



GREENVILLE COUNTY
SHERIFF'S OFFICE

GENERAL ORDERS

SECONDARY EMPLOYMENT

PURPOSE:

Law enforcement is a demanding and stressful profession. Consequently, the Sheriff's Office employees are discouraged from participating in any other employment. However, employees who do accept secondary employment are to remain aware that their duties and responsibilities at the Sheriff's Office have priority. As employees of the Sheriff, a higher standard of conduct is necessary to maintain the integrity of this Office and confidence of the citizens of Greenville County.

This policy establishes procedures for Sheriff's Office personnel accepting and participating in secondary employment (off-duty work).

RESTRICTIONS:

NO Sheriff's Office employee is allowed to:

1. Participate in any endeavor, with or without compensation that would, in the opinion of the Sheriff or his designee, constitute a conflict of interest or bring discredit to the Sheriff's Office.
2. Conduct secondary employment while on-duty.
3. Work off-duty at bars or lounges.
4. Engage in secondary employment of any type that would cause the employee to be unfit for the Sheriff's Office duties.
5. Wear pagers or cell phones to maintain contact with a secondary employer while on duty.
6. If sworn, wear plainclothes unless approved to do so by the affected Division Commander.

Deputies meeting the following requirements are allowed to work law enforcement related secondary employment:

1. Certified.
2. Completed Field Training Program.
3. Demonstrated ability to work alone without close supervision.

**SECONDARY
EMPLOYMENT
COMMITMENT**

Employees who commit to work secondary employment are expected to fulfill their commitment. If unable to fulfill a commitment, an employee is required to find a satisfactory replacement to report on time.

If unable to locate a replacement, the employee is to report to the commitment.

An employee who fails to report to a secondary employment position is to be considered AWOL under Sheriff's Office policy and disciplined accordingly.

Twelve Hour/Eight Hour Shift Restrictions - Employees (civilian or sworn) are allowed to work off-duty employment before or after a 12-hour shift, so long as the combination of on-duty work and off-duty work does not exceed sixteen (16) hours. Employees (civilian or sworn) are allowed to work off-duty employment before or after an 8-hour shift, so long as the combination of on-duty work and off-duty work does not exceed sixteen (16) hours. Supervisors are to monitor off-duty employment to ensure deputies do not overextend themselves.

**INSURANCE
COVERAGE -**

Normally, injuries suffered by deputies participating in secondary employment are not covered by Worker's Compensation or liability insurance provided by Greenville County (*e.g.*, accidents such as a slip and fall while walking from one observation point to another, helping with concessions at a football game and dropping a box on one's foot). However, in the event of an injury that befalls a deputy while he or she is exercising their authority as a deputy sheriff (*e.g.*, arresting an individual, giving chase to a suspect, responding to a call), and the secondary employer does not provide Worker's Compensation coverage for the accident, Greenville County will consider the claim for Worker's Compensation coverage on a case-by-case basis.

**SECONDARY
EMPLOYMENT
REQUEST FORM:**

Sheriff's Office employees (civilian or sworn) desiring to pursue secondary employment, whether law enforcement or non-law enforcement, are required to:

1. Submit a Secondary Employment Request form to their immediate supervisor to receive written permission from their division commander.
2. Resubmit a new Secondary Employment Request form in January of each year to continue working on-going secondary employment.

Use of Sheriff's Office equipment is considered at the time of the request.

**SECONDARY
EMPLOYMENT
ROLE AND
AUTHORITY:**

Original Secondary Employment Request forms along with any relevant supporting documentation are forwarded to the Office of Professional Standards. Injuries to citizens or Response to Resistance/Aggression incidents occurring as a result of secondary employment are to be handled according to the existing Sheriff's Office policy.

Although commissioned by the Sheriff, deputies participating in secondary employment are employees of the business or individual who is compensating them. Authority to take enforcement action on premises of the employer, while working off-duty, is based primarily on the relationship between employer and deputy. Secondary employers are to be given the same professional appearance and expertise as required while on duty with the Sheriff's Office.

Conflict relating to enforcement or interpretation of law during secondary employment is to be immediately reported to an on-duty Uniform Patrol supervisor. If the conflict cannot be resolved, direction from the Uniform Patrol supervisor has priority.

Secondary employment requiring law enforcement powers is approved only for locations in Greenville County. Regardless of type, if a deputy is summoned by the Sheriff's Office, he or she is to report without delay.

ADMINISTRATIVE RULE ENFORCEMENT – Frequently, deputies working off-duty are asked by employers and property managers to enforce administrative rules; for example, clubhouse/pool memberships that require pool passes. When requested to enforce administrative rules, the following procedures apply:

1. The deputy will identify himself or herself as security for the property management or association.
2. If the situation is determined to involve a criminal law violation, the deputy is to identify himself or herself as a Deputy Sheriff.

A deputy's commission is not to be used as a tool to enforce administrative rules.

REPORT TAKING:

While engaged in secondary employment, Deputies are responsible for taking incident reports when they have been advised of a crime that has been committed, regardless where the alleged crime occurred. The nature of some secondary employments does not allow for a Deputy to become involved with ancillary investigations.

In these cases, the Deputy working secondary employment is to immediately notify the on-duty Uniform Patrol supervisor who will determine how to proceed. Any follow up that is required will follow the normal procedures.

**SECONDARY
EMPLOYMENT
APPROVAL:**

Large Events - Supervisors are to ensure adequate manpower, communications, and safety procedures are in place before a request for secondary employment is granted for events attracting large crowds. Type of audience, presence of alcohol, and location are important factors to consider.

Large Events Supervision - If more than six (6) deputies are employed to work a law enforcement related event, the employer is required to hire a sergeant to supervise. In situations requiring more than twelve (12) deputies, the employer is required to hire a lieutenant, in addition to a sergeant. If more than twelve deputies are needed, a Division Commander determines the appropriate number of personnel to adequately staff the event.

Revocation of Secondary Employment - Division Commanders can revoke permission for secondary employment for cause. The revocation of such employment is subject to appeal through the grievance process.

**APARTMENT
COMPLEX
SECURITY:**

The following procedures apply to deputies who live in apartments and receive special rental consideration for security as courtesy officers:

1. Rental/security situations are considered Secondary Employment and subject to the requirements outlined in section "SECONDARY EMPLOYMENT REQUEST FORM" of this order.
 2. Deputies serving as courtesy officers are expected to handle routine calls (to include writing reports) which originate from their respective complexes and are to assist on-duty deputies who respond for in-progress calls for service. This is not considered Sheriff's Office overtime.
 3. Deputies are to provide the name of their apartment complex, their apartment number, and telephone number to Communications for referral purposes.
 4. Communications personnel are to receive and record call information from complainants within these affected complexes as they do other calls. Communications personnel should always attempt to contact the resident officer for routine calls for service. In-progress calls or unusual incidents are to be assigned to an on-duty unit for immediate response. The resident officer may be contacted to assist.
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5. Deputies acting as security are prohibited from referring apartment complex complaints to the Front Desk, the Telephone Reporting Unit or Communications for report writing purposes. An exception to this would apply in a deputy's absence from the premises or his/her on-duty status.

6. Complaints from apartment personnel or residents involving a "courtesy officer" are to be forwarded to an on-duty supervisor. The same applies when conflicts arise concerning a courtesy officer's response to a call within his or her complex.



Hobart Lewis, Sheriff