

**Pittsboro Police Department
Off-Duty Agreement (Conditions of Permit)
635 East Street
P.O. Box 759
Pittsboro, NC 27312
(919) 542-3200 FAX: (919) 542-7109**

A. PROCEDURES FOR APPLICATION FOR SERVICE

1. Apply in person or by fax at the above address, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All applications should be received by the Police Department at least 8 days before the event.
2. Any applications received seven (7) days or less before the event are only processed with the understanding that the assignment may not be filled. **All jobs resulting from job applications received seven (7) days or less before the event date will be billed at the premium rate.**
3. **Jobs which may be overly problematic based upon their history or general character will be subject to the premium rate. This determination will be made with discretion by the Pittsboro Police Department. The applicant will be notified, in advance, if a premium rate is applied.**

B. PAYMENT METHODS

1. The Applicant/Establishment may be required to pre-pay upon submitting the service application. Payments should be made in the form of a cashier's check, money order, or company check. Only established accounts with a good payment history will be permitted to be invoiced for off-duty services at the discretion of the Pittsboro Police Department.
2. If payments become more than 60 days in arrears, the Applicant/Establishment will be considered for suspension of the agreement. The Establishment/Applicant will be notified and further off-duty employment will be withheld pending settlement of the account and/or civil proceedings.
3. **NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM AN ESTABLISHMENT/APPLICANT OR ANYONE ELSE ASSOCIATED WITH AN OFF-DUTY JOB.**

C. UNSCHEDULED HOURS

1. If an officer works additional hours (e.g. makes an arrest while working off-duty) on an off-duty assignment, the Establishment/Applicant will not be responsible for payment of the additional costs, rather the officer will submit for overtime payment.
2. If an officer works additional hours at the request of the Establishment/Applicant, the Establishment/Applicant will be billed accordingly.

D. OFFICER'S PAY VOUCHER

The Establishment/Applicant or Designee must sign each officer's pay voucher **UPON COMPLETION** of the assignment, if available.

E. REFUNDS

In cases where refunds are due, a credit or refund will be processed as requested by the Establishment/Applicant.

F. RATE SCHEDULE

	<u>Regular Rate</u>	<u>Premium/ Holiday Rate</u>
POLICE OFFICER	\$35.00/hour	\$45.00/hour

The regular rate is charged for any job request received 8 days or more before the job date. The premium rate is charged for any job request received 7 days or less before the job date and for those jobs as described in Section A(3) above and Section H below.

NOTE – The Off-Duty Service Agreement will reflect the minimum hours charged. The above rate schedule is subject to change. The Establishment/Applicant will be notified of such changes as soon as possible before the increase.

G. CRUISER RATE

For jobs where a marked police vehicle is required or requested, the rate for a marked police vehicle is \$20.00 for the first 4 hours. Additional time over the first 4 hours will be billed at \$5.00 an hour per cruiser.

HOLIDAY PAY The premium rate charge will be applied to all jobs on the following holidays:

New Years Day	January 1 st
Easter	Observed Holiday
Memorial Day	Federal Holiday
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Years Eve	December 31 st

I. STAFFING REQUIREMENTS

If the Off-Duty Coordinator determines that the size of the event warrants additional officers, the Establishment/Applicant will work with a special event-planning officer to determine the number of officers needed for the assignment. The Special Operations Commander may determine if more or less supervision is needed for the special event.

In cases where the Establishment/Applicant underestimated the attendance, the On Duty Supervisor or senior officer may at his/her discretion notify the Establishment/Applicant that additional officers are needed. Whether or not the Establishment/Applicant can be notified, the additional officers may be called in and the Establishment/Applicant billed accordingly.

J. CANCELLATION PROCEDURES

- 1 Cancellations by the Establishment/Applicant:
 - A. Cancellations by the Establishment/Applicant should be made at least 24 hours before the assignment begins.
 - B. If the Extra Duty Coordinator receives less than 24 hours notice from the Establishment/Applicant, (with exception of a natural disaster) the Establishment/Applicant may be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the agreement. This is at the discretion of the Off-Duty Coordinator.
 - C. During business hours contact the Off-duty Coordinator by calling **OFFICE: 919-542-3200 EXT 26** or **CELL: 919-548-2569** for cancellations (Monday through Friday 8am – 5pm.)
 - D. If the Off-Duty Coordinator does not confirm the cancellation or if there are unavoidable cancellations of an impending assignment during non-business hours the Establishment/Applicant should contact Chatham County Communications Emergency Operations Inform the dispatcher to contact the on duty supervisor at **919-542-2911**.

NOTE – It is the responsibility of the Establishment/Applicant to notify the Off-Duty Coordinator if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If the Establishment/Applicant fails to notify the Off-Duty Coordinator that officers are not needed that day, the normal minimum charges for the assignment will apply.

2 Cancellations by the Pittsboro Police Department::

A. Cancellations by the Off-Duty Coordinator:

1. Under extraordinary circumstances, if an assigned officer is unable to fulfill the assignment due to illness or injury and the Off-Duty Coordinator is unable to obtain a substitute, the permit assignment may be cancelled.
2. The Establishment/Applicant will not be billed for the hours worked. If Establishment/Applicant paid in advance, the hours scheduled and not worked will be refunded.

B. Cancellations by the Chief of Police:

1. In the case of a Departmental need or community emergency, the Chief or his designee may cancel Off-duty assignments. The off-duty officers would then be immediately available for service to the department.
2. The Establishment/Applicant will not be billed for any hours not worked.

K. WORKER'S COMPENSATION/LIABILITY

The Town of Pittsboro is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to off-duty work are afforded this coverage, and are considered to be Town of Pittsboro employees for the purpose of worker's compensation/liability.

L. OFFICER NOT REPORTING FOR OFF-DUTY ASSIGNMENT

If an officer was scheduled to work and did not report, the Establishment/Applicant should notify the Off-Duty Coordinator at 919-542-3200 ext 26 or the Chatham County Communications Emergency Operations Center at 919-542-2911 immediately.

M. DISCONTINUE SERVICE

If the Chief of Police or his designee determines that it is in the best interest of the department to discontinue off-duty services, the Establishment/Applicant will be notified immediately.

N. SCHEDULED HOURS CHANGED

The Off-Duty Coordinator will try to accommodate schedule change requests if made 24 hours prior to the time of the event.

O. MINIMUM HOURS FOR ASSIGNMENT

The minimum number of hours for any assignment is for (2) hours.

P. NOTICE TO ESTABLISHMENTS/APPLICANTS

The assigned off-duty officers are at all times subject to the policies of the Town of Pittsboro and the rules and regulations governing employees of the Pittsboro Police Department (PPD). An Establishment/Applicant has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those rules **never** supersede Pittsboro Police Department policy or procedures and employers of the off-duty officers should be so advised. Off-duty officers remain under the exclusive control of the department and accountable for

strict adherence to department rules and regulations. Any conflicting rules of employers of off-duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Pittsboro Police Department. As determined by the Department, officers may be recalled from off-duty to on-duty status.

This agreement is for law enforcement work only and does not exempt Establishments/Applicants from obtaining other necessary permits for this event.

The Town of Pittsboro Police Department is NOT obligated to provide off-duty services. A permit will not be issued to any person, firm, or organization whose officers, members, business, or operations are questionable or for any event of a potentially compromising nature.

Q. Attorney's Fees

In case suit should be brought for recovery of any payment due under this Off-Duty Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs.

I have read and understand the "Extra Duty Agreement" (Conditions of Permit)

Establishment/Applicant

Date ___/___/20__

Signature Required
