



CONCORD POLICE DEPARTMENT

Secondary Employment Agreement

CPD Form SE-2
Rev 12/2017

Application Processing Fee – Effective July 1, 2016

Single Event - \$5.00 per application

Continuous Event - \$50.00 annual application*

* An employer that requests off-duty officer(s) on an annual basis, continuous either daily, weekly or monthly.

**Mail Fee to: Attn. Sgt. L. Hubbard,
Concord Police Department
41 Cabarrus Avenue W.
Concord, NC 28025.**

Failure to pay fee will result in removal from the list of approved employers.

A. NOTICE TO EMPLOYERS

Off-duty officers are subject to Concord Police Department policies. An employer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer.

Officers must confine their duties to those of a law enforcement nature; officers cannot enforce the rules and regulations of the employer that are not otherwise a violation of law.

Officers do not have the same authority over private property that the employer or the employer's other employees have. The officer's actions are limited ONLY to any breach of the peace or violation of law.

Officers will not regulate entry into a facility or venue; officers will not check identification and/or entry tickets, operate metal detectors (exception of public/private schools as authorized by Chief of Police) or perform searches of people coming into a business or event, question persons about the validity of their presence within a business or venue, or ask persons to leave a business or venue without an employee being present that has already asked the person to leave.

Officers will not make ANY record check of any individual unless that record check is designed to uncover a violation of law.

Officers will not initiate or otherwise authorize the towing of any vehicle from private property unless that vehicle is perceived to be more likely than not stolen.

Employers are responsible for maintaining records of each officer's hours and shall make those records available for review by representatives of the Concord Police Department during business hours.

Representatives of the Concord Police Department will make periodic inspections of secondary employment jobs. If any job is discovered to be using officers for duties not of a law enforcement nature, the permit for that job will be suspended immediately and officers will no longer be able to be employed by that employer.

Any deviation from the restrictions imposed above must be outlined in writing and formally approved in writing by the Secondary Employment Coordinator.

B. RATE SCHEDULE

<u>Rank</u>	<u>Minimum Rate (Effective January 1, 2018)</u>
Officer/Security	\$30.00/hour
Officer/Traffic Direction	\$35.00/hour
Sergeant	\$40.00/hour (supervision required with 6 + officers)*
Captain	\$45.00/hour (supervision required with 6 + officers)*
Major	\$50.00/hour (supervision required with 6 + officers)*
Premium/Security	\$35.00/hour
Premium/Traffic Direction	\$40.00/hour

* Rate of Pay may apply if the nature of the job requires supervision/management even if the number of officers is less than 10. Premium rate of pay shall apply during peak seasons when there is a high demand for manpower and for major events. Premium rates may also apply to secondary employment requests made within 72 hours (3 days) prior to the event.

Concord Police Department reviews the rate annually.

*Employers may compensate officers at the minimum rate or higher at the employers discretion. Concord Police Department officers cannot negotiate rates with an employer; any rate paid to any officer that exceeds the minimum rate must be approved by the Secondary Employment Coordinator and/or Chief of Police.

C. COMPENSATION

Officer (s) work for the employer as a sub-contractor; the employer is responsible for directly paying the officers. The employer must specify in the application the procedure that the officer (s) should follow to receive payment, including any tax forms that must be completed. Any officer serving a Job Site Liaison shall not receive compensation for scheduling, managing, and coordinating other sworn employees.

D. MARKED POLICE VEHICLE

Concord Police Department officers (s) are required to drive a marked/unmarked police vehicle to secondary employment job sites.

E. STAFFING REQUIRMENTS

The Secondary Employment Coordinator, along with the police personnel that command the patrol district in which the job is located, can review assignment(s) and provide input to determine the correct staffing levels; staffing levels are based upon a variety of factors, to include, but not limited to, the following: estimated attendance, the sale and/or consumption of alcoholic beverages on the premises, previous event history, and physical layout of the site, traffic and/or parking issues, and general crime trends in the vicinity.

F. CANCELLATION PROCEDURES

Cancellations by the employer must be made at least 24 hours before the assignment begins. If the Secondary Employment Coordinator receives less than 24 hours notice from the employer, and is unable to contact officers working the job, the employer will be required to pay the officers assigned to the job for four (4) hours of pay at the minimum rate.

During business hours (Monday – Friday 8a.m. – 4p.m.), contact the Secondary Employment Coordinator at 704-920-5000 or 704-920-5008. You may also notify us by email at hubbardl@concordnc.gov. After business hours and on weekends contact the Front Desk Customer Service at 704- 920-5000.

It is the responsibility of the employer to notify the Secondary Employment Office if the business or organization will be closed for a holiday or for any other purpose when off duty officers are normally scheduled. If the employer fails to notify the Secondary Employment Office that officers are not needed that day, the four (4)-hour minimum charge will apply.

G. FILLING ASSIGNMENTS

Secondary employment is voluntary and done on an officer's time off from the department. Therefore, it can never be guaranteed that an off-duty assignment will be filled. The employer may request that a particular officer or officer(s) staff a job; however, whether this officer or officer(s) actually are employed at this job is at the discretion of the Concord Police Department. When an employer asks to hire a Concord Police Department officer, it is understood that ANY eligible officer may in fact work the job.

Under extraordinary circumstances, off-duty officers may be activated to an on-duty status and pulled away from their off-duty assignments. The priority of Concord Police Department officers is their full time assignment within the Police Department and any obligations, such as call-back or court, which come with their Concord Police Department assignment.

H. OFFICER NOT REPORTING FOR OFF-DUTY JOB

If an officer is scheduled to work and did not report, the employer should notify the Secondary Employment Coordinator at 704-920-5008. After business hours or on weekends notify the Duty Commander/Sergeant via Front Desk Customer Service at 704-920-5000.

I. SCHEDULED HOURS CHANGED

The Secondary Employment Coordinator will try to accommodate schedule change requests if made more than 24 hours prior to the time of the event /job.

J. MINIMUM HOURS FOR ASSIGNMENT

Officers will be compensated at the agreed upon rate for a minimum of four (4) hours, even if the assignment is less than (4) hours.

K. PROCEDURES FOR SECONDARY EMPLOYMENT APPLICATION

1. Assistance for applications can be provided by calling the Secondary Employment Office at (704) 920-5008, or by email at hubbardl@concordnc.gov
2. Applications will be accepted by fax, mail, or e-mail.
3. Applications must be submitted no less than seven (7) days prior to the job. The employer cannot retain the services of off duty Concord Police Department officers until such time as this agreement is acknowledged by signature and the signed form is received by the Secondary Employment Coordinator. Once the agreement has been received by the Secondary Employment Coordinator, the employer will be notified as to when a Secondary Employment application can be submitted. Both forms can be obtained at www.concordnc.gov/departments/police.

Please complete and sign the secondary employment agreement. Agreements are accepted by mail, fax, email, or in person (Mon-Fri 8:00AM-4:00PM) Fax: 704-920-6970
Email: hubbardl@concordnc.gov

Mail: Concord Police Department/ Secondary Employment Coordinator
41 Cabarrus Avenue West, Concord, NC 28025

Employer Signature: _____ Date: _____

For Office Use Only:

Secondary Employment Coordinator: _____

Disposition: _____

Fee Amount: _____ **Date Fee Received:** _____ **Fee Waived:** _____

Date Notified: _____

THE TERMS OF THIS AGREEMENT shall remain in effect until unless rescinded by either party giving notice to the other, such terms to apply to each request for Secondary Employment of Off-Duty Concord Police Department Officers.



Concord Police Department Employer - Secondary Employment Application

Employer Information		Date of Request:			
Employer Name:			Payroll Contact Person:		
Address:		Phone:		Mobile Phone:	
City	State	Zip	Fax	Other:	
Type of Business:		Alcohol Sold or Served:		E-mail:	

Payment Information: The employer is responsible for paying the officer(s) who worked the job directly.

Job Information					
Job Contact:			Job Start Date:		End Date:
Mobile Phone:		Other:	Start Time:		End Time:
Job Location/Address:		Days of Week: Please Circle Sun Mon Tue Wed Thu Fri Sat			
Nature of Job: Please Circle Security Traffic Other:					
Number of Officers Requested: (Please be advise that CPD can determine minimum staffing levels for each job)					
Narrative: (Provide a complete description of the job/event, and the requested duties of the officers)					
Payment Method: Check at Job Check by Mail			Time to process check by mail: 1 week/ 2 weeks / Other:		
Pay Rate: Officer/Security \$30.00 /hour Officer/Traffic \$35.00/hour Sergeant \$40.00/hour (supervision required with 6 + officers)* Captain \$45.00/hour (supervision required with 6 + officers)* Major \$50.00/hour (supervision required with 6 + officers)* Premium/Security \$35.00/hour Premium/Traffic \$40.00/hour			Documentation Needed from Officer(s) W-9 / Invoice/ Other:		
INTERNAL USE ONLY : APPROVED			DENIED		

This form may be faxed to 704-920-6970 or emailed to Sgt. Larry Hubbard at hubbardl@concordnc.gov
You can mail it to Concord Police Department, PO Box 308, Concord, NC 28026 or by walk-in at 41 Cabarrus Avenue West.

Also, you must sign and return the Secondary Employment Agreement. For questions call, 704-920-5008. Concord Police Department is not responsible for any external delivery problems.