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|  | MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES | |
| | Subject LAW ENFORCEMENT EXTRA-DUTY AND OFF-DUTY EMPLOYMENT | Policy Number EA-18 |
| | | Effective Date 04-26-24 |
| Related Information CP-2, <i>Code of Conduct</i> EA-9, <i>Management of Special Events</i> GB-2, <i>Command Responsibility</i> GC-17, <i>Employee Disciplinary Procedures</i> GC-18, <i>Secondary Employment</i> GD-10, <i>Off-Duty Incidents</i> GF-5, <i>Incident Report Guidelines</i> GH-2, <i>Internal Investigations</i> GH-5, <i>Early Identification System</i> GJ-26, <i>Sheriff's Reserve Deputy Program</i> GJ-35, <i>Body-Worn Cameras</i> | Supersedes EA-18 (03-04-22) | |

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the Office's management of all sworn personnell's law enforcement extra-duty and off-duty employment.

Although this Office Policy refers to sworn personnel throughout, this Office Policy also applies with equal force to all reserve deputies.

POLICY

It is the policy of the Office to provide direction for deputies, reserve deputies, supervisors, and Office command staff regarding extra-duty and off-duty law enforcement employment by establishing procedures for accountability and to administer equitable opportunities for all sworn personnel.

DEFINITIONS

Commander/Special Agency Administrator User: For the purpose of this Office Policy, designated sworn employees who are responsible for creating/editing extra-duty internal sworn assignments or shifts through the Off Duty Management (ODM) OfficerTRAK application, in addition to viewing and reporting access.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Extra-Duty Law Enforcement Employment: Approved extra-duty internal sworn assignments and shifts which result in sworn personnel receiving compensation from the Maricopa County payroll system where the use of law enforcement authority would normally be anticipated. This scheduled employment would occur outside of the sworn employee's regular on-duty work schedule. Extra-duty employment includes, but is not limited to, providing coverage for various internal Office enforcement shifts, special detail assignments, extradition transport assignments, and specified Maricopa County sporting events or venues. Only sworn personnel are authorized to work in this capacity.

No Call or No Show: For the purpose of this Office Policy, the failure by an employee to complete required notification or show for a scheduled job they determine they cannot work.

Off-Duty Law Enforcement Employment: Approved employment which results in sworn personnel receiving compensation that is not from the Maricopa County payroll system where the use of law enforcement authority would normally be anticipated. This scheduled employment would occur outside of the sworn employee's regular on-duty work schedule. Only sworn personnel are authorized to work in this capacity.

Off-Duty Work (ODW) Liaison: An Office employee designated by Office command staff who administers and coordinates off-duty law enforcement employment for sworn personnel through Off Duty Management (ODM). The ODW Liaison may also assist designated sworn command with coordinating specific extra-duty law enforcement employment jobs through the ODM application.

Office Sponsored Event (OSE): An event where the Office provides supporting services and resources necessary for preemptive action to maintain public safety needs to include, but not limited to, security or traffic control for designated Maricopa County sporting events or venues.

Recurring Job: Off-duty law enforcement employment that occurs at least monthly in which the work location, date, and time does not change and may be conditionally staffed by the same personnel.

Secondary Employment: Employment worked by an Office employee where compensation is not from the Maricopa County payroll system and is otherwise separate from their Office job duties such as, computer repairs; teaching classes; construction; or sales, and where compensation is attained through the secondary employer. Secondary employment is **not** considered extra-duty or off-duty law enforcement employment and is **not** managed through the Office or the Off Duty Management (ODM) OfficerTRAK application. Secondary employment shall not include employment otherwise indicated as prohibited by this Office Policy.

PROCEDURES

1. **Extra-Duty, Off-Duty, and Secondary Employment:** Working extra-duty and off-duty law enforcement employment representing the Office is a privilege, not a right of employment. All sworn employees working law enforcement extra-duty/off-duty or secondary employment shall be subject to the same guidelines and procedures as on-duty conduct. Employees shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect favorably on the Office, as specified in Office Policy CP-2, *Code of Conduct*.
 - A. **Extra-Duty Law Enforcement Employment:** All sworn employees identified as a Commander/Special Agency Administrator are authorized to post internal extra-duty employment for sworn personnel necessary for shift assignment coverage shortages and extradition transport assignments through the Off Duty Management (ODM) application. Commander/Special Agency Administrators are not required to post coverage shortage requests onto the ODM application when they are otherwise able to fill their position or shortage immediately.
 - B. **Off-Duty Law Enforcement Employment:** The Office Off-Duty Work (ODW) Liaison and designated Office sworn command are authorized to coordinate off-duty law enforcement jobs for sworn personnel with ODM.
 - C. **Secondary Employment:** Secondary employment worked by a deputy, detention officer, or civilian employee is **not** considered extra duty/off duty law enforcement employment, as specified in this Office Policy. Employees working secondary employment **do not** receive compensation from the Maricopa County payroll system or the ODM. Volunteer work performed by an employee is not considered secondary employment. Procedures for secondary employment shall be followed, as specified in Office Policy GC-18, *Secondary Employment*.

2. **Off Duty Management (ODM):** ODM is the management company for Office extra-duty and off-duty law enforcement employment for sworn personnel posted through the ODM application.
 - A. ODM utilizes the OfficerTRAK® platform for sworn personnel to access and/or bid for jobs. The platform may be accessed by using the ODM website or the cellular phone application downloaded onto an Office issued cellular phone, or the employee's personal device. A link to the ODM website is also found on the Office's mcsso.org website for employee or outside vendor access.
 - B. ODM provides sworn personnel with Workers' Compensation and comprehensive insurance coverage when working off-duty jobs. ODM is only responsible for an employee's compensation related to off-duty law enforcement employment and is **not** responsible for compensation related to a sworn employee's extra-duty employment. Extra-duty employment compensation is addressed through the Maricopa County payroll system.
 - C. The Office shall use a dynamic pricing model to establish the rate of pay for all off-duty law enforcement employment through the ODM application. A dynamic pricing model enables the Office to set variable and flexible prices for services depending on various factors and conditions.
 - D. Any attempts at circumventing this Office Policy, by accepting off-duty law enforcement employment other than through the ODM, or as otherwise specified in this Office Policy, may result in a suspension from extra-duty/off-duty employment and/or disciplinary action to include dismissal from Office employment.
 - E. Employees who are contacted by members of the public, businesses, or organizations, and who express interest in hiring sworn personnel for off-duty law enforcement employment should be directed to the mcsso.org website.
 - F. Any off-duty employment not administered or coordinated through the ODM, such as an Office Sponsored Event (OSE), shall only occur with the approval of the Sheriff or designee.
 1. An OSE request shall include a memorandum outlining the details of the event and justification for the OSE designation and any associated documentation for determining the amount and type of support and resources necessary, to include an Incident Action Plan or Operations Plan;
 2. An OSE may include procedures as specified in Office Policy EA-9, *Management of Special Events*.
3. **Randomized Bid and Award Process for Extra-Duty and Off-Duty Law Enforcement Employment:** The Office shall award extra-duty and off-duty law enforcement employment to sworn personnel using the hybrid processes of "randomized bidding" and "first come first serve" to ensure equitable opportunity for all sworn personnel. This is accomplished through the ODM application.
 - A. Randomized Bid Process: Jobs posted **beyond eight days from the start date** will be posted for bid, with selections being made at random. Employment postings will be made available for 24 hours on select days beginning and ending at 1500 hours. Eligible sworn personnel can view all job postings and bid on any posting which does not exceed their rank or interfere with their on-duty work schedule. Any sworn personnel bidding on more than one posting must rank the selected postings indicating their favorite to least favorite.
 - B. First Come First Serve (FCFS): Employment posted **within seven days of the start date** will be awarded to the first bidder on the posting. Sworn personnel who drop a job awarded by FCFS will be restricted from FCFS bidding for a 24-hour cycle. The FCFS postings will be published at random times throughout day/night.

- C. Recurring Job: Job postings identified in the ODM application as recurring shall remain with the awarded sworn personnel until they withdraw from the job, the vendor reposts the job bid, or the job is terminated. Sworn personnel are subject to be removed from a recurring job if a pattern of excessive tardiness, absences, or substitutions occur.
 - D. Sworn personnel who are awarded extra-duty law enforcement employment shall notify their supervisor through electronic or verbal communication prior to the start of their extra-duty employment. The supervisor notification shall include the date, time, duties, and location of the extra-duty employment.
 - E. Sworn personnel who are awarded off-duty law enforcement employment shall notify their supervisor through electronic or verbal communication of their off-duty employment no later than 24-hours after receiving notification they were awarded/assigned the employment. The supervisor notification shall include the date, time, duties, and location of the off-duty employment.
 - F. Sworn personnel who determine they cannot work an assigned or awarded off-duty law enforcement job within seven days of the start date shall immediately attempt to find a replacement to fill their position, and then notify ODM of the substitution of personnel or the dropped shift.
 - G. For off-duty law enforcement employment, sworn personnel holding rank shall only receive sergeant/lieutenant pay rates when the specific rank is requested by the broker or outside employer, or the position of rank is required by Office Policy due to the nature or estimated attendance of the off-duty employment.
 - H. Sworn personnel shall **not** bid for rank required off-duty positions which are higher than their current rank with the Office.
 - I. Brokers or outside employers who cancel off-duty employment requests within 24 hours of the start time will be billed three hours of pay, this amount to be payable to the employee scheduled to work the cancelled off-duty employment.
 - J. All off-duty employment requests will be billed for no less than three hours per position when the requested employment time period is less than 3 hours.
 - K. One deputy shall be required for every 100 members of the public estimated to attend an off-duty event. Estimates shall be rounded to the nearest hundred to establish minimum staffing requirements. Staffing requirements may be decreased or increased by MCSO based upon the event details, threat assessment, attendance, or types of services requested by the vendor.
 - L. One supervisor position (sergeant or higher) shall be required for every four deputy positions employed for a single off-duty event.
 - M. One commander position (lieutenant or higher) shall be required for every three supervisor positions employed for a single off-duty event.
 - N. Any deviations from the suggested minimum staffing requirements for an off-duty event **not** designated as an OSE, must be approved by the ODW Liaison prior to the posting of the off-duty employment.
4. **Extra-Duty and Off-Duty Law Enforcement Employment Eligibility Conditions:** Sworn personnel shall maintain good working standards with the Office to be eligible for extra-duty and off-duty law enforcement employment. Prior to being approved to work off-duty law enforcement, sworn personnel shall complete

the ODM training course through TheHUB, as specified in this Office Policy, prior to bidding or accepting any off-duty employment. Supervisors shall be responsible for completing a Blue Team Supervisor Note to indicate their sworn personnel have completed the required ODM training course through TheHUB.

5. **Suspension or Revocation of Extra-Duty and/or Off-Duty Law Enforcement Privileges:** Sworn personnel may be prohibited from working extra-duty and/or off-duty in a law enforcement capacity due to failing to follow the procedures as specified on this Office Policy, or as otherwise indicated below. Blue Team Supervisor Notes shall be completed for all supervisory action taken as a result of failure to follow procedures as specified in this Office Policy.
- A. Specific conduct, activities, or action may result in an employee either being ineligible or suspended from extra-duty and/or off-duty law enforcement employment or having their privilege to work extra-duty and/or off-duty revoked altogether. A supervisor can initiate the ineligibility, suspension, or revocation by documenting the specific information in a Blue Team Supervisor Note and forwarding the information through the chain of command to the division commander. The employee shall also be included in the dissemination. The following conditions, activities, or actions **shall result in the employee being ineligible or prohibited** from the privilege to work extra-duty and/or off-duty law enforcement employment:
1. FTO program not completed;
 2. Current participant of an intervention or performance action plan, as specified in Office Policy GH-5, *Early Identification System* (unless approved by the division commander or designee);
 3. Assigned to an undercover assignment, unless granted prior approval by a bureau chief or designee;
 4. Currently on administrative leave with or without pay, or currently on a disciplinary suspension following a Pre-Determination Hearing;
 5. On medical leave for the employee's own health condition which prevents or restricts their ability to work as a peace officer;
 6. On modified duty and medically restricted from working as a peace officer;
 7. Reserve deputies who have failed to meet their quarterly volunteer service hour requirements, as specified in Office Policy GJ-26, *Sheriff's Reserve Deputy Program*, for the previous month; or
 8. Failure to complete the required TheHUB ODM training course and/or the TheHUB review and attestation of this Office Policy.
- B. The following are examples of conduct, activities, or actions that **may result in the employee being suspended or revoked** from the privilege:
1. Working extra-duty or off-duty law enforcement without notifying a supervisor and/or working extra-duty or off-duty law enforcement without completing TheHUB ODM training course;
 2. Inability to perform essential on-duty jobs functions as determined by the division commander which may include a current action or performance plan related to deficiencies;

3. Using an Office vehicle for off-duty employment without approval; or using a non-authorized vehicle during off-duty.
 4. Exhibiting a pattern of excessive tardiness, absences, or substitutions for awarded jobs;
 5. Failure to follow requirements specified in this Office Policy;
 6. No Call or No Show for a scheduled job:
 - a. Sworn personnel who determine they cannot work an assigned or awarded off-duty job eight days or more from the start date, may drop the job using the OfficerTRAK application or contacting the ODW Liaison.
 - b. Sworn personnel who determine they cannot work an assigned or awarded off-duty within seven days of the start date shall immediately attempt to find a replacement employee to fill their position, then notify ODM of the substitution of personnel or the dropped shift.
 - c. Sworn personnel scheduled to work extra-duty employment who determines they cannot work shall immediately contact the responsible supervisor for the extra-duty employment, or the supervisor who posted the employment to determine the best course of action for filling the vacated shift.
- C. Suspension and Revocation: A supervisor **may** suspend or revoke extra-duty and/or off-duty employment privileges for violation, as follows:
1. 1st Offense – 30-day suspension
 2. 2nd Offense – Six-month suspension
 3. 3rd Offense – 12-month suspension or revocation
- D. Sworn personnel may appeal all action by offering a response through a memorandum within five business days to their bureau chief through the chain of command for a final determination.
- E. Sworn personnel shall not be subject to consequences for absence or disruption to off-duty law enforcement work when the cause is due to official Office business such as an immediate on-duty or call-out requirement. However, sworn personnel are still required to immediately notify the ODM of the related scheduling conflict and of their attempt to find another available employee as a substitute for the off-duty law enforcement job.
6. **Responsibilities of the Office Off-Duty Work (ODW) Liaison and Designated Office Command:** The ODW Liaison and designated Office command are responsible for coordinating and managing off-duty law enforcement jobs worked by sworn personnel through ODM. The ODW Liaison may also assist Commander/Special Agency Administrators with specific extra-duty law enforcement employment jobs offered through the ODM. Commander/Special Agency Administrators are responsible for coordinating and managing internal sworn assignments and shifts through ODM.
- A. The ODW Liaison and Commander/Special Agency Administrators shall ensure the ODM only offers those extra-duty and off-duty law enforcement jobs that meet Office established standards. Prohibited off-duty law enforcement employment jobs are specified in this Office Policy.

- B. When sworn personnel are determined ineligible to work for reasons as specified in this Office Policy, the ODW Liaison shall be notified by the employee's supervisor or the otherwise responsible supervisor who determined the ineligibility. The ODW Liaison may be contacted by e-mail at OffDuty@MCSO.maricopa.gov.
 - C. Once advised, the ODW Liaison is responsible for reporting to the ODM sworn personnel whose eligibility has been revoked or suspended. The ODM will not offer jobs to sworn personnel reported as ineligible.
7. **Supervisory Responsibilities for Extra-Duty/Off-Duty Law Enforcement Employment:** Office supervisors who supervise sworn personnel working extra-duty/off-duty law enforcement jobs are responsible for the following:
- A. Providing oversight and monitoring activities to:
 - 1. Ensure sworn personnel have completed ODM training as required by this Office Policy and complete a Blue Team Supervisor Note indicating completion;
 - 2. Ensure the employee has reviewed this Office Policy and completion of the attestation in TheHUB as required;
 - 3. Prevent overlapping on-duty shifts with off-duty employment;
 - 4. Ensure their sworn personnel are aware of the requirements specified in this Office Policy, to include the **maximum number of hours allowed to work**;
 - 5. Ensure the employee schedules a minimum of a 15-minute break between the on-duty shift and the scheduled off-duty employment. Exception to this requirement may be approved in instances where the employee's on-duty work location is the same as the off-duty jobsite; and
 - 6. Identify and address indications that extra-duty or off-duty law enforcement employment may be impacting the ability to successfully meet performance, conduct, attendance, or appearance expectations; or that secondary employment may be interfering with the business needs of the Office.
 - B. Bid Approvals: The Office shall use a PASSIVE/PRESUMPTIVE supervisor approval process for sworn personnel who bid for extra-duty/off-duty law enforcement jobs through ODM.
 - 1. All supervisors shall have access to current and historic extra-duty/off-duty law enforcement jobs worked by sworn personnel through ODM to aid in bid approval determinations.
 - 2. In the event the supervisor does **not** recommend approval of the bid, they shall promptly make the notifications to the ODW Liaison.
 - C. Blue Team Entries: No Blue Team Supervisor Note entries are required relating to their sworn employee's extra-duty or off-duty law enforcement **job performance** unless the supervisor has been notified of an Internal or External Complaint, or the employee's privilege to work extra-duty/off-duty in a law enforcement capacity has been suspended or revoked. Blue Team requirements for supervisors of sworn employees working extra-duty or off-duty law enforcement employment are indicated as follows:

1. A one-time Blue Team Supervisor Note shall be completed indicating TheHUB ODM training course has been completed by the sworn personnel.
 2. Blue Team entry procedures regarding complaints shall be followed as specified in Office Policies GH-5, *Early Identification System* and GH-2, *Internal Investigations*.
 3. Blue Team documentation for suspensions and revocations of an employee's privilege to work extra-duty/off-duty law enforcement shall be completed by the employee's direct supervisor. The supervisor is also responsible for notifying the ODW Liaison of the action.
 4. Supervisors may complete a Blue Team Supervisor Note in the event the extra-duty/off-duty law enforcement supervisor, employer, or broker provides a compliment for the employee's extra-duty/off-duty law enforcement work performance.
- D. An Office supervisor who supervises sworn personnel working extra-duty/off-duty law enforcement jobs shall be provided profile access as a "*Supervisor User – Viewing and Reporting Only*" on the ODM OfficerTRAK application upon approval by their division commander. The request for access shall be provided by the commander through e-mail to the ODM Work Liaison at offduty@mcs.maricopa.gov.
8. **Office Monitoring of Extra-Duty and Off-Duty Law Enforcement Employment:** The Office monitors sworn personnel's activities when working extra-duty/off-duty law enforcement employment through data collection and tracking methods utilizing CAD/MPS, the ODM application, and GPS/Geo-Fencing. Sworn personnel shall carry their Office issued radio and/or applicable cellular phone when working extra-duty/off-duty law enforcement employment (deputies to carry their issued cellular phones and reserve deputies to carry their personal cellular phones). Sworn personnel shall complete the following at the start of extra-duty/off-duty law enforcement employment:
- A. Notify the Communications Division on the off-duty law enforcement employment.
 1. When equipped with a Mobil Data Computer (MDC), enter their name and serial number, County vehicle # (when applicable), the nature of the work, the location and shift duration, their radio call sign, cellular phone number, and emergency (EM) switch number.
 - a. The GPS tracking feature on the MDC shall **not** be disabled by an employee unless prior approval has been obtained from their bureau chief for reasons to include, but are not limited to, a specific task or investigation action.
 - b. Upon completion of action for the deactivation, the employee shall immediately reactivate the GPS feature.
 2. When **not** equipped with a Mobil Data Computer (MDC), notify the Communications Division by phone or radio and the Communications Division shall enter into the Computer Aided Dispatch (CAD) system their name and serial number, County vehicle # (when applicable), the nature of the work, the location and shift duration, their radio call sign, cellular phone number, and emergency (EM) switch number.
 - B. Access the ODM application and enable the GPS function (deputies through their Office issued cellular phones and reserve deputies through their personal cellular phones).
 - C. When at the off-duty employment work location, access the ODM application and clock-in. Clocking in earlier than arrival to the designated start time at the off-duty employment work

location is prohibited, as is compensation for drive time to the off-duty employment work location. When at the extra-duty employment work location, access the County payroll system and clock-in.

- D. Notify the law enforcement agency having jurisdiction in the work location of their name, serial number, work location, shift duration, and the nature of the extra-duty or off-duty law enforcement employment, if applicable.
 - 1. Office supervisors overseeing extra-duty or off-duty law enforcement employment with multiple sworn personnel may make appropriate agency notifications for all involved employees.
 - 2. Outside agency phone numbers are available upon request from the Communications Division.
 - E. When departing the off-duty employment work location, access the ODM application and clock-out. When departing the extra-duty law enforcement employment work location, access the County payroll system and clock-out.
 - F. Notify the Communications Division on the completion of the extra-duty or off-duty law enforcement employment.
 - G. Upon the completion of the extra-duty or off-duty law enforcement employment the GPS function may be disabled.
 - H. Failure to complete required notifications may result in corrective action and/or suspension/revocation of extra-duty and/or off-duty law enforcement work privileges.
 - I. Sworn personnel who are unable to complete either clocking in or out from their off-duty employment work location are directed to notify the ODW Liaison and/or the ODM through the ODM application for assistance.
9. **Maximum Number of Hours Worked:** Sworn personnel who work any combination of an on-duty, extra-law enforcement employment (and/or secondary employment as specified in Office Policy GC-18, *Secondary Employment*) and who reach a maximum of 16 hours worked in a 24-hour rolling period, shall have an 8-hour rest period prior to the start of their next on-duty, extra/off-duty law enforcement or secondary employment shift. **Exceptions shall only occur with the approval of the employee's division commander or next level supervisor if for a division commander or above.**
- A. Sworn personnel must schedule a minimum of a 15-minute break between the employee's on-duty shift and the scheduled off-duty law enforcement employment. Exception to this requirement may be approved in instances where the employee's on-duty work location is the same as the off-duty jobsite.
 - B. Sworn personnel are prohibited from overlapping on-duty shifts with extra-duty/off-duty law enforcement and/or secondary employment.
 - C. Sworn personnel shall not engage in any extra-duty/off-duty law enforcement and/or secondary employment which would impact the employee's ability to successfully meet performance, conduct, attendance, or appearance expectations; or interferes with the business needs of the Office.

10. **Prohibited Off-Duty Law Enforcement Employment:** The Office, through coordination with ODM, shall be responsible for filtering, selecting, and approving which off-duty law enforcement employment jobs are offered to sworn personnel for bid. Off-duty employment shall **not** include, but is not limited to, any of the following:
- A. The service of civil process papers;
 - B. Domestic difficulties in which the sworn personnel are expected to act on behalf of one of the parties involved;
 - C. A labor or civil dispute, or a political or ideological controversy. This does not apply to Office volunteers being employed by an entity on a full-time or a part-time basis, so long as they do not use their affiliation with the Office to further the aims of a position they endorse or support;
 - D. Employment where the sale of intoxicating beverages or adult entertainment is the principal business;
 - E. Employment associated in any way with an adult oriented business, such as adult bookstores, massage parlors, strip clubs, or topless bars;
 - F. Employment in a private detective agency or private investigation work of any kind;
 - G. Employment in off-duty law enforcement outside of Maricopa County, **unless** approval has been obtained from the chief deputy or designee; or
 - H. Scheduled employment that, upon arrival, the employee determines violates provisions of this Office Policy, shall require that the employee immediately contact their supervisor and the ODW Liaison.
11. **On-Duty Prohibitions:** Sworn personnel shall not engage in any of the following activities related to off-duty law enforcement employment that will interfere with their official on-duty assignment, job performance or responsibilities:
- A. Use unauthorized Office information, records, or files for the off-duty employment;
 - B. Carry electronic communications device specifically from the off-duty employment;
 - C. Receive frequent phone calls or visitors for the off-duty employment;
 - D. Publish reports, studies, or other written materials. This would exclude paperwork, such as *Incident Reports* (IRs) and citations, which are generated as a result of law-enforcement action taken during off-duty law enforcement employment; and
 - E. Use of County facilities, equipment, or materials, except when authorized for off-duty law enforcement employment.
12. **Office Vehicles Use:** MCSO's primary responsibility regarding Office vehicle use is to maintain and ensure vehicle availability for sworn personnel working on-duty shifts. Official Office business requiring the use of an Office vehicle will supersede any vehicle requests related to an off-duty law enforcement employment obligation. Off-duty law enforcement employment job postings will indicate when the use of an equipped Office vehicle is required.
- A. It is the responsibility of sworn personnel to secure an equipped Office vehicle prior to bidding. Sworn personnel without an assigned Office vehicle may borrow an assigned Office vehicle

equipped with emergency equipment from another employee as long as that employee is not on-call or has an expectation for deployment during the time the Office vehicle is borrowed. Office vehicles equipped with emergency equipment (red lights, blue lights, and siren) are required for use in the following instances:

1. Off-duty employment related to roadway construction or traffic control when sworn personnel is requested to:
 - a. Provide security for construction crews working in the roadway, or
 - b. Provide security for construction crews not working in the roadway by blocking at least one lane of traffic on the roadway.
 2. Off-duty employment related to vehicle escorts;
 3. Off-duty employment which will require sworn personnel to impede traffic; or
 4. Any off-duty employment where the use of an Office vehicle is deemed as necessary by the Sheriff or designee.
- B. Sworn personnel requiring a vehicle for off-duty employment must obtain approval from an on-duty patrol supervisor from the affected division prior to checking out the Office vehicle from their fleet. Office vehicles shall be checked out from the division which is closest in proximity to the off-duty job site.
- C. Sworn personnel are prohibited from utilizing personally owned vehicles, to include personally owned vehicles equipped with emergency equipment, during extra-duty/off-duty law enforcement employment. Prohibited emergency equipment on personal vehicles includes, but is not limited to:
1. Red, blue, or strobe lights;
 2. Sirens; or
 3. MCSO decals, markings, or badges.
13. **Outside Peace Officer Employer Restrictions:** When sworn personnel are working off-duty law enforcement, the off-duty employer or broker will not direct the employee on how to perform law enforcement duties, or request that the employee perform non-law enforcement duties such as receiving money for admissions or moving furniture. Sworn personnel shall not accept cash payment, tips, or other benefits from the outside employer.
14. **Extra-Duty/Off-Duty Law Enforcement Employment Arrest/Reportable Incident:** Sworn personnel working extra-duty/off-duty law enforcement employment shall initiate the appropriate paperwork on Office forms when an arrest is made or when any other reportable incident occurs, regardless of the law enforcement jurisdiction in which it occurred. Sworn personnel may request the assistance of another law enforcement agency if an arrest or incident occurs within its jurisdictional boundaries.
15. **Extra-Duty/Off-Duty Incident Reports (IR):** Sworn personnel who are assigned an IR during extra-duty or off-duty employment or during an off-duty incident, shall submit the report to any on-duty supervisor or watch commander for the district in which the off-duty incident occurred prior to or at the end of the extra-duty or off-duty law enforcement shift. The on-duty supervisor or watch commander shall accept and review these reports, as specified in Office Policy GF-5, *Incident Report Guidelines*.

16. **Body-Worn Cameras:** Sworn personnel working extra-duty/off-duty law enforcement employment shall follow body-worn camera requirements, as specified in Office Policy GJ-35, *Body-Worn Cameras*. Sworn personnel in a non-patrol assignment, who report to a civilian or detention supervisor, shall notify the sworn administrative supervisor of the respective district in which the extra-duty/off-duty employment occurred, of any traffic stop related extra-duty/off-duty employment Body-Worn Cameras (BWC) video that was created during their shift, for monthly review. The sworn administrative supervisor for that district shall be responsible for reviewing any traffic stop related BWC video.
17. **Alcohol:** Employees shall not report for extra-duty/off-duty law enforcement employment with any odor of alcoholic beverage on their breath, or while under the influence of any alcoholic beverage, to any degree while working extra-duty/off-duty. Employees shall not operate any Maricopa County vehicle within eight hours after consuming any alcoholic beverages, as specified in Office Policy CP-2, *Code of Conduct*.
18. **Training:** All required training regarding ODM shall be completed on TheHUB by those sworn personnel interested in extra-duty/off-duty law enforcement employment prior to bidding for off-duty jobs through ODM.