



PAWNEE COUNTY SHERIFF'S OFFICE  
SHERIFF DARRIN VARNELL

Policy # <b>Secondary Employment</b>	Related Policies:
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by the Pawnee County Sheriff's Office for non-judicial administrative action in accordance with the laws governing employee discipline. This policy was developed to conform with a further define the county policy for the use of county vehicles for private use as outlined on Page 41 of the Pawnee County Personnel Handbook.</i></p>	
Applicable Oklahoma Statutes:	
CALEA Standard: <b>22.3.3; 22.3.4</b>	

- I. **Purpose:** The purpose of this policy is to establish guidelines governing Extra Duty Details and Outside employment by employees of the Pawnee County Sheriff's Office.
- II. **Policy:** It is the policy of the Pawnee County Sheriff's Office to allow employees the opportunity to perform extra duty details within the scope of their job classifications and to allow them to engage in outside employment, which does not conflict with their official duties.
- III. **Definitions:**
  - A. **Extra Duty Details:** Performance of law enforcement duties not within regularly scheduled hours provided to any business, person, or enterprise, which has made application to the Pawnee County Sheriff's Office and has been approved to secure the services of an employee of the Pawnee County Sheriff's Office. These services will be compensated according to a contractual arrangement established by the Pawnee County Sheriff's Office.
  - B. **Outside Employment:** Employment of a non-police nature in which vested law enforcement powers is not a condition for employment. The work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

IV. **Procedures**

- A. Extra Duty Details:** Performance of law enforcement duties not within regularly scheduled hours provided to any business, person, or enterprise, which has made application, and been approved for a permit to secure the services of an employee of the Pawnee County Sheriff's Office. These services will be compensated according to a contractual arrangement established by the Pawnee County Sheriff's Office.
- a. Compliance with agency policies and procedures:** Employees shall comply with all agency policies and procedures while employed in an Extra Duty Detail. Agency provisions will supersede any of the entity hiring the employee. Employees shall comply with all departmental regulations concerning uniform standards and personal appearance during any Extra Duty Detail and will carry all necessary equipment subject to the nature of the assignment.
  - b. Schedule:** Deputies should take steps to ensure off-duty employment does not interfere with their full-time employment.
  - c. Limitations:** The following are examples of limitations upon Extra Duty Details that would not be approved:
    - i.** Employees shall not be eligible while on sick leave or within (8) eight hours of a sick leave to work off-duty.
    - ii.** Employees who are under suspension, relieved of duty, or placed on administrative leave are not eligible for assignment.
  - d. Prohibitions:** Approval will not be issued for the following types of details:
    - i.** Establishments where alcohol is served.
    - ii.** Private Clubs requiring bouncers or related duties.
    - iii.** Adult entertainment establishments.
    - iv.** Any use of agency personnel that is not in the best interest of the Pawnee County Sheriff's Office.
  - e. Outside Employment:** Employment of a non-police nature in which vested police powers is not a condition for employment. The work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty. This employment shall not be regulated by the Pawnee County Sheriff's Office. However, outside employment which may reflect badly upon the employee or agency may be prohibited by other policies. No sworn employee, whether acting in a law enforcement capacity or not, of the Pawnee County Sheriff's Office may have employment in an establishment which serves alcohol, marijuana, or adult entertainment.
- B. Approval:** Approval to engage in any outside employment will be submitted through the employee's chain of command, requiring final approval by the Pawnee County Sheriff or undersheriff. Permission can be withdrawn at any time.
- C. Department property:** The use of department property such as uniforms, vehicles, and firearms are allowed for use of out-side law-enforcement employment or personal use in compliance with county policy and at the discretion of the Sheriff. Deputies working off-duty employment, but are subject to call, may use department issued property if the off-duty employment is within 30-miles from the nearest county line. Deputies acting in an off-duty capacity shall conform with the following:

- i.** Have been deemed to be “on-call” by the Sheriff.
- ii.** Conform to all PCSO policy.
- iii.** Obey all traffic laws.
- iv.** Have badge, commission card, and firearm on their person.
- v.** Have the ability to communicate via radio or phone with PCSO communications center.
- vi.** Have all required equipment to respond to emergency calls.