

## Newport News Police Department Secondary Employer Application For 20\_\_\_\_\_

Please submit this form and any attachments a minimum of **seven business days prior to the date of service.**

1. Name of Business or Organization: \_\_\_\_\_
2. Type of Business/Event: \_\_\_\_\_
3. Business Representative/Point of Contact: \_\_\_\_\_ 4. Title: \_\_\_\_\_
5. Employment Address: \_\_\_\_\_
6. Event Address (if different from #5): \_\_\_\_\_
7. Event Date(s): \_\_\_\_\_ 8. Start time: \_\_\_\_\_ End time: \_\_\_\_\_
9. Requested Officer(s) Start time: \_\_\_\_\_ End time: \_\_\_\_\_
10. Phone: \_\_\_\_\_ 11. Alternative Phone Number: \_\_\_\_\_ 12. E-Mail: \_\_\_\_\_
13. Will this event last fewer than seven consecutive days?  YES  NO *Please attach a schedule of dates & times.*
14. Will Alcohol be served or sold?  NO  YES, ABC on-premises license  YES, ABC banquet permit
15. Description of Services Needed:  Traffic control & pedestrian safety  Crowd Control  
 Private security, protection of life/property  Other \_\_\_\_\_
16. Details of the assignment (attach additional sheets if necessary):
  
17. Number of Officers Requested: \_\_\_\_\_ 18. Predicted Attendance/Capacity: \_\_\_\_\_
19. Do you have a recommendation for an officer to coordinate your site? \_\_\_\_\_  
Officer's Name
20. Will you provide any Workers' Compensation Coverage?  YES  NO

### PAYMENT AND STAFFING REQUIREMENTS

The Secondary Employer will be required to compensate the assigned officer for a **minimum of three hours**, even if the event is of a shorter duration. Recurring employers (i.e. businesses) will be required to submit a new application each calendar year. The Newport News Police Department establishes the minimum rate of pay for secondary employment, and it may be changed at the discretion of the Chief of Police. The rates of pay that have been established for supervisory personnel (sergeant and above) only apply when the individual is serving in a supervisory capacity. If a supervisor is working secondary employment in a non-supervisory capacity, then the minimum rate of pay shall be that of an officer. If a business is assigned a site coordinator, the site coordinator will be compensated at least one hour per week for administrative tasks.

#### MINIMUM RATE SCHEDULE

Position Title	Hourly Rate
Police Aide	\$ 29.00 per hour
Police Officer	\$ 34.00 per hour
Police Sergeant	\$ 39.00 per hour
Police Lieutenant	\$ 44.00 per hour
Police Captain	\$ 49.00 per hour

\*\* An officer assigned to work secondary employment on a city designated holiday will be compensated at one and a half times the hourly rate.

1. All payments must be processed through the Newport News Police Department's Secondary Employment Office and police officers are prohibited from accepting any direct form of payment. Employers will be invoiced by the Police Department, and payments in the form of check, money order, or cashier's check should be made payable to: City of Newport News and mailed to: *Newport News Police Department, Attn: Secondary Employment 9710 Jefferson Avenue, Newport News, VA 23605.*
2. Only a monetary payment can be accepted. No payment by exchange of goods or services is acceptable (with the exception of courtesy officer positions within the City of Newport News).
3. An officer shall not participate in any activities beyond the scope of their recognized law enforcement duties. Prohibited duties shall include but are not limited to: mediating civil disputes; performing duties as a bouncer; checking bags/IDs; or conducting retail functions (e.g. stocking shelves).
4. The Secondary Employer must notify the Secondary Employment Coordinator or Department designee of a cancellation 36 hours prior to the scheduled secondary employment. Failure to do so will require the Secondary Employer to compensate the assigned officer(s) for a minimum of three hours.
5. Payment for services is due 30 days from the invoice date. All job assignments for the Secondary Employer may be suspended if payment is not received by the due date. Payments 60 or more days past due will result in the cancelation of all job assignments for the Secondary Employer and the account will be referred to the City Attorney's Office for collection.

During business hours (Monday through Friday 8 a.m. – 5 p.m.) contact the Secondary Employment Coordinator. If the call is made after hours, please leave a voice mail message.

**Secondary Employment Coordinator:**

Kristina Lamm

Email: NNPdextraduty@nnva.gov

Contact # 757-928-4370 Fax # 757-928-4610

The Department will determine all staffing allocation needs. If alcohol is present for on-premises consumption, a minimum of two officers will be required. If it is determined that the Secondary Employer requires five or more officers, the fifth officer will be a sergeant or higher-ranking officer. Additional sergeants are required for each multiple of five. If it is determined that the Secondary Employer requires 15 or more officers, one of them must be a lieutenant or higher-ranking officer. The Chief of Police reserves the right to require the presence of a police captain at any event.

Officers are at all times subject to the policies of the City of Newport News and the rules and regulations governing employees of the Newport News Police Department. A Secondary Employer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. The officer shall refuse to perform any duties deemed to be in conflict with any City ordinances, laws of the Commonwealth of Virginia or guidelines established by the Newport News Police Department. As determined by the Department, officers may be recalled from secondary employment to on-duty status. The Newport News Police Department is NOT obligated to provide secondary employment services. The Chief of Police reserves the exclusive right to decline applications for secondary employment received from any person, firm or organization.

**AGREEMENT/ACKNOWLEDGEMENT OF SECONDARY EMPLOYER**

By signing this form, I agree to all of the terms and conditions contained herein. I acknowledge and understand that while the City of Newport News may provide insurance coverage for members of its Police Department who take specific law enforcement action while engaged in secondary employment, there are no provisions that protect secondary employers from liability, workers' compensation and/or disability claims arising out of their employment or use of police officers engaged in secondary employment. I further hereby certify that all necessary permits and required insurance for this event have been obtained, and that all entries and all attachments are true and accurate to the best of my knowledge. I acknowledge and assume full responsibility for all payments associated with the employment of Newport News police officer(s), including all earned monies and issues of liability. I also understand that false or incomplete statements herein supplied are grounds for disqualification from any future consideration.

\_\_\_\_\_  
Requesting Secondary Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name