



Warsaw Police Department

128 W. Bay St

Warsaw, NC 28398



ERIC SOUTHERLAND
Chief of Police

(910) 293-7816
Non-Emergency Phone

SECONDARY EMPLOYMENT AGREEMENT

A. NOTICE TO EMPLOYERS

Off-duty officers are subject to Warsaw 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 Warsaw Police Department during business hours.

Representatives of the Warsaw 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 Chief/Captain.

B. RATE SCHEDULE

Rank	Minimum Rate	
Officer/Security	\$25.00 /hour	Premium/Security \$35.00/hour
Officer/Traffic	\$25.00/hour	Premium/Traffic \$35.00/hour
Sergeant	\$30.00/hour (supervision required with 5 + officers)*	
Captain	\$35.00/hour (supervision required with 10 + officers)*	

* 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 apply to secondary employment requests made within less than 7 days prior to the event.**

Warsaw Police Department reviews the rate annually.

*Employers may compensate officers at the minimum rate or higher at the employers discretion. Warsaw Police Department officers cannot negotiate rates with an employer; any rate paid to any officer that exceeds the minimum rate must be pre-approved.

C. COMPENSATION

Officer (s) work for the employer as a sub-contractor; the employer is responsible for directly paying the officers. The employer must provide the payment prior to the event.

D. MARKED POLICE VEHICLE

Warsaw Police Department officers(s) are required to drive a marked/unmarked police vehicle to secondary employment job sites unless approved by the Chief/Captain not to use a police vehicle.

E. STAFFING REQUIRMENTS

The Chief/Captain will review assignment(s) and provide input to determine the correct staffing levels. Generally, Officers are assigned at a ratio of 1 Officer per 100 expected attendees, however, 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 Chief/designee receives less than 24 hours notice from the employer, 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 Chief/Captain at 910-293-7816. You may also notify us by email at captain@townofwarsawnc.com. After business hours and on weekends contact Duplin County Communications at 910-296-1911.

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 Warsaw Police Department. When an employer asks to hire a Warsaw 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 Warsaw 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 Warsaw Police Department assignment.

If an officer is scheduled to work and did not report, the employer should notify the Chief/Captain at 910-293-7816.

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

H. 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.

I. PROCEDURES FOR SECONDARY EMPLOYMENT APPLICATION

1. Applications will be accepted by fax, mail, or e-mail.
2. Applications must be submitted no less than seven (7) days prior to the job. The employer cannot retain the services of off duty Warsaw Police Department officers until such time as this agreement is acknowledged by signature and the signed form is received by the Coordinator. Once the agreement has been received by the Secondary Employment Coordinator, the employer will be notified as to the availability of Officers. This form can be obtained at www.townofwarsawnc.com/police .

Please complete and sign the secondary employment agreement. Agreements are accepted by mail, fax, email, or in person (Mon-Fri 8:00AM-5:00PM)

Fax: 910-293-7173

Email: captain@townofwarsawnc.com

Mail: PO Box 464 Warsaw, NC 28398

Employer Name (Printed)_____

Employer Signature_____

Date_____

FOR OFFICE USE ONLY

Chief/Captain _____

Disposition _____

Fee Amount _____ **Date Fee Received** _____

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 Warsaw Police Department Officers.