

# SHERIFF OF GARFIELD COUNTY

## LOU VALLARIO

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

#### **SUBJECT: EXTRA DUTY/OFF DUTY EMPLOYMENT**

**EFFECTIVE DATE:** January 01, 2024

*Revised:* June 01, 2026

#### **POLICY:**

Members of the Garfield County Sheriff's Office will be allowed to work extra duty and off duty employment while understanding that their primary responsibility is to the Sheriff's Office, and that certain off duty employment will be restricted if it is contrary to the mission of the Sheriff's Office.

#### **PURPOSE:**

To provide guidelines and requirements to assist members with extra duty and off duty requirements.

#### **DEFINITIONS:**

- **Extra Duty:** A duty that is dependent upon an employee retaining law enforcement powers and abilities during the performance of the job function. Supervision of these duties will typically be through the Sheriff's Office chain of command, and payment of the employee will be through the County payroll system.
- **Off Duty:** Work performed by an employee of the Office that is not based on law enforcement powers or availability of law enforcement resources. Supervision of these duties will not be through the Sheriff's Office chain of command and payment of employee will be through the outside employer.

#### **METHOD:**

Duties and employment with the Garfield County Sheriff's Office shall be deemed the primary occupational responsibility of the employee. This cannot be subjugated for off duty or extra duty.

No employee shall engage in any outside employment or receive a fee for his/her service without specific written permission of the Sheriff. Chain of command shall be adhered to prior to obtaining the Sheriff's approval. A letter requesting approval shall be submitted to the Sheriff outlining the job functions and hours required to work. Under no circumstances shall outside employment conflict with the duties of the employee at the Sheriff's Office.

Any Employee who has, or obtains any benefit from any County contract with a business in which the Employee or member of an Employee's immediate family has a financial interest shall report such benefit to the County Attorney and Chief Procurement Officer.

Prohibited off-duty assignments include but are not limited to jobs that would be a potential conflict with the Sheriff's Office Code of Conduct Policy or jobs where carrying a firearm is a requirement.

Care must also be exercised to assure the public that the employee is focused on their duties to the office, and not exhausting their individual ability in off-duty pursuits, thereby limiting their effectiveness in their primary employment.