



HENRICO COUNTY DIVISION OF POLICE

Secondary Employer Agreement

DOP-339 (08/10)



The term "Secondary Employer" refers to the business, organization, group, or individual that solicits for, and compensates a police officer for employment that is indigenous to their law enforcement authority commonly referred to as "off-duty" employment.

In order to employ or contract a police officer for secondary employment that is indigenous to their law enforcement authority, the Secondary Employer must agree to and comply with the policies and requirements listed on this agreement.

1. The Secondary Employer is paying for the services of a law enforcement officer but shall not dictate to the officers concerning the enforcement of laws.
2. No police officer shall be permitted to work the interior portion of an "on-premises" licensed ABC establishment. The officer may work at a business with a valid ABC license, and will only enter the interior portion of that business in response to a call for assistance and only stay for the time needed to handle the incident.
3. Only monetary payment will be accepted for law enforcement oriented secondary employment. There shall be no exchange of goods or services, reduction or waiver of rent for law enforcement oriented secondary employment.
4. The County of Henrico does not provide coverage for liability or worker's compensation unless the officer initiates an action under the authority of their office.
5. The secondary employer is required to have general liability and workers' compensation insurance coverage. The secondary employer shall submit proof of said insurance along with this agreement. The County of Henrico requests that the secondary employer add to its liability insurance the following endorsement which states "Henrico County, Virginia is named as Additional Insured as respects to General Liability".
6. The Secondary Employer shall be required to verify the hours worked and hourly pay rate of each officer contracted or employed. Verification is accomplished by reviewing and signing a periodic report provided by each officer.
7. The secondary employer will provide copies of all of the officer's personnel records upon written request from the Commander Personnel Unit, Henrico County Division of Police or upon receipt of a signed authorization from the officer.

Failure to comply with the provisions of this agreement may make the secondary employer ineligible to participate in the Division's secondary employment program in the future.

I, the undersigned, have read, understand, and will comply with the requirements of this agreement.

Secondary Employer Signature			Date		Division of Police Representative Signature			Date	
Representative's Name (Print):						Title:			
Business/Organization Name:									
Business Address:									
		Street			City		State	Zip Code	
Phone #:			Fax #:		Email:				
Division of Police Secondary Employment Coordinator Records:									
Date Filed:		Employer ID#:							
Expires:		POC Officer:							