT, OR THE OFF-DUTY JOB.
- E. WHEN AN OFFICER IS ON DEPARTMENTAL SICK LEAVE, CONVALESCENT LEAVE (INCLUDING 4850 LEAVE CODE), LIMITED DUTY RESTRICTIONS, ADMINISTRATIVE LEAVE, LEAVE OF ABSENCE AND/OR OTHERWISE INCAPABLE PHYSICALLY OR MENTALLY OF PERFORMING THEIR REGULAR FULL TIME DEPARTMENT ASSIGNMENT, THE OFFICER SHALL NOT BE ELIGIBLE FOR ANY OFF DUTY LAW ENFORCEMENT RELATED EMPLOYMENT.
- F. EMPLOYEES ON DEPARTMENTAL SICK LEAVE, CONVALESCENT LEAVE (INCLUDING 4850 LEAVE), OR LIMITED DUTY RESTRICTIONS MAY WORK OFF-DUTY IN A NON-LAW ENFORCEMENT CAPACITY PROVIDING THE RESTRICTIVE MEDICAL CONDITION BEARS NO RELATIONSHIP TO THE OFF-DUTY TASK. FOR EXAMPLE, AN EMPLOYEE WITH A DISABLING BACK STRAIN IS NOT AUTHORIZED TO WORK AS A BRICKLAYER, BUT WOULD BE PERMITTED TO WORK AS AN ACCOUNTANT. QUESTIONS REGARDING THIS SECTION SHOULD BE REFERRED TO THE EMPLOYEE'S DIVISION COMMANDER.
- G. SWORN EMPLOYEES OR RESERVES WILL NOT ENGAGE IN ANY BUSINESS OR EMPLOYMENT WHICH:
 - 1. INVOLVES THE USE FOR PRIVATE GAIN OR ADVANTAGE OF HIS/HER LOCAL AGENCY TIME, FACILITIES, EQUIPMENT OR SUPPLIES; OR THE BADGE, UNIFORM, PRESTIGE, OR INFLUENCE OF HIS/HER LOCAL AGENCY OFFICE, EMPLOYMENT OR,

II. ELIGIBILITY AND RESTRICTIONS

- A. EMPLOYEES SHALL BE PERMITTED TO WORK UP TO FOURTEEN (14) HOURS IN ANY 24-HOUR PERIOD, INCLUDING THOSE HOURS WORKED ON DUTY WITH THE SHERIFF'S DEPARTMENT. THIS RESTRICTION WILL ALLOW THOSE WORKING AN 8-HOUR SHIFT TO WORK AN ADDITIONAL SIX (6) HOURS OFF-DUTY, AND THOSE WORKING A 10-HOURS SHIFT, AN ADDITIONAL FOUR (4) HOURS OFF-DUTY.
- B. THERE ARE NO RESTRICTIONS ON THE NUMBER OF HOURS EMPLOYEES MAY WORK ON THEIR DAYS OFF OR WHILE ON HOLIDAY-IN-LIEU, CTO OR VACATION TIME OFF.
- C. ANY HISTORY OF A DEFICIENT WORK RECORD (I.E., SUSTAINED CITIZEN COMPLAINTS, PERFORMANCE EVALUATIONS, PERSONNEL FILES, SICK LEAVE ABUSE) MAY BE GROUNDS FOR DENYING OFF-DUTY EMPLOYMENT TO BOTH SWORN AND RESERVE EMPLOYEES.
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- E. WHEN AN OFFICER IS ON DEPARTMENTAL SICK LEAVE, CONVALESCENT LEAVE (INCLUDING 4850 LEAVE CODE), LIMITED DUTY RESTRICTIONS, ADMINISTRATIVE LEAVE, LEAVE OF ABSENCE AND/OR OTHERWISE INCAPABLE PHYSICALLY OR MENTALLY OF PERFORMING THEIR REGULAR FULL TIME DEPARTMENT ASSIGNMENT, THE OFFICER SHALL NOT BE ELIGIBLE FOR ANY OFF DUTY LAW ENFORCEMENT RELATED EMPLOYMENT.
- F. EMPLOYEES ON DEPARTMENTAL SICK LEAVE, CONVALESCENT LEAVE (INCLUDING 4850 LEAVE), OR LIMITED DUTY RESTRICTIONS MAY WORK OFF-DUTY IN A NON-LAW ENFORCEMENT CAPACITY PROVIDING THE RESTRICTIVE MEDICAL CONDITION BEARS NO RELATIONSHIP TO THE OFF-DUTY TASK. FOR EXAMPLE, AN EMPLOYEE WITH A DISABLING BACK STRAIN IS NOT AUTHORIZED TO WORK AS A BRICKLAYER, BUT WOULD BE PERMITTED TO WORK AS AN ACCOUNTANT. QUESTIONS REGARDING THIS SECTION SHOULD BE REFERRED TO THE EMPLOYEE'S DIVISION COMMANDER.
- G. SWORN EMPLOYEES OR RESERVES WILL NOT ENGAGE IN ANY BUSINESS OR EMPLOYMENT WHICH:
1. INVOLVES THE USE FOR PRIVATE GAIN OR ADVANTAGE OF HIS/HER LOCAL AGENCY TIME, FACILITIES, EQUIPMENT OR SUPPLIES; OR THE BADGE, UNIFORM, PRESTIGE, OR INFLUENCE OF HIS/HER LOCAL AGENCY OFFICE, EMPLOYMENT OR,

2. INVOLVES RECEIPT OR ACCEPTANCE BY THE OFFICER OR EMPLOYEE OF ANY MONEY OR OTHER CONSIDERATION FROM ANYONE OTHER THAN HIS/HER LOCAL AGENCY FOR THE PERFORMANCE OF AN ACT WHICH THE OFFICER OR EMPLOYEE, IF NOT PERFORMING SUCH ACT, WOULD BE REQUIRED OR EXPECTED TO RENDER IN THE REGULAR COURSE OR HOURS OF HIS/HER LOCAL AGENCY EMPLOYMENT OR AS A PART OF HIS/HER DUTIES AS A LOCAL AGENCY OFFICER OR EMPLOYEE OR,
3. INVOLVES THE PERFORMANCE OF AN ACT, IN OTHER THAN HIS/HER CAPACITY AS A LOCAL AGENCY OFFICER OR EMPLOYEE, WHICH MAY LATER BE SUBJECT DIRECTLY OR INDIRECTLY TO THE CONTROL, INSPECTION, REVIEW, AUDIT, OR ENFORCEMENT OF ANY OTHER OFFICER OR EMPLOYEE OR THE AGENCY BY WHICH HE/SHE IS EMPLOYED, OR,
4. INVOLVES SUCH TIME DEMANDS AS WOULD RENDER PERFORMANCE OF HIS/HER DUTIES AS A LOCAL AGENCY EMPLOYEE LESS EFFICIENT.

H. IN ADDITION TO THE ABOVE, THE FOLLOWING REQUIREMENTS SHALL BE VOLUNTARILY COMPLETED ON THE OFFICERS OWN TIME OFF BEFORE DEPUTIES (REGULAR OR RESERVE) WILL BE ELIGIBLE TO WORK OFF-DUTY IN A LAW ENFORCEMENT CAPACITY:

1. READ SHERIFF'S DEPARTMENT GENERAL ORDERS.
2. READ PATROL OPERATIONS ORDERS MANUAL.
3. READ COMMUNICATIONS CENTER OPERATION ORDERS MANUAL.
4. PERFORM TWO HUNDRED (200) HOURS OF PATROL RIDE-A-LONG, DOCUMENTED AND EVALUATED. (UNLESS OFFICER HAS SUCCESSFULLY COMPLETED PATROL/RESERVE TRAINING PROGRAM.) (ALL OFFICERS, SWORN AND RESERVE, WHO ARE WORKING IN THE OFF-DUTY PROGRAM AS OF 12/31/92 WILL BE DEEMED AS HAVING MET THIS REQUIREMENT.)
5. PERFORM EIGHT (8) HOURS OF COMMUNICATION CENTER DUTY.
6. PERFORM FORTY (40) HOURS OF PATROL RIDE-A-LONG, DOCUMENTED AND EVALUATED, REQUIRED OF OFFICERS WHO HAVE PREVIOUSLY COMPLETED PATROL TRAINING, BUT HAVE BEEN INACTIVE FOR 3 OR MORE YEARS IN PERFORMING DIRECT STREET LAW ENFORCEMENT ACTIVITIES, AND HAVE NOT BEEN A PARTICIPANT IN THE OFF-DUTY PROGRAM DURING THE SAME TIME PERIOD.

THESE REQUIREMENTS SHALL BE VERIFIED BY THE APPROPRIATE SUPERVISOR UPON COMPLETION OF EACH REQUIREMENT. BOTH THE OFFICER AND RESPECTIVE SUPERVISOR WILL PLACE THEIR INITIALS AND DATE IN THE APPROPRIATE SPACE ON

THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (OFF-DUTY FORM-001 - APPENDIX A). EXCEPTION: ITEM #4 + #6 (PATROL RIDE-A-LONG TIME) IS TO BE SIGNED OFF ONLY BY THE FIELD TRAINING COORDINATOR FOR PATROL DIVISIONS. (INACTIVE STREET LAW ENFORCEMENT ACTIVITIES INCLUDE ASSIGNMENTS TO EITHER COURTHOUSE SECURITY, TRANSPORTATION DETAIL, OR ANY OF THE JAIL FACILITIES).

- I. REGULAR SWORN OFFICERS BELOW THE RANK OF SERGEANT MUST HAVE COMPLETED THE REQUIRED INITIAL RESERVE OR REGULAR STATUS JAIL TRAINING, THEIR PROBATIONARY PERIOD, AND THE REQUIREMENTS ON THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (APPENDIX A); OR HAVE COMPLETED EITHER THE REQUIRED INITIAL RESERVE OR REGULAR STATUS PATROL FIELD TRAINING AND HAVE COMPLETED THEIR PROBATIONARY PERIOD, IN ORDER TO BE AUTHORIZED TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS.

- J. RESERVE DEPUTIES SHALL NOT BE ELIGIBLE TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS UNLESS THEY ACHIEVE AND MAINTAIN A "DESIGNATED LEVEL 1" CLASSIFICATION AND HAVE BEEN A SACRAMENTO COUNTY RESERVE OFFICER AT LEAST ONE (1) CONTINUOUS YEAR (CURRENT EMPLOYMENT) AND COMPLETED THE REQUIREMENTS OF THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (APPENDIX A). DESIGNATED LEVEL 1 RESERVE DEPUTIES MAY BE ASSIGNED TO WORK OFF-DUTY JOBS WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:
 - 1. REGULAR DEPUTIES DESIRING EMPLOYMENT ARE NOT AVAILABLE.
 - 2. DUE TO TIME CONSTRAINTS, THE ENTIRE LIST OF REGULAR OFFICERS CANNOT BE UTILIZED, OR
 - 3. THE SECONDARY EMPLOYER REQUESTS A PARTICULAR DESIGNATED LEVEL 1 RESERVE OFFICER BY NAME.

- K. OFFICERS ENGAGED IN OFF-DUTY LAW ENFORCEMENT RELATED ASSIGNMENTS SHALL WEAR THEIR SHERIFF'S DEPARTMENT UNIFORMS. OFFICERS ARE REMINDED THAT PURSUANT TO CALIFORNIA PENAL CODE SECTION 70, NO PEACE OFFICER STATUS SHALL BE GRANTED TO PERSONS FAILING TO ABIDE BY THIS RULE.

- L. DEPUTY SHERIFF TRAINEES SHALL NOT BE AUTHORIZED TO WORK IN OFF-DUTY LAW ENFORCEMENT RELATED EMPLOYMENT.

- M. OFFICERS WEARING SHERIFF'S DEPARTMENT UNIFORMS TO AND FROM OFF-DUTY ASSIGNMENTS SHALL WEAR A CIVILIAN GARMENT OVER THE UNIFORM TOP. THE BADGE AND IDENTIFYING PATCH ARE NOT TO BE VISIBLE.

- N. GENERAL ORDER 11/08, ASSIGNMENT OF OFFICERS HAVING A CLOSE PERSONAL RELATIONSHIP, SHALL BE ADHERED TO.

THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (OFF-DUTY FORM-001 - APPENDIX A). EXCEPTION: ITEM #4 + #6 (PATROL RIDE-A-LONG TIME) IS TO BE SIGNED OFF ONLY BY THE FIELD TRAINING COORDINATOR FOR PATROL DIVISIONS. (INACTIVE STREET LAW ENFORCEMENT ACTIVITIES INCLUDE ASSIGNMENTS TO EITHER COURTHOUSE SECURITY, TRANSPORTATION DETAIL, OR ANY OF THE JAIL FACILITIES).

- I. REGULAR SWORN OFFICERS BELOW THE RANK OF SERGEANT MUST HAVE COMPLETED THE REQUIRED INITIAL RESERVE OR REGULAR STATUS JAIL TRAINING, THEIR PROBATIONARY PERIOD, AND THE REQUIREMENTS ON THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (APPENDIX A); OR HAVE COMPLETED EITHER THE REQUIRED INITIAL RESERVE OR REGULAR STATUS PATROL FIELD TRAINING AND HAVE COMPLETED THEIR PROBATIONARY PERIOD, IN ORDER TO BE AUTHORIZED TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS.

- J. RESERVE DEPUTIES SHALL NOT BE ELIGIBLE TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS UNLESS THEY ACHIEVE AND MAINTAIN A "DESIGNATED LEVEL 1" CLASSIFICATION AND HAVE BEEN A SACRAMENTO COUNTY RESERVE OFFICER AT LEAST ONE (1) CONTINUOUS YEAR (CURRENT EMPLOYMENT) AND COMPLETED THE REQUIREMENTS OF THE OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST (APPENDIX A). DESIGNATED LEVEL 1 RESERVE DEPUTIES MAY BE ASSIGNED TO WORK OFF-DUTY JOBS WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:
 - 1. REGULAR DEPUTIES DESIRING EMPLOYMENT ARE NOT AVAILABLE.
 - 2. DUE TO TIME CONSTRAINTS, THE ENTIRE LIST OF REGULAR OFFICERS CANNOT BE UTILIZED, OR
 - 3. THE SECONDARY EMPLOYER REQUESTS A PARTICULAR DESIGNATED LEVEL 1 RESERVE OFFICER BY NAME.

- K. OFFICERS ENGAGED IN OFF-DUTY LAW ENFORCEMENT RELATED ASSIGNMENTS SHALL WEAR THEIR SHERIFF'S DEPARTMENT UNIFORMS. OFFICERS ARE REMINDED THAT PURSUANT TO CALIFORNIA PENAL CODE SECTION 70, NO PEACE OFFICER STATUS SHALL BE GRANTED TO PERSONS FAILING TO ABIDE BY THIS RULE.

- L. DEPUTY SHERIFF TRAINEES SHALL NOT BE AUTHORIZED TO WORK IN OFF-DUTY LAW ENFORCEMENT RELATED EMPLOYMENT.

- M. OFFICERS WEARING SHERIFF'S DEPARTMENT UNIFORMS TO AND FROM OFF-DUTY ASSIGNMENTS SHALL WEAR A CIVILIAN GARMENT OVER THE UNIFORM TOP. THE BADGE AND IDENTIFYING PATCH ARE NOT TO BE VISIBLE.

- N. GENERAL ORDER 11/08, ASSIGNMENT OF OFFICERS HAVING A CLOSE PERSONAL RELATIONSHIP, SHALL BE ADHERED TO.

- O. EXAMPLES OF PROHIBITED ACTIVITIES ARE AS FOLLOWS, BUT ARE NOT LIMITED TO: THE INTERIOR OR THE EXTERIOR OF A COMMERCIAL BUSINESS, BAR, OR LOUNGE, WHOSE MAIN SOURCE OF INCOME IS DERIVED FROM EITHER A "COVER CHARGE" OR FROM THE SALE OF ALCOHOLIC BEVERAGES. THIS IS TO INCLUDE OUTSIDE SIDEWALKS AND/OR PARKING LOTS WHEN THE COMMERCIAL ESTABLISHMENT IS PERMANENTLY LICENSED BY THE ALCOHOL BEVERAGE CONTROL, AND IS OPEN TO THE PUBLIC AND/OR IS A PRIVATE CLUB FOR MEMBERS ONLY.
- P. OFFICERS ARE NOT PERMITTED TO WORK IN AN OFF-DUTY CAPACITY FOR EITHER PARTY IN A CIVIL OR LABOR DISPUTE INVOLVING ANY LAW ENFORCEMENT AGENCY. OFFICERS ARE NOT PERMITTED TO WORK IN A CIVIL OR LABOR DISPUTE WITHOUT APPROVAL OF THE SHERIFF OR UNDERSHERIFF. OFFICERS ARE NOT PERMITTED TO WORK FOR THE DEFENSE IN ANY CRIMINAL CASE.
- Q. OFFICERS MAY BE ASSIGNED TO WORK THE EXTERIOR SIDEWALKS AND/OR PARKING LOTS OF A COMMERCIAL BUSINESS ESTABLISHMENT WHEN THE SPECIFIC ESTABLISHMENT IS HAVING A SPECIAL EVENT FOR WHICH A TEMPORARY ALCOHOLIC BEVERAGE PERMIT HAS BEEN OBTAINED.
- R. OFFICERS ARE NOT PERMITTED TO SOLICIT FOR OFF-DUTY JOBS FROM POTENTIAL PRIVATE EMPLOYERS, NOR TO NEGOTIATE THEIR OWN SALARY RATES. HOWEVER, IF A PRIVATE EMPLOYER CONTACTING THE OFF-DUTY WORK COORDINATOR REQUESTS SPECIFIC OFFICERS BY NAME, EVERY ATTEMPT WILL BE MADE TO ARRANGE FOR THOSE OFFICERS TO WORK THAT PARTICULAR JOB. OFFICERS ARE ALSO NOT ALLOWED TO WORK ANY OFF-DUTY JOB THAT IS NOT SPECIFICALLY AUTHORIZED BY THE DEPARTMENT THROUGH THE OFF-DUTY WORK COORDINATOR. IF THE PROPER PROCEDURES AS OUTLINED IN SECTION IX OF THIS GENERAL ORDER ARE NOT ADHERED TO, THEN THE EMPLOYMENT OF OFFICERS IS NOT DEPARTMENTALLY AUTHORIZED AND THEREFORE PROHIBITED.

III. INJURY

ANY INJURY DIRECTLY RELATED TO AN OFF-DUTY JOB REQUIRES A CASUALTY REPORT. THE REPORT MUST STATE "OFF-DUTY INJURY" AND INCLUDE THE OFF-DUTY EMPLOYER'S NAME AND ADDRESS. (REFER TO G.O. 15/04 FOR FILLING OUT THE CASUALTY REPORT AND ALL OTHER NECESSARY FORMS) A COPY OF THE REPORT MUST BE FORWARDED TO THE OFF-DUTY WORK COORDINATOR WITHIN 24 HOURS, OR THE NEXT BUSINESS DAY.

IV. LAW ENFORCEMENT RELATED ACTIVITY PROVIDED FOR PRIVATE EMPLOYERS

- A. THE DEPARTMENT SHALL PROVIDE AN OFF-DUTY WORK COORDINATOR TO HANDLE THE REQUESTS FOR OFFICERS FROM THE PUBLIC SECTOR AND TO ASSIGN OFFICERS TO UPCOMING EVENTS BASED UPON DUTY HOURS AND AVAILABILITY FOR WORK ASSIGNMENTS.

- B. EMPLOYEES WHO WISH TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS SHALL APPLY BY SUBMITTING AN OFF-DUTY EMPLOYMENT REQUEST (OFF-DUTY FORM-001 - APPENDIX B). OFFICERS SHALL COMPLETE AND SUBMIT NEW FORMS ANNUALLY (NO LATER THAN JANUARY 1), OTHERWISE THEIR NAMES WILL BE REMOVED FROM THE LIST OF AVAILABLE OFFICERS. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN CURRENT INFORMATION ON THE FORM.
- C. AS A CONDITION OF EMPLOYMENT, PRIVATE EMPLOYERS MUST CONTACT THE OFF-DUTY WORK COORDINATOR.
- D. REQUESTS FOR OFF-DUTY OFFICERS RECEIVED ON HOLIDAYS AND WEEKENDS WILL NOT BE HONORED, AS THE OFF-DUTY WORK COORDINATOR'S HOURS ARE MONDAY-FRIDAY.
- E. THE NUMBER OF OFFICERS ASSIGNED TO ANY FUNCTION WILL BE DETERMINED BY THE OFF-DUTY WORK COORDINATOR. IN THE EVENT THERE IS A QUESTION, THE DECISION WILL BE MADE BY THE ADMINISTRATIVE DIVISION COMMANDER. THIS DETERMINATION SHALL INCLUDE THE EVALUATION OF THE FOLLOWING:
 - 1. ANTICIPATED NUMBER OF PEOPLE ATTENDING THE FUNCTION.
 - 2. WHETHER OR NOT LIQUOR WILL BE SERVED.
 - 3. WHETHER THE EVENT IS OPEN TO THE PUBLIC, OR IS PRIVATE (BY INVITATION ONLY).
 - 4. WHETHER OR NOT THE EVENT IS IN AN ISOLATED AREA.
 - 5. HISTORICAL PRECEDENCE.

WHEN FIVE (5) OR MORE OFFICERS ARE REQUIRED TO WORK AT THE SAME FUNCTION, ONE MUST BE A SUPERVISOR, UNLESS OTHERWISE APPROVED BY THE CHIEF DEPUTY FOR SPECIAL SERVICES.

- F. IF AN OFFICER IS UNABLE TO WORK THE ASSIGNED JOB, THE OFFICER SHALL NOTIFY THE OFF-DUTY WORK COORDINATOR, DURING THE NORMAL WORKDAY (EXCLUDING SATURDAY /SUNDAY /HOLIDAYS) NO LESS THAN 48 HOURS PRIOR TO THE SCHEDULED JOB. IT IS THE ASSIGNED OFFICER'S PRIMARY RESPONSIBILITY TO CONTACT THE EMPLOYER AND INFORM HIM THAT THE OFFICER IS UNABLE TO WORK.
 - 1. IF AN OFFICER OBTAINS A SUBSTITUTE ON HIS/HER OWN, THE OFF-DUTY WORK COORDINATOR MUST BE NOTIFIED BEFORE THE ASSIGNED WORKDATE.
 - 2. IF AN OFFICER IS ASKED BY THE EMPLOYER TO STAY LONGER THAN THE SCHEDULED HOURS, THE OFFICER SHALL NOTIFY THE OFF-DUTY COORDINATOR OF THE ADDITIONAL TIME WORKED THE NEXT WORK DAY.

- B. EMPLOYEES WHO WISH TO WORK OFF-DUTY LAW ENFORCEMENT RELATED JOBS SHALL APPLY BY SUBMITTING AN OFF-DUTY EMPLOYMENT REQUEST (OFF-DUTY FORM-001 - APPENDIX B). OFFICERS SHALL COMPLETE AND SUBMIT NEW FORMS ANNUALLY (NO LATER THAN JANUARY 1), OTHERWISE THEIR NAMES WILL BE REMOVED FROM THE LIST OF AVAILABLE OFFICERS. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN CURRENT INFORMATION ON THE FORM.
- C. AS A CONDITION OF EMPLOYMENT, PRIVATE EMPLOYERS MUST CONTACT THE OFF-DUTY WORK COORDINATOR.
- D. REQUESTS FOR OFF-DUTY OFFICERS RECEIVED ON HOLIDAYS AND WEEKENDS WILL NOT BE HONORED, AS THE OFF-DUTY WORK COORDINATOR'S HOURS ARE MONDAY-FRIDAY.
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 - 1. IF AN OFFICER OBTAINS A SUBSTITUTE ON HIS/HER OWN, THE OFF-DUTY WORK COORDINATOR MUST BE NOTIFIED BEFORE THE ASSIGNED WORKDATE.
 - 2. IF AN OFFICER IS ASKED BY THE EMPLOYER TO STAY LONGER THAN THE SCHEDULED HOURS, THE OFFICER SHALL NOTIFY THE OFF-DUTY COORDINATOR OF THE ADDITIONAL TIME WORKED THE NEXT WORK DAY.

3. ANY OFFICER ASSIGNED TO A PERMANENT, WEEKLY, OFF-DUTY JOB, WHO HAS A CHANGE IN WORK ASSIGNMENT, WILL BE ALLOWED UP TO A TWO MONTH LEAVE FROM THIS ASSIGNED JOB. THE OFFICER WHO IS REASSIGNED WILL BE ALLOWED TO CHOOSE HIS/HER OWN REPLACEMENT FOR THIS PERIOD. IF THE OFFICER IS NOT ABLE TO RETURN TO HIS/HER ASSIGNED OFF-DUTY JOB, FOR WHATEVER REASON AFTER THIS PERIOD OF TIME, IT WILL BE REASSIGNED TO THE NEXT AVAILABLE OFFICER ON THE WAITING LIST FOR THAT PARTICULAR JOB. THIS REASSIGNMENT WILL BE DONE ON A SENIORITY BASIS FOR THAT PARTICULAR JOB'S WAITING LIST.

THIS WILL NOT AFFECT ANY OFFICER WHO IS OFF ON 4850 TIME. A REPLACEMENT WILL BE ARRANGED FOR AN OFFICER ON 4850 TIME WITH THE UNDERSTANDING THAT THE ORIGINAL OFFICER WILL GET HIS/HER JOB BACK WHEN HE/SHE IS RELEASED FOR ACTIVE DUTY.

- G. ALL OFF-DUTY LAW ENFORCEMENT RELATED WORK ASSIGNMENTS SHALL BE CONDUCTED WITHIN THE UNINCORPORATED AREAS OF SACRAMENTO COUNTY, UNLESS SPECIAL AUTHORIZATION IS RECEIVED FROM THE SHERIFF/UNDERSHERIFF.
- H. WITH THE EXCEPTION OF PERSONAL SAFETY EQUIPMENT, THE USE OF DEPARTMENTAL EQUIPMENT IS AUTHORIZED ONLY FOR CONTRACTED ITEMS. REQUESTS FOR EXCEPTION TO THIS RULE WILL BE SUBMITTED TO THE RESPECTIVE PATROL DIVISION COMMANDER OR DESIGNEE BY THE OFF-DUTY COORDINATOR, ANY WAIVER SUBSEQUENTLY APPROVED SHOULD LIMIT AUTHORIZATION TO USE ONLY THAT PIECE OF EQUIPMENT DURING THE SPECIFIC PERIOD OF TIME AS SPECIFIED BY THE RESPECTIVE PATROL DIVISION COMMANDER OR DESIGNEE.
- I. AFTER COMPLETION OF A WORK ASSIGNMENT IF AN OFFICER DETERMINES THERE IS, OR HAS BEEN, A SERIOUS PROBLEM THAT NEEDS TO BE ADDRESSED, THE OFFICER SHALL CONTACT THE OFF-DUTY WORK COORDINATOR AS SOON AS POSSIBLE. SOME OF THE SERIOUS PROBLEMS THAT MAY NEED TO BE ADDRESSED INCLUDE ONE OR MORE OF THE FOLLOWING:
 1. UNDERSTAFFING ON A JOB.
 2. VIOLENT CRIMES THAT OCCURRED.
 3. OFFICER SAFETY CONSIDERATIONS.
 4. ANY ITEM OF PARTICULAR INTEREST TO THE NEXT OFFICER WORKING THE SAME JOB.
- J. OFFICERS PERFORMING OFF-DUTY LAW ENFORCEMENT SERVICES SHALL BE RESPONSIBLE FOR PREPARING AND SUBMITTING ALL REPORTS REGARDING INCIDENTS OCCURRING DURING THEIR OFF-DUTY EMPLOYMENT. OFFICERS SHALL NOT RECEIVE COMPENSATION FROM SACRAMENTO COUNTY FOR TIME SPENT ON REPORTS, OR

ANY OTHER ACTIVITIES RESULTING FROM THE INTENDED SCOPE OF THEIR OFF-DUTY EMPLOYMENT. "INTENDED SCOPE" REFERS TO THE TASKS THE OFFICER WAS HIRED TO PERFORM.

- K. ON-DUTY OFFICERS DISPATCHED TO THE SCENE OF AN OFF-DUTY ASSIGNMENT SHOULD ROUTINELY PROVIDE ONLY NECESSARY EMERGENCY ASSISTANCE AND PRISONER TRANSPORTATION. UNLESS OUTSIDE THE SCOPE OF THE OFF-DUTY EMPLOYMENT (I.E. HOMICIDE, RAPE, SERIOUS FELONY, ETC.)

- L. THE PAY SCALE FOR LAW ENFORCEMENT RELATED DUTY WILL NORMALLY BE ESTABLISHED ON OCTOBER 1ST, OF EACH YEAR BY THE CHIEF DEPUTY FOR SPECIAL SERVICES. (THE PAY SCALE SHALL GO INTO EFFECT THE FOLLOWING NOVEMBER 1ST.) THE WAGE SCALE SHALL GENERALLY BE AT THE RATE EQUIVALENT TO THE "C" STEP WAGE (PER HOURS) ESTABLISHED FOR A DEPUTY SHERIFF. WHEN SUPERVISORS ARE EMPLOYED AS A REQUIREMENT OF SECTION III E, THEY WILL RECEIVE TWO DOLLARS PER HOUR MORE THAN THE ESTABLISHED RATE FOR DEPUTIES.

- M. THE SHERIFF OR DESIGNEE RESERVES THE RIGHT TO CANCEL ANY /OR ALL OFF-DUTY WORK ASSIGNMENTS.

V. ADMINISTRATIVE FEE

EFFECTIVE 01/01/93, THE DEPARTMENT IS AUTHORIZED TO CHARGE AN ADMINISTRATIVE FEE TO OFFSET PERSONNEL AND EQUIPMENT COSTS INCURRED AS PART OF THE OPERATING EXPENSES OF THIS PROGRAM.

1. THE FEE IS TO BE PAID BY THE RESPECTIVE EMPLOYERS AND SHOULD BE SENT DIRECTLY TO THE ADMINISTRATIVE DIVISION, OFF-DUTY WORK COORDINATOR AT LEAST TEN (10) DAYS IN ADVANCE OF THE REQUESTED JOB STARTING DATE. IF NOT RECEIVED BY THE OFF-DUTY WORK COORDINATOR WITHIN THE TEN DAYS, THE JOB MAY BE DECLINED. EMPLOYERS WHO USE OFF-DUTY OFFICERS ON A DAILY BASIS AND/OR THE SCHOOL DISTRICTS, WILL BE BILLED ON A MONTHLY BASIS.

2. THE FEE IS TO BE DETERMINED BY THE OFF-DUTY WORK COORDINATOR AT THE TIME OF CONTACT BY THE PROSPECTIVE EMPLOYER. IT WILL BE BASED ON A COMBINATION OF FACTORS, INCLUDING NUMBER OF OFFICERS REQUESTED, NUMBER OF HOURS WORKED, AND EQUIPMENT REQUIRED FOR THE JOB (SEE ATTACHMENT A).

3. IF SCHEDULED JOBS LAST SUBSTANTIALLY LONGER THAN ORIGINALLY SCHEDULED, THE WORKING OFFICERS ARE REQUIRED TO NOTIFY THE OFF-DUTY WORK COORDINATOR NO LATER THAN THE NEXT WORKING DAY OF THE MAJOR DISCREPANCIES.

ANY OTHER ACTIVITIES RESULTING FROM THE INTENDED SCOPE OF THEIR OFF-DUTY EMPLOYMENT. "INTENDED SCOPE" REFERS TO THE TASKS THE OFFICER WAS HIRED TO PERFORM.

- K. ON-DUTY OFFICERS DISPATCHED TO THE SCENE OF AN OFF-DUTY ASSIGNMENT SHOULD ROUTINELY PROVIDE ONLY NECESSARY EMERGENCY ASSISTANCE AND PRISONER TRANSPORTATION. UNLESS OUTSIDE THE SCOPE OF THE OFF-DUTY EMPLOYMENT (I.E. HOMICIDE, RAPE, SERIOUS FELONY, ETC.)
- L. THE PAY SCALE FOR LAW ENFORCEMENT RELATED DUTY WILL NORMALLY BE ESTABLISHED ON OCTOBER 1ST, OF EACH YEAR BY THE CHIEF DEPUTY FOR SPECIAL SERVICES. (THE PAY SCALE SHALL GO INTO EFFECT THE FOLLOWING NOVEMBER 1ST.) THE WAGE SCALE SHALL GENERALLY BE AT THE RATE EQUIVALENT TO THE "C" STEP WAGE (PER HOURS) ESTABLISHED FOR A DEPUTY SHERIFF. WHEN SUPERVISORS ARE EMPLOYED AS A REQUIREMENT OF SECTION III E, THEY WILL RECEIVE TWO DOLLARS PER HOUR MORE THAN THE ESTABLISHED RATE FOR DEPUTIES.
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2. THE FEE IS TO BE DETERMINED BY THE OFF-DUTY WORK COORDINATOR AT THE TIME OF CONTACT BY THE PROSPECTIVE EMPLOYER. IT WILL BE BASED ON A COMBINATION OF FACTORS, INCLUDING NUMBER OF OFFICERS REQUESTED, NUMBER OF HOURS WORKED, AND EQUIPMENT REQUIRED FOR THE JOB (SEE ATTACHMENT A).
3. IF SCHEDULED JOBS LAST SUBSTANTIALLY LONGER THAN ORIGINALLY SCHEDULED, THE WORKING OFFICERS ARE REQUIRED TO NOTIFY THE OFF-DUTY WORK COORDINATOR NO LATER THAN THE NEXT WORKING DAY OF THE MAJOR DISCREPANCIES.

4. THE DIVISION COMMANDER WILL BE NOTIFIED OF ANY OFFICER FAILING TO REPORT FOR AN ASSIGNED OFF-DUTY JOB. THE FIRST FAILURE TO APPEAR MUST BE EXCUSED BY THE EMPLOYEE'S DIVISION COMMANDER. THE DIVISION COMMANDER IS RESPONSIBLE FOR NOTIFYING THE OFF-DUTY WORK COORDINATOR THAT THE ABSENCE IS EXCUSED. TWO FAILURES ON THE OFFICER'S PART TO SHOW FOR GIVEN JOBS WILL PLACE THE OFFICER ON AN INACTIVE LIST FOR SIX MONTHS. THIS MAY ONLY BE APPEALED TO AND RESCINDED BY THE EMPLOYEE'S CHIEF DEPUTY.

VI. LAW ENFORCEMENT EMPLOYMENT - PEACE OFFICER STATUS GRANTED BY A SECONDARY PUBLIC AGENCY

- A. THE SHERIFF'S DEPARTMENT WILL NOT ARRANGE FOR NOR ESTABLISH A WAGE SCALE FOR THE EMPLOYMENT OF DEPUTIES SWORN IN BY OUTSIDE PUBLIC LAW ENFORCEMENT AGENCIES. HOWEVER, THOSE OFFICERS SECURING SUCH EMPLOYMENT SHALL FIRST COMPLETE AND SUBMIT STANDARD FORM OFF-DUTY FORM-001. THE DEPARTMENT RESERVES THE RIGHT TO APPROVE/ DISAPPROVE SUCH REQUESTS PURSUANT TO QUALIFICATIONS ENUMERATED IN SECTION II ABOVE.
- B. PURSUANT TO THE PROVISIONS CONTAINED IN THE CALIFORNIA PENAL CODE, SECTION 70, OFFICERS HIRED AND SWORN-IN BY A SECONDARY PUBLIC AGENCY TO WORK IN A LAW ENFORCEMENT CAPACITY MUST WEAR A POLICE UNIFORM DURING THE TERM OF SECONDARY EMPLOYMENT. OFFICERS SHALL NOT WEAR A SACRAMENTO COUNTY SHERIFF'S DEPARTMENT UNIFORM (EXCEPT WHEN SPECIFICALLY APPROVED BY THE SHERIFF OR UNDERSHERIFF). THEY ARE EXPECTED TO WEAR THE POLICE UNIFORM REPRESENTATIVE OF AND AUTHORIZED BY THE SECONDARY AGENCY.
- C. EMPLOYEES PERFORMING OFF-DUTY LAW ENFORCEMENT SERVICES UNDER AUTHORITY OF ANOTHER AGENCY SHALL BE RESPONSIBLE FOR PREPARING AND SUBMITTING ALL REPORTS REGARDING INCIDENTS OCCURRING DURING THEIR OFF-DUTY EMPLOYMENT. OFFICERS SHALL NOT BE COMPENSATED BY SACRAMENTO COUNTY FOR TIME SPENT COMPLETING THESE REPORTS.
- D. EMPLOYEES PERFORMING OFF-DUTY LAW ENFORCEMENT SERVICES UNDER AUTHORITY OF ANOTHER AGENCY SHALL BE RESPONSIBLE FOR APPROPRIATE PRISONER TRANSPORTATION, AND BOOKING ACTIVITIES.
- E. IF EMPLOYEES PERFORMING OFF-DUTY LAW ENFORCEMENT TYPE SERVICES UNDER AUTHORITY OF ANOTHER AGENCY LATER RECEIVE SUBPOENAS DEMANDING THEIR PERSONAL APPEARANCE PURSUANT TO SUCH OFF-DUTY SERVICE, THEY SHALL NOT RECEIVE COMPENSATION FOR OBEDIENCE TO THAT SUBPOENA FROM THE SACRAMENTO COUNTY SHERIFF'S DEPARTMENT. IF THE SUBPOENA REQUIRES A PERSONAL APPEARANCE DURING THE OFFICERS NORMAL DUTY HOURS, THEY WILL BE REQUIRED TO TAKE THE COMMENSURATE NUMBER OF HOURS OFF FROM THEIR

ACCRUED LEAVE BALANCES. EMPLOYEES RECEIVING SUBPOENAS UNDER SUCH SITUATIONS SHOULD BE REFERRED TO THE SECONDARY AGENCY FOR REIMBURSEMENT.

VII. VOLUNTEER LAW ENFORCEMENT ACTIVITY

- A. ELIGIBILITY, RESTRICTIONS AND REQUIREMENTS RELATING TO UNPAID OR VOLUNTARY LAW ENFORCEMENT ACTIVITY ARE THE SAME AS COMPENSATED EMPLOYMENT (SEE SECTION II).
- B. THE OFF-DUTY WORK COORDINATOR SHALL NOT SOLICIT OFFICERS TO WORK VOLUNTEER ASSIGNMENTS. HOWEVER, COMMUNITY GROUPS ARE PERMITTED TO DIRECTLY CONTACT OFFICERS KNOWN TO THEM FOR THE PURPOSES OF REQUESTING VOLUNTARY LAW ENFORCEMENT SERVICES.
- C. OFFICERS DESIRING TO PERFORM VOLUNTARY OFF-DUTY LAW ENFORCEMENT SERVICES SHALL HAVE AN APPROVED OFF-DUTY REQUEST (STANDARD FORM OFF-DUTY FORM-001) ON FILE. THEY SHALL OBTAIN PRIOR APPROVAL FROM THE OFF-DUTY WORK COORDINATOR, AND WILL NOTIFY THE COORDINATOR SEVERAL DAYS IN ADVANCE, SO THE PROPER PAPERWORK CAN BE COMPLETED AND THE EVENT PLACED ON THE WEEKLY OFF-DUTY WORK SCHEDULE.
- D. VOLUNTARY LAW ENFORCEMENT RELATED SERVICE SHALL BE IN DEPARTMENTAL UNIFORM.
- E. ASSIGNMENT LOCATIONS WILL GENERALLY BE RESTRICTED TO THE UNINCORPORATED AREAS OF SACRAMENTO COUNTY. OFFICERS DESIRING TO WORK WITHIN THE INCORPORATED AREAS SHALL MAKE WRITTEN REQUEST TO THE SHERIFF/UNDERSHERIFF. THE SHERIFF/UNDERSHERIFF OR DESIGNEE WILL RETAIN THE AUTHORITY TO GRANT DEVIATIONS FROM THIS RULE ON A CASE-BY-CASE BASIS.

VIII. NON-LAW ENFORCEMENT RELATED ACTIVITY

- A. THE DEPARTMENT SHALL NOT COORDINATE NON-LAW ENFORCEMENT RELATED JOBS. HOWEVER, SUCH EMPLOYMENT IS SUBJECT TO DEPARTMENTAL APPROVAL/DISAPPROVAL BECAUSE OF THE NEED TO MAINTAIN OUR COMMUNITY'S SPECIAL TRUST AND TO AVOID APPARENT IMPROPRIETIES AS ENUMERATED IN SECTION 11 C. GENERALLY, PROPERLY SUBMITTED PERMISSION REQUESTS FOR PROPRIETORSHIP INTEREST OR OFF-DUTY EMPLOYMENT WILL BE APPROVED, PROVIDING ELIGIBILITY CRITERIA ARE MET, AND THE EMPLOYMENT DOES NOT FALL WITHIN THE RESTRICTIONS ENUMERATED IN SECTION II ABOVE.
- B. EMPLOYEES SHALL COMPLETE A REQUEST FOR OFF-DUTY EMPLOYMENT (OFF DUTY FORM-002 - APPENDIX C) AND FORWARD IT THROUGH THEIR CHAIN-OF-COMMAND

ACCRUED LEAVE BALANCES. EMPLOYEES RECEIVING SUBPOENAS UNDER SUCH SITUATIONS SHOULD BE REFERRED TO THE SECONDARY AGENCY FOR REIMBURSEMENT.

VII. VOLUNTEER LAW ENFORCEMENT ACTIVITY

- A. ELIGIBILITY, RESTRICTIONS AND REQUIREMENTS RELATING TO UNPAID OR VOLUNTARY LAW ENFORCEMENT ACTIVITY ARE THE SAME AS COMPENSATED EMPLOYMENT (SEE SECTION II).
- B. THE OFF-DUTY WORK COORDINATOR SHALL NOT SOLICIT OFFICERS TO WORK VOLUNTEER ASSIGNMENTS. HOWEVER, COMMUNITY GROUPS ARE PERMITTED TO DIRECTLY CONTACT OFFICERS KNOWN TO THEM FOR THE PURPOSES OF REQUESTING VOLUNTARY LAW ENFORCEMENT SERVICES.
- C. OFFICERS DESIRING TO PERFORM VOLUNTARY OFF-DUTY LAW ENFORCEMENT SERVICES SHALL HAVE AN APPROVED OFF-DUTY REQUEST (STANDARD FORM OFF-DUTY FORM-001) ON FILE. THEY SHALL OBTAIN PRIOR APPROVAL FROM THE OFF-DUTY WORK COORDINATOR, AND WILL NOTIFY THE COORDINATOR SEVERAL DAYS IN ADVANCE, SO THE PROPER PAPERWORK CAN BE COMPLETED AND THE EVENT PLACED ON THE WEEKLY OFF-DUTY WORK SCHEDULE.
- D. VOLUNTARY LAW ENFORCEMENT RELATED SERVICE SHALL BE IN DEPARTMENTAL UNIFORM.
- E. ASSIGNMENT LOCATIONS WILL GENERALLY BE RESTRICTED TO THE UNINCORPORATED AREAS OF SACRAMENTO COUNTY. OFFICERS DESIRING TO WORK WITHIN THE INCORPORATED AREAS SHALL MAKE WRITTEN REQUEST TO THE SHERIFF/UNDERSHERIFF. THE SHERIFF/UNDERSHERIFF OR DESIGNEE WILL RETAIN THE AUTHORITY TO GRANT DEVIATIONS FROM THIS RULE ON A CASE-BY-CASE BASIS.

VIII. NON-LAW ENFORCEMENT RELATED ACTIVITY

- A. THE DEPARTMENT SHALL NOT COORDINATE NON-LAW ENFORCEMENT RELATED JOBS. HOWEVER, SUCH EMPLOYMENT IS SUBJECT TO DEPARTMENTAL APPROVAL/DISAPPROVAL BECAUSE OF THE NEED TO MAINTAIN OUR COMMUNITY'S SPECIAL TRUST AND TO AVOID APPARENT IMPROPRIETIES AS ENUMERATED IN SECTION 11 C. GENERALLY, PROPERLY SUBMITTED PERMISSION REQUESTS FOR PROPRIETORSHIP INTEREST OR OFF-DUTY EMPLOYMENT WILL BE APPROVED, PROVIDING ELIGIBILITY CRITERIA ARE MET, AND THE EMPLOYMENT DOES NOT FALL WITHIN THE RESTRICTIONS ENUMERATED IN SECTION II ABOVE.
- B. EMPLOYEES SHALL COMPLETE A REQUEST FOR OFF-DUTY EMPLOYMENT (OFF DUTY FORM-002 - APPENDIX C) AND FORWARD IT THROUGH THEIR CHAIN-OF-COMMAND

PRIOR TO ENGAGING IN OFF-DUTY EMPLOYMENT OR BUSINESS. WHERE THE EMPLOYEE HAS NOT RECEIVED NOTICE OF DISAPPROVAL WITHIN TEN (10) WORKING DAYS, THE EMPLOYEE MAY ASSUME DEPARTMENTAL APPROVAL. THE DEPARTMENT RESERVES THE RIGHT TO DISAPPROVE SUCH ACTIVITY AT ANY TIME. EMPLOYEES SHALL UPDATE THEIR FORM EACH TIME THEY CHANGE EMPLOYERS/BUSINESSES, OR WHERE THERE IS A CHANGE OF DUTIES. IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENSURE THE INFORMATION ON THE FORM IS ACCURATE AND CURRENT.

- C. THE PAY SCALE FOR NON-LAW ENFORCEMENT RELATED OFF-DUTY EMPLOYMENT SHALL BE PURSUANT TO AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE.

IX. DISPUTES

DISPUTES INVOLVING DENIAL OF OFF-DUTY EMPLOYMENT MAY BE APPEALED TO THE EMPLOYEE'S CHIEF DEPUTY.

X. TAX INFORMATION

SWORN EMPLOYEES ARE OBLIGED TO REQUEST EITHER A 1099, OR A W-2 STATEMENT FROM THEIR RESPECTIVE EMPLOYERS AT THE END OF THE YEAR, AND TO INCLUDE THIS INCOME WHEN FILING THEIR TAX RETURNS. SACRAMENTO COUNTY ASSUMES NO RESPONSIBILITY FOR REQUIRED TAX WITHHOLDING OR REPORTING RESULTING FROM EMPLOYMENT BY ANY EMPLOYER OTHER THAN SACRAMENTO COUNTY. REPORTING AND WITHHOLDING OF INCOME IS A LAWFUL OBLIGATION OF THE EMPLOYEE AND THE SECONDARY EMPLOYER.

XI. PROCEDURE FOR INITIATING A REQUEST FOR DEPARTMENTALLY AUTHORIZED OFF-DUTY EMPLOYMENT OF SHERIFF'S DEPUTIES/RESERVE OFFICERS

- A. THE PRIVATE EMPLOYER RESPONSIBLE FOR THE JOB MUST FIRST PERSONALLY CONTACT THE OFF-DUTY WORK COORDINATOR TO DISCUSS THE DETAILS OF THE EVENT, INCLUDING ANY SPECIAL REQUIREMENTS.
- B. THE OFF-DUTY WORK COORDINATOR WILL COMPUTE THE ADMINISTRATIVE FEE REQUIRED, AND THE PRIVATE EMPLOYER WILL BE ADVISED THAT THIS FEE IS PAYABLE EITHER BY CHECK OR MONEY ORDER. IT MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO THE EVENT IN THE OFF-DUTY OFFICE, BEFORE OFFICERS WILL BE SCHEDULED. IF IT IS NOT, THEIR FEE WILL BE REFUNDED AND THEY WILL BE ADVISED THAT THEIR EVENT CANNOT BE SCHEDULED. IN THE EVENT AN EMPLOYER REQUIRES OFFICERS TO WORK A JOB ON SHORT NOTICE, THE OUTSIDE EMPLOYER WILL BE ABLE TO BRING THE ADMINISTRATIVE FEE TO THE SHERIFF'S DEPARTMENT AT 711 G STREET, ROOM 407, DURING NORMAL BUSINESS HOURS, PROVIDED WE HAVE OFFICERS AVAILABLE TO WORK THE JOB.

- C. UPON RECEIVING THE ADMINISTRATIVE FEES, THE OFF-DUTY COORDINATOR WILL ATTEMPT TO FILL THE JOB WITH AUTHORIZED OFFICERS APPROVED IN THE PROGRAM, ALONG WITH ANY NECESSARY EQUIPMENT.

- D. THE OFF-DUTY WORK COORDINATOR WILL ADVISE THE PRIVATE EMPLOYER THAT AN ADDITIONAL FEE MAY BE REQUIRED IF THE OFFICERS HAVE TO WORK BEYOND THE SCHEDULED TIME PERIOD. IF THIS IS THE CASE, THE PRIVATE EMPLOYER WILL BE ADVISED AFTER THE EVENT OF THE ADDITIONAL COST, TOGETHER WITH THE REASON FOR IT, AND WILL BE REQUIRED TO SUBMIT PAYMENT FOR THE ADDED FEE WITHIN A REASONABLE TIME PERIOD.

- C. UPON RECEIVING THE ADMINISTRATIVE FEES, THE OFF-DUTY COORDINATOR WILL ATTEMPT TO FILL THE JOB WITH AUTHORIZED OFFICERS APPROVED IN THE PROGRAM, ALONG WITH ANY NECESSARY EQUIPMENT.

- D. THE OFF-DUTY WORK COORDINATOR WILL ADVISE THE PRIVATE EMPLOYER THAT AN ADDITIONAL FEE MAY BE REQUIRED IF THE OFFICERS HAVE TO WORK BEYOND THE SCHEDULED TIME PERIOD. IF THIS IS THE CASE, THE PRIVATE EMPLOYER WILL BE ADVISED AFTER THE EVENT OF THE ADDITIONAL COST, TOGETHER WITH THE REASON FOR IT, AND WILL BE REQUIRED TO SUBMIT PAYMENT FOR THE ADDED FEE WITHIN A REASONABLE TIME PERIOD.

ATTACHMENT A

- I. SCHEDULE OF FEES TO BE CHARGED FOR OFF-DUTY PROGRAM:
 - A. THE ADMINISTRATIVE FEE WILL BE \$4.20 PER HOUR, PER OFFICER, PER JOB.
 - B. THE RADIO FEE WILL BE \$0.60 PER HOUR, PER RADIO, PER JOB.
 - C. THE VEHICLES FEE WILL BE \$8.45 PER HOUR, PER VEHICLE, PER JOB.

OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST

**THIS CHECKLIST IS TO BE COMPLETED BY ONLY THOSE OFFICERS WHO
ARE NEW TO THE OFF-DUTY EMPLOYMENT PROGRAM.**

Each task, upon successful completion, is to be signed off by the supervisor AND the officer completing the task. The patrol Ride-A-Long task(s) are to be signed off only by the Field Training Coordinator.

TASK	SUPERVISOR	OFFICER	DATE
Read Patrol Operations Manual	_____	_____	_____
Read General Orders	_____	_____	_____
Read Communications Center Operations Manual	_____	_____	_____
Perform 200 Hours Patrol Ride-A-Long (Documented/Evaluated) (See General Order 5/01)	_____	_____	_____
Perform Eight (8) Hours Of Communications Center Duty	_____	_____	_____
* *Perform Forty (40) Hours Patrol Ride-A-Long (Documented/Evaluated)	_____	_____	_____

*** This requirement is for officers who have previously completed Patrol Training but have not worked a street enforcement job or participated in the Off-Duty Program for three (3) or more years prior to application date.*

All reserve officers will submit their applications to the Training Academy commander for approval.

After completion of this checklist and the employment application (reverse side) return it promptly through the offices of your Division Commander and Chief Deputy.

OFF-DUTY EMPLOYMENT QUALIFICATION CHECK LIST

THIS CHECKLIST IS TO BE COMPLETED BY ONLY THOSE OFFICERS WHO
ARE NEW TO THE OFF-DUTY EMPLOYMENT PROGRAM.

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Perform 200 Hours Patrol Ride-A-Long (Documented/Evaluated) (See General Order 5/01)	_____	_____	_____
Perform Eight (8) Hours Of Communications Center Duty	_____	_____	_____
* *Perform Forty (40) Hours Patrol Ride-A-Long (Documented/Evaluated)	_____	_____	_____

*** This requirement is for officers who have previously completed Patrol Training but have not worked a street enforcement job or participated in the Off-Duty Program for three (3) or more years prior to application date.*

All reserve officers will submit their applications to the Training Academy commander for approval.

After completion of this checklist and the employment application (reverse side) return it promptly through the offices of your Division Commander and Chief Deputy.

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT
OFF-DUTY EMPLOYMENT REQUEST
(LAW ENFORCEMENT RELATED ONLY)
Effective 1-1-95 through 12-31-95

TYPE OR PRINT CLEARLY

OFFICER _____	BADGE # _____
MAILING ADDRESS _____	
CITY _____	ZIP _____
HOME PHONE (____) _____	WORK PHONE _____
ALT PHONE/PAGER _____	SOCIAL SECURITY # _____
DIVISION _____	HOURS _____
DAYS OFF _____ DAYS/TIMES YOU CANNOT WORK _____	
OFF-DUTY JOB(S), DAYS, AND TIMES CURRENTLY ASSIGNED PERMANENTLY: _____	
SPECIFIC JOBS FOR WHICH YOU WOULD LIKE TO BE PLACED ON THE WAITING LIST: _____	

OFFICERS MUST NOTIFY THE OFF-DUTY COORDINATOR OF ANY CHANGES OF WORK LOCATION, SHIFT, OR DAYS OFF.

THIS APPLICATION IS TO BE RENEWED ANNUALLY.

IT IS THE APPLICANT'S RESPONSIBILITY TO ROUTE THIS REQUEST TO HIS/HER DIVISION COMMANDER. YOU ARE NOT AUTHORIZED TO WORK UNTIL THE NECESSARY APPROVAL IS GRANTED.

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE OFF-DUTY POLICIES AND GENERAL ORDER 5/01. I PROMISE TO RETURN TO WORK IMMEDIATELY UPON NOTIFICATION OF AN EMERGENCY BY A SUPERVISORY OFFICER.

APPLICANT'S SIGNATURE

DATE

APPROVED:

DIVISION COMMANDER

CHIEF DEPUTY

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT OFF-DUTY EMPLOYMENT

(NON-LAW ENFORCEMENT RELATED ONLY)

TYPE OR PRINT CLEARLY

REQUEST FOR APPROVAL OF OFF-DUTY EMPLOYMENT

APPLICANT'S NAME: _____

DIVISION: _____

TYPE OF ACTIVITY AND EMPLOYMENT DATA: _____

EMPLOYER: _____

ADDRESS: _____ TELEPHONE (____) _____

DATE(S) OF EMPLOYMENT: _____

IT IS THE APPLICANT'S RESPONSIBILITY TO ROUTE THIS REQUEST TO HIS/HER DIVISION COMMANDER.

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH GENERAL ORDER 5/01.

I PROMISE TO RETURN TO WORK IMMEDIATELY UPON NOTIFICATION OF AN EMERGENCY BY A SUPERVISOR.

APPLICANT'S SIGNATURE

DATE

APPROVED:

DIVISION COMMANDER

CHIEF DEPUTY

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT OFF-DUTY EMPLOYMENT

(NON-LAW ENFORCEMENT RELATED ONLY)

TYPE OR PRINT CLEARLY

REQUEST FOR APPROVAL OF OFF-DUTY EMPLOYMENT

APPLICANT'S NAME: _____

DIVISION: _____

TYPE OF ACTIVITY AND EMPLOYMENT DATA: _____

EMPLOYER: _____

ADDRESS: _____ TELEPHONE (____) _____

DATE(S) OF EMPLOYMENT: _____

IT IS THE APPLICANT'S RESPONSIBILITY TO ROUTE THIS REQUEST TO HIS/HER DIVISION COMMANDER.

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH GENERAL ORDER 5/01.

I PROMISE TO RETURN TO WORK IMMEDIATELY UPON NOTIFICATION OF AN EMERGENCY BY A SUPERVISOR.

APPLICANT'S SIGNATURE

DATE

APPROVED:

DIVISION COMMANDER

CHIEF DEPUTY

OFF-DUTY JOB GUIDELINES

Several types of job requests are automatically refused:

1. Jobs that are not in the unincorporated areas of Sacramento County (locations within the city limits or other counties, for example).
2. Jobs requesting plain clothes officers (refer 70 PC).
3. Jobs at commercial businesses, bars, or lounges, inside or outside, whose main source of income is derived from either a "cover charge" or from the sale of alcoholic beverages. (Includes sidewalk and parking lots when the commercial establishment is permanently licensed by Alcoholic Beverage Control).
4. Mobile jobs where an unmarked, private vehicle would be used for patrol or transport.
5. Jobs with armed private security. Note: In cases where officers work with unarmed security, private security officers are obligated to take direction from deputies.
6. Jobs involving civil matters (domestic situations, labor disputes, union meetings, landlord/tenant disputes, etc.).
7. Jobs which constitute a conflict of interest on the part of the officers or the Department.