



Henrico County Division of Police Secondary Employer Application To Hire Off-Duty Police Officers



(DOP-338 01/03)

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.

The following policies and procedures must be complied with in order to schedule a police officer for secondary (off-duty) employment on a temporary or infrequent basis:

1. A signed "Secondary Employer Agreement" (DOP-339) must be on file or accompany this request.
2. The Secondary Employer must submit a request for an off-duty police officer at least five (5) business days prior to the date of employment.
3. The Secondary Employer will be required to compensate the assigned officer for a minimum of three (3) hours even if the event is of a shorter duration. The Division of Police establishes the rate of pay for "off-duty" employment. This pay scale is available from the Secondary Employment Coordinator or at <http://www.henricopolice.org>
4. The Secondary Employer must compensate the officer for their services at the conclusion of or prior to the conclusion of the scheduled time for the officer to leave the assignment. Only a monetary payment can be accepted. No payment by exchange of goods or services is acceptable. No exceptions will be made to this policy.
5. If, during a scheduled event, the Secondary Employer determines that he/she needs to extend the time an officer works at the assignment, the Secondary Employer shall compensate the officer for a full hour's pay for any portion of an hour worked beyond the regularly scheduled time.
6. The employing agent must notify the Secondary Employment Coordinator of a cancellation request of an off-duty police officer forty-eight (48) hours prior to the date of employment. Failure to do so will require the secondary employer to compensate the assigned officer for a minimum of three (3) hours. If an event is canceled due to inclement weather and the Division has received prior notice of a possible weather cancellation, no compensation will be required.
7. For events that require multiple officers, the Division of Police shall be the final authority in determining the minimum number of officers required to police a particular event. If more than three officers are hired, a supervisor must also be hired. The Secondary Employment Coordinator will determine the supervisor to officer ratio for larger events.

Business/Organization Name:	Applicant Name:
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Business Address:			
	Street	City	State Zip Code

Phone #:	Fax #:	Email:
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Business or Event Type:

Location of the Job Site:	Onsite Contact Person:
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Anticipated Attendance?		Alcohol Served?		ABC Permit obtained?		Will Weather conditions affect the ability of this event to proceed?	
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Date(s)	Times: (Min. 3 Hours)	Number of Officers Requested	Division of Police Use SEC Action	Division of Police Use Date Assigned

X:	
Signature, Secondary Employer	Date

Division of Police Secondary Employment Records:

Request Received:	DOP-339 Complete? Yes No	Insur. Cert. Expiration:
Request Accepted? Yes No	If denied, Reason?	
Request Fulfilled? Yes No	Date Fulfilled:	

Employer ID#: