

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O 4.03
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; December 24, 2020
CHAPTER: Employee Conduct		Related Policy: G.O. 3.01 (Sheriff's Office Manual and Relationship to Other Documents), G.O. 4.02 (Code of Conduct), G.O. 4.05 (Alcohol and Drugs), G.O. 6.21 (General Causes for Discipline)
SUBJECT: Employee Status While Off-Duty		Related Laws:

POLICY: The Sheriff's Office expects that off duty members of the Sheriff's Office will conduct their personal lives in a manner consistent with the law, the Law Enforcement Code of Ethics, applicable County policies, and Sheriff's Office General Orders, specifically procedures contained in this order.

DEFINITION:

Off Duty - The employee's rest periods when they are not assigned specific duties and are free to pursue private interests.

RULE: None

PROCEDURE:

I. Employee Status While Off Duty

- A. Employees may be required to take action in their official capacity at any time without prior notice.
 - 1. It is expected that an employee be physically and mentally prepared before they react or respond to a call to duty.
 - 2. In the event that the employee is not physically or mentally prepared to react or respond per this policy, that employee is to remain personally uninvolved except in the capacity of notifying other capable authorized personnel of the incident and reasons associated with his/her inability to personally react or respond to the situation.
 - 3. Employees who are certified by the Department on Police Safety Standards and Training as Peace Officers and/or commissioned Reserve Deputies who have attained solo status have Police Officer authority 24 hours a day, seven days a week.

- a. Any time that a police certified employee of this Sheriff's Office and/or a commissioned reserve deputy observes a crime being committed that falls within the known jurisdiction of the Sheriff's Office, except for traffic offenses, that employee/reserve deputy shall be expected to take some initiative to prevent the crime from being committed and/or to assist in the apprehension of the perpetrator with emphasis on the protection of life and property.
 - b. Proper action in most instances would be to immediately notify on duty law enforcement of the incident and to be available as a witness to assist the responding personnel.
 - c. Off duty personnel are expected to use the same sound judgment within the policy and procedures of this Sheriff's Office that they would exercise while on duty and they shall make every effort to protect the rights of all citizens.
 - d. It is not expected that any off duty employee/reserve deputy would take unnecessary risk nor place themselves in situations that would or should require additional assistance and/or might create an unnecessary risk to another citizen and/or to another's property.
4. Off duty employees/reserve deputies should avoid becoming involved in family and/or neighborhood incidents. Should a crime or disturbance occur under such circumstances, preferred action would be to have on duty law enforcement personnel with jurisdiction handle the situation. Under extreme circumstances, an employee/reserve deputy may take that action necessary to prevent injury and/or death of another.
 5. Employees/reserve deputies may be disciplined for any off duty conduct that tends to lessen public confidence in the Sheriff's Office or respect for the Sheriff's Office, thereby impairing operations in any way and tending to cause a loss to the Sheriff's Office in public support, monetary support, or lack of mutual respect and/or cooperation from other public agencies. This includes any conduct that in any way tends to bring disrepute to the Sheriff's Office or discredit to the employee's/reserve deputy's efficiency and ability to carry out the duties expected of that employee/reserve deputy. This includes untruthfulness, spoken or written.
 6. Employees who are not certified Police Officers can make off duty arrests for serious crimes that cause a danger to the public. If action is taken, deputies must take into consideration if it is safe to do so and that the safety of the public is not compromised. Non certified Police Officers do not conduct off duty general Law or Traffic Enforcement. All employees are expected to provide reasonable aid or assistance to all on duty law enforcement personnel engaged in Law Enforcement activities necessitating aid or assistance and/or when requested. Non-police

certified employees may exercise the rights of any citizen that would be expected of any person of the community in like circumstances.

7. There will be occasions where employees will need to be prepared to respond to their duty station with very little notice. In even more emergent situations, employees may be required to stay at home and be available by phone for immediate call to active duty.
8. Employees on “on-call” status are not required to stay at home but shall either stay within Lane County or if out of Lane County be within a one hour response time distance from their reporting place and be available by phone at all times. Employees shall answer all phone calls so the Sheriff’s Office, if necessary, can contact them. A supervisor has the authority to make exceptions to these requirements on a case by case basis.
9. Employees on “standby” status shall stay at their residence and answer all calls so the Sheriff’s Office, if necessary, can contact them. They shall not engage in any activity, including consumption of alcoholic beverages that would prevent them from reporting for duty immediately.
10. Only a supervisor with appropriate authority shall assign standby status for longer than a 12-hour shift, subject to change by the supervisor. The decision to invoke or stand down “standby” or “on-call” status for employees lies with a single supervisor, even though the event dictates a response from more than one division in the Sheriff’s Office. This supervisor is the single point of contact for resolving questions of employee status.
11. For purposes of workers’ compensation, employees on standby or on-call status are not considered to be on duty.