

# SHERIFF OF GARFIELD COUNTY

## LOU VALLARIO

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### GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE GENERAL

#### **SUBJECT: ADMINISTRATIVE MATTERS**

**EFFECTIVE DATE:** January 01, 2024

#### **POLICY:**

The Garfield County Sheriff's Office will adhere to the Garfield County Personnel Manual for most of its general applications. However, the Garfield County Sheriff's Office maintains agency specific policies. Whenever there is a conflict of policies between the two, the Sheriff's Office Policies and Procedures shall apply.

#### **PURPOSE:**

To provide the members of the Garfield County Sheriff's Office with an understanding of policies and procedures that are unique to the Sheriff's Office and the law enforcement profession.

#### **METHOD:**

The Garfield County Sheriff's Office has adopted the Garfield County Personnel Policies and Procedures since most applications apply to members of the county as well as members of the Sheriff's Office. However, because of certain unique issues that arise as a member of the Sheriff's Office and the law enforcement profession, sometimes policies conflict or do not exist. As a result, it is necessary to identify and define those areas that specifically apply to members of the Sheriff's Office.

**Employment Status:** All personnel work at "the will" of the Sheriff and those appointments may be revoked at any time. The Garfield County Sheriff's Office maintains a "Professional Standards and Discipline" policy to provide equitable treatment and due process for violations of policies and procedures. However, all personnel still maintain an "at will" employment status and may be dismissed by the Sheriff at any time.

**Work Schedule:** As members of a law enforcement agency, the Fair Labor and Standards Act (FLSA) provides for flexibility with respect to working shifts, holidays, weekends, etc. In the interest of public safety, law enforcement agencies should provide a continuous presence in the community and therefore their work schedules may be different than other members. For all sworn personnel that work shift work, the Garfield County Sheriff's Office has adopted a 171 hour/28 day schedule. This means that personnel working these shifts must physically work 171 hours within a 28 day pay period before they are eligible for overtime compensation.

**Overtime / Comp Time Pay:** The Garfield County Sheriff's Office shall pay all premium time at the rate of 1.5 hours per 1.0 hour worked for all non-exempt members. No comp time shall be accrued.

**Holiday Pay:** All members working the 171 hr/28 day pay period shall receive, at the beginning of each year, an equivalent number of hours of Holiday Time as is approved by the BOCC for holiday pay for other members. These hours may be used as vacation hours and can be used any time within the calendar year, per supervisor approval. ALL Holiday Time MUST be used within the same calendar year. They will not be carried over into a new year. If a member is separated from employment during the year but has used more Holiday Time than was eligible on the calendar for other members, the member shall pay back the excess time taken. Members that are hired during the course of the year will receive an equivalent number of holiday hours as are remaining on the calendar for that year.

**Change of Address/Phone Number:** All members shall keep current their physical address, mailing address and home phone numbers with Human Resources. Any change of address or phone number shall be reported to Human Resources within 48 hours of the change. All POST certified Deputies are also required by POST rules to submit updated information to POST. POST Form 5 shall be used (available from HR).

**Pay Structure:** The Garfield County Sheriff's Office pay structure is determined by the Sheriff's Human Resources Dept. and approved by the BOCC. Pay structure is determined by market analysis and increases in pay are determined by performance as merit pay. Members are not compensated as individuals, but based on the job description, with experience and performance as contributing factors.

**Fit for Duty:** All employees will be expected to maintain their personal health and well being in such a manner as to be able to complete their assigned duties safely and effectively. If reasonable suspicion exists that an employee is unfit for duty, a fit for duty evaluation will be required. The initial evaluation will be at the expense of the Sheriff's Office. Any further medical treatments and/or fitness plans shall be subject to the member's insurance coverage. Employees will be able to return to work upon clearance by the evaluating professional.

To assure fitness for duty for those employees who are involved in a traumatic incident, mandatory fit-for-duty appointments will be scheduled with our contracted Psychologist at the Sheriff's Office expense closely following the incident, at a 3-month interval, a 6-month interval, and one year from the incident.

For Victim Response Team staff members, Investigators, and Forensic Technicians whose job requires ongoing contact with disturbing and/or graphic material, a baseline appointment will be scheduled with our contracted Psychologist at the Sheriff's Office expense, to be followed by annual appointments as needed. Additional appointments may be required as determined by Supervisors, the Undersheriff or Sheriff.

**CBD Products:** Due to the de-regulation of Hemp plants, the use of CBD and Hemp-based products is allowable for employees. However, it is the employee's responsibility to ensure that these products do not contain illegal levels of THC. It will not be an affirmative defense for any employee subject to a random drug test per our Drug Testing Policy and Procedure to claim that a positive test for THC was a result of the use of such products.

**Medical/Therapy Appointments:** All *work* or *non-work* related appointments shall be scheduled during an employee's regular time off rather than while on duty. If an appointment is scheduled on duty, the employee will be required to use MSL or County paid Worker's Comp for the time away from their assignments.

