



Newport News Police Department
Secondary Employment
9710 Jefferson Avenue
Newport News, VA 23605
757-928-4370

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/Pont 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: _____ 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 Workman's 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 one hour per week for administrative tasks.

MINIMUM RATE SCHEDULE

Position Title/Assignment Type	Hourly Rate**
Police Aide	\$47.00 per hour
Police Officer	\$52.00 per hour
Police Sergeant	\$57.00 per hour
Police Lieutenant	\$62.00 per hour
Police Captain	\$67.00 per hour
Contracted Traffic Control Assignments	\$77.00 per hour
Funeral & Overdimensional Escorts	\$102.00 flat rate

**** An officer assigned to work secondary employment on a city designated holiday will be compensated at the current holiday 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 assigned to work secondary employment on a city designated holiday will be compensated at the current holiday rate. Current rate will be provided by the Secondary Employment Coordinator, upon request.
4. 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).
5. The Secondary Employer must notify the Secondary Employment Coordinator or Department designee of a cancellation 36 hours prior to the employment. Failure to do so will require the Secondary Employer to compensate the assigned officer(s) for a minimum of three hours.
6. Payment for services is due 30 days from the invoice date. Job assignment may be suspended if payment is not received by the due date. Payments past due 60 or more days will result in the cancelation of all jobs and be transferred 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 # 757-928-4609

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 to on-duty status. The Newport News Police Department is NOT obligated to provide secondary services. The Chief of Police reserves the exclusive right to decline applications for secondary employment received from any person, firm or organization.

CERTIFICATION /AGREEMENT FOR SECONDARY EMPLOYER (secondary employment only)

By signing this form, I acknowledge and understand that eligibility for workers' compensation benefits provided by the City of Newport News is governed by the provisions of the Virginia Workers' Compensation Act, including Section 65.2-102 of the Code of Virginia. I further understand that if an officer is injured during the course of secondary employment, they may be expected to file their claim against the secondary employer. 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