



# MORRISVILLE POLICE DEPARTMENT EXTRA-DUTY EMPLOYMENT JOB SITE APPLICATION

Applicant	Owner/Manager (If Not Applicant)
Name:	Name:
Organization:	Organization:
Mailing Address:	Mailing Address:
Email:	Email:
Phone:	Phone:
Event Name (If Applicable):	

## Additional Information

Date and Time Requested:	Number of Attendees (If Applicable):
Property Address:	
Type of Business: <input type="checkbox"/> Retail <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Other*	
*If Other, please describe:	

Type of Duty to be Performed: <input type="checkbox"/> Uniform Security <input type="checkbox"/> Plain Clothes Security* <input type="checkbox"/> Traffic
*Describe why you are requesting plain clothes security:

Briefly describe duties to be performed:
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Special Instructions:
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## TO BE COMPLETED BY SECONDARY EMPLOYMENT OFFICE:

<input type="checkbox"/> Employment Approved	<input type="checkbox"/> Approved Subject to the Following Conditions:
<input type="checkbox"/> Employment Disapproved	
Reviewed by:	Secondary Employment Coordinator Signature/Date:

# **TERMS AND CONDITIONS OF EXTRA-DUTY EMPLOYMENT FOR MORRISVILLE POLICE OFFICERS**

This information is provided for persons or organizations wishing to employ extra-duty Morrisville Police Officers for security and traffic control needs.

The secondary employment of extra-duty Morrisville Police Officers is limited to those jobs that, by nature, will not detract from the image of the Town of Morrisville or the Morrisville Police Department.

The employing agency must complete and submit an application for approval. The application will be approved or denied based on the type of business and needs of those requesting employment of extra-duty police officers. This application must be approved before procuring the employment of Morrisville Police Officers.

The employing agent is paying for the services of a law enforcement officer but shall not dictate to the Morrisville Police Officer(s) orders concerning the enforcement of laws. All Federal and North Carolina state laws, town, and county ordinances will be enforced. Morrisville Police Officers are prohibited from enforcing business policies, procedures, or regulations and will not do so.

An employing agent will be required to compensate the assigned officer for a minimum of three (3) hours despite the duration of the assignment, unless exception is approved by the Chief of Police or a designee.

When an employing agent decides there is a need to extend the time for a police officer to remain at the assignment beyond that which was scheduled, and the officer already assigned at the site is able to work, the officer(s) shall be compensated at the minimum established rate for each hour worked per officer. A full hour's pay shall be given for any portion of an hour worked beyond the regular scheduled time.

Off-duty rates for police officers are \$35.00 per hour minimum. In the event an Extra-Duty application is submitted 48 hours prior to the start of the event, the off-duty rate for police officers will increase to \$45.00 per hour minimum. The employing agent is to make individual checks payable to the officer. Payment shall be made within ten (10) working days following the assignment.

For further information, please contact the Support Services Captain at (919) 463-1602.

*This Extra-Duty Employment Job Site Application must be signed and submitted to the Support Services Captain prior to the employment of any extra-duty officers. Applications can be sent via email to [Offduty@townofmorrisville.org](mailto:Offduty@townofmorrisville.org) or via fax to (919) 380-6717.*

As the owner/manager or managing agent for this business, organization, or firm, I do hereby agree to the above terms and conditions of the employment of extra-duty Morrisville Police Officer(s) as indicated by my signature below.

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Organization

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Owner/Manager/Agent (Print)

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Signature

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Date