Southern Pines Police Department

Extra-Duty Employment Application

The following application must be completed by any company, firm, organization or individual (herein after referred to as "applicant") requesting Southern Pines Police Department personnel for police related services as an extra-duty assignment. Extra-duty is defined as: *"Employment which is within the employee's Town of Southern Pines job classification, performed for and paid by a separate employer where the actual or anticipated use of police authority or the duties for which the employee is certified as part of their Town of Southern Pines job classification is a condition of employment".* The completed application will be submitted to the Chief of Police, or designee, for approval prior to the event. The Southern Pines Police Department will be the sole authority in granting the request. The applicant agrees to abide by the following terms and conditions (initial each line):

_____ The Southern Pines Police Department employee is regulated by all policies, procedures, rules and regulations of the Town of Southern Pines and the Southern Pines Police Department and remains under the direct control of the Chief of Police or designee.

_____ The employee is subject to immediate recall to department duty at any time as necessitated by the public safety needs of the Town of Southern Pines.

_____ The extra-duty assignment is in a location within the jurisdiction of the Southern Pines Police Department or, if outside the jurisdiction, there exists a valid Mutual Aid agreement between the Southern Pines Police Department and the law enforcement agency having jurisdiction pursuant to NCGS 160A-288.

_____ The employee is not permitted to engage in any illegal activity or function in any way or at any location which would:

a. Constitute a threat to the status or dignity of the police as a professional occupation;
b. Bring discredit upon the employee or the department;
c. Present a conflict of interest.

_____ The applicant agrees to the provisions of the department regarding approval, review and revocation of the request and agrees to pay the employee directly in compliance with all applicable federal, state and local payroll rules.

_____ The applicant assumes the liability, indemnification and workers' compensation for any injuries or damages incurred when the employee is not involved in activities related to their normal law enforcement duties.

_____ The applicant agrees to correct any problem brought to their attention by the employee. Failure to do so will cause the employee to immediately cease any and all work and to notify the on-duty, department watch commander.

_____ The applicant agrees to meet the employee fifteen (15) minutes prior to the time of the assignment to explain the duties of the assignment.

Extra-Duty Employment Application

Applicant

Name of Organization: _____

Person completing application: _____ Telephone # _____

Address: _____ _____
Street P.O. Box

_____ _____ _____
City State Zip Code

Assignment Information

Number of Employees Needed: _____ _____ _____
Officer(s) Telecommunicator(s) Other: _____

Date(s) Requested: _____ Hours of Assignment: _____

Location(s) _____

_____

Cost

Please note: The cost for Extra-Duty officers is thirty-five dollars ($35.00) per officer/per hour with a two (2) hour minimum**.** Payment should be made by check to each officer at the beginning of or prior to the event. The event organizer is responsible for compliance with applicable Internal Revenue Service/North Carolina Department of Revenue regulations and reporting requirements. **If the event is cancelled without sufficient notice the event organizer is responsible for payment under this agreement and can be subject to legal penalties for failing to do so.**

Requests for Police Officers

Does Officer Need to Be In Uniform?: ☐ Yes ☐ No

Will Marked Patrol Car Be Required?: ☐ Yes ☐ No

Will Officer Need Any Special Equipment Other Than Uniform?: ☐ Yes ☐ No

If "Yes", Describe: _____

_____

Describe Nature of Assignment (include specific duties, expectations and instructions):

_____

_____

_____

I, _____ , as a representative of the applicant agree to abide by the provisions of Extra-Duty Employment as outlined in this application.

_____ _____ _____
Signature Name (Printed) Date

Review:

Recommend Approval: ☐ Yes ☐ No

Deputy Chief | Date

Comments:

Final Approval: ☐ Yes ☐ No

Chief of Police | Date

Comments:

Employee(s) Assigned:

Comments at Conclusion of Assignment

NOTE: Once approved, the ORIGINAL form will be forwarded to the officer, etc. working the assignment. At the conclusion of the assignment, the assigned employee will note any comments regarding the assignment and return the form to the Deputy Chief. Following review, it will be forwarded to the Administrative Technician for filing.