

SEMINOLE COUNTY SHERIFF'S OFFICE GENERAL ORDER	NUMBER: <p style="text-align: center;">G - 31</p>
	RESCINDS:
SUBJECT: Off Duty and Extra Duty Employment	
EFFECTIVE: November 14, 1994	
REVISED: February 16, 2004	
ACCREDITATION STANDARDS: 22.3.3, 22.3.4	

I. PURPOSE:

This directive provides guidelines for the approval, supervision, and assignment of off duty and extra duty employment.

II. DEFINITIONS:

- A. *Off Duty Employment:*
Secondary employment to that of the Sheriff's Office, and *does not require* enforcement powers as a condition of employment.

- B. *Extra Duty Employment:*
Secondary employment to that of the Sheriff's Office, and *requires* enforcement powers as a condition of employment.

- C. *Extra Duty Job Coordinator:*
Chosen by the Sheriff, the coordinator is responsible for coordinating and approving extra duty employment.

- D. *Extra Duty Employment Form:*
This form describes (and seeks permission to work) extra duty employment. It documents significant aspects of the job including the location, dates, times, and any special considerations of employment. The required use of an *Extra Duty Employment Form* does not relieve an employee from the responsibility of reporting any action or activity that should be brought to the immediate attention of a supervisor.

- E. *Monthly Schedule:*
The schedule submitted to the Extra Duty Job Coordinator recording the total number of hours worked by each Deputy working a permanent detail.

- F. *Extra Duty Detail Log (Reimbursement Form):*
A form submitted to the Extra Duty Job Coordinator on a monthly basis, which records a Deputy's name and dates and hours worked on a detail. The form is submitted to the Coordinator by the 10th of each month (for the preceding month).

III. GENERAL CONDITIONS OF OFF DUTY AND EXTRA DUTY EMPLOYMENT:

- A. Off duty and extra duty employment is a privilege, and is secondary to duties performed for the Sheriff's Office.

3. No Deputy will be dismissed from any permanent detail until a written explanation is submitted to the Extra Duty Job Coordinator by the detail's team leader and the Coordinator either approves or disapproves the dismissal.
4. No Deputy may be added to a permanent detail without the approval of the Extra Duty Job Coordinator. The Coordinator will establish a list of personnel desiring to participate in the detail, and Deputies will be chosen from the list as openings occur.

VI. WORKERS' COMPENSATION:

- A. Personnel engaged in off duty or extra duty employment are not covered by the provisions of the Workers' Compensation Plan of the Sheriff's Office, except in the event where an employee is taking actual enforcement action as a Deputy Sheriff.
- B. Personnel performing off duty or extra duty employment will ensure that their off duty or extra duty employer provides workers' compensation coverage or liability insurance, or the employee will assume individual responsibility as an independent contractor.