



# ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER OFF DUTY EMPLOYMENT



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To: All Deputy Sheriffs & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order - Off Duty Employment

**PURPOSE:** The purpose of this General Order is to establish guidelines for employees engaging in secondary (Off Duty) employment outside the Orange County Sheriffs Office.

**I. POLICY.**

Employees may engage in off-duty employment, with the approval of the Sheriff, subject to the following limitations:

**II. PROCEDURE.**

- A. Deputy Sheriffs are **NOT** permitted to hold Police Officer status in other law enforcement agencies.
- B. Employees shall submit a written request (Gen-46 form) for off-duty employment to the Sheriff, whose approval must be granted prior to engaging in such employment.
- C. Employees shall not engage in any employment or business involving the distribution of alcoholic beverages or any other occupation prohibited by law.
- D. Such employment shall not interfere with the operation of the Sheriff's Office or be considered unethical by a person of competent authority.
- E. Approval may be denied or revoked where it appears that the outside employment might:
  - 1. Render the employee unavailable during an emergency.
  - 2. Physically or mentally exhaust the employee to the point that their performance can be affected.
  - 3. Require that any special consideration be given to scheduling of the employee's regular duty hours.
  - 4. Bring the Office in to disrepute or impair the operation or efficiency of the Sheriff's Office or the officer.
  - 5. The Sheriff, or his designee, may revoke any authorization for employment in the best interest of the Office.

- F. Employees are prohibited from engaging in off duty employment when they are utilizing the following types of leave:
1. Sick Leave (Including ½ pay sick leave)
  2. Personal Leave
  3. Association Leave
  4. Excused Absence
  5. Leave of Absence
  6. Absent Without Leave (A.W.O.L.)
  7. Suspension (Note: An employee on extended suspension may apply for off duty employment approval which will be considered on a case by case basis.