



Charlottesville Police Department Off-Duty and Extra Duty Employment Request

Security and Non-Security Requests

The Charlottesville Police Department offers security and non-security related services for businesses and events within the City of Charlottesville. The department reserves the right to refuse services based on need and circumstances.

Important Considerations:

1. Any business or organization requesting security services will be charged an hourly rate for each officer to work an event. The standard rate is \$55.00/hour. (\$50/hour per officer & \$5/hour administrative fee)
2. There is a three-hour minimum charge per officer for security and non-security services.
3. If the event is canceled or postponed without one business day notice prior to the start of the event, the department or individual will be charged for a minimum of three hours/officer requested.
4. CPD requires three business days' notice to schedule services for an event. For requests that are received and honored with less than three business days' notice, the hourly charge will be \$70.00 (\$50/hour per officer & \$20/hour administrative fee).
5. Payment for services shall be remitted to the City of Charlottesville Police Department at

Charlottesville Police Department
Attn: Accounts Receivable
606 E. Market Street
Charlottesville, VA 22902



Charlottesville Police Department Off-Duty and Extra Duty Employment Request

TO BE FILLED OUT BY OFFICER ONLY

Date: _____

To: _____ (Division Commander)

From: _____

Subject: Off-Duty Employment request

NON-SECURITY AND SECURITY RELATED EXTRA-DUTY EMPLOYMENT

I am submitting this application for an off-duty employment assignment pursuant to General Order 512.01, "*Off-Duty and Extra Duty Employment*" and General Order 400.00, "*Code of Conduct Guidelines*". **By this submission, I certify that I have read and fully understand all of the regulations and conditions of off-duty/extra-duty employment as described below:**

I have read and fully understand **all provisions of Department General Order 512.01 "*Off-Duty/Extra-Duty Employment*" and General Order 400.00 "*Code of Conduct Guidelines*"** If there was any portion of these policies which was unclear to me, I have sought and received additional information from my immediate supervisor.

I understand that any violation of the above mentioned policies pertaining to off-duty/extra-duty employment or officer/employee conduct during such employment may result in this permit being revoked or suspended and may result in disciplinary action. I further understand that upon revocation or suspension of my permit, no additional off-duty/extra-duty employment will be allowed unless specifically authorized by the Chief of Police.

I understand that injuries incurred during extra-duty employment activities, (other than the activities of the City or Department sponsored overtime projects, special assignments and public school events) may not be covered under the City of Charlottesville Worker's Compensation or duty-related retirement plans.

I understand that while engaged in off-duty or extra duty security related employment, I may be required to enforce the Charlottesville City Code and the Code of Virginia, and will not permit any off-duty employer's interference with, or efforts to limit such enforcement. Furthermore, I will not be responsible for enforcing employer regulations that pertain to non-criminal activity.

I understand that should my off-duty employment impair my on-duty readiness or performance in any way, my authorization for such off-duty employment may be revoked or suspended.

Signature of officer applying

Date

*****OFF-DUTY NON-SECURITY RELATED SELF-EMPLOYMENT ONLY*****

I am self-employed and my business does not present a conflict of interest with my employment as a Charlottesville Police employee. I have fully discussed the nature of my business with my immediate supervisor. Should it be determined at a later date that the nature of my business constitutes a conflict of interest, or if any conflict of interest otherwise arises from my off-duty business activities, I will take necessary actions to resolve such conflict.

Signature of employee applying

Date



Charlottesville Police Department Off-Duty and Extra Duty Employment Request

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SUBJECT: OFF-DUTY and Extra Duty EMPLOYMENT

I request permission to work off-duty/extra duty for the business/individual listed below. This work will be:

Security Related (uniformed) Security Related (plain clothes) Non-Security Related

This work will begin on: _____

This work will end on: _____

Name of Company/Individual: _____

Address of work location: _____

Describe employee's duties (Or attach a job description): _____

Application Status	Take Home Vehicle Use for this assignment
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> N/A
Division Commander -Signature	Date

Cc: Appropriate Division Commander
Chief of Police
Extra-Duty Employment Coordinator
Police Officer



Charlottesville Police Department Off-Duty and Extra Duty Employment Request

TO BE FILLED OUT BY EMPLOYER ONLY

Name of Employer/Business: _____

Name of Contracting Owner/Manager: _____ Driver's License: _____

Address: _____

Phone: _____

Type of Business: _____ Tax ID: _____

Physical Address of Event: _____

Estimated Number of Attendees for the Event: _____

Number of Officers requested: _____ Uniformed: YES NO

Day/Dates needed: _____

Hours or specific times: _____

- Duties of employed officer(s):
- Visible Presence/Order Maintenance - Security-Related
 - Security/Theft Prevention - Security-Related
 - Traffic Control/Direction - Security-Related
 - Other (be specific)

Employer's Agreement:

I understand that Charlottesville Police Officers have certain law enforcement authority and responsibilities under state code and City Ordinance. Their exercise of law enforcement powers is directed by laws and ordinances, and I will not interfere with, or seek to limit, such exercise. I understand that officers' enforcement powers are limited to the upholding of laws established in State Codes and City Ordinances. As law enforcement officers they do not have, nor may they accept, the authority to enforce or initiate legal process with respect to non-criminal matters involving my workplace regulations, my private property or any contractual disputes. The responsibility for such enforcement will remain with me.

I understand that, while assigned to security-related tasks, officers will not be asked or expected to perform inappropriate non-security-related tasks, e.g. stocking shelves, pushing carts for customers, etc.

I understand that violation of any terms of this agreement will result in the cancellation of authorization for Charlottesville Police officers to perform in off-duty employment with my business establishment or me.

I acknowledge that upon request, I will be provided a copy of the Charlottesville Police Department General Order 512.01 – *Off-Duty Employment* and understand all restrictions of this directive.

I acknowledge and assume full responsibility for all payments associated with the employment of the requested officer(s), including all wages, worker's compensation, payment for court appearances, and any other activities associated with this employment. I agree to indemnify and hold harmless the City of Charlottesville, its officers, officials, employees and insurers, from and against any and all claims, loss, damage, injury and liability, of any nature whatsoever, resulting from, arising out of or in any way connected with my employment of this police officer in his off-duty hours.

Employer Signature: _____ Title: _____ Date: _____