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| CLACKAMAS COUNTY SHERIFF'S OFFICE | |
| Policy # 13 | Printed copies are for reference only. Please refer to the electronic copy for the latest version. |
| Reference: County Code Chapter 2.05.180.2 EPP#12 | |

PERFORMANCE OF DUTY

General Duties

1. Personnel Policies and Procedures for Clackamas County Employees, [Chapter 2.05.180.2](#), contain work rules applicable to CCSO employees. While these rules are not intended to be all-inclusive, the CCSO shall apply these rules, consistent with the provisions of applicable collective bargaining agreements, through flexible interpretation and ensuring an effective fiscally responsible management and operation of the Sheriff's Office.

2. County residents expect Sheriff's Office employees to provide a high quality of public safety service at all times. In order to meet that expectation, employees must accept the responsibilities of their duty assignments and consistently perform to the high standards established by the CCSO and their profession:
 - a. employees shall devote duty time and energy to the responsibilities of their position;
 - b. employees are required to discharge their duties in a professional manner, and shall act together to protect each other in the maintenance of law and order;
 - c. employees shall respond without unnecessary delay to requests for assistance that fall within the scope of the Sheriff's Office mission; and
 - d. employees shall act with promptness, firmness, fairness, and decisiveness at the scenes of crimes, disorders, accidents, disasters, or when dealing with suspects or other situations that require law enforcement action.

Performance of Duties in a Competent Manner

3. Employees will perform their assigned duties in a competent manner. Competence may be demonstrated by:
 - a. knowledge of the laws to be enforced;
 - b. knowledge or a willingness to perform assigned duties/tasks;



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- c. conformity to work rules and applicable procedures;
- d. taking appropriate action in response to a crime, incident, or disorder;
- e. a written record free of repeated infraction of policies, procedures, regulations, or rules and orders of the Sheriff's Office; or
- f. repeated work evaluations which indicates standard or better performance.

Reasonable Performance Standard

4. A level of reasonable performance (judged by factors including operational need, previous experience, or the performance of other employees engaged in similar duties) shall be considered the basis for minimum performance expectations.

Reporting For Duty

- 5. Unless otherwise directed, employees shall report for duty at the designated time and place. Employees shall be punctual in reporting for duty and shall remain at their assigned duty unless directed otherwise by a supervisor.
- 6. Employees shall report fit and able to carry out their duty at all times. If an employee is impaired from any cause (alcohol, drugs, medication, illness, etc.), he or she shall notify their supervisor prior to reporting for duty. A supervisor will not assign to duty a subordinate in an unfit condition. See also the CCSO drug policy and code of conduct policy.
- 7. Employees shall report for duty with all required equipment.
- 8. In case of an emergency affecting Clackamas County, employees are to contact the Sheriff's Office for assignment or instruction.

Essential Employee Designation

9. In the event Clackamas County closes their offices during either inclement weather conditions or other emergency, the following positions are designated as



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essential and CCSO employees so designated shall report to, or remain at work, as scheduled or as otherwise specifically directed:

- a. all Sworn Employees;
- b. all Community Service Officers;
- c. all Jail Service Technicians;
- d. all Jail Food Service personnel;
- e. select Jail Office Staff as identified by the Jail Division Commander; and
- f. select Records Section staff.

10. In the event of either an inclement weather event or other emergency temporarily modifying county services, CCSO employee positions not designated as essential shall abide by County Policy (e.g. EPP #12). Employees shall verify with their supervisor if their position has been pre-designated as essential; however, it is the responsibility of Division Commanders to review and notify employees concerning a change to an essential employee designated position. In exceptional circumstances, after considering the well-being and safety of citizens and employees, Division Commanders may request employees not pre-designated as essential to report to or remain at work to support essential operations. It is the responsibility of the Division Commander to advise any non-designated employee of the exceptional circumstance and remuneration for service.

Availability for Duty

11. Employees shall maintain phone service and shall provide Sheriff's Administration with their address and contact number for the purpose of immediate access in the event of emergencies or recall to duty. Employees are responsible for notifying Sheriff's Administration of any changes in address or contact number as soon as possible.

12. Employees shall keep themselves immediately and readily available at all times while on duty or administrative leave.



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Absence from Duty

13. Employees who are unable to report or remain on duty for any reason will notify their supervisor immediately or within sufficient time (at least three hours prior to beginning of a duty shift) in advance to ensure proper coverage of their assignment. In addition:

- a. the employee shall provide the supervisor or designee with:
 - (1) the general reason for the unscheduled absence;
 - (2) estimated duration of the absence; and
 - (3) estimated time of return to duty.
- b. except for emergency circumstances or prior verbal acknowledgment/agreement, the employee shall submit to the supervisor or designee a time adjustment form;
- c. the supervisor will either authorize the absence, or deny authorization, at which time the employee will be expected to appear for duty; and
- d. the employee will advise the supervisor or designee if circumstances require the absence to be longer than what was estimated.

14. Employees shall not feign or fabricate sickness or injury, or misuse leave. Misuse may result in disciplinary action, up to and including termination.

15. Supervisors shall routinely analyze work attendance of their subordinates and take appropriate action in situations of misuse or abuse. Misuse or Abuse of leave may include frequent absences of single days (especially if occurring in conjunction with days off or holidays) or frequent absences in conjunction with overtime or any patterned use of sick leave.



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Personal Business While On-Duty

16. As a rule, employees shall not conduct personal business while working in their capacity for the Sheriff's Office. Employees may conduct personal business on scheduled breaks, which does not detract from an employee's obligation to duty. Any use of County Technology is not to be used for personal financial gain and must comply with all laws and County policies including state ethics / conduct laws and CCSO directives.

Off-Duty Exercise of Authority

17. Off-duty enforcement actions by certified employees is not advisable; however, the public will expect law enforcement deputies to act in certain circumstances if failing to act immediately could result in threat to life or serious injury.

18. CCSO and public expectation would dictate an off-duty deputy will respond and render law enforcement assistance at the site of a traffic crash or other public emergencies if the deputy was passing by or in close proximity to the incident and equipped (i.e. with Sheriff's vehicle, communications and police accoutrements) to respond safely and appropriately. In non-emergency situations, reporting to on-duty law enforcement personnel and serving as a best possible witness is the preferred course of action. In all cases, off-duty action requires that employees report such action to the law enforcement organization having jurisdiction. Additional instruction is provided in the CCSO Law Enforcement Manual.

19. When off-duty, employees shall not exercise their official authority to resolve minor family or neighborhood disputes.

Neglect of Duty

20. An employee may be considered in Neglect of Duty if he or she fails to comply – by act or omission – with any law or written directive of the CCSO, or fails to perform his or her official duty. A charge of Neglect of Duty against an employee, if sustained, may result in disciplinary action up to and including dismissal from the CCSO.



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Professional Discredit

21. An employee acting in a manner that brings professional discredit on himself/herself, the Sheriff's Office or any other Sheriff's Office employee may be charged with Professional Discredit, which if sustained, may result in disciplinary action up to and including dismissal from the CCSO.

Reporting Potential Criminal Conduct to the District Attorney (DA)

22. When there is evidence that a CCSO employee may have committed a law violation that may lead to criminal prosecution in Clackamas County, prompt verbal notification of that information will be made by the Undersheriff to the Chief Deputy of the Clackamas County District Attorney.