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

SUBJECT: ADMINISTRATIVE MATTERS

EFFECTIVE DATE: January 01, 2024
Revised: November 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 polices 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:**
  At the beginning of each calendar year, all members working the 171 hour/28 day pay period shall receive, an equivalent number of hours of Holiday Time as approved by the BOCC for holiday pay for other members. These may be taken as ***paid days off*** during the year, OR a ***cash equivalent*** at the end of the year.

Paid Days Off: For members who choose the paid days off option, these hours may be used any time within the calendar year, per supervisor approval. ALL holidays taken as paid days off 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.

Cash Equivalent: If a member chooses the ***cash equivalent***, a one-time payment based on their current pay rate, shall be paid towards the end of the year. Any taxes or other benefits shall be deducted and the member shall receive the net amount.

Procedure: Towards the end of each calendar year, HR will provide a selection timeframe and form for members to select EITHER the ***paid days off***, OR the ***cash equivalent*** for the following year. The selection is FINAL. If a member fails to select their option within the selection period, they will default to the ***cash equivalent*** payment. Members may only change their option during the selection period for the following year. Members that are hired during the course of the year will be given the same selection options above based on an equivalent number of holiday hours as are remaining on the calendar for that year. However, anyone hired on, or after September 1st shall automatically be placed in the ***cash equivalent*** option due to being in training for the remainder of the year, but may select either option during the selection period for the following 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 medical assignments……