

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 the Town of Southern Pines (funded/reimbursed by the hiring party) which includes as a condition of employment 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. Employees working in this capacity must comply with all policies, procedures, rules and regulations of the Town of Southern Pines and the Southern Pines Police Department, including but not limited to appearance, conduct and reporting requirements." This completed application will be submitted to the Deputy Chief of Police, or designee, for approval prior to the event. Unless otherwise approved by the Chief of Police or Deputy Chief of Police, payment must be made to the Town of Southern Pines Finance Department using F305D – Extra Duty Fee Sheet with the applicant returning the Finance Department receipt to the Deputy Chief of Police. 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 his 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 conditions written in this document regarding approval, review and revocation of the request and has, or agrees to make payment to the Town of Southern Pines Finance Department in the amount indicated on F305D Extra Duty Fee Sheet.

_____ The applicant agrees to make any additional payments to the Town of Southern Pines if the employee is required to work any additional time not initially listed on the application.

_____ 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 Individual or Organization: _____

Person completing application: _____ Telephone #: _____

Email: _____

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 fifty-five dollars (\$55.00) per employee/per hour with a two (2) hour minimum for each employee requested. When possible, payment should be made in person (prior to the event) to the Town of Southern Pines Finance Department, 180 SW Broad Street, Southern Pines, NC 28387. Unless otherwise approved by the Chief of Police or Deputy Chief, the receipt issued by the Finance Department must be returned to the Deputy Chief of Police to ensure further processing of this application. **If the listed event is cancelled, without a minimum of eight (8) hours notice prior to the scheduled start time, the applicant 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):

NOTE: At the conclusion of the assignment, the assigned employee may be requested to make written comments regarding the assignment. When completed, this form will be forwarded to the Administrative Technician for filing.