



ABERDEEN POLICE DEPARTMENT

Town of Aberdeen
804 N. Sandhills Blvd., Aberdeen, NC 28315
Phone: 910-944-9721 Fax: 910-944-1545



Extra-Duty Employment Application

The following application must be completed by any company, firm, organization or individual (herein after referred to as "applicant") requesting Aberdeen Police Department personnel for police related services as an off-duty assignment. Extra-duty is defined as: ***employment which is within the employee's Town of Aberdeen 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 Aberdeen 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 Aberdeen 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 Aberdeen Police Department employee is regulated by all policies, procedures, rules and regulations of the Town of Aberdeen and the Aberdeen 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 Aberdeen.
- _____ The off-duty assignment is in a location within the jurisdiction of the Aberdeen Police Department or, if outside the jurisdiction, there exists a valid Mutual Aid agreement between the Aberdeen 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.

Aberdeen Police Department Police Service Application/Invoice

Members of the Aberdeen Police Department are available for extra duty service within the jurisdiction of Aberdeen or, if outside the jurisdiction, there exists a valid Mutual Aid agreement between Aberdeen Police Department and the law enforcement agency having jurisdiction pursuant to NCGS 160A-288. If you wish to request extra duty service from the Aberdeen Police Department, please thoroughly review this application form and complete the appropriate blocks below. All requests are subject to approval by the Chief of Police or his designee.

Prior to the date of work, the private employers of off duty police officers shall pay to the Town of Aberdeen the total amount due. Such hourly rate specified below as set forth by the Aberdeen Police Department. Payments made to the Town in excess of the actual hours worked/owed will be refunded to the applicant at the completion of the scheduled work.

A minimum of two (2) hours must be paid at the applicable rate notwithstanding that the services of the Police Officer may not be required for the full minimum.

Cancellation of the assignment with less than twenty-four (24) hour notice will require that payment for a minimum of two (2) hours per officer will be owed to the Town.

Upon approval of the application/invoice by the Chief of Police, the assignment will be posted.

Important information read this

This form is your application and bill. Total payment must be received prior to the scheduled date of event. No further invoices will be sent to you.

<u>Applicant Name:</u>		<u>Application Date:</u>	
<u>Business Name:</u>		<u>Phone #:</u>	
<u>Address:</u>			
<u>Location of Event:</u>			
<u>Reason for Officer:</u>			
<u>Number of officers needed:</u>	<u>Date(s) of Service:</u>	<u>Work Hours:</u>	<u>Rate:</u> \$70.00 / HOUR
			<u>Applicant Signature:</u>

_____ X _____ X _____ X **\$70.00** = _____
OF OFFICERS HOURS PER DAY # OF DAYS RATE TOTAL AMOUNT DUE

TOTAL AMOUNT DUE IS TO BE PAID TO THE TOWN WITHIN TEN (10) WORKING DAYS FROM THE APPLICATION DATE! MAKE CHECKS PAYABLE TO THE: TOWN OF ABERDEEN
MAIL TO: ABERDEEN POLICE DEPT. ATTN: CHIEF OF POLICE, 804 N SANDHILLS BLVD. ABERDEEN, NC 28315

**ABERDEEN POLICE DEPARTMENT
EXTRA-DUTY EMPLOYMENT**

INVOICE

Date: _____ From: _____ hrs To: _____ hrs Total hrs: _____

Current Pay Rate: _____ X _____ hrs

TOTAL DUE:

Contractor: _____ Phone: _____

Location of Work: _____

Officer Name: _____ Badge #: _____

Officer's Signature

Contractor's Signature

**ABERDEEN POLICE DEPARTMENT
EXTRA-DUTY EMPLOYMENT**

INVOICE

Date: _____ From: _____ hrs To: _____ hrs Total hrs: _____

Current Pay Rate: _____ X _____ hrs

TOTAL DUE:

Contractor: _____ Phone: _____

Location of Work: _____

Officer Name: _____ Badge #: _____

Officer's Signature

Contractor's Signature

Review (To be completed by the Aberdeen Police Department)

Recommend Approval: Yes No

Comments: _____

Captain Signature

Date

Final Approval: Yes No

Comments: _____

Chief of Police Signature

Date

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 Patrol Captain. Following review, it will be forwarded to the Chief of Police or designee.