



Newport News Police Department  
 Secondary Employment 9710  
 Jefferson Avenue  
 Newport News, VA 23605  
 757-928-4308

**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/Point 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 Workers' 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, at the hourly rate.

**MINIMUM RATE SCHEDULE**

<i>Position Title/Assignment Type</i>	<i>Hourly Rate**</i>
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 & Over Dimensional Escorts	\$102.00 per hour

**\*\* An officer assigned to work secondary employment on a city designated holiday will be compensated at the holiday rate, which is time and a half at the hourly rate.**

